

EFS FE-Web: Getting Started Guide

(Release 1.4 – effective 1 Jan 2006)

Following step-by-step procedures (EFS user registration and FE-Web system configuration) must be completed by **EFS System Administrator** (or authorised person taking *sys admin* role at the firm), **before** anyone starts using EFS FE-Web. (The target audience therefore is EFS Sys Admins.)

1. Setup FE(Web) Client PCs as follows:
 - 1.1 Download the latest [FE\(Web\) Client Setup Program](#) and [Setup Guide](#) from EFS download page: <http://info.efs.com.sg/downloads.htm>
 - 1.2 Install FE(Web) Client components on the PCs, following instructions in the Guide.
2. Obtain the following info (stated in the letter provided by CrimsonLogic upon subscribing to EFS).
 - **SA** (*Sys Admin Mailbox ID*) and password
 - **DO** (*Domain Mailbox ID*) and password
3. Register for each EFS user at the firm (including for yourself as Sys Admin), as follows:
 - 3.1 Launch [Online Registration and Administration \(ORA\)](#) application through EFS portal (www.efs.com.sg; click on [User Administration \(ORA\)](#) link in the header)
 - 3.2 Login using your firm's **SA Mailbox ID**. (You need to change password upon first login.)
 - 3.3 Select "Manage User" → "Add New User" from menu.
 - 3.4 For each User ID registered, assign a role of either **DO** (for general user) or **SA** (for sys admin). Provide a valid email address, to which ID and Password information will be sent. (You may choose to receive this info on behalf of user, by providing your own email address.)
4. Upon successful registration, the User ID and Password (plus the ID commencement date) will be sent separately to the email address provided above. (If you receive this info on the user's behalf, forward the emails with corresponding ID/Password to the designated EFS user at the firm.)
5. Link User IDs to the corresponding *Mailbox ID* as follows:
 - 5.1 Login to ORA using your firm's **SA Mailbox ID**.
 - 5.2 Select "Mailbox Link" from menu.
 - 5.3 Select "EFSWEB" from the application list.
 - 5.4 Enter a *User ID* which needs to be linked to the Mailbox.
 - 5.5 Enter **DO Mailbox ID** (for general user) or **SA Mailbox ID** (for sys admin). Enter password.
6. Configure Preference settings for the LF as follows:
 - 6.1 Login to FE-Web using **Sys Admin User ID** (which has been created through steps 3-5).
 - 6.2 Click "[Electronic Filing System](#)" link to invoke Sys Admin menu.
 - 6.3 Click "[Law Firm Information](#)" link to verify LF details (such as: Name, Address, Tel/Fax No). Make modifications if necessary and save.
 - 6.4 Click "[System Configuration](#)" link to provide System Configuration settings specific to the LF
 - **Source/Reply PDF files path**
These pathnames are where source/reply PDF files will be stored. Default is "C:\". Enter a pathname with the drive letter (C – Z) which is accessible to all clients. Pathname length must not exceed 17 characters, and must end with a backslash character "\". (e.g. "C:\efs_data\send\" or "G:\fe_web\recv\")
 - **Total Waiver Flag**
If this flag is set, the total (or full) waiver option is always ON by default when preparing draft submissions). This is optional and the default is "Clear".
 - **Limit View in Trays**
To limit each tray view to display only records from the previous X days. The default value is 15, which means to display all messages from the last 15 days.
(**Note:** Setting this value to higher value will load several messages, and could adversely affect the response time. Therefore it is recommended to use a low value (up to 7 days), which will result in an improved response time.)
 - 6.5 Click "[Work Group Maintenance](#)" link to define any necessary work groups for the LF.

7. All EFS FE-Web users at the firm can now login to EFS Portal (www.efs.com.sg).
All users are strongly advised to use his/her own User ID to login to EFS.
 - **General (Domain) users** (User IDs linked to **DO** mailbox) will be able to access EFS Main Menu, and all EFS services.
 - **Sys Admins** (User IDs linked to **SA** mailbox) will be able to access EFS Sys Admin menu.
8. Subsequently, EFS Sys Admin can manage ID and Password of EFS users at the firm, through ORA. Remember to login to ORA using **SA Mailbox ID**. (User Manual for ORA can be found in the **User Guide for EFS System Administrators**, downloadable from <http://info.efs.com.sg>).

Useful Quick Links:

EFS Homepage	http://www.efs.com.sg
All general information on EFS	http://info.efs.com.sg
Frequently Asked Questions (& answers) on EFS and FE-Web	http://info.efs.com.sg/FEWeb_FAQ.htm
Download EFS Software & Templates	http://info.efs.com.sg/Downloads.htm
EFS User Guides, Setup Guides and related documentations	http://info.efs.com.sg/UserGuide.htm
EFS Front-End Configuration Guide	http://info.efs.com.sg/ConfigGuide.htm
	http://www.crimsonlogic.com