**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**