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PICPA Tech News

January 13, 2004

Welcome to PICPA's *Tech News*. This new member benefit brings you the latest technology and productivity information and tips from around the country. The newsletter will be sent weekly to [PICPA members](#) who elect to receive it.

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[Seven Steps to Success for Business](#)

[Wilson County News \(Texas\) \(01/07/04\)](#)

Office productivity can be increased through small changes in the office; changes that can also promote better business results. These include protecting information through virus protection and operating system updates, securing confidential data on digital copiers and other devices, storing critical files in an off-site repository, and reducing clutter by scanning papers into electronic files or e-mail. Upgrading technology for document handling can save money, and unreliable or outdated equipment can be replaced by more economical models, and Web sites should have current information that is easy to navigate and print.

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Grooving with Small Business
Instant Messaging Planet (01/06/04); Blackwell, Gerry

Groove Networks' low-cost online group collaboration application Groove Workspace is a peer-to-peer-based system that requires only an Internet connection and a downloaded program, thus appealing to small businesses who lack the funds for maintaining IT overhead. Licensing for the tool costs between \$70 and \$200 per seat, depending on the version. Workspace integrates text- and voice-based instant messaging, presence awareness, and a secure virtual work space where team members can review and edit documents together while maintaining discussion threads. Particularly appealing to businesses is its document review function, which automatically sends any changes made to a document by one member to the rest of the members. Structured information created and stored using Workspace can be shared, and minutes can be taken at online meetings.

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Diving into Document Management
Practical Accountant (01/04); Stimpson, Jeff

While many companies have long stored paper documents for their clients, electronic document management is altering the practice. Current technology, such as the Web and standard document-imaging systems, play a large role in how certain companies handle their paper load. Companies usually have to pay for new hardware and the document management software, but some companies have saved on start-up expenses by employing ASP-type, Web-based solutions. The change to electronic document management appears to go best when a company establishes enterprisewide, document-naming conventions, and has a structured network to keep the files. A document management system also works best when it is phased in gradually, over a period of one to two years, according to experts.

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Power These Up!
Wireless Newsfactor (01/06/04); Keith, Shaw

Converged devices offer businesses convenience and the opportunity to increase their productivity. Handspring's Treo 600, is small but still includes an embedded keyboard and access to wireless e-mail. Treo 600, which works on the Palm system, also offers a speaker and a conference calling feature, and is available on GSM/General Packet Radio Services wireless networks run by AT&T Wireless and T-Mobil, as well as a Sprint model that runs on a CDMA 1x network. Forward Solutions' Migo USB Flash device allows users to replicate, store, and access documents from the past 30 days, and enables users to transfer Internet-based e-mail. Similarly, Kanguru Solutions' USB Flash device, Kanguru Wizard, helps keep users' data confidential by moving it through a "virtual drive" that can be made to "disappear" from other users. **StealthSurfer's** USB device enables users to connect to the Internet via a kiosk or other public computer and includes features that help users prevent their private data from being left behind on public machines.

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