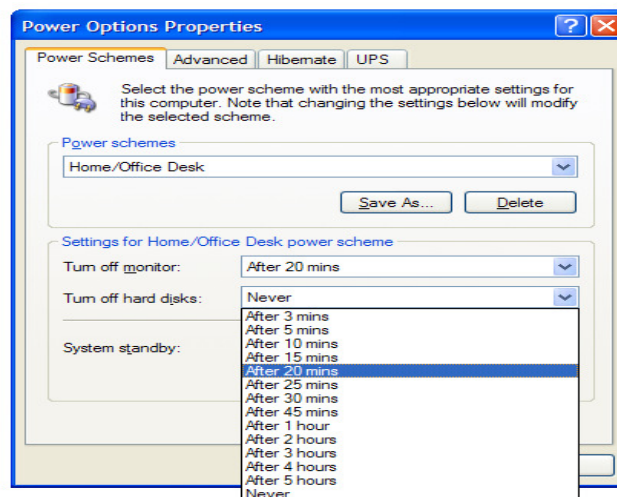




## IT's Not all Power and (saving) Money...

Two items have prompted this month's article. Firstly, the enthusiastic response to our previous "5 ways to save money" article, and secondly, the current drive for all of us to save power. On the positive side, a little fine-tuning of our PC use can assist your business in saving electricity (and therefore money... see, we said they were linked). However, if the predicted power shortages do eventuate, we also need to take precautions to make sure that our valuable computer equipment and data are protected.

The ability to manage a computer's power use has been a feature of Windows for over 10 years, and is a feature that many users will be familiar with. Basically, it allows the computer to suspend the screen or hard drive, etc. following a period of in-activity. However, it is also a feature that we tend to turn off as it can become annoying; particularly if users are prone to taking multiple coffee breaks, or extended periods of time spent staring blankly at the screen trying to write insightful articles for the company newsletter. It is worth checking your current settings (usually Start - Settings - Control Panel - Power Options) to make sure that you have enabled power management and that the times set (usually suspending within 20 minutes of in-activity) are appropriate for you. Of course it's also worth mentioning that computer systems still consume power even in stand-by mode so please consider switching off non-essential PC's, printers and other peripherals overnight or when not in use. Unfortunately, this power saving regime should not be extended to include your Server, Backup system or UPS.



The mention of Backup Systems and UPS's brings us neatly to our other subject, the possibility of power disruption. Although no-one is currently predicting a reoccurrence of 1998's Auckland power crisis, it is worth noting that even minor power disruption can have a damaging effect on your computers and data. Your best way to guard against this is by protecting equipment with a good UPS (Uninterruptable Power Supply, or "battery backup") and liberal use of surge protectors.

A good quality UPS will not only protect your server from power failure or "brown out", (a reduction, rather than failure of power which can be even more destructive to data) it also allows the server to shut down in a controlled manner if the power failure continues long enough to sufficiently drain the UPS battery. As a general rule, the higher the "VA" rating on a UPS the longer it will last without having to shut the server down or the larger the server it can support. Unfortunately, UPS batteries have a limited life span, so we would recommend getting them checked at least every 12 months and replaced when necessary.

Acclaim recommends larger UPS's on servers and smaller UPS's on the PC's. Surge protectors should be used on all other essential equipment. It is also worth considering other high value equipment such as printer and photocopiers, but because they tend to use a large amount of power in short bursts, they may be unsuitable for most UPS's.

As a final note, if we do experience power shortages, then a high capacity UPS attached to your Phone system may well be your best investment. Most Phone Systems do not draw a lot of power, so a large UPS will not only allow you to remain in contact with your customers, it may also give you enough time to complain to your power company.

### *In this issue:*

*It's Not all Power and (saving) Money....*

*Exonet Tip and Trick*

*BFAMOUS*

*Suffering? From Headaches, tiredness?*

- B** - Backups, regular and tested.
- F** - Firewall. A properly configured and up-to-date hardware firewall.
- A** - Anti-virus. A regularly updated, quality Anti-virus (such as NOD32) is essential.
- M** - Maintenance. Regular system checks by your Acclaim technician.
- O** - Operating System Updates.
- U** - UPS. Surge/ Spike and battery backup for your server and critical systems.
- S** - Spyware elimination.

## Suffering from headaches, RSI, stiff shoulders, sore eyes, tiredness, numbness in your arms and/or hands?

By Dr Doug Blackbourne



These are all problems associated with working at computers for long periods and are in many cases directly related to how “good” your upper back and neck is.

Is there a silver bullet a magic cure for all of these.....Yes and No.

The simple answer is that the fitter and healthier you are the less “chance” you will have of developing a work related problem. Try the following sequence of movements 2 -3 times an hour depending on how long you are at the computer. If only for 30 minutes complete them at the halfway mark and so on for longer stints of work.

The idea is to do these **before** you feel the need to!!!

### Neck and upper back stress prevention exercises.

1. Sit or stand tall and maintain posture during all movements.
2. Squeeze shoulders tightly together and hold for a count of 5, repeat 5 times.
3. Turn your head to the left and hold for a count of 5.
4. Turn to the right and hold for the count of 5.
5. Return head to look straight ahead and tilt to the left and hold for a count of 5, then to the right and hold for a count of 5.
6. Return head back to the centre and then take chin to chest for a count of 5.
7. Extend your head for a count of 5.
8. Stand and lean from the waist to the left for a count of 5 and then to the right for a count of 5.

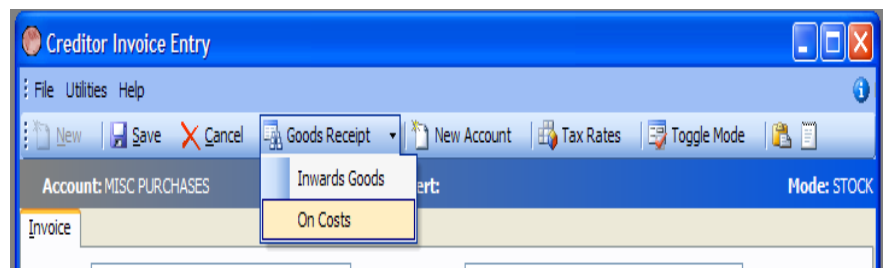
NB: IF YOU NOTICE ANY DISCOMFORT-LIGHT HEADNESS, BLURRY OR ALTERED VISION, SHARP PAIN ETC STOP WITH THE MOVEMENTS AND CONSULT YOUR CHIROPRACTOR. THESE MOVEMENTS ARE NOT A TREATMENT FOR ANY HEALTH CONDITION OR OTHERWISE, PLEASE CONSULT YOUR CHIROPRACTOR IF YOU SEEK ANY SPECIFIC TREATMENT.

If you are concerned or unsure about any of the information above or would like to find out more your may contact us on **0800 DR DOUG** or **www.drdoug.co.nz**

## Exonet Tips and Tricks # 19

*Entry of Credit Invoices for Inwards Goods On Costs.*

For a quick and easy way to select “On Cost” transactions after Costing Inwards Goods Receipts:



1. From the Creditor Invoice Entry window, press the TOGGLE MODE button to switch from GL MODE to STOCK MODE.
2. Click the pull down menu next to the GOOD RECEIPT button and select ON COSTS.