

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 web based intranet system of your own complete with your own branding at a fraction of the cost of developing it yourself



## In Summary

- ❖ Designed to your own corporate identity
- ❖ 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 from Microsoft Word
- ❖ Links to existing websites to forward on leads to designated users
- ❖ 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

## Key Features

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

## Inta-Com™ is good for the Environment!

A company Intranet 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™ not only provides 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!

## 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 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
- ❖ Optional code can be added to forms to carry out automated calculations
- ❖ 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 a form
- ❖ 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
- ❖ 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



## Document Library

- ❖ Holds all the company's information library online for easy access
- ❖ Whether it's company policies or health and safety, you can 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

**For a full no obligation demonstration or to simply talk through your requirements, call us now on 0871 989 9859 or email us at [info@fisconline.co.uk](mailto:info@fisconline.co.uk)**