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TECHNOLOGY UPDATE 2010

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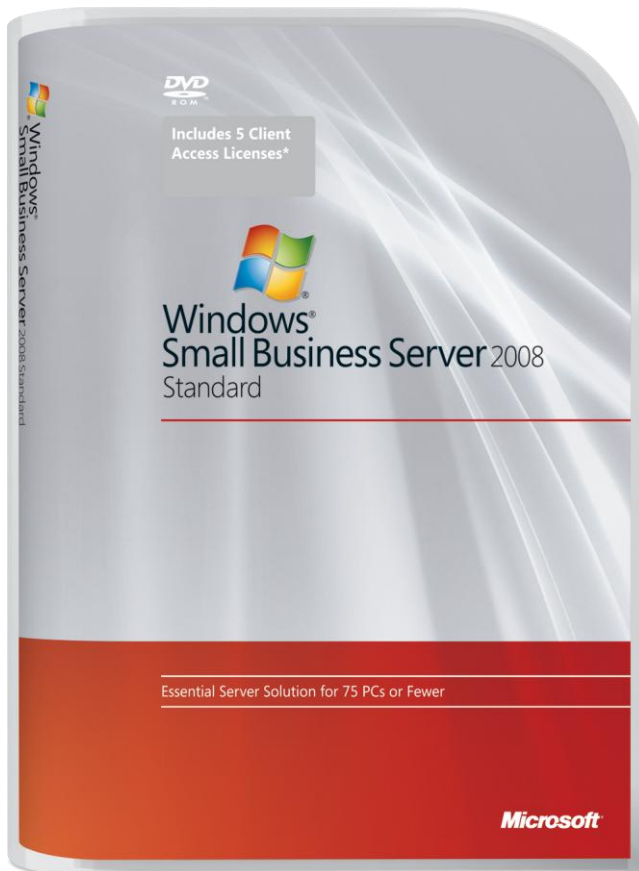
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Introduction

Business's today need to operate as lean and efficiently as possible. The best way to do that is through the use of technology. Technology is key to operating efficiently and productively.

Small & medium size business owners typically muddle their way through technology because they cannot afford to have IT specialists on staff or have a department dedicated to IT.

We can help you. As a Microsoft Small Business Specialist, we can help you with networking products such as servers and Microsoft Small Business Server 2008, desktop computers and Microsoft's Small Business Desktop and help you integrate the appropriate Microsoft products such as Exchange Server, Office Professional, and other products.



We can assist in helping you choose the proper licensing options, upgrading decisions and training so that you and your employees are as productive as possible.



We can order the hardware you specify and because we are a Microsoft partner, we can arrange for special financing of hardware, software, and our fees too.

Hardware should be replaced and upgraded every three years. Software should be updated frequently and kept current to the vendors update schedule.

Please use this guide to help steer through the maze of hardware, software and other technology products.

We are here to help. If you have any questions, or would like to meet to discuss your options, please do not hesitate to call at 609-620-0011 Ext 208.

Thanks,

Tom

Thomas H Judge, MCP

Hardware Guidelines

Desktops & Laptops

Memory:	3-4 Gigs of Ram for 32 bit machines & 6-8 Gigs of Ram for 64 bit machines
Hard Drives:	1 160 Gig Drive or higher
Processor:	Core 2 Duo or better Processor from AMD or Intel
Other:	1 Read/Write CD/DVD Drive
Monitors:	Recommend dual monitors..17" or more or widescreen

Servers

Memory:	Same as above
Hard Drives:	160 Gig Drive or higher, Raid 5 (Requires 5 Drives) or Raid 1. Raid means Redundant Arrays of Independent Disks.
Processor:	Core 2 Duo or better Processor from AMD or Intel
Other:	1 Read/Write CD/DVD Drive

In a network environment, make sure you are using at least Cat 5 or higher Ethernet cable and update your old hubs to switches. If you are using a switch more than 3 years old, replace it with a new one.

If you have been using a peer to peer network, and you have more than 2 workstations, move to a dedicated server network as soon as possible.

Buy a Backup Power Supply and make sure it comes with monitoring software for the server. In the event of a power loss, this equipment should automatically keep the server running until it can shut down properly. For examples go to www.apc.com/products/

Back-Ups

Daily back-ups of your system are critical. You need to have a tape back-up system on the server or you should use an Internet service. If you use a tape back-up, someone needs to replace the tapes each day and take them home at night. Backing up to another hard drive does not help if there is a fire, robbery or some other catastrophic event. For those of you who utilize our portal service,

you can back up your data files to your folder on our portal each night. (Limit in space is 150MB)

Operating System Software

Desktops & Laptops

Windows Vista Business. Windows XP will no longer be available for purchase after June 2008. You may be able to get it through Dell or other vendors, but the technology is getting old. Windows 7 will be released in October 2009 and is a very nice piece of software. If you buy Vista now, you should get a free upgrade coupon to Windows 7.

I have been using Vista for the last 2 years. It has a different look and feel, but it works. You will have a problem if you are using old software programs. Upgrade work software and special applications to vendors who have upgraded their systems to work with Vista drivers.

DO NOT UPGRADE AN OLDER VERSION OF WINDOWS TO VISTA. Always start with a clean install.

Servers

Microsoft Small Business Server 2008.

Small Business Server 2008 comes in the Standard Edition or the Premium Edition. For most small business clients the standard edition is fine. The reason we recommend Small Business Server 2008 instead of Windows Server 2008 is you get so much more for your money. With SBS 2008, you get the Windows Server 2008 operating system, Exchange Server 2007, SharePoint, Remote Access and much more. It's everything a small business needs at a great price.

Other Needed Software

Anti Virus:

Anti-virus software is critical on every machine. I recommend AVG anti-virus.

Anti-virus software should be configured to download and install updates automatically, scan servers and desktops/laptops daily and check email files continuously. The scanning and updates should be done at night.

This brings up the question of whether you should leave your workstations on every night. There are pros and cons to this decision. The benefits are that your updates, scanning and other network updates can be done when you have the least amount of people working because such activity slows down the system. On the other hand, when no one is there, problems such as electrical power outages, power surges, etc can harm equipment.

Adobe PDF

Most of today's Internet documents and most business documents are viewed and prepared in the Adobe PDF format (.pdf). You can get the Adobe Reader for free by downloading it at www.adobe.com. This lets you open and read pdf documents. However, if you want to create documents in pdf format, you must own the software. (Adobe Professional).

I am an authorized reseller for both of these companies. I can help you determine which product is best for you and help you with licensing issues.

Software companies have tightened their licensing and it is now almost impossible to load a piece of software from a CD more than twice. (The first copy is for your desktop. They allow a second install for your laptop or home computer). Even if you uninstall it, you will probably have to call the vendor to get an OK to reinstall a third time. (Ex. Your computer crashes and you get a new one or have to start over on the old.)

Microsoft Office Professional 2010

If you have not done so already, upgrade to Office Professional 2010 when it releases in the winter of 2010. It is rich in new features, and when used properly, can enhance everyone's productivity.

Accounting Software

I recommend two accounting software products to our clients; QuickBooks Pro or higher, and our own client bookkeeping modules from Thomson Tax & Accounting called Client Bookkeeping Solution.

QuickBooks is used by more than 75% of all small businesses in the U.S.

If you are using QuickBooks, please upgrade to QuickBooks Pro 2009. You can get this from Amazon.com, or from Staples, Best-Buy or Intuit. You should upgrade your software every two (2) years.

If you need multiple users for QuickBooks, the costs can go up to \$500 to \$700 depending on how many licenses you need.

You should also consider using an on-line version of QuickBooks through our Net Client Portal. Although a little more expensive, you can work from anywhere you have an Internet connection, you don't have to worry about updates (they are done for you automatically), you don't have to worry about backing up the data (it's done automatically).

If you think that you might want to try an on-line version, give me a call. You pay no upfront costs, the monthly fee is around \$34 per month for our client modules and \$50 per month for QuickBooks. The interface between your data and my software is seamless and allows us to have better interaction with your business. In addition, your files are backed up automatically, you never have to upgrade the software and maintenance is done automatically.

Internet & E-Mail

If you do not have an email address, please consider getting one. If you do not have a web site, consider setting one up. Why? Because communication to customers, vendors, consultants and a host of other people important to your business is critical. E-mail is an accepted and common form of communication. By not using it, you are not getting the most efficient use of information and communication from sources critical to your business.

A web site is not just an electronic brochure anymore. To be effective and utilized, use your web site as a source for customers, employees, consultants and vendors to go to get up-to-date critical information. Find a way for them to do business with you on your site. You can set up portals so that authorized people can get price lists, proposals, files or any other document you want to make available. In your marketing campaigns, you need to drive customers, and potential customers, to your web site. Once there, you need to provide them with information, proposals, coupons or ideas that they can use.

Document Management

Document Management is a euphemism for the "Paperless Office". There is software readily available today, at reasonable prices, that can greatly assist you in reducing huge amounts of paperwork. There is an add-on for QuickBooks, there is a package called File Cabinet CS, Neat Receipts and several others. Typically, these products set up a special print driver that sends your document to the electronic file cabinet. Any document that you can create on the computer can be printed and filed right from the source document. For documents that you did not create, you can scan them directly in to the electronic file cabinet. The next time you get a copier, make sure it also has a scanning feature. These can be stand alone or network based. We can show you how the File Cabinet CS software and portals on a web site work together to push documents to the site with very little effort on your part. That way they can be shared with authorized users safely and securely. You should consider going paperless as much as possible.

Wireless Desktops & Laptops

Wireless technology is here to stay. However, to use it properly and safely, you need to have very tight security, encryption and excellent firewalls. We do not recommend wireless desktops in the work place unless you are prepared to spend the time and money on the appropriate security hardware and software so your IT environment is not compromised by unwanted outside intruders.

Order Form

- Please upgrade my QuickBooks to QuickBooks Pro 2009. I need _____ licenses.
- Please contact me regarding your Client Bookkeeping modules.
- Please contact me regarding AVG anti-virus software.
- Please contact me regarding Adobe software
- Please contact me regarding networks, hardware and other technology issues.

Name: _____

Telephone: _____ email: _____

Please send to Century Business & Financial Services, 9 Princess Rd, Suite K, Lawrenceville, NJ 08648

609-620-0011 Ext 208

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