

Buyer's Guide

Equipment management solutions for IT & HR

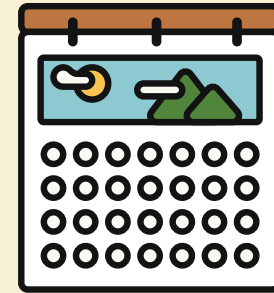
Learn how to choose the right equipment management solution **for your** distributed team.



allwhere

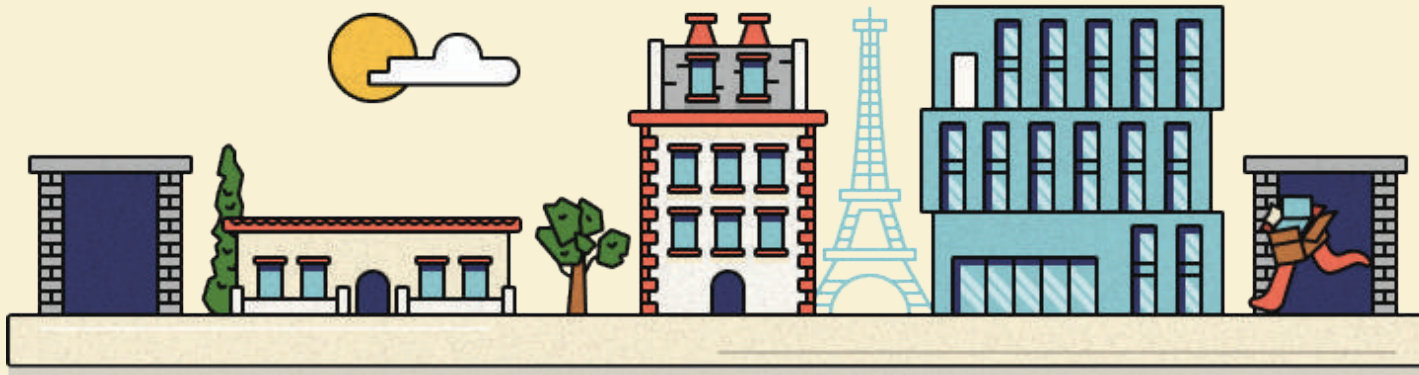
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How an equipment management solution can help your team

If your team is handling onboarding and offboarding internally, it's likely that productivity, budget, and satisfaction is suffering as a result. An equipment management solution is the **most cost- and time-efficient** way to support your employees' journey from onboarding through to offboarding, so you can win back resources and focus on supporting your team.

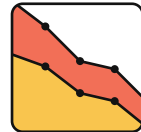


An equipment management solution may be **right for you** if your team feels:



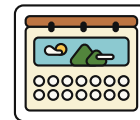
Time-poor

- Difficulty meeting deadlines
- Delayed delivery of employee equipment
- Frequent reports of limited bandwidth
- Feeling “spread too thin”



Cost-ineffective

- Inconsistent spending across projects
- Frequently missing the mark on estimated spend
- Constantly reevaluating budgets



Dissatisfied with their day-to-day

- High attrition across the organization
- Numerous complaints from employees
- Low motivation and burnout reported by team members

And if you've read this far, it's likely that you're facing some of the above issues. Thankfully, an equipment management solution will be helpful both in solving your team's short-term problems and in setting you up for future success. While there are a range of benefits, we tend to frequently notice these three among teams new to using allwhere:



□ Time savings

- With time burden removed from internal teams, bandwidth increases and allows team members to focus on larger priorities like strategy and people management
- Access to a wide network of reliable vendors with faster shipping times allows teams to move through requests at a faster pace
- A central dashboard and shared process saves time not only for HR and IT teams, but for employees and *their teams*, too

□ Cost savings

- An equipment management solution will provide access to more cost-effective vendors that allow for savings even with fees
- **Up to 25% annual savings** in equipment costs per employee
- More cost-effective than hiring an additional FTE

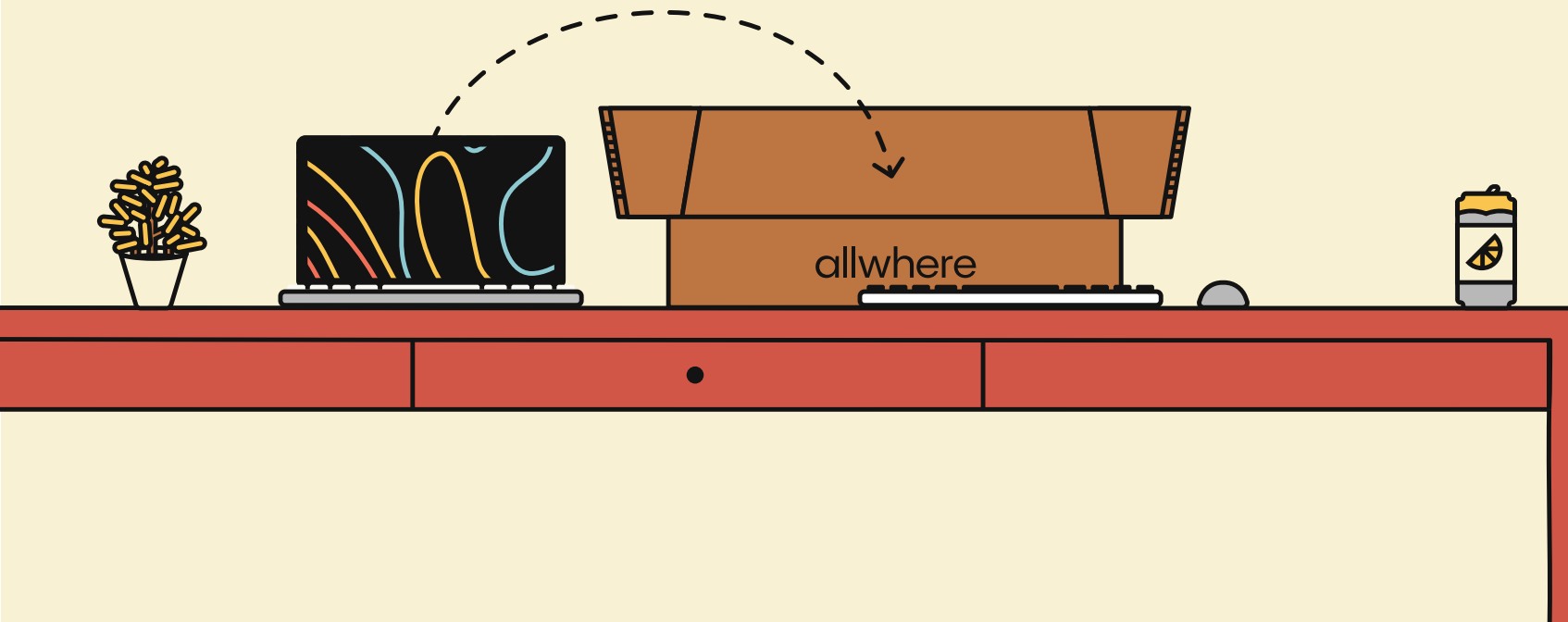
□ Improved employee engagement

- It's the little things that make your workplace a great place to work. An equipment management solution allows *employees* the freedom to choose their own work setup, and allows *you* to also easily outsource other extras like gifting, swag, and birthday gifts
- For your internal team, in-office, hybrid, and remote enablement is just one priority. For your vendor, your team's experience is the main priority, so they'll be quicker and more responsive than an internal team that's low on bandwidth
- With employees nationally and even globally distributed, it's no wonder that deliveries are delayed and employee frustration grows. Receiving crucial equipment on time increases productivity *and* employee satisfaction
- A great onboarding experience starts new hires off on the right foot, leading to improved attrition rates and a smooth employee journey

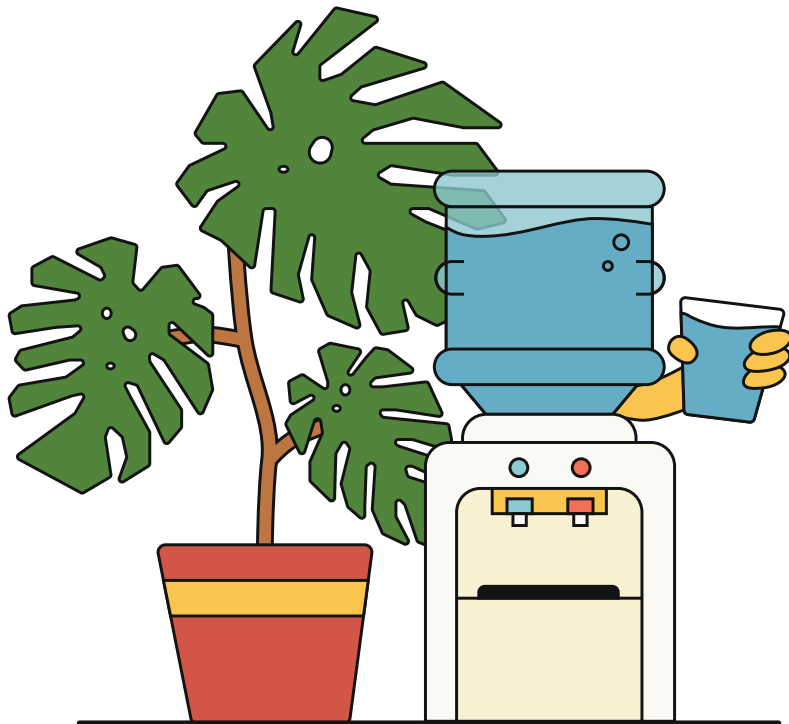
Assessing your team's equipment management needs

Every team is different, from size to location to industry and countless more factors.

Similarly, every equipment management solution is different, and not every one will be the right fit. Use this checklist to discern the most important factors for you when choosing which solution will be the best fit for your team.



Is your vendor of choice a good fit for your...



☐ **Team size?**

Are you a startup of < 50 employees? Are you a mid-sized company of a few hundred employees? Are you a large enterprise with 750+ employees?

☐ **Team location?**

Is your team internationally distributed; all over the US; or primarily located all in the same city or region? Be sure that the equipment management solution you choose is equipped with stellar service in the regions that are relevant for your business.

☐ **Team working style?**

Does your team work in-office, hybrid, or fully remote? Or a of all three, depending on the team/employee?

☐ **Service needs?**

Are you interested exclusively in procurement and onboarding solutions? Full lifecycle and asset management? Equipment retrievals? Gifting and swag? Or a mix of all?

☐ **Team function?**

Depending on whether you work in an HR or IT function — or operations and finance — you may have different tasks for your vendor. Make sure the equipment management vendor you choose understands the function you work in, and is support for your unique needs.

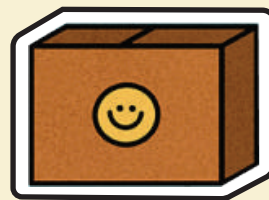
Luckily, allwhere offers **a range of a la carte solutions** that are built to fit teams in a variety of sizes, locations, working styles, and more. Read on for more about how we can help.



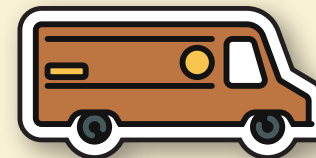
Procurement



Lifecycle management



Storage



Retrievals



Equipment management tool must-haves

As you choose between vendors, you'll also choose between offerings. While your team's needs may vary, and you may require more or less of your equipment management tool than another team might, it's crucial that you have access to these **three essential pillars of service.**



3 essential pillars



01

Asset management

Retrievals

- Quick and efficient retrieval of equipment in the regions that are most relevant for your team
- Ability to store, re-sell, or recycle retrieved equipment

Storage

- Access to safe, secure, reliable, and easily accessible storage

Deployment

- Ability to quickly deploy equipment to new hires and team members in need
- Ability to access and quickly re-deploy previously used equipment to new employees

02

Procurement

Vendor access

- Access to cost-effective and time-efficient vendors

Strategic know-how

- Input on planning and strategy for team's procurement needs, both in the short- and long-term

03

Logistics

- Full lifecycle management
 - Repair & upgrade reminders
 - Tracking of kits assigned to each employee

Beyond asset management, procurement, and logistics, your vendor should also give you access to:

- ❑ **An easy-to-navigate platform for you, the customer**
Access to a central dashboard that acts as a single source of truth, allowing you to track shipments, assets, and communications in real time, **all in one place**
- ❑ **An easy-to-navigate workflow for your team members, the employees**
A consumer-grade experience for your team, customized to your company's policies, specs, and branding
- ❑ Asset management, procurement, and logistics in a **range of global markets**
- ❑ **White-glove service** that's professional and responsive



How to talk to your team's decision maker

While you may be convinced of your team's need for an equipment management solution, senior decision makers may not always be on the same page. Whether you work in HR, IT, or a mix of both, we're here to help with easily adaptable email templates that will **help facilitate those necessary conversations.**



Use this template if...

Your decision maker is in HR



Hi <name>,

Hope you're doing well! I'm reaching out today to let you know of a solution I'm thinking could be helpful for our team, and would help us both to reduce cost and win back time.

Our team is awesome, and I think we're the best in the biz! However, it's no secret that we've been struggling internally with IT-oriented tasks like asset management, procurement, and logistics. Enter allwhere, an equipment management platform that helps teams from startups to enterprises save on time and cost by managing all of the above and more. By outsourcing these processes, our team would be able to get back to what we're really supposed to be doing — and, as an added plus, the improved onboarding and offboarding experience provided by allwhere would be a huge plus for our employees' experience.

To learn more about allwhere, you can browse their website here. To further assist you in your decision-making, here is another link to a Buyer's Guide that outlines why an equipment management solution like allwhere is useful, and how it could help a team like ours.

Looking forward to hearing your thoughts,
<name>

Use this template if...

Your decision maker is in IT



Hi <name>,

Hope you're doing well! I'm reaching out today to let you know of a solution I'm thinking could be helpful for our team, and would help us both to reduce cost and win back time.

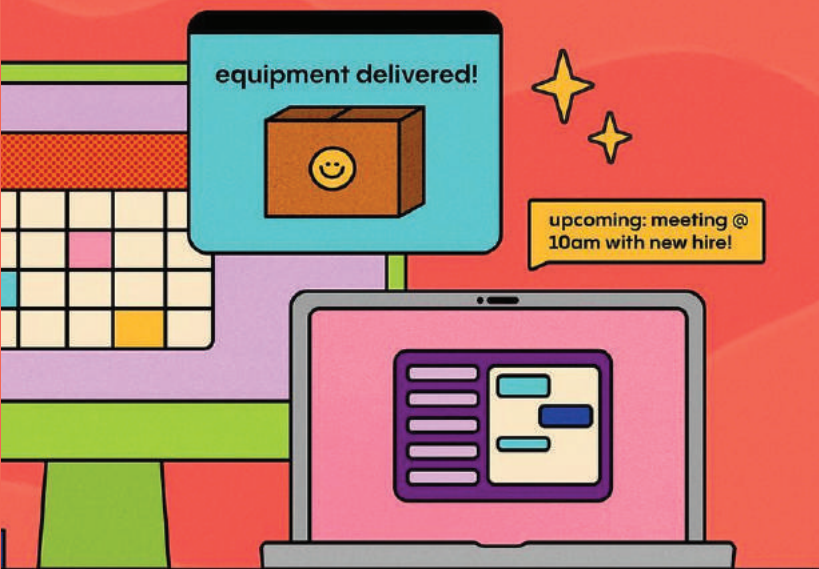
Our team is awesome, and I think we're the best in the biz! However, it's no secret that we've been struggling internally with HR-oriented tasks like onboarding, offboarding, swag, and gifting. Enter allwhere, an equipment management platform that helps teams from startups to enterprises save on time and cost by managing all procurement, logistics, and lifecycle management. By outsourcing these processes, our team would be able to get back to what we're really supposed to be doing.

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Use this template if...

You work at a startup, and your daily tasks involve a blend of HR and IT functions



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Looking forward to hearing your thoughts,
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Setting up your team for long-term success

Like your team, your relationship with your vendor should be honest and flexible, evolving in lockstep with your business.



Here are some tips & tricks to make your relationship a successful one.

❑ Utilize your equipment management solution as a strategic partner

Your team may have gaps in knowledge around the ins and outs of equipment management. And that's okay — that's why you have your vendor! Offload some of the heavy strategic work to your vendor, so you're always prepared for what's coming next. You should be able to look to your equipment management solution for help with tasks like:

- Defining onboarding and offboarding cadence
- Keeping abreast of current HR and IT trends
- Confirming what equipment and what setup is best for specific roles
- Reminding you when to replace laptops, phones, etc.
- Automatically communicating with your employees on return reminders and equipment tracking

❑ Implement frequent check-ins with your point of contact

In our newly remote world, working entirely asynchronously has become the norm for many teams. While the allwhere platform is designed to be seamlessly intuitive, it's still important to attend frequent check-ins with your Customer Success Manager or point of contact to ensure everything is running smoothly on both sides. We recommend a cadence of weekly meetings, with a set agenda and status report updated each time.

❑ Evaluate company needs on a frequent basis

All teams and companies move in ebbs and flows; while one quarter, your team may be focused mostly on onboarding new employees, in another quarter, you may have an influx of retrieval requests. Time moves quickly, and in busy periods a quarter can fly by in a flash. One of the benefits of an equipment management solution is having the opportunity to anticipate any last-minute chaos before it happens. Make sure you and your vendor are in lockstep regarding your team's short- and long-term needs, so you're never left feeling stressed.

Save on time and cost by trusting allwhere with procurement, logistics, and deployment.

Learn how it works, what services we offer, and how
we can help your team at allwhere.co

