



network integration and
support services

BUSINESS COMPUTER AND NETWORK CHECK LIST

Many businesses do not know what security or systems need to be in place to ensure they have secure and reliable computers.

Run through this checklist. If you can tick all the boxes well done.

If you want help, call us and we will work with you to put in place a cost effective and reliable solution that meets your need.

BACKUP	
I have a backup	
I take my backup off-site. A recent copy of my backup is always kept offsite	
My backup runs automatically	
My back works and has been tested	
The backup meets my business legal data retention requirements, i.e., 7 year	
All my email is backed up. I can recover deleted email messages	
DISASTER RECOVERY	
I have disaster recovery plan	
I have a plan to replace my computer equipment including laptops desktops, servers and network equipment	
I have a plan to recover my data	
I have a plan to recover my Line Of Business software and systems e.g. MYOB	
I know how long I can afford to be off line and out of action	
I have a plan to recover my telephone system. I will not miss out on phone calls	
EMAIL	
I have effective SPAM filtering. Only occasional spam emails get through	
Viruses do not reach my email inbox. They are blocked before hitting my computer and network	
My e-mail is backed up. I can even recover individually deleted email messages	
My email system never goes down	
I can synchronise my email, contacts and calendars between all my devices	



NETWORK AND SECURITY	
All my computers have antivirus protection	
My antivirus software works and is regularly updated and checked	
The firewall protects me from malicious attack	
My computers cannot access dangerous websites that can cause harm	
I am protected from ransomware attacks	
My Wifi network is secure and has strong passwords	
Guest Wifi users can access the internet only and have no access my equipment	
I have internet website filtering - no computer can access unwanted websites	
When working remotely my computers remain secure from the internet	
When staff leave my business I can prevent them from accessing all systems	
I have a strong password policy enforced	
My laptop hard disk is encrypted so if it is lost or stolen, the data remains safe	
Data access on my server is restricted to staff and what is needed by their role	
RELIABILITY	
My computer works at optimal performance. It's maintained, de-fragged, clean from temporary files. It does not have unnecessary programs slowing it down .	
The internet connection is reliable and does not go down	
I have a second internet connection for 100% up time	
I have clean power. Power surges and sudden outages will not damage my servers and essential network equipment. I use a UPS on essential equipment	
When services on my server stop, they are detected and automatically started	
My servers hard disks can break without me losing access to my data and apps	
My server continues to operate when its power connection dies	
My server can be remotely started, even when it is shut down by my IT support	
My server sends alerts of potential problems, before they arise	
My server sends alerts when components break	
SUPPORT	
I have someone who knows my system to call when I need help	
My support people are aware of my disaster recovery plan	
My support people are there when I need them	
I have a full record of all technical issues experienced	
I have secure documentation on my system settings	
My staff and I have access to technical "how to" help when we need it	
My technical support people can connect to me without my interaction	
I have full remote support for fast tech help. Onsite support is rarely needed	
MOBILITY SOLUTIONS	
I can access my data and systems and work from anywhere	
My staff can work from home or anywhere	
It does not matter if I lose my laptop, I will not lose my data	
My staff and I have access to my office phone system from anywhere	