

TECHNOLOGY INSIDER



Your monthly
newsletter, written
for humans not geeks

JUNE 2023



Thinking of moving offices... or even going 100% remote?

Has hybrid and remote working left you and your team rattling around an office that's too big?

If you're now in the position of overspending on rent, utilities and cleaning, you might be thinking about downsizing to another location – or even abandoning the office completely.

That's something that will take some planning if you want a smooth transition with minimal, expensive downtime.

Moves are always stressful, and relocating your IT systems takes a bit more thought than manhandling a desk up the stairs.

So here are our top three suggestions to make it easier to shift your IT setup to a new location.

Use a checklist

Treat this like any other project. Use a to-do list where you check off each step so that nothing's forgotten. Allocate every task on the list to specific people, so everyone knows who's responsible for what.

Refer to your checklist regularly with progress reviews a month before, a week

before, a day before, and on the day of the move. Have another list for unpacking at the other end.

Give your internet provider notice

We rely on internet connections for most of what we do, but it's common to allow too little time for this to be set up. It can take six weeks to arrange, install and test the connection so it's ready for the day you move in. Allow plenty of notice to avoid unwanted stress on the day of the move.

If it's a new building or a refit, specify all the outlets and connections you want – don't leave it to the builder to assume as it will cost more to make changes later.

Use a professional

If it's just a couple of machines it could be a DIY job. But for most moves, it's more involved than just disconnecting a few cables and reconnecting them. It's too easy for everything to become confusing and become over complicated.

A good IT professional will have this process down to a fine art and will disconnect and reconnect your whole network efficiently and with minimal downtime.

If you're thinking about a move to new premises and need help planning for it, we can help... get in touch.

DID YOU KNOW...

Snipping Tool lets you record your desktop?

The updated snipping tool in Windows 11 allows you to record your desktop – it's a great way to produce training videos for remote workers (or anyone else, for that matter).

You can choose which section of the screen you record, with videos saved in MP4 format.



Is your business missing a cyber resiliency plan?

A recent cyber security report found that just 11% of IT budgets go into incident response, disaster recovery, and infrastructure security.

This could be a dangerous underinvestment.

While it's vital to keep your data and infrastructure protected with a layered, multi-stranded approach, no network can ever be protected from 100% of attacks. Even if it were possible, it would make your systems hard to live with, and would certainly destroy productivity.

That means you need a cyber resiliency plan to help you respond to any cyber attack that does get past your defences. It requires different thinking to your other resilience plans around physical disasters.

In the case of a flood for example, your incident response might be to get cleaned up, find a temporary work location and get your systems online again. But in the case of a ransomware attack, you'd need to investigate how the attack occurred, locate and patch the holes in your defences, and remove all traces of the attack from your systems.

For a cyber attack, you'll also have a different RTO – a Recovery Time Objective – which defines how quickly you expect to get back up and running. Your resiliency plan should define that RTO, so that you understand what downtime costs you'll be facing.

Where do you start? We recommend:

1. Improving your security: Hopefully you've already ticked this one off. Make it as hard as possible for crooks to access your systems, without creating measures that are so hard to live with that they interfere with the smooth running of your business.
2. Monitoring your systems: The sooner you detect an attack, the faster you can respond, which will minimise any damage. You should always be monitoring for suspicious activity and staff should be trained to spot warning signs.
3. Responding swiftly: Your response plan should be available to everyone in the business, and should include information on who to report a suspected breach to, and all the steps that should be taken.
4. Making recovery easier: Once an attack is under control it's time to recover. That means having a good backup in place, and a rehearsed plan for restoring your systems.

If you need help with cyber resiliency, or other disaster recovery plans, get in touch today.



Q: My employees use WhatsApp to share work info – should I stop this?

A: If you're already using a communication tool like Teams, your people should keep all work communication there. It's more secure and can save a lot of time hunting for information.

Q: I've heard I can upgrade to Windows 11 without TPM 2.0?

A: A TPM is a tiny security chip on your machine which is required by Windows 11. There is a workaround, but our advice is to avoid it. It may mean you miss out on key security updates, which could leave your entire network vulnerable.

Q: I've lost my laptop. What do I do?

A: You should have a response plan in place for this type of incident. Report it to the correct person so that data can be wiped remotely to avoid a breach. If you don't have a plan or remote management in place, we can help.

Businesses we love: **Dr Oetker**

We take great joy in supporting our clients, particularly when their own product is mouthwatering!

Dr Oetker's pizzas are a team favourite - simply pop them in the oven and voila! Sizzling tip: use a pizza stove on the braai for an extra touch of perfection. Their partner in the dessert department, Château Gâteaux, has also become a popular spot for our out-of-office meetings.

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