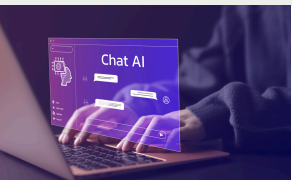




New Approval Process

In case you missed it last month - the **Approval Process** (for any IT changes) has now been integrated into our ticketing system. This means that if you require a permission change, for example, you can do this via our client portal. The process will automatically request formal approval from a designated approver within your organisation, before sending the request to us to action.

Please don't hesitate to contact us, if you would like more info on this.



Be Aware

According to new research, 20% of organisations admit that an employee at their organisation has exposed sensitive company information using AI tools such as ChatGPT.

So where's the risk?

- First, there is the risk of total reliance on the AI platform to have strong data privacy policies and robust security measures that cannot be breached.
- Secondly, if the same AI platform account is being shared across a company - all those with access to it can read any/all previous enquiries.

For more info. read our blog:

<https://www.interfuture.co.uk/blog/2024/05/15/does-your-business-use-chat-ai>

Newsletter

The thing I like about summer (apart from the hot sunny weather?), is that it's a very social time of year, with lots of outdoor things to see and do.

In this months newsletter, I offer some efficiency tools that will, hopefully, free you up to spend more quality time away from your desk. (See Tips & Tricks and also our AI recommendation.)

Finally, don't put off any IT niggles that you are experiencing - contact us before they escalate into something more serious - we are always happy to hear from you.

Read on ...





Tips & Tricks – Excel

Conditional Formatting

A useful tool for quickly identifying trends, patterns, and outliers in data. Use the Top/Bottom rule to highlight:

- the highest/lowest values in a range. By default, it highlights the top/bottom 10 items, but you can adjust this number to any desired value
- the highest values that fall within the top/bottom % of the data set. The % can be customized
- all values in the range that are above/below the average value of the data set

Here's how:

- Highlight data range
- Select Home tab, Conditional Formatting, Top/Bottom Rules
- Select rule, adjust to suit, OK



What's Happening in June

The month kicks off on a philanthropic footing with national **Volunteers' Week** (40th yr running) from **3rd til 9th June**. MSVA.org.uk matches volunteers with organisations, if you are interested.

June is also **Pride Month** which has its roots in the Stonewall Uprising, which occurred in New York City in June 1969. In the UK, the first official Pride march took place in London in 1972, the largest of which now occurs in Brighton (in Aug inexplicably!).

Continuing on a positive note, **14th - 18th June** is **Healthy Eating Week** but there is no mention of drinking so feel free to make the most of **National Beer Day** on 15th!

An important one to note is **Men's Health Week (14th - 20th)** – shockingly 1 man in 5 dies before the age of 65 (come on guys – give up the pies and get some exercise!). The same week is **Cervical Screening Week** – screening prevents 75% of cervical cancers from developing yet 1 in 4 women don't attend.

Don't forget **Fathers Day** on Sunday 18th.



In Praise of AI ..

There is a lot of fear around AI but there is also a lot to get excited about. The explosion in ai web/app tools is enabling people to do their job better, faster and with less effort. Each month we will review a collection and bring you those that seem most useful:

smallpdf.com/ai-pdf



This free tool summarises the content of a pdf (or word) doc enabling you to understand the contents without having to read through every page. It will even answer specific questions on the contents!