**IMPLEMENTATION CHECKLIST& UNDERTAKING- EMPLOYEE INFORMATION\***

**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** |
| Employee Data Ported  |  |  |
| Login ID created  |  |  |
| Employee Photographs |  |  |
| Biometric code updated (if Applicable) |  |  |
| Department updated  |  |  |
| In/Out time configured(If Applicable)  |  |  |
| Joining Date updated  |  |  |
| Employee Type |  |  |
| Class In-charge Assignment (If Applicable) |  |  |
| Designation updated |  |  |
| PF No/URN No (If Applicable) |  |  |
| Account No |  |  |
| Class Teacher Updated |  |  |
| Subject allocation as per school time-table |  |  |
| Required User Defined Field |  |  |
| Employee Group Creation |  |  |
| In-Active Employee Entry |  |  |
| Customized Documents Designed (If Any) |  |  |
| Employee Documents Assignment |  |  |
| Employee Gate Pass Approval |  |  |
| Work Experience, Qualification, Employee PF Information updation |  |  |
| **TRAINING POINTS** |
| **Dashboard**\* Difference b/w Graphical Data and Tabular Data\* Use of hyperlink of numeric value under Tabular Data |  |  Excellent Very Good Good Average |
| **Employee**\* Search Option and Use of Filters\* Understanding of all option under action icon\* Employee photos updation (Explain Photo Size)\* Difference b/w User Type, Employee Type\* Task Assignment\* Impact of DOJ, Department, Employee Type |  |  Excellent Very Good Good Average |
| **Manage Employee**\* Editable List\* Employee Data Port\* Employee Groups\* In-Active Employee\* Employee Resignation Request\* Understanding Employment History |  |  Excellent Very Good Good Average |
| **Reports**\* Employee Photo Report\* Subject wise Report\* Class Teacher Report\* Weekly Timing Report\* Customize Documents\* Time Table Report\* Employee Documents Report\* Subject Teacher Report |  |  Excellent Very Good Good Average |
| **Communication**\* Send SMS\* Send Email\* Bulk Edit (explain complete data porting steps including format, content, date format etc.) |  |  Excellent Very Good Good Average |
| **Employee Information Statistics**\* Complete Understanding of this feature i.e. Use of this option, Export to Excel, Import Excel File. |  |  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**