**IMPLEMENTATION CHECKLIST& UNDERTAKING- PRINCIPAL DASHBOARD\***

**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** |
| **Dashboard**\* School News in Slider Bar\* Internal School Communication Records b/w Teacher and Parent\* Circulars with attachment\* Upcoming Student’s Birthday\* Upcoming Staff’s Birthday\* Admission Summary Graphs\* Student’s strength class wise and section wise |  |  Excellent Very Good Good Average |
| **Circulars**\* Use of Filter Button\* How to Add, Edit and Delete Circular\* Size and format for Circular’s attachment\* Content Formatting\* How to add multiple attachment |  |  Excellent Very Good Good Average |
| **Student Attendance**\* Use of Filter Button\* Understanding of Class wise Graphs for Present, Absent and Leave\* Section wise extend feature by clicking class wise graphs\* Attendance not marked for the following classes\* Attendance marked for the following classes\* Leave Applications (send by parents) |  |  Excellent Very Good Good Average |
| **Staff**\* How to Add and Edit new Employee\* Assign Task feature\* Send SMS feature\* Use of Search Option and Filter Button |   |  Excellent Very Good Good Average |
| **Student Management**\* Brief understanding of Student Detail feature (Most Imp.)\* Student Profile View, Add and Edit option\* Send SMS to individual student/multiple student or class wise\* Use of Search option and Filter Button\* How to arrange student data Alphabetically or Admission No wise by clicking up-down arrows in header\* How to customise front end view\* How to view in-active student list\* Understanding of Exam Graphical Analysis\* Understanding of Range Analysis\* Monthly Attendance Class wise and section wise Graphical view\* Understanding of Homework, Daily Remarks and Teacher Diary |  |  Excellent Very Good Good Average |
| **Communication**\* Difference amount SMS, Communication and Email\* How to send SMS, Communication and Emails to Staff and Students\* How to track Send SMS and Send Email History\* Understanding of House Details\* How to Create Student’s Groups |  |  Excellent Very Good Good Average |
| **Alerts**\* Approval of Employee’s Leaves\* Approval of Inventory Requiting\* Approval of Invoice Payment Approval\* Lesson Planning Approval |  |  Excellent Very Good Good Average |
| Brief Understanding of Release Notes |  |  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**