



Terms and Conditions (Acceptable Use)

Letter Manager

These terms and conditions detail how Letter Manager can be used once purchased. They do NOT provide proof of purchase, your licence agreement with activation key provides you with proof of purchase.

Once purchased, Letter Manager can be used on an unlimited number of computers within the purchasing establishment providing the computers are owned by the purchasing establishment and the software is used on behalf of the purchasing establishment.

Letter Manager is designed to be used to write letters to Governors, Staff or Pupils, therefore, the main installation needs to be carried out on a single computer as this will become the computer where the central information is stored ("Server"). For schools with a server we recommend the main Letter Manager installation is carried out on your server. Once the main installation is done the workstation installation can, if required, be installed to an unlimited number of computers however they need to be able to access the server via a network in order for Letter Manager to run.

To ensure the data entered into Letter Manager is kept safe there is a restriction in place to ensure Letter Manager is only run from one computer at a time. This step is crucial in order to provide data integrity and ensure data corruption does not occur.

Should you need to run Letter Manager on more than one computer at a time then you can carry out the main installation of Letter Manager on each computer. This will enable each computer to use the program at the same time however the data is stored on each computer and User A will not be able to see User B's letters and vice versa.

Please refer to the Letter Manager user guide for more detailed information about the installation process. Please contact Bransoft should you require any further information.

Signed on behalf of Bransoft Ltd

A handwritten signature in blue ink that reads "SABrannan". The signature is written in a cursive style and is set against a light blue rectangular background.

Stephen A Brannan
Technical Director