

Real-World Test Scenario Log

Put your top vendors through your actual work — before you sign anything.

WHAT THIS LOG DOES

Vendor demos show you the best-case version of every tool. This log flips the script: you design the tests, you run them on your real data, your real workflows, and your real edge cases — and you score what you actually see. Use it with your top 1–2 vendors from Step 3. One completed log gives you evidence you can negotiate with, not just an impression.

HOW TO USE IT

1 Pick your scenarios first

On the Setup page, choose 3–5 scenarios from the library or write your own. Each should reflect a real task your team does every week — not a one-off edge case.

2 Run one vendor at a time

Complete every scenario for Vendor 1 before starting Vendor 2. Score what you actually see on screen — not what the sales rep told you it could do.

3 Score 0–5, note everything

Use the same 0–5 scale from your Step 3 scorecard. The notes are critical — write what worked, what broke, and what needed a workaround.

4 Compare + carry forward

Open in the free Adobe Acrobat Reader and the Summary tallies every scenario for you. Carry your top vendor into Step 5 with confidence.

Time to complete

30–60 min per vendor tested

Works best with

Your top 1–2 vendors from Step 3

Have ready

Real data, a real task, a real user

Start here: choose your scenarios before you open a single demo.

Pick the tasks your team really does — then test every vendor against the same list.

EVALUATION DETAILS

Business / organization	Technology being tested
<input type="text"/>	<input type="text"/>
Prepared by	Date
<input type="text"/>	<input type="text"/>

THE 2 VENDORS YOU'RE TESTING

Your top 1–2 candidates from the Step 3 Scorecard — named once, carried through the whole log.

1 Vendor 1 (your lead candidate)	2 Vendor 2 (your challenger)
<input type="text"/>	<input type="text"/>

SCENARIO LIBRARY Tick 3–5 to run — or write your own in the open rows

RUN?	SCENARIO	WHAT TO TEST	WHO TESTS THIS?
<input type="checkbox"/>	Add a new customer record	Enter a real customer; check required fields, duplicates, and save speed	<input type="text"/>
<input type="checkbox"/>	Create and send an invoice	Build and email an invoice from an existing order; note the steps required	<input type="text"/>
<input type="checkbox"/>	Pull a standard report	Generate your most-used report; can you filter, export, and share it?	<input type="text"/>
<input type="checkbox"/>	Assign a task to a team member	Delegate a real task; check notifications, deadlines, and visibility	<input type="text"/>
<input type="checkbox"/>	Import existing data	Upload a small real CSV; check accuracy, field mapping, and errors	<input type="text"/>
<input type="checkbox"/>	Set up a recurring workflow	Automate a task you do weekly; note setup time and options	<input type="text"/>
<input type="checkbox"/>	Run a customer search	Find a specific record fast; check search speed and filter options	<input type="text"/>
<input type="checkbox"/>	Handle an edge case you fear	The thing you worry might break — test it deliberately	<input type="text"/>
<input type="checkbox"/>	<i>Your scenario:</i>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<i>Your scenario:</i>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<i>Your scenario:</i>	<input type="text"/>	<input type="text"/>

TIP Choose scenarios that reflect your hardest, most common workflows — not the easy demos the vendor will want to show you.

Score 0–5 for each step, per vendor. Note what you actually see on screen.

Leave a step on “-” until you’ve checked it. Totals add up automatically in Adobe Acrobat Reader.

1 Scenario 1 — name & describe it below, then score what you see

Scenario / task being tested	Tester (name / role)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP / ACTION TO PERFORM	0–5	VENDOR 1 — what you saw	0–5	VENDOR 2 — what you saw
Step 1 — Initial setup / navigation <i>Can you find the feature without help?</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 2 — Complete the core action <i>Do the actual task, start to finish</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 3 — Check the output / result <i>Is the result correct and usable?</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 4 — Test the edge case or error <i>The thing you worry might break</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 5 — Evaluate speed & ease <i>How did it feel to use?</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

KEY OBSERVATIONS & WORKAROUNDS NEEDED

Vendor 1	Vendor 2
<input type="text"/>	<input type="text"/>

Scenario 1 total sum of 5 step scores · max 25 per vendor	V1 <input type="text"/>	V2 <input type="text"/>
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2 Scenario 2 — name & describe it below, then score what you see

Scenario / task being tested	Tester (name / role)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP / ACTION TO PERFORM	0–5	VENDOR 1 — what you saw	0–5	VENDOR 2 — what you saw
Step 1 — Initial setup / navigation <i>Can you find the feature without help?</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 2 — Complete the core action <i>Do the actual task, start to finish</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 3 — Check the output / result <i>Is the result correct and usable?</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 4 — Test the edge case or error <i>The thing you worry might break</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 5 — Evaluate speed & ease <i>How did it feel to use?</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

KEY OBSERVATIONS & WORKAROUNDS NEEDED

Vendor 1	Vendor 2
<input type="text"/>	<input type="text"/>

Scenario 2 total sum of 5 step scores · max 25 per vendor	V1 <input type="text"/>	V2 <input type="text"/>
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Score 0–5 for each step, per vendor. Note what you actually see on screen.

Leave a step on “-” until you’ve checked it. Totals add up automatically in Adobe Acrobat Reader.

3 Scenario 3 — name & describe it below, then score what you see

Scenario / task being tested	Tester (name / role)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP / ACTION TO PERFORM	0–5	VENDOR 1 — what you saw	0–5	VENDOR 2 — what you saw
Step 1 — Initial setup / navigation <i>Can you find the feature without help?</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 2 — Complete the core action <i>Do the actual task, start to finish</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 3 — Check the output / result <i>Is the result correct and usable?</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 4 — Test the edge case or error <i>The thing you worry might break</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 5 — Evaluate speed & ease <i>How did it feel to use?</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

KEY OBSERVATIONS & WORKAROUNDS NEEDED

Vendor 1	Vendor 2
<input type="text"/>	<input type="text"/>

Scenario 3 total sum of 5 step scores · max 25 per vendor	V1 <input type="text"/>	V2 <input type="text"/>
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4 Scenario 4 — name & describe it below, then score what you see

Scenario / task being tested	Tester (name / role)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP / ACTION TO PERFORM	0–5	VENDOR 1 — what you saw	0–5	VENDOR 2 — what you saw
Step 1 — Initial setup / navigation <i>Can you find the feature without help?</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 2 — Complete the core action <i>Do the actual task, start to finish</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 3 — Check the output / result <i>Is the result correct and usable?</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 4 — Test the edge case or error <i>The thing you worry might break</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 5 — Evaluate speed & ease <i>How did it feel to use?</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

KEY OBSERVATIONS & WORKAROUNDS NEEDED

Vendor 1	Vendor 2
<input type="text"/>	<input type="text"/>

Scenario 4 total sum of 5 step scores · max 25 per vendor	V1 <input type="text"/>	V2 <input type="text"/>
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Score 0–5 for each step, per vendor. Note what you actually see on screen.

Leave a step on “-” until you’ve checked it. Totals add up automatically in Adobe Acrobat Reader.

5 Scenario 5 — name & describe it below, then score what you see

Scenario / task being tested	Tester (name / role)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP / ACTION TO PERFORM	0–5	VENDOR 1 — what you saw	0–5	VENDOR 2 — what you saw
Step 1 — Initial setup / navigation <i>Can you find the feature without help?</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 2 — Complete the core action <i>Do the actual task, start to finish</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 3 — Check the output / result <i>Is the result correct and usable?</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 4 — Test the edge case or error <i>The thing you worry might break</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 5 — Evaluate speed & ease <i>How did it feel to use?</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

KEY OBSERVATIONS & WORKAROUNDS NEEDED

Vendor 1	Vendor 2
<input type="text"/>	<input type="text"/>

Scenario 5 total

sum of 5 step scores · max 25 per vendor

V1

V2

OVERALL IMPRESSIONS answer after you’ve run all your scenarios

What surprised you most? <i>Something you didn’t expect — good or bad</i>	Vendor 1 <input type="text"/>	Vendor 2 <input type="text"/>
What needed a workaround? <i>A task that worked, but not how you hoped</i>	Vendor 1 <input type="text"/>	Vendor 2 <input type="text"/>
What flat-out didn’t work? <i>Features missing or broken during the test</i>	Vendor 1 <input type="text"/>	Vendor 2 <input type="text"/>
How did your team feel using it? <i>First reactions from your actual end users</i>	Vendor 1 <input type="text"/>	Vendor 2 <input type="text"/>

TIP Score one vendor straight through all your scenarios before testing the second — it keeps your judgment consistent.

Your scenario totals roll up here automatically in Adobe Acrobat Reader.

Compare on the percentage — it adapts to how many scenarios you tested, so it stays a fair head-to-head.

SCENARIO SCORE ROLLUP			
SCENARIO	MAX	total score	total score
1 Scenario 1	25	<input type="text"/>	<input type="text"/>
2 Scenario 2	25	<input type="text"/>	<input type="text"/>
3 Scenario 3	25	<input type="text"/>	<input type="text"/>
4 Scenario 4	25	<input type="text"/>	<input type="text"/>
5 Scenario 5	25	<input type="text"/>	<input type="text"/>
TOTAL TEST SCORE		<input type="text"/>	<input type="text"/>
max 125 · 5 scenarios × 5 steps × 5 pts			
TEST SCORE (% of scenarios tested)		<input type="text"/>	<input type="text"/>
REAL-WORLD RATING		<input type="text"/>	<input type="text"/>
STRONGER REAL-WORLD PERFORMER		<input type="text"/>	

WHAT YOUR TEST SCORE MEANS

- 90%+ Strong performer**
Carry forward with confidence
- 70–89% Good performer**
Note gaps — negotiate on specifics
- 50–69% Mixed performer**
Needs investigation or workarounds
- <50% Real-world gaps**
Reassess before committing

YOUR DECISION

Combine with Step 3 fit + Step 2 TCO, then choose one:

- GO** Advance to Step 5 — Implementation Plan
- HOLD** Re-test specific scenarios first
- STOP** No vendor passes — reset the search

SIGN-OFF	Prepared by	Approved by	Date
Recommendation → Step 5	<input type="text"/>	<input type="text"/>	<input type="text"/>

NEXT → Step 5: Implementation Ownership Plan
Lock down who owns every part of the rollout before you sign — so the launch doesn't stall.

bizhealth.ai/biztools/technology