



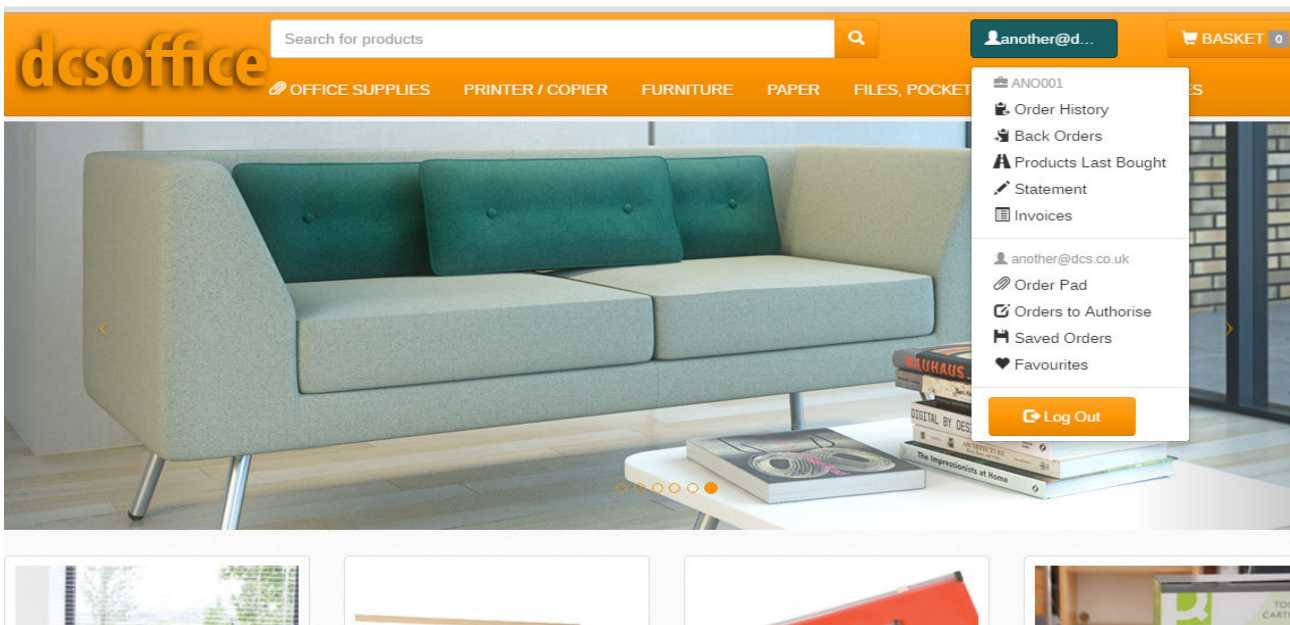
We are pleased to advise that we have replaced our current website with a new updated version which conforms to the latest requirements of IT technology and no longer requires Silverlight to operate.

If you are at present accessing the log in page from a dcs icon on your desktop you will find this is no longer required (it will be disabled), you will need to visit www.dcsoffice.co.uk

Select the
Order Online Now tab.
You can then save the log in page to favourites.

The operation of the new site is very similar to the original, the main change being menus are now tabbed from the top of screen.

key information accessed from tab that shows the user ID.



If we have carried out a survey of your company's core requirements these will be found in the drop down menu (User ID) titled **Order Pad**.

This core list can be updated by contacting your account manager or company administrator.

You can create and update your own individual user favourites list by selecting the heart logo when viewing / ordering products.

All existing order pads and favourites lists remain unchanged.

If you have any concerns regarding logging on, or operation of the new site please do not hesitate to contact your account manager or sales@dcsoffice.co.uk