

WorkRecords Sequence to Go-Live

Critical Info & GoLive Prep	Complete Setup Info form Appoint Property WorkRecords Manager Transmit Supplier Notification with Supplier Setup Form (using WorkRecords' template) Collect Supplier Setup Form and submit to WorkRecords Provide Job Activity Tagging Allocation (or Chart of Accounts if new company configuration)	Property Contact Note: WorkRecords Implementation Director is assigned after this package is submitted to WorkRecords.	20 – 30 minutes Due week 1
Step 1	Participate in a setup call for review of accounting information and optional operating parameters <i>*this may be skipped when a corporate account configuration is established</i>	Property WorkRecords Manager and Finance and Accounting Manager	15 minutes Due week 1
Step 2	Coordinate Kiosk internet and power connections. Arrange for Kiosk Installation	Property WorkRecords Manager	20 minutes Due week 1
Step 3	Coordinate GoLive date. Manage Hotel and Supplier onboarding	WorkRecords Implementation Team	GoLive date confirmed Week 2 Ongoing behind the scenes
Step 4	Distribute and view WorkRecords Orientation Video available via the web and / or coordinate and attend WorkRecords Orientation via the web	Property WorkRecords Manager	5 – 20 minutes Week prior to GoLive
Step 5	GoLive and monitor activity at the Kiosk	Department Managers / Supervisors Staffing Supplier Management	10 minutes
Step 6	Complete user training via the web	Property and Supplier Users	40 – 60 minutes Week following GoLive
Step 7	Monitor use of WorkRecords with timely feedback aimed at optimum efficiency	Department Managers Staffing Supplier Management	2 minutes per day Ongoing