



CAS PIA Starter

Description of Services



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1 Description of services

CAS PIA Starter supports you with many functions in your daily work:

- Professional contact management with a customer dossier
- Easy scheduling of appointments, management of tasks and resources
- Fast e-mail communication
- Central document storage and direct edit function
- Intelligent Search-as-you-Type-search
- Improve data quality with the integrated Unternehmensverzeichnis.org directory service

To find out more about all functions go to http://www.cas-pia.de/index_en.html.

Accessing CAS PIA Starter

You can access CAS PIA Starter at <https://login.cas-pia.com>. You only have to enter your tenant, user name and password to log on to CAS PIA Starter. In order to access the application you need to sign a contract with CAS Software AG and you can then log on with your personal logon data which is registered in CAS PIA Starter.

Additional services included

- CAS PIA Starter is hosted in a high security data center (for more details, see chapter "Security").
- CAS PIA Starter is maintained and updated in regular intervals.
- Your data is regularly backed up and a special infrastructure ensures maximum security.
- Each user has unlimited memory space for his or her CRM data in CAS PIA Starter. Furthermore, each tenant receives a document volume of 1 GB.

2 Technical requirements

CAS PIA Starter is an Internet-based application which is hosted in a German high security data center. A computer with Internet access is sufficient if you want to use CAS PIA.

You require an Internet browser on your computer. We recommend and have released Google Chrome or Firefox browser.

Certain additional functions require the Microsoft Windows operating system. While others such as displaying archived documents or printing require the CAS Smart add-on. To communicate with Microsoft Outlook, Microsoft Word and the e-mail client Thunderbird, you will have to install an add-in. Additionally, you can install the CAS Info@Click add-on to exchange data with Microsoft Outlook. You can install any additional tools to your computer from the CAS application if you use Microsoft Windows.

3 Data security

We set ourselves highest standards to protect your data. With our well-experienced hosting partner TelexX Telekommunikation GmbH (<http://www.telexx.de/en.html>), we offer you high availability and security with state-of-the-art technology. You also have security functions available when using CAS PIA Starter, for example, a complex rights system, a change log and a recycle bin.

Maximum security for your data: Your data is hosted in a data center located in Germany of TelexX Telekommunikation GmbH.

3.1 Data center

The high data security center is located in Karlsruhe and certified according to the international quality standards ISO 27001.

The physical security infrastructure consists of, for example,

- Electronic access control
- Monitoring of independent fire detection systems
- Redundant cooling and air condition system
- Redundant UPS (Uninterruptible Power Supply)
- 24/7 hour system monitoring

To ensure the security of the internal network infrastructure the following measures are taken:

- The network is monitored by a private Network Operation Center
- A backup of the company systems is made daily
- Firewalls are implemented in all relevant spots
- Only brand name components are used
- Guaranteed bandwidth
- Periodic maintenance work is carried out to maintain and secure the running systems

3.2 Security

The physical security of your data is ensured by implementing RAID systems and making regular data backups in the data center.

- Incremental daily data backups
- Weekly full data backups

All data which is exchanged between the customer and the data center is transferred via a TLS (Transport Layer Security) connection.

Access to data in the program is controlled via user rights and data access rights, changes to data are logged in the change log.

4 Availability

CAS Software AG guarantees you an average annual data accessibility of approximately 99%. This does not include times during which the server cannot be accessed due to circumstances beyond the control of CAS Software or TelemaxX Telekommunikation (e.g. act of nature or a third party). CAS Software AG will notify you about system maintenance work as early as possible and carry it out in low-peak periods. Any disturbance of availability during such work is not to be considered as down time.

Internal load balancing systems ensure that your data is available in case of overload or server down times.

5 Support

Users can call the online help from within the program.

Printed manuals and information that exceed above mentioned sources are not included in the scope of delivery.

6 Contract term and termination

The contract shall run for an indefinite time. It may be terminated by the customer giving a period of notice of ten (10) days to the end of a calendar month. Any notice of termination can be given in writing or, if the option is available, in electronic form in the application itself.

7 Data export

You can always export program data in CSV format.

Furthermore, you can export the Document Archive (all files stored on the server, e.g. Word or Excel files).

Only a user with administrator rights can export data.

Please note that the export of the Document Archive may take some time depending on the size of the Document Archive.