Every Company Needs a Disaster Recovery Plan

A solid disaster recovery plan protects you from data loss and long-term network outages when an unforeseen event brings down a server. This can be a simple hard drive crash resulting in data corruption, or it can span into complete destruction of the company's hardware from events such as fire, flood or criminal activity. There are some simple steps to creating a good network disaster recovery plan in case your machines are ever compromised.

Thorough Documentation for Passwords and Installation Processes

Documentation is essential for any disaster recovery plan. It provides a detailed layout for the process that brings the network back up to normal activity. This includes the software needed on each server, the device drivers installed, the locations for each network computer and critical administration passwords. These documents should be located in at least two safe places. Some administrators store the documentation in a second location offsite for protection against fire or flood.

Always Back Up Data Regularly

At the heart of every good disaster recovery plan is regular backups. Backups take snapshots of data and applications on the network. If one hard drive crashes, the administrator can quickly recover using the data backups. Similar to documentation, backups are sometimes stored in offsite locations in case of fire or flood damage.

Connect a UPS to Critical Machines

An uninterruptible power supply (UPS) prevents the computers and network devices from losing power in the case of a blackout or brownout. A blackout is total loss of power, but a brownout is a loss in power strength. Both can harm internal hardware on a server or router, and can interrupt data communications across the network. If the power goes out for only a few minutes, the UPS keeps power to the machine and the servers are able to continue processing without interruption.

Install Disk Redundancy

Disk redundancy is technology that mirrors hard drives. An exact copy of the hard drive content is sent to a secondary device. This means when one hard drive crashes, the second can implement the processing, which limits downtime and avoids interruption. This is critical for servers and even backup servers that contain main corporate data.

A disaster recovery plan can prevent the loss of thousands of dollars and avoid complete data corruption on your servers. Implement a plan for any business environment for the best protection of your resources. **T**

AccSys Solutions

Adagio Accounting Makes for an Easy Transition from Plus, QuickBooks, Simply or BusinessVision

For companies that have outgrown their current accounting software, Adagio can be an excellent fit and an easy conversion.

If your company has outgrown entry level accounting software such as QuickBooks, Simply, Peachtree or BusinessVision and you need more security, flexibility and features, take a look at Adagio. It will usually be a better choice for you than the more complex and more expensive accounting systems. Moving from one of these simpler systems to an accounting system with more power and flexibility is generally straight forward.

If your current accounting system is the DOS version of ACCPAC Plus, Adagio may be your ideal choice for a smooth transition to Windows accounting. Adagio is a complete Windows accounting system designed to read, write, and update the same database that ACCPAC Plus used, but there is no DOS component to Adagio, so there is no worry about needing to maintain an obsolete DOS operating system. This means ACCPAC Plus users can move over to Adagio without any data con-

version. You can install and immediately run Adagio on your OWN DATA. You can see for yourself how easy the transition will be.

Sometimes, users of a complex accounting system find it more difficult to use than they expected and their system doesn't really give them the value they thought they would get. Adagio is a good alternative here, as well. Even former ACCPAC Plus users who moved to Sage Accpac ERP have since moved up to Adagio for the speed, convenience, and lower cost of maintaining the software. **T**

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Windows Shortcut Primer

By pressing or holding certain keyboard buttons together you can launch new windows, create shortcuts, and quickly copy and paste files.

Windows key - access Start menu
Windows key + Pause - open System Properties
Windows key + D - minimize/restore windows
Windows key + F - open Search window
Windows key + F1 - open Help and Support Center
Windows key + E - open Windows Explorer window
Windows key + M - minimize all windows
Windows key + TAB - move through open windows on Taskbar
Windows key + SHIFT + M - restore all windows
Hold CTRL while dragging - make a copy of selected item
Hold CTRL + SHIFT while dragging - make a shortcut
CTRL + ESC - open Start menu
CTRL + C - Copy, CTRL + X - Cut, CTRL + V - Paste
CTRL + A - Select All, CTRL + Z - Undo
CTRL + B - Bold highlighted text

CTRL + U - Underline highlighted text
CTRL + I - Italicise highlighted text
CTRL + Plus key - increase browser text size
CTRL + Minus key - decrease browser text size
CTRL + ALT + DELETE - open Task Manager
ALT + underlined letters in menus - open menu item
ALT + ENTER - show Properties of selected object
ALT + F4 - close current window or program
CTRL + F4 - close window within program
ALT + TAB - switch between open windows or programs
TAB - move forward through control items or links in window
SHIFT +TAB - move backwards through control items or links
ENTER - click selected control item or link
BACKSPACE - move up one folder level
HOME - go to start of current line or web page
END - go to end of current line or web page
CTRL + END - go to end of current document
PAGE UP - move up through current document or web page
PAGE DOWN - move down through current document or web page
PRINT SCREEN - take snapshot image of current screen
ALT + PRINT SCREEN - take snapshot image of current window
F2 - rename selected item
F5 - refresh current window or web page
F6 - move through window panes