Enrollment Management Implementation Team
OnBase Audio
7/7/2008
2:00 PM

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

Attendees:

SW: Alicia, Russ, Robbie, James
UAA: Patty
UAF: Caty, Libby
UAS: Diane, Deema

Agenda:

MAU Updates/Issues:

UAA –

UAF –

UAS –

SW / EAS – Testing updates - Attached

Task Requests:

Completed/In Prod –

When testing is complete/will move to prod –

Received –

Other Items:

Upgrading from 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 Prop projected down time 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

Validation suggested times: (do you think they need to be longer?)
Saturday July 12th 10 am – noon
And Sunday July 13th 10am – noon

Validator’s lists as of today – please send email information and phone #’s (only need office phone # since we have validating times listed.

UAA
Joan Lewis (scanning)
Robert Halcomb (scanning)
Debbie Settle
Peggy
Ted
John (RO?)

UAF
Caty
Lael
Libby
Rodney (Scanning)

UAS
Deema
Diane
Shayla

OnBase outages – OnBase PROP Friday 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

IT Staff for UAA campuses -