



KONICA MINOLTA

FINGERTIPS ENTERPRISE CONTENT MANAGEMENT

CREATING DIGITAL WORKPLACE



ARE YOU FACING THESE CHALLENGES?

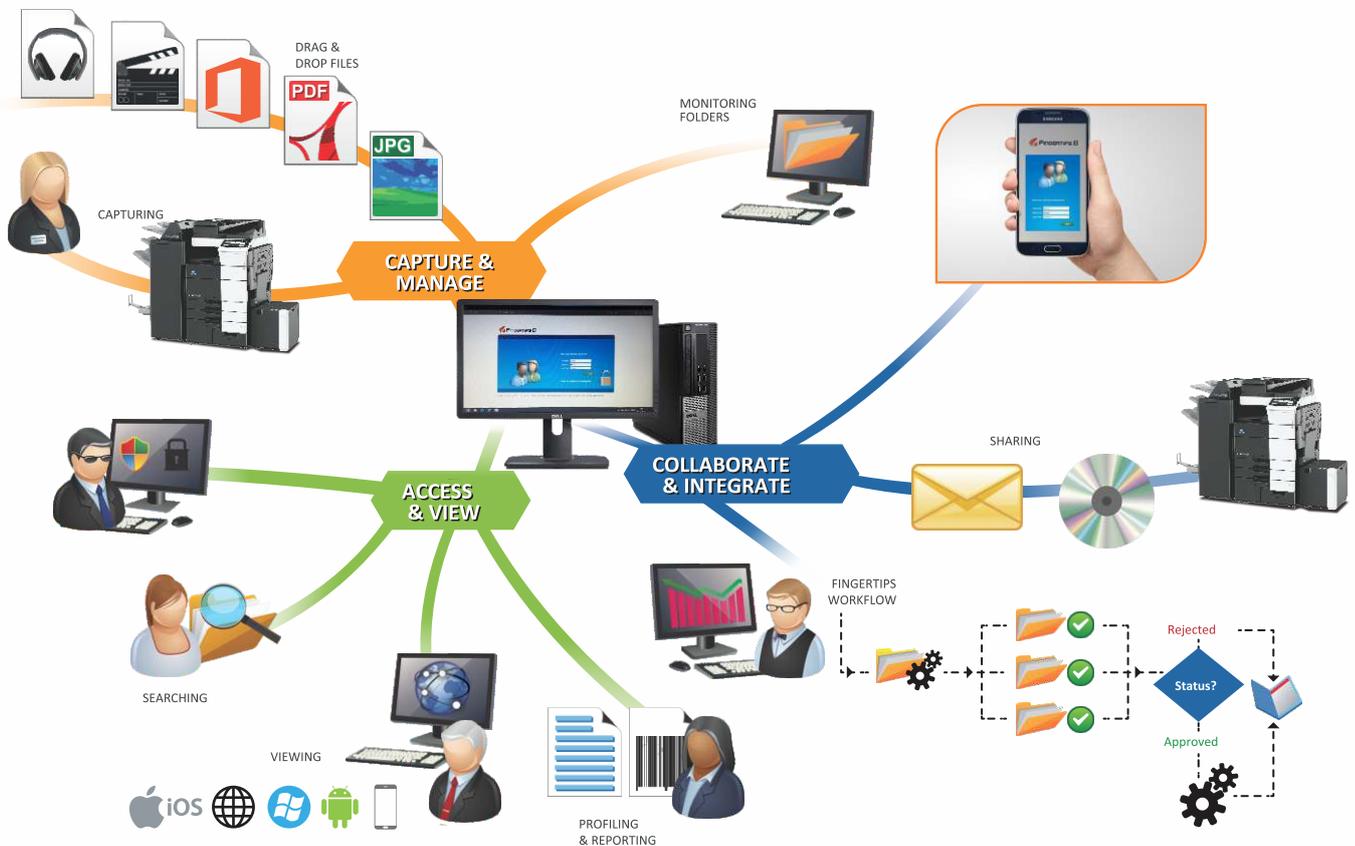
- Does your business involve a lot of documentation?
- Are you spending a lot of money in managing paper documents?
- Do you spend a lot of time in searching the right information?
- Do you lose important documents?

Introducing FingerTips

FingerTips is an on-premise/VPS (AWS, Azure, etc.) Enterprise Content Management (ECM) designed for businesses engaged in document centric processes. It enables capture of documents through multiple channels, managing documents in a centralized repository and making available right information at the right time to all stakeholders, thus improving operational efficiency and reducing operational cost. It allows creation of document centric workflows, hence improving productivity of processes. With rich features and intuitive UI, it also seamlessly integrates with Konica Minolta bizhub MFPs.

Business Benefits

- **Reduce operational cost** by managing documents in electronic form across all stages of the document cycle - right from capture, storage, retrieval to delivery and saving office space as well as employee man-hours
- **Improve productivity** through instant access to information and automating document centric processes
- **Scale business** by optimising overall process SLAs and resources utilisation thus enhancing the capacity to handle additional transactions
- **Ensure compliance** with best in class security and electronic backup of all the documents thus preventing loss of information even from disasters



Why FingerTips?

Document Management



Create categorised cabinets and folders to organise documents. Multiple file formats such as PDF, DOCX, XLS, JPG, MP3 and MP4 etc. are supported. Document versioning is supported through check-in and check-out feature.

Custom metadata



Create custom metadata for different cabinets for easy retrieval of documents. Different types of metadata such as Text, Number, Date and Drop-down list are supported. Metadata can also be inherited from existing cabinets.

Quick and Easy Search



Search documents through tagged metadata and file/folder name. FingerTips uses OCR technology which converts image PDF into searchable PDF to search keywords across cabinets. Frequent searches can be saved as templates.



File Sharing

Email documents directly from FingerTips as attachments. Files/folders can also be shared through hyperlink without sending email attachments.



Mobile

Access information instantly through mobile. The platform renders the user interface on all form factors such as Laptop/ Desktop/ Mobile/ Tablet seamlessly enabling users to perform all functions such as Document View, Document Upload, Search and File Share effortlessly through a mobile device.



MFP integration

Integrate seamlessly with bizhub MFP to scan, index and store the captured information directly from MFP panel to FingerTips. Folders can be created automatically from index values entered on MFP panel.



Security

Integrate FingerTips with organisation's Active Directory to allow only authenticated users to log in. Rights based access and functional privileges can be set on cabinets and folders for users and groups. Audit trails are available to track user activity



Annotations

Annotate documents with tools such as Highlight, Drawing, Strikeout and Notes to mark important details for further reference.



Workflows

Automate document centric processes by creating workflows with FingerTips. Workflow rules can be configured to manage the processes efficiently.



Reports and Dashboard

Configure custom reports based on index fields and filters. The platform also provides pre-configured out of the box reports, Login/Logout report, File report, Folder report and Cabinet report. The dashboard enables users to monitor storage space utilisation, licensing, expiration and activation status.



Reminders and notifications

Get notification alerts on folders and files upon rename, move, versioning, deletion, etc. Users can also configure reminders based on date.



Intuitive UI and Personalisation

Use easy and intuitive UI to access platform features. Personalised shortcuts to access Favourites, Saved Searches, Recent Files, etc. are available.



Sustainability

Conserve environment by digitising documents and reducing paper use.



"FingerTips ECM has extensively eased the management of huge number of our employee records. Information retrieval out of these documents was such a pain which has now been relieved through Konica Minolta's implementation, saving us a lot of time and money."

Vice President-HR
A large manufacturing company in India

- 
-  **Faster ROI**
 -  **Maximum Security**
 -  **Complete Scalability**



KONICA MINOLTA

POWERED BY

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