



User Interface Forum

MEETING MINUTES

DATE: Tuesday, April 06, 2004

TIME: 10:00 a.m. – 12:30 p.m.

LOCATION: Riffe Center, 31st floor Conference Rooms South B&C
77 S. High Street, Columbus, OH

ATTENDEES (in alphabetical order):

Ed Cole (Akron), Chris Fast (Lima), Melinda J. Frank (Columbus), V. Faye Gibson (Dublin, OBGSC Member), Scott Gill (Upper Arlington), Michael D. Jones (Columbus), Sharry Long (Blue Ash), Brian Nelsen (Akron), Jim Neusser (RITA), Fred Pamer (Salem), Michelle Pickering (Department of Administrative Services), Art Preiksa (Green), Teresa Richter (Cincinnati, OBGSC Member), Kevin F. Robinson (Columbus), Dwight Smith (Sophisticated Systems, Inc., OBGSC Member), Nikki Sprentnak (Ernst & Young), Mark Taranto (RITA), Andrew Thomas (Findlay), Dan Vinson (OBG Municipal Tax Project), Clair Winebar (Marathon Ashland Petroleum LLC), Thomas J. Zammikiel (RITA, OBGSC Member), Joe Zapotosky (OBG), John Zawisza (Toledo)

ORDER OF BUSINESS:

I. Welcome and Opening Remarks

Joe Zapotosky opened the forum with a welcome and thanks to all attendees for attending the User Interface Forum. Mr. Zapotosky outlined forum's objectives and project's major components, milestones, and accomplishments since Funds Transfer and Data Transport Forum held on March 23, 2004. (*Reference; Presentation Materials.*)

II. Recap of Conceptual Ideas from

A. Funds Transfer Conceptual Ideas

Mr. Zapotosky reviewed the conceptual ideas for managing the funds transfer process previously presented in the Funds Transfer & Data Transport Forum presented. (*Reference; Presentation Materials.*)

B. Recap of Data Transport Conceptual Ideas

Mr. Zapotosky reviewed the conceptual ideas for managing the transport of tax and related payment data to the municipality previously presented in the Funds Transfer & Data Transport Forum presented. (*Reference; Presentation Materials.*)

Mr. Zapotosky indicated that written feedback regarding the conceptual designs had been extremely limited. However, verbal feedback received had been generally positive. Mr. Zapotosky indicated that the next steps were to continue with the detailed design tasks and seek OBG Steering Committee endorsement on May 6.

III. Presentation of the User Interface materials

A. Forms and Data Elements

Mr. Zapotosky presented the conceptual ideas on the forms and data elements to be captured by the user interface. Presentation outlined the applicable forms, filters used in the evaluation of each form, and the recommended data elements required to support the information needs of banks, municipalities, and/or the municipality's agents. (*Reference; Presentation Materials.*)

B. Screen Design and Application Flow

Ms. Michelle Pickering, Manager, Ohio Business Gateway, presented the screen design and flow of the on-line taxpayer application. (*Reference; Presentation Materials.*)

General suggestions and recommendations were made by forum participants regarding form content, form organization and general application flow.

IV. Open Discussion

V. Conclusion

Mr. Zapotosky concluded the forum with a request from the meeting participants for written questions and feedback be submitted by Tuesday, April 13, 2004.

Written correspondence can be directed to:

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