

This checkup helps you understand your technology and how to improve it. Don't worry if you don't know all the answers! Just do your best and ask for help if you need it.

Here's how to fill it out:

1. **Read each question carefully.** If you're not sure what it means, ask someone who knows about technology, or contact us! We're here to help.
2. **Check the boxes that apply to you.** If a question doesn't apply to your business, just skip it.
3. **Be honest!** The more accurate your answers, the better we can understand your needs.
4. **Ask your employees for their input.** They use your technology every day, so they might have valuable insights.
5. **Don't stress!** This is just a tool to help you. There are no wrong answers.

Need Help?

If you have any questions while filling out the checkup, don't hesitate to reach out! You can:

- **Contact us directly:** 385-250-2200 - info@coqui.cloud
- **Schedule a free consultation**

We're happy to answer any questions and help you make the most of your technology.

Example:

Let's look at an example question:

- **Do you have antivirus software on all your computers and phones?**

Think about all the computers and phones in your business. If they all have antivirus software installed, you would check the box. If some of them don't have antivirus software, you would leave the box unchecked.

Remember:

- This checkup is for you. It's designed to help you understand your technology needs.
- Be open and honest in your answers.
- Ask for help if you need it. We're here to support you!

1. What Tech Do You Have?

- Computers and Devices:
 - Write down all the computers, laptops, tablets, and phones your business uses.
 - Note how old they are and if they're in good shape.
- Programs and Apps:
 - List all the software and apps you use (like Microsoft Office, email programs, etc.).
 - Do you know if you have the right licenses for them?
- Network Stuff:
 - Do you know what kind of internet connection you have and how fast it is?
 - Do you have a firewall to protect your network?
- Cloud Services:
 - Do you use any online services like Dropbox, Google Drive, or Microsoft 365?
 - Where is your important data stored?
- Old Systems:
 - Do you have any really old computers or programs that are hard to keep working?

2. What's Not Working Well?

- Getting Things Done:
 - Are there any tasks that take too long or could be done automatically?
 - Do your computers run slowly or crash often?
 - Can your employees work from home easily?
- Talking to Each Other:
 - Is it easy for your team to communicate and work together?
 - Do you have the right tools for video calls and messaging?
- Keeping Track of Information:
 - Is it easy to organize and find customer data and other important information?
 - Is your data safe and backed up?
- Staying Safe Online:
 - Are you worried about hackers or viruses?
 - Have you ever lost important data?
 - Do you have a plan in case something bad happens to your computers?
- Happy Customers:
 - Does your technology make it easy for your customers to do business with you?
 - Could you use technology to improve customer service?
- Growing Your Business:
 - Can your current technology handle it if your business grows a lot?
- Following the Rules:
 - Are you following all the data privacy and security rules for your industry?

3. How Secure Is Your Tech?

- Device Protection:
 - Do you have antivirus software on all your computers and phones?
- Network Protection:
 - Do you have a strong firewall to protect your network?
 - Is your Wi-Fi network secure?
- Data Protection:
 - Do you back up your important data regularly?
 - Is your sensitive data protected with encryption?
- Access Control:
 - Do you use strong passwords and change them often?
 - Do you have extra security measures in place for important systems?
- Security Training:
 - Do your employees know how to stay safe online?
 - Do you have a plan in case your data is stolen?

4. What's Your Tech Budget?

- How much money do you spend on technology each year?
- How much more could you spend to improve things?
- Could you save money by updating your technology?
- Do you have someone in your company who knows about technology?
- When do you want to start making changes?

5. What Do You Want Your Tech to Do?

- How can technology help your business succeed?
- What problems are you trying to solve with technology?
- What do you want to achieve by improving your technology?
- How will you know if the changes are successful?
- What's most important to you: security, efficiency, or something else?
- Will your technology still work if your business grows?
- Can you use technology to come up with new ideas and stay ahead of your competition?
- Can you use technology to be more environmentally friendly?

Bonus Tip:

- Ask your employees what they think! They might have great ideas about how to improve your technology.