Enrollment Management Implementation Team
OnBase Audio
11/6/2007
3:00 PM

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

Attendees:

SW: Dan, James Milburn, Alicia Wyse
UAA: John, Patty Itchoak
UAF: Lael, Tamara, Brigitte, Colleen
UAS: Diane, Barbara

Agenda:

Task Follow-up (from last meeting):

MAU Updates/Issues:

UAA – Have begun training new persons for reg in scan and indexing.

UAF – Lael – Realizing some indexing issues – and putting level in for grad
Tamara – productive talks with hyland staff about the FA workflow. November 19th will be a training

UAS – Moved offices and been off line since last week. Working queue no issues except software install issues

SW / EAS – Security web pages – remove popup blocker, Lael will be sending information to others – users having problem printing documents from thin client at UAF.

Task Requests:

Completed/In Prod –

In Prep waiting for testing - Redaction user group added to Onbase Prep
AD Transfer Credit Support Document Type

Received –
36_TR_OnBase Transcript Type Add't Choice – UAF – approves, UAS – Approves

Other Items:

Recap on last weeks meetings with Hyland:
Trainings – Nov 19th – Nov 20th
What would you like to review or be retrained in?
Scan – index -
Retrieval
Workflow
  Patty would like scan and index as part of the training, Retrieval side is not that important, Workflow would be more helpful if had training
  Lael general overview - Scan and index, and workflow most important
  Tamara – were rural sites going to get training the following week.
  Diane – mimic what has already been said more info on workflows (general over view on all workflows on ones not using) RO processing for records and reg, ad dept grad review, rog patation

Other topics to discuss from meetings with hyland
Patty – re affirmation we are doing it correctly indexing multiple ids on the documents
  Explain reindexing verses changing keywords

Add GR as a default for the AD Application GR document types
UAA – Approves, UAF - Approves, UAS – Approves

  Patty – UG and GR application – Application Type – either paper or web app can this keyword be moved to the top of the list? UAF – Approves, UAS – Approves.

Additional agenda items:

Tasks for next meeting