



ITC Checklist – Bringing on a New District

This is a list of steps to bring on a district for ITCs that already have data exports working and have a website set up for RAM.

1. _____ Decide which two-letter code you will use for the new district.
2. _____ Add the district to the RAM_EXPORT.COM file on OpenVMS. Notify LACA that you have done so (email ram@laca.org), so someone at LACA can check the XX_RAM.TXT export file for errors. Below are the two items we look for:
 - a. **Corrupt records**

Open the text file in a text editor. You should see nice uniform columns in a fixed-width format. Look for lines that have offset columns...this generally is caused by a corrupt record in USAS. The first column is the requisition number...corrupt records will need to be found in USAS by this requisition number and deleted.
 - b. **Very Old Requisitions**

Check the data at column 141. This is the Requisition Create Date. Look for really old requisitions. These will need to be deleted by the district, or alternatively, if there are too many to delete, you can alter the UDMS procedure to select only requisitions created after a certain date.
3. _____ Set up date/time with LACA for training the district on using RAM (optional)
4. _____ Log into RAM as an ITC administrator. Add the new district under “ITC...Manage Districts”.
5. _____ Log out of RAM and back in to make the new district show up in menus and drop-downs.
6. _____ Add employees for the new district under “Administrator....Manage Employees”. You only need to add people who either SUBMIT requisitions or APPROVE requisitions. This can be done:
 - a. By hand if there aren’t many employees
 - b. By importing from a CSV file under “ITC....Import District Employees”. Follow the onscreen directions for setting up the CSV file and doing the import.
7. _____ Add the district administrator under “ITC...Manage District Admins”.
8. _____ District administrator (or ITC) can now log in and create the workflows.
9. _____ District administrator(or ITC) can designate the accounts payable clerk under “Administrator....Manage Accounts Payable Clerks”
10. _____ Contact LACA to set a go-live date. On that date, LACA will activate the loading of the export file into RAM every hour, and turn on email reminders that will be sent to approvers if they have requisitions awaiting approval in RAM.