

Advance Notice

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Advance Spotlight at Development Fall Quarterly Meetings

During the Fall all-staff Development Quarterly Meetings a couple of weeks ago now Advance and its “sister” applications were featured in several venues. Throughout the Quarterlies **Richard Kohler** made himself available for one-on-one meetings, group sessions and the ever-popular “Lunch with Richard.”

In addition, **Scott Siler** presented the group’s first overview of the new Events Management Tool/ Events Module system. Events Module is preparing to go live in very short order. Scott did an excellent job of giving a thumbnail sketch of the application and its potential. You will all hear more in the coming weeks.

Jennielea Vidrich was fortunate enough to facilitate two sessions. She shared the stage with Scott, following his presentation with a talk focused on the current Report Request process. From the comments heard during and after the session it seems that folks have a greater appreciation for the time and effort that our reporting staff spends to keep us all moving forward!

And finally **Kimberly Umbaugh** and **Dana Bare** were on-hand for a mid-season debriefing regarding the BEAT application. It was obvious that everyone had had their “thinking caps” on beforehand – great questions, great feedback, and wonderful suggestions. Now we’ll let Kimberly and Dana work their magic!

Thanks to everyone who participated in the Quarterly Advance sessions.

Make Way for the Big EVENT

Events Management is preparing to go live. The go live date is November 15 and, at that time, it will be available for use by anyone who has attended training. For anyone who needs to use the Events Management module, but has not attended training yet, a training schedule will be announced soon by **Richard Kohler**.

The Events Working Group has been working hard this past month to configure the software for our use here at Notre Dame. The team has also been testing the software, working on finalizing the Policy and Procedure document, and readying the software to move from the test environment to production. The team also attended an intense training session with **Pat Salzillo** from BSR that covered three days and included working together as a group as well as individual time with Pat.

If you have questions or comments about the Events Management module, please contact any of the Working Group members. They are **Scott Siler** (Events Project Lead), **Jennielea Vidrich** (Phase 3 Project Lead), **Donna Adams**, **Michele Graddy**, **Colleen Hawkins**, **Richard Kohler**, **Kathy Lentych**, **Janet Mead**, **Lucia Merker**, **Therese Post**, and **Teri Vitale**.

243 DAYS TO GO



Phase 3 Completion

October 31, 2004.....June 30, 2005



**HAPPY
HALLOWEEN**

Nagi Elia ENTITY IDENTITY

Known as the Naj, Nasi and Upgrade man, **Nagi Elia** is a member of our OIT support system. Although his title is Database Systems Engineer, Nagi performs many tasks in order to keep our system up and running. Some folks may have heard Nagi referred to as one of the DBA's working with our group.

Some of his responsibilities include having to keep the database infrastructure intact, archiving old data, and upgrading Oracle and Applications. His specific responsibility on the BSR project is to maintain database availability and creation, and to setup daily maintenance jobs.

Nagi graduated from IVTC College with an Associate Degree in Applied Sciences in Computer Programming. During high school Nagi worked as a Forklift Operator on a commercial ship. Born and raised in South Lebanon, he now lives in Granger with his wife Helene and their three children. Mario who is 15 attends St. Joseph High School. Sibelle age 10 and Diana age 7 both attend Mary Frank Elementary School. Helene runs a Mediterranean Restaurant, *Elia's Authentic Mediterranean Cuisine*. Guess what Nagi does outside of work? He works at the family's restaurant. (Jen says the garlic sauce is out of this world!) He also enjoys soccer and swimming. Nagi commented, "Life is a race, be in it."

Biggest asset of Advance: "Easier than Banner"

Biggest challenge of Advance: "Keeping up with user and data growth"

Favorite Food: "Roasted Leg of Lamb"

Favorite Music: "Easy Listening music"

Three adjectives to best describe you: Honest, quiet, funny

Three adjectives never used to describe you: Lazy, insensible, irresponsible

Nagi, thanks for all of the long hours and terrific work that you have done for the BSR/Advance Project!

BSR Steering Committee Says "Goodbye and Welcome"

Membership on the BSR Steering Committee has changed recently. **Carolyn Berzai**, formerly Director of Enterprise Services at Notre Dame, will be acting as a Project Lead for Renovare. Filling Carolyn's spot as ES director is **Bob Schaffner**. Bob was most recently the Director of Operations and Engineering at OIT. In addition, **Mike Brach** has joined the steering committee for Phase 3 of the project. Rounding out the Phase 3 BSR Steering Committee are: **Craig Brummell, Dave Morrissey, Jen Vidrich, Mary Ellen McGillan, Tim Rippinger, Bill Bosler** and **Katherine Rosswurm**. Carolyn and Katherine will be transitioning from the BSR Steering Committee at the end of the year.

Help Desk Reminder

Please remember to phone or email the Help Desk when you encounter errors or problems while working in Advance or logging on through Citrix. This will allow the staff to build a library of solutions which will help us address problems more efficiently as time goes by. The Help Desk phone number is (574) 631-2772. The email address is devhelp@nd.edu.

FAQ:

"Did you know that with the increase in the amount of intercoms within Development, that you are now required to enter 3 digits? If you are calling someone in DEV just put a 1 in front of their current intercom number."

Richard's Training Corner

Yes, I am finally back. No more ghost writing by **Jennielea** or **Sharyl**. It is me, live and in print. It was great to see all of you who attended last week's quarterlies. As always I enjoyed seeing and talking with you all. We had some really super meetings, discussed many valuable ideas and I listened to your concerns. Just to confirm things with you. I heard them, loud and clear.

I want to take this opportunity to welcome **Kandy Van Horne** into the Training Office. We went through a lot to get her, and I believe strongly that she is going to be a wonderful trainer. We may have to rename this article "Kandy's Korn-er". Ok, that was sad, but so appropriate at this time of year. As I said this morning in one of my training sessions, she will be a kinder, gentler, more politically correct version of me. Oh, and as **Jamie Barry** pointed out, she definitely has more hair. Thanks Jamie for pointing that out.

I had a fantastic training session with the AA's during lunch on Thursday, much was accomplished and there was an excellent collaboration of ideas between the offices. I cannot stress how important this is that you all talk and share ideas, especially when it comes to new or better ways of doing things within Advance. We discussed Mail Merges and Proposals and Proposal documentation. A big thank you goes out to all who participated and gave up their lunch. Keep plugging away with that entry work and the proposal creation, as we heard several times during the quarterlies, "if it isn't in Advance, it doesn't exist."

If you have any questions, concerns, or seek clarification please don't hesitate to call my cell 574-261-3636. Remember though, if it is a problem with your computer or Advance, please call the help desk at 574-631-BSR2 (2772).

Thanks!

Richard Kohler

Focus on Reporting

As many of you know, the Development Reporting Team and the Advance Core Team are working feverishly on reporting! Every day new reports are being developed, coded, tested and moved into production for the department.

Currently **Dana Bare** is putting the finishing touches on some pledge reporting for **Carol Hennion**'s area. In addition, reminders are in their final round of testing (the first version was used last month with improvements already made!) **Kate Kujawski** continues to work with **Jeanine VanEs** and **Teresa O'Connor** on Matching Gift reporting.

Jennielea Vidrich is working with **Bruce Danielson**, **John Hannan** and **Augie Freda** on

writing functional specs for several Leadership Reports, including Tim's monthly report, John's famous Trip Prep Notes, and Augie's Prospect Tracking reports.

Sheila McMahon and **Diana Seward** are keeping us all afloat by handling daily ad hoc reporting requests (way too many to list here!) In addition to our terrific in-house reporting team we are relying on folks at BSR and **Debbie Follon**, our own reporting consultant, to keep Campaign reporting and other projects moving forward.

Thanks so much for your work with our team. Your input into this process is invaluable.

Advance Notice articles are written by BSR Project Core Team members. Sharyl Dippel serves as Advance Notice editor.