



Migration Documentation

Your organization has chosen to upgrade its Frontline application(s) with the Insights Platform. The Frontline Insights Platform incorporates new and advanced functionality such as a single Frontline account (to access all Frontline applications), a single URL sign-on page, and enhanced side navigation.

RESPONSIBILITY CHECKLIST

As a system administrator, you are responsible to complete a few preliminary tasks before the Platform update takes place.

Review User Data

Prior to the Platform release, you will need to review a list of your users and ensure applications do not contain any unnecessary, repeat user instances. Account repetition can occur for a number of reasons, so review your applications or reference the provided user spreadsheet to complete any necessary updates.

Communicate Upcoming Changes

The Insights Platform incorporates new and useful improvements to your Frontline application(s), and you are responsible for relaying these changes to your users prior to launch day. The updates will incorporate features such as a single Frontline account, single URL sign-on page, application switching, etc.

Relay Release Date

Your organization will determine an official release date when these application changes go live. Please maintain an awareness of this timeframe to ensure you are adequately prepared.

CONFIRMATION

This document serves as an acknowledgement indicator between the system administrator(s) and the overarching project administrator. Complete the sections below and return this document to the designated recipient.

Signature (System Administrators)

Please have each administrator who oversees a Frontline application within your organization provide a confirmation signature in the section below. This signature indicates acceptance and adherence to the terms and conditions affiliated with the upgrade to the Insights Platform.

If you have any questions, please reach out to your organization administrator or contact Frontline support for additional details.

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Administrator Signature	Application(s) I Administer	Date of Signature
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Administrator Signature	Application(s) I Administer	Date of Signature

Signature (Project Administrator)

Once the system administrators provide a signature, please confirm that you, the project administrator, are aware of the upcoming changes and prepared to oversee the Platform rollout with the help of the Frontline migration team.

I acknowledge and agree to responsibilities and services related to migration and implementation of the Frontline Insights Platform. I agree to perform the tasks and responsibilities affiliated with my organization.

Insights Platform Date of Activation

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Signature - Project Administrator	Date of Signature

