

# MAKING IT SIMPLE

*“Insider Tips To Make Your Business Run Faster, Easier, And More Profitably”*



“As a business owner, I know 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!”

**- Jeff S. Brodie, CEO**  
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*Helping You Run Your IT...  
So You Can Run Your Business*



## Do You Know What Your Employees Are Doing Online? If You Don’t, You’re At Risk!

The Internet and e-mail have become indispensable tools for business, but many companies are finding employees are using these tools as much or more for personal activities than job-related tasks. In fact, many business owners have recognized that unrestricted use of the Internet by employees has the potential to drain, rather than enhance productivity and, at worst, can even have dire legal consequences.

To reduce the risk and minimize non-productive activities, business owners are utilizing a two pronged approach: (1) Implementing an Internet Acceptable Use Policy (IAUP) and (2) installing a monitoring system to restrict and police employees’ online activities.

An AUP is nothing more than a written agreement that sets out the permissible workplace uses of the Internet and e-mail. In addition to describing permissible uses, an AUP should specifically set out prohibited uses, rules of online behavior, and access privileges with penalties for violations of the policy spelled out, including security violations and vandalism of the system.

*“An Internet Use Policy is a good first step but it’s only half the story.”*

Some common rules that should be included with most AUPs are:

- All sensitive or confidential data must be encrypted before sending across the web. For example, many doctors’ offices use instant messaging (IM) to communicate from the front desk to the back office. However, many don’t realize that this is a violation of HIPAA because IM is not a secure way to transmit information about a patient or their health conditions.
- A restriction on sharing confidential information about the company, its clients or the people working there. With social media as popular as it is, you don’t want an employee writing all about the latest company scandal



### Whether You Call It Beer or Cerveza...On Cinco De Mayo Raise Your Glass To Toast The Interesting Adult Beverage

- Beer is a source of B-complex vitamins. A healthy drink?
- One of the reasons the Pilgrims landed at Plymouth Rock in 1620, rather than sail further south to a warmer climate, was because their supplies were dwindling, *"especially our beer."*
- Tossing salted peanuts in a glass of beer makes the peanuts dance.
- In 1900 there were over 1,800 breweries in the U.S.  
In 1980 there were 44.  
In 2007 there were more than 1,449 breweries in the U.S. including 1,406 small independents (Brewers Association).
- U.S. per capita beer consumption in 2004 was 21.6 gallons (Census Bureau).
- The saying 'Mind your P's and Q's' comes from the time when alcoholic beverages were served/sold in Pints and Quarts. Thus, to mind your P's and Q's meant to be careful how much you drank.
- Women account for 25% of all beer consumption in the US
- Prohibition lasted 13 years, 10 months, and 19 days...but who was counting?

on their MySpace page; it's just not good for business!

- Prohibition against visiting web sites that contain pornography, racism, sexism, gambling, or e-mail with any such content sent from your business. Remember, even "innocent" jokes with racist content can leave a huge black mark on your company's reputation.
- Absolutely no downloading of music files or other programs that are not approved by management. "Innocent" screen saver programs and jokes often contain nasty viruses that could bring down your entire system or invite a hacker into your network.

Not only does an IAUP reduce wasted hours on the net, it can reduce bandwidth and equipment needs, as well as shield you, the business owner, from possible sexual harassment and other lawsuits arising from your employee's inappropriate use of the web.

## An AUP Is A Good First Step, But It's Only Half The Battle Won

Unfortunately, not everyone follows policies, and some accidentally will violate your AUP. To ensure company policies are being followed, businesses are choosing to monitor all Internet activity initiated by their employees using a web content filtering software.

Tools available today, like Microsoft, ISA and Secure Computing Web Filtering make monitoring of employee Internet usage simple and easy. Most companies choose to regularly monitor summary level activity like hours connected to the web, number of sites visited, and illegal or banned sites visited by the company while leaving detailed transaction reviews as necessary on a case-by-case basis.

And if someone complains that this is a violation of their privacy, rest assured that nothing could be further from the truth. It's not only legal but good business. After all, they are using your company assets and if employees are focused on productive work and minimize personal use of the Internet, you're likely to never need to address their Internet usage. Just be sure to include a clause about Internet monitoring in your AUP and have your employees sign the agreement.

If you'd like a **FREE** comprehensive **Internet Acceptable Use Policy** template or would like to discuss the simple options available to monitor your employee's Internet usage, contact me today via phone at 416.335.9392 or via email at [jeff.brodie@codefusion.com](mailto:jeff.brodie@codefusion.com). Don't wait until it's too late to put the tools in place.

### Thank you to Our Friends at Integris HealthCare!

Codefusion conducted a Network Audit in the month of April, 2009 for Integris HealthCare. We hereby thank Integris HealthCare for participating with us in a mutually beneficial stepping stone.

For FREE 2 Hours of Network Audit please contact at: 416.335.9392.

# FREE:

## Disaster Recovery Audit Reveals How Quickly Your Business Could Be Back Up and Running After A Natural Disaster, Server Crash, Virus Attack, Or Other Data-Erasing Catastrophe

### *This Audit Will Help You Answer:*

- How fast could your business be back up and running after a disaster?
- Is your data safe...really?
- Is ALL of your data being backed up every day?
- Are you *really* protected from hackers, viruses, and human error?
- Do you know the steps and costs involved to rebuild your network and recover your data?

### **Don't get caught off guard!**

Call us for a FREE Disaster Recovery Audit and gain complete peace of mind that your network and data really are safe and secure!

Go To:

[www.codefusion.com](http://www.codefusion.com)

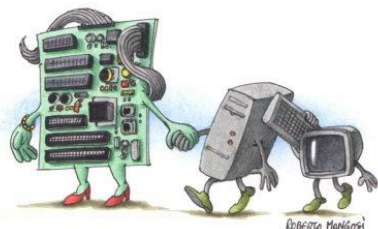
Or Call:

416.335.9392

### **The Not So Fine Print:**

This Free Audit Offer Ends May 30<sup>th</sup> so Act Today!

**HAPPY MOTHERBOARD'S DAY**



*If it frustrates you that they don't allow laptops on a Ferris wheel....  
you may be a workaholic.*

## “Who Wants To Win A \$10 Starbucks Gift Card?”

**Take my monthly Trivia Challenge and you could win FREE \$10 Gift Card!**

This month's trivia question for A \$10 Starbucks Gift Card is...

**What is the busiest day in the majority of restaurants?**

a) Christmas b) Mother's Day c) New Year's Day d) Valentine's Day

**Call me right now with your answer! 416.335.9392**

## Warning: The Average Failure Rate Of Tape Drives is 100%!

Most people don't realize that ALL tape drives fail at some point. But what's really dangerous is that most companies don't realize it's happened until it is too late.

That's why thousands of businesses lose millions of dollars worth of data to disasters like fires, power outages, theft, equipment failure, and even simple human mistake. In almost every case, these businesses were horrified to find out their back-ups weren't working when needed most.

### **As a Matter of Fact, You've Probably Experienced These Problems With Your Tape Drive Already...**

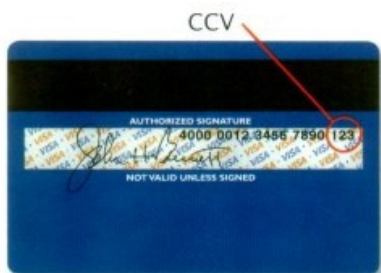
What if someone forgets the tapes, goes on vacation, or leaves the company, and the rotation plan falls through? Are the tapes being constantly monitored to make sure they are working? Have you ever tried to recover data from your tape drive, only to discover how difficult it was, or that the data you *thought* was being backed up, in fact, wasn't?

Finally, (God forbid) if your office gets flooded because of a storm, hit by a tornado, burned to the ground by a fire, or burglarized, your tape backup will be damaged along with everything else and will be completely worthless!

Fortunately there is a way to eliminate the risk and hassle of tape drive backups with **Our Proven “Secure Backup” that eliminates the risk and hassles of tape backups finally and forever!** Give us a call today 416.335.9392 for a plan to get rid of those outdated tapes.

## Business Owners Beware of Scammers

If you get a phone call from your “credit card company” asking you to verify the Card Verification Value (CVV) on the back of your credit card, don’t do it!



They are scammers who are looking to rip you off. Here’s how the scam works...

The criminals who call have already obtained your credit card number somehow. Then they call claiming that your card was flagged by security because of an unusual purchase.

When you deny making the purchase, a very official-sounding voice assures you that a credit will appear on your next statement.

At this point, the caller asks you to provide the three-digit number on the back of the card to show that it is in your possession. Or, they may give you a fake telephone number to call, where you will be asked to give the number.

Once they have it, they can charge anything in any amount up to your credit limit from any vendor and they will not be questioned.

No matter how official a caller sounds, never give out the CVV number. Some card companies call it the DVV2 or DVD2. American Express calls it the CID. A credit card company will never ask you for it.

## 4 Hidden Dangers Electricity Poses To Your Computer Network... And One Simple, Inexpensive Solution That Will Prevent Them All From Doing Damage

Is your computer plugged in? Do you use a power strip with a surge protector? If so, you are a heartbeat away from disaster and don’t even realize it. The same electricity you depend on to run your computer and network is also trying to destroy your data.

Believe it or not, electricity is one of the biggest threats to your computer network and the data it contains. Here are four computer power problems you must know about and how to prevent them.

**1.) Transients** – Commonly known as surges and spikes, these are caused by lightning storms, wind, squirrels shorting out power lines, auto accidents, etc. Several times each week these spikes can travel up the power cord into your computer damaging everything from power supplies to motherboards. Conventional wisdom says use a power strip with a surge protector and you are safe. As usual, conventional wisdom is dead wrong. After several months, these surge protectors become useless having been zapped by the surges they were designed to protect against.

**2.) Blackouts** – Whether momentary or prolonged, the sudden loss of power can corrupt your PC to the point of not being able to start up again when the lights come back on.

**3.) Sags** – This is when the power drops below normal. Have you ever seen the fluorescent lights flicker for a moment? Then you have witnessed sag. Sags are more common than surges and are caused when equipment like air conditioners, blow dryers, water heaters, laser printers, copy machines and other electrical equipment are turned on or come out of sleep mode. A typical small office will experience 30 or more sags each day. Sags cause many of the weird and unexplained problems computer users complain about every day.

**4.) Noise** – Ever been watching TV and seen fuzzy pictures and/or white lines or dots when you turn on a blender or vacuum cleaner? This is the result of electrical noise. While a fuzzy TV picture is an annoyance, this electrical noise causes many computer problems including loss of data.

So how do you protect yourself from electrical problems? The most simple and inexpensive solution to all four of these hazards is a battery backup. The battery backup (also known as a UPS or Uninterruptible Power Supply) senses when there are problems with the power and automatically switches to the battery protecting you from computer damage and data loss.

Choosing the correct battery backup for your computer or server can be tricky. Having one with a battery too small is the same as having none at all. For most desktop computers, a battery backup with a 500VA or larger rating should be sufficient to keep you going through momentary power problems. Protecting your server requires detailed knowledge of the server functions and power consumption in order to pick the right battery backup solution. If you want help in determining the right protection for your specific network, give us a call: 416.335.9392