



The power to do more

Help streamline workflow and improve employee productivity by choosing the server that best suits your company's needs.

Worksheet:

What Do You Need From a Server?

If your business has outgrown its computing setup, it may be time to invest in a server. A server can help you centralize files and resources, strengthen security and save money long-term.

This worksheet can help you think through your computing needs and explore how a server might fit into your business. When you finish, you'll have a solid foundation for talking with a vendor and choosing the server that best supports your goals.

1. What is your current computing setup?

Check the statements that are true:

- We use multiple computing devices that are not connected
- It's often a challenge to find electronic documents
- Many of us use the same software applications
- Many of us need to use a printer or scanner
- Accessing files remotely is cumbersome
- We use different email or Internet service providers
- Devices have crashed or gone missing, causing us to lose data
- Our computing system is vulnerable to malware
- We don't back up data as often as we should
- We want to restrict access to files to certain users

If you checked three or more statements, a server may help solve your computing problems. A server provides a single location for files and gives everyone access to the same applications and devices.



2. How will you use your server? Answer the following questions. Your responses will come in handy when meeting with a server provider.

How many people will use the server now? Consider employees and anyone outside your organization, such as partners or customers, who may need access: _____

Do you expect this number to change over the next year? If so, how many people will need to access the server at that point? _____

How many people do you expect will access the server at the same time? Consider employees who access a certain database frequently or may run business software simultaneously: _____

How do you expect to use the server? Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Email, shared calendaring or instant messaging | <input type="checkbox"/> Running business software (e.g., CRM, ERP, bookkeeping, etc.) |
| <input type="checkbox"/> File sharing | <input type="checkbox"/> Remote access |
| <input type="checkbox"/> Access to printers | <input type="checkbox"/> Data backup |
| <input type="checkbox"/> Hosting website and landing pages | <input type="checkbox"/> Housing databases (e.g., customer information) |
| <input type="checkbox"/> Hosting an e-commerce site | <input type="checkbox"/> Supporting database queries by multiple users |
| <input type="checkbox"/> Storing images and/or videos | <input type="checkbox"/> Hosting an intranet or extranet |

3. What kind of server setup do you need? Check each statement that applies to your company:

- | | |
|---|--|
| <input type="checkbox"/> We do not have a separate data room or wiring closet | <input type="checkbox"/> We have a separate data room or wiring closet |
| <input type="checkbox"/> We have fewer than 25 employees | <input type="checkbox"/> We have more than 25 employees |
| <input type="checkbox"/> We expect to manage the server internally | <input type="checkbox"/> We will likely need outside tech support |
| <input type="checkbox"/> We do not maintain very large databases for multiple users | <input type="checkbox"/> We maintain very large databases for multiple users |

Review the boxes you checked. Items in the left column tend to support a basic tower server approach, while those in the right column tend to support a more complex system, which can involve using a rack of servers.

You now have a blueprint for discussing your needs with a vendor. To learn more, [read this article](#) and [these examples](#) of how a server can help different types of small businesses.

Dell™ provides a range of servers for small businesses, along with expert setup assistance and technical support.



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