

Go-Live Check List

Preparation

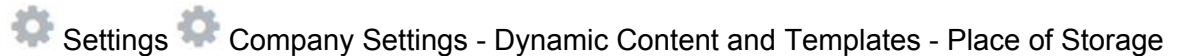
- Check predefined Categories in the Category Management**
With the Category Management, individual main categories and sub-categories can be set up and existing categories can be deleted. Standard images can also be added.

Left navigation menu:



- Set Up Storage Places**
Create storage location of found items to keep track of them.

Left navigation menu:



- Set Up Found at / in**
Create the preferred places for found or lost items.

Left navigation menu:



- Import old/existing data into your new account**
The following process ensures the smooth go-live of the new lost and found system:

#1 To import your old/existing data into your new account, upload the export file* here:
www.lostandfoundsoftware.com/upload

#2 We will send you a suggestion on how to map your old categories to new ones once we've received your old/existing data.

#3 After confirmation, we import your data and you can verify the content.

#4 On the day we go live, we repeat steps 1 and 3 so you can start using the software and no data is lost.

*Data Format:

Text-only (tab delimited), Comma-separated values (CSV), Extensible Markup Language (XML), SQL tables and relations

- Setting Up User Roles**

The authorization for central functions and specific objects within each role can be set in the User Roles. When accessing an object, the authorization system verifies which settings for the role are set in the object authorization.

Left navigation menu:

 Settings  Company Settings - General Settings - User Role

- Creating Users and assigning User Roles**

Left navigation menu:

 Settings  User Management

- Create Chat Communication Template**

The integrated chat system enables swift communication when found items and owners are matched - without having to switch to email, telephone or letters.

Left navigation menu:

 Settings  Company Settings - Dynamic Content and Templates - Communication Templates

- Update Email Templates**

Left navigation menu:

 Settings  Email Templates

- Create Documents**

The document management system generates individual documents for finders or owners. For example, you can generate the confirmation for found items in your corporate design.

Left navigation menu:

 Settings  Company Settings - Dynamic Content and Templates - Documents

- Set Up Handling Gateway**

- Check Equipment (Printer, Webcam, Barcode Scanner, etc.)**

- Access Training Environment**

- Super User and User Training**

Take Lost and Found Software Certification Exam

Go Live

- Set Up Equipment (Printer, Webcam, Barcode Scanner, etc.)
- Import Old/Existing Data into your New Account
- Integrate or Link Inquiry Form
- Deactivate Users in your old system / Activate Users in Lost and Found Software