



Session 1: General Overview
February 3, 2014
Workday

Name _____

Functionality	Comments
1. Welcoming Remarks	
2. Overview of Vendor's Company	
3. Overview of Vendor's Enterprise Solution	
4. Overview of Navigating the Vendor's Application Software	
5. Overview of the use of Document Management and Imaging solution and how documents can be attached/linked to various data within your solution (Employee record, Vendor record, Invoice or PO record)	
6. Concluding Remarks	



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Evaluation Form
Name of Evaluator:
Perceived Strengths:
Perceived Weaknesses:
Additional Comments:
Acceptability of Vendor Solution: <input type="checkbox"/> Yes <input type="checkbox"/> No