**SIG Customer Service SNUG Call – Agenda & Minutes**



**Wed , April 8 , 2015**

**12:00 pm to 13:00 pm EST.**

**Call in Number: 712-775-7000**

**Access Code: 863928#**

SNUG Executive Committee Member:

Earle Barnes, ~~Yvonne Coulter~~, Melissa Craft, ~~Laura Jones~~, Mary McCoy, ~~Tymn Neece~~, Jayme Osborn, ~~Randy Rhodes,~~ Debbie Smith, Corbin Ellsaesser, Debbie Czarnecki, Melinda Doherty

Soft Computer:

Creed Baughman, Jesus Blasquez, Grace Forrester, Danielle Gangadeen, Hayley Johnson, Joe Magilligan, Jolene Massey, Mike Miller, Sara Patric, Darlene Radaskiewicz, David Romano, Becky Sheppard

**Technical Support Center Performance**

* Update 97.50% (25% response rate , considered good response rate, industry standards = 10%)

 **STAR enhancements**

* New Interface questionnaire This is now live Also have a SNUG session on this
* New feedback module in STAR (available)

**SCC New KB**

Additional testing in progress before it’s moved live (another week or two) Should be available to see in hands-on lab at SNUG

**SIG Enhancement Updates**

* Closure of old SIG enhancement requests

 *Most have been assigned a version (+) on spreadsheet - future version*

*Exception is SoftBank - scc to review status and give an update*

Update: SCC noted the spreadsheet is not current for Blood Bank . Available tab does not include all items that actually were delivered. Also quite a few of the enhancements actually took more hours than originally estimated. Spreadsheet will be revised

* Monthly SIG Enhancement spreadsheet
	+ Post approved enhancements on bulletin board (with annual update) - Danielle
	+ Requesting SCC’s plan to address the backlog of requests by early April in order to address the issue at SNUG conference PENDING
* 2015 Enhancements
* 4.5 Enhancement Process
	+ Need to define a process for clients to submit enhancement requests and voting process Currently , different versions in place . SCC plans to consolidate them into a common line

**Known Issues List**

* Gilbert agreed to work on something that would meet the clients’ needs during the SNUG luncheon.
	+ Blood Bank is the prototype due out this summer and after it is evaluated, discussions will be done for moving forward with other products. Web page will pull in client specific information . Anomaly query demo provided 10/29/14 SoftBank v25.5 (Beta testing) to evaluate first Currently one client is using this
* SNUG Exec Priorities – Roll out to other products
	+ ☺ SCC has agreed to provide the Anomaly Query for Softlab , new versions (4.0.7 and 4.5 lines)

 No date assigned as there are still details to be worked out SCC to provide an update at June CS SIG Call

* + Include deficiencies Discussion - SNUG sees a real need for this . SCC concerns- definition of deficiency variable. Clients can check with lead implementor when upgrading. Keep item on agenda for further discussion

**Improving Downtime Length for Upgrade/Patch projects**

As discussed at Town Hall meeting – work with SCC to develop global solutions that will help decrease the length of downtimes for upgrade and patch Go Lives.

* SCC is working for cumulative HF to work so that some of the database changes can be performed in advance and in parallel with the system rather than sequentially to minimize downtime.
* Suggestion to look at industry benchmarks. Clients are now tracking these downtimes. Tymn Neece discussed the SNUG Board is looking at a standard to measure downtime as per reference to the Gartner standard. The SNUG Executive Board will be setting maximum down time guidelines as a way to impress upon SCC the importance of limiting the down time
* The current plan for the 4.0.7.1 line is to build the cumulative HF for each month, available to you when you are ready to take it. Down time estimates are not yet available. When the August HF is available, we can then provide the estimated down time.
* SCC is looking for examples where downtime was too long

 *The strategies above stay in place and scc continues to work on them*

 Tomek will have an update at next SNUG Exec/SCC Exec Call (April 16)

(also will be presented at SNUG Town Hall meeting)

**Hotfix – Cumulative release**

* Monthly update
	+ Creed will advise when next cumulative HF is ready for distribution

 New 4.0/4.5 Cums available soon 4.0.7.3 patch available for testing in March

* + SNUG Exec Notes: Lengthy downtime not feasible for clients and would lead to clients skipping fixes Need a better solution . How will clients know fixes are available
	+ Golden Gate Tool with Oracle 4.5 line was used on an actual client upgrade (multiple products) with dramatic improvement in downtime . Next step - scc to evaluate process for extending to 4.0 line. Someone from MAYO will be presenting on Golden Gate.
* Current HotFix Summaries are difficult for clients to interpret.

 SCC working on more uniform release process , will be read soon

 Current progress: Summaries will now include (a cleaned up ) version of Release Notes

 Is this in place currently? - still a work in progress

 Phase I almost ready , Phase II will include test cases , indicate if fix listed is already installed

 Discussion Item : Cum fixes list only items since the last Cum Fix. Currently clients can ask for previous lists

 missing lists but how would a client know to do this? Clients are not aware of the Cum HF schedules or that they

 may be missing descriptions of other fixes included in their install but listed only in a previous CumSummary

 SNUG Board , post meeting discussion - We need to get a statement out to clients to make them aware of this

 Debbie C – sent email asking SCC to work with us on wording a notice to send to the user’s group (SCC is evaluating where they stand on developing this statement)

 SCC will discuss this with general HF topic at SNUG

* Requesting scc evaluate current policy of charging for off-hours HotFix installs PENDING (added as Town Hall item)

 Clients need to schedule downtimes for least impact on users

**Enhance Product Documentation for Upgrades**

Provide Info on Settings & Definitions, Micro 4.0.7.1 documentation, new features in current release.

* + CERT Workbook customized for each client based on products being upgraded DONE
	+ Settings & Definitions (more information is needed on how this search works ) PENDING
		- SCC is working on this, could be online search or document available on the Web

Plan is to update SSM in the application and update scc internal documentation

Consider possible SNUG session if ready SCC completing documentation, new process will be used for new settings and .

* + - Work is being done to
			* Improve application documentation (reporting capability, requires programming)
			* Quality of the SSM Description (user friendly language)
			* will not be ready for SNUG
* **SNUG - Customer Service Session David is working on SNUG PowerPoint with Debbie**
	+ **Upgrade Core Measures and benchmarks (Fred Church)**
	+ **2015 Service Level Agreement Review**
	+ **Blood Bank Anomaly Query (demo)**
	+ **Annual Client Satisfaction Survey (Sara Patric)**
	+ **Usual items (Introduce SCC Support Managers, New Star Features, New KB )**
	+ **Star Support Topic- working with difficult to reproduce issues (Creed)**
	+ **CS SIG 2014-2015 goals**

**Summary of Goals for CS in 2014 - 2015**

* Published Known Issues List
* Decreasing the length of downtime at Go Live.
* Clean up of SIG enhancement list and continued monitoring of implementation progress of approved SIG enhancements.
* Monitoring of Cumulative HF process
* Enhance Product Documentation for upgrades

Next Meeting: Wed May 13 , 2015