Xtender Team
Meeting Minutes
Thursday, April 10, 2008
1:00 - 2 pm, WES 206

Present: Charlotte Tetsworth, Kristen Salomonson, Lisa Besemer, Lori Henderson, Sam Fattore, Sara Dew, Sean Smart, Steve Stellard, Kathleen LeClaire.

Absent: Denise Grinnell, Sandy Britton, Joe Riddering, Cheryl Cluchey

Technical Updates:
- New licenses from SunGard are now installed. There are some issues as the file generated 115 Application Licenses, while we paid for 75 Web licenses.
- Scanner Licenses have come into question with the new license file. SCT is saying that we only have 2 licenses; we have noted that we have 3 licenses, but the product was installed with 4 licenses. We currently have 5 machines that use the scanning software. Denise is working with SunGard to clarify this issue.
- Purchasing has a handful of PO numbers that are not pulling in the index information. Sam believes this has to do with an issue of synching. SCT SunGard ticket to be put in by Sean Smart to resolve this issue.
- A report from a faculty member saying that they were able to see a student's misconduct form. We were not able to replicate this issue in testing and the faculty member was also not able to replicate the issue at a later time. Sam noted that for a SunGard ticket to be created, we needed to be able to reproduce this issue.

Purchasing Update:
- Purchasing has gone live with scanning in Purchase Order, Change Orders and Backups.
- Have had issues with some POs not pulling in the index correctly.
- Banner forms point to B-G-ID and not B-F-DOCS/B-F-ID. Sam said he would have this corrected by early next week.
- Purchasing said that after they get Purchase Orders, Change Orders and Backups working, they will then move onto other document types.

Admissions Update:
- Everything is going well. Scanning documents into both B-S-ID and B-S-ADMN.
- Application of FSU-S-EQUIV is up and in production for use, but there has been an issue of people accessing the documents in this application. Sam will work with Lori to get this resolved.
- Per Kristen Salomonson all users will be moved into the View and Print group. No notification will be sent out as not to draw unnecessary attention to the fact

people can print. The SSB user will not be given print privileges. No students will be moved into the View and Print group.

Financial Aid Update:
- Missed going live for this current aid year and want to wait until a new aid year to go live.
- Will start testing in July or August to prepare for going live in September or October for next aid year's documents.

Off-Campus Updates:
- Going well for most users.
- Dowagiac has some connection issues with the system, but that is believed to be an issue with their network and not the server.

Payroll Update:
- Payroll not ready to start using Xtender. No current plans are in place, but talk about what could be scanned in is happening.

Accounting Update:
- Mike Carson is leading accounting with going live.
- Accounting about ready to start testing.
- Need an application built to index Journal Vouchers and Cash Receipts. This will be completed by Sean and Steve.

Miscellaneous:
- Discussion started on benefits of HR scanning in transcripts.
- One current SCT ticket open about server dropping all connections, but SCT cannot find a reason. They believe it is a network issue on our part where the Xtender server is temporarily losing connection to the Oracle database. This issue is self correcting, so users are not out very long.
- Question came up on where CTS is with validating the Xtender plug-ins for baseline install of new computers. Kristen will talk with Jodi Gardei on Tuesday.
- Discussion started on a change management procedure for moving changes from SAND to GOLD. In the mean time, it was decided that in order for a change to be moved into GOLD, there must be an e-mail approval from the data owner.

Future Topics:
- Update on Xtender Plug-ins in baseline computer image.
- Update on change management process

Submitted by
Steven Stellard