

The SSLPost Printer

A Step by Step Guide



Overview

The SSLPost Printer is a Windows application that has been developed by GCrypt Ltd to simplify the process of sending electronic documents securely.

Any document that you are currently printing and delivering either by courier or by post, such as pay slips, Invoices, and purchase orders can be sent using SSLPost printer.

The SSLPost Printer converts the printed output into PDF format automatically and scans the document for the recipients email address. The PDF is then emailed securely to the recipient with or without the requirement for a password.

The SSLPost printer can be configured to work with any printed output in just a few minutes.

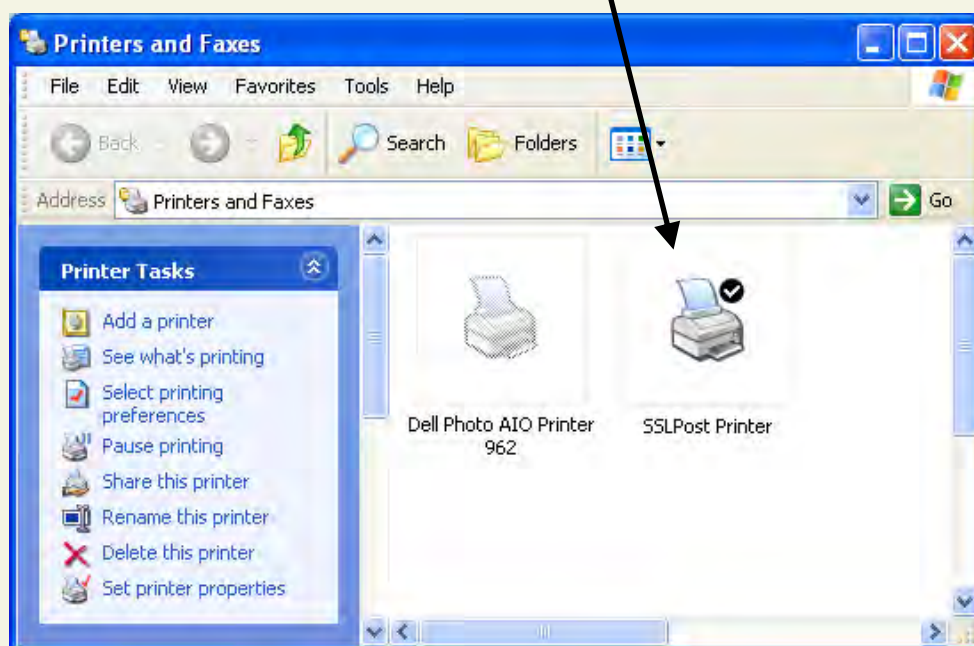
Step by Step Guide

The following guide uses screen shots to show how an invoice can be sent securely to an email recipient using the SSLPost Printer.

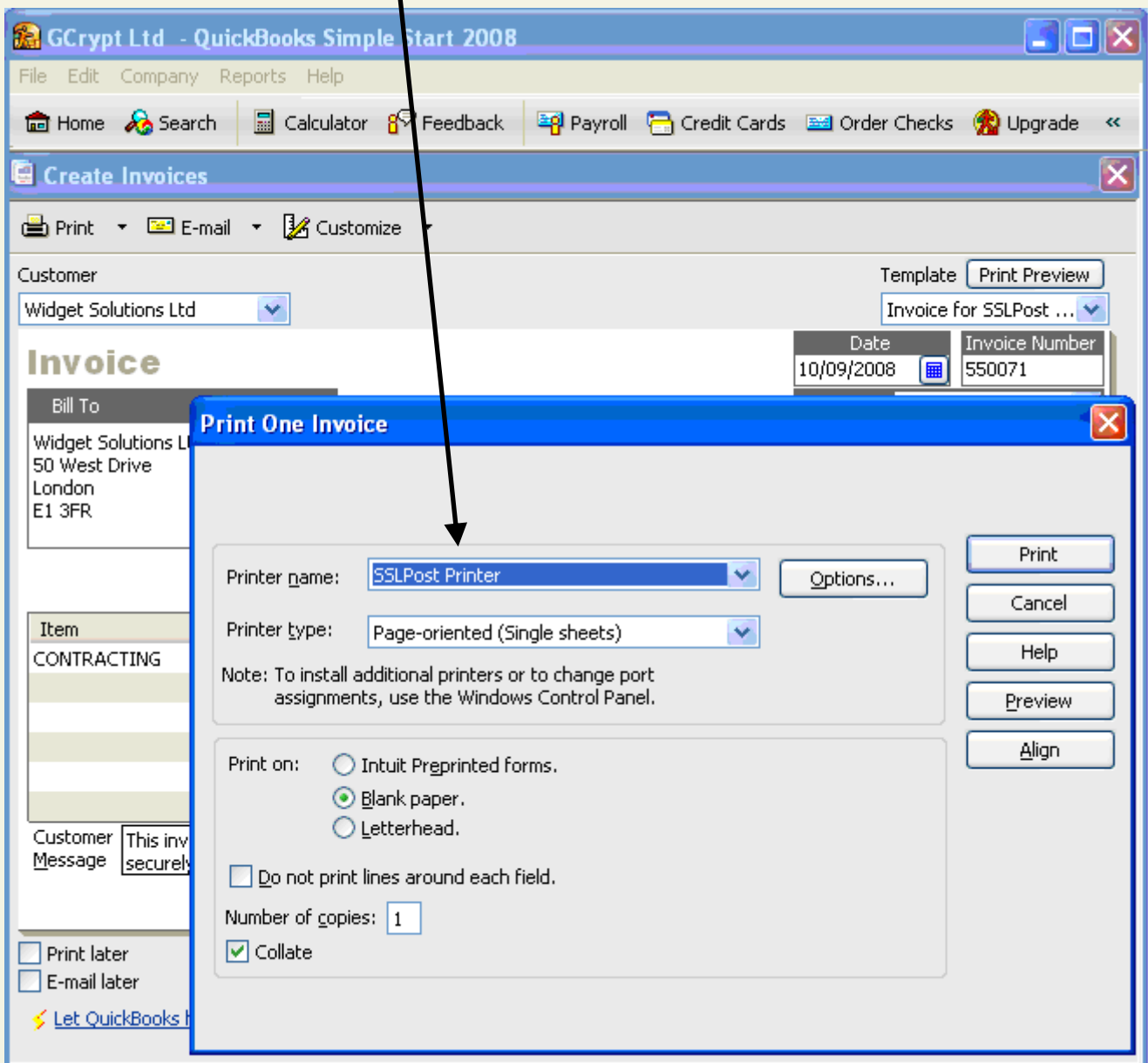
- 1 The software is easily installed on a Windows PC with the setup wizard.



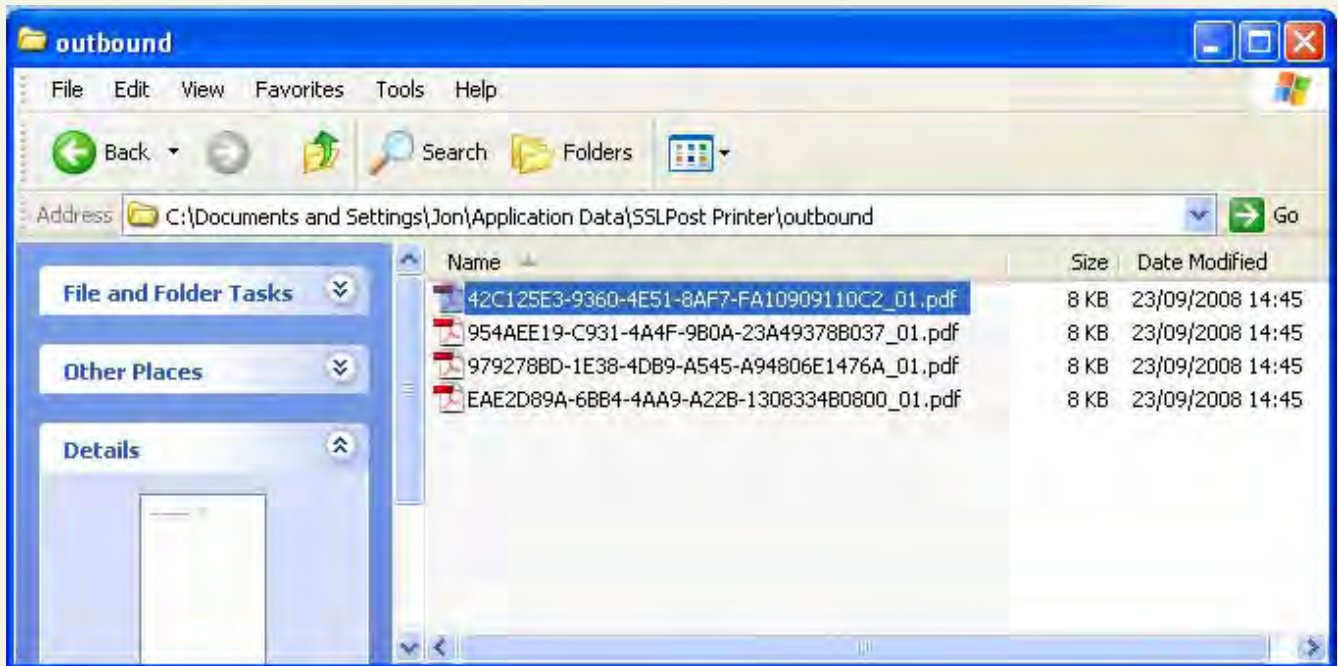
- 2 A new printer with the name "SSLPost Printer" is created and just like any other printer, it can accept print output from any windows application.



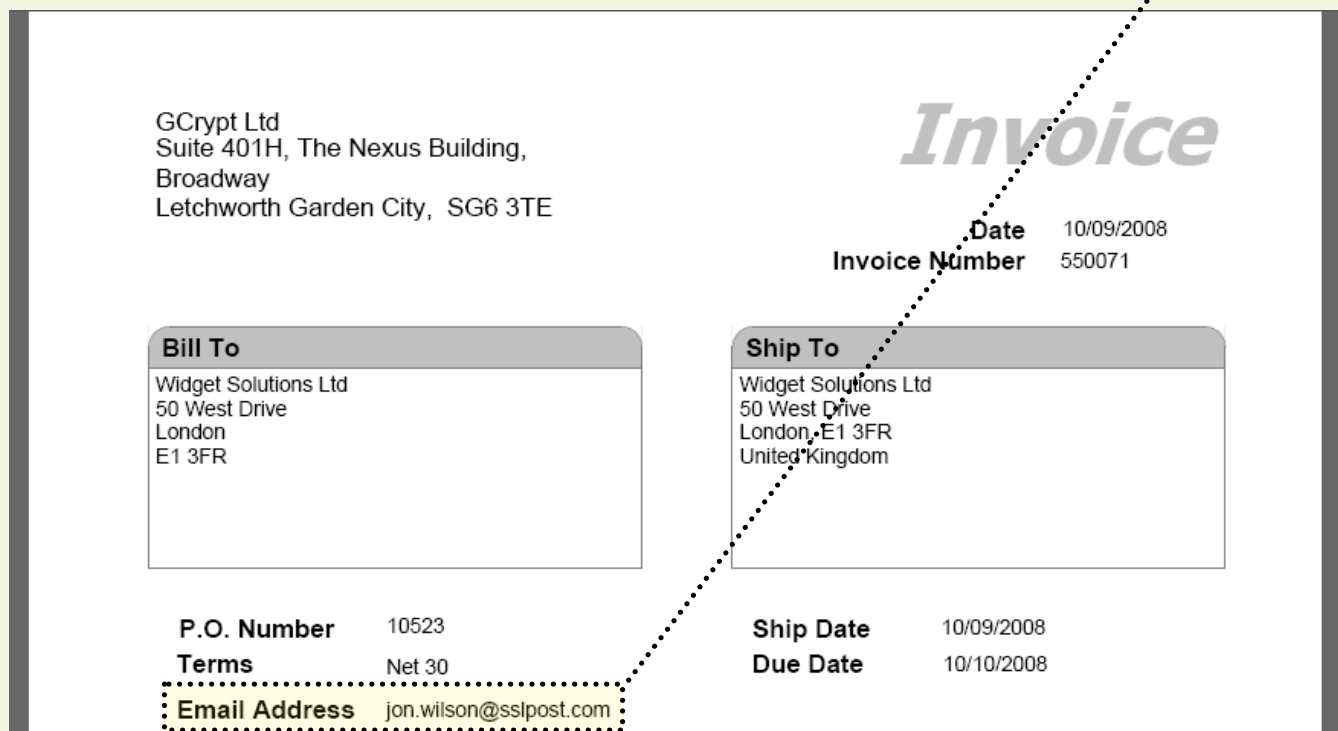
③ For example, sales invoices can be sent to “SSLPost Printer” from the [QuickBooks](#) application by simply selecting the “SSLPost Printer” in the output options and clicking the print button.



④ All documents that are printed to the SSLPost Printer are automatically converted to PDF format and saved to an outbound folder on the PC. The screenshot below shows 4 documents have been printed to the “SSLPost Printer”.



⑤ At regular intervals (every minute by default) the PDF documents in the outbound folder are processed and each PDF document is scanned to determine the recipient(s) email address.



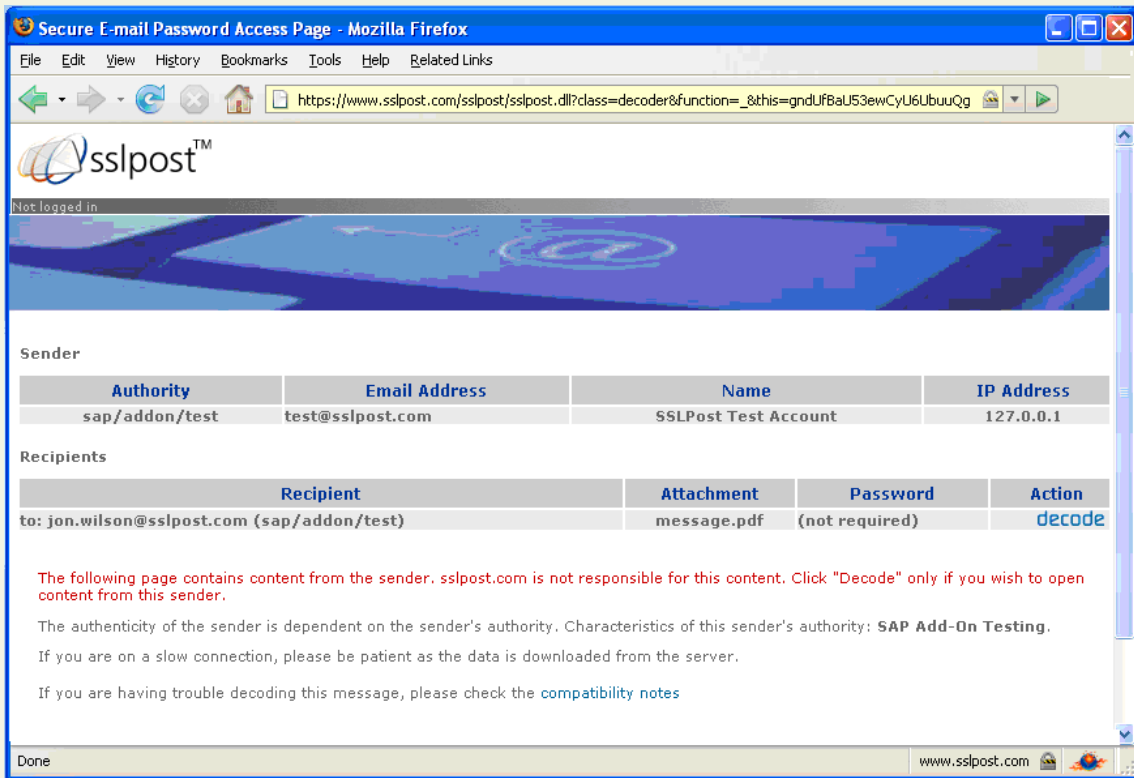
⑥ The PDF documents are then delivered securely to the identified email recipient(s) by [SSLPost Secure Document Delivery](#) or [SSLPost Lite](#).



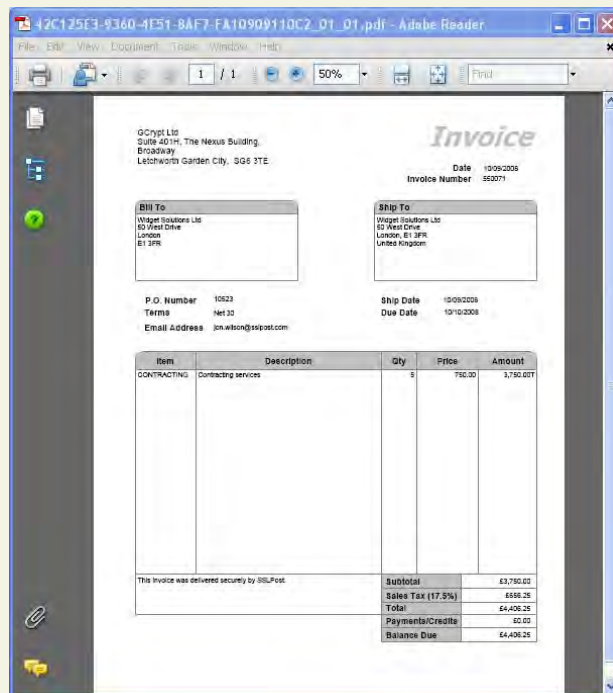
⑦ The recipient receives an email message in their email inbox. The sender email address, message subject and message content are fully customisable.



8 The recipient opens the email message and opens the attachment. A decode screen similar to the following is then presented.

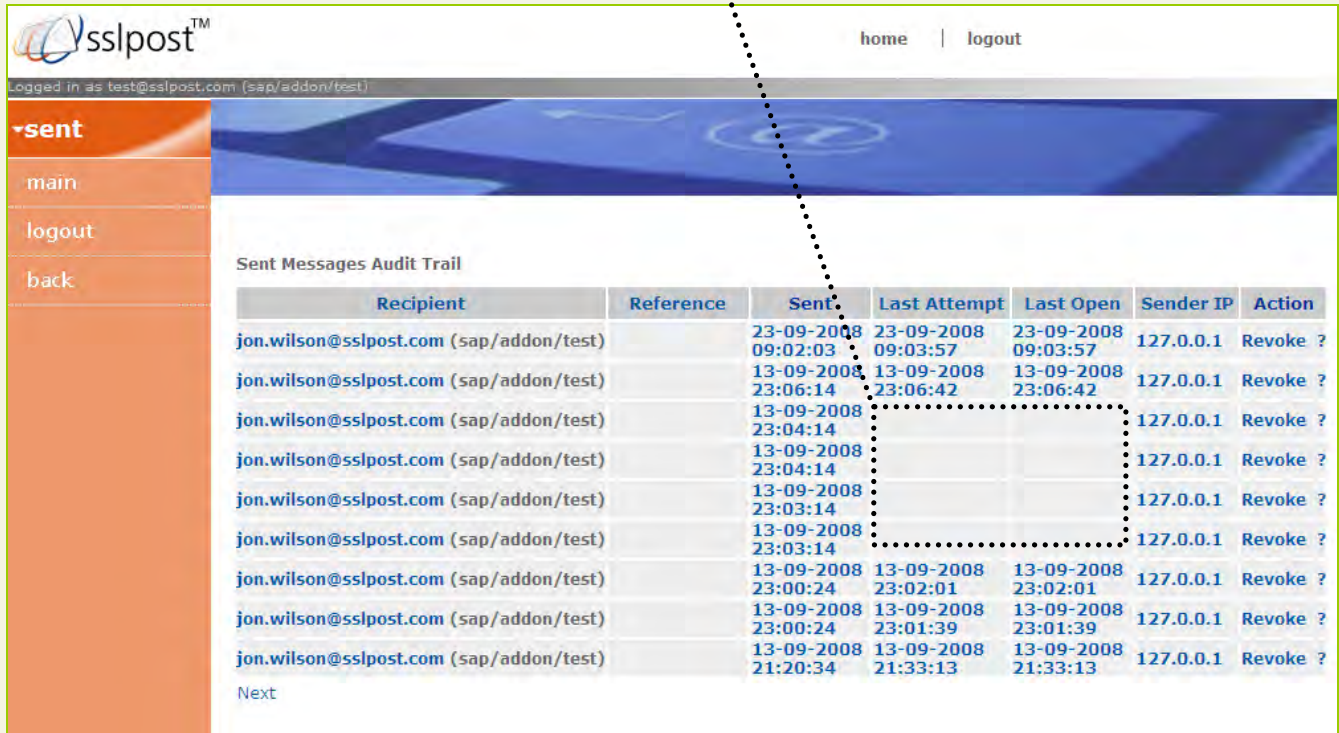


9 The recipient enters their password (if required) and then clicks the decode button. The email message is then decrypted and the PDF document is made available to the recipient.



10 The SSLPost system provides a full audit trail facility and records the date and time that your messages are opened, think of it as recorded delivery for email.

These messages have not yet been opened and read.



sslpost™ home | logout

Logged in as test@sslpost.com (sap/addon/test)

sent

- main
- logout
- back

Sent Messages Audit Trail

Recipient	Reference	Sent	Last Attempt	Last Open	Sender IP	Action
jon.wilson@sslpost.com (sap/addon/test)		23-09-2008 09:02:03	23-09-2008 09:03:57	23-09-2008 09:03:57	127.0.0.1	Revoke ?
jon.wilson@sslpost.com (sap/addon/test)		13-09-2008 23:06:14	13-09-2008 23:06:42	13-09-2008 23:06:42	127.0.0.1	Revoke ?
jon.wilson@sslpost.com (sap/addon/test)		13-09-2008 23:04:14			127.0.0.1	Revoke ?
jon.wilson@sslpost.com (sap/addon/test)		13-09-2008 23:04:14			127.0.0.1	Revoke ?
jon.wilson@sslpost.com (sap/addon/test)		13-09-2008 23:03:14			127.0.0.1	Revoke ?
jon.wilson@sslpost.com (sap/addon/test)		13-09-2008 23:03:14			127.0.0.1	Revoke ?
jon.wilson@sslpost.com (sap/addon/test)		13-09-2008 23:00:24	13-09-2008 23:02:01	13-09-2008 23:02:01	127.0.0.1	Revoke ?
jon.wilson@sslpost.com (sap/addon/test)		13-09-2008 23:00:24	13-09-2008 23:01:39	13-09-2008 23:01:39	127.0.0.1	Revoke ?
jon.wilson@sslpost.com (sap/addon/test)		13-09-2008 21:20:34	13-09-2008 21:33:13	13-09-2008 21:33:13	127.0.0.1	Revoke ?

Next

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