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Business Continuity Tip

Beat the Heat

As we prepare for the heat waves of the summer, we're all reminded of the real risk and dangers associated with the rising temperatures. Here are some tips and resources to help you beat the heat, no matter where you live.

- **Stay Cool.** Heat is one of the leading causes of weather related deaths in the U.S. To protect yourself and others, [make sure you can recognize these symptoms of heat illness.](#)
- **Slow Down.** Stay indoors and avoid strenuous activity and exercise. Take frequent breaks if working outdoors. Check in with family and friends, especially the elderly living alone. [Click here for more tips from the American Red Cross.](#)



CREATIVE COMPUTER SOLUTIONS
INCORPORATED

"Creating Clients For Life!"



Letter from the President



Creative Computer Solutions Incorporated celebrates 15 year anniversary with Ribbon Cutting at new downtown Vancouver WA. Location

"I would like to thank Darcy Altizer of the Greater Vancouver Chamber of Commerce, Bart Hansen Vancouver Councilmember & Tammy Leibfarth of Simply Thyme Catering for all of their assistance in making this a tremendous event!" Scott Huotari, Founder, President/CEO

7 Ways to Protect Your Small Business from Fraud and Cybercrime

*used with permission from SBA.gov
by Caron Beesley*

- **Prepare for Brownouts.** Brownouts typically occur during heat waves due to heavy equipment coming online, short circuits, or electrical companies decreasing voltage to meet the needs of peak time. [Use FEMA's free "Going Off the Grid" guide to prepare.](#)

How secure are your small business assets from fraud, identity theft and cybercrime?

According to the [Association of Certified Fraud Examiners \(ACFE\)](#), companies with less than 100 employees lose approximately \$155,000 as a result of fraud each year. Small businesses also have a higher fraud rate than larger companies and non-business owners. One of the most frequent sources of fraud is credit card abuse – largely due to the fact that few business owners actually take the time to go through every line item on their bill or choose to mingle business and personal accounts.



*How many people here have telekenetic powers?
Raise my hand.*

- Emo Philips

Other sources of fraud stem from an overall lack of security across the business – such as inadequate network and computer security and a lack of background checks when hiring employees.

[Read more](#)

Laugh a Little



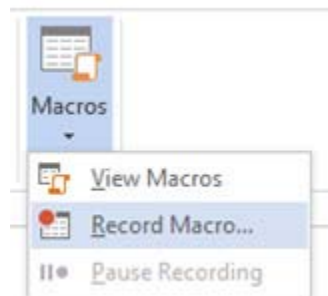
"Really? Synergy?
Well, they're your wishes."

Avoid repeating yourself: Create a Word macro

*used with permission from Microsoft
by Emily Warn*

Repeatedly entering the same information in document after document, over and over...there has to be a quicker way, right? Word macros can save you time (and potentially, some sanity) by automating repetitive tasks.

Let's say you're a real estate agent. Every time you sell a house you have to add a client's name and address to multiple documents. Creating a macro automates adding all of a client's contact information wherever you need to.



[Read more](#)

Patch right and keep hackers out

used with permission from HP Technology at Work

In the arms race between network administrators and hackers, battles are fought over the security holes in enterprise software. Your best defence is the patches that vendors release to plug those holes.

Vendors are working to make patching easier and more trustworthy - like Microsoft and its monthly Patch Tuesday release - but you shouldn't necessarily deploy every patch to every system in your enterprise the day it's released. To best protect your network, you should develop a plan for patching that is based on best practices and tailored to your unique enterprise.



[Read more](#)

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