



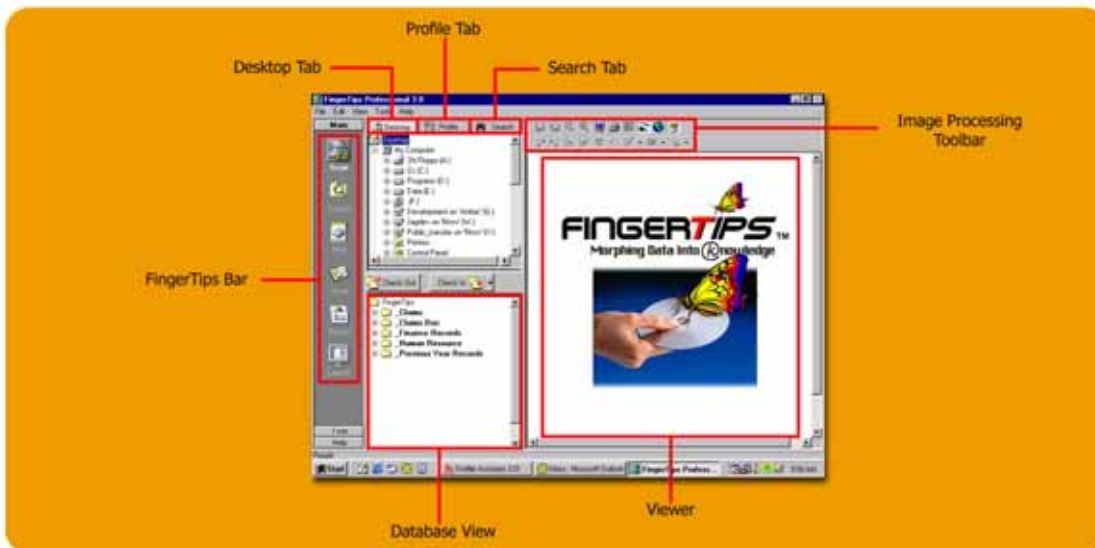
FINGERTIPS 6.7

functional
specifications

the most **creative** way to
capture and **manage** your
documents and corporate
knowledge

Improve and expand your PC experience with FingerTips

This is a next generation content management solution that delivers on the promise of scalability, administrative capabilities, application integration, collaboration and an advanced yet easy to use user interface.



organise
better retrieve
faster

Key Functions Of FingerTips

A one-stop windows compatible business application empowering you to expand your operations and boost profits with your existing infrastructure.

Leading edge technology that will give your business an effortless "quantum leap" into the information age while others grapple with outdated office methods.

A solution that can be integrated for small offices, company departments or an enterprise business application.

Morphs your electronic documents and paper-based records into knowledge to empower your business by providing quick access to key information.

Improving productivity, enhancing customer services and reducing operating cost.

Protects vital information from damage, pilferage, theft, misplacement or loss.

Eliminates stacks of files that clutter up every office. Now you'll never have to "look" for any data or documents – it'll always be there, right at your fingertips.

Return on Investment- R.O.I.

Organizations are rapidly discovering the tremendous efficiencies and cost savings associated with distributing documents electronically. Studies show that staff waste approximately 30% of their time searching for documents. Printing or photocopying them unnecessarily adds to the wastage, resulting in higher operating costs. With traditional methods of filing, losing or misplacing paper and computer files was a fact of life every business had to deal with, and failure of access to "Critical Information" came with a price!

- 90% of corporate data is paper based, and of all the pages that get handled each day in the average office, 90% are merely shuffled.
- The average document gets reproduced 13 times.
- Companies spend \$12 in overheads to store a document, \$130 to find a misfiled document, and \$220 to reproduce a lost document.
- 7.5% of all documents get lost, 3% of the remainder get misfiled.
- Professionals spend only 5-15% of their time reading information, but up to 30% looking for it.
- In an average organization, documents are growing at a rate of 22% per year.

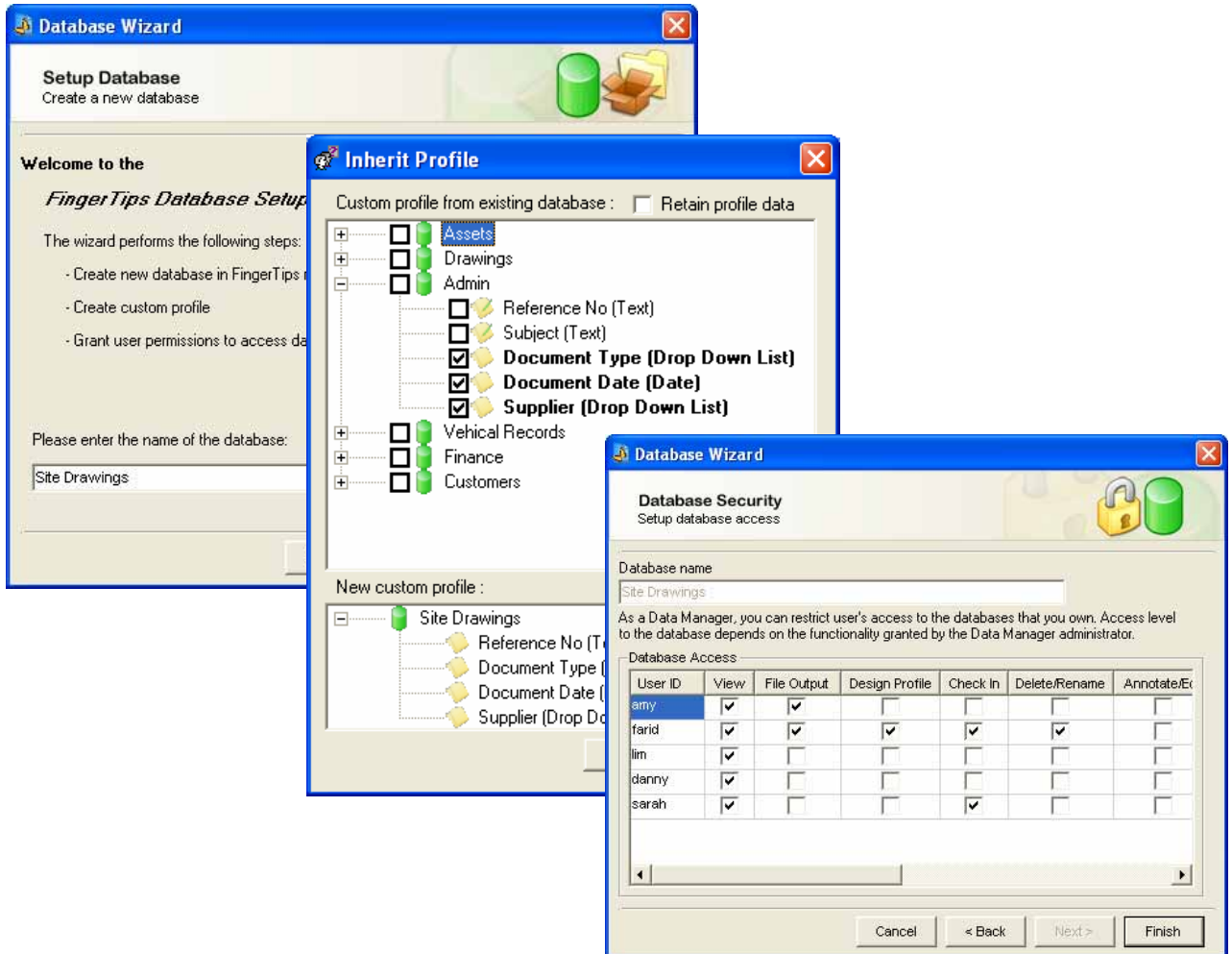
Contents

1. Filing Structure creation.....	3
2. Managing Data.....	4
a) Scanning.....	4
b) Save directly to FingerTips.....	5
c) New Document.....	5
d) Check In.....	5
e) Save MS Office documents directly to FingerTips via Office Plus	6
3. Search.....	6
3.1 Search Results and Advance Search results	7
4. Viewer	7
5. Annotation	8
6. Audit Trail	8
7. Reports.....	9
8. Print and Email	10
9. Database Engine	10
10. Help and Tutorial.....	11
11. System Requirement.....	11
12. FINGERTIPS PLUS SERIES	12
i) FingerTips Web Plus	12
ii) FingerTips docuFLOW Plus	12
iii) FingerTips Data X-porter Plus	13
iv) FingerTips AutoCAD Plus.....	13
v) FingerTips Data Grabber Plus	13

1. Filing Structure creation.

FingerTips has a very efficient way to organize your electronic or physical documents to enhance search and retrieval capabilities.

The Database Wizard is a user-friendly interface designed to assist beginners to create new databases using a step-by-step guide approach. The Wizard will also help you to create a database in the FingerTips repository as well as creating a set of custom profiles tailored to your preference. In addition to this, you can even ensure the security level of the database content by limiting its access to certain users only.



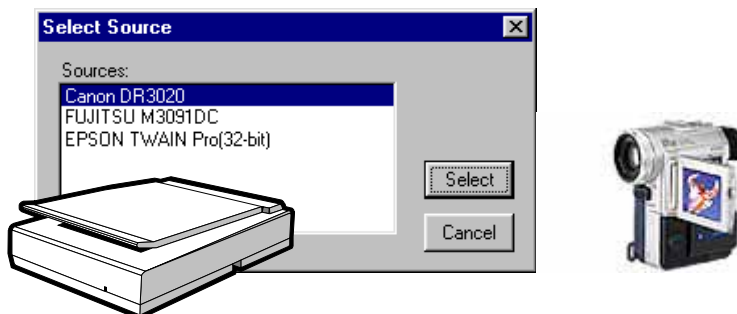
It is recommended that the wizard is used during the creation of the database to simplify the process. However, users have a choice to skip these steps at any point of time and go ahead with the process without adding the profiles and the security settings.

2. Managing Data

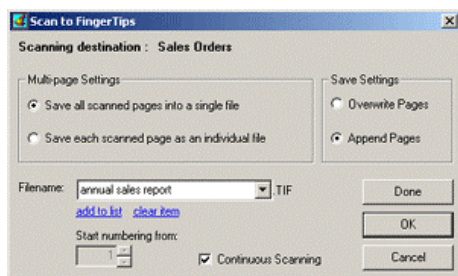
Data can be categorized mainly in 2 categories; hardcopy and softcopy. For hardcopy, it will need to be digitized first via the scanning process whereas the data in softcopy can be directly managed within the system.

a) Scanning

Scan is a full – featured productivity tool for scanning and archiving documents to any supported storage media. It is a TWAIN scanner support for input devices like Scanners, Digital cameras etc. Documents can be scanned as multi-page or single page files. FingerTips also allows **BATCH Scanning** for large volumes of document, all just possible with one simple step.



This powerful yet versatile scan engine is teamed with a number of scan options that minimize printing and duplication of documents. Among others, this **feature – packed** tool presents:



- Insert Scanned Page**
- Append Scanned Page**
- Rescan Selected Page**
- Delete Current Page**
- Continuous Scanning**

The user could choose to perform the scan in the way most preferred by selecting options under the **Scanning Preferences Menu**. This page would allow users to customize settings on the way the scanning should take place.

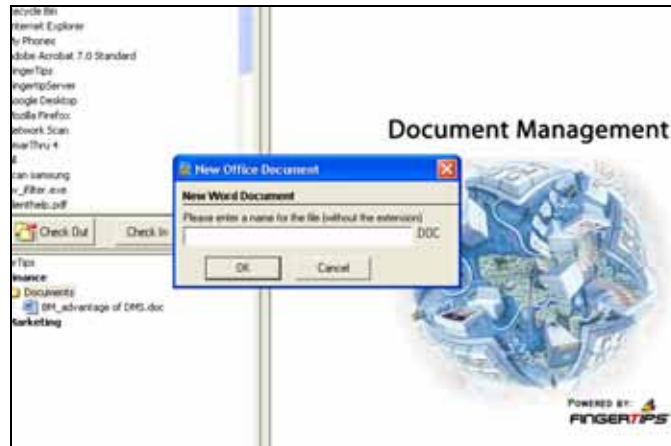
- Save all scanned pages into a single file.**
- Save each scanned pages as a different file.**
- Filename of your choice.**
- Start numbering from** (to differentiate multiple versions of the same document.)
- Overwrite / Append pages.**
- Add to List / Clear item**

b) Save directly to FingerTips

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.

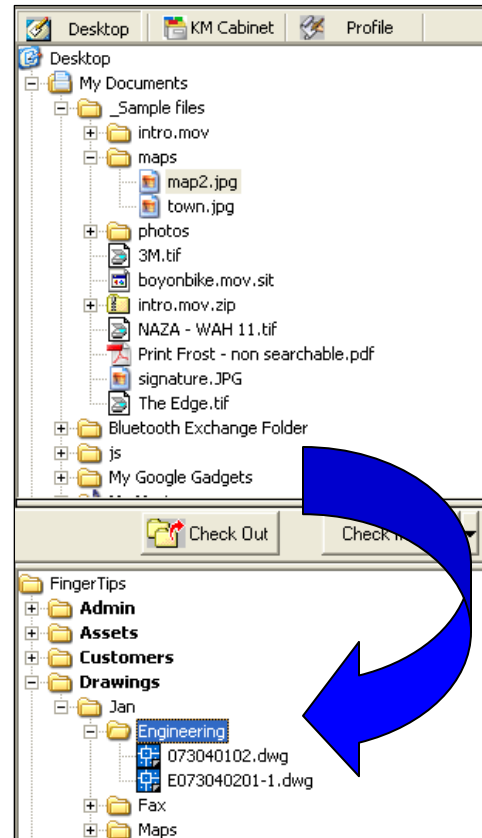
c) New Document

Now, you would have the ability of **creating** a **new office** document from within FingerTips itself. This means you could create **new Word, Excel, Power Point** documents, all without ever having to leave FingerTips.



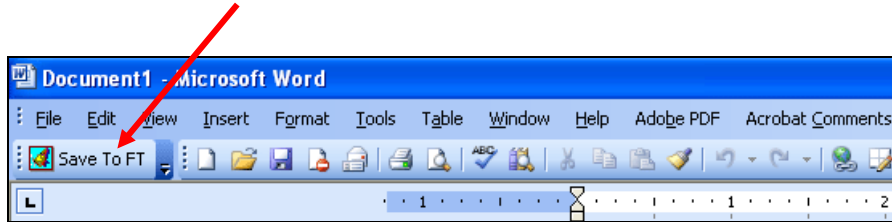
d) Check In

You can add a file to any Database in which you have Check In permissions. This operation is called 'Check In'. Similarly, only those users that have permission to 'Check Out' will be able to copy a file from the FingerTips Database to the Desktop.



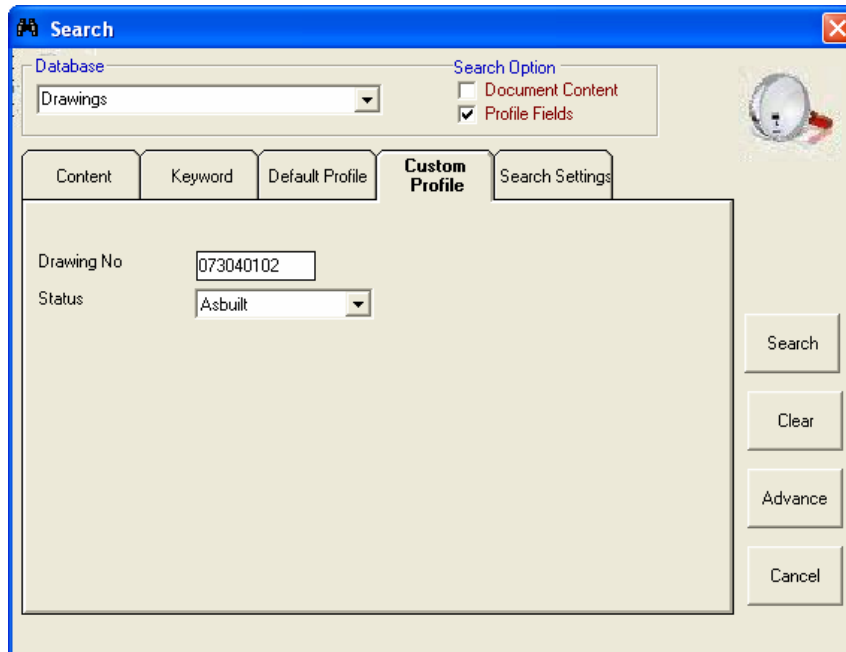
e) Save MS Office documents directly to FingerTips via Office Plus

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.



3. Search

Fingertips has advance searching capability to allow easy access to documents and these include **Content Search** as well as **Index Search**.



For **Index Search**, we use the document profile to perform the search routine. These can include data like Drawing No, Revision No, Reference Numbers, Subject, Status etc. that can easily be used to “tag” a document. All files that are stored in FingerTips can also be searched based on these profiles.

The **Content Search** exhibits a drop down menu that displays the last ten queries. A **progress bar** is incorporated to graphically indicate the search activity and the database that is being currently searched. A search can also be interrupted midway as desired.

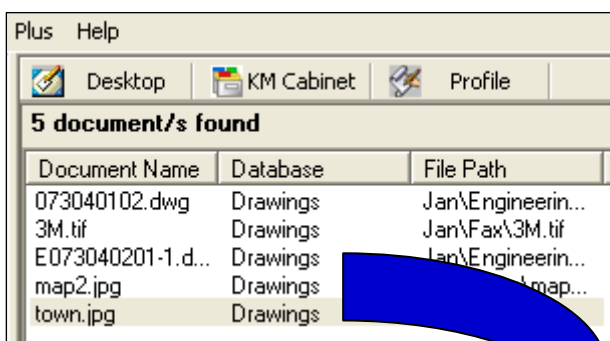
In **Content Search**, all documents (both electronic as well as paper) that are checked into FingerTips are converted and indexed for searching based on its content.

Thus, all information within the paper or file is now within easy access of the user.

Among the search options include:

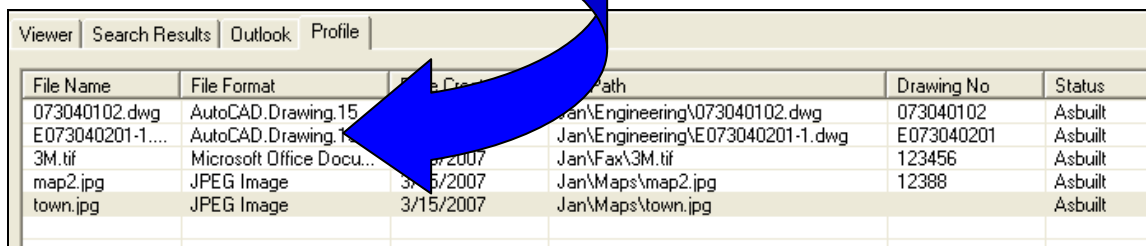
- i) **All Words** – It matches documents that contain all keywords.
- ii) **Any of these words** – It matches documents containing one or more keywords.
- iii) **Exact Phrase** – It matches documents containing this exact phrase.

3.1 Search Results and Advance Search results



Document Name	Database	File Path
073040102.dwg	Drawings	Jan\Engineerin...
3M.tif	Drawings	Jan\Fax\3M.tif
E073040201-1.d...	Drawings	Jan\Engineerin...
map2.jpg	Drawings	Jan\Maps\map...
town.jpg	Drawings	Jan\Maps\town...

The Advance Profile Search Result View option was added into FingerTips to provide the user with freedom to select and view the field of their choice. Hence, user may decide to view the compact version of the file attributes or choose the Advance Search results to see all the fields that were pre-selected in the Advance results window.



File Name	File Format	File Creation Date	File Path	Drawing No	Status
073040102.dwg	AutoCAD.Drawing.15	3/15/2007	Jan\Engineering\073040102.dwg	073040102	Asbuilt
E073040201-1....	AutoCAD.Drawing.15	3/15/2007	Jan\Engineering\E073040201-1.dwg	E073040201	Asbuilt
3M.tif	Microsoft Office Docu...	3/15/2007	Jan\Fax\3M.tif	123456	Asbuilt
map2.jpg	JPEG Image	3/15/2007	Jan\Maps\map2.jpg	12388	Asbuilt
town.jpg	JPEG Image	3/15/2007	Jan\Maps\town.jpg		Asbuilt

4. Viewer

All files stored in Fingertips can be **viewed easily** with the built in viewer that allow users to see and **edit** the information stored. This eliminates the need for having the original program that created the document.

FingerTips has the ability to **view** the following file formats:

- ❑ MS Office Files, **DOC, XLS, PPT**
- ❑ Bitmaps, **BMP**
- ❑ Tagged Image File Format, **TIF**
- ❑ Adobe Acrobat, **PDF**
- ❑ AutoCAD files, **DWG, DWF, DXF**
- ❑ Image Formats, **JPEG, JPG, GIF**

- ❑ Web Pages, **HTML, HTM**
- ❑ Shockwave Flash, **SWF**
- ❑ QuickTime Movie, **MOV**
- ❑ Rich Text Format, **RTF**
- ❑ Text Files, **TXT**
- ❑ Image Formats, **PNG, PCX, DCX, PGM, RLE**

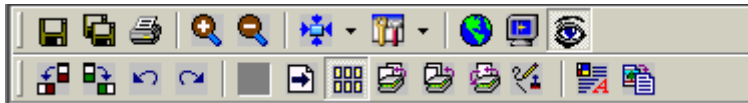
FingerTips allows you to **create, edit, and save** MS Office documents (**Word, Excel, Power Point**).

Portable Document Format **PDF** files are also editable and viewable (with Adobe Acrobat).

The file formats which are not mentioned above could always be **launched** if the file is associated to its native application in Windows.

5. Annotation

FingerTips provides a useful image and text – processing engine to allow users to touch – up and edit images and text files.



These include simple features like Zoom In and Out, Rotate and Despeckle plus more advanced tools that allow full document annotations including;



- Document Highlighter
- Line Tools (Freehand and Straight lines)
- Rectangle (Filled and Hollow)
- Attachment of Notes
- Text Tool
- Add text from file
- Rubber Stamp

All images can be edited and then saved directly to the database and security levels can be set on who can remove and view the annotations.

6. Audit Trail

FingerTips has a built – in audit – logging feature that records the history of events and activities within FingerTips. This data is saved as a comprehensive activity log and tracks all user activities including;

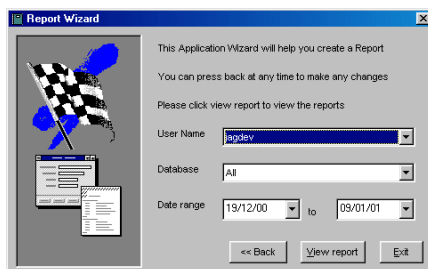
- ❑ **Login / Logout**
- ❑ **Check In**
- ❑ **Check In overwrite**
- ❑ **Check out**
- ❑ **Delete File**
- ❑ **Create Database**

- ❑ **Modify Database**
- ❑ **Delete Database**
- ❑ **Email**
- ❑ **Print**
- ❑ **Launch File**
- ❑ **Inbox forward**
- ❑ **Add User**
- ❑ **Delete User**
- ❑ **Grant Database Manager rights**
- ❑ **Revoke Administrative rights**
- ❑ **Change Database Ownership**

7. Reports

FingerTips provides a number of default reports that can be generated and printed for showing user activities.

These include **Login/ Logout, Database, File** and **Output** Reports.



The description of the reports is as follows:

- ❑ **Login / Logout Report**
This report tracks the users that have accessed FingerTips and it displays information like Username, Date, Time and Operation (Login / Logout).



Username	Date	Time	Operation
kumar	16/01/01	7:43:13 PM	Logout
hargopal	19/12/00	2:43:01 PM	Logout
administrator	08/01/01	7:23:19 PM	Login

- ❑ **Database Activity Report**
This report tracks the operation that has been conducted on the databases, which includes creating, modifying and deleting. It records the date and time for all these activities performed.
- ❑ **File Activity Report**
This report tracks the operation that has been conducted on the files, which includes creating, renaming and deleting files. It records the date and time

for all these activities performed.

❑ **File Output Report**

This report tracks the Output operations like sending of emails, printing of files, and removal of documents (Check-Out) from the database.

8. Print and Email

Users can **Print, Email** (if authorised) directly from FingerTips. Optimizing efficiency was the focus when it came to enhancing FingerTips as a source of output.

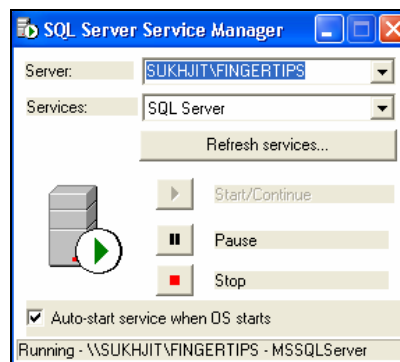
These functions will enhance your daily business operations even further, eliminating tedious steps as you work in your e – mail and document management application.

For instance, you could use any MAPI – compliant email client to integrate with FingerTips.

Example of MAPI compliant email clients are **MS Outlook, Outlook Express, Eudora Light & Eudora Pro, Netscape Communicator** and **MS Exchange**.

9. Database Engine

A built in **SQL engine** is used for profile information, audit trails and user access. It provides enterprise-class reliability and advanced features found in MS SQL Server and are royalty free for FingerTips customers. The engine is another instance, which means other software relating to MSDE can co-exist with Fingertips.



FingerTips also provides full support for **Relational Databases** (MS SQL, ORACLE, Sybase) and is **MS ODBC Compliant** for data sharing and third party integration.

10. Help and Tutorial



A comprehensive set of documentation and various technical resources are available for users including:

- English, Mandarin and Bahasa Malaysia** Manual and Multimedia Tour
- Comprehensive Product Manual**
- Multimedia Training and Product Tour**
- User/Administrator Help - Manual**
- User/Administrator Help – Online**
- FAQ**
- Technical Support**
- Extensive website for product info and updates**

11. System Requirement

Client Stations

Intel Pentium III 266 MHz
Windows98 or later
128 MB (minimum) and
512 MB (recommended)
MS Office 2002(XP) and above
(required for Email archiving and Office Plus module)

Server Stations




Intel Pentium 4 or above
512MB RAM or higher
CD-ROM drive
Windows 2000 or above
High Capacity Hard-Disk space for Central Data Storage. These can be **Fixed Hard Disks, Storage Area Networks, Removable Storage devices, RAID, NAS.**
IIS (included in Windows2000 Professional and Server)
Indexing Service (included in Windows2000 and above OS)



12. FINGERTIPS PLUS SERIES

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** and will only be available upon purchase as an – add on to FingerTips itself.

<p>i) FingerTips Web Plus</p>	<p>Access your documents via FingerTips Web Access</p> <p>FingerTips web-based user interface means that deployment across your organization is easy and fast. Access to this system is through your current Microsoft Explorer browsers.</p> <p>Users can perform a search and retrieval process using previously established document indexes. Only users with approved access to the information are able to retrieve it by use of identification logons and passwords.</p> <p>This module has been developed to be fully .Net compliant</p>  
<p>ii) FingerTips docuFLOW Plus</p>	<p>Workflow solution for your office documents.</p> <p>This module allows documents to flow electronically within your organization, by means of document forwarding between users.</p> <p>With FingerTips docuFLOW, you can manage the flow of electronic information such as correspondence, sales and purchase documents, images, faxes and data.</p> 

<p>iii) FingerTips Data X-porter Plus</p>	<p>Export knowledge documents to any external media.</p> <p>FingerTips Data Xporter provides the capability to export knowledge documents to any external media such as CD, DVD or hard disk. This fulfills the need for users to carry set of knowledge documents organized in familiar structure of FingerTips where they could prominently search, retrieve and access the documents when they are out of office.</p> 
<p>iv) FingerTips AutoCAD Plus</p>	<p>View and print basic design drawing formats</p> <p>This plug-in integrated into FingerTips from AutoCAD gives you the same plotting engine that AutoCAD® 2000 uses, 2D measuring capabilities, plus markup using ActiveShapes® technology for intelligent drawing objects.</p> <p>Features include View DWG/DXF™, View DWF, 3D Orbit/shaded view, File filters, Print, To-scale plotting, Measure, Lightweight sketch and text markup, Full ActiveShapes® markup and Object Enabler support.</p> 
<p>v) FingerTips Data Grabber Plus</p>	<p>High-speed capture and data importing tool.</p> <p>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.</p> <p>It is fully configurable, enabling it to handle irregular and complex data. You can merge a data file containing image index fields with the image files, making it an ideal solution for converting obsolete imaging systems to FingerTips.</p> 

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