Enrollment Management Implementation Team
OnBase Audio
12/16/2008
3:00 PM

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

Attendees:

SW: Alicia, Russ, Jane, James
UAA: Patty, Peggy
UAF: Julie, Ashley, Lael
UAS: Diane, Shayla

Agenda:

MAU Updates/Issues:
UAA – Getting issues from scanning folks, while indexing hour glass (lots of down time) to long while indexing, no source found – big machine in mail room, FA indexing is slow. Peggy – happy to have new button to test

UAF – FA - not using workflows

UAS – sitka – working on issues -

SW / EAS – OnBase Service Pack upgrade – Mid Feb earliest – Test. What dates work for you for PREP? End of Feb March, then for PROD would need a prod outage.
Test feb 16th
Prep Feb 23rd
PROD march 27th

App Enabler – How is testing did any one not test yet? Patty looks fine to her, Lael UAF still needs to test, Diane has it and likes it a lot.

Foldering – in Prep for review - Where are we on this can any of it be moved to PROD?
Any changes needed?

Folder tabs
Admissions GR (All AD Docs except for UG application)
Admissions UG (All AD Docs except for GR application)
All Tests(all AD tests),
Financial Aid (All FA Docs under this tab)
Reg Graduation (RO Change of Major, RO Petition, RO Degree Check Sheet, all RO Graduate documents, and RO Graduation Requirement Report)
RO Transfer Eval (All AD Test Scores, and AD Transcripts, and AD Transfer credit comment sheet)
Registrar ( RO Add/Drop, RO Admission Document, RO Audit Ltr, RO Change Form, RO Change of Grade, RO Change of Major, RO Ltr of Recommendation, RO Transcript (College), RO Transcript (High School)
AD transfer to RO – VB Script is with Hyland to see why it is not running correctly.
Retention Schedules for documents in OnBase – Slowly being completed Received Admissions information and Registrar information.  Still need Financial Aid Retention information.
**Task Requests:**

**Completed/In Prod –**

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

**FA_IMAGE_VIEW_BO_CLS** = fa_view_bo (TR 53)  
Documents in this class are FA Checks, FA Releas, and FA Schol

**SI_IMAGE_RO_CONFIDENTIAL_CLS** = ro_confidential  
Please let me know what doc types should be added to this class

**SI_IMAGE_AD_CONFIDENTIAL_CLS** = ad_confidential (TR 31)  
Please let me know what doc types should be added to this class

Also added to OnBase PREP was the request for (TR 82)  
AD Financial Statement and AD Financial Supporting Docs are only allowed to be seen by  
AD_Manager  
AD_Specialist  
EM_Scan_ADRO_UAA  
EM_Scan_ADRO_UAF  
EM_Scan_ADRO_UAS  
International Review  
RO_Manager

Would you rather these documents be put in the ad_confidential security group with only folks in that group able to see them?

**Received –**

**Other Items:**

**UAF – Lael**  
* When there is a poor quality copy, which is not legible, scanned into OnBase by another campus, what should we do? If it is older than 6 months they are shredded if less then 6 months old contact Patty anpki@uaa.alaska.edu at UAA for UAA docs. UAS is the same contact Shayla at snlewis3@uas.alaska.edu at UAS for UAS scan problem. Contact Rasario fnrhs@uaf.eduat UAF for scan problems  
Should we send a request to our Scanning Requests contact at the appropriate MAU to have the document re-scanned, or should we ask the student to re-submit the document? **  
There will be instances where the original was a poor quality copy. Do all document imaging personnel note that the original was of poor quality as UAF does?  
Also, there will be instances where the copy in OnBase came from UAA’s laserfiche database. Have those originals been shredded? Yes they have been shredded
Christmas Break support? Will anyone be working? If so what days and hours so we can plan support accordingly.

UAA –
UAF – Dec 29th 9:30 - 5, Dec 30 – 8 – 5 Reg dept scan/index Dec 31st 9:30 - 5
UAS –

OnBase PREP Outage – Jan 4 – Jan 10 for Black board fix and the need to have as many systems down as possible so memory is free.

Documents in workflow for more than 60 days
ADCM Processing – has documents dating back to 12/11/07 (UAF & UAS) –
ADIA Review – Up to Date
ADP Processing – has documents dating back to 08/16/07 (UAF, UAA, Campus I, & D) –
ADP Application Processing – has documents dating back to 09/18/08 (UAF) –
ADP Mail Out - has documents dating back to 3/21/07 (UAA, UAS) - TR # 71 remove this queue
ADP NOB – The documents have been removed from this queue by the timer that was set for 24 months (dating back to 1/3/07)
ADP Error – has documents dating back to 03/24/08 (UAA & Campus D, & P) – SAT Scores, Transcripts with UAID’s but no names tied to them – Some docs don’t have UAIDs tied to them (UAF, Campus P and D)
ADR Review – has documents dating back to 7/24/08 (UAF) –
ADR Correction – has documents dating back to 05/14/07 (UAA) –
FAP Verification – has documents dating back to 07/11/08 (UAF &UAS) –
FAP Business Office – has documents dating back to 01/10/08 (UAF) –
FAP Forecast – has documents dating back to 8/19/08 (UAF) –
FAP Other – Up to date
FAP Professional Judgment – has documents dating back to 07/11/08 (UAF)
FAP Scholarship – has documents dating back to 11/06/07 (UAF) –
FAP NOB – has documents dating back to 10/12/07 (UAS)
FAP Error – has documents dating back to 05/22/08 (UAF) –
ROG Processing – has documents dating back to 02/29/08 (UAS) –
ROG Awaiting Graduation – Up to date
ROG Review – Up to Date
ROG Audit Complete – has documents dating back to 02/13/08 (UAA, UAS)
ROG Audit Incomplete – has documents dating back to 02/29/08 (UAA, UAS)
ROG Incoming Mail – has documents dating back to 02/13/08 (UAF & UAS)
ROP Registration – has documents dating back to 07/29/08 (Campus P, UAA, UAF & UAS)
ROP Records – Up to Date
ROP Transcript Request – Up to date
ROP Correspondence – has documents dating back to 07/18/08 (UAA, UAF, UAS, & Campus P)
ROP Publications/Scheduling – has documents dating back to 09/29/08 (Campus P)
ROP NOB – has documents dating back to 10/08/06 – No timer to remove documents from Life cycle (UAA, UAF and unknown campus (not sure if receiving campus was not indexed or if receiving campus was removed in workflow process)
ROP Error – had documents dating back to 03/05/07 (Campus D, P, Y, UAA, UAF & UAS)

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