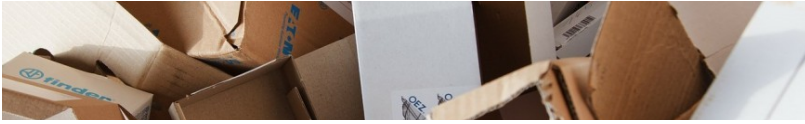


Business Information Solutions

Getting *IT* Done!

Four Important Tips for Moving Offices



Moving an office is never a simple operation, but the stress of the process can be greatly reduced when properly planned out. The most common issues and hurdles faced when moving offices, arises from simply not knowing everything that needs to be done. Unfortunately, it's much more complicated than simply boxing up and calling the movers. But with these four tips, your move is sure to go much more smoothly.

1. **Have a Plan and Stay Organized.** This should be the obvious focus for any move. With everything that needs to be managed, it's easy for things to get overlooked, forgotten or lost. So it's important to keep a detailed checklist of everything that needs to be done. Be sure to go over the list several times before the actual move date, and you can never have too much detail.
2. **Too Much "Do It Yourself."** Packing up and moving furniture is a task for a moving company, but what about sensitive and fragile materials like your computers and network systems? Be sure to hire a professional IT firm who can assure your materials such as workstations and network cables will be handled carefully and reconnected properly. Without professionals handling this process, your business could be faced with network crashes, incorrect phone extensions, lost cables and damaged workstations.
3. **Do Your Homework When Hiring an IT Firm.** Network and phone systems are crucial for every business, so make sure that the IT firm you hire will get the job done quickly and most importantly, done correctly. A few items for your hiring checklist would include references, service time to estimate your network's down time, proof of insurance, and an organized approach to how your network and phone systems are going to be moved. Also make sure your IT firm conducts a detailed site survey of your new office space to give you a thorough quote on charges for the move, as well as an estimated completion time.
4. **Notify Your Internet, Phone & Cable Providers.** Approximately 80% of communication blackouts and cost overruns when it comes to moving networks are a result of not preparing voice, data and electrical installations in advance.



"As a business owner, you don't have time to waste on technical and operational issues. That's where we shine! Call us and put an end to your IT problems finally and forever!"

August 2014

Robertsdale, Alabama

What's Trending at BIS

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Faced with Computer Crashes, a Lost Password or a Network Failure with No In-House Computer Expert?

Most businesses don't worry about a computer crashing, a password being lost or a network going down when they have an in-house IT expert to handle it. But what happens if that IT guru suddenly isn't there? That computer crash, lost password or downed network could suddenly be crippling your business and hindering the productivity of your employees. Here are five tips to help you avoid this terrifying technology headache:

Tip #1: Keep detailed network documentation about your business's computer network. Be sure to keep track of what software licenses you own and what the administrator passwords to your systems and devices are. Don't forget to keep an organized inventory of what hardware you own and when the warranties on the equipment you use expire. Be sure to take advantage of cloud vendors for email, online storage and security. And remember to NEVER leave all this information in the hands of a single IT expert in your company.

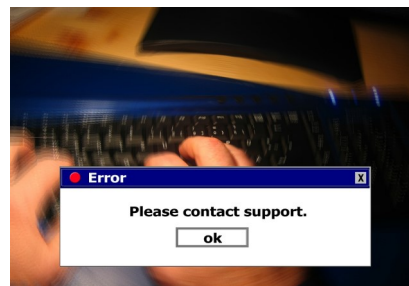
Tip #2: Be certain you know where your backup files are stored and that they are being stored properly. Make time in your schedule to monitor or check in on your business's system backups. If your database or network crashes, you want to be sure your data and information has been backed up properly.

Tip #3: Make sure to have a written plan in place for restoring your network fast, so you are prepared in case of a disaster.

Every business should develop and test a disaster recovery plan for their office. If your business is lacking such a plan, you could be completely lost in the event of data or network disaster.

Tip #4: Keep track of where all of your software is stored. You have to take the time to organize and store your software and data in a secure location. This cuts down on the restore time of a program or software. It also allows you to avoid having to repurchase the software or programming, like you may have to if you are unable to find it.

Tip #5: Know what routine maintenance must be done for your network and monitor to be sure it's being completed. Familiarize yourself with your business's servers, workstations and peripherals on your network. This may sound foreign or like extra work you don't want to take on, but it's crucial information to maintain and have in case issues arise.



Meet Mark: BIS Resource Manager

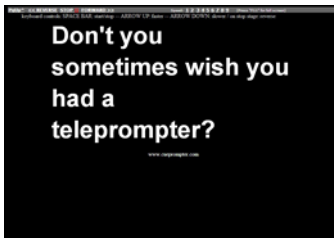
BIS would like to proudly introduce our new Resource Manager, Mark Killeen. Originally from New York, he moved to the South over 16 years ago. In his free time, he enjoys relaxing at home, playing video games and getting involved in theatre.



Here's a few of his favorite things:

- ✓ **Sweet Snack:** Butterfingers
- ✓ **Salty Snack:** Cashews
- ✓ **Beverage:** Diet Coke
- ✓ **Colors:** Green
- ✓ **Sports Team:** Alabama Crimson Tide & the Green Bay Packers
- ✓ **Favorite Restaurant:** Moe's Original BBQ

Shiny New Gadget Of The Month:



CuePrompter Online Teleprompter

CuePrompter is a free teleprompter/autocue service. Your browser works like a teleprompter—no extra software needed! You can use it for free in both commercial and non-commercial settings!

Videos are a great way to get clients to hear what you have to say, whether you post your video on Facebook, LinkedIn or Google+, or whether you e-mail it out to your clients. CuePrompter makes creating those videos so much easier—now you don't have to look down at your notes or memorize your three-minute speech, and the best part of this neat web site? It's totally free.

CuePrompter works well with most operating systems and browsers and allows you to make the text as big as you need it to be. It's easy to control the speed settings as well as reverse and fast-forward as needed.

This handy gadget can be found for FREE at www.CuePrompter.com. Just type in what you want to say, and you're in business. Now go out and make a video!

6 THINGS LEADERS FORGET TO DO THAT PUT THEM AT RISK

There's much to remember to be a successful leader. Sometimes leaders get so busy and engrossed with day-to-day operations that they forget some critical activities. Here are 6 items that need to be on your leadership agenda:

- 1. Grow a replacement.** Your employer can't promote you until they have someone to replace you. You can't move up in the organization if you're the only one who can do that job where you're at right now. And if you're the top boss, you can't let succession planning languish or the fate of your entire organization hangs in the balance.
- 2. Anticipate problems.** Most problems simmer on the back burner before they start to boil over. Like a professional pilot, you've got to be scanning all your instruments and the horizon to make sure you don't get slammed by a potential problem (or at least be completely ready for the problems you can't avoid).
- 3. Exploit opportunities.** Most leaders know what (and who) is wrong, but they become oblivious to opportunities. Who are the star performers who need recognition and development? What are the great opportunities just waiting to be seized? It isn't simply positive/negative thinking: it is about being as focused on the good and opportunistic as you are on the bad and problematic.
- 4. Change before it is necessary.** We all know about the power of disruption and its potential to ruin us. Why do we wait until the last moment to change? Why not preempt? Staying successful isn't based on your ability to change: it is based on your ability to change faster than your competitors, the needs of your customers and the demands of the marketplace. If you have to change just to keep up, you've lost whatever competitive advantage you could have enjoyed by changing sooner.
- 5. Stay relevant.** What does it even mean to be relevant? Relevancy is about being closely connected: your colleagues, your customer and vendors, and your marketplace. You are deemed relevant when others believe you affect them and their success, and that therefore you and your work matter. In business, customers make the evaluation as to a firm's relevance. What are you doing to stay up-to-date and salient about what matters most to those you lead and serve?
- 6. Take care of themselves.** "Taking care of yourself" seems selfish, doesn't it? Maybe that's why so many leaders neglect to do so. Consider: if you're going to model the energy you expect from others, give support and lead the way, you need to be at the top of your game, mentally, emotionally and physically. Burned-out leaders burn out followers. The right diet, exercise and rest aren't luxuries but very real necessities for successful leadership.

With so much to do, you need to keep a clear and up-to-date agenda of the truly important things you consistently need to do. To work without an agenda—and to forget to do the 6 things above—puts you at risk as a leader.



Phillip Long is the CEO of BIS Technology Group; with the responsibilities of enterprise accountability for Business Information Solutions, Inc., BIS Designs LLC., BIS Office Systems, LLC and L&W Properties LLC. His chief role is IT market visionary, client development, client education, and sales and marketing. He has held this position for over 13 years bringing innovative IT solutions to the local business market. Learn more about Phillip and Business Information Solutions at www.askbis.com.

Calendar of Events

August

Aug 27: Mobile Chamber Expo

September

Sept 17: Social Media Webinar

(Register online at www.askbisdesigns.com/smmwebinar)

October

Oct 2: "Take Your Business to the Cloud" Lunch & Learn in Pensacola (register at www.askbis.com/cloudlunchandlearn)

Customer Spotlight: Nephrology Associates of Mobile, P.A.

Since partnering with Business Information Solution, the physicians and staff at Nephrology Associates of Mobile, P.A. have seen a significant decrease in network issues as well as a significant decrease in their own stress levels. For Harry, it meant spending one fourth of the time previously spent on IT issues. Working with BIS, he now only spends a maximum of 5% of his time on IT related issues. Now that Harry no longer "manages" his own IT infrastructure, he has more time to focus on the needs of the physicians. "By going with Business Information Solutions," he states, "I have been given my life back." No longer does he have to worry about the physicians or staff not having access to patient information, instead he can focus on running the practice.



Not only has Business Information Solutions cut out the pain associated with IT, but it has produced significant savings for Nephrology Associates of Mobile, P.A. "It's all subjective when it comes to how much BIS has saved us," says Harry "you can't really put a dollar amount on the quality of life, but I would say BIS has easily saved us thousands of dollars per month! But, more importantly, working with BIS has enabled me to meet my primary responsibility - getting the physicians what they need, when they need it."

To read more about Harry's struggles before he partnered with BIS, please visit www.askbis.com/testimonials.

Customer Care Tip from BIS Tech Expert: Don't Procrastinate!

When you see a network or computer problem arise, don't wait to the last minute to get it fixed. No matter the size of the issue, put in a ticket immediately. Although you may think it's just a small problem, over time this little problem can grow into a larger, more time consuming problem. It's just like a crack in your windshield. If you put off getting it fixed, the crack will grow. By the time, you go to get it fixed you have a more expensive and timely problem on your hands.

It's the same way with network and computer problems. As soon as you see an issue occur, we suggest you put in a ticket with one of our experts. This way our technicians can work to get the issue resolved and help your business get back on track. After all, we really just want your business to run as smoothly as possible.

For more customer care tips, please visit www.askbis.com/faqs.

The Lighter Side: Silly Summer Stories



How to Grow Strawberries:

Farmer Evans was driving his John Deere tractor along the road with a trailer load of fertilizer. Tim, a little boy of 8, was playing in his yard when he saw the farmer and asked, "What've you got in your trailer?"

"Manure," Farmer Evans replied.

"What are you going to do with it?" asked Tim.

"Put it on my strawberries," answered the farmer.

Tim replied, "You ought to come and eat with us, we put ice cream on our strawberries."

Young Entrepreneur:

Robert, who was 6 years old, was looking at the ripe red tomatoes growing in Farmer White's garden. "I'll give you my 2 pennies for that tomato," said Robert, pointing to a beautiful, large, ripe fruit hanging on the vine.

"No, I can't do that," replied Farmer White. "I can get a dime for a tomato like that one."

So Robert pointed to a smaller green tomato: "Will you take 2 pennies for that one?"

"Oh, yes," answered the farmer, "I'll give you that one for 2 cents."

"Okay," said Robert smiling, sealing the deal by putting the coins in the Farmer White's hand, "I'll collect it in a week's time."