Enrollment Management Implementation Team  
OnBase Audio  
5/09/2007  
10:30 AM

AUDIO INFO  
Toll-free number: 800-893-8850  
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Attendees:

**SW:** Alicia Wyse, Russ O’Hare, Gregg Christopher, Ricky King, Mike Linneman, James Milburn, Janet Johnson  
**UAA:** Sandy Gravley, Peggy Byers  
**UAF:** Lael Croteau, Libby Eddy, Anne Marie Nacke, Brigitte Mayes  
**UAS:** Diane Meador

Agenda:

**Task Follow-up** *(from last meeting):*

**MAU Updates:**

- **UAA** – Sandy – Doing ok, admissions met and talked about processing issues with the review queue – using workflow differently, not using all workflow just looking things up in retrieval, using for transfer credit purposes. Peggy: everything seems to be going as before still have issues with things going into queues when they should not be going. Not using workflow to process files, use it as a retrieval system scanning all apps as already processes. Enter data in Banner then scan apps in OnBase as processed

- **UAF** – Things moving right along – Using all the queues biggest issue ADR Review.

- **UAS** – Using all the queues except RO Processing and AD change of major, working on roll out for use of thin client for faculty over the summer and training for them

**SWEAS** –

- **EAS** – update Issue of students being marked complete in banner and not moving in to OnBase  
  It looks like there was another problem with the system on Thursday, Friday, and Monday with the processing. He will get the list to Alicia to distribute to the team.  
  TR - number of days to allow docs to come across – Problem is lengthening this will create another file for students. If processed to fast will mess up in OnBase by lengthening to 7 days admissions. As soon as decision is made, it will automatically change a “C” code to “D” code so this should not be a problem as originally thought to make the change to the Task request. EAS will have to revisit the process.  
  Want to go back 2 weeks rather than 7 days UAA, UAF, UAS

- **ADP NOB Queue** – Docs sitting in there that have not moved - researching

- **ADP DCD Queue** – errors - researching  
  Ricky and Russ – go license to do full time workflow timers in test – will be able to detect with timers are not working
**Task Requests:**

1. AD and RO Non-Trad Credit Request in prep. 

**Other Items:**

1. Migration – Prep to Prod (discussion Ricky, Alicia, Gregg)
   a. Problems – The process went well for a first shot, procedural things need to be looked at. Validation in prep and in prod needs to be done, only issues seen were during migrations some of the processes were not as anticipated. Modifications were to existing life cycles. We need to have some stringent validation in prep and prod. Validation should take no more than 1 hour in prod
   b. What are good days for migration? UAA, UAF and UAS over the weekend or after hours works for them: normally we will do this on the weekend but we need to have personnel available to validate on the weekends
   c. Validations – 2 personnel per campus must test the changes – wait to assign personnel to validate when migration is ready to take place
   d. Create testing plans – solicit input from primary users submit a list of forms and what is being tested on those forms - come up with a list
   e. Libby not enough information in prep to be testing: Greg make fake docs just like you would in prod to create a good test instance
   f. Future cautions for coordinating – other groups coming aboard
   g. UAF migration went fine

2. How are campuses using the AD Change of Major Lifecycle?
   a. UAS get forms from student and direct to departments and they look at how the student is doing. What they would like to do is give departments administrative assistants to view the record and do the data entry. The life cycle would need additional ad hoc to do this
   b. Mat-Su is also relying on student to move the paper around and would be better to automate the process: should be an easy paper change: get additional ad-hoc to get approval granted
   c. UAA doc comes to them with department approval. Complete workflow do data entry in banner
   d. UAF not using at this time plan to use it in June

3. Is it possible to add wild-card capability to the Search for Student File custom query? UAA wild card does work in custom query

**Additional agenda items:**

**Contact for named user license changes** – all users are put in to OnBase as a concurrent user if they need to be a named user then you need to contact Alicia Wyse 450-8074 to make this change or to remove some one from having a named user license.

**Russ** – UA must research purchasing additional storage capacity during the next fiscal year – We learned that the number of pages per document provided to the RFP committee by the users in 2005 was low thus we under estimated storage needs by approximately 60%. It appears that UA will use the 5 years of estimated storage in 3 years. UA can increase the amount of storage available to five tera bites for $60,000.
The imaging system is for active records those records that are used on a daily or weekly basis. When records become inactive, they should be moved to another less expensive media. Originally, we thought inactive records would be migrated to microfilm.

**Libby** – knows how hard IT staff is working – if finance and other units have not come live yet have there been thought to their resources. Need more staff for EAS

Janet – The Finance department has its own programmers – impact may be on Ricky

**Tasks for next meeting**

UAA, UAF, UAS need to gather testing plan information – solicit input from primary users i.e., workflows used, processes, docs, keywords, etc.

Test: AD Non-Trad Credit Request and RO Non-Trad Credit Request. If all looks good it will be moved to prod