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Announcements

- We're moving! We are excited to announce that this summer we will be moving to our new office location at 1211 Cumberland Avenue in the West Lafayette Purdue Research Park.
- BSS is one of 7 finalists for Robin Robin's "Better Your Best" competition! Congratulations to Bill and good luck!

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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10 Things You Must Do Now To Prevent A Costly Data Disaster

In less than 60 seconds, you are about to learn 10 things that could save you days – or even weeks – of downtime, not to mention the undue stress on your company, and potentially thousands of dollars lost, due to a data disaster...

Use this article as your checklist in a conversation with your IT company to assure that your business has the right plan in place to get back up and running quickly if and when disaster strikes.

1. **Keep a written plan.** Simply thinking through in ADVANCE what needs to happen when things go south on you, and documenting it, can go a long way toward getting your network back up and running quickly if it gets hacked, flooded or compromised by human error or equipment failure.

Outline the types of disasters that could happen, and a step-by-step recovery process. Be sure to include a budget, what to do, who should do it and how. Store printed copies along with key contact information and login details for essential websites 1) in a fireproof safe, 2) off-site at your home, 3) at each key employee's home and 4) with your IT consultant.

2. **Hire a trusted professional to help you.** Trying to recover data after a disaster without professional help is business suicide. One misstep can result in weeks of downtime, or permanent data loss. To improve your odds of a quick recovery, work with a pro who has experience in both setting up your plan and helping you recover when a loss occurs.
3. **Have a communications plan.** What if your employees can't access your office, e-mail or phone system – how should they communicate with you? Make sure your plan details the alternatives, including MULTIPLE ways to stay in touch.
4. **Automate your backups.** THE #1 cause of data loss is human error. If your backup system depends on a human being doing something, it's a recipe for disaster. ALWAYS automate your backups so they run like clockwork.
5. **Keep an off-site backup copy of your data.** On-site backups are a good first step, but if they get flooded, burned or hacked along with your server, you're out of luck. ALWAYS maintain a recent copy of your data off-site.

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IT Security Tip #5: How To Foil Ransomware

Not too long ago, the CryptoLocker ransomware virus was all over the news, infecting over 250,000 computers in its first 100 days of release (at least that's the number reported – the real numbers are probably MUCH higher). The threat was fairly straightforward: Pay us or we'll delete all your data.

Ransomware, like the CryptoLocker attack, works by encrypting your files to prevent you from using or accessing them. After your files are compromised, the hackers behind the attack then pop up a demand screen asking for payment (\$400 to \$2,000) within a set time frame (e.g. 72 hours or three days) in order to get the key to decrypt your files. The last CryptoLocker virus forced many business owners to lose data or pay up since there was no other way to decrypt the files.

Obviously the best way to foil a ransomware attack is to be incredibly diligent about IT security; but with hundreds of thousands of new attacks being created daily, there are no guarantees that you won't get infected. Therefore, it's critical to maintain a full, daily backup of your data OFF-SITE so that IF you do get whacked with ransomware, you can recover all your files without having to pay a thin dime; and don't forget to back up off-site PCs, laptops, remote offices and third-party software data stored in cloud apps as well!

6. **Be able to access and manage your network remotely.** You and your staff will be able to keep working if they can't get into your office. Your IT manager or consultant can quickly handle an emergency or routine maintenance. And you'll love the convenience!
7. **Image your server.** Storing your data off-site is great – but bear in mind, if your system goes down, the software and architecture that handles all that data must be RESTORED for it to be of any use. Imaging your server creates a replica of the original, saving you an enormous amount of time and energy in getting your network back in gear. Best of all, you don't have to worry about losing your preferences, configurations or favorites.
8. **Document your network.** Network documentation is simply a blueprint of the software, data, systems and hardware that comprise your company's network. Let your IT manager or consultant create this for you. It'll save you time and money in the event your network needs to be restored.

It also speeds up everyday repairs and

maintenance on your network when technicians don't have to waste time figuring out where things are and how they're configured. Plus, it may help with insurance claims in the event of losses due to a disaster.

9. **Maintain your system.** While fires, flooding and other natural disasters are certainly a risk, it's ever more likely that you'll experience downtime due to a virus, worm or hacker attack. That's why it's critical to keep your network patched, secure and up-to-date. And don't forget: deteriorating hardware and corrupted software can wipe you out. Replace and update them as needed to steer clear of this threat.
10. **Test, test, test!** If you're going to go to the trouble of setting up a plan, at least make sure it works! Hire an IT pro to test monthly to make sure your systems work properly and your data is secure. After all, the worst time to test your parachute is AFTER you jump out of the plane.

Need help getting this implemented? Contact us by May 31 at (765) 742-3440 or Binoy@bssconsulting.com for a FREE Backup And Disaster Recovery Audit.

Cool Tech All This...For Just Five Bucks?!

If you haven't tried Fiverr.com yet, you're in for a treat. Fiverr is a global online marketplace where freelancers offer to perform an amazing variety of tasks and services, starting at just \$5.00.

Need a whiteboard-style video for your website? A new logo? Help creating a PowerPoint or Prezi presentation? Then you need to check out Fiverr.

To get started, just go to Fiverr.com. And for best results, follow these five rules:

Steer clear of bad gigs – Buying hundreds of backlinks for your website might sound cool... Then again, you might be in for a nasty surprise. If a gig seems fake, it just might be... Find another gig.

Shop around – Compare different sellers and use the "Favorites" feature to build a shopping list before you buy.

Examine closely – Check reviews, response time, number of gigs completed and gig details. Questions? Ask the seller before buying.

Communicate clearly – Save time by spelling out in exact detail what you want in your order.

Accept nothing less than perfection – Top sellers are often happy to make revisions until you're happy. Okay? Ready, set...go save a boatload on your first Fiverr gig!

Our Clients Say It Best



"We have been with BSS almost 2 years now and we have had computer issues that would have shut our production down if BSS had not been there to help us. If we would have been shut down, it would have cost our company thousands of dollars per day, so for us, the services provided by BSS are invaluable."

-Laura McClain, Wingard Wheel Works



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We are pleased to announce that by July 1st we hope to be at our new office location in the Purdue Research Park at 1211 Cumberland Avenue in West Lafayette.

After years of tremendous growth and demand for our services we now need a bigger office to better serve our clients. In the last year we have grown from a team of 5 in West Lafayette, to now having 9 team members in West Lafayette and a second location with 2 in Kokomo. We are also looking for additional IT Engineers as we have continued to grow this year.

Our new office will have ample space for all our staff plus some growth. It will have a large conference room where we will be able to hold training classes. There also is lots of parking, which will be nice, as our current lot seems always to be full. We can even expand as our services and growth continue!

We are excited about the changes taking place and look forward to inviting you out to our new location later this summer. So stay tuned for a big bash cook out to come and celebrate!

WE'RE MOVING!



But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23