



brightfax



*brightfax central
quick start guide*



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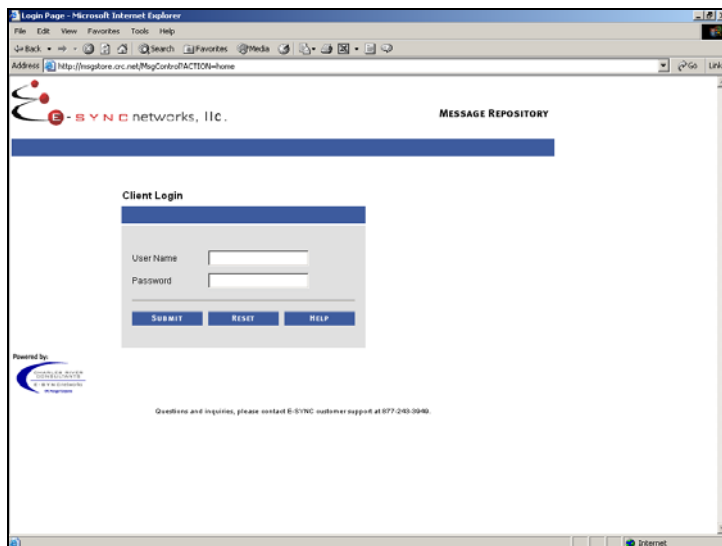
Connecting to the brightfax central Website:

To be able to access the **brightfax central** website, users must first connect to the site via the World Wide Web and login using a valid username and password.

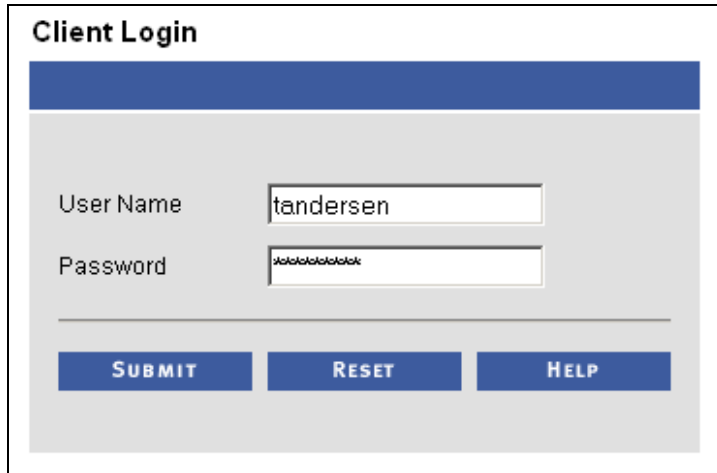
1. Enter the following World Wide Web (WWW) address into the address bar on your web browser (Internet Explorer, Netscape, etc):

Address	http://msgstore.crc.net
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2. Press 'Enter' to display the **brightfax central** Login Screen. The following web page will appear:



3. Enter your User Name and Password into the corresponding textboxes:



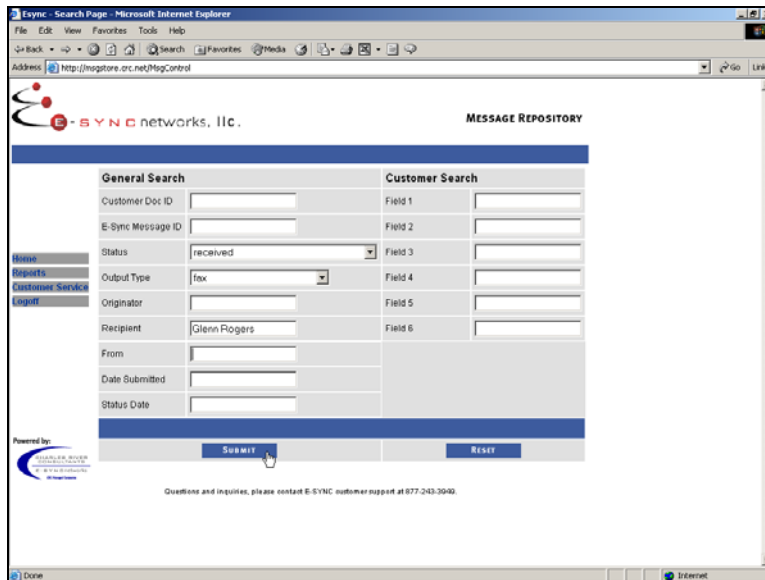
The image shows a 'Client Login' form. It has a blue header bar with the text 'Client Login'. Below the header, there are two input fields: 'User Name' with the text 'tandersen' and 'Password' with masked characters. Below the input fields, there are three buttons: 'SUBMIT', 'RESET', and 'HELP'.

4. Press the 'Submit' button (located directly below the textboxes) to verify your login information and access the Search Screen.

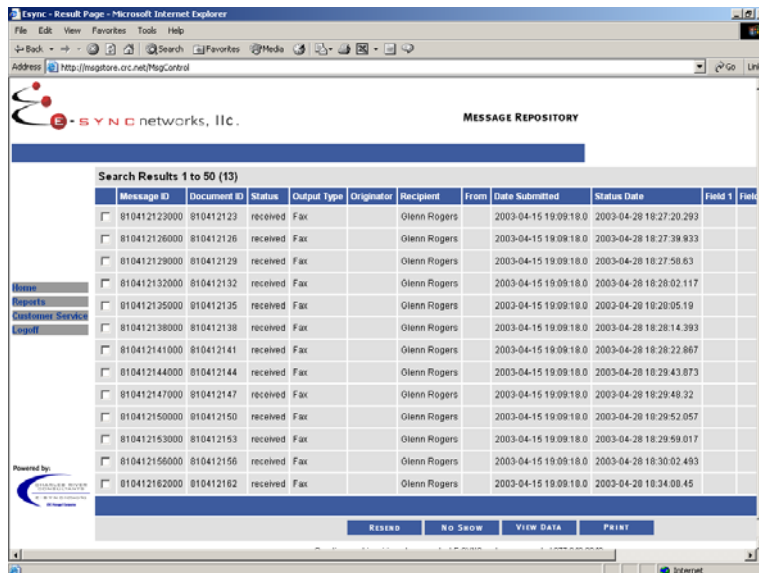
Searching for Message Records:

The Search Screen allows users to query for message-related information stored in the E-Sync **brightfax central**. Users can search for message records based on a variety of criteria.

1. From the Search Screen, select the criteria you wish to use to search for records in the **brightfax central** System. This may include Customer ID, Status, Output Type and Date.



2. Once the appropriate search criterion has been entered, press 'Submit' to retrieve the message records. The following Results Screen will appear (the number and type of records will vary depending on the criteria specified):



Viewing Message Records:

Users have the ability to view faxes and emails that have been processed by the E-Sync Messaging System. To view a message:

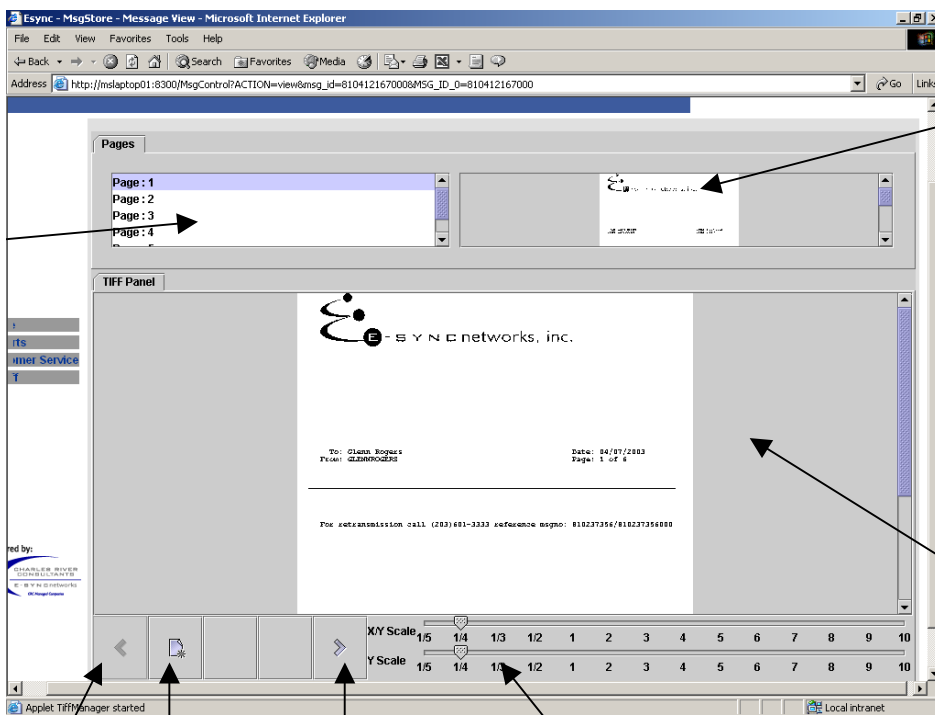
1. From the Results Screen, place a checkbox next to the message to view:

	Message ID	Document ID	Status	Output Type	Origin
<input checked="" type="checkbox"/>	810412167000	810412167	delivery_fax_successful	Fax	

2. Press 'View Data' (located on the bottom of the screen).



The Message View Screen will appear:



Thumbnail (Preview) Window

Page Window

Main View Window

Back Button

Fit in Page Button

Previous Button

5

X/Y Scale Slider

Resending a Message:

Users have the option to resend a previously processed fax or email. This process resubmits the selected message to the same email or fax address that it was originally sent to. To Resend a Message:

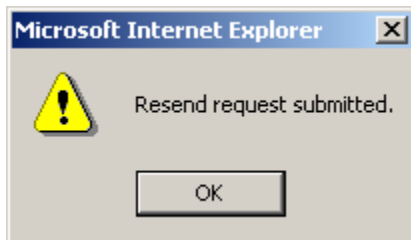
1. From the Results Screen, place a checkbox next to the message to resend:

	Message ID	Document ID	Status	Output Type	Originator	Recipient	Fr
<input checked="" type="checkbox"/>	810412123000	810412123	received	Fax		Glenn Rogers	

2. Press 'Resend' (located at the bottom of the screen).



The user will be notified of a successful request submission:



Logging off the brightfax central Website:

Users can log off and exit **brightfax central** from any screen on the website (via the 'Logoff' button):





Once logged out, the user cannot access **brightfax central** without re-entering their username and password (see *Connecting to the **brightfax central** Website.*)

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