

	GILES CHEMICAL A DIVISION OF PREMIER CHEMICAL LLC		
	INFORMATION TECHNOLOGY		
	Giles Chemical ACT Software Access and Usage Instructions and Policy		
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Instructions and Policy for ACT Software

Access and Usage

Created by Beth A. Martin

INSTRUCTIONS

Open any Internet Browser, such as Internet Explorer. Giles TS users have a shortcut called Act! on your desktop.

Type in <http://act.gileschemical.com/apfw/> at the top in the address bar, if it is not there.

The follow window will open.



Next in the “Log on to:” dropdown box select “gcpremier”.

Enter your username and password given for Act! If you do not have that info, please request it by sending an e-mail to bmartin@gileschemical.com and CC (copy) your manager. Click the “Log On” button to the lower right.

Act! will open and will open up into your contact info, you may then proceed from there to work in Act!

POLICY

By access to and use of any of Giles network, systems and software, the employee is expected to follow all policies and guidelines that have been set forth as a Giles employee. Giles cannot and will not be held responsible for computer related problems on any personal equipment used to access Giles network/systems. Technical support is limited to Giles equipment only, so use of personal equipment is at your own risk. Do not connect to Giles network/systems if you have any viruses or malware. Ideally, you should have your own protection, and it should be updated and actively running.

It is your responsibility to report any breaches, illegal, suspicious or misuse of Giles network/systems to management or Information Technology immediately or as soon as possible when one of these situations occurs. Giles files or data should never be downloaded on to or saved to any equipment that is not the exclusive property of Giles without prior approval from management and IT.

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