

From: BusinessAffairs Advisory Forum <BAAF-L@LISTSERV.UGA.EDU> on behalf of Kathy R. Pharr <pharr@UGA.EDU>
Sent: Monday, March 11, 2013 1:41 PM
To: BAAF-L@LISTSERV.UGA.EDU
Subject: Soft Opening of F&A Policy & Procedure Library

This message is being sent on behalf of Holley Schramski:

Dear BAAF-L and StratComm-L:

We are pleased to announce the “soft opening” of the Finance and Administration Policy and Procedure Library <http://www.policies.uga.edu/FA/>. This “soft-opening” is a time for you to test the new site and identify needed adjustments; there may be a few entries still “under construction”.

The new site has a standard format so that all entries are organized in the same manner. Users will be able to locate a particular policy or procedure by using the Table of Contents to the left, links in the center of the page, or by using the keyword search functionality. A demonstration of the new site will be held Monday, March 18 from 10am-11am at Masters Hall in the Georgia Center for Continuing Education. Please invite anyone you think may be interested in attending; no registration is required. This session will also be transmitted via Wimba and will be archived on the BAAF website.

Please take some time during the next few weeks to review and test the site. During this testing phase, familiarize yourself with the Table of Contents, search for different policies using the keyword search, test links, test the RSS feed, etc. Please advise Crystal Rogers at cgrogers@uga.edu of any revisions you would suggest. We ask that you also take this time to contact your communications personnel and web masters with this information so that the months of March and June can be used as a time to redirect links that currently point to AskUGA to the relevant material in the new Library.

In late April 2013, we will more widely introduce the UGA community to the site and encourage additional usage. The existing website for F&A policies and procedures, AskUGA, will remain live and active until June 30, 2013, at which time the new site will become the only online location for these policies and procedures.

Please direct any questions about the new Library to Crystal Rogers at cgrogers@uga.edu.

FYI,
Kathy

*Kathy R. Pharr, Ed.D.
Assistant Vice President for Finance and Administration
and Director of Health Sciences Campus Administration
The University of Georgia
The Administration Building
Athens, Georgia 30602-1671
Phone: (706) 542-1361
Fax: (706) 542-3339
pharr@uga.edu*

