

Ferris State University

Reporting Solutions Team

Meeting Minutes
April 2, 2008

Present: Melissa Dohnal, Sam Fattore, Kathy Fisher, Jerome Forbes, Denise Grinnell, Rick Manuszak, Kris Rasmussen, Steve Stellard

1. The team reviewed their Mission Statement:
“The Reporting Solutions Team strives to meet the information needs of the university by applying appropriate standards for accessing accurate and consistent data in a secure and efficient manner”.
2. It was decided that a subgroup (including the Data Security office) will need to be created to define procedures for modifying access lists when a user changed job duties and location. This subgroup will consist of Lori Henderson, Kathy Fisher, Rick Manuszak, and Steve Stellard. Steve will research the possibility of searching the Report Caster database for a list of reports that an individual has scheduled. Kathy will schedule the first meeting for the subgroup.
3. ODS Administration was discussed. Jerome Forbes will be taking over as the primary administrator. Melissa Dohnal will provide backup admin support. Jerome met with Kris and after setting up a login id for Jerome, they reviewed/trained on the following items:
 - Reviewing the daily log files for errors
 - Adding a user/admin
 - Set up for taking a snapshot
 - Running a mapping
 - Rescheduling a mapping
4. A list of duties for the primary and backup ODS administrators will be developed. Initially, this list will consist of the following duties. As Jerome becomes more familiar with the ODS, he will develop a list of the common tasks that need to be performed.
 - Getting the Student data error fixed
 - Monitoring the logs and checking for errors
 - Scheduling and taking snapshots
 - Maintaining the meta data
 - Backing up the data
5. Current ODS issues include:
 - Snapshot schedules
 - Meta data definitions
 - Data accuracy/confidence
 - End user access
 - Creating new views
 - Adding fields to existing views

6. Kathy and Bobbi met and developed a draft set of instructions for scheduling a job in ReportCaster with the option of sending the output to the Report Library.
7. The group discussed the need for WebFocus to be able to read and process files from another server, as well as the ability to read data from text files. A subgroup consisting of Kris and Steve was formed to look into the possibilities. They will also develop an instruction sheet for accessing and processing these files.
8. Action items:
 - a. **Sam** – rename counselor download jobs to “Student Daily – xxxxxxxxxx”.
 - b. **Steve** – develop a list of reports accessed by user
 - c. **Kathy** – schedule subgroup meeting access changes
 - d. **Jerome** – contact Sungard regarding open UDC ticket for Student data errors
 - e. **Kris** – schedule the installation of the Student patch for the end of this week
 - f. **Denise** – review survey results for additional Library Only users

Submitted by Kathy Fisher