



NEWS SUMMARY

Tech Policy May Rise In Bush Agenda

President Bush and his administration are expected to start paying more attention to broadband, trade and Internet issues despite budget battles, a tech industry group said.

IRS Activates Online Payment System

The Internal Revenue Service unveiled a site that will allow businesses and individuals to make periodic federal tax payments and to receive electronic payment history online.

HP, Compaq in Blockbuster Merger

PC maker Hewlett-Packard Co. will acquire rival Compaq Computer Corp. in a stock deal worth about \$25 billion.

Life Tips

It is by acts and not by ideas that people live.

— Anatole France

OpenAxis News is intended to provide useful information regarding Information Technology to our clients and friends.

The news covers new version releases, hotfix file update, and some IT tips.

Intangible, but important asset: working atmosphere

Whether the nation's labor supply is scarce or abundant, it's important to keep employees happy. High turn-over ratio gradually, but definitely hurts the company. No matter which industries you are in, human resources are the most important asset to the company. And their productivity depends on their feelings while they are working. Obviously, happy employees are more loyal, satisfied with their jobs, and boost productivity.

So how do you keep employees happy? Most businesses have focused on financial rewards as the key to make employee happier. Raising salary is used to be considered as NO.1 factor (some still even say only one factor) to satisfy employees. However, this is not true any more. Our experience tells that 80% of quality problems are NOT due to an inadequate salary. If your employee's productivity is low, most performance problems lie elsewhere. Rather, the company's culture and working environment are critical to maintaining happier employees.

The company's culture derives from people working there and it is usually formed from the idea and daily performance of the owner or executive of the company. The owner or executive should realize that their own behavior influence the performance of the employees (which consequently determines the performance of the company).

The employers who are willing to offer plenty of training and growth opportunities, encourage employees to take their work seriously, but also have some fun on the job. While great employers know that pay alone isn't what keeps employees around, they do whatever it takes to keep their salaries competitive.

Other ways to keep employees happy is by aligning rewards with the culture, sharing profits with employees at every level, and entrusting employees with information rather than doling it out on a need-to-know basis.

Finally, great employers empower their workers, giving them the freedom to succeed with as few rules as possible. Flexibility and

services that make balancing work and home life easier are critical elements. Consider offering flexible work schedules, telecommuting options, and more liberal time-off policies. And, while some smaller businesses cannot afford expensive perks such as onsite daycare or swimming pools, they may be able to arrange for a pick-up and delivery service from a nearby daycare center and negotiate discounts for employees at local health clubs. There's a strong correlation between highly rated employers and business success.

Any of these effort may require outside help to create good working environment. Part of the objective of continued education programs that OpenAxis provides are, in fact, to create better working environment. Our continued education program not only improve knowledge or skills of the staff, but also find out solutions of management system issues through discussion with the staff on daily operation.

At OpenAxis, we focus on the implementation of IT solutions for small- and medium-sized businesses.

We provide management and computer consulting services by identifying issues, implementing solutions, and managing all your IT needs.

Comprehensive Solution:

- Accounting Solution
- Operation Solution
- Manufacturing Solution
- Other Integrated Solution
- Customized Solution
- E-Commerce Solution

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Business Tips: How to deal with email attachment

After I wrote "7 habits to protect you and your computer from computer virus" on OpenAxis News (August 15), I received some e-mails that asked me whether their systems are ok or not. I think that this is a good symptom that people start realizing the risk of Internet. In fact, by the end of August, SirCam (a worm-type virus) had infected 2.3 million computers and caused \$1 billion in damages related to cleaning infected systems and to lost productivity. So once again, here is the tips to deal with email attachment.

1. Never open the attachments coming from stranger. It is very difficult to determine whether it is safe or not if the attachment comes from stranger. So simply delete it when you receive, since it is usually unnecessary to you.

2. Do not trust the file extension.

Some virus pretend as if they were text file (with .txt extension) or image file (with .jpg extension). Be careful with these files. When you really need to check, right click the icon and check properties.

3. Always doubt if you think it strange.

Even when the attachment coming from friends or colleague, do not trust if something is strange. Some virus program even creates text in the mail. So make sure that it did come from the real person.

4. Do not send text file as the attachment unless necessary.

The idea is to send email with attachment as little as possible. If you need to attach files, please run anti-virus program on the attachment before you send.

5. Know your email application.

Some email applications open the attachment after they move it to certain temp folder. If this is the case, you need to delete the replicated files in the temp folder as well as the original if the attachment is virus-infected.

Windows Tips: My Briefcase

My Briefcase feature enables you to synchronize files that have been updated since the original document was created using a simple floppy disk or a more elaborate tool, like a network.

For example, say you go on a business trip or

work on a file at home. When you return to your office, you can use My Briefcase to update your office computer's copy of that file without having to reformat it or open up various versions of the document to get the most current one.

Using My Briefcase: The Bottom Line:

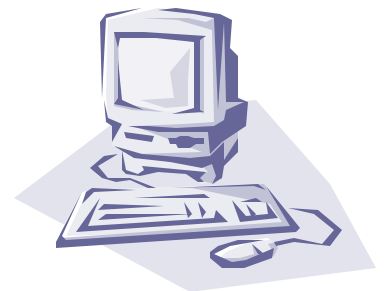
To get started using My Briefcase, add a briefcase to the folder that contains the documents you need, whether you're working at the office, at home, or on the road. Here's how:

Click the **Start** button, point to **Programs**, and then click **Windows Explorer**.

Double-click the folder in which you want to create the New Briefcase folder.

On the **File** menu, point to **New**, and then click **Briefcase**.

For easy, step-by-step instructions on synchronizing files by disk or by connected computers, follow the directions in Windows Help.



Have a question for Microsoft Windows or Office Product?

Ask our specialist and they can answer on this newsletter.

Please feel free to email your question to techsupport@openaxis.com.