PTS BULK FILING TECHNICAL Q & A MEETING MINUTES

Meeting Date: August 5, 2010
Meeting Time: 1pm

Attendees:

- Gary Gallanes, Software Technologies, LLC
- Martin Dean, Essential Publishers, Inc.
- Joshua Bright, State Fund
- Brian Schwabauer, State Fund
- Amit Khosla, State Fund
- Dan Jakle, ARS Legal
- Justin Geiger, ARS Legal
- Joel Hecht, Software Technologies, LLC
- Jose Gonzalez, eCandidus
- Pete Harlow, TriTek Legal
- Ilicena Elliott, EDD
- Eric Knight, EDEX IS
- Joel Harter, DWC
- Chuck Ellison, DWC
- John Russell, DIR IT
- CKV, DIR IT
- Nina Thayer, DIR IT
- Dale Klein, DIR IT
- Dave Cohen, DIR IT

Restatement of 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 (eamspts@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. Some attendees had a little trouble joining the meeting but most were able to join without difficulty. The meeting began about 1:05pm in order to give a little time for late-comers and for people having trouble joining.

Nina Thayer began the meeting by explaining that she was filling in for Ira Phillips as the meeting facilitator.

Susan Gard spoke briefly to acknowledge that the last meeting got a little off technical topics and that topics such as external UAT are out of scope for this meeting. She and Dave are working on UAT and will be interacting with the externals, regarding that, outside this meeting. She also said that Nina Thayer has been instructed to keep this meeting to its topic – technical questions and answers only, and refer other topics to the appropriate channels.

The technical questions submitted by external users prior to the meeting and the responses to them were discussed, with the following noted:

The technical Q&A spreadsheets are posted at the bottom of URL:
http://www.dir.ca.gov/dwc/DWCWCABForum/EAMS_PresentTermSolution.htm

with the August 5 version link at:
SFTP Technical Questions and Respnoses 8_5_2010
http://www.dir.ca.gov/dwc/ForumDocs/EAMSPresentTermSolutionDocumentRepository/SFTPTechnicalQuestionsResponsesforExternalUserMtgAug5.xls

During discussion and review of the questions and responses, the following additional points were made:

- The questions regarding sample files and timelines fall more under UAT and are out of scope for this meeting.
- Regarding address lines, Brian S. asked if they could use their own convention for splitting the lines or shortening them to fit the 40 character length. Chuck E. agreed, with a little hesitation and further clarification. Chuck E. said we follow the USPS abbreviations.
- The data elements for document type, document title and document name asked about in the PDU question are or will be in the SubmitFormsToEams schema. Nina T. offered to add this schema name to the response in the spreadsheet.

Action Items:

- Add to answer #2C on 8/5 Q&A spreadsheet that the PDU code data elements that were discussed will be added to the SubmitFormsToEams schema.
- Schema revisions will be published when they are completed.
    - Document titles will be published with the schema revisions.