



## ***JungleMUX User Group Procedures for Issue Submission***

### **Submission**

The Issue Submission form will be available to all JUG members on the customer password protected portion of the JungleMUX web site at [www.JMUX.com](http://www.JMUX.com). The form will also be included with the Annual Meeting notification package.

A user submits a completed Issue Submission form to the JUG Secretary via email by softcopy no later than three weeks prior to the scheduled annual meeting date.

### **Recording**

The JUG Secretary assigns a Year/Number code, and fills in the date received and classification positions on the form.

The JUG Secretary forwards a copy of the completed Issue Submission form to the GE Lentronics Representative, who distributes the form to the proper internal departments.

The JUG Secretary will also return a copy of the completed form to the originating company.

GE Lentronics will include a copy of all active Issue Submissions in the Annual Meeting documentation.

GE Lentronics will also provide a copy of all Issue Submission forms on the WEB site.

### **Presentation**

All Users should review the Issue Submissions prior to the Monday session of the Annual meeting.

At the Monday User session the President will present the Issue Submissions to the group for discussion. The Issue Originator, if present, will be allowed to clarify any questions about their submission during the presentation period.

An Issue Submission from a previous year maybe reintroduced for consideration as a new Top 10 candidate. A new Year/Number code will be assigned to the original form of all reintroduced submissions

### **Voting**

Voting for the Top 10 will be performed immediately following the presentation and discussion.

- The designated Principal Representative or a designated substitute representative for each attending company will cast votes for their respective company.
- Each company's Principal Representative will be given 10 voting tokens to assign as they see fit to the submitted issues during the voting process.

The vote shall be cast by placing voting tokens under the Issue Submission number on a tally board.



## Rating

- The Issue Rating for each Issue Submission will be equal to the total number of voting points cast times the number of companies casting a vote.
- The rating of all issues voted on will be recorded
- The 10 submissions with the highest total points will be presented to GE Lentronics as the Top 10.

After the votes are recorded the tally board will be given to the GE Lentronics representative. GE Lentronics will have the opportunity to analyze the issue submission voting results.

## Status

At the Tuesday session, GE Lentronics will have reviewed each of the Top 10 Issues and assigned a GE Lentronics prime to each Issue. Also, GE Lentronics may assign a prime to any of the remaining issues.

- GE Lentronics will provide a status on all of the Top-10 issues within one quarter of the meeting by way of the WEB or E-mail.
- GE Lentronics will provide quarterly status updates on all Trouble issues in the Top 10 and semi-annual updates on all other open issues by way of the WEB or email.
- An issue for which GE Lentronics has failed to respond will remain active for a 3-year period.
- Any Issue Submission, for which the GE Lentronics response is deemed unsatisfactory, can be reintroduced during the Top 10 portion of the User Session at the next meeting.

## Records

The JUG secretary shall retain the original copies of the active Issue Submission forms for 3 years. After a 3-year period of inactivity the forms will be forwarded to GE Lentronics management representative for archiving.