Klarstig

Legal Retail & E-commerce Onboarding Quiz

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Use this short knowledge check to discuss sound working practices. Choose one answer for each scenario and explain how you would apply the guidance in your role.

Contact and reference

Organization using this document

Maple Street Community Center

Your name or contact reference *

Alex Rivera

Email for a reply if needed

alex.rivera@example.com

Information for this document

Learner name or reference *

Alex Rivera

When instructions are unclear what should you do first *

Ask the responsible person for clarification

What is the best way to document a completed task *

Rely only on memory

A new colleague asks to use your account while waiting for access what should you do *

Leave your account signed in for them

How should you confirm that onboarding is complete *

Assume the first day means everything is complete

How will you apply these principles to your work *

(Free-text answer - not filled in for this example)

Specific details

Role or service being introduced

Complete when relevant to this request.

Program coordinator

Information access and support needed to begin

(Free-text answer - not filled in for this example)

Operating context

Store channel or order reference

Complete when relevant to this request.

REF-2026-0151

Items stock delivery return and customer communication needs

Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

Team specific details

Responsible reviewer and relevant jurisdiction or agreement

Complete when relevant to this request.

Operations

Exact terms authority evidence and questions requiring review

Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA