Trial Workflow

- **Trial?**
  - Yes
    - Find Resource in ERMS and set status to Trial
      - **Negotiated contract required?**
        - Yes
          - Negotiate trial terms. Communicate with licensing coordinator if necessary
          - **Trial terms acceptable?**
            - Yes
              - Refer to the Trial and Selection Workflow document for what details to include
              - Enter all trial information into ERMS
              - Give authentication information to vendor/turn on access for trial
              - Run trial
              - Log feedback into ERMS
              - When trial ends, deactivate and make sure feedback has been entered into ERMS
            - **Proceed with purchase?**
              - Yes
                - Negotiated contract required?
                  - No
                    - Purchase without trial?
                      - Yes
                        - Enter reason for not purchasing in ERMS
                      - No
                        - Go to Page 3

- No
  - **Changing the status to Trial will send an automatic notification to Acquisitions. If resource is not in the ERMS notify ERM unit.**
  - **Negotiated contract required?**
    - Yes
      - Negotiate trial terms. Communicate with licensing coordinator if necessary
    - No
      - Purchase without trial?
        - Yes
          - Enter reason for not purchasing in ERMS
        - No
          - Go to Page 3