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## **OPEN LINE PRESENTATION**

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### Guest,

### Welcome to:

### **Mobile Work Force**

Presented by Lighthouse Consulting Services, LLC



**Featured Guest:** Victor Avalos The Lab, Information Services, Inc. 213-596-7210

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Host: Dana Borowka, MA CEO, Lighthouse Consulting Services, 110

**Author of Cracking The Personality** (310) 453-6556, ext. 403 dana@lighthouseconsulting.com













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## A Mobile Workforce is a group of employees that...

- Work at varied locations
- Are inter-connected via the internet using:
  - Computers
  - Smartphones
  - Tablets and other 'connected' devices



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## The Office, Anywhere and Everywhere



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## **Challenges connecting the Mobile Workforce**

- Choosing the right tools and services
  - eMail, Calendar, and Contacts
  - Back-office Applications
    - Accounting
    - Customer Management
    - Product/Inventory Management
  - File Sharing
  - Phones/PBX
  - Security and Management



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## 2 Ways to Execute a Mobile-First Strategy

- 1. 'Move' existing servers to the cloud and open them up for internet/remote
  - o Pros often, this is quick and easy to do
  - o Cons adding 'hosting' and security costs to your already existing maintenance costs
- 2. Migrate existing in-house applications to their cloud counterparts or cloud alternatives
  - Pros the cost for security and compliance is built-in to the service fee
  - Cons Planning for a migration without loss of service/productivity



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## eMail, Contacts and Calendar

- Is it time to eliminate the need of managing an email system in-house?
- Office365 or Google Apps should be the minimum standard of features functionality
  - Security
  - Collaboration
  - Universal Access
  - The right amount of productivity for a great price per mailbox



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## Office365 and Google Apps Offer...

- · Cloud eMail, Contacts, and Calendar
- eMail security (spam, virus and phishing detection, etc) built-in
- Significant storage space
- · Easy to implement
- Low-cost per user fee
- Ancillary applications/services
  - Microsoft Skype / Google Hangouts (internal/external meetings)
  - Microsoft OneDrive / Google Drive
  - Social/Team Collaborative Tools (internal/external tools to engage)



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## **Back-office applications**

- Can be the hardest to make mobile
- Large systems with servers and proprietary software
- Smaller, specialized vendors that were late to the party
- · Sometimes requires a 'scrap and implement new cloud-first alternative' approach



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## **Documents and Files**

- Make sure that your work files and papers are securely available electronically
- If starting today, prioritize your electronic document project based on job function with 'for mobile' being the leader or catalyst
- It may not be necessary to 'scan' everything or make everything available online



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## **File Sharing**

- Is it time to eliminate managing a file server in-house?
- Use the Cloud
  - Leverage Sync
  - Leverage Sharing
  - Leverage Security
  - Leverage Audit and Compliance
  - Leverage Version Control



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## Phones/PBX

- Is it time to eliminate the the phone system in-house?
- Outsourced Cloud PBX Services
- Service that is always on with plenty of redundancy built-in
- Simple to understand per user pricing model
- Unlimited US calling (no more VARIABLE telephone usage costs)
- · Find me, follow me to cell/remote phone
- · Fax and voicemail transcription to email
- Ability to make a cell/remote phone a part of the phone system



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## **Security & Management**

- Internal (DIY) Security Management
  - o Can be very costly to get the right people/person with the right skillset to protect your in-house environment
  - Remember to complete periodic compliance audits that are validated by a third party
- External Security Management
  - o Security & management should be a priority when contracting external
  - o Comprehensive reporting and management tools are a must
  - · All Services must meet the minimum compliance requirements and
  - You are only as secure as your weakest link (compromised computers, uninformed employees)

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## Thank you for attending **Mobile Work Force**

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