CADZOW NEWS

Sunday, 27th June 2004

HELLO, GOOD EVENING AND WELCOME

It's that time of year again: the time when everyone says, "it's that time of year again".

BUSINESS: Free Resources

Business Library: The Adelaide City Council and the State Government Department of Trade and Economic Development have combined resources to create a specialist Business Library at 235 Hutt Street, Adelaide. Any permanent South Australian resident is able to join.
http://www.cibm.sa.gov.au/tools/library.shtml

"Better Business" Workshops: The South Australian Government has a range of free practical workshops full of new ideas and knowledge to develop existing small businesses who want to grow. Topics include business planning, legal contracts, marketing and product development. http://www.southaustralia.biz/Events_Calendar/betterbusiness.htm

Register of Business Consultants: Specialised business consultants are an efficient way to bring expertise into your organisation. However, for many businesses, finding the right person can be difficult. The Register of Business Consultants (RBC) is a database of accredited business consultants in South Australia and its website contains a powerful search engine (which happens to use Cadzow 2000 People Manager and Content Manager). The website also contains a number of articles written by consultants on a variety of topics which are interesting even if you don't need a consultant. http://www.rbcsa.org
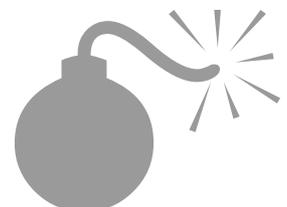
CADZOW SOFTWARE: End of Year Stuff

Traditionally June 30 is a panic as entries are hurriedly entered into systems so the new financial year can start, but Cadzow 2000 users can ease into the new year as periods can stay open indefinitely. This means you can start July 2004 while you finish June. And you won't need to spend all day running hardcopy reports for "archival" purposes either since historical reports are available forever. So you can concentrate on running your business rather than "finish the year".

However there are a few minor points to be aware of, and these are documented in the Cadzow Knowledgebase at http://www.cadzow.com.au/?Article=1263. It's not long or complicated so please have a look before the end of the year.

A relatively new feature in Cadzow 2000 is date policies, which prevent users from using inappropriate transaction dates. One important aspect of this is setting an "oldest transaction date" policy. Once you have finished the financial year, the date policy can be set to disallow entries posted before 01/07/2004. This can help ensure reports are meaningful as it can be confusing if entries are inappropriately back-dated into periods that are considered finished.

COMPUTING: The Ware Brothers — Ad, Spy and Mal

Most users are familiar with the unfortunate fact of computer viruses and the need to regularly download updates and patches to keep their computers safe. But another category of "malware" (malicious software) that is usually not detected by antivirus systems is so-called Adware or Spyware. Spyware broadly covers anything on your system that could compromise your privacy or security but isn't a virus, trojan or worm.

For example, some browser cookies, while harmless, are considered spyware because websites use them to track you as you move around the web. Other types of spyware are code that can modify your system, track what you do, slow your computer down and in extreme cases, redirect your internet connection to an expensive third party (a "dialer").

Spyware/adware has become such a problem that if your system is slow or behaving strangely the first thing you should do after checking for viruses is check for spyware. And, to crib an old Monty Python joke, even Microsoft had to sit up and take notice: http://www.microsoft.com/security/articles/spyware.asp.

Spyware is most likely to wriggle into your system if you are missing important software updates, but it can also appear if you are prompted to download something and you choose Yes without knowing what it is. So keeping your system updated and refusing suspicious requests on the internet will deflect most of the junk.

The good news is that you don't have to be an expert to keep your system clean.

There are a few spyware removers; our favourite is **Lavasoft Ad-Aware** which is free for personal use and can be downloaded from http://www.lavasoft.de/support/download. Like Antivirus systems, it needs updating regularly, and this can be done easily using the "Check for Updates" button.

The first time you run a spyware remover you are likely to have dozens or hundreds of candidates to be removed; but don't panic, the majority are just your accumulated collection of cookies. You may also need to reboot and run the process again to fully remove some items.

Further Reading

What In The World Is Phishing?
http://www.cadzow.com.au/?Article=1228

Keeping Your Computer Secure
http://www.cadzow.com.au/?Article=1242

CADZOW SOFTWARE: More Things

Cadzow Knowledgebase RSS Feed: RSS Feeds are a bit like a stock ticker for web pages. Except not really. Many news organisations and information technology sites are publishing updates via RSS Feeds, and now new and updated Cadzow Knowledgebase articles are available this way also. Details are at http://www.cadzow.com.au/?Article=1271

Name Tags: Cadzow 2000 Contact Manager allows the heading, font, colour, size and logo to be specified on Name Tags. The person's title may also be turned on or off (11.05.006).

Banking: The banking screen and reports have been given a bit of an overhaul. In addition, deposits are no longer grouped by the deposit date alone, and the amount of cash you bank can now be specified independently from the amounts of cash received, in case you keep some in the till (11.04.008).

Enquiries: Has a few extra options related to banking, payment terms, stock and bookings (11.05.001) and more advanced export functions (10.12.014).

JOKE(s)!

Q. How many software support operators does it take to change a light bulb?
A. One, but it takes an hour and a half to work out why the room is dark.

Q. How many PC technicians does it take to change a light bulb?
A. One, but it takes six weeks to change every piece of furniture in the house to isolate the fault, three months to wait for the replacement because it's not worth ordering just one bulb and then two weeks while the entire service centre staff take annual leave.