

MUG Meeting Notes
Thursday, September 20

Sandra Harberts facilitated the meeting.

1. Training open forum -- Robin Gurien is soliciting suggestions/needs for future user training.

Suggestions submitted include:

- additional training for reports
- a class for payment & invoice inquiry features
- how to reconcile statements
- using activity codes
- using folders
- training on each function within the applications

An online users manual is in development. Additional suggestions should be sent to Robin Gurien at robin.gurien@uni.edu or call 3-3536. Training classes are scheduled through next January; check MEMFIS website for specific classes, dates & times.

2. PAR (Programming Authorization Request) -- A PAR to access supplier information through a web-based report is in process. This would allow users to find supplier information without having to log into applications. We need feedback on what kind of information needs to be included in this report. There are concerns about social security numbers appearing on this report so it needs more exploration. Suggestions should be e-mailed to michele.mullings-shand@uni.edu.

3. Launch page discussion -- Prior to the establishment of the MEMFIS Users Group, a PAR was submitted to change the launch page to access a range of accounts rather than one account at a time. Implementation is scheduled for December 1. Users can access reports from either the old or new launch page at this time. Hopefully users have had opportunity to try using the new launch page. Suggestions are being solicited for the "look" of the launch page; those should be e-mailed to tricia.roof@uni.edu.

4. Statement of Account -- The group briefly discussed the new statement of account. Users with questions regarding the report should e-mail mug-leaders@uni.edu prior to the October meeting in order to provide answers at that meeting.

Please e-mail any suggestions/requests for topics to discuss at future meetings to: mug-leaders@uni.edu. The next MUG meeting will be Thursday, October 17, 2002 at 1:30 p.m. in Gilchrist 207-209.