

BDM Pilot Meeting Minutes

March 6, 2014, 2:30-3:30 p.m.

Attendees: Pam Grey, Pam Eberhardt, Ellen Lyon, Esperanza Contreras, Frank Espinoza, Chien Shih, Susan Malmgren, Ron Rayas, Joe Lampo, Deepa Prasad, Linda Koyama

1. The training for the buyers was changed to March 25th at 10 a.m. Deepa will lead training.
2. Ron and Joe have requested the package from Louis to include the doc type in SSB for requisition lists. It will be available for testing by April 1st.
3. Updated doc types and routing statues were reviewed for B-F-DOCS and B-F-ID.
4. Susan will add Joe Moreau, Sharon Luciw, Chien Shih, Linda Thor, Kevin McElroy, and Hector Quinonez as approvers (read only).
5. IntelleCheck: Ready to test by March 11th. Need to make sure A/P can print checks.
6. Pam G. has VPN.
7. Susan has updated the website.
8. Annotations: Susan is still working with Louis. Interactive viewer in user settings needs to be turned on and need to be in internet explorer. You don't need quick scan pro to annotate.
9. Problem with maximum file size. Currently set at 10 megabytes. Will ask Ryan to increase it to 20. File size dependent on resolution. Reduce resolution and make sure it's still legible. Need to come to an agreement of minimum resolution.
10. The Silverlight plug in must be installed to see the thumbnail. Submit a ticket if your computer is more than a few years old. ETS installs it automatically for newer computers.
11. Ellen is requesting a copy of quick scan pro to be installed on her personal laptop to test. Ryan needs to install it.
12. Security class defines the privileges: Approvers would have read only, users that can add things have read/writex (cannot delete) and purchasing and AP will have read/write (can delete).
13. There is a system wide setting prohibiting things to be e-mailed.
14. Ellen has created instructions for AP with screen shots.
15. Chien asked if users would like Louis to come back? Maybe after we go live and are ready to add the next group.
16. Cash receipts and journal entries are something to consider down the road.
17. Next step? Pam G. suggested the Furniture, Fixtures and Equipment (FF&E) Coordinators.
18. It was decided that most historical documents will not be added to BDM. It will be used for ETS/Purchasing activity going forward. There is nothing to prevent the end user from adding older backup documents to the system.
19. Discussed where to deploy scanners. To be decided in the next meeting.
20. Presentation for steering committee meeting on March 28th.

Action Item	Responsibility	Completed by Date
IntelleCheck fixes - to be ready for user testing	Ron	3/11/2014
User testing of IntelleCheck	Ellen	3/17/2014
Approvers to be added as Read-only users in BDM	Susan	3/12/2014
Enable Annotations in BDM - need to check how-to with Louis	Susan	3/12/2014
Max file size setting to be modified on server	Ryan	3/12/2014
QSP to be installed on Ellen's PC laptop	Ryan	3/14/2014
BDM Training for Buyers in Purchasing	Deepa	3/25/2014
BDM Presentation to Steering Committee	Pam Gray	3/28/2014
SSB display format modification completed and ready for testing	Ron	3/31/2014