



- Easy Retrieval of Facility Drawings and Documents
- Integrated with Business Workflows
- Dependable Disaster Recovery
- Accessible to all Stakeholders on a Need-To-Know Basis
- Mobile Access to Engineering Drawings “Anytime, Anywhere”



Store. Organize. Retrieve.

zLinkFM™ Documents Management, an online repository of all Facility information, at your service.

Organizations have thousands of engineering drawings and related documents of the facilities they occupy. Facility drawings depict the buildings’ infrastructure and systems and are a critical part of daily FM operations.

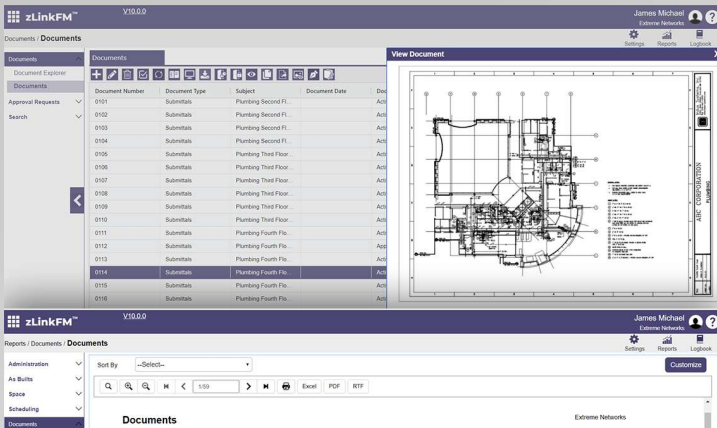
Can you easily retrieve these drawings when you need them? Can you control who has access to which drawing? Have you planned for a potential disaster? How would you recover if you lose the only copy of a manual drawing? Can you manage the complex relationship among these documents?

The zLinkFM™ Documents Module provides the solutions to these questions. It is a secure library of all engineering drawings and related documents. It maintains a database that matches the drawings with your search criteria and retrieves what you are looking for. Sharing these drawings with stakeholders is easy. Set up their access just for a particular set of documents and just for a specific period.

Value Proposition

- **Optimizes Organization**
Electronically categorize your documents for simple retrieval.
- **Protects Data**
Paper Documents can damage easily and become unreadable. Electronic documents are secured in a virtual repository.
- **Go Mobile**
Easy and instantaneous access to important documents from your desktop PC or smart device from any location.
- **Enhances Productivity/Saves time**
No need to take time to rummage through old file cabinets to search for important data which impacts time critical decisions. Repair time will decrease as planning improves.
- **Promotes Sustainability**
Simply going paperless to support FM Projects.





Facilities Management (FM) Solutions

Facilities professionals spend significant amount of time every day looking for drawings and documents. Even when you are able to locate the drawings you spend more time to locate the one you need - planning version, design version or as-built. With zLinkFM™ Documents module all that information is built in its database. The system will bring out the correct set that you are looking for.

● Integrated Facilities Database

zLinkFM™ Documents Module maintains a library of your engineering drawings, user manuals, warranty papers, photos, parts lists and so on. Like all other modules in zLinkFM™, the Documents Module is an enterprise wide system accessible to all users in a controlled manner. Manage documents transparently and integrate with business workflows.

● Easy Document Searches and Retrievals

Powerful search functions allow searches using simple drop down data lists or complex queries. Easily search the entire enterprise under multiple criteria. Type in key words or a description and access the documents instantaneously.

● Custom Electronic Filing

Each organization has its own specific documentation and data needs. You may want to track items in ways that particularly suits your organization. Document folders can be arranged and displayed as a hierarchal tree structure according to your preference. Arrange documents to your defined folder structure. Add, remove, or change data items easily. No programming expertise is needed.

● Control Data Access

zLinkFM™ Documents Module data is made available on a “need to know” basis only. Each user can be restricted to only certain documents or a certain period. Improve your security and regulatory compliance when your confidential data is protected.

Economic Cost

● Recover From Disasters

Disasters can destroy your manual drawings and documents. zLinkFM™ provides an alternative. Your drawings are safe within zLinkFM™.

● Cost Effective

zLinkFM™ Documents Module stores, links, and helps communicate information to empower your workforce, streamline production and reduce costs. Your staff will spend more time on their primary tasks and less time dealing with paper records, routing files, printing documents and searching for information. Streamline your workflow to reduce waste and overhead costs. ROI is typically less than a year.

Mobile Operations

● Facilities Gone Mobile

zLinkFM™ Document management is extended to iPads, Android tablets, and smart devices. Allow Facility staff “anywhere anytime” access to facility drawings and data. Easy access to FM information “as and where” required.



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