Enrollment Management Implementation Team  
OnBase Audio  
1/12/2009  
3:00 PM

AUDIO INFO  
Toll-free number: 800-893-8850  
Participant PIN: 5460572

Attendees:

SW: Alicia, James, Jane, Dan, Robbie  
UAA: Patty, Linda Davis,  
UAF: Libby, Brigitte, Colleen, Rodney  
UAS: Diane, Shayla

Agenda:

MAU Updates/Issues:

UAA – No Updates

UAF – No Updates

UAS – No Update

SW / EAS – OnBase Service Pack upgrade – Mid Feb 16 – TEST, Feb 23rd – 25th - PREP, March 26th at 5 PM for system Back up and out all day the 27th - PROD – Back up for Monday March 30th.

- Will be sending out a testing list for PREP beginning of February
- Need list of folks that will be verifying that PROD is working once the Service Pack is upgraded

App Enabler – How is testing did any one not test yet? - waiting for service pack upgrade to test an make sure OnBase web will work as expected with app enabler installed on the machines.

Foldering – in Prep for review - Where are we on this can any of it be moved to PROD? Any changes needed?

Folder tabs
Admissions GR (All AD Docs except for UG application)
Admissions UG (All AD Docs except for GR application)
All Tests(all AD tests),
Financial Aid (All FA Docs under this tab)
Reg Graduation (RO Change of Major, RO Petition, RO Degree Check Sheet, all RO Graduate documents, and RO Graduation Requirement Report)
RO Transfer Eval (All AD Test Scores, and AD Transcripts, and AD Transfer credit comment sheet)
Registrar ( RO Add/Drop, RO Admission Document, RO Audit Ltr, RO Change Form, RO Change of Grade, RO Change of Major, RO Ltr of Recommendation, RO Transcript (College), RO Transcript (High School)

AD transfer to RO – VB Script is with Hyland to see why it is not running correctly. - This has been resolved the VB Script is now pointing to the correct database. Currently what is taking place is the new RO Document are being added to OnBase Prep and the corrections to the workflow are being started in Test, then they will be moved to PREP for your testing.
Retirement Schedules for documents in OnBase – Slowly being completed Received Admissions information and Registrar information. Still need Financial Aid Retention information.

**Task Requests:**

**Completed/In Prod – 77_TR_OnBase_Crs Subj codes.doc**

**When testing is complete/will move to prod –**

`FA_IMAGE_VIEW_BO_CLS = fa_view_bo (TR 53)`
Documents in this class are FA Checks, FA Releas, and FA Schol

`SI_IMAGE_RO_CONFIDENTIAL_CLS = ro_confidential`
Please let me know what doc types should be added to this class

`SI_IMAGE_AD_CONFIDENTIAL_CLS = ad_confidential (TR 31)`
Please let me know what doc types should be added to this class

Also added to OnBase PREP was the request for (TR 82)
AD Financial Statement and AD Financial Supporting Docs are only allowed to be seen by
AD_Manager
AD_Specialist
EM_Scan_ADRO_UAA
EM_Scan_ADRO_UAF
EM_Scan_ADRO_UAS
International Review
RO_Manager

Would you rather these documents be put in the ad_confidential security group with only folks in that group able to see them?

77_TR_OnBase_Crs Subj codes.doc
81_TR_OnBase_Create_RO_Graduate_Document_Study_Plan.doc
82_TR_AD_Financial_Doc_Security_Restrictions.doc
83_TR_OnBase_AD_NSE_Doc_type.doc

**Received – 84_TR_OnBase_RO_Processing_Timer_for_ROP_NOB_Queue.doc – approved by UAA, UAF, and UAS. – EAS/Alicia will investigate further how to get this to work who users expect**

85_TR_OnBase_RO_Processing_Error_Queue_Reveiving_Campus_Keyword.doc - approved by UAA, UAF, and UAS.

86_TR_OnBase_RO_Sort_Order.doc - approved by UAA, UAF, and UAS. – Alicia will speak more with Linda during research to get this filter to work as expected

87_TR_OnBase_AD_GARF_Email_Form_with_onbase_fields.doc
88_TR_OnBase_AD_Dept_Review_Form_with_onbase_fields.doc
89_TR_OnBase_AD_Inc_doc_Form_with_onbase_fields.doc

For TR 87/88/89 we will not be creating new doc types instead we will be creating a new keyword called communications type to the communications document types and add drop down box that lists GARF email, Dept review, and incomplete document. Will also add this keyword to the autoname string and have it show up before the document type.
Other Items:

New OnBase TR form – Please use this one and discard the old one. (Attached – OnBase Task Request Form) – This one has the updated Security classes and a spot to put the retention for the documents you would like created.

AD Autofill – does it only look at SAAADMS or does it also look at SGASTDN? – EAS will let us know and where the RO autofill comes from in Banner

OnBase PREP workflow Icons - missing

OnBase Prep – Removed the following documents for the from ROP Life cycle and have the documents going in to the ROG life cycle initially. The document types affected are: RO Application (Graduation), RO Graduate Document (Advancement), RO Graduate Document (Comp Exam), RO Graduate Document (Defense), RO Graduate Document (Misc), RO Graduate Document (Petition)

OnBase PROD Outage – OnBase PROD Outage - To allocate more resources to Blackboard. At 5 PM only for Tonight.

Subject: ACTIVITY/OUTAGE: OnBase Document Imaging (Proactive Maintenance)

Scope: Systems/Databases/Instances will be affected:
OnBase Document Imaging: Viekoda-DDIP

Status: Change

Start/Recovery Time: Sun., 01/18/09, 5:30am - 6:30am

Duration: 1 Hour

Description: Apply latest Oracle RDBMS patches to indicated systems/databases.

Resolution: Planned Activity/Outage

Affected Customers: Users of the indicated systems/databases.

All such use will be deferred until the event is done & validated.

Documents in workflow for more than 60 days
ADCM Processing – has documents dating back to 1/3/08 (UAF & UAS) –
ADIA Review – Up to Date
ADP Processing – has documents dating back to 08/16/07 (UAF, UAA, Campus I, & D) –
ADP Application Processing – has documents dating back to 11/12/08 (UAA) –
ADP Mail Out - has documents dating back to 3/21/07 (UAA, UAS) - TR # 71 remove this queue
ADP NOB – The documents have been removed from this queue by the timer that was set for 24 months (dating back to 1/29/07)
ADP Error – has documents dating back to 03/24/08 (Campus D, & P) –
ADR Review – has documents dating back to 7/24/08 (UAF) –
ADR Correction – has documents dating back to 05/14/07 (UAA) –
FAP Verification – has documents dating back to 07/11/08 (UAF) –
FAP Business Office – has documents dating back to 01/10/08 (UAF) –
FAP Forecast – has documents dating back to 8/19/08 (UAF) –
FAP Other – Up to date
FAP Professional Judgment – has documents dating back to 07/11/08 (UAF)
FAP Scholarship – has documents dating back to 11/06/07 (UAF) –
FAP NOB – has documents dating back to 10/12/07 (UAS)
FAP Error – has documents dating back to 05/22/08 (UAF) –
ROG Processing – has documents dating back to 02/29/08 (UAS) –
ROG Awaiting Graduation – Up to date
ROG Review – Up to Date
ROG Audit Complete – has documents dating back to 07/25/08 (UAA, UAS)
ROG Audit Incomplete – has documents dating back to 1/28/08 (UAA, UAS)
ROG Incoming Mail – has documents dating back to 8/11/08 (UAF & UAS)
ROP Registration – has documents dating back to 07/29/08 (Campus P, UAA, UAF & UAS)
ROP Records – Up to Date
ROP Transcript Request – Up to date
ROP Correspondence – has documents dating back to 07/18/08 (UAA, UAF, UAS, & Campus P)
ROP Publications/Scheduling – has documents dating back to 9/29/08 (Campus P)
ROP NOB – has documents dating back to 10/08/06 – No timer to remove documents from Life cycle (UAA, UAF and unknown campus (not sure if receiving campus was not indexed or if receiving campus was removed in workflow process)
ROP Error – had documents dating back to 03/05/07 (Campus D, P, Y, UAA, UAF & UAS)

Reminder - If there are problems with OnBase (workflow, timers, etc) please email them directly to
sddit@email.alaska.edu