

The OnPar Report

"Insider Tips to Make Your Business Run Faster, Easier and More Profitably"

What's New!

FREE upgrade assistance to Windows 10 with the purchase of Windows 10 Enterprise*

Upgrade assistance is provided remotely over the internet at a prescheduled time.

*Requires existing Windows 7 Pro or Windows 8 Pro OS and Windows 10 ENT Subscription. Must meet minimum hardware requirements and pass 3rd party software compatibility test.

Call Us to schedule your appointment today: 919-926-9619 or e-mail us at: win10@onpartech.com

May 2017



This monthly publication provided courtesy of Jeremy McParlan, President of OnPar Technologies

Our Mission: To help our partners unleash opportunities by implementing innovative technology that is simple, lean and integrated, provide a service and support experience second to none, and build a company that employees are proud to work for and one in which customers trust and enjoy doing business with.

Use This 9 Step Checklist

To Ensure Your Data is Safe, Secure and Recoverable



Summer is upon us...time for a stroll in the park...softball... fishing...a few rounds of golf...

Yet, how could you possibly relax if some random bit of malware, software glitch or cyber-attack catches you off guard just as you're walking out the door? A well designed secure computer network gives you the confidence that "all systems are go", whether you're having fun in the sun, or just getting things done with your team.

Here is a quick nine-step checklist to ensure that a company's computer network, and the data for that business, is safe and secure from disruption, if not absolute devastation:

1. A written recovery plan. Simply thinking through what needs to happen when things go south, and documenting it all IN ADVANCE, can go a long way toward getting your network back up and running quickly if it gets hacked, impacted by natural disaster or

compromised by human error.

2. Have a clear communication plan. What if your employees can't access your office, e-mail or phone system? How will they communicate with you? Make sure your communications plan details every alternative, including MULTIPLE ways to stay in touch in the event of a disaster.

3. Automate your data backups. THE #1 cause of data loss is human error. If your backup system depends on a human being always doing something right, it's a recipe for disaster. Automate your backups wherever possible so they run like clockwork.

4. Have redundant off-site backups. Onsite 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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5. Enable remote network access.

Without remote access to your network, you and your staff won't be able to keep working in the event that you can't get into your office. To keep your business going, at a very minimum, you need a way for your IT specialist to quickly step in when needed.

6. System images are critical.

Storing your data off-site is a good first step. But if your system is compromised, the software and architecture that handles all that data MUST be restored for it to be useful. 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, should the need arise. Without it, you risk losing all your preferences, configurations, favorites, and more.

7. Maintain an up-to-date network "blueprint."

To rebuild all or part of your network, you'll need a blueprint of the software, data, systems and hardware that comprise your company's network. An IT professional can create this for you. It could save you a huge amount of time and money in the event your network needs to be restored.

8. Don't ignore routine maintenance.

While fires, flooding and other natural disasters are always a risk, it's ever more likely that you'll have downtime due to a software or hardware glitch or cyber attack. That's why it's critical to keep your network patched, secure, and up-to-date. Deteriorating hardware and corrupted software can wipe you out. Replace and update them as needed to steer clear of this threat.

9. Test, Test, Test! If you're going to go through the trouble of setting up a plan, at least make sure it works! An IT professional can check 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.

Be certain that you have all 9 steps covered with a free network assessment.

Contact us at: **919-926-9619** or **sales@onpartech.com**, or visit: **www.onpartech.com/free-network-assessment** to schedule your Network Assessment FREE of charge, now through May 31.

Contact us TODAY to get scheduled!

Free E- Guide! Better Together: DocuSign and Office 365 Your Guide To Digital Success



Manual, paper-based business practices sap time from your day and money from your bottom line. Every second and every dollar counts, especially for your growing business. Unnecessary dependence on paper causes little losses that can add up to big consequences for your business.

Ditch the paper and simplify your business processes with DocuSign. With eSignature apps widely available from within Microsoft Office 365, including Outlook, Word and SharePoint, DocuSign makes it easier for organizations of every size, industry, and geography to quickly and securely transact business anytime, anywhere, on any device.

Download our free e-guide: "Better Together: DocuSign and Office 365. Your Guide To Digital Success" to learn how you can: close deals faster, keep new hire documentation on track, and accelerate invoicing and cash flow.

Download this free guide now at: www.onpartech.com/docusign

Start Using DocuSign Through OnPar!

OnPar is now proud to offer DocuSign with Office 365 to all current and prospective clients! DocuSign enables organizations of any size to securely send, sign, track, and store business critical documents directly from within the Office 365 framework. The DocuSign solutions for Microsoft help to increase employee productivity by enabling faster transactions and keeping business processes digital from end-to-end. Some key end user features include:

- Accessing DocuSign from the Microsoft Word Toolbar
- Eliminating the need to print, scan, and fax by legally and securely signing and returning email attachments to the original sender through DocuSign
- Automating Business processes and workflows by using DocuSign to route documents to the right people in the right order
- Track documents that are out for e-signature from your SharePoint library
- And so much more!

DocuSign makes it easier for organizations of every size, industry, and geography to quickly and securely transact business anytime, anywhere, on any device.

Ditch the paper and simplify all your business processes with DocuSign.

If you are interested in using DocuSign in your business, contact us at: 919-926-9619 to get started or go to: www.onpartech.com/docusign

Monthly Security Tech Tip

The Dangers Of Dropbox and Other File Sync Apps

If you're using Dropbox, Google Drive or other consumer-grade file sync and sharing cloud applications, listen up! These applications pose a huge threat to your company because company data can be spread far and wide without central oversight of what information is being shared with whom. Further, over 7 MILLION Dropbox accounts have been hacked, giving cybercriminals a path into the company's network.

This is even MORE important if your company has access to and/or stores financial, medical or other sensitive data. Using file-sharing applications like these are a clear and direct violation of data breach and compliance laws. Bottom line, DON'T USE THEM FOR COMPANY DATA and use only company-approved, business-grade file-sharing applications.



We're Celebrating Our 10th Year In Business!

OnPar is Offering 10% Off All Managed Service Contracts and Office 365 Throughout 2017! Let us show you what fast, affordable, and hassle-free IT Support should be like! This offer expires December 31, 2017.

To sign up or learn more go to:
www.onpartech.com/10-percent-off-promo/

Our Featured Case Study: Hulsing Hotels



Hulsing Hotels, a hotel management company comprised of over 500 employees, has been in business for over 10 years. They manage a vast variety of properties restaurants, fitness centers, medical companies, hotels and real estate leasing. Their mission is to exceed the expectations of customers, associates, and their owners with a strong work ethic and unmatched level of dedication.

To alleviate the issues they were experiencing, they partnered with OnPar Technologies. OnPar was tasked with migrating their email from Rackspace to Office 365 Hosted Exchange and creating a corporate Team Site using the SharePoint platform.

Read more at: <http://www.onpartech.com/resources/case-studies/hulsing-hotels>

OnPar's Free Telecommunications Bill Analysis



Are you paying too much for telecommunications services?

OnPar is proud to offer current clients and prospective customers a FREE telecommunications bill analysis! This assessment will analyze and make recommendations based on your current bill that could help you save money in both the short and long term.

Sign up now at: <http://www.onpartech.com/telecommunicationsbill/> or call us at: 919-926-9619

Offer expires June 30, 2017