**10OB-exit**

**IT infrastructure move**

Our IT is being moved this weekend to a secure data centre in Wellingborough.  No systems will be accessible on Saturday or Sunday.

**What to expect on Monday?**

Our systems are expected to be operational on Monday morning.  We keep you updated via the MessageBird text message service.

Those using an RDS connection (through the website <https://rds.aathornton.com/rdweb>) will be able to log in as usual on Monday.

If you are using an RDC connection (remote desktop access through the FortiClient VPN) you will need to reconfigure it to get access.  Instructions are attached. 

**What you need to do today**

Whilst we do not expect an interruption in our systems we need to prepare for any potential problems.  If you are saving documents then save them on your local PC/laptop.

* **All**
  + Forward this email to your personal email address.
  + Review Claire’s email about ways of accessing work related websites and make a note of any passwords and usernames you might need – a copy is attached. 
* **If applicable to you**
  + Save your due date report – save this outside of our systems.
  + Save a copy of your task list to Excel by selecting all the tasks and copying/pasting to excel – save this outside of our systems.
  + Consider whether there are any DMS documents you want to save locally relating to active cases.

**What to do if you have a problem accessing our systems on Monday?**

Email [support@aathornton.com](mailto:support@aathornton.com) from your personal email address with a clear description of the problem.  Please be patient and the IT team will help you as soon as possible.

**BC team – between offices**

Our registered address whilst we are between offices will be 15 Old Bailey!  This is the address of services offices offered by the [Argyll Club](https://theargyllclub.com/).  Initially this office will just serve as an address to receive post and couriers and this post will be collected and scanned by us.  When we are able to use an office again, and assuming we do not have our new office by that time, we can take some serviced space at 15 OB where people can work, or we might take space at the other office of the Argyll Club or, indeed, anywhere else that suits us at the time.

The BC team are working on the process of notifying clients, suppliers, IPO’s etc of the change of address and more information on that process will follow.

**Competition time**

Welcome to the first AAT word search! I am not telling you what the words are, or how many there are, but they are all related to AAT or IP!

Answers – in the form of a list of words in alphabetical order - by Monday at 10 am please if you want a shot at the BIG cash prize!



**BC Contacts**

* + - Alex Hughes         07748 857114
    - Karen Genuardi    07801 523186
    - Ian Gill                   07782 248216
    - Vince Bixby           07725 900367
    - Claire Pitman        07956 862824
    - Craig Turner          07946 629052
    - Adrian Bennett      07817 894781
    - Alok Suthar           07877 350839

|  |  |
| --- | --- |
| Ian Gill Partner, Patent & Trade Mark Attorney | |
| **DL:** +44 (0) 20 7440 6841 **E:** [isg@aathornton.com](mailto:isg@aathornton.com)  **W:** [aathornton.com](http://www.aathornton.com/) | [Linkedin](https://www.linkedin.com/company/aathornton)[Twitter](https://twitter.com/AAThorntonCo) |

|  |  |
| --- | --- |
| AA Thornton & CO | **A.A. Thornton & Co.** 10 Old Bailey London, EC4M 7NG T +44 (0) 20 7405 4044 F +44 (0) 20 7405 3580 |
| COVID-19 - At AA Thornton we are well equipped to proceed with business as usual, and to provide uninterrupted, high-quality service to our clients. Please click [here](http://www.aathornton.com/covid-19/) for our latest update. | |

