

Internet Security At Home

With the popularity of e-Mail, on-line shopping, on-line games, banking, and investing, Internet security has become increasingly important. Most people are already familiar with antivirus software but Internet security goes the next step... and then some.

Other components of internet security include a firewall application, intrusion detection, parental controls, privacy controls, ad blocking, and e-Mail spam filtering to name several.

A firewall application monitors traffic between the computer and Internet. Firewalls are designed to make it more difficult for a hacker to gain access to your pc.

Parental controls allow a user to block access for other users,

e.g. your children, to selective website and newsgroup categories that are deemed inappropriate.

Privacy control is important as it can ensure that sensitive information and credit card numbers are not sent over the Internet in a non-encrypted form.

Ad blocking leads to a more enjoyable Internet experience as those annoying pop-up ads are blocked from displaying on your screen as you browse websites.

Spam filtering is the blocking of unsolicited emails. See the article on page 1 for more about dealing with junk email.

There are two popular Internet security suites available for home use: Norton Internet Security 2003 and McAfee Internet Security 2003. Norton won PC Magazine's® Editors'

Choice award. It contains antivirus software, a firewall application, parental controls, ad blocking, and spam filtering. Some of the reasons that it won the award were its solid functionality, application specific recommendations, straight - forward setup, and ease-of-use. It also comes with a LiveUpdate feature to download updates to the product, which is very important as the antivirus and firewall applications use signature files that always need updating.

McAfee offers similar functionality including a cookie filter and a browser-history shredder. The functionality of the McAfee product is comprehensive but is said to require more effort to properly configure.



**Beachwood
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SPAM! Are you tired of junk e-Mail?

What a waste of time. You come into the office, open your e-Mail, and spend the next five minutes clearing out the junk. Multiply that times the number of computer users in your company times the number of work days per year and you will see a real impact on the bottom line. What can you do to prevent getting on spammer's mailing lists and how can you block it from your in-box?

The answer to the first question is... not much. Spammers buy mail lists compiled from every conceivable source including company web sites, newsgroup messages, vendors willing to sell their customer lists, telemarketing efforts, etc. In addition, since sending email is free, they simply use smart guessing such as Bob5@earthlink.net. One thing to remember is to NOT reply to have your name removed from distribution lists. In most cases this just lets the recipient know they have a live e-Mail account to sell.

How you can cut down on spam reaching your in-box is a different story. The first thing you can do is to check with your ISP (Internet Service Provider) to see if it offers a spam removal service.

If you use Microsoft Outlook, you can manually add a sender to your Junk e-Mail Sender's list before deleting the message. Press Alt-A, arrow down to Junk E-Mail, and press your enter key a couple of times before deleting the email. If you do this consistently, after about a month you will find that about 50% of your junk emails will automatically delete when you first

open Outlook.

To further reduce the junk, rules can be set up either in Microsoft Outlook or in Microsoft Exchange to identify spam e-mail and take appropriate action. For instance, you can specify that any messages received from an entire domain will be blocked, or search for keywords in the subject such as "viagra". Unfortunately, spammers have tricks to get around some of these rules.

The best method is to set up a dedicated anti-spam application to screen all e-Mail. These programs use a variety of methods to identify spam. One important method is use of a downloadable "black list" that gets updated consistently in much the same manner as a virus signature list for anti-virus programs. At the corporate level, a program such as the SurfControl E-mail Filter has this functionality. See the article on the back page for information on programs for use at the pc level.



Management Letter

Happy New Year. We hope you had a great holiday season, feel rested, and are ready for a productive and rewarding 2003.

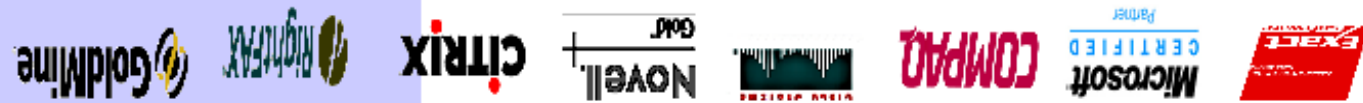
The lead article in this issue of *The Next Wave* is about the ever growing problem of unsolicited e-Mail. Each year junk e-Mail quadruples. Our clients are complaining loudly but thankfully solutions are appearing to deal with this nuisance. I suspect that before it is all over, Congress will get into the act much the same way they did with the Telephone Consumer Protection Act where rules were established on unsolicited telemarketing and faxing.

e-Mail is not the only problem on the Internet. Hackers attacking your pc, viruses, worms, trojans, scams, rot-gut web sites, and advertisements popping up constantly are just a few. A couple of products geared for the home market are mentioned on the back page and can help but, like all software, will offer a few problems from their own installation and usage.

Since nothing is perfect, I guess the big question is: are you better or worse off using the Internet?

Steve Rogers

Beachwood Systems Consulting is a full service computer firm providing consulting, PC & network support, ERP & CRM business applications, and Web and Windows based software development using Visual C++, Visual Basic.NET, Microsoft Access & SQL, and Seagate Crystal Reports.



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Tips and Tricks for



To install the Word Link on GoldMine 5.x with Word 2000 or Word 97 follow the steps below.

1. Download the latest copy of the Gmlink.dot from FrontRange.com to the GoldMine directory.
2. Open Word 2000 and select the Tools>>Macros>>Security menu and change the security setting to medium or low (not necessary with Word 97).
3. Open GoldMine and select Edit>>Custom Templates. Switch the username to Public in the upper left hand corner of the Document Management Center.
4. Find and double click on Blank Letter 2 or any .dot file under the 'Letters, Memos, and Faxes' icon on the left side.
5. 'Enable' macros and say 'Yes' to install the link. Accept the default settings in the installation wizard and specify the fax software before selecting the Save Preferences button. Click OK to avoid viewing the documentation.

Training is worth its weight in Gold! Why struggle when you can spend one day to become more productive all year? There are Intro, Intermediate, Advanced, Administrator, and many more classes available in January and February. For complete information on upcoming **GoldMine training classes**, please call or visit our web site: www.beachsys.com.

GoldMine System Review

Are you frustrated with your GoldMine system? Do you feel that your company can derive greater benefits from better use of the software? If so, Beachwood Systems' GoldMine System Review service may be what you need.

During the three or so week engagement, Beachwood Systems will use its extensive consulting expertise and experience with GoldMine to review your current implementation. The review will begin by interviewing individuals in your company to compile a list of concerns and opportunities. After speaking with users, the actual GoldMine configuration, usage, and procedures are analyzed. A preliminary report is prepared containing each important issue, a recommendation for correcting the problem or implementing the opportunity, and a discussion of the

resources required. A meeting is held where each issue in the report is reviewed in detail and prioritized before completion of the document.

By following the recommendations in the review service, organizations can expect resolution to chronic problems, improvement in staff morale, and most importantly increased efficiency and productivity.

Whether your GoldMine problems have arisen from a poor implementation, a lack of defined procedures that have resulted in inconsistent system usage, or employee turnover, it may be time to consider having a review conducted. After all, how much does it cost your firm in lost sales, customer turnover, and employee turnover using a problematic system? Beachwood Systems can help you get more out of your investment.

Macola Updates

At the end of 2001 Exact North America announced that Windows 95 is no longer a supported operating system for running Macola. Unlike other releases during 2002, Macola's 7.6.100 service pack A changes the situation in that the service pack will not even install on a Windows 95 workstation. Therefore it is imperative that prior to installing the 7.6.100a service pack you check to verify that no computers running Macola are using the Windows 95 operating system.

Exact North America is scheduled to release Macola v7.6.200 at the end of 2002. It will ship automatically to all end users that have current maintenance as of December 31, 2002. Version 7.6.200 contains 14 enhancements, many program corrections, and utilizes Crystal Reports v8.5 for the Integrated Crystal Reports.

Technologically Challenged

Tech: "O.K. Sam, let's press the Control and Escape keys at the same time. That brings up a task list in the middle of the screen. Now type the letter 'P' to bring up the Program Manager."

Customer: "I don't have a 'P'."

Tech: "On your keyboard, Sam."

Customer: "What do you mean?"

Tech: "'P' on your keyboard, Sam."

Customer: "I'm not going to do that!"



Exact's Macola ES Nears General Release

As the new year starts, Exact's Macola ES is nearing general release. We are told by Exact that the 20 controlled release sites are running smoothly, handling the software changes and updates in stride. These 20 sites are made up of both new sites and upgraded v7.6 sites. By upgrading existing v7.6 sites Exact has been able to run the database conversion program against live production data.

There are many new and exciting changes in Macola ES. This article, and articles in future newsletters, will discuss and present some of the new enhancements. One of the biggest changes is that the accounting modules have been replaced with Exact's Globe product from the Netherlands. The Globe product was the foundation for Exact becoming a worldwide software publisher.

As these modules have come from a different background you must familiarize yourself with some changes in terminology. This is to be expected and the new vernacular is nothing to worry about.

Macola ES has a 9-digit general ledger main account number field along with separate 8-character cost center and cost unit fields. The use of three separate database fields compared with using only one database field in Macola v7.6 allows for enhanced general ledger reporting and organizational capabilities. General ledger transactions posted in a batch mode from the sub ledgers in v7.6 are now posted to the general ledger real time as the transaction are posted in the submodules eliminating the Post From Sub ledger process in v7.6. Macola ES still provides the Distribution to General Ledger

reports in the sub modules should you want to review them.

One exciting change to Macola ES is the addition of the Excel Add-in. The Excel Add-in provides the dynamic link between Macola ES and Microsoft Excel. While the financial statements are now prepared using the Excel Add-in, the functionality is not restricted to only the general ledger as in F9. The Excel Add-in is available across the entire Macola ES application. This link allows you to generate your own reports in Microsoft Excel using Macola ES data, taking advantage of the features and functionality of Excel without having to key in or export and import data. You can refresh your worksheet real-time, giving you immediate up-to-date dynamic reporting capabilities.

Some of the Excel Add-in

reports that currently come with Macola ES are a balance sheet, profit and loss statement, cash flow analysis, trial balance, aging analysis, commissions due, and sales analysis report. Macola ES also allows the entry of budget information directly into Excel with the ability to update budget files in Macola ES.

Remember there are new hardware and software requirements for Macola ES that we will explain in future newsletters. Future articles will also discuss other changes in Macola ES and the vastly improved screen formats. Stay tuned.

If you would like to see Macola ES in more detail now, please contact us to arrange a presentation.



Macola Authorized Training

SPECIAL DISCOUNTS

10% off 2nd attendee, 20% off 3rd attendee, 30% off 4th+ attendee*

Accounting

3/12-3/14

Day 1: General Ledger & Month End/Year End

Day 2: Accounts Payable

Day 3: AR/Bank Book

Distribution

3/3-3/6

Day 1: Inventory Management

Day 2: Order Entry

Day 3: Purchase Order & Receiving

Day 4: Order to Cash Cycle & Purchase to Pay Cycle

Manufacturing Planning and Control (MPC)

2/5-2/7

Day 1: Inventory & BOM & Production Order Processing

Day 2: Master Scheduling / MRP

Day 3: Processing Transactions

ERP Manufacturing

2/18-2/21

Day 1: Inventory & BOM

Day 2: Standard Product Routing

Day 3: Shop Floor Control

Day 4: Manufacturing Cost Acctg

System Administration

1/22-1/23

Day 1: System Manager

Day 2: Database Tips, Client Setup, File Purging, & Troubleshooting

Crystal Reports for Macola

2/11-2/12

Day 1: Creating Reports & Selecting and Sorting Records

Day 2: Creating Formulas & Formatting Sections & Presentation Quality Reports

*Please see our web site, www.beachsys.com for details and current schedule information.