

SmartStream Coordination Meeting Minutes August 18, 2010

Attendance: Sophia Bedard, Beth Buckheit, Wayne Duncan, Ed Green, Mel Lambert, Cathy McClintock, Mark Testerman

1. SmartStream:
 - a) Sophia indicated production has not been updated; 7.03 is still on hold because of the license agreement;
 - b) Archiving will be done after the 7.03 production update;
 - c) Signature Authority and Center Authority reporting processes are being combined for easier updating and reporting. Mel reported everything is going ok. Center authority (used for reporting) and signature authority (used for approvals) are now combined in one database. Authorizations may be assigned by the division, directorate, laboratory and/or center levels. Center numbers will not include the year, only eight digits instead 12;
 - d) Sophia is working on updating workflows as a result of the new mandate requiring DMS to sign off on all computer and software purchases. The sign off process is currently being done manually; it will take several weeks to incorporate the additional approvals in SmartStream. While in workflow, Sophia is also changing some of the amount limits due to revised signature approval ranges. Due to the complexity of workflow, some of the messages from workflow may reference previous limits even though the workflow criteria will be changed to the new ones.

2. Issues with Access 2007:

According to feedback from users, Access 2007 has been installed on Purchasing computers and one user has had problems with the PR print working correctly; the quick fix was to remove 2007 and re-install 2003. Sophia emphasized that the upgrade to 2007 should not be done on computers that run important reports including the check machine and PO print until the reports have been modified to run under Access 2007. Mel will make a list of what needs to be tested and warn users in the back office areas not to upgrade all clients in an area before checking if reports will continue to work properly. Sophia will begin upgrading PR print to work with Access 2007.

3. Mark inquired about updating the production system and Sophia indicated she doesn't see that happening in FY 2010. It is still on hold due to SAIC asking for it to not be upgraded.

The next meeting will be held Wednesday, October 6, 2010, at 9 AM in the Building 362 Conference Room.