



# TECHLORE

“Insider Tips to Make Your Business Run Faster, Easier and More Profitable”

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"As a business owner, you don't have time to waste on technical and operational issues. That's where we shine! Call us and put an end to your IT problems finally and forever!"  
 -Jim Stackhouse  
 NeoLore Networks

## How Technology Solves Managerial Problems in Small Businesses

Before the digitalization of the business sector, it was impossible to comprehend how easily you can perform business tasks today. Every business industry is drastically changing by integrating new and advanced tech tools. The way you communicate with clients and other employees is different from how it used to be. This is possible because we now have the tools capable of solving our problems in a better way. Here are some ways in which technology is solving managerial problems in small businesses:

### Resource Planning

Whether you are a small business or an enterprise, you will agree that managing your resource is a challenge. Especially, when you are a start-up, you need to visualize your business process and create effective resource planning. By integrating Enterprise Resource Planning tool into your business infrastructure in an efficient way to solve departmental problems including finance, sales, marketing, and accounting.

The management team is responsible to solve problems for all the departments and streamline the coordination between front and back offices. An ERP program offers solutions to problems and helps the management team to make better decisions using insights.

### Collaboration Tools

Many businesses have different outlets or locations that function independently. Sometimes, these branches collaborate on a project or share information from headquarter to follow the same guidelines, policies, and stay on the same page. A manager by integrating a collaboration tool can streamline the communication between both ends.

These tools are not only beneficial for enterprises, but small businesses can also solve their problems. If you manage a small business, you can effectively collaborate with your clients and instantly share data. These tools are also helpful for employees working remotely. That way, they can consistently stay in touch with their team. Furthermore, you can also utilize collaboration tools for time management and project management. It also enables you to improve the customer-client relationship and simplify the workflow.

### Business Analysis Tools

In an enterprise, management can create and run an entire department for business analysis. However, that is not possible for small businesses with limited resources. Therefore, as a small business owner, you should consider integrating business analysis tools. So, without hiring a

professional team, you can crunch the data with this automation tool. It helps improve the productivity of your employees by generating accurate insights.

Many employees ignore the micromanagement practices. With a tool that produces insights about employees' productivity, you can achieve your business goals. You can also enhance the relationship between staff and the management with this data-oriented system as it eliminates personal opinions. An analysis tool helps your employees meet their deadlines and keep new projects in line based on the priorities.

### Decision Support System

A decision support system or DSS helps operational management to

gather the data and generate insights for better decisions. This tool saves a lot of time for the management team enabling them to solve complicated problems.

They can reduce decision cycle time and increase employees' productivity. This tool also helps with collaboration and communication and helps share facts and assumptions with the employees. With these tools, your business management team can learn new techniques and concepts. As a result, they can come up with productive ideas and implement new practices based on data.



## Tecbears Hand-Held Mini Printer

Traditional printers allow you to print on flat surfaces and use only limited materials, but now you can use Tecbears handheld mini printer to explore an infinite and brave new world full of creative printing possibilities.

Equipped with a smooth roller under this printer, it can work on all surfaces, maximizing its potential for contact with the surfaces and printing them in a way that other printers will never work. Learn more at <https://bit.ly/3ezZG8j>

## Three Ways to Evaluate Employee Performance

A performance management system enables you to evaluate the employees and helps you bring transparency to the process. These tools facilitate you with features for engaging and accountability of your employees across the organization.



**Factorial** is a performance management tool that enables you to track the progress of each employee. This tool helps you customize the questionnaires and assign reviewers to easily manage and evaluate your teams. With this tool, you can generate custom reports, create employees' portals, add features in the individual portal and send a notification to the participants. You can access this software through a browser

and your Smartphone.

You can also use Factorial to integrate different add-ons and third-party plug-ins to streamline your workflow. You can unlock numerous connector tools with Factorial if you have an account on Zapier. The tools you can integrate include Google Calendar, Slack, Gmail, and Outlook. Initially, they offer you a 14-days free trial that helps you assess the application. This management tool includes few limitations that might slow you down a bit.

**Trakstar** is a highly customized tool to assess the performance of your employees. This tool includes comprehensive features and offers detailed analysis. The interface of this platform is user-friendly and easy to understand. The developers designed this tool according to the advanced social

media website so everyone can get the hang of it.



The top feature that this software offers you includes 360-degree/multi-rater feedback, employee engagement surveys, and tasks management for thousands of employees. It also facilitates you with setting SMART goals, customizes appraisal forms, and creates a flexible workflow according to the organization's needs.

**SAP** is a popular and user-friendly tool that enables you to develop and retain employees, reduce attrition, optimize benefits, drive engagement, and increase the productivity of your employees.

This intelligent tool includes RPA

or AI and robotic process automation capabilities. Furthermore, you can perform embedded analytics.



SAP is an expert-recommended feature that offers flexibility to your employee management. You can customize the SAP ERP based on your business infrastructure perform wide-ranging tasks and activities. It offers you an SAP API business hub that includes digital content packages with sample applications, and APIs. This platform offers you a 30-days free trial period. After the trial period, they will charge you every month depending on the users.

## How To Highlight A Speaker In Microsoft Teams

If you've ever been on a Teams call with more than one person, you've probably noticed that it can be difficult to focus on the main speaker. Teams has two tools that can help with this, the Pin and Spotlight features.

### How to Pin a participant in a Teams Meeting (remember, this will only affect your view)

1. While in the Teams meeting, use the meeting controls in the top bar and click or tap Show Participants.
2. In the Participants pane, click or tap the three-dots icon on the top left of the participant you wish to Pin. This will open a drop-down menu.
3. From the drop-down menu, select Pin and the pinned participant becomes the focus in your view (and only your view) regardless of the speaker.
4. To unpin, repeat steps above and select Unpin.

### How to Spotlight a participant in a Teams Meeting (this will affect everyone's view)

The easiest way to do it is to right-click on the person's video itself and select Spotlight from the menu. Alternatively, you can follow the steps below.

1. Select Show participants to see a list of everyone in the meeting.
2. Find the name of the person whose video you want to highlight in the list, right-click on their name, and select Spotlight.
3. When you're ready to end the spotlight, right-click again and choose Stop spotlighting.

To Spotlight your own video on Teams, you follow the same steps above, and right-click on your name and select "Spotlight me." Right-click again and choose Stop spotlighting to exit.

We hope these tips will help you get more out of our Microsoft Teams meetings!

## Benefits of a Electronic Signature

Many businesses prefer handwritten signatures over electronic. Here are some some benefits of a digital signature and why your business may adopt this technology:

1. Electronic signature enables you to communicate and collaborate globally. It also facilitates your business with remote authentication.
2. This technology ensures added security over traditional paper documents. You can easily conduct transactions with this enforceable and stronger online signature system.
3. This new technology reduces your energy and time as all the documents are digital.
4. It facilitates communication with the clients keeping them satisfied and happy.
5. Environmentally friendly way to decrease paper production.

## Tips to Improve Data Security

- Focus on protecting the wall around the data and not just the perimeter.
- Visualize the internal and external threats and create a plan.
- Encrypt all the devices.
- Conduct a security audit twice a month and encourage employees to change their passwords.
- Remove redundant data and focus only on sensitive information.
- Invest in your IT infrastructure and integrate effective tools for cybersecurity.
- Revise your password policies and regularize complex passwords.
- Regularly update your applications and programs.
- Regularly back up your data to multiple locations.
- Restrict your employees by providing them access to the relevant data only.

## Why You Should Enhance Your Social Media Marketing

Gone are the days when people watched a commercial on TV and decided to purchase a product. Nowadays, most people browse through the internet and conduct research, collect the information, and compare the products side-by-side. This indicates how the buyers' behavior is transforming. In addition, it highlights the need for social media marketing to promote your business. Here are some reasons that signify why you need to enhance your visibility on social media channels. You have access to numerous social media platforms

and can target a wider audience compared to traditional marketing. These platforms equip your marketing team with tools to measure the progress of the campaigns and are highly engaging and include numerous tools to promote your content. You can also engage with your target audience through different methods such as stories, messages, and comments. They also allow you to target a specific audience, understand their needs, and upgrade the product based on those needs.

## Take the NeoLore Cyber Security Survey

Has your company done a Cyber Security Maturity Assessment within the last year? Do you have an IT security policy in place? Do you know if you've been hacked or are leaking data?

If your answer was "no" or "I'm not sure" to any of those questions, your company may be at risk for a devastating cyberattack.

Get the NeoLore Networks Cyber Security eBook for Free!

### It Features

- Information on the various threats to your business
- NIST Security Framework
- CIS Controls
- Basic Controls

And More!

<https://neolore.com/cybersecurity>