REMINDERS

o The Versa Asset Management (VAM) system is a powerful tool designed to streamline asset management and optimize operational efficiency. To ensure the security and effective use of the VAM system, please adhere to the following important reminders:

- o **Don't Share Your Credentials:**
  - o Keep your login information confidential to prevent unauthorized access to the system.
- o **Don't Leave an Open Session Unattended:**
  - o Always log out or lock your screen when stepping away from your computer to maintain the security of your session.
- o **Update Information Immediately:**
  - o Ensure that all asset-related information is updated promptly to maintain accuracy and reliability within the system.
- o **Don't Print Sensitive Information:**
  - o Avoid printing sensitive data to reduce the risk of unauthorized disclosure and maintain confidentiality.
- o **Use Strong Passwords:**
  - o Create complex passwords that are difficult to guess and change them regularly to enhance security.

- Report Suspicious Activity:
    - Immediately report any unusual or suspicious activity to the IT department to help safeguard the system.
- Follow Data Protection Policies:
    - Adhere to all data protection and privacy policies to ensure compliance and secure handling of information.

By following these guidelines, you can help maintain the security and integrity of the VAM system, ensuring it remains a reliable resource for managing assets efficiently.