

Meeting Agenda
Introduction to Key User Web Conference Calls
December 10th 2009
1:30 PM
WebEx Presentation

1. Introduction

- a. The purpose of this meeting is to introduce a series of Key User Web Conference Calls. These calls will discuss common tasks and issues for key users. The conference calls will initially start as a group with all the key users and eventually split into key user calls by vendor.

II. Items to be discussed

- a. Structure of Key User Web Conference Calls
 - Presentation Methods
 - Length of meetings
- b. Upcoming Key User Web Conference Calls
 - How to Interpret the Data Dictionary
 - How to Understand the Flagged Field Report
 - How to Validate an XML File
 - What is the EMSTARS Facility Code?
- c. Key User by Vendor
 - Frequency of meetings
 - Topics Covered

III. Tasks

- a. Review the current data dictionary
- b. Send questions to cover in the next conference call

IV. Questions/Comments/Concerns