

# ESAAP Data Migration Checklist

## ESAAP-Campus Analytics and Automation

Prepare student, academic, fee, exam, staff, document, and custom activity data before rollout.

### 1. Source systems

- Legacy ERP
- Spreadsheets
- Department files
- Accounts records
- Exam records
- Document folders

### 2. Student and academic master

- Roll number, name, program, batch, section
- Status, category, admission year
- Phone, email, guardian information
- Duplicate or inactive records

### 3. Finance and exam records

- Fee heads, dues, concessions, receipts
- Opening balances and reconciliation data
- Exam registrations, eligibility, marks, results
- Revaluation or moderation records

### 4. Validation owners

- Student data owner
- Accounts owner
- Exam owner
- Academic owner
- HR owner
- IT or migration owner

### 5. Pilot import

- Fields mapped
- Reports checked
- Permissions reviewed
- Department sign-off completed

Use this resource during your ESAAP review, demo preparation, pricing discussion, or rollout planning

conversation.

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