

TEKKTIMES

March 2021

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Communication Is Key

We finally have some good news and an end in sight! With both Boris Johnson and Nicola Sturgeon announcing their road map to lifting lockdown, we can start preparing for heading back to normal.

But will we ever truly go back to the way things were? We have all had to adapt the way we conduct business and found new, more efficient ways to communicate with our customers.

Moving forward, it wouldn't surprise me if video calls will still be the first point of call and in-person meetings will only happen if truly necessary. Video calls aren't unprofessional or the lazy option anymore.

By now we all know how to call and arrange meetings using Microsoft Teams. But there are a few tools that can...

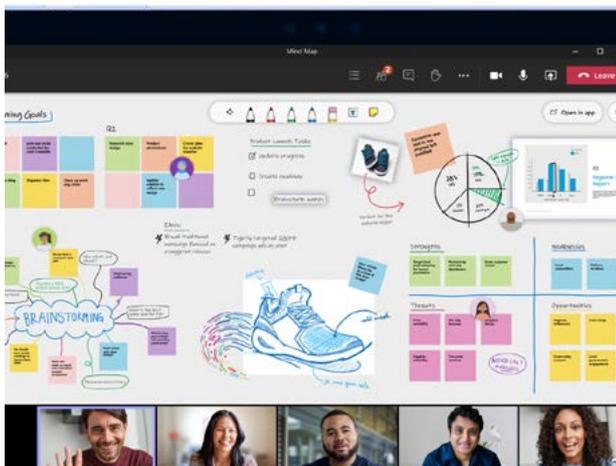
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dynamicedge

...really push your meetings to the next level! Introducing the whiteboard and Microsoft Stream.

You might have already stumbled upon the whiteboard tool or seen others use it. It's a great way to brainstorm and get everyone involved. To access the whiteboard feature, click on the share content button within the meeting and select Microsoft Whiteboard.



Once you have opened the Whiteboard you have a variety of tools you can use. The selection of pen tools can help you create a visual mind map or even use them to create sketches to get your ideas across. You also have the text box option to jot down notes or add to the map. To help organise key points or group ideas together, you can use the post-it note tool.

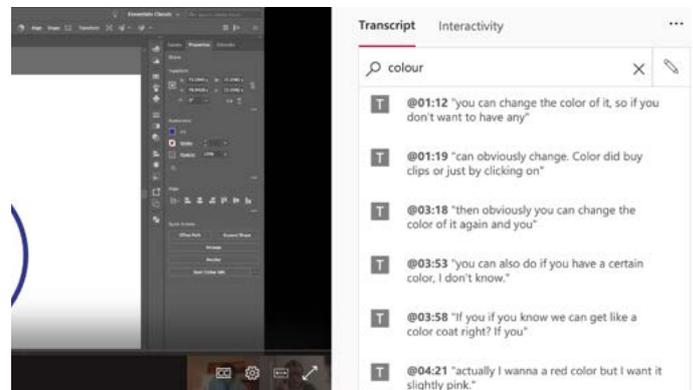
In the settings, you can change the permissions so you are the only one who can edit the whiteboard. You can also import images within the settings.

The whiteboard feature can really transform the meeting and make it more interactive.

Now for Microsoft Stream!

When you have meetings it can be hard to remember everything that is said and you may miss important details. Teams have the option to record your meetings where

you can rewatch and find the bits you missed. But this could be extremely time-consuming! This is where Microsoft Stream comes in.



If you don't know how to record your meetings, click on the 3 dots at the top of the meeting and select 'start recording'. When you are finished, go back to the 3 dots and hit 'stop recording'. Once the recording is saved it will show up in the meetings chat and everyone will be able to access it.

When you click on the recording it will open up in Microsoft stream. You will see the video on the left side and the transcript on the right. Now having a transcript can be very handy especially when you can search within it. You can search for keywords or specific topics that you know where talked about and it will show you every time those words were used. You can then click on the transcript and it will take you to that point in the video. There you go! You've just saved yourself hours of painfully going through notes and meetings.

No matter what situation the world is in, communication is always going to be key for a successful business.

Bryony

Bryony Brennan,
Marketing Assistant

Ask Andy!

Answering your frequently asked questions!

Should I buy an extended warranty with my device?

Many devices, including Laptops, Desktops, Printer etc, will come with a Manufacturer's warranty. This could be 1 Year or 3 Year and is usually mentioned on the product information pages. The problem with these warranties is that they are very basic. Many do not provide any form of Service Level Agreement and for any hardware fault, you could be waiting days for this to be included. Many will also not include On-site cover which means that the device would need to be sent away to be repaired which can cause major inconveniences to the business process. I would always recommend purchasing a more lucrative and in-depth warranty pack with all hardware purchases. Make sure you are covered On-Site for device repairs and replacements, so you are not losing productivity within the business.

What Laptop size is right for me?

There are so many variations in Laptop screen sizes that this question is posed a lot. The main considerations that you need to ask yourself is what will I be using the Laptop for? 15.6" Laptops are the most common sized Laptops in the market. These can on occasion be a hindrance to portability which Laptops are designed for. 15.6" Laptops do have the benefit of having the Numeric Keypad on the Keyboard although can often be heavier and more of a burden when moving between locations. 14" Laptops is the next most popular device. Although these do not have the numeric keypads on the keyboard,

they are often lighter and far easier to put in a bag and carry around. The concern with smaller screen laptops is that it can be more difficult to use the small screen. This is where the Docking Station and External Monitor comes in very handy. With a docking station, you do not need to worry about plugging in several cables to get things working. Most docking stations provide power, ease of connecting external keyboard and mouse and also connecting external monitors. This means that when you need to sit at your desk and work, all you need to plug in is one cable to the docking station and everything will be connected. When considering what laptop size is right for me, consider that there are several different peripherals that can fill any gap in its use.

Which manufacturer is right for me?

There are dozens of manufacturers that can provide hardware these days. The main Laptop/Desktop manufacturers are HP, Dell, Lenovo and ASUS to pick a few. There are subtle differences in how these manufacturers operate and what equipment they can provide. I would always recommend looking at the after-sales and cover that each manufacturer provides. Once you find the right items, cost and support, it is generally recommended to keep to that manufacturer. You do not need to worry about peripherals being compatible with one device and not with another from a different manufacturer. Consider the future development of the hardware need to ensure that you pick the right manufacturer for your business.

Meet The Team!



Hello there. My name is Jared England and I work as a Business Support Consultant between the Guildford and Fareham offices. I have been with Dynamic Edge since October and is my first time venturing into the world of technology, with my previous experiences being in food retail and sales.

When not in lockdown I like nothing more than having an ice-cold pint with a few friends in a pub garden. I also enjoy going to watch football, even more so when Chelsea (controversial choice) is winning. I also find great pleasure in food and I can really geek out about cheese. I previously ran a deli so I have tried an awful lot of it, name a cheese, I have probably tried it and will be able to provide tasting notes.

In lockdown, I enjoy hanging out with my cats and watching trash TV. Less fun.



Hello there! I'm Chris Lloyd and I am Systems Engineer here at Dynamic Edge. I have been with the company for just under 3 years now.

In my spare time I'm a keen guitarist and have recently started getting into home recording and writing my own material. I'm also a keen gamer, home cook, film buff and love a good Netflix/Prime series binge.

When I'm not doing any of this I'm usually entertaining my 4 year old daughter aka partner in crime, Harriet.

Microsoft 365

POWER AUTOMATE

WORK LESS, DO MORE

dynamicedge

What is Power Automate?

Power Automate allows you to create easy time-saving workflows to automate any task or process. Not only can you automate workflows with your current Microsoft services like, Microsoft 365, Teams and SharePoint, but you can also connect with more than 200 other services. You can create workflows that can sync your files, gather data, report notifications and much more.



One-third of the activities that make up an individual's job, could be automated

Some Connectors



How can I use it?

Keep track of document approvals. Power Automate will do the chasing for you and notify you when each task is completed

Create a workflow to monitor who Tweets about your business and add them to your mailing list.

When you receive a email attachment, Power Automate can save them in relevant folders within SharePoint, Dropbox or OneDrive.

Benefits



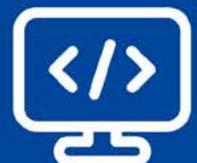
Share business data quickly



Streamline everyday tasks



Improve productivity



Minimal coding necessary

Accelerate Your Automation

Automation..... It is a buzz word for sure but what does it mean for you and your business?

2020 became the year of massive change for businesses. COVID-19 accelerated the way we do business by 10 years. 2020 became the year of working remotely. However, 2021 is set to become the year that businesses ramp up their digital transformation.

Businesses transforming their core Procure-to-Pay (P2P) and Order-to-Cash (O2C) processes, organisations can increase their efficiency to stay ahead of the competition and make this year a success.

I hope your businesses are doing well and you are managing to survive in what is a very difficult climate. You maybe think that digitalisation should be delayed until the economy settles down. But even in this climate your business needs to keep moving forward with digital transformation. Here's why:

- 1) You may want to stand still but your competition won't be
- 2) There are large amounts of time and money to be saved

- 3) Your customers and suppliers are getting used to dealing with businesses who have transformed and will begin to expect the same.

- 4) Your employees expect modernisation and digital systems to get rid of the old mundane tasks. Why would an AP clerk want to manually key in an invoice?

- 5) Its no longer the future, its now.

Process automation is the reduction or elimination of time-consuming, manual activities, which gives back valuable time for staff to work on more strategic tasks.

These manual processes occur throughout the P2P and O2C cycles – for example creation of a Purchase Requisition through approval on to a Purchase Order, Extraction of supplier invoice data, PO matching against supplier invoice, invoice approvals, order processing, remittance, cash collection... I could go on and on.

And what is more, all these processes are joined together like a huge spider's web. One problem or blockage in one area will lead to issues in other areas of the business. This ultimately leads to long processing times, high costs and a lack of efficiency across the business.

*So lets put this simply.....
masses of paper –
eradicated, bottleneck and
delays – gone – visibility over
your processes - absolutely.*

So, what should you look for in a process automation system:

Flexible, cloud-based automation solutions are proving to be the most effective way to achieve P2P and O2C efficiency, saving organisations significant time, money and resources.

And here's where FinQ comes in. Our team will ensure that you receive a system that is fit for purpose, solves your business challenges and future proofs your business.

We achieve this by partnering with multiple vendors in the space so you can be assured of the right solution.

Russell Jaques,
Managing Director at FinQ

<https://www.fin-q.co.uk>



Your business, connected.

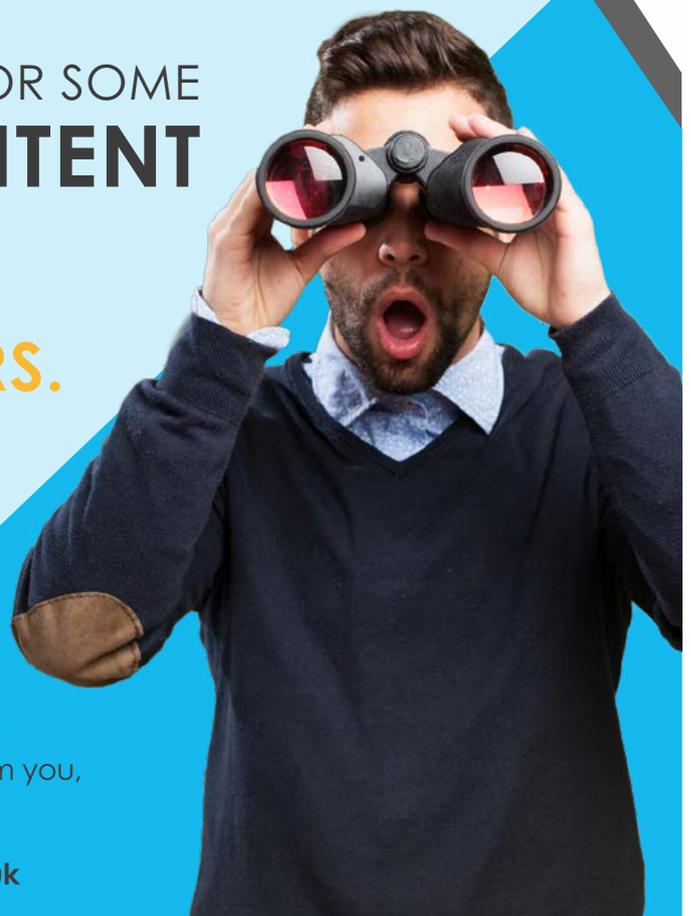
WE ARE LOOKING FOR SOME
GREAT CONTENT
FROM YOU!

**OUR
CUSTOMERS.**

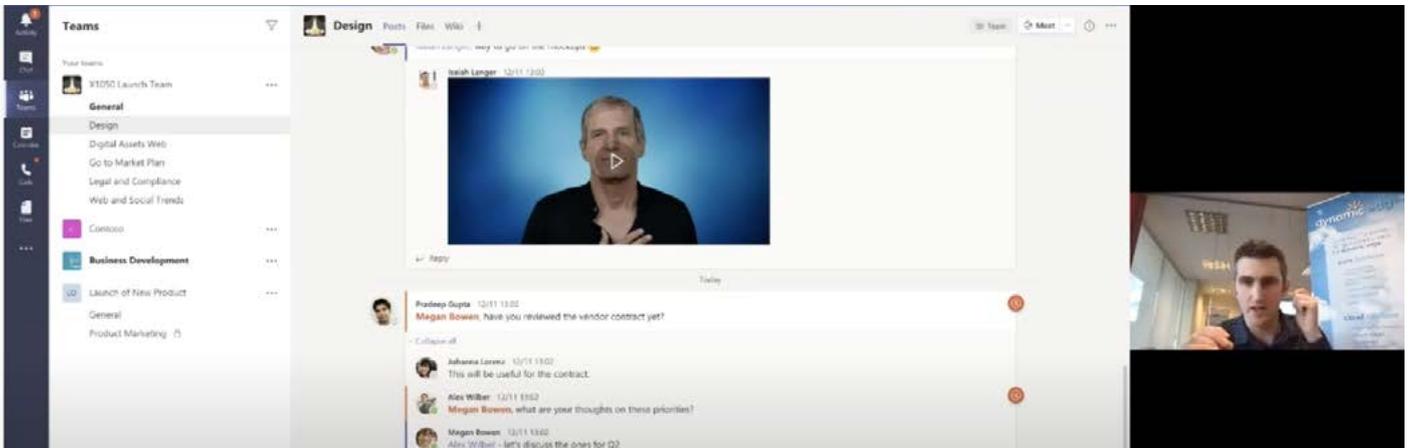
Maybe you're a finance company with some helpful tips, or a solicitor who could help with the latest GDPR changes, or even an estate agent with tips for getting the best price for your house!

We're looking for useful, interesting or entertaining content and would welcome any submissions from you, so please get in touch!

Email me at: bryony.brennan@dynamicedge.co.uk



Previous Webinars

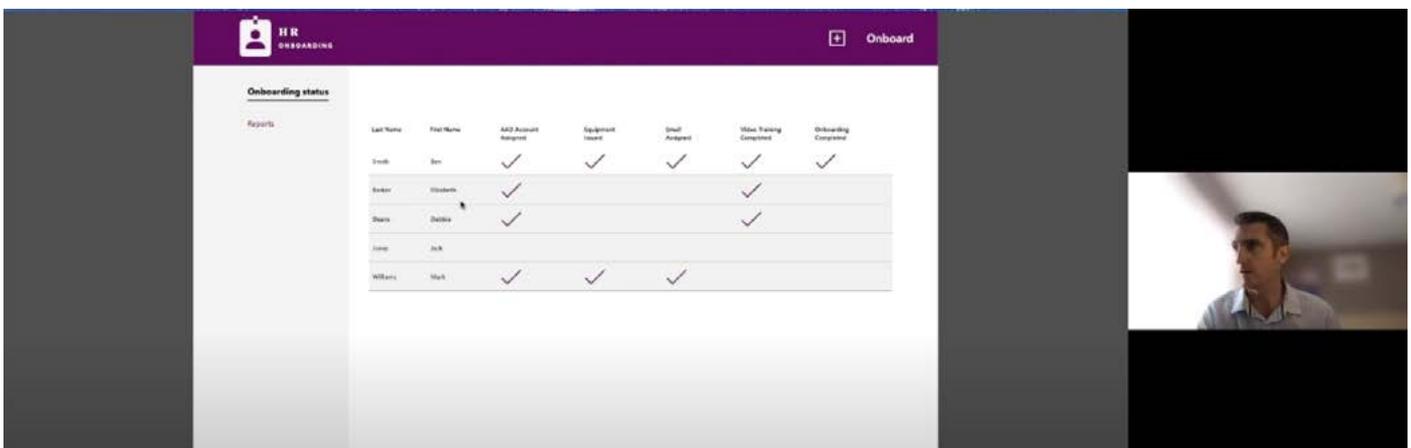


Microsoft Teams

Get more out of Microsoft Teams, the popular communication and collaboration app. In our latest webinar, Stephen will be sharing tips and shortcuts to help you be more productive and efficient with this powerful tool. Learn how to get the most out of the core features in Teams

- including chat, video calls, and conversation channels - and discover other powerful features: bots and other AI-powered tools, background effects, @mentions, advanced meeting options, and more.

[Watch Now](#)



Get Modern with Microsoft 365

Making the most of Microsoft 365's suite of applications is key to improving the way our businesses work. Stephen Laurie for will be hosting this month's 'Get Modern with Microsoft 365' webinar where he'll be focussing on the following applications:

- PowerApps, Power BI, SharePoint

Stephen will be discussing how these applications can be used to assist with key business processes. He'll also share an example of how they have been used to remove a common HR headache – onboarding.

[Watch Now](#)