Customer Check List to Keep Computer Systems & Networks Safe

1. _____ Anti-Virus product (paid or free) is in each computer. It is up-to-date and it scans at least monthly.   Quarantine contents need to be checked.

2. _____ An Anti-Malware Product such as the free Malwarebytes' Anti-Malware is installed and is used monthly. (It works on Apple computers as well.)

3. _____ An archive of passwords are kept outside the computer in a memory key, document or other formal which is stored off-site in a safe deposit box. Rotating memory keys monthly through a safe deposit box may be sufficient.

4. _____ Non-archived passwords are kept in a password manager or via a script capable of encrypting or decrypting documents. (No passwords are stored in any clear text document.)   Pass-code file encryption on an iPad or smart phone may be sufficient for day-to-day use.

5. _____ Backups of important folders (Documents, Pictures, QuickBooks archives, etc.) are made either to a server, external hard drive, memory key or CD/DVD-R and are made at least monthly. Most businesses should do backups frequently—even daily or hourly. Further, the backup device should be <u>disconnected</u> from the computer after the backup has been made so that a virus infection/malware or ransomware that may be present it doesn't pollute the backup. Remote site storage of backups is suggested.

6. _____ Updates for the operating system (OS) on all computers have been done.

9. _____ Updates for Adobe Reader, Flash, Java and device drivers by the computer manufacturers have been obtained and installed on all computers..

10. _____ Updates for printers and firmware updates for routers have been obtained.

11. _____ Disk Cleanup for Windows computers has been done semi-annually.

12. _____ Router passwords have been changed from the default and the WiFi has been password required with a password such as Jac4!X?14K. (upper and lower-case letters, numbers and punctuation with the password at least 10 characters long—no dictionary words, places or names)

13. _____ Important software such as QuickBooks or Microsoft Office is not seriously out-of-date. (Software more than 4-5 years old may need an upgrade to get the security updates and so that old files used by them don't become orphans when new versions of the software are installed.)

14. _____ Finally, you and your employees stay proactive watching for unusual activity happening in your computer(s) and/or network. When an unusual event happens, the cause needs to be reported and dealt with promptly.