

### **Digital Tip in Action: Assessing Hardware, Software, and Applications**

**[00:00]** Before you decide to try a new technology, here are some things to consider: Usability. How quickly can we integrate it? How much training will we need? Integration and infrastructure: Does it work with the existing technologies used by us, our clients, and our vendors? Cost: Will we buy or lease?

**[00:30]** Is the fee one-time or monthly? What additional costs should we expect? Ownership: What best fits our needs – ownership or subscription? Will information reside on our servers or those of a third party? Security: How does it protect employee and customer privacy? Do those terms adhere to our company standards?

**[01:00]** Stability and longevity: How established is the tool, and how widely is it used? How much support is available? If we adopt an early version, can we handle unresolved bugs and evolving design? Control: What are the terms of license? Are they customizable? If so, do we need permission? Accessibility: Will everyone be able to use it? Does it comply with the guidelines outlined in such laws

**[01:30]** as the Americans with Disabilities Act? Consider these questions when assessing whether hardware, software, or applications are right for you and your business.