SMALL BUSINESS / STAFF DISPLAY

Clicked something at work?



Tell someone straight away.

Don’t wait for something to go wrong.
Early reporting gives your team time to act.

1 **Stop interacting with it.**
Don’t enter anything else or open the file again.

2 **Contact IT or your manager.**
Say what you clicked and whether you entered details.

3 **Follow their instructions.**
Leave the message in place unless your team tells you otherwise.

Our reporting contact: _____

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