Approved Business Systems Guideline

Section 1 - Background

(1) This document describes the currently approved business systems at ACU.

Section 2 - Purpose

(2) The key purpose of this document is to define the currently approved business systems used to capture, manage and store business records at ACU. This document will be updated as old business systems are no longer used or replaced and new business systems become available.

Section 3 - ACU Approved Business Systems

(3) The currently approved ACU business systems are listed in the table below:

Approved Business System	Record Type	Business System Owner
Alma	Library Management System. This includes the Primo sub-module for bibliography.	Chief People Officer
AskACU	Student inquiries	Academic Registrar and Director, Student Administration
Aurion	People and Capability and payroll	Chief People Officer
Banner and Banner Document Management System	Student records	Academic Registrar and Director, Student Administration
Canvas	Student learning management	Director, Centre for Education and Innovation
Curriculum Management Approval System (CMAS)	Management of course approval processes	Academic Registrar and Director, Student Administration
Chemwatch	Chemical registers and WHS risk assessments for hazardous chemicals	National Manager, Safety and Wellbeing
DataHub	Centralised collections of ACU data from multiple sources within the University represented in the form of dashboards and reports	Director, Data Analytics and Strategic Insights
DocuSign	Legal agreements and invoices	Chief Legal Assurance and Governance Officer
FlexiPurchase	Credit card transactions	Chief Financial Officer
HPE Content Manager (default electronic document record management system)	Mixed business records	Chief Legal Assurance and Governance Officer

Approved Business System	Record Type	Business System Owner
inMailX	Email integration application for Micro Focus Content Manager and SharePoint Online	Chief Legal Assurance and Governance Officer
InPlace	Student placements, including records for working with children clearance	Director, Centre for Education and Innovation
IPScape	Incoming phone calls via the ServiceNow platform	Director, Strategy & Operations PSH Corporate Services
LEX	Legal matter management system	General Counsel
Macquarie Lease Portal	ACU leased assets	Chief Financial Officer
Orion	Research management	Academic Registrar and Director, Student Administration
PageUp	Recruitment records	Chief People Officer
Riskware	WHS management system	National Manager, Safety and Wellbeing
ServiceNow	Staff and student inquiries (Service Central and AskACU)	Director, Strategy & Operations PSH Corporate Services
Serko Travel Booking System	Staff travel profiles and transactions	Chief Financial Officer
SharePoint Online	Mixed business records	Chief Information and Digital Officer
StarRez	Student accommodation records	Director, Student Experience and Enhancement
TechOne	Financial administration	Chief Financial Officer
Uber for Business	Staff ride share administration and charges	Chief Financial Officer

Section 4 - Review

(4) Unless otherwise indicated, this Guideline will still apply beyond the review date.

Status and Details

Status	Current
Effective Date	8th March 2024
Review Date	30th April 2024
Approval Authority	Director, Governance
Approval Date	8th March 2024
Expiry Date	Not Applicable
Responsible Executive	Diane Barker Chief Legal Assurance and Governance Officer
Responsible Manager	Warwick Elvin National Manager (Records and Archive Management)
Enquiries Contact	Legal, Assurance and Governance Directorate

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