**Directions**

Use this checklist to keep track of the Phase I and Phase II steps discussed in the Preparing for P-File Imaging presentation.

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| **Phase I: Prepare and seek approval for adoption** |
| Identify a primary and secondary timeframe  Review document workflow  Resource: P-File Workflow Document  Make a request to the Office of Human Resources   @ Workforce Relations, (608) 265-2257, wr@ohr.wisc.edu |

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| **Phase II: School, College or Division preparation for adoption** |
| Create your team  Resource: P-File Team Document  Review implementation examples  Identify a P-File imaging migration partner  Resource: P-File Migration Partner Document  Plan for resources needed  Determine which of your HR staff will need access to the system  Resource: P-File Permissions Document  Request HRS role permission for ImageNow linking page  Resource: P-File HRS Access |