The Law Society of Hong Kong
Software Directory and Selection Guide (Updated Version)

Job Specifications

1. Identify available software in support of Hong Kong solicitors firm practice management (cum trust accounting), in addition to those already identified in the Software Directory and Selection Guide ("the Guide") with special reference to the new Solicitors' Accounts Rules which came into operation on 1st July 2016.

2. Collect from those vendors information relating to each software as to their :
    ■ general features {client and office account and columns available, reconciliation account,)
    ■ special / unique features, if any (management accounts)
    ■ licensing fee arrangements
    ■ system requirements
    ■ operating systems compatibility
    ■ supported platforms (personal computer, mobile device etc)
    ■ technical limitations, if any
    ■ language support (Chinese ?)
    ■ local support availability – hotline / on site services etc
    ■ URL where product information is available

3. Update the information under paragraph (2) above relating to each software already appearing in the Guide.

4. Compile the above information, in the English language, in a presentable layout with illustrations where applicable. NO ASSESSMENT / EVALUATION / VERIFICATION OF THE PRODUCTS IS REQUIRED.

Deliverable
A booklet (in .pdf format, catered for member solicitors downloading) in the form similar to the Guide.