

CADZOW NEWS

Cadzow **TECH** Pty. Ltd.

ACCOUNTING SOFTWARE FOR BUSINESS & GOVERNMENT

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WE'VE MOVED!

We are now bunkered in the west wing of the Perks Accountants building, on the corner of Fullarton and Glen Osmond Roads. As of this writing, they have three receptions; the middle one overlooking the car park is the best one to reach us. Note that our postal address, phone, fax and email remain the same, so please continue to send all correspondence to the post office box.

In these newsletters we try to keep the techno-babble to a dull roar but we feel there is also a need to keep people educated. Despite the never-ending flood of patches and virus alerts that beat against the doors of computer users on a daily basis, at the moment the issue you should seriously turn your attention to is protecting Windows NT/2000/XP from the W32/Blaster worm and its variants. There's a discussion on this below.

Cheers, Geoff Vass (geoff@cadzow.com.au)

CADZOW SOFTWARE: Frequently Asked Questions

Q: How can I quickly invoice customers at the Point Of Sale?

A: If you already have the Accounts Receivable module in Cadzow 2000 you also have the Point of Sale functions. To turn them on, go to **Accounts Receivable, [9] Miscellaneous Settings, Point of Sale**. Setup the *Default POS Dept* and *Default POS Account* and enable *On the invoice screen, show POS button*. Then go to **Accounts Receivable, [D] New Invoices** as per usual. To start invoicing in "POS mode", press **F10**. The system will now automatically create invoices in a special mode for speedy entry. If you have a barcode reader, no special configuration is required because the data that the scanner reads is simply fed into the keyboard buffer as if you typed it normally.



Tip: When finding stock codes, the system searches in both the **Stock Code** and **Alternative Reference Code**, so typically the former is your internal code for the item and the latter is the barcode.

Q: How can I quickly look up the price of a stock item?

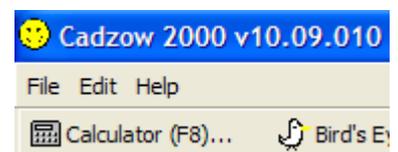
A: As of Cadzow 2000 version 10.08.013, whenever you search for a stock item, either via invoicing, purchasing or **F12**, you can select "Show Default Sell Price" and the price will be shown in the search results. (The default sell price is set up under **Stock Control, [9] Miscellaneous Settings**.)

Q: I'm about to buy a new computer to run Cadzow 2000. What do I need?

A: In terms of speed and capacity, any new system you buy today will be fine but depending on your environment there may be some special requirements. If you have Cadzow 2000 10.09.001 or later the specifications are in the Version History or go to <http://www.cadzow.com.au/Software/softspec.htm>.

Q: New features are often mentioned in Cadzow News. How can I tell what version of Cadzow 2000 I am using? How can I request a newer version?

A: The version you are using is shown on the top left of the screen, in most dialog boxes and at the base of all reports. We regularly send new updates to clients, some via CD, others during a visit or by remote access. Some clients prefer to have regular updates, others want them only every few months. If you see a new feature listed that you want sooner, please contact us and we'll organise for your systems to be updated.



COMPUTING: Bits'n'Bobs

Blaster Aftermath: In our last newsletter we warned about a fault in Windows NT/2000/XP and the potential for a virus or worm which exploits it. Sure enough, the W32/Blaster (aka W32/Lovsan) worm has ripped through the Internet; fortunately it doesn't do much except infect other systems and clog traffic. However, since then, new faults have been announced which make the original patch obsolete — the latest fix is called **MS03-039 (KB824146)**. The simplest way to get the update is go to <http://windowsupdate.microsoft.com>. Broadly speaking, everything under "Critical Updates" is important but MS03-039 is particularly critical so unselect the other patches listed if you don't have time or bandwidth to download all of them. You may also need to apply a Service Pack before the patch will appear. Please contact us or your IT provider if you need assistance.

In theory, if you have a firewall you can't be attacked by worms exploiting this vulnerability, but the big problem for many businesses will be unpatched and un-firewalled laptops which connect to the Internet via modem when off the network, become infected, and then infect the network from behind the firewall. Thus it is still important that all your machines are patched to prevent attacks from within.

It's also important to note that simply keeping your antivirus system up to date will not block an attack, although your AV system may detect any files the worm "drops" and may detect it once it is in memory. But by then it may be too late — and some viruses disable AV systems anyway. So in this instance the best and only protection is prevention: in other words, install the patch.

Out-Of-Office Replies Are Evil: As you may surmise we send this newsletter to a lot of people via email and every time we receive a huge volume of Out Of Office replies. Those of you in small networks or using Outlook Express won't be familiar with these, but Outlook users in business networks with a mail server like Microsoft Exchange may know they can set up an "Out of Office" reply, which sends the message of your choice to the sender of any messages received. Typical messages are "I'm on holidays until ...". At face value it seems like a sensible way to inform correspondents not to expect a speedy reply, but in reality you're broadcasting to everyone who sends you a message that not only are you not in the office, you're probably not home either. Remember the reply is going to hackers and spammers as well as legitimate business partners. So it wouldn't be hard for someone of mal-intent to send millions of emails and then sift through the Out Of Office replies for people who aren't at home. Far fetched? Maybe today, but not tomorrow. This sort of hacking is on the rise. Think about how many spam messages you receive that are nonsensical. Are these people trying to sell something or are they just probing your mailbox? If you're going away, redirect your mailbox to someone else instead.

Recycling: Many businesses are now using their third or fourth generation of computers. What did you do with the old ones? Sometimes they can be recycled as a firewall, print server or even for that new staff member too timid to complain about using a 386 with Windows 3.1. It's useless old junk, really, but you don't want to throw it out. Dell has a recycling service where they will take it off your hands and recycle it sensibly — and they may even give you vouchers to be used against future purchases (from Dell, of course). Go to <http://www.dell.com.au/recycle> for details.

COMEDY, Great Moments In

Mrs Confusion: Ooh, hello Mrs Premise.

Mrs Premise: Oh, hello Mrs Confusion.

Mrs Confusion: Busy day?

Mrs Premise: Busy! I've just spent four hours burying the cat.

Mrs Confusion: Four hours to bury a cat?

Mrs Premise: Yes, it wouldn't keep still; wriggling about, howling.

Mrs Confusion: So it's not dead then.

Mrs Premise: No, but it's not at all a well cat. So as we're going away for a fortnight we thought we'd better bury it to be on the safe side.

Mrs Confusion: Quite right. You don't want to come back from Sorrento to a dead cat, do you?

"Whicker's World", Monty Python's Flying Circus, 1972

The Cadzow team has been developing business and accounting software solutions for 25 years. Cadzow is an Australian organisation addressing the software requirements of business and government. Software solutions in the Cadzow 2000 family include: Cadzow Contact Manager, Cadzow Time Manager, Cadzow Training Manager, Cadzow Call Stats Manager, Cadzow Booking Manager, Cadzow Job Manager, Cadzow Accounts Receivable, Cadzow Accounts Payable, Cadzow Stock Control, Cadzow Weblink, Cadzow Room Manager plus many customised solutions. To learn how the packages can be used individually or together, visit <http://www.cadzow.com.au/overview.htm>.

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