TECHSAGE TECH TALK

"Insider Tips To Make Your Business Run Faster, Easier, And More Profitably"

Welcome Megan Hernandez

Megan joined TechSage Solutions on April 16 as Office Assistant. She will be the friendly voice that answers our phones and assist you anyway she can.

Megan just re-entered the workforce and we are excited that she joined our team.

She leads a busy life with her husband and kids. She is passionate about health and fitness. She loves to read and sports.

May 2016

This Monthly Publication provided courtesy of John Hill, President of TechSage Solutions.

We are Business Consultants with a Technology Focus and have Leveraged Technology to Propel Our Clients Toward Competitive Success in the San Antonio area for sixteen years. Our goal is to Simplify the use of Information Technology for our Clients so that they can focus on managing and growing their businesses.

10 Things You Must Do Now To Prevent A Costly Data Disaster

In less than 60 seconds, you are about to learn 10 things that could save you days – or even weeks – of downtime, not to mention the undue stress on your company, and potentially thousands of dollars lost, due to a data disaster…

Use this article as your checklist in a conversation with your IT company to assure that your business has the right plan in place to get back up and running quickly if and when disaster strikes.

1. Keep a written plan. Simply thinking through in ADVANCE what needs to happen when things go south on you, and documenting it, can go a long way toward getting your network back up and running quickly if it gets hacked, flooded or compromised by human error or equipment failure.

Outline the types of disasters that could happen, and a step-by-step recovery process. Be sure to include a budget, what to do, who should do it and how. Store printed copies along with key contact information and login details for essential websites 1) in a fireproof safe, 2) off-site at your home, 3) at each key employee's home and 4) with your IT consultant.

2. Hire a trusted professional to help you. Trying to recover data after a disaster without professional help is business suicide. One misstep can result in weeks of downtime, or permanent data loss. To improve your odds of a quick recovery, work with a pro who has experience in both setting up your plan and helping you recover when a loss occurs.

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3. Have a Communication plan.
What if your employees can't access your office, email or phone system—how should they communicate with you? Make sure your plan details the alternatives, including MULTIPLE ways to stay in touch.

4. **Automate your backups.** THE #1 cause of data loss is human error. If your backup system depends on a human being doing something, it's a recipe for disaster. ALWAYS automate your backups so they run like clockwork.

5. Keep an off-site backup copy of your data. On-site backups are a good first step, but if they get flooded, burned or hacked along with your server, you're out of luck. ALWAYS maintain a recent copy of your data off-site.

6. Be able to access and manage your network remotely. You and your staff will be able to keep working if they can't get into your office. Your IT manager or consultant can quickly handle an emergency or routine maintenance. And you'll love the convenience!

7. Image your server. Storing your *data* off-site is great – but bear in mind, if your *system* goes down, the software and architecture that handles all that data must be RESTORED for it to be of any use. Imaging your server creates a replica of the original, saving you an enormous amount of time and energy in getting your network back in gear. Best of all, you don't have to worry about losing your preferences, configurations or favorites.

8. Document your network. Network documentation is simply a blueprint of the software, data, systems and hardware that comprise your company's network. Let your IT manager or consultant create this for you. It'll save you time and money in the event your network needs to be restored.

It also speeds up everyday repairs and maintenance on your network when technicians don't have to waste time figuring out where things are and how they're configured. Plus, it may help with insurance claims in the event of losses due to a disaster.
Maintain your system. While fires, flooding and other natural disasters are certainly a risk, it's ever more likely that you'll experience downtime due to a virus, worm or hacker attack. That's why it's critical to keep your network patched, secure and up-to-date. And don't forget: deteriorating hardware and corrupted software can wipe you out. Replace and update them as needed to steer clear of this threat.

Test, test, test! If you're going to go to the trouble of setting up a plan, at least make sure it works! Hire an IT pro to test monthly to make sure your systems work properly and your data is secure. After all, the worst time to test your parachute is AFTER you jump out of the plane.

Need help getting this implemented? Contact us by May 31 at **210-582-5814** or email to
info@techsagesolutions.com for a **FREE** Backup And Disaster Recovery Audit.

American Dental Association Mails Malware to Members

There have been several posts that American Dental Association mailed malware-infected USB drives to thousands of offices. Based on the internet posts, a credit card shaped USB labeled "Dental Procedure Codes" that was suppose to contain a digital version of updated dental procedure codes that dental offices use for billing and insurance.

It was discovered that one of the files takes you to a web page that is known for distributing malware.

I have posted two links on TechSage Solutions Facebook page if you would like to read further.
www.facebook.com/TechSageSolution/

Inserting Online Pictures and Online Videos Within Office Products

There are now options when selecting online pictures besides the standard Microsoft's online clip art library. Now you can insert pictures from Bing Image Search, Facebook, Flickr and your OneDrive account.

For Bing Image Search, add a keyword for what you are searching for.

This option is available in Word, Excel, PowerPoint and Publisher. To perform this task in Word, see left image.

For online video, follow the same process. Place a keyword in the search area. Select your video and it inserts the video in your document. See image to the right.

This option is available in Word and PowerPoint.

FREE REPORT: "The Ultimate Guide To Choosing The RIGHT VoIP Phone System For Your Small Business, Call Center Or Multi- ' . ƒ‑‹' •   ˆÐ. ‡ó

Read This Report To Discover:

x   What VoIP is, how it works and why the phone company may force you to switch to a VoIP phone within the next 3-4 years.

x   4 different ways to implement VoIP and why you should never use 3 of them for a <u>business</u> phone system.

x   Hidden costs with certain VoIP system that can negate any cost-savings you might gain on your phone bill.

x   7 revealing questions to ask any VoIP salesperson to cut through the hype, half-truths and "little white lies" they'll tell you to make the sale.

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