D&C Solutions Client Meeting #1

Date: 09/13/12

Time: 3:00pm – 3:40pm

Client: Michael Papadopoulos

Attending: Vincent Hueber, Hans Hansen, David Scirto (notes)

Why redesign Siena Guest Registration?

- Been a long time since implementation of current design
- Can be more customer service friendly
- Want to use more current technology
- Minimize what needs to be manually entered into forms
- Speed up process for Siena students
- Speed up process for repeat guests

Integration

- Use Saint Card and ID to populate form with data (Kiernan)
    o Ensures data is accurate
- Need to have a verification process
- System needs to limit/block guest who has been restricted from campus
    o Flag sent to Public Safety, not student
- Follow Siena Life guidelines and for special events (SienaFest)
- Implementation parallels to bosscars
    o Private package bought

Guest info

- Name
- Address
- Phone number
- License number
- Emergency contact (will likely have to be manually entered)
- Info on guest stored in database until Siena student leaves
- Average number of guests registered: 200
    o SienaFest: 1000

Technology

- Current backbone is Excel

- o   Data pulled from form and exported to Excel spreadsheet
- Email goes to guest + student + public safety
- Possibly explore text notification/verification
- Tie in registration number to avoid falsified documents