10 TECH TIPS
TO HELP YOU MANAGE YOUR REMOTE WORKFORCE

KEEP YOUR WORKFORCE CONNECTED AND SECURE,
NO MATTER WHERE THEY ARE BASED

Whether you are still working in the office or planning to re-locate your workforce, here are 10 Tech tips to help you remain productive, effective and minimise down time.

1. **Encrypt, back up and sync your files** – Ensure your important business information is backed up for ease of recovery should you suffer data loss or compromise. Backup methods and options vary and should be carefully considered to avoid backups being lost or exposed. Data encryption on portable devices is also critical

2. **Establish VPN access to your network** – By creating a secure path to your network, you can ensure your workforce is keeping important company information secure and can access the data they require to remain productive

3. **Keep the lines of communication free flowing** – Preserve employee motivation and goal alignment using communication tools like Microsoft Teams. This will greatly influence the success of your business continuity plan. Talk to Zynet for your collaboration options, as there are many solutions available to meet differing objectives

4. Obtain software to allow your workforce to **scan documents remotely**, ensuring you minimise BAU interruptions

5. **Explore options to allow your employees to continue digitally signing documents to avoid business interruptions** – Through third party software, including Adobe Acrobat or TraceMail, the online secure email platform which allows you to create, design, edit and digitally sign your documents in one easy to use platform

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6. **Data security and network security** – Engage an expert to ensure all your online security, home network security, updates to software and cyber protection are in place to safeguard your systems from system vulnerabilities, weaknesses and Cyber-criminal activity and attacks

7. Even in times of crisis, your business data and network security remain one of your business' most important assets. **Encrypt emails containing sensitive information to ensure your data doesn't fall into the wrong hands** – Products like TraceMail are engineered to give you the flexibility to send, audit, track and permanently delete any email sent in error regardless of recipients who have received it and completely delete an email chain all either within an online portal or as a add-on to your regular email platform

8. **Having many devices connected to the home network can cause lagging at times.** This can be frustrating as it may interrupt your productivity. By resetting your modem /router, checking what other devices that are connecting to the internet and managing usage by others during work hours can save you time. If you think the speed is a problem you can do speed tests to ensure your connection is working optimally

9. **Softphone access reduces the need for remote employees to use personal phone devices** by obtaining a Softphone software licence. This will enable your staff to make and receive calls using a laptop or desktop computer rather than utilising hardware

10. **Be on a heightened alert for spam/phishing emails** including those providing COVID-19 information – Cyber Criminals are opportunistic. With every major event, criminals are looking to exploit your increased inbox activity in the hope your guard is lowered. Consider awareness training to mitigate the risk. Exposing your systems inadvertently is a major risk and should be seriously considered. This is especially important where users are accessing corporate | business information through home devices and networks as that may be where the security flaw is uncovered by Cyber Criminals

For more information or assistance in implementing any of the tips in this article, contact Zynet at 1300 4 ZYNET | info@zynet.com.au

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