

End of 2019 IT Checklist



As we say goodbye to 2019, you might want to make sure your IT is in check! We have designed this simple checklist with what we see as the top IT initiatives for our clients. Use the list to determine how many of these items you have already checked off and give us a call Right Click Solutions if you need help checking off any of the boxes below.

☐ Upgrade to Windows 10

We have been reminding our clients throughout the year that support for Windows 7 is ending in January 2020. That said, systems will still function on Windows 7, but you will not have the same support and latest services for the following:

- Ransomware protection
- General malware security
- Efficient updates
- Software compatibility

Make sure you upgrade from older operating systems to safeguard your business security and wellness. Windows 10 will prevent hacking and viruses more effectively while boosting productivity thanks to faster speeds.

☐ Cybersecurity

Here's what we say about cybersecurity: "You don't know what you don't know." That is why Right Click Solutions has partnered with ID Agent's Dark Web ID. With Dark Web ID, we are alerted when an ID has been breached on the Dark Web and we can take remedial and preventative action within hours of being alerted to the compromise.

Every October we register as a "Champion" for National Cyber Security Awareness Month and offer workshops in an effort to educate our customers and the business community on cyber threats.

Protect your business with a proactive response including monitoring, training and education for the best defense against cyber security attacks.

❑ Backups and Disaster Recovery

Backups are crucial for your data files. We receive frequent calls regarding recovering accidentally deleted files or corrupt databases. Having those backups ready in the event of a natural disaster like a fire or flood, is critical in reducing downtime.

Right Click Solutions offers backup and recovery services as well as business continuity solutions, to ensure your business has minimal downtime in the event of a serious incident or disaster. Ensure you are backing up your files on a regular basis and have a disaster recovery solution in place to start the new year.

❑ Compliance: PCI, HIPAA, GDPR, etc.

Most businesses must act in accordance with some type of compliance, such as:

- PCI (Payment Card Industry Data Security Standard) – credit card security
- HIPAA (Health Insurance Portability and Accountability Act) – medical privacy
- GLBA (Gramm-Leach-Bliley Act)- financial privacy
- GDPR (General Data Protection Regulation) – personal data protection

The cost of not adhering to these guidelines is high, and the repercussions can be drastic. Right Click Solutions has the necessary experience helping customers deal with compliance issues and concerns relative to their specific industry. Consult with us to ensure you are continually protecting the privacy of those you serve.

❑ Work-From-Anywhere Device Security

Mobile devices including laptops, tablets and smartphones are not exempt from hacking and viruses. If mobile devices are not dedicated to work-related activity and if your employees use their personal devices to connect to the work environment, make sure they are trained in the following:

- Data leaks from free apps
- Unsecured WIFI
- Network spoofing
- Free WIFI (that often requires an account creation to steal information)
- Phishing scams
- Spyware
- Token sharing from apps
- Out-of-date operating systems
- Cryptojacking
- Physical device break-ins

With all of these possible gaps, it's important to utilize best practices on any device that contains work-sensitive information. Hackers are crafty and The Internet of Things allows more avenues for breaches, leaving increasingly wider gaps for your business to cover. Beaches are very common, so having knowledge of possible risks reduces the likelihood of businesses being impacted by it.

❑ Bring in a Third Party

Keeping track of all technology and staying up to date on the newest trends and threats can be overwhelming and expensive for a small business. When deciding if it makes sense to hire staff dedicated to IT or outsourcing technology needs, these points should be considered:

- Spending on salaries and benefits for in-house IT is costly.
- There is limited knowledge among salaried employees, but using an outsourced team allows for multiple pools of knowledge.
- When in-house IT staff takes vacation or sick time, who is there to support office staff?

With a company like Right Click Solutions, there is always someone available to address the IT needs of the business.

