New Feature/Functionality Request Form

We encourage our customers to suggest new features and functionality and will review each request for a future release. We evaluate each request on a number of criteria, but some of the key drivers for consideration are:

* Does this benefit all or a majority of customers?
* What is the level of effort in development, testing and review hours?
* Have there been similar requests in the past?

Please answer the questions below. All the following information is critical for management and for a software developer to scope the request.

**When completed, submit the form to Rievent by creating a new support ticket (support.rievent.com)**

Please note that we receive many requests so you may not get any feedback until much later than the date in which the request was submitted.

#### User Journey/Workflow

In detail, describe what happens on each screen as the learner or administrator goes through each step of the process?

#### Data Capture

If applicable, what data is captured?

If data is captured, how is it used and does this trigger any platform action?

#### Reporting

Is there reporting associated with this request?

If so, describe the reports and how the data will be used

#### Supporting Visual Documentation

Please include supporting visual documentation, such as diagrams, flowcharts, or marked-up screenshots from the Administrative Portal and/or a representative activity’s learner workflow. Please attach them to your support ticket associated with this new feature request.