

## **Recommended actions for LCF/LSF/SET**

### **Recommended in the WDWDT webinar:**

Click on the **LG tab** and run the “All Active and Planned LGs” **list view**.

On each of the LGs in this list, perform the following actions:

1. Check number of registered students
2. Click on the Create Lessons button
3. After creating the lessons:
  - 3.1. Check that planned payments were generated for all registered students.
  - 3.2. Make sure prices reflect any confirmed special price requests
  - 3.3. On a sample of LGLs (Learning Group Lessons which you will find in the LG Lessons related list), make sure attendance records were created for all registered students

### **Recommendations from experienced HDC users:**

#### **A. First Priority for LCF/LSF/SET**

1. Do all **Onboarding Tasks** as indicated by HDC
2. Click on the **Reports tab**.
  - 2.1. In the folder “**HDC Teacher Reports for Franchisee**” click on the report titled “**Teacher Schedule in LC/LS**” and check that all the below is correct:
    - 2.1.1. LGs days and hours
    - 2.1.2. Teachers assigned to a group
    - 2.1.3. Total number of students in a group
    - 2.1.4. LG start and end date

2.2. In the folder **“HDC Royalties – LC”** click on the report titled **“Franchise Income by Month for Royalties”** and check for:

- 2.2.1. Students in group – we can see if a student no longer continues in this group during a year (drop out/ moved)
- 2.2.2. Income per month per student (are all prices correct? Are discounts reflected?)
- 2.2.3. Run a general check, highlight anything that does not match and then get into the details of incorrect information

## **B. Second Priority for LCF/LSF/SET**

### **1. Classrooms**

Create and assign classrooms to your groups

### **2. External Venue (in the Account tab)**

Create external venues as a new Account with type ‘Venue’ and assign them to the groups where relevant

### **3. Holidays and Vacations**

**Note:** Only after the MF updates and approves the holidays in the region, the LCF/LSF/SET can create the holidays specific to their local area. After this is done:

It is important to verify group end dates, because the number of lessons defined by the group and the holidays created by MF/ LCF will change the end date.