

AUXADI REMOTE ACCESS SERVICE

**INSTALLATION GUIDE FOR THE REMOTE ACCESS SERVICE
MODULE I:**

ACCOUNTING

VERSION 1.0

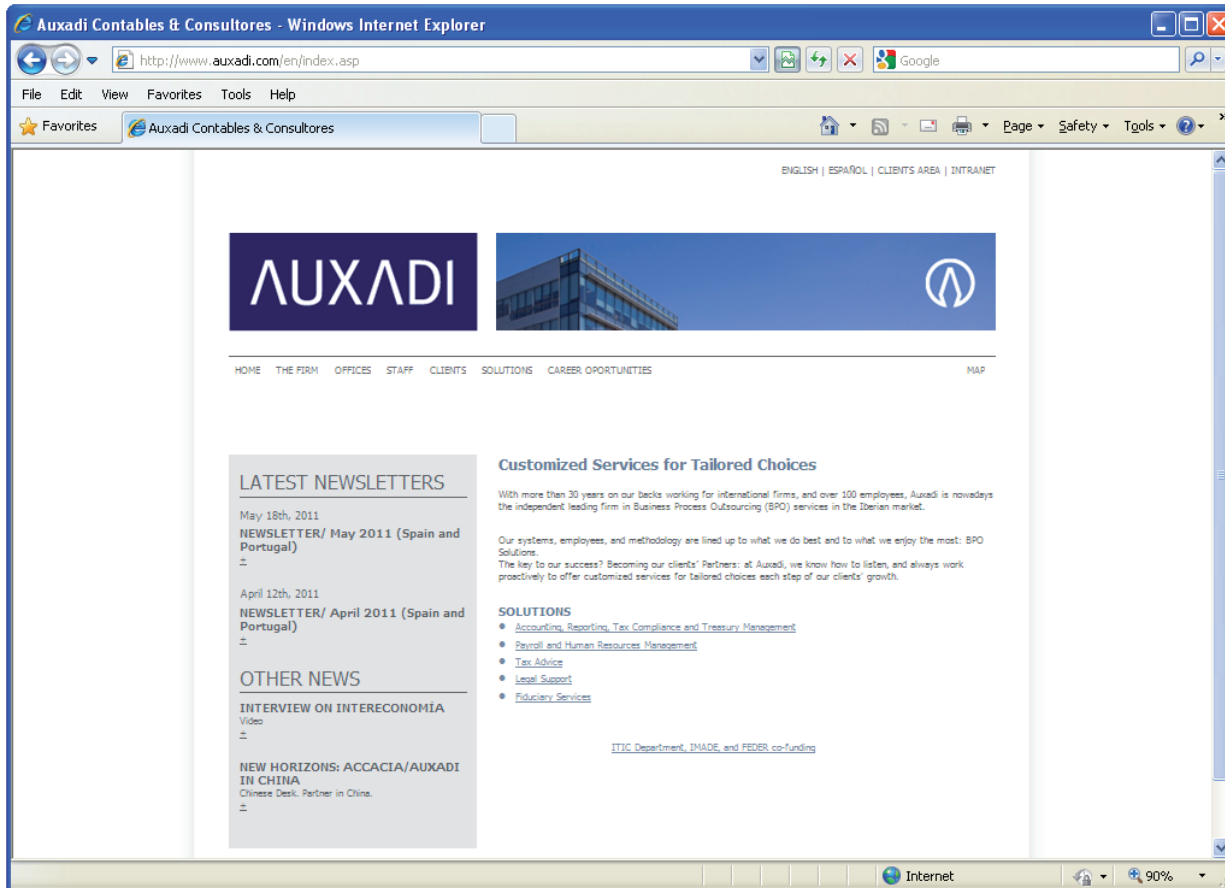
CONTENTS

1	INTRODUCTION	3
2	THE TOOL'S HOMEPAGE	4
3	TOOL SETUP	5
3.1	SETUP OPTION 1	5
3.2	SETUP OPTION 2	9
4	FIRST ACCESS TO THE TOOL	23

1 INTRODUCTION

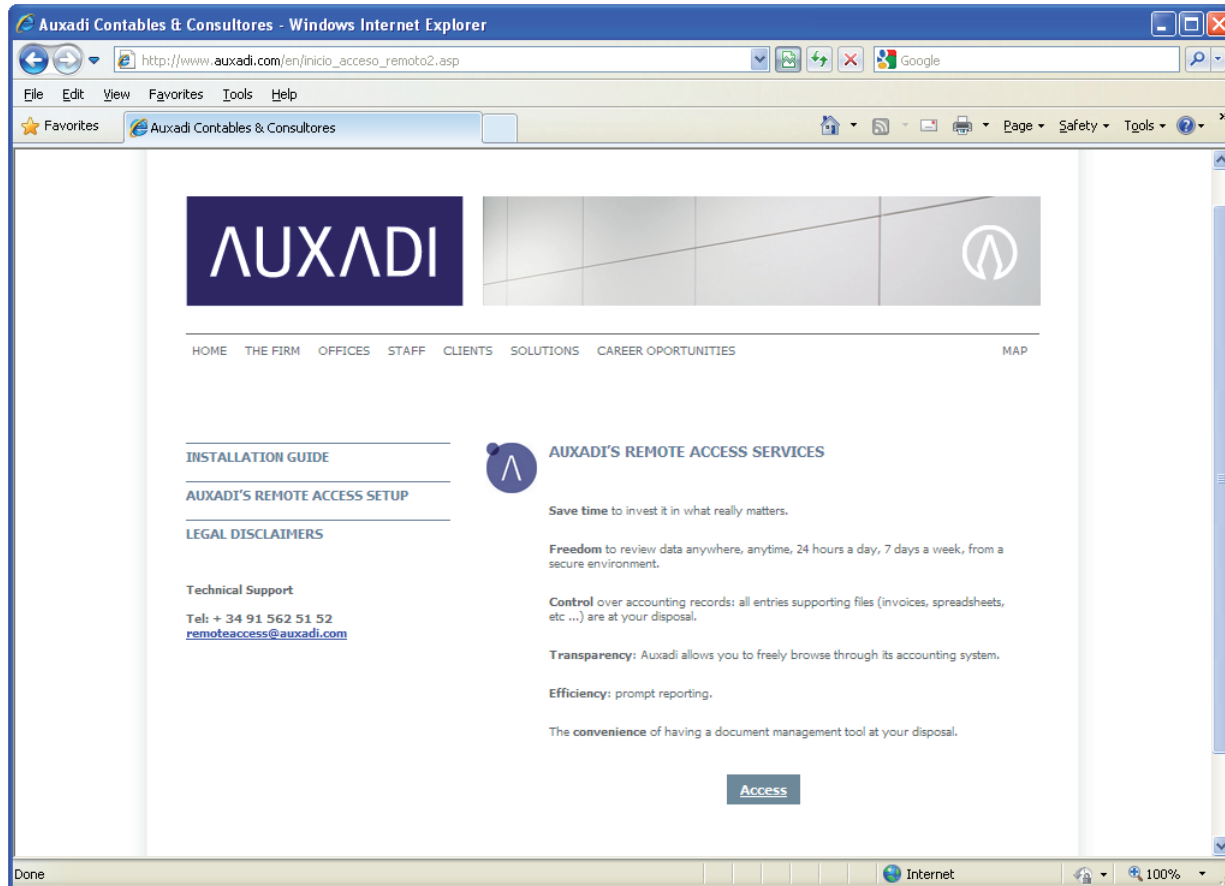
Auxadi's Remote Access service is aimed at all our clients as it enables to review their accounting data as well as the documents supporting each entry.

In order to run Auxadi's remote access system properly, the internet explorer browser must be previously set up. The installation guide includes two options to set up Internet Explorer: an automatic and a customized setup. The automatic setup procedure is tailored to any user who wishes to use Auxadi's Remote Access, while the customized procedure is meant for users with a more advanced technical knowledge. The customized setup instructions explain briefly the steps taken by the automatic setup. However, using this simple guide, anyone can configure Auxadi's Remote Access tool properly.



2 THE TOOL'S HOMEPAGE

To access the Remote Access Service, visit AUXADI's Website at <http://www.auxadi.com> and click on the "CLIENTS AREA" option found on the top right corner.



3 TOOL SETUP

In order to run AUXADI's Remote Access system properly, Internet's security options must be set up. Two options are available to set up Internet Explorer 7 or later updates:

- Option 1: Automatic setup wizard.
- Option 2: Customized setup of Internet Explorer 7 or later updates.

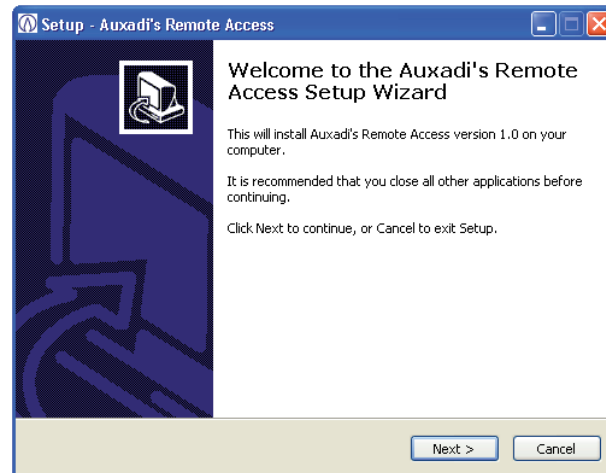
3.1 SETUP OPTION 1

In order to download AUXADI's Remote Access wizard, visit AUXADI's Website at <http://www.auxadi.com>.

Click on "CLIENTS AREA" found on the top right corner of the homepage.

3 TOOL SETUP

3.1 SETUP OPTION 1



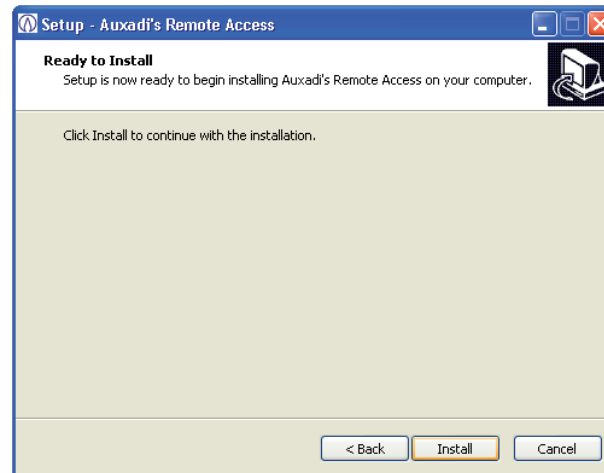
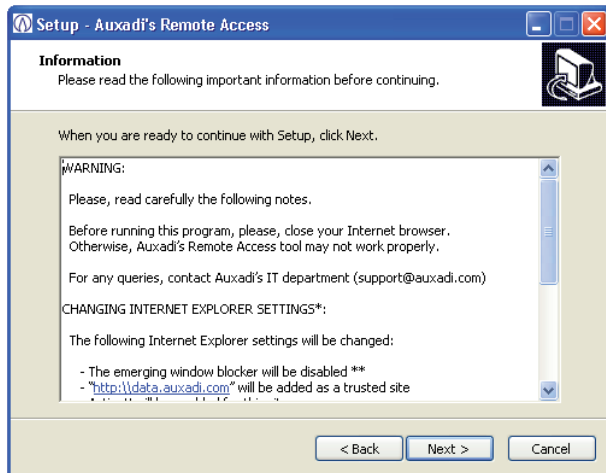
The new window will display AUXADI's Remote Access tool page.

Scroll over the left link: "AUXADI'S REMOTE ACCESS SETUP" to download and run the setup wizard.

Click "Next" when the screen shown in this page is displayed.

3 TOOL SETUP

3.1 SETUP OPTION 1



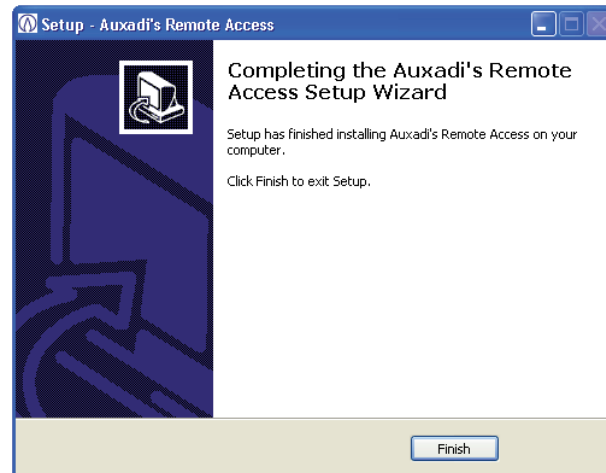
The following window will disclose relevant information that must be read carefully before continuing the setup process (left image on this page).

Once the foregoing disclosures have been read, click on "Next" and a new window will pop up (right image) to launch the installation process.

Click on "Install".

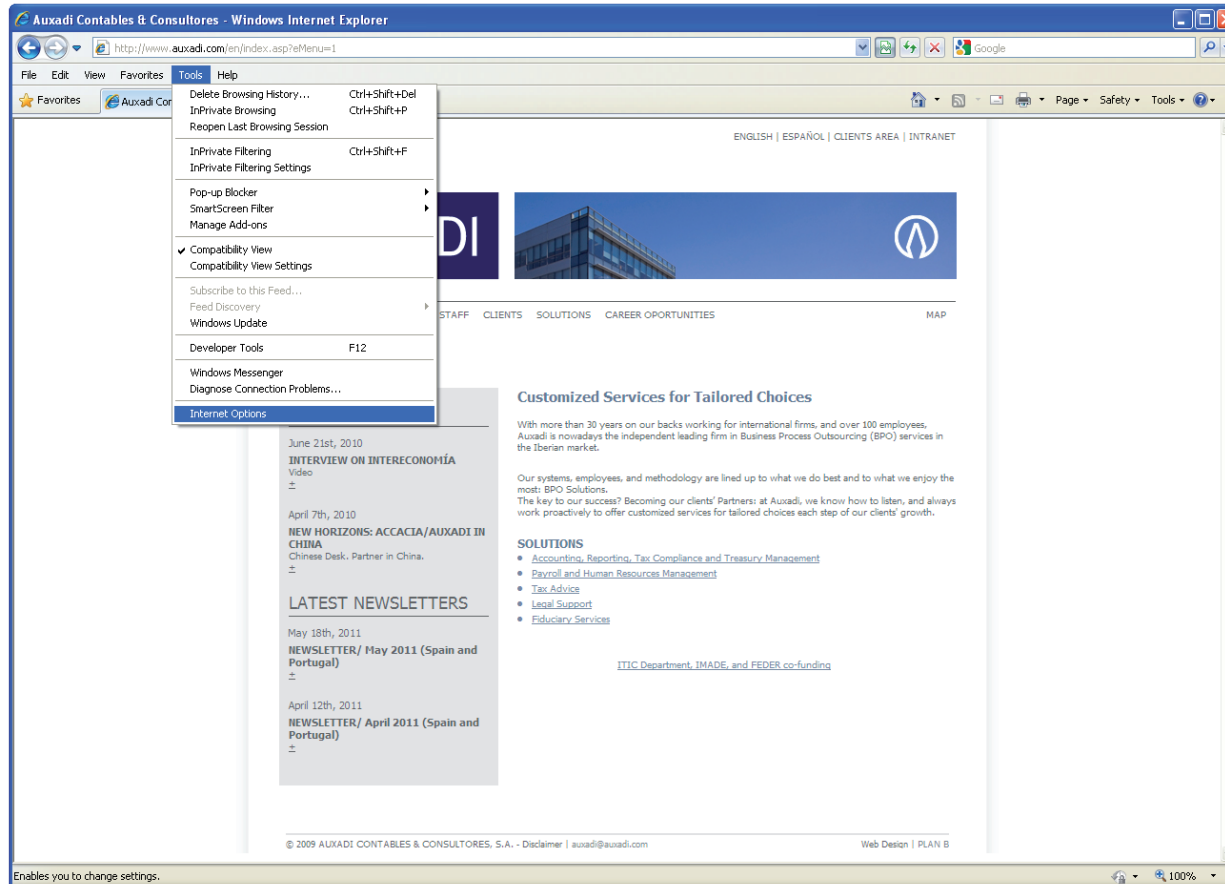
3 TOOL SETUP

3.1 SETUP OPTION 1



After completing this process, a new window will confirm that the installation was successful.

Press "Finish" to end.

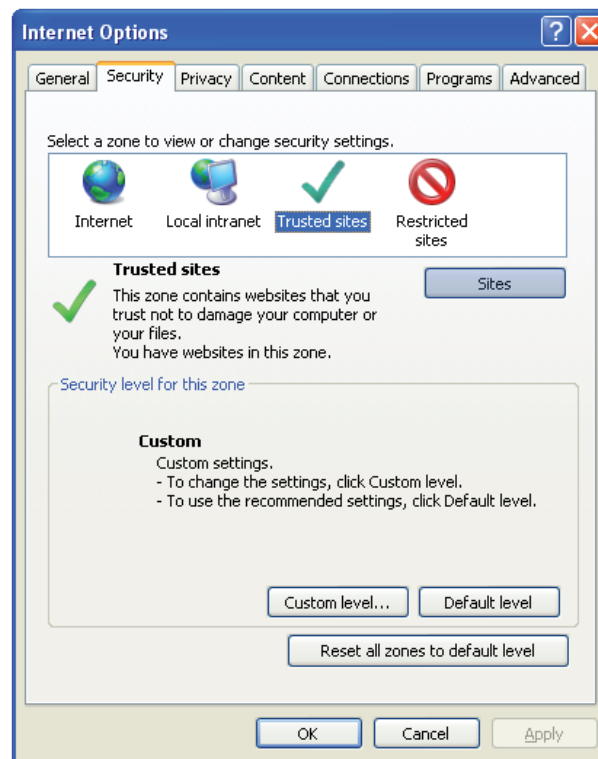


3.2 SETUP OPTION 2

To change the settings manually, open an Internet Explorer browser and select the following options from the toolbar "Tools" and "Internet Options".

3 TOOL SETUP

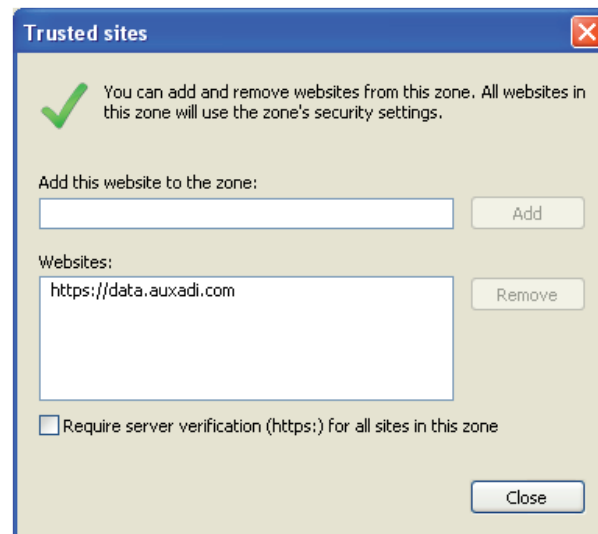
3.2 SETUP OPTION 2



Under “Internet Options”, click the “Security” tab, then choose the “Trusted sites” icon and click on “Sites”.

3 TOOL SETUP

3.2 SETUP OPTION 2

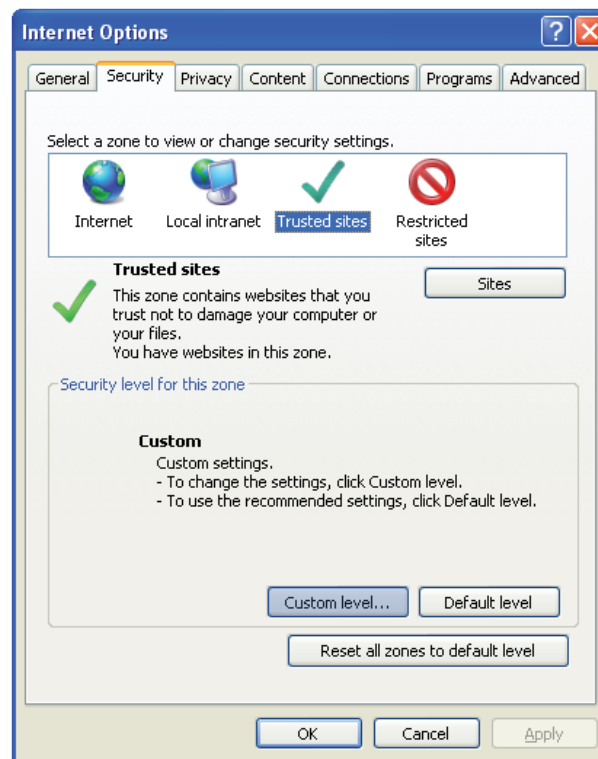


The Web address <https://data.auxadi.com> must be added as a trusted site.

In addition, the box “Require server verification (https:) for all sites in this zone” must be unchecked.

3 TOOL SETUP

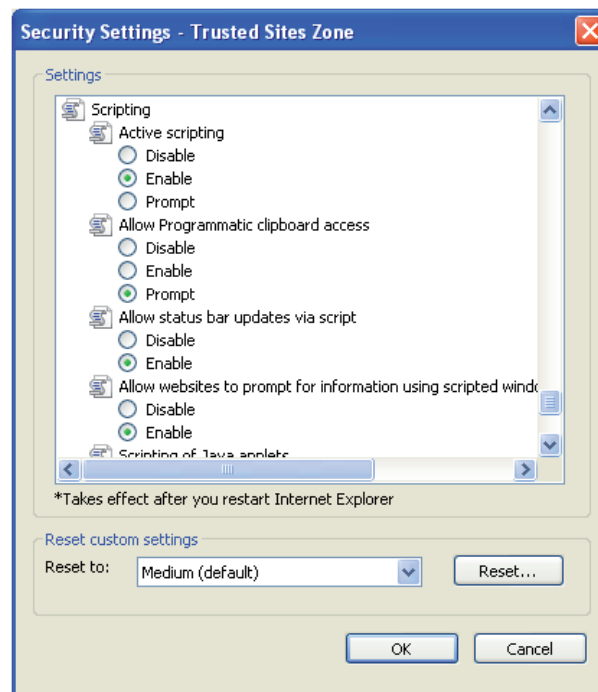
3.2 SETUP OPTION 2



Press 'Close', return to the security tab screen and select the "Custom Level" tab.

3 TOOL SETUP

3.2 SETUP OPTION 2

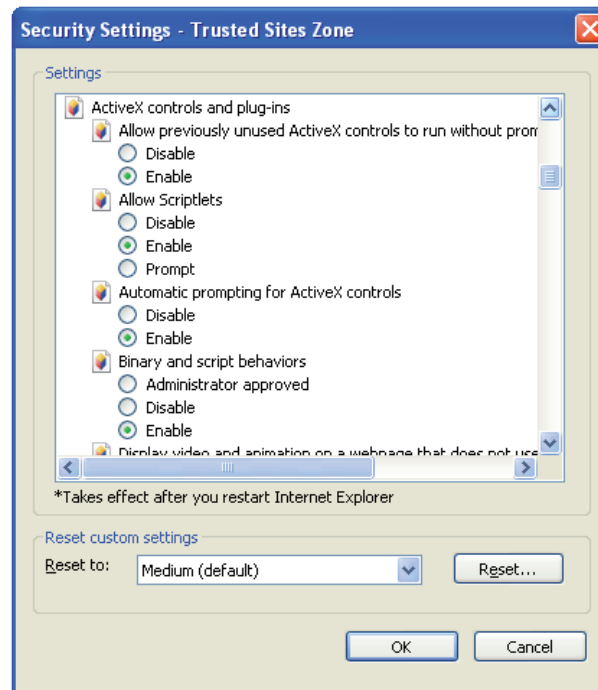


Enable the options detailed below:

- Active Scripting:
Enable
- Allow Programmatic clipboard access:
Prompt
- Allow status bar updates via script:
Enable
- Allow websites to prompt for information...:
Enable

3 TOOL SETUP

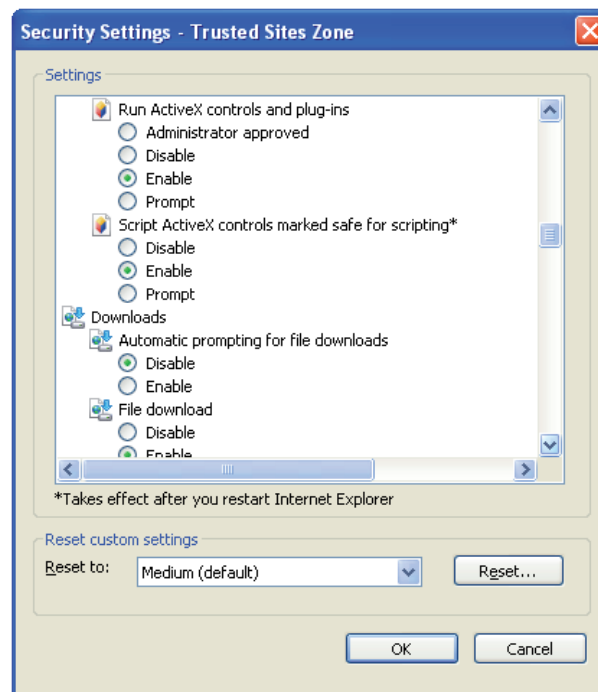
3.2 SETUP OPTION 2



- Allow previously unused ActiveX controls ... :
Enable
- Allow Scriptlets:
Enable
- Automatic prompting for ActiveX controls:
Enable
- Binary and script behaviors:
Enable

3 TOOL SETUP

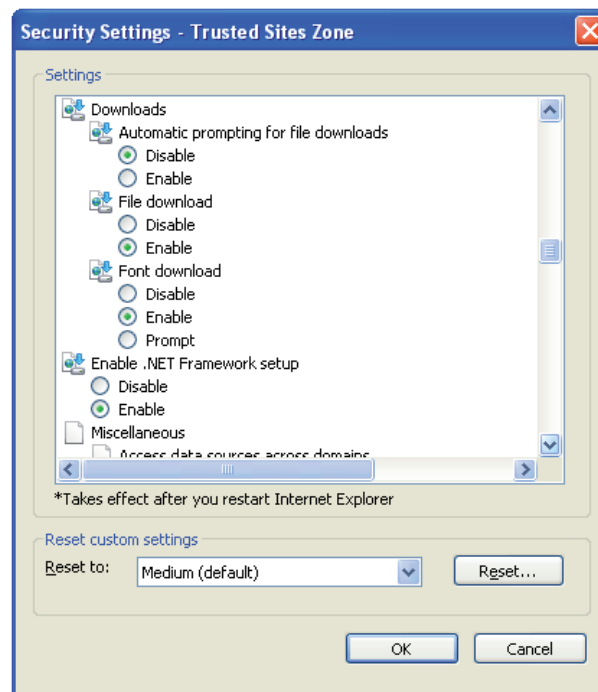
3.2 SETUP OPTION 2



- Run ActiveX controls and plug-ins:
Enable
- Script ActiveX controls marked safe for scripting:
Enable

3 TOOL SETUP

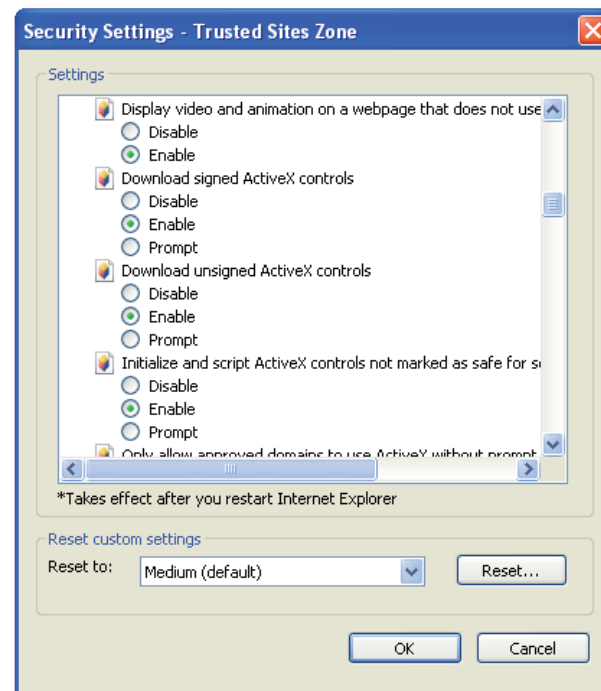
3.2 SETUP OPTION 2



- Automatic prompting for file downloads:
Disable
- File download:
Enable
- Font download:
Enable
- Enable .NET Framework setup:
Enable

3 TOOL SETUP

3.2 SETUP OPTION 2

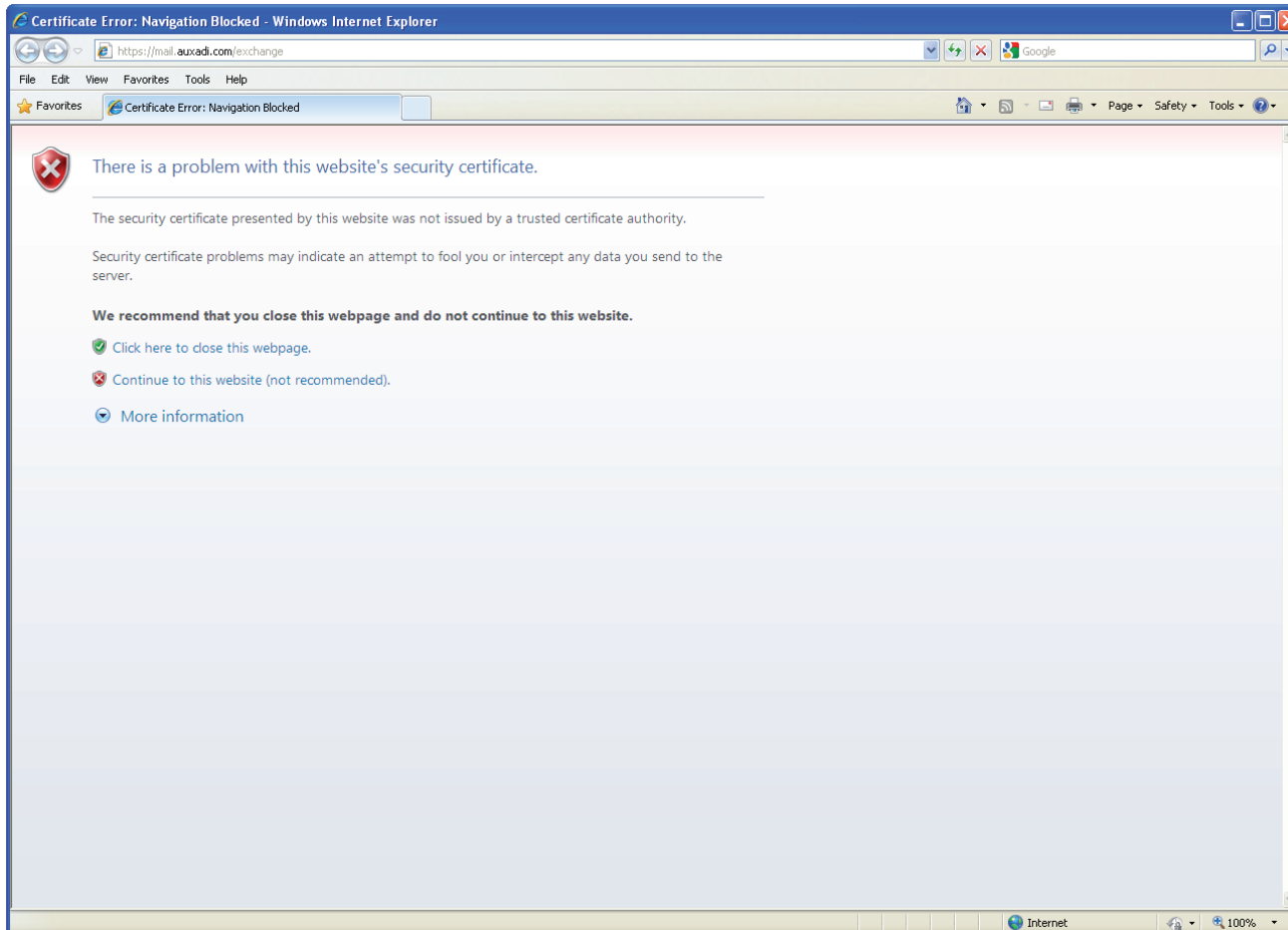


- Display video and animations on a webpage that does not use:
Enable
- Download signed ActiveX controls:
Enable
- Download unsigned ActiveX controls:
Enable
- Initialize and script ActiveX controls not marked as safe...:
Enable

After modifying the above fields, press "OK". Once this process is completed, AUXADI's Remote Access tool is ready to be used.

3 TOOL SETUP

3.2 SETUP OPTION 2



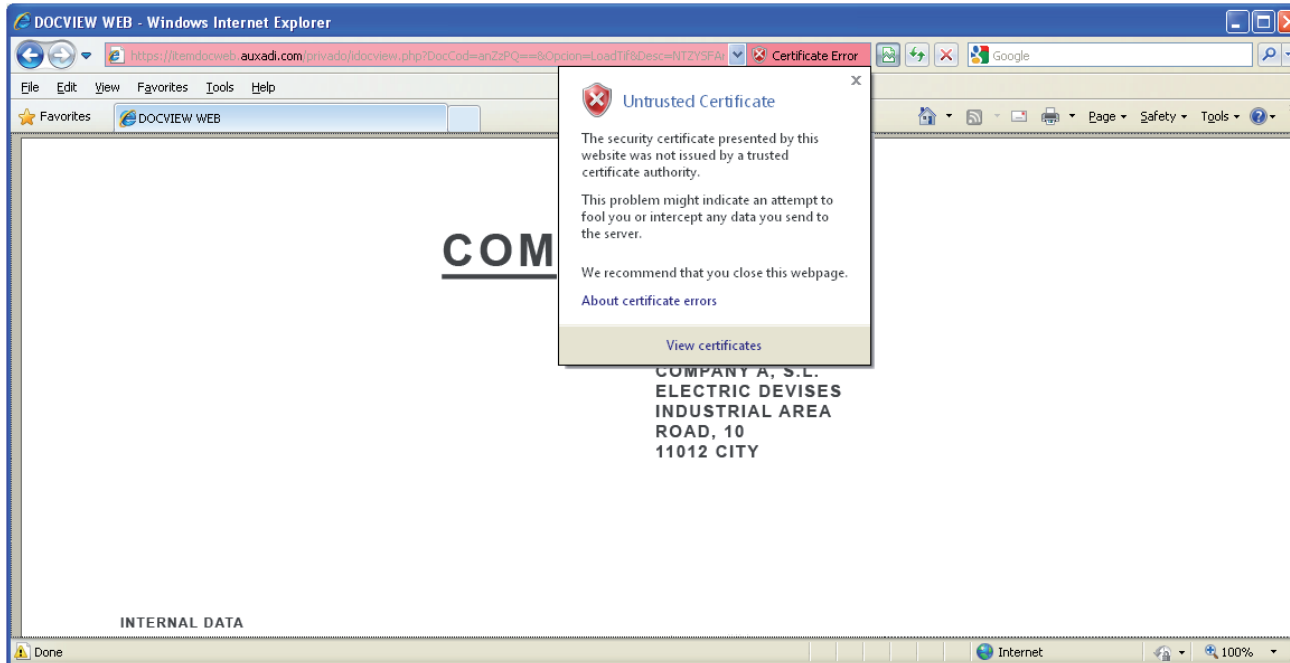
Warning:

The first time you click on the magnifying glass to view the attached supporting documents, the following error will be displayed as the scanning system security certificate has not been installed.

Pressing "Continue to this website (not recommended)" will display the desired document.

3 TOOL SETUP

3.2 SETUP OPTION 2



Then, click on the top right corner of the toolbar, "Certificate Error", choose the option "View certificates" and a window will pop up to proceed with the certificate installation process.

3 TOOL SETUP

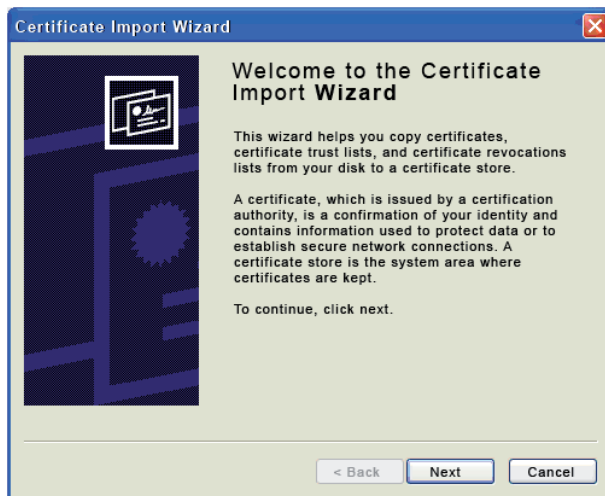
3.2 SETUP OPTION 2



Afterwards, press “Install certificate...”

3
TOOL SETUP

3.2
SETUP OPTION 2



Press the 'Next' button on both windows.

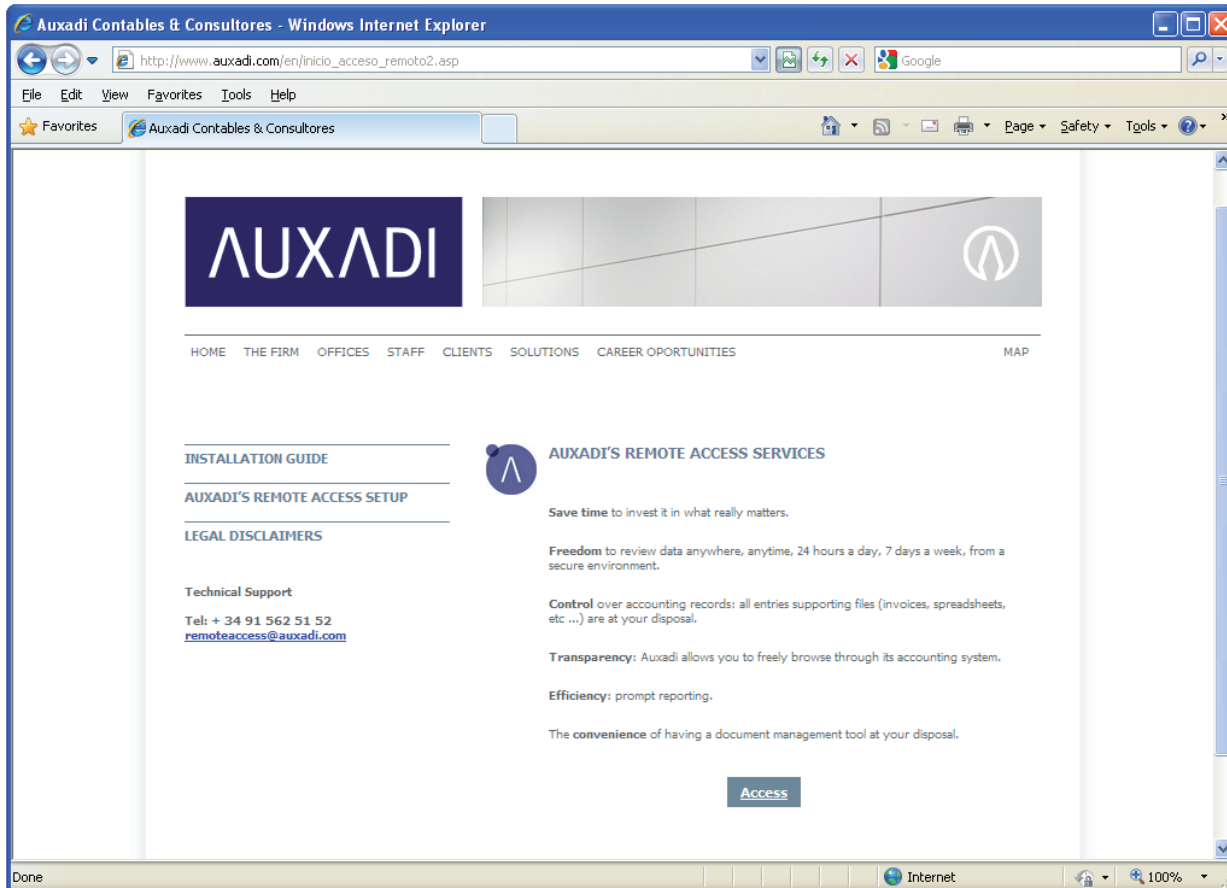
3 TOOL SETUP

3.2 SETUP OPTION 2



This process must be done only once; after the certificate has been installed, it will not be necessary to repeat the same process.

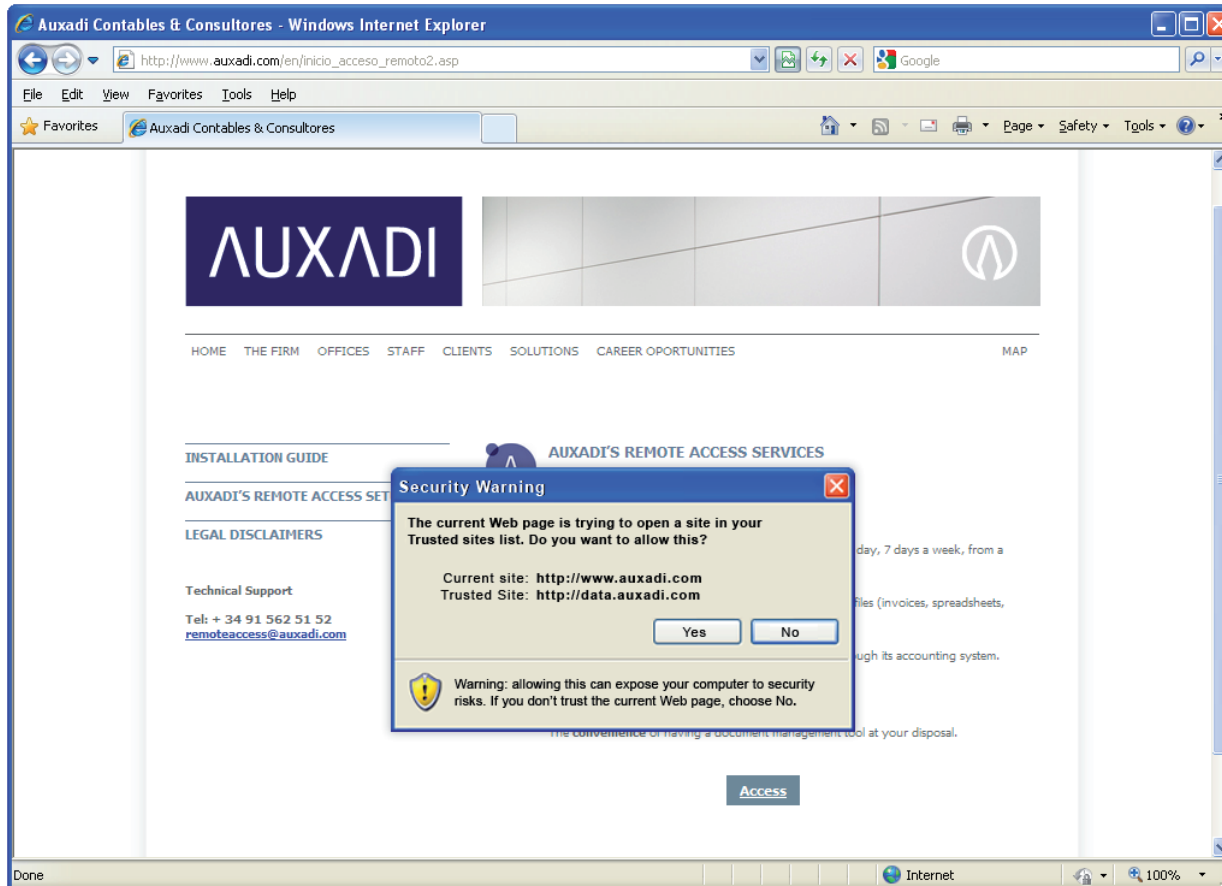
To end, press "Next".



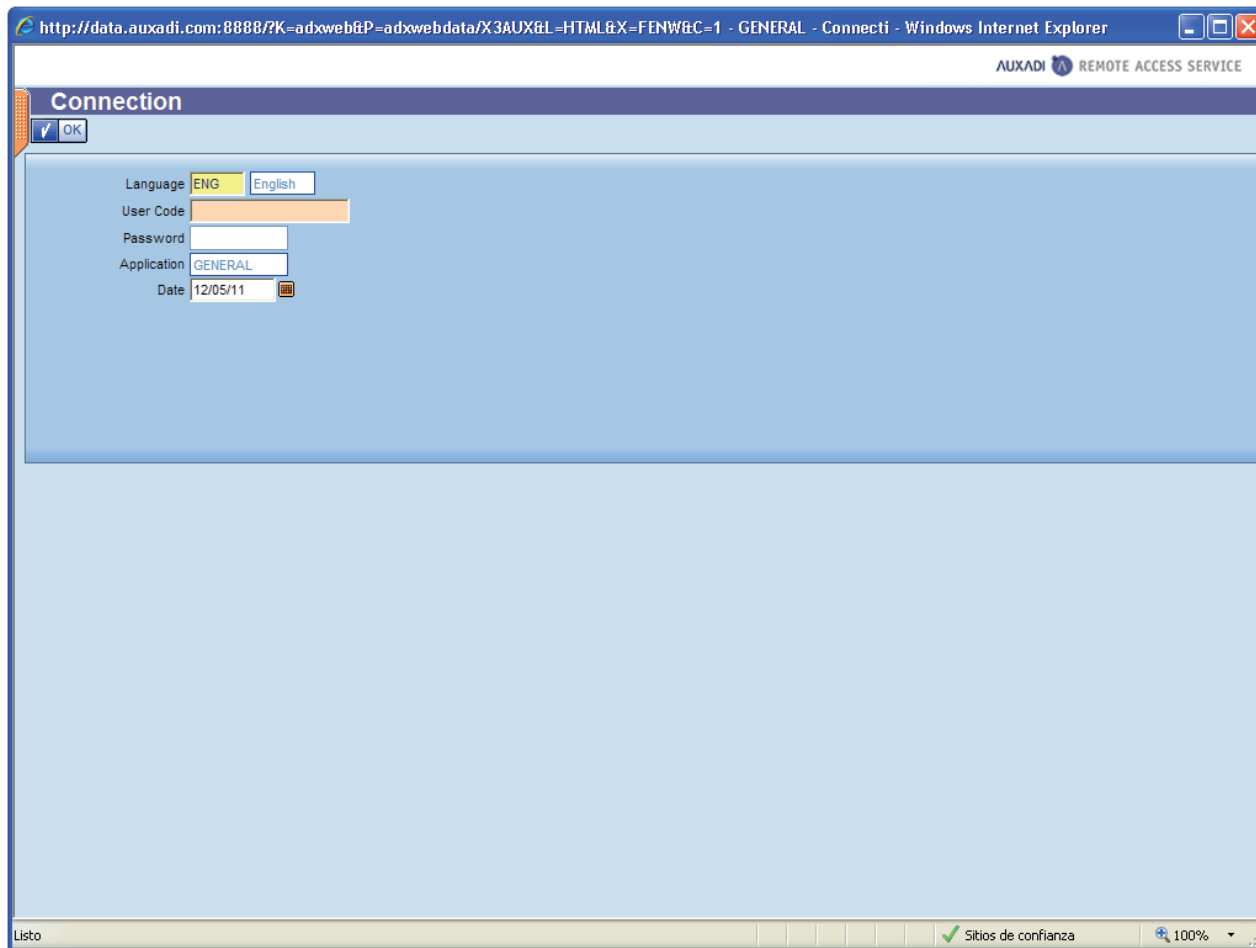
4 FIRST ACCESS TO THE TOOL

To access the Remote Access Service, visit AUXADI's Website at <http://www.auxadi.com> and click on the "CLIENTS AREA" option found on the top right corner.

To start using the tool, just click on the "Access" link shown on the bottom of "AUXADI'S REMOTE ACCESS SERVICES".

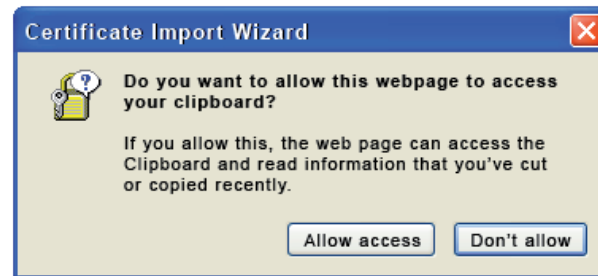


After clicking on the link, a pop-up will appear to confirm that the site you are trying to access is considered a trusted site. Press “Yes” on the emerging screen.



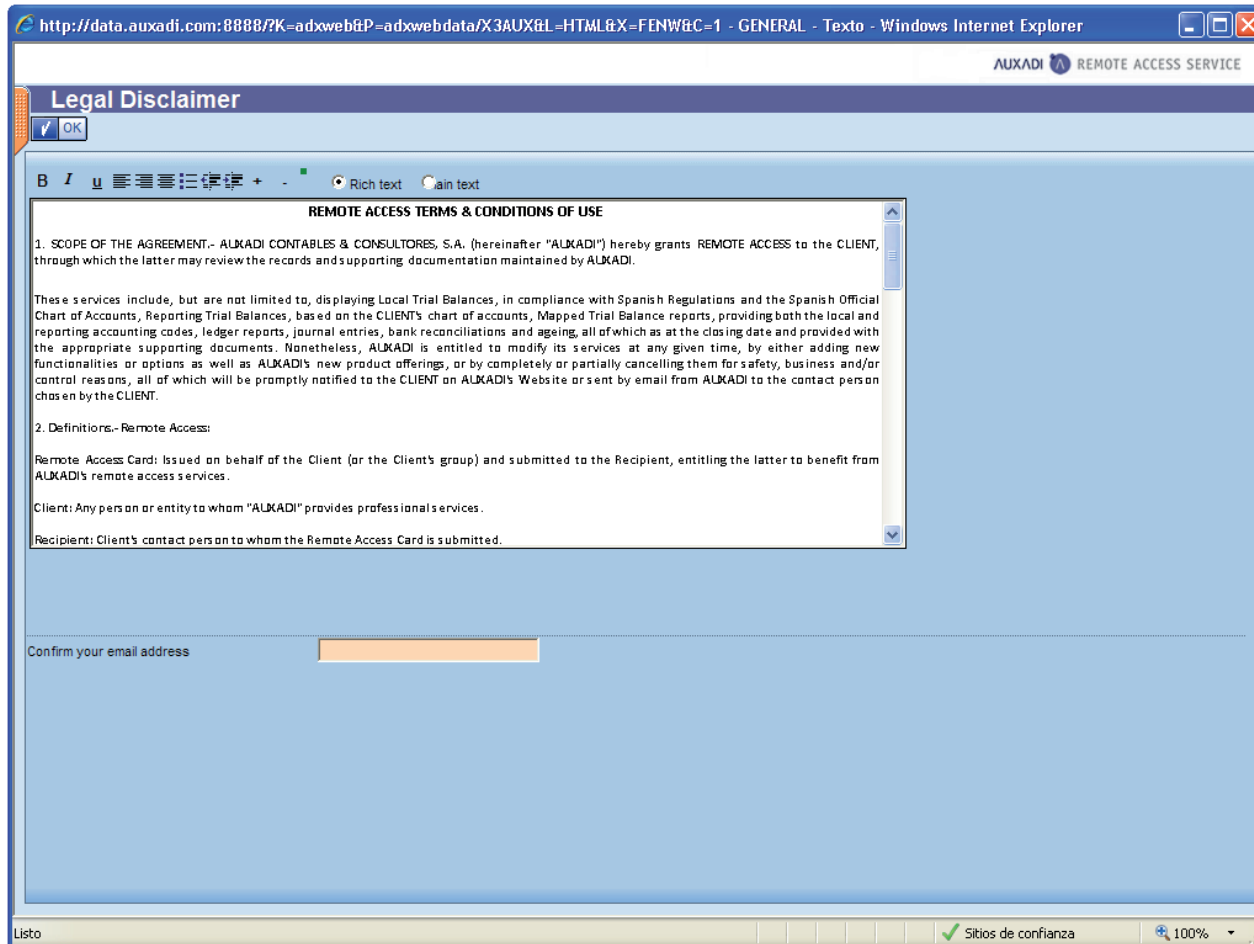
Once loaded, the screen on the left will be displayed.

Right-click on the "Language" box and select "Allow access" when the following window opens.



Press "Select" from the dropdown window according to the language you wish to use.

The user must return a signed copy of the Remote Access terms & conditions of use to AUXADI. Once the signed document is received, the password will be emailed to the address specified by the user in such document.

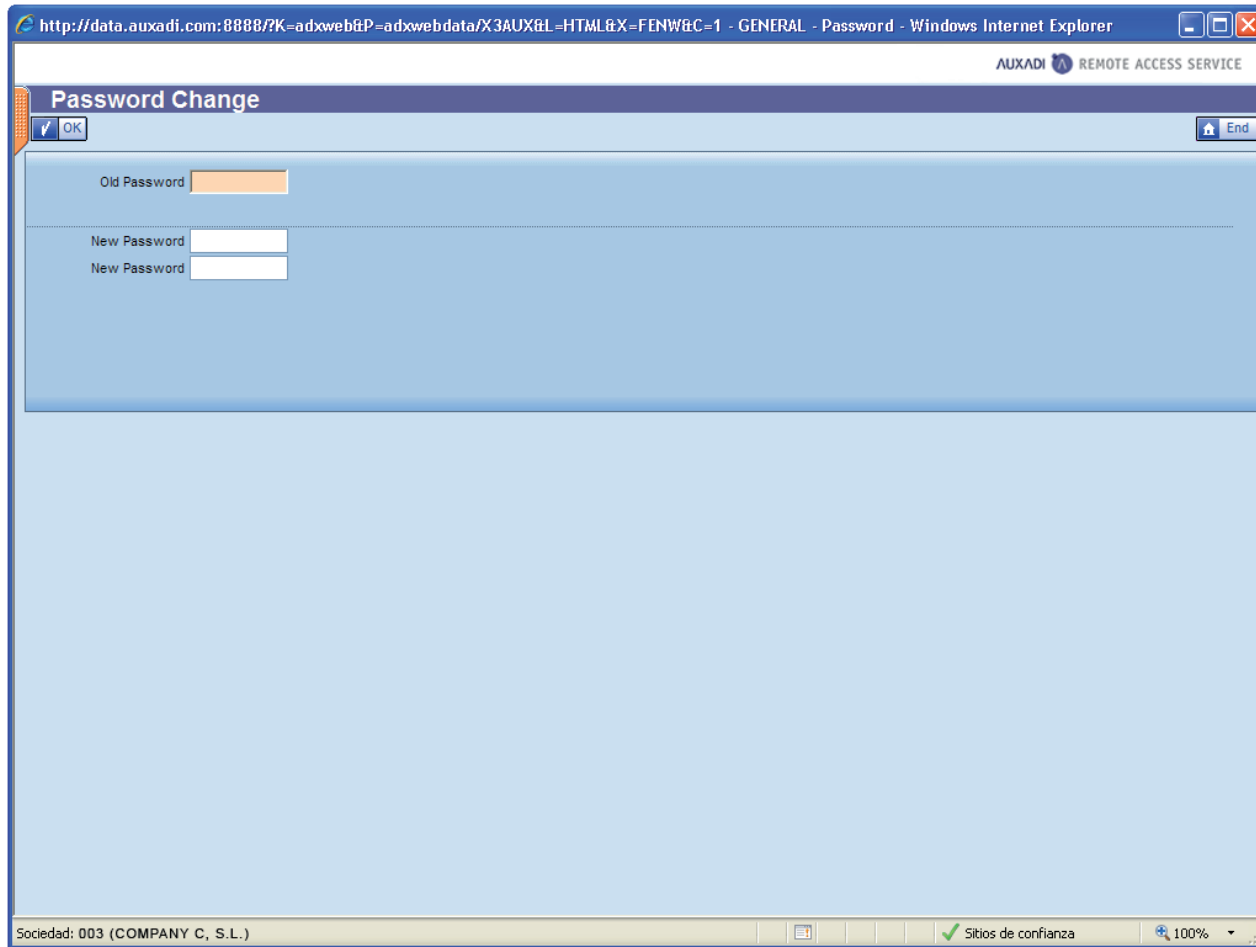


To log in for the first time, the user code (5-character alphanumeric code) and password provided by AUXADI must be entered and the following window will show the Remote Access legal disclaimers.

As a security measure, each user must type in the box "Confirm your e-mail" the email address included by the user in the "terms & conditions of use" form sent to AUXADI.

Afterwards, press the "OK" button on the top left side of the screen.

The first time accessing the tool, the user will be given three attempts to enter the email address. After three consecutive wrong attempts, the user name will be blocked and he/she will not be able to access the tool. If this were to happen, please, get in touch with AUXADI (remoteaccess@auxadi.com).



http://data.auxadi.com:8888/?K=adxweb&P=adxwebdata/X3AUX&L=HTML&X=FENW&C=1 - GENERAL - Password - Windows Internet Explorer

AUXADI REMOTE ACCESS SERVICE

Password Change

OK End

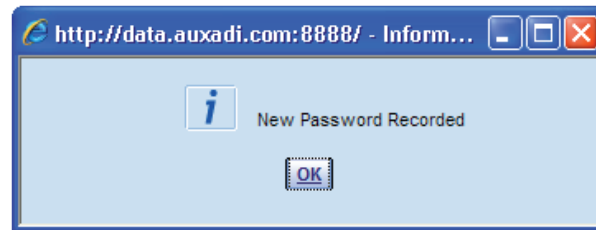
Old Password

New Password

New Password

Sociedad: 003 (COMPANY C, S.L.) Sitos de confianza 100%

After this procedure, and for security reasons, the user must replace the password with a new one that will be used to log into the system from then on.



The password will be registered and the following confirmation will pop up.

AUXADI REMOTE ACCESS SERVICE

Parque Empresarial Las Mercedes
Edificio 5 . 3ª Planta
Avenida de Aragón, 330
28022, Madrid . Spain

T 0034 91 562 51 52
F 0034 91 562 78 73
E remoteaccess@auxadi.com
www.auxadi.com

*All messages contained herein and any rights and obligations arisen thereof are subject to the conditions described in the legal disclaimer concerning the first phase of the Remote Access campaign, included on Auxadi's Website and on the CD from the pack.
The use and operation of the tool is subject to the conditions described in the legal disclaimer concerning the first phase of the Remote Access campaign, included in the Clients Area on Auxadi's Website.*

Although we endeavor to provide accurate and timely information, there can be not guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future.

Therefore, no one should act on such information without appropriate professional advice after a thorough examination of the particular situation.

The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity.

*All rights reserved.
Auxadi is a registered trademark.*

Auxadi is not liable for any errors, omissions or misprint appearing in the pack or any item thereof.


ACCACIA
accountants & consultants
www.accacia.com
info@accacia.com