**Demo Outline**

Duration: **60 minutes**.

**First 45 minutes**:

* Introduction about company history. **(5 minutes)**
  + How long the company has been working? How many customers do they have? Who are their reference clients?
* Demonstrate SOP forms support functionality. **(5 minutes)**
  + SOP documents version control.
  + SOP documents anonymous action.
* Demonstrate Audit Inspections support functionality. **(15 minutes)**
  + The process of filling the forms.
  + How “bad answers” stand out and reported.
  + Corrective actions to assign when encountering “bad answers”.
  + Incident Investigation.
* Demonstrate Training Tracking & LMS solution. **(20 minutes)**
  + Proof of attendance.
  + Review and sign the policy.
  + How the reporting system for expiry date and sending reminders to manager and employee.
  + How to schedule classes and assign them based on role or individual.

**Last 15 minutes:**

**Demo Questions:**

* Do we own the data? Can we extract it whenever we want?
* Are price increases limited to rate of inflation?
* Can we access their database using an API or some other feature to extract the data on schedule, so that we can use it in our own report system in Power BI?
* Does the solution support single sign-on authentication using MS Azure AD?
* Do they have 24/7 customer support or is the support limited to office hours only?
* Do they have client manager or we have to contact customer support everytime?