

PTS BULK FILING TECHNICAL Q & A MEETING MINUTES

Meeting Date: September 2, 2010

Meeting Time: 1pm

Meeting Facilitator: Ira Phillips

Attendees*:

- Brian Schwabauer, State Fund
- Eric Knight, EDEX IS
- Chuck Ellison, DWC
- CKV, DIR IT
- Nina Thayer, DIR IT
- Dale Klein, DIR IT
- Ira Phillips, DIR IT

* **Please Note** – The list of external user attendees at this meeting is incomplete. If you were there and would like me to update the attendee list with your name, please send an email to EAMSPTS with the request.

Meeting Ground Rules:

The PTS Technical Q&A meeting ground rules were established when the meeting began. They are:

- * User questions must be received in writing at the EAMSPTS mailbox (eamspsts@dir.ca.gov) no later than the close of business the Monday before the Thursday meeting.
- * The PTS Technical Q&A session exists primarily to review and clarify, as needed, the written answers to the submitted user technical questions.
- * User questions raised at a meeting must also be submitted in writing to the EAMSPTS mailbox. Discussion about, and answers to, these questions at the meeting will depend on the complexity of the question. Written answers will be provided by the technical team once the questions are submitted in writing by the user.

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Discussion:

The meeting phone line and Web-ex session were open before 1:00pm and attendees began calling in and joining before one. The number of external user attendees was relatively small – 7 or 8. The meeting began about 1:05pm in order to give a little time to late comers.

Ira Phillips opened the meeting to the user community. The following questions and issues were discussed:

- There was a question about which forms should be sent as attachments as well as data in the XML files. Chuck and CKV indicated that this was posted in the business rules. Also, C&Rs and Stips were mentioned as ones where the form should be sent as an attachment in addition to the XML data version.
- Brian S. from SCIF, asked about question #1 in the Q&A spreadsheet – what tool was DIR was planning to use for decoding/encoding. CKV responded that we would be upgrading from the Sun package to the Apache package. We declined to estimate when this would occur.
- Eric K from Edex asked several questions about the XML that appears in our schemas – mainly about XML namespaces and embedded documents. The externals would like more documentation about how a form is embedded in the XML. Apparently the confusion was due to the SubmitFormsToEAMS schema which is one continuous XML schema with multiple embedded schemas. Eric's LIEN form attachment file was invalid because it was missing namespaces for 'SubmitFormsToEAMS' and 'NoticeandRequestofLien'.

Eric noted that his team has 12 developers working on this effort.

- There was question/discussion about BR22-C that says submissions for satellite offices cannot be submitted to PTS. Actually, they can't be submitted by eForm either, only by OCR. They're legacy scanned so that no workflow will be triggered because the satellite offices are not in the system and must be set manually.

Action Items:

- DIR agreed to post a sample SubmitFormToEams packet containing an AppForAdj. The sample we post will be just the tags with no data. We may include an attachment.

Next Meeting: Thursday, Sept. 16