

February 26, 2018

Questions for Vendors -

- 1) Does the product have a workflow? Can we track the status of a form within the workflow?
- 2) Does it provide Version Control on forms?
- 3) What are the reporting options - Tracking status of forms, metrics , etc.
- 4) Ease of use, forms design and overall use. What is the functionality in terms of radio buttons, check boxes, drop-down lists, etc.
- 5) Can you attach files, and if so what formats?
- 6) Is a Digital Signature available or is it simply an approval system?
- 7) Hosting on premise or cloud? In addition, if on premise briefly what are the Hardware/ OS requirements?
- 8) What is the authentication method used?
- 9) Can the forms be accessible off campus?
- 10) Is there a Central Document Repository available and/or is it compatible with others? What type of security is provided within the Repository?
- 11) Mobile device compatible?