



FIN-X Solutions

Installation Instructions

**Financial Spreadsheet
Solutions**



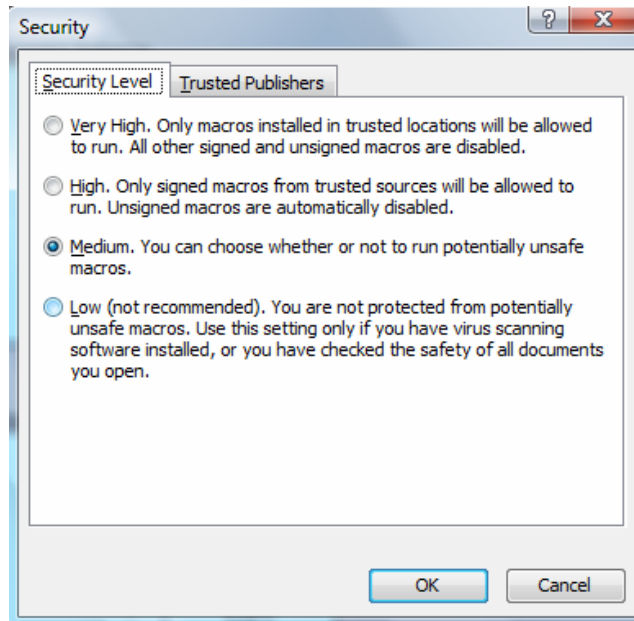
Thank you for purchasing the FIN-X Solutions Financial Solution. Please read the installation instructions carefully before installing your solution. Installation of the FIN-X Solutions Financial Solution is subject to the standard terms and conditions of use which are included in the Software Licence Agreement included in Appendix A.

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SECTION 1 – MACRO SECURITY SETTINGS

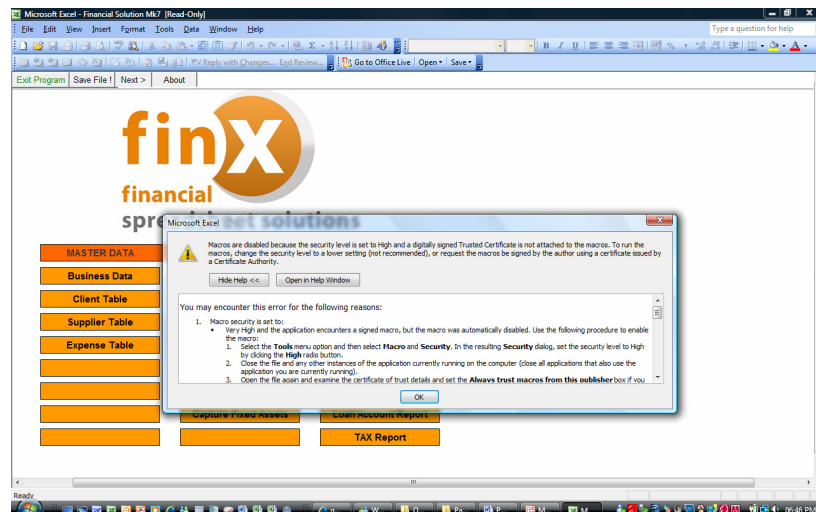
The FIN-X Financial Solution uses what is known as “macros” in EXCEL. If the financial solution is opened without the macros being enabled, the solution will not function.

To make sure that the financial solution can function, you must check the macro security level in EXCEL first. Access these and change the security level to “Medium” as shown here:



After changing the macro security level settings, you can close EXCEL down.

You will notice that the macro security levels are set as “High” or “Very High” when the following message appears when opening the financial solution:



SECTION 2 – GETTING STARTED

The FIN-X Financial Solution is loaded from a setup file. This setup file can be provided to you on a data medium (CD, flash-drive) or accessed through a download from the website.

If the solution is provided on a data medium, then:

- Insert the CD into the CD-ROM / DVD drive of the computer on which installation is being done, or
- Insert the flash-drive into a USB-port on the computer on which installation is being done.

If the files on the CD / flash-drive are not automatically displayed or an option provided to view the contents of the CD / flash-drive, then the CD / flash-drive contents can be accessed by double-clicking (with your mouse) on “Computer” or “My Computer” on the desktop and then choosing the CD / DVD drive or flash-drive.

Once opened, the setup file can be identified by the following icon

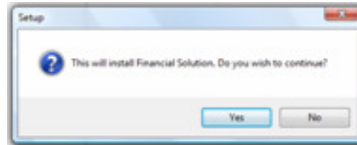


If the solution is downloaded from the SBPS website, then:

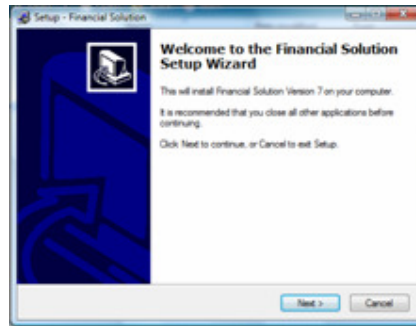
- Click on the product that you want to download on the webpage.
- Complete the client detail input requested on the webpage to proceed to the product download.
- After clicking on the “download” option, choose “Run” or “Save”. If you choose save, the setup file will be saved to the directory you choose, and can be accessed later.
- Once the file has downloaded from the webpage, click on the setup file to continue with the installation.

SECTION 3 – SOLUTION INSTALLATION

To install the financial solution, merely double-click on the financial solution setup icon. The following pop-up box will appear:

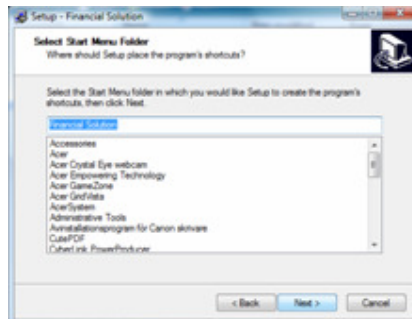


Click on the **Yes** option to continue. This opens the Financial Solution Setup Wizard.



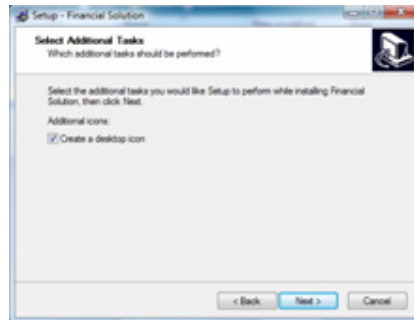
Click on the **Next** option to continue.

This opens the pop-up box that allows you to determine where the financial solution spreadsheet program file is going to be saved on your computer.



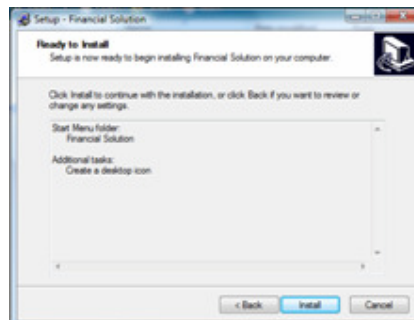
Click on the **Next** option to continue.

This opens the pop-up box in the installation process that provides for a shortcut to be created on your computer's desktop. This shortcut makes it easier to access the spreadsheet solution once installed. The setup process allows for an icon to be created on the computer's desktop – if you do not want an icon on the computer's desktop, then “un-tick” the box on this screen.



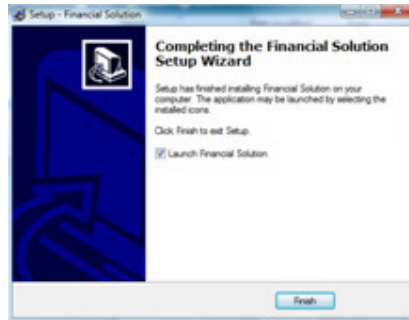
Click on the “**Next**” option to continue.

This opens the final pop-up box in the installation process for the Financial Solution Setup Wizard.

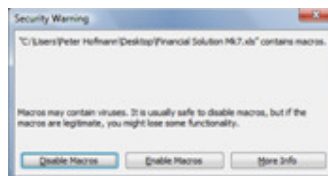


Click on the “**Install**” option to complete the process. The financial solution will automatically be installed on your computer.

After installation, a pop-up box appears to indicate that the setup process has been completed.



Click on the **Finish** option to complete the installation process. Provided the "Launch Financial Solution" tick-box remained ticked, the financial solution will automatically open in EXCEL after completion of the installation. Before opening, a prompt will appear providing a security warning for macros, as follows:



As the financial solution depends on macros to run, you must choose the **Enable Macros** option.

SECTION 4 – SOLUTION LOGON

4.1 Financial Solution Logon

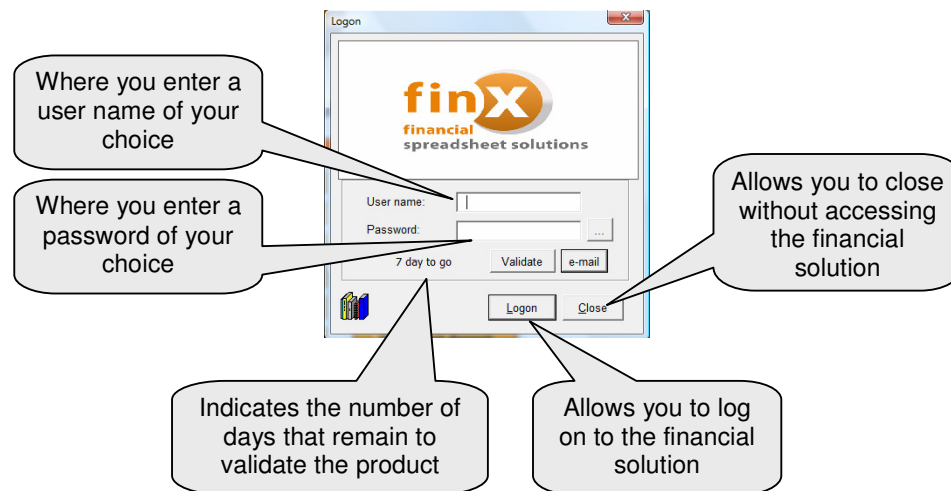
Following installation, the financial solution is automatically accessed for the first time. Provided the macros have been enabled, a logon process is required. This process allows you to:

- Validate the financial solution. Validation is required within thirty days of installation and is done via email.
- Create a unique username and password to restrict unauthorised access to your financial solution data.
- Change your password at any time to protect and restrict unauthorised access to your financial solution data.

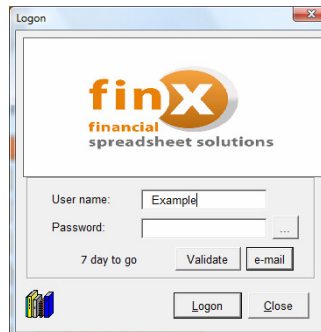
4.2 Initial Financial Solution Logon without Validation

The financial solution requires validation within thirty days of installation. If the installation is not validated, it will not be accessible after expiry of the thirty-day period.

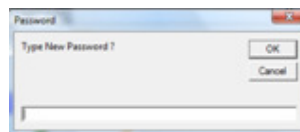
Before the financial solution validation process has been completed, the initial logon screen appears as follows:



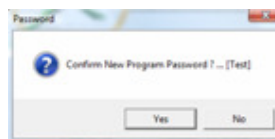
Begin by simply entering a **User name** and **Password** of your choice – and then simply click on the "**Logon**" option.



In the example above, the financial solution username has been entered as “Example” and a password entered. To ensure the password is correct, a popup box appears for you to enter the password again, as follows:



Re-enter the password you have chosen – and then simply click on the “**OK**” option. A confirmation screen will then appear that reflects the password and allows you to accept it – simply click on the “**Yes**” option to confirm the password.



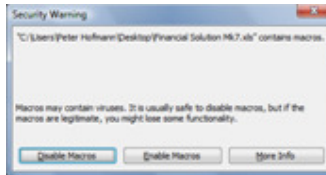
4.3 Further Financial Solution Logon without Validation

Once the initial username and password have been set up, you can continue to access the financial solution without having validated the product.

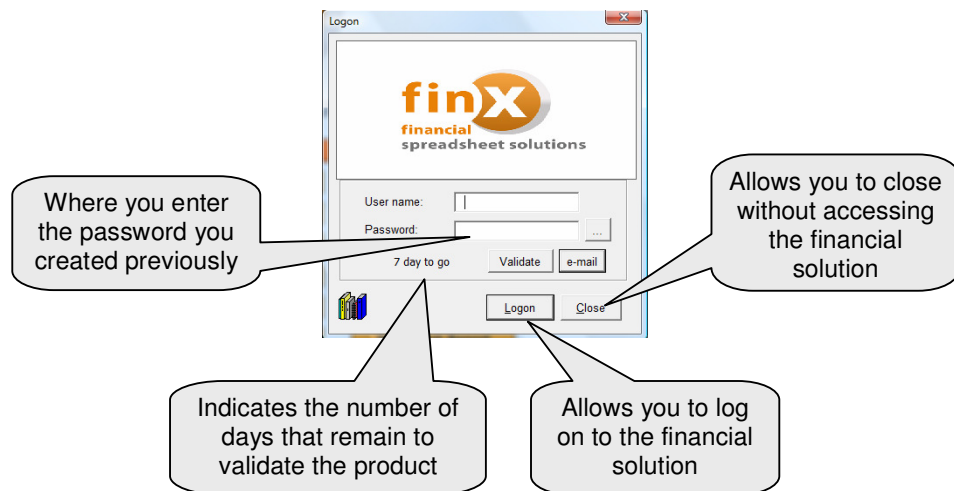
In the initial installation process, a desktop icon was created that allows for easy access to the financial solution. Merely double-click on the desktop icon which appears as follows:



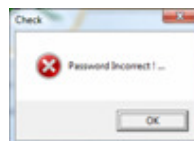
The financial solution will automatically open in EXCEL after double-clicking the desktop icon. Before opening, a prompt will appear providing a security warning for macros, as follows:



As the financial solution depends on macros to run, you must choose the “**Enable Macros**” option. The logon screen that appears will include the username you have already setup, and allow access by entering the password:



After entering the password, simply click on the “**Logon**” option. This will open the financial solution. If the correct password is not provided, access to the financial solution will be denied.

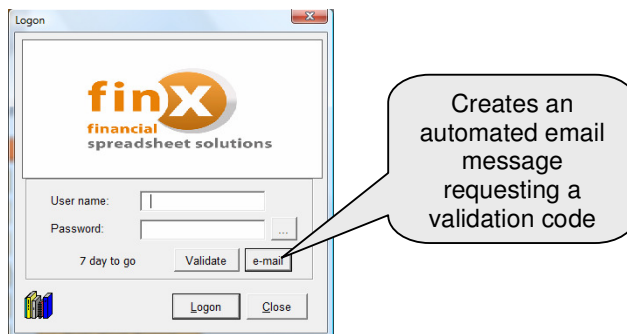


SECTION 5 – SOLUTION VALIDATION

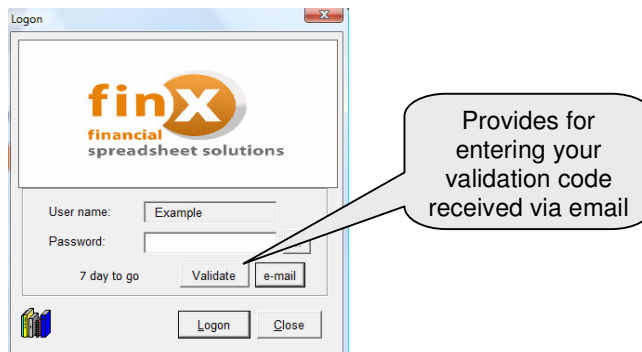
The financial solution requires validation within thirty days of installation. If the installation is not validated, it will not be accessible after expiry of the thirty-day period. The validation process involves two basic steps:

- Forwarding an email to request your validation code.
- Entering your validation code received via email on your product logon screen.

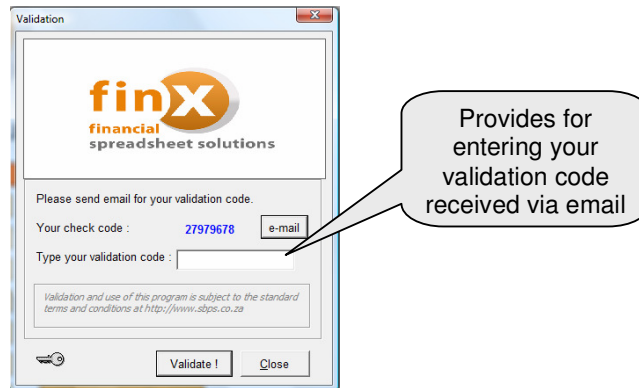
The first step is simple – merely click on the “**e-mail**” button on the financial solution logon screen. During installation, a unique code is generated for each computer on which the solution is installed. By clicking on the e-mail button, an automated email message is created that contains the unique code. Once this email message has been sent, you can continue to log on using the password previously created (provided you are still within the initial thirty-day window period).



When you receive your validation code via email, you can validate the financial solution – this is done on the solution logon screen. Open the solution, and then click on the “**Validate**” button on the logon screen.

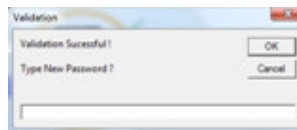


After clicking on the “Validate” button, a screen will appear where your unique validation code can be entered.



Simply enter the validation code you received by email into the space provided, and then click on the “**Validate!**” button. By entering your validation code, you implicitly agree to the **standard** terms and conditions of use applicable to the financial solution – these are available on <http://www.sbeps.co.za>.

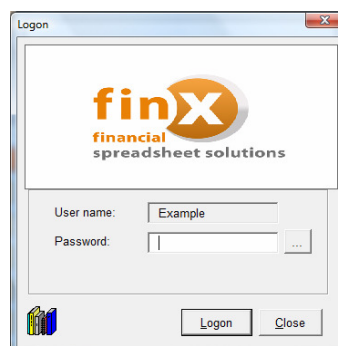
Provided the validation code has been entered correctly, successful validation will result in a pop-up box that allows you to enter a password (of your choice) for the financial solution again.



Enter a password of your choice, and click on the “**OK**” button. A confirmation screen will then appear that reflects the password and allows you to accept it – simply click on the “**Yes**” option to confirm the password.

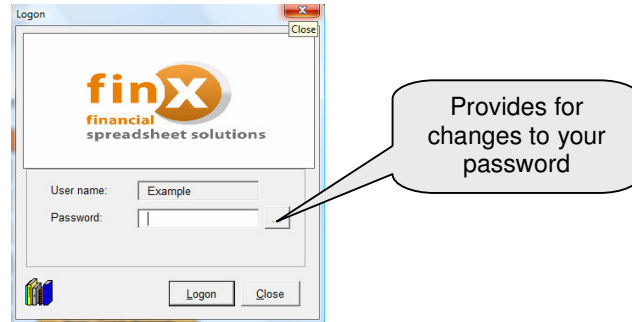


After completing the validation process, the financial solution logon screen changes to reflect only your username and password tab when accessing the solution.



SECTION 6 – SOLUTION PASSWORD CHANGES

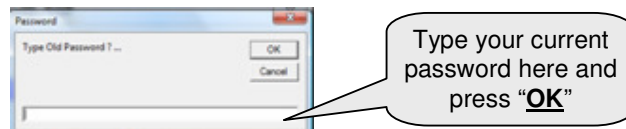
After initially creating a password to protect your financial solution from unauthorised access, you may consider it necessary to change this password. To do this, you simply click on the button provided on the solution logon screen (to the right of the password tab).



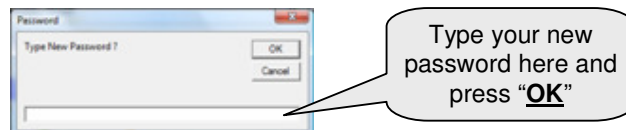
After clicking on the password-change button on the logon screen, a screen will appear requesting that you confirm that you wish to change your password.



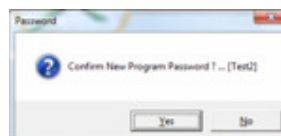
If you want to proceed with changing your password, simply click on the "**Yes**" button. This will bring up the next screen where your current password must be entered.



After entering your current password, click on the "**OK**" button. This will bring up the next screen where your new password must be entered.



A confirmation screen will then appear that reflects the password and allows you to accept it – simply click on the "**Yes**" option to confirm the password.



APPENDIX A – SOFTWARE LICENCE AGREEMENT



IMPORTANT – READ THESE TERMS CAREFULLY

1. **Software Licence Agreement**

This is a legal agreement between you, the end user, and Simplex Business Product Solutions (Pty) Ltd ("FIN-X"). It is a condition of your purchase of the FIN-X Solutions software ("the Software") that you will use the Software subject to the terms of this agreement.

In order to operate the Software, you are required to have a lawful copy of Microsoft Excel. FIN-X may at any time request written proof that you have a licensed copy of the said programme.

2. **Copyright**

FIN-X is the owner of all copyright in the Software which is protected by the Copyright Act No 98 of 1978, Republic of South Africa and International Copyright Treaty provisions. You must treat the Software like any other copyright material except that you may:

- (a) make one copy of the Software solely for a back-up or archival purposes; or
- (b) transfer the Software to a single hard disk provided you keep the original solely for back-up and archival purposes; and
- (c) you may not copy the written materials accompanying the Software.

3. **Licence Terms**

- 3.1. FIN-X grants to you the right to use one copy of the Software, or such other quantity indicated on the Certificate of Licence provided to you by FIN-X, on a single computer.
- 3.2. You may not rent or lease the Software, but you may transfer the Software and accompanying written material on a permanent basis if you obtain FIN-X's written consent, and provided that you retain no copies, and the recipient agrees to be bound by the terms of this agreement.
- 3.3. This licence shall not permit the installation of the Software on a network server for the sole purpose of distribution to one or more other computer(s), for which a separate licence is required.
- 3.4. You may not reverse engineer, decompile or disassemble the Software.
- 3.5. The effective date of this agreement is the day that you install the Software.
- 3.6. The agreement shall remain in force until terminated in writing by FIN-X.
- 3.7. You may terminate this agreement by returning to FIN-X the original Software and any back-up copies and the written materials accompanying the Software.
- 3.8. If you breach this agreement, FIN-X can terminate the licence upon written notification to you, whereupon all original disks, any back-up copies and written materials accompanying the Software shall be returned to FIN-X.

4. **Limited Warranty**

- 4.1. FIN-X warrants that the medium on which the Software is recorded to be free from defective materials and workmanship under normal use for a period of 30 days from the date of purchase / delivery, and no claims submitted after such period shall be entertained.
- 4.2. The Software and related documentation are provided as is. FIN-X disclaims all other warranties, either express or implied including but not limited to implied warranties as to merchantability and fitness for a particular purpose with respect to the Software and the accompanying written material.
- 4.3. FIN-X's entire liability and your exclusive remedy shall be the replacement of the Software that does not meet FIN-X's limited warranty and which is returned to FIN-X with a copy of your receipt / proof of payment. This limited warranty is void if failure of the Software has resulted from accident, abuse or misapplication.
- 4.4. In no event shall FIN-X or its suppliers be liable for any damages whatsoever (including without limitation, damages or loss of business profits, business interruptions, loss of business information, or other pecuniary loss) arising out of use of or inability to use this product, even if you have been advised of the possibility of such damages.

5. **Governing Law**

This agreement shall be governed and construed in accordance with the laws of the Republic of South Africa.