Enrollment Management Implementation Team
OnBase Audio
2/12/2008
3:00 PM

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

Attendees:

SW: Alicia Wyse, Russ O’Hare, Dan Kleopfer, James Milburn
UAA: Peggy Byers,
UAF: Caty Oehring, Libby Eddy, Brigitte Mayes.
UAS: Diane Meador

Agenda:

**MAU Updates/Issues:**
- **UAA** – Peggy does not know of anything not working. Just waiting on SOW’s. Plugging along
- **UAF** – Brigitte no complaints, everything fine on admissions side
- **UAS** – No news – Diane received a call from UAS finance dept who expressed interest in OnBase. Alicia told them that Questions about OnBase for Finance should be directed to Raye Ann Robinson at SW and questions about OnBase for HR should be directed to Vickie Gilligan at SW.
- **SW / EAS** – Contacted Melissa at Hyland to see where they are on our SOW’s and I have not heard back from her yet. As soon as I know anything I will send an email to the list serve.

**Task Requests:**

- **Completed/In Prod** – TR # 36_TR_OnBase Transcript Type Add’t Choice – Added the Value of “U” to the keyword Transcript Type – now shows F, P, and U – UAS approves, UAF approves, UAA approved over the phone
  - TR # 39_TR_OnBase_RO Curr Action Request – Added Keyword CARType, CARStatus, and College all with dropdown menu choices – UAS approves,
  - TR # 40_TR_OnBase_Request Keyword Update – Added Accredited to the Request type keyword dropdown menu - UAS approves
  - TR # 41_TR_Onbase_RO Corres Type Addition – Added Refund to keyword Corres type in the dropdown menu – UAS approves

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

- **In Prep waiting for testing** - AD Transfer Credit Support Document Type – I have moved this to Hyland to make the changes in the workflow for this document type.

- **Received** – 47_TR_OnBase_RO Directory Release – Track release of conf flag – have RO directory info Release – using for ferpa releases
  - Peggy – store both documents under same document type
  - Diane - Change document type name to RO Directory/Ferpa Release. Diane will check with Reg Team on Thursday.
Other Items:

**Upgrading** from OnBase 5.2 – 7.2 – Please review tentative schedule Want to shorten testing to end on June 16th June 23rd assuming all goes well with production upgrade.

**OnBase outages** – need 3 outages or 1 outage for 3 days - need to do some server maintenance; license installs (Virtual Print Driver and report services) system installs (report services)
Tomorrow is out – no down time.
Wednesday the 20th is good – at 9:00 am UAA good, UAS will check, UAF OK for admissions, records OK
Peggy ok with 5th for server maintenance, UAS
12th for everyone for Report services – UAS will check with folks

Alicia spoke with Rick after the audio and sent and email to em implementation team for confirmation on 2-12-08 at 5:26 PM.

**Dates need to be confirmed with users**
Feb 20th from 9 – 11 outage is confirmed for licensing install
March 5th does not work for OIT they can have the outage on Feb 27th from 8 – 1 for server maintenance
March 12th works for the report services to be installed how ever it will be 8 hours of down time not 6.

Russ proposed upgrade schedule was viewed positively by the business council

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