**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**