**IMPLEMENTATION CHECKLIST- TRANSPORT 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** |
| Transport Data ported | |  | |  |
| Vehicle entries i.e. Registration no., Capacity, Engine No., Chassis No., Engine No. etc. | |  | |  |
| Vehicle Document Assignment | |  | |  |
| SMS template for Bus Route Delay | |  | |  |
| Bus Documents and Maintenance | |  | |  |
| Operators Entry including Licence No., Aadhar Card No., Mobile No., Address Proof. | |  | |  |
| Operator Photographs | |  | |  |
| Operators, Vehicle and Transport In-charge mapping with Bus Route | |  | |  |
| Scanned Document’s Copy attached in operator’s Details i.e. Aadhar Card, Licence, Address Proof | |  | |  |
| GPS Integration with Open URL (If Applicable) | |  | |  |
| GPS Integration with Lets-track Vendor(If Applicable) | |  | |  |
| Latitude and Longitude updation under Bus Stops (If Applicable) | |  | |  |
| IMEI No. updationunder Vehicle (If Applicable) | |  | |  |
| Transport Linked with Fee Management (If Applicable) | |  | |  |
| GPS Start Time and End time (for pickup and drop both) configuration under Bus Route (If Applicable) | |  | |  |
| Vehicle Entry/Exit Timing Configuration under Bus Route (If Applicable) | |  | |  |
| Mobile App for Marking Route wise Attendance (If Applicable) | |  | |  |
| Mobile App for Marking Route wise Attendance by using RFID (If Applicable) | |  | |  |
| Data verified by school | |  | |  |
| **TRAINING POINTS** | | | | |
| **Dashboard** \* Use of filter button \* Understanding of Export to PDF report \* Understanding of graphs |  | | Excellent Very Good Good Average | |
| **Vehicles** \* Understanding of Search option, Add Vehicle \* Difference b/w Vehicle Route Report and Vehicle Report \* Use and impact of Initial Reading, Tracking URL, IMEI Device No. \* Fuel Log Entry \* Explanation of vehicle Meter Reset feature \* How to add maintenance details and Receipt Print Feature |  | | Excellent Very Good Good Average | |
| **Route Assignment** \* How to avail Bus Route-Stop and discontinue transport services to student \* How to change Bus Route-Stop \* Understanding of **From Date** and **To Date** while changing/assigning Bus Route \* Use of Filter Button, Search Option, Export to excel button etc. \* Explanation of Route History \* All Student Report Understanding (For Financial Purpose) \* Teacher Route Assignment \* Brief Understanding of Student Route Day Wise |  | | Excellent Very Good Good Average | |
| **Transport Attendance** \* Route wise Daily transport attendance \* Use of Pickup Default Value and Drop Default Value check box |  | | Excellent Very Good Good Average | |
| **Communication** \* SMS Template for Route Delay \* Difference b/w Send SMS and Communication \* Explanation of Transport Request i.e. From where will it be applied, who will apply and from where user can see, and how to approve/reject |  | | Excellent Very Good Good Average | |
| **Vehicle Register** \* Brief explanation of this feature \* Use of Filter Button and export Button |  | | Excellent Very Good Good Average | |
| **Vehicle Tracking** \* Current Vehicle Location \* Route Detail \* Multiple Route Detail |  | | Excellent Very Good Good Average | |
| **Reports** \* Fuel & Maintenance Report \* Fuel Report \* Transport Request Report \* Vehicle Document Report \* Distance Report \* Student Route Report \* Attendance Detail Report |  | | Excellent Very Good Good Average | |
| **Set Up** \*Understanding ofBus Stops: Add, Modify, Delete, Mapping and their impact \* How to change bus stop amount in bulk \* Difference b/w Change Amount and Change Amount History (in action icon) \* Understanding of Export to Excel button and Search Feature \* Understanding ofBus Routes: Add, Modify, Delete, Bus Stops Mapping and their impact \* Operators, Vehicles, Transport In-charges mapping to Bus Route \* GPS Start Time and End time configuration \* Vehicle Entry/Exit Timing Configuration \* Vehicle Type \* Vehicle Documents and Maintenance \* Difference b/w operator types and operator document type \* Brief explanation of Bulk Student Route Assignment \* Vehicle Groups \* Understanding of Bus Stop Criteria \* Vehicle Request Approval Process |  | | 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**