

Scanning Project Questionnaire

Dear colleagues,

You are invited to complete this questionnaire to help us create a scanning application for you. Please feel free to advise us how it should work to be most efficient, reliable and useful in your daily work. Please contact us if you find anything wrong with the scanning application.  
Thank you for your time in advance.  
  
Scanning project Team

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| Title |  |
| Name |  |
| Surname |  |
| Position |  |
| Country |  |
| Town |  |
| Address |  |
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Note: This document contains three sections. The first is regular. The second is a bit more advanced. The third is about your expectations and direct questions to us. Please feel free to leave questions empty if you do not wish to answer.

# Section A

1. On a daily basis what is the maximum number of vouchers you process at your office?

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1. What is the maximum number of vouchers have you scanned at your office in a day?  
   ………………………………………………………………………………………………………………………………………
2. How many of those vouchers have been P1 and how many P2?  
   ………………………………………………………………………………………………………………………………………
3. How many people work over scanning vouchers at your office?  
   ………………………………………………………………………………………………………………………………………
4. How many scanning devices do you have?  
   ………………………………………………………………………………………………………………………………………
5. How many different models of scanning devices do you have?  
   ………………………………………………………………………………………………………………………………………
6. How would you describe the people at the office? Advanced in computing, at middle level, need to be educated more?   
   ………………………………………………………………………………………………………………………………………
7. How would you describe the computers at the office? Fast, middle level, slow?  
   ………………………………………………………………………………………………………………………………………
8. How fast is the internet at your office? Fast, good, slow?  
   ………………………………………………………………………………………………………………………………………
9. What models of scanning device do you use? Please show the exact models if possible or provide us a link to producer’s web page.  
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10. How often a PC of yours need some repair?  
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1. How often a scanning device of yours needs some repair?  
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2. Who do you call if something is wrong with your computer?  
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# Section B

1. What versions of Windows do you use?

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1. How often does your computer need to be reinstalled?  
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2. How often your computer needs to have a driver reinstalled?   
   ………………………………………………………………………………………………………………………………………
3. How often you have a virus problem at the office?  
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4. Do you have a Windows repair disk at the office?  
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5. Do you have driver disks at the office?   
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6. How do you preserve the information security at the office? Please provide details if applicable.  
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7. Do you have third party software installed at the office? If yes what it is and for what you use that? Please provide more details about it?  
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# Section C

1. What functionalities you would like to see done for you at most? Please, feel free to describe in details.  
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2. According to you how should this scanning program work? Please describe your thoughts. How should it look like?  
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3. If you have any other queries please feel free to mention it below.  
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#### Please, post to PTF UK office a copy of different voucher layouts used in your country [POS, Manual, PI].