



Tech Notes

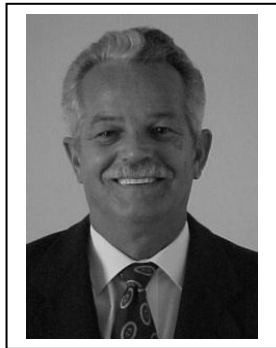
YOUR SYSTEM MANGEMENT EXPERTS

August 2008

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www.ciooffice.com 615-301-1661

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Attend the Free
Seminar in September!**



“As a business owner, I know you don’t have the time to waste on technical and operational issues. That’s where we shine. Call us and finally put an end to your IT problems forever.”

Steve Miller, CEO

The Parent Company: Your Building Partner

CIO Office is proud to present The Parent Company as our customer spotlight this month. The Parent Company has earned the trust of Middle Tennessee over the last three decades by providing quality and personal attention. The Parent Company is a leader in construction management; featuring project accountability, diverse experience, and a commitment to reflecting their client’s vision.

The Parent Company was established in March of 1984, and has since been assisting with the construction of a growing Middle Tennessee, from schools, churches, condominiums and municipal buildings to private sector corporations. Til Bourland, Jim Brownlee, Tom Pirtle, and Bob Sarratt are the Owners of The Parent Company have worked together for the last 27 years, with 123 years of combined experience. Their first construction contract was with Vanderbilt University, who continues to call upon The Parent Company for renovation and building needs. Other notable clients include Williamson County Board of Education, Montgomery Bell Academy, Deloitte & Touche, SunTrust Bank, BMI and BMG Music, to name a few. Most recently, you may have noticed their work with Temple Ohabai Sholom, Currey Ingram Academy, St. Ann’s Church, and the Adventure Science Center.



The Parent Company, 241 Wilson Pike Circle, Brentwood, TN 37024
(615)221-7000 www.theparentco.com

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How to Avoid Online Viruses when Surfing the Internet

You can't operate a business these days without online access - but hackers and cyber criminals work around the clock to find new ways to infect your computer and access confidential information. What makes this even worse is the fact that many viruses are introduced unknowingly by the user! To avoid downloading a virus to your PC, here are a few simple tips:

- ◆ **Keep Your Anti-Virus Up To Date:** Every anti-virus software has an automatic update feature - make sure yours is turned "on."
- ◆ **Never Download Files From File-Sharing Web Sites:** Web sites like KaZaa are breeding grounds for viruses. Never download anything from these sites, period!
- ◆ **Never Open Attachments In E-mail From Unknown Sources:** When in doubt, delete the file.
- ◆ **Never Download Emoticon Programs, Screen Savers, Or Other "Cute" Program Files.** Hackers love to use "eye candy" programs like cool screen savers to get users to download their viruses. Don't fall victim to their scams!

Welcome to our new customer!

AGC-Middle Tennessee Branch
Associated General Contractors
<http://www.tnagc.org>

Should You Leave Your Computer On At Night Or Turn It Off?

I've been asked by customers whether or not they should leave their computer on all the time or turn it off when they are not using it.

Several years ago I would have told my clients to turn their machines off to save power. But with the proliferation of viruses and threats over the last few years, I have changed my mind.

Today, anti-virus programs and anti-spyware applications need regular updating. These updates are often scheduled to run in the wee hours of the morning when you are not using your computer.

Windows also needs to be updated whenever a new security patch is released. This is usually not daily, but it may happen several times a month. It's important to update your operating system as soon as a patch becomes available because hackers move very quickly to reverse engineer Windows updates. As soon as an update is released, they create a virus specific to that vulnerability and start looking for unprotected machines to infect and invade.

In addition to the above, you should be backing up your data every day, and the best time to do this is at night when you are not using it.

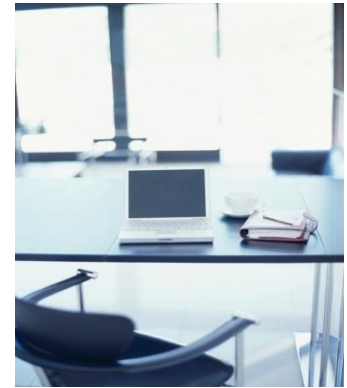
So bottom line, leave your computer on all night and restart it two or three times a week to clear the memory.

The Parent Company: Your Building Partner (continued)

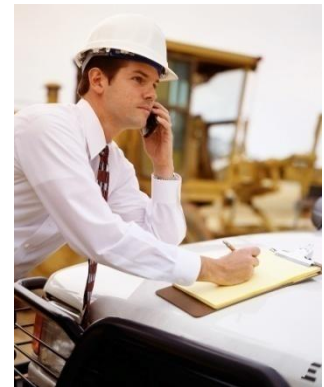
The Role of Technology

CIO has worked with The Parent Company for the last 5 years. Technology plays an important role in efficiently running their business and providing the high standard of customer service that The Parent Company is known for. From a single network server primarily supporting the accounting operations and available only to the office staff and owners, their technology has progressed to multiple servers with systems supporting accounting, project management, and remote access. The Parent Company now provides access to almost all employees on any job site. By utilizing the latest VPN technology, many of the larger sites are securely connected to the corporate infrastructure providing real time access to crucial project information. Many staff members utilize Verizon Wireless access cards and Windows Mobile Palm Treo's to remain connected, regardless of location. The Parent Company has truly taken the vision that technology is a tool to improve their business processes.

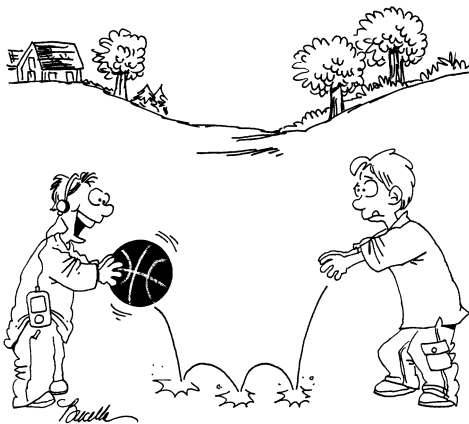
Since the founding of the company in 1984, The Parent Company has grown to over a hundred employees and an annual volume in excess of \$70,000,000. CIO Office continues to provide services that support their success and appreciate the long-standing relationship that has been established with this trusted company.



CIO Office can take technology from the office to the places where your work really happens



Laughs



"Cool! How long does it hold a charge?"



"A grade of 85 or higher will get you favorable mention on my blog."



CIO Office Presents a FREE Seminar Increasing Productivity, Security, and Accessibility: An Introduction to Windows Small Business Server 2008

During this seminar we will cover how you can....

- Improve business efficiency, increase productivity, & drive growth
- Protect business data and present a professional image to customers
- Provide remote access to employees, allowing them to reach information that will increase competence and customer satisfaction

When:

8:30 am - 10:30 am on
Wednesday September 24th, 2008

Where:

Microsoft Corporation
2555 Meridian Blvd, Suite 300
Franklin, TN 37067
Conference Room MPR

How to Register:

Call: 615-301-1661
Email: seminar@ciooffice.com
Online at:
<http://register.ciooffice.com>

This seminar is ideal for.....

- Any business owner or IT manager with up to 50 PCs considering an upgrade to Small Business Server 2008 or the installation of a server system

Register Today!
First 20 to register are
entered in a drawing for an
amazing door prize from
Microsoft!



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