

RAPIDXDMS

 **FINGERTIPS 8**



capture
access
manage
collaborate

going paperless
just got **easier**



Effective Technologies for Business Success

FingerTips is a powerful business application that builds document databases on low-cost network storage and provides a variety of retrieval and output options. It is ideal for managing large volumes of information and includes all the advance functions required in a powerful document and workflow management system.

Fully Web Based Application



User doesn't need to install software's to client machine anymore. Fingertips 8 now can be accessed from anywhere, anytime & securely using any internet browsers.



Key Features of FingerTips

- 1. Simple & Familiar User Interface**
- 2. Customizable Index Fields For Easy Retrieval**
 - Create index by cabinets
 - Range of index types from text to list
 - Inherit index from other cabinets
 - Reorganize index using drag and drop function
- 3. Total Control Over Access Rights**
 - Control access to cabinets
 - Grant permission to specified folders
 - Restrict access to confidential files
- 4. Search is Quick & Easy**
 - Keyword search across cabinet and index
 - Full-text search
 - Search by file parameters
 - Frequent searches can be saved as templates
- 5. Control Document with Versioning**
 - Create document version
 - Support minor and major version
 - Check out feature to lock documents
- 6. Personalize your Favorites**
 - Create favorite easily
 - Access favorite document quickly
- 7. Document Tags**
 - Easily create document tags to group documents
 - Share tags to system users
- 8. Dynamic Reporting**
 - Ability to create dynamic report
 - User definable fields
 - Manage rights to report creation



Benefits of FingerTips

Time Saving & Increased Productivity:

All information and data, documents and files required by every individual are now available right at your table, without walking around looking for it.

Reduce Cost Of Storing Paper:

The annual cost to store legacy documents can be reduced by storing at cheaper locations, or in the case of some industries, eliminated completely.

Storage Protection:

All kinds of electronic data can easily be stored offsite so that important information will not be lost or damaged.

Eliminate Human Filing Mistakes:

FingerTips allows users to find any document in your organisation instantly - without leaving their desks.

Increased Access To Information:

Documents can be shared with co-workers throughout the network or internet, thus allowing them to route and process documents instantly, effectively and cheaply.

Empower Your Organization:

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.

Bring Out The Best In Your Staff:

Impressive increases in production can be handled by the current staff because of much higher efficiency.

Benefits To The Organization:

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



WHY FINGERTIPS

Maximum Security:

FingerTips 8 protects you against data loss, system failure and unauthorized document access.

Complete Scalability:

You can use FingerTips 8 on a notebook, in a company network, via the web, in the cloud, or take it along with a smartphone or tablet.

Flexible Integration:

The integration of FingerTips 8 with your business applications is ultra simple. Customize it with a menu-driven configuration or software developer kit.

Future Proof:

Keep pace with the changing world of technology via browsers, mobile apps and the cloud. Secure your investment for the future.



SYSTEM REQUIREMENTS

SERVER REQUIREMENTS :

1. Microsoft .NET framework 4.0 or later
2. Internet Information Services (IIS) 7.0 or later
3. Microsoft Internet Explorer 9 or later
4. MS SQL Server 2008 R2 Express (included in FingerTips installer) or MS SQL Server 2008 R2 and above
5. **Server Operating System Requirements :**
 - Microsoft Windows 7 PRO & Ultimate SP1 (32bit / 64bit)
 - Microsoft Windows Server 2008 Standard & Enterprise SP2 (32 bit / 64 bit)
 - Microsoft Windows Server 2008 R2 SP1 Standard & Enterprise (64bit)
 - Windows Server 2012 Standard & Enterprise (64 bit)
6. **Minimum Server Hardware Requirements :**
 - INTEL i3 or above
 - 5GB Hard disk space (software installation)
 - 4GB RAM minimum or higher
 - DVD-ROM Drive
 - Central Data Storage eg. dedicated Hard-Disk (eg 500GB) or Network Attached Storage (NAS with iSCSI)
7. **Ports and Exceptions :**
 - a). 80 - IIS b). 1433 - SQL Server c).1434 - SQL Browser
8. **If using Embedded Solution (OpenAPI via MFP) :**
 - Color Panel supporting Open API version 2 and above
 - MFP with Hard Disk
 - FileZilla Server (included in installation kit)
9. **FingerTips 8 Clients is fully web-based and uses any of the following browsers :**
 - Internet Explorer 8 and above • Google Chrome • Firefox
 - Opera • Safari



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