

# The BusinessGT Rules

We believe that all businesses need to have an admin system they can rely on, that just works.

We try to make our system intuitive – but we need help in this – and we want users to contribute to improving the way the system works. We seek constructive feedback.

## **What you get in your BusinessGT system:**

A separate, discrete instance of the BGT system is set up at your request – and will operate on a URL of your choice, but always on our servers. This means you have a large number of web pages (the system pages) and a dedicated SQL database (the database). Both resources will operate on a shared server, unless you upgrade your system to a higher level of service – but only you will use your pages and your database; These are not shared.

This means that your system will use computer resources that are shared by others but are specifically identifiable to your system usage – for example, the email server and the database server could be used by hundreds of other people at the same time as you.

In order to protect the experience of other people who use their BusinessGT system, there are some limitations on the type of content and behaviour that we allow. All users must adhere to the policies set forth in the BGT Rules. Failure to do so may result in the temporary locking and/or permanent suspension of your account(s).

All of your data will be held in the UK on private servers, to which no-one except authorised BGT personnel have access. We do not copy, scan, analyse or read your data unless required to do by a competent legal authority. We believe that it is incredibly unlikely that an unauthorised person could access any data – but you should take extensive precautions anyway. Contact us for further information on this, and our recommendations. Your data is backed up and retained temporarily each weekend: if you want instances of your data to be retained for your purposes, you can request that increased level of service from us.

We may need to change these rules from time to time and reserve the right to do so. The most current version will always be available at [BusinessGT.com/rules](https://BusinessGT.com/rules).

## **The extent of the system -**

The system is broadly based, and will always need improvement: Your constructive feedback will help us to identify the development priorities. As at February 2019, the system includes:

Full Accounting: with Profit and Loss, Balance Sheet and Cash Flow.

Full Sales invoicing with despatch facilities: this does not currently include stock control.

Quotes system: track quotes through to sales.

Purchase Orders system: to manage costs well.

Cash Management: bank interface (not automatically linked)

Full Forecasting Functions: based on Trial Balance or recent information, and selected trends.

Full CRM: manage meetings and phone calls to potential and existing clients.

Project Management: simple system to manage profitability on projects between staff.

Website: with integrated sales lead management.

Online shop with links to Credit Card options:

## Content Boundaries and the Use of BusinessGT system

In order to provide the BGT service and the ability to communicate and stay connected with others, there are some limitations on the type of content that can be published with BGT.

- **Trademark:** We reserve the right to reclaim usernames on behalf of businesses or individuals that hold legal claim or trademark on those usernames. Accounts using business names and/or logos to mislead others may be permanently suspended.
- **Copyright:** We will respond to clear and complete notices of alleged copyright infringement. Our copyright procedures are set out in the Terms of Service.
- **Publisher:** You are the owner of your BusinessGT system and are the legal publisher of all your content (images and text) and we operate the platform that you use to publish. Be aware that as publisher you have few rights, and many responsibilities to your readers.
- **Graphic content:** You may not use offensive, pornographic or violent media in your profile image or header image or anywhere in your site.
- **Unlawful use:** You may not use our service for any unlawful purposes or in furtherance of illegal activities. International users agree to comply with all local and international laws regarding online conduct and acceptable content.

Any accounts and related accounts engaging in the activities specified below may be temporarily locked and/or subject to permanent suspension.

- **General Behaviour:** The BGT system may not be used to make threats, to harass, send abusive messages, or to send spam messages and emails.
- **Conduct:** You may not promote violence against or directly attack or threaten other people on the basis of race, ethnicity, national origin, sexual orientation, gender, gender identity, religious affiliation, age, disability, or disease. We also do not allow accounts whose primary purpose is inciting harm towards others.
- **Impersonation:** You may not impersonate others through the BusinessGT service in a manner that is intended to or does mislead, confuse, or deceive others.

## Spam

We strive to protect others from technical abuse and spam. Any accounts engaging in the activities specified below may be temporarily locked or subject to permanent suspension.

- **Malware/Phishing:** You may not publish or link to malicious content intended to damage or disrupt another person's browser or computer or to compromise a person's privacy.
- **Spam:** You may not use the BGT service for the purpose of sending spam emails to anyone. All email sends to personal individuals must be to "opted in" targets to meet UK GDPR laws. If you wish to send emails individuals in Business, please contact us.

## Automated Use

In general, you may not use an automated service to use your BusinessGT system.

However if you have upgraded to dedicated web servers and dedicated database servers, we can accommodate direct access to your server for automated input and down load, or for such things as sales invoices, and SQL reporting services and Business Intelligence interfaces.

## Cancellation & Refund

You may cancel your system at any time. Your system and data will not be available after 24 hours, though we will usually wait for at least a month before all of your data starts on the physical deletion process. Usually you can request a recovery of your data for up to 30 days after a cancellation.

As most people will not buy a large number of credits shortly before cancelling, we deem this to be too complex given the small amounts of money involved – and consequently, we do not offer any cash refunds.

## Reasonable Use

Throughout the service we aim to provide a high level of reliable, quality service to you – so we require you to use your system within reasonable boundaries, given the service level you have selected. If your use of the system has a detrimental effect on others, we may ask you to cease that usage.

In some cases it may be that you are using the system so extensively that you should have upgraded to a higher level of service, and in these rare cases we may require you to upgrade. We will talk with you or email you before we take any action.

Accounts created to replace suspended accounts will be permanently suspended.

Accounts under investigation may be removed for quality purposes. BusinessGT reserves the right to immediately terminate your account without further notice in the event that, in its judgment, you violate these Rules or the **Terms of Service**.

## Commonly asked Questions:

If you have any questions regarding these Rules of Use for the BusinessGT System, contact us:

BusinessGT Ltd  
The Old CourtHouse  
Hughenden Road  
High Wycombe  
HP13 5DT

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