

aspadvisor

Welcome to the November edition of the **aspadvisor**.

Workplace Wellness — Some Tips

You spend a lot of time in front of your computer. In fact, the only thing you touch more than your mouse and keyboard is your pillow, so what you use and how you use it can affect more than your daily performance—it can influence your long-term health.



Look familiar? Working this way could affect your long term health

The monitor you use should be high in contrast (e.g. black on white), make text characters appear clear and sharp, and be of a comfortable viewing size, neither too big nor too small. When placed on the desk, you should not have to tilt your head excessively to view it. When seated, your eyes should be level with the top of the display (not the top of the monitor casing).

There are a number of ergonomic mice and keyboards available, designed for comfortable typing and mouse movement, however they're not for everybody, as many users have trouble with a "wavy" keyboard. Positioning your keyboard and mouse correctly on your desk will help, regardless of what you are using. The keyboard and mouse should be at the same height, approximately at elbow level, with the keyboard centred in front of you, and the mouse as close as possible. You should be able to rest your fingers on the keyboard with your upper arms falling relaxed at your sides.

Many keyboards and mice have extra keys, wheels and programmable buttons to assist with some repetitive functions such as scrolling, or calling up frequently used programs. There are also a number of Windows keyboard shortcuts that can perform actions from copy and paste, to flipping between open windows. By learning what they can do for you, you can become more efficient, which could mean less

(Continued on page 3)

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Inside this

Issue:

- ◆ *asp recommends: Hosted MYOB*
- ◆ *asp tests: WD My Book 1TB NAS*
- ◆ *Six Word Story*
- ◆ *asp Partner Profile - Poynter Hargraves Financial Consultants*
- ◆ *Vaguely Interesting - Laws of the Universe*

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apps.com.au

asp

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Service Provider

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asp tests - Western Digital My Book 1TB NAS

1 TB = 1,000 GB = 1,000,000 MB

NAS = Network Attached Storage

So this is a really big hard drive that connects to your network, providing space for documents to be saved, or for backups to be stored. This particular NAS has a bit of style about it, and while it won't fit in your pocket, it can be easily moved if necessary.

The 1TB My Book can hold:

- Up to 285,000 digital photos
- Up to 250,000 MP3 songs
- Up to 25,000 uncompressed CD quality songs
- Up to 76 hours of Digital Video
- Up to 400 hours of DVD quality video
- Up to 100 hours of HD video

My Books come in various sizes and shapes to suit your storage needs.



I want it - how can I get it?

The WD My Book 1TB NAS is available from **asp**. If you have any queries about network storage, or **Hosted MYOB**, please don't hesitate to contact us.

asprally

The **2007 asprally** was full of action and drama. Saturday's Kuitpo Forest Rally was cancelled due to a Total Fire Ban that closed the forest. **asp** wish to thank the CFS and the Southern Districts Car Club for their vigilance, as running the rally in such dangerous conditions could have resulted in catastrophe. Sunday went off without a hitch, even though mishaps occurred such as a team oversleeping because of Daylight Savings and missing the drivers briefing, and another team managing to accidentally remove their cars rear quarter in the service area during some ill-advised panel repairs. There were thrill and spills, with no injuries, and a good time was had by all the competitors and by the spectators who came out to cheer them on. Hope to see you all at the **2008 asprally**.

Six Word Story

Satan—Jehovah—fifteen rounds. A draw.

asp recommends - Hosted MYOB

asp is officially an **MYOB** Approved Hosting Provider

asp has been providing hosted solutions since 1998 and is now an **MYOB** Approved Hosting Provider. We now offer a suite of **MYOB** products that have had the new **MYOB** Hosted License applied to them so that they meet both **asp's** and **MYOB's** standards and are completely and fully supported. The process is simple and secure. Your **MYOB** software application and company data file are housed on our independent, secure servers. You can work through a secure remote connection over the Internet, there's no need for extra hardware, no extra cables, and no problems. Your information sources become much more fluid – you can even collaborate directly with your accountant or bookkeeper using the same virtual network. And as **asp** has been doing this since 1998, we have the controls in place to ensure continuous access for our clients, including internet, power and environmental redundancies. Also, many other programs, tools & solutions can be provided through the hosted environment, including Microsoft's suite of products, various collaborative, messaging and resource tools, and most Windows based applications.

asp delivers fast, reliable and secure access to your data and applications from anywhere in the world, at any time...

More information about **Hosted MYOB** can be found on our website - apps.com.au/MYOB



Workplace Wellness — Some Tips

(Continued from page 1)

hours in front of the computer.

Of course, there are a number of other things about your workspace that can impact your health that aren't connected to your computer. Your seating position is very important—a comfortable chair with adjustable height and backrest that supports your lower back and allows your feet to touch the floor is ideal, however make sure that there's nothing else in your work area that might be affecting your posture. Clutter under your desk, for instance, might cause a problem if you're unable to stretch your legs.

Place frequently used objects, such as your phone, within easy reach, to reduce over-reaching. If you spend a lot of time on the phone, a headset is a good idea, because even though we know we shouldn't, we invariably end up with the phone jammed between shoulder and ear while we type.



Vaguely Interesting

Laws of the Universe

Law of the Telephone:

When you dial a wrong number, you never get a busy signal.

Law of the Result:

When you try to prove to someone that a machine will not work, it will.

Law of the Alibi:

If you tell the boss, you were late for work because you had a flat tire, the very next morning you will have a flat tire.

Law of the Theatre:

At any event, the people whose seats are furthest from the aisle arrive last.

Law of Variation:

If you change lanes (or traffic lanes), the one you were in will start to move faster than the one you are in now (Works every time)

Law of Coffee:

As soon as you sit down to a cup of hot coffee, you will be asked to do something that will last until the coffee is cold.

Law of Close Encounters:

The probability of meeting someone you know increases when you are with someone with whom you do not want to be seen.

Law of Dirty Rugs/Carpets:

The chances of an open-faced jam sandwich landing face down on a floor covering are directly correlated to the newness and cost of the carpet/rug.

Partner Profile

Poynter Hargraves
FINANCIAL CONSULTANTS PTY LTD
Australian Financial Services Licensee

Poynter Hargraves Financial Consultants

has been providing their Clients with personalised professional advice for over 20 years. With a strong local presence, they have an intimate understanding of the local people and businesses.

Their culture is committed to assisting clients in achieving their financial goals and objectives by accessing timely research and setting a strategy that suits each individual's needs.

In consideration of their success and with the development of a highly professional and recognised Practice team, Adelaide Bank appointed **Poynter Hargraves** as its preferred supplier of Financial Planning advice and services to all Adelaide Bank Branches in the South Australian network.

Poynter Hargraves is an Australian Financial Services Licensee and a Principal Member of the Financial Planning Association of Australia (FPA).

asp is proud to partner **Poynter Hargraves Financial Consultants**