

## Subject: Important IT Updates & Recommendations: Security, Storage Management, and License Renewal

Dear Mam,

I'm writing to provide an update on a few IT-related matters and seek your input/approval on some proposed actions regarding security and storage management.

### 1. Network Drive Mapping Security Improvement:

- **Current Situation:** Currently, we map the entire shared folder structure as a network drive for users.
- **Concern:** This approach presents a security risk as it grants users visibility, and potentially access depending on permissions, to folders beyond what is necessary for their roles.
- **Proposed Plan:** For enhanced security and to adhere to the principle of least privilege, I recommend we transition to granting users access and potentially mapping *only* specific subfolders they require, rather than the entire root level. This significantly reduces the attack surface and potential for accidental data exposure.

### 2. Urgent NAS Storage Management:

- **Situation:** Our NAS storage is currently experiencing low free space, dropping below the 30% threshold, and the system has issued a warning.
- **Specific Issue:** The 'shared' folder, which is primarily intended for temporary file exchange, is full and is a significant contributor to the overall storage issue. There are three main folders: 'shared', 'projects', and 'others'.
- **Urgency:** This situation requires urgent attention to free up space and prevent potential performance issues or instability on the NAS.
- **Proposed Action:** I propose we initiate an immediate cleanup of the 'shared' folder, removing temporary or old files that are no longer needed. We may also need to consider a policy or process for managing content in this folder going forward to prevent this from happening again.
- **Next Step:** I need your approval to proceed with the cleanup of the 'shared' folder immediately. I can outline a process for this if needed.

### 3. IIACAD Perpetual License AMC Renewal:

Regarding the IIACAD Perpetual License AMC Renewal, the benefits typically include:

- Access to the latest software updates and new versions, providing new features and improvements.
- Technical support from the vendor to help with issues and usage.
- Bug fixes and stability enhancements through updates.
- Maintaining compatibility with current operating systems and software.
- Ensuring the continued effective use and support of our perpetual license.

If we renew AMC after new version release, then they may charge Additional cost

Currently we are having 9 Licences. 5 out of 9 are pending for AMC Renewal

Network licence 2 year renewal :  $3 \times 16250 = 48,750 + \text{GST}$

Standalone Licence 2 year renewal:  $2 \times 13000 = 26,000 + \text{GST}$

Total = 88,205 Rupees ( Including GST 18%)

I had already discussed about costs associated with the renewal.

#### 4. Changing of Aged Batteries

Our inverter batteries are over X years old and showing clear signs of wear. They're no longer providing reliable backup, and continued use poses both operational and safety risks. Replacing them now would prevent unexpected failures and reduce long-term costs. I've looked into options and can share some affordable, reliable alternatives. Can we plan a replacement soon, perhaps during the next maintenance cycle?

##### Present the Risks of Aged Batteries

- **Reduced backup time:** Aged batteries don't hold charge well, leading to frequent power failures.
- **Higher risk of failure:** Old batteries may fail suddenly, especially under load, causing work disruptions.
- **Safety hazard:** Overaged batteries can leak acid, swell, or overheat—posing fire or chemical risks.
- **Emergency replacement costs:** Waiting for total failure often leads to rushed, more expensive replacements.
- **Maintenance costs:** Older batteries may require more frequent attention, increasing labor and servicing needs.
- Battery test shows its discharging very fastly
- That inverter only supports upto 150AH batteries, but here we are using two 150AH batteries parallelly connected, this make more load on inverter hence it will became more hot and it will take more time to charge it
- Also here we are using batteries of two different companies, which is not recommended

it is *not recommended* to use batteries of different brands together in an inverter system

1. Batteries from different brands may have slightly different voltage levels, internal resistance, and charge/discharge profiles. This causes imbalance and unequal charging.
2. The weaker or lower-quality battery will degrade faster and can drag down the performance of the entire system.
3. Mismatched batteries can overheat, leak, or even cause short circuits, especially under load or during charging cycles.

Please let me know when might be a good time to briefly discuss points 1 (Security Improvement) and 2 (Urgent Storage Cleanup) to get your approval or discuss the proposed plans. I'm happy to provide more detailed information on any of these items.

Thank you for your time and consideration.

Best regards,

Amal