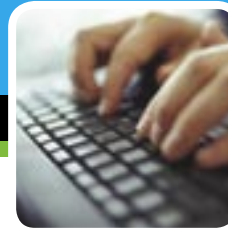


# Product overview

## Secure MS Exchange



Secure Virtual Office and Secure Exchange are integrated to optimise business processes, improve communication and maximise effective use of resources. The objective is to provide benefits to the user by integrating e-mail applications into routine MS Office applications as well as front of office CRM and back office Accounting applications. The entry product is Secure Virtual Office Lite, which will facilitate e-mail integration and SMTP messaging into Outlook Calendar to set up meetings, schedule events, actions and record outcomes. Depending on choice of other CRM and accounting applications Secure Exchange Service will seamlessly facilitate:

- i) direct mail marketing
- ii) quotation creation and submission
- iii) order processing
- iv) order acknowledgement
- v) delivery notes
- vi) e-invoicing and
- vii) e-payment applications

Every Secure Exchange Service user gets the same core benefits. The applications and the data they create are stored in folders, private to that organisation.

All incoming and out going mail is scanned for viruses, worms and is subject to anti-spam procedures.

Secure Finance Director will support most of the accounting packages commonly in use by small and medium size companies. If there is one you want to use and it is not on our list then contact us. Prices for Accounting packages are the manufacturers recommended list price. Normally, introductions to the Secure Finance Director services will come through your accountant or bookkeeper. If you do not have an accountant or bookkeeper or want to make a change then contact us and we will send you a list of accountants in your area.

If your accounting software is still supported by its manufacturer and your accountant and will run under Windows then you can upload your software and data files to run on your dedicated space on our server.

If you have any other software that you are sure will run on the Windows operating system then contact us and we will give you a price to host it on our server and run it in the same safe environment as your MS Office applications and accounting software.

Secure Virtual Office will support any software package that will run under Windows operating system. Prices vary according to the supporting services selected.

Prices are for a monthly subscription and exclude VAT which will be applied at the standard rate. There is also a set-up fee which is equal to one month's subscription. Prospective users can register on line and payment is made by direct debit. As soon as contact and bank details have been registered your application will be processed. There is no limit to the number of users that can be registered at each application. Minimum contract period is six months but there is a 30 day no quibble money back guarantee. For further details about our no quibble guarantee please contact us.

secure  
MS Exchange

secure  
Virtual Office

### Additional FAQ

**How does a user logged into an accounting package access the rest of the MS Office applications?** A user logging on to secure Finance Director is automatically logged into their primary accounting application. Other windows applications are available through left mouse "clicking" "Start" on their task bar. Available applications are presented according to permissions granted on the users' profile.

**Why do I have to wait 4 working days before a replacement user becomes active?** The new user has to be issued with a new user ID and PIN. For security reasons this is always done through the postal service to reduce online masquerade or identity theft.

**I have just bought the latest release of XYZ Accounting/ Payroll package. Can I have it installed on your server?**

Yes. If the accounting/payroll package will run under MS Windows your ICT / accountancy support organisation can arrange for your applications software and files to be uploaded to the secure Finance Director data centre. Once arrangements for the transfer have been agreed the transfer can normally be completed within a few hours. If you anticipate any difficulties in this area please contact us.

