

NCITS

NCITS Technology Demo Member Support Database

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Goals of the New Database

- Centralized database to ensure long-term data continuity for NCITS community
- Data redundancy control to ensure "enter-once use many-times"
- consistent application of the policies and procedures
- officer support; alleviate administrative requirements
- improved member services

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Major Data Groupings

- Representatives
- Committees, Officers, Offices
- Organizations
- Ballots and Balloting
- Meetings and Attendance
- Invoices and Payments
- Products and Member Subscriptions
- Documents (coming soon!)
- Projects (coming soon!)

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Representatives

- Key Information
- Non-redundant Data Capture
- Committee Participation Tracking
- Association with Multiple Organizations
- Invoicing by Representative Option
- New Representative Application Intake and Tracking

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Organizations

- Key Information
- Non-redundant Data Capture
- Tracking Through Mergers and Splits
- Association with Multiple Committees
- Tracking of Representatives
- New Organization Application Intake and Tracking
- Products and Subscription Tracking and Management
- Invoicing by Organization Option

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Committees, Officers, Offices

- Officer Calls, Responses, and Offices Held over Time
- Committee Membership by Organization and Representatives
- Ballot Generation and Vote Tracking
- Management of Products and Subscriptions by Committees
- Membership Change Tracking
- Invoicing by Committee Option

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Ballots and Balloting

- Centralized or Committee-based Ballot Development
- Centralized or Committee-based Ballot Launching
- Good Standing-only Voting
- Vote Tracking by Ballot, Committee, Representative, and Organization
- Effective Ballot Jeopardy Management
- Centralized or Committee-based Reconsideration Ballot Development, and Voting Management

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Meetings and Attendance

- Meeting Calendars by Committees, Months or Everything
- Meeting Notice Generation
- Centralized or Committee-based Attendance Management
- Attendance Jeopardy Management

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Invoices and Payments

- Automatic Generation of Invoices at Start of Year
- Ad Hoc Generation of Invoices
- Complete Detailing of All Invoice and Payment Transactions
- Representative, Committee, and Organization Statements
- 30, 60, and 90 Day Notices Automatically Generated and E-mailed
- Support for Varied Pricing Strategies
- Support for Financial Projections

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Products and Member Subscriptions

- Committee Exclusive Products
- Generally Available Products
- Product Pricing Support by Committee, Organization, or Participation Classification
- Subscription Management by Organization
- Ability to Re-direct Products to Different Representatives of Organizations

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Documents (Coming Soon!)

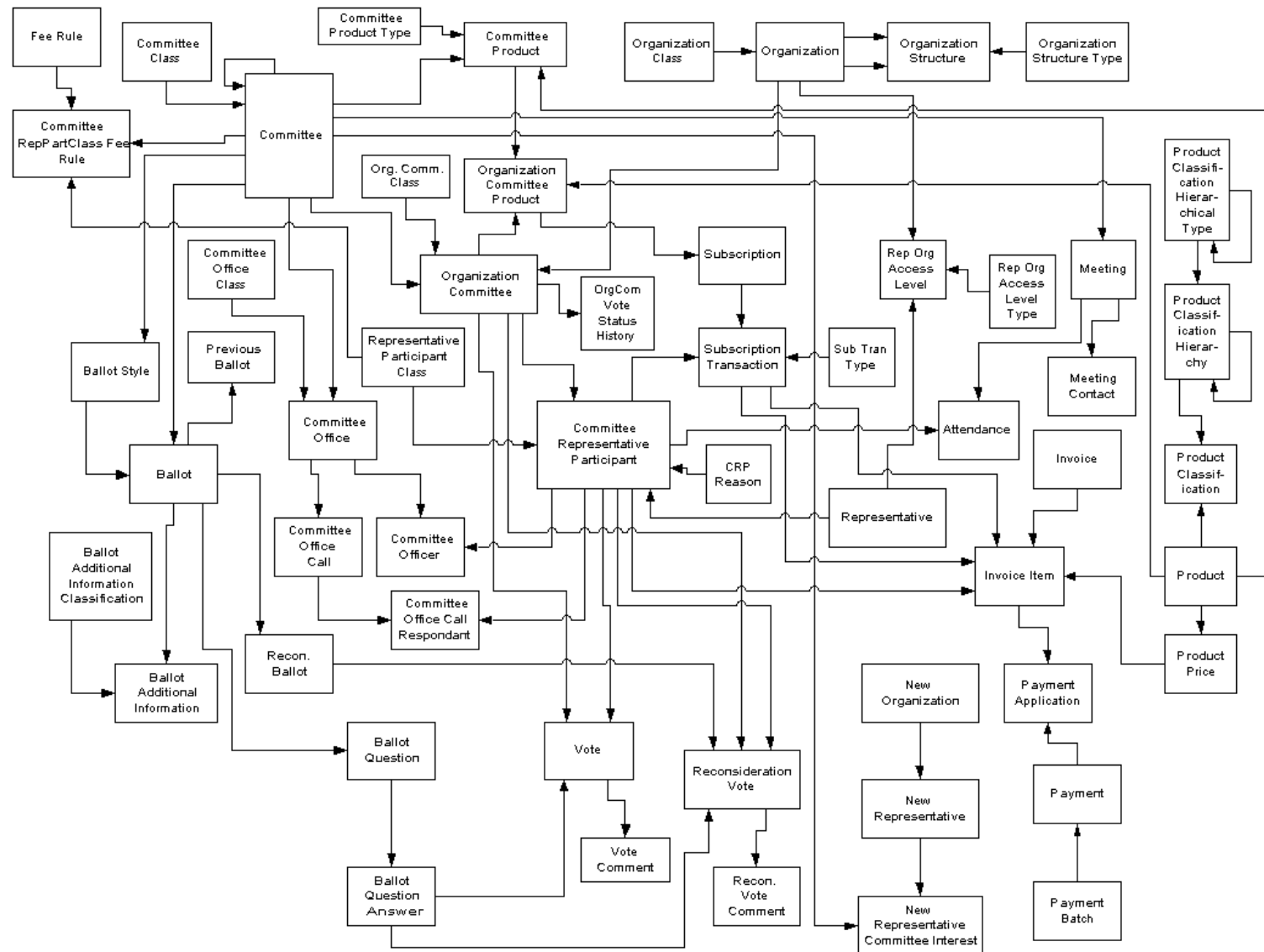
- Key Words and Phrases
- Automatic Document Numbering
- Document Registers
- Secure Document Downloading
- Author, Committee, and Organization Tracking

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Projects (Coming Soon!)

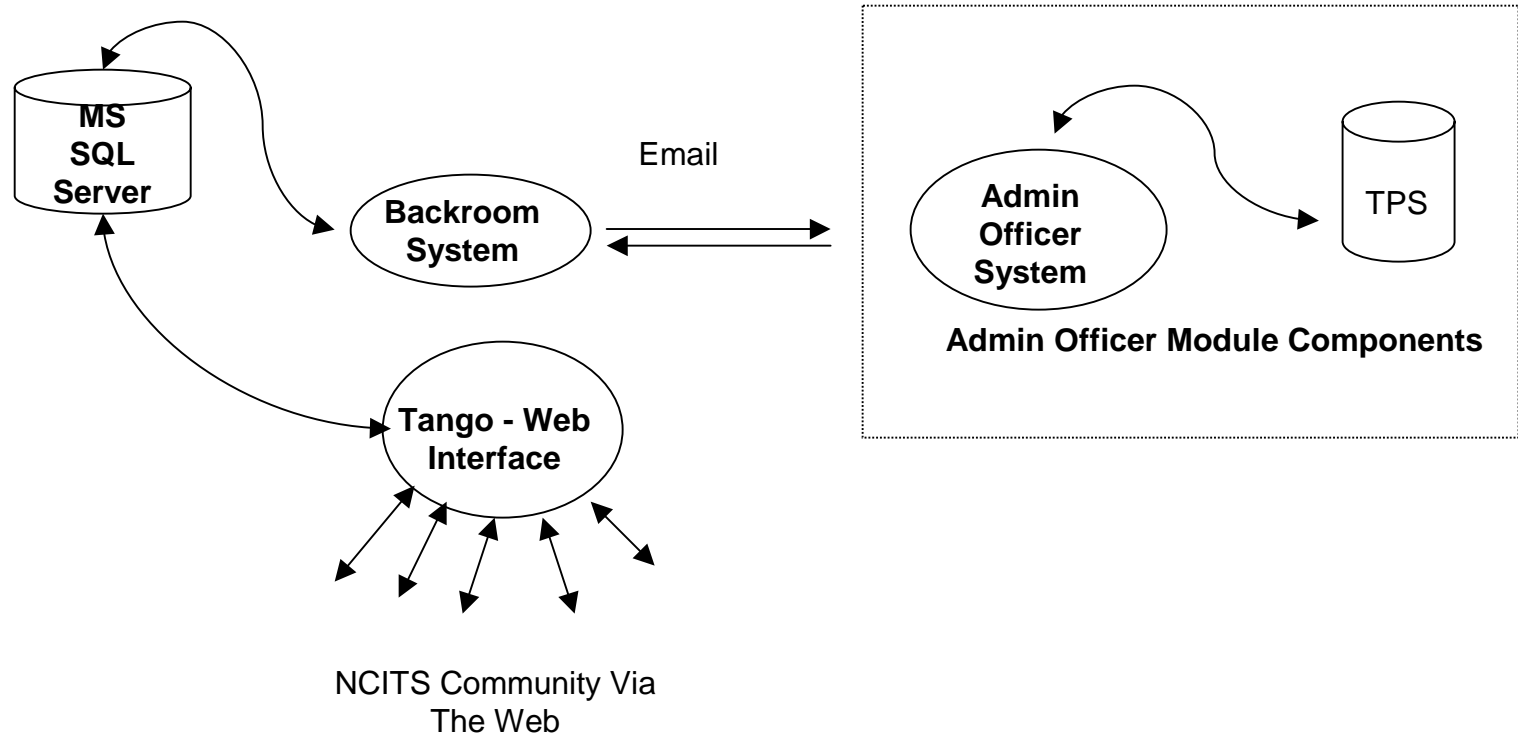
- Project Instigation
- Ballot Tracking and Document Tracking
- Project Status and Progression

Standards Operations Database Schema



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Standards Operations Database System Architecture



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Web Interface

- Public Access
- Representative Access
- Officer
- Corporate Manager

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Web Interface - Public Access

- New Membership Requests
- Meeting Information
- Officer Contact Information
- Committee Information
- Calls for Officers

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Web Interface - Representative Access

- Financial Info
- Change Personal Info
- Meetings and Attendance Info
- Committee Membership Info
- Committee Officer Info and Calls/Respondents
- Representative Lookup
- Jeopardy Info
- Balloting (when applicable)

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Web Interface - Officer Access

- Access only to committees & subcommittees for which an officer position is held
- Same information as Representative, however write capabilities for Balloting, Attendance, Meeting Info.
- Views all associated information relating to committee participants for jeopardy.

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Web Interface - Corporate Manager Access

- Same information as Representative but able to see all instances of an Organization's interest for all committee activities.
- Management Tool to monitor attendance, payments, voting for all representatives of a given organization.

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Admin Officer Module Components

- New Membership Requests
- Membership Information
- Jeopardy Information (Attendance/Payment/Balloting)
- Meeting Information
- Attendance Information
- Balloting (when applicable)

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Committee Checklist for Admin Officer Module & Balloting System Initiation

- Verification of Membership Listing
- Verification of Organization Voting Status
- Meeting Information 1 past / 3 future
- Emails for every Representative
- Admin Officer Training Completed
- Identify all U.S. Domiciled organizations
- Identify all Organization Committee Classifications
(Academic, Consultant Organization, Corporation, Government, User Group, Other)