**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**