

FineDocs Mobile

Highlights

- Dashboard
- Workflow
- Search
- Document Viewer
- Audit Trail
- English & Arabic interface



Release Notes

November 22, 2013

Pyramid IT Consulting is pleased to announce the release of FineDocs Mobile Apps v1.0 enabling anywhere anytime access to enterprise content ensuring business continuity in a mobile world.

Workflow on Move

The workflow feature on Tab is intended to help users to make effective business decision anywhere anytime improving productivity and compliance.

Key Features :

- Configure Workflow and route
- Inbox - Pending action items
- Forward, Reject or make CC work item
- Re-route work item
- Outbox - delivered items
- Save and Archive flow

Reports :

- The pending workflows
- Workflow bar chart - number of read items vs number of unread work items
- Flow initiation bar chart - overdue workflows which have exceeded the timeline.



FineDocs is a complete ECM Platform. It can establish itself either as a standalone ECM environment or it can scale and integrate seamlessly with your existing enterprise applications achieve a united IT Ecosystem.



Document Search

Document Search

FineDocs provides a comprehensive Document Search on Tablet, enabling users to easily locate and instant access to contents from any location with full security enforcement.

Language support for Multi-lingual Search is English and Arabic.

Search criteria is based on

- Full Text
- Dataclass/Content Type
- Descriptors/metadata
- Document name
- Keywords
- Notes
- Create/modify date

Annotations include Highlighting & Freehand tool along with color panel. Highlighting is used to highlight particular area of the document. Free hands is used for marking on PDF document or e-signatures.

User is also able to view the documents from the Search interface. In the viewer, Annotation and Masking tools have been provided.

Masking tool is provided to mask the portion of text or any particular area on the document.

“Achieve Process Improvement and ensure that every department works smart and achieves goal.”

Report

The mobile dashboard and Audit Trail feature allow users to access the business information with real-time insights with better control over information.

Dashboard:

Bar Char -

- Pending and overdue workflows

- number of read items vs number of unread work items
- Number of logged in users
- Number of locked users

Pie chart -

- Total documents vs. Locked documents

Audit Trail:

- Login-Logout
- User activities
- Folder level actions
- Document level actions
- Flow actions



Notification

Since FineDocs app allows clients to reach you instantly and also provides your clients access to your site wherever they might be, thereby helping in improving productivity as well as enhanced efficiency.

Notification feature has been introduced to help DMS users to notify on any

actions and stay up-to-date.

Any user can send notification message to another DMS user or set of users or to a entire group.

All recipient receives instant messages in the dashboard itself.

The recipient can reply on the notification message as well. They can also delete old messages.

**PYRAMID IT
CONSULTING PVT
LTD**

India Headquarters
Noida
D-26, Sector 63
Noida-U.P. India
201301

Phone: 91-120- 3883400

Fax: 91-120- 3883499

E-mail:

bpssupport@pyramidconsulting
nc.com

www.finedocs.com

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Pyramid IT Consulting is leading IT and Software Solutions Enterprise with a global presence and recognition. Pyramid Consulting is a leader in the ECM (Enterprise Content Management) arena with its popular flagship product suite and solution — FineDocs ECM.

It ensures an optimum ECM experience with a complete range of ECM products, tools and technologies that span DMS, BPM, Capture and Forms Processing Solutions, along with a number of ECM modules, plug-ins and components. FineDocs is a complete ECM platform and not merely a product suite. It conjoins concepts, solutions, tools, technologies, methods, strategies, and above all, a commitment to excellence in Document, Content, Information and Business Process Management.

FineDocs ECM has been a great success already, with more than 240 successful implementations across different verticals and geographical locations.

Visit our product website www.finedocs.com.