

## When should you consider a Technology Assessment?

The technology tipping point. We refer to it as that particular moment when you come to the realization that you're expending more time and energy managing your documents, processes and technology, rather than your business. It's a wake-up call and an opportunity for transformation. A chance to step back and pinpoint even the minutest day-to-day operations that are preventing your business from thriving. An opportunity to regain balance and begin to tip the momentum back to focusing on your forte—*driving your business*.

Companies all face moments where the need to take action is made crystal-clear. Is this one of those moments for you? If so, consider engaging a technology partner to help discover and improve your business workflow—*holistically*. The simple workflow reality is that most documents originate from printers, most printers connect to networks, and networks are designed to connect users. Since workflows frequently touch all three (*printers, documents, and networks*) finding measurable improvements is best achieved with an assessment of all three—preferably in tandem or sequentially over a relatively short period.

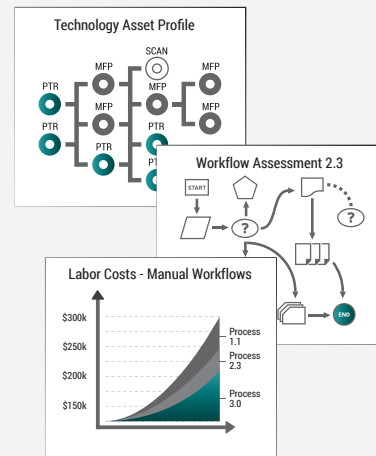
We realize every company has its unique way of handling documents, print, and information technology, but few confidently know if each is optimized—let alone collectively aligned to ensure the most efficient running organization. We also realize that trying to figure out how to improve operational efficiencies takes substantial time and effort—that which companies have little surplus.

Consider Datamax. We'll take the time to help you discover and develop relevant technology recommendations for producing and positioning business process improvements your company needs today and well into the future. Depending on your situation, we can begin with either a workflow, print or network assessment—or all of the above. We do this everyday, so give us a shot.

With Datamax Discovery—We've got YOU covered!

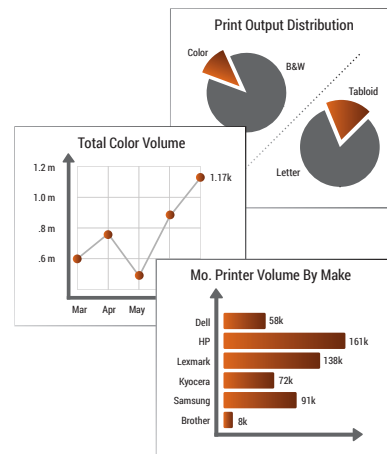
## Workflow Assessment For Document Management & Workflow

- **Analyze** key document and information-based processes that drive the business
- **Document** workflow, infrastructure and people within the processes
- **Recommend** streamlined processes, enabling technology and staffing
- **Optimize** continuous improvements, leverage investments in technology and people



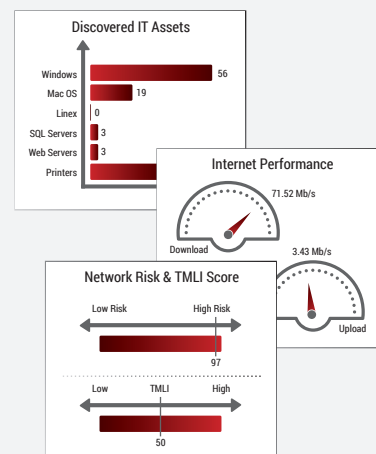
## Print Assessment For Managed Print Services

- **Suspend** buying new equipment until you develop a print strategy
- **Discover** print devices, usage volume, print applications, and hidden print costs
- Develop and deploy print **strategy**
- **Optimize** and balance fleet deployment, streamline print workflows, minimize carbon footprint, and improve Total Cost of Ownership



## Network Assessment For Managed Network Services

- Scan, **assess**, document, and score infrastructure for manageability, scalability, and effectiveness
- Review findings, educate on deficiencies, and decide on actionable **recommendations**
- Plan, prepare end users, prepare infrastructure, and **onboard** services
- Manage, review client service levels, plan and seek ongoing **optimization**



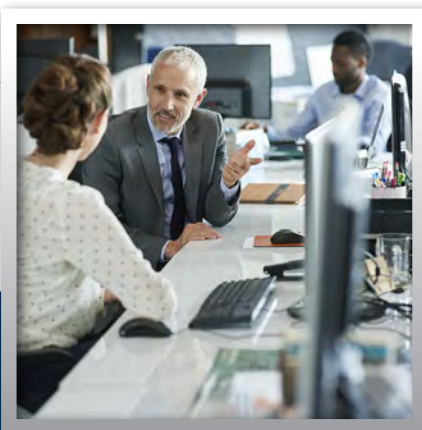
**DISCOVER. ASSESS. DELIVER.**

Datamax Technology Assessments are designed to provide an accurate and insightful perspective on infrastructure, workflow, and personnel to improve decision-making. Well-documented and well-executed assessments will result in increased productivity, optimized operating expenses, and a strong technology platform for future growth.



## What will ensure a successful Technology Assessment?

1. **Stakeholder Engagement** — active executive management and stakeholder engagement and support during the assessment
2. **Clarity of Objectives** — clearly-stated assessment objectives and assessment methodology
3. **Holistic Approach** — comprising workflow, documents/print, and network infrastructure
4. **Contextual Focus** — discovery assessments conducted in concert with client's vertical industry
5. **Cooperative Investment** — time and resources are contributed by both partner and client
6. **Information Access** — freedom to access/acquire associated technology-related data regarding assets, performance and cost
7. **Assessment Deliverable** — detailed findings and prioritization of determined needs offered in formal graphical report format



9.7

When asked, "how likely would they recommend Datamax to a friend or colleague," our customers gave us an average score of 9.7 for 2015.

Scale: 1-10 (10 being the highest)  
Source: Net Promoter Score® System.  
Actual Net Promoter Score: 92.1 for 2015.

## What's included in a typical Technology Assessment?\*

- 1 **ENVIRONMENTAL ACCESS**
  - Conduct brief electronic scan of technology infrastructure (i.e. network printers and/or network servers)
  - Conduct facility walk-through with floor plan
  - Inventory all print-related and IT-related assets
  - Examine existing IT infrastructures
  - Review document storage system and processes
- 2 **DATA AND COST ACCESS**
  - Access technology expenses to include invoices, support agreements and leases (with mutual confidentiality agreement)
  - Access current parts & supplies costs
  - Review applicable contract performance SLA's
- 3 **END USER INTERVIEWS**
  - Identify the best people who routinely gather and understand the required information and processes
  - Conduct assessment interviews
  - Identify functional responsibilities
  - Outline overall technology utilization requirements
  - Discuss current document workflow processes to spot possible weaknesses or redundancies
- 4 **PREPARE AND DELIVER FINDINGS**
  - Process assessment data and findings and synthesize them to form a cohesive picture
  - Develop in-depth descriptions of professional recommendations and cost estimates
  - Present formal deliverable to stakeholders
  - Review, validate, and collaborate with client regarding findings and actionable recommendations
- 5 **ESTABLISH NEXT STEPS**

\*Components may vary based on assessment type.

### TAKE THE NEXT STEP!

Contact us at:  
**800.482.5772**  
datamaxarkansas.com



## Datamax Discovery™

### DISCOVER. ASSESS. DELIVER.

Datamax Discovery is a multi-faceted enterprise technology assessment system designed to help identify opportunities for streamlining business process, maximizing productivity of technology assets and people, and improving total cost of technology ownership. It represents an important first step to ensuring the development of technology recommendations that are relevant and that produce raving results. When it comes to document and information technology, "We've got IT covered!"

- If your communications were more impactful and distributed efficiently, how many more new customers could you attract—or retain?
- How much more could you focus on driving your business if your IT infrastructure was better tuned and under control?
- How much money could you save if your print output was contained and print assets were optimized?
- How much time could you save if your entire intellectual property (content) was organized and related workflows better streamlined?