J B Nagar CPE Study Circle

Technology Clinic
Dec 15, 2019

CA Dinesh Tejwani | CA Maitri Chedda | CA Mitesh Katira | CA Adarsh Madrecha

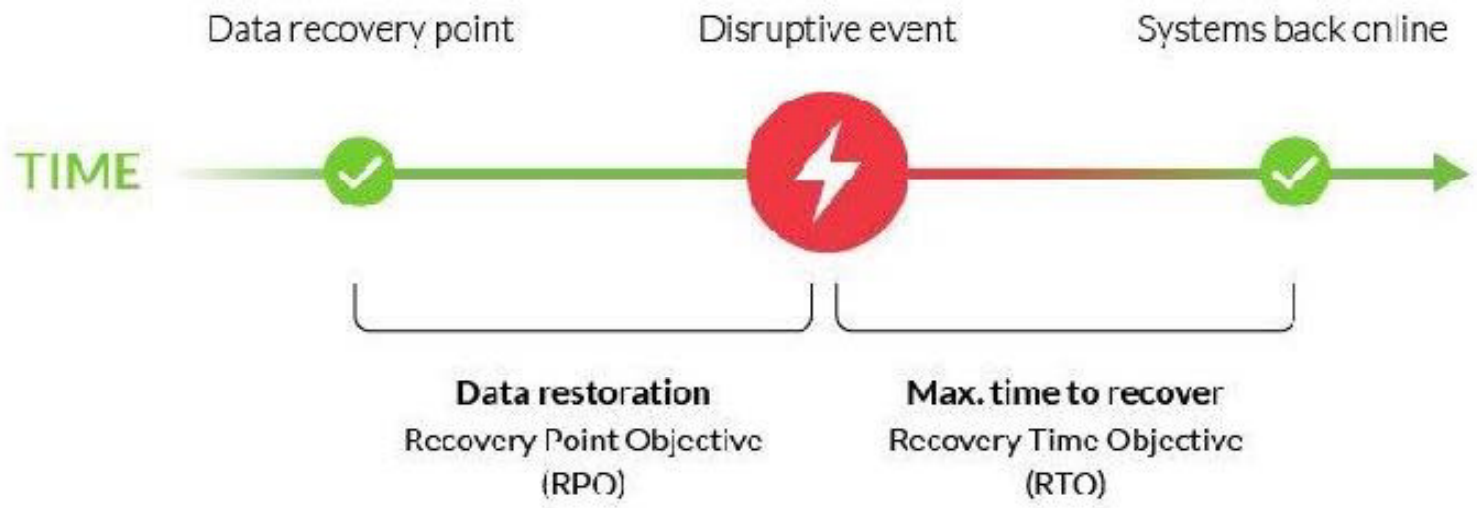
Disclaimer

- All logos, brands and domain names are registered and / or unregistered trade marks of their respective owners and are used only for representative purposes

- All recommendations about a product / service is based on each panellist's individual research , is recommendatory in nature and is no way purported to promote it

Loss of Data

Automated Backup Management



File Deleted	4 Hours	5 mins
HHD Crash	1 Minute	30 Seconds
Malware Attack	1 Day	1 Day

Options

Acronis

FreeNAS™

Online & Offline Backup Tools

Acronis	Overall Backup System	3600	1 PC	Online + Offline
IDrive	Just Online Storage	7500	Unlimited PC	Online
BACKBLAZE	Online Backup	4300	1 PC	Online
EaseUS	Offline Backup	Free	1 PC	Offline
PARAGON SOFTWARE	Offline Backup	Free	1 PC	Offline

Offline Online

	Any Automated Tool Acronis	Any NAS/Server FreeNAS
Price	Software + Existing Hardware	New Hardware
Raid HHD	✗	✓
Access Management	✗	✓
Ease of Setup	✓	✗
Ease of Use	✓	✓
Versions	30 Online/Unlimited Offline	Unlimited
Speed of Access	No Change	Super Fast
Malware	Backup Restore	Auto Protection
OS Backup	✓	✗
Restore	On server	Any PC

Back Up

- Offline Backup tools provide daily report after backup is complete
- Online Backup ensures data is always present. Even deleted data is available for certain period
- Data Restore speed issues

Online V/s Offline Backup

Parameter	Online	Offline
Backup Speed	Slow	High
Restore Speed	Slow	High
Encryption Level	High	Moderate
Risk of data loss	Negligible	High
Storage Requirement	10% of actual data	Same as data size
Tool	Amazon Drive Backup	Sync Back Pro

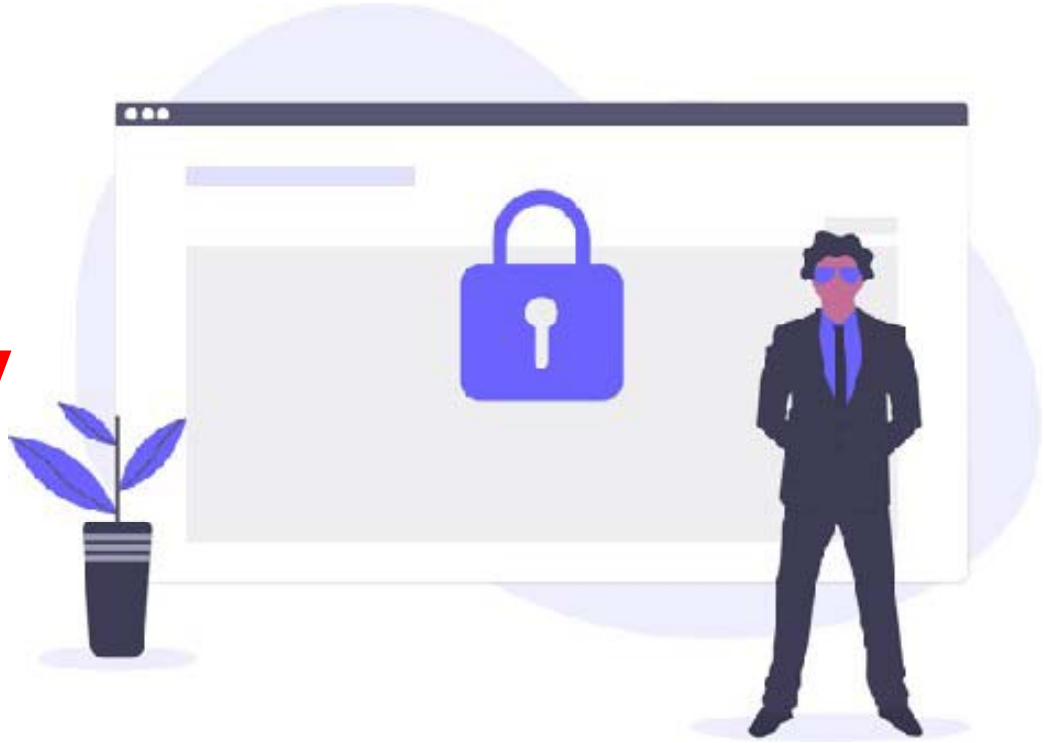
Back Up of Data within Software

Tally Back Up

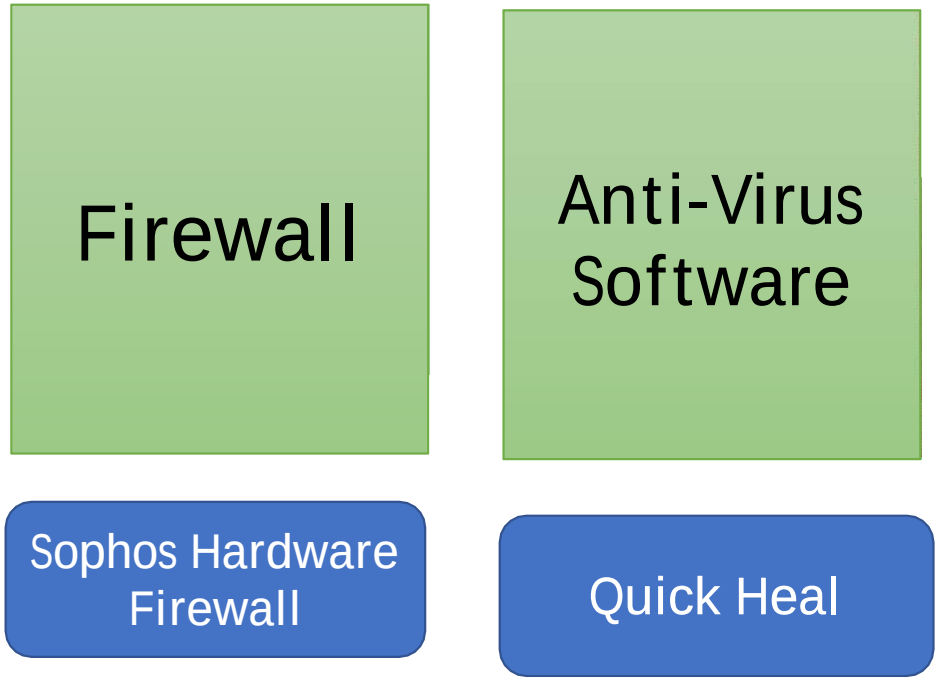
Data folder of Tally

Encrypted Back Up by Tally

Data Security

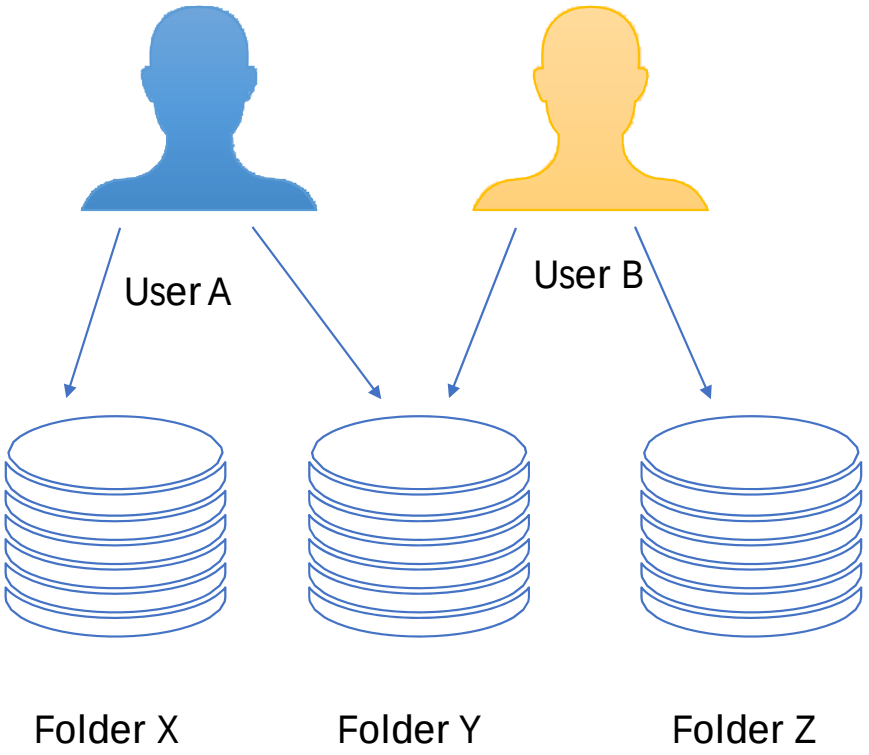


Protecting Data against theft and hacking



Protecting Data against theft and hacking

Microsoft Active Directory



Protecting Data against unauthorized copying/use

Encryption

Windows 10

Bitlocker

Data Classification

User Access Control

Accidental Deletion of data

- **Solution 1. The Ctrl+Z Function to Undo Accidental Deleted Files**

- **Solution 2. Restore from the Recycle Bin to Undo Deleted File**

- **Solution 3. Restore from the Backup**

- **Solution 4. Data Recovery Softwares**

Data Recovery Software

- **#1 – MiniTool Power Data Recovery**
- #2 – **Disk Drill**
- **#3 – Recuva – Recover Anything From Anywhere**
- **#4 – UnDeleteMyFiles Pro**
- **#5 – EaseUS Data Recovery Wizard**

Protecting data against editing once work is over

File Level

- Protect Document
- Encrypt with Password
- Restrict Editing
- Formatting Restrictions
- Add a Digital Signature (Lock Lizard)
- Mark As Final
- Edit Anyway
- Converting to a PDF File

Folder Level

- Lock and Encrypt folder
- User Access Management

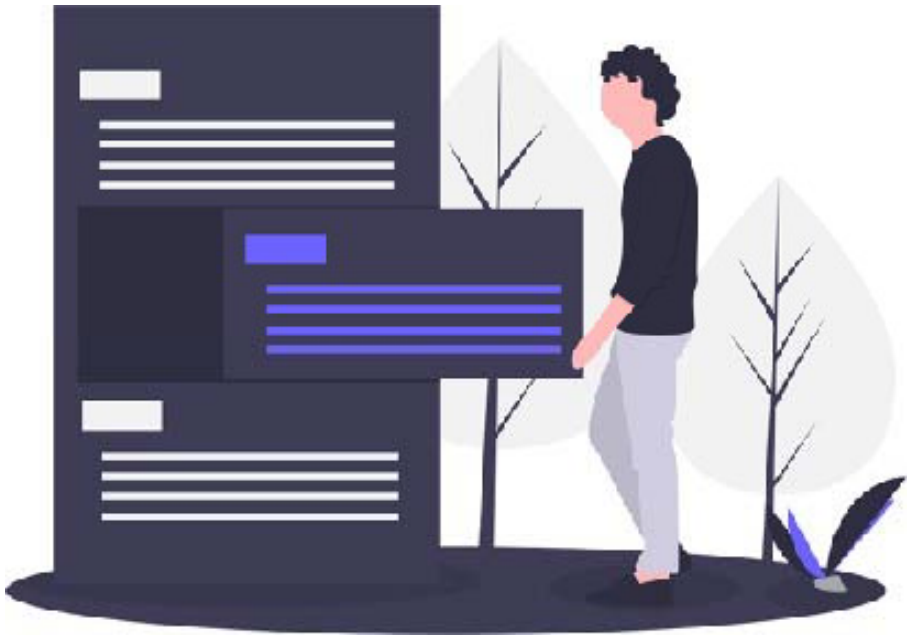
Accidental Deletion of Data

- There is no sure way to prevent it. It can be on purpose or accidental
- Strong backup systems is easy way to get back deleted data

Protecting data against editing

- We generally work with word, excel files. These files can be password protected to protect against accidental editing
- A separate folder with only read rights can be created to store all final files

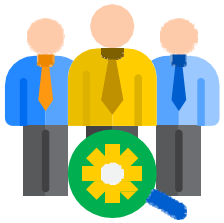
Practice Management



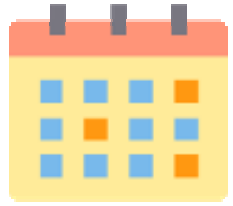
Practice Management Solution

Access Managed Sharing

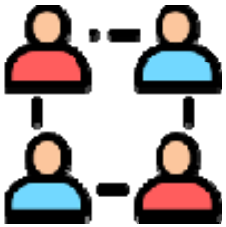
Bird's Eye View



Single Source of Truth



Deadline Chasing



Team Collaboration

Transparent Actionables

Efficiency Tracking

Progress Tracking

Practice Management Options

Price per user per year

Jamku

1000

CA Dashboard

1100

My Task

1150

CA Office Automation

1800

CCH iFirm

2800

General Purpose

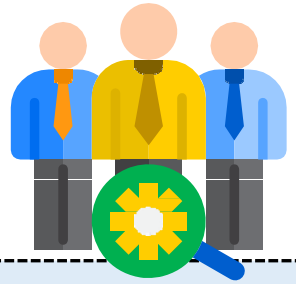
Trello

slack

Microsoft Teams

asana

Challenges in Implementing Practice Management Tool



NO Single Source of Truth

Poorly defined Objectives

Lack of Accountability

Top 3 Reasons

Practice Management Tools : Papilio Experience

- Client Dash Board
- Document Management
- Time and resource planning
- Cost estimates
- Estimated v/s Actual profitability
- Audit planning and work allocation

Practice Management Tools : Common Challenges

- Resistance to change
- Data Collation
- User Creation
- Rights Management
- Training

Speed Issues

Recommended PC Configuration

CPU

i5 – Heavy Calculation > Higher than
i3 – Normal load 7th Generation

RAM

8GB

Minimum
DDR3 & 1600Ghz

Storage

SSD
Is Must

256 GB
Will be sufficient

For best productivity – Updated Windows 10 + Office 365

CPU Price

i5 8th Generation
8GB DDR3 1800 GHz
256GB SSD

Rs 20,500

i5 9th Generation
8GB DDR4 2400 GHz
256GB SSD

Rs 26,800

+/- 7%

PCs getting slow & PC Configuration

Uninstall Programs You Don't Use

Run a registry cleaner

Reset Your PC / Reinstall Windows

Old computer -> Upgrade

6 Tips on improving speed of Windows PC

Storage sense

On

1

Storage sense runs automatically when you're low on disk space.
We cleaned up 0 bytes of space in the past month.

Run Storage sense

Every week

Temporary Files

Delete temporary files that my apps aren't using

2

Delete files in my recycle bin if they have been there for over

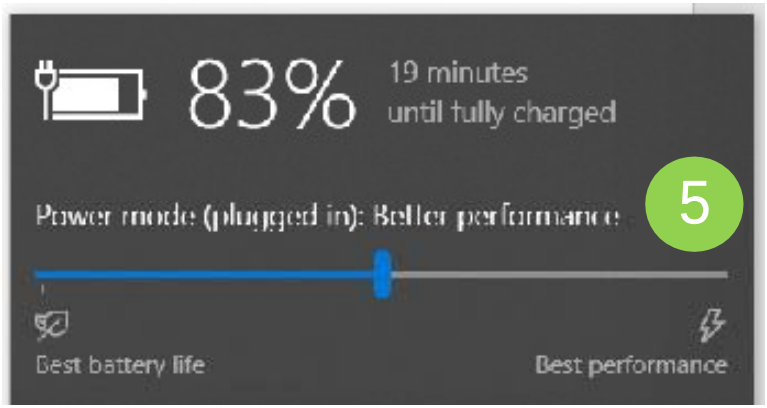
30 days

3

Delete files in my Downloads folder if they have been there for over

30 days

4



Startup

HD Audio Background Process
Realtek Semiconductor
On
Not measured

HIVE Streaming Desktop Helper
Hive Streaming AB
On
Not measured

Icon345C9AAD.exe
On
Not measured

InstallFirefoxCertificate
On
Not measured

Microsoft OneDrive
Microsoft Corporation
On
Not measured

Microsoft Teams
Microsoft Corporation
6
Off
Not measured

Never Defrag SSD

PCs getting slow & PC Configuration

Lighten Your Web Browser

Free Up Disk Space

Scan for Malware and Adware

Defragment Your Hard Disk

PCs getting slow & PC Configuration

Find Resource -Hungry Programs

Close System Tray Programs up arrow icon at the bottom-right corner of your screen

Disable Startup Programs Task Manager - Startup Tab

Reduce Animations

Internet getting slow - **Coax Splitters**

Internet Getting Slow

Check Your Speed and Compare It to Your Plan

Reboot Your Modem and Router

Improve Your Wi-Fi Signal

Stop Saturating Your Connection (or Try QoS)

Try Another DNS Server (Technical)

Call Your ISP and Report the Problem

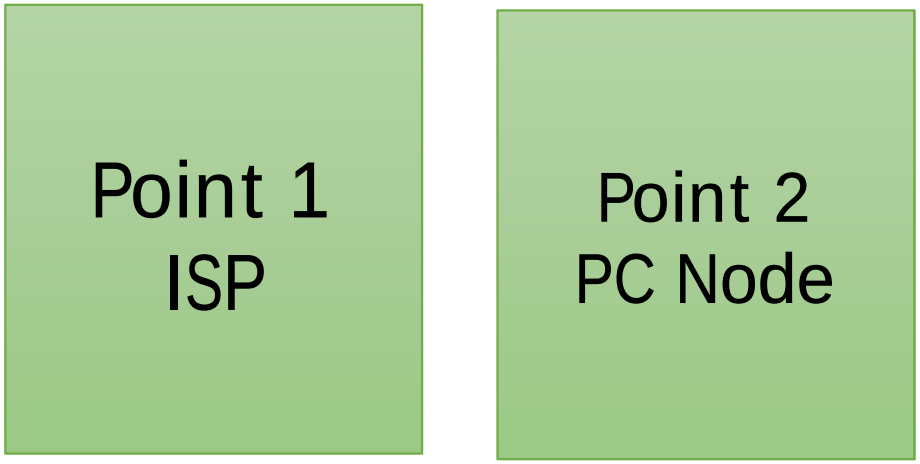
PCs Getting Slow

Malware and Virus

Microsoft Startup services

Boot Disc Space

Internet Getting Slow



Remote Working

Safe tools that permit remote working

- Google Drive (Gsuite)
- Office365
- Set up Private VPN
- TeamViewer
- Anydesk
- CloudBerry Remote Assistant – Best For Individuals
- Real VNC
- UltraVNC

Remote Working

No remote working Tool is safe

VPN

IT Tools across years : APMH Experience

2006	2009	2012	2014	2015	2016	2018	2019
TaxBase	Calendar	DropBox	Papilio	G Drive	GreytHR	ERP Next	C Backup
ST Easy		IPRO	Canvas	G Forms	FreshDesk	Website	
G Apps			KDK	EasyAuto			
			CMS				

Thanks
Any Questions ?

dktejwani@gmail.com | maitrichheda@gmail.com | mitesh@apmh.in | Cadarshmadrecha@gmail.com