

Month's Focus

Certifications!

Our staff has been working hard to obtain certifications that will help with the growth and knowledge of our next step into security.

We would like to congratulate the following techs for working hard and obtaining certifications:

Billy Robenolt—SonicWall
Network Security Basic Admin

Gary Frisco—CompTia IT
Fundamentals

Joe Pyzowski—CompTia
Security +

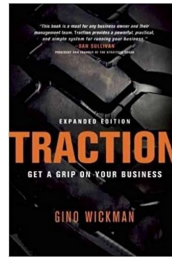
Stephen Badorrek—Barracuda
Backup Certified Engineer.

Shawn McElravy—CompTia IT
Fundamentals

These certifications are a perfect companion to the CompTia Security Trustmark + Certification (which we are still the 1st and only in PA), that PC Works Plus earned in 2017.

We are dedicated to helping our customers with their security and business continuity.

More certifications to come next month!



Ready to get some *Traction* in 2018?

For the past year, PC Works Plus has been gaining traction by using EOS (Entrepreneurial Operating System). This has strengthened our business by motivating others in our company to be interested in the growth of PC Works Plus. It has also given us vision on where we want to go as a company and helped us lay out our roadmap towards our security services.

This is all based on the book *Traction* by Gino Wickman. The book is a compilation of several ideas and philosophies, from authors and other business people.


It tackles what Gino refers to as the “Five Common frustrations”

1. Lack of Control
2. People
3. Profit
4. The ceiling
5. Nothing's working

You know as a company in this ever changing world, that it can sometimes be frustrating not knowing how to take the next step or how to keep from spinning your wheels. Sometimes we need to just step back and look at the successes of other companies to see what they are doing to help them to the next step.

Check out the blog <https://blog.eosworldwide.com/blog> for some tips on how to grow and get traction in your own business.

If you only get one bit of advice from this book, I would highly recommend the [Level 10 Weekly Meeting](#). It was the first thing we implemented and it was such a success, we really took the rest of *Traction* to heart.

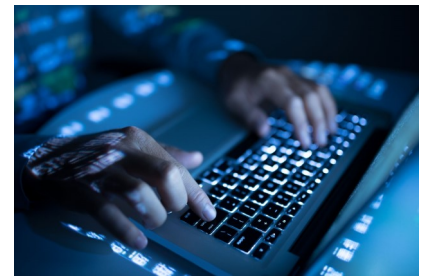
 We are offering a **FREE**, *Traction, Get a Grip on your Business*, book to the **first 10 people** to email Terra Wertz at twertz@pcworksplus.com.

This is not a sales pitch for the book, but just a little bit of advice on something that we feel has helped us become a stronger company.

Speaking of **FREE**... Have you taken advantage of the **FREE** 30 minute on-site training session with your employees? David Wertz will conduct a personalized training session for your industry. This training will help you determine if [“You may be the biggest security risk”](#) when it comes to cybersecurity.

To schedule your **FREE** training, please call 814-742-9750 or email compliance@pcworksplus.com.

Preparing for your Taxes? So are the Hackers



With tax prep time coming, don't fall victim to the W2 Phishing scam. The cyber criminals are using sophisticated social engineering to con payroll, HR departments and employees into giving info about employee W2s in order to file tax returns.

With awareness of this scam, you can be protected. Here are some signs:

- √ The typical phishing scam looks like a high level executive or an owner asking the employee to provide their W2 data or other tax related info to them by replying to the email or sending the info to another person.
- √ Watch for the urgency in the request. If they need the info NOW, because they need to process something today, it is probably a scam.
- √ Watch for the email in which the request is coming from. Is it really the email address that you know? They will use the signature block in the email that looks legit, but pay more attention to the actual email. Just one letter off on the spelling or if it is coming from a yahoo or gmail account, when you have a person@company.com email address is a warning sign.
- √ Pick up the phone and call. If you suspect that the email might not be legit, CALL. In this age of digital communication, we usually use the phone or in-person communications as a last resort. It is gone to the wayside like cursive writing.
- √ *Don't be embarrassed if you get caught up in their scam.* You are not alone and they are very good at manipulating you to get what they want. The quicker you can realize that you are being duped, the quicker you might be able to alert the correct authorities.



Email and Windows Maintenance

Deleting unwanted emails and emptying your trash in Windows helps performance of your PC.

Here are some tips:

- ⇒ Like its physical world counterpart (Garbage Can), the Deleted Items folder can be emptied very easily (right-click and then click Empty) causing permanent loss of your filed emails. Do not file any emails that you want to save in the deleted files.
- ⇒ If your Outlook data file ever gets corrupted due to file size etc. automated recovery programs may try and empty out your Deleted Items folder which could result in the loss of your data.
- ⇒ IT Support people helping you with speed problems in Outlook may empty your Deleted Items folder before optimizing your file.

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