



Fingertip for Microsoft Teams

User Guide

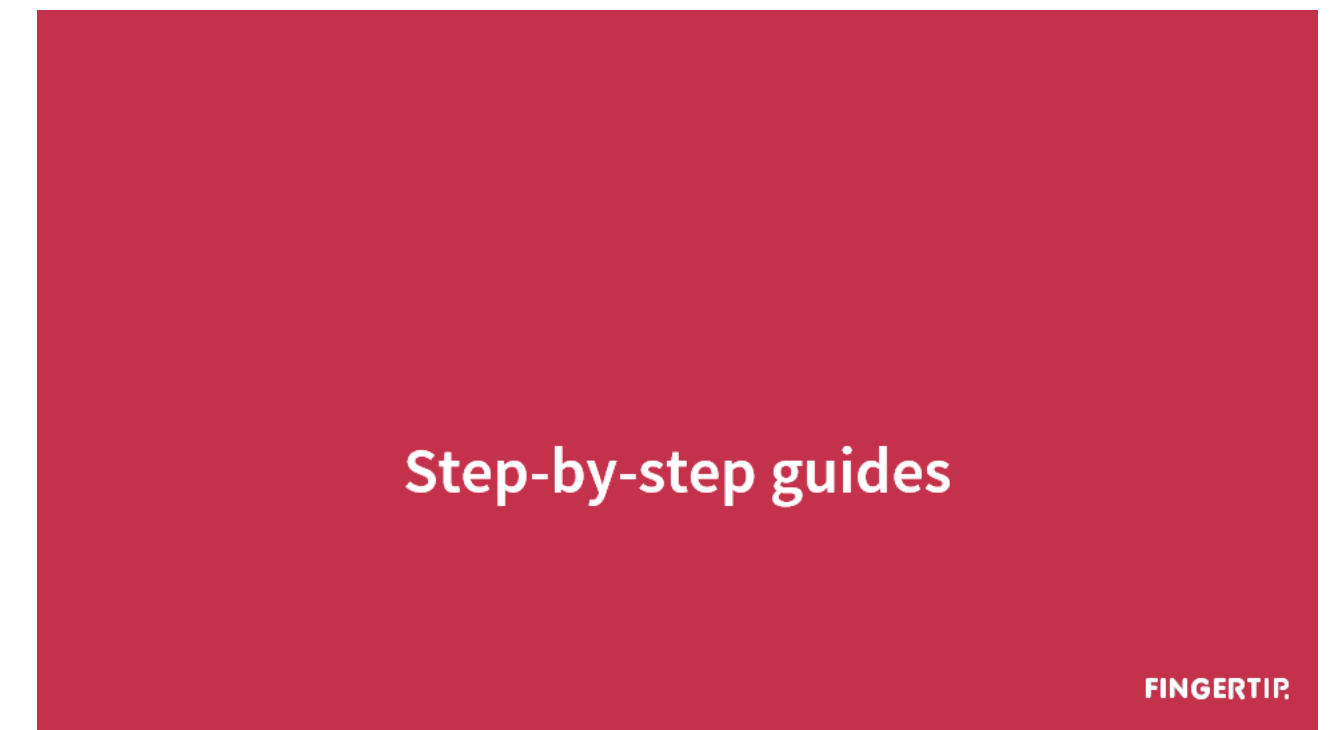
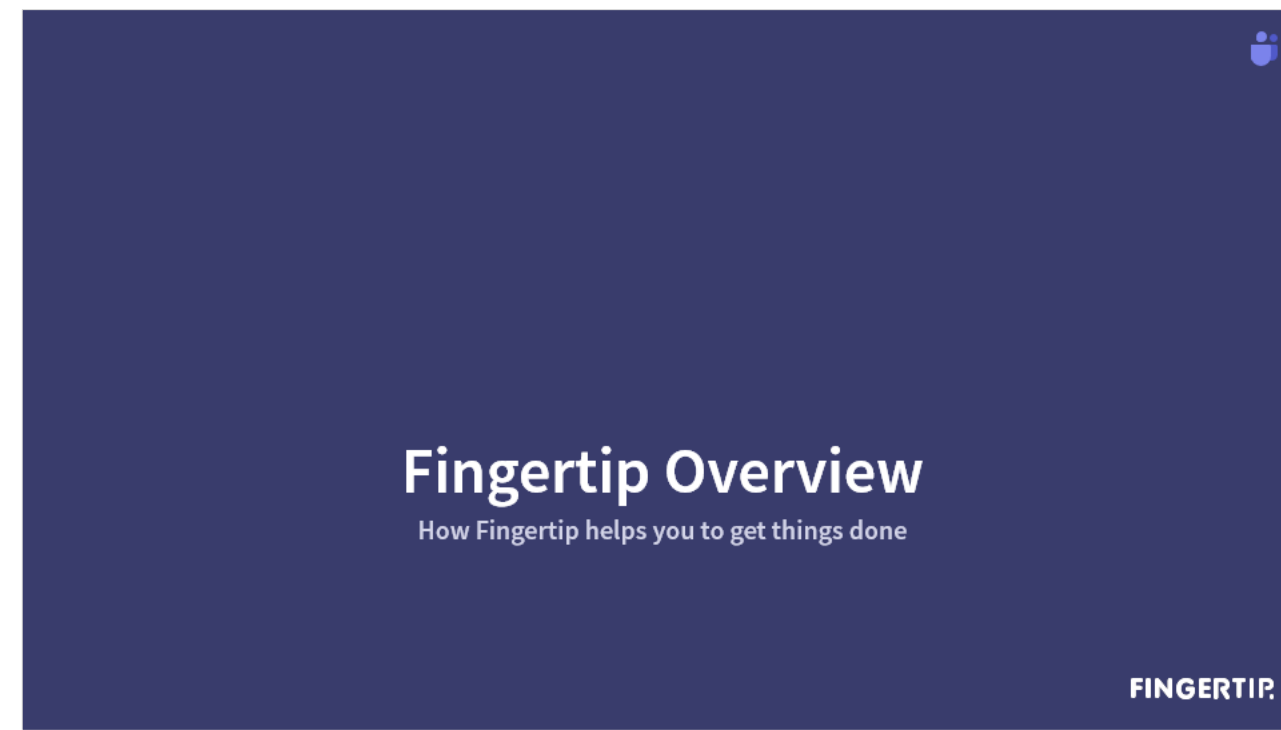
Full instruction to succeed with Fingertip

2022-01-11

Fingertip User Guide - Introduction

- This User Guide contains an overview of Fingertip, introductions to Fingertip objects, and step-by-step guides to get you started. Please use this guide to succeed on your Fingertip journey.
- Fingertip is best learned by using it. This guide helps you understand the logic and functionalities you need to get through the learning phase. The initial learning process takes around 30 minutes.
- The guides are also available in our knowledge base at help.fingertip.org
- You can also find some video tutorials on our [Getting Started –playlist](#).

User Guide - Table of Contents





Fingertip Overview

How Fingertip helps you to get things done



Reach your objectives

Fingertip is the
Easy way to Lead
in Microsoft Teams

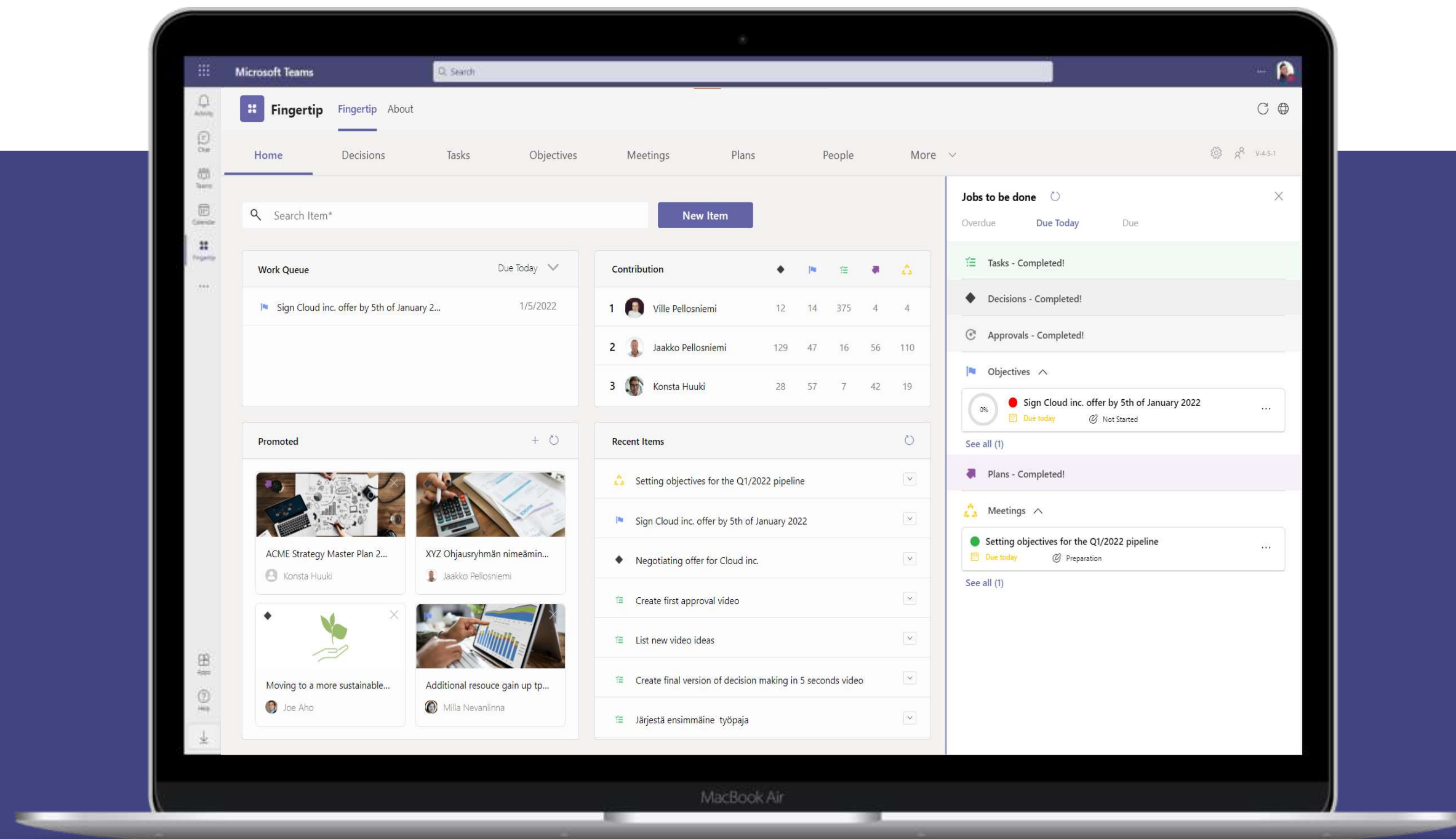
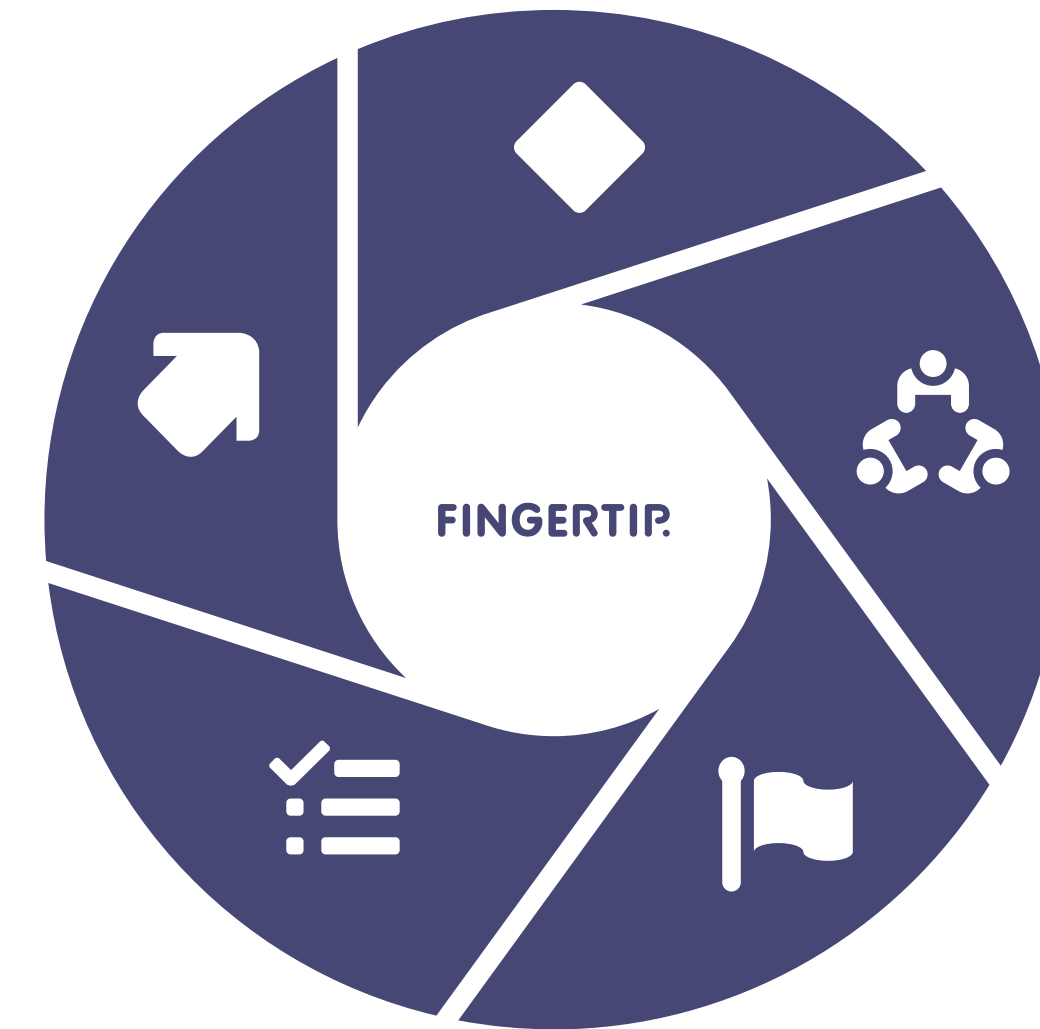
Sustainable – Documented – Transparent

FINGERTIP.

Fingertip Teams

Easy way to Lead

Coordinate, manage, decide, track, plan, align, collaborate, and set objectives... in one place.



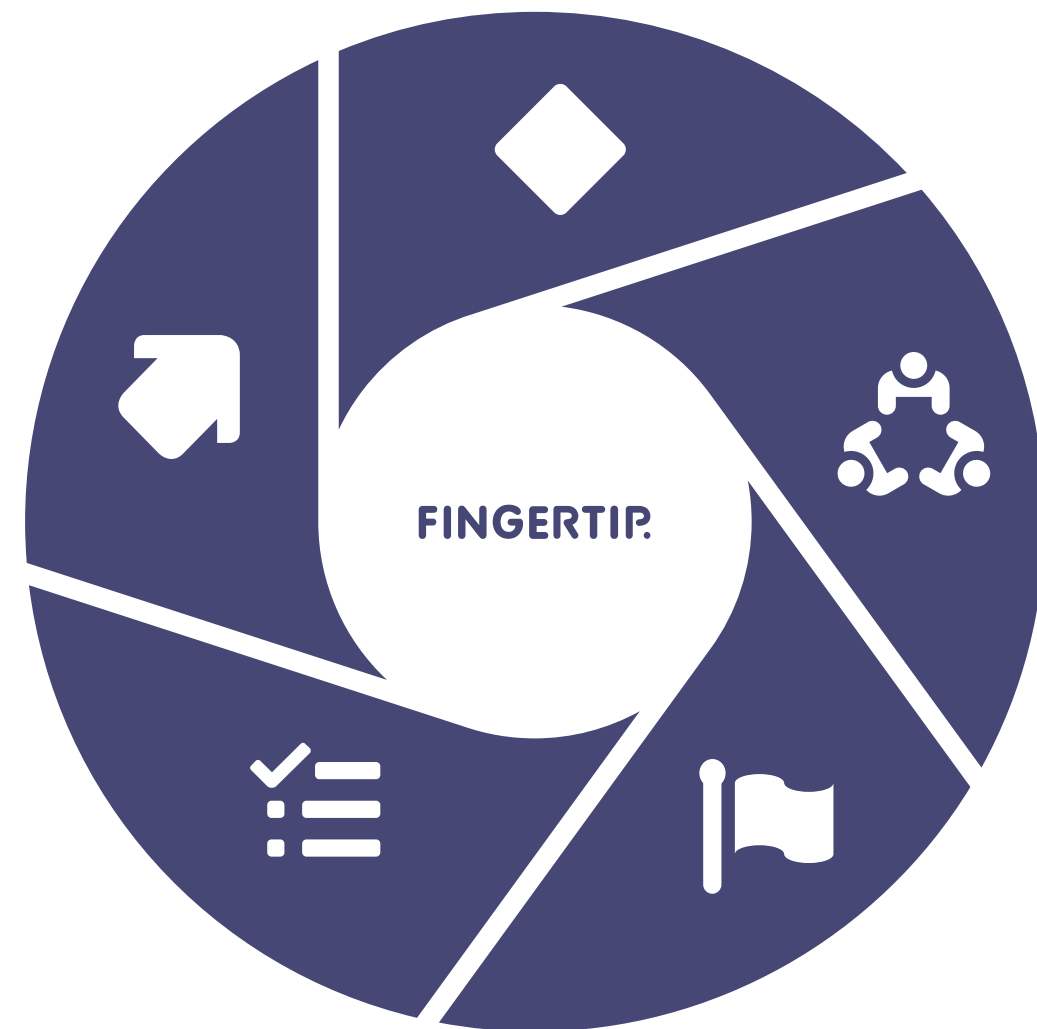
Microsoft Teams

Hub for Teamwork

Meet, chat, call, simple tasks, and co-create with files in one place



Modernize Leadership – Use Cases



Decision making & Approvals

- Fast Approvals and Complex decisions
- Participation & Commitment
- Formulating stances and proposals
- Approving of decision and follow-up
- Decision log / ledger and archiving



Meetings

- Preparation of the agenda
- Meeting invitation
- Background material and files
- Follow-up and activities
- Meeting evaluation



Objectives

- Set goals and sub-goals
- Follow-up of objectives
- Divide objectives into tangible activities
- Assessment of success



Planning

- Assignment and monitoring of tasks
- Project tracking
- Problem solving and Deviations
- Creating and coordinating contexts
- Portfolios

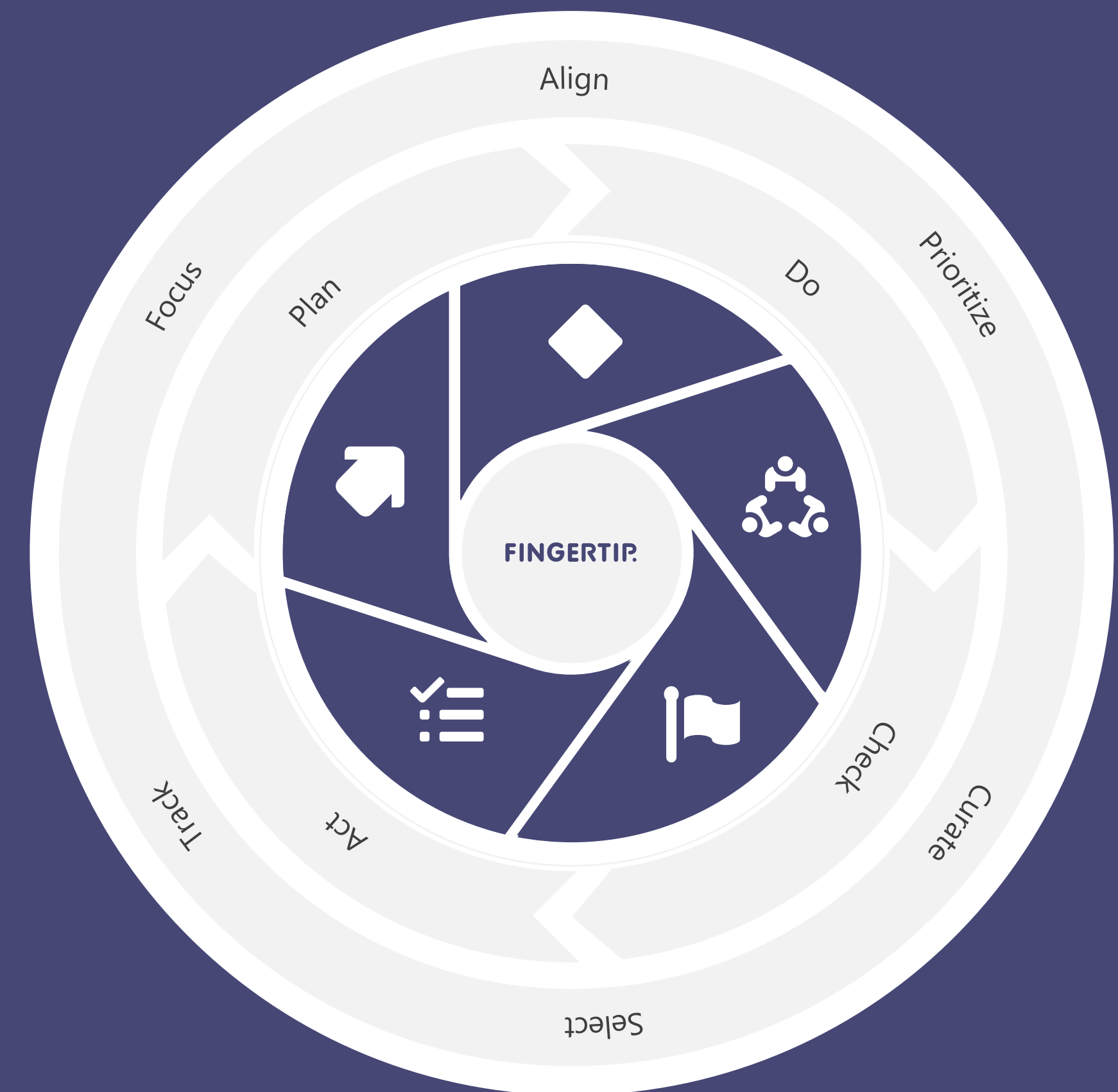
Leader's Challenges

Most knowledge organizations struggle with long waiting times, while a lot of time is spent documenting and reporting.

Fingertip was designed from the ground up to provide leaders with an easy way to transparently lead entire organizations.

Decide together with great documentation, engage all employees in coordinating knowledge work, goals, and progress, and serve ecosystems using productivity and collaboration tools like no other.

Fingertip's Flywheel

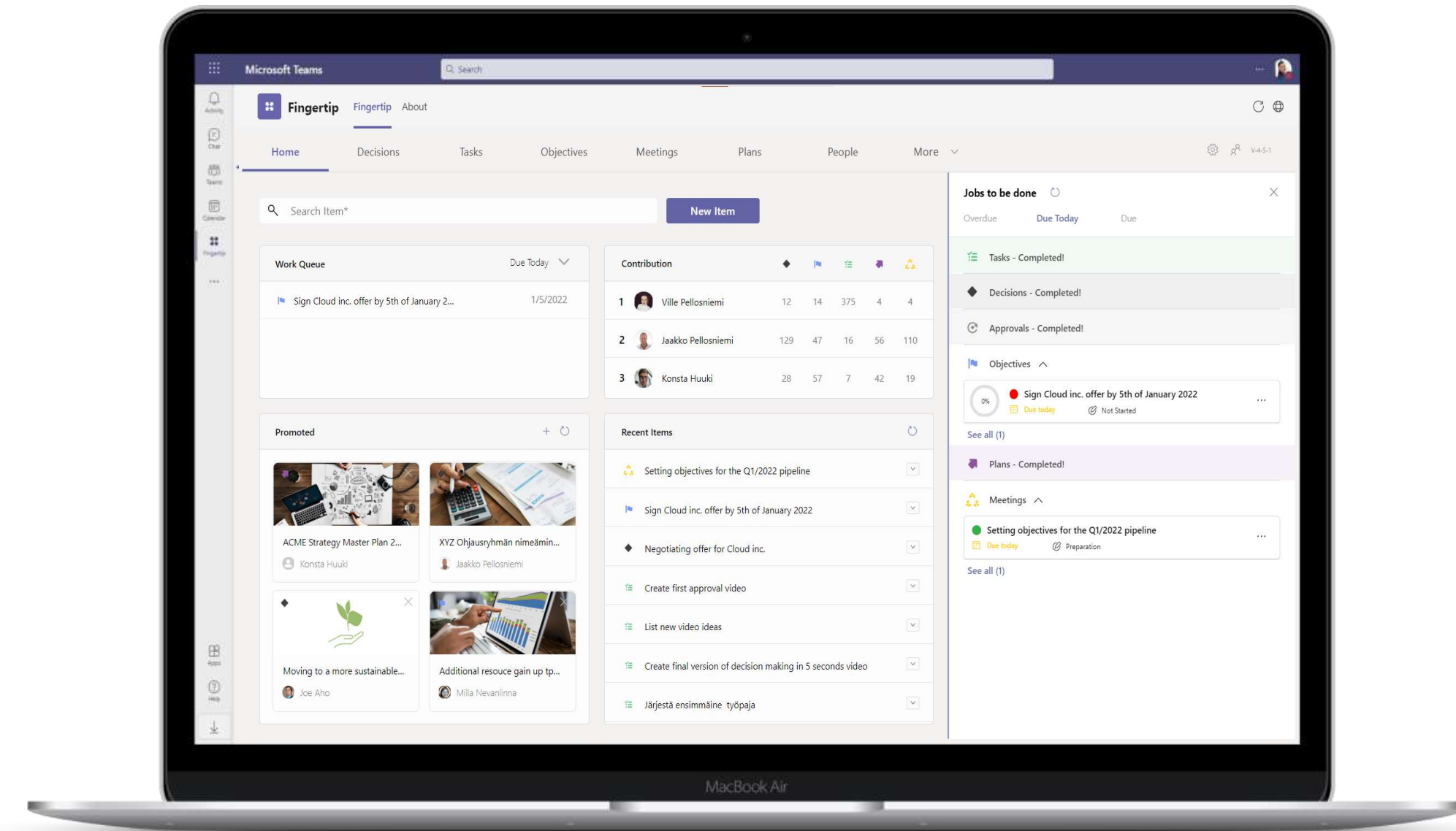


The value creating leadership system.

Proof of Value in leading

Become Efficient

- Faster decision making
- Time to Action reduced
- Time to Re-organization reduced
- Rapidly respond to volatile markets
- Cost of Adoption decreased
- Processes are resilient, compliant and in control
- Remote visibility of productivity
- Empowered organization with collective growth mindset
- Huge amount of data with insightful, analysis being the key differentiator



Earn
1 hour
/ day

8^x
Faster
Clock
Speed

30%
Less overall
Reporting

22%
Cost Savings
in decision
making

3^x
Better
Quality
Decisions

41%
Better likelihood
to succeed in
implementation

FINGERTIP.



Fingertip is a pioneer in leadership and work digitization from Finland.

Our mission is to help organizations reach their goals, and make and execute better decisions.

Working and leading anywhere, anytime is more agile, transparent, collaborative and constant.

We tie together leadership with operational decision making, planning, execution, and objective management in an intuitive digital experience.

Fingertip for Microsoft Teams is a brilliant tool for all Microsoft Teams users to more transparent digital leadership.



Get familiar with Fingertip for Teams

Get familiar with Fingertip objects

Table of Contents

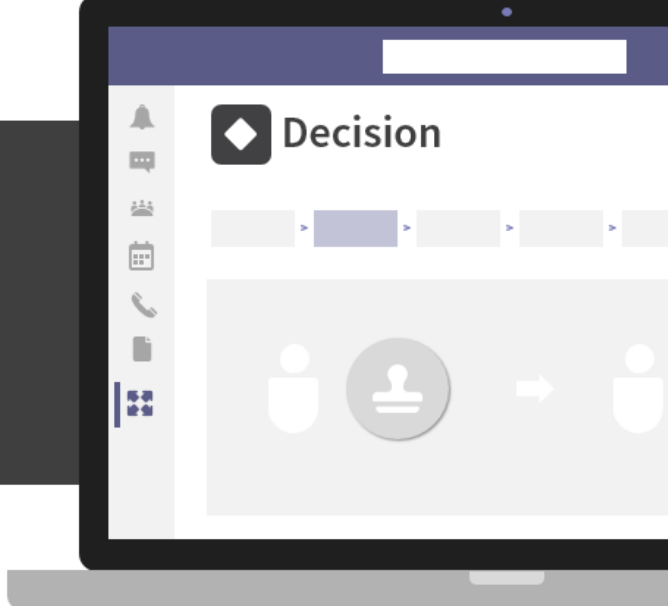
Fingertip Home



FINGERTIP.

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Make the right decisions together



FINGERTIP.

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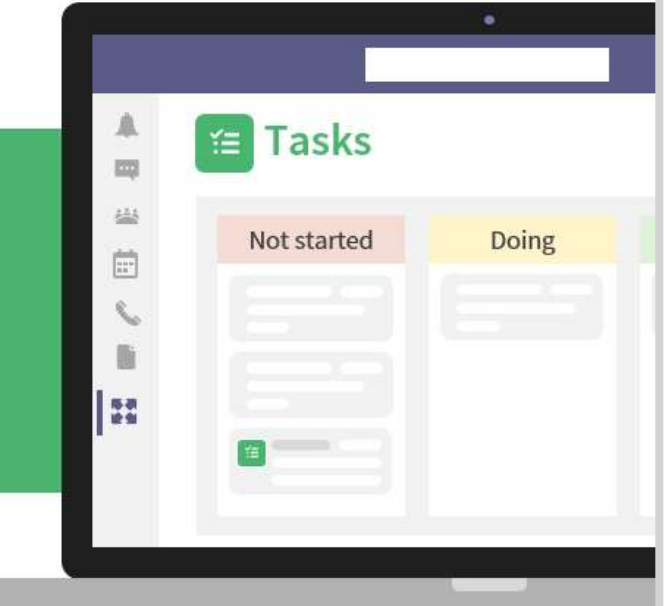
Increase strategic alignment with objectives



FINGERTIP.

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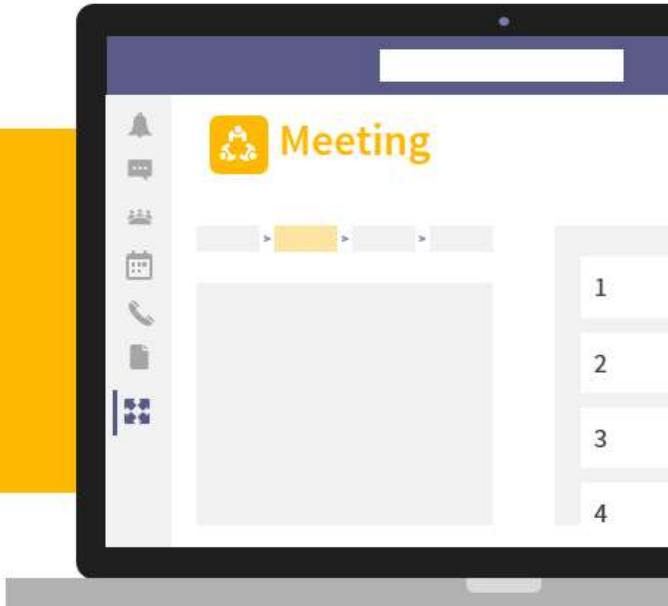
Simplify task management



FINGERTIP.

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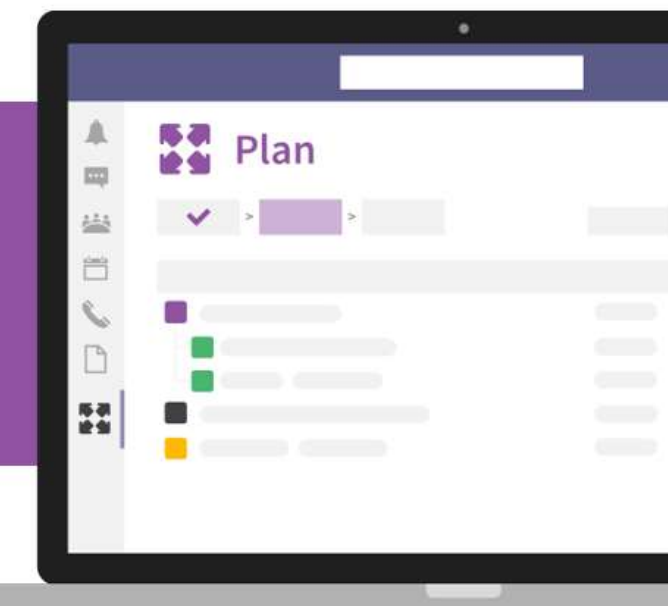
Digital meetings that get things done



FINGERTIP.

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Inspiring project management

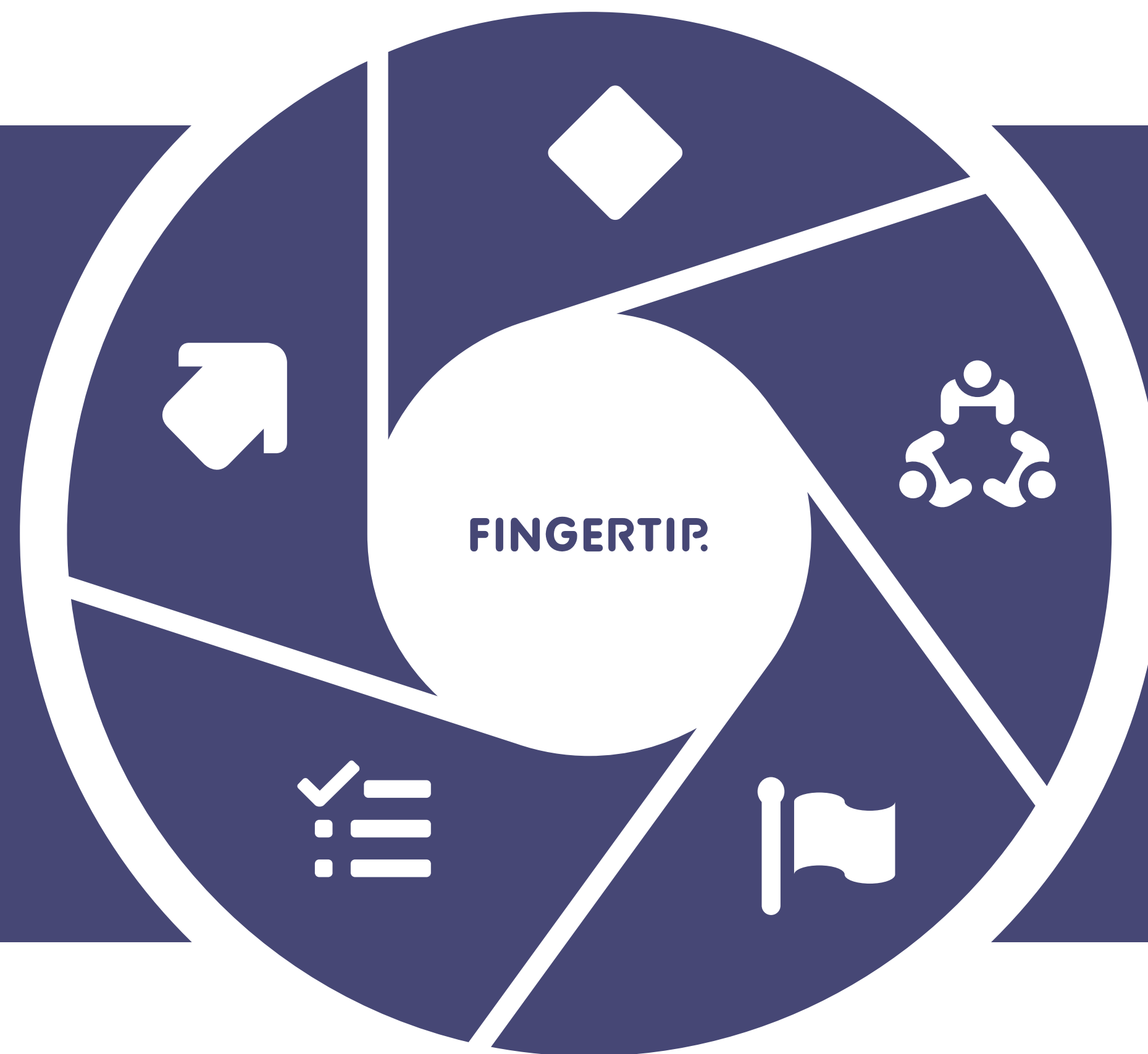


FINGERTIP.

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Fingertip Home



Elements of Home page

Navigation bar
Navigate easily to different functionalities.

New Item
Quick link to create any new items in Fingertip

Contribution
Leaderboard in object interaction.
See who is contributing internally.

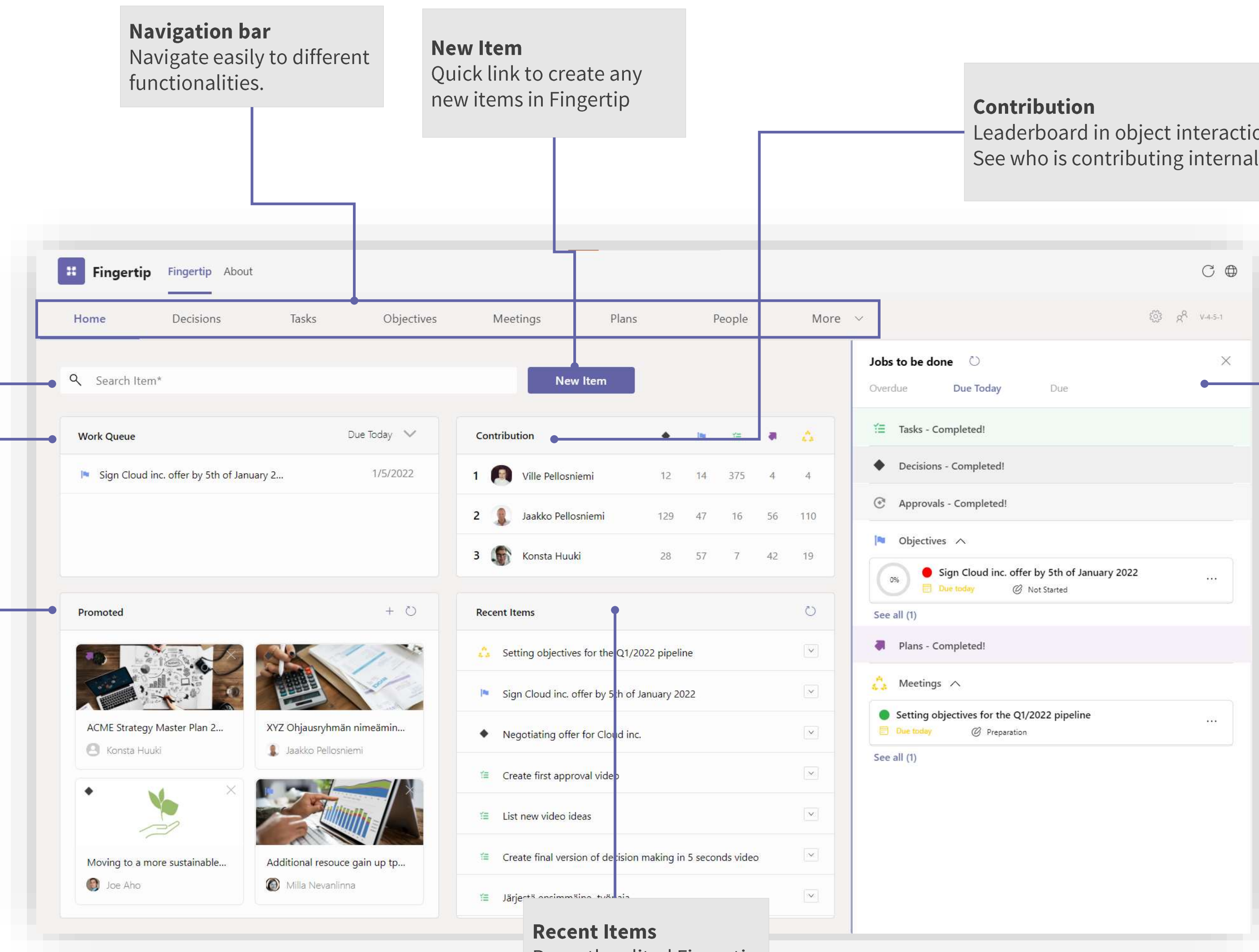
Search bar
Search for the records available on the Home page

Work Queue
Work queue gathers together your work based on assigned due dates.

Promoted
Highlight important Decisions, Objectives, Tasks and Meetings you want your organization to see!

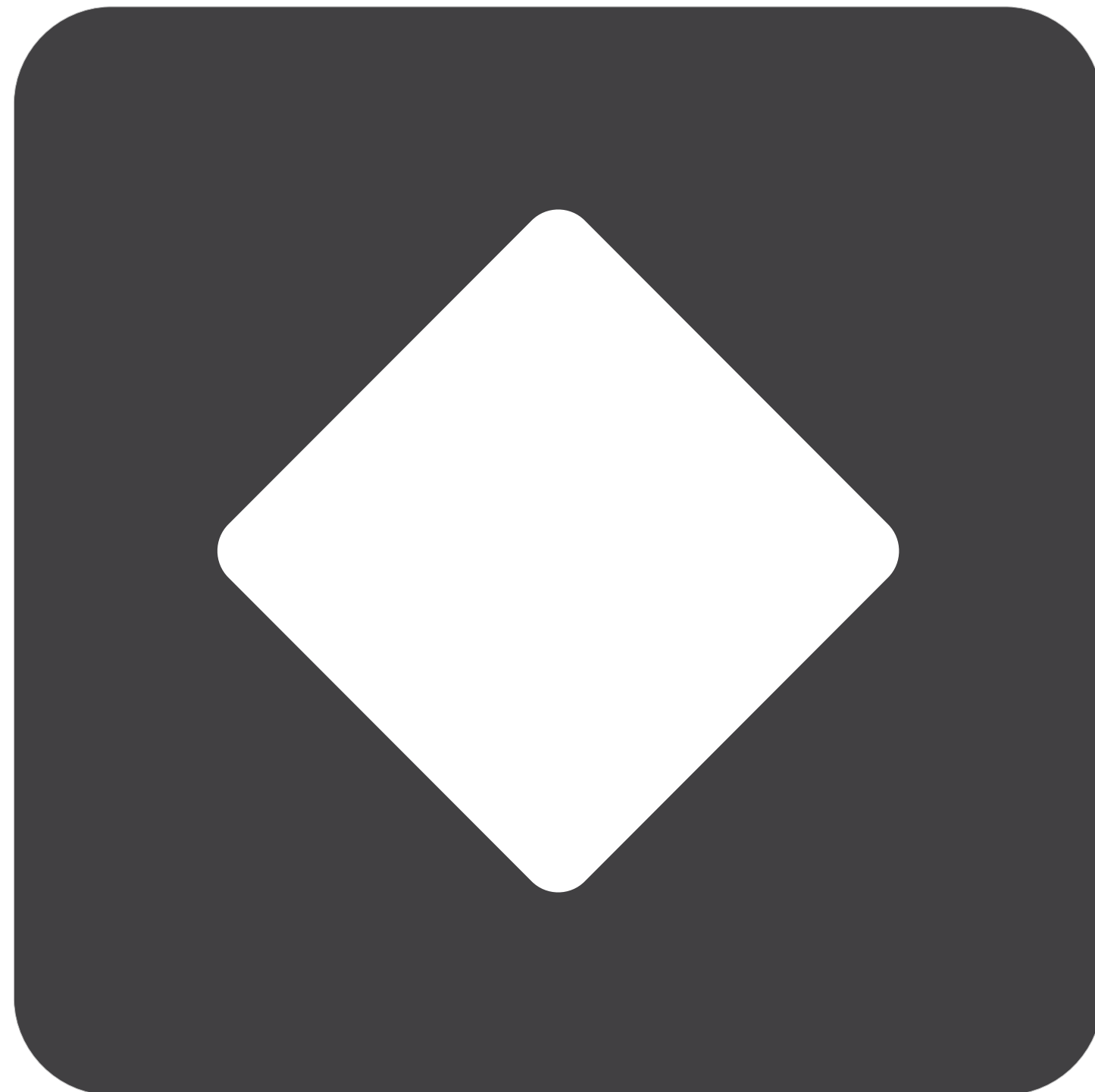
Jobs to be done
All your upcoming or overdue work items now shown by categories coming up.

Recent Items
Recently edited Fingertip items.



Make the right
decisions
together





DECISION.

Fingertip gathers all the phases of decision making into one process.

- Write a problem statement, propose, decide and execute
- Use Responsible role to gather the right stakeholders together
- Document, create an audit trail and allow transparency with purpose
- Solve many types of problems flexibly with a documented, agile method.
- Include tasks, files or links to other systems

Make the right decisions together

Microsoft Teams

Fingertip Fingertip About

Back Home Decisions

Decision 20/08/2021 strategy operations

Divesting a product category to improve competitiveness in other categories 2021-08-01

Share > Propose > Decide > Execute > Close

Approve Actions

Undecided

4 7 1

Details People Tasks Objectives Feed Relations More

Title
Divesting a product category to improve competitiveness in other categories 2021-08-01

Decision
We are lacking resources to efficiently pursue all three of our beverage categories: soft drinks, mocktails and alcoholic beverages. We have made a strategic decision to close one down, but have yet to decide which. Focusing on only two categories enables us to compete in the fierce industry against global players.

According to analysis by Adele and Alex, the least risky option would be divesting alcoholic beverages, since the industry itself is decreasing in size, and competition is hard. We will present our thoughts in the leadership meeting on the 13th of July where we will make the final decision.

Due Date
20/08/2021

Status
Undecided

Progress
Good

Created By
Lidia Holloway

Last Modified By

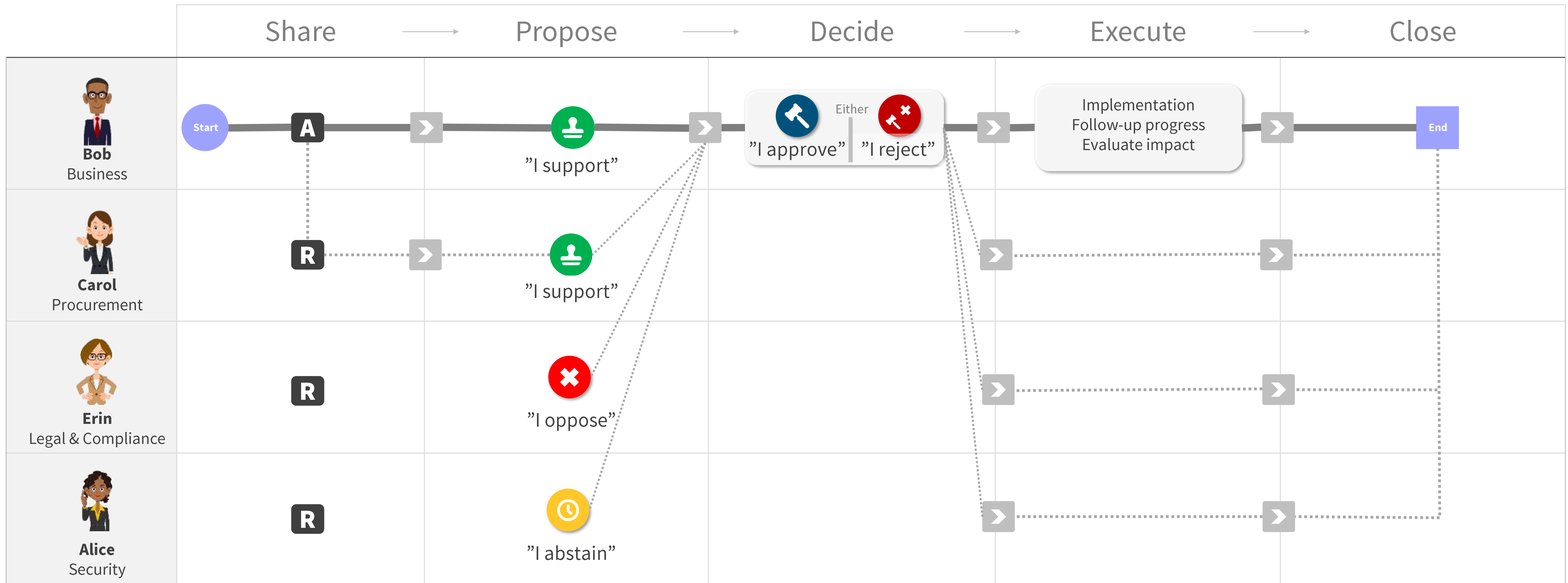
Relevance
5 (Avg. 5)

Mood
4 (Avg. 4)

Process Quality
3.9 (Avg. 3.9)




Outcome Quality
0 (Avg. 0.0)

- Innovative decision making process
- Accountable and measurable follow-up
- Make decisions with higher success

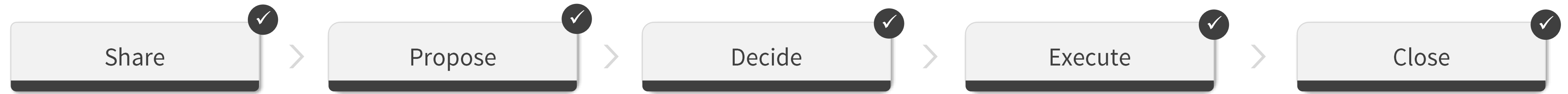


Role Assignment Matrix

A	Accountable	Drives progress and manages expectations. Final Decision approver.
R	Responsible	Key stakeholder in making the decision happen
I	Informed	Informed about the decision

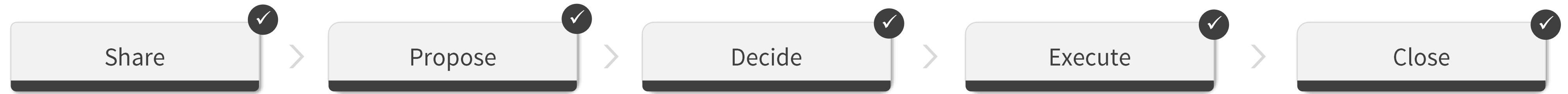
-  Main route
-  Alternative route
-  Move to next phase

Decision Making lifecycle



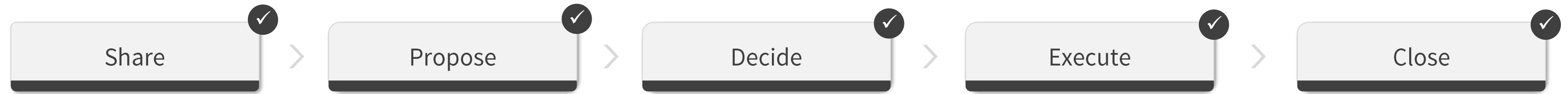
- Fingertip's 5-step decision making life cycle ensures accountable and fast idea-to-execution. It enables leaders to solve problems, escalate issues, and decide on business-critical topics with a clear process.
- The five stages of decision making are:
 - Share
 - Propose
 - Decide
 - Execute
 - Close

Decision Making lifecycle



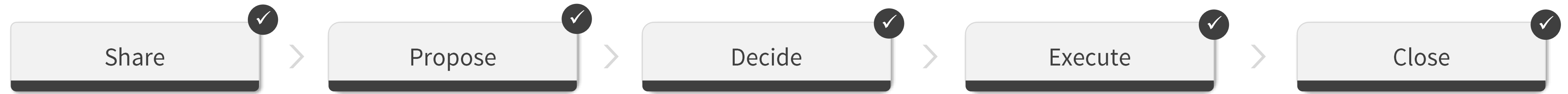
- Share
 - In the share phase the person with the mission and motivation, named the accountable, drafts the general background of the decision making situation. They state clearly what is being decided upon and why it is important. At this stage, the people they invite to the decision can see and contribute to the decision proposal. They can also start creating tasks and objectives related to the decision's implementation.
- Propose
 - In the propose phase the accountable tests the validity of their decision proposal with the invited participants. Moving to the propose phase prompts stances from the responsible participants, who can support or oppose the decision, and give their comments as reasoning for their stance (or conditional stance).

Decision Making lifecycle



- Decide
 - After seeing the stances, the accountable has the power to approve or reject the proposal.
 - **Approving** the decision proposal means we commit to the proposed decision and its implementation.
 - **Rejecting** the decision would mean going “back to the drawing board” in the share phase to reiterate the proposal or closing the decision entirely (it will still stay documented for later reference).

Decision Making lifecycle



- Execute
 - An approved decision moves to the execute phase, if and when there are tasks to be executed to complete it. You can also report the effects of the decision for example with objectives.
- Close
 - After all is said and done; the tasks are completed, and the decision implementation is done, the decision is “archived” by putting it to the close phase. This way the decision stays available to reference after completion but doesn’t appear in ongoing decision process lists. The accountable also gives their final comments to tell how the process and the outcomes came to be.

Example decision making scenarios

How do we handle adhoc decision making situations as well as decision making over internal silos

Warranty Decision

The customer has most likely not followed product instructions and as consequences the product was damaged. However, to ensure the chance to win the major deal at this customer it would be advisable to offer the customer our warranty.

Participants	3 – 100's
Duration	1 - 3 months
Preparation	2 weeks
Value	★★★★★ Very high
Difficulty	●●●●○ Complicated

Offer / Credit Decision

After lengthy negotiations, a new account in our system will be opened and the agreed terms of delivery approved.

Participants	10 - 25
Duration	1 - 3 ^d
Preparation	1 week
Value	★★★☆☆ Medium
Difficulty	●●●●○ Easy

Investment Decision

After a long study and audit, we make the decision to invest/not to invest and start project implementation.

Participants	~20
Duration	12 months
Preparation	2 months
Value	★★★★★ Very high
Difficulty	●●●●○ Complex

Special delivery Decision

In order to save customer satisfaction, we have to purchase 20x more expensive air freight for our tractor in Algeria.

Participants	3 - 5
Duration	1 - 3 ^d
Preparation	2 h
Value	★★★★★ High
Difficulty	●●●●○ Simple

Participation in a marketing event

Assemble approvers and payers for a marketing action and follow-up.

Participants	~10
Duration	2 weeks
Preparation	3 months
Value	★★★★★ Very high
Difficulty	●●●●○ Medium

Resourcing Decision

In the new exit situation, we need a new allocation of current resources and, on the other hand, a rapid updating of competence.

Participants	~10
Duration	1 months
Preparation	1 week
Value	★★★★★ Medium
Difficulty	●●●●○ Chaotic



Elements of the Decisions Tab



Decision log
This page gathers together all the decisions you are part of in a simple and visual list view.

Record Count
Shows total number of Decision records which you part of

Decision Views
Select how to view decisions
1. List
2. Board
3. Insight

Refresh
Update the Page with the latest records created and data.

Filter
Filters the decisions based on Priority, User, and Status

Create your new decision by entering all required details and share among people for approval

Accountable
The person Accountable for the decision.

Pending Approvals
Shows the number of decisions pending to be approved by you. Press to see the list.

Pending Stance
Shows the number of decisions waiting for your stance. Press to see the list.

Visual indicators

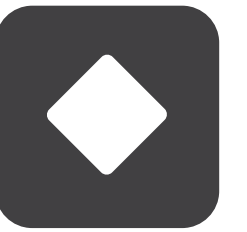
- Traffic lights for progress
- Stance shows your stance in the decision
- Status of the decision
- Your Role in the decision

The screenshot shows the Microsoft Teams interface with the 'Decisions' tab selected. The top navigation bar includes 'Home', 'Decisions', 'Tasks', 'Objectives', 'People', and 'Meetings'. Below this, the 'Decisions' section is titled '6 Items' and features a toolbar with icons for pending approvals (3), pending stance (1), list view, refresh, filter, and search. A 'New Decision' button is also present. The main content area displays a table of decision records with columns for Progress, Title, My Stance, Status, My Role, Decision, Phase, Due Date, and Accountable.

Progress	Title	My Stance	Status	My Role	Decision	Phase	Due Date	Accountable
●	Selecting a partner for retail in Sweden	🟢	🔍	A	Adele will research alternatives...	Decide	23/06/2021	Megan Bowen
●	Moving from Product to Subscription based ...	🟡	⌚	A	Let's approve the strategy in t...	Propose	09/06/2021	Megan Bowen
●	Investing in a suitable Marketing Engine for ...	🟢		R		Share	09/06/2021	Isaiah Langer
●	Employee strategy - we have best people, be...	🟡		A		Share	30/06/2021	Megan Bowen
●	How to take full advantage of new marketin...	🟢		A		Share	27/07/2021	Megan Bowen
●	Signing an exclusive partnership agreement ...	🟡	🔍	R	We need a reliable and trusted...	Decide	23/06/2021	Patti Fernandez



New Decision popup



Decision Title
Enter an informative decision title in the form of a question, imperative, exclamation or statement.

Decision
Here you will document the decision proposal and final decision once it is time for it

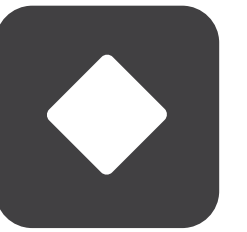
When should the decision be decided upon?
Add the due date/ deadline for the collaboration and stances.

Accountable
Stakeholders of the decision
Accountable field will by default set the user to login user.

Responsible(s)
Add the people you wish to join you in the making process
Search and add individual users (with Fingertip access) you want to participate in the decision. This list determines who can access the decision and give their insights on the decision.



The Decision record page insights



Process Phase
 We've created and shared the decision with everyone. Exciting! They will be notified that there's a new decision in town. When we are happy with our decision proposal, we can share it and ask for opinions!

Share: Involve stakeholders & collaborate.
Propose: Gather the Stances
Decide: Make the decision. Decide!
Execute: Complete the required tasks
Close: Close when your decision has been successfully executed

Decision title
 Inspiring summary and crystallization of the decision

Trend and Progress indicator
 Allows you to set the severity/importance and progress status of a decision

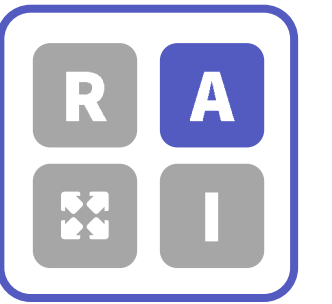
Decision decoration image
 When you click on it a popup will open where you can select the image and upload a decoration image to a decision

Manage decision
 Action menu provides list of option such as New task, New Objective, Add people etc. for the ease of creating records inside decisions

The screenshot shows the Fingertip interface for a decision record. At the top, there's a navigation bar with 'Fingertip' and 'About'. Below it, a breadcrumb trail shows 'Home' > 'Decisions'. The main header area includes a decision card for 'Hybrid Work for 2022 - Friday at the office' with a date of 9/29/2021 and a status of 'D&I'. A progress bar below the title shows stages: Share (checked), Propose (checked), Decide (checked), Execute, and Close. To the right of the progress bar is a 'Trend and Progress indicator' showing counts (8, 11, 0) and a 'Manage decision' action menu with options like 'New task', 'New Objective', and 'Add people'. A 'Decision decoration image' is also visible. The main content area is divided into sections: 'Details' (with title and decision text), 'Official Files' (with an 'Edit' button), 'Relevance' (with a 5-star rating), 'Mood' (with a 4.6 rating), 'Process Quality' (with a 4.4 rating), and 'Outcome Quality' (with a 4.9 rating).



Accountability Assignment Matrix (AAM)



Use this framework to make effective and efficient group decisions.
 Agreeing on Roles and Responsibilities in every decision - Everyone knows what's expected.

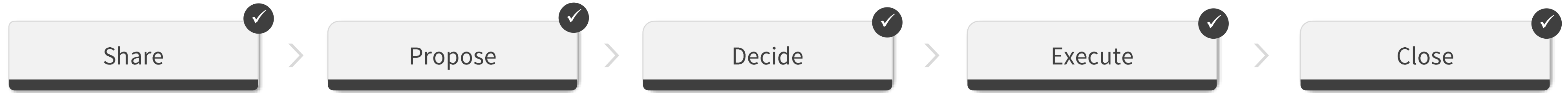
Icon	Role	Move to next Phase	Read	Edit	Chat	Stance	Final Decision Approval
	Accountable This Person will drive the team to a decision, makes the final decision, and is ultimately accountable for it.	✓	✓	✓	✓	I support I oppose I abstain	I approve I oppose
	Responsible These People do the work, and they have the capability to drive the DM process forward.	✓ <i>Without final approval</i>	✓	✓	✓	I support I oppose I abstain	-
	Informed * The people kept informed of progress and with whom there is one-way communication. These are people that are affected by the outcome of the decision, so need to be kept up-to-date.	-	✓	-	-	-	-

*) The "Informed" role is planned for H2 2021



Iconography for Decision Making

Decision Making Process



Status of decision

Decision



Undecided Pending

Decision



Undecided Pending

Decision



Approved



Rejected

Decision



Approved



Rejected

Decision



Approved



Rejected



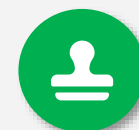
Undecided

Stakeholder actions in decision making

Stances

A

R



"I support"



"I oppose"



"I abstain"

Approval

A



"I approve"



"I reject"

Role Assignment Matrix

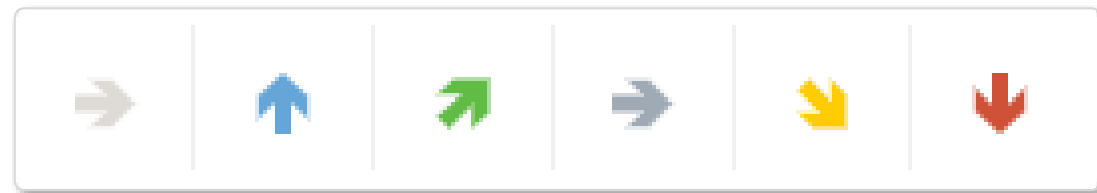
A	Accountable	Drives progress and manages expectations. Final Decision approver.
R	Responsible	Key stakeholder in making the decision happen
I	Informed *)	Informed about the decision

*) The "Informed" role is planned for H2 2021

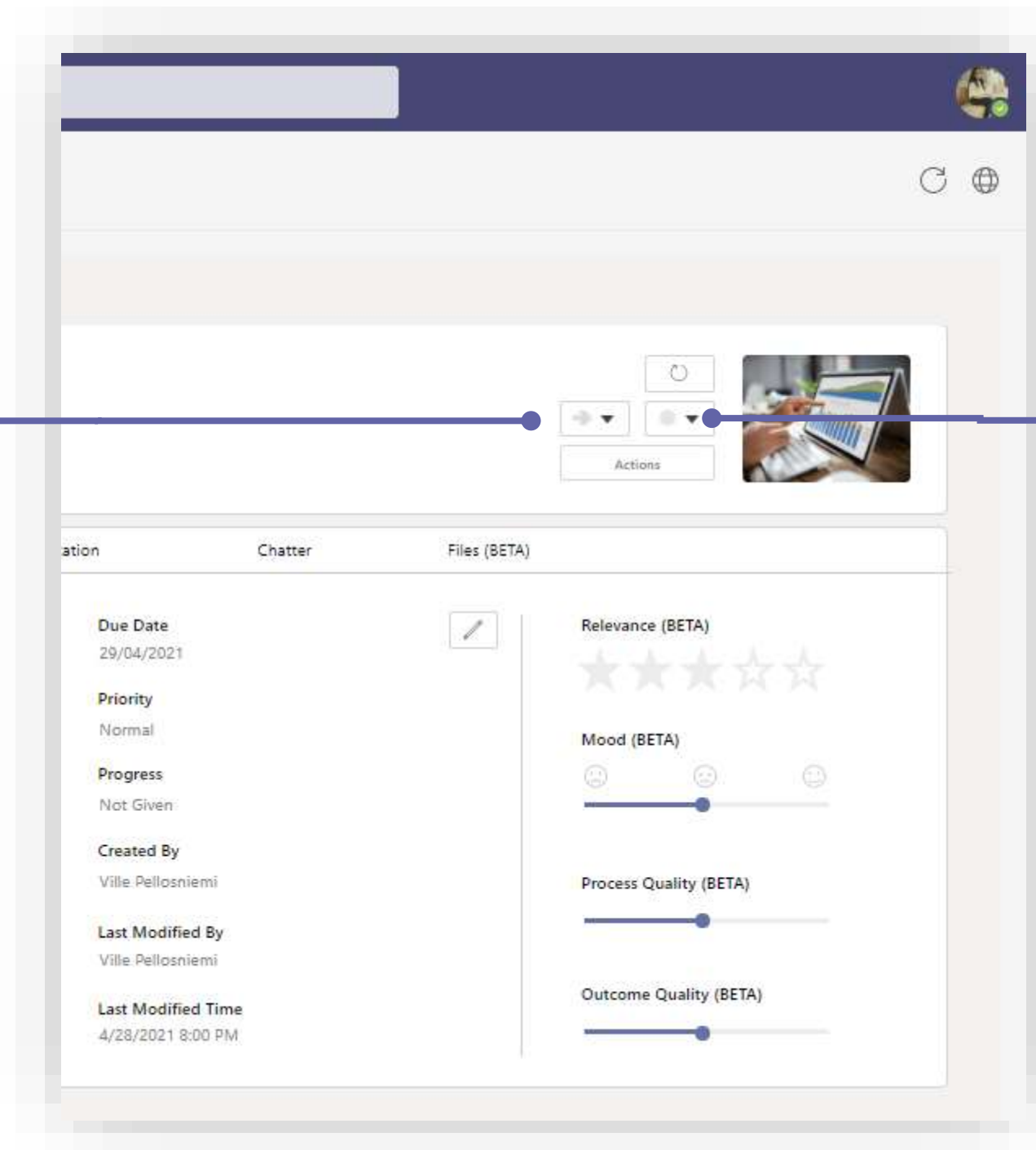


The concept of status indicators in Fingertip

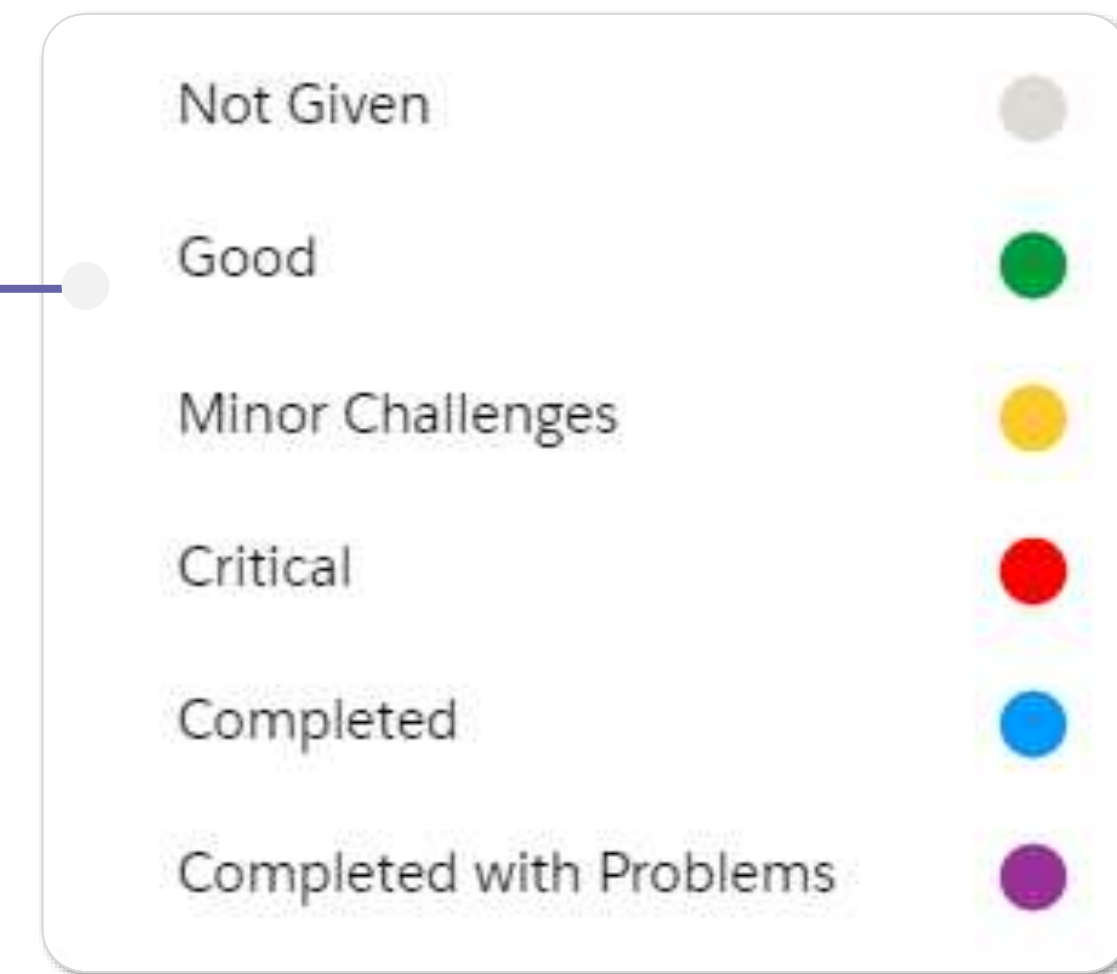
Trend indicator



Trend indicator visualizes the current direction of progress in a business object. Is it thriving, steady or stagnating? - visualized in an intuitive way.



Progress indicator “Traffic Lights”



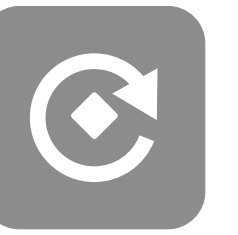
Current states

End states

Traffic lights in Fingertip show the current progress status of your business objects. Indicate challenges in the progress and see how others are doing reaching out to help if need be.



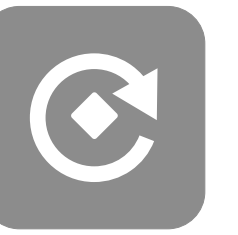
Approval – a special case for quick decision making



- Sometimes all we need to commit for a decision is a small push. The encouraging words of a single team member, or the green light from our supervisor. For those situations, Fingertip offers the Approval item.
- The approval item's lifecycle consists of only two phases:
 - Requested – The accountable sends their proposal to the approvers to evaluate, propose changes, and to get their stance: support or oppose.
 - Approved/Rejected – After processing the stances, Fingertip automatically sets the phase to either approved or rejected depending on the answers.



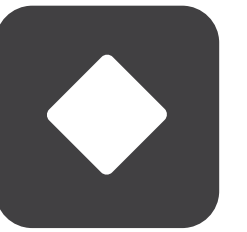
Approval type



- Approval type stated the logic by which the proposal will be approved. Fingertip includes currently three approval types:
- **Everyone must approve** – The proposal will be approved once all approvers have given a supporting stance. One opposing stance will decline the approval.
- **First to approve** – The proposal is approved once any approver gives a supporting stance. Use for green light -approvals
- **Depending on the response** – The requestor holds the authority for the final approval to themselves, making the final decision after getting input from approvers



New Approval popup



Fingertip Fingertip About

Home Decisions Tasks Objectives Meetings Plans People More

Requested Pending

Details Files

New Approval

* Title ⓘ
Applying for EU commissions future stars program 01/2022

* Approval / Decision to be made ⓘ
Looking at the details of the upcoming EU program for early stage startups, we fit all the requirements quite handily. The program offers us a great opportunity to gain investment capital for the early stage of our business, as well as a chance to network and increase our ecosystem ties across the continent. The estimated investment to the application is around 40 hours, spearheaded by Konsta Huuki. The application deadline is 15.12.2021

Approval Type
Everyone must approve

Requestor
Konsta Huuki

Due Date
11/19/2021 15 : 00

Approvers
Konsta Huuki Antti Kauppinen Ville Pellosniemi
Jaakko Pellosniemi Milla Nevanlinna Vera Backström

Search user or group...

Create

Approval Title
Enter an informative approval title in the form of a question, imperative, exclamation or statement.

Approval
Here you will document the proposal and final approval once it is time for it

Approval type
The logic by which the proposal will be approved.

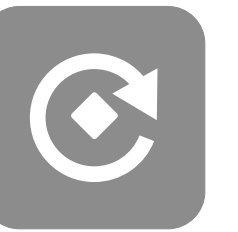
Due date
Add the due date/ deadline for the collaboration and stances.

Requestor - Owner of the approval
Requestor field will by default be the creator of the approval

Approver(s)
Add the people you wish to join you in the approval
Search and add individual users (with Fingertip access) you want to participate in the approval. This list determines who can access the approval and give their insights



The Approval record page insights



Approval title
Inspiring summary and crystallization of the approval

Approval stances
Number of supporting, opposing and abstaining participants

Trend and Progress indicator
Allows you to set the severity/importance and progress status of the approval

Approval phase
Tells you the life cycle stage of the approval

Approval details
More in-depth specification related to the approval

Manage approval
Action menu provides list of option such as add relations, export or delete approval

People and stances
View the given stances of the people in the approval

Approval phase
Requested > Approved

Approval title
Applying for EU commissions future stars program 01/2022

Approval stances
4 0 0

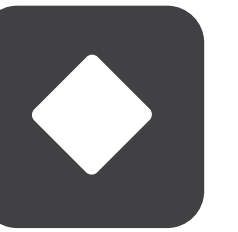
Trend and Progress indicator
Approved

Approval details
Title
Applying for EU commissions future stars program 01/2022
Decision / Approval
Looking at the details of the upcoming EU program for early stage startups, we fit all the requirements quite handily. The program offers us a great opportunity to gain investment capital for the early stage of our business, as well as a chance to network and increase our ecosystem ties across the continent. The estimated investment to the application is around 40 hours, spearheaded by Konsta Huuki. The application deadline is 15.12.2021.
Approval Type
Everyone must approve
Status
Approved
Due Date
11/19/2021 12:00 AM
System Information
Created By
Konsta Huuki
Created On
11/18/2021 3:18 PM
Modified By
Konsta Huuki
Modified On
11/18/2021 3:18 PM

Manage approval
People Relations Files Notes

Name	Stance	Comment
Milla Nevanlinna	Supporting	
Konsta Huuki	Supporting	
Jaakko Pellosniemi	Supporting	
Ville Pellosniemi	Supporting	

Step-by-step guides [DECISIONS]



How to create a decision

FINGERTIP.



How to propose a decision

FINGERTIP.



How to give a stance to a decision

FINGERTIP.



How to approve a decision

FINGERTIP.



How to create an approval

FINGERTIP.



How to manage tasks in a decision

FINGERTIP.

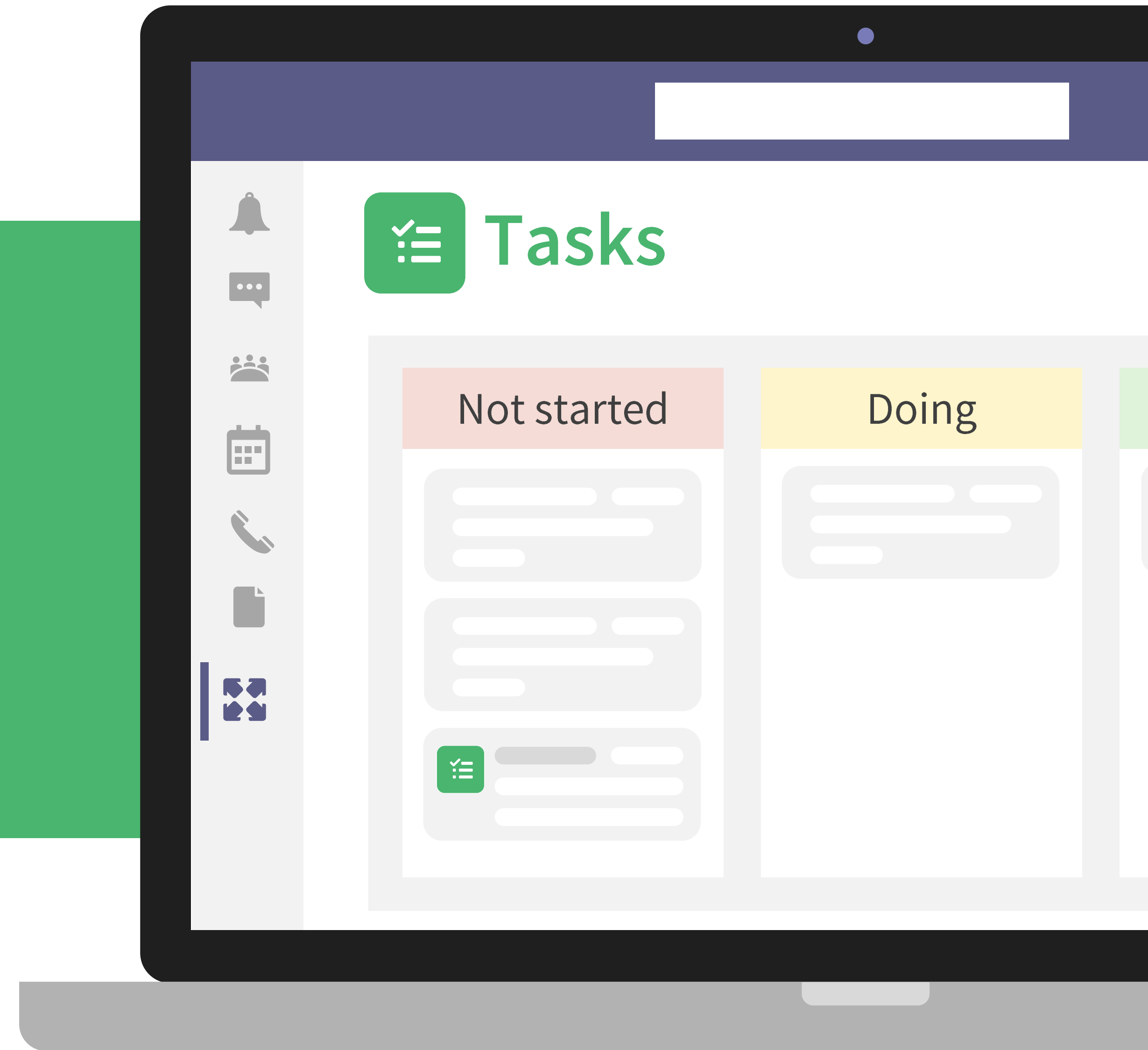


How to manage objectives in a decision

FINGERTIP.

FINGERTIP.

Simplify task management





TASK.

Something that needs to be done

- Assign tasks to yourself or to other users
- Set a due date and follow the execution
- Communicate the status with others with task stages
- Display your tasks on a list or a Kanban board
- Prioritize the most critical tasks



Task management focusing on doing

The screenshot displays the Fingertip application interface. At the top, there is a search bar and navigation tabs for Home, Decisions, Tasks (selected), Objectives, Meetings, Plans, People, and More. The main content area is titled 'Tasks' and shows 45 items. It is organized into three columns: 'To Do (30)', 'In Progress (4)', and 'Done (11)'. Each task card includes a title, a due date, the assignee (Patti Fernandez), and a priority level (Normal). The tasks are as follows:

Column	Task Title	Due Date	Assignee	Priority
To Do (30)	Research franchise possibilities	16/04/2021	Patti Fernandez	Normal
	Determine brand positioning	10/04/2021	Patti Fernandez	Normal
	Define value proposition	10/04/2021	Patti Fernandez	Normal
In Progress (4)	Research Market & Competition	16/04/2021	Patti Fernandez	Normal
	Build Event Agenda	16/04/2021	Patti Fernandez	Normal
Done (11)	Research the currently available marketing automat...	16/04/2021	Patti Fernandez	Normal

- Digital kanban boards
- Transparent work queues
- Create and complete in seconds



Elements of the Tasks tab



Total amount of Tasks

This field shows total number of Tasks you own

View the task in different layouts

Select between the different views the task tab to be viewed:
1. Kanban
2. List

Refresh, filter and search

Refresh the list for changes, filter by pre-determined information or search by title

Task cards

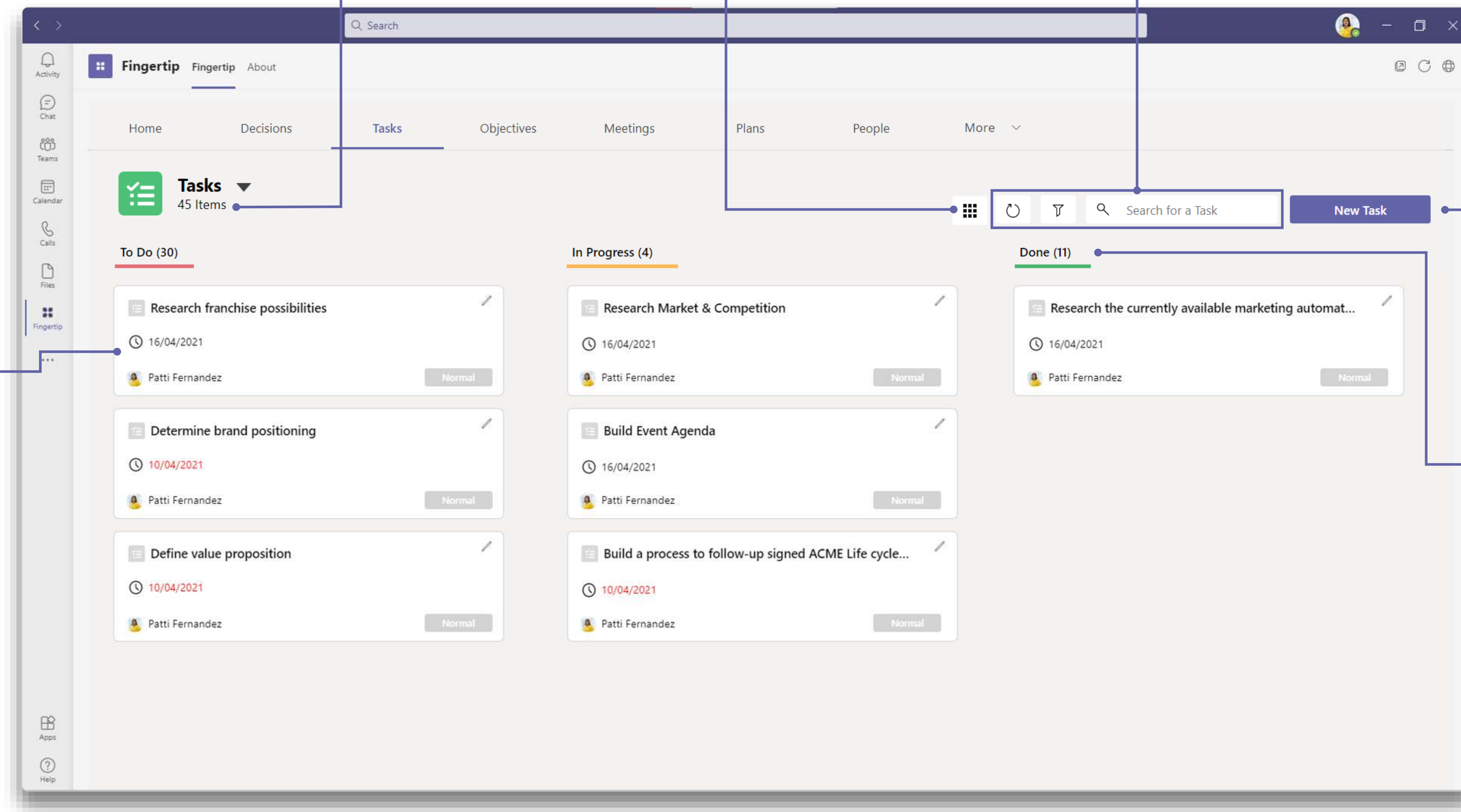
Display the most important task information (title, due date, owner and priority)

Create task

New Task button let's you create new Task

Task Kanban

Shows the tasks you own and their status. Most recently changed appear on top.





Elements of the *New task* popup



Status
The status indicates what is the current progress of the task

Visibility
Choose whether to have the task visible to all, or only the assignee.

Title
Enter the Task you are looking to complete here

Description (optional)
Type additional details of the task in the description field

Due date
Select the due date and time for the Task's completion

Tags
Relate the task to a relevant business process or domain

Priority
Urgency and importance. The higher the priority, the higher the task will appear on lists. Priority will also be shown on the Task card

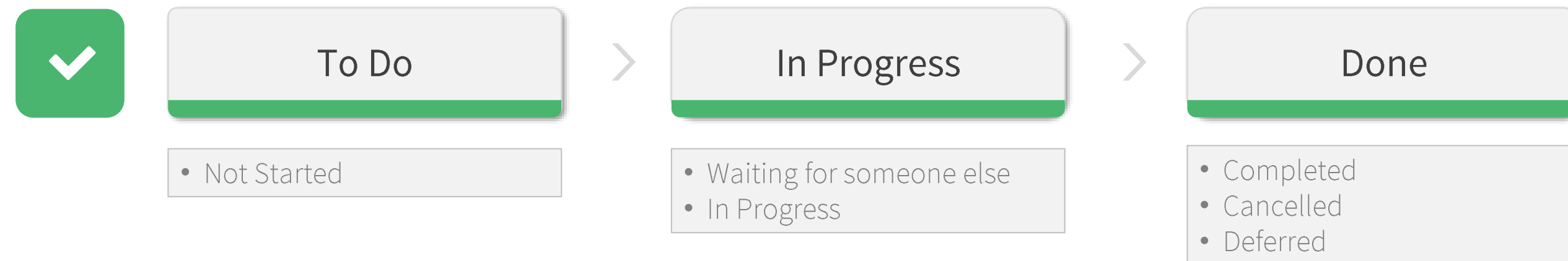
Assigned to
Who is the responsible person for the task (by default yourself)

Task Format
Basic
Advanced

Privacy
Public
Private

Details
* Title
Write the title for the Task
Description
Describe the Task
* Status
Not Started
Due Date
1/6/2022 12:00
Priority
None
Tags
Assigned to
Konsta Huuki
Assigned By
Konsta Huuki
Create

The **Task** undergoes three stages in its life cycle



1. Creation

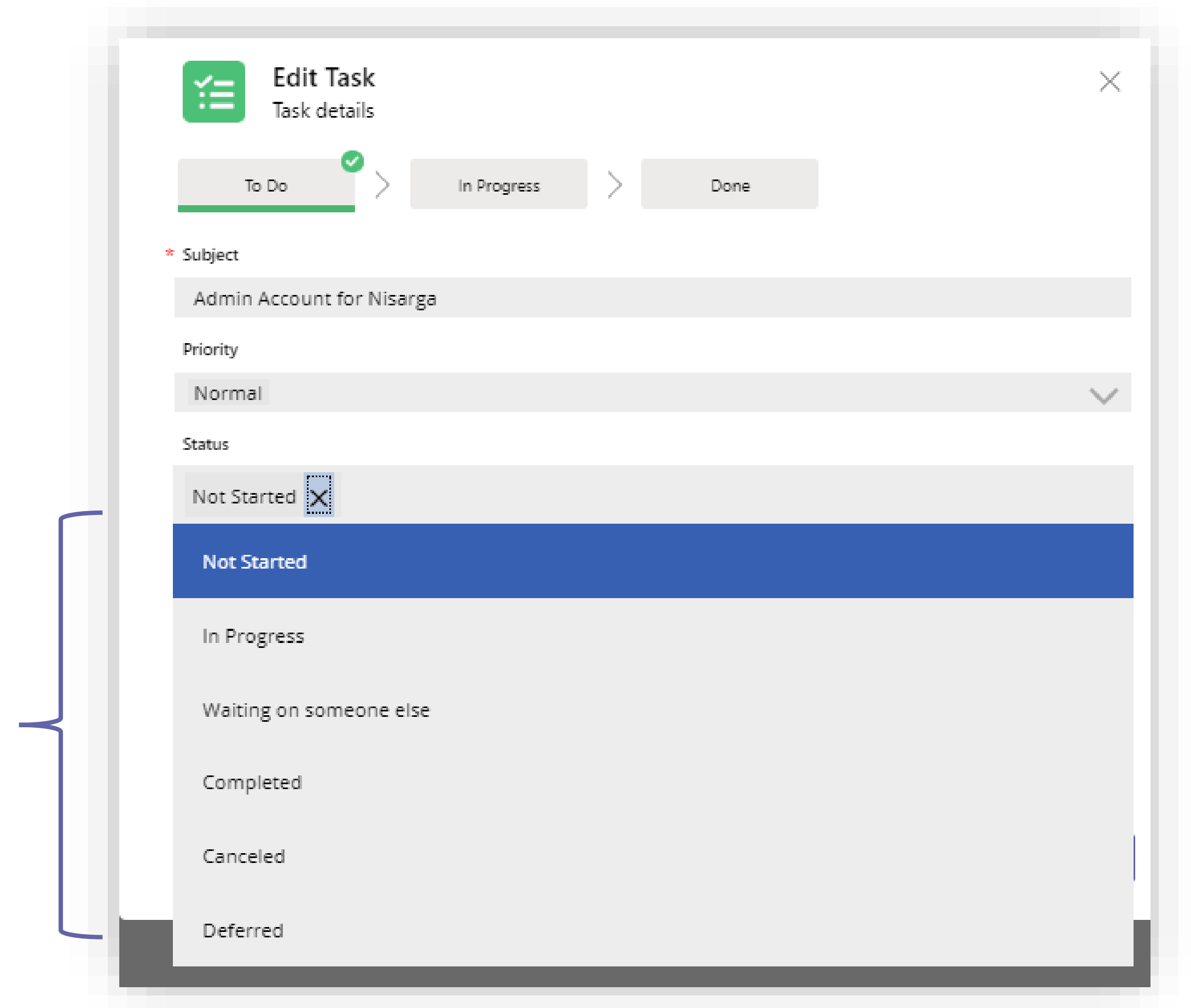
You write down something you need to get done, and when it needs to be done. Then you can take it off your mind, freeing your brain capacity to another job at hand. Others are also able to see that you have the task on your to-do list.

2. Working on it

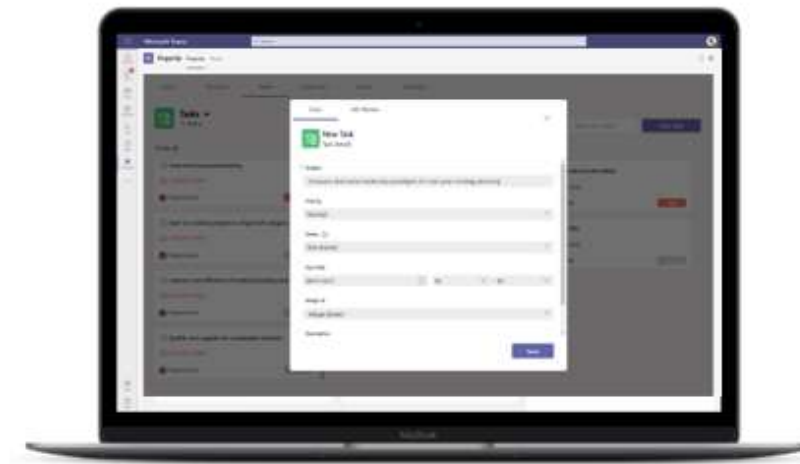
You change a task's status to "Doing" or "In progress", when you start working on it. This communicates to others, that the task is being worked on. In Fingertip, we have several descriptive statuses for this phase.

3. Closing

When the task is complete, or no longer relevant, you can move it to the last phase of its life cycle. This tells also others that the task is complete. It feels good, closing tasks, doesn't it? Remember to do it often enough so they won't stay forever in your to-do list!



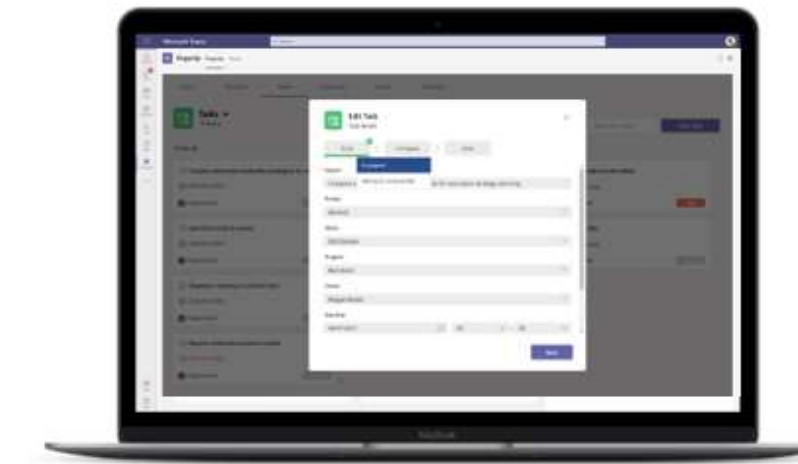
Step-by-step guides [TASKS]



How to create
a task

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FINGERTIP.

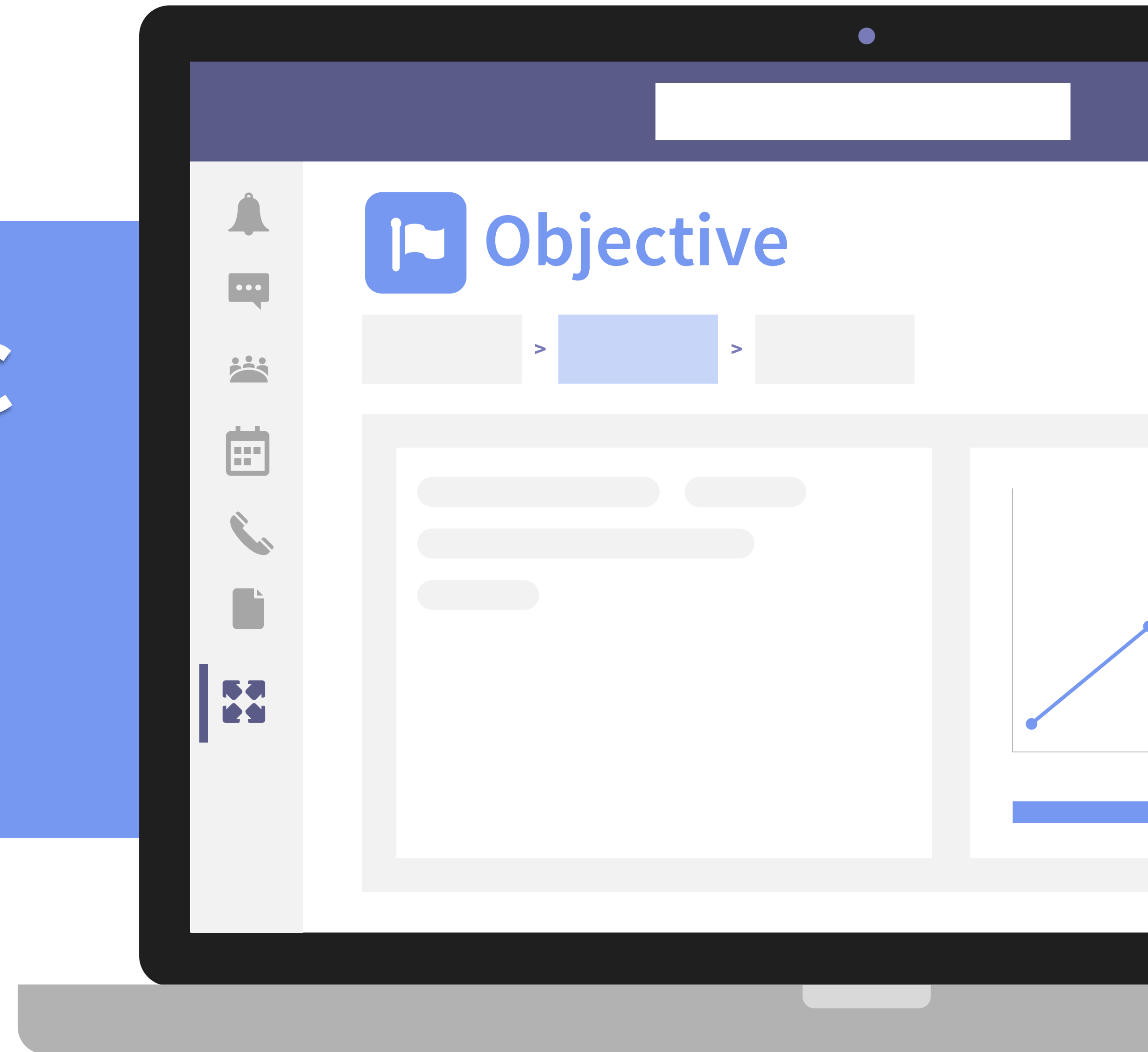


How to update
a task

133

FINGERTIP.

Increase strategic alignment with objectives





OBJECTIVE.

Ensure focus and alignment with Fingertip Objective

- With Objectives you can create goals that you can prioritize, categorize and discuss.
- Fingertip objectives are numeric, measurable and inspirational goals with high ambitions.
- A comprehensive, holistic system for managing objectives and linking them to daily operations.
- Boost motivation and engagement in employees and increase organizational performance.

Lead with your strategic goals in mind

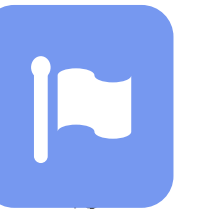
The screenshot displays the Fingertip application interface. At the top, there's a search bar and navigation tabs for 'Fingertip' and 'About'. Below this, a breadcrumb trail shows 'Back', 'Home', and 'Objectives'. The main content area features an objective card titled 'New launched product top 5 in Nordics in its category by the end of H1/2022'. The card includes a progress bar with 'Not Started', 'In Progress', and 'Close' stages. To the right of the card are action buttons for refresh, status change, and a photo of people. Below the card, a tabbed interface shows 'Details', 'People', 'Tasks', 'Feed', 'Key Results', and 'More'. The 'Details' tab is active, showing fields for Title, Description, Status (Critical), Start Date (8/11/2021 12:00 AM), Due date (6/30/2022 12:00 AM), Initial Value (0), Target Value (100), and Current Value (62). An 'Edit' button is next to the Status field. To the right of the details is a 'Progress' section with a 'New Value' button and a '62% Complete' indicator. Below this is a line chart showing progress over time from 11/8/2021 to 1/8/2023. The chart shows a sharp increase in progress starting in late 2021, peaking in early 2022, and then declining.

Date	Value
11/8/2021	0
12/8/2021	1
3/9/2022	45
5/8/2022	58
5/8/2022	62
1/8/2023	15

- Set ambitious goals and reach them
- Transparent and real-time visibility
- Align team and user objectives



Elements of the Objective Tab



Record Count
This field shows total number of Objective records in which you're participating

Find different views the Objective
1. List
2. Kanban Board
3. Key Results

Refresh, filter and search
Refresh the list for changes, filter by pre-determined information or search by title

Title	Progress	Status	Priority	Due Date	Owner
Create the Go-To-Market (GTM) Strategy Plan	80%	Not Started	Normal	4/15/2021 12:00 AM	Megan Bowen
Perform market analysis	25%	On Track	Normal	4/15/2021 12:00 AM	Megan Bowen
Create the go-to-market strategy plan	0%	Not Started	Normal	4/10/2021 12:00 AM	Patti Fernandez
Perform market analysis	100%	Completed	Normal	4/10/2021 12:00 AM	Patti Fernandez
Number of ACME Life Cycle service agreements	50%	Aligned	Normal	4/10/2021 12:00 AM	Patti Fernandez

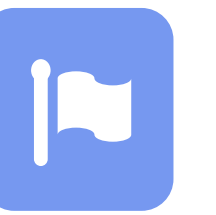
Create New Objective
New objective button let's you create new Objective

Open Objective
Press the arrow to see full details and historic info.

Objective record summary
View important details of your objectives: Title, Progress Bar, Life cycle status, Priority, Due date and Accountable person



New Objective popup



New Objective
Objective details

Details **People**

* Title
Q3 2021: Sales revenue increases 7% from same period last year

Start Date: 7/1/2021 Due Date: 9/30/2021

* Initial Value: 500000 * Target Value: 535000 Current Value: 500000

Description

Next Create

1. Enter a Title and Description for your Objective. Set the timing when you started to measure progress and when you will end. Insert the starting value, target value (and optionally current value). Describe more important details for the Objective if you want.

New Objective
Objective details

Details **People**

Accountable
Konsta Huuki

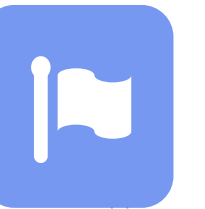
Responsible(s)
Search user or group...

Informed
Search user or group...

Create

2. Switch to the people tab by clicking Next, or by navigating from the top
3. Add Responsibles (able to edit) and Informed (able to view) people to your Objective
4. Press Create to share and start measuring!

Elements in the Objective item



Title section
This element gathers the Objective title, timing and any tags attached to it

Objective life cycle
Visualizes all the phases as well as the current phase of the Objective process

Objective tabs
Navigate through the contents within your Objective. Show related items, Key Results, discuss the Objective and more

The screenshot shows the Fingertip web application interface for an Objective item. The main content area displays the objective title, its lifecycle (Not Started, In Progress, Close), and a 'Details' tab. The 'Details' tab is active, showing the objective's title, description, owner, and a 'Plan details' section with status, start date, due date, and values. A progress bar and chart are also visible, showing 62% completion. A 'New Value' button is present next to the progress bar. A 'Refresh button, status indicators and action menu' is located in the top right corner of the objective card. A 'Decoration image' is also present in the top right corner of the objective card.

Refresh button, status indicators and action menu
Show the progress and status, and use the action menu to see all available actions in the Objective

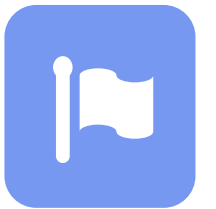
Decoration image
Use one of the presets or upload your own to customize the object

New value button
Update the current objective progression

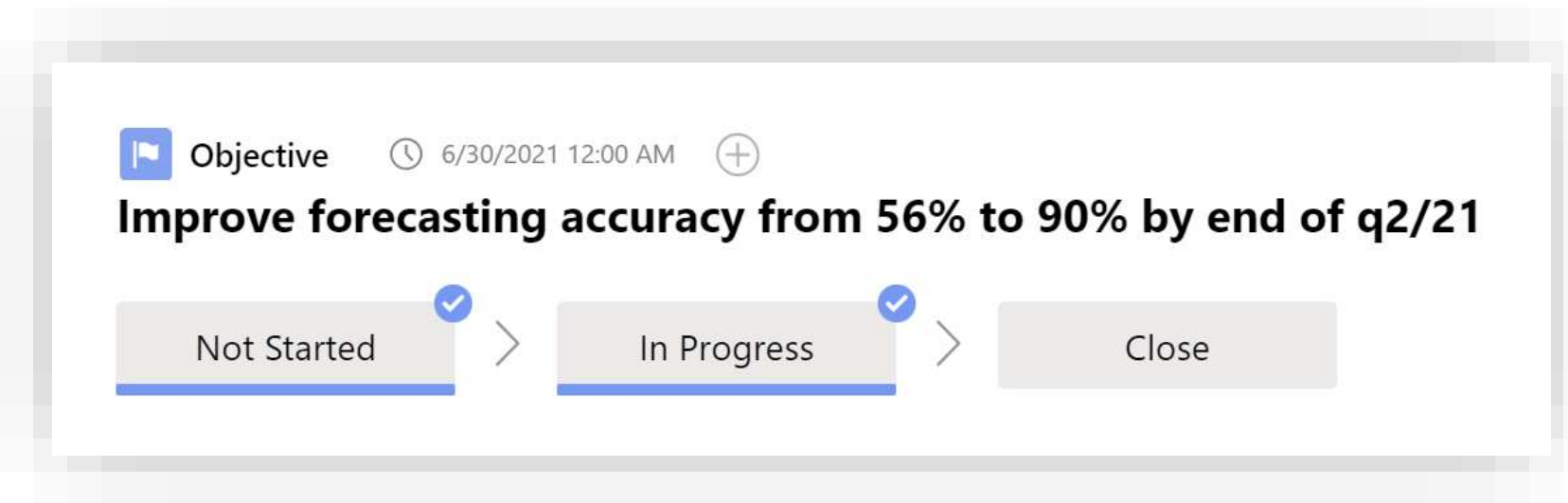
Progress bar and chart
Show the status towards your target as well as historic progress

Objective details
The default tab. Shows the Title, Description and Owner of the Objective

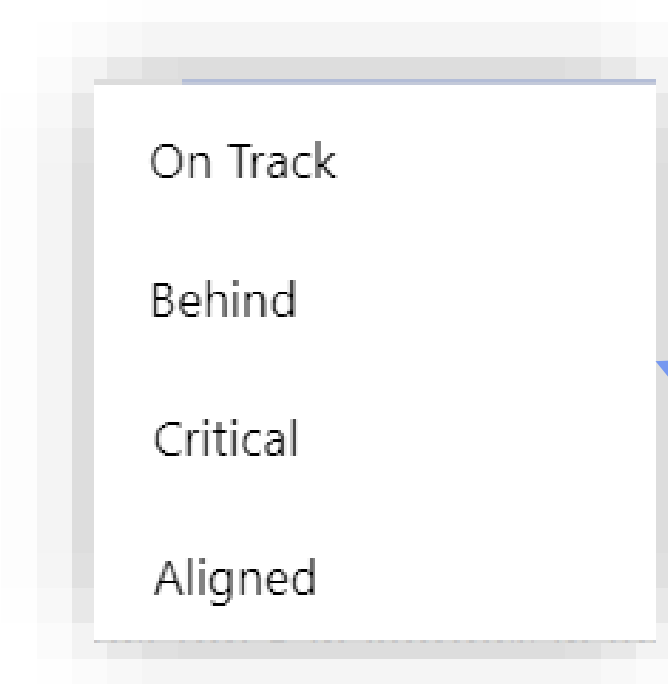
Plan details
Second column shows the status, timings and values attached to the objective measurement. Pressing the "Edit" button allows changing any details of the Objective



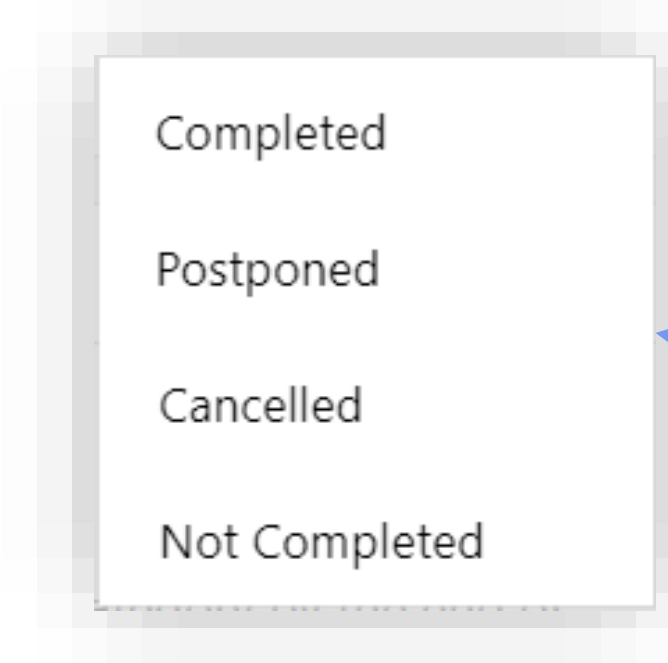
Objective Life Cycle



1. Not Started : Initial drafting phase. The accountable writes the goal in a single sentence and expands on their thinking through the description. They set the timeline, the initial values and invite the relevant people to follow or contribute to the completion of the objective,

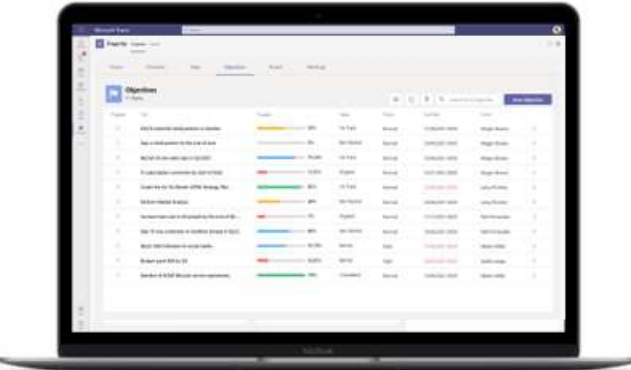


2. In Progress : The objective is being measured. Can be marked *On Track*, *Behind*, *Aligned* or *Critical*. In this phase, you can use key results to chop the decision to simpler and more measurable metrics. While in progress, the participants should update the progress manually with clear intervals.



3. Close : After the follow-up period and evaluation the Objective will be closed. The process and outcome are evaluated, and the results are assessed to help future objective setting. The closing status can be set as *Completed*, *Postponed*, *Cancelled* or *Not Completed*.

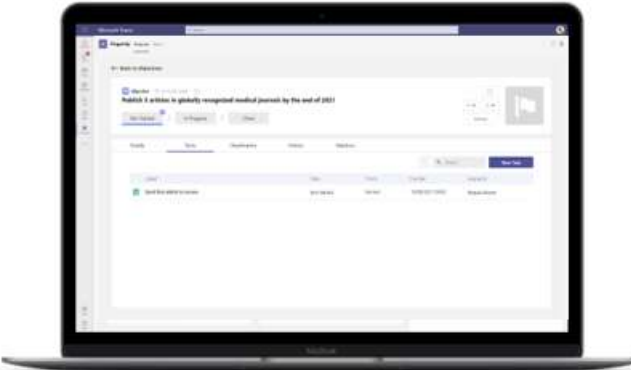
Step-by-step guides [OBJECTIVES]



How to create an objective

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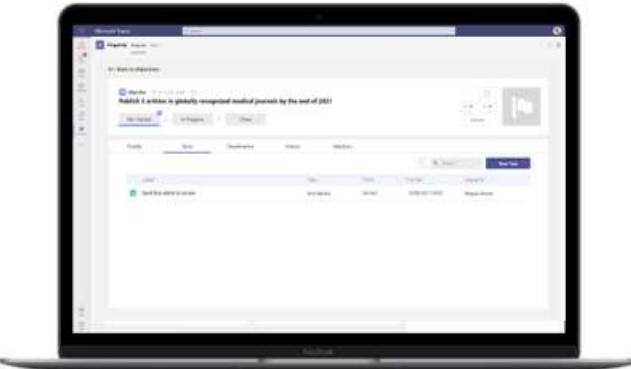
FINGERTIP.



How to manage tasks in an objective

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FINGERTIP.



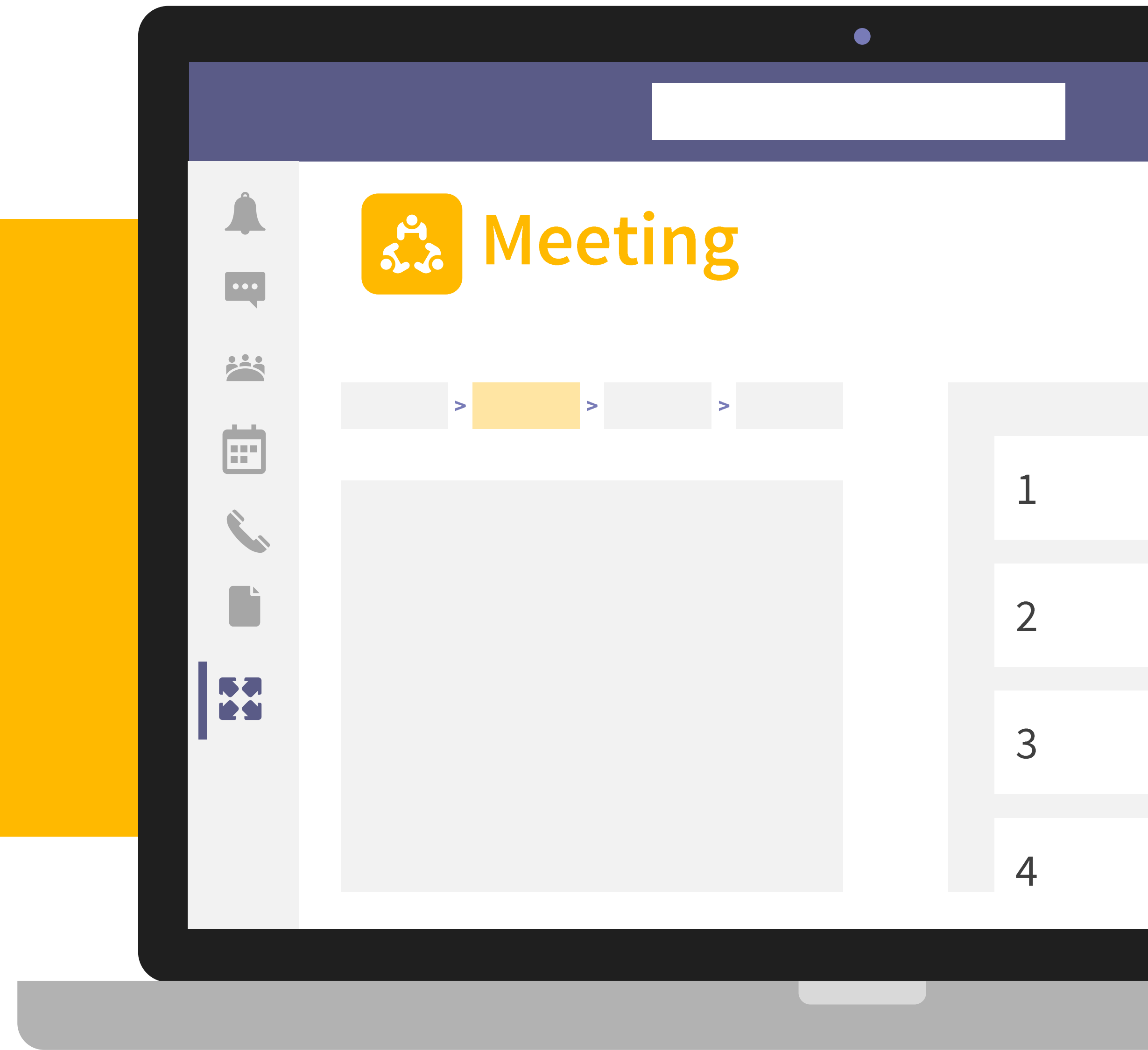
How to use key results for an objective

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FINGERTIP.

FINGERTIP.

Digital meetings
that get things
done





MEETING.

Make the most of meetings with Fingertip

- Create a digital agenda for your meeting, with items tied to concrete tasks, decisions and objectives. Set timing and assign accountability, and ensure productivity during meetings!
- Create a calendar invitation linked to your meeting, invite the relevant people and start collaborating asynchronously even before the actual meeting time.
- Document the decisions you make and the follow-up items you agree on in Fingertip. Create measurable impact out of every meeting!

Meetings that get things done



The screenshot displays the Microsoft Teams interface for a meeting titled "Leadership team meeting - December 2021". The interface is divided into several sections:

- Meeting Controls:** Includes a "Meeting" button with a plus sign, a refresh icon, and a dropdown menu. Below this is a progress bar with steps: "Preparation" (checked), "Invite" (checked), "Meeting", and "Close".
- Details Panel:** Shows the meeting title, description ("Welcome to the Leadership Team's monthly meeting!"), a "Meeting Link" with a "Create calendar invite" button, and the start/end times (12/15/2021 11:00 AM to 12:00 PM).
- Agenda Panel:** Lists five agenda items:
 - 1 Agenda review** (5 min): No description, no related items.
 - 2 Review of previous meeting tasks** (10 min): Includes "Sharing of credentials to Fingertip demo environment" and "Discussing Fingertip and possible use cases within PwC Family Business team (tools & digi...)".
 - 3 To be decided** (10 min): Includes "Learning to create and document Fingertip Decision Proposal!" and "Building an advanced Gamification Engine for Brooklyn".
 - 4 Decisions**: Includes "Negotiating offer for Cloud inc." and "Arkistoinnin aloittaminen 250 päätökselle".
 - 5 Status Reviews**: Includes "Add Projects or Initiatives for status review - document status into comments".

- Organize productive meetings
- Collaborate in agenda creation
- Create accountable follow-up



Elements of the Meeting tab

Total Meetings
Shows total number of meetings created

Refresh, filter and search
Refresh the list for changes, filter by pre-determined information or search by title

New Meeting
Create New meetings let's you create new Meetings and add attendees for the meeting

Open Meeting Record
Click arrow to open the meeting record details.

Meeting record summary
View important details of your objectives: Title, Life cycle Phase, Starting time, Duration and Organizer

The screenshot shows the Microsoft Teams interface with the 'Meetings' tab selected. The top navigation bar includes 'Home', 'Decisions', 'Tasks', 'Objectives', 'Meetings', 'Plans', 'People', and 'More'. Below the navigation, the 'Meetings' section displays a list of 6 items. A search bar with a refresh icon, a filter icon, and a search icon is visible above the list. A 'New Meeting' button is located to the right of the search bar. The list of meetings includes columns for Progress, Title, Phase, Start Time, Duration, and Organizer. Callouts from the surrounding text boxes point to the '6 Items' count, the search and filter controls, the 'New Meeting' button, the meeting list rows, and the right-hand arrow on a meeting row.

Progress	Title	Phase	Start Time	Duration	Organizer
●	Leadership Team meeting 08/2021	Preparation	13/08/2021 14:00	1h	Lidia Holloway
●	Leadership Team meeting 07/2021	Meeting	02/07/2021 15:00	1h	Leroy Plumley
●	Review & Approval of the video script	Preparation	15/07/2021 13:30	1h	Patti Fernandez
●	July marketing planning	Preparation	24/06/2021 10:00	1h	Patti Fernandez
●	Monthly Marketing meeting June 2021	Preparation	24/06/2021 09:00	1h	Isaiah Langer
●	Marketing weekly summary and workshop	Preparation	24/06/2021 16:00	1h	Patti Fernandez



New Meeting Popup

Subject
Descriptive title of what and for whom the meeting is for

Meeting timing
Set the date and time for the meeting.

Invite people
Add the attendees who are invited to participate.

Send a calendar invitation
Select to invite attendees automatically

Schedule the meeting
When ready click Create.

Description
Describe your meeting in a few sentences. This will help attendees to prepare for the meeting.

The screenshot shows a 'New Meeting' popup window with the following fields and elements:

- Title:** 'New Meeting' with a sub-label 'Meeting details' and a close button (X).
- * Subject:** A text input field containing 'Leadership team meeting 08/2021'.
- * Description:** A text area containing 'Making strategic decisions and enhancing direction for August-September 2021'.
- Start Time:** A date and time picker set to '11/08/2021' at '14:00'.
- End Time:** A date and time picker set to '11/08/2021' at '15:00', with a dropdown menu for 'FLE Standard Time'.
- Attendees:** A list of five attendees: Leroy Plumley, Alex Wilber, Adele Vance, Megan Bowen, and Patti Fernandez. Each name has a small 'X' icon to remove them.
- Search:** A search bar with the placeholder text 'Search for a user or team' and a magnifying glass icon.
- Send calendar invite:** A checkbox that is checked, with the label 'Send calendar invite'.
- Create:** A blue button labeled 'Create'.



The Meeting Record page insights



Meeting life cycle

Visualizes all the phases and highlights the current phase of the Meeting process

Agenda

Shows the topics to be presented, as well as their presenters, durations and attached items.

Meeting details

Summarizes the meeting details in one view.

Add Item

You can add ready records from Fingertip, URLs, files, or create new Items. Also assign the agenda item to a specific person and provide time to be used on the item in the meeting.

Agenda item

Agenda items are topics in the meeting discussion. They have their own process traffic lights, accountable presenter and duration. They can also include Fingertip objects that you can interactively open using the meeting agenda.

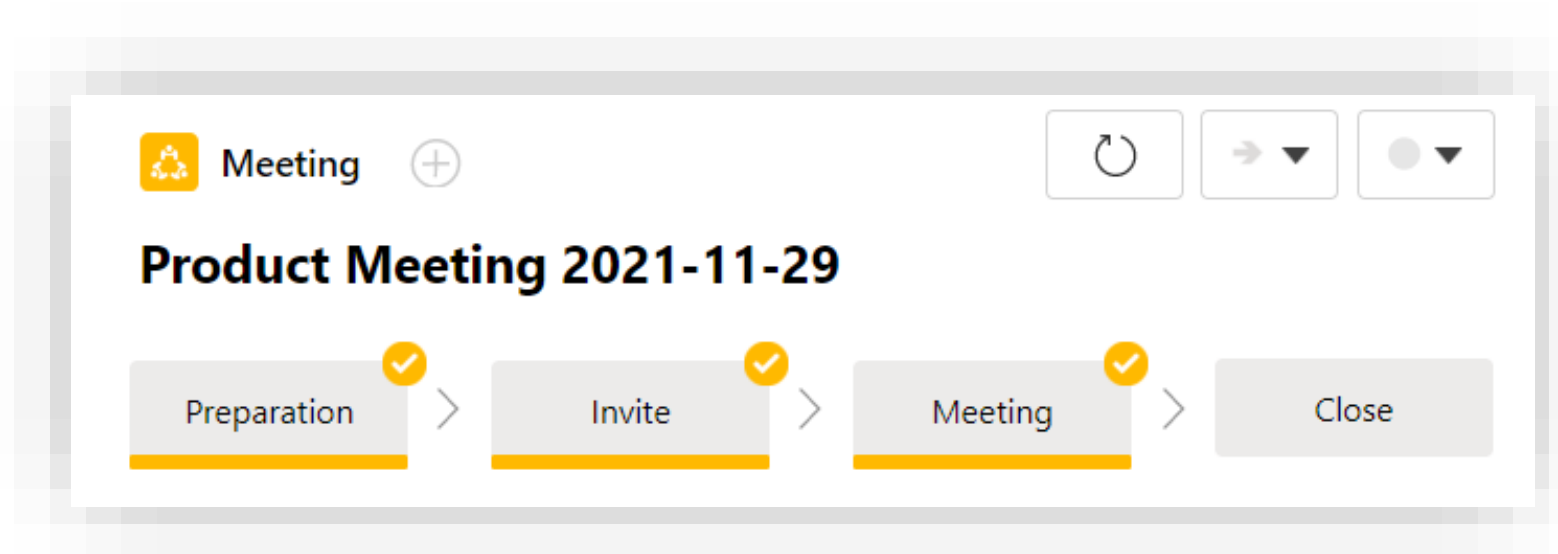
Edit Meeting details

Click on the pencil icon to edit the details of the meeting.

The screenshot displays the Fingertip interface for a meeting record. At the top, there's a navigation bar with 'Fingertip' and 'About'. Below it, a breadcrumb trail shows 'Home' and 'Meetings'. The main content area is divided into two columns. The left column contains the 'Meeting life cycle' with a progress bar showing 'Preparation' (checked), 'Invite' (checked), 'Meeting', and 'Close'. Below this is the 'Meeting details' section, which includes fields for Title, Description, Meeting Link, Start Time, and End Time. A pencil icon is visible next to the title field. The right column displays the 'Agenda' with five items, each with a duration, a traffic light indicator, and a presenter's name. An 'Add Item' button is located at the top right of the agenda section.



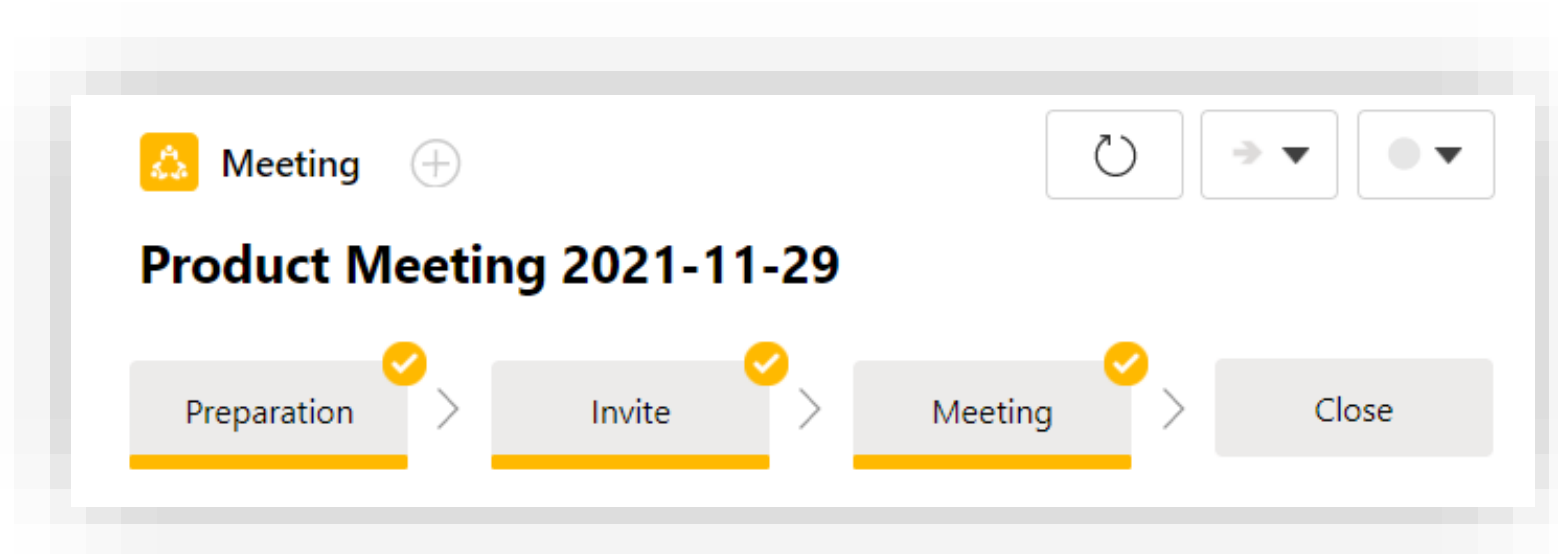
Meeting life cycle



- Fingertip meetings are process oriented objects with a life cycle to indicate the progress. There are 4 phases to the Meeting life cycle:
 - Preparation – The chairperson (or someone else tasked with the meeting agenda) creates the meeting. They give it a title, description and time, and choose the participants. They can also start preparing the agenda. All the participants can also see the meeting being prepared already.
 - Invite – The participants are sent an invitation to collaborate in preparing the meeting, and to join at the time of the actual meeting. If unable to join, they can use the meeting agenda to communicate their reports or opinions on decision items.



Meeting life cycle



- Meeting – The meeting is in the meeting phase during the actual meeting and until all the follow-up items talked about during the meeting have been completed.
- Close – When the meeting is over, if no follow-up items are left over, or if they have been properly addressed, the meeting can be moved to the Close phase.



New Agenda Item Popup

Title
Write a descriptive topic for the agenda item

Record type
You can select which records to filter in the Find Items dropdown

Duration
How much time during the meeting will be allocated to the agenda item

Assigned to
Select the person accountable for presenting the Agenda topic

Description
Elaborate on the topics and contents of the agenda item

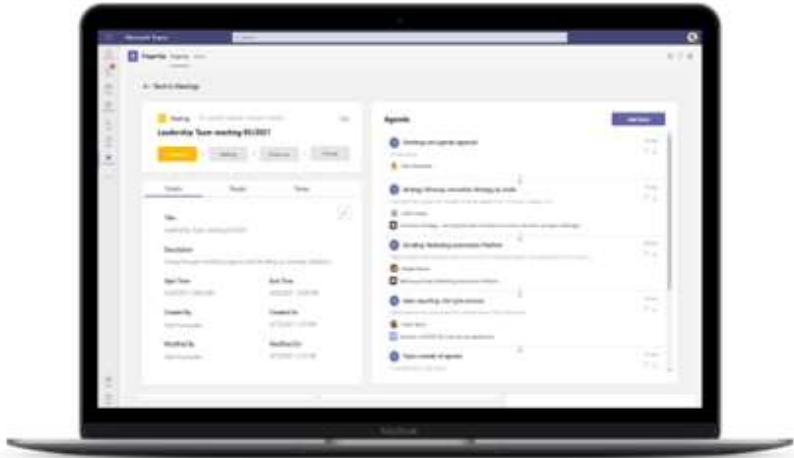
New Item
You can also create new items from scratch from the same popup to attach

Find the records
Search for or select a recent Fingertip item to attach to this Agenda topic

Add
By clicking on add the Agenda Item will be added to the bottom of your agenda

Form Fields:
Title: Introducing a new product to the market in 2022
Description: Megan describes our strategy for our strategic market entry
Relate a Business Object: Objectives (dropdown), Find Objectives (dropdown), New Item (button)
Duration: 00 hour(s), 10 minute(s)
Assigned To: Megan Bowen
Add (button)

Step-by-step guides [MEETINGS]



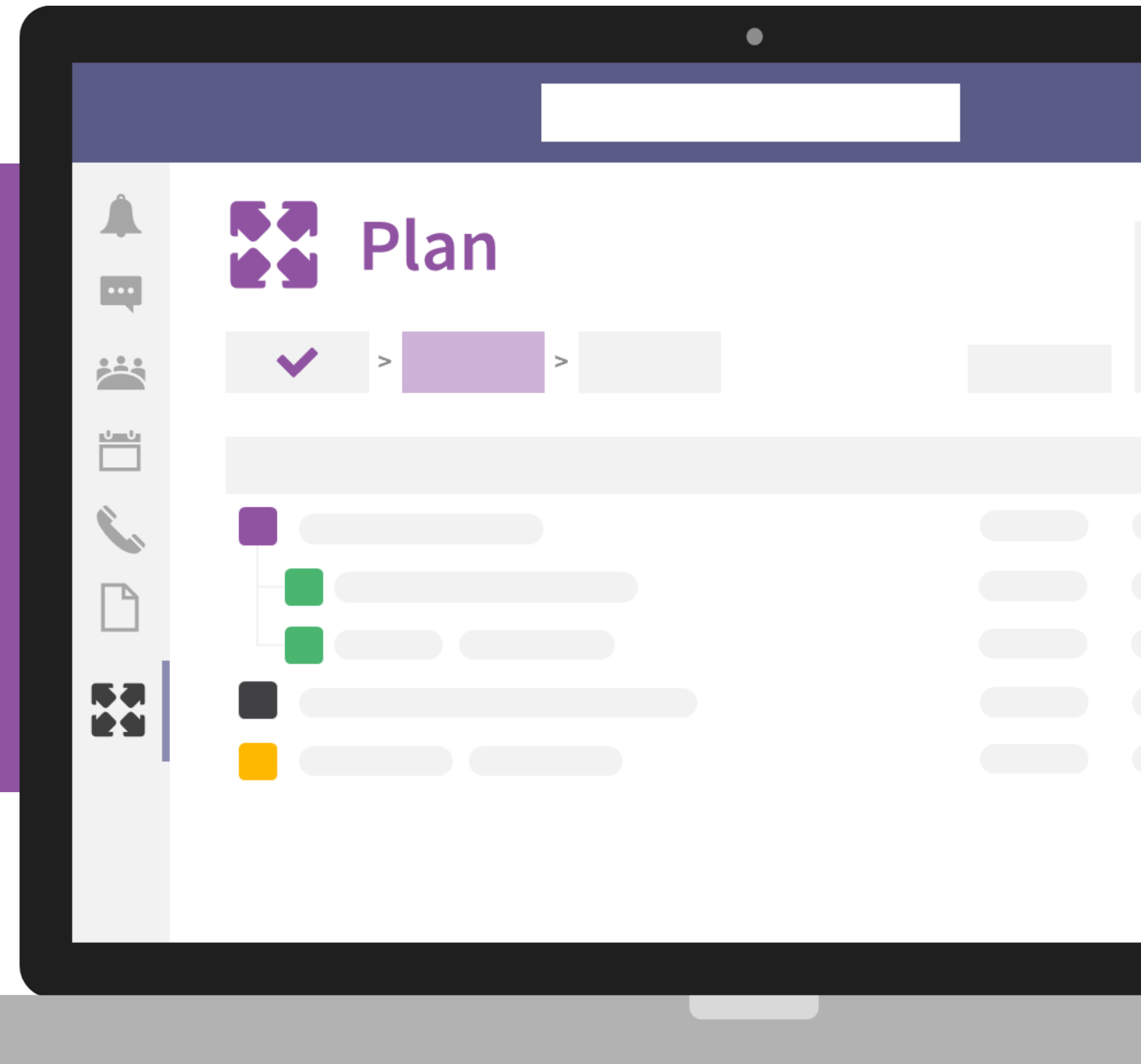
How to create a meeting

FINGERTIP.

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The image shows a laptop displaying a web-based interface for creating a meeting. The interface includes a title field, a list of participants, and various settings for the meeting. The text "How to create a meeting" is centered below the laptop, and the "FINGERTIP." logo is in the bottom right corner of the frame. A small number "152" is visible at the bottom center of the frame.

Inspiring project management





PLAN.

Gather items together for projects or structured processes.

- Create a visual list of items which you can prioritize, categorize and discuss.
- Link any Fingertip Teams items together to create logical paths and an index for your business processes and items.
- Involve the right stakeholders, collaborate transparently, and increase visibility and measurability in your critical projects and portfolios.

Plan impactful processes for projects and strategy

Microsoft Teams

Fingertip Fingertip About

Back Home Plans

Plan 01/01/2021 00:00 - 31/12/2021 00:00

ACME Strategy 2021

Not Started > In Progress > Completed

Actions

Items Details People Feed Relations More

View: Tasks

Progress	Item Name	Type	Trend	Comment	Status	Priority	Due Date	Accountable
●	> Compare alternative leadership paradigms for next ye...	Task	→		Not Started	High	08/07/2021 00:00	Megan Bowen
●	> Evaluate potential retail locations in Sweden	Task	→		Not Started	Low	21/06/2021 00:00	Megan Bowen
●	> Q3/2021 Sales orders add up to 18ME	Objective	→		Not Started		12/08/2021 00:00	Lidia Holloway
●	> Investing in a suitable Marketing Engine for 2022	Decision	→				31/10/2021 00:00	Isaiah Langer
●	> Divesting a product category to improve competitiven...	Decision	↑		Undecided		20/08/2021 00:00	Lidia Holloway
●	> Selecting a partner for retail in Sweden	Decision	↓		Approved		23/06/2021 00:00	Megan Bowen
●	> Leadership Team meeting 07/2021	Meeting	→					Leroy Plumley
●	> Leadership Team meeting 08/2021	Meeting	↑					Lidia Holloway

- Collaborate with your Teams
- Streamline knowledge sharing
- Improve communication



Elements on the Plans tab



List of all Plans
This page gathers together all the plans you are part of in a simple and visual list view.

The screenshot shows the 'Plans' tab in Microsoft Teams. At the top, there are navigation tabs: Home, Decisions, Tasks, Objectives, Meetings, Plans (selected), and People. Below the navigation is a search bar and a 'New Plan' button. The main area displays a table of plans with columns for Progress, Title, Phase, Start Date, End Date, and Accountable. A legend on the left side of the image explains the progress indicators.

Progress	Title	Phase	Start Date	End Date	Accountable
●	Marketing plan and backlog Q3/2021	Phase	01/07/2021 00:00	30/09/2021 00:00	Megan Bowen
●	Product Strategy: Hercules 2021	Phase	06/07/2021 00:00	23/08/2021 00:00	Lidia Holloway
●	ACME Product strategy 2021	Phase	17/02/2021 00:00	28/11/2021 00:00	Lidia Holloway
●	ACME Strategy 2021	Phase	01/01/2021 00:00	31/12/2021 00:00	Lidia Holloway

Refresh
Update the Page with the latest records created and data.

Filter
Filters the decisions based on Priority, User, and Status

New Plan -button
Create new Plan items

- Not Given ●
- Good ●
- Minor Challenges ●
- Critical ●
- Completed ●
- Completed with Problems ●

Progress indicator
Shows the current Plan progress in a traffic light system

Title
Descriptive name for the Plan in question

Phase
At which stage of its process the Plan is currently.

Timings
The start and end date of the projected Plan or Project duration

Accountable
The person in charge, who is the owner of the project or process depicted in the Plan



New Plan popup



1. Enter a Title and Description for your Plan. Future versions of Fingertip will include a variety of processes to choose from, currently only the default is available

2. Switch to the people tab by clicking Next, or by navigating from the top
3. Add Responsibles (able to edit) and Informed (able to view) people to your Plan

4. Add the timeframe, during which the plan should be active in the Timing tab. (Click Next in the previous screen or click the tab at the top).



Elements in a Plan item

Growth Steady Decline



Title section
This element gathers the Plan title, timing and any tags attached to it

Plan life cycle
Visualizes all the phases as well as the current phase of the Plan process

- Not Given
- Good
- Minor Challenges
- Critical
- Completed
- Completed with Problems

Refresh button, status indicators and action menu
Show the progress and status, and use the action menu to see all available actions in the plan

Decoration image
Use one of the presets or upload your own to customize the object

Add item button
Add new or existing items to the items list

Item ordering and removing
Change the order of the list items or remove items from the list

Progress indicator
Shows the current Plan progress in a traffic light system

Title
Type icon and name of the item

Type
Which business object type is the item

Status
Shows the current stage of the item

Due date
The set date when the item is due

Accountable
Who is accountable of the item listed

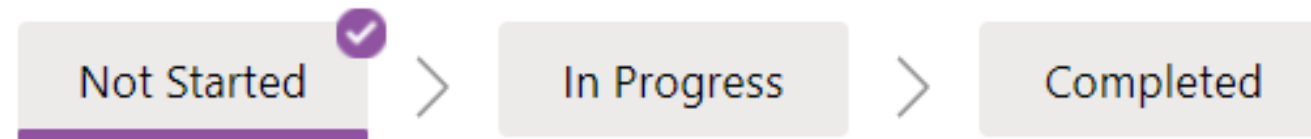


Plan life cycle



Plan 01/01/2021 00:00 - 31/12/2021 00:00

Steering Group Strategic Decisions 2021



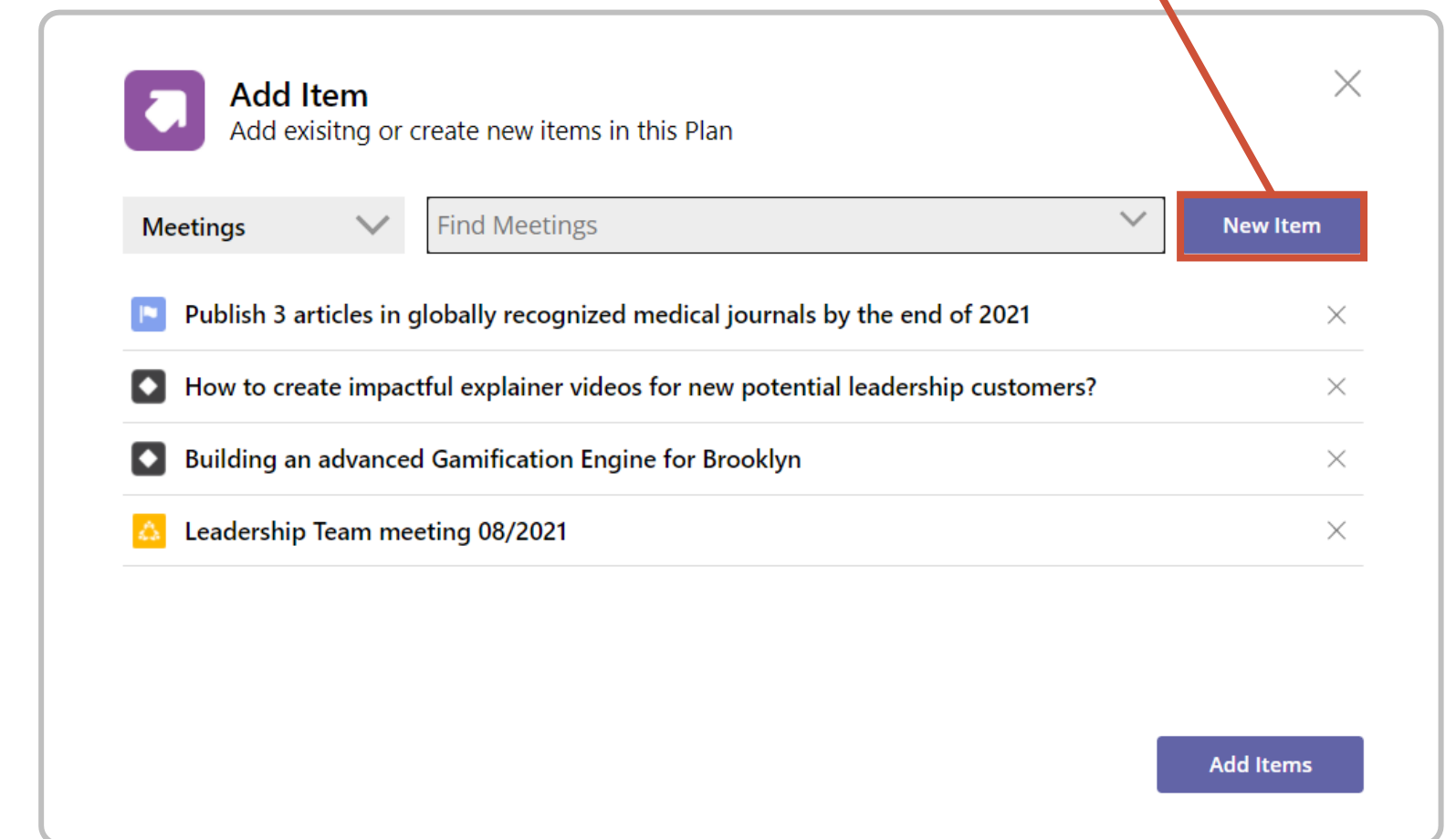
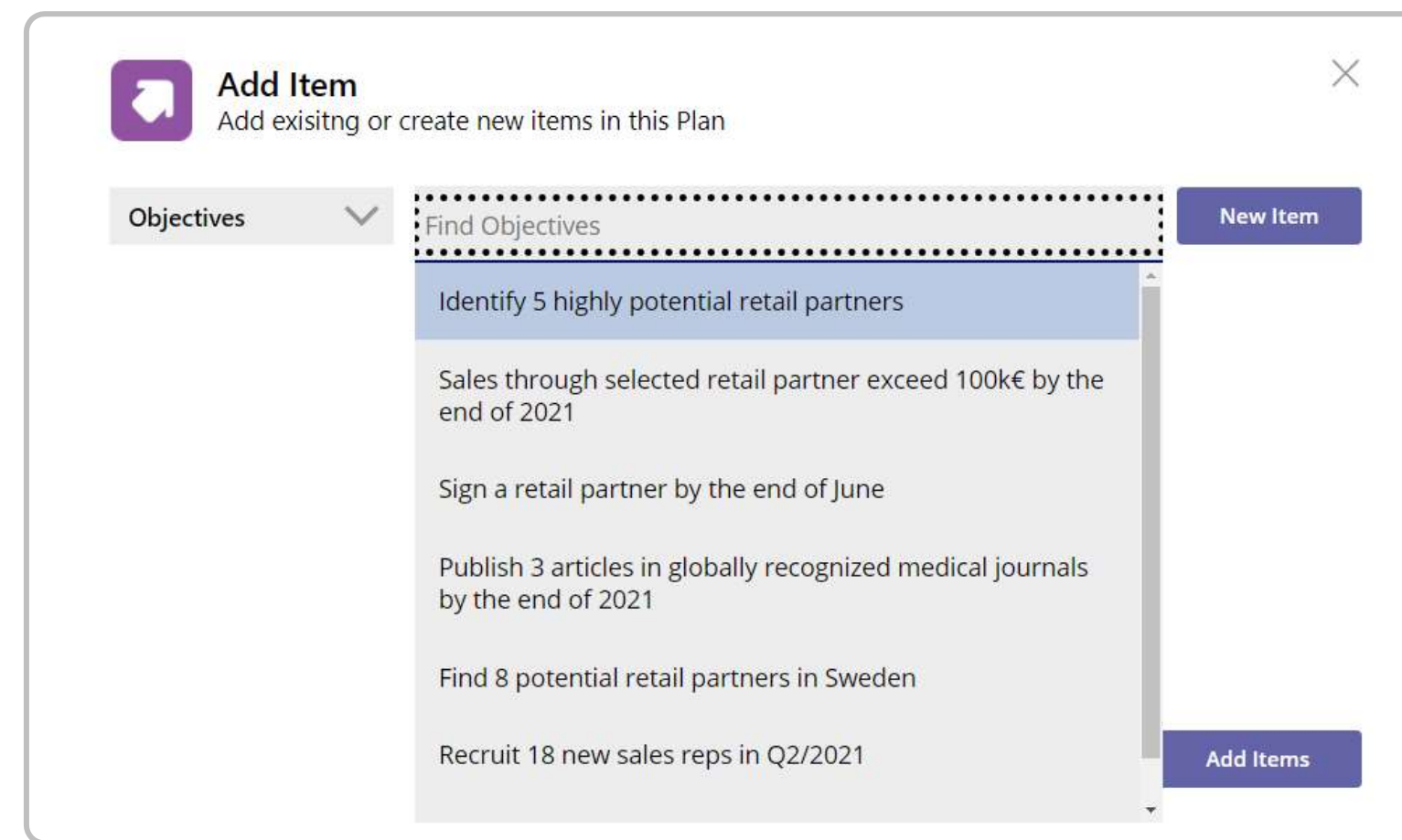
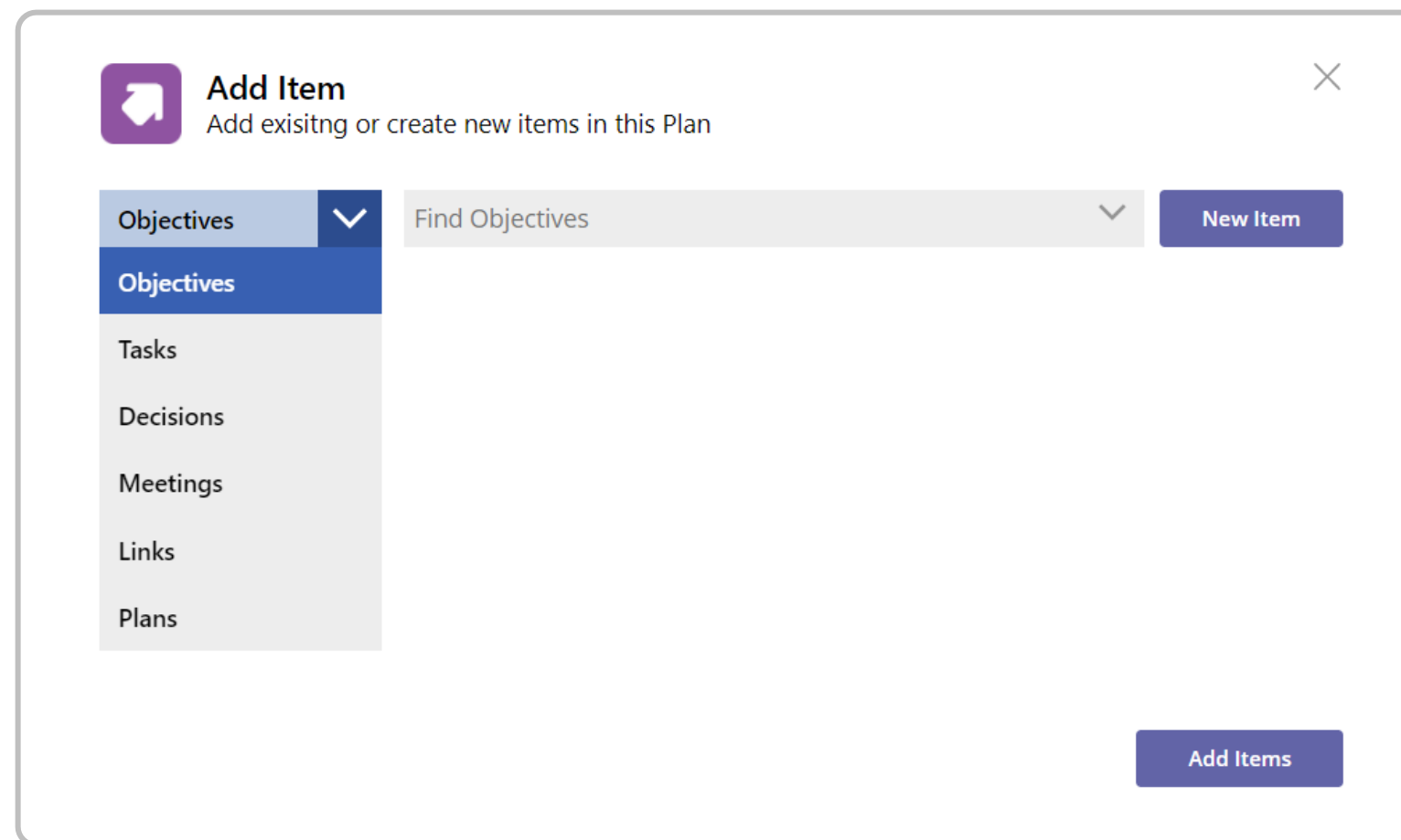
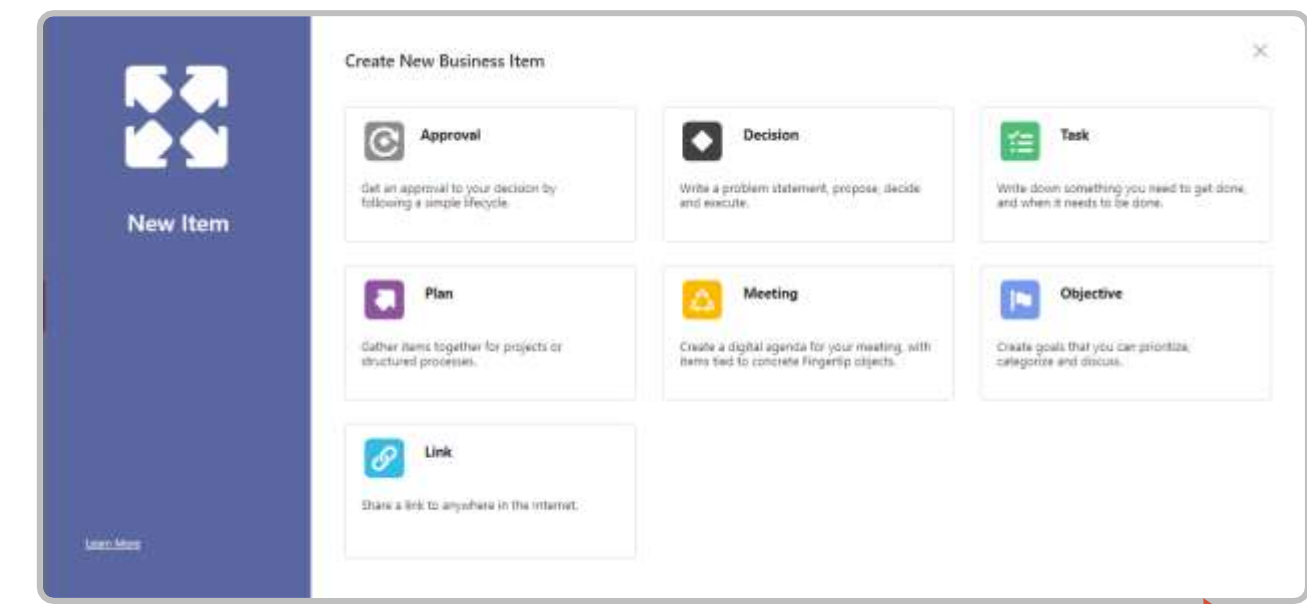
- The Plan life cycle consists of three phases:
 - Not started – The plan/project and item list are being prepared. The accountable invites the people, writes a descriptive title, sets a timeline, and invites the participants.
 - In Progress – Participants collaborate to make the decisions, complete the tasks and goals, and reach the plan/project targets transparently and visibly.
 - Completed – The plan/project is completed, or no more actions are taking place to further its progress. The



Add item popup



The add item popup enables adding new items to the plan.

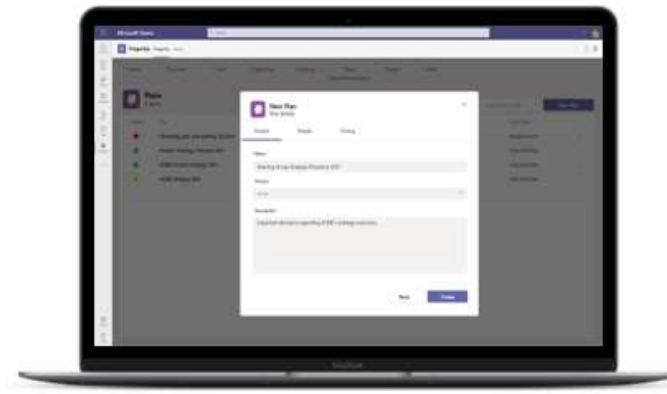


1. Select an item type

2. Find items with search queries or browse recent items of the selected type

3. Alternatively you can press the “New Item” button to create any new item and add it to the plan

Step-by-step guides [PLANS]



How to create
a new plan

169

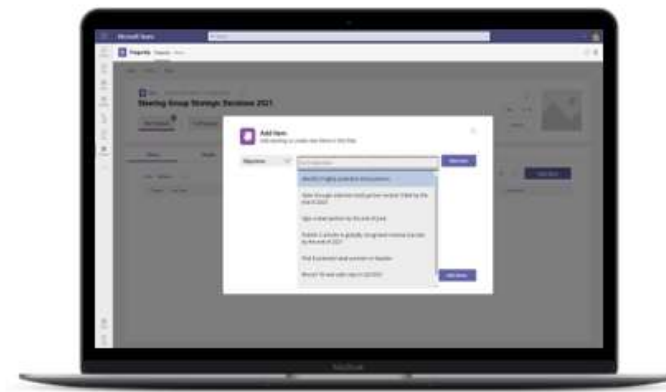
FINGERTIP.



How to create
new items to a plan

172

FINGERTIP.



How to add
existing items to a plan

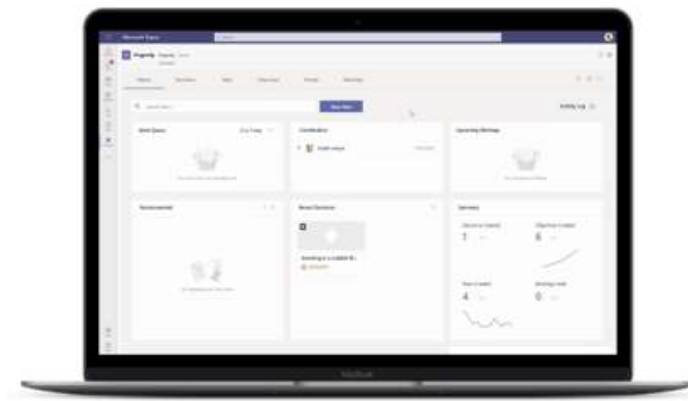
166

FINGERTIP.

FINGERTIP.

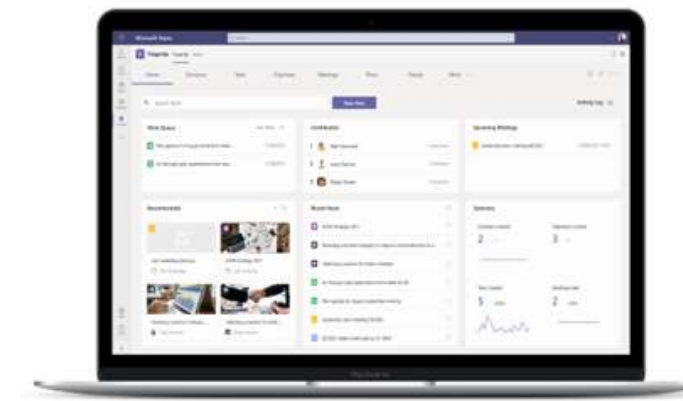
Step-by-step guides

Step-by-Step Guides [GENERAL]



How to add Fingertip to your
Microsoft Teams interface

FINGERTIP.



Using the Fingertip
Home Page

FINGERTIP.

Step-by-step guides [DECISIONS]



How to create a decision

FINGERTIP



How to propose a decision

FINGERTIP



How to give a stance to a decision

FINGERTIP



How to approve a decision

FINGERTIP



How to create an approval

FINGERTIP



How to manage tasks in a decision

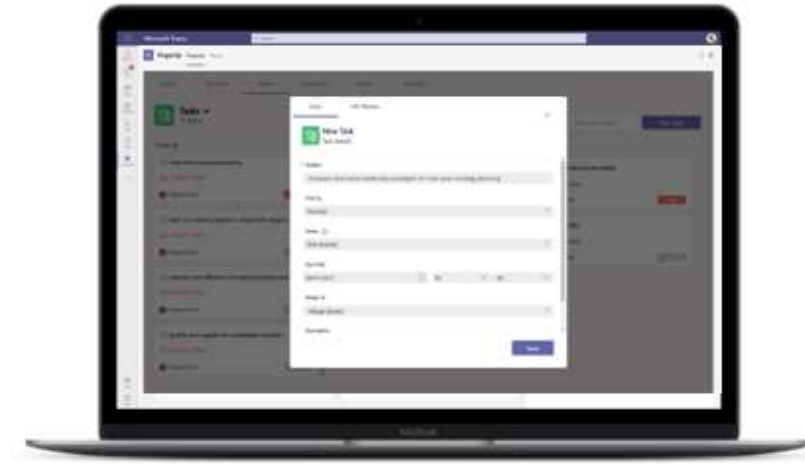
FINGERTIP



How to manage objectives in a decision

FINGERTIP

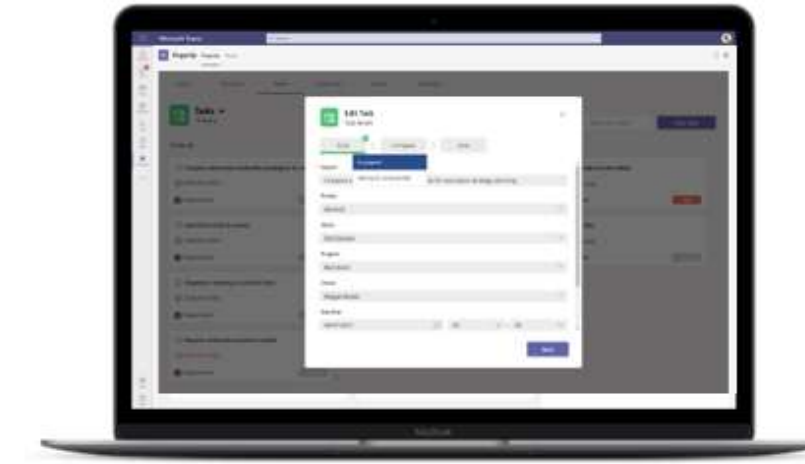
Step-by-step guides [TASKS]



How to create
a task

130

FINGERTIP.



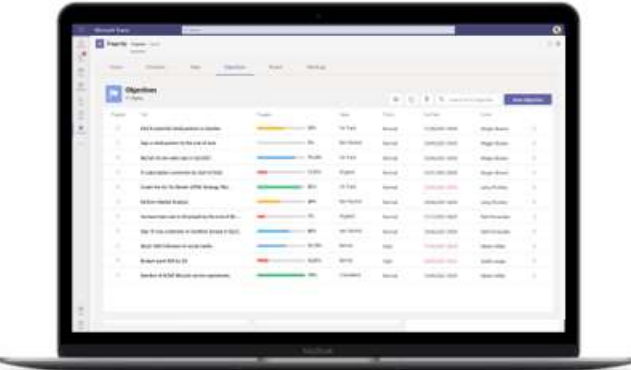
How to update
a task

133

FINGERTIP.

FINGERTIP.

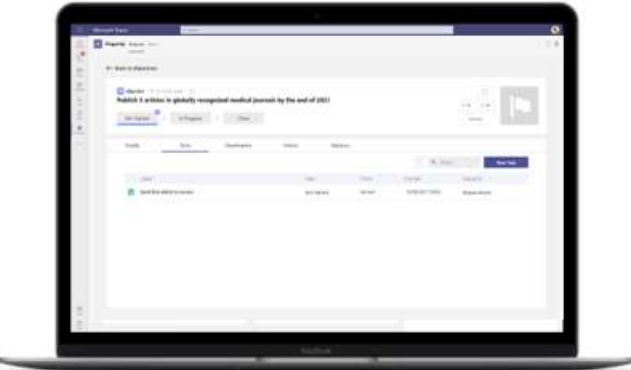
Step-by-step guides [OBJECTIVES]



How to create an objective

137

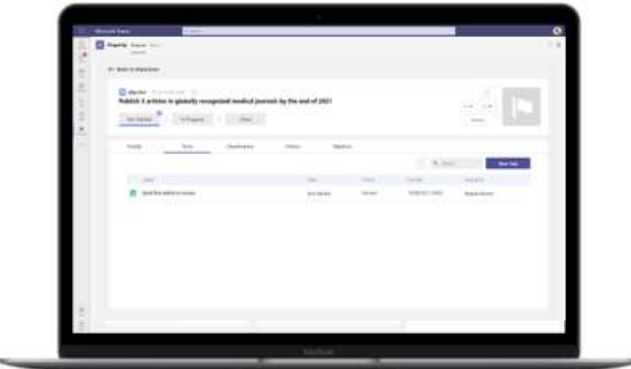
FINGERTIP.



How to manage tasks in an objective

147

FINGERTIP.



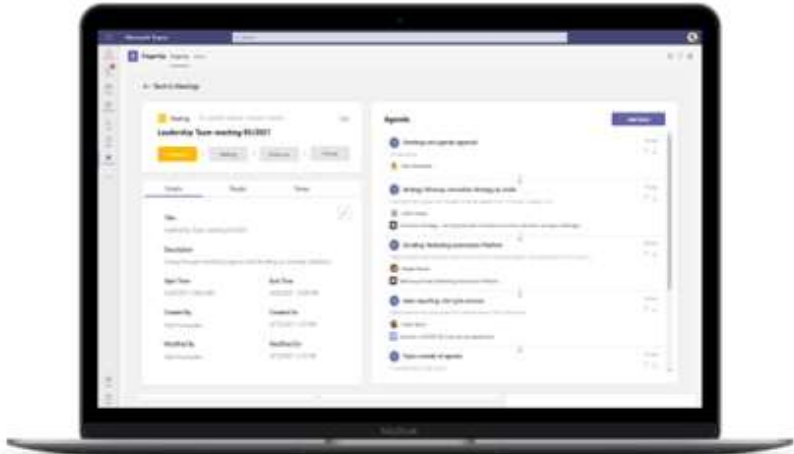
How to use key results for an objective

142

FINGERTIP.

FINGERTIP.

Step-by-step guides [MEETINGS]

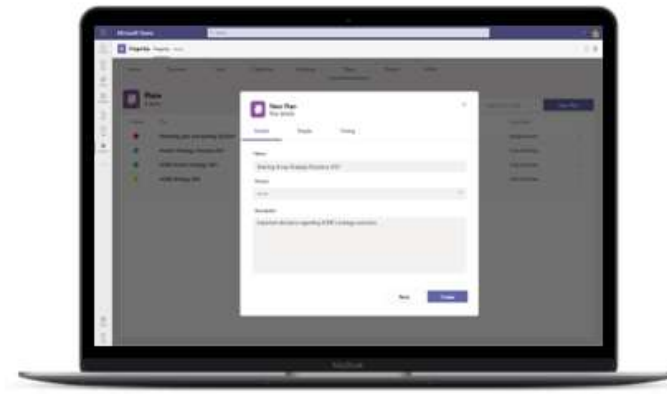


How to create a meeting

FINGERTIP.

152

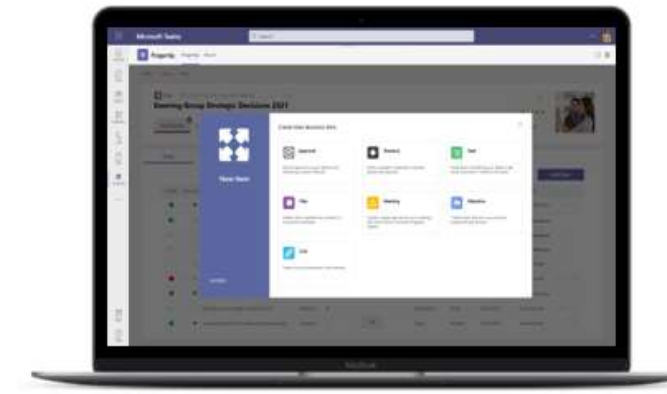
Step-by-step guides [PLANS]



How to create
a new plan

169

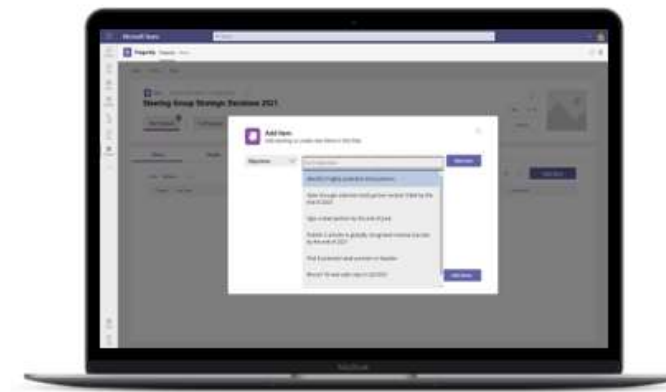
FINGERTIP.



How to create
new items to a plan

172

FINGERTIP.

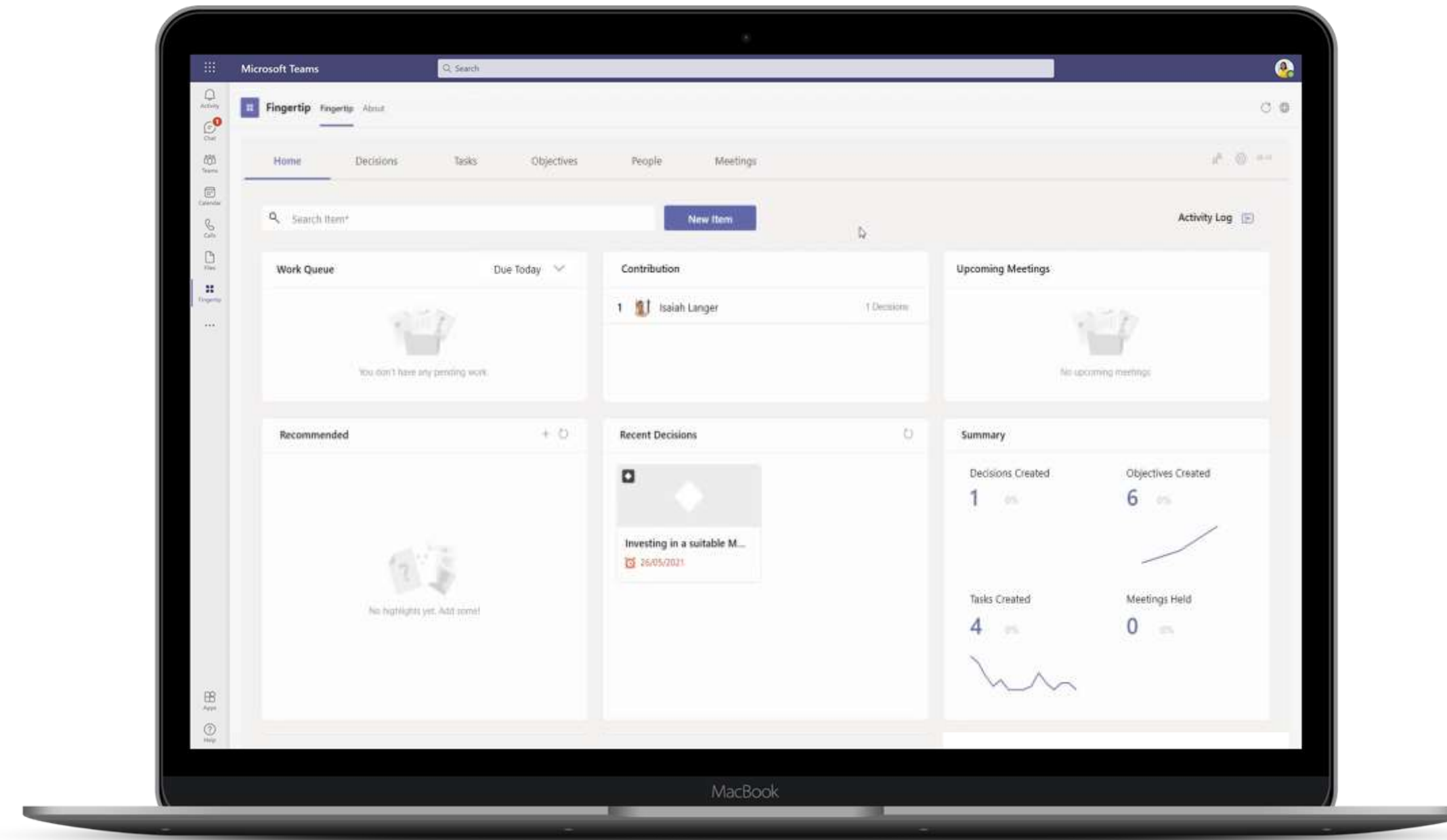


How to add
existing items to a plan

166

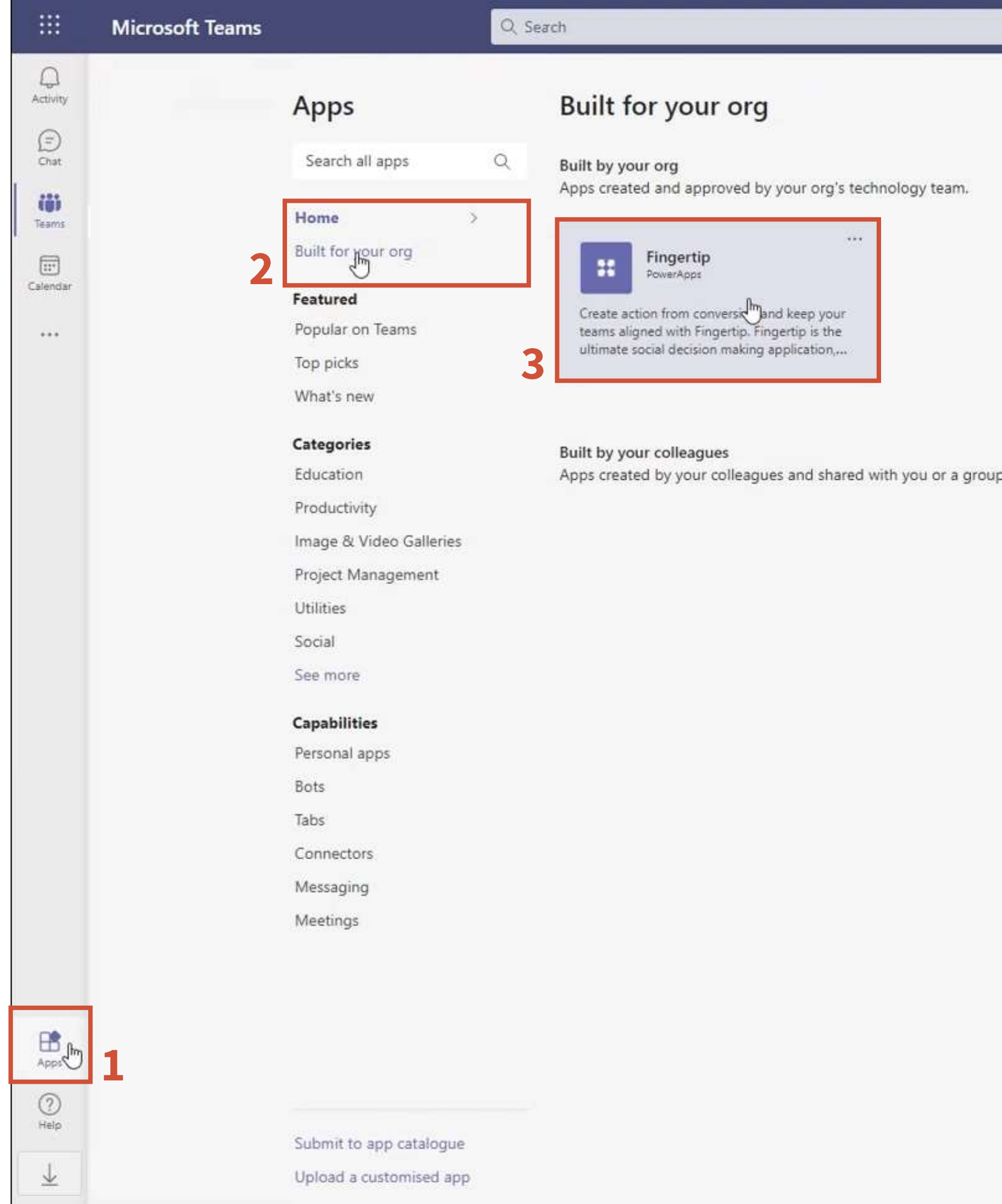
FINGERTIP.

FINGERTIP.



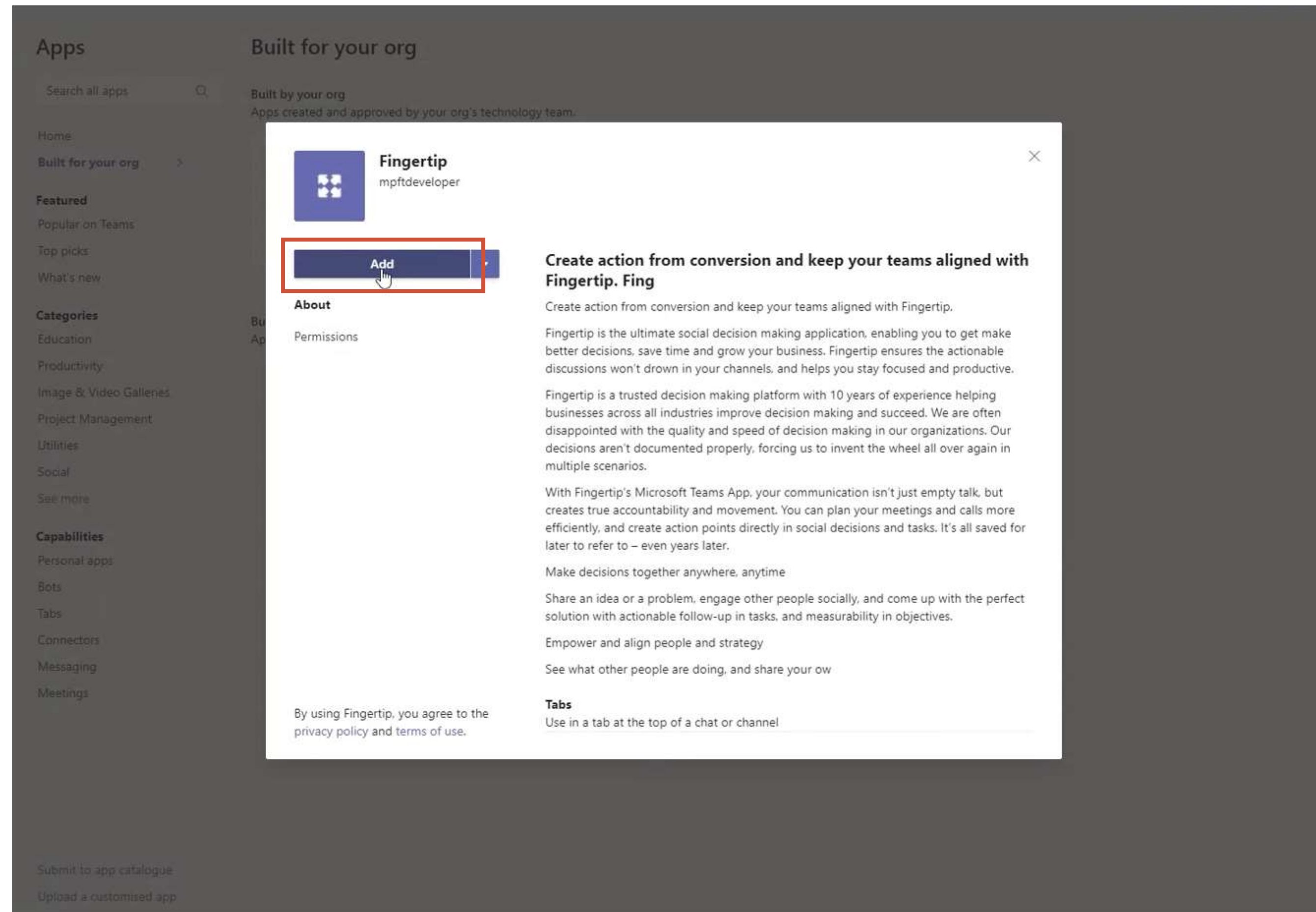
How to add Fingertip to your Microsoft Teams interface

How to add Fingertip to your Microsoft Teams interface



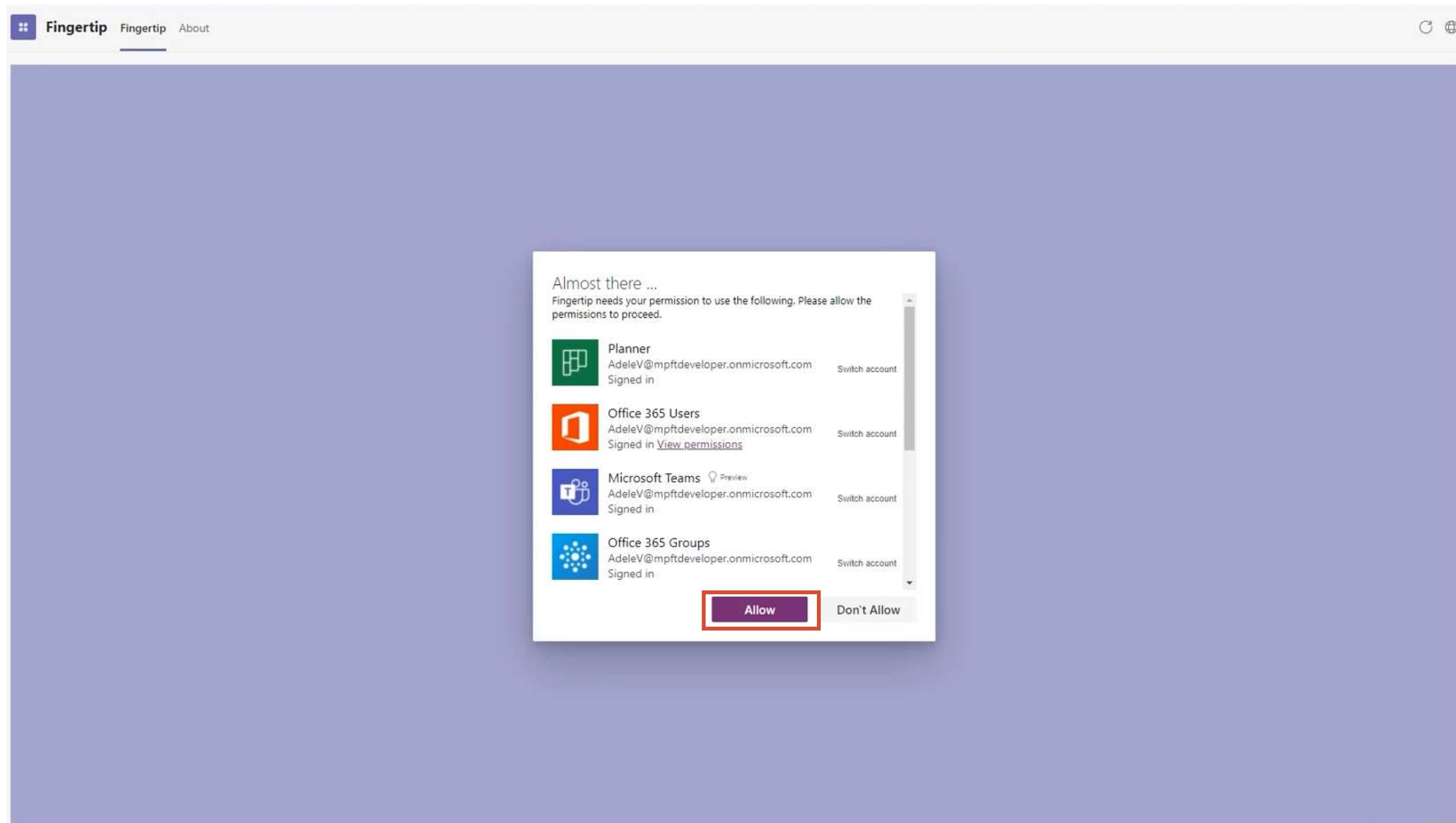
1. Start by clicking the apps portal on the bottom-left of your Teams interface
2. Select "Built for your org" to see all the applications enabled for your organization
3. Open Fingertip from the list

How to add Fingertip to your Microsoft Teams interface



4. Select "Add", if you are opening Fingertip for the first time
This should say "Open", if you've opened Fingertip earlier

How to add Fingertip to your Microsoft Teams interface



11. You need to allow Fingertip access to other Microsoft programs or it won't work properly. Click "Allow".

How to add Fingertip to your Microsoft Teams interface

The screenshot displays the Fingertip application interface. At the top, there is a navigation bar with the Fingertip logo and menu items: Home, Decisions, Tasks, Objectives, Meetings, Plans, People, and More. A search bar and a 'New Item' button are also present. The main content area is divided into several sections:

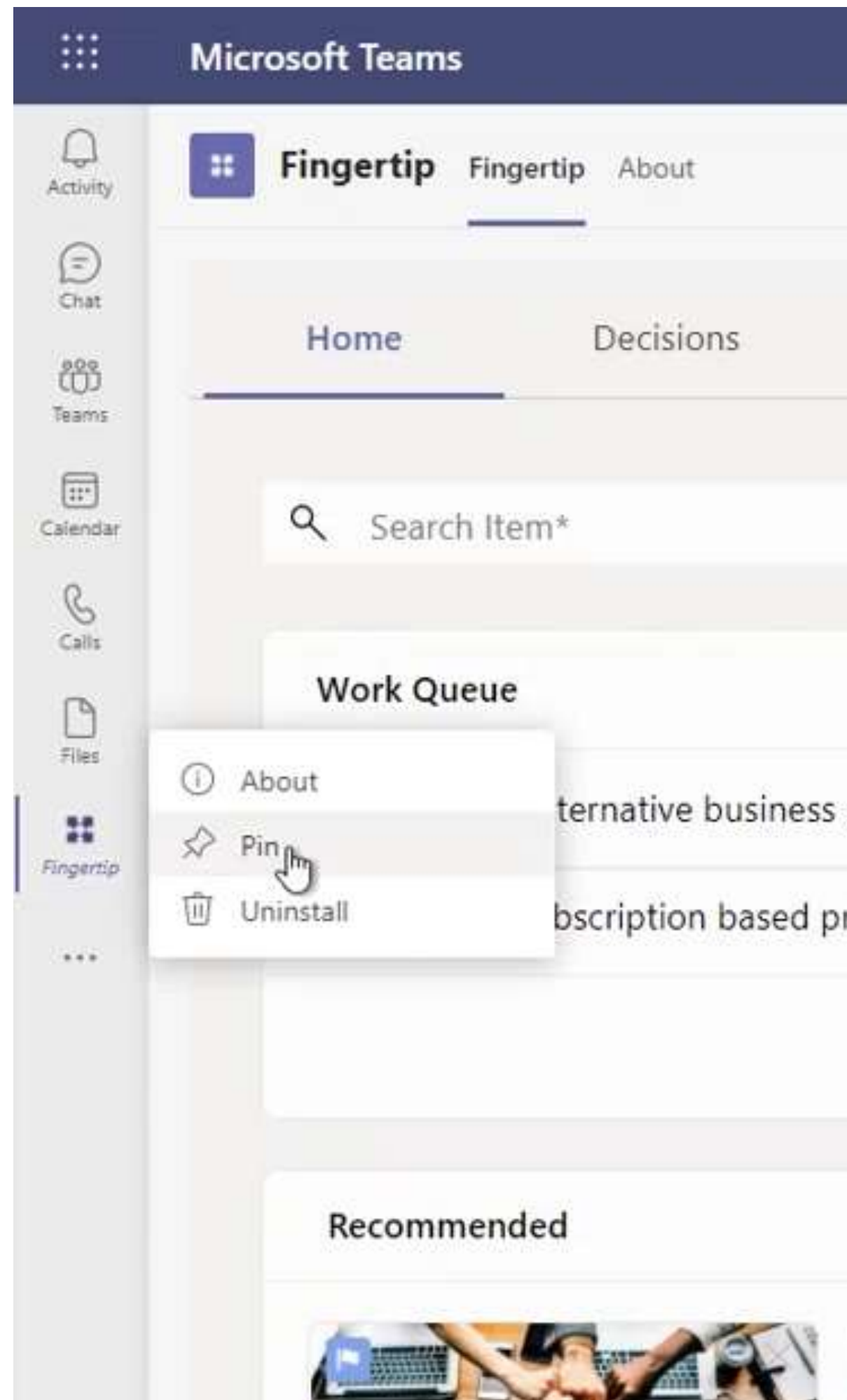
- Work Queue:** A list of tasks, including 'Sign Cloud inc. offer by 5th of January 2...' with a due date of 1/5/2022.
- Contribution:** A table showing user contributions:

Rank	Name	12	14	375	4	4
1	Ville Pellosniemi	12	14	375	4	4
2	Jaakko Pellosniemi	129	47	16	56	110
3	Konsta Huuki	28	57	7	42	19

- Recent Items:** A list of recent tasks such as 'Setting objectives for the Q1/2022 pipeline', 'Sign Cloud inc. offer by 5th of January 2022', and 'Negotiating offer for Cloud inc.'.
- Promoted:** A grid of promoted content cards, including 'ACME Strategy Master Plan 2...' by Konsta Huuki and 'Moving to a more sustainable...' by Joe Aho.
- Jobs to be done:** A sidebar panel showing task progress. It includes sections for 'Tasks - Completed!', 'Decisions - Completed!', 'Approvals - Completed!', 'Objectives', 'Plans - Completed!', and 'Meetings'. A specific task 'Sign Cloud inc. offer by 5th of January 2022' is shown with a 0% progress indicator and 'Due today' status.

12. Success! After a loading screen, you will be redirected to your Fingertip front page. Be patient, the first load may take up to a minute.

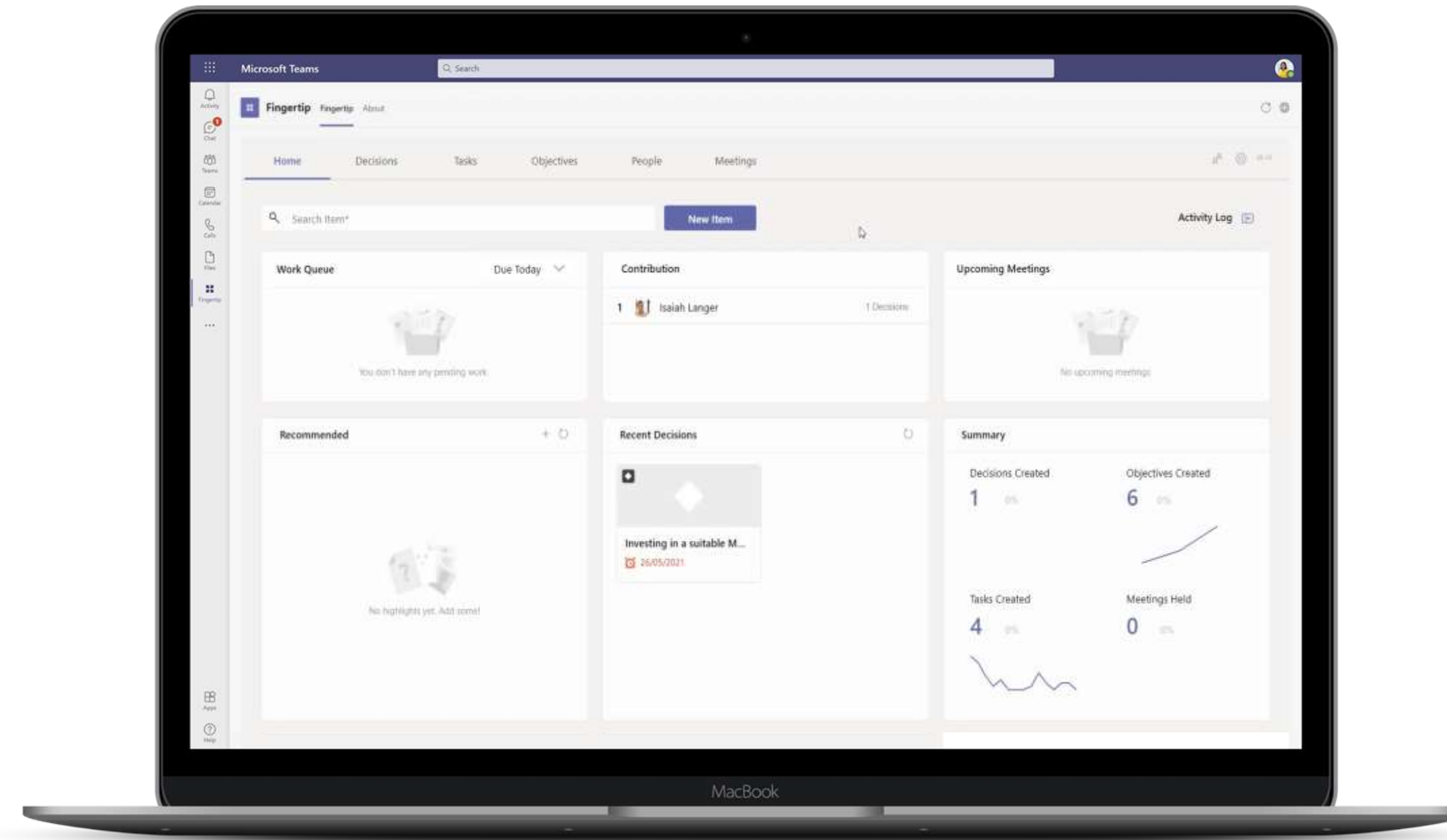
Using the Fingertip Home Page



Before anything else, we suggest you pin Fingertip to your Teams interface by

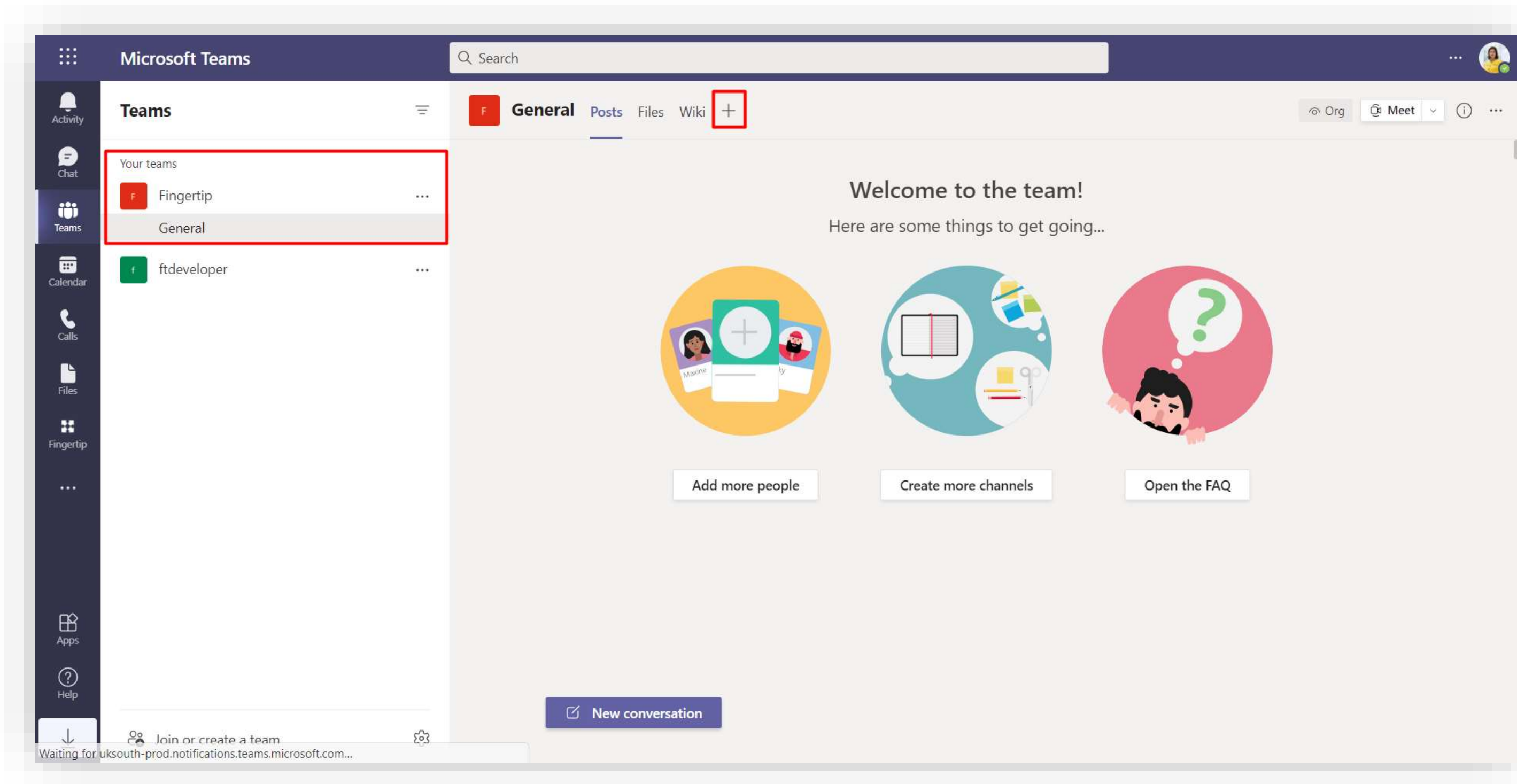
1. Right click on the Fingertip icon
2. Select "Pin" from the popup menu

Note: If the menu says "Unpin", Fingertip has already been pinned.



How to add Fingertip to a Teams channel as a tab

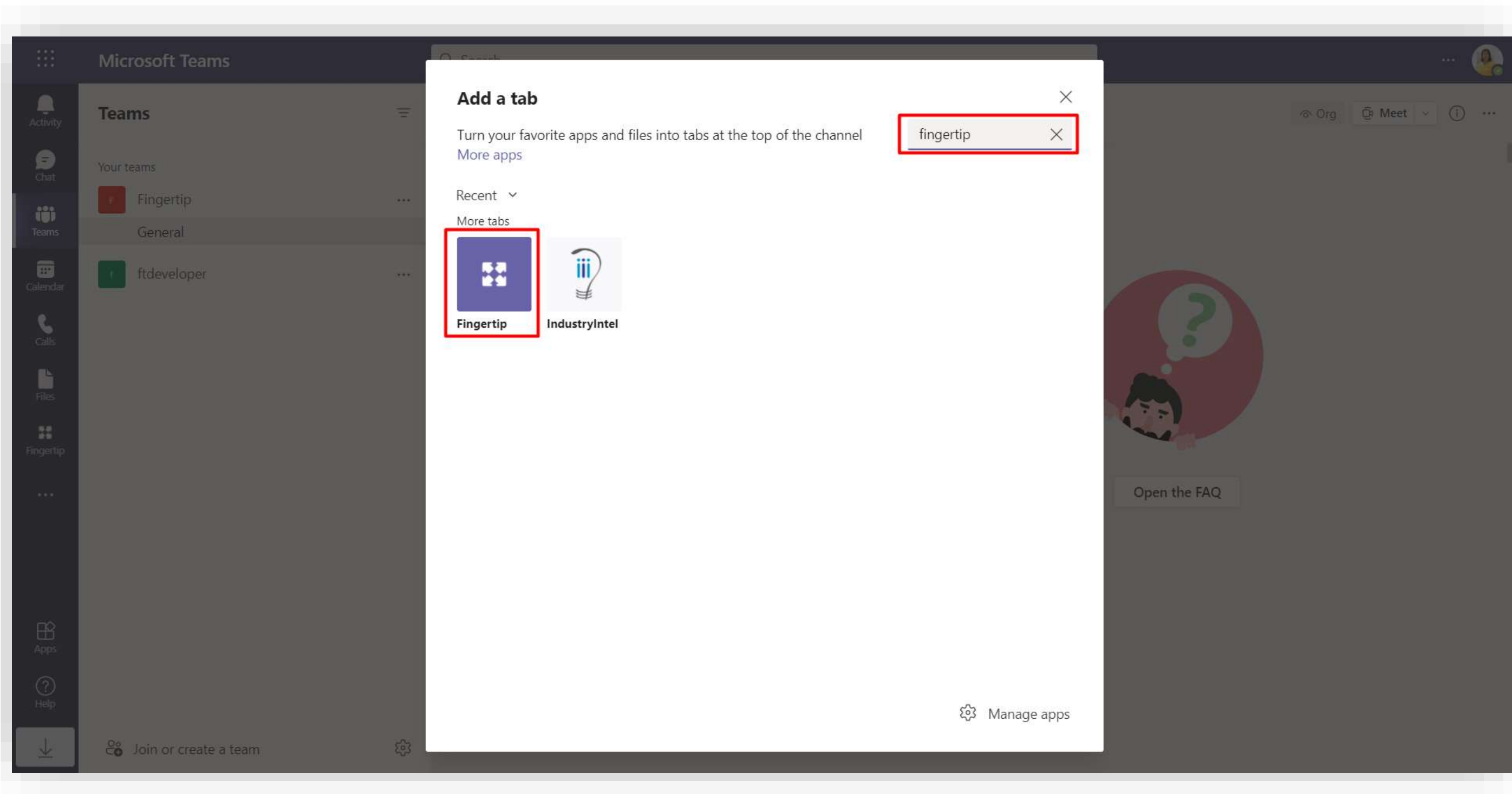
Adding the app as a tab in channel



Let's install Fingertip as a part of a Teams channel now!

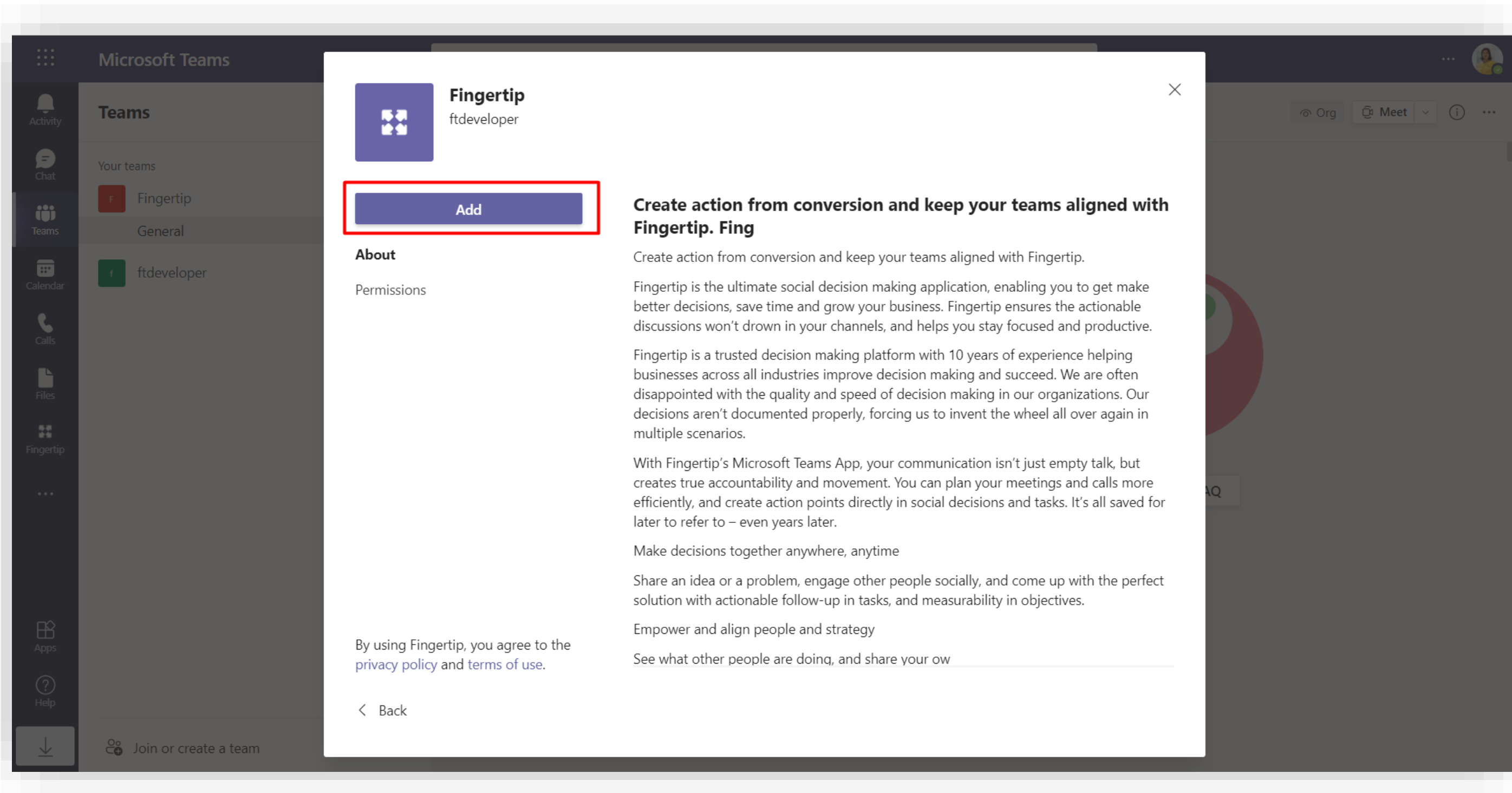
1. Locate a team and a channel where you want to place the application.
2. Click on the “+” –icon in the channel as shown in the picture.

Adding the app as a tab in channel



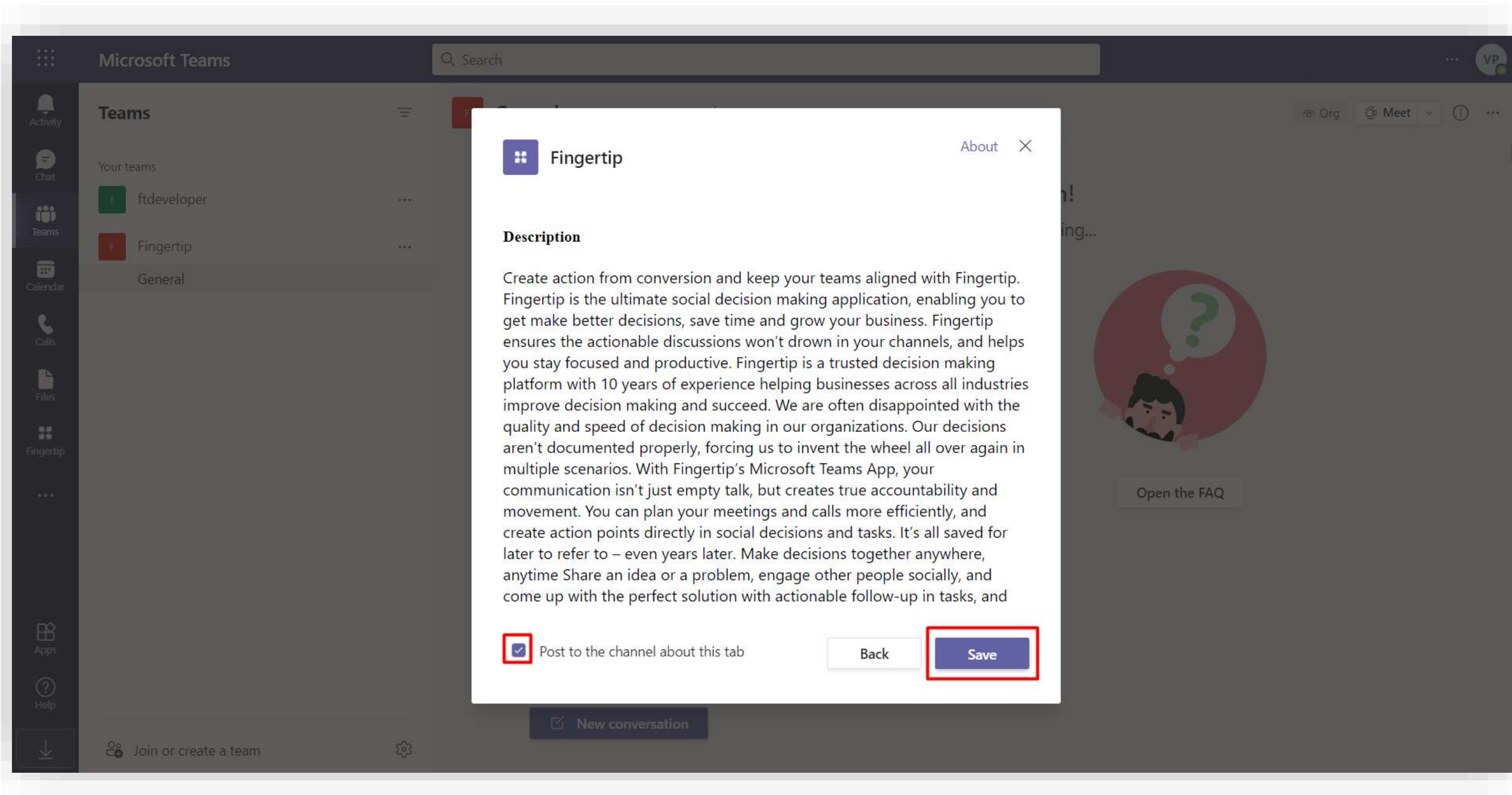
1. Search for “Fingertip” in the top-right corner of the popup.
2. Click on the Fingertip application icon.

Adding the app as a tab in channel



1. In the new popup, select “Add”.

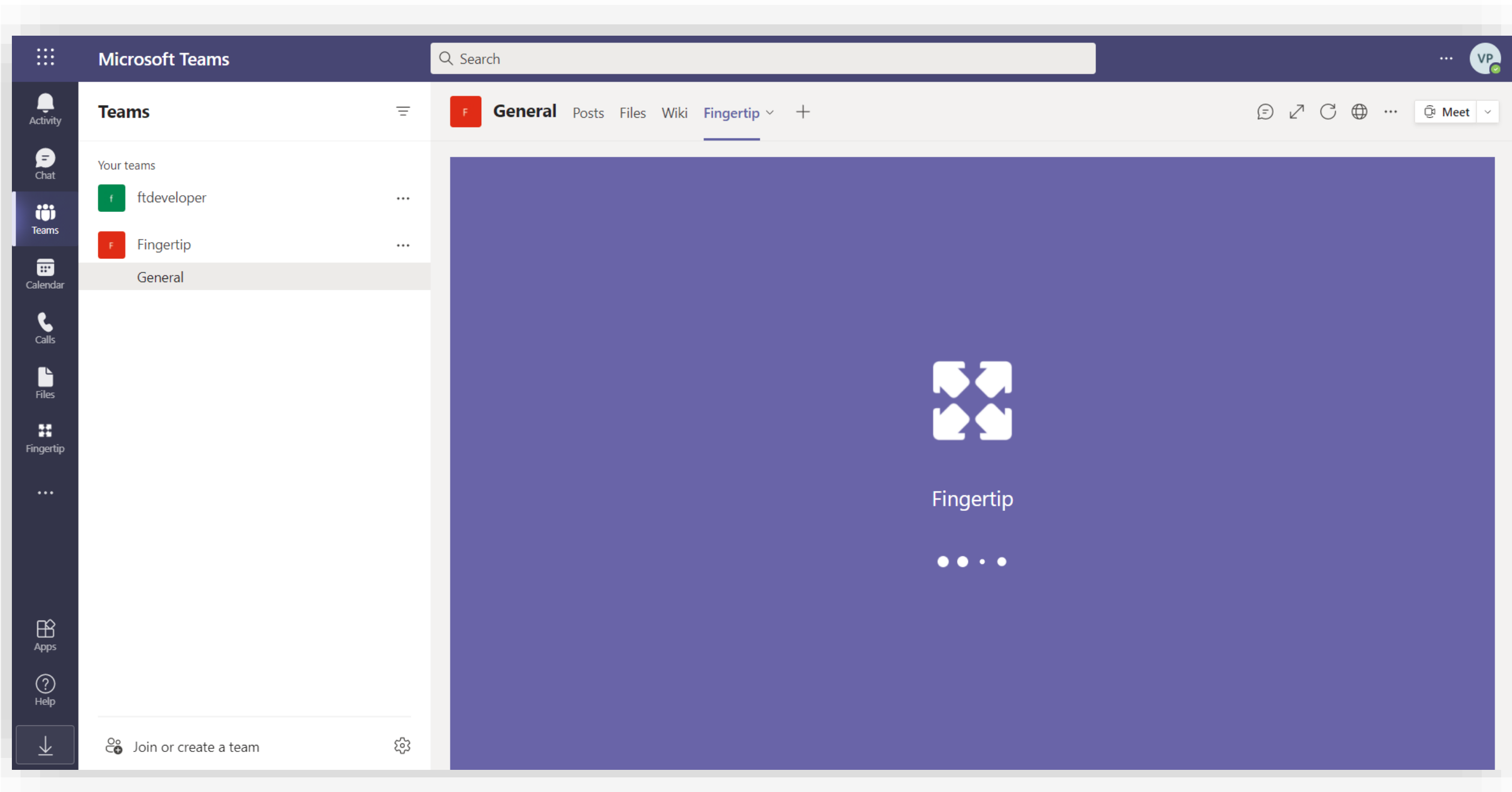
Adding the app as a tab in channel



Here you can review the app you are about to add.

1. (Optional) Check the checkbox if you want to post the channel about this tab
2. Click “Save”.

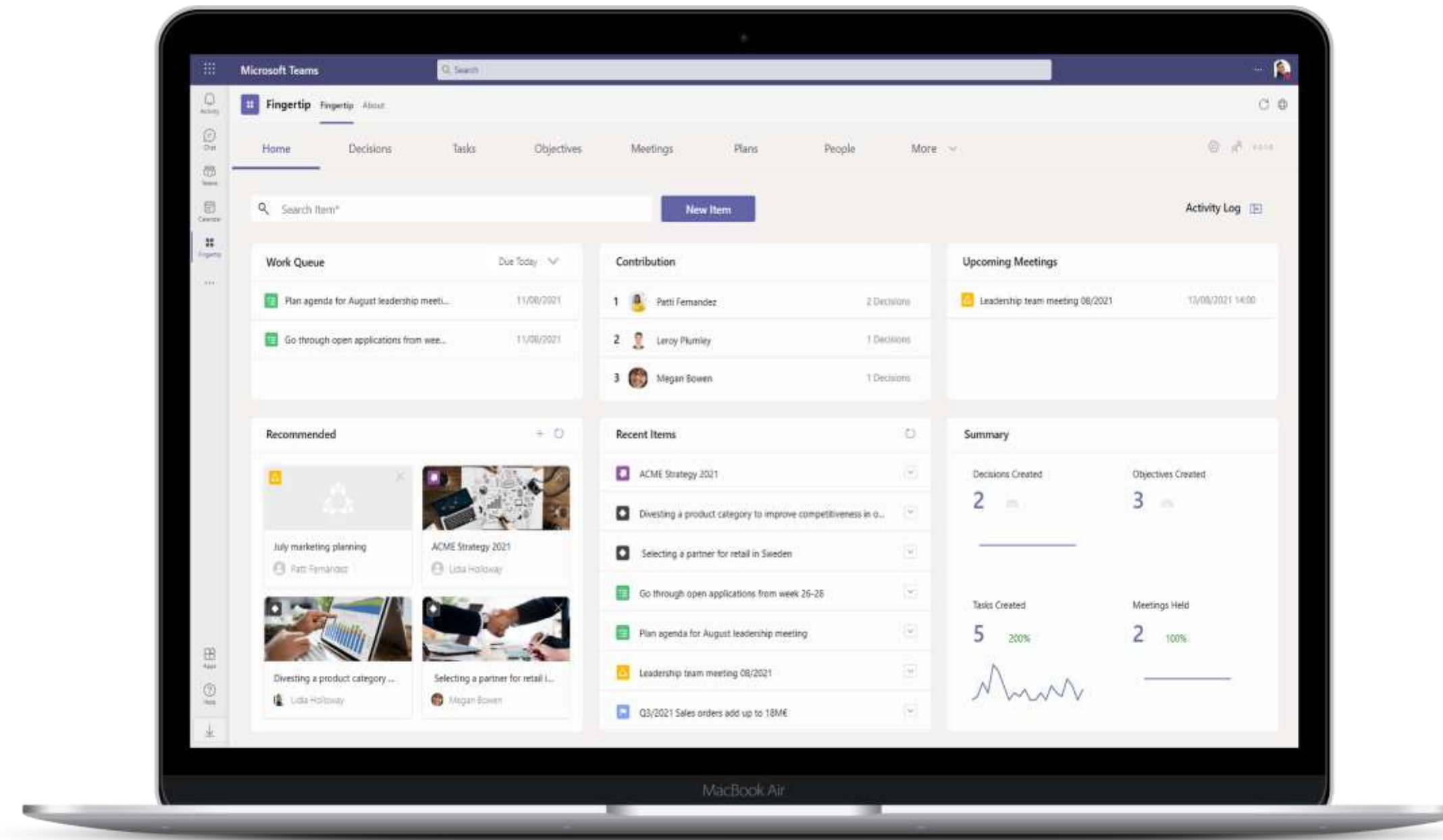
Adding the app as a tab in channel



Here you can review the app you are about to add.

1. (Optional) Check the checkbox if you want to post the channel about this tab
2. Click “Save”.

You have now added Fingertip as a tab for the entire team! Make sure that everyone in the team has access to the application and follow the instructions in the following slides of how to open the app for the first time.



Using the Fingertip Home Page

Using the Fingertip Home Page

The screenshot displays the Fingertip home page with the following sections:

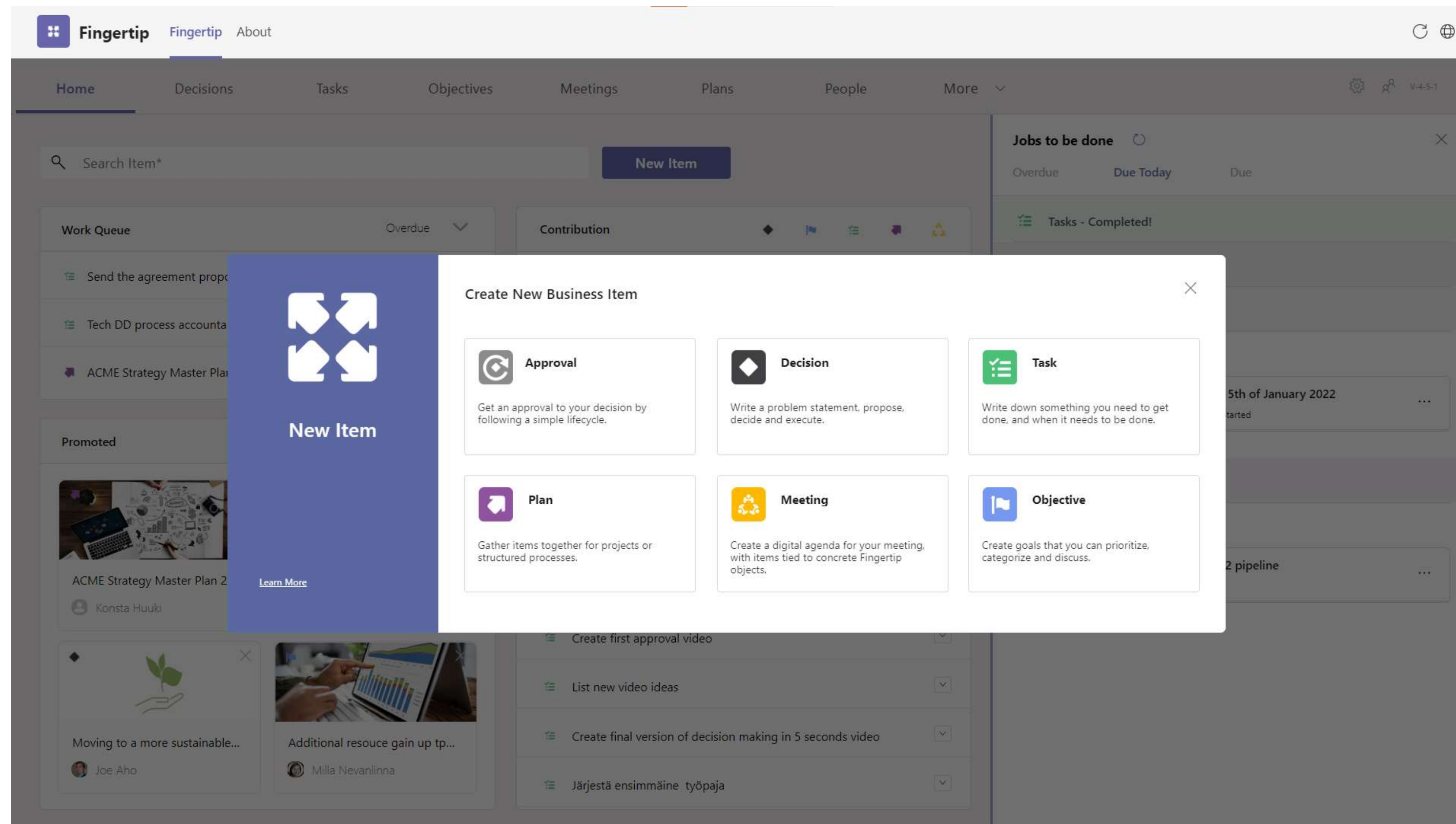
- Navigation:** Home (selected), Decisions, Tasks, Objectives, Meetings, Plans, People, More.
- Search:** Search Item* with a "New Item" button.
- Work Queue:** A list of tasks with due dates: "Send the agreement proposal to Beta co..." (1/4/2022), "Tech DD process accountability" (1/3/2022), and "ACME Strategy Master Plan 2021" (12/31/2021).
- Promoted:** A grid of featured items including "ACME Strategy Master Plan 2..." by Konsta Huuki, "XYZ Ohjausryhmän nimeämin..." by Jaakko Pellosniemi, "Moving to a more sustainable..." by Joe Aho, and "Additional resouce gain up tp..." by Milla Nevanlinna.
- Contribution:** A table showing team performance:

1	Ville Pellosniemi	12	14	375	4	4
2	Jaakko Pellosniemi	129	47	16	56	110
3	Konsta Huuki	28	57	7	42	19
- Recent Items:** A list of recent tasks such as "Setting objectives for the Q1/2022 pipeline", "Sign Cloud inc. offer by 5th of January 2022", "Negotiating offer for Cloud inc.", "Create first approval video", "List new video ideas", "Create final version of decision making in 5 seconds video", and "Järjestä ensimmäine työpaja".
- Jobs to be done:** A sidebar panel with filters for Overdue, Due Today, and Due. It lists completed tasks (Tasks, Decisions, Approvals, Plans) and upcoming tasks (Objectives, Meetings) with progress indicators and due dates.

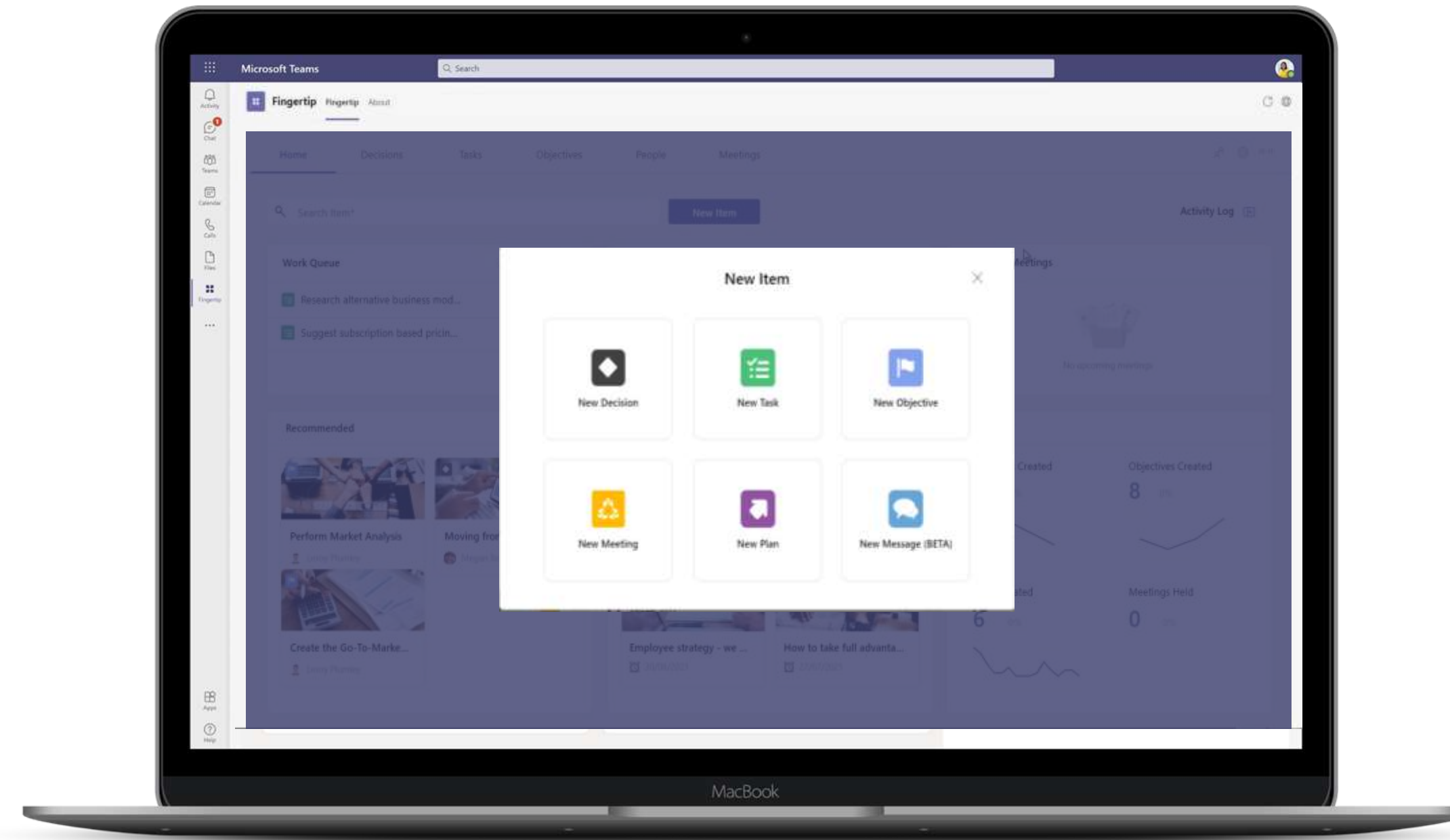
This is the Fingertip home page, starting point for your daily work.

See your upcoming tasks, recently edited items, items recommended by others, contribution by team members and jobs to be done.

Using the Fingertip Home Page



The New Item popup is perhaps the fastest way to get the ball rolling. Create new decisions, tasks, objectives or meetings transparently, and start collaborating!



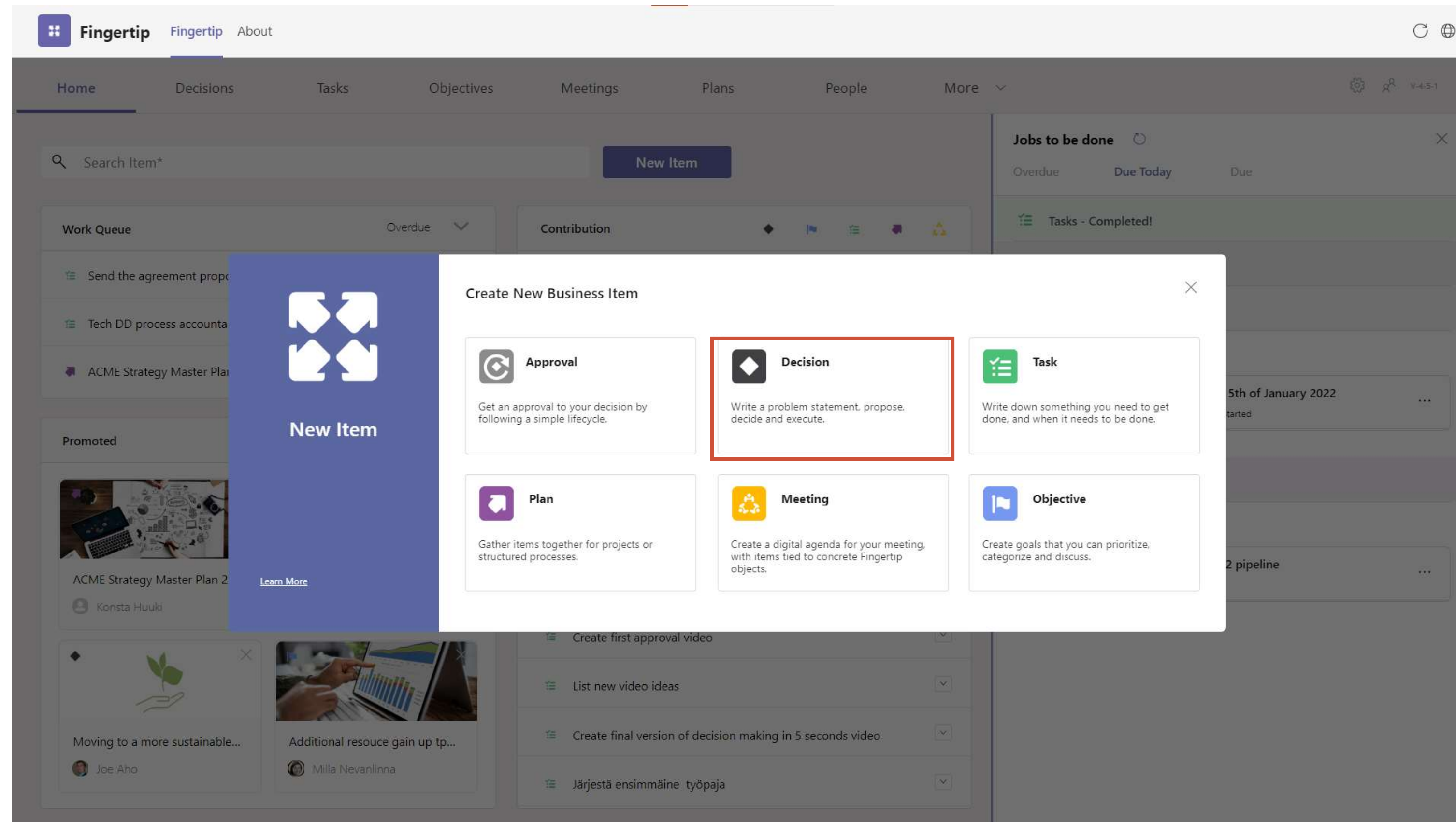
How to create a decision

How to create a decision

The screenshot shows the Fingertip application interface. At the top, there is a navigation bar with the Fingertip logo and menu items: Home, Decisions, Tasks, Objectives, Meetings, Plans, People, and More. A search bar is located below the navigation bar. A red box highlights the 'New Item' button in the top right corner of the main content area. The main content area is divided into several sections: 'Work Queue' with a list of tasks and their due dates; 'Promoted' items with images and titles; 'Contribution' table with columns for user and various metrics; 'Recent Items' list; and a 'Jobs to be done' sidebar on the right with categories like 'Tasks - Completed!', 'Decisions - Completed!', 'Approvals - Completed!', 'Objectives', 'Plans - Completed!', and 'Meetings'. The 'New Item' button is a blue button with white text, located in the top right corner of the main content area.

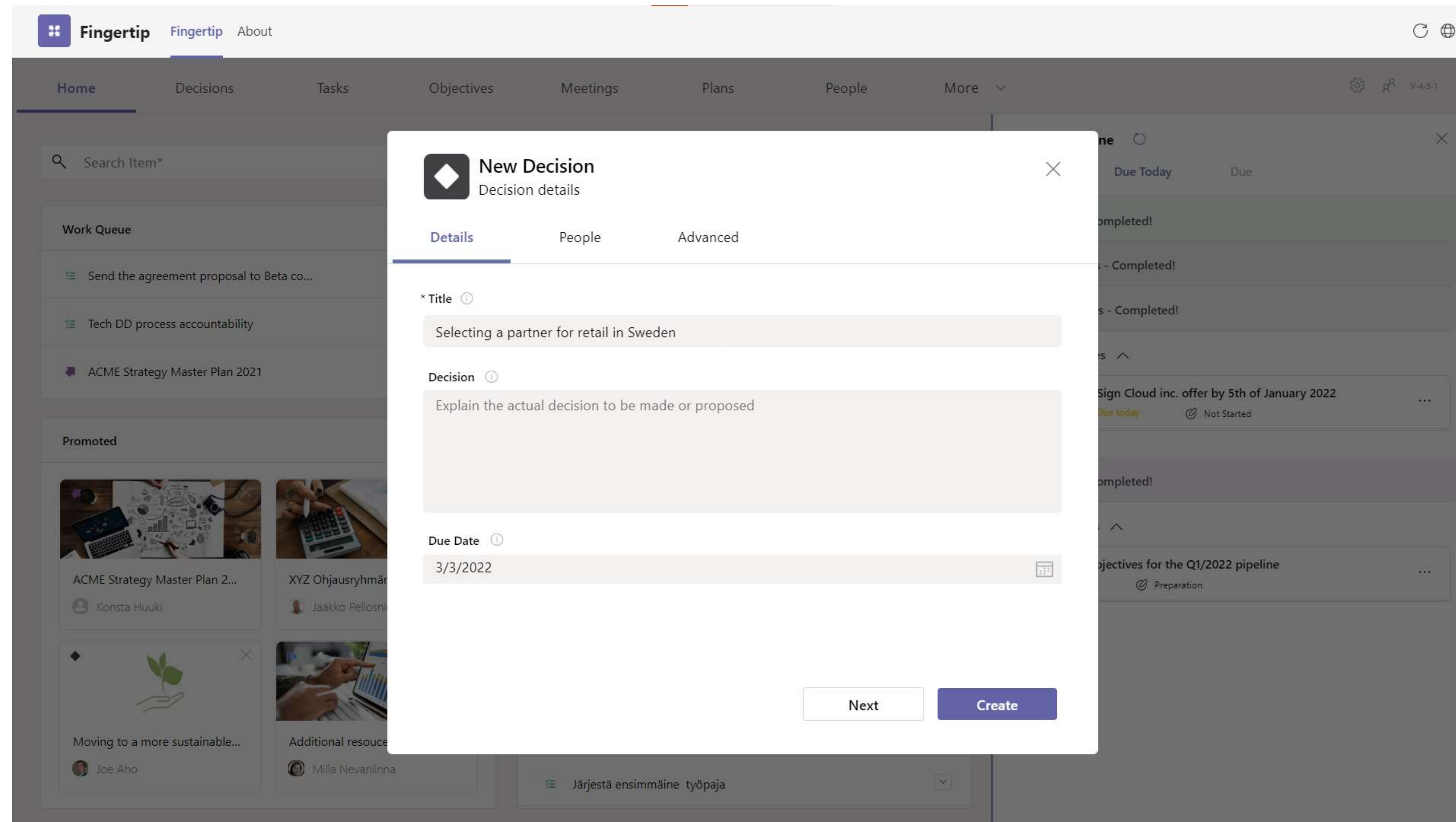
1. There are a few places you can start a decision from in Fingertip, but the easiest should be from the front page. Click on the "New item" button

How to create a decision



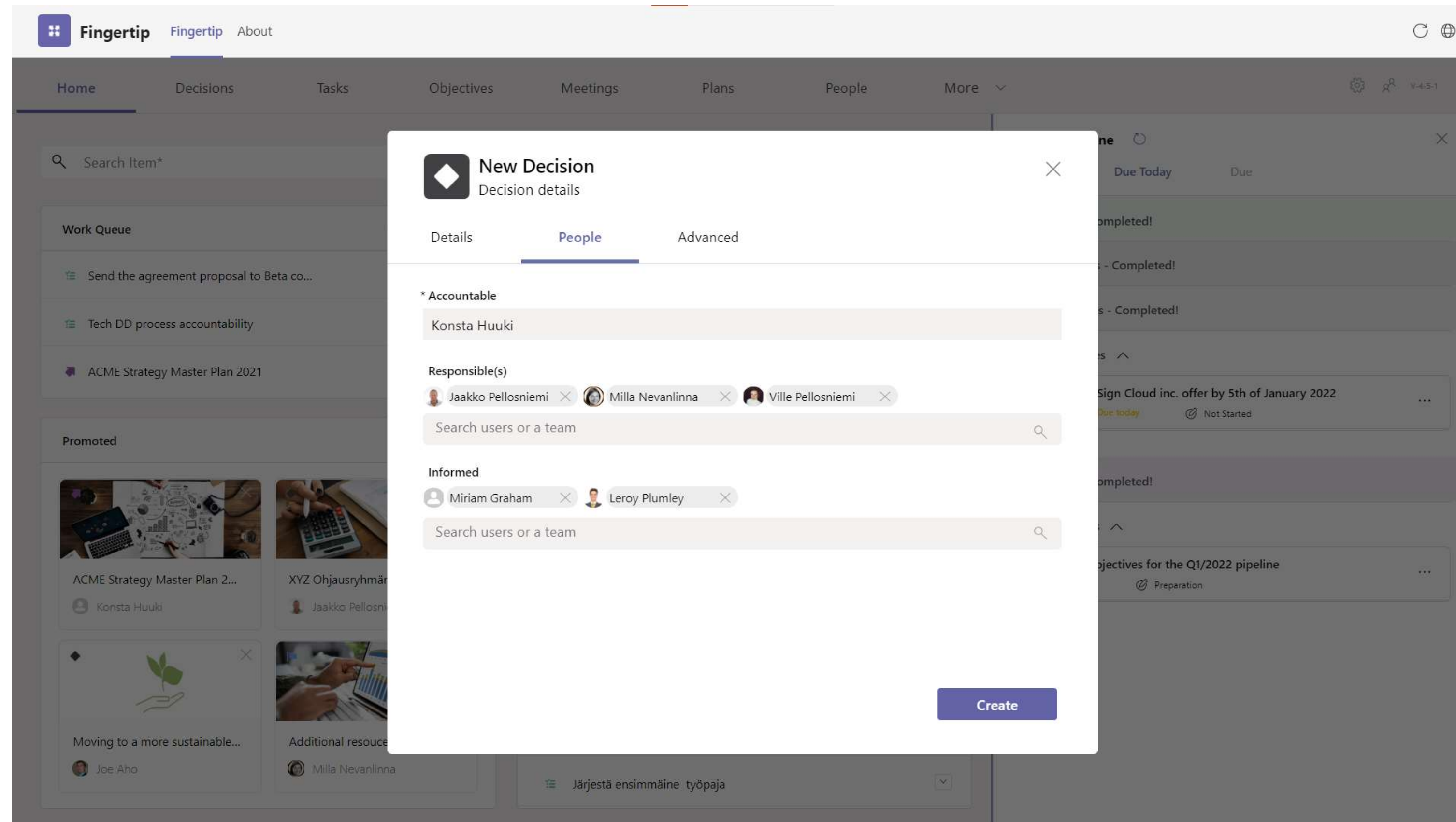
2. Select "New Decision"

How to create a decision



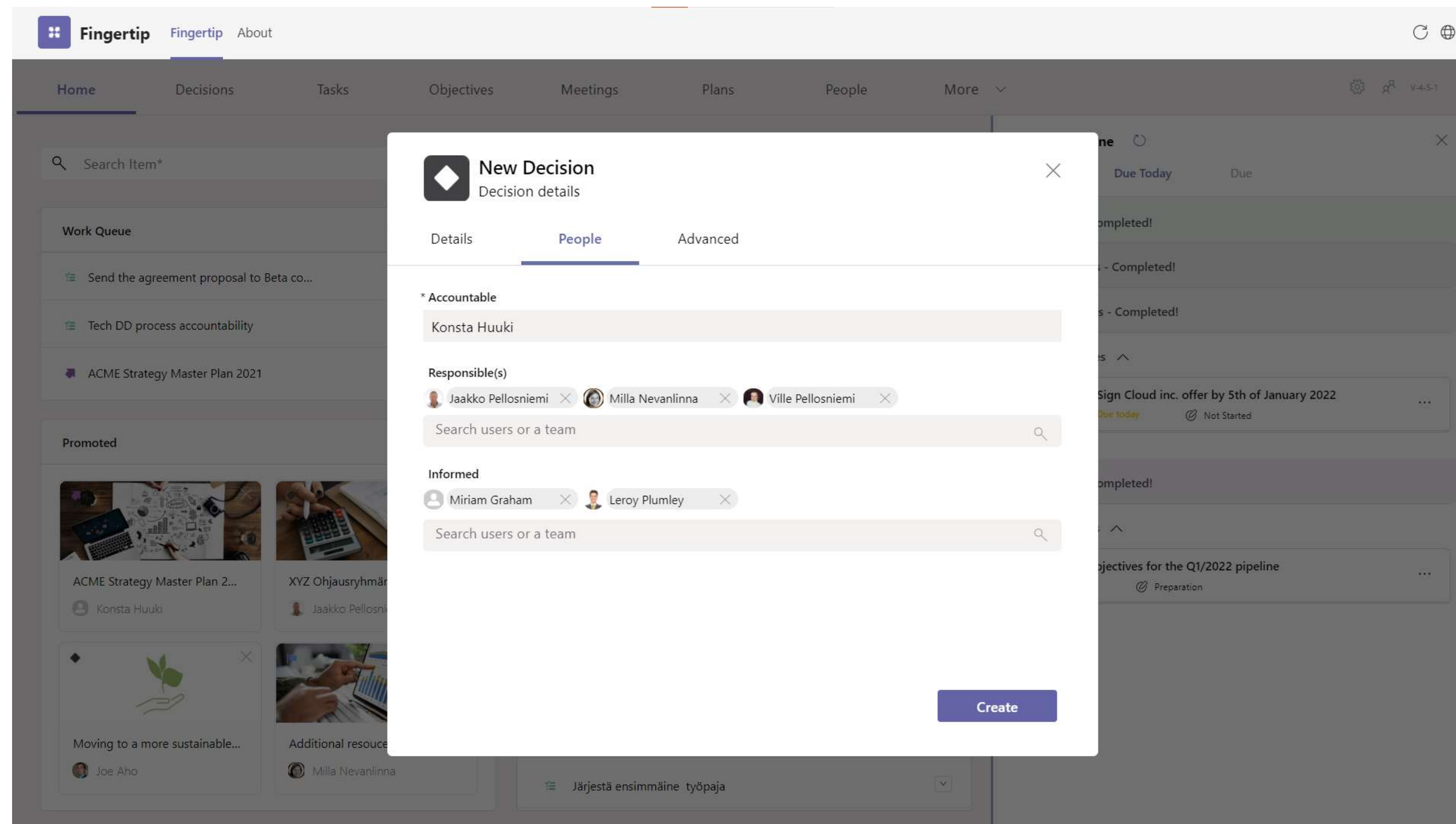
3. Insert your decision details and select a due date
4. Click "Next" or "People" to invite people to collaborate

How to create a decision



5. Select the collaborators you want to join in the decision as responsible or informed.

How to create a decision



5. Select the collaborators you want to join in the decision as responsible or informed.

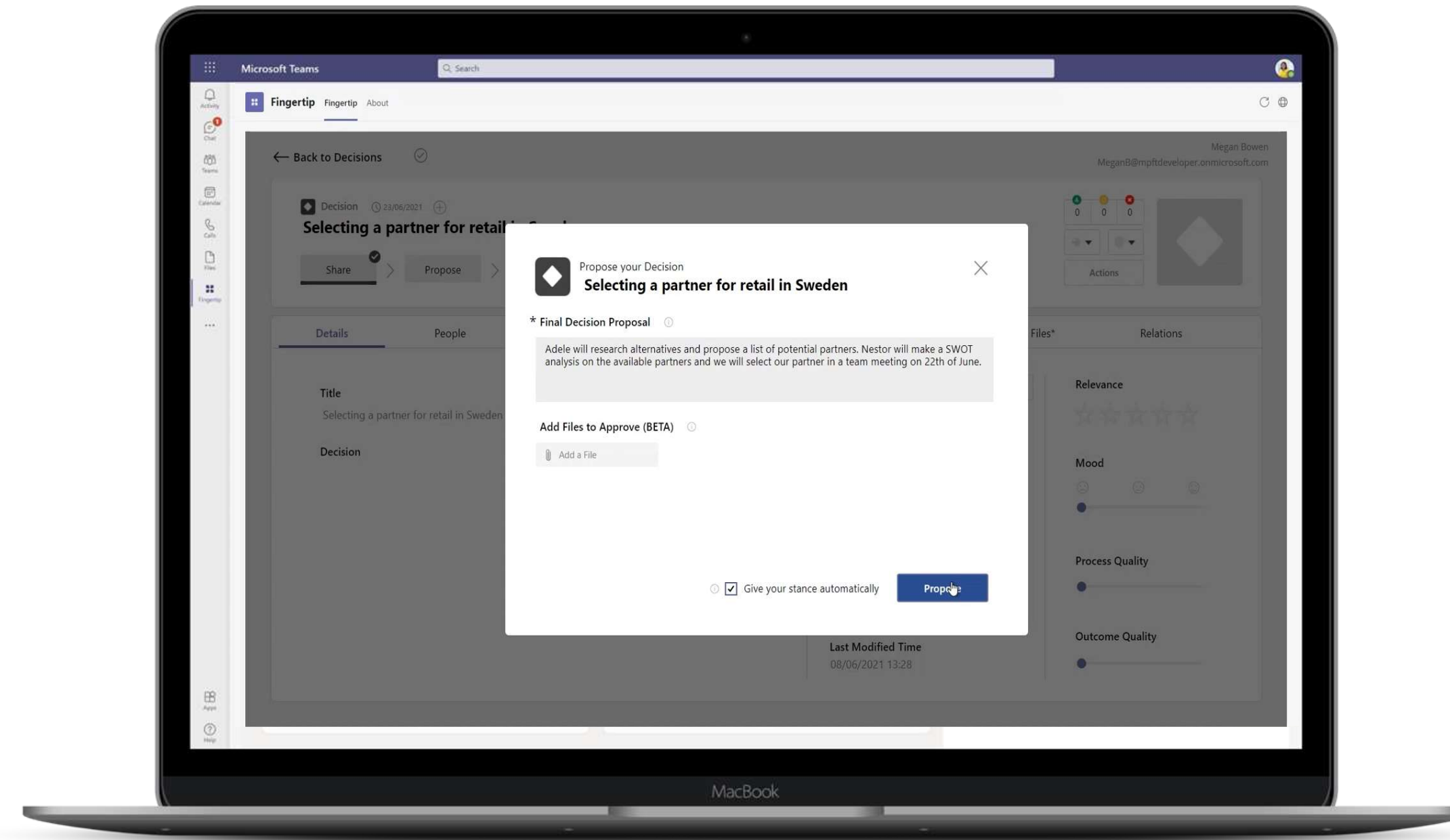
6. Click Create to share the decision.

OPTIONAL: You can add the decision to a Plan upon creation on the Advanced tab

How to create a decision

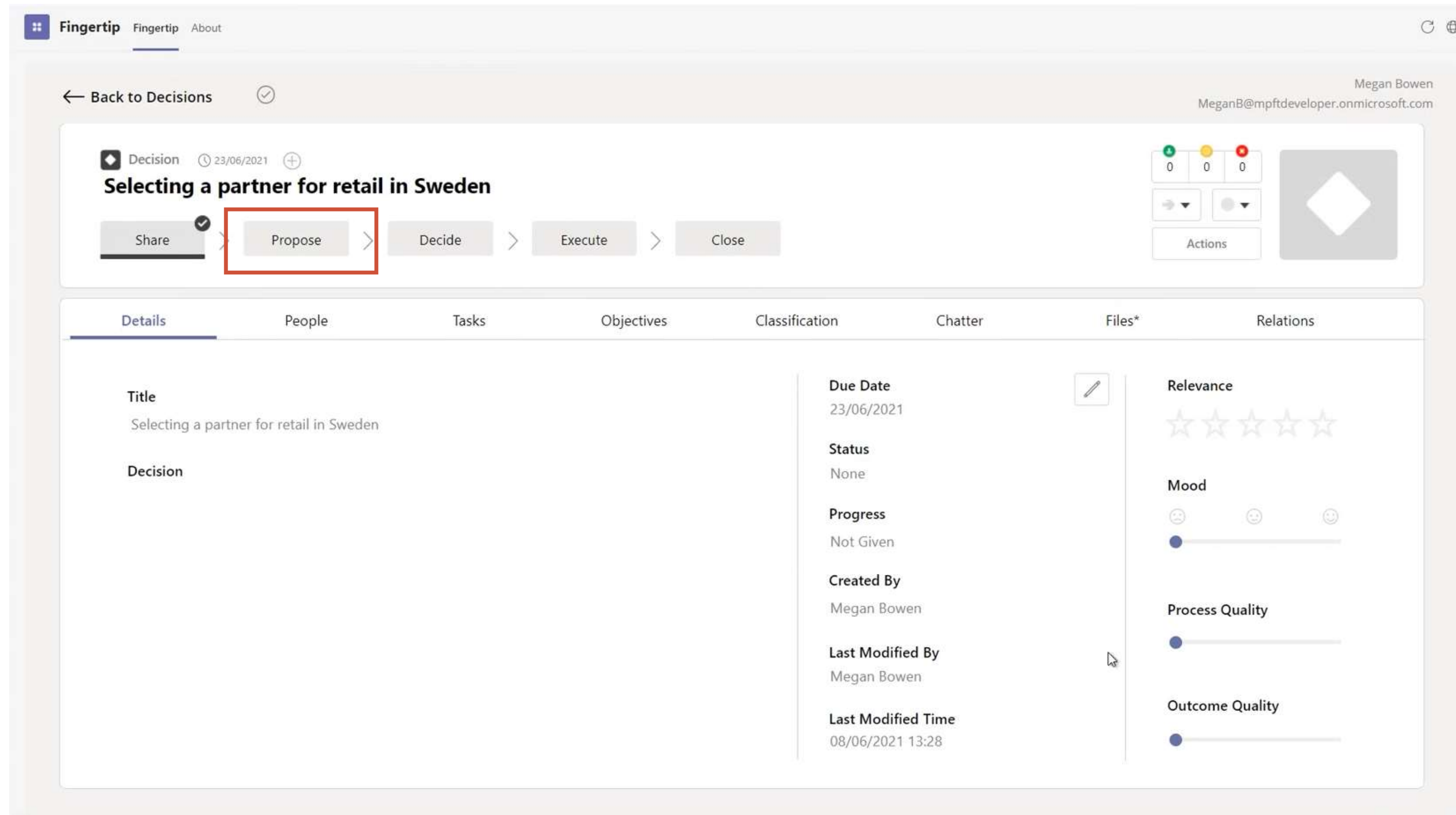
The screenshot displays the Fingertip web application interface. At the top, there is a navigation bar with the Fingertip logo and links for 'Fingertip' and 'About'. Below this, a breadcrumb trail shows 'Back', 'Home', and 'Decisions', with 'Decisions' being the active page. A 'Share' button is highlighted with a checkmark. The main content area features a decision card titled 'Selecting a partner for retail in Sweden' with a due date of '3/3/2022'. The card includes a progress bar with steps: 'Share' (checked), 'Propose', 'Decide', 'Execute', and 'Close'. To the right of the card, there are three status indicators (green, yellow, red) each with a '0' and a diamond-shaped icon. Below the card, there are tabs for 'Details', 'People', 'Tasks', 'Objectives', 'Feed', 'Relations', 'Files', and 'More'. The 'Details' tab is active, showing the title 'Selecting a partner for retail in Sweden' and a 'Decision' section. To the right of the details, there are sections for 'Official Files' (with an 'Edit' button), 'Due Date' (3/3/2022), 'Status' (None), and 'System Information'. On the far right, there are three quality metrics: 'Relevance' (0 stars, Avg. 0.0), 'Mood' (0 smiley faces, Avg. 0.0), 'Process Quality' (0, Avg. 0.0), and 'Outcome Quality' (0, Avg. 0.0).

7. Done! You're decision has been shared to the participants



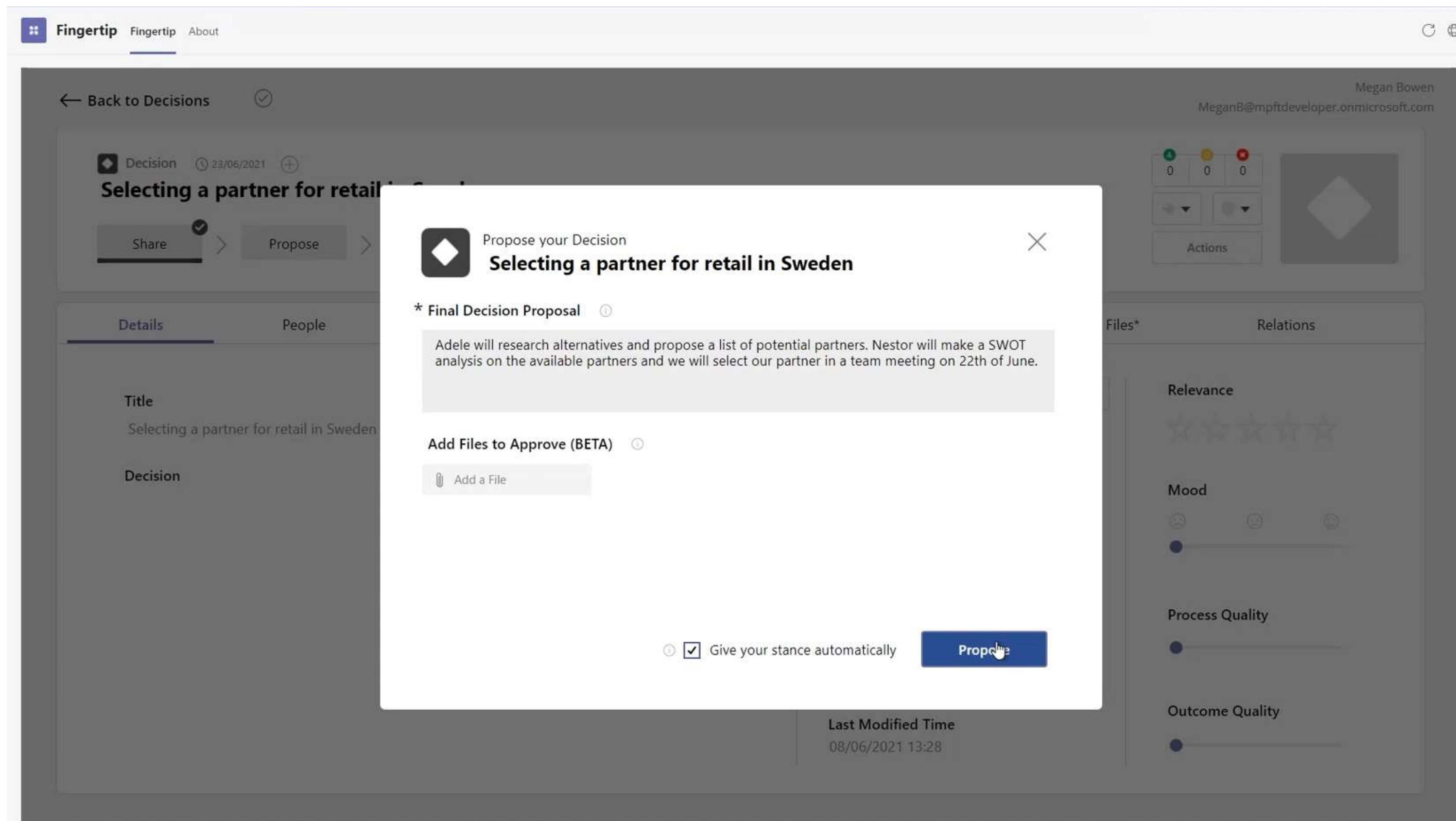
How to propose a decision

How to propose a decision



1. When you are ready to request stances for a decision proposal, you can prompt the participants by moving the decision to the proposal phase. Click on the "Propose" stage on the life cycle to open the Proposal-popup

How to propose a decision



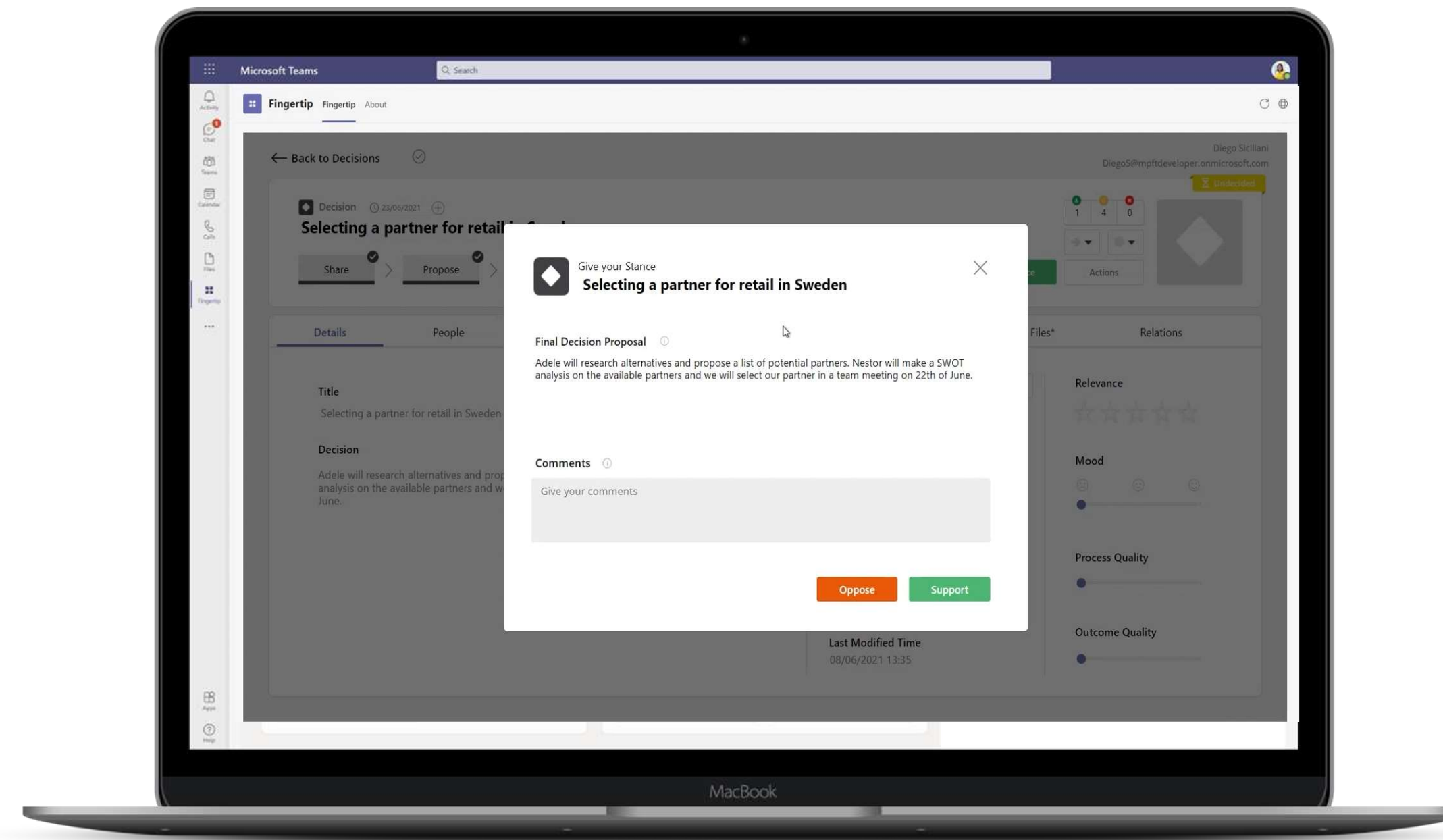
2. Write an actionable decision proposal with responsible parties and due dates to be approved.
3. You can optionally add files to be approved alongside the proposal
4. You can optionally support your own decision proposal when asking stances from others by ticking the "Give your stance automatically" checkbox
5. Click "Propose" when your done.

How to propose a decision

The screenshot displays the Fingertip web application interface. At the top, the navigation bar includes the Fingertip logo, 'Fingertip', and 'About' links. A 'Back to Decisions' button is visible on the left. The main header area shows the user 'Megan Bowen' with the email 'MeganB@mpftdeveloper.onmicrosoft.com'. A decision card is titled 'Decision' with a timestamp of '23/06/2021'. The decision title is 'Selecting a partner for retail in Sweden'. Below the title is a progress bar with steps: 'Share' (checked), 'Propose' (checked), 'Decide', 'Execute', and 'Close'. To the right of the progress bar are three colored circles (green, yellow, red) with counts '1', '4', and '0' respectively, and a large grey diamond icon. A green 'Approve' button and an 'Actions' dropdown are also present. The main content area has tabs for 'Details', 'People', 'Tasks', 'Objectives', 'Classification', 'Chatter', 'Files*', and 'Relations'. The 'Details' tab is active, showing the following information:

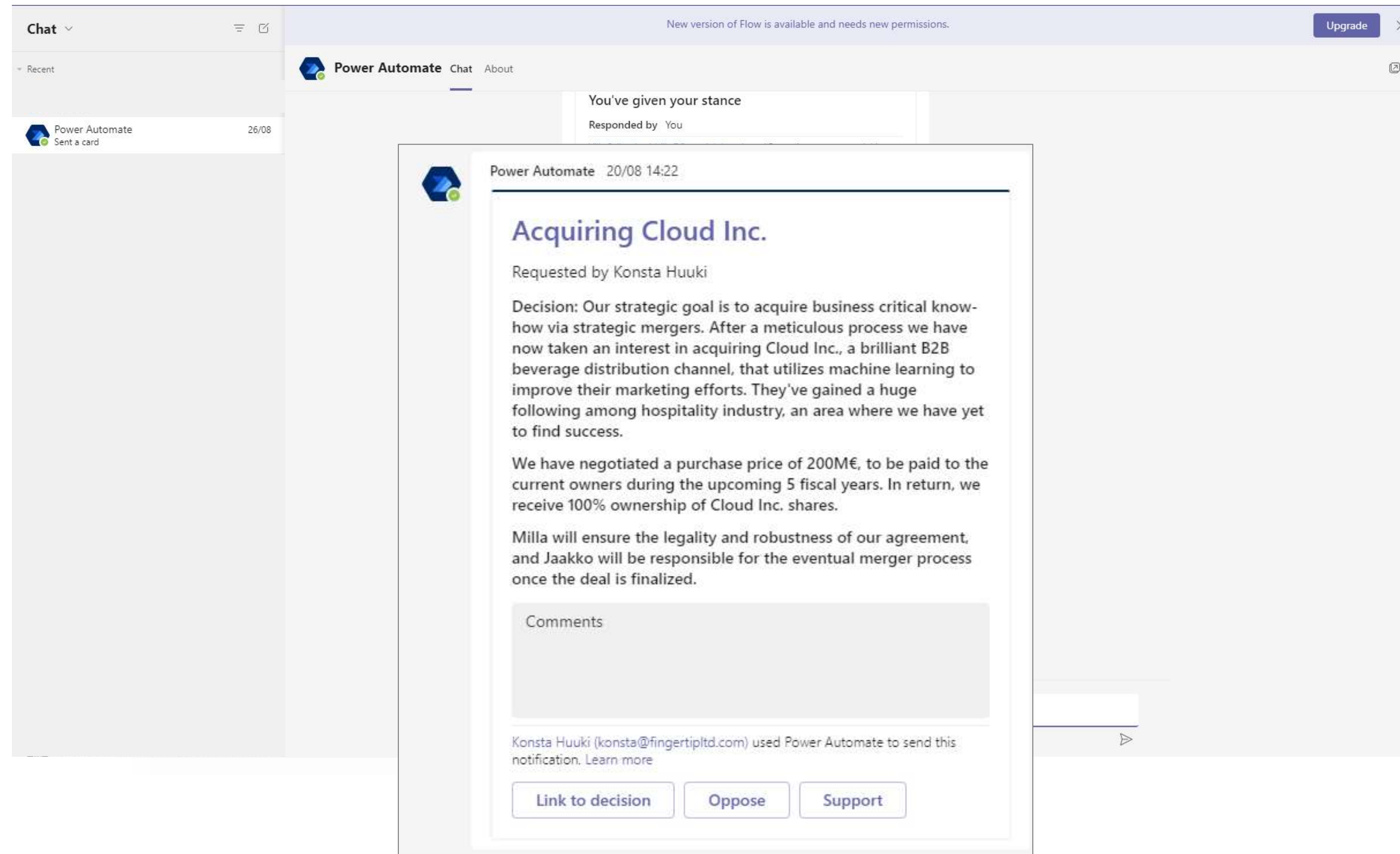
- Title:** Selecting a partner for retail in Sweden
- Decision:** Adele will research alternatives and propose a list of potential partners. Nestor will make a SWOT analysis on the available partners and we will select our partner in a team meeting on 22th of June.
- Due Date:** 23/06/2021
- Status:** Undecided
- Progress:** Not Given
- Created By:** Megan Bowen
- Last Modified By:** Megan Bowen
- Last Modified Time:** 08/06/2021 13:35
- Relevance:** 5 stars (all grey)
- Mood:** Slider with three smiley faces and a blue dot at the first position.
- Process Quality:** Slider with a blue dot at the first position.
- Outcome Quality:** Slider with a blue dot at the first position.

6. Done! Now all that is left is wait for the participants to answer the call.



How to give a stance to a decision

How to give a stance to a decision



1. After somebody proposes a decision you are part of you will get a Flow message. You can either comment and support/oppose then and there, or review the decision item in Fingertip.

How to give a stance to a decision

The screenshot displays the Fingertip dashboard with the following components:

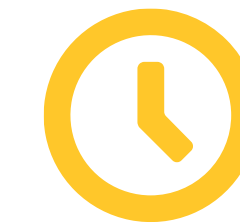
- Navigation:** Home, Decisions, Tasks, Objectives, Meetings, Plans, People, More.
- Search:** Search Item* and New Item button.
- Work Queue:** Due Today. Tasks include "Plan agenda for August leadership meeti..." and "Go through open applications from wee...".
- Contribution:** A list of users and their decision counts: Patti Fernandez (2 Decisions), Leroy Plumley (1 Decisions), and Megan Bowen (1 Decisions).
- Upcoming Meetings:** Leadership team meeting 08/2021 on 13/08/2021 at 14:00.
- Recommended:** A grid of four items: "July marketing planning" (Patti Fernandez), "ACME Strategy 2021" (Lidia Holloway), "Divesting a product category ..." (Lidia Holloway), and "Selecting a partner for retail i..." (Megan Bowen).
- Recent Items:** A list of items with dropdown menus. The item "Selecting a partner for retail in Sweden" is highlighted with a red box.
- Summary:** Metrics for Decisions Created (2, 0%), Objectives Created (3, 0%), Tasks Created (5, 200%), and Meetings Held (2, 100%).

2. The proposed decision should be in the recent items box, or you can locate it in the decisions tab.

How to give a stance to a decision

The screenshot shows the 'Decisions' section of the Fingertip application. It features a navigation bar with 'Home', 'Decisions', 'Tasks', 'Objectives', 'People', and 'Meetings'. Below the navigation is a header for 'Decisions' with a dropdown arrow and '6 Items'. To the right of the header are filters for '3' items with a clock icon and '1' item with an hourglass icon, along with a search bar and a 'New Decision' button. The main content is a table with the following data:

Progress	Title	My Stance	Status	My Role	Decision	Phase	Due Date	Accountable
●	Selecting a partner for retail in Sweden	🕒	⌚	A	Adele will research alternatives...	Decide	23/06/2021	Megan Bowen
●	Moving from Product to Subscription based ...	🕒	⌚	A	Let's approve the strategy in t...	Propose	09/06/2021	Megan Bowen
●	Investing in a suitable Marketing Engine for ...			R		Share	09/06/2021	Isaiah Langer
●	Employee strategy - we have best people, be...			A		Share	30/06/2021	Megan Bowen
●	How to take full advantage of new marketin...			A		Share	27/07/2021	Megan Bowen
●	Signing an exclusive partnership agreement ...	🕒	👤	R	We need a reliable and trusted...	Decide	23/06/2021	Patti Fernandez



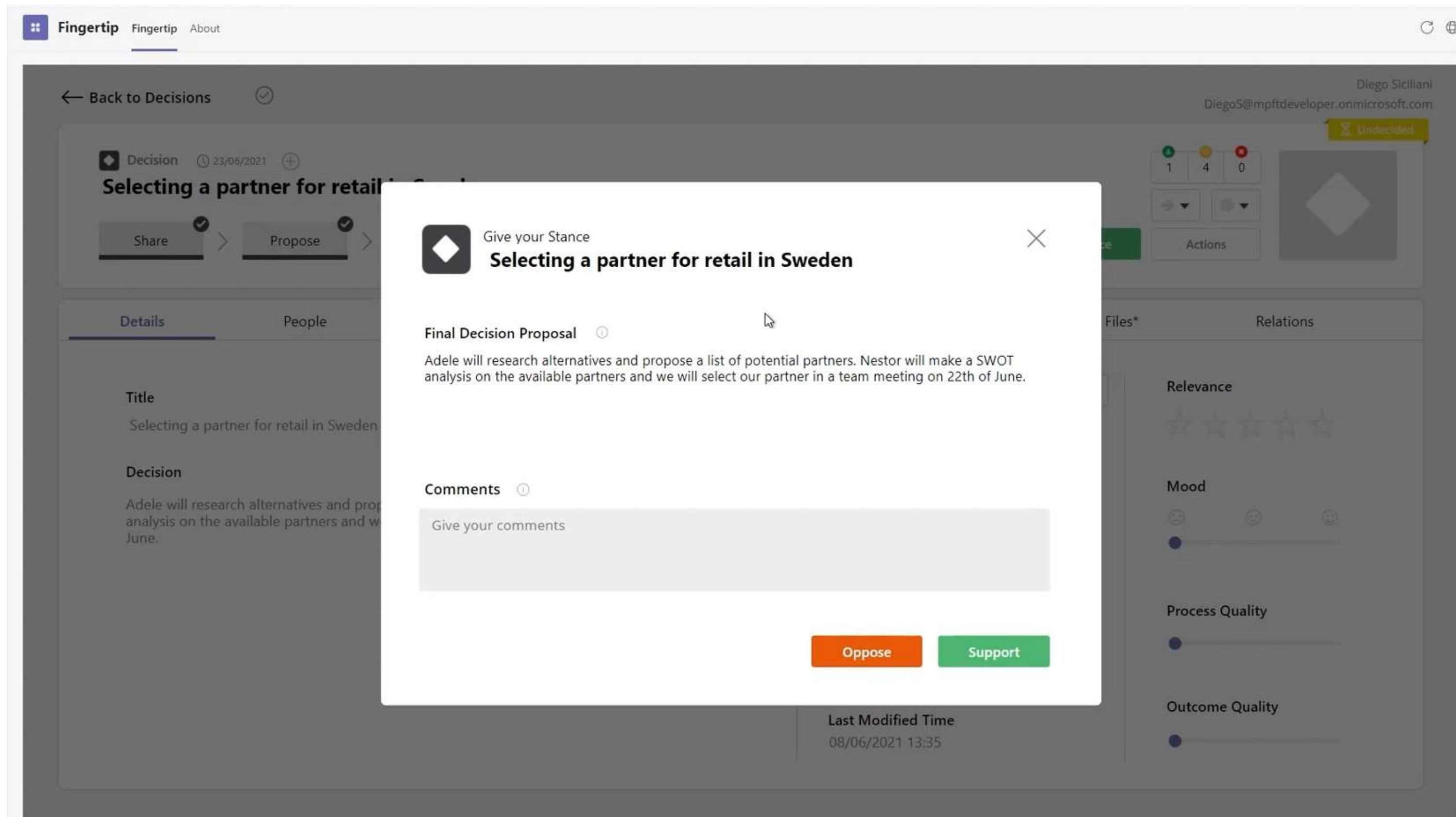
3. The yellow clock -icon represents the decisions you are expected to give a stance on.

How to give a stance to a decision

The screenshot shows the Fingertip web application interface. At the top, there's a navigation bar with 'Fingertip' and 'About' links. Below that, a breadcrumb trail shows 'Back to Decisions'. The main content area displays a decision item titled 'Selecting a partner for retail in Sweden' with a date of '23/06/2021'. A progress bar below the title shows steps: 'Share' (checked), 'Propose' (checked), 'Decide', 'Execute', and 'Close'. A green 'Stance' button is highlighted with a red box. To the right of the button, there's a voting section with three colored buttons (green, yellow, red) and counts '1', '4', and '0'. Below the button is an 'Actions' menu. The decision details are shown in a tabbed view with 'Details' selected. The details include: Title 'Selecting a partner for retail in Sweden', Decision description 'Adele will research alternatives and propose a list of potential partners. Nestor will make a SWOT analysis on the available partners and we will select our partner in a team meeting on 22th of June.', Due Date '23/06/2021', Status 'Undecided', Progress 'Not Given', Created By 'Megan Bowen', Last Modified By 'Megan Bowen', Last Modified Time '08/06/2021 13:35', Relevance (5 stars), Mood (slider), Process Quality (slider), and Outcome Quality (slider).

4. After opening the decision item, you will see a green "Stance" button. Review all the contents within the decision before giving your stance.

How to give a stance to a decision

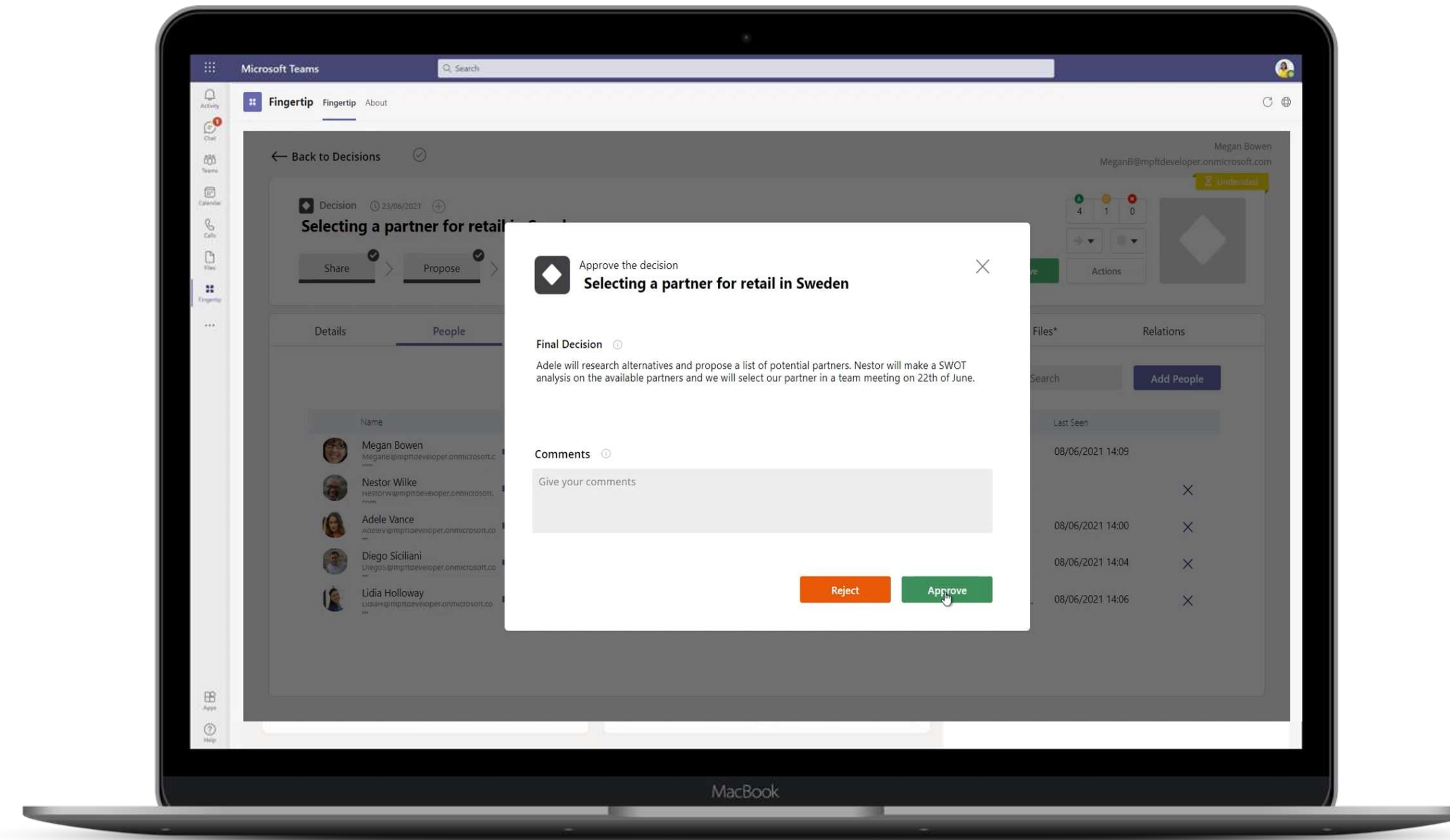


5. You can include a comment with your stance when you support or oppose the proposal.
6. Click on the stance you wish to communicate to the decision owner.

How to give a stance to a decision

The screenshot shows the Fingertip web application interface. At the top, there's a navigation bar with 'Fingertip' and 'About' links. Below that, a 'Back to Decisions' button is visible. The main content area features a decision card titled 'Selecting a partner for retail in Sweden' with a date of '23/06/2021'. The card has a progress bar with steps: 'Share', 'Propose', 'Decide', 'Execute', and 'Close'. The 'Propose' step is currently active. To the right of the card, there are three colored circles (green, yellow, red) with numbers 2, 3, and 0 respectively, and a yellow 'Undecided' badge. Below the card, there are tabs for 'Details', 'People', 'Tasks', 'Objectives', 'Classification', 'Chatter', 'Files*', and 'Relations'. The 'Details' tab is selected, showing fields for 'Title', 'Decision', 'Due Date', 'Status', 'Progress', 'Created By', 'Last Modified By', 'Last Modified Time', 'Relevance', 'Mood', 'Process Quality', and 'Outcome Quality'. The 'Status' is 'Undecided', 'Progress' is 'Not Given', and 'Created By' is 'Megan Bowen'. The 'Relevance' is shown as five stars, and 'Mood', 'Process Quality', and 'Outcome Quality' are shown as sliders.

7. Done. The decision stakeholders will see your stance, as well as your optional comment. Just sit back and wait for the decision to be approved or rejected.



How to approve a decision

How to approve a decision

The screenshot displays the Fingertip application interface. At the top, there is a navigation bar with 'Fingertip' and 'About'. Below it, a 'Back to Decisions' link is visible. The main content area features a decision card titled 'Selecting a partner for retail' with a date of '23/06/2021'. The card has a progress bar with steps: 'Share', 'Propose', 'Decide', 'Execute', and 'Close'. The 'Propose' step is currently active. A callout box highlights the 'Approve' button and the 'Actions' menu. The 'Approve' button is green and features a gavel icon. The 'Actions' menu is white and contains a dropdown arrow. Above the 'Approve' button, there is a summary of stances: 4 (green), 1 (yellow), and 0 (red). Below the decision card, there are tabs for 'Details', 'People', 'Tasks', 'Objectives', 'Classification', 'Chatter', 'Files*', and 'Relations'. The 'Details' tab is selected, showing the following information:

- Title:** Selecting a partner for retail in Sweden
- Decision:** Adele will research alternatives and propose a list of potential partners. Nestor will make a SWOT analysis on the available partners and we will select our partner in a team meeting on 22th of June.
- Due Date:** 23/06/2021
- Status:** Undecided
- Progress:** Not Given
- Created By:** Megan Bowen
- Last Modified By:** Megan Bowen
- Last Modified Time:** 08/06/2021 13:35
- Relevance:** 5 stars (all grey)
- Mood:** Slider with 3 smiley faces (neutral)
- Process Quality:** Slider (low)
- Outcome Quality:** Slider (low)

1. You will see a summary of stances in the decision header. Once you are ready, you can click "Approve" to approve or reject your decision proposal

How to approve a decision

Decision 23/06/2021

Selecting a partner for retail in Sweden

Share > Propose > Decide > Execute > Close

4 1 0

Approve Actions

Undecided

Megan Bowen
MeganB@mpftdeveloper.onmicrosoft.com

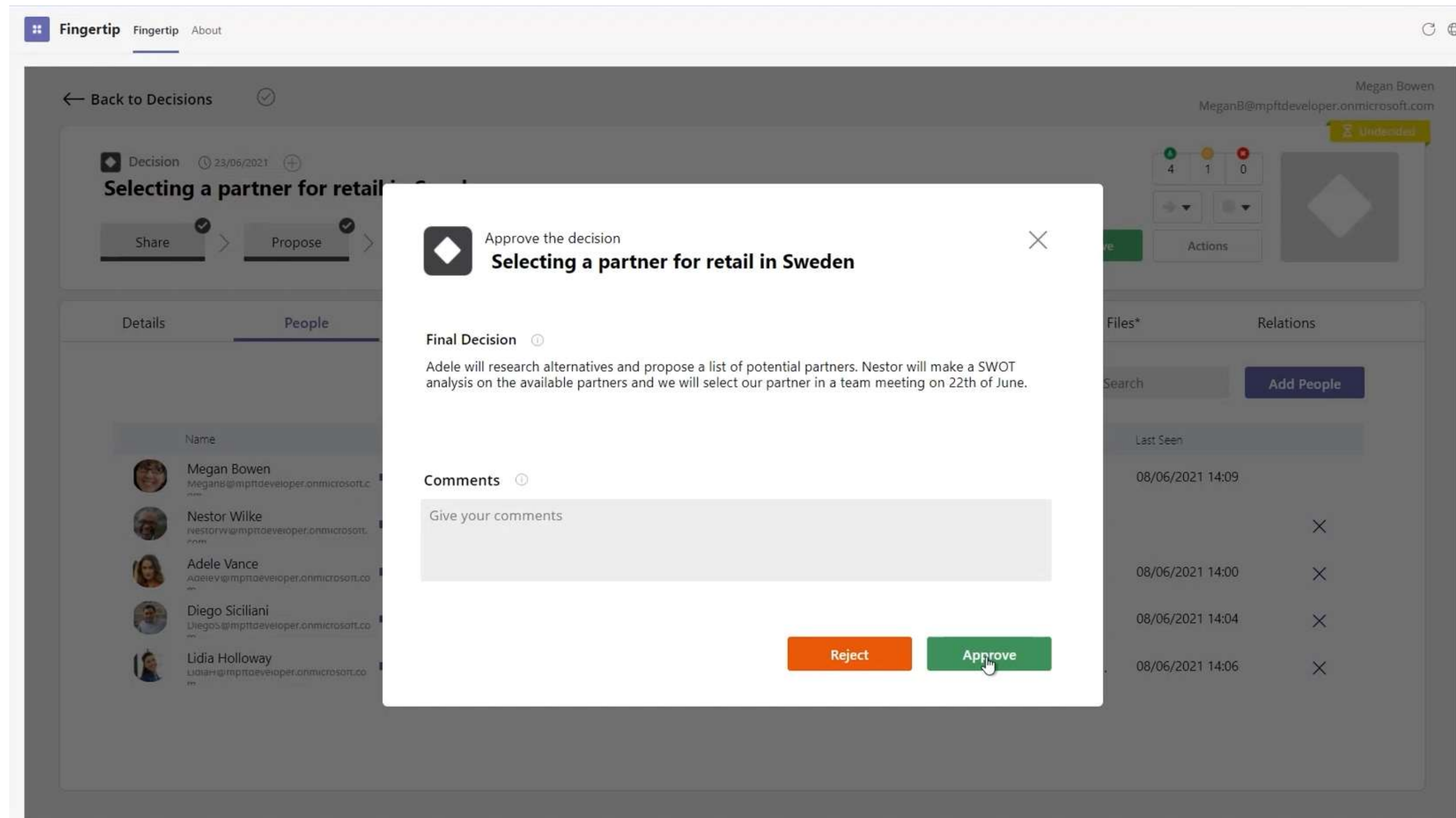
Details People Tasks Objectives Classification Chatter Files* Relations

Search Add People

Name	Contribution	Stance	Approval	Role	Comment	Last Seen
Megan Bowen MeganB@mpftdeveloper.onmicrosoft.com				A		08/06/2021 14:09
Nestor Wilke nestorw@mpftdeveloper.onmicrosoft.com				R		
Adele Vance adelev@mpftdeveloper.onmicrosoft.com				R	It's about time we open in Sweden!	08/06/2021 14:00
Diego Siciliani DiegoS@mpftdeveloper.onmicrosoft.com				R		08/06/2021 14:04
Lidia Holloway lidiah@mpftdeveloper.onmicrosoft.com				R	I'm a bit on the fence here. Maybe we should do t...	08/06/2021 14:06

2. The people tab also shows the comments from decision participants for you to review before approving

How to approve a decision



3. In the approval popup, you can add a comment regarding your decision and then click "Approve" or "Reject" to make the decision.

How to approve a decision

Decision 23/06/2021

Selecting a partner for retail in Sweden

Share > Propose > **Decide** > Execute > Close

4 1 0

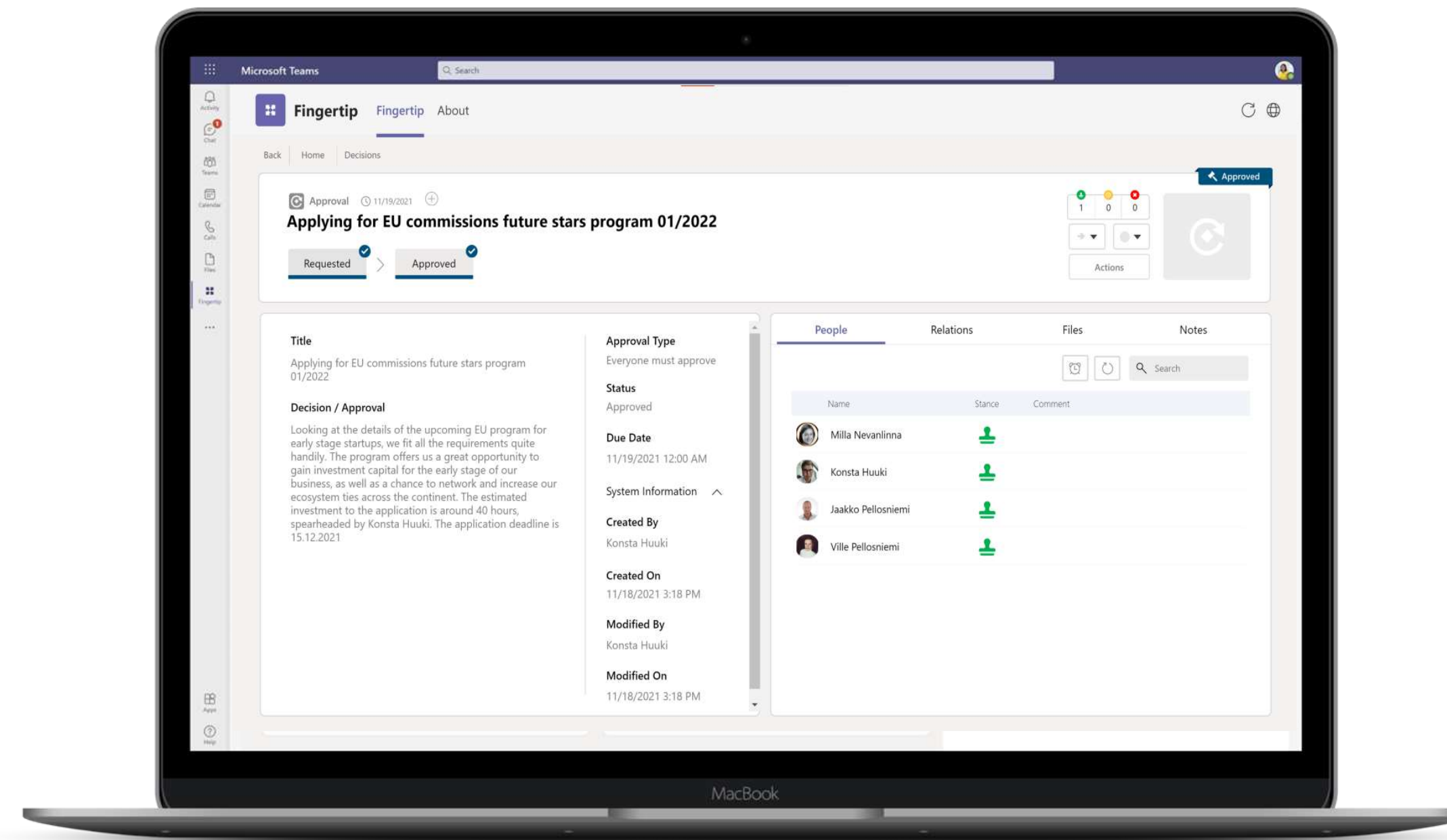
Actions

Details People Tasks Objectives Classification Chatter Files* Relations

Search Add People

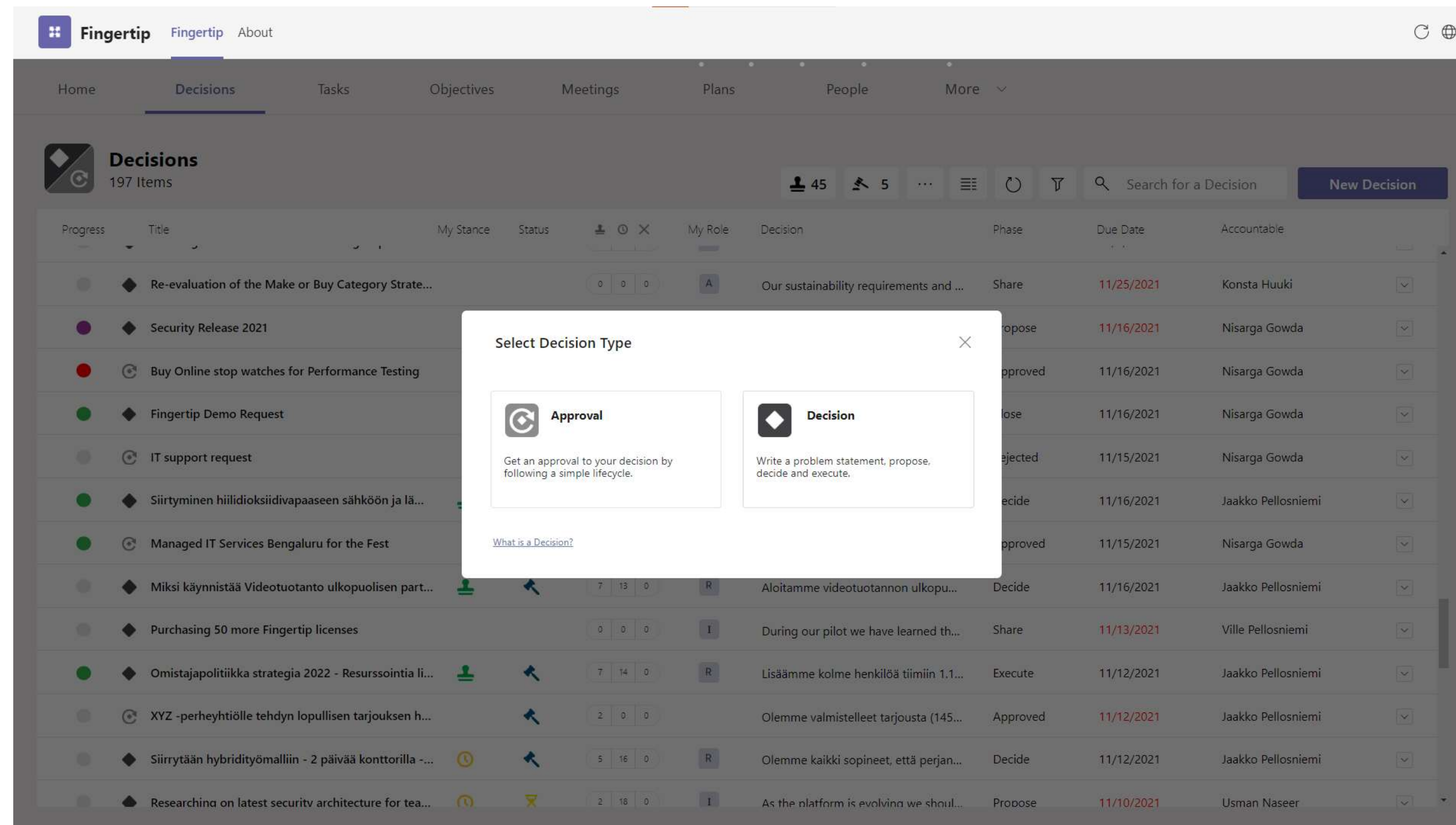
Name	Contribution	Stance	Approval	Role	Comment	Last Seen
Megan Bowen MeganB@mpftdeveloper.onmicrosoft.com				A		08/06/2021 14:09
Nestor Wilke NestorW@mpftdeveloper.onmicrosoft.com				R		×
Adele Vance AdeleV@mpftdeveloper.onmicrosoft.com				R	It's about time we open in Sweden!	08/06/2021 14:00 ×
Diego Siciliani DiegoS@mpftdeveloper.onmicrosoft.com				R		08/06/2021 14:04 ×
Lidia Holloway LidiaH@mpftdeveloper.onmicrosoft.com				R	I'm a bit on the fence here. Maybe we should do t...	08/06/2021 14:06 ×

4. As you see, your decision is now approved, and you are ready to move on!



How to create an approval

How to create an approval



1. Click on "New Decision" on the Decisions tab and select Approval. You can do this from any New Item popup as well. This will open the New Approval popup.

How to create an approval

2. Write down the details of the approval: Title, proposal, approval type, due date, and the people who you need to get the proposal approved.

The type influences how the requested proposal will get approved. After everyone has supported, after any one approver has supported, or manually, should the approval requestor hold the power to themselves after receiving stances.

3. Click create to share the proposal with the approvers.

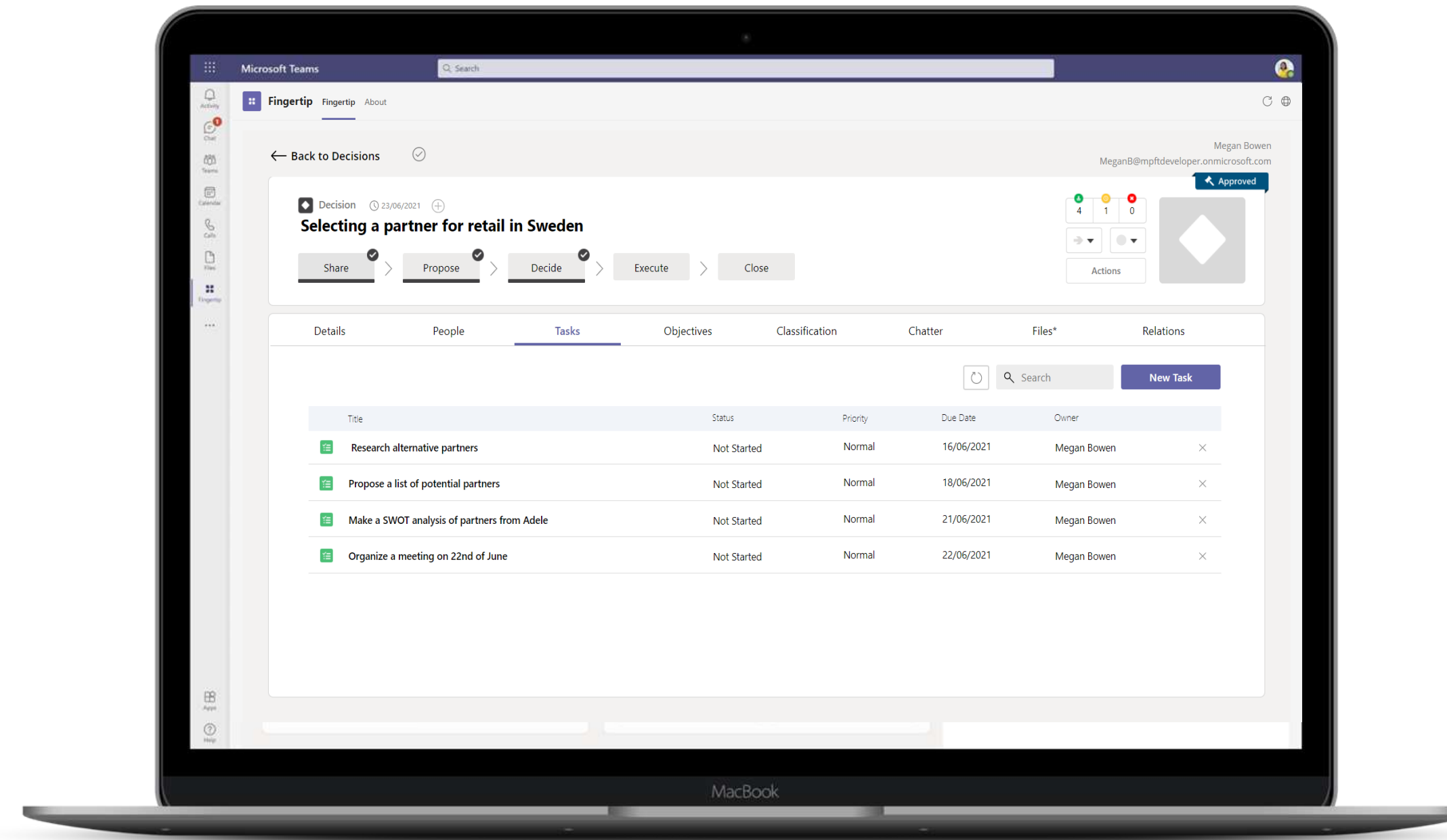
The screenshot shows the 'New Approval' form in the Fingertip application. The form is titled 'New Approval' and is currently in the 'Requested' state. The 'Title' field contains 'Applying for EU commissions future stars program 01/2022'. The 'Approval / Decision to be made' field contains a detailed description of the proposal. The 'Approval Type' is set to 'Everyone must approve'. The 'Due Date' is set to '11/19/2021 15:00'. The 'Requestor' is 'Konsta Huuki'. The 'Approvers' list includes 'Konsta Huuki', 'Antti Kauppinen', 'Ville Pellosniemi', 'Jaakko Pellosniemi', 'Milla Nevanlinna', and 'Vera Backström'. A 'Create' button is visible at the bottom right of the form.

How to create an approval

The screenshot shows the Fingertip web application interface. At the top, there is a navigation bar with the Fingertip logo and links for 'Fingertip' and 'About'. Below this is a breadcrumb trail: 'Back', 'Home', 'Decisions'. The main content area displays an approval card for the request 'Applying for EU commissions future stars program 01/2022'. The card shows a progress bar with 'Requested' and 'Approved' stages, both marked with checkmarks. To the right of the card, there are statistics: 1 green checkmark, 0 yellow checkmarks, and 0 red checkmarks. Below the statistics is an 'Actions' button and a large circular refresh icon. The card also has a blue 'Approved' button in the top right corner. Below the approval card, there is a detailed view of the request. On the left, the 'Title' is 'Applying for EU commissions future stars program 01/2022'. The 'Decision / Approval' section contains a paragraph of text: 'Looking at the details of the upcoming EU program for early stage startups, we fit all the requirements quite handily. The program offers us a great opportunity to gain investment capital for the early stage of our business, as well as a chance to network and increase our ecosystem ties across the continent. The estimated investment to the application is around 40 hours, spearheaded by Konsta Huuki. The application deadline is 15.12.2021'. On the right, the 'Approval Type' is 'Everyone must approve', the 'Status' is 'Approved', and the 'Due Date' is '11/19/2021 12:00 AM'. Below this, the 'System Information' section shows 'Created By: Konsta Huuki', 'Created On: 11/18/2021 3:18 PM', 'Modified By: Konsta Huuki', and 'Modified On: 11/18/2021 3:18 PM'. At the bottom right, there is a 'People' tab with a search bar and a table of approvers. The table has columns for 'Name', 'Stance', and 'Comment'. The approvers listed are Milla Nevanlinna, Konsta Huuki, Jaakko Pellosniemi, and Ville Pellosniemi, all with a green person icon in the 'Stance' column.

Name	Stance	Comment
Milla Nevanlinna	Approved	
Konsta Huuki	Approved	
Jaakko Pellosniemi	Approved	
Ville Pellosniemi	Approved	

4. Done! You can now sit back and wait for the approvers to give their stances and comments



How to manage tasks in a decision

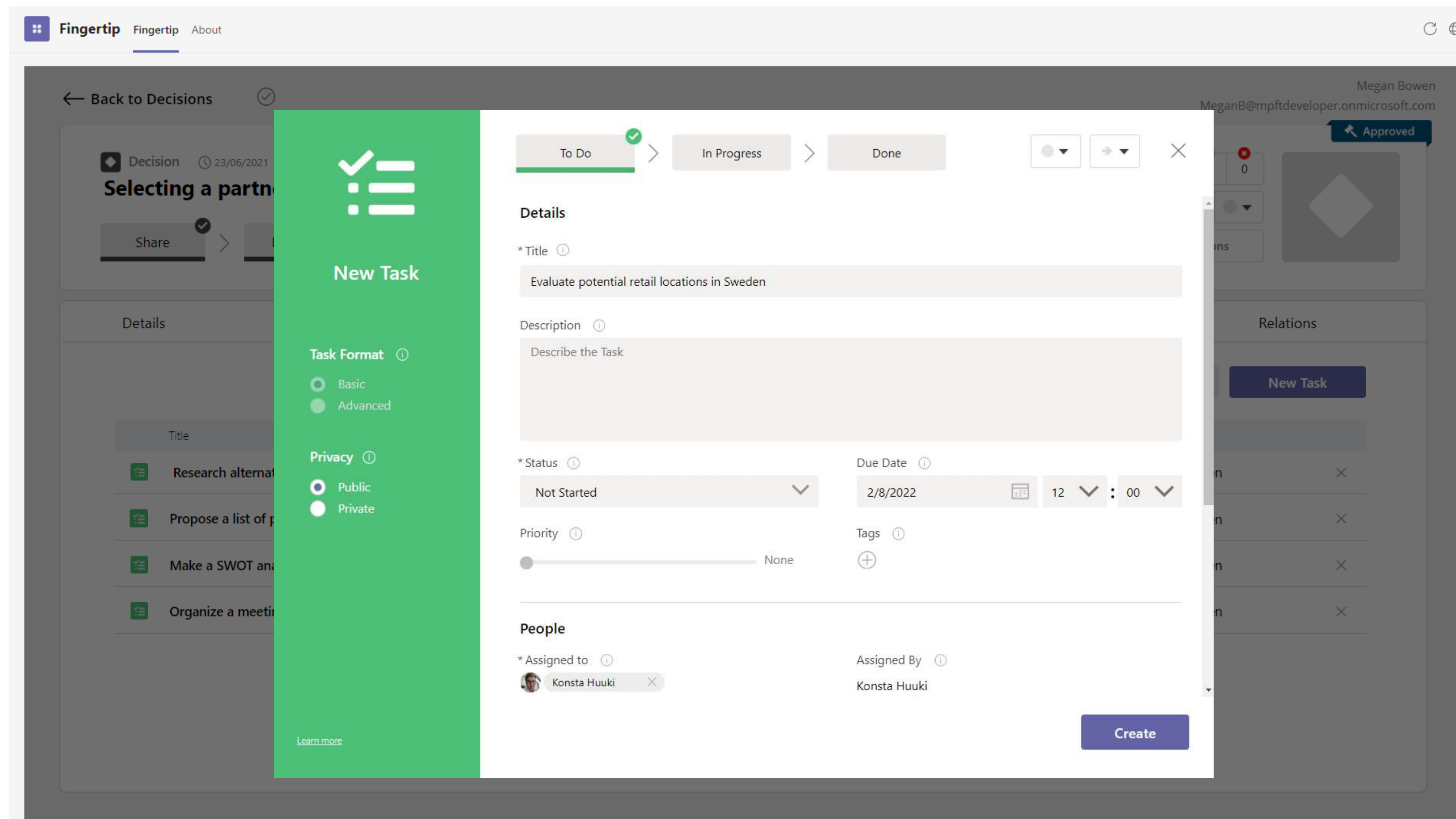
How to manage tasks in a decision

The screenshot shows the Fingertip interface for a decision titled "Selecting a partner for retail in Sweden". The decision is in the "Decide" stage. The "Tasks" tab is selected, showing a list of tasks:

Title	Status	Priority	Due Date	Owner	Actions
Research alternative partners	Not Started	Normal	16/06/2021	Megan Bowen	×
Propose a list of potential partners	Not Started	Normal	18/06/2021	Megan Bowen	×
Make a SWOT analysis of partners from Adele	Not Started	Normal	21/06/2021	Megan Bowen	×
Organize a meeting on 22nd of June	Not Started	Normal	22/06/2021	Megan Bowen	×

1. You can add tasks to decision participants at any stage of the decision, but it's the most natural to start completing them after a decision is made. Head to the Tasks-tab and click on "New Task" to create a new task.

How to manage tasks in a decision

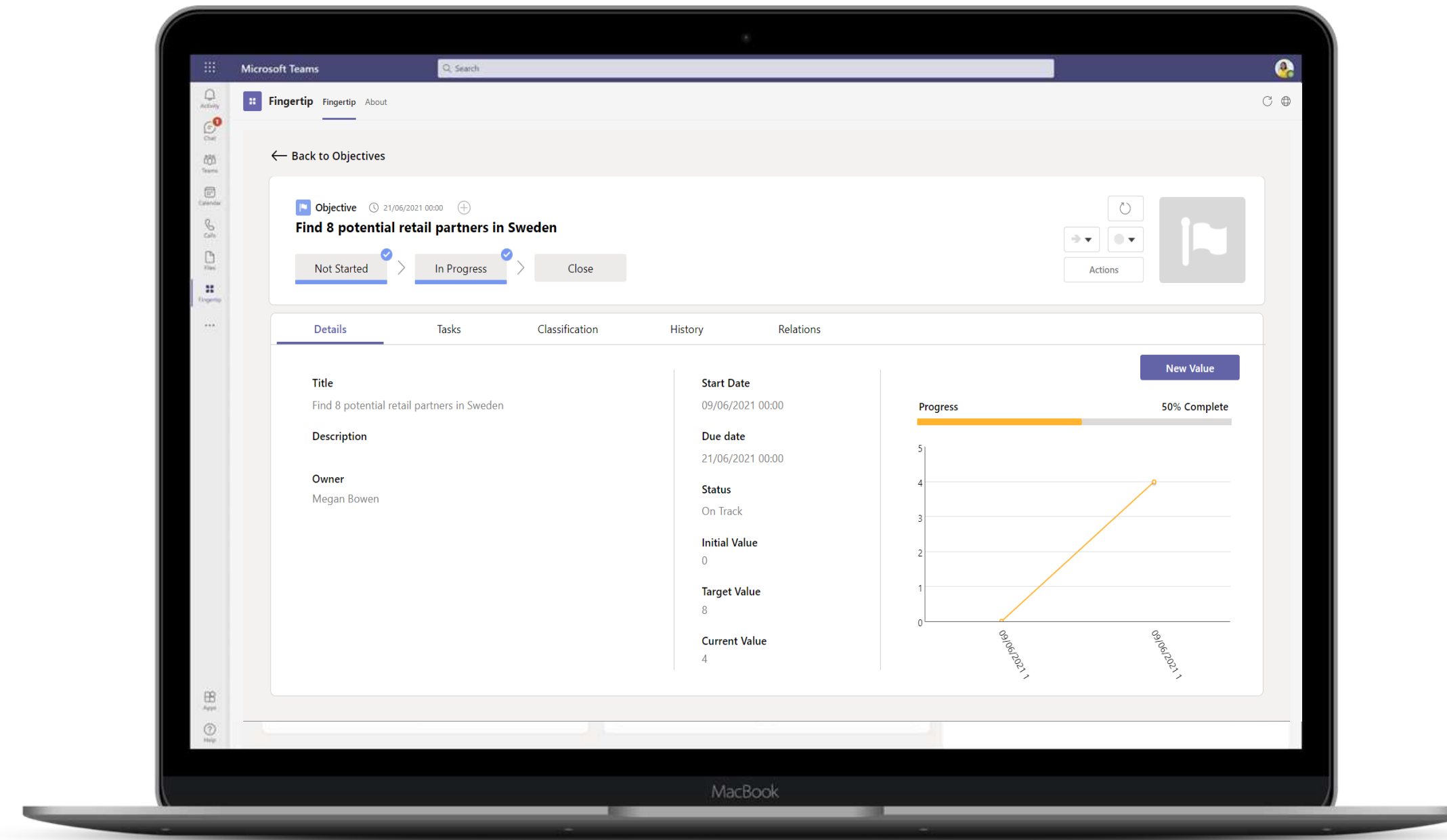


2. Create an actionable task, set a due date, priority and assignee, and click save. Any additional details may be written to the description box. You can also set tags or already change the task status.

How to manage tasks in a decision

The screenshot shows the Fingertip application interface. A modal window titled 'Edit Task' is open, allowing users to update task details. The modal includes a progress bar with stages: 'To Do' (checked), 'In Progress' (selected), and 'Done'. Below the progress bar, there are fields for 'Title' (Evaluate potential retail locations in Sweden), 'Description' (Describe the Task), 'Status' (Not Started), 'Due Date' (2/9/2022), 'Priority' (None), and 'People' (Assigned to: Konsta Huuki). A dropdown menu is open over the 'In progress' status, showing options like 'Waiting for someone else'. A 'Save' button is visible at the bottom right of the modal.

3. To update task status, just click on the task in the list and select a stage from the popup. Your task status will be instantly visible to everyone!



How to manage objectives in a decision

How to manage objectives in a decision

The screenshot shows a web application interface for Fingertip. A modal dialog titled "New Objective" is open, allowing the user to create a new objective. The dialog contains the following fields and values:

- Title:** Sign a retail partner by the end of September
- Start Date:** 8/27/2021
- Due Date:** 9/30/2021
- Objective Status:** Not Started
- Priority:** Normal
- Initial Value:** 0
- Target Value:** 1
- Current Value:** 1
- Description:** (Empty text area)

A "Create" button is located at the bottom right of the dialog. The background shows a decision titled "Selecting a partner for retail" with a "Propose" button and a "New Objective" button in the "Relations" section.

1. Create objectives for your decisions in the objectives tab.
2. Select **New Objective** and set a target you want to reach
3. Fill in the rest of the details

How to manage objectives in a decision

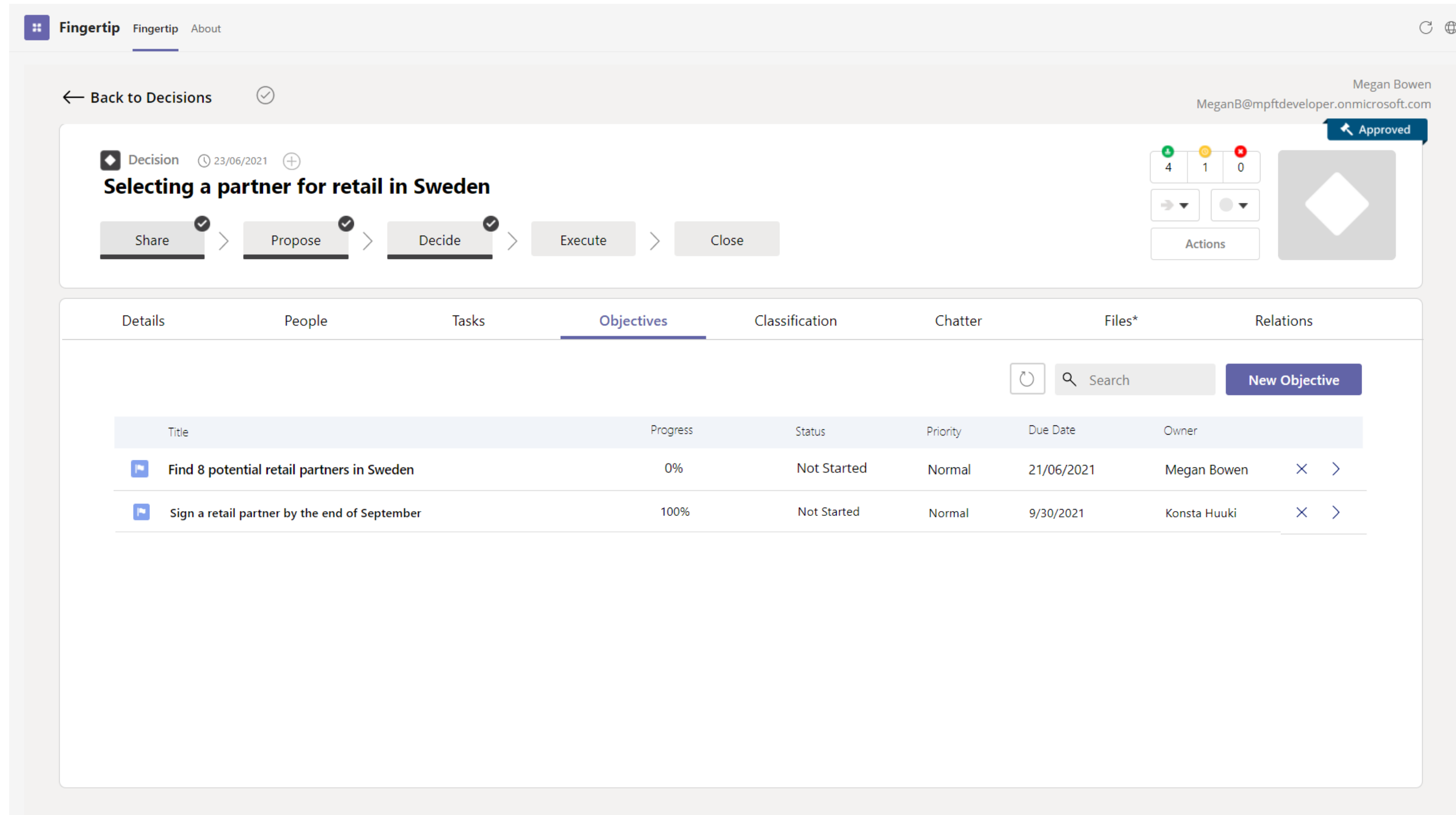
The screenshot shows a web application interface for Fingertip. A modal dialog titled "New Objective" is open, allowing users to create a new objective. The dialog includes the following fields and values:

- Priority:** Normal
- Start Date:** 09/06/2021
- * Due Date:** 30/06/2021
- * Initial Value:** 0
- * Target Value:** 1
- * Current Value:** 0
- Description:** (Empty text area)

A "Create" button is located at the bottom right of the dialog. The background shows a decision titled "Selecting a partner for retail" with a "Propose" button and a "New Objective" button.

3. Fill in the rest of the details

How to manage objectives in a decision



The screenshot shows the Fingertip interface for a decision titled "Selecting a partner for retail in Sweden". The decision is in the "Decide" stage. The "Objectives" tab is selected, displaying a table of objectives:

Title	Progress	Status	Priority	Due Date	Owner	
Find 8 potential retail partners in Sweden	0%	Not Started	Normal	21/06/2021	Megan Bowen	× >
Sign a retail partner by the end of September	100%	Not Started	Normal	9/30/2021	Konsta Huuki	× >

4. Objectives will be visible to everyone in the decision. To update an objectives progress, click on it to open the objective item.

How to manage objectives in a decision

← Back to Objectives

Objective 21/06/2021 00:00

Find 8 potential retail partners in Sweden

Not Started > **In Progress** > Close

On Track
Behind
Critical
Aligned

Details Classification History Relations

Title
Find 8 potential retail partners in Sweden

Description

Owner
Megan Bowen

Start Date
09/06/2021 00:00

Due date
21/06/2021 00:00

Status
On Track

Initial Value
0

Target Value
8

Current Value
0

Progress 0% Complete

New Value

09/06/2021 1

5. Update the objectives status by clicking on the separate stages in the life cycle.

How to manage objectives in a decision

← Back to Objectives

Objective 21/06/2021 00:00

Find 8 potential retail partners in Sweden

Not Started > In Progress > Close

Actions

Details Tasks Classification History Relations

Title Find 8 potential retail partners in Sweden	Start Date 09/06/2021 00:00	New Value
Description	Due date 21/06/2021 00:00	
Owner Megan Bowen	Status Not Started	
	Initial Value 0	
	Target Value 8	
	Current Value 0	

Progress 0% Complete

09/06/2021 1

6. To update the objective value, click on "New value"

How to manage objectives in a decision

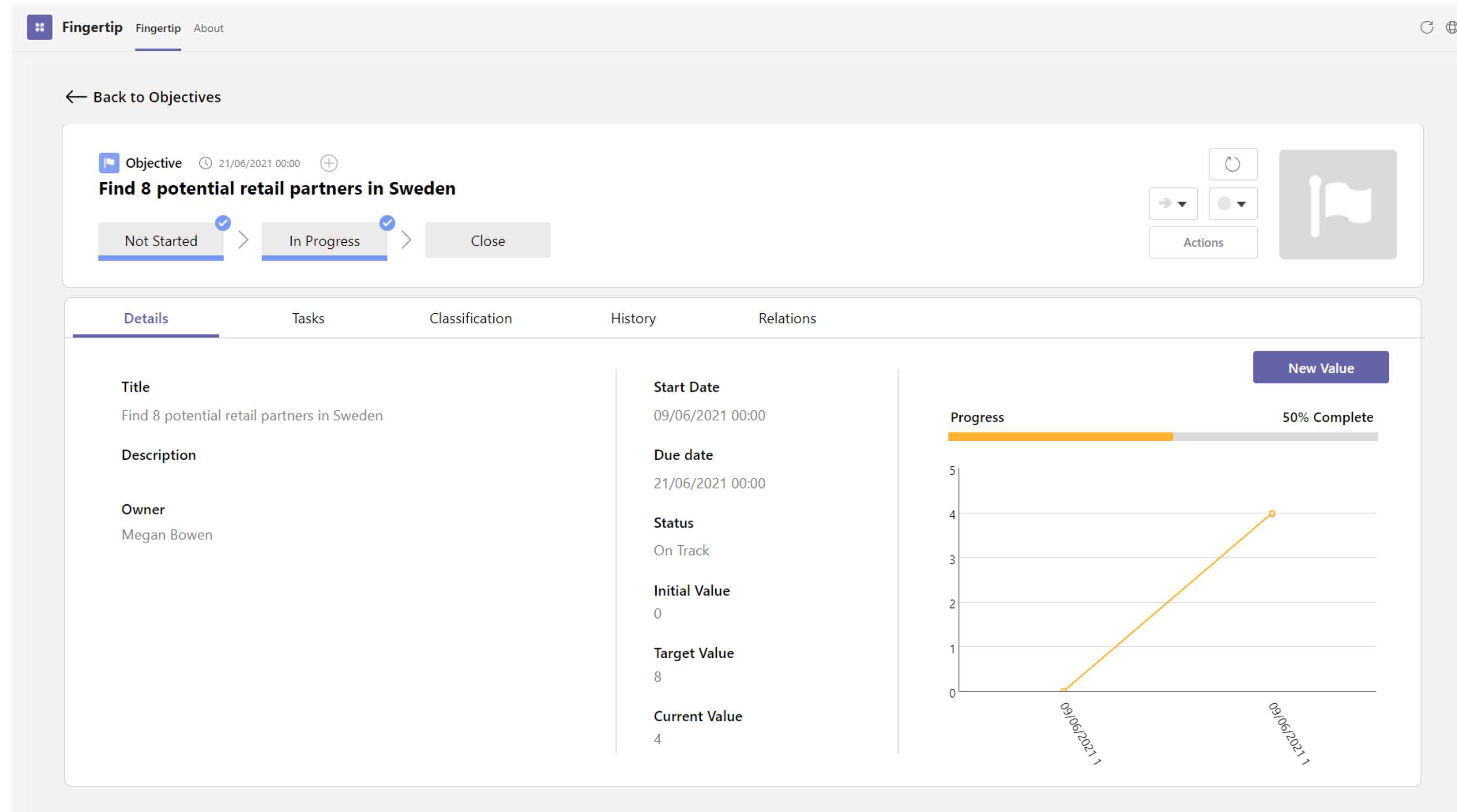
The screenshot shows the Fingertip web application interface. A modal window titled "New Objective Entry" is open, allowing users to update an objective's value and date. The modal contains the following fields:

- * New Value:** A text input field.
- Current Value:** A text input field with the value "3".
- Target Value:** A text input field with the value "8".
- * Entry Date:** A date picker field showing "8/27/2021".
- Achieved By User:** A dropdown menu with "Konsta Huuki" selected.
- Comment:** A large text area for additional notes.
- Save:** A button at the bottom right of the modal.

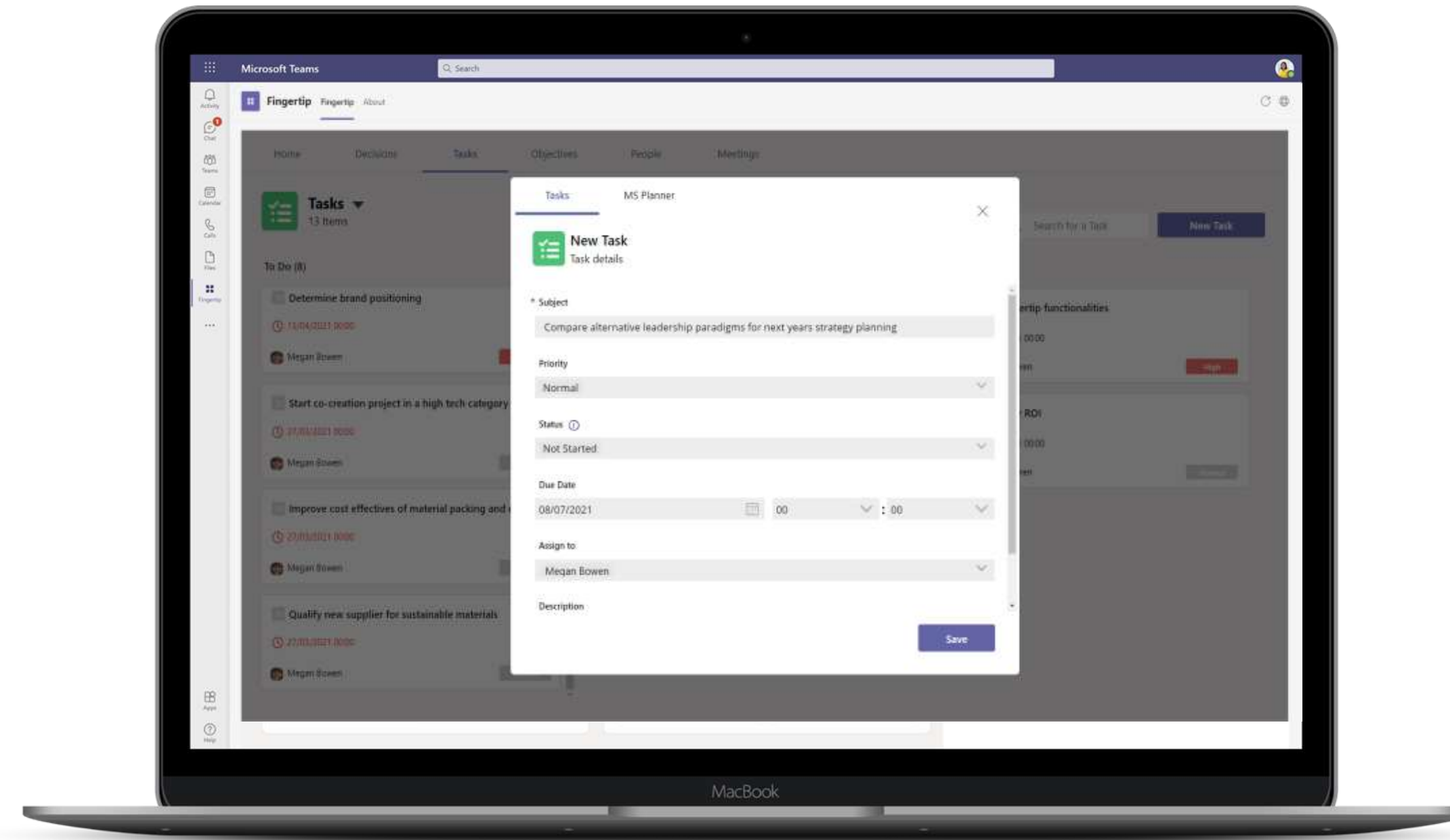
The background shows an objective titled "Find 8 potential retail partners" with a progress bar at 50% completion. A chart below the progress bar shows a line graph with data points for "21/06/2021 1" and "09/06/2021 1".

7. Enter the updated value for the objective, as well as the date it was achieved on

How to manage objectives in a decision

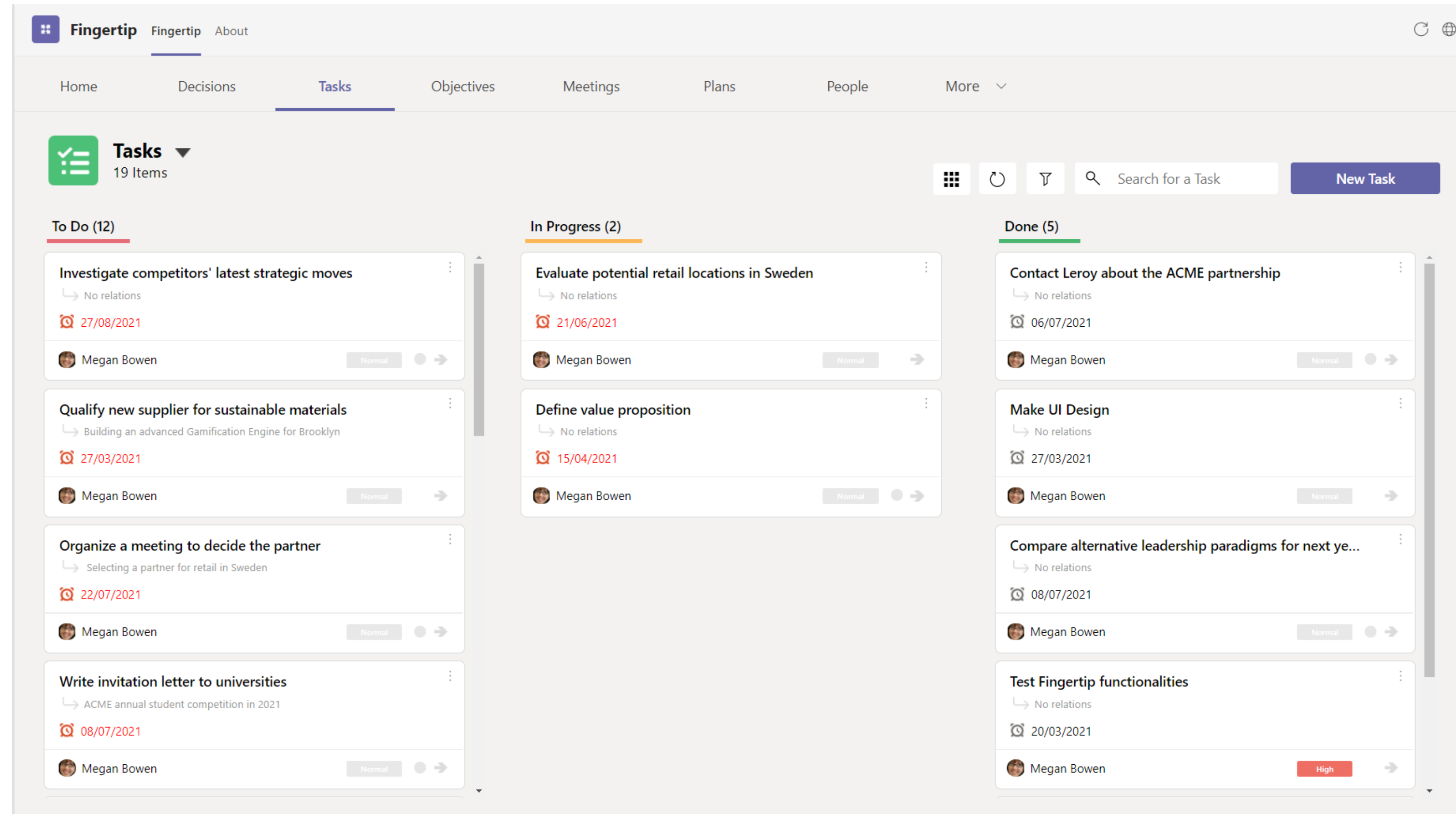


8. Done! The chart will visualize your objective process over time.



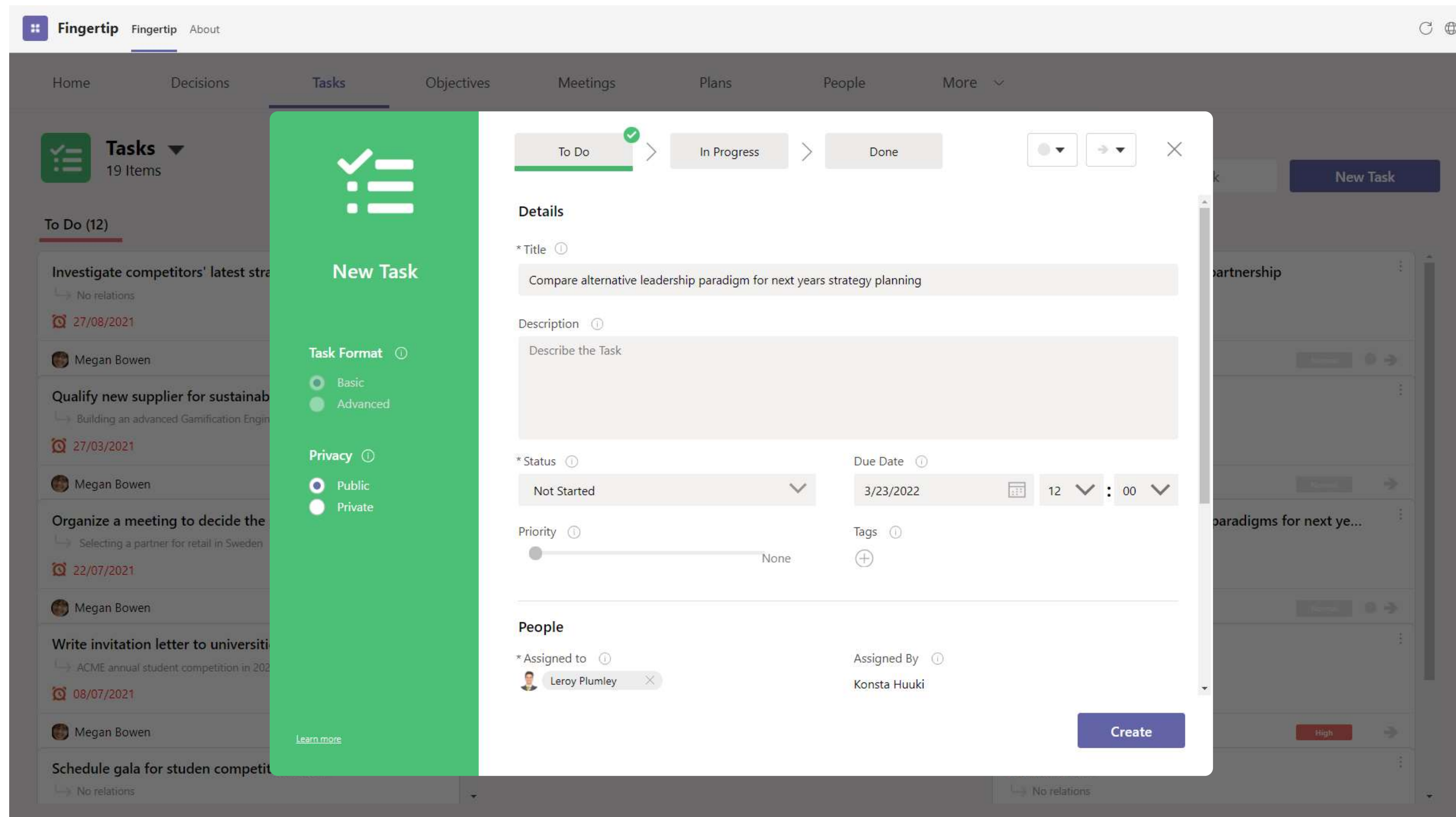
How to create a task

How to create a task



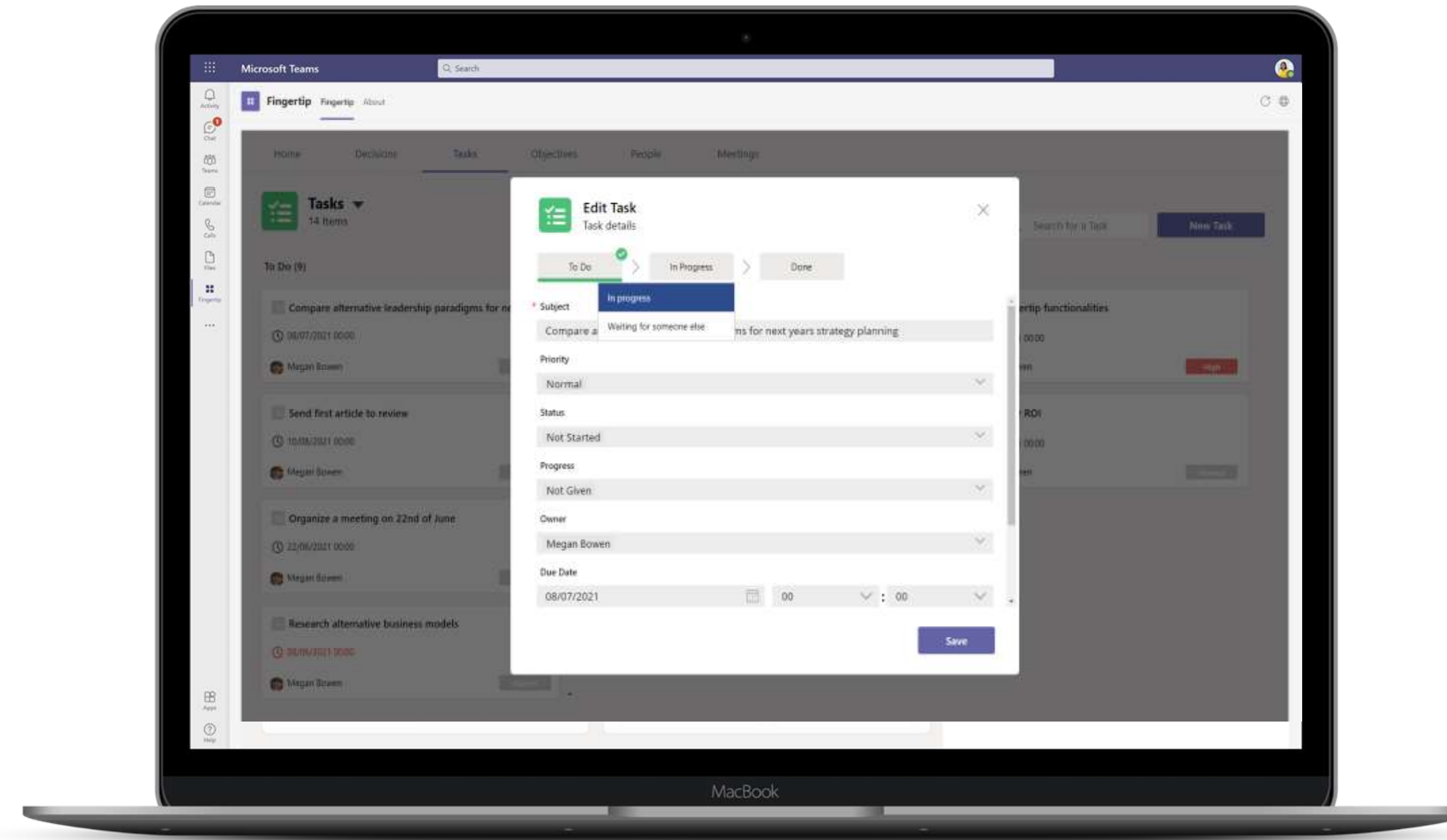
1. Create a new general task from the home page or the Tasks tab by clicking on "New Task"

How to create a task



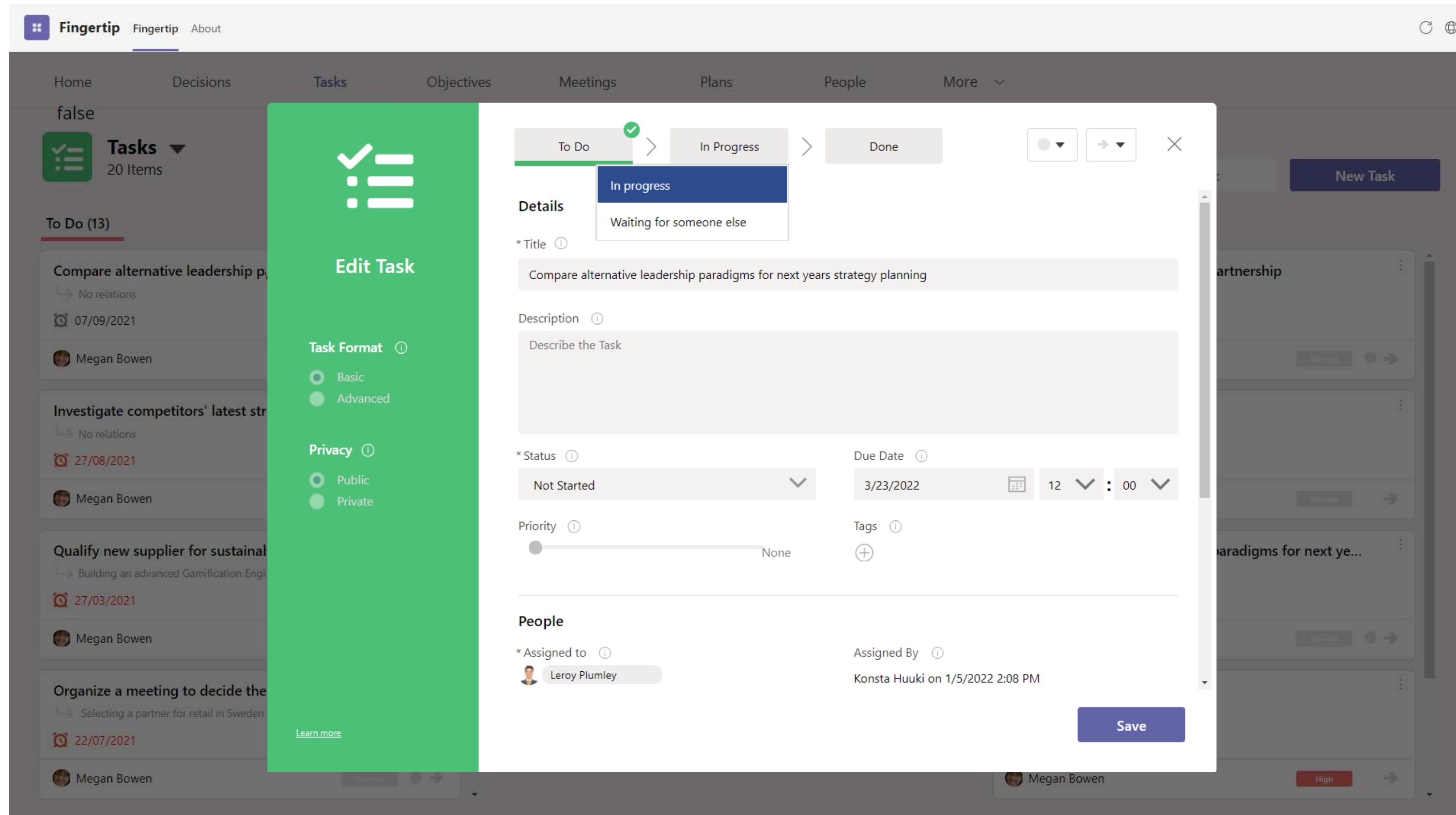
2. Submit the required details: Subject, task owner and due date. Select whether you want to make the task public to everyone, and add more details in the description if needed.

3. Click "Create" and you're done!



How to update a task

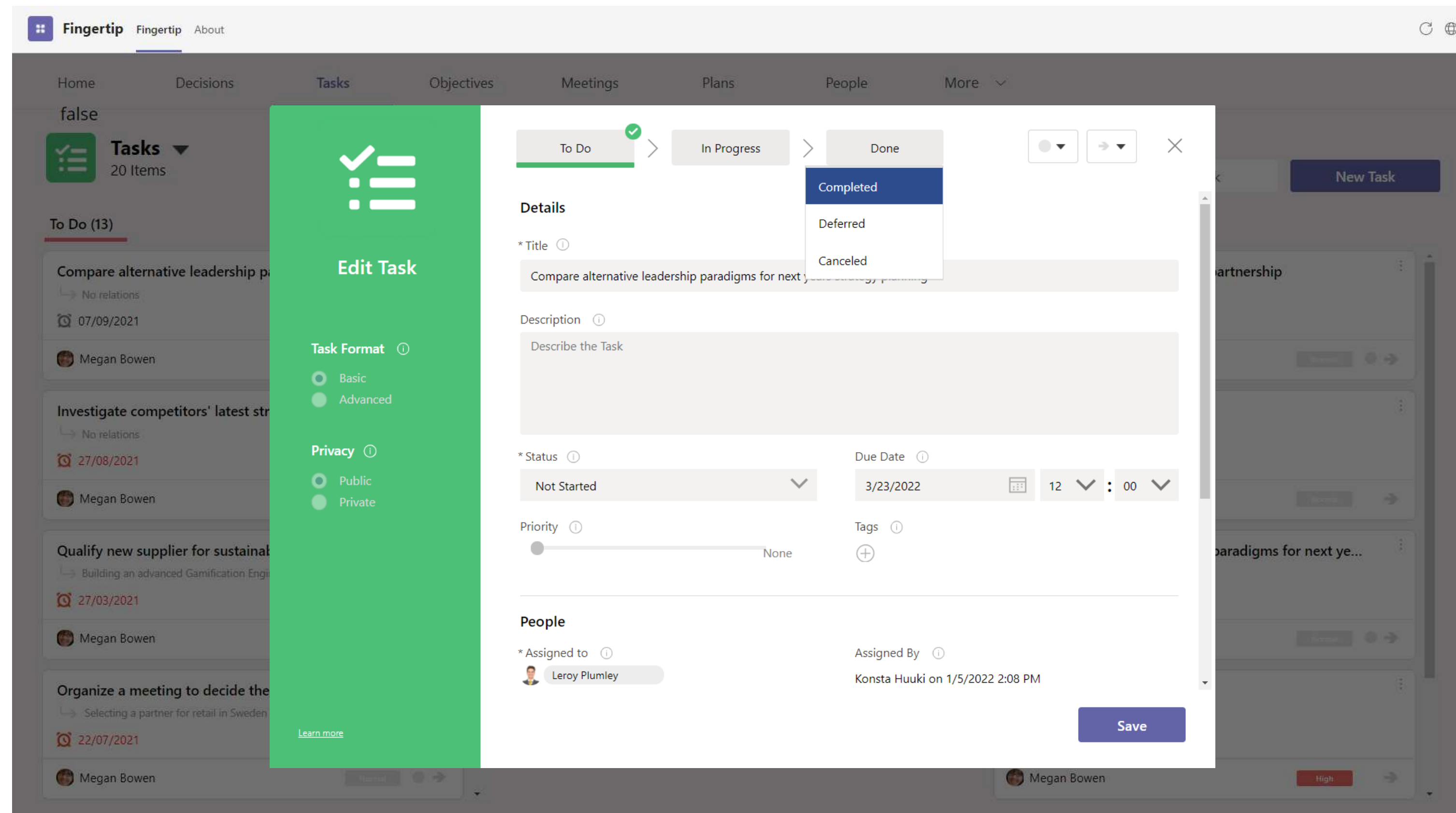
How to update a task



1. Open a task you want to update from the Kanban view in the Tasks tab.
2. Click on another stage on the life cycle, and select if the task is being done by you, or if you're waiting on someone else.

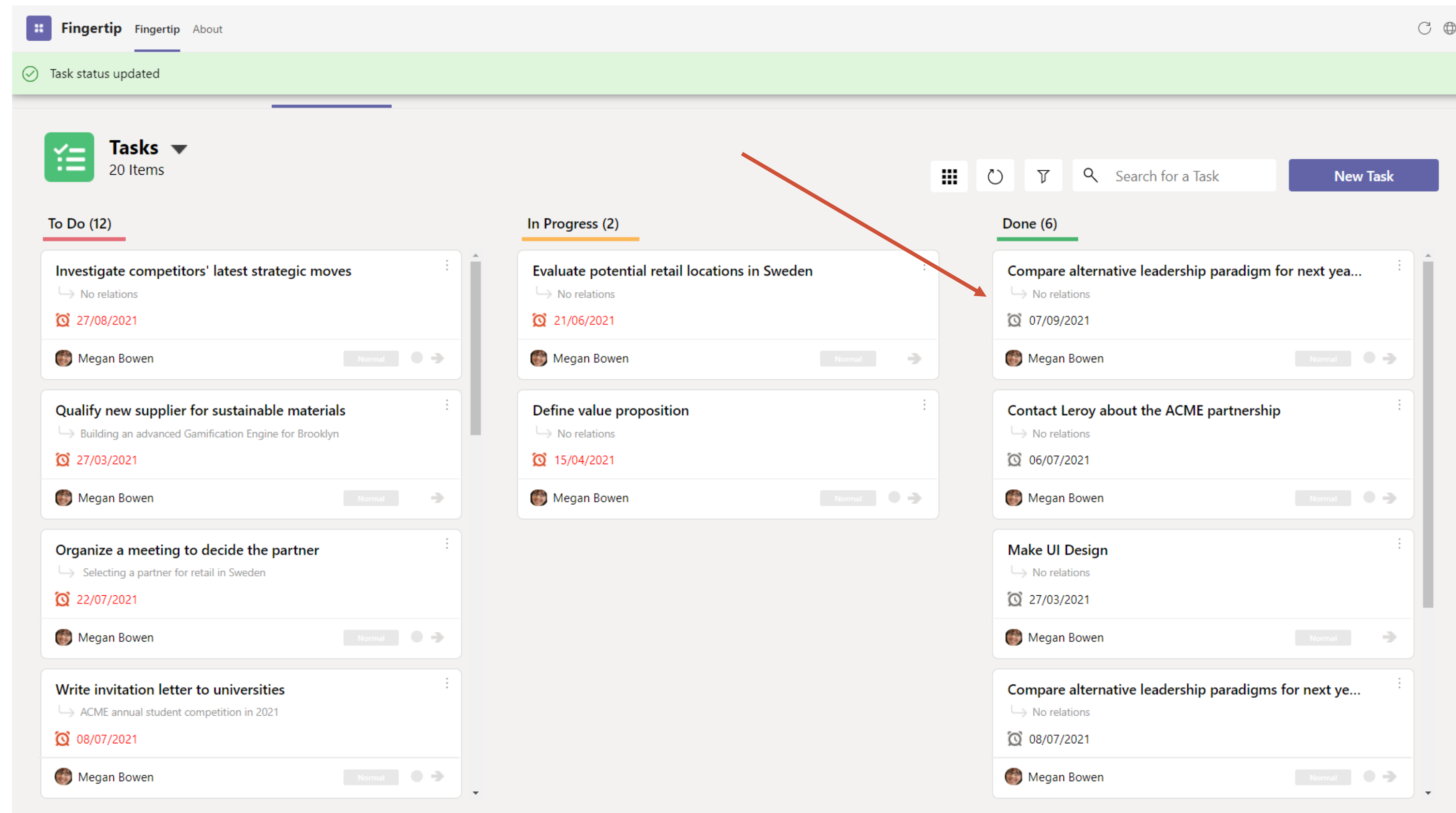
You can also use the "Status" drop down menu to select current stage.

How to update a task

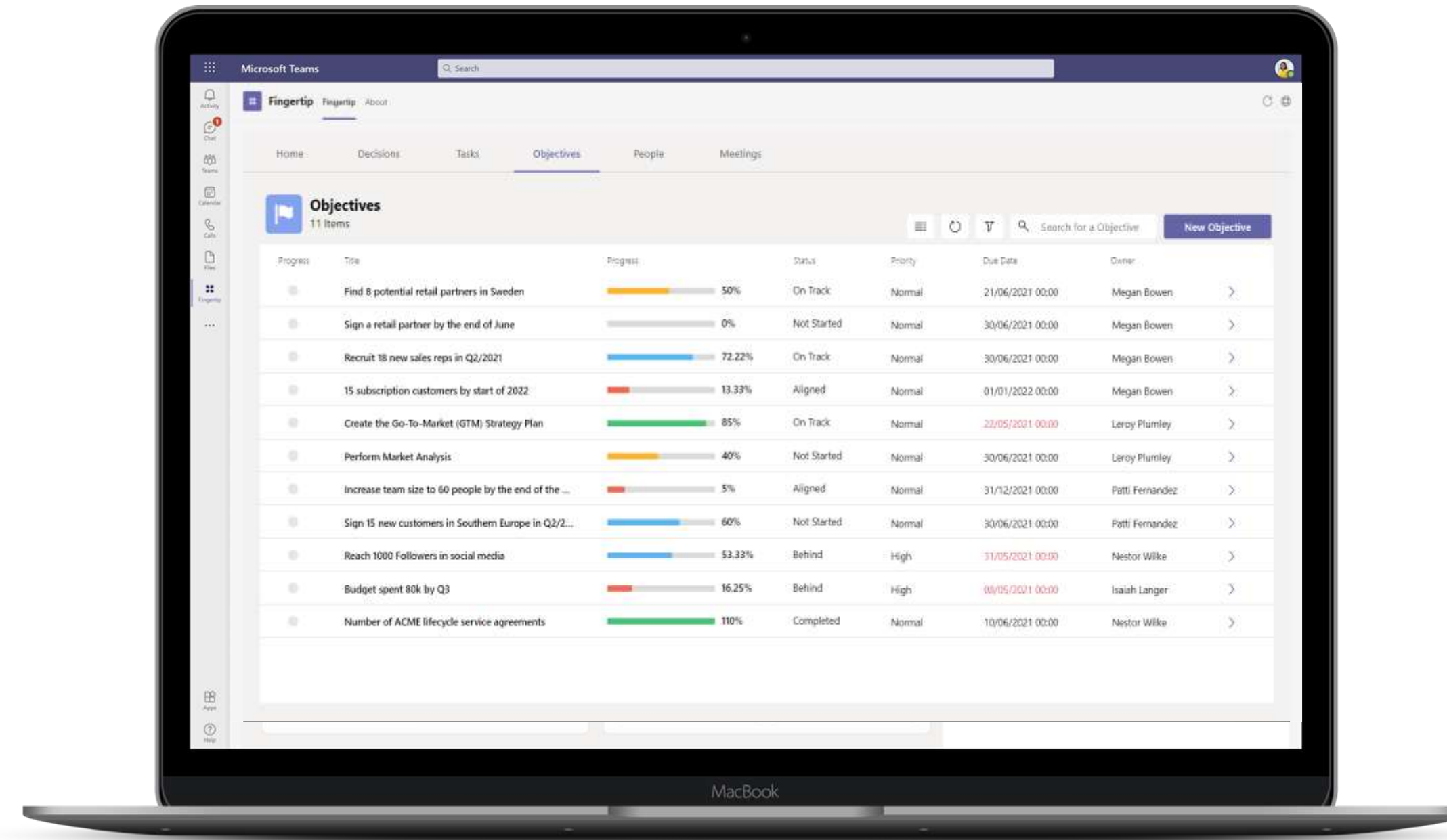


3. To complete a task, open it and click on the "Done" stage, and select if the task was completed, deferred or cancelled.

How to update a task



4. The Kanban view on the Tasks tab visualizes your task progress instantly!



How to create an objective

How to create an objective

The screenshot shows the 'Objectives' page in the Fingertip application. The page has a navigation bar with 'Home', 'Decisions', 'Tasks', 'Objectives', 'Meetings', 'Plans', 'People', and 'More'. Below the navigation bar, there is a header for 'Objectives' with '7 Items' and a 'New Objective' button. A table lists the objectives with columns for Progress, Title, Status, Priority, Due Date, and Owner.

Progress	Title	Progress	Status	Priority	Due Date	Owner
●	Identify 5 highly potential retail partners	20%	On Track	Normal	15/07/2021	Megan Bowen
●	Sales through selected retail partner exceed 100k€ by ...	%	Not Started	Normal	31/12/2021	Megan Bowen
●	Sign a retail partner by the end of June	100%	Not Started	Normal	30/06/2021	Megan Bowen
●	Publish 3 articles in globally recognized medical journ...	33%	Critical	Normal	31/12/2021	Megan Bowen
●	Find 8 potential retail partners in Sweden	50%	On Track	Normal	21/06/2021	Megan Bowen
●	Recruit 18 new sales reps in Q2/2021	72%	On Track	Normal	30/06/2021	Megan Bowen
●	15 subscription customers by start of 2022	13%	Aligned	Normal	01/01/2022	Megan Bowen

1. Create a new general objective from the home page or the Objectives tab by clicking on "New Objective"

How to create an objective

New Objective
Objective details

Details People

* Title
Publish 3 articles in globally recognized medical journals by the end of 2021

Start Date 31/08/2021 * Due Date 31/12/2021

* Initial Value 0 * Target Value 3 Current Value 0

Description

Next Create

Date	Owner	
07/2021	Megan Bowen	>
12/2021	Megan Bowen	>
06/2021	Megan Bowen	>
12/2021	Megan Bowen	>
06/2021	Megan Bowen	>
06/2021	Megan Bowen	>
06/2021	Megan Bowen	>
01/2022	Megan Bowen	>

2. Insert the required inputs: Title, start date, due date, initial value, target value and current value. You can also put additional details in the description field.

How to create an objective

The screenshot shows the 'New Objective' dialog box in the Fingertip application. The dialog is titled 'New Objective' and 'Objective details'. It has two tabs: 'Details' and 'People'. Under 'People', there are fields for 'Accountable' (Megan Bowen) and 'Responsible' (Patti Fernandez, Leroy Plumley, Alex Wilber, Lidia Holloway). A search bar for users is visible below the responsible list. A 'Create' button is at the bottom right of the dialog. The background shows a list of objectives with columns for Progress, Title, Date, and Owner.

Progress	Title	Date	Owner
●	Identify 5 highly potential retail partners	07/2021	Megan Bowen
●	Sales through selected retail partners	12/2021	Megan Bowen
●	Sign a retail partner by the end of June	06/2021	Megan Bowen
●	Publish 3 articles in globally recognized	12/2021	Megan Bowen
●	Find 8 potential retail partners in Sweden	06/2021	Megan Bowen
●	Recruit 18 new sales reps in Q2/2021	06/2021	Megan Bowen
●	15 subscription customers by start of 2022	01/2022	Megan Bowen

3. Select who to share the objective with – who are responsible alongside you to ensure the objective is reached.

How to create an objective

← Back to Objectives

Objective 31/12/2021 00:00

Publish 3 articles in globally recognized medical journals by the end of 2021

Not Started > In Progress > Close

Actions

Details Tasks Classification History Relations

Title
Publish 3 articles in globally recognized medical journals by the end of 2021

Description

Owner
Megan Bowen

Start Date
01/06/2021 00:00

Due date
31/12/2021 00:00

Status
Critical

Initial Value
0

Target Value
3

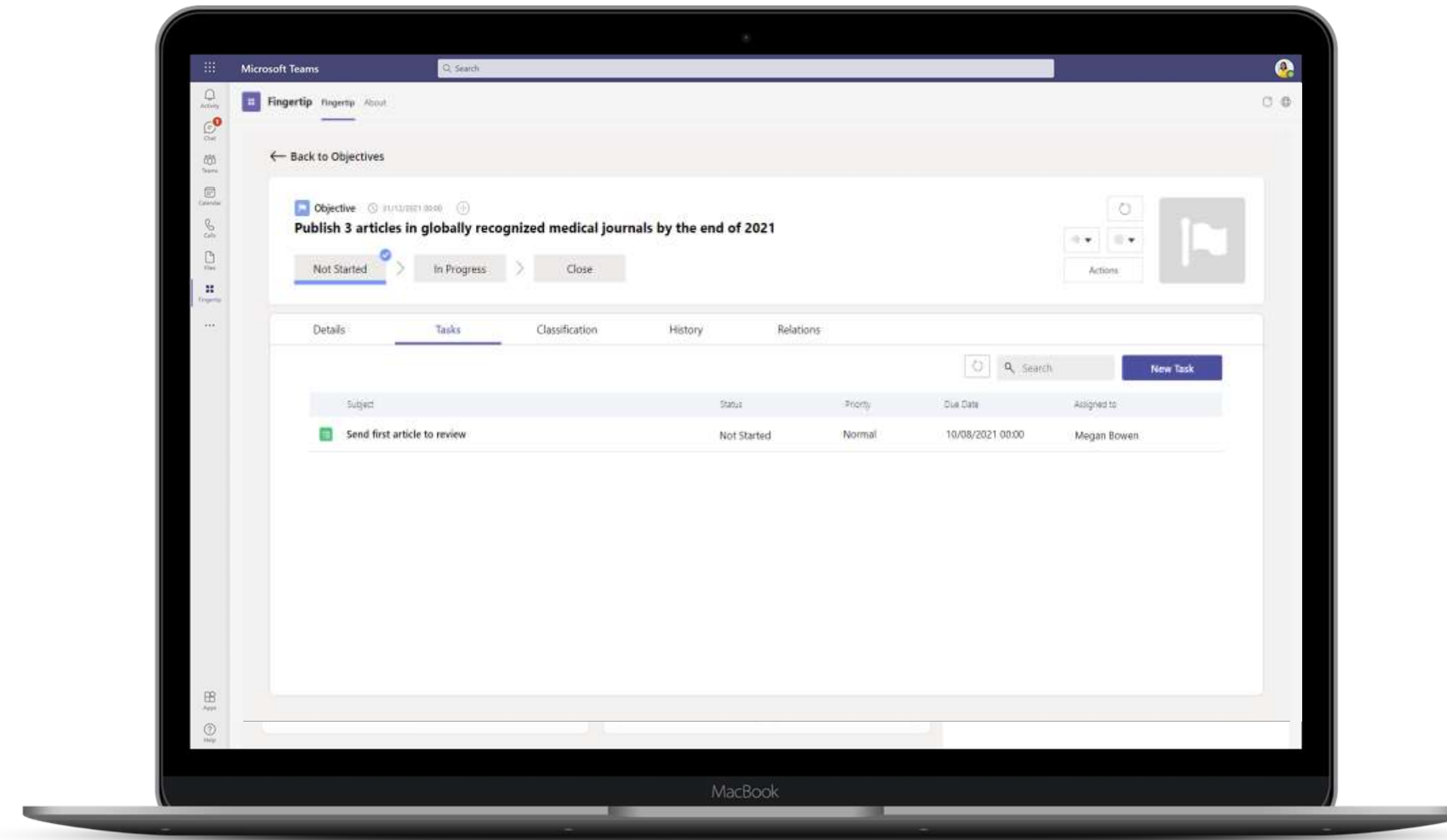
Current Value
0

Progress 0% Complete

New Value

09/06/2021 1

3. Done! Remember to update the objective value to let people know how you're progressing.



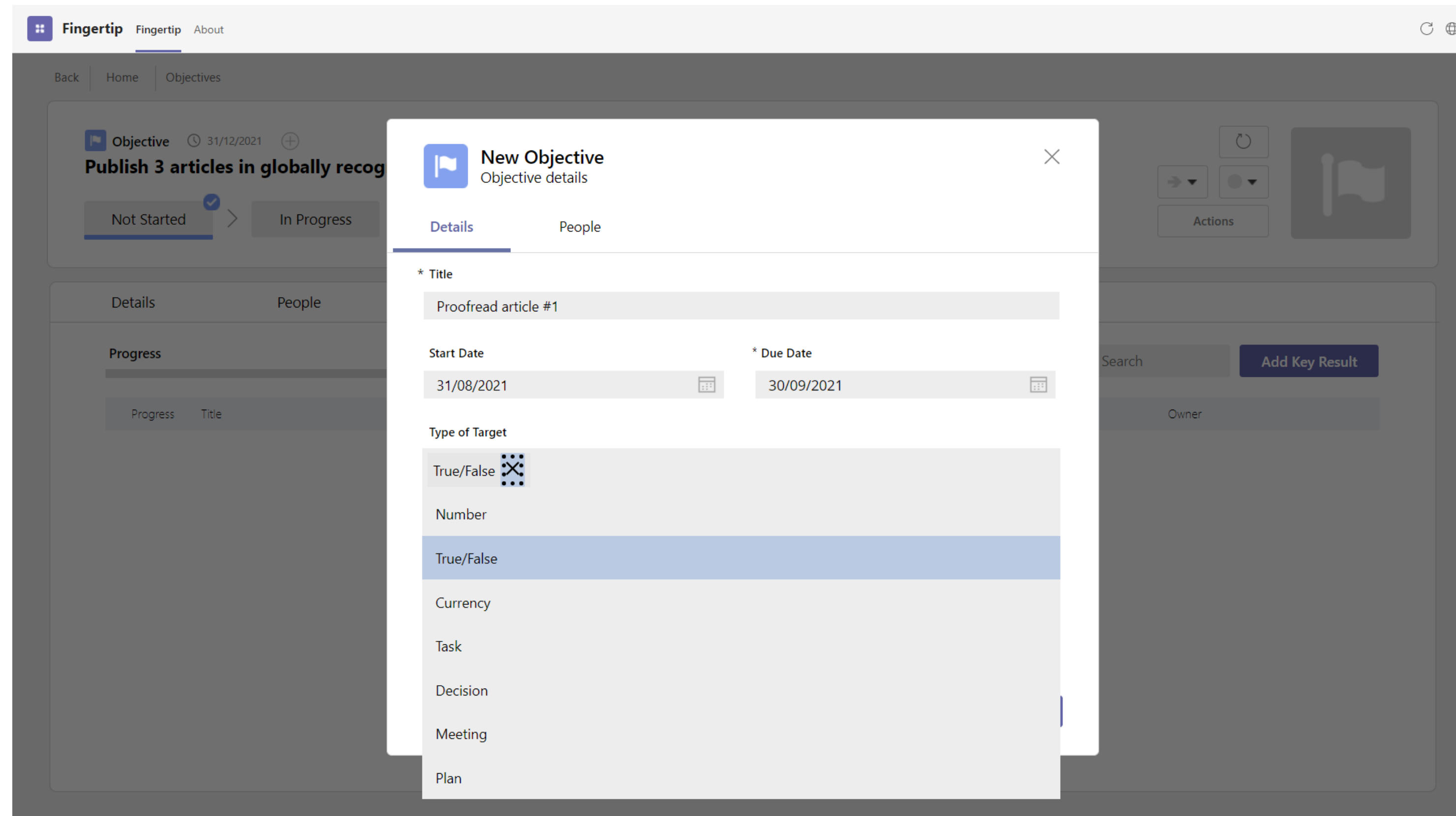
How to use key results for an objective

How to use key results for an objective

The screenshot shows the Fingertip web application interface. At the top, there's a navigation bar with 'Fingertip' and 'About' links. Below that, a breadcrumb trail shows 'Back', 'Home', and 'Objectives'. The main content area features an objective card for 'Publish 3 articles in globally recognized medical journals by the end of 2021'. The objective is currently in the 'Not Started' state. To the right of the objective title are several action icons: a refresh icon, a dropdown menu, a search icon, and a flag icon. Below the objective title, there are three tabs: 'Not Started', 'In Progress', and 'Close'. The 'Not Started' tab is selected. Below the objective card, there's a tabbed interface with 'Details', 'People', 'Tasks', 'Feed', 'Key Results', and 'More'. The 'Key Results' tab is active. In this tab, there's a progress bar showing 0% completion. To the right of the progress bar are a refresh icon, a search input field, and an 'Add Key Result' button. Below the progress bar is a table with the following columns: Progress, Title, Current, Target, Progress, Type of Target, Due Date, and Owner. The table is currently empty.

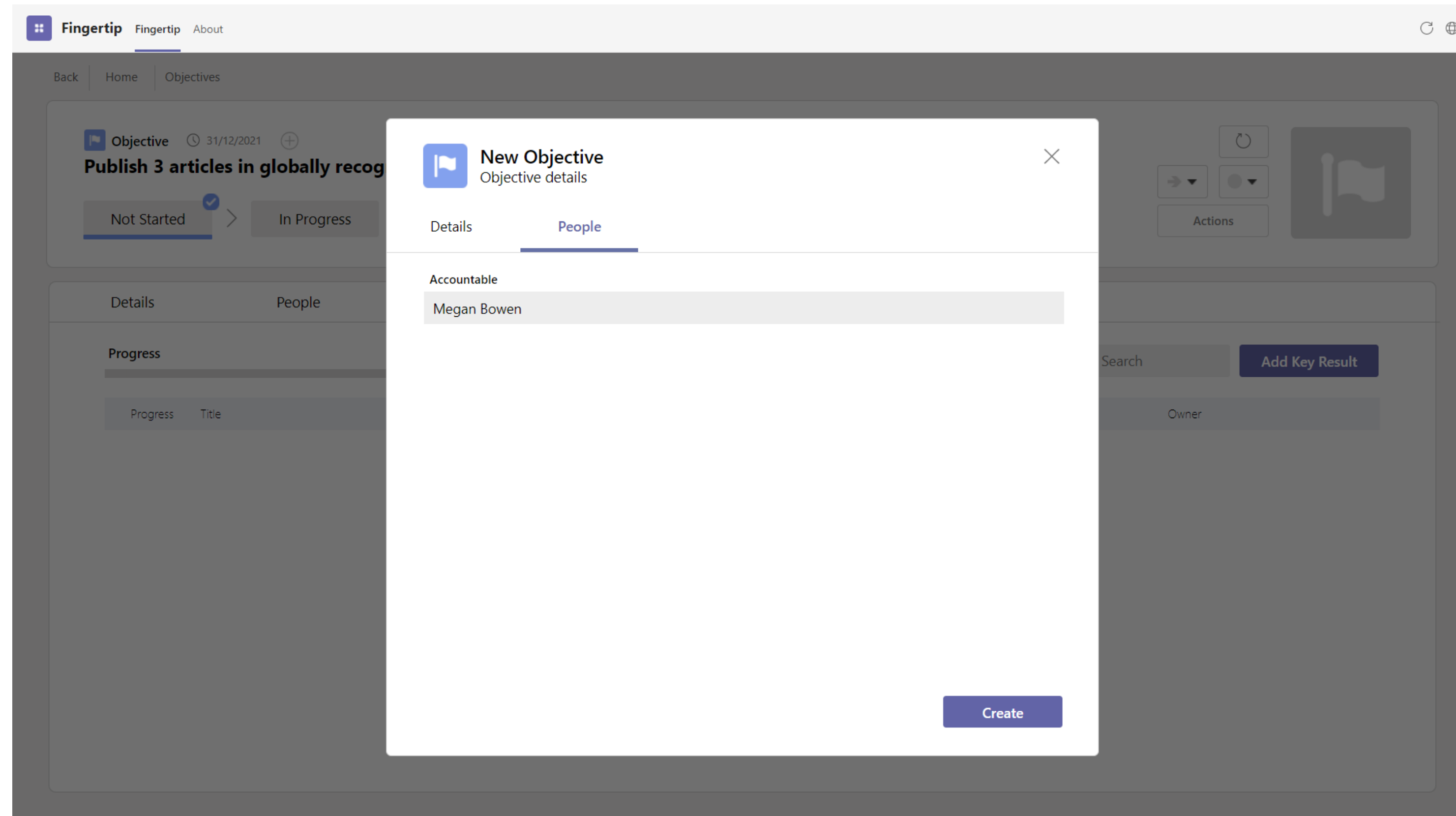
1. If you're following the OKR methodology, you can add Key Results to your objective from the Key Results tab

How to use key results for an objective



2. Press the add key results button, insert a title for your key results, set the timing, and select a type of target you are looking to achieve.

How to use key results for an objective



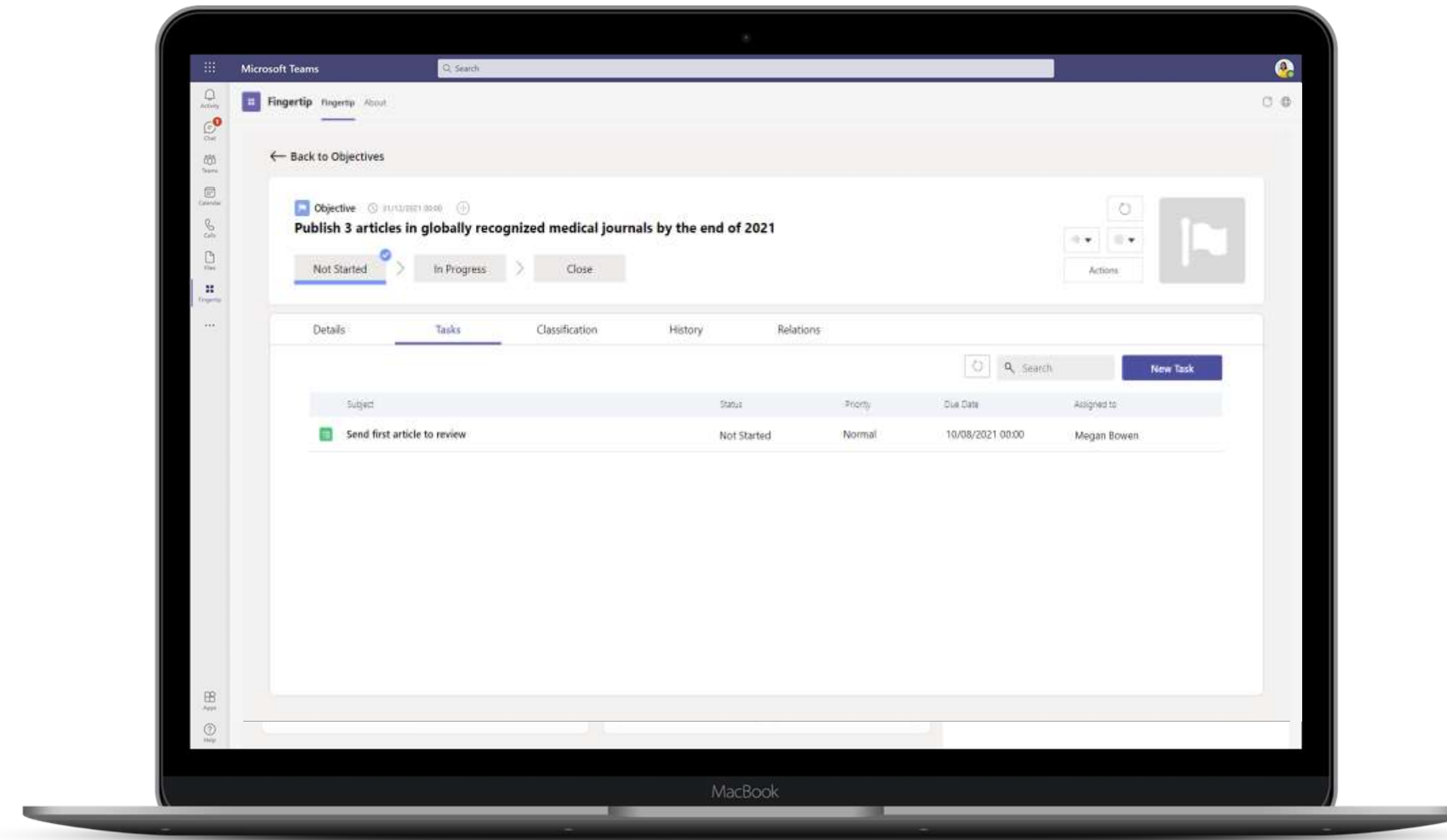
3. Set the accountable and press Create to share the key result with other people responsible for the objective

How to use key results for an objective

The screenshot displays the Fingertip web application interface. At the top, there's a navigation bar with 'Fingertip' and 'About' links. Below it, a breadcrumb trail shows 'Back', 'Home', and 'Objectives'. The main content area features an objective card for 'Publish 3 articles in globally recognized medical journals by the end of 2021'. The objective is currently in the 'Not Started' state. To the right of the objective card are several action icons: a refresh icon, a dropdown menu, a search icon, and a flag icon. Below the objective card, there's a tabbed interface with 'Key Results' selected. A progress bar shows 0% completion. Below the progress bar is a table of key results.

Progress	Title	Current	Target	Progress	Type of Target	Due Date	Owner
●	Proofread article #1	-	-	0%	True/False	30/09/2021	Megan Bowen

4. Done! Key result progresses are calculated towards the objective's total progress.



How to manage tasks in an objective

How to manage tasks in an objective

The screenshot displays the Fingertip web application interface. At the top, there is a navigation bar with 'Fingertip' and 'About' links. Below this, a breadcrumb trail shows 'Back', 'Home', and 'Objectives'. The main content area features an objective card with the title 'Publish 3 articles in globally recognized medical journals by the end of 2021'. The objective is currently in the 'Not Started' phase, with 'In Progress' and 'Close' options available. To the right of the objective card, there are several action icons: a refresh icon, a dropdown menu, a search icon, and a flag icon. Below the objective card, there is a tabbed interface with 'Details', 'People', 'Tasks', 'Feed', 'Key Results', and 'More' tabs. The 'Tasks' tab is selected, showing a table of tasks. The table has columns for 'Subject', 'Status', 'Priority', 'Due Date', and 'Assigned to'. A single task is listed: 'Send article #1 to review', which is 'Not Started', has a 'Normal' priority, and is due on '29/09/2021 00:00', assigned to 'Megan Bowen'. A 'New Task' button is visible in the top right corner of the task list area.

Objective 31/12/2021 +

Publish 3 articles in globally recognized medical journals by the end of 2021

Not Started > In Progress > Close

Actions

Details People **Tasks** Feed Key Results More

Refresh Search New Task

Subject	Status	Priority	Due Date	Assigned to
Send article #1 to review	Not Started	Normal	29/09/2021 00:00	Megan Bowen

1. You can add tasks related to an objective directly within the item. Head to the Tasks-tab and click on "New Task" to create a new task.

How to manage tasks in an objective

The screenshot shows the Fingertip web application interface. A modal window titled 'New Task' is open, allowing users to create a new task. The modal has a green sidebar on the left with a checklist icon and the title 'New Task'. Below the title, there are sections for 'Task Format' (Basic and Advanced), 'Privacy' (Public and Private), and a 'Learn more' link. The main form area includes a progress bar with 'To Do', 'In Progress', and 'Done' stages. The 'To Do' stage is selected. The form fields include: 'Title' (Contact potential publishers for article #2), 'Description' (Describe the Task), 'Status' (Not Started), 'Due Date' (2/10/2022, 12:00), 'Priority' (None), 'Tags' (+), 'Assigned to' (Konsta Huuki), and 'Assigned By' (Konsta Huuki). A 'Create' button is at the bottom right.

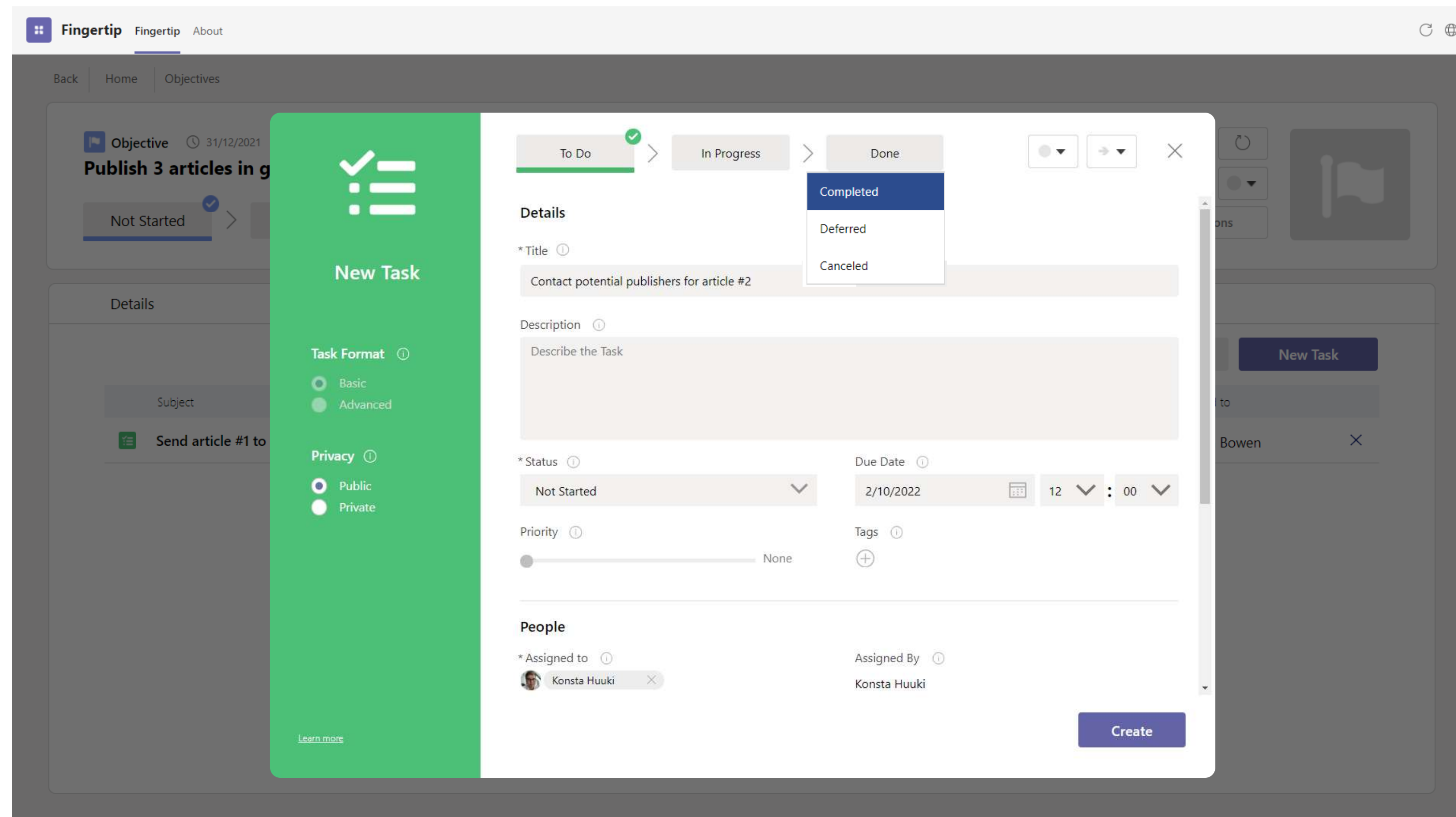
2. Create an actionable task, set a due date, priority and assignee, and click save. Any additional details may be written to the description box.

How to manage tasks in an objective

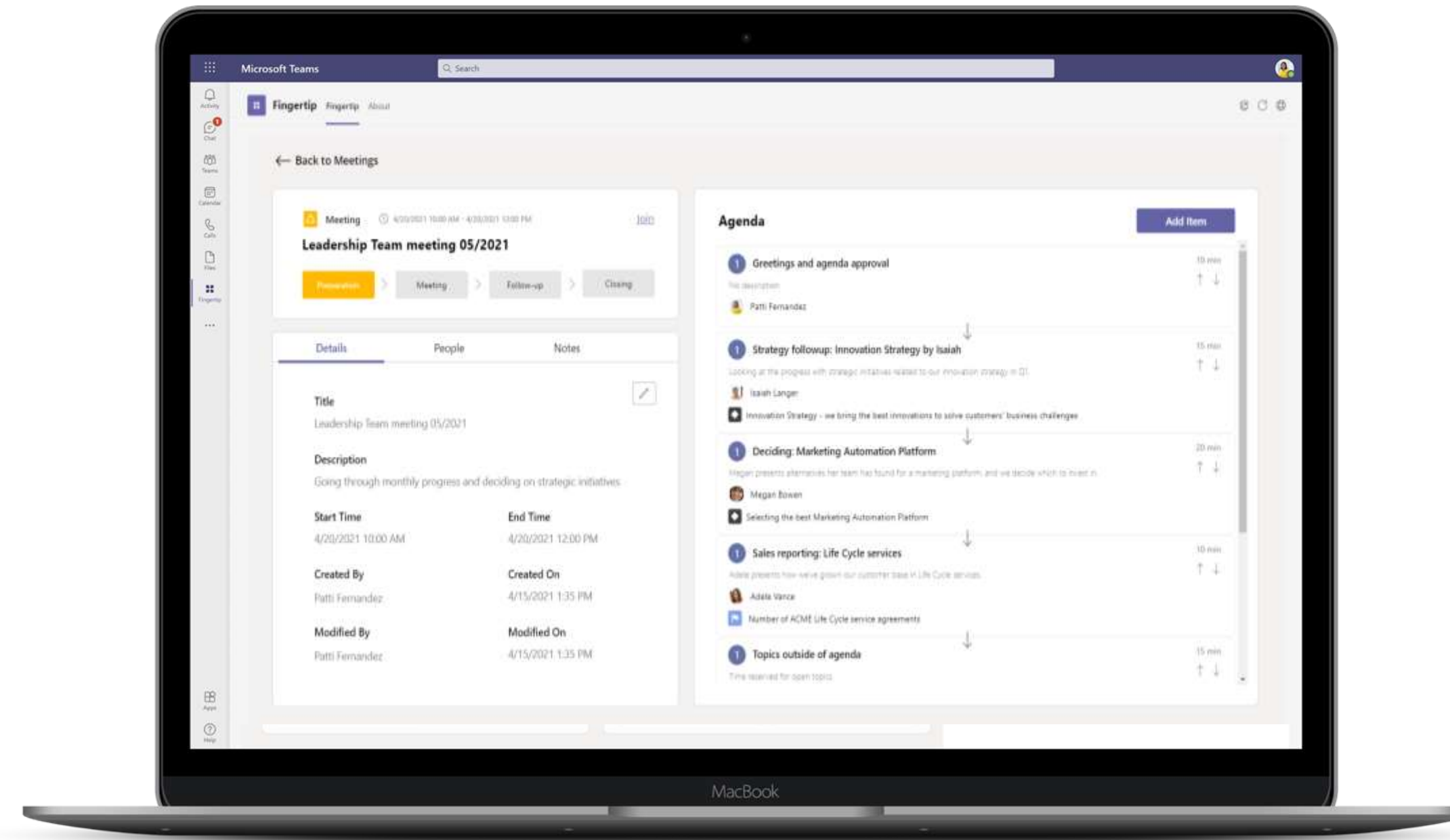
The screenshot displays the Fingertip interface. In the background, an objective titled "Publish 3 articles in g" is shown with a "Not Started" status. A "New Task" modal is open in the foreground. The modal has a green sidebar with a checklist icon and the text "New Task". The main form area includes a progress bar with "To Do", "In Progress", and "Done" stages. A dropdown menu is open over the "In Progress" stage, showing "In progress" and "Waiting for someone else". The form fields are: Title: "Contact potential publishers for article #2"; Description: "Describe the Task"; Status: "Not Started"; Due Date: "2/10/2022 12:00"; Priority: "None"; Assigned to: "Konsta Huuki"; Assigned By: "Konsta Huuki". A "Create" button is at the bottom right of the modal.

3. To update task status, just click on the task in the list and select a stage from the popup. Your task status will be instantly visible to everyone!

How to manage tasks in an objective

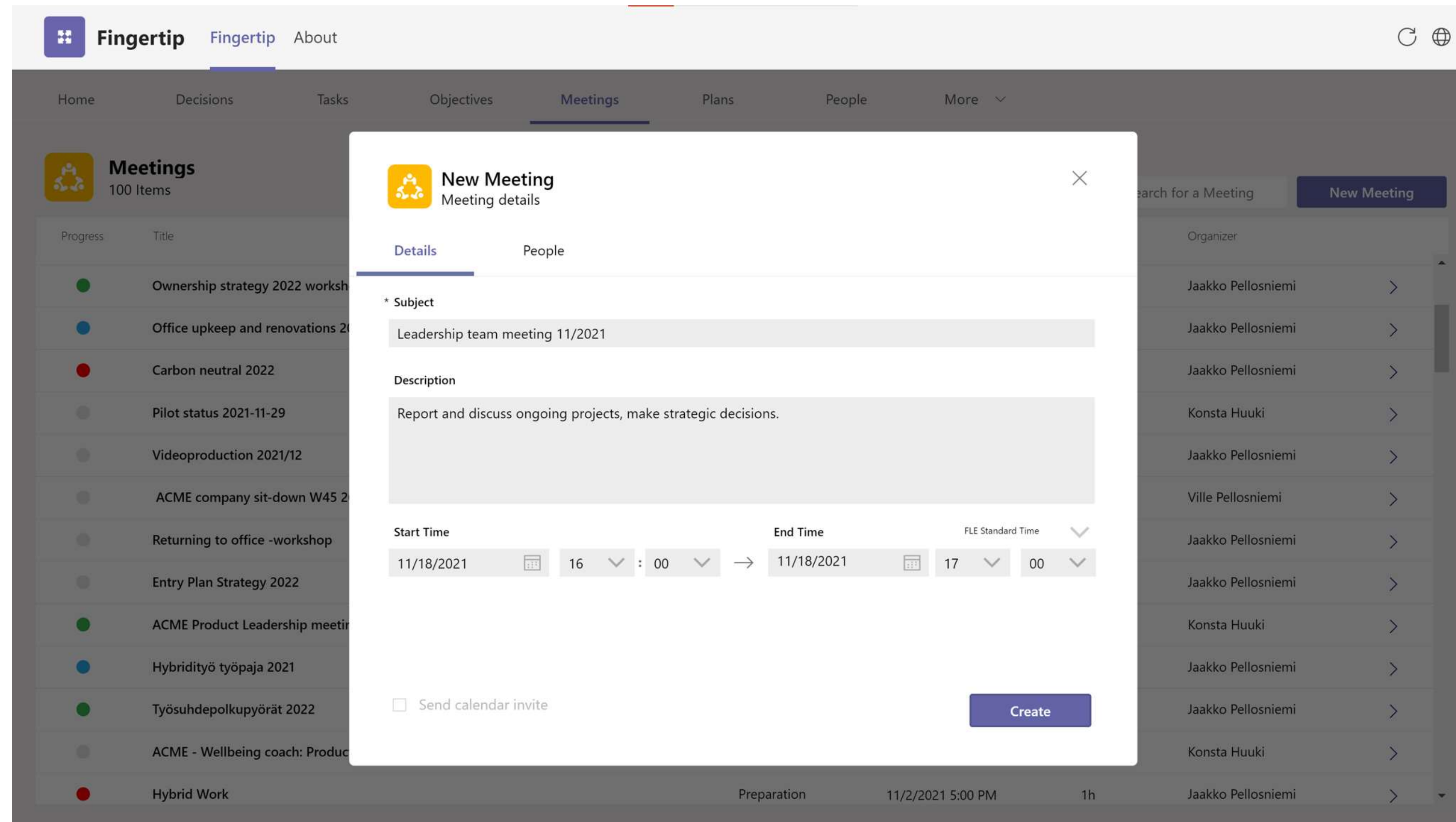


4. To complete a task, just click on the task in the list and select a closing condition for the task.
Congratulations! Task complete.



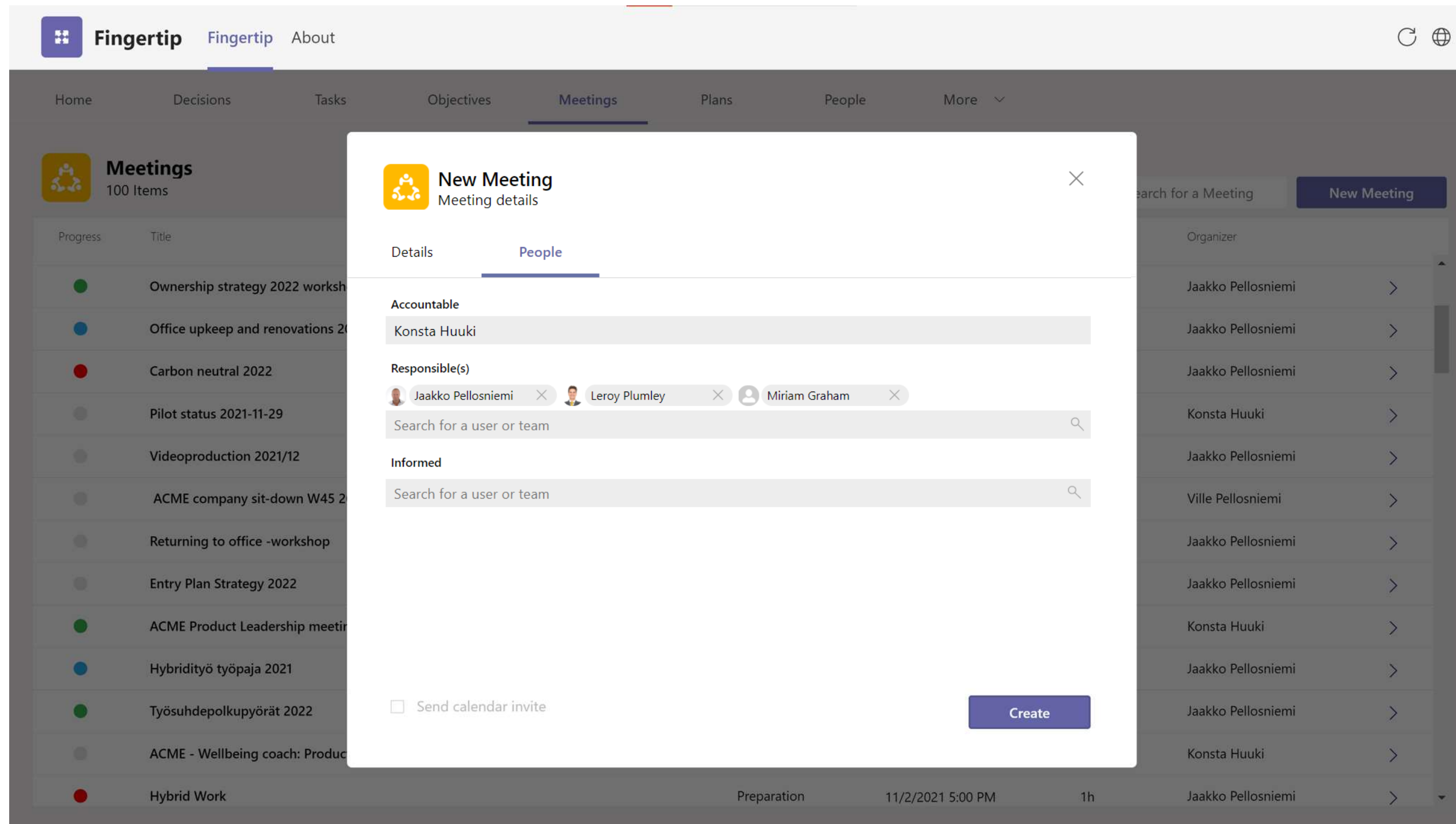
How to create a meeting

Create a meeting to engage with people and to set the agenda



1. Create a new meeting from the home page or the Meetings tab by clicking on New Meeting
2. Enter the required details: Subject, description, start and end time
3. Choose, whether you want to create and send a calendar invite when creating the meeting (you can also do this later)
4. Click on the People tab to invite people to the meeting (you can also do this later)

Create a meeting to engage with people and to set the agenda



5. Select the people you wish to join you in the meeting and agenda creation

6. Click Create to share the meeting with the participants and start collaborating in agenda creation

Create agenda items and relate business objects

The screenshot displays the Fingertip web application interface. At the top, there is a navigation bar with 'Fingertip' and 'About' links. Below this, a breadcrumb trail shows 'Back', 'Home', and 'Meetings'. The main content area is split into two panels. The left panel, titled 'Meeting', shows a meeting titled 'Leadership team meeting 09/2021'. It has a progress bar with stages: 'Preparation' (selected), 'Meeting', 'Follow-up', and 'Close'. Below this, there are tabs for 'Details', 'People', and 'More'. The 'Details' tab is active, showing fields for 'Title' (Leadership team meeting 09/2021), 'Description' (Reporting on strategic projects and objectives, deciding on key steering points.), 'Meeting Link' (Create calendar invite), 'Start Time' (9/8/2021 12:00 PM), and 'End Time' (9/8/2021 1:00 PM). The right panel, titled 'Agenda', has an 'Add Item' button and a large grey area with a calendar icon and the text: 'The meeting agenda is empty. Add items by selecting "Add Item"'. There is also an 'Actions' button in the top right of the agenda panel.

5. You have now created and shared a meeting. Everyone invited is able to see and add items to the meeting agenda.
6. You can also edit the details and send an invite to the participants from the details tab on the left

Create agenda items and relate business objects

New Agenda Item
Select a record

Title
Strategy followup: Innovation strategy

Description
Looking at the objective progress and recent milestones in our innovation strategy

Relate a Business Object
Decisions Find Decisions **New Item**

Innovation strategy

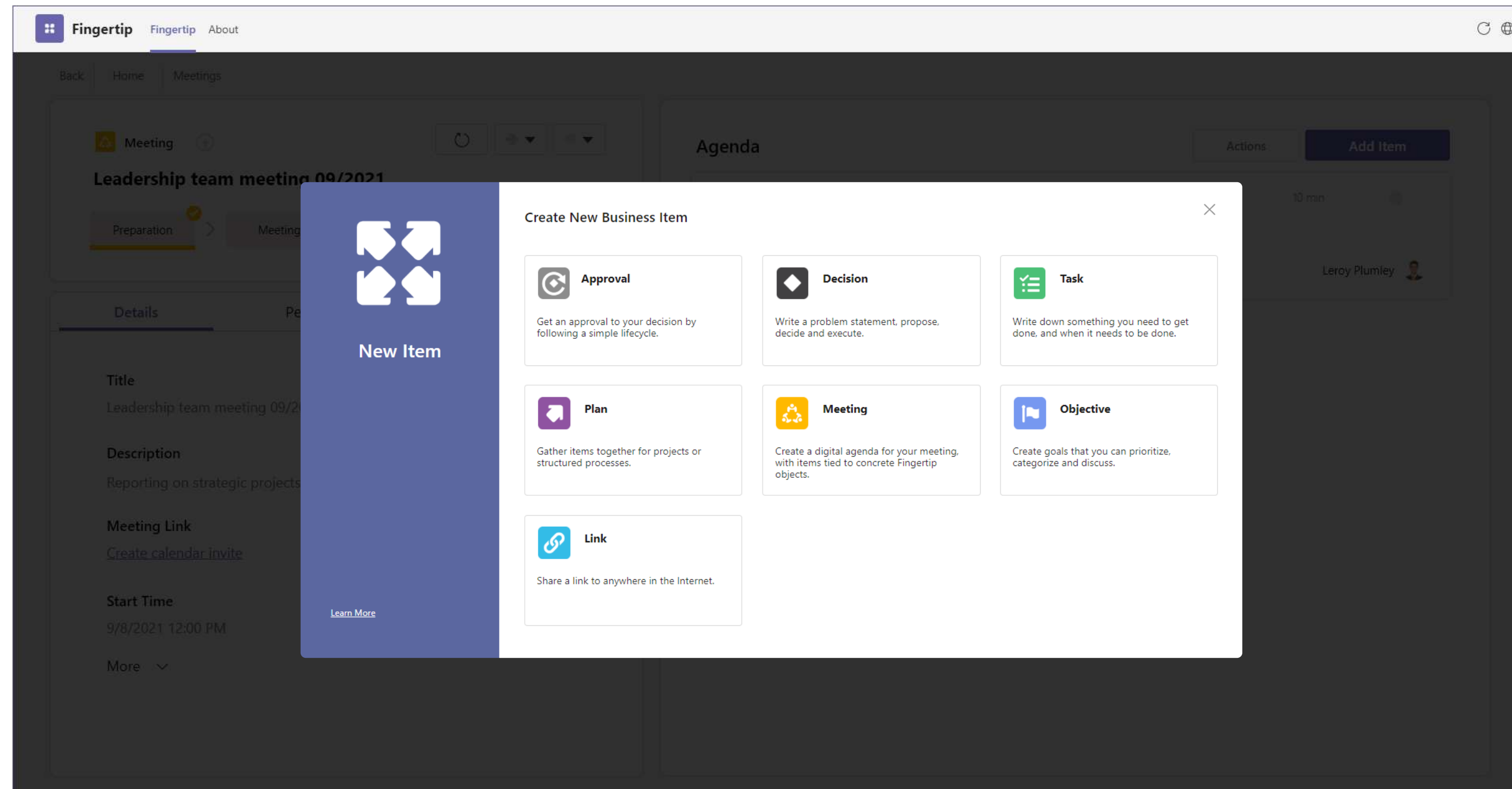
Duration
00 hour(s) 10 minute(s)

Assigned To
Patti Fernandez

Add

7. Create new agenda items using the *Add item* button
8. Enter a title, description, relate business objects (tasks, decisions, plans, meetings, objectives or links), set up the expected duration and assignee for the agenda item

Create agenda items and relate business objects



9. You can also create new business objects within the *New Agenda Item* menu using the *New Item* button

10. Select the item type and fill the relevant details from the popup menu.

Create agenda items and relate business objects

New Agenda Item
Select a record

Title
Strategy followup: Innovation strategy

Description
Looking at the objective progress and recent milestones in our innovation strategy

Relate a Business Object
Decisions Find Decisions **New Item**
Innovation strategy

Duration
00 hour(s) 10 minute(s)

Assigned To
Patti Fernandez

Add

11. Click *Add* to include the item to your agenda.

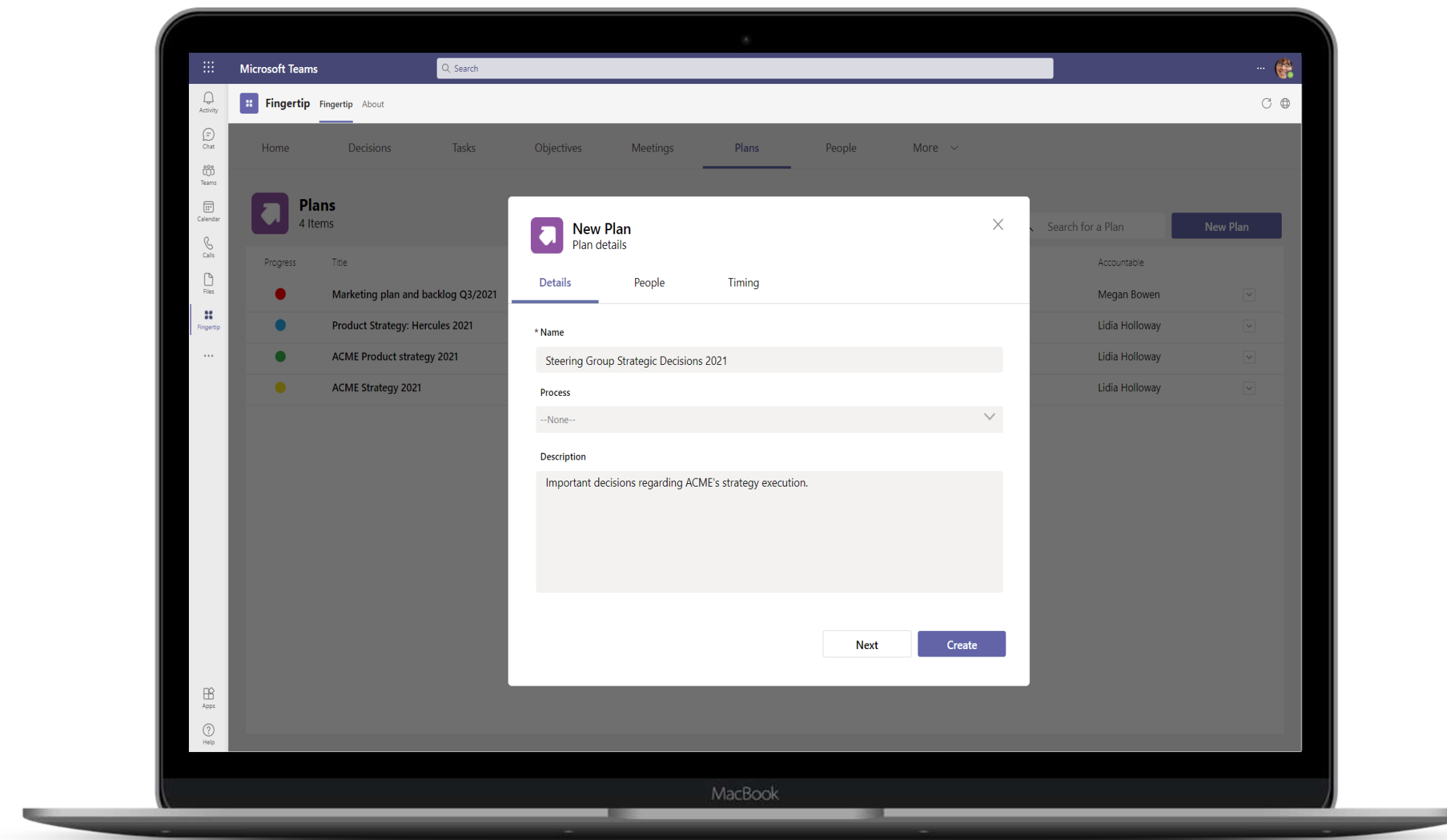
Build the agenda for the meeting and sent the calendar invite

The screenshot displays the Fingertip meeting interface. At the top, there's a navigation bar with 'Fingertip' and 'About'. Below it, a breadcrumb trail shows 'Back', 'Home', and 'Meetings'. The main header area includes a 'Meeting' icon, a refresh button, and a dropdown menu. The meeting title is 'Leadership team meeting 09/2021'. A progress bar shows the current stage: 'Preparation' (checked), 'Meeting', 'Follow-up', and 'Close'. Below this, there are tabs for 'Details', 'People', and 'More'. The 'Details' tab is active, showing the meeting title, description, meeting link (with a 'Create calendar invite' button), and start/end times. The right-hand side of the interface features an 'Agenda' section with an 'Add Item' button. The agenda consists of four items, each with a duration of 10 minutes and a list of participants:

- 1 Greetings and agenda approval** (10 min) - Participants: Leroy Plumley
- 2 Strategy followup: Innovation strategy** (10 min) - Description: Looking at the objective progress and recent milestones in our innovation strategy. - Participant: Patti Fernandez
- 3 Deciding: Marketing automation platform** (10 min) - Description: Presenting the Marketing automation platform options, their strengths and weaknesses, and choosing which platform to invest on ... - Participant: Konsta Huuki
- 4 Objective progress: Employee satisfaction** (10 min) - Description: Looking how employee satisfaction has changed during the follow-up period. - Participant: Leroy Plumley

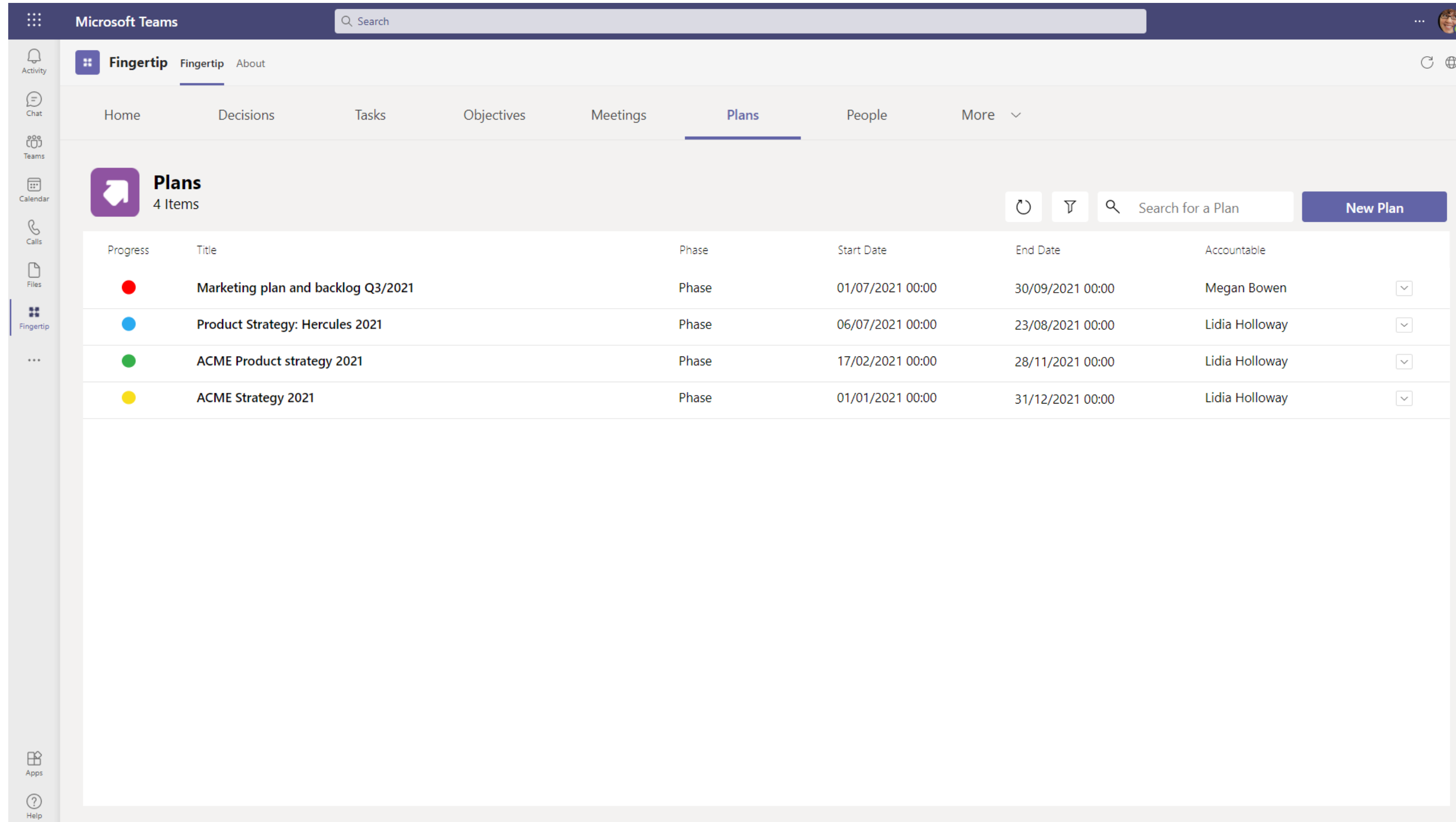
12. All participants can collaborate in adding and editing the agenda items to collaborate also before and after the meeting

13. Use the life cycle and status indicators on the top left to communicate current meeting stage and progress even faster.



How to create a new plan

How to create a new plan

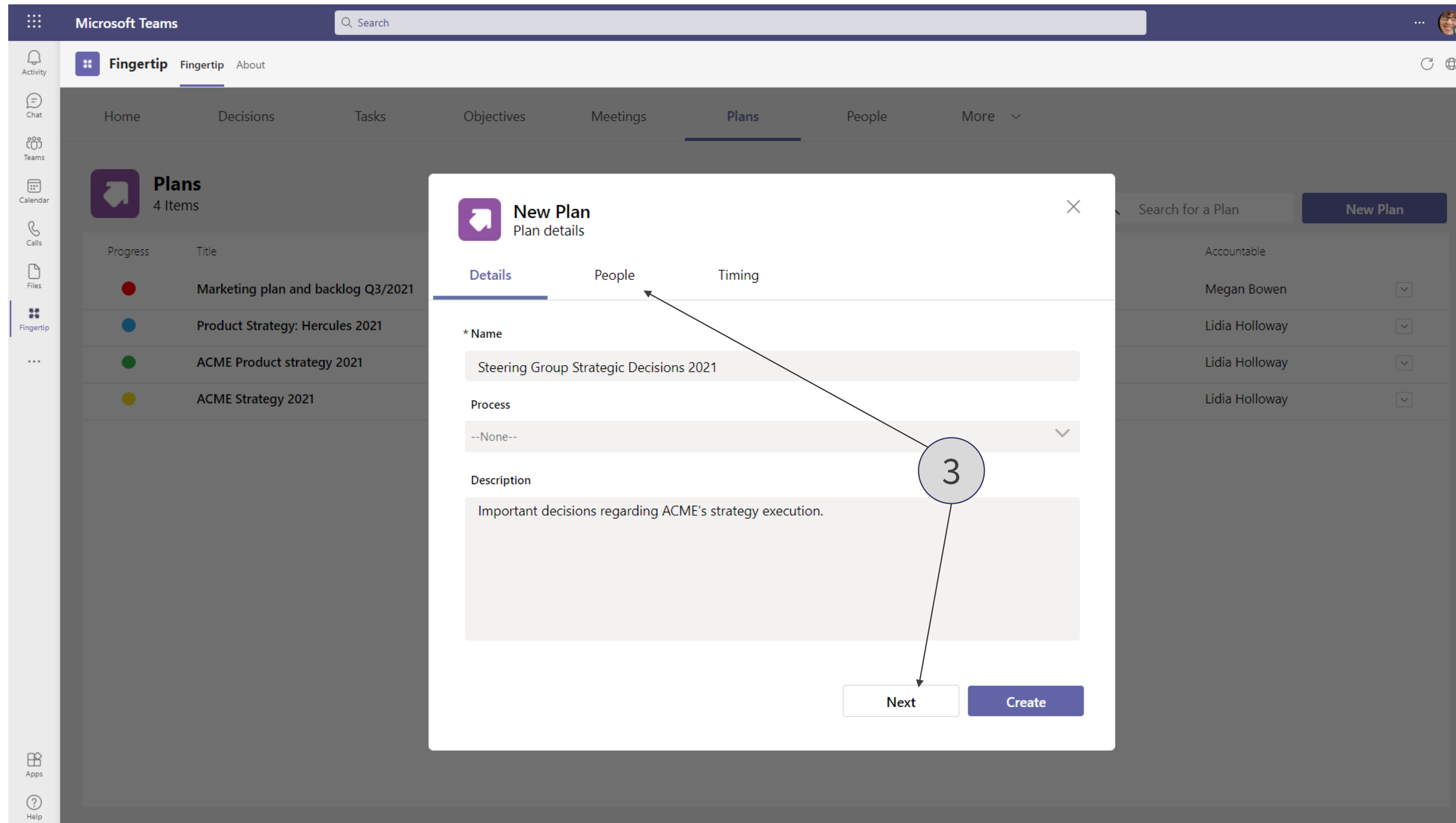


The screenshot shows the Microsoft Teams interface with the 'Plans' tab selected. The 'Plans' section displays a list of four items, each with a progress indicator, title, phase, start date, end date, and accountable person. A 'New Plan' button is visible in the top right corner of the Plans section.

Progress	Title	Phase	Start Date	End Date	Accountable
●	Marketing plan and backlog Q3/2021	Phase	01/07/2021 00:00	30/09/2021 00:00	Megan Bowen
●	Product Strategy: Hercules 2021	Phase	06/07/2021 00:00	23/08/2021 00:00	Lidia Holloway
●	ACME Product strategy 2021	Phase	17/02/2021 00:00	28/11/2021 00:00	Lidia Holloway
●	ACME Strategy 2021	Phase	01/01/2021 00:00	31/12/2021 00:00	Lidia Holloway

1. Start by clicking "New Plan", for example on the Plans tab

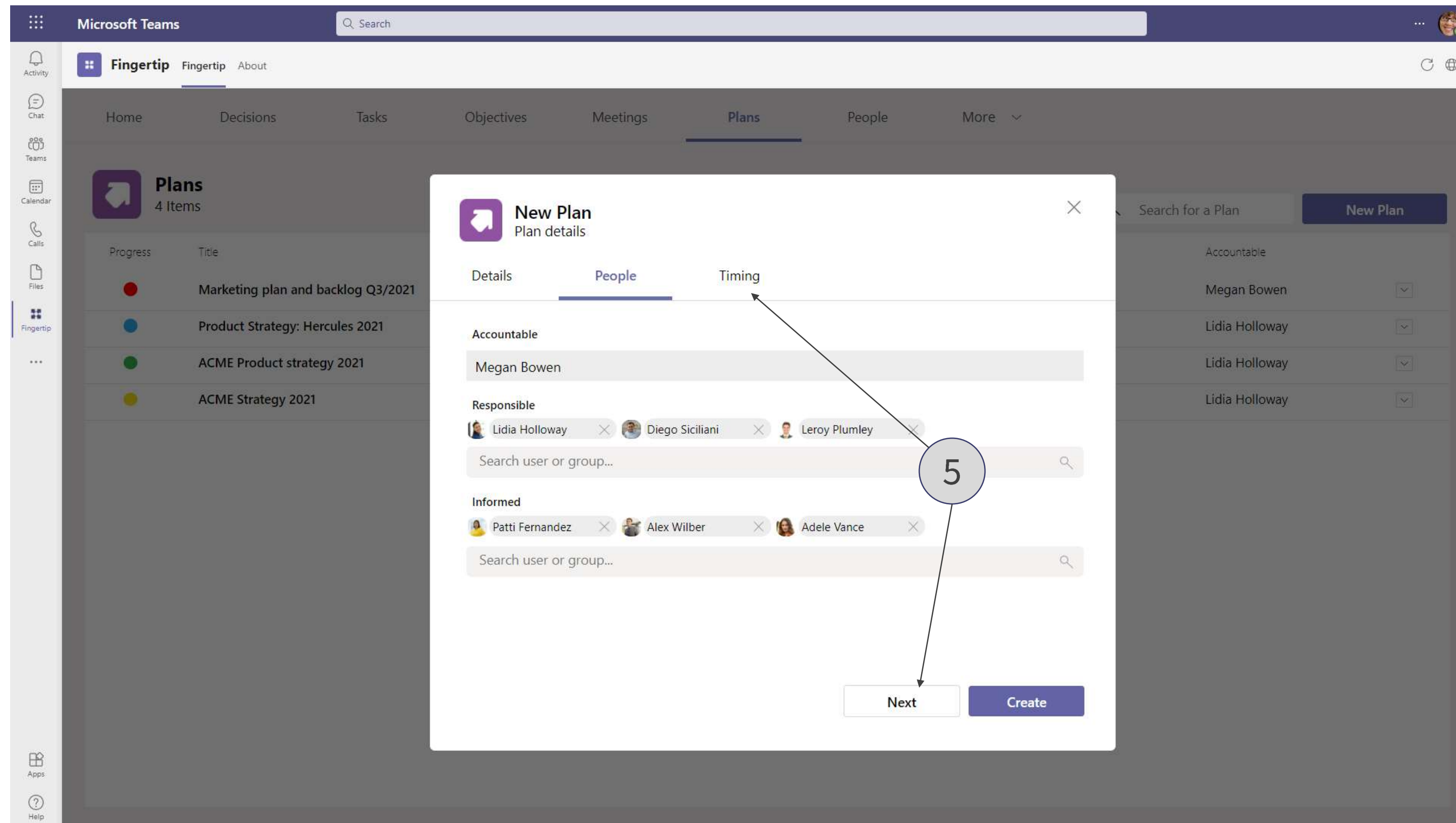
How to create a new plan



2. Enter the Name and Description of the Plan. Be unique and specific!
3. Click Next or head to the People tab to invite collaborators.

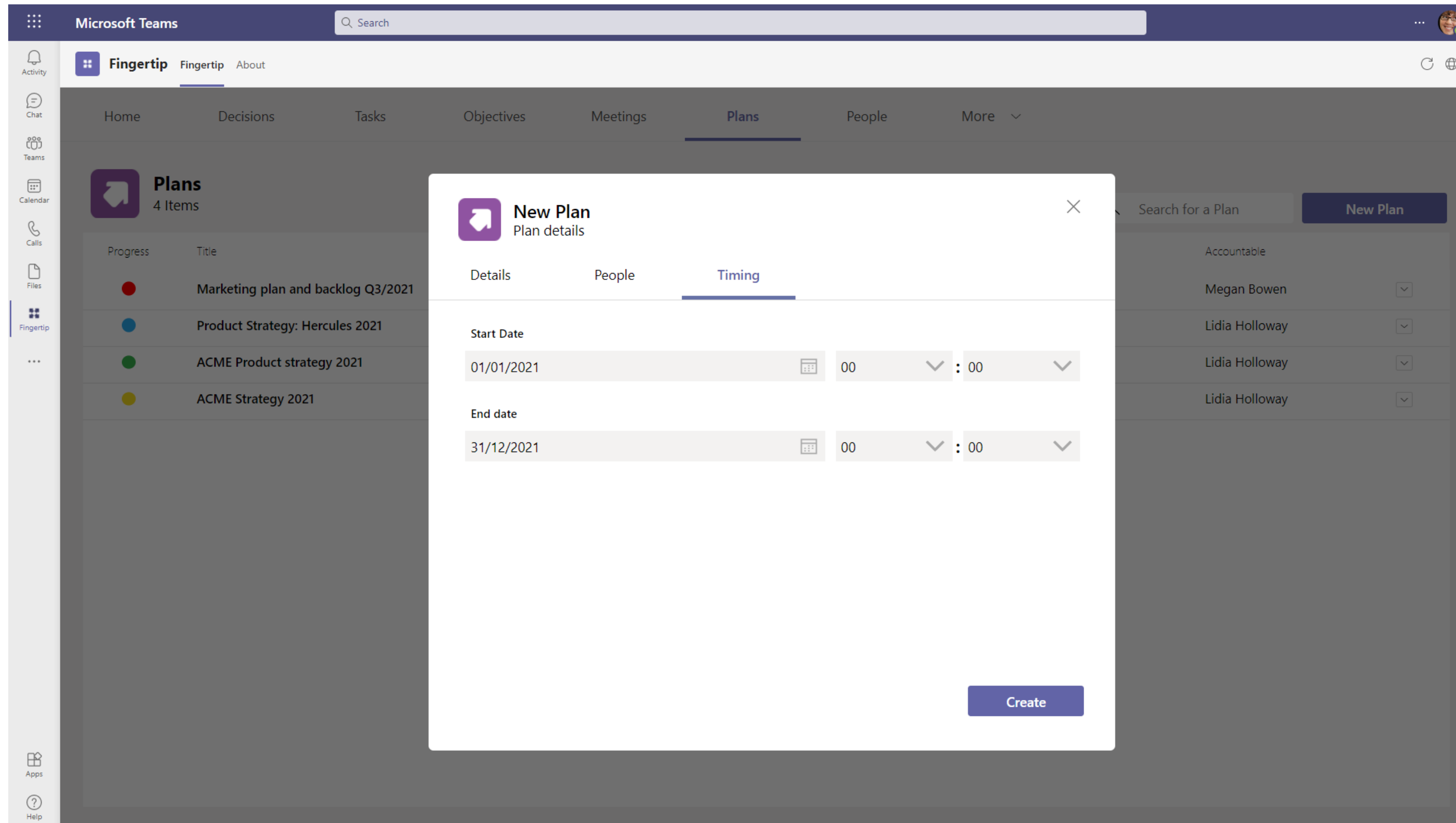
Note: Current version only supports a default 3-phase process, but more and customizable processes are on the way!

How to create a new plan



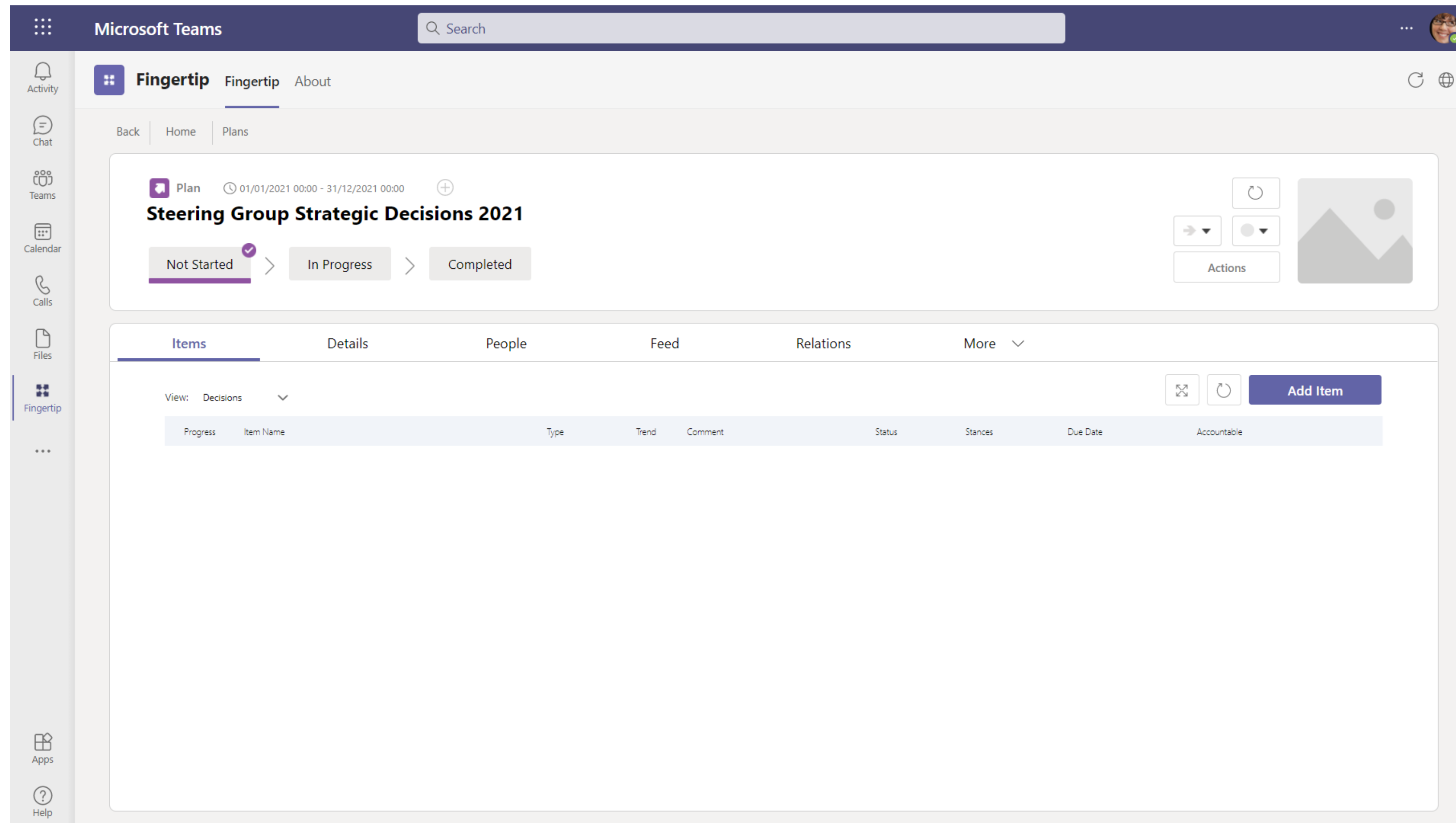
4. By default, you are the accountable for Plans you create. Invite here the people you need to share and collaborate in the plan with
 - Responsibles (able to edit)
 - Informed (able to view)
5. Click Next or Timing –tab to continue

How to create a new plan

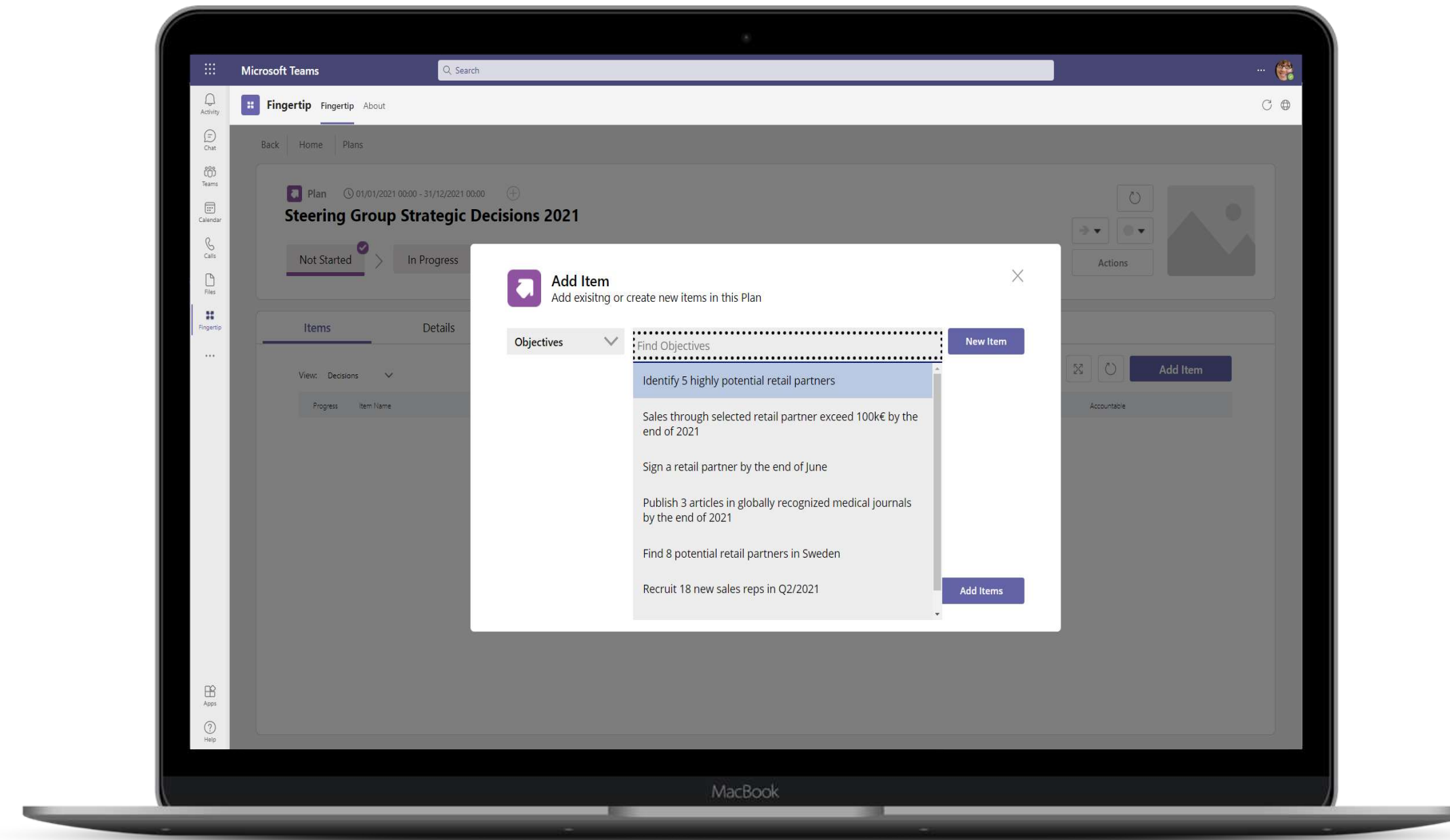


6. Set the start and end dates for when you expect the Plan/Project/Portfolio to be active.
7. Click Create to share the Plan with the invited people

How to create a new plan



8. Done! You can all now start adding content, tasks, goals, send messages and more within the plan.



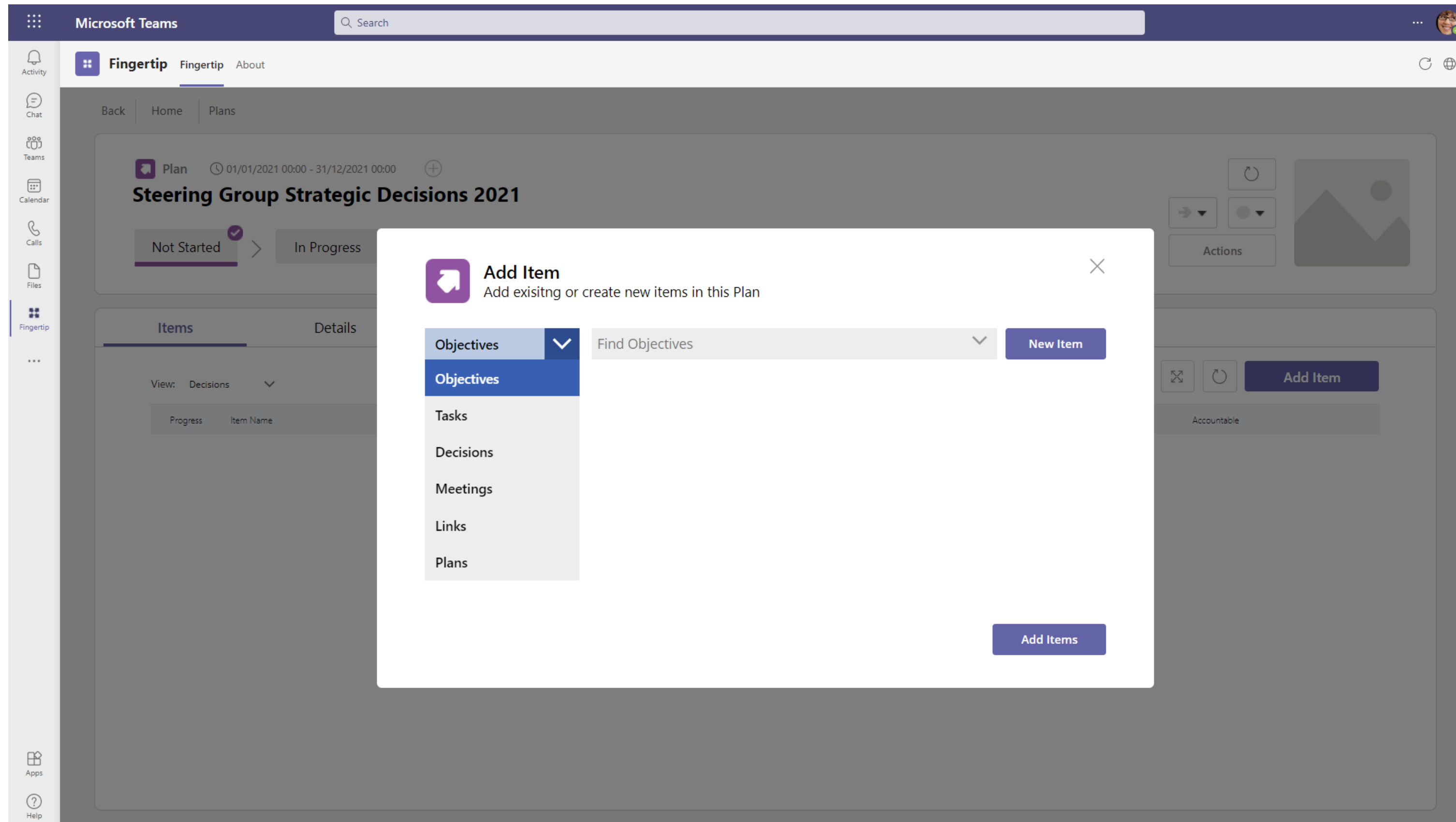
How to add existing items to a plan

How to add existing items to a plan

The screenshot shows the Microsoft Teams interface for a plan. At the top, there's a search bar and a user profile. Below that, the plan name 'Steering Group Strategic Decisions 2021' is displayed along with its duration '01/01/2021 00:00 - 31/12/2021 00:00'. There are three status tabs: 'Not Started', 'In Progress', and 'Completed'. Below the tabs is a table with columns for Progress, Item Name, Type, Trend, Comment, Status, Stances, Due Date, and Accountable. An 'Add Item' button is visible in the top right corner of the items list.

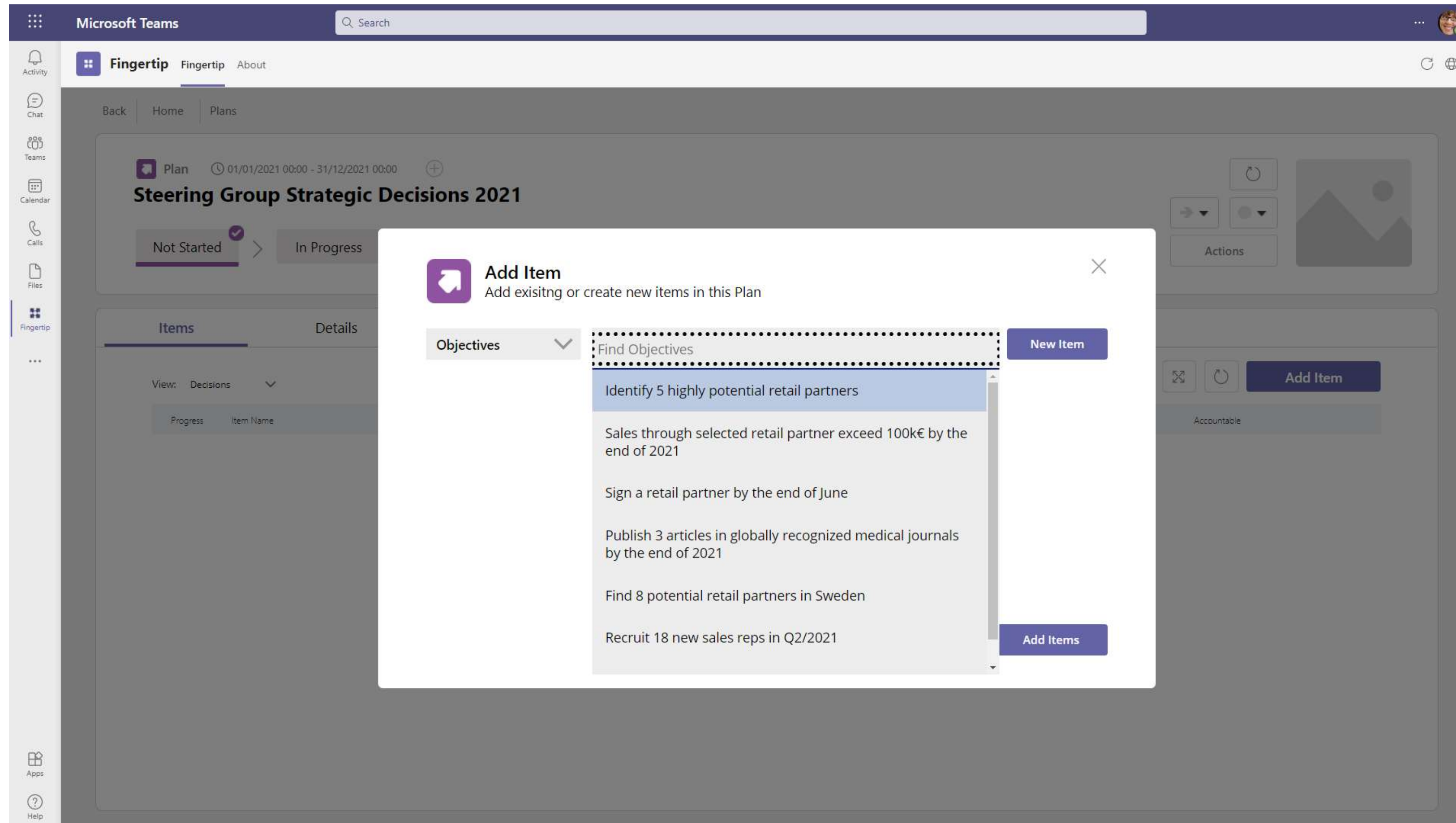
1. To add items to the Plan, start by clicking the Add Item button to the top right of the items list

How to add existing items to a plan



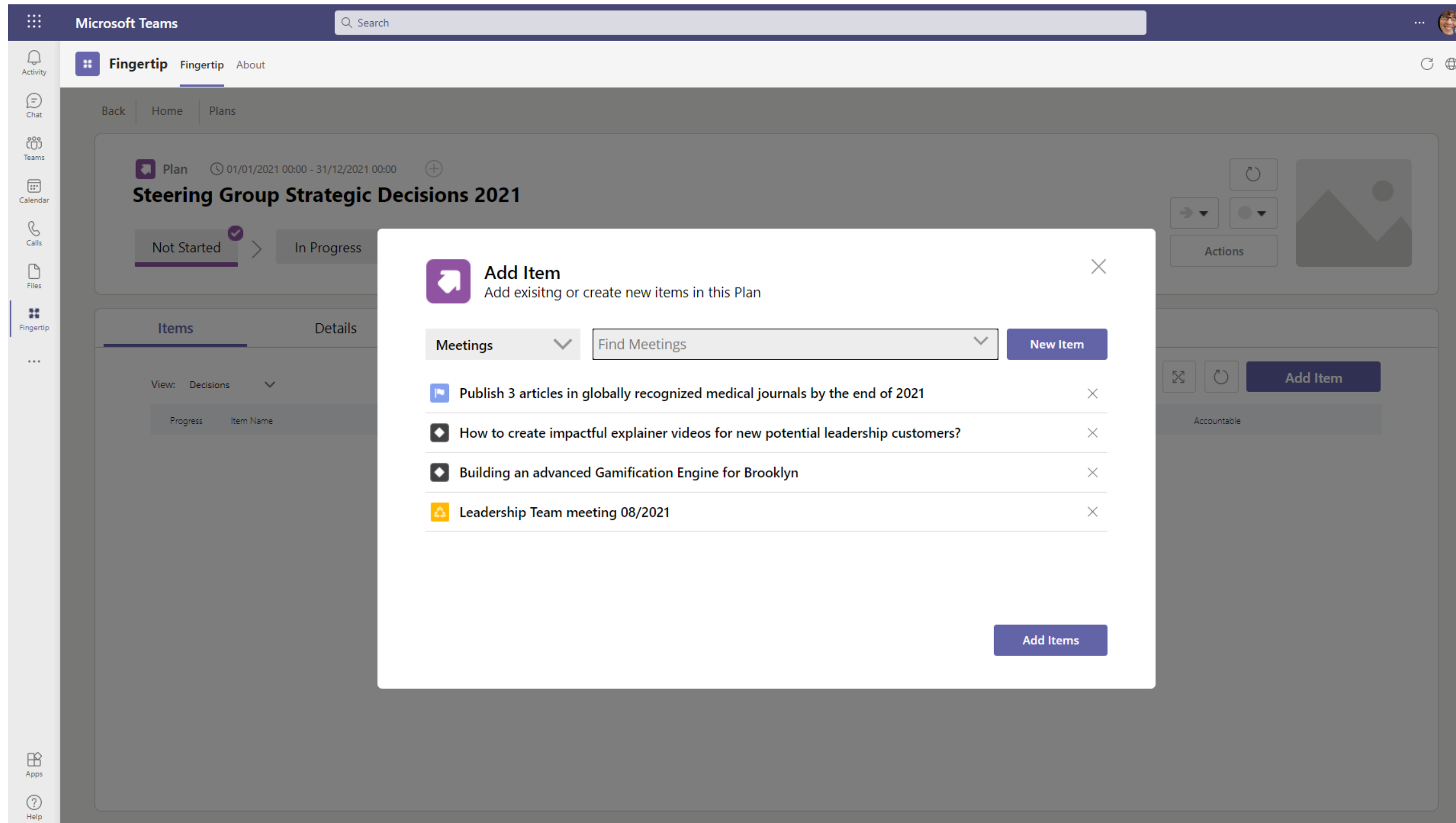
2. When adding existing items you need to first select the item type from the left-most dropdown menu

How to add existing items to a plan



3. The middle menu shows the most recent items of the selected type. You will only see items shared to you. You can also type the name or a keyword from the item you want to find it.

How to add existing items to a plan



4. You can add multiple item types simultaneously to your plan. When you're happy with your selection, click "Add Items"

How to add existing items to a plan

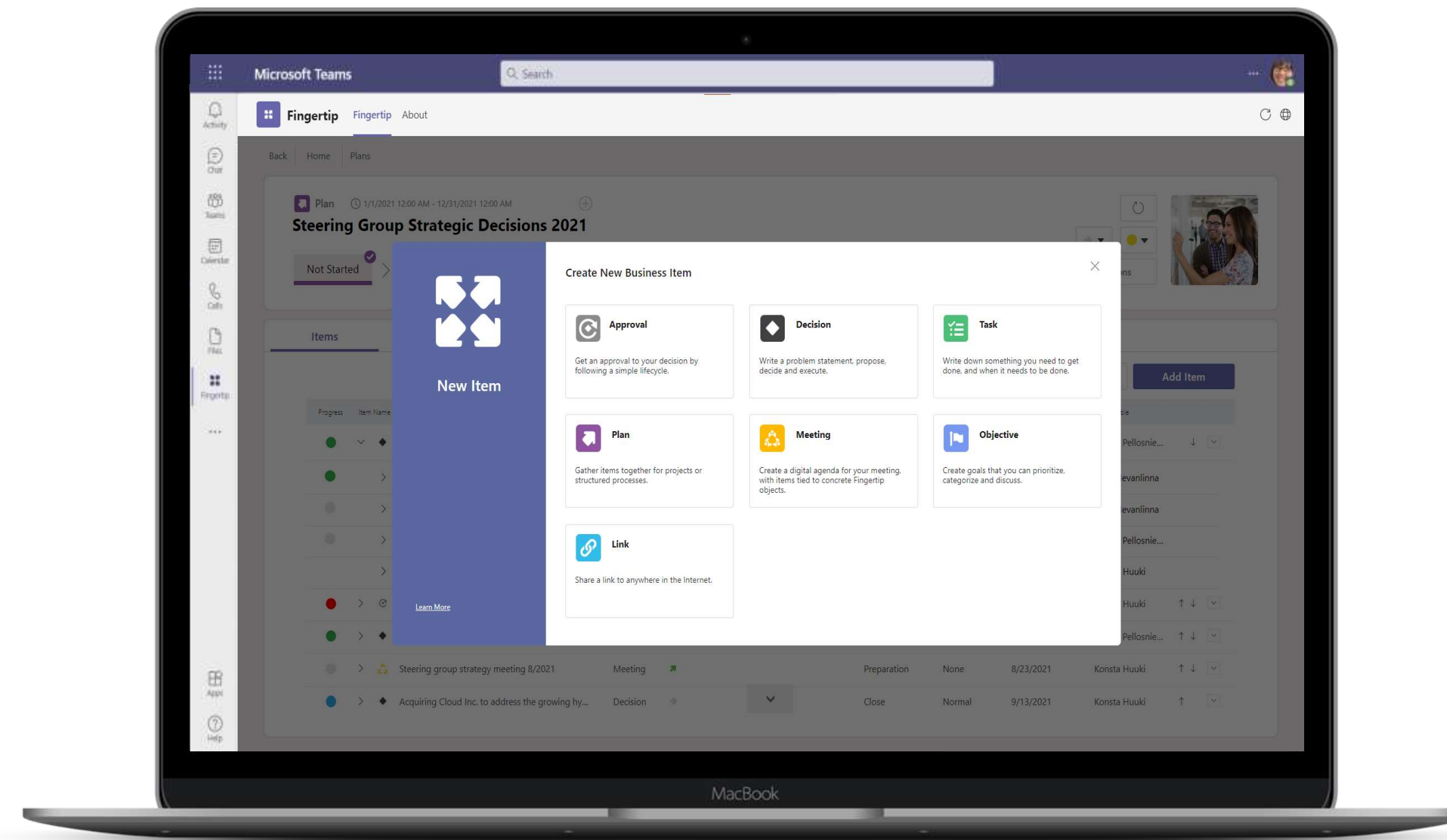
The screenshot shows the Microsoft Teams interface for a Fingertip plan. The plan is titled "Steering Group Strategic Decisions 2021" and has a duration from 01/01/2021 00:00 to 31/12/2021 00:00. The plan is currently in the "Not Started" phase. The main content area displays a list of items under the "Items" tab. The items are as follows:

Progress	Item Name	Type	Trend	Comment	Status	Stances	Due Date	Accountable
●	Leadership Team meeting 08/2021	Meeting	↑					Lidia Holloway
●	Building an advanced Gamification Engine ...	Decision	→		Undecided	0 3 1	03/07/2021 0...	Leroy Plumley
	Publish 3 articles in globally recognized...	Objective	→		Critical		31/12/2021 00:00	Megan Bowen
	Qualify new supplier for sustainable ma...	Task	→				27/03/2021 00:00	
	Monthly Marketing meeting June 2021	Meeting	→		Preparation		24/06/2021 09:00	Isaiah Langer
	2022 Exhibition participation	Decision	→				30/07/2021 00:00	Isaiah Langer
●	How to create impactful explainer videos f...	Decision	→		Approved	0 3 1	12/07/2021 2...	Patti Fernandez
●	Publish 3 articles in globally recognized m...	Objective	→		Not Starte		31/12/2021 0...	Megan Bowen

5. Done! Your items are added to the items list.

Tip: You can also expand single items from the arrow on the left to see related items to that item!

Tip: Change the order of your items from the right hand side.



How to create new items to a plan

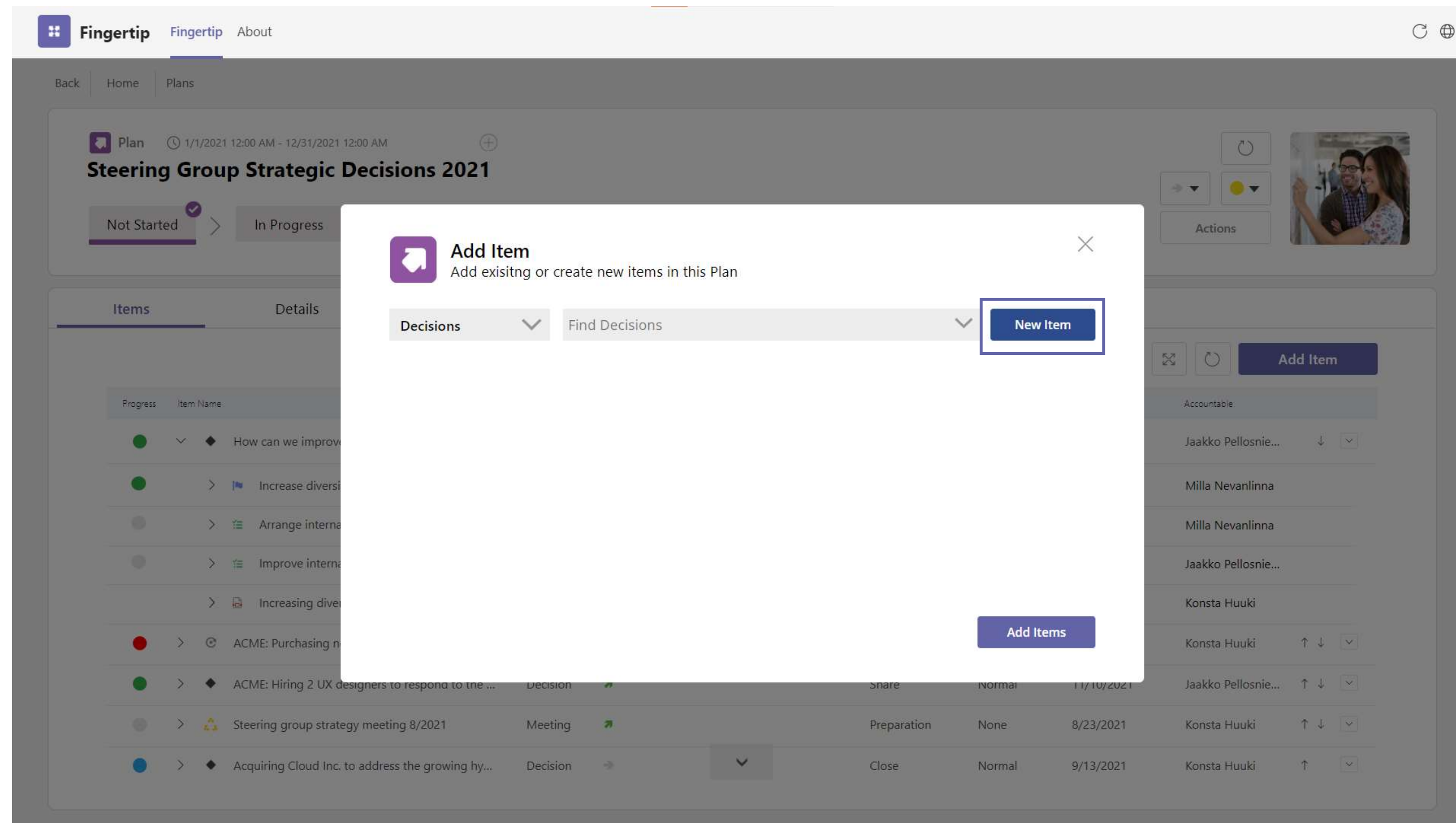
How to create new items to a plan

The screenshot shows the Fingertip application interface. At the top, there's a navigation bar with 'Fingertip' and 'About' links. Below it, a breadcrumb trail shows 'Back', 'Home', and 'Plans'. The main content area features a plan titled 'Steering Group Strategic Decisions 2021' with a date range of '1/1/2021 12:00 AM - 12/31/2021 12:00 AM'. A progress indicator shows 'Not Started' (selected), 'In Progress', and 'Completed'. To the right, there are action buttons for refresh, a dropdown menu, and an 'Actions' button. Below this, a tabbed interface shows 'Items', 'Details', 'People', 'Feed', 'Relations', and 'More'. The 'Items' tab is active, displaying a table of items. An 'Add Item' button is located in the top right of the items section.

Progress	Item Name	Type	Trend	Comment	Status	Priority	Due Date	Accountable	
●	How can we improve D&I in 2022 hiring strategy	Decision	↗		Share	Normal	11/30/2021	Jaakko Pellosnie...	↓
●	Increase diversity in applicant pool for m...	Objective	→		Aligned	Normal	3/31/2022	Milla Nevanlinna	
●	Arrange internal forum sessions for I&D ...	Task	→		In Progress	High	11/3/2021	Milla Nevanlinna	
●	Improve internal dahsboard visibility to c...	Task	→		Waiting on s...	Medium	11/2/2021	Jaakko Pellosnie...	
	Increasing diversity 2022.pdf	File			None	None		Konsta Huuki	
●	ACME: Purchasing new hardware for the UX pro...	Decision	→		Approved	Normal	11/9/2021	Konsta Huuki	↑ ↓
●	ACME: Hiring 2 UX designers to respond to the ...	Decision	↗		Share	Normal	11/10/2021	Jaakko Pellosnie...	↑ ↓
●	Steering group strategy meeting 8/2021	Meeting	↗		Preparation	None	8/23/2021	Konsta Huuki	↑ ↓
●	Acquiring Cloud Inc. to address the growing hy...	Decision	→		Close	Normal	9/13/2021	Konsta Huuki	↑

1. New items are created from the same menu from where you add existing ones: Click Add Item.

How to create new items to a plan



2. Instead of touching the search attributes, click the New Item button on the right

How to create new items to a plan

The screenshot shows the Fingertip application interface. At the top, there is a navigation bar with 'Fingertip' and 'About' links. Below that, a breadcrumb trail shows 'Back', 'Home', and 'Plans'. The main content area displays a plan titled 'Steering Group Strategic Decisions 2021' with a status of 'Not Started'. A 'New Item' modal is open, showing a grid of item types: Approval, Decision, Task, Plan, Meeting, and Link. The 'Task' option is highlighted in the background, indicating it is the selected item type.

Item Type	Description
Approval	Get an approval to your decision by following a simple lifecycle.
Decision	Write a problem statement, propose, decide and execute.
Task	Write down something you need to get done, and when it needs to be done.
Plan	Gather items together for projects or structured processes.
Meeting	Create a digital agenda for your meeting, with items tied to concrete Fingertip objects.
Link	Share a link to anywhere in the Internet.

3. Select the item type. In this example, we will go with Task.

How to create new items to a plan

The screenshot shows the Fingertip application interface with a 'New Task' modal open. The modal is a white box with a green header and contains the following fields and options:

- Progress:** A horizontal bar with three stages: 'To Do' (highlighted with a green checkmark), 'In Progress', and 'Done'.
- Details:**
 - *Title:** A text input field containing 'Investigate competitors' latest strategic moves'.
 - Description:** A larger text input field containing 'Describe the Task'.
- *Status:** A dropdown menu set to 'Not Started'.
- Due Date:** A date picker set to '1/6/2022' with a time selector set to '12:00'.
- Priority:** A slider control set to 'None'.
- Tags:** A plus sign icon to add tags.
- People:**
 - *Assigned to:** A dropdown menu showing 'Konsta Huuki'.
 - Assigned By:** A dropdown menu showing 'Konsta Huuki'.
- Buttons:** A blue 'Create' button at the bottom right.

On the left side of the modal, there is a green sidebar with the following options:

- New Task:** A large white checkmark icon.
- Task Format:** Two radio buttons: 'Basic' (selected) and 'Advanced'.
- Privacy:** Two radio buttons: 'Public' (selected) and 'Private'.
- [Learn more](#)

4. Add the relevant details as explained in the other step-by-step guides, and click Create.

How to create new items to a plan

The screenshot shows the Fingertip application interface. At the top, there's a navigation bar with 'Fingertip' and 'About'. Below it, a breadcrumb trail shows 'Back', 'Home', and 'Plans'. The main content area displays a plan titled 'Steering Group Strategic Decisions 2021' with a date range of '1/1/2021 12:00 AM - 12/31/2021 12:00 AM'. There are two tabs: 'Not Started' (active) and 'In Progress'. A modal dialog box titled 'Add Item' is open in the center, with the subtitle 'Add existing or create new items in this Plan'. The dialog contains a dropdown menu set to 'Decisions', a search input field with 'Find Decisions', and a 'New Item' button. Below the search field, there is a list of search results, with 'Investigate competitors' latest strategic moves' selected. At the bottom of the dialog is an 'Add Items' button. The background shows a table of items with columns for progress, item name, type, status, priority, due date, and accountable person.

Progress	Item Name	Type	Status	Priority	Due Date	Accountable
●	How can we improv...					
●	Increase diversi...					
●	Arrange interna...					
●	Improve interna...					
●	Increasing diver...					
●	ACME: Purchasing n...					
●	ACME: Hiring 2 UX designers to respond to the ...	Decision	✓	Normal	11/10/2021	Jaakko Pellosnie...
●	Steering group strategy meeting 8/2021	Meeting	✓	None	8/23/2021	Konsta Huuki
●	Acquiring Cloud Inc. to address the growing hy...	Decision	→	Normal	9/13/2021	Konsta Huuki

5. The item has been created, and will be added to the Plan, once you press the Add Items button.

How to create new items to a plan

Plan 1/1/2021 12:00 AM - 12/31/2021 12:00 AM

Steering Group Strategic Decisions 2021

Not Started > In Progress > Completed

Items Details People Feed Relations More

Refresh Refresh Add Item

Progress	Item Name	Type	Trend	Comment	Status	Priority	Due Date	Accountable
●	> Investigate competitors' latest strategic moves	Task	→		Not Started	None	1/6/2022	Konsta Huuki
●	∨ ◆ How can we improve D&I in 2022 hiring strategy	Decision	↗		Share	Normal	11/30/2021	Jaakko Pellosnie...
●	> Increase diversity in applicant pool for m...	Objective	→		Aligned	Normal	3/31/2022	Milla Nevanlinna
●	> Arrange internal forum sessions for I&D ...	Task	→		In Progress	High	11/3/2021	Milla Nevanlinna
●	> Improve internal dashboard visibility to c...	Task	→		Waiting on s...	Medium	11/2/2021	Jaakko Pellosnie...
	> Increasing diversity 2022.pdf	File			None	None		Konsta Huuki
●	> ACME: Purchasing new hardware for the UX pro...	Decision	→		Approved	Normal	11/9/2021	Konsta Huuki
●	> ACME: Hiring 2 UX designers to respond to the ...	Decision	↗		Share	Normal	11/10/2021	Jaakko Pellosnie...
●	> Steering group strategy meeting 8/2021	Meeting	↗		Preparation	None	8/23/2021	Konsta Huuki

6. Done! The newly created item has been added to your plan.



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Fingertip aids leaders in what matters most,
and helps companies like yours to succeed in
daily leadership and communication.

