

# A BITTT of News

From BITTT Enterprises, Inc.

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## Security - It's not just for banks anymore!

When you're running or managing a business, the data you have in your company files is one of the most critical assets your company owns. Think about the types of data your business requires in order to function:

- Employee data (personnel records)
- Customer data (contact information, purchasing history)
- Financial data (accounts payable/receivable, tax information)
- Legal data (patents, licenses, incorporation documents, lawsuits)
- Operational data (resources, vendors, scheduling, regulations)
- Company historical data

The list goes on.... Lose or compromise any of that data, and your business can quickly grind to a halt. What can be done to protect it?

Good data security requires a multi-faceted approach. This article will examine the many aspects of data security to consider.

### Data Backup

One of the most basic, yet least implemented, data security tool is a backup system. At the employee level, documents and files should be saved frequently as work progresses to avoid data loss and the resulting loss of productive time in the case of power fluctuations or computer malfunctions.

On a company level, electronic data should be backed up in-house on a nightly basis, and at least weekly to an off-site location. In-house backups make for quick and easy data retrieval as needed. Off-site backups protect precious data in the event of fire, theft, or other catastrophic loss on premises.

### Data Capture

Electronic data backups aren't much good for protecting and preserving data that is stored in paper files. Fireproof file

cabinets and vaults are one way to protect that data. However, there is still the issue of finding enough physical space for storing paper files.

BITTT Enterprises, Inc. recommends converting paper files into digital files using PaperClip®, a state-of-the-art system that includes document scanning, digitizing, organizing, and storing data that can be instantly retrieved whenever needed.

Not only does this system eliminate the need for large storage areas for paper files, but it also eliminates the problems and time lost associated with misfiled documents and lost files.

Once digitized, the electronic data files can then be backed up and protected according to your regular data backup schedule.

### Online Security

Any computer, server, or computer network that has Internet access should have a firewall plus the latest in anti-virus, anti-spyware, and anti-adware software protections installed.

Many people and businesses buy the security software, install it, and forget it. This is not enough, *(Continued on pg. 2)*

### A Tip from BITTT

A quick and easy keyboard shortcut is *Ctrl + P*. This will print the current document, spreadsheet, help topic, etc. that is open on your screen.

(Continued from pg. 1) because online hackers come up with malicious new threats every day.

Most security software packages include a renewable subscription that provides regular updates of their protections as new threats populate the Internet. Keeping your subscription current is critical to protecting your data.

The most sensitive data should be kept on a computer or server that has no connection (either directly or through a network) to the Internet.

***Good data security requires a multi-faceted approach.***

BITTT Enterprises, Inc. can provide you with a comprehensive risk assessment of your business' data, along with recommendations for Internet security protections. BITTT can also assist you in recovering from a virus, worm, or Trojan attack.

It takes a multi-faceted approach to protect your business' critical data from the many threats out there today. Call BITTT for your complimentary, no-obligation risk assessment consultation today.

## Introducing...



ACCU-DART is an award-winning radio frequency bar code solution for your warehouse or shop floor. It is a real-time warehouse and inventory management solution, designed to integrate with AccountMate, Sage Accpac ERP, and Sage Pro ERP accounting software packages. The seamless, real-time updating of your accounting and inventory data ensures that data integrity is maintained and your data is accurate at all times.

By leveraging on the power of your existing system, ACCU-DART ensures that whatever specialized functionality you need such as bin tracking, lot number tracking, or serial number tracking, are addressed.

ACCU-DART takes care of these functions simply and accurately, thus reducing clerical effort while increasing efficiency.

Using radio-frequency scanners allows the warehouse staff to instantly update the accounting system, ensuring that all users throughout the organization have the most up-to-date information. ACCU-DART will:

- **Improve Accuracy of Shipping:** Ship the right goods to the right customer - the first time.

- **Increase Efficiency:** Reduce manual data entry.
- **Enhance Productivity:** Minimize inventory dollars - Maximize sales
- **Increase Customer Service & Satisfaction**

ACCU-DART has been designed to integrate with accounting/inventory control systems. Having a single source of data eliminates synchronization and reconciliation issues.

Functionality typically includes: shipping sales order, receiving purchase orders, put aways, picking, bin transfers, warehouse transfers, bin replenishment, physical counts, assigning serial/lot numbers and many inquiries.

ACCU-DART is available as a complete package, or as an individual module, making it easy to customize to your specific needs. ACCU-DART is the ideal solution for warehouse management. Contact BITTT for more information.

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