

ADCORP COMPUTERS

System Consultants

Reception Address
108 Brisbane Street
Postal Address
P.O. Box 1885
TAMWORTH NSW 2340

Small Business Specialists

Email: support@adcorpcomputers.com.au
Website: www.adcorpcomputers.com.au
ABN: 81 111 486 509
Telephone: 1300 736 343
Facsimile: 02 6761 6177

Our Ref 111212AC

12th December, 2011

To All Clients

During the Christmas Season our office closes. We will be closed from 4pm Friday 23/12/11 and re-open at 8am Monday 9/1/2012. This means we will not be available to assist you, should you have a major system failure. From experience there are a few house keeping duties you can do **NOW** to reduce the risk of failure and downtime.

These tasks should be done at regular intervals to prevent any major system failure. This is the storm season; you should expect that there will be storm activity to consider; also some experienced staff may be taking leave at this time, leaving less skilled staff to fill-in during their absence.

The five areas to ensure are correct before the silly season are;

Power Protection

Ensure your power protection is configured correctly before you need it. See the enclosed sheet on the correct way to test your power protection.

Virus Protection

Ensure all terminals and servers are completely up-to-date with their anti-virus program updates and virus definitions. Remember there will be a heap of young 'would be' hackers on holidays at this time of year. Have documentation handy to walk staff through the steps to take if a virus or Hack attack happens. See the enclosed sheet on the correct Virus Protection procedures.

Backup

NOW is the time to do that system backup you've been putting off. You need to ensure current full system backups are done and taken off-site. Take this time to review your backup process and procedure. Too many clients do not do backups regularly. Don't say I didn't warn you.

Windows Updates & Patches

Ensure all terminals are up to date with patch updates to the operating system and programs. It only takes one terminal to be lacking to put the whole system at risk. This is the weapon of choice for most hackers these days. See the enclosed sheet on the correct way to download and update all security patches on all terminals.

Microsoft
Small Business
Specialist

Specialists in:
Power, Virus & Backup Protection
Small Business Server
Microsoft Solution Developers
OpenOffice.net Software

A Division of Adnett Corp Pty. Ltd
ACN 111 486 509

Senior Consultant:
Mr. Paul. M. Adnett

Microsoft
CERTIFIED
Professional

Firewall Lockdown

These days it's just as important to ensure your firewall is preventing unauthorised access outbound as well as inbound. This involves blocking access to un-necessary (non-work related) web sites. The No.1 cause of web born problems stem from someone inside accessing something they shouldn't on the web. Accidently of course!

Remember '*when the cats away the mice will play*'. Even dedicated staff are more likely to use your computer system for things that they wouldn't normally do while you're present in the office. So ensure your system is locked down to prevent them accessing malicious sites while your away.

Lastly, you should be documenting your system processes to give staff that are filling in on a temporary basis something to fall back on if they get into trouble. Try not to have one staff member do all the computer tasks. This puts all your eggs in one basket. Follow these simple steps to reduce the risk of problems to the lowest level possible. If you need assistance to get your systems in order please don't hesitate to contact us to perform any pro-active maintenance task now. Remember January is also Country Music Month and you won't have time then either.

If we don't see you before then, we hope you have a joyous Christmas break and a good start to the New Year. And I thank you for your patronage throughout 2011.

Yours faithfully
ADCORP COMPUTERS



Paul M. Adnett
Senior Consultant
MICROSOFT CERTIFIED PROFESSIONAL