



# Help Desk Notes

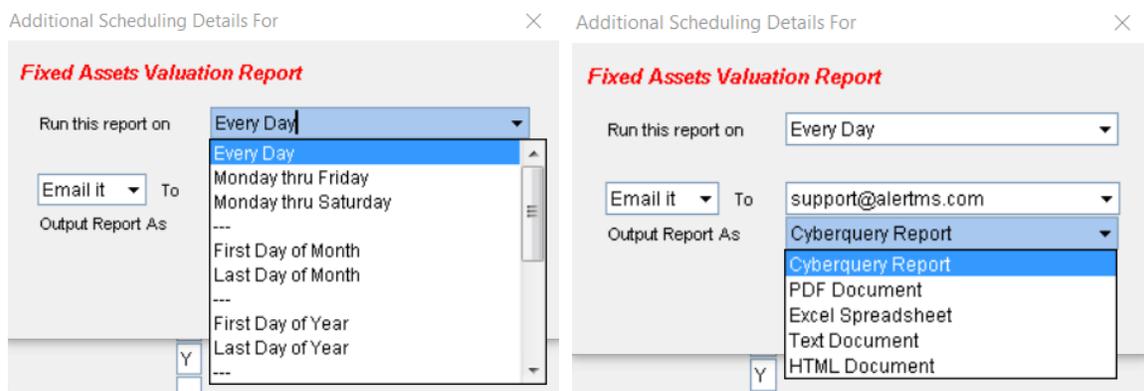
## Alert New Year Resolutions!

Ready to rock your New Year Resolutions? We have some great suggestions for you!

1 - Resolve to run Alert End of Year procedures. Find the directions [HERE](#).

2 - Get copies of the End of Year Fixed Asset Valuation Report and/or the Sales Stock Evaluation Report. Resolve to schedule these reports to run automatically the last day of the month! The Stock Evaluation Report can be found in Sales Items -> Reports -> Stock Evaluation. The Fixed Asset Valuation Report can be found in Fixed Assets -> Reports -> Equipment Valuation.

To schedule a report: Go to the report and enter through all the fields. Click the F7 Schedule Button and follow the prompts. Select the frequency and location and your reports will be right where you want them, when you want them there!



3 - PLEASE PLEASE PLEASE ensure that you are getting reliable off-site backups of your Alert data. While our amazing staff is talented and capable, we can't recreate your data out of thin air if you're struck by a virus or server failure.

If you aren't using Alert EasyVault (let us know at [sales@alertms.com](mailto:sales@alertms.com) if you're interested!) resolve that your backups are:

- Cloud based
- Redundant
- Automated
  - Daily
- Proven Restoration
- You have 100% faith in your IT people to help you restore your data
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4 - Speaking of backups and data safety, resolve to make sure that your firewall and computers have up-to-date anti-virus software. And keep practicing good anti-virus habits! Don't click on anything that looks suspicious!

5 - Resolve to change your passwords to something harder to guess or break by force. Password best practices are: 8 characters minimum with uppercase letters, lowercase letters, and at least one number of special character.