



Approved Tools Policy

Marketware, Inc. utilizes a suite of approved software tools for internal use by workforce members. These software tools are either self-hosted, with security managed by Marketware, Inc., or they are hosted by a Subcontractor with appropriate business associate agreements in place to preserve data integrity. Use of other tools requires approval from Marketware, Inc. leadership.

List of Approved Tools

- **Dropbox.** **Dropbox** is used for storage of files and sharing of files with fellow Employees, Partners and Customers. ePHI is not to be stored in Dropbox.
- **MS Office.** **Microsoft Office is used for Word Processing, Spreadsheets, Email, Calendaring, Presentations, Notes, and accessing Access Databases.**
- **Visual Studio.** Visual Studio is used to help in the development of our products.
- **Chrome.** **Google Chrome is used to navigate the internet**
- **Filezilla.** **Filezilla is used to send and receive files via sFTP.**
- **SQL Server Management Studio.** Use to perform actions that help create, maintain, query or destroy data.
- **Marketware's Admin Console.** Used to manage our clients' databases, users and content.