

Fingertip Quick Start Guide

Transformational Leadership on the most advanced Microsoft Teams application.

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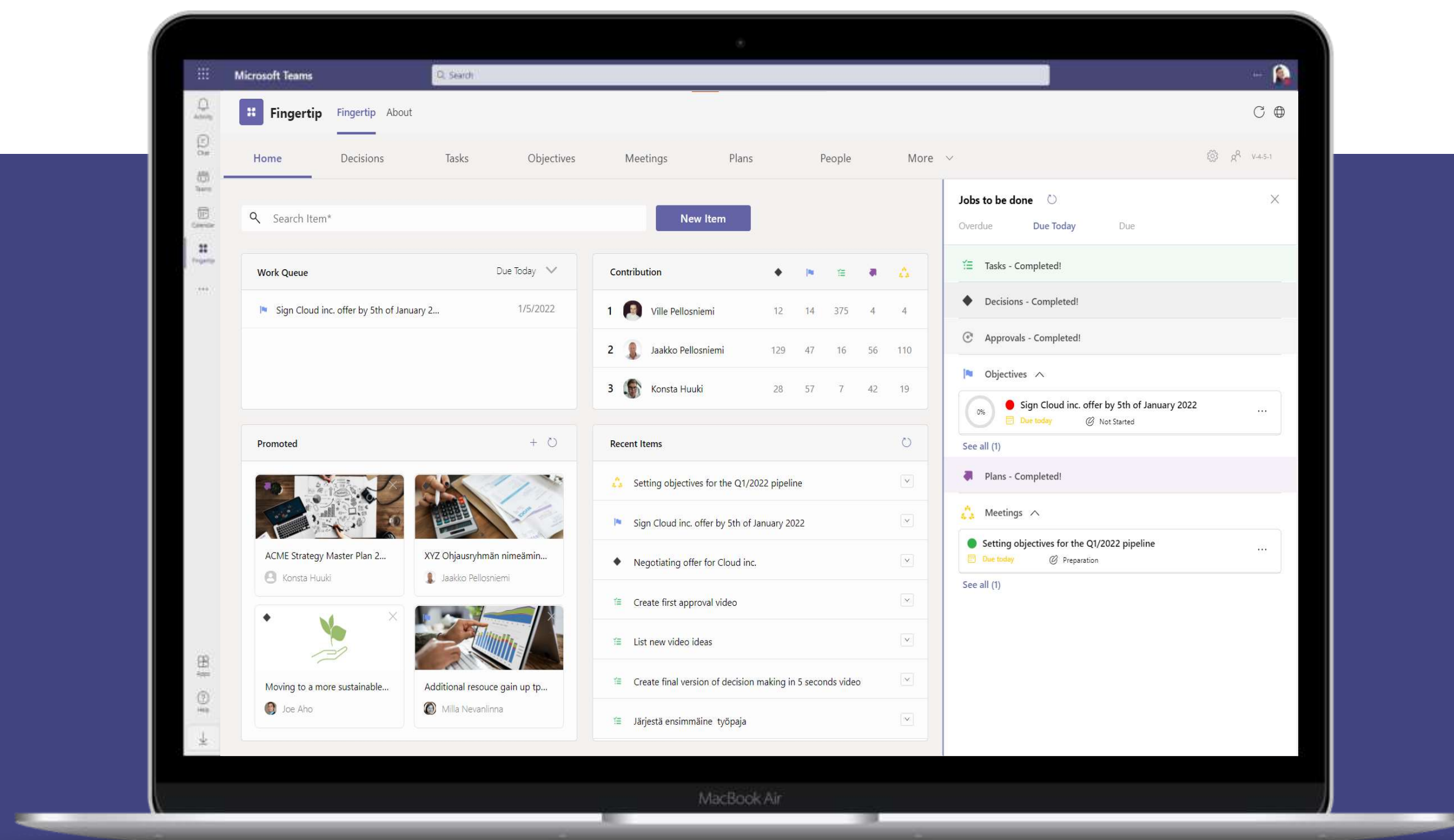
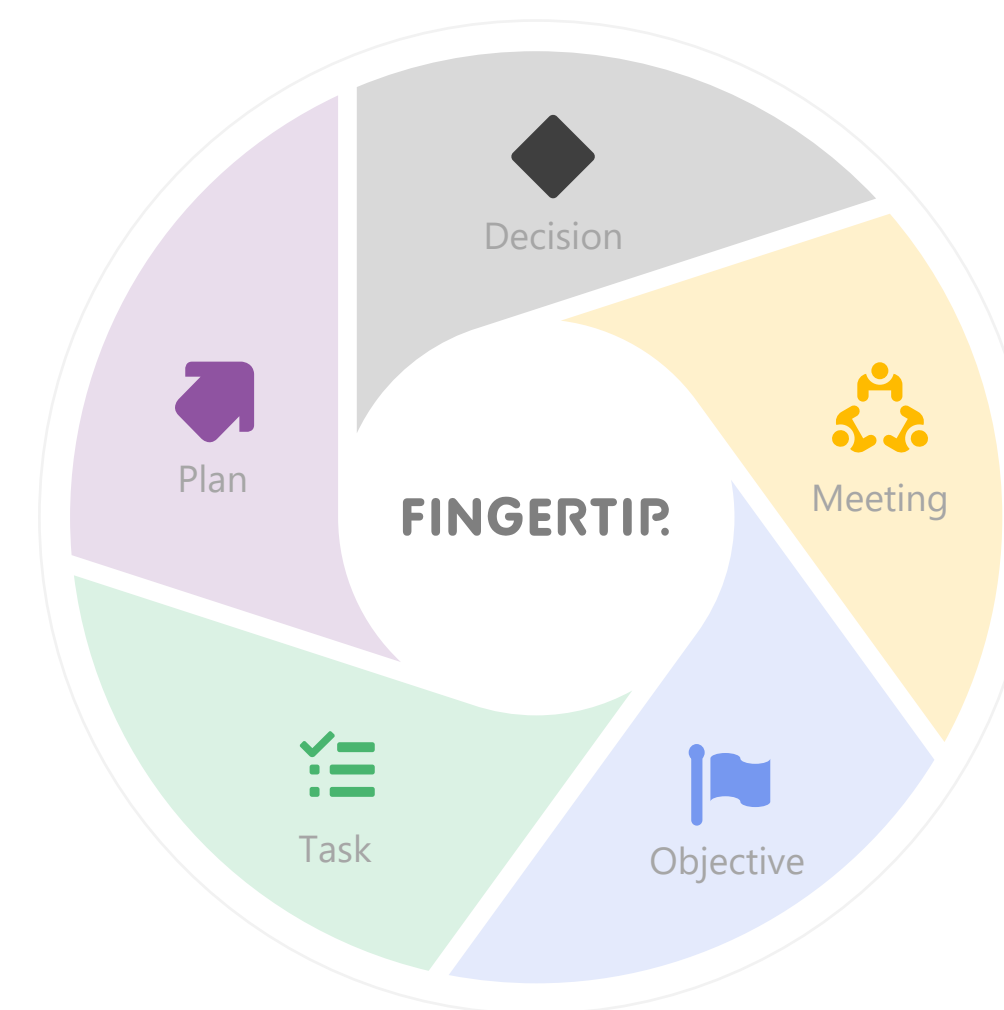
[2.2.5 Plans](#)

[3 Link summary](#)

Fingertip Teams

Easy way to Lead

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



Microsoft Teams

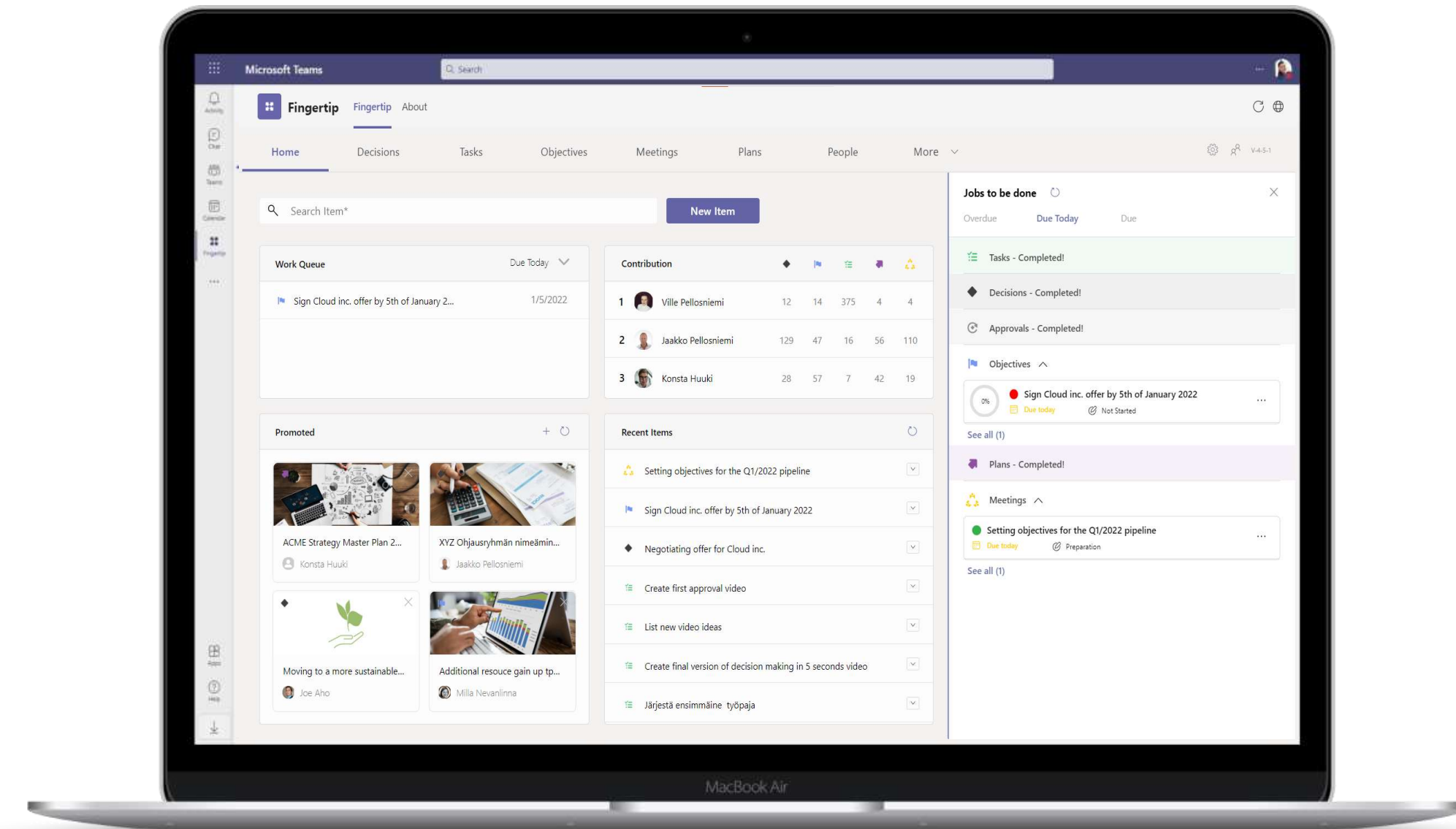
Hub for Teamwork

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

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× Faster
Clock
Speed

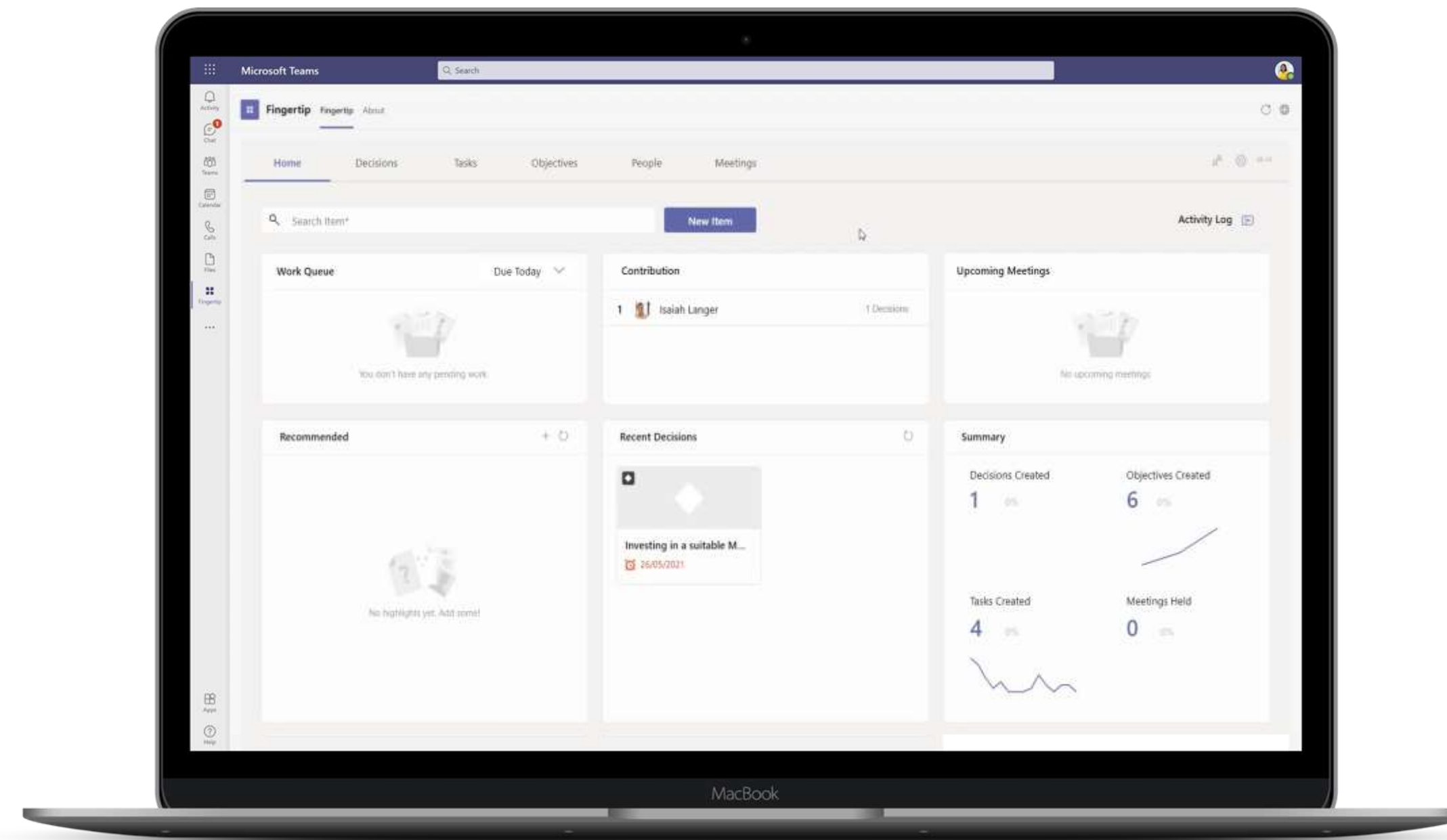
30%
Less overall
Reporting

22%
Cost Savings
in decision
making

3×
Better
Quality
Decisions

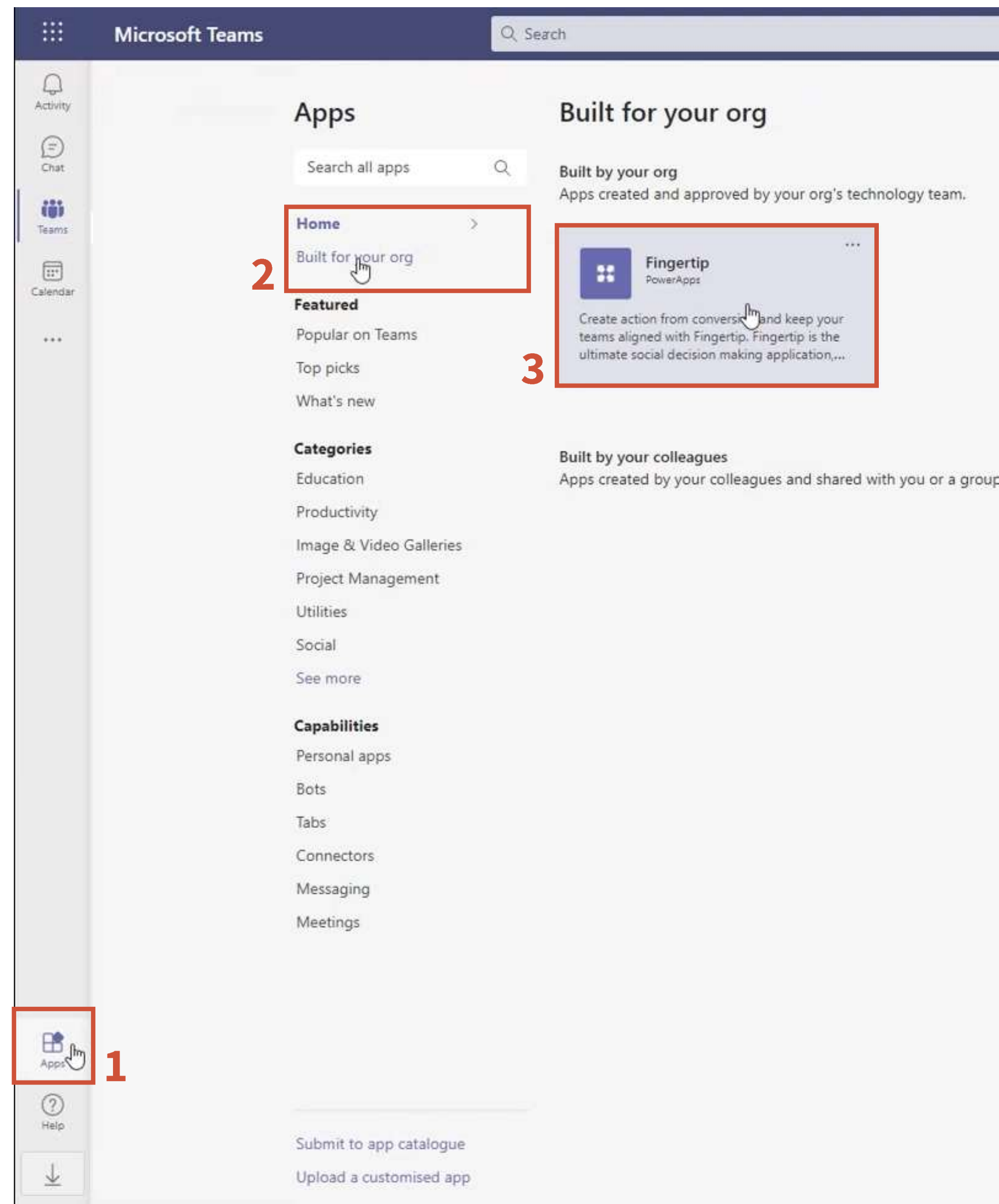
41%
Better likelihood
to succeed in
implementation

FINGERTIP.



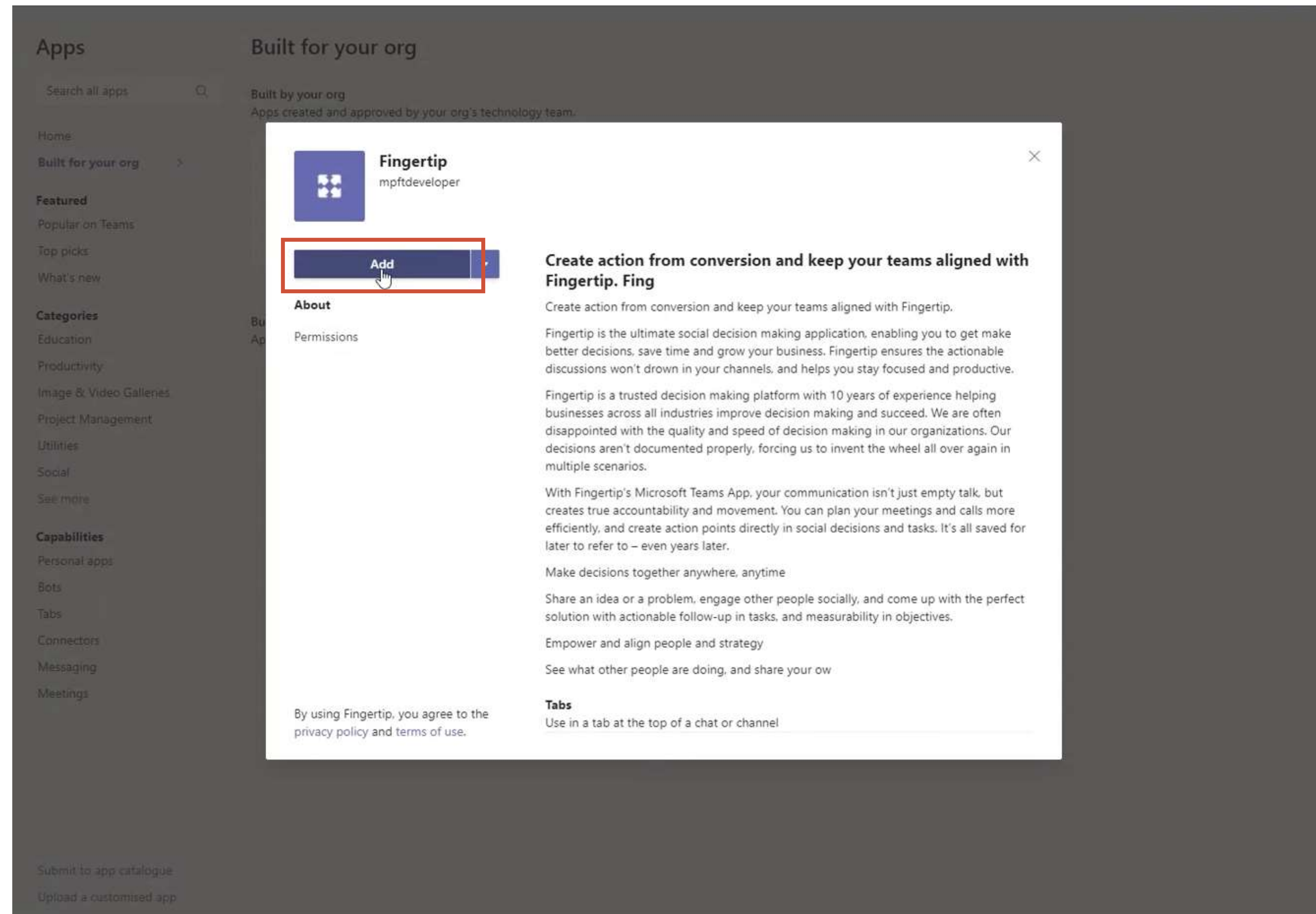
How to add Fingertip to your Microsoft Teams interface

How to add Fingertip to your Microsoft Teams interface



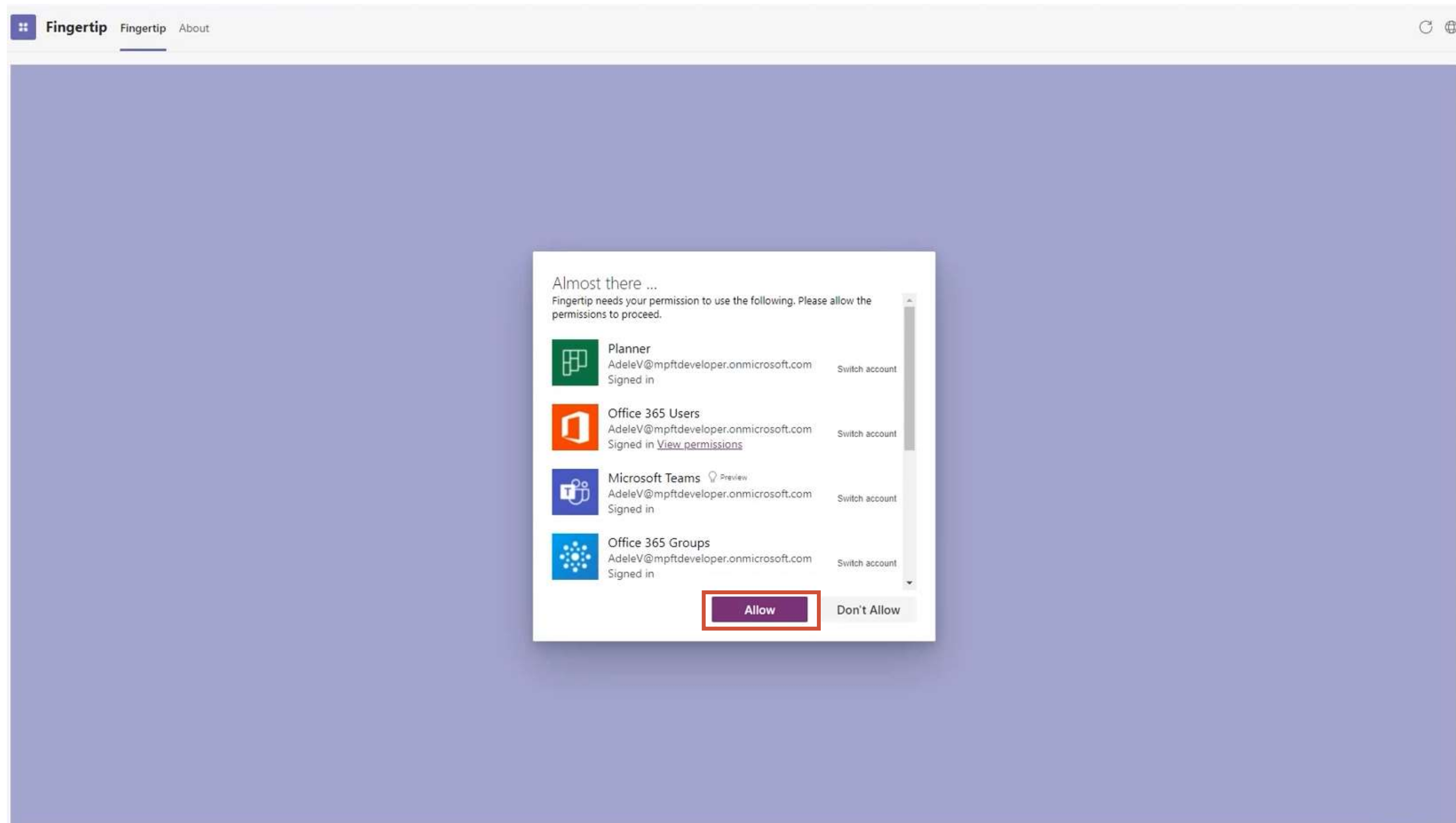
1. Start by clicking the apps portal on the bottom-left of your Teams interface
2. Select "Built for your org" to see all the applications enabled for your organization
3. Open Fingertip from the list

How to add Fingertip to your Microsoft Teams interface



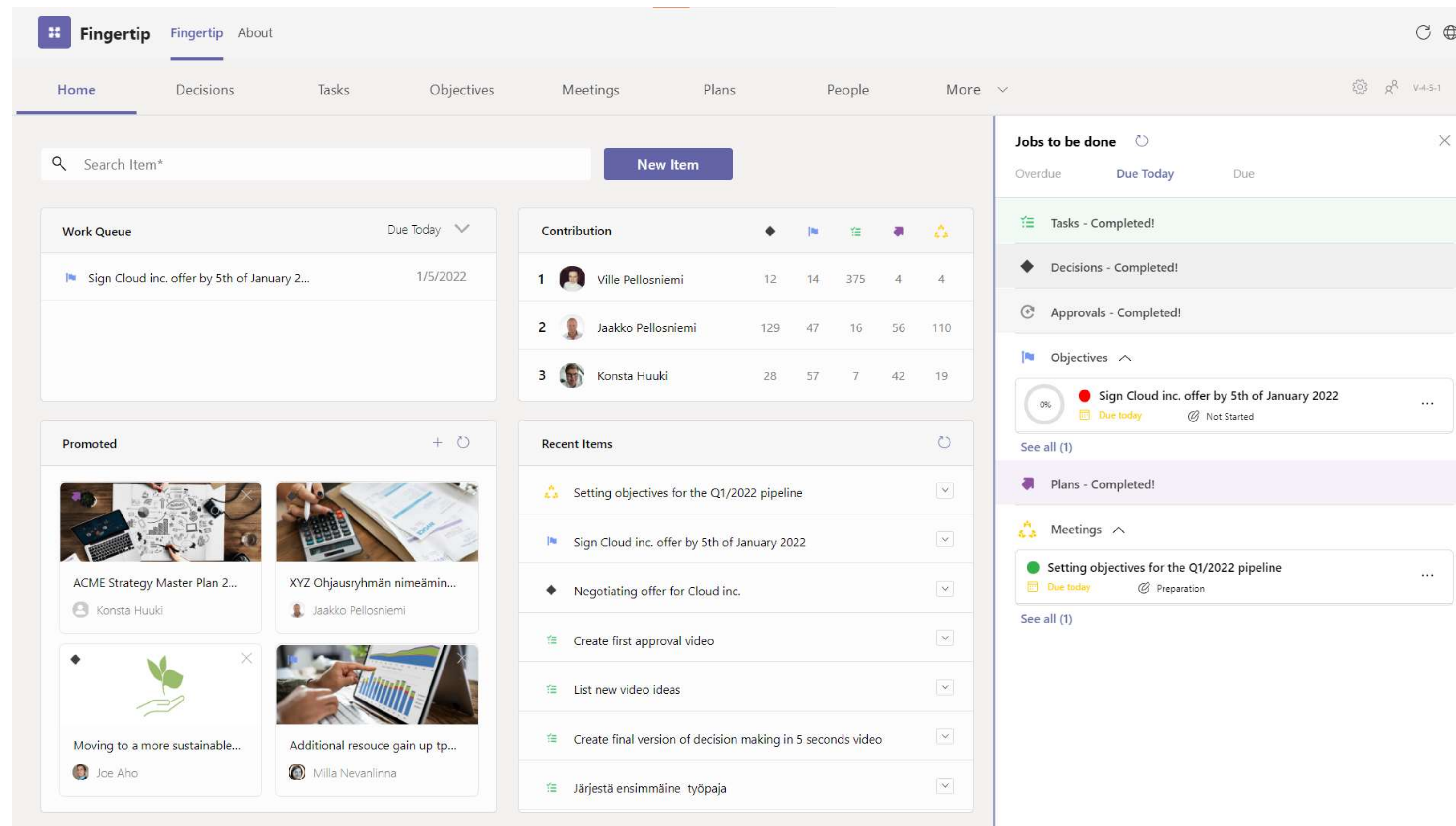
4. Select "Add", if you are opening Fingertip for the first time
This should say "Open", if you've opened Fingertip earlier

How to add Fingertip to your Microsoft Teams interface



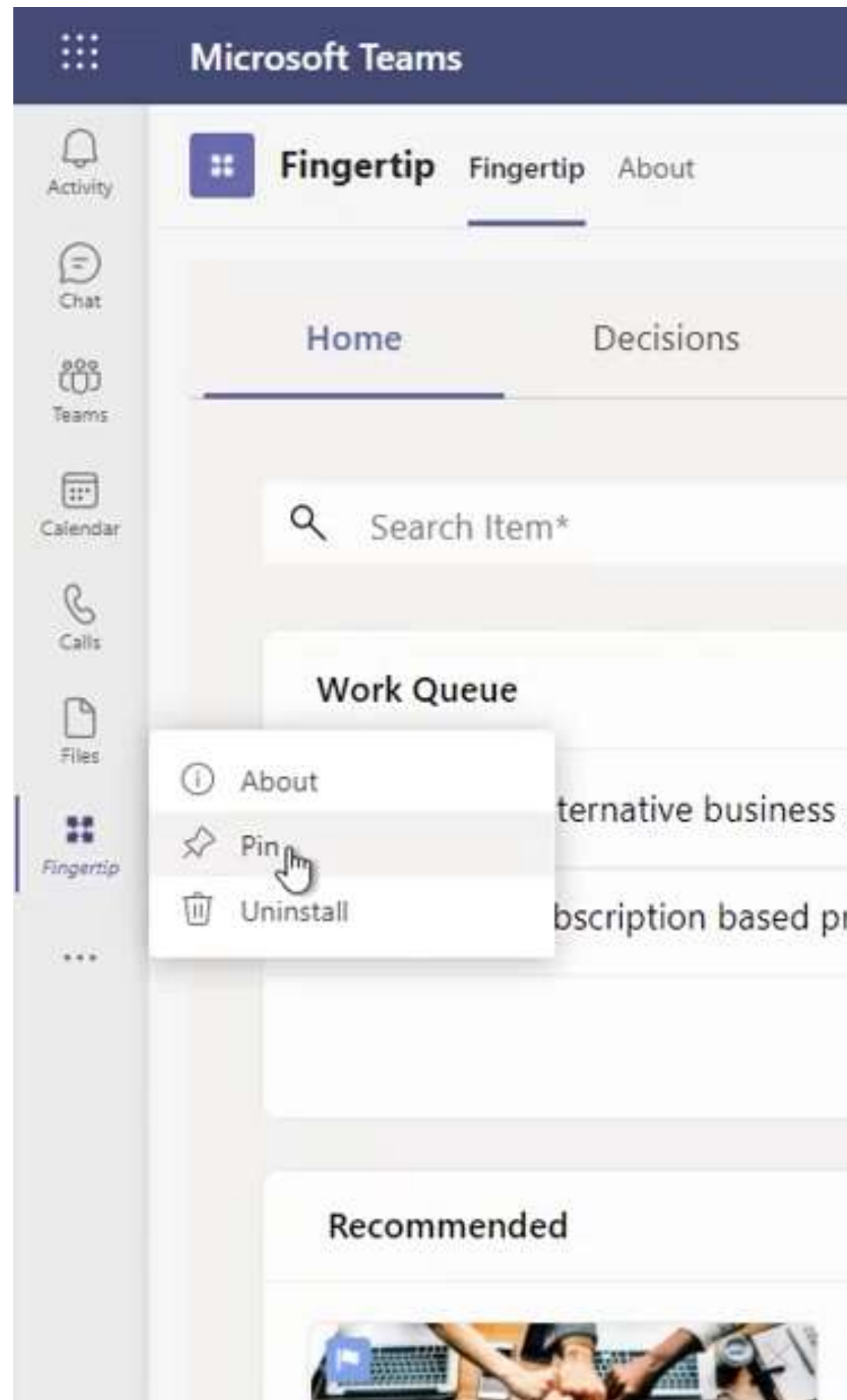
11. You need to allow Fingertip access to other Microsoft programs or it won't work properly. Click "Allow".

How to add Fingertip to your Microsoft Teams interface



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.

Pin Fingertip to your interface



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.

Basics

- [How to add Fingertip to your Microsoft Teams interface](#)
- [How to add Fingertip to a Teams channel as a tab](#)
- [Using the Fingertip Home Page](#)



Decision making & Approvals

- Example decisions:
 - Which supplier to choose?
 - Do we allow a refund?
 - Should we invest in X?

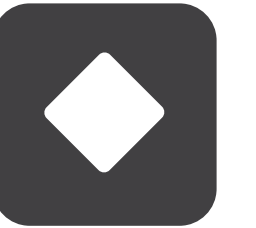
DECISION.

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



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

Microsoft Teams

Fingertip Fingertip About

Home Decisions Tasks Objectives People Meetings

Decisions
6 Items

3 1

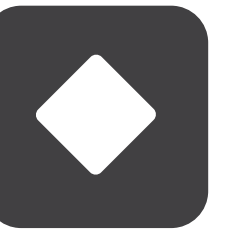
Search for a Decision

New Decision

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



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

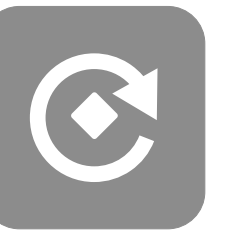
Manage decision

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 'Back', 'Home', and 'Decisions'. The main header area displays the decision title 'Hybrid Work for 2022 - Friday at the office' along with a date '9/29/2021' and a status 'D&I'. A progress bar below the title shows stages: 'Share' (checked), 'Propose' (checked), 'Decide' (checked), 'Execute', and 'Close'. To the right of the title, there's a 'Trend and Progress indicator' showing three colored circles (green, yellow, red) with numbers 8, 11, and 0 respectively. Below this is an 'Actions' menu with a dropdown arrow. A 'Decision decoration image' is shown as a small thumbnail with a 'Qwen Wizard' label and an 'Approved' button. The main content area is divided into tabs: 'Details', 'People', 'Tasks', 'Objectives', 'Feed', 'Relations', 'Files', and 'More'. The 'Details' tab is active, showing the decision title, a description, and a 'Decision' section with details like 'Everyone visit the office on Friday from Jan 1, 2022.', 'Free clothing and a joint lunch at 12!', and 'Accountable is HR director Milla Nevanlinna.'. To the right of the details, there's a 'System Information' section with fields for 'Official Files', 'Due Date', 'Status', and 'System Information'. Further right, there's a 'Relevance' section with a star rating (2 stars), a 'Mood' section with a slider (4.6 / Avg. 3.3), a 'Process Quality' section with a slider (4.4 / Avg. 3.5), and an 'Outcome Quality' section with a slider (4.9 / Avg. 3.8).



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

Fingertip Fingertip About

Back Home Decisions

Approval 11/19/2021

Applying for EU commissions future stars program 01/2022

Requested > Approved

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

People Relations Files Notes

Search

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

4 0 0

Approved

Actions

Decision Making – help materials

- [Introduction to decisions in Fingertip for Microsoft Teams](#)
- [Elements of the Decisions Tab](#)
- [The Decision record page insights](#)
- [How to create a decision](#)
- [How to propose a decision](#)
- [How to give a stance to a decision](#)
- [How to approve a decision](#)
- [How to manage tasks in a decision](#)
- [How to manage objectives in a decision](#)

Approvals – help materials

- [Elements in the New Approval popup](#)
- [Approval record page insights](#)
- [How to create an approval](#)



Task Management

- Example tasks:
 - Write invitation to event
 - Update terms and conditions
 - Create list of defined user personas

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



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

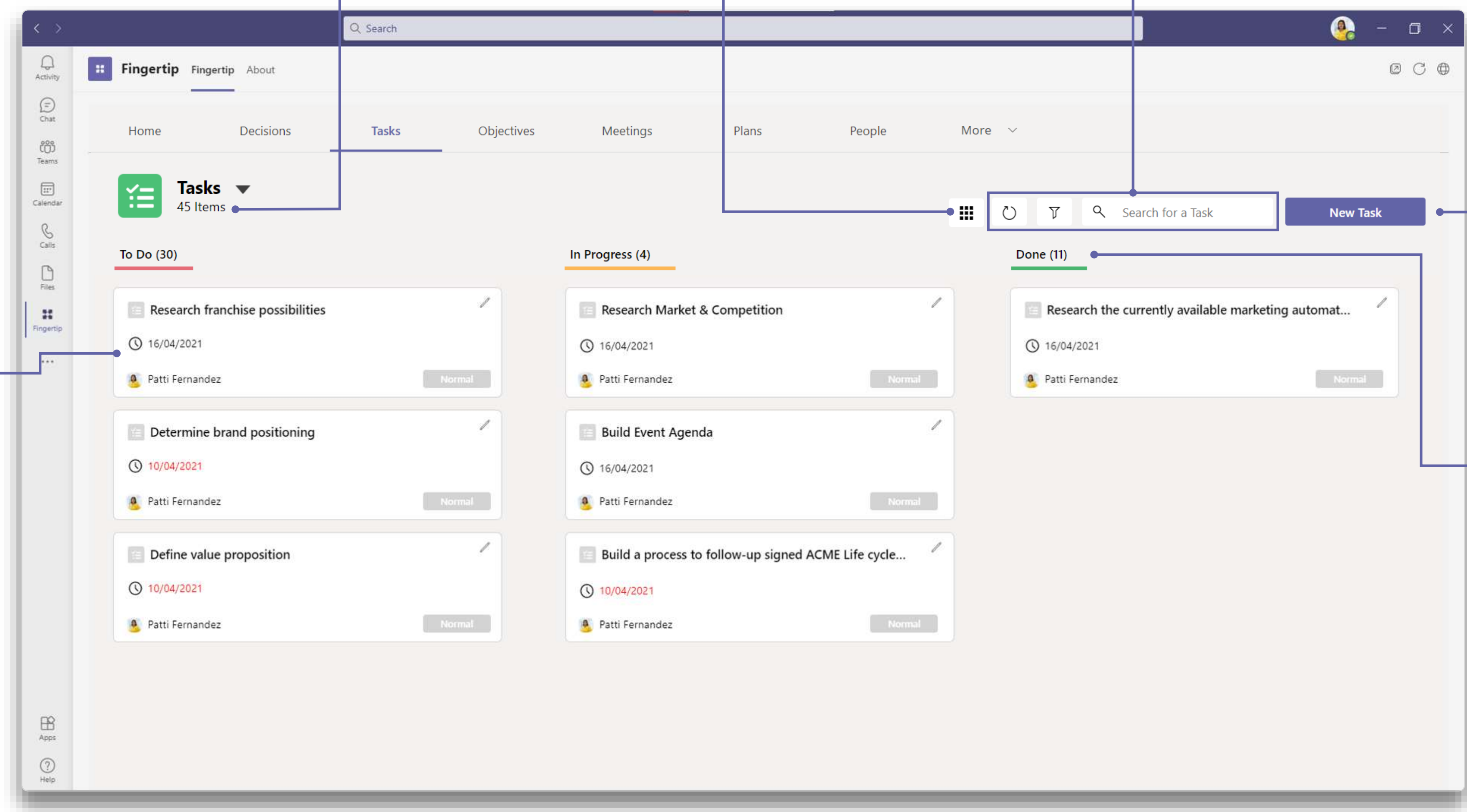
Display the most important task information (title, due date, owner and priority)

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.



Task Management – help materials

- [Introduction to Tasks in Fingertip for Microsoft Teams](#)
- [Elements of the Tasks tab](#)
- [Elements of the New task popup](#)
- [How to create a task](#)
- [How to update a task](#)



Objectives

- Example objectives:
 - Become the leading X manufacturer in Y
 - Improve customer approval rate by 30%
 - Start partnership activities in Z countries

OBJECTIVE.

Ensure focus and alignment with Fingertip Objectives

- 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.



Elements of the Objective Tab

Record Count

Find different views the Objective

Refresh, filter and search

Fingertip

ActivityChatTeamsCalendarCallsFilesFingertipAppsHelp

HomeDecisionsTasksObjectivesMeetingsPlansPeopleMore

Objectives
5 Items

New Objective

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

Open Objective

Objective record summary

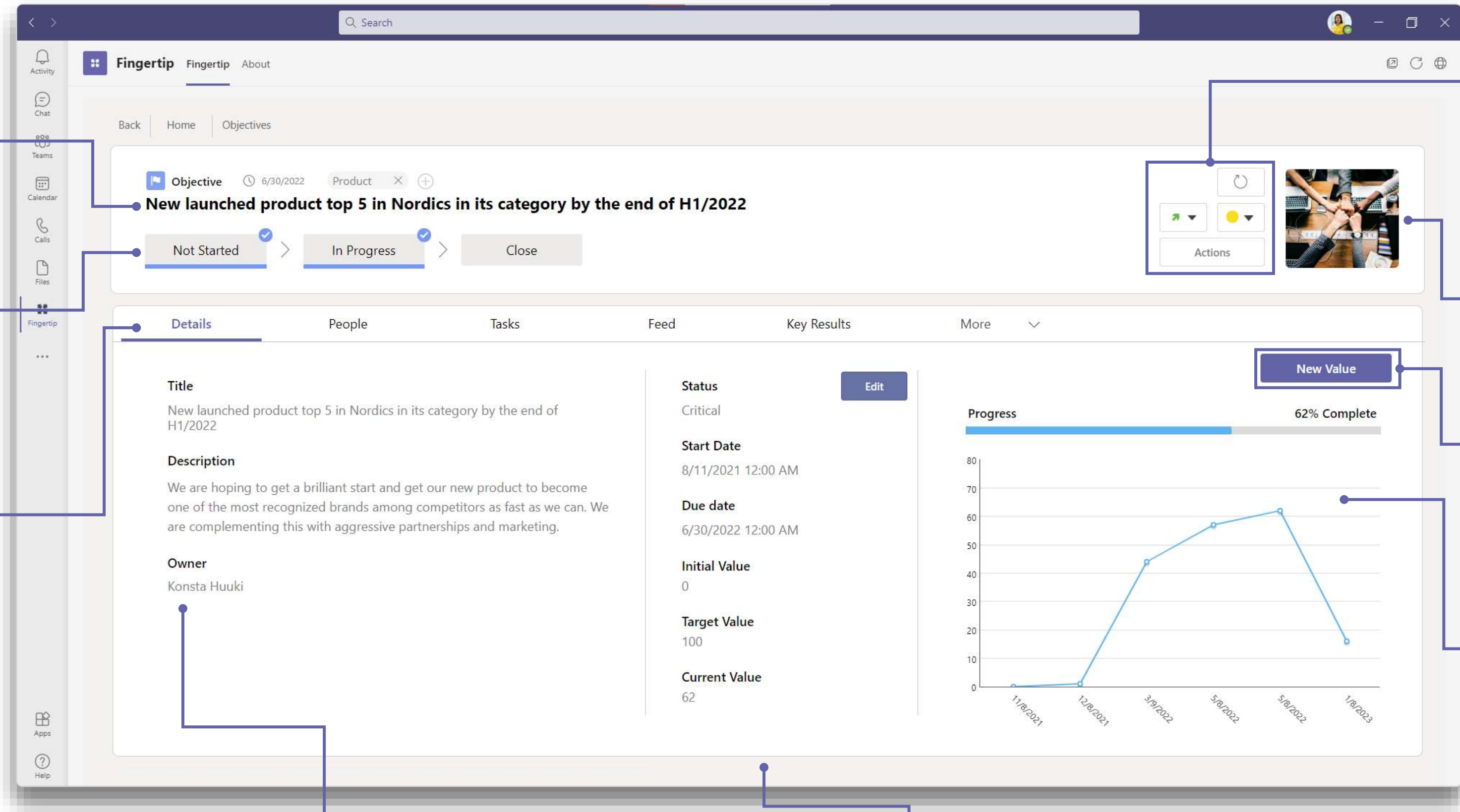
View important details of your objectives: Title, Progress Bar, Life cycle status, Priority, Due date and Accountable person

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



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

Objectives – help materials

- [Introduction to Objectives in Fingertip for Microsoft Teams](#)
- [Elements of the Objective Tab](#)
- [Elements in the Objective item](#)
- [New Objective popup](#)
- [How to create an objective](#)
- [How to use key results for an objective](#)
- [How to manage tasks in an objective](#)



Meetings

- Example meetings:
 - Leadership team weekly meeting
 - Quality Assurance approval meeting
 - Strategy workshop

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!



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

Microsoft Teams

Search

Fingertip Fingertip About

Home Decisions Tasks Objectives **Meetings** Plans People More

Meetings
6 Items

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

Activity Chat Teams Calendar Calls Files Fingertip ... Apps Help

Refresh Filter Search for a Meeting New Meeting



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 Meeting Record page for a meeting titled "Leadership team meeting - December 2021". The page is divided into two main sections: "Details" and "Agenda".

Meeting Life Cycle: A horizontal bar at the top shows the phases of the meeting process: Preparation, Invite, Meeting, and Close. The "Preparation" and "Invite" phases are highlighted with yellow checkmarks, indicating they are the current or completed phases.

Meeting Details: This section provides a summary of the meeting information:

- Title:** Leadership team meeting - December 2021
- Description:** Welcome to the Leadership Team's monthly meeting!
- Meeting Link:** [Create calendar invite](#)
- Start Time:** 12/15/2021 11:00 AM
- End Time:** 12/15/2021 12:00 PM
- System Information:** A dropdown menu is visible.

Agenda: This section lists the topics to be presented during the meeting:

- 1 Agenda review** (5 min): No description. Presenter: Konsta Huuki.
- 2 Review of previous meeting tasks** (10 min): No description. Presenter: Konsta Huuki.
- 3 To be decided** (10 min): Add new Decisions or Decisions requiring Approval. Presenter: Konsta Huuki.
- 4 Decisions** (No time given): No description. Presenter: Jaakko Pellosoiniemi.
- 5 Status Reviews** (10 min): Add Projects or Initiatives for status review - document status into comments.

The "Add Item" button is located in the top right corner of the Agenda section. A pencil icon is visible next to the meeting title, indicating the option to edit the meeting details.

Meeting Management – help materials

- [Introduction to Meetings in Fingertip for Microsoft Teams](#)
- [Elements of the Meeting tab](#)
- [The Meeting Record page insights](#)
- [New Meeting Popup](#)
- [New Agenda Item Popup](#)
- [How to create a meeting agenda and invitation](#)



Planning

- Example plans:
 - Marketing activities 2022
 - Product strategy for X segment
 - Brand renewal project 2022

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.



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.

Microsoft Teams

Fingertip

Fingertip

About

HomeDecisionsTasksObjectivesMeetingsPlansPeopleMore

Plans

4 Items

Refresh

Filter

Search for a Plan

New Plan

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



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



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

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

The screenshot shows the Microsoft Teams interface with the Fingertip app. The plan title is "Steering Group Strategic Decisions 2021" with a date range from 01/01/2021 to 31/12/2021. The plan is currently in the "Not Started" phase. Below the title, there is a list of items with columns for Progress, Item Name, Type, Trend, Comment, Status, Stances, Due Date, and Accountable. The items include tasks, meetings, and decisions. The "Add Item" button is visible in the top right corner of the items list.

Progress	Item Name	Type	Trend	Comment	Status	Stances	Due Date	Accountable
Not Started	Investigate competitors' latest strategic m...	Task	→		Not Starte		27/08/2021 0...	Megan Bowen
Good	Leadership Team meeting 08/2021	Meeting	↑					Lidia Holloway
Not Started	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
Not Started	How to create impactful explainer videos f...	Decision	→		Approved	0 3 1	12/07/2021 2...	Patti Fernandez
Good	Publish 3 articles in globally recognized m...	Objective	→		Not Starte		31/12/2021 0...	Megan Bowen

Plans and portfolios – help materials

- [Introduction to Plans in Fingertip for Microsoft Teams](#)
- [Elements on the Plans tab](#)
- [Elements in a Plan item](#)
- [New Plan popup](#)
- [Add item popup](#)
- [How to create a new plan](#)
- [How to add existing items to a plan](#)
- [How to create new items to a plan](#)

Basics

[How to add Fingertip to your Microsoft Teams interface](#)

[How to add Fingertip to a Teams channel as a tab](#)

[Using the Fingertip Home Page](#)

Decision Making

[Introduction to decisions in Fingertip for Microsoft Teams](#)

[Elements of the Decisions Tab](#)

[The Decision record page insights](#)

[How to create a decision](#)

[How to propose a decision](#)

[How to give a stance to a decision](#)

[How to approve a decision](#)

[How to manage tasks in a decision](#)

[How to manage objectives in a decision](#)

Approvals

[Elements in the New Approval popup](#)

[Approval record page insights](#)

[How to create an approval](#)

Task Management

[Introduction to Tasks in Fingertip for Microsoft Teams](#)

[Elements of the Tasks tab](#)

[Elements of the New task popup](#)

[How to create a task](#)

[How to update a task](#)

Objectives

[Introduction to Objectives in Fingertip for Microsoft Teams](#)

[Elements of the Objective Tab](#)

[Elements in the Objective item](#)

[New Objective popup](#)

[How to create an objective](#)

[How to use key results for an objective](#)

[How to manage tasks in an objective](#)

Meeting Management

[Introduction to Meetings in Fingertip for Microsoft Teams](#)

[Elements of the Meeting tab](#)

[The Meeting Record page insights](#)

[New Meeting Popup](#)

[New Agenda Item Popup](#)

[How to create a meeting agenda and invitation](#)

Plans and portfolios

[Introduction to Plans in Fingertip for Microsoft Teams](#)

[Elements on the Plans tab](#)

[Elements in a Plan item](#)


[New Plan popup](#)

[Add item popup](#)

[How to create a new plan](#)

[How to add existing items to a plan](#)

[How to create new items to a plan](#)



How to add Fingertip to your Microsoft Teams interface


PLAY ALL

Fingertip for Teams user guidance


9 videos • 51 views • Last updated on Jul 13, 2021

Unlisted

Icons for playlist management: list, share, link, and more options.

 **Fingertip Ltd** **SUBSCRIBE**

1




How to add Fingertip to your Microsoft Teams interface

2:29

Fingertip Ltd

⋮

2




Using the Fingertip Home Page

1:43

Fingertip Ltd

⋮

3




How to create a decision

1:05

Fingertip Ltd

⋮

4




How to propose a decision

1:02

Fingertip Ltd

⋮

5




How to give a stance to a decision

1:40

Fingertip Ltd

⋮

6



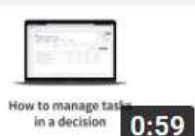
How to approve a decision

1:14

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7



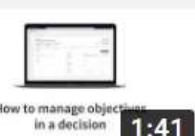
How to manage tasks in a decision

0:59

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8



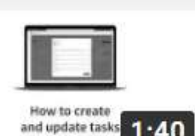
How to manage objectives in a decision

1:41

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9



How to create and update tasks

1:40

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