

Subject: Support Svcs Minutes  
February 21, 2006

Attendees: UAA-Patty; MSC-Sandy; UAF-Sharon; SW-Patrick

1. Feedback from users utilizing the new forms and reports:

Sharon is planning to start to utilize the new forms and reports. Sandy sent in some items that need to be discussed in regards to how a certain report is functioning.

2. Enhancements we would like to add to the new forms or reports:

SOA2APT - Add 2 more result boxes to the form so the advisor can give up to a total of 3 result outcomes from the appointment. The user will only see the 1<sup>st</sup> result on the form and will need to tab or scroll to the right to see or enter the additional result codes. (This should be applied to all forms)

Change the description of 'College' and 'Dept' to be 'Adv College' and 'Adv Dept'. (This should be applied to all forms)

Departments who have collected hardcopy appointment forms that need to be entered into Banner are trying to utilize this form to do the data entry but have discovered that the functionality of the form is not allowing this. The form is requiring them to commit each line of data before they can enter in the next appointment. One suggestion was to click on the 'Override' box, which in theory should work as a way to enter in appointments in mass because the user is telling the system to allow the override of appointments that might be in conflict with each other. That did not work. Patrick was thinking the form was not setup initially to do that type of function, but would look into it.

SOA2PPT - Add 2 more result boxes to the form so the advisor can give up to a total of 3 result outcomes from the appointment.

Change the description of 'College' and 'Department' to 'Adv College' and 'Adv Department'

SOA2CMT - Add 2 more result boxes to the form so the advisor can view up to a total of 3 result outcomes from the appointment.

SOR2APT - Stats at the end of the report called 'Total Appt Time Completed' is not calculating correctly. Appears to be giving an average versus the total time.

Move the 'R – Rescheduled' definition from the stats of 'Total Appt Completed (St=C,R)' and to 'Total Appt Cancelled/No Show (St=N,X)'. These two stat lines should now read and calculate as:

Total Appt Completed (St=C);

Total Appt Cancelled/No Show/Rescheduled (St=N,X,R)

Add new sort order parameters to sort by time and to sort by date - chronologically. (This should be applied to all reports, if applicable)

Change the description of 'CO' and 'Dept' to 'Adv CO' and 'Adv Dept'. (This should be applied to all reports, if applicable)

Change report so it will display up to 3 result codes entered on the forms. (This should be applied to all reports, if applicable)

- SOR2PPT - Change the description of 'CO' and 'Dept' to 'Adv CO' and 'Adv Dept'.  
Change report so it will display up to 3 result codes entered on the forms.  
Add new sort order parameters to sort by time and date – chronologically.
- SOR2CMT - Change report so it will display up to 3 result codes entered on the forms.

3. Adding additional College, Department and Contact Type Codes for UAF:

Went over the items that Sharon would like added. She will be sending us the new UAF contacts to be inserted in the STVCTYP table and we will add a new purpose code called 'H – Schedule Change' to the STV2PUR table.

4. Discussion on the use of 'Web for Prospective Students' to get new advisees (Walk-ins) into Banner...

This was not discussed as we ran out of time. Will be a topic for the next meeting.

Next meeting scheduled for April 18<sup>th</sup>.