

Workflow Team Minutes

October 20, 2009 2:00pm – 3:00pm
(☎) – (800) 893-8850 • PIN: 6384637

Attendees: Pat, John, Crystal, Barbara, Mary

New Business

WorkflowPROD to v4.4.2 & migrate to new host last Sunday (10/18/09)

Proposed date/time to upgrade workflowPREP to 8.0.1 is this Thursday from 4:00 a.m. to 9:00 a.m.

Follow up tasks and/or TR's

In Progress

1. Schedule change notification WF –

10/08/09 Update - Approved by CCS team with the final changes to be made:

1. Days denoted by two letters should be separated by a comma (e.g., M,W; T,R; S,U). All other combinations should be left alone.

2. The section number can be left as is for right now. No need to add anything to the email for it.

3. Please have the meeting times sort by date, day, and then time. We like to set it by the begin date/day/time on each line, as some longer dates or multiple days will overlap. We would like M to be the day considered as the start of a week so SU classes would fall after that.

10/20 – Pat will notify team that final change (separate days of week by comma) will be made and then this will go to PROD. PROD target is Oct 28th.

2. Non Degree Seeking - Web application notification –

10/20/09 Update – Approved in July; sent to Pat today (10/20/09) and it is ready for him to proceed. PROD target is Nov 4. Pat will need help testing this.

Final version:

Thank you for completing the non-degree seeking application. You are now non-degree seeking. Just as a reminder, non-degree seeking students are not eligible for financial aid.

Please be aware that all official university communication, including student billings, course changes, correspondence, etc., will be sent to your university student generated email account.

If you have any questions, please visit our Records/Registrar Contact page and get in touch with the office at the appropriate campus.

To begin your registration process, go to UAOnline and click on Class Schedule to search and register for classes.

3. Email student when they perform ANY type of registration function on UAOnline 10/20 – This went to the Reg team June 30th. It's attached for discussion.

John sent a new visio today (below).

Want the workflow to go out and check to see if there is one of the specific registration codes to trigger an email to the student. Don't want to grab the temps, only the base record to email on.

Need to find out - when do the MAU's create the student email account (upon admission, registration in minimum number of courses)?

Do a batch summary each night from the day's activities, or can we capture a session and send a summary (rather than each transaction)? Pat will research options.

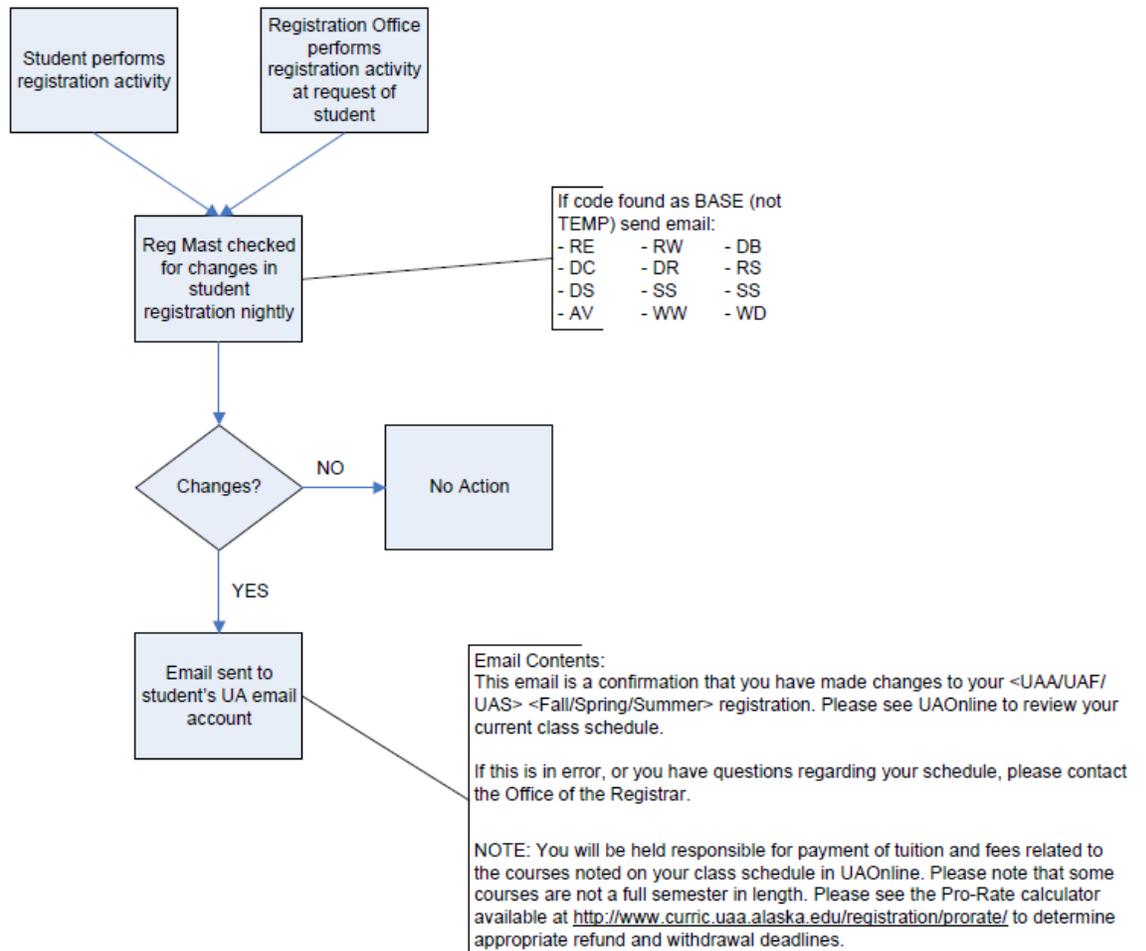
When a generated email is created, does it default to being the preferred email?

Create two paths – if they have a generated account, send them the schedule, otherwise send them a link to UAOnline and say there was registration activity (not in compliance with FERPA to send the registration summary to a personal email account.) (Mary will run this by General Counsel.)

Pat will research and summarize options and send us an email.

Registration Activity Confirmation Workflow

8/31/2009



4. Expired Application Communication

6/30 started workflow process analysis with Lora. Rec'd flowchart from John. Will be started by applying the IE code.

10/20/09 John thinks there was further visio work on this - will look to see if he can find it.

5. Others?

In Discussion

1. If a new 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.
2. 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.
3. 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
4. Orientation office – would work with the business office to add a charge for orientation to the students account and send an email to the student.
5. Send email to the students regarding the change in status on their application.
6. As items come in for the checklist and/or if there are existing items still out there, email them what's missing.

Next meeting: November 17th at 2:00pm.