October 2018 Newsletter

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We've got a new look 😊

It has been a red-hot summer full of lots of fun under the sun. We hope everyone had a relaxing and rejuvenating summer whether it was staycationing it up or out in the wild traveling. As we ramp back up this fall, remember we are here to support you. Please give us a call or drop us an e-mail if you need some assistance and we are happy to help!

Keeping Your Business Secure

Software programs speed up business processes, increase efficiency and help companies better connect with clients but with the rise of computer software cybersecurity is becoming more of an issue. A company may go through a cyberattack and end up paying up quite a bit to recover. In 2017, the average loss for a cybersecurity event was $381,000, according to IDG's *US State of Cybercrime* report. A customer data breach can also foster distrust in potential clients to do business with your company. IDG reports, 60 percent of companies stated that their monetary losses from a targeted attack had […] grown between 2016-2017. Businesses should invest in robust safety procedures and practices regarding internet security.

Ensuring Secure Protocols

Internet security fundamentals should be implemented in your workplace such as appropriate data security structures, installing/keeping up to date with antivirus software and firewall implementations. There should also be special protocols in place for when employees are faced with malware attacks. Clients who have access to company servers should have an anti-virus program on their machine and be required to preform routine updates and scans.

Training Employees

Educating employees regarding the risks associated with internet is crucial. Phishing attacks through email trick unknowing recipients into downloading infected files sent as attachments, thus planting a virus on your network (Crabb). Securing your machines with user controls, permissions and email authentication will give you more control over what software is directly downloaded onto your servers. Security is one of the most important factors to consider when utilizing internet accessed programs. Security breaches are more frequent, and it is important for companies and staff to be informed and well equipped against any posed risks.
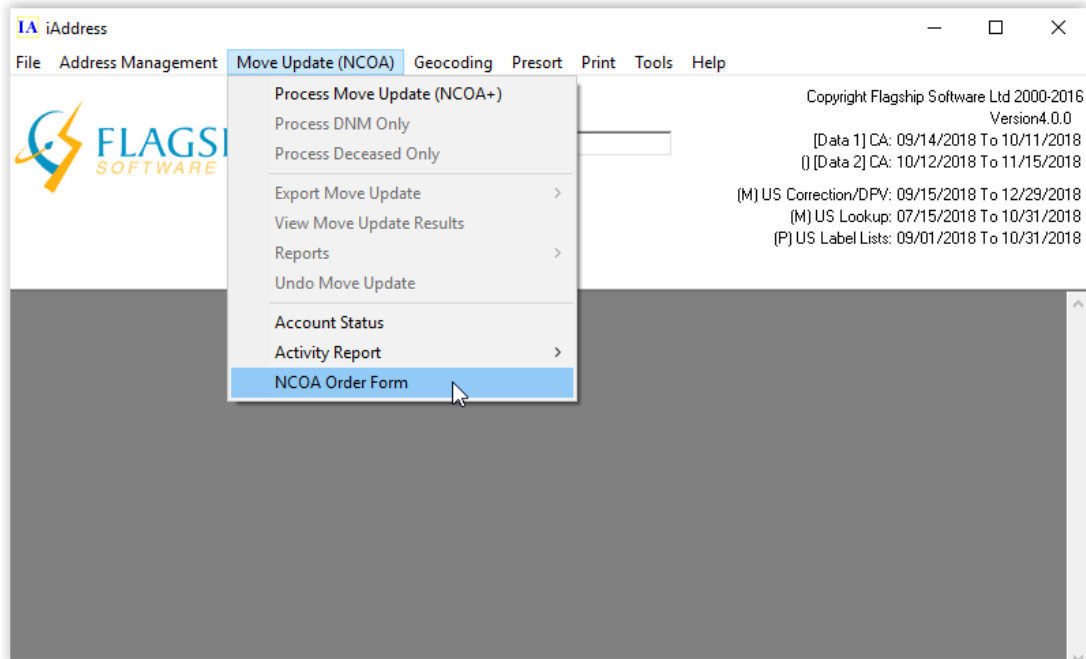
Take action against Cyber-attacks

- o   Encrypt your data
- o   Use antivirus software
- o   Have a firewall in place
- o   Implement a back-up schedule
- o   Restrict access to certain files
- o   Have strong passwords
- o   Educate & train employees
- o   Have a cyberattack action plan
- o   Beware of suspicious email attachments
- o   Prevent malware: download software from reputable sites.

Ordering Canadian NCOA transactions

Did you know that you can order National Change of Address transactions directly through iAddress™? They will be added to your account immediately and you will be invoiced for the amount. The cost of the blocks is listed so you can select the number you would like to add to your account. Transactions are valid for 2 years from the date of purchase. To order NCOA transactions:

1. Select the Move Update menu and then NCOA Order Form

2. Select the number of transactions you would like to add to your account, enter Payment Information and Additional Information if required then click Submit.

3. Confirm your order and once iAddress™ confirms processing, the transactions will be available in your account.

If you have any more questions and concerns, please feel free to contact ncoa@flagshipsoftware.com.

Bye Bye iAddress™ DVDs!

Starting in January of 2019 we will no longer be sending out iAddress™ DVDs in the mail except for those customers who have indicated they still require them. If you currently receive a DVD and will still need one going forward, please contact admin@flagshipsoftware.com.

Flagship Software Ltd. continues to offer Web Training!

If you are a new customer, would like a refresher course on *iAddress™* or if you have new hires, please contact Carolyn at 1-866-672-0007 ext. 101 or carolyn@flagshipsoftware.com to schedule a web session.

Request Now

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