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.

Description

Please describe the new feature or enhancement you would like to request:

#### 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.