

Inta-com

Business Intranet

System Requirements

The minimum recommended specification required for a PC to run the Software: Pentium 3 Processor 1GHz, 512MB RAM, Windows 2000 or better, Internet Explorer 6, Broadband Internet Access

In Summary

Inta-com™ is a web based program that allows businesses and organisations to use the web as an in-house communication tool.

If you haven't got a company Intranet we have a solution that will save you thousands of pounds and a lot of time! Our 'out of the box' intranet program is quick and instant and gives you a fully operating intranet system of your own complete with your own branding at a fraction of the cost of developing it yourself. It will be designed in your own corporate identity and colours, in brief, it:

- Has easy online content management which requires no programming skills or experience
- Has full email facilities including tracking of mail usage
- Has standard forms/memos designed exactly to your requirements
- Keeps all company library information imported in Microsoft Word
- Links to existing websites to forward on leads

Internal paper based memos, letters and faxes will become a thing of the past, creating huge savings in time and money in addition to improving communication throughout your business.

We can assist those who need help with setting up and content management. Update your communications now!

Key Features

- Easy User Access
- Configurable User & Menu Structure
- Internal & External Email
- Tailored Business Forms
- Document Library
- Easy Online Maintenance
- Full Training And Support

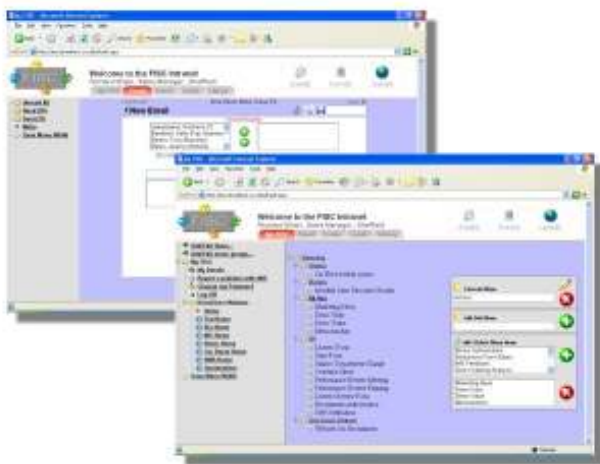


Easy User Access

- Being web based, Inta-com™ allows users to access it whenever and wherever they want, at home or at the office, wherever there's an Internet connection, the choice is theirs
- The Inta-com™ user interface has been designed to make Inta-com™ simple, quick and straightforward to use
- Each user gets a unique ID and login. Once this has been done it's ready to go!

Configurable User & Menu Structure

- The system administrator within an organisation can quickly create, amend or delete users
- Users can be created in groups, such as job function. The structure of the user groups is completely configurable
- Users are also set a system access level which only allows them to see certain levels of the system e.g. specific forms or memos etc.



Internal & External Email

- Both the internal and external email functions are a simple intuitive operation
- Using a secure intranet to send emails reduces email viruses (viruses targeted at Microsoft email client programs)
- A new message indicator alerts the user to a new email whether from internal or external accounts
- All internal emails have a notification function to show if or when a user opens a message
- Users can request feedback within an internal email
- Both email functions supports file attachments
- Emails can be saved for re-use
- Printer friendly option for printing emails

Tailored Business Forms

- The system supports any number of business forms that your company needs. For example this could extend from a standard memo, to a starter or leaver form that's filled in and needs to be passed to the HR department.
- Optional code can be added to forms to carry out automated calculations for example; to auto calculate rows or columns of numbers within a form
- All forms can support mandatory fields
- Forms can support drop down lists with pre-populated values to make it even easier for users to complete
- File attachments can be added to all forms
- All forms can be configured to request authorisation from another user e.g. can be used to authorise expenditure etc. Director or Manager can directly accept or decline
- As with emails, there is automatic notification of when a user opens form

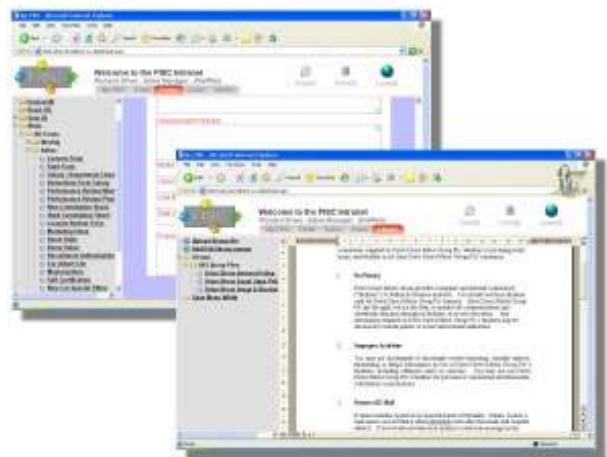
- Printer friendly option for printing forms
- Forms can be automatically set with pre-determined recipient names for example: a weekly sales report that needs to be sent to the Sales Director. Again this ensures that the form gets to the right person and department
- Designate forms for recurring daily, weekly, monthly or ad-hoc and set each group of users to only see the forms that are relevant to them or their department
- Save forms with data for re-use
- Business forms can be designed around your requirements within the business

Easy Online Maintenance

- All users, forms, documents and menus are easily managed online from within the maintenance section of the system
- Designated administrators can be restricted to manage only certain areas of the system or all of it
- We offer a full system maintenance service to those who need it

Document Library

- Allows you to keep all the company's information library online for easy access
- Whether it's company policies or health and safety, Inta-com™ allows you to digitally store as many as you wish, giving staff easy access when they need it
- Maintaining the library is simple as Inta-com™ supports standard office documents: word, excel, plus many others. Simply upload your existing documentation
- View documents inside the browser or in an external application such as Word etc



Full Training & Support

We provide full product training and support for the Inta-com™ system. Installing Inta-com™ couldn't be easier, with full on-site training coming as a standard part of the Inta-com™ package, with all relevant personnel fully trained in both the setting up, and use of the system.

Ongoing support from our help desk is only ever a phone call away, ensuring that any problems, questions or queries are handled quickly and solved in the shortest possible time. We pride ourselves on our service and back up and the reliability of our entire product range.

Inta-Com™ is good for the Environment!

Using a company Intranet within your business will help to reduce CO2 emissions by significantly cutting the paper used within your business and at the same time, reduce waste disposal and energy costs.

Inta-Com™ will not only provide you with a cutting edge Intranet platform, that will improve communication within your business, but it will also make users more efficient, and at the same time help us all do our bit to save the planet!

Improve Your Communications Now!