SMALL BUSINESS CHECKLIST

All small-to-medium sized firms and organizations have similar basic IT needs. If you don't know the questions to ask, how do you know you're optimally running your operation? We've compiled a checklist for you to evaluate your IT setup. Take a minute to run through these and answer YES or NO.

YES	NO	I am backing up my workstations to a local device inside my office.
YES	NO	I am backing up my workstation data to the cloud on a daily basis.
YES	NO	I am backing up my server's data to the cloud on a daily basis.
YES	NO	I am protecting my computers with antivirus and antimalware protection.
YES	NO	My connection is running at gigabit for quickest file access.
YES	NO	I have a router within 2 Years of age.
YES	NO	My computers are running a minimum of 4GB to 8GB of memory.
YES	NO	My internet connection is at least 10MB or higher.
YES	NO	I am running Office 2013 or newer.
YES	NO	My email is hosted in the cloud where I cannot lose anything.
YES	NO	I have a strong spam/virus filter on my email before email comes to my computer.
YES	NO	My phone system is versatile. I can have employees working from home if I wanted to.
YES	NO	My fax has been converted to efax, saving me paper/toner/time.
YES	NO	I am running dual screens to save 44% in my staff's efficiency. "NY Times, 2014"

Contact us for a review and explanation of any you answered NO to. We'd love to educate you on the importance and make a plan for improvement!