

LEXPRO

GAZETTE



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Lexpro Systems Launches Encrypted Statements and Invoices

Encryption of important information, specifically financial information, remains a hot topic. Following the discussion of the ENS judgment as in the previous gazette, Lexpro went to work. We are excited to announce the launch of our new encrypted statement and invoice software features. Our team has been working diligently to create a secure and efficient solution for our client's billing needs. With this new feature, you can easily send statements and invoices with complete ease of mind, knowing that your sensitive financial information is protected by encryption technology.

The feature is automatically activated on both the online Litigation & Debt Collection and Bookkeeping programs.

In a Nutshell

A new field called **Encryption Password** was added to the screens where client files are opened or amended. If we have the client's ID number, we will automatically complete it as the password for you.

When you send statements or invoices you have to tick the **Encrypt PDF** tick box. The program will then test for the password. If the encryption password is filled in the PDF attachment will be encrypted. If the encryption password is not filled in, the program will work as in the past and it will send the statements and invoices unencrypted.

You can follow the detailed step-by-step instructions below to encrypt your statements and invoices.

Litigation & Debt Collection

A new field called **Encryption Password** has been added to the screen that allows you to open or modify your client files. When you log into the program, the Plaintiff's ID number will be automatically filled in, but only if the Plaintiff is your client and their ID number has already been entered into the system.

Client	Initials	Title	Encryption Password
Lubbe	C	Mr	MySecret

Since the program cannot auto-complete all encryption passwords, we added a function to get a list of the files without encryption passwords. You can access the function under **Firm Functions** and then under **Statements->Encryption Passwords Report**. The function will display a list of the files without encryption passwords.

You can complete the passwords by entering them in the space below **Complete Password**. If you decide that you would never want to encrypt a specific file's PDFs, you can remove the file from the list by clicking on the red icon to the left of the file number.

This can be a tedious process and you don't need to complete it before sending out your next statement run. You can still send out statements on files without encryption passwords – they will just not be encrypted.

FIRM FUNCTIONS

★ Favourite Functions Report & Search Accounting Fees **Statements** SMS & Email File Administration Docu

Firm Functions > Statements > Encryption Password Report

First File: 000000 Last File: YZZ999 Income Account: - None -

Inactive Files Removed from List **Display** **PDF** **CSV**

Show 25 entries

REMOVE / ADD	ACCOUNT	CLIENT	COMPLETE PASSWORD	PLAINTIFF/APPLICANT	DEFENDANT/RESPONDENT
	AA0001	Lexpro Systems (Pty) Ltd	<input type="text"/>	Lexpro Systems (Pty) Ltd	Mr G Galilei
	AA0002	Lexpro Systems (Pty) Ltd	<input type="text"/>	Lexpro Systems (Pty) Ltd	Mr N Tesla

Once you completed the passwords it is time to inform the client of their password. This can be done via a bulk SMS*.

Click on **Firm Functions** and then click on **SMS & Email->SMS**. Select **Informational** from the **Message Type** list and select **PDF Password Notice** from the **List of Messages**. From here you can send an SMS to each file to inform the client of the encryption password they will need to open their statements and invoices.

If you prefer to send the SMSs out one by one instead of in bulk you can follow the same instructions under **File Functions**.

Message Type Informational	Message Dear valued client, Please use your id number or company registration number $\${didnumber}$ to open all future statements / invoices from $\${firmname}$.
List of Messages PDF Password notice	
List of Closing Words	

When you send out statements (under file- or firm functions) you will need to tick the **Encrypt PDF** tick box. You can change the **Encrypt PDF** tick box's default value by selecting **Encrypt PDF's** in the Global Setup. Your consultant will assist you with the necessary password.

Encrypt PDF Add interest

You can now issue the statements or invoices as you have always done in the past. The client will receive their statement or invoice as usual, but they will need the encryption password to open the attachment. No additional software is needed on the client's side.

We anticipate that some clients will either not receive their passwords, or they might misplace their passwords. To solve this problem we added an **Encryption** column to our **Existing Statements** reports (under both Firm- and File Functions). This report will indicate if a statement or invoice was encrypted, and if it was it will display the password to unlock it.

DATE	TYPE	EMAIL	ENCRYPTION	#
2023-02-28 14:29:47	Client invoice (Print)	N/A	Yes Password: MySecret	000328

* Available to all our customers who are subscribed to our SMS service. Normal SMS rates apply.

Accounting





A new field called **Encryption Password** has been added to the screen that allows you to open or modify your client files.

Encryption password

MySecret

The Litigation & Debt Collection and Bookkeeping programs use the same encryption passwords. A change in one of the programs will result in the same change in the other. If the Litigation & Debt Collection program were able to auto-complete your password, it will be completed in Accounting too.

Since the program cannot auto-complete all encryption passwords, we added a function to get a list of the files without encryption passwords. You can access the function under **Statements->Encryption Passwords Report**. The function will display a list of the files without encryption passwords.

Account ↑↓	Client name ↑↓	Password	First party ↑↓	Second party
  AA0001	LEXPRO SYSTEMS (PTY) LTD	<input type="text"/>	LEXPRO SYSTEMS (PTY) LTD	MR G GALILEI
  AA0002	LEXPRO SYSTEMS (PTY) LTD		LEXPRO SYSTEMS (PTY) LTD	MR N TESLA

You can complete the passwords by entering it in the **Password** column.

If you decide that you would never want to encrypt a specific file's PDFs, you can remove the file from the list by clicking on the red icon to the left of the file number.

You don't have to finish encrypting your files before sending out your next statement run. You can still send statements without encryption passwords, but they won't be encrypted.

Using the client's ID number, or company registration number as the encryption password is a commonly adopted practice. You can include a password hint such as '*Use your ID number to unlock the invoice*' in the email that contains the statement's body.

Click on **Setup** (the icon with the gears on). Click on **User's setup**. Click on the **Email Setup** tab. Add the password hint to the message under both **Single statement / Invoice** and **Range of statements / invoices**.

Message

Please find your attached statement / invoice.

Use your ID number to unlock the invoice.

Regards

Lexpro Systems

When you send out statements or invoices (under Invoices – Debits only or under Statements / invoices) you will need to tick the **Encrypt PDF** tick box.


 

Encrypt PDF

You can change the **Encrypt PDF** tick box's default value by selecting **Encrypt PDF's** in the Global Setup. Your consultant will assist you with the necessary password.

You can now issue your statements or invoices as you have always done in the past. The client will receive their statement or invoice as usual, but they will need the encryption password to open the attachment. No additional software is needed on the client's side.

We anticipate that some clients will either not receive their passwords, or they might misplace their passwords. To solve this problem we added an **Encryption** column to our **Existing Statements** reports (under both Firm- and File Functions). This report will indicate if a statement or invoice was encrypted, and if it was it will display the password to unlock it.

Date	#	Type	Amount	E-mail	Sent	Status	Program	Encrypted
2023-02-28 14:29:47	000328	Statement					Litigation	Yes MySecret 

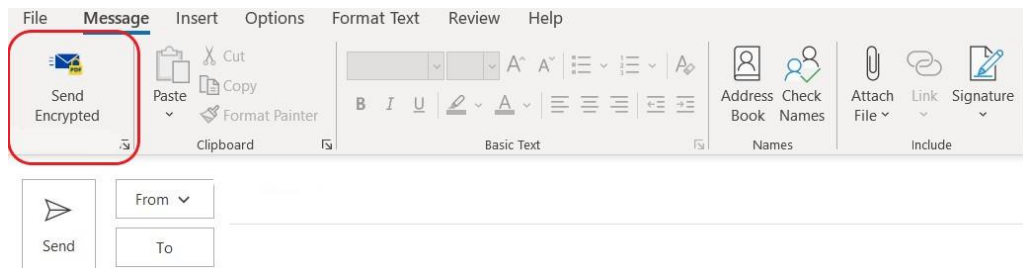
Product Review: Email Encryption App – Outlook add-in by IT-Works

You can encrypt your statements and invoices from the Lexpro app, but how do you protect your every day email messages against “Business Email Compromise” or BEC?

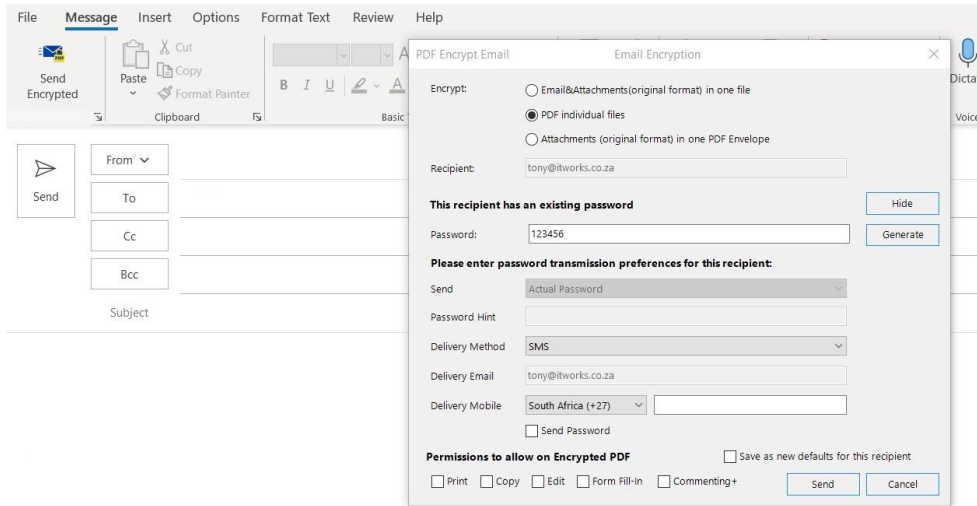
One of the perks of my job is that I see a lot of product demonstrations. I recently saw a demonstration of an Email Encryption App by IT-Works that solves this problem.

IT-Works developed a solution that is added to Microsoft Outlook on any computer running Windows. It, therefore, works from the user's existing email client and it is simple to use

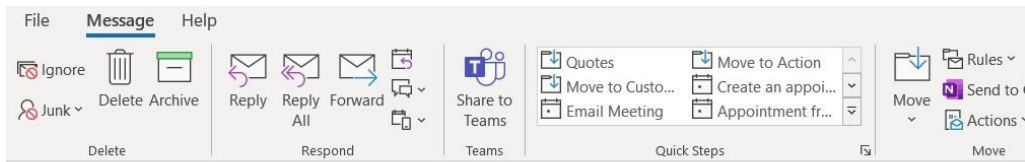
The app creates an additional **Send Encrypted** email button above the normal *Send* button.



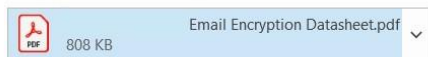
When you click on **Send Encrypted** the program will open a screen where you can encrypt the email or PDF attachment and where you can set the encryption password. This password or password hint can be sent to the recipient with an SMS message or with an email.



When you click on **Send** the email and an SMS will be sent to the recipient. The client can open the email with the password supplied and a PDF viewer like Acrobat Reader which is free to use. No additional software, keys or certificates are required.



Password protected PDF file attached [MailID: R100R003]



Attachments have been encrypted into a **password protected PDF file**
 To view any attachment files please use **Acrobat Reader** - which is free to download [here](#).

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 Please check your mobile phone for the password.
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You can contact IT-Works at <https://itworks.co.za/contact-us/> or email info@itworks.co.za or call 087 353 4969 for more information.

