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Announcements

• We will be holding an eWaste Drive November 7th-11th. Visit www.bssconsulting.com/eWaste for more details and for a list of items that are accepted.

• Thank you to everyone who voted for us in the Greater Kokomo Economic Development Alliance's Annual Celebration of Commerce & Community!

Who We Are

BSS is your IT Partner

providing **Total Care**

support for all your

technology needs with

exceptional **Customer**

Service and the best IT

Solutions to make **your**

business more productive

and profitable!

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With winter just around the corner, everyone around you may be getting "all wrapped up" in the upcoming holiday season...

But you've got a business to run, customers to keep happy and mission-critical data to keep safe, even if a major blizzard, lightning strike, windstorm or epic flood is taking place right outside your door.

Here are 5 easy steps you can take this holiday season to get your office prepared for this winter's worst, without seeming like Mr. Grinch.

Be ready for power outages. A power outage can hurt your business in more ways than you think. Besides employee downtime, it takes time to safely get everything back up and running. Then you need to make sure no critical files have been damaged or lost.

Autosave features can help minimize lost files in a sudden power outage. An uninterruptible power supply (UPS) can give your team anywhere from ten minutes to an hour to back up files and properly shut down equipment. If you need longer power durability during an outage, you might want to look into a backup generator.

Keep lines of communication open. Customer frustration due to production delays and not being able to reach key people at your company can be very costly in terms of both revenues and your company's areputation. Here are three ways to make sure calls to your office don't get bobbed when a storm rolls in:

1. Create a new automated greeting to let callers know about changes in hours or closings.

Winter 2017: Disaster For Your Data?

2. Set up an emergency override that automatically reroutes key phone lines to one or more numbers that can be reached during an outage.

3. Make sure you and your staff can access voice mail remotely – from a smartphone, by e-mail as an attached sound file or transcribed message, or as a text notification.

Manage employees working from home. Many of your employees can work from home if need be. But you'll need to prepare in advance if it's not the norm at your company. Have your IT specialist check with employees who could work from home during rough weather. They'll need a virtual private network (VPN) to safely access the company network. Be sure it's set up well in advance to avoid any glitches when that winter storm hits and you need it most.

Have a disaster recovery plan (DRP) ready to go. Unless you can afford to shut down for days at a time, or even just a few hours, it's absolutely critical to keep a written DRP on hand. Write out step-by-step details of who does what in every type of winter disruption – from simple power outages to blizzards, flooding or building damage caused by heavy winds or lightning. A downed network can cost your company big-time every minute it's offline. Make sure your plan includes one or more ways to get it back up and running ASAP. Consider virtualizing key parts or all of your network so your team can access it remotely. Once you've written out your plan, keep one copy at your office, one at home and one with your IT specialist.

Get help from a professional you can trust. Trying to recover your data after a sudden or serious outage without professional help is business suicide. One misstep can result in losing critical files forever, or weeks of

(Continued on next page)



IT Security Tip #11: What To Do BEFORE You Go To Starbucks

So you're in the car on the way home from Starbucks, basking in the glow of consuming your triple-shot, low-foam, extra-hot pumpkin-spice latte when you suddenly realize your laptop has gone missing. You drive back like the caffeinated lunatic you are, only to discover no one has turned it in. What do you do? That depends on what precautions you have (or haven't!) taken.

First, if you've properly encrypted your data, password-protected the access to your device and shut down and logged off all key applications, you've got a bit more time to respond. But the first thing to do, whether or not you've taken those precautionary measures, is to notify your IT department (us) that you've lost your device.

That will allow us to change passwords and lock access to applications and data a thief may gain access to via your unprotected laptop. We can also remotely wipe your device to make sure no one will be able to gain access to the data stored on your computer. (Which is also why it's CRITICAL to back up your data on a daily basis!)

Next, change ALL the passwords to every website you log in to, starting with any sites that contain financial data (your bank account) or company data. If your laptop contained medical records, financial information or other sensitive data (like social security numbers, birthdays, etc.), then you need to contact a qualified attorney to understand what you may be required to do by law to notify individuals who may be affected.

Quite simply, an ounce of prevention is worth a pound of cure; so make sure you're engaging us to encrypt and back up your data, as well as put remote monitoring software on all mobile devices. Put a pin-code lock or password requirement to access a device after 10 minutes of inactivity, and get into the habit of logging out of websites when you're done using them.

downtime. Make sure you're working with a pro who will not only help set up a recovery plan, but has experience in data recovery. The old adage about an ounce of prevention applies doubly when it comes to working with the right people who can help you prepare for – and recover from – whatever winter throws your way.

Free WINTERIZATION CHECKUP

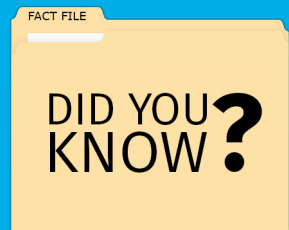
Want help getting ready for winter?
Call for a FREE Winterization Checkup.

Let us help you make sure your phone lines, Internet connections and internal network can take the tough weather. One of our experienced professionals will come in to examine your systems and review your disaster recovery plan with you to make sure nothing critical has been left out in the cold. Call (765) 742-3440 or e-mail me at bill@bssconsulting.com TODAY – you never know when a sudden storm will blow in.



Trouble meeting deadlines? This app can help.

If you've ever wished for a project management tool that's just simple, intuitive and flexible, then Aeon Timeline is worth a look. It's a little like a Gantt chart, but a lot easier to use. Aeon's smart interface lets you map out all the parts of your project on a timeline. Just add people, places and resources to an event. You can link dependencies, so things get done in the right order. Then filter events to narrow your focus, and nest them to easily zoom in for more detail. You can even add bookmarks to easily jump to key milestones. Details and deadlines may not be your strong suit, but with this handy app, no one will ever know. AeonTimeline.com



- The United States produces more eWaste annually than any other country. The amount of electronics that Americans throw away every year? 9.4 million tons.
- Recycling one million laptops saves the energy equivalent to the electricity used by 3,657 US homes in a year.
- Only 12.5% of eWaste is recycled.
- Based on eWaste disposal rates, Americans throw out phones containing over \$60 million in gold/silver every year.
- Well over 350,000 mobile phones are disposed of each day according to the EPA. That equates to more than 152 million phones thrown away each year.
- There are more mobile phones in existence than there are number of people living on earth.

Do you have old electronics that need recycled? Visit our website at bssconsulting.com/eWaste for a list of items that we are accepting during our eWaste Recycling Drive that is being held November 7th-11th.



"I back up my files religiously. I pray nothing happens to them."

Our Clients Say It Best

"Our business is not computers but we can't do our jobs without them. BSS understands our company's computer needs, so we can deliver what our clients pay us for. I'm glad BSS is on our team, and are working every day to make sure we can do our jobs. If something is not working the way I need it to they are a phone call away. They don't ask me to go in and open this and click on this or try doing it this way. They log into the computer and they see what I see and they know what to do to fix it. BSS is truly always working for us."

-Kathy Stewart, Keystone Architecture

Accomplish More By Doing Less

By Darren Hardy

As I've considered what some of today's greatest achievers – Richard Branson, Maria Shriver, Arnold Palmer, Tony Hawk, John Wooden and Colin Powell, among many others – have accomplished in their lifetimes, I've thought about why many of the rest of us work harder and put in longer hours without achieving the same big results. What makes the difference?

After a great deal of thought, I realized the key is not to do more or work harder; the key is actually to find ways to do less and think more, to be less busy and more productive. In this, I have struck upon the very secret to what separates the super-achievers from the rest of us.

I've started applying this strategy in my own life and work. And I'd like to share with you three of the principles I have found to move from stress-filled "success" to super-achievement and a more balanced lifestyle filled with joy, harmony and personal fulfillment.

Learn to Stop Doing

Reevaluate how you spend your time and stop doing the time-wasters. The only way you can gain more time is to stop doing something. If you don't like what your life has become, you need to figure out what to stop doing so you can concentrate on activities that bring better results in your life.

Consider: if you spent just 40% of your time on your high-value activities, you could double your income. Spend 60% or even 80%, and you could multiply your income by four times.

Create and protect your boundaries for a workaholic, these are dangerous times. The natural boundaries of time allocated to work, personal and family have been obliterated. Technology has penetrated the walled garden separating these important segments of our lives. This breach provides for constant intrusions into our attention, keeping us

constantly connected and at the mercy of a stream of information and demands.

Put a junk filter on your life. To filter incoming requests, you must first become clear on what you want.

Who are you? Who do you want to become? What is most important to you in life? What direction do you want your life to take?

What are your three most important goals for the year? This month? This week? Today?

After identifying your values, goals and priorities, put a junk filter on everything else and keep it out of your in-box and off your to-do list.

Don't Just Learn...

Knowledge isn't power; it's the potential of power. What you do with knowledge is where the power lies.

Don't just read a book and put it down. Read it, summarize the key ideas, then write out how you're going to implement those ideas in your life. Now act, review and improve. Stick with the ideas in that book until you realize a desired transformation.

I hope you'll take time to stop and examine your life and incorporate these principles into your daily routine on your journey to super-achievement. Remember: it's not what you know; it's what you do.



Darren Hardy is the visionary force behind SUCCESS magazine as the Founding Publisher and Editor, and is the New York Times and Wall Street Journal bestselling author of what has been called "the modern day Think and Grow Rich":

The Compound Effect— Jumpstart Your Income, Your Life, Your Success (www.TheCompoundEffect.com) and the world-wide movement to onboard 10 million new entrepreneurs through his latest book The Entrepreneur Roller Coaster—Why Now is the Time to #JoinTheRide (www.RollerCoasterBook.com). Access Darren: www.DarrenHardy.com and get free daily mentoring: www.DarrenDaily.com

Being "smart" isn't just for phones and TVs anymore.

Soon, Microsoft's Cortana will be able to see inside your fridge. With cutting-edge, fridge-safe technologies, Cortana can identify the foods you place there. After spending some time with your fridge's contents, Cortana learns your food preferences. It can even offer up recipes or shopping lists to make your life easier. While other smart fridges have cameras that show users what's inside without opening the door, the Cortana version actually helps you keep your fridge stocked. By the time this fridge hits the market, it will have captured thousands of photos of food packages from around the world. And that means you may soon have a smart new helper when it comes to shopping and fixing meals. *TechCrunch*

Want earbuds that last - and sound great?

Bragi's new earbuds, named simply The Headphone now have "bragging rights" on both battery life and sound quality. At six hours of battery life, these buds shred all competition. That includes Erato's Apollo 7 and the Earin buds – both of which wimp out at three hours. Bragi's Headphone also delivers a crystal-clear sound that beats most Bluetooth and WiFi earbuds. And they let sounds come through from whatever space you're in. They also receive phone calls and respond to voice commands. Plus, all of this is 100% wireless. They even include a sleek-looking lanyard-style carrying case. All that being said, The Headphone is well worth a look if you're looking for a great pair of earbuds. *DigitalTrends*

Client Bill of Rights

You have the right to a single point of contact for all your technical issues or concerns. We pledge to help with any IT related issue in your business, such as helping with any vendor you use, and with all technologies including anything IP based or connected to the computer, phone system and service, security, etc.

Contest Corner Who Wants To Win A Gift Card?

This month we are giving away (2) \$5 McDonald's Gift Cards. The winner will be chosen at random from all correct entries received by the 16th.

Who was the 38th President of the United States?

- A) Herbert Hoover B) Gerald Ford
C) Ronald Reagan D) Richard Nixon

Last month's question was: **Japanese computer-gaming company Nintendo was founded in which of the following years? The correct answer was C) 1889.**

Betsy Jones and Tracie Shoults were drawn as the winners. Congratulations!

E-mail Jeff@bssconsulting.com
with your answers!



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The Lord is my shepherd, I lack nothing. He makes me lie down in green pastures, he leads me beside quiet waters, he refreshes my soul. He guides me along the right paths for his name's sake.
Psalm 23:1-3 NIV



ELECTRONIC WASTE *Recycling* DRIVE

*November 7th - 11th
7:30am - 5:00pm
After Hours Drop-Off Available*

All items will be responsibly recycled

**BUSINESS SYSTEM SOLUTIONS
1211 CUMBERLAND AVENUE**

Visit www.bssconsulting.com/eWaste
for a list of accepted items and for more information.

