

**Workflow Team Minutes**  
**March 10, 2009**  
**(☎) – (800) 893-8850 • PIN: 6384637**

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**Attendees**

Crystal, Colleen, John, Patty, Pat, Mary, Terry, Brigitte, Jane, Diane

**New Business**

**Follow up tasks and/or TR's**

In Progress

1. Schedule change notification WF. This has been moved back to PREP for user testing. What will it take to get this one ready for PROD?

There were formatting issues, was not going to be very readable. Had suggestion from Sarah Hill. Need to verify that the schedule info is coming from the right place. SSRMEET vs part of term. Pat needs to do some research on this one.

2. ACG review is in TEST. Prompting student to fill out a checklist, print it off and scanning it into OnBase. Workflow prompts them to go into three different banner forms. Looking into it starting a quickflow. Some problems with it opening it up as a menu block vs a key block population. What will it take to get this one ready for PROD?

It's in PREP, Pat B has been testing it in both places. The last form in the three forms, ROAHSDT for high school on the finaid side does not populate correctly in PREP but it does in TEST.

Functionality not avail yet to allow a quickflow in a workflow. Should be avail in a future release. Team want to continue to work this without the quickflow piece to get this to PROD.

Pat doesn't have access, is waiting for direction back from Janet. One form is not accepting the student ID to be passed to it and giving an error at the bottom of the page.

PROD target is as soon as possible.

3. Web application notification - working fine in PROD. Still need TR to break of the non-degree seeking web apps so they get a different email.

Was discussed at the last mtg and the admis team meeting. Reg team will take the lead on this one. There is a joint meeting between Reg and Admiss Thurs 3/12 at 2:30 to discuss this.

4. Others?

In Discussion

1. Email student when they perform ANY type of registration function on UAOnline – acknowledgement of transaction;

This WF idea was discussed at the Reg meeting and received approval to start the Task request for a workflow to be produced.

This is top workflow priority for a new WF - Transaction tracking workflow will get written up by Reg team.

2. If a new dept code [subject code \(?\)](#) is added or changed on STVDEPT, trigger a workflow to staff in charge of maintaining course information in Banner

These might not end up being workflows. Looking to not make full fledged banner workflows out of these because of the overhead. Finaid has process to send out automated mass emails, or schools have database triggers (demo at past Summit) and using AppWorx to schedule that. It's only batch jobs that would go in the scheduler.

Mary will send this to CCS team for refining.

3. If a new major code is added or changed on STVMAJR [SOACURR](#), trigger a workflow to staff in charge of maintaining web applications

This WF idea was discussed at the last Admis meeting and received approval to start the TR process to have a workflow developed.

These might not end up being workflows. Looking to not make full fledged banner workflows out of these because of the overhead. Finaid has process to send out automated mass emails, or schools have database triggers (demo at past Summit) and using AppWorx to schedule that. It's only batch jobs that would go in the scheduler.

4. If a SSN is created as the UAID rather than a 3##### on SPAIDEN for a student, trigger a workflow to appropriate MAU manager for review and identification of user training

Could be an email process instead of a workflow.

5. If an equivalency record has been added or changed on SCADETL or SSADETL, trigger a workflow to DegreeWorks staff responsible for maintaining the equivalency tables on DegreeWorks

**Next meeting: April 7 at 2:00pm.**