



Welcome

Welcome to the DLA EMS Data Collection Navy Web Site

DLADocument Services, in support of the Department of the Navy (DON), ChiefInformation Officer, has developed a web based questionnaire to assist the DONand USMC in gathering data related to the current fleet of copier, printing, multi-functional, scanningand faxing assets. The questions pertainto your current copiers, printers (desktop, networked & stand alone),scanning, faxing and multi-functional devices. We recommend that you review the questionnaire instructions providedprior to beginning the questionnaire.

Ifyou have any questions please contact DLA Document Services via email at custinfo.docsvcs@dla.mil orby phone 1-866-736-7010 M-F 0600-1630 EST

Start





Purpose/Overview

This questionnaire is designed to allow data/device input based on printing/copier and fax devices by the physical location and the number of personnel using each device.

Collection Hierarchy

I. Major Locations (Base)

A. Work Location (Building, Floor, Room)

i. Device Characteristics (Make/Model, Age, Output)

Many Devices in a Work Location

Many Work Locations in a Major Location (Base)

One Major Location per Survey

***1. Please enter your Information:**

*Name

CONUS/OCONUS Phone Number xxx-xxx-xxxx or OCONUS Number

*Email Address

*Base

***2. Are You a Current Customer of DLA Document Services**

Yes No

***3. What is your Current Enterprise Network**

NMCI ONE-NET Shipboard Other

***4. What is your Echelon**

- | | |
|---|-------------------------------------|
| <input checked="" type="radio"/> NAVAIR | <input type="radio"/> SPAWAR |
| <input type="radio"/> NAVSEA | <input type="radio"/> NAVFAC |
| <input type="radio"/> NAVSUP-NAVICP | <input type="radio"/> NAVSUP-NEXCOM |
| <input type="radio"/> NAVSUP-COMFISCS | <input type="radio"/> NAVSUP-NOLSC |
| <input type="radio"/> NAVSUP-NAVSISA | |

Please Enter the information and then click next.





Enter your Work Location for the device(s). This information includes: DODACC, Building #, Floor #, Office/Room #, and the total number of staff who operate in this area.

Then Click Next

***5. You have selected your location. Now, please enter the Building# and Floor# for the equipment.**

*DODAAC #	<input type="text" value="SA4705"/>
*Building #	<input type="text" value="09"/>
*Floor # or Floor#/Section	<input type="text" value="1"/>
*Office #	<input type="text" value="218"/>
*Total Number of Staff for this Locatiion	<input type="text" value="9"/>

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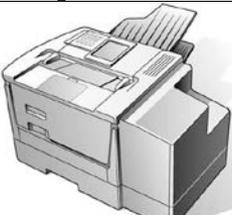




Device Information Classification: Select Device Type

*6. What Device Type

- Desktop (D/T) Black & White Printer
- Desktop (D/T) Color Printer
- Floor Model Black & White Copier/Printer
- Floor Model Color Copier/Printer
- Multifunctional Devices (MFD) Black & White
- Multifunctional Devices (MFD) Color
- Faxes

	Desktop Printer	Floor Model Copier/ Printer	Multifunctional Device (MFD)	Fax
				
<i>Networking Capability</i>	Single User Capability Only	Copier: Non-Networked Standalone Device Printer: Fully Networked	Fully Networked	Standard Telephone Transmission
<i>Functionality</i>	Single User Printer	Single Use Either Copy or Print	Fully Functional Printer, Scanner, Copier & Fax	Fax Only

Adjacent are conditions to determine what a device is to be classified as.



Enter Device Characteristic Information

***6.2. Color Device characteristic**

*Make	<input type="text" value="Konica Minolta"/>
*Model	<input type="text" value="C550"/>
*Serial #	<input type="text" value="A00J011000414"/>
*Leased/Owned	<input type="text" value="Leased"/>
*Number of Staff using this Device	<input type="text" value="9"/>
*What is the age, in months, of the device? If not known please approximate.	<input type="text" value="44"/>
*What is the average number of monthly Black & White pages printed on this the device? If not known please approximate.	<input type="text" value="5600"/>
*What is the average number of monthly color pages printed on this the device? If not known please approximate.	<input type="text" value="1900"/>

Use N/A if no Serial Number is Available

* Maintain Consistent Naming Conventions when completing Make/Model Information.

* Include the Total Number of Staff who May use this device. (May be less than the amount of workers in the office)

* Many Devices provide lifetime output reports. Monthly Output can be generated from this figure.



New Devices, Work Locations, Complete Survey

If you have additional devices in the current work location, select another Device Type to Continue

If no additional Devices for this work location, select "All Done"

If All Work Locations and Devices have been entered, Exit Survey

***7. What Device Type**

- Desktop (D/T) Black & White Printer
- Desktop (D/T) Color Printer
- Floor Model Black & White Copier/Printer
- Floor Model Color Copier/Printer
- Multifunctional Devices (MFD) Black & White
- Multifunctional Devices (MFD) Color
- Faxes
- All Done - No more devices for this Wk Loc
- Exit Survey

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Thank You for Completing the Data Collection

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DEFENSE LOGISTICS AGENCY
Document Services