Tech Times

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Better IT. Better business. Better life.

3 Backup Basics To Consider Before You Start A New Backup Plan

Businesses today rely heavily on backups to keep their organizations running when unexpected issues pop-up. You never can tell when a virus will hit or a disgruntle employee will wipe out your critical data. Be prepared with a full offsite backup of your data so you can recover quickly when disaster strikes.

Don't rely on luck to carry you through.

If you don't properly backup your information, you could lose it. This can result in damage for your brand, civil or criminal penalties, or even loss of customer trust and ultimately business opportunities. Build a strategy for your backups to ensure you have what you need when you need it most.

Develop a solid backup strategy.

There is truly no one-size-fits all backup solution for businesses. However, there are a few basic details to consider before you dive into a new backup plan. Know what you have and need, assess the level of security your business requires, and look at the features offered by the backup providers.

1. What do you need to backup and where does it live right now?

Run a full assessment of the data you're company has and map out a clear strategy to implement your new backup plan and keep it on track for the long run. Make a special note about the volume of information you have, your current backup features, and the costs. This will help you compare your current plan with potential solutions apples to apples.

2. What level of security do you need for your data? Are there any mandatory regulations your company should consider?

For example, medical facilities are required to encrypt their files to HIPAA standards and run regular risk assessments to ensure their patient data is safe. If you have any regulatory requirements, make sure to spell them out ahead of time and ask your potential backup vendors if they can take care of these critical concerns. You will find that the solutions offered by different backup providers vary greatly. Some have quick online or device recovery options, some offer truly scalable solutions that are economical, some have beefy security features and extensive training materials, but others just fall short. Carefully review all your options before diving into an agreement for a new backup solution.

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What's Inside

Lucky Sayings

"May you live as long as you want and never want as long as you live."
~Anonymous

"I'm a great believer in luck, and I find the harder I work, the more I find of it."
~Thomas Jefferson

"May you always be blessed with walls for the wind, a roof for the rain, a warm cup of tea by the fire, laughter to cheer you, those you love near you, and all that your heart might desire."
~An Irish Blessing

Corned Beef and Reuben's

Meat and potatoes is generally hot on the menu for St. Patrick's day. Corned beef and cabbage or a succulent Reuben sandwich are often traditions this time of year. So, where did corned beef really come from? And what about Reuben sandwiches… are they even Irish?

What is corned beef?

At the risk of sounding a bit like the television show *How It's Made*, corned beef is actually beef brisket that has been salt-cured so it can be stored for a longer term than traditionally cut meats. Large grains of rock salt, also known as "corns" of salt, and nitrites are used during the curing process.

Where did it come from?

Curing meat with salt is an age old practice dating all the way back to the early Egyptians and ancient Europeans. However, Irish corned beef wasn't traded regularly until the 17th century. British soldiers actually coined the term "corned beef". They preferred corned beef because its non-

3 Backup Basics...

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3. How quickly do you need to be able to recover files to keep your business running? Of course, when you lose a file you want it back fast. Realistically, the recovery time varies from solution to solution. Some offer an online or device platform where you can dive right in to retrieve your files, while others charge you for file recovery and may take some time to respond. Be sure to interview your prospective backup vendors and ask questions about hypothetical recovery scenarios. This will help you decide if you're comfortable with their recovery options.

The unlucky business owner. We've heard that people who lose their data are just unlucky. We actually call it unprepared. Take a proactive approach to our data management. Here are a few great ways to get the ball rolling in the right direction:

♣ *Find a vendor you can trust.* If you don't have a backup provider yet, go shopping. Follow our three steps here to assess your needs and find a vendor to support them all.

♣ *Consistent and automated backups.* Relying on a human to press a button each day is simply unnecessary and risky. Ideally, your backups should automatically run each night and should be tested at least every three months.

♣ *Backup offsite!* This is a definitely a key point. Consider this, a burglar gets into your office and steals the physical computers under your desks. When you come into the office the next morning, how long will it take for you to get things going again? That all depends on how you backup. An onsite solution could be compromised, damaged or missing. Backing up offsite prevents both your location and your data from being compromised all at once.

♣ *Backup for your backups.* Check with your backup vendor to ensure there is some sort of redundancy in place. This will give you the data you need even if your regular backup becomes corrupt.

♣ *Test, test, test your backups.* Send in a request or try to recover a file at least once each quarter. That way you can rest assured that your data is safe and available.

Still have questions? Give us a call. We will conduct a full Network Security Audit to evaluate your company from the inside out. After this assessment, you will have the details you need to put a comprehensive backup solution in place.

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Cleanup Your Startup Utility

Sluggish startup getting you down? In all Windows based systems, there is a startup folder that tells your computer what to initiate when you power the computer on. Sometimes, new programs add themselves and your startup process gets bogged down. Here's how to fix it.

Find your startup utility. Remember, you do have to be logged in as an Administrator to make changes in your startup utility.

Windows 7 users—Press Win-r. In the "Open:" field, type "msconfig" and press "Enter". Then click the "Startup" tab to view and uncheck items that you do not wan to launch when you start your computer.

Windows 10 users—simply open the task manager by clicking on the "Windows" icon in the lower left of your screen and type "task manager", then click on the "Startup" tab.

Chrome Tips

Google Chrome has sure changed. Here are a few great tips to browse like a pro.

Search inside a webpage. Highlight a word or set of words you would like to look up, then right click to view options. Select, "Search Google for…" to quickly look up the item selected.

Multiple tab movement. Google Chrome allows you to drag and drop multiple tabs into a new browser window by selecting the tabs while holding down the Ctrl key. Then you can move them all at once.

Reopen closed tabs. Have you ever closed a tab that you needed? Now you can get it all back in an instant. Press Ctrl+Shift+T to reopen a recently closed tab.

Save a webpage for later. You can create a link icon right on your desktop by highlighting the website address in Chrome and dragging it to your desktop for easy reference later.

Manage your browser tasks. Just like your Windows PC, now you can view your task manager for Chrome. Click in the upper right corner to view the menu, then click on More Tools, and select the Task Manager. You can view all of your plugins, extensions, and tabs here.

Backup Blunder: It Looks Like We've Drawn The Unlucky Card Again

Mike barely made it through the wet storm driving to work one cold Monday morning just to find that the office was swimming in three inches of water. Unfortunately, all of the company data lived in the computers that are now no more than old fish bowls sitting under the desks on the floor.

But wait! Mike thinks about the backup he just ran on Friday. Where is that pesky USB drive. His assistant always puts it back in his drawer when she is done backing up the computers. Oh no! Mike forgot to leave the drawer unlocked. Slowly, he opens the bottom drawer of his filing cabinet. There in the nice little wicker basket his wife bought him to help organize his things he found the USB drive floating ever so gently on top of the water. Mike slowly reached down to pick up the dripping drive, the last hope for his company data, the key to reviving his organization. What can he do now? He has clients coming in at 10am. The busted water main up the street that flooded their office won't stop the whole town. Sure he can move the meeting offsite, but does he even have all of the information he needs to continue business today? Worried about your backups? Give us a call to explore a new solution for your business.

Corned Beef…

perishable attributes and competitive pricing.

Do the Irish really eat corned beef?

This is where things get a bit muddy. Even though corned beef is generally a part of St. Patrick's day celebrations, early Irish folks saw cows as sacred. Generally, they used cattle for their strength in the field and dairy products. Cows were often seen as a source of wealth and were only killed for their meat when they could no longer work. The Cattle Acts of 1663 and 1667 prohibiting the export of live cattle to England are what truly fueled the beef boom for Ireland and corned beef became a hot seller.

An Irish dish from New York city?

I'll bet all this corned beef talk has you thinking about a nice juicy Reuben. Well, that's a different story. Arnold Reuben, a German-Jewish deli owner in New York City is said to have invented the "Reuben Special in 1914. Bernard Sobel, in his 1953 book about Broadway, claims that the Reuben sandwich was actually created for the lovely Marjorie Rambeau late one evening after the Deli had closed. Reuben's Delicatessen (1908-2001) was famous for their fine sandwiches.
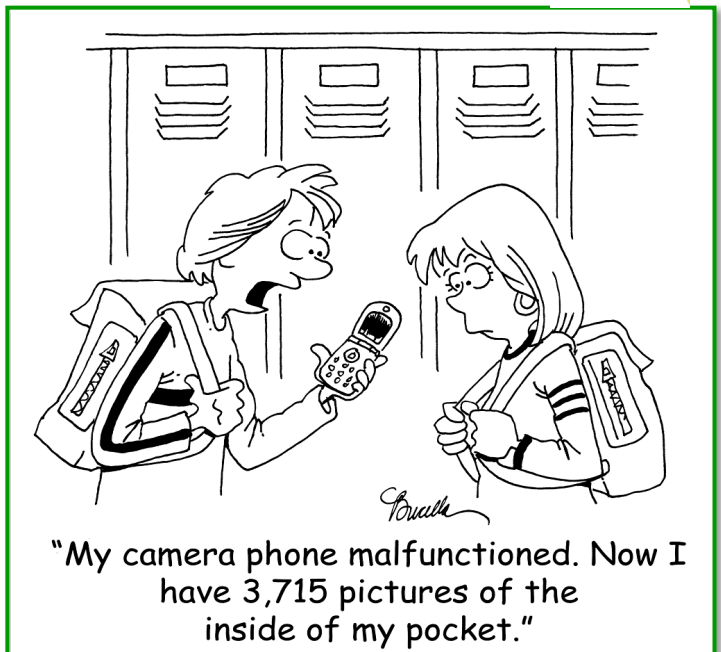
Sick Of Just Monitoring Stuff?

Have you seen that new LifeLock commercial on Television that shows a robbery in progress at a bank and all the people are screaming, scared, and hitting the floor? It's classic, the security guy is just standing there and a woman looks up at him from the floor and says, "Do something!". He says, "Oh, I'm not a security guard. I'm a security monitor. I only notify people if there's a robbery… There's a robbery." Then the screen goes white and says, "Why monitor a problem if you don't fix it?" I'm sure many of you know this feeling with IT work.

"Why monitor a problem if you don't fix it?" This question applies in so many ways to network security. All the monitoring in the world won't help if the issues are never fixed. Monitoring things like the space on your server, security risks, and updates for your operating systems and repairing them in a timely fashion will keep your network running smoothly.

A funny feeling something is wrong.
Ever have that feeling in your gut that the error you just saw on your screen is a precursor for something more? Don't just monitor the issue, call in an expert to take a deeper look. Working around computer problems and letting them go can compromise your network.

Need help? Give us a call. We will run a FREE Network Security Audit to identify low disk space, security vulnerabilities and possible updates.

"My camera phone malfunctioned. Now I have 3,715 pictures of the inside of my pocket."

"We make all of your computer problems go away without adding additional full-time I.T. staff!"

Ask about our fixed price service agreements — Computer support at a flat monthly fee you can budget for, just like payroll!

Inquiring Minds...

Exposures: When Not To Share. As we all learned in kindergarten, sharing is a wonderful thing. Unless you are sharing a cold or important personal and work information. Sometimes, the benefits of trying to work through your illness can leave more than your coworkers exposed.

A National Sanitation poll of more than 23,800 workers across North America and Europe revealed that 75 percent of us go to work sick. About 20 percent of respondents said they always go to work when they're ill, and 55 percent said they only take a sick day if their symptoms are severe. Just 25 percent said they stay home and either work from home (10 percent) or take the day off (15 percent.) According to the Centers for Disease Control, the chances of getting sick in the next year are 5 percent to 20 percent. Presumably the 20 percent is for people who get colds from others on the job.

Your foggy head may be a security risk. When we are coughing and sneezing we are not at the top of our game. It is important to keep your personal and company data in mind when you out of sorts. When we are ill, we are more likely to walk away from our workstation without logging out, or leave our laptop or portable devices on a counter while we excuse ourselves to blow our nose. We're sure you're honestly trying to keep your germs to yourself, but it is truly worth the risk to push through and miss a few steps here and there that could have a greater impact?

Employment Scam Targeting College Students. While this article doesn't fit the business basis of our newsletter, we're sure you know a college student or colleague who will benefit from this announcement. The Federal Bureau of Investigation recently released a report about a new scam focused on college students across the US. Scammers are advertising with phony job opportunities on college employment sites. Some students are receiving recruiting e-mails too.

How the college job scam works. Scammers suck in the starving student with an enticing advertisement. The student then receives a counterfeit check in the mail or via e-mail and is asked to deposit it in their personal account. Then the scammer asks them to withdraw the funds and send a portion to another individual, usually a vendor for equipment or software pertaining to the job.

The scammer wins. The scam works because of the processing time at the bank. The would be employer receives the money for the supplies and the student is hit with an account closure due to fraudulent activity and has to pay back every penny to the bank. Not to mention the scammers often obtain quite a bit of personal information throughout this process that can be used to further exploit the student's identity.

Protect students. Share this story and advise students to never accept a job that requires depositing checks and wiring funds.

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Dear Bad Luck, Let's Break Up

Feel like technology is always working against you? Tired of losing files and recreating work? Worried about your backups being incomplete? If you're fighting to keep things running smoothly, you don't have a backup solution or you're just not sure if your current solution is working… Give us a call for your *FREE Network Security Assessment*. We will review your entire network to ensure that you have backups in place and proper security for your most crucial asset, your data.

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