

Entrepreneurship Questionnaire: Action Assist

Entrepreneurs can complete a quick self-assessment below to determine if Action Assist will be able to assist the entrepreneur in managing the operational processes in their business. For each of the questions below, please answer with either YES, NO or Not Applicable (n/a). A “NO” answer indicates a potential application opportunity of Action Assist.

No.	My / Our business complies with the best practice below:	Yes	No	n/a
1.	I / We have a single database which stores all our operational data?			
2.	I / We can access our business data and documents on the internet?			
3.	My / Our data is back-upped daily?			
4.	My / Our back-upped data is kept of-site?			
5.	Our on-line transactions, data and document storage is hosted on a secure encrypted server?			
6.	I / We have an audit trail of all the electronic tasks / documents assigned to employees?			
7.	I / We have a centrally managed task database, with Dashboards, which tracks the status of tasks assigned to employees?			
8.	I / We have access to electricity back-up (generator) in case of a power outage?			
9.	I / We have an on-line repository for all employee information and documentation?			
10.	I / We have an on-line repository for all supplier information and documentation?			
11.	I / We have an on-line repository for all client information and documentation?			