IT Security Guidelines (August 2018)

1. Passwords:

We have implemented new TABula password rules that will require that your login password must:

- Be at least 12 characters in length
- Contain at least one lower case letter
- Contain at least one upper case letter
- Contain at least one number
- Contain at least one of the following symbols: @ # $ % ^ * ( ) - = + ?
- The password cannot be one that you have used in the previous 6 times

2. Virus protection:

All employees and contractors MUST have installed sufficient virus protection program(s) on their computer and must regularly update the virus databases. Anti-virus programs allow for automatic updates and this should be active. A good free virus protection program for Windows is AVG Free (download from: http://free.avg.com). For more information on this topic, please watch the video, **"Protecting Your Computer from Malware and Viruses"** found in the How-To Videos section of TABula.

3. Storing/e-mailing transcripts:

E-mailing unencrypted copies of transcripts (even partial transcripts) is NOT ALLOWED under any circumstances. Files must be securely uploaded and downloaded to/from TABula.

Once you have uploaded and completed a job and it has been processed and removed from your job queue, ALL copies of transcripts on your computer must be SECURELY deleted, not simply moved to the recycle bin. AVG free virus protection also includes a secure file shredder, simply right click on the file and select "Permanently shred with AVG". Other programs can also provide this function.

4. End of day upload:

You are required to upload your work product to TABula at the end of your workday. Even if you have only just started a new job or it is only a few pages, you should upload it to TABula.

You should name the uploaded file with the job number and "partial draft 1", naming each subsequent draft with a new number. You should put the number of pages and the timestamp in the description, e.g. "BKNYSD000289 partial draft 2" and in the description "first 24 pages, up to 0:32:14".

This is so that if you suffer a power outage or any other emergency that prevents you from working, the partial transcript and all relevant information is available for the Operations team to reassign the job and for you to be credited for your work.

Please note that you may choose to upload several times a day to minimize the risk of loss, and we encourage you to use TABula in this way.

5. Hiding uploaded files:

Rather than being deleted, uploaded files may be "hidden" in TABula from the regular view (e.g. old/partial copies of transcripts). When you have uploaded your final transcript, just before completing the job, click "Hide" next to all drafts so the only one remaining for regular view is the final transcript.