
**Applications Technical Team
Tuesday, September 18, 2007
11 am --12:10 pm; PRK 104**

Meeting Minutes

Present: Terri Aldrich, Syed Ali, Melissa Dohnal, Sam Fattore, Kathy Fisher, Jerome Forbes, Bruce Gilchrist, Denise Grinnell, Kim Graboskey, Lori Henderson, Mary Holmes, Bobbie Landreth, Kim LaTendresse, Paul Peoples, Kris Rasmussen, Dave Steffens, Steven Stellard, Rob Wagner,

Absent: Michael Cline, Jim Cook, Vicky Deur, Pam Harvey, Bruce Werner

1. WebFOCUS upgrade update –

- The upgrade has been completed by IBI. WebFOCUS is behind an SSL certificate. Currently, most new reports that need to be put into production cannot be in the new version. We have a work ticket open with IBI who is working on the problem.
- Also, Mike King is having trouble getting on to the new version. Steven Stellard will work with him to resolve this.
- There are 2 copies each of the Developers Studio and Reporting manuals. See Jerome or Syed. We will also work on getting updated electronic manuals posted to the share drive. (They did NOT come with the upgrade.)

2. SSN in Alternate ID field –

- Rob found that the problems Financial Aid was referring to were NOT related to the need for the SSN to be located in the Alternate ID field. Rob will work with them to resolve the issues they have with their aid loads.
- Good discussion produced the following plan:
 - Assuming that Jo Gerst can prepare and send out a statement to the campus that SSNs will no longer be searchable in the ID field, then...
 - After October 4th monthly maintenance, any 9-digit number in the Alternate ID field that identically matches the number in the SSN field, will be deleted outright.
 - The Novell ID will be deleted at this time as well.
 - Any numbers remaining in the Alternate ID field (these are the “exceptions”) should be reviewed by the owners of those records:
 - Employees – Bobbie
 - Student and Applicants – Bruce, etc.
 - And so on...
 - Review exceptions, develop a plan to clean up, and report back to the Applications Technical Team.
- Additional discussion took place regarding the daily New Admit file that is sent to IS&T to (a) create Novell accounts, (b) create i-mail accounts, and (c) update the CWID & Password Search Database. This file currently contains SSN because that is what the Search database uses. A sub-committee led by Gary Lutz is currently working on changing that lookup process to solely use the CWID. When the process has been changed, the SSN will be deleted from the Search Database and the New Admit script can eliminate the SSN from it.

3. Update on Library using SSN –

- Bobbie will follow up with Kris Tessin at the Library.
- Syed brought up that many employees still have their ID card picture named on the Blackboard server with their SSN as the name of the file. This needs to be cleaned up. Syed and Kim will recommend a plan and timetable for this cleanup.

4. ODS upgrade –

- Fourteen (14) patches are available; a list of the newest patches was sent out to programmers for review. Most of them are to correct data and mappings in the ODS.
- Kris is planning to put these patches in ODS on a Thursday or Friday within the first two week of October – depending on which week is NOT a payroll week (to be coordinated with Kim L).
- ODS will be down for one (1) day for the upgrades to be implemented.

5. Xtender Update –

- Xtender for Admissions: go live January 1st
- The Xtender Test account has been moved from DEV4 to SAND. Sam found some challenges with this after the decision was made. So now the Xtender Team needs to decide whether or not the images from GOLD need to be cloned to SAND each month. Sam also needs to change the test database target directory immediately following each clone or the GOLD environment breaks; he will work with Dave Steffens on this procedures.
- Xtender for Purchasing: Will start testing now

6. Procedure for running Banner update SQL scripts – see *handout*

- Review the procedural memo from March 2007.
- Discussed that due to current research, some APIs are “for internal use only.” If your table has one of these APIs, then proceed as if there is NO API and continue with the next step in the procedure.
- Instructions for looking up and using APIs can be found on the share drive: \\IST\Banner Project\PHASE THREE (Banner Live!)\Application Technical Team\Technical Documentation
- Some discussion took place regarding backups of GOLD. “Cold” backups (taken when the Banner GOLD system is off-line) are taken prior to each month-end process being run. Transaction logs are gathered every hour in-between cold backups. If we lost GOLD for some reason, the method to restore it would be to: (1) load the most recent cold backup and then (2) apply every hourly transaction log to GOLD until it is caught up. This, however, does NOT allow the DBAs to create a Test account with ‘yesterday’s’ system to trouble-shoot a current issue. Dave is looking into “hot backup” options.

7. October Wednesday Get-Togethers -- *skipped*