

Advance Notice

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Events Module Working Group Advances Toward Implementation

Work on the Events module has officially begun! The Working Group that is preparing the Events module for use includes **Donna Adams** (Dev), **Michele Graddy** (Dev), **Colleen Hawkins** (Spec. Events), **Richard Kohler** (Dev), **Kathy Lentych** (Dev), **Janet Mead** (Alumni), **Lucia Merker** (Alumni), **Therese Post** (Dev), **Scott Siler** (Alumni), **Jennielea Vidrich** (Dev), **Teri Vitale** (Dev).

During August, in addition to numerous meetings, this hard-working group has spent 3 days learning about the module and how best to configure it for use at Notre Dame. They have started populating the drop down menus with Notre Dame specific values. In the coming weeks, they will address the issues of moving data between Advance and Events, reporting, as well as policy and procedure.

Training for the Working Group has been set for the middle of October. Their goal is to have the module ready to use by November 1st, although they may stagger the rollout over several weeks. If you have questions, please contact one of the Working Group members.

PHASE 3 OFF AND RACING



303 DAYS TO GO

Phase 3 Completion

July 1, 2004.....June 30, 2005



A Special Thanks...

We would like to say a special thanks to every Advance user – for your patience during our first two months LIVE, as we have tackled connectivity and printing issues, held on-campus training sessions, experienced new-system growing pains with the GIFT, BIO and acknowledgment processes, etc. The project team and others involved in the conversion have received a tremendous amount of support from our end-users. We thank you for taking the time to work with the project team by email, on the phone, and in person.

The new Help Desk system has played an integral part in our first weeks LIVE. Through the great organization of our technical team, lead by Help Desk Manager **Rose Michalski**, our technical staff and report specialists have been able to be very responsive during this busy time. Thanks to **Rose, Betty, Jeff, Donna Adams, Sheila, Dana, Diana, Kate, Sharyl, Lancia, Mike** and **Richard** for their many hours manning the Help Desk – and making it a useful tool for our users.

On a more personal note, I would like to thank the Core Team and the Reporting Team for the support that they have shown to me during this period of transition from Phase II to Phase 3. You're the best!

Jennielea Vidrich

Donna Adams considers the University of Notre Dame to be the only full-time job she's ever had. Donna started at ND while still in college as a 3rd shift operator in the OIT before becoming a programmer/analyst for 21 years in the OIT. She has been in Development almost 5 years. She currently holds the position of Application Administrator/Report Specialist. Her responsibilities include staying abreast of the latest developments to the Advance System and communicating those to the end-users, to the Help Desk and Training Specialists and also administrating security and configuration of Advance. She serves as a consultant on conversion of data and capabilities of Advance and works on developing and running standard and ad-hoc reports. Her responsibilities on this BSR project included everything. She commented, "You name it, I do it."

Donna Adams ENTITY IDENTITY

Donna was born in England where her father was an aircraft mechanic in the USAF. She has lived in this area for 30 years. Family members include her mother, two older brothers and a niece and nephew. Donna is a graduate of Niles High School and holds an Associates Degree in Accounting/Computers from Michiana

College. Donna enjoys her involvement with the Emmaus community, various church activities and the ND women's golf league.

Biggest Asset of Advance: "The increased capacities for the different types and amount of data Advance will hold."

Biggest Challenge of Advance: "Knowing where and how to use all the data that Advance can hold."

Favorite Music: "Contemporary Christian and Pop."

Favorite Food: "Mashed potatoes; noodles; bread - no low-carb diet for me."

Three Adjectives Used to Describe Me: "dependable, exacting, bear-crazy."

Three Adjectives Never Used to Describe Me: "girlish, mean, lackadaisical."

Hobbies: "Collecting Boyds Bears; summer vacations to major league baseball parks (about 20 so far); watching just about any sport."

Who in your life has inspired you: "God."

Donna is very dedicated to the Development team and has been instrumental in the completion of all phases of the project. Donna "Schmedley" Adams thank you for all your hard work. (Schmedley is a nickname Donna was given, but she won't disclose from whom or why.) Donna ended with these two independent thoughts: "I enjoy the challenge of learning new ways to do a task. And wonder how do I remember all the things I remember?"

BSR Visits Campus

During the week of August 16th, consultants from BSR paid a visit to campus. **Howard Chow**, our BSR project lead for Phase 3, made his first visit to the land of the Fighting Irish. Howard spent much of his time focusing on reporting, meeting with the reporting team to discuss the transition from reporting as it relates to Phase 3 and reporting in a newly "live" environment. In addition, Howard spent time with a few members of the Core Team to brush-up on our report specification writing skills. Howard also had the chance to attend our weekly Core Team meeting and to meet many members of the BSR Steering Committee while on campus.

Pat Salzillo, who made a few trips to campus for training during Phase II, presented the Events Module Facilitation sessions. Her visit is highlighted under the Events Module update.

Richard's Training Corner

“As you may know, **Richard** has been extremely busy with on-campus Advance training for the past month. I am certain that by now he can deliver his curriculum in his sleep. (Let's hope he didn't deliver it while any of YOU slept!) The training centered on delving more deeply into the BIO and GIFT areas of Advance. And from the feedback that we have received, everyone learned a lot during these sessions. (For those of you who will be receiving the training in the next few days, you have a treat in store.)

The official version of “Richard's Training Corner” will return for the September issue of *Advance Notice*. In the meantime, hi-fives to Richard - and to everyone who participated in this department-wide training.”

Jennielea Vidrich

Focus on Reporting

At the time that we went live with Advance, we had two reporting issues that carried over from our Phase II custom report needs. They were the Donor Profile Report (PRT) and replacing the download process from the HP. As you know, the PRT went live in late July and is being actively used within the department. And now, the replacement for the download process – ND Extracts - is also in production.

You can find the ND Extracts reports under the “File/Print Other/Other Reports” drop down menu. There are three versions of this report which replicate varying degrees of detail for data extracts (downloads) from Advance. These reports can be run from an Entity Lookup or against a clipboard. Most users will utilize the ND Extracts to produce Excel files which can be used with Word merges. However, some of these formats are used by our report specialists when putting together mailings which will be printed by outside vendors. Please contact **Sheila McMahon** with any questions about the ND Extract reports and their specific uses. Sheila did a fantastic job working with the BSR programmers to get this download replacement up and running!

In addition, several reports are now being tested and should be in production shortly. These include some Corporate Relations/Foundation Relations reporting, the entire reminder process (including regular reminder statements and giving society reminders), and changes to the BEAT reporting functionality.

A special thanks to all of our testers for their assistance in getting these reports up and running!

Please notify the help desk at 631-2772 or by email at devhelp@nd.edu if you come across any discrepancies while working in Advance. Your assistance is greatly appreciated.