Technology Insider

YOUR MONTHLY NEWSLETTER, WRITTEN FOR HUMANS NOT GEEKS

March 2022

Up your security game before it's too late.

If in the back of your mind, you know your business's cyber security isn't quite as robust as it should be, now is the time to change that.

The Russian invasion of Ukraine has led to a heightened risk of cyber attacks across the UK, to both public sector organisations and private sector businesses.

Warnings have already been sent by the National Cyber Security Center (NCSC) calling on organisations across the UK to sit up and take note.

NCSC which is part of GCHQ, has urged UK businesses to 'bolster their online defenses.'

There is a historical pattern of cyber attacks on Ukraine which have had international consequences. On top of this Russia might also use cyber attacks in the UK to cause instability and disruption in our country in an attempt to take focus off the situation in Ukraine. Causing disruption through a virtual attack is both easier

and quicker to achieve than any other form of attack on our country. Which is why business owners must review their current security measures now and take steps to improve their defenses.

As your IT Partner we would recommend at minimum:

- Asking all staff to reset their passwords
- Making use of a password manager (We love Last Pass)
- Implementing Multi Factor Authentication
- Reminding your team to be cautious when opening emails or clicking on links – or ideally roll out official cyber security staff training (Speak to us about our online cyber security awareness training)
- Making sure you hit yes to those software updatesgrades and updates
- Backup your data and check it's being backed up correctly!
- Review and test your disaster recovery plans, update them if necessary

Call our security team now for advise on 01392 796 779.

Technology update

Should you monitor your remote workers?

At the end of last year, Microsoft announced it would be adding increased employee surveillance to Microsoft Edge.

The changes mean admins can access compliance monitoring through the browser, such as seeing which files have been printed or copied to USB devices.

Machine learning is being used to increase this visibility of what's happening to sensitive files.

But how will this impact employees? Will they feel that their privacy is being invaded?
Will it cause trust issues?
And do you think this is an appropriate level of monitoring when people have proved that remote work can be just as productive – if not more – than working from the office?

Our advice would be not to buy into this increased employee surveillance, unless you want to damage the delicate trust you've no doubt worked hard to build with your team.

There are other, more open ways to help your people get their work done.

For example, there are plenty of tools that

help limit distractions like notifications, and that can temporarily block apps and websites to allow better focus. Your employees can choose to activate these to aid their productivity when they need a boost.

You'll find some within your Microsoft 365 subscription – that means more tools at no extra cost.

If you want some suggestions personalised to your business, give us a call on 01392 796 779.

New in Microsoft 365

Easier editing in SharePoint

Until now, editing in SharePoint page editors has been a bit… clunky. You had to open the property panel on the right every time you wanted to change something.
But a new update means there's now a floating toolbar above the text. This horizontal bar resizes to match the width of your Text web part, and you can access other tools from the three dot drop down menu.

The global chip shortage is now impacting printer ink

You probably already know about the ongoing global chip shortage. It's been a hot topic for over a hear now, affecting the manufacture of everything from computers too cars.

And now it's affecting printer ink cartridges.

Many companies put chips in their cartridges to detect toner levels, and sometimes to stop you using fake cartridges. Canon has recently been shipping cartridges without chips. Its put instructions on its website to help you clear error messages on the printer.

They plan to return to normal chipped cartridges as soon as they can.

We're still seeing supplies of some hardware limited.

Have you noticed any effects of the chip shortage?

This is how you can get in touch with us:
CALL: 01392 796779 | **EMAIL** ask@bluegrass-group.com
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Benefits of transforming into a paper-free office

Going paperless at your office by digitalizing your documentation is a huge step. Although it's not easy for many businesses to transfer the entirety of their paperwork electronically, you can start with small and shift slowly. It involves numerous benefits, such as lower costs and higher efficiency after digitalization.

The availability of advanced technological tools is making it easy to move your documentation online. If you are still confused about going paperless at your office, consider these benefits.

ENHANCE SECURITY
Even though cyber-attacks are frequent, digital documents have become more secure. Electronic records are easier to render through encryption.
You can control access to specific documents and manage security levels. Printed documents require a lot of space, and controlling access is not possible. Documents are also prone to fire and water damage. You can double up digital efforts with backup and cybersecurity.

LOWER THE COSTS
You expect your servers to perform fWhen you transform documents digitally, you improve the process's efficiency and lower

expenses.
Digital transformation offers you to store a large volume of paperwork, saving a lot of storage space. Moreover, digitalization will reduce the cost of ink, printers, paper, employee time, and space to store the documents. The most important benefit of going digital with your paperwork is that you save employee time. They can perform additional tasks instead of storing, managing, and searching for documents.
focus on cooling the servers. Excess heat can dramatically decrease their lifespan. t

TRANSFER INFORMATION EASILY
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In a competitive market, cutting down on expenses and enhancing productivity is an arduous task. You can accomplish these tasks easily by going paperless.

Tech Fact!

The word 'robot' comes from the Czech word 'robota' which means forced labour or work

DID YOU KNOW?

There's a new gadget that can help you achieve the paperless office

While a paperless office is the dream, some of us still prefer to do things the old fashioned way. Like making notes using a real pen and paper.

Here's your solution: the Rocketbook Smart Reusable Notebook.

It has 32 pages that feel like a normal notepad, yet can be wiped clean when using a Pilot Frixion pen. Better still, it can connect to an app that lets you scan and save your notes to the cloud.

This is how you can get in touch with us:
CALL: 01392 796779 **| EMAIL** ask@bluegrass-group.com
WEBSITE: www.bluegrass-group.com

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Monthly update from Dave

March is usually regarded as the start of spring cleaning. But cleaning in and of itself doesn't rid one of clutter. A more ideal solution after cleaning is finding ways to make sure that we don't accumulate more clutter.

Most offices use obscene amounts of paper for their day-to-day operations. And sadly most of that ends up becoming clutter and going to waste.

But waste isn't the only concern. Proper data security doesn't only affect your digital information, it also affects your physical data.

Moving toward a paperless office you can create a more secure document handling process while significantly reducing waste.

Maybe not all processes can be translated into a paperless one, but for the most part you can implement better (and faster) controls and processes by ditching printed documents.

Get in touch with our team to see how we can help reduce your paper clutter with a paperless documentation system.

Regards

Dave

Joint Managing Director

Not delighted with your current IT?

We'd love to chat.

We offer flexible IT support packages that can be tailored to your business needs.

Gives us a call on 01392 796 779.

Or email us on ask@bluegrass-group.com

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WEBSITE: www.bluegrass-group.com

Q & A

Question
Do I need a second monitor?

Answer
That's personal preference. It's interesting to know a second monitor has the potential to save each person more than 2 hours a day. When set up correctly it allows you to seamlessly use multiple applications and keep several documents open at once.

Question
How can I use my calendar more effectively?

Answer
Start by sharing it with your team, so they know when you're free and when you shouldn't be disturbed. It also makes it much easier to schedule meetings If everyone can see your availability. Save time by using a voice assistant to add tasks to your calendar and to invite people to meetings.

Question
Is a password manager really a good idea?

Answer
Yes yes yes yes yes! The average person wastes 12 days of their lives searching for passwords. That's not to mention the huge extra levels of security you get from a password manager.

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