SYNAPTIC SOFTWARE

USER GUIDE

SYNAPTIC

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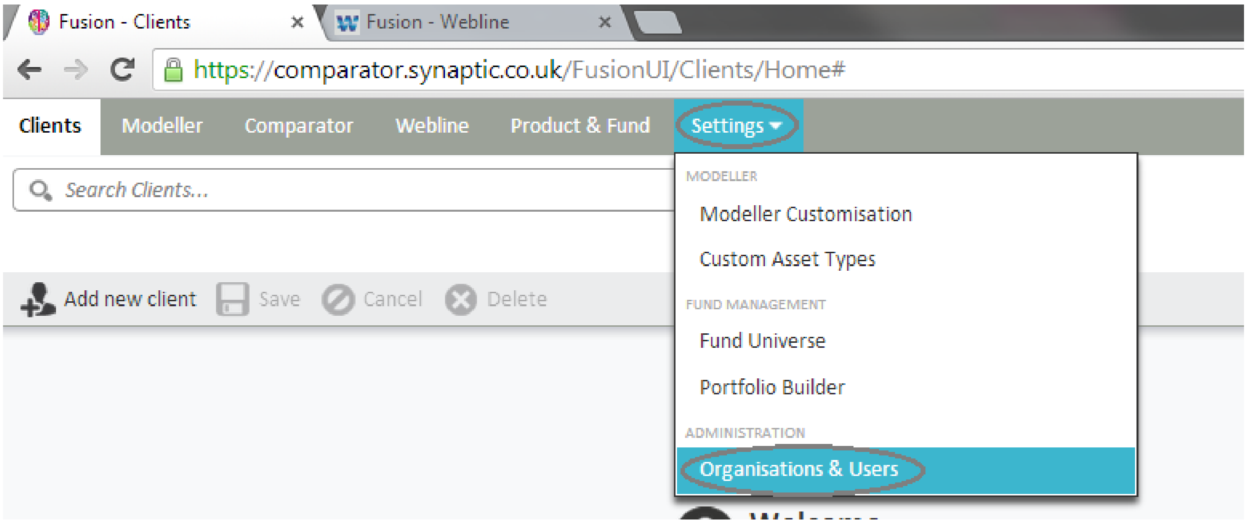
Introduction

Synaptic is a powerful adviser technology platform, which brings together market leading product and research, quotation, on & off platform due diligence, transfer analysis and stochastic modelling capabilities in a single environment.

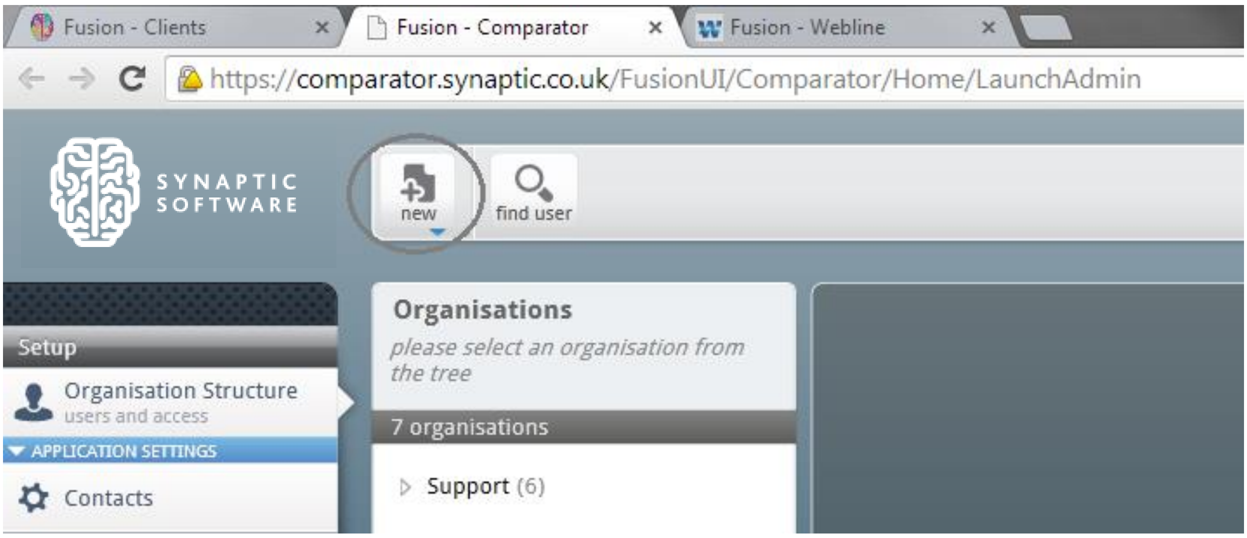
This guide will run through setting up new users and amending existing users for the Synaptic Suite. The number of new users you can add is limited to five users depending on your licencing package. Should you wish to increase the number of licences available to you, please contact our Sales Team on 0800 783 4477, alternatively e-mail sales@synaptic.co.uk

Setting Up New Users

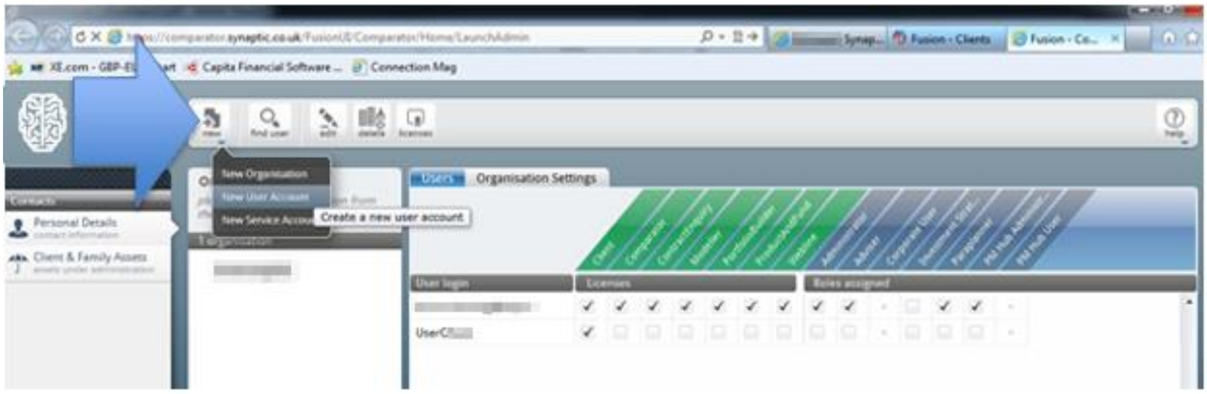
Log in to Synaptic using your administrator user details. Once logged in, navigate to **Settings** tab and select 'Organisations & Users' from the drop-down menu.



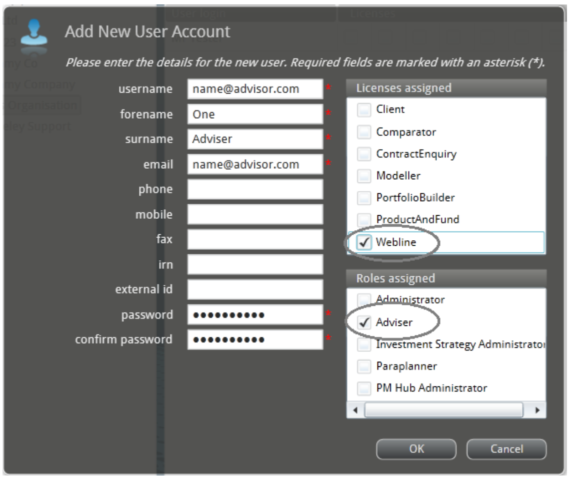
New window will load up, called 'Comparator'. Click on 'New' at the top of the page as indicated below.



By pressing the 'New' button and selecting 'New User Account' you can easily set up the new users. We use an individual's email as user name as this normally streamlines things. There is also a delete button for old records.



Fill in the required details (marked with an asterix) to complete user account set up.



Repeat this process for each of the users you would like to add. At the bottom of the set up page, you will find confirmation of the number of accounts that you are able to set up.

If you have any queries regarding setting up users or using Webline Protection or Annuities through the Synaptic Suite, please contact our support team by calling 0800 028 0033 option 1 or email support@synaptic.co.uk

If you require additional licences please contact our Sales team on 0800 783 4477, alternatively e-mail sales@synaptic.co.uk

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