Enrollment Management Implementation Team
OnBase Audio
6/17/2008
3:00 PM

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

Attendees:

SW: Russ, Alicia, James, Robbie
UAA: Peggy
UAF: Caty Oehring, Libby, Julie
UAS: Diane, Shayla Lewis

Agenda:

MAU Updates/Issues:

UAA –

UAF – Working on testing found autofills are not working, Admissions. Registrars team testing? Tim Stickel is interm director for Registration team. Set up 10 apps and ar’ed all of them and they should have all gone to the queue the next day and only 4 of them

UAS – Diane – all doc types scanned in, testing workflows for admissions, ro grad is looked at, transfer eval, FA deferring to testing else where. Jennifer Van Ness leaving her position and Shayla was promoted to Jennifer’s job.

SW / EAS – Testing updates – Attached

Task Requests:

Completed/In Prod –

When testing is complete/will move to prod –

Received – From Patty 58_TR_OnBase_RO_Transcript (ALC) Doc Type.doc – want to put in to system for retrieval purposes, no workflow is involved, these are not all active students. How long do we keep in OnBase - thinks would be only kept as long as other transcripts. UAF, UAS approves

Other Items:

Upgrading from OnBase 5.2 – 7.2 – Still have not received testing plans from all areas - any areas not tested will through off our 7.2 upgrade for PROD until after the new school year starts (Oct/Nov time frame) Testing plans – need weekly updates (every Friday) send test plans back with results for that week along with questions if something has changed and you want/need clarification
OnBase 5.2 – 7.2 – Starts in OnBase Prod Friday July 10th @ 5:00 PM

NEED TO KNOW *****
All batches in the scan queues must be indexed and committed by Friday July 10th at 5:00 PM. Any scanned batches in the scan queues not committed will be purged from the system.

OnBase Prep projected down 7/10 at 5:00 PM – 7/14 (7/15 if there is a validation problem). However we will need some people from each MAU and Dept (Admissions, FA, and Registrar) to validate the OnBase upgrade.
What will be involved is validating scanning a batch for each area (AD, FA, and RO), indexing and committing each batch, document retrieval, queries, running the documents through workflow and any documents that need to have an over night process run needs to definitely be tested.
My hopes are to be able to have validation start Friday afternoon (7/11) so we have 2 nights to test the over night process that take place (cold and autofills). If validation goes well with the over night processes, indexing, committing, retrieval, and workflows and there are not urgent show stoppers for us going live then on 7/14 at 8 am everyone should be able to use OnBase 7.2 for work that day. If there is a show stopper we will have to evaluate if we should roll back to 5.2 or we can get it resolved by July 15th for Prod to be live with 7.2

Validator's lists as of today
UAA
Debbie Settle – Admissions
Peggy – Admissions
Peggy will ask john

UAF
Caty
Libby
Lael

UAS
Deema
Diane

OnBase outages – OnBase PROD Thursday July 10th 5 PM – July 15th (latest date)

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