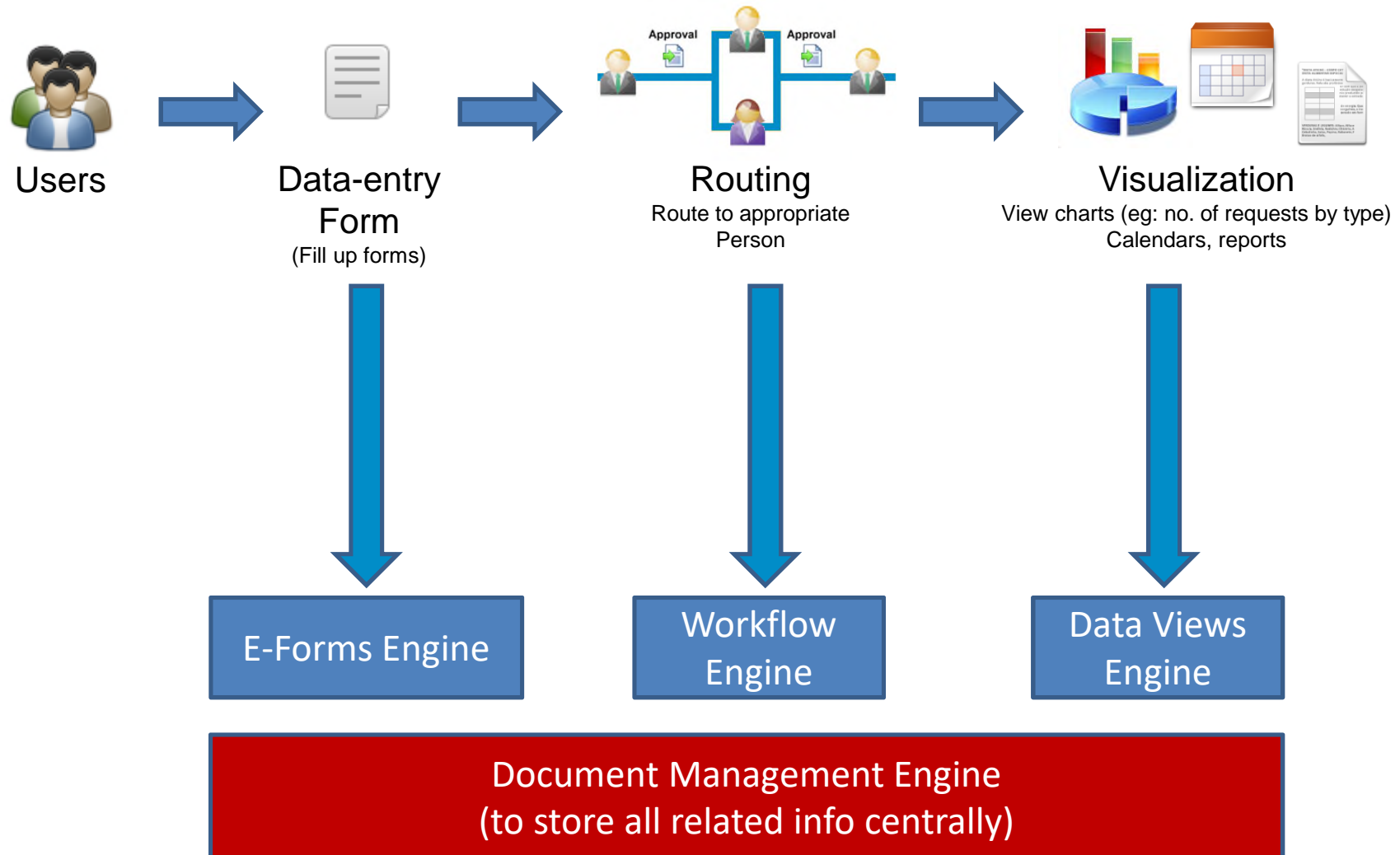


RapidX DMS & Workflow Platform

An INTEGRATED approach to Workflow
and Document Management



What does a Modern App constitute?



Forms Engine

The Forms Engine

The image displays the Forms Engine interface, which is used for creating web forms. It features a design tool on the left and a preview of a form on the right. The design tool includes a toolbar with various controls such as Singleline, Multiline Text, Label, Number, DB-bound Label, Radiobutton, Yes/No, Date/time, User/role picker, Country picker, File upload, Money, Auto ID, Image Viewer, Dropdown, Check list, Table, Hidden field, and Section header. A red arrow points from the 'Singleline' control in the toolbar to the 'Student Photo' field in the 'Student Registration Form' preview. Another red arrow points from the 'Radiobutton' control to the 'Sex' field in the same form. Below the design tool, there are options for 'Enabled', 'Label Stylesheet class', 'Control Stylesheet class', 'Control Focus Stylesheet class', and 'Control Read-only Stylesheet class'. The 'Incident Reporting' form preview shows a 'Reported by' field with 'Administrator' selected, a 'Section A - Local Incident' section, and a 'Date and time of incident' field. The 'Type of incident' section includes a list of incident types with checkboxes: Contact with moving machinery or mate, Hit by a moving, flying or falling object, Hit by a moving vehicle, Hit something fixed or stationary, Injured while handling, lifting or carrying, Slipped, tripped or fell on the same level, and Fell from a height.

Create Web Forms easily
with powerful UI tools

Create complex form behavior

The Forms Engine

Caption* Behavior1

When to execute behavior
Please specify when the behavior should occur

On first time load → On every page load → Before form save → After form save
Before form cancel → After form cancel

Define Behavior
Please build your behavior using the Behavior Wizard

Conditional Action Wizard Action Wizard

Define by code

http://localhost/zukami2/Usercontrols/BehaviorWizard.aspx?Type=0&ListID=77571a65-90c8-4a36-9be0-af7e3229022c

Conditions

If any of the following conditions are met...

Country = Algeria
Nationality = Algeria

Remove

AND conditions

<< Add Remove

Behavior

...the following changes will be applied

Contact Details.Visibility = No

Create an action

Remove

Evaluation

Form Fields Session Fields

Nationality

Academic Background
Academic Qualifications
Alt. E-mail address
Application Information
Contact Details
Country
E-mail address
Full Address
General Info
Home Phone No
IC Number
Job Vacancy
Marital Status
Mobile Phone No
Nationality
Office Phone No
Passport No
Postcode
Sex
Candidate Name (Student Name)
Candidate Photo (Student Photo)
Candidate Ref ID (Student Ref ID)
Work Experience

http://localhost/zukami2/Usercontrols/BehaviorWizard.aspx?Type=0&ListID= Internet | Protected Mode: Off

- Create complex validation rules for the FORMS (using regular expressions, wizards, etc)

- Create business logic, complex calculation formulas via drag and drop

- Enforce access rights on different parts of the form
(eg: Bank managers can see account-related information, while office clerks cannot)

- Enforce audit trail & logging
Every change in the system, even those made by an Administrator, is automatically logged and audited by default.

Workflows Engine

The Workflows Engine



Activities
Click below to insert an activity into the workflow

- User action
- Execute custom code
- Save to Folder or FingerTips
- Send E-mail

Sales manager
Above USD 5k

Finance Managers
Below USD 5k

CFO
Above USD 5k

Send to*
Choose a user role to send your action request to

Accounts Clerk
Define by code

Time allocated
The allocated amount of time for this action request. Use a value of 0 for unlimited deadline

3 Days

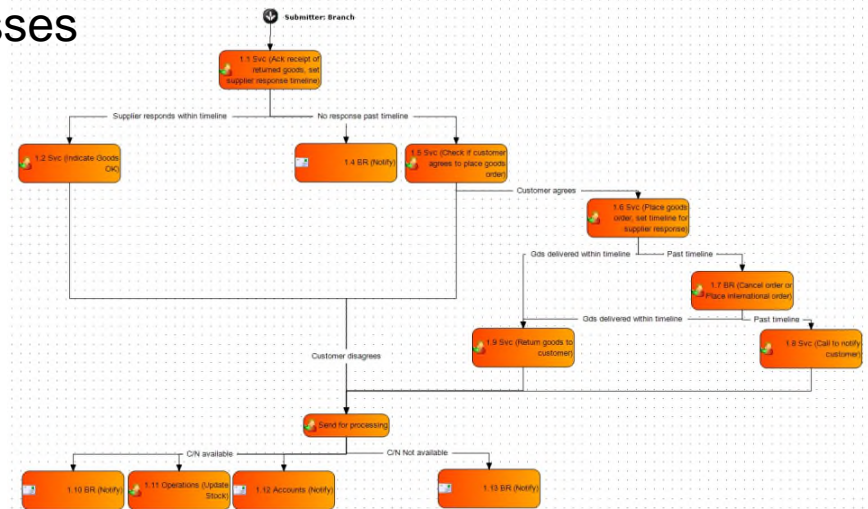
Define by code

Available Actions
The list of actions available to the evaluator

Approve Reject R

Apply Workflow routines to the Forms you created

- Create complex workflows visually via drag and drop
- Create complex routing rules via wizards
- Promoted clear and transparent internal processes



Workflows Engine Productivity

The Workflows Engine



Task Distribution scheme

If you have multiple evaluators (eg: a role with more than one user), you can specify the scheme for how approval tasks is distributed among members of the group

- All users in this role
- Round Robin
- Least workload

Completion criteria

If you have multiple evaluators (eg: a role with more than one user), you can specify the criteria that must be met for this bubble to be considered 'complete' and move on to the next step

- Once any single evaluator
- Wait for all evaluators to
- Once evaluator(s)

Post-Task Distribution Logic

You can run your own custom logic once the task has been distributed to a

[Define by code](#)

Create a new Out-of-office rule

You can create a new out-of-office rule

From*	<input type="text" value="1/10/2011 12:00 AM"/>
Until*	<input type="text" value="1/12/2011 12:00 AM"/>
Reason for being out-of-office	<input type="text" value="In Japan for global conference"/>
Delegatee	<input type="text" value="Ahmad"/>

Subscribe to E-mail reminders

Choose how frequent this user shall receive action reminders from the workflow

Reminder Number	<input type="text" value="1"/>
Description	<input type="text"/>
Initials	<input type="text" value=""/>
Access	<input type="checkbox"/> Locked

Enforce productivity to your FORMS and FLOW

• Task auto-delegation (Out of office settings)

When staff goes on leave, task is auto-routed to preassigned secondary person

• Task reminders

Autogenerated e-mail reminders when deadline approaches

• Ad-hoc delegation (Case by case reassignment)

Cases can be manually reassigned on a case to case basis to another staff member

• Escalation (Safety Net)

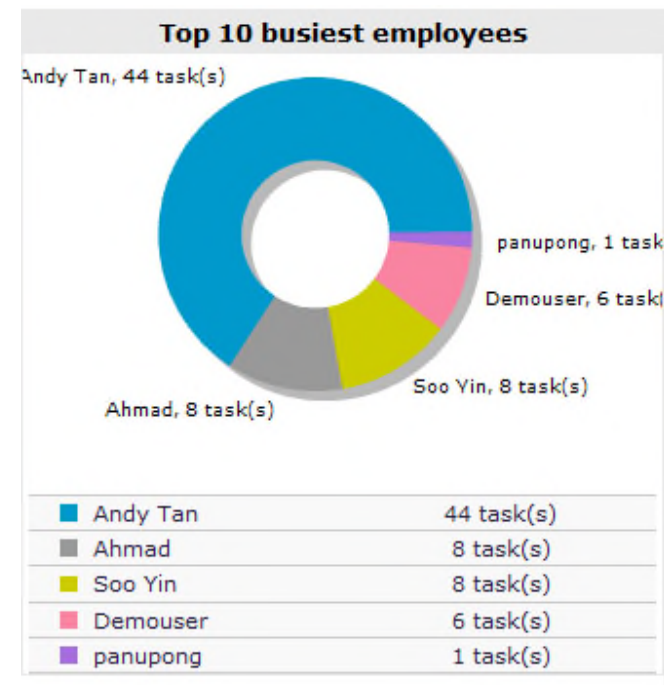
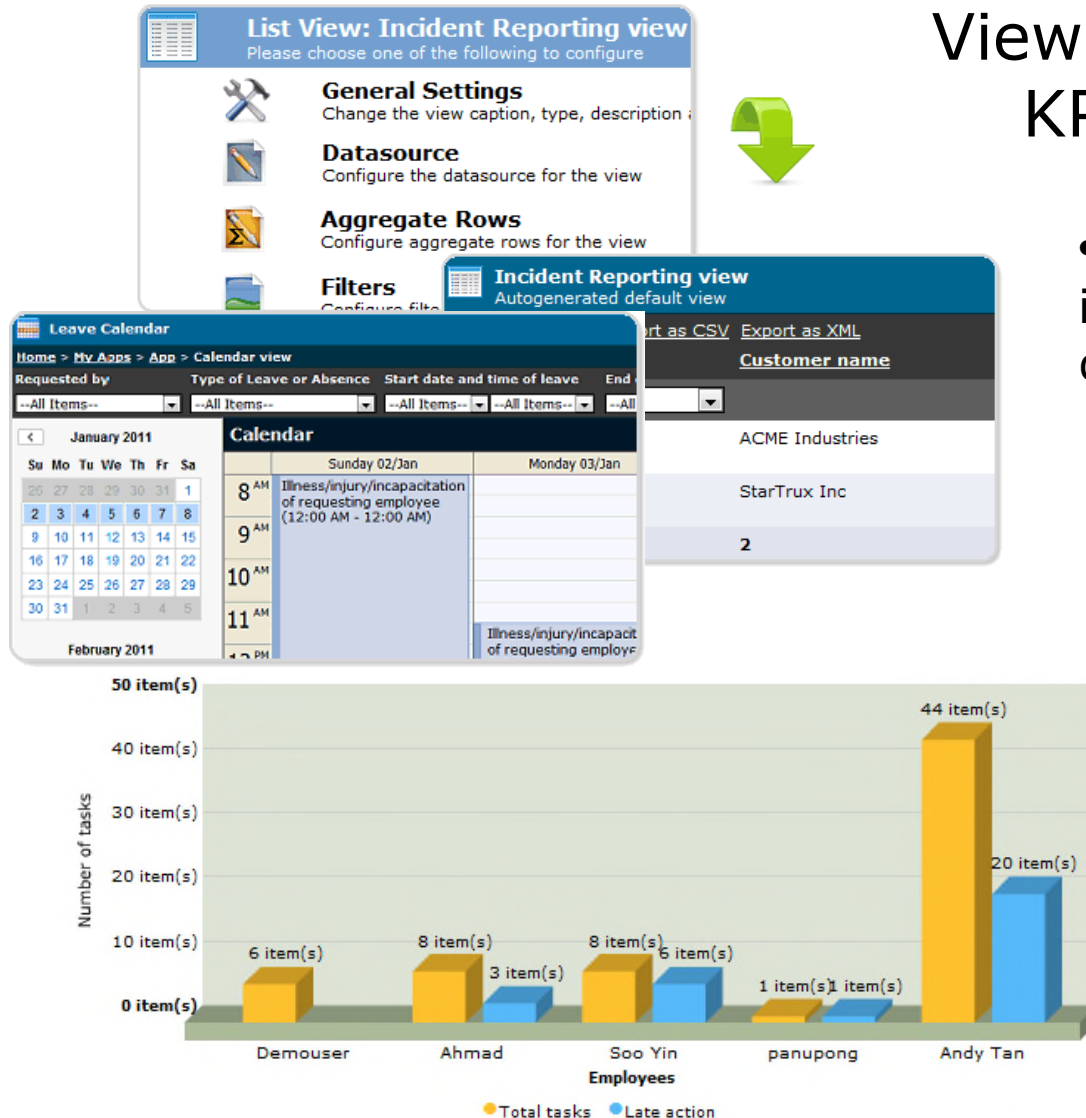
If a task is not handled after a certain amount of time, it is automatically escalated to a person of higher authority

Views Engine

The Views Engine

View the Performance and KPI via DASHBOARD

- Create customized views of data in many different formats – as calendars, charts, etc



Document Management System



All your data from the Workflow system is managed in a centralised Document Management System

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Workspace

- FingerTIPS
 - demo
 - admin
 - demo
 - test
 - test

Files

Explorer

All Cabinet

Check In Add Folder Profile Designer Database Access More

Name Author

mandeep.pdf

Office-Assistant

Office-Assistant

Office-Assistant

Office-Assistant

OMNI Page Set

P000998.xlsx

PCF Converter (Konica 5 User) A3 new.pdf

Presentation web FT.pptx

Presentation1.pptx

r3.jpg

Add Folder

Please key in the Folder Name

Accounts Dept

Create Folder Cancel

Workspace

- FingerTIPS
 - Human Resource
 - Accounts Dept
 - IT Dept
 - Sales Dept
 - Maintenance
 - HQ servers
 - Site Maintenance
 - Projects
 - Green Garden Project
 - Metro Park Project
 - Technical
 - Bugs List
 - Knowledge Base
 - Release Versions

Explorer

Check In Add Folder

Name

No records to display.

Create Applications for your Organisation

Easily create applications for your company or we can build them for you based on your requirements for a small fee.

Standalone Forms	 Incident Reporting	 Contract Expiry Reminder	 Sales Order Approval	 IT Helpdesk Request
Industry-Specific (Insurance)	 Claims/policy Approval	 Reinsurance Allocation Approval	 Disbursements Approval	 Hospital Admission Approval
Industry-Specific (Retail)	 Goods Order Process	 Warranty Return Process	 Truck Repair/Service Request	

Benefits

A comparison with traditional application development



FingerTips DMS & Workflow

- Project Lifecycle ~ 1 month max.
- Stable and proven platform
- Easy for IT support to maintain themselves, Low learning curve
- Provides a secure, high-performance platform already well-suited to banking environment
- Planning ahead : Long term platform allows you to host many vertical applications / modules
- Workflow can ensure microenforcement of process deadlines (escalation,delegation,etc)
- **Because all apps share a common platform, data sharing is readily facilitated**
- Real-time monitoring of staff KPI

Other Vendors

- Project Lifecycle ~ 6 months or more
- Freshly written software usually buggy and takes a few revisions to stabilize
- Costly process – have to reapproach vendor
- With every application, the wheel has to be reinvented from scratch
- Unflexible and limited in scope
- No enforcement of process deadlines
- **Islands of isolated applications that cannot share data with each other**
- No immediate data visibility

Thank you