

Contact Management Tools

- Time Matters Practice Management Software
- Microsoft Outlook

Paperless Office

- Scanning Solutions
- Electronic Document File Management

Workstation Setup

- Setup & Configuration of New Computers
- Software Installations
- Hardware Replacement & Installation
- Network Printer & scanner setup & Configuration

Staff Training

- Best Practice Policy & Procedure Development
- Software Training
- Program User Guides



Presentation Assistance

- PowerPoint creation
- Training Documents & User Guides
- Customized Company Newsletters
- Website Design

Business Technology Tools

- BlackBerry & Treo Setup and Synchronization
- Remote Desktop Configuration

"We provide Technology Solutions Support for Business Processes. We will review your Business and provide an understanding for how technology can make it more efficient"

Contact Management Tools

- Time Matters Practice Management Software
- Microsoft Outlook



Time Matters is a widely used and highly rated Practice Management Software that offers outstanding contact management capabilities for firms of all sizes.

The Contact list is a centralized, shared directory of everyone with a connection to your firm, including clients, vendors, and more. All of the information regarding your contacts is accessible from the contact record including related documents, phone call records, notes, email and more.

Contact information is highly customizable to ensure you collect the most relevant information for each type of contact. For example, client contact records may contain a billing address, name of spouse and/or children, social security number and email or phone contact information. Time Matters gives you the flexibility through form styles on any record to capture the data most important to you.

The screenshot shows the Time Matters software interface. On the left is a list of contacts with columns for Last, First, ClientNo, and Firm. The contact 'Barry Able' is selected. On the right is a detailed view for Barry Able, showing his title as Principal at Able Consulting, his address (1000 Hillside Rd., St. Paul, MN 55101), and his email (barryb@lawdemo.com). It also lists his phone numbers (Main: 612-555-9210, Fax: 612-555-0418, Alt: 612-555-9341) and other details like his birthdate (8/19/1963) and a memo about his role as one of the three principals.

Last	First	ClientNo	Firm
Able	Barry		Able Consulting
Abraham	Diane		Davis and Woodbridge
Abrams	Saul		
Alexander Hotel			Alexander Hotel
Allen	Wayne		
Alright	William		
Arthur	Betty		
Augustino	Gino		Martin, Jones, Sawyer, et al
Baird	Jeremy		Baird Investigations
Baxter	Therelus		Fuquay-Varina Contractors
Bennett	Catherine		Davis and Woodbridge
Boland	Theodore		
Branch	Samuel		
Brown	Harold		
Brown	Vivian		
Brubaker	Bruce		
Castrono	William		Boulder, James & Evans
Chelsea	Doris		
City of Hialeah			City of Hialeah
Clerk of Court			
Cooper	Suzie		ACME Travel
Coltrill	Susan		Broward Circuit Court
Czeminski	Daniel		
D'Ambrose	Maria		Johnson, Hart & Johnson

Barry Able
Principal
Able Consulting
1000 Hillside Rd.
St. Paul MN 55101
barryb@lawdemo.com

Main 612-555-9210
Fax 612-555-0418
Alt 612-555-9341

Ref Name Able Consulting
Sal

Code CLNT
Staff RSB
Status A

MatterRef Able v. State of Florida
MatterNo 03-1236.1

Birthdate 8/19/1963
Open Date 5/02/2004

Cell/Pager

Assistant Sally Green
Asst Phone 612-555-9211

Memo

Barry Able is one of the three principals of this firm, he makes all decisions. Send all bills to his attention.



Microsoft Outlook can also be configured on your network so that users can share contact information.

Business Technology Tools

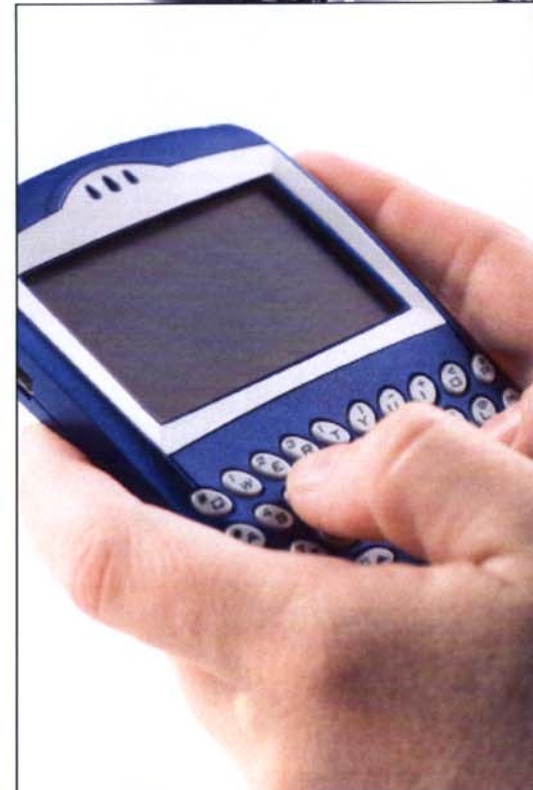
- Blackberry & Treo Setup and Synchronization
- Remote Desktop Configuration

Are you missing important events because you are stuck in the office?

A handheld device such as a BlackBerry or a Treo may be your solution. You'll be able to handle your e-mail, phone calls, open attached documents and keep in close contact with your clients.

Aside from those facts, once you obtain one of these devices, you'll need help setting it up, synchronizing your contacts and making sure your email is flowing properly.

Zarti can get your handheld device up and running quickly and help free you from the confines of your desk.



Workstation Setup

- Setup & Configuration of New Computers
- Software Installations
- Hardware Replacement & Installation
- Network Printer & scanner setup & Configuration



- Computer Setup**
- Software Installation**
- Hardware Upgrades**
- Wireless Connection Configurations**
- Dual Monitor setup**
- Computer Networking**

For some firms, computers (and the network) are the backbone of the business; but what happens when one breaks, is too old and slow to function or you add new employees?

The world of computer technology advances quickly and ordering and installing a computer can be confusing and time consuming. Zarti can handle everything from pricing out the new workstation, ordering the machine & software, installing the system, and networking them together when they arrive. In addition, we can make sure the computer is serviced and up to date regularly, ensure that it stays clean, and runs as it should.

You'll never have to be bothered with the process.

Presentation Assistance

- PowerPoint creation
- Training Documents & User Guides
- Customized Company Newsletters
- Website Design

Holding the attention of customers, clients and colleagues is hard enough. It can be even more difficult without the use of vibrant presentation materials.

Zarti can assist with the creation of animated PowerPoint slideshows, a visually aesthetic website or even company Newsletters and customized training guides.

Look to the next few pages for some examples of our work that can help spruce up your meetings and presentations.

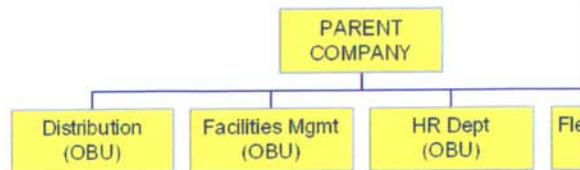
Business Tools Guide

- Connecting Remotely
- Connecting to the Wireless Network
- Canon C3100n Printer Guide
- Outlook Web Access – How To
- Running a Manual Virus Scan
- Running Computer Clean Up Utilities
- Time Matters Best Practice Guides
- Using the Time Matters Report Database

Risk & Insurance Review

Your Client's Makeup and Risk Definition

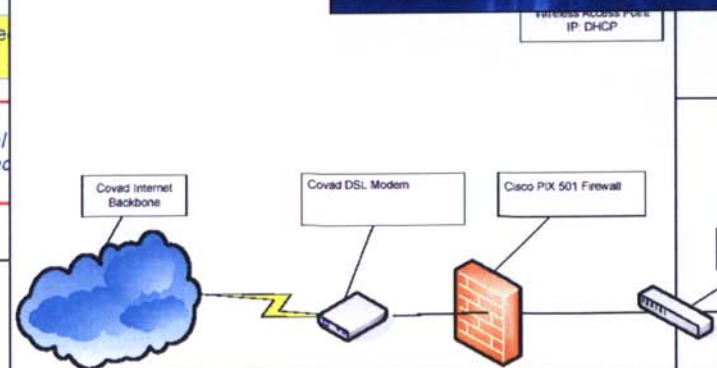
Operational Risk – Risk is the potential adverse effect on an organization's values. Financially, it may manifest itself in reduction of assets or income, or an increase in liabilities or expenses. Risk may also impact non-financial values such as reputation, good will, customer or vendor relationships, employee morale, and other values not readily associated with financial loss.



What is an Operational Business Unit? It is a business group that will have distinct operational and/or physical properties which can be identified in a risk profile.

Prepared By UIC, Inc.

Logical Network Diagram




Website Design

- Company Logo Creation
- Color Schemes
- Site Layout
- Website Management

Zarti can help you design a website that allows your company a visually pleasing and functional web presence.

We can even design a logo, letterhead, envelopes and business cards for your company.





The ZARTI GROUP
Providing Business Support

Services | News & Events updated 2/27/2007 | Test


ZARTI provides a complete "B" professional firms, start

- BOOKKEEPING & FINANCIAL STATEMENTS
- IT SUPPORT SERVICES
- HUMAN RESOURCES
- STAFF TRAINING & DEVELOPMENT

ZARTI Consultants are Time Matters and QuickBooks

	Time Matters® 7.0 Time Matters® 8.0	ZARTI can help you also
		ZARTI receives support busin report

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Heparin Facts . com

What is Heparin Induced Thrombocytopenia (HIT)?


Heparin Induced Thrombocytopenia (HIT), sometimes called Heparin Allergy or HIT II, is a serious antibody mediated, irreversible aggregation of platelets. HIT develops from a heparin, resulting in the accumulation of "heparin antibodies" to HIT.

HIT attacks platelets in the blood, and sometimes the lin vessels. HIT produces the opposite result from that for v being used; it causes rather than prevents clotting. HIT form is a severe clotting of the platelets which form white term "white clot disorder" derived). The most severe for Heparin Induced Thrombocytopenia Thrombosis Syndrome.

The consequences of HIT can be devastating, with inte lead to heart attack, limb amputations, stroke, and death. consequences of HIT include pulmonary embolism, deep v ("DVT"), thromboembolism (blood clots) skin lesions at in ischemia, swelling, gangrene, necrotic adrenal glands, on inflammatory responses, generalized poor outcomes, ext and other complications.

History of Heparin

Heparin is given as a blood thinner to treat or prevent cl Heparin was first discovered in 1918 and by the late 195 anti-coagulant of choice. Today, heparin is one of the m drugs in the United States; administered to approximat each year in a wide variety of clinical and surgical settin



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Welcome to the THE ALS GROUP
A premier provider of
**Independent Risk Management and
Insurance Advisory to Business and Industry**

*Advocacy for our clients is uncompromised
because we do not sell insurance
and all engagements are fee-based.*

OUR SERVICES

See how our team of professionals provide support and guidance to preserve company value.

- Risk Management Assessment
- Insurance Tender & Proposal Management
- Broker Selection
- The Risk Management Plan
- Ongoing Services



"The Risk Management Process is a continuous improvement strategy, that when embraced by the organization, will ultimately reduce risk related costs."

What is The Zarti Group?

Zarti is a complete “Back Office” outsource solution to professional firms, start-ups and small businesses.

Zarti’s suite of Back Office support solutions is focused in the areas of:

- **IT Support**
- **Bookkeeping & Finance**
- **Human Resources Management**
- **Staff Training & Development**

Zarti employees are Time Matters 8.0 Certified Independent Consultants, QuickBooks ProAdvisors, and will go above and beyond to service you and your company.



Time Matters® 7.0
Time Matters® 8.0



Zarti Benefits - Why You Should Choose Zarti

- **Cost Savings** – The cost of outsourcing to Zarti can be significantly less than the salary and benefits cost of a full time employee.
- **Expert Consulting** – Zarti will customize our services to support your business process, not dictate it.
- **One Stop Shopping** - The efficiency of one provider for Bookkeeping, Accounting, IT support and Human Resources support.
- **Flexible Fee Arrangements** - Monthly Retainer Fee or Time & Materials Billing arrangements.

Please contact us for more details

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