



# IRIS INSIGHT

IRIS - Providing Insight to Alaskans

July 2015

## Tips for Transitioning to IRIS

With the transition to IRIS comes considerable change to how the State of Alaska manages financial and procurement activities. Be patient with yourself, your staff, and coworkers as we begin working in IRIS and exploring the functionality this integrated system has to offer us, our customers, and our vendors.

Here are a few helpful tips for dealing with this transition:

**Awareness** – Simply being aware of change can be extremely helpful and is the first step towards managing change. Being mindful of people’s varying level of comfort and adaptability to change is also useful. Some people may embrace the change to a new way of doing things, while others need additional time to feel comfortable.

**Communicate** – the first 90 days of IRIS are considered a stabilization period and we anticipate the needs to work out any kinks or hiccups. Departments will also be determining how IRIS will work best for their specific needs. Communicating ideas and experiences of working in IRIS with your staff and coworkers is key to making IRIS **your** system.

**Determine the Source** – If you are having trouble handling the transition to IRIS, try determining what the core issue is, which in turn can redirect your focus towards finding a resolution.

As we all transition to IRIS, celebrate the small successes such as getting the informational blue dot stating your document validated successfully, or remembering a page code and being able to directly jump to the page. Each small success moves you one step closer to making IRIS Alaska’s system for managing financial and procurement activities!

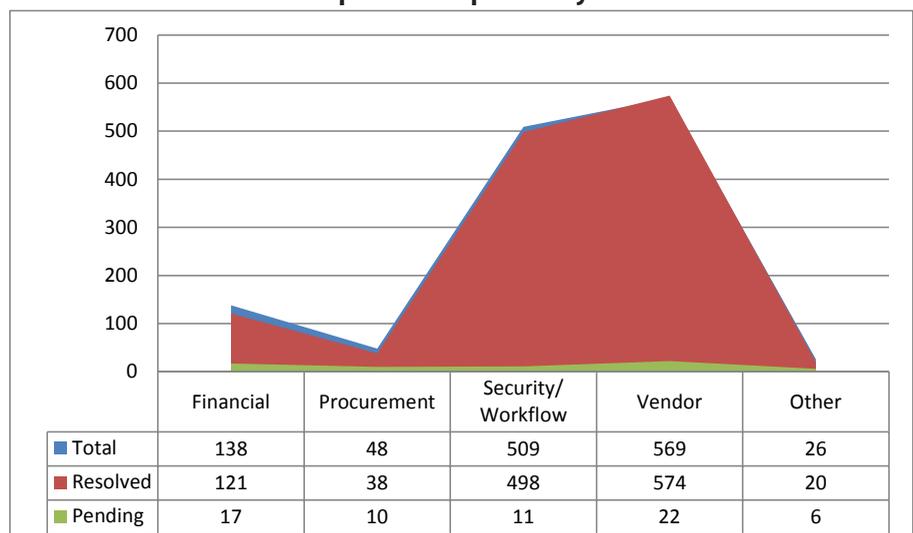
## IRIS is Live!

As of noon Monday, July 6th, IRIS is live - marking a significant transition for the State of Alaska from DOS and paper-based systems to an integrated financial and procurement web-based system! During the first 5 days, transactions processed involved **89** Electronic Fund Transfers (EFT) for \$26,347,447.24 and **33,558** Manual Disbursements (internal and external system warrants) for \$64,965,287.11. As anticipated, there was limited department activity during this initial week of working IRIS, yet a reasonable number of documents were created by departments as indicated in the table below.

Department	# of Documents	Department	# of Documents
01 - GOV	810	10 - DNR	5,185
02 - DOA	55,373	11 - DFG	8,892
03 - LAW	2,320	12 - DPS	8,075
04 - DOR	4,475	18 - DEC	2,728
05 - DEED	2,840	20 - DOC	3,032
06 - DHSS	9,716	25 - DOTPF	18,364
07 - DOLWD	4,163	30 - LEG	3,019
08 - DCCED	1,982	41 - ACS	81
09 - DMVA	1,902	45 - UOA	55

While departments are busy working in IRIS, to date, the IRIS Help Desk has logged **1317** inquiries including live calls, voicemails, and emails. The graph below illustrates the total number of inquiries against how many have been resolved and how many require additional follow up. In addition to the IRIS Help Desk, there are several IRIS support options available to you, see page 2 for details.

IRIS Help Desk Inquiries by Status



# Available Resources for Working in IRIS

The IRIS Project Team is here to support you as you begin working in IRIS. Below is a summary of the resources available to you.

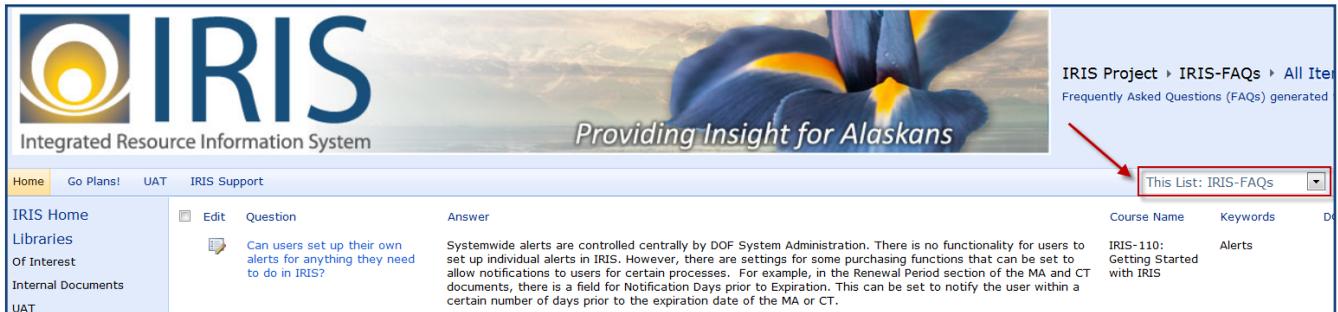
## 1 Ask Coworkers

Each department has Subject Matter Experts (SMEs) that have been working closely with the IRIS Project team over the course of the project. These SMEs possess both experience with IRIS as well as department specific knowledge that will enable you to determine what works for your agency. In addition to departmental SMEs, some of your staff may have helped conduct IRIS training courses and may be able to assist you.

## 2 Check Out Online References & Resources

A variety of resources are available through the IRIS landing page. Click the [References and Resources](#) button to access course manuals and video tutorials. From the [IRIS Landing page](#), you can also access the [IRIS FAQs page](#), which contains hundreds of common questions, answers and additional information, and can be filtered by keywords, Document Code, Course Name, etc.

**Note:** When searching FAQs, make sure you select “This List: IRIS FAQs” in the search field.



## 3 Utilize IRIS App Help

Within the IRIS application, there are several resources available to you, the most comprehensive of which is the IRIS Online Help System, accessible by clicking on the App Help option in the primary navigation menu. The Online Help System contains detailed explanations of the purpose and structure of particular documents as well as step by step instructions on how to create specific documents.

Other in-system help options include Field Level Help, Show Description, and Page Help which are available by right clicking any page in IRIS.

## 4 Contact the IRIS Help Desk

**Phone: 907.465.5555 / Email: [IRIS.Project@alaska.gov](mailto:IRIS.Project@alaska.gov)**

The IRIS Help Desk is available to assist you Monday-Friday 8:00am to 4:30pm. If we are busy assisting another user, you may leave a voice message or email the Help Desk. All calls, voicemails and emails are logged and distributed to the appropriate IRIS SME for and resolution.

When emailing the IRIS Help Desk, please include the following information as applicable to expedite response time:

- Reference the Document Code and Document ID
- Include screen shots of error messages
- Include any steps you have already tried to resolve the issue

# IRIS Training Course Offerings

**YES**, IRIS courses will be offered in the future! If you were unable to attend earlier sessions, are new to the State of Alaska, or need a refresher, we encourage you to get on the IRIS course waitlists through [LearnAlaska](#).

IRIS course offerings will be based on demand going forward. We will monitor IRIS course waitlists and schedule sessions accordingly. If you are on a course waitlist, you will automatically be enrolled in the class when it is scheduled. If you are unable to attend the new session, you may disenroll from the course through LearnAlaska and re-add yourself to the course waitlist.

To get on an IRIS course waitlist, log on to LearnAlaska and select the IRIS course you are interested in taking. Under the Sections area, select either the Anchorage, 2015 Waitlist or Juneau, 2015, Waitlist.

Sections					
Below is a list of current sections for this classroom course. You can manage your enrollment when you view the details of each section.					
	Title	Dates	Enrollment	Section Status	Section Format
	<a href="#">Anchorage, 2015 Waitlist</a>	12/31/2015 8:30 AM - 12/31/2015 4:30 PM	Not Enrolled	Full	In-Person
	<a href="#">Juneau, 2015 Waitlist</a>	12/31/2015 8:30 AM - 12/31/2015 4:30 PM	Not Enrolled	Full	In-Person

On the section screen click the **Waitlist** button to add yourself to the waitlist. You will receive a notification from LearnAlaska confirming you have been added to the waitlist.

**Juneau, 2015 Waitlist**

Section Number: 86  
 Section Code :  
 Section Dates: 12/31/2015 8:30 AM - 12/31/2015 4:30 PM  
 Capacity (Min/Max): 0/0

Section Format: In-Person   
 Cancellation Deadline:

**Waitlist**

You cannot enroll in the section because it is full (has reached maximum capacity). Waitlisting is available if you want to be added to the waitlist.

You have completed the required prerequisites for this item.

Title	Date/Time	Recurrence	Days	Location
Juneau, 2015 Waitlist	12/31/2015 8:30 AM - 12/31/2015 4:30 PM	No Recurrence		Section Format: In-Person

Additional Info:  
 Pre-Enrollment Comments: The purpose of this section is to collect information on how many students are interested in attending a section of IRIS-210 to be scheduled in the coming months in the Juneau enrollment roster from this section to notify interested students when future sections are available for enrollment.

For more information on getting on IRIS course waitlists, please contact the LearnAlaska Help Desk at 907.375.7700 or by email at: [LearnAlaska.HelpDesk@alaska.gov](mailto:LearnAlaska.HelpDesk@alaska.gov).

### Are you on our mailing list?

If you would like to be added to our monthly newsletter distribution list please email: [IRIS.Project@alaska.gov](mailto:IRIS.Project@alaska.gov)