

## **Xtender Team** **Meeting Minutes** **Monday, October 15, 2007** **2 – 3 pm, WES 206**

Present: Cheryl Cluchey, Linda Golden, Lori Henderson, Sam Fattore, Denise Grinnell, Steven Stellard

### **1. Cloning Banner production to the Xtender test account:**

*These decisions are initial and can be re-evaluated as we gain more experience.*

- Images – do **not** copy images to the test instance
- User settings and tables – do **not** copy over them from Production; before cloning, save these tables and settings and then restore them to the test account
- Every 6 – 12 months a year, copy **everything** from Production to test

### **2. Purchasing's plan and time table:**

- Laptops have software loaded and are connected to SAND (test account)
- The Purchasing Dept will be tracking:
  - Purchase orders
  - Requisition backup paperwork
  - Change orders
- Future use will likely be: W9s, Insurance
- Next steps are: user security setup by Lori and testing (4 staff)

### **3. Admissions progress:**

- Instructions are completed
- Testers identified; Sam will check with Charlotte to make sure the testers' security is set up
- Sam has some field setup to complete to link fields to particular forms
- Sam expressed some concerns regarding storing all docs in the Admissions 'container;' this may make it difficult to purge or archive 5+ years down the road. Sam will investigate / experiment with how to purge in the future.
- Sam suggested that Admissions student stop scanning non-applicant documents into DocuShare, but rather start scanning them into Xtender production (ie., Records' 4-part forms, etc.). Sam will talk to Charlotte about testing and implementing this now.
- Faculty SSB access would require creating a user account in Xtender for every faculty.
- Based on the manual process necessary to set up these users, the group suggests testing the Xtender Banner channel in the portal.
- Sam plans to migrate DocuShare data to Xtender over Christmas break.

#### **4. Admissions off-campus site plan**

- Much of the processing and scanning will still happen at the Timme Center. The items that the regional offices would receive and scan themselves would be: consortium forms, student schedules from community colleges, acceptance letters, etc.
- The following regional sites will likely need at least 1 scanner each: Traverse City, Flint, Lansing, Dowagiac, Grand Rapids.
- Sam and Cheryl suggest starting the implementation process for regional sites near the end of January.

#### **5. Lessons Learned**

*Denise would like to see the following documents created:*

- Implementation checklist – including user account security review
- Scanner standards
- Tips & Tricks for scanner settings

*Submitted by Denise Grinnell*

#### **Technical points addressed after the meeting**

- Denise needs to track down the additional license key purchased in July.
- Xtender SSL (security certificate) has been successfully tested in the test account; it can now be put on the Production server by Technical Services.
- After the SSL is on Xtender production, the appropriate ports will be locked down.
- Sam wrote up Scanner recommendations and sent them to Cheryl / Denise Moulter:

I would recommend we stay with Canon or HP scanners. After doing some research some of the other brands do not support the drivers needed when scanning documents into Xtender. Below are some suggestions. Let me know if you have any questions

##### **Low Volume Personal Scanners**

Canon DR-2050C - \$484.99 --Entry Level

Canon DR-2580C - \$649.99 --Midrange

HP Scanjet 7650 - \$599.99 --Entry Level

HP Scanjet 7800 - \$679.99 --Midrange

##### **High Volume Workgroup Scanners**

Canon DR-4010C -- \$2599.00 --Entry Level

Canon DR-7580 -- \$4799.00 -- Midrange

Canon DR-9080C - \$6174.99 - Ultra

HP Scanjet 8390 - \$1100.00 - Entry Level

Personal Entry Level would be 0-100 pages per day only scanning in single or 10 page groups

Personal Midrange Level would be 0-500 pages per day only scanning in single or 50 page groups

High Volume Workgroup scanners should have a dedicated computer attached to them where anyone in the office can scan documents.

High Volume Entry Level would be 0-1000 pages per day scanning a single document or 100 page groups

High Volume Midrange would be 0-5000 pages per day scanning single pages or 500 page groups

High Volume Ultra is for scanning 5000+ Scanning documents all day every day