FastFile

SOFTWARE MANUAL

Internal working details

INVENTORY SOFTWARE

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CONTENT

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ABOUT SYSTEM

FastFile is a software focused on providing inventory solutions for small businesses. Provides the necessary tools for day to day, it is an essential tool for the correct funtionning of the accounting processes of a company.

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OBJECTIVE

Contribute to the development of small businesses and some entrepreneurs who need to make your bussines more agile and efficient
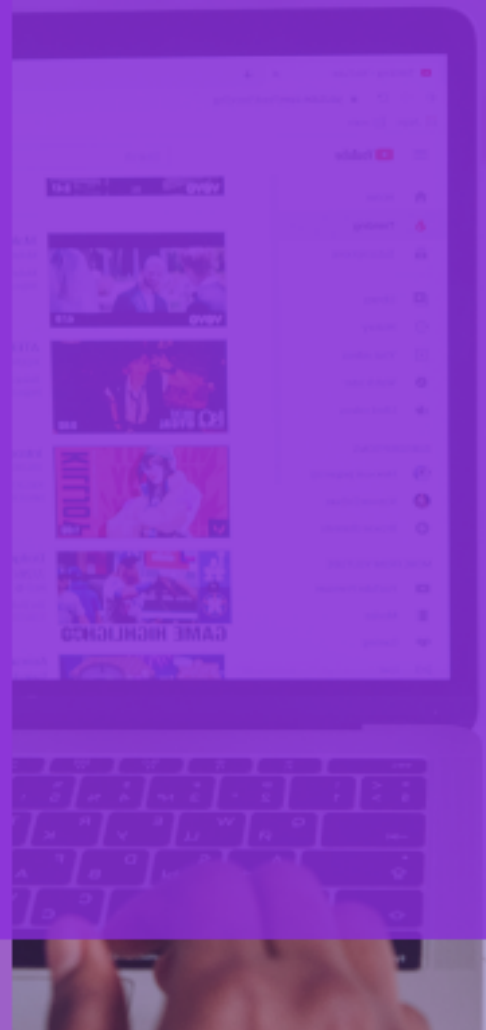
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SCOPE

Anyone who wants to control all their sales and registration of their inventories, manage lists for customers and suppliers, keep track of your employees and much more.

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EQUIPMENT REQUIREMENTS

For the correct operation of the software you only need a web browser and internet connetion, the application works through cloud computing and saves all modifications automatically and in real time

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MODE OF USE

The application has 4 main sections for managing all its funtions, you can navigate through this options.

INVENTORIES
PRODUCTS
CLIENTS
SALES

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MODE OF USE

INVENTORIES
You can manage all data of your company here, from search orders or supplier invoices until to create a report of the merchandise inventory .

PRODUCTS
Here you can create all your new products, you can update information and delete it, in addition, a report of a specific product can be created, which will help to carry out merchandise verifications later.

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MODE OF USE

CLIENTS

In this section you can create new customers and modify your information, you can choose between customer and supplier when creating the record.

SALES

All sales you make will be recorded in this section, you can create a list of products and add or remove products from the list, you can also choose between several payment methods.

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PRECAUTIONS

FastFile uses cloud technology which has several protocols of security such **WAF** and **TLS**, this provides greater security when manipulating data within the application,on addition to this, is necesary to have good practices of use, like the following.

*Define specific roles with previously deffined permissions.
*Create passwords at least 14 characters.
*Change passwords after three months.

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PRECAUTIONS

*Remove inactive users.
*Keep data backups.
*Avoid the use of the application outside of the work area.

To keep the application running in optimal conditions it is necessary to comply with this recommendations, remember that cloud security is a joint effort between the application and good usage practices.

BASIC MAINTENANCE

It is necesary to carry out periodic reviews of the system to analyze the posible failures that it may have, not every time a technician is needed to diagnose the state of the system.

Before calling technical service for a system failure, make sure to verify that the error is not due to an external reason, such as a failure in the internet conection or some other internal connection.

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SUPPORT

In case of having a persistent failure in the system that cannot be solved by any user, the channel to communicate with our technical service will always be enabled.

You can contact us by the following means:

Email: Fastfile@support.com
Whatsapp: +57 322 331 22 33
Telephone support: 018000023231

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FRECUENT QUESTIONS

Is safe to use cloud technology?
-Yes, but it is necessary to take precautions when handling the system and follow all the recommendations for use.

Is cost to rent cloud services?
-Cloud computing is a solution for small bussinesses that offers all the necesary tools for the operation of a computer system, these services are offered at a low cost compared to on premise software.

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FRECUENT QUESTIONS

Does the software have security certifications?
-ISO standars allow the regulation of software products and certify compliance with basic security parameters. the standars that certify this software are:
-ISO 9001 - ISO27001 -ISO27017 -ISO27018

Can it be accessed from any device?
-Any device can access through a web browser, but they must be previusly authorized to use the software and create a user account.

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GLOSSARY

Cloud computing: It is a technology that connects various remote servers and allows you to store and manage information, database, servers and software through the internet.

WAF: Web Application firewall, ensures the security of cloud services guarantees the security of cloud services, by analyzing the HTTP and HTTPS web protocols.

HTTP & HTTPS: Are security protocols for data transfer on the web, HTTP or HiperText transfer protocol was created in 1989 and has adapted to changes in the web over time.

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GLOSSARY

currently the HTTPS protocol is used together with other two protocols (SSL & TLS) that encrypt and guarantee the transfer of data.

SSL: Secure Sockets layer, It is a web certificate that guarantees a secure connection between the web server and a web page through data encryption.

TLS: Tranport Layer Security, this is another protocol that fixes some SSL security vulnerabilities, whe all protocols are in the norm, the letters HTTPS appear in the browser indicating that it is safe to browse that website.