

## Gaining back lost time



2011 was a big year for Teknarus to focus on efficiency in all areas of our business. As 2012 is off and running we will continue that focus with the hopes that some of you will join us in our endeavor. Technological

advancements have revolutionized the workplace over the last several years. The onset of tools such as e-mail, Internet and electronic file storage are only a handful of the technologies that have forever changed the office. With such advancements employers can be faced with many concerns. We will revisit in this article what employers sometimes overlook, to their detriment: lost productivity.

An amount of "lost time" or "overhead" is often accepted as inevitable, but as conscientious business people, we must take any opportunity to cut back on a loss of productivity. With the current popularity of social media, the Internet offers a host of opportunities for wasted time. Social media is a fantastic tool for business, and we are making a push to utilize it even more in 2012. But let's face it; we can be certain that not all Internet traffic flowing through our office is productive, much less work related - especially social media traffic. There are many software applications that can limit and monitor access to the Internet and electronic

services that our employees need and enjoy while in the workplace. The two methods that we will discuss are Internet filtering software and tracking/accountability software.

The most common implementation of filtering software limits the timeframe, amount or type of Internet activity that is allowed by individuals. Specific sites or types of sites, such as online shopping or social networking, can be blocked or require approval from a supervisor. The same is available for most other services such as online chat and gaming. With Internet filtering software the supervisor or manager can decide what is appropriate and even allow employees to request access to additional content.

Internet tracking or accountability software is used to keep an electronic trail of where individual users have been. Typically a report is generated at a predetermined interval and emailed to the supervisor or manager for a high level overview of each individual's usage, showing most frequented websites and questionable content viewed. In the event the report shows something undesirable, the logs are available with full detail in order to facilitate further assessment. In most cases, tracking software is used in conjunction with filtering software to provide the best level of control and is likewise managed on a per user basis.

At the end of the day, it's up to each employer to determine what level of Internet and electronic ac-

See Computer Savvy, p33

# Looking For A Dentist?

*Family Dentistry  
New Patients Welcome!*

**\$99.00**  
**Bleaching For Life Special**

**MISSING TEETH?  
WE DO IMPLANTS**  
Call for your FREE Implant Consultation today!

**Bencaz**  
*Dental Care*

Dr. Jarrad Bencaz & Dr. David Brown

**225.665.2417**  
130 Hummell Street • Denham Springs  
[www.bencazdentalcare.com](http://www.bencazdentalcare.com)