

Data Use Technology Bundle

Introduction:

Operating an organization can be difficult in these unprecedented times. Having a predetermined practice for transitioning to virtual space will ensure that there will be no lost time or communication between people within your organization. With this in mind, we have compiled three different IT bundles that can assist you and your organization with your transition towards a more flexible work environment.

This Data Use technology bundle includes data storage, data sharing, and data security applications. These applications have been vetted by NIWRC for accessibility, ease of use, and ease of integration into current workflows. In a time when online communication has taken a forefront we know choosing applications that work best for your organization is a priority.

Definitions:

Data Storage:

- An application or process of recording or storing digital information or data. This can include written documents, photos, videos, voice notes, etc.

Data Sharing:

- A process of sharing information or data digital and with various different audiences. This can include within or outside of your own organization.

Data Security:

- Ensuring safe and protected data and information. Creating various processes to keep your data confidential and protected.

Digital Etiquette

Digital etiquette is simply the standards of communicating politely in a digital environment.

NIWRC suggests some of these guidelines when constructing an organization-wide digital communication standard.

- 1) Tone can be difficult to convey via text. When in doubt, choose words that convey a cordial, professional demeanor.
- 2) Remember that anything you post on an application or online may be archived, and so should be considered both public and permanent.

- 3) Remember that others are as busy as you are. If your organization utilizes some sort of calendar system, honor this. If a co-worker is out or busy, respect their time.
- 4) Remember that while it is nice to see everyone's faces over video-conferencing, computer fatigue is very much a real thing. If you are constantly interacting over video calls it is ok for your employees to take a break from on-screen facetime.
- 5) Utilize your out of office! It may seem small, but setting your working hours on whichever schedule system your organization uses can be very helpful. It not only lets people know when you are available, but also when you absolutely are not. Keeping work hour boundaries can be beneficial to employee burnout, especially if working from home or hybrid.

Google Workspace Disclaimer

Different programs of the Google productivity suite known as Google Workspace will appear commonly in these tech bundles. This is because it is a multipurpose technology solution.

These applications are useful for many different purposes when using a hybrid or home-based work plan. Google suite offers a variety of different packages depending on the size of your business. [Here is a google doc with more information.](#)

Applications

Below are NIWRC's suggested data use applications. Many of the applications can be used singularly or integrated together to provide an optimal working environment.

<u>Google Drive</u>	A Google Workspace cloud saving application that allows you to save and store your digital data. Various workspaces can be created in order to allow maximum workspace organization.
<u>Airtable</u>	A multi-purpose application that allows you to customize tables and construct databases as needed. Multiple templates can be made and used for various needs.
<u>Google Sheets</u>	A Google Workspace application with various different capabilities. Can be used to track and monitor projects.

<u>Adobe Acrobat</u>	An Adobe application that allows you to create, edit, and sign documents.
<u>Adobe Scan</u>	An Adobe mobile application that allows you to capture an image to scan and easily create PDF documents.

Recommended Equipment

NIWRC suggests investing in the following equipment to create a streamline of data storage and use both internally and externally.

Suggested Equipment	Use Explanation	Entry-Level	Mid-Range	High-End
Computers				
Laptop	<p>A workplace desktop or laptop is essential for virtual work, be it entirely remote, or a hybrid schedule.</p> <p>If you are having your staff travel back and forth from a physical location, it is suggested to have an easily portable laptop.</p>	<p>Lenovo Flex 5</p> <p>ASUS VivoBook 15X</p>	<p>Dell Inspiron 15</p> <p>Microsoft Surface Pro 7</p>	<p>MacBook Pro</p> <p>Lenovo ThinkPad</p>

<p>Desktop</p>	<p>A workplace desktop or laptop is essential for virtual work, be it entirely remote, or a hybrid schedule.</p> <p>For staff that are fully remote but typically only work for one location, either a singular desktop or laptop can be used.</p>	<p>Lenovo IdeaCentre AIO 3i</p>	<p>Dell Inspirion Desktop</p>	<p>Dell XPS 8960</p> <p>Apple iMac</p>
<p>Hard Drives</p>				
<p>External</p>	<p>A hard drive that is dedicated specifically for your workplace that can work in combination with your work desktop or laptop.</p> <p>You could have a few harddrives that are team lead specific in order to save important files or data. Use high-capacity external hard drives (e.g., 4TB or higher) for local backups.</p> <p>The ideal situation is using a cloud based filing system in cases of emergency, but having a backed up hard drive is a safe option for data storing.</p>	<p>Western Digital WD 5TB Elements Portable</p>	<p>Seagate Expansion Desktop 8TB</p>	<p>Seagate Expansion Desktop 12TB</p>

To Request More Information

If you have read through this best practices guide and video tutorials would like further assistance on how to use, download, and set-up these applications, NIWRC offers technical support. You are able to send your technical support requests by submitting a request form found here: [Tech Bundle TA](#)