

The Business IT Guide (the Guide) is an online tool designed to help smaller businesses in using ICT to improve efficiency and productivity. The Guide enables businesses to access a wide range of high quality independent advice to help them fully exploit ICT. Topics include:

- > Hardware
- > Software
- > Networking
- > Security
- > The web
- > Email
- > Smarter working
- > General ICT support
- > Finding suppliers

How does it work?

There are five separate routes to advice and information to reflect that people like to access information in different ways. The five routes are:

- > The self help tool – this is designed to help those that are unsure of their ICT needs
- > Facts – this section contains carefully chosen facts designed to encourage people to take action
- > Hot tips – a set of tips designed to have an immediate impact

- > The Guide library – all 72 Business IT Guides are listed here for those people who know what they want
- > Search facilities – we have three separate search facilities for those who just want to browse

What benefits does it offer?

- > Increased confidence by providing high quality, relevant advice on demand
- > Improved awareness and understanding of the business benefits of different technologies
- > Improved competence by providing easy-access information written by professionals
- > Greater success in ICT implementation through guidance and support

Availability

The Guide is not yet available to businesses based in Scotland; however, a demonstration site is available to give users a flavour of the Guide content.

Find out more

For further information, visit:

www.businessitguide.com

or for more details, e-mail:

businessitguide@e-skills.com

e-skills UK is the Sector Skills Council for IT and Telecoms.

The Business IT Guide provides the information businesses need to make the right IT decisions at the right time.