Northwestern Medical Faculty Foundation
Information Services

Office 2007 Upgrade Plan

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A. Tentative Rollout Schedule by Building/Floor
   *This schedule may change depending on the success rate of the upgrade

B. Email sent to management on July 28th to inform of upgrade

C. Email/notice sent to Sport users on July 28th

D. Email sent to staff prior the day of the upgrade in their location

E. Signage being posted on floors the day of upgrade
# Tentative Rollout Schedule

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Day of Week</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Galter 13</td>
<td>August 5th</td>
<td>Wednesday</td>
<td>None</td>
</tr>
<tr>
<td>Galter 14</td>
<td>August 6th</td>
<td>Thursday</td>
<td>Hologic_01 (DEXA), VX028047 (DEXA)</td>
</tr>
<tr>
<td>Galter 15</td>
<td>August 10th</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>Galter 17</td>
<td>August 11th</td>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Galter 18</td>
<td>August 11th</td>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Galter 19</td>
<td>August 13th</td>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>Galter 20</td>
<td>August 13th</td>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>Galter 21</td>
<td>August 17th</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>Prentice</td>
<td>August 18th</td>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Feinberg 259</td>
<td>August 18th</td>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Feinberg 645</td>
<td>August 18th</td>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>676 Other</td>
<td>August 19th</td>
<td>Wednesday</td>
<td></td>
</tr>
<tr>
<td>Remote</td>
<td>August 19th</td>
<td>Wednesday</td>
<td>(Searle, Lurie, Tarry, Olson, Rubloff, 446)</td>
</tr>
<tr>
<td>680 9th Floor</td>
<td>August 20th</td>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>680 10th Floor</td>
<td>August 24th</td>
<td>Monday</td>
<td>VP032018 (Apoe), VX025049 (PSiramd), VX021583 (Nwalker), VX028413 (Biacobell), VX021981 (Abarga), VX024779 (Bvalencia), VP024109 (Bvalencia) (MDAudit)</td>
</tr>
<tr>
<td>680 11th Floor</td>
<td>August 26th</td>
<td>Wednesday</td>
<td>One of Russ’ PCs?</td>
</tr>
</tbody>
</table>
Initial Upgrade Notice Email

From: HelpDesk, for NMFF  
Sent: Tuesday, July 28, 2009 7:38 AM  
To: NMFF Dept. Admins; NMFF Administrative Managers; NMFF Administrative Directors; NMFF Division Administrators; NMFF Clinical Practice Supervisors; NMFF Clinical Practice Mgrs  
Subject: Microsoft Office 2007 Upgrade

Over the next several weeks, we will be upgrading the Microsoft Office software on NMFF PCs from version 2003 to 2007. We will be performing the upgrade remotely on a floor by floor basis during non-clinic/business hours. You will be notified of the upgrade in advance via email.

A few notes about the upgrade:

- In order to prevent complications with the varying versions of Office across campus, the Office 2007 Compatibility Pack was pushed to all NMFF devices several months ago.
- Self-paced training can be found on Microsoft’s training website and is strongly recommend since some of the features and appearance has changed significantly.
- Approximately 500 NMFF devices are already running Office 2007; and all new laptops and PCs have the latest version already installed.
- A temporary workaround will be required for the “Export to Excel” feature of Sport. Details of the workaround will be included in the email sent prior to your upgrade.

If you have any questions or concerns about the upcoming upgrade, please contact Tim Hite (thite@nmff.org or 312-926-1499) or Brian Griffin (bgriffin@nmff.org or 312-695-0140).
Sport Notice

From: HelpDesk, for NMFF
Sent: Tuesday, July 28, 2009 7:57 AM
To: NMFF Sport Users
Subject: Office 2007 Upgrade - SPORT Incompatibility

SPORT USERS

Over the next few weeks NMFF Information Services will be upgrading your computer's software, replacing Microsoft Office 2003 with Microsoft Office 2007. The Excel download function (File/Export) in the current version of SPORT is not compatible with Microsoft Office 2007. The Excel download function is used to export data from the IDX BAR Query Builder, IDX Sched Query Builder, Missing Charges Report and General Ledger Detail. Once Information Services has upgraded all NMFF computers to Office 2007, Decision Support will release an updated version of SPORT that is compatible with Office 2007. In the interim, once your computer has been updated to Office 2007, it will be necessary to use the following "work around" to export files from SPORT to Excel:

- Select report/query parameters
- Run report/query, if SPORT provides an option to choose "Excel" or "View," select "View"
- Ctrl-A (to select/highlight all data)
- Ctrl-C (to copy selected data)
- Open Excel
- Ctrl-V (to paste copied data into Excel)

We apologize for any inconvenience this transition may cause and will notify you as soon as SPORT has been updated and the "work around" is no longer necessary. Please contact Steve Sacks (5-9544) or Russ Byrne (5-0277) for any questions you may have regarding SPORT's compatibility with Office 2007. If you have questions regarding Office 2007, please contact the Help Desk (5-4357.)

Decision Support
Pending Upgrade Email

You are receiving this email because your PC/laptop is scheduled to be upgraded from Microsoft Office 2003 to Office 2007 this evening.

The upgrade will be pushed during non-clinic/business hours to prevent downtime and/or complications with the installation. Once the upgrade has been sent, desktop support staff will be on-site the following business day to provide support. *In order to ensure a successful installation, please ensure all applications on your PC are closed and the device is left on overnight.* You can ensure your device is secure by pressing “Ctrl” + “Alt” and “Delete” and selecting “Lock Computer”. Alternatively, you can press and hold the Windows key and then press “L” (for lock).

If you have any questions or concerns about the upcoming upgrade, please contact the NMFF Helpdesk at (312) 695-4357 (or 5-HELP). Below is additional information about Microsoft Office 2007 and the new changes and features to look forward to.

**Some things to look forward to in Office 2007**

**Better Searching**
Message indexing simplifies the process of locating any email, contact or task instantly enabling staff to track down email. Message indexing and instant search are available from within the Office Outlook 2007 client, Outlook Web Access (OWA) and Windows Mobile 6 devices.

**Better Wireless Email**
Using Microsoft Direct push email is continuously synchronized to Windows Mobile devices. It is possible to search your whole mailbox from your handheld using message indexing performed on the server.

**Better Security**
Advanced, integrated Antispam and Antivirus technologies protect business email from compromise. In addition, you can reset your password and even wipe your mobile device from within OWA (email.nmff.org).

**Better Web Access**
Outlook Web Access 2007 is one of the most sophisticated web applications ever written. All email contacts and calendars are available from any web browser worldwide. WebReady Document Viewing allows attachments to be opened and read without the relevant application installed on the PC. Outlook Web Access 2007 also has much improved usability options such as out of office controls.
Noteworthy Changes in Office 2007

- New to Microsoft Office 2007 is the Office Button 📂. The Office Button now contains menu items such as “Open”, “Save”, “Print”, etc. previously found in the main menu of previous versions. Additional information for the Office Button can be found on Microsoft’s “What happened to the Options command on the Tools menu?” site.

- Another new feature is the Office Ribbon (shown below). The ribbon replaces the menu bar in previous versions of Office. Click here for more information about this new feature as well as tutorials and training.

![Office Ribbon](image)

- Office 2007 introduces a new file extension for saving files and/or documents. In order to prevent complications with the varying versions of Office across campus, the Office 2007 Compatibility Pack was pushed to all NMFF devices several months ago. This will allow those with older versions of Office 2007 to open the new office file extensions (.docx, .xlsx, etc.) without issue. In addition, when saving files you may also (like in other versions) select to save the file as an older version if desired.

Need Additional Training?

- Self-paced training can be found on Microsoft’s training website and is strongly recommend since some of the features and appearance has changed significantly.

- Training links have also been added to the Customer Services Center SharePoint Site. The CSC site can be access easily at any time by locating the link in your “Favorites” menu.

- Course offerings can also be found on the NMFF Intranet under “Training”. Please keep in mind there may be a fee associated with some of the training options listed.
NMFF Information Services will be upgrading Microsoft Office in your area this evening. Please ensure your device is on and locked when you leave for the day to ensure a successful installation.

If you have questions or concerns about the upgrade, contact the NMFF Helpdesk at (312) 695-4357 (5-HELP).