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Sent:	Saturday, June 17, 2023 8:55 AM
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Subject:	OregonBuys - Wave 3 UAT and Train, OA Set Up Assistance
Attachments:	Agency OA Setup Checklist.xlsx

Good morning,

Shortly after this email, you will receive an invite for next Friday. This meeting is a repeat of the setup prior to Process Design. This will be to address any questions that the OAs may have in regards to setting up their UAT environments for testing and the TRAIN environment for the upcoming training. We will specifically have information about the TRAIN environment and can address any questions about process design decisions, data collection information that needs to be manually changed, and approval paths.

Using the attached checklist, PHI/mdf representatives will answer questions and provide assistance to the Wave 3 Agency Organization Administrators in setting up UAT and TRAIN environments as follows:

1. UAT
   a. May need to modify the UAT environment for their agency prior to Testing and Validation which begins on 7/5/2023.
   b. Update/add approval paths for those participating in testing and validation.
   c. Make sure that agency is setup with several departments and locations and basic functionality so that testing and validation may successfully take place.
2. TRAIN
   a. Setup agency with several departments, locations, approval paths, etc., so that the system is functional, and users are able to follow along with training.
   b. No Later than July 1, 2023,
      i. Will need to add all new users on the data collection templates with the specific roles to the TRAIN environment no later than Jul 1 when registration opens.
      ii. If the current users aren't in the TRAIN environment, they will need to be added to TRAIN, with appropriate roles and setup.
      iii. If the current user ARE in the TRAIN environment, they will need to have their user role, spend limits and locations updated to the role they will fill in production.
      iv. Each user should have 1 role only for separation of duties.

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