Password Management … continued from page 1

your password periodically. For those of us that do not have a perfect memory, here are some options to keep track of it all.

The simplest option is to record usernames and passwords in a Microsoft Word document and then password protect the opening of that document. Another option is to enter them into a contact management system such as GoldMine or Microsoft CRM and then make sure that access to the database is well secured. This approach is especially useful when you need to share an account for a workgroup.

There is now a class of software utility designed for the problem of tracking multiple passwords and usernames. These password managers come in a couple of flavors: software only, and software plus biometric hardware to read, for instance, your finger print. Some popular choices include:

RoboForm Pro (www.roboform.com) keeps an encrypted list of all your passwords. You only need to remember a single master password. RoboForm can complete standard information on a web site such as your name, address, and telephone number as well as supply your user name and password.

LoginKing (loginking.com) offers a similarly highly rated program.

APC (www.apc.com) has a device, the Biometric Mouse Password Manager, which is a fingerprint reader built into an optical mouse. It comes with Softex's OmniPass password manager software. You can log onto web sites with a touch of your "registered" finger. Directories and files can also be encrypted.

Citrix (www.citrix.com) offers an enterprise solution called Password Manager, a single sign-on (SSO) solution for accessing password-protected Windows, Web and host-based applications.

Auto-logons ... are they safe?

Internet Explorer has the ability to remember user names and passwords if you give it permission to do so. In general it is safe to do so if you have protected your pc with strong passwords to begin with. We also recommend to set a boot-up password in your system's BIOS. That way, if your pc is lost or stolen, there are two layers of protection. Here's a tip regarding the use of the AutoComplete password entries. To delete an individual saved entry, go to the log on box on a web page and double-click. The saved AutoComplete entries will display. Scroll to the one you want to remove, and press the Del key.

Beachwood Systems Consulting

Management Letter

Spring has sprung in Cleveland and all is good again. With the better weather you will probably be using your computer less and have more chance to forget your passwords to websites and other key secured programs and data. This issue of *The Next Wave* has a few tips for dealing with all of those passwords and for making them a stronger barrier for your privacy.

Speaking of privacy, we cannot overemphasize the need to use a good anti-spyware program in conjunction with your anti-virus program. Our favorite is SpySweeper v4.5 which is produced by WebRoot. You can download it straight to your computer, and for $40 be protected for two full years. Some things are a bargain in life and if you value your credit rating, this is one of them.

Have you backed up your files on your local hard drive recently? Your hard drive will crash ... its just a matter of when, so backup today!

Happy Computing,

Steve Rogers

Passwords, Passwords, and more Passwords!

With identity theft on the rise, password cracking dictionaries and programs getting more sophisticated, and the leading anti-spyware package scanning for over 135,000 known threat traces, there is good reason for you to be concerned about the passwords you use. This article presents ways you can better protect your information and yourself.

Most web sites rely on a simple username and password for authentication. There are even many banking and investment websites that use your social security number or email address as the user name thus making it twice as easy for the professional hacker to gain access to your information by only needing to break the password.

What makes for a secure password? Here are some Do's and Don'ts.

- Make sure that any local accounts including the local administrator account on your Windows computer has a password and is not set to blank.
- Make sure your passwords are at least 8 characters.
- Do not use just letters that spell a word you can find in the dictionary.
- Include at least one number and special character.
- Mix in upper and lower case letters in unusual ways.
- Substitute special characters for letters such as @ for a, $ for s, or 3 for E.
- Consider using a pass phrase rather than a password when the program permits longer passwords, e.g.

"cl3ve!@nd^R0cK$"

- Do not use available personal information such as a birth date, pet's name, street address, or your name in the password.
- Use a password that is easy to remember so that you do not need to write it down on a post-it note and stick it to your monitor.
- Do not ever give your password out to someone you do not know, for instance, a person "calling from tech support to assist you with the computer problem you reported".
- Change your passwords every couple of months.

One of the problems computer users face today is the shear number of usernames and passwords created for various purposes. Best practice says to not use the same username and login for your important sites, but rather make them unique. Some of these logins may be ones that are used only occasionally, or the password is being entered automatically via an auto-logon and hence is soon forgotten. The problem is compounded if you follow the recommendation to change

Look Inside…

GoldMine Training

Introduction to GoldMine
5/4, 6/8
Topics include: working with contacts, managing activities and letter writing.

Intermediate GoldMine Functionality
5/11, 6/15
Topics include: Working with data subsets including filter and group creating and performing tasks.

Advanced GoldMine Features
5/18, 6/22
Topics include: the opportunity/Project Manager, GoldMine Report Writer and Automated processes basics

Power User Package
Special pricing on a bundle of Introduction, Intermediate, and Advanced classes.

The following classes are available on demand:

Administrative Capabilities
Topics covered are designed to help your IT staff administer GoldMine

Automated Processes
This one day class is for users interested in automating their business processes.

GoldMine Report Writing
Covers writing reports in GoldMine report writer and Crystal Reports.

GoldMine Administrator Package
Special pricing on a bundle of Administrative Capabilities, Automated Processes, and GoldMine Report Writing classes.

*Training is worth its weight in Gold! Take time to obtain knowledge that has a year after year Return-On-Investment. For costs, student discount information, and class schedules for upcoming **GoldMine training classes** please call or visit our website: www.beachsys.com .

Using Goldmine with Exchange or Lotus Notes

Many organizations have two systems in house for managing communication and scheduling. GoldMine is often used for customer relationship management including sales, activity tracking, and the main contact database, while Outlook or Lotus Notes is used for scheduling and email. Maintaining both of these systems with up-to-date information can be time consuming and confusing. Integration products offer a way around this problem.

FrontRange Solution's GoldMine Integration Services for Microsoft Exchange (GISME) is used to allow users to maximize productivity and spend less time looking for contact information and coordinating schedules. This product features: calendar synching which allows Exchange users to schedule meetings with GoldMine users; availability checking giving users access to other users' availability on his or her GoldMine calendar from within the Exchange scheduling tool in Microsoft Outlook; synchronization of GoldMine contact information to a public contacts folder in Exchange to allow Exchange users to see GoldMine contact information; and web access and update ability to GoldMine contacts through Outlook Web Access.

GoldNotes by BDS enables Lotus Notes and GoldMine users to have email, contact and calendar synchronization. The email integration includes the ability to retrieve email addresses from GoldMine and bring them into the Lotus Notes for sending.

Microsoft CRM 3.0
Customer Relationship Management

Although you would think it to be one of the easier tasks, the hardest part of an implementation of a CRM solution in an organization is to get users to input data in a consistent and timely manner. Microsoft Dynamics CRM 3.0 addresses this problem and is an ideal solution for many companies because of its familiar interface, and its ability to customize field labels to use terminology specific to your organization.

Microsoft CRM seamlessly integrates with Microsoft Outlook and the rest of the Microsoft Office family. Users are familiar with the Outlook-based interface and can start using CRM almost immediately. Users can enter information into the CRM just like they would any other contact, task, or appointment in Outlook, and with one mouse click, transfer the data into CRM.

Microsoft CRM is built to be customized to work the way your business already works through personalized work environments, renaming of any predefined system element, and the ability to define relationships across custom and predefined elements. A user is able to customize his or her folders and workspace to fit their needs for their particular job and place them into a format that makes sense to them.

New to version 3.0 is the ability to establish links between customers through both predefined fields and custom fields to ensure that information can be located quickly.

If you have any questions or are interested in Microsoft Dynamics CRM 3.0, please call us and we will be happy to discuss the product in more detail.

Batch 360 for Macola ES

Exact Software has released a major new update for Macola ES and e-Synergy called Batch 360. Included in the release are many bug fixes and enhancements to increase productivity.

Batch 360 supports the Capacity Requirements Planning (CRP) module should your company choose to use it. This "infinite" capacity reporting system allows your company to report both man-hours and machine-hours by work center, by period, and allows management to identify bottlenecks in production so as to distribute work more effectively.

Some of the added functionality of Macola ES with Batch 360 includes:
- Use of either Crystal Reports 10, or Crystal Reports 8.5 if you do not have customizations to integrated reports.
- Void dates being added to the process of voiding AP Checks
- Inter-company transaction support has been added to the general ledger to automatically add journal entries to subsidiary companies when using inter-company journals.
- Buyer/Planner maintenance has been significantly improved.
- Improved security in System Manager

Some of the added functionality of e-Synergy includes:
- Credit card information has been added to the contact screen
- Ability to customize mandatory fields in the account and customer cards.
- New feature to maintain document groups by document types.
- New ability to customize forecasting reports.

Please feel free to contact us with any questions regarding upgrading to Batch 360, Macola ES, or e-Synergy.

Crystal Reports v10

With Batch 360 for Macola ES, and Service Pack C for Progression 7.6.300, you can now choose to upgrade to Crystal Reports v10 or stay on v8.5. Here are some considerations.

Crystal Reports version 10 has some new features including a Formula Workshop and Formula Expert making it easier to create formulas. It allows you to connect to heterogeneous data sources such as a SQL database and a xBase file within the same report. And it has an interactive tool for drill-down level functionality.

Version 10 is licensed differently. You can no longer compile reports to EXE's and distribute them to users to run royalty free. Instead, you need to purchase a "run-time license" for each user that you want to run a custom written Crystal Report. Each person that is going to create reports needs to have a "developer license".

Crystal Reports 10 is only compatible with Windows 2000 and Windows XP operating systems, so before the decision is made to upgrade, ensure that all users of Crystal Reports are running on one of these two platforms.

Macola Training

Accounting
5/23/06 to 5/25/06
Day 1: General Ledger and Month End/Year End
Day 2: Accounts Payable
Day 3: AR/Bank Book

Distribution
6/13/06 to 6/16/06
Day 1: Inventory Management
Day 2: Order Entry
Day 3: Purchase Order & Receiving
Day 4: Order to Cash Cycle & Purchase Order to Pay Cycle

Manufacturing Planning and Control (MPC)
7/18/06 to 7/20/06
Day 1: Inventory & BOM & Production Order Processing
Day 2: Master Scheduling / MRP
Day 3: Processing Transactions

ERP Manufacturing
5/9/06 to 5/12/06
Day 1: Inventory & BOM
Day 2: Standard Product Routing
Day 3: Shop Floor Control
Day 4: Manufacturing Cost Accounting

System Administration
7/25/06 to 7/26/06
Day 1: System Manager
Day 2: Database Tips, Client Setup, File Purging, & Troubleshooting

Crystal Reports for Macola
6/6/06 to 6/7/06
Day 1: Creating Reports and Selecting and Sorting Records
Day 2: Creating Formulas, Formatting Sections, and Presentation Quality Reports

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