Unipay Store onboarding Checklist

Store Name:_____

Sr No	Topic	Counter 1	Counter 2	Counter 3
	Documentation			
1	Shikhar Number, HUL Code, Gmail ID Taken			
2	Verifiy all store details in Zoho CRM & Convert			
3	DDA Sign & Promo Dashboard Explain			
4	Cancelled cheque collected & scan attached in Zoho CRM			
5	Shikhar screenshot attached in Zoho CRM			
	Installation			
6	**Software Installation**			
7	Unipay Widget added to startup folder			
8	UniapyWidget shortcut added on desktop			
9	Page Size Configuration			
10	Printer and Widget Configuation * Enable test mode using Jarvis chat			
11	**Add Installation folders to antivirus exclusion list**			
12	**Map device**. Confirm device visible online. Configure store WIFI / LAN whereever available.			
13	**Check on Jarvis Chat - Print (20 different bills) and Scans synced**			
14	**Copy portable anydesk on desktop and add access code on crm store description**			
	Training			
15	Train the cashier handling the counter			
16	Paste Customer Support Sticker			
17	Provide Unipay Training Leaflet - Train all staff & Owner			
18	**Communication with Manager / Owner** - Shelf talker update by HFS - 60 days time - Routine billing mandatory for program - Remote support team would call store to fix problems			

Onboarded by: