



**FINGERTIPS™**

the  
**POWER**  
of  
**UNIFIED**  
Document  
Management



**AMBERSOFT**

# What is FINGERTIPS

Today's business environment creates, utilises, sends, receives and stores many different types of documents. Ninety percent (90%) of the information that organisations must manage is unstructured - in emails, electronic and paper documents, faxes, drawings, presentations, images, voice, video etc. This is information that does not neatly fall into the rows and columns of a traditional database but is vital to business processes.

Unstructured information is at the heart of business processes. Processes cannot be improved until this flow of information is standardised, digitised, and managed. At the same time, governments and courts at all levels - local, state, federal - are making increasing demands for the trustworthiness, accuracy, and reliability of electronic information.

FingerTips was designed to solve the core organizational problem of developing, capturing, managing, storing and complying.

Extremely easy to deploy and setup, economical to use and, users get productive from day one!

FINGERTIPS @ work



develop capture manage store comply

## Why You Need FingerTips Now!



### Time Saving And Increased Productivity:

Free-up Time, the most valuable asset of your staff, to be utilised more productively in serving customers or locking in sales. All information and data, documents and files required by every individual are now available right at your table, without walking around looking for it.



### Increased Access To Essential Information:

Access multiple documents containing related 'critical' information, instantly. Staff can share documents with co-workers on the network, thus allowing them to route and process documents instantly, effectively and cheaply.



### Make Your Organization "Staff Turnover" Proof:

Staff may come and go, or be on leave, but your business does not grind to a halt. Every one will still have access to all the documents they need to perform their functions.



### Reduces The Cost Of Storing Paper Documents:

Typically, the law requires a business to save documents anywhere from seven years to a lifetime. The annual cost to store legacy documents can be reduced by storing at cheaper locations, or in the case of some industries, eliminated completely.



### Bring Out The Best In Your Staff:

Impressive increases in production can be handled by the current staff because of much Higher Efficiency.



### Offsite Storage Protection:

What happens to your business if you have a fire or water damage to paper documents. Electronic Data can easily be stored offsite so that important information will not be lost.



### Eliminate Human Filing Mistakes:

Organisations can literally spend days trying to locate 'mission critical' misfiled documents. FingerTips allows users to find any document in your organisation instantly - without leaving their desks!



### Visible Benefits To The Organisation:

These include much higher staff morale and an improved perception of the organisation as efficient and well managed, by both employees and customers.

# Product Range



## FingerTips Document Management Solution:

FingerTips is a Windows compatible business application that builds document databases on low-cost computer storage and provides a variety of retrieval and output options. It is ideal for managing large volumes of images, MS Office files, PDFs, scanned paper documents, invoices, pictures and more, and includes all the functions necessary for indexing, archival, query, retrieval, viewing, security, printing and routing via e-mail.

Depending on your requirements, the product is available in 3 variations namely, **FingerTips Professional, Workgroup and Enterprise.**

*To help create the best fit between your current working environment and your proposed document management installation, FingerTips also offers a selection of add-ons designed to let you tailor FingerTips to your exact needs. This is offered as the FingerTips PLUS Series including :*



### FT Office Plus :

Send ANY electronic document directly from your machine into your FingerTips Inbox. If you use MS Office in your organization, this Plug-in will allow you to save Office files directly into FingerTips. Works wonders for managing ALL your electronic documents.



### FT Barcode Plus :

Automatically index documents through bar-code recognition. It allows you to easily manage and profile documents while scanning. Can also be used for auto-filling of documents without human intervention.



### FT Data X-Porter Plus :

FingerTips Data X-Porter provides the capability to export knowledge documents to any external media such as CD, DVD or hard disk.



### FT Data Grabber Plus :

Data Grabber provides a configurable data capture feature that allows you to customize it for each data source. It captures and imports data into FingerTips with no need for source code changes to legacy systems. It is fully configurable, enabling it to handle irregular and complex data.



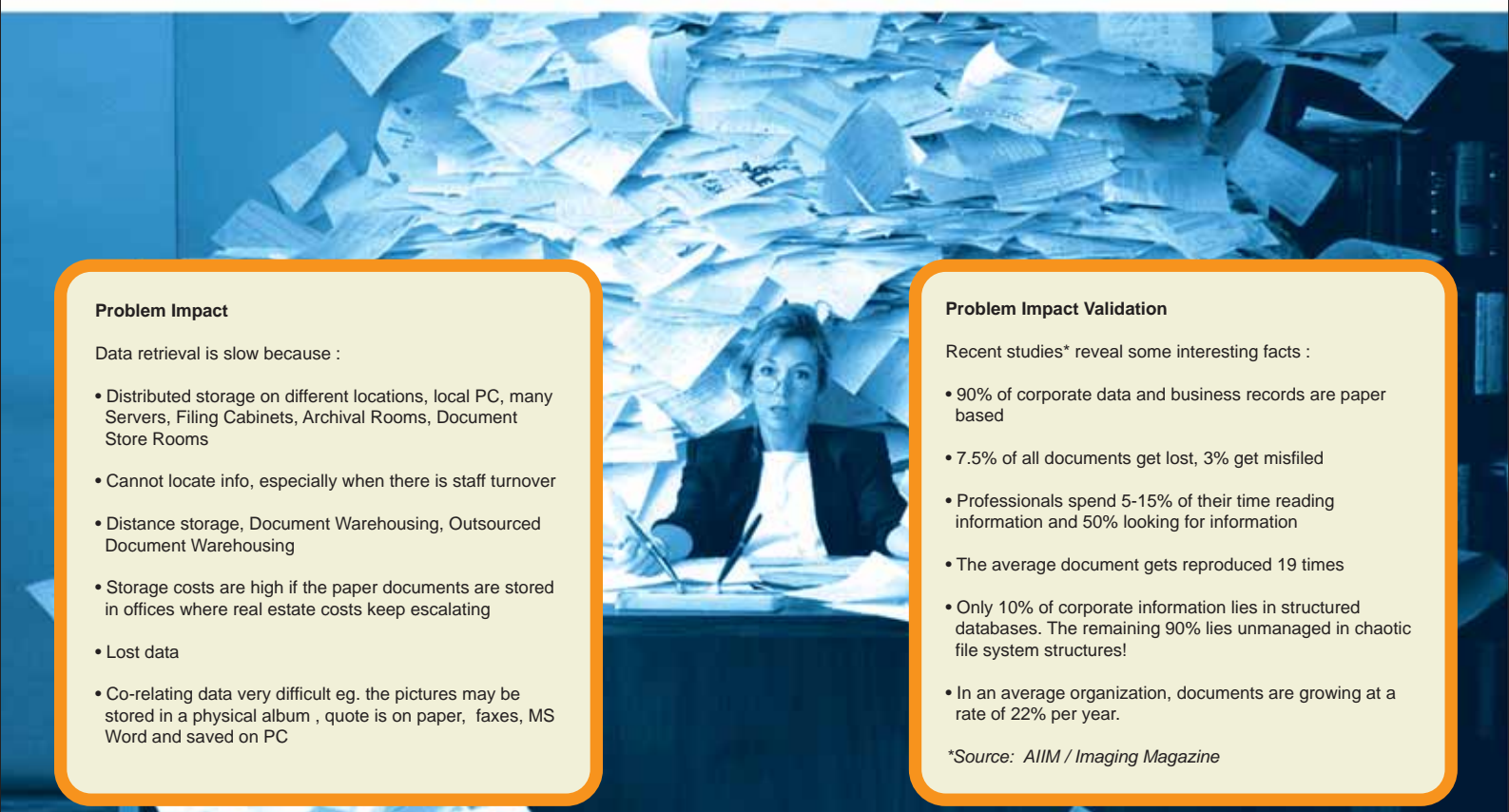
### FT AutoCad Plus :

This plug-in integrated into FingerTips from AutoCAD gives you the same plotting engine that AutoCAD® uses, 2D measuring capabilities, plus markup using ActiveShapes® technology for intelligent drawing objects.



### FT Web Plus :

Access your data easily through your current Internet browsers. Users can perform a search and retrieval process using previously established document indexes. This module has been developed to be fully .NET compliant.



### Problem Impact

Data retrieval is slow because :

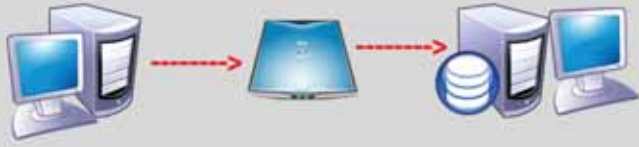
- Distributed storage on different locations, local PC, many Servers, Filing Cabinets, Archival Rooms, Document Store Rooms
- Cannot locate info, especially when there is staff turnover
- Distance storage, Document Warehousing, Outsourced Document Warehousing
- Storage costs are high if the paper documents are stored in offices where real estate costs keep escalating
- Lost data
- Co-relating data very difficult eg. the pictures may be stored in a physical album , quote is on paper, faxes, MS Word and saved on PC

### Problem Impact Validation

Recent studies\* reveal some interesting facts :

- 90% of corporate data and business records are paper based
- 7.5% of all documents get lost, 3% get misfiled
- Professionals spend 5-15% of their time reading information and 50% looking for information
- The average document gets reproduced 19 times
- Only 10% of corporate information lies in structured databases. The remaining 90% lies unmanaged in chaotic file system structures!
- In an average organization, documents are growing at a rate of 22% per year.

\*Source: AIIM / Imaging Magazine

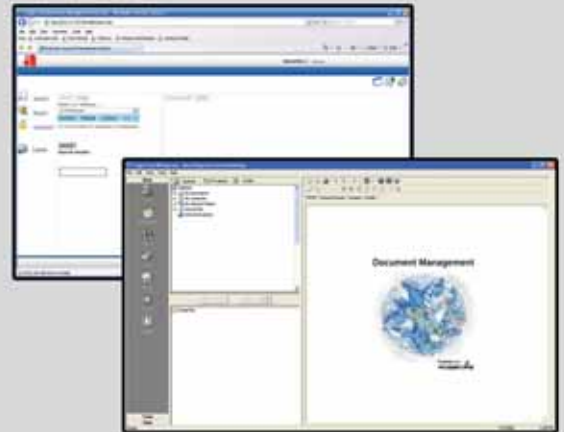


## FEATURES

- |                                     |  |
|-------------------------------------|--|
| Storage:                            | <ul style="list-style-type: none"> <li>• Backups of files can be stored off site.</li> <li>• Protect against fire, theft or others.</li> <li>• File stored in its original format.</li> <li>• Scan directly to internal hard drive or to external storage devices.</li> </ul>  |
| Database:                           | <ul style="list-style-type: none"> <li>• ODBC Compatibility - including but not limited to: Microsoft SQL Server, Oracle, MySQL</li> <li>• Popular Client/Server platforms.</li> </ul>   |
| Data:                               | <ul style="list-style-type: none"> <li>• Quickly locate and view the information.</li> <li>• Once accessed, users can fax, print and add annotations to existing files.</li> <li>• Use email to attach and send a document directly from the FingerTips program.</li> <li>• Users can share information simultaneously.</li> </ul> |
| Extensive Search Retrieval Options: | <ul style="list-style-type: none"> <li>• Hierarchical Retrieval: Access information in the same manner as filing.</li> <li>• Simple Find: Content Search or Access information by entering information into one or many index fields.</li> </ul>   |
| Security:                           | <ul style="list-style-type: none"> <li>• Complete System Security - assign or limit data access rights to any database level.</li> <li>• Assign or limit authorization to system functions such as storing, editing, printing, emailing, etc.</li> </ul>   |
| Filing System:                      | <ul style="list-style-type: none"> <li>• User defined indexes.</li> <li>• System generated indexes.</li> </ul>   |
| Scanning:                           | <ul style="list-style-type: none"> <li>• Duplex scanners supported.</li> <li>• Twain 32 bit scanners supported.</li> <li>• Single document or batch scanning.</li> <li>• Barcode scanning.</li> <li>• Color or black &amp; white scanning.</li> <li>• Direct to document scanning.</li> <li>• Departmental scanning.</li> </ul>    |

## SYSTEM REQUIREMENTS

- |                    |  |
|--------------------|--|
| Client Stations:   | <ul style="list-style-type: none"> <li>• Intel Pentium III</li> <li>• Windows 98 / 2000 / XP / VISTA</li> <li>• 512 MB RAM or higher</li> <li>• Optional : MS Office (required for Email archiving and Office Plus module)</li> </ul>  |
| OCR Stations:      | <ul style="list-style-type: none"> <li>• Intel Pentium IV</li> <li>• 512 MB RAM or higher</li> <li>• CD-Rom drive</li> <li>• Windows 2000 / XP / VISTA</li> </ul>  |
| Server Stations:   | <ul style="list-style-type: none"> <li>• Intel Pentium IV, Dual-Core or higher</li> <li>• Windows XP / 2000 / 2003 Server or above</li> <li>• 1GB RAM or higher</li> <li>• CD-ROM drive</li> <li>• High capacity hard-disk space for Central Data Storage. These can be Fixed Hard Disks, Removable Storage Devices or NAS</li> <li>• IIS</li> </ul> |
| Screen Resolution: | <ul style="list-style-type: none"> <li>• Screen resolution (800 x 600) monitor or higher recommended.</li> </ul>   |



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