**IMPLEMENTATION CHECKLIST& UNDERTAKING- ADMISSION MANAGEMENT\***

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of In-Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation & Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Training Attended (Yes/No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My User id is working (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have checked the software functionality with sample/live Data (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note:** All the points to be verified by Module In-charge/School Authority

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| **Check list** | **Status (Y/N)** | **Implementation Consultant’s Remarks** |
|  |
| Online Enquiry & Registration form Integration with website |   |   |
| Auto No. Scheme for Enquiry, Form Sale, Registration, Admission No |   |   |
| Receipt No. Scheme for Enquiry, Form Sale, Registration, Admission No |   |   |
| Admission Initiation |   |   |
| Letter to Parent configured |   |   |
| Auto Enquiry SMS & EmailApplication SMS & EmailRegistration SMS & EmailConfirmation SMS & Email |   |   |
| Initiate Admission for next academic session |   |   |
| Age Criteria Mapping |   |   |
| Admission Documents Mapping |   |   |
| Admission Payment Process (Linking with Fee Management) |   |   |
| Registration Schedule |   |   |
| Follow Ups for all Forms |   |   |
| Payment Gateway Integration for Registration Form Fee |   |   |
| Enquiry Dataport |   |   |

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| **Training Part** |
| Brief understanding of View Field Setup |   |  Excellent Very Good Good Average  |
| Brief understanding of Admission Notification |   |  Excellent Very Good Good Average  |
| Process of Admission Initiatation |   |  Excellent Very Good Good Average  |
| **Dashboard**\* Admission Summary\* Enquiry Dashboard\* Follow Up Dashboard\* Enquiry Analysis\* YOY Analysis |   |  Excellent Very Good Good Average  |
| Enquiries - Procedure explained |   |  Excellent Very Good Good Average  |
| Form Sale - Procedure explained |   |  Excellent Very Good Good Average  |
| Registration Forms |   |  Excellent Very Good Good Average  |
| Admission Payment |   |  Excellent Very Good Good Average  |
| Admission Confirmation |   |  Excellent Very Good Good Average  |
| **Communication**\* Send SMS\* Send Email\* SMS History\* Email History |   |  Excellent Very Good Good Average  |
| Admission Campaigns |   |  Excellent Very Good Good Average  |
| **Reports**\* Fee Day Book\* Admission Summary\* Admission Status Report\* Criteria Status Report\* Admission Report\* Interaction Report\* Document Report |   |  Excellent Very Good Good Average  |
| **Set Up**\* Admission Status\* Admission Follow Up Remarks\* Admission Instructions\* Source of Information\* Discard Reasons\* Prefer Mode of Communication |   |  Excellent Very Good Good Average  |

**Remarks by Module in charge (also mention if issue/requirements):**

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 **Remarks by Implementation Consultant:**

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**DISCUSSION POINTS**

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**Signature of Implementation Consultant School Seal**