



## BUSINESS TECHNOLOGY REVIEW STATUS REPORT

### PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
July 16, 2013	Architect - Remote Worker	Adam Rowley

### REQUEST SUMMARY

I met with Phil Marino in his home office in Chelmsford, MA. Phil is an Architect and is working remotely for a firm. He uses AutoCAD and PDF files to collaborate with the office. He currently has no backup strategy. He is looking for a more reliable way to transfer files and review building plans with other employees.

### SOLUTIONS OVERVIEW

TASK	COST	NOTES
Backup files	<a href="#">\$60/YEAR</a>	<a href="http://www.carbonite.com">www.carbonite.com</a>
Team Collaboration	<a href="#">\$49/Month or \$468/Year</a>	<a href="http://www.gotomeeting.com">www.gotomeeting.com</a>
PDF File Printer/Combiner	<a href="#">\$101/License</a>	<a href="http://www.nitropdf.com">www.nitropdf.com</a>
File Transfer Solution		See Table Below

### RECOMMENDATIONS FOR FILE TRANSFER BETWEEN REMOTE USER AND HOME OFFICE

All the Time IT has taken time to review your business information and relevant data. We discussed your needs and have taken care to ensure we review and research your request to provide you with the maximum ROI. Our goal is always to help improve your business and remove the worry about your IT systems. We provide quality service and reliable solutions. During our review we uncovered business needs or ways technology can improve your business.

**Backup Files:** Carbonite will install an agent on your machine and collect any changes made to files on your machine. They will backup these files to the Internet in multiple locations. You can access these files from anywhere, anytime. This is a simple reliable solutions for your remote location and mobile users.

**Team Collaboration:** GoToMeeting will allow you to review documents and share information with multiple people if needed. You can look at the same document and mark it up while speaking on a conference call. It speeds up sharing information and reduces costly omissions and engages the participants in the meeting like never before.

PDF creator: Nitro PDF will allow you to create PDF files from any file for easy sharing. You can combine PDF documents and edit existing files. This solution is far cheaper than the comparable Adobe offerings with all the functionality and features.

Here are the two leading file transfer software providers. Both are Cloud based services which provide a folder on your machine which syncs to the internet and can be shared or sync'd with the other licensed users,

DropBox Industry leader and most robust offering:

They have a few plans for business which will provide you will the ability to share files and have revision history and other options

The entry level package is \$99 per year per user and you are allowed 100 gigs of space It is an additional \$39 for version history per year. You would need two accounts to share files from your desktop.

Two users would be \$198

The Premium package is our recommendation. This package offers a lot of benefits to your business.

The package is \$795 for 5 users per year **Unlimited Storage** and revision history included. This package also gives you central control of the accounts. You are able to manage the users and reset passwords to restore access. You can create links to share files which you can email to users. You can control who is allow to share files and information. Phone & email support is included. You can also stop sharing from your console for any users. This package allows you to reduce support time and the gain in additional features is well worth the investment.

Citrix Sharefile – Industry Leader

This offering is similar but offers some distinct differences;

You are able to share and send files just like above. The limits are much lower per user. The main advantage of this service is the ability to have a branded portal to deliver files. This would have your company logo and information not Citrix's If this is something you are looking for this is the best choice.

There are two packages available that would fit your needs.

\$59.99/month 10 users sharing 10 gigs of storage. Notifications of file delivery, shared folder right from the desktop.

\$99.99/month 20 users 20 gigs of storage Enterprise sync(sync data across multiple accounts)

The above packages will help your business increase productivity and reduce your IT headaches for various business functions. Your ability to transfer information and collaborate with colleagues will improve their effectiveness and efficiency. With reduced time to get the work done this will provide you more time to work on your business instead of in it.

All the Time IT is always working to improve the use of technology by businesses when the initial investment will provide a larger benefit. We thank you for your time in this review and hope to work with you further in the future. Our goal is always to provide the best info for your business and situation. We provide you with your IT department and are always here to provide information and expertise to help with your technology decisions. There is a lot of technology out there and we have the knowledge and experience to help you leverage it to the maximum advantage for your company.

Thank you from everyone at All the Time IT for your time and your business.