SAMPLE: MADE-UP BUSINESS

# IT check

Harbourside Design Studio

**PREPARED FOR**
Harbourside Design Studio
(an example business, 6 staff)

**CHECKED BY**
Sync Tech NZ
0800 SYNCED

**DATE**
An example date

Thanks for having us in. The basics are in good shape: everyone is on supported Windows, antivirus is running and you hold your own Microsoft 365 logins. The two things we'd sort first are your backups (there's no copy away from the office, and a restore has never been tested) and two-step sign-in, which is only switched on for one account. Neither is a big job.

**4** Risks

**9** Need attention

**11** Good

## What we'd fix, most important first

1. **Add an off-site / cloud copy of the backups.**
2. **Test a restore so we know the backups actually work.**
3. **Turn on two-step sign-in for every account.**
4. **Separate guest WiFi from business devices.**
5. **Set up automatic backups of all business files and systems.**

Plus 8 smaller tidy-ups, marked "Needs attention" below. We'd do these over the following weeks.

## Everything we checked

### Backups

| | |
|---|---|
| Important files and systems are backed up<br>Some folders only; the accounts files aren't included | Needs attention |
| A copy is kept off-site or in the cloud<br>One USB drive, left plugged in next to the PC | Risk |
| A restore has been tested recently<br>Never tested | Risk |
| Microsoft 365 email and files are backed up | Needs attention |

### Security

| | |
|---|---|
| Antivirus / protection on every computer | Good |
| Windows and apps are up to date<br>Two PCs are months behind | Needs attention |
| Two-step sign-in (MFA) on email and Microsoft 365<br>Only on the owner's account | Risk |
| Passwords aren't shared or written down<br>One shared login for the accounts software | Needs attention |
| Staff don't use administrator accounts day to day | Good |
| Former staff accounts are closed<br>One account still active from last year | Needs attention |
| Staff know how to spot scams and fake invoices | Good |

### Email & Microsoft 365

| | |
|---|---|
| Email uses their own domain | Good |
| SPF, DKIM and DMARC set up<br>SPF only | Needs attention |
| The business holds the admin logins | Good |
| Right licences, none paid for and unused | Good |

### Computers & devices

| | |
|---|---|
| Every computer runs a supported Windows / macOS | Good |
| No computers past about 5 years old<br>Reception PC is about 6 years old | Needs attention |
| Laptops are encrypted (BitLocker / FileVault)<br>1 of 3 laptops | Needs attention |

### Internet & network

| | |
|---|---|
| Router / firewall is business-grade and updated | Good |
| WiFi covers the whole site reliably | Good |
| Guest WiFi is separate from the business network<br>Visitors use the main WiFi | Risk |

### Software & suppliers

| | |
|---|---|
| Software is licensed and supported | Good |
| Logins, licences and settings are written down somewhere safe<br>In a notebook in the office | Needs attention |
| Renewal dates are known (domain, licences, warranties) | Good |

This was a quick, free 30-minute look, not a full audit. Questions? Call 0800 SYNCED or reply to our email. This sample shows the format only: the business, findings and notes are made up.