

Execu/Tech Systems Implementation Checklist 1/3

Execu/Tech Systems has extensive experience in a variety of hospitality environments. We know what it takes to stay on track. We have provided this document to assist you in providing the information we need.

Please fill out each as you complete the tasks and return each signed checklist upon completion. Email the forms to support@execu-tech.com or fax them to 850-747-0491. Execu/Tech will not schedule each section's resources until the Customer has signed and returned each checklist.

Checklist #1 - Planning and getting started – tasks to be completed by Customer upon acceptance of Proposal

Checklist #1 - Planning and getting started	Date Completed	Notes/Comments
Execu/Tech Proposal & Agreement signed		
Deposit paid to Execu/Tech per agreement		
Execu/Care Support Agreement signed		
Go-live date determined		Target go-live date:
System Requirements reviewed		
Shift4 contacted to set up account		Execu/Tech will initiate contact if you do not have an account.
Local IT/Network specialist contacted		IT manager should have hospitality experience.
Server and hardware ordered		
System Requirements provided to IT		
Installation Guide provided to IT		
WebRes guide provided to web developer		
GDS/CRS contacted		TravelClick, Windsurfer, or SynXis
Telephone vendors contacted		
Other third party contacted		Any third parties to which Execu/Tech will interface
List:		
List:		
List:		
Data preparation reviewed		

Primary Contact: _____ Title: _____

Primary Contact's office phone: _____ Cell: _____

Primary Contact's email address: _____

By signing below, I confirm that above tasks for Checklist #1 have been completed. I agree to pay for additional on-site training days and flight changes if training is not completed.

Signed: _____ Title: _____

Property name: _____ Date: _____



Execu/Tech Systems Implementation Checklist 2/3

Execu/Tech Systems has extensive experience in a variety of hospitality environments. We know what it takes to make sure our software and applications are installed in the right environment and all parties are coordinated and scheduled.

We have provided this document to help you stay on track. Please fill out each as you complete the tasks and return each signed checklist upon completion. Email the forms to support@execu-tech.com or fax them to 850-747-0491. Execu/Tech will not schedule each section's resources until the Customer has signed and returned each checklist.

Checklist #2 – Tasks to be completed by Customer prior to scheduling of Execu/Tech on-site training

Checklist #2 - Prior to scheduling of E/T Resources	Date Completed	Notes/Comments
Server, hardware, devices installed		Per Installation Guide and System Requirements
Network configured		Per Installation Guide and System Requirements
Remote Printers set up		Per POS Printer Setup Guide / CC Receipt Setup Guide
Remote access provided to Execu/Tech		Must be RDP or RemoteET with Windows Admin credentials
ElementPS Account setup / UTG installed		Element Checklist or Shift4 Configuration form.
Microsoft Word® installed (for Catering)		Install on server and workstations; server only if using RDP.
Go-live date confirmed		Should be in the middle of training dates
Training dates confirmed		
Travel arrangements made for trainers		Air transportation, ground transportation, lodging
Staff scheduled for training		
Data preparation reviewed		
Data import files sent to Execu/Tech		(Rooms and F&B items)

Primary Contact: _____ Title: _____

Primary Contact's office phone: _____ Cell: _____

Primary Contact's email address: _____

By signing below, I confirm that above tasks for Checklist #1 have been completed. I agree to pay for additional on-site training days and flight changes if training is not completed.

Signed: _____ Title: _____

Property name: _____ Date: _____



Execu/Tech Systems Implementation Checklist 3/3

Execu/Tech Systems has extensive experience in a variety of hospitality environments. We know what it takes to make sure our software and applications are installed in the right environment and all parties are coordinated and scheduled.

We have provided this document to help you stay on track. Please fill out each as you complete the tasks and return each signed checklist upon completion. Email the forms to support@execu-tech.com or fax them to 850-747-0491. Execu/Tech will not schedule each section's resources until the Customer has signed and returned each checklist.

Checklist #3 – Tasks to be completed by Customer prior to installation of Execu/Tech 3rd-party interfaces

Checklist #3 - Prior to installation of interfaces	Date Completed	Notes/Comments
Telephone systems and devices installed		
List:		
List:		
List:		
Interface checklist completed		
E/T phone Interface installation scheduled		
Other systems and devices installed		
List:		
List:		
List:		
E/T other Interface installation scheduled		
GDS/CRS OTA installation completed		
E/T GDS/CRS Interface installation scheduled		
Accounting software installed		
E/t Acct. Interface installation scheduled		
Website & web server set up		
WebRes Installation tasks completed		
E/T WebRes installation scheduled		
You must schedule Execu/Tech interface installations in advance. All software and systems should be in place.		

Primary Contact: _____ Title: _____

Primary Contact's office phone: _____ Cell: _____

Primary Contact's email address: _____

By signing below, I confirm that above tasks for Checklist #1 have been completed. I agree to pay for additional on-site training days and flight changes if training is not completed.

Signed: _____ Title: _____



Property name: _____

Date: _____

