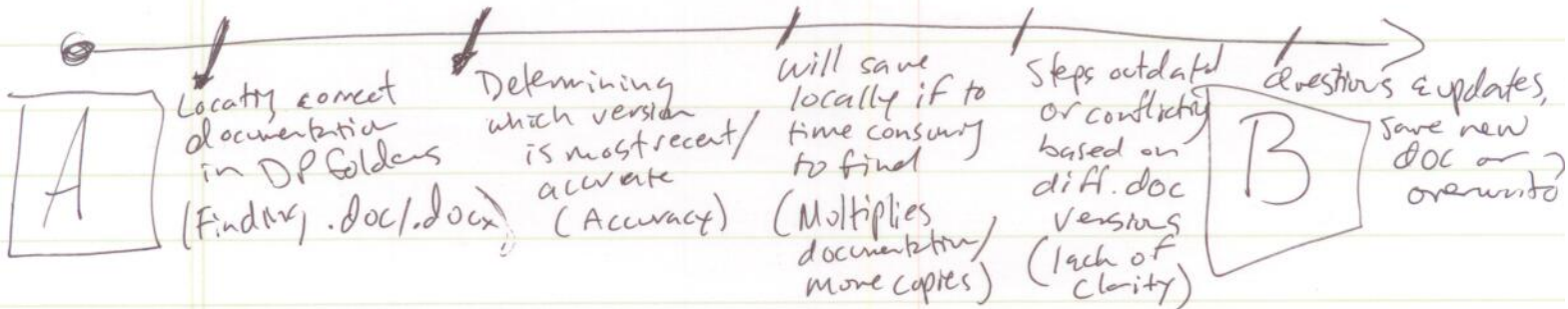


# Form Processing Discussion

2/9/2015

- Don't know where to start, searching folders both manually & via search feature. OK. ~~not~~ inefficient
- Search feature not all that effective - can't search by words w/in doc just by doc name/title
- Initially took time to find documentation - now saved locally - <sup>another</sup> copy  $\rightarrow$  me
- ⊗ What issues encounter from first receiving a form to form being finalized/scanned into Noli?



- Document outdated or conflicts w/ prev. documentation - which one should be used? - Ash <sup>(collected later on)</sup> & ~~staff~~ about which form to use.
- Why using word docs or printed paper w/notes? <sup>Good use</sup> Question!
- Clutter, too many levels/folder structure to navigate
  - Share w/ SSC staff? How do others/depts know which one is accurate - No archive - all versions sitting there.
- ⊗  $\rightarrow$  - No Audit trail, last updated by (or modified by) ~~me~~
- Ability to link to Univ policies - paste in doc - link or cut/paste content - when content updated then ~~repeats~~ repeats.

Five words/phrases currently explain documentation:

$\rightarrow$  Outdated, clutter, difficult to locate, multiple versions out there, not clean visually.  $\leftarrow$  us interestingly visual rep?