



## The Top 10 Tips To Protect Your “Information Assets”

Concerned that your automated systems control so much of your business that you risk losing money? Use our Top 10 Security tips to protect your “information assets”. Contact us if you would like more information on our **Secure IT<sup>SM</sup>** security services.

### The Top 10 Tips To Protect Your Information Assets

1. Security Policies – Don’t Risk Client Trust
2. Backups – Your Initial Defense
3. Viruses – Your Constant Threat
4. Passwords – What You Need To Know
5. Employees – Your Hidden Threat
6. Hackers – What You Need To Know
7. Firewalls – What They Can’t Do For You
8. Security Assessments – A Subscription Service
9. Encryption – Protecting Your Data
- 10. Documents – Managing Your Risk**

### 10. Documents – Managing Your Risk

Document management solutions electronically capture, store, and help you securely manage your business information. A proactive approach to managing electronic files protects against lawsuits while complying with legislation.

#### Why you need to manage electronic documents

- Electronic document management solutions reduce your costs by instantly locating documents.
- Enhance your levels of customer service through improved access to information.
- Reclaim your office space by electronically managing your documents.

#### Your risks

- Informal document filing and archiving reduces employee productivity and increases your costs.
- Failing to manage your documents increases your liability to lawsuits.

#### Security Readiness

Information is growing exponentially and electronic document management solutions allow you to securely categorize, index and instantaneously retrieve critical corporate data. These solutions manage your liability risks while eliminating paper, reducing operating costs, and integrating with your existing business systems.

Document management solutions enhance the capabilities of equipment already installed and maximize your existing technology investments.

Call us today and find out how our **Secure IT<sup>SM</sup>** security services can help protect your information assets.