



Committee Management User's Group (CMUG)

Meeting Date: October 16, 2002
Time: 1–3 p.m.
Location: Rockledge 2, Conference Room 7111
Advocate: Anna Snouffer
Chair: Kay Valeda
Analyst: Krishna Collie
Next Meeting: **November 20, 2002, 1–3 p.m., Rockledge 2, Conference Room 7111**

Action Items

1. (Christy Cecil) Send email to Krishna regarding adding telephone reviewers to the Invitation to Travel Report.
 2. (Krishna Collie) Add to priority list to make the “Select Meeting Location” available as “view-only” after the FRN is posted.
 3. (Ev Sinnett) Send an email to Krishna, Anna and Colleen regarding autopopulation in on-line forms.
 4. (Colleen Blizard) Find out if the Subject line is populated with the screen ID when the user generates an email to the Helpdesk from a particular screen.
 5. (Kate Whelan) Send an email to Krishna regarding the Member Roster Report that omits committee members.
 6. (Krishna Collie) Relay to Scarlett Gibb the concerns of this group regarding the shutdown for the next release on the weekend of Nov. 1–3. Request that the release be pushed out one week to accommodate the deadlines of CM.
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JAD Testing

Krishna Collie reported that JAD members tested the new CM Fast Track last week, making suggestions for improved navigation and raising questions regarding some screens. He is writing the results of the day-long testing.

CM Fast Track Release Notes

Krishna reviewed a draft of the CM Fast Track Release Notes with the group. The Release Notes will be available on Nov. 1 and can be used to train users on the new release. Some of the key items are as follows:

| Item | Discussion |
|--------------------|---|
| Picklist of hotels | There are 75 regional hotels on the list and it will be available with the Nov. 1 release. The Helpdesk will add and delete hotels upon request. The group suggested adding a “how-to” instruction for how best to search for the hotels. In addition, the group agreed that the hotel list should be emailed to key people so that they can more easily find the hotels and use it as a reference list, and should be included in the Release Notes. |

| Item | Discussion |
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| FRN impact | Krishna said that the meeting address has an impact on the FRN since the address of the hotel is listed. Additionally, multiple amendments will now appear in the FRN. |
| Requested Dollar Report | This report will be available Nov. 1 and will include August council rounds. |
| Invitation to Travel Report | <p>There were questions regarding the inclusion of telephone reviewers on this report. Although they don't actually travel, the report shows everyone coming to the meeting and can be used for reference. Omitting telephone reviewers makes this an unreliable resource for meeting attendance. Krishna agreed that this is a good idea and he will put it on the priority list.</p> <p>Action: (Christy Cecil) Send email to Krishna regarding adding telephone reviewers to the Invitation to Travel Report.</p> |
| Meeting Data Screen, Figure 2, Meeting Maintenance | <p>The group agreed that after the FRN is posted, the group wants to be able to view the "Select Meeting Location" so that they can use the information for future meetings. Currently, once the FRN is posted, the "Select Meeting Location" is gray and isn't available for viewing.</p> <p>Action: (Krishna) Add to priority list to make the "Select Meeting Location" available as "view-only" after the FRN is posted.</p> |
| Meeting Data Screen, Figure 3, Administrative Expenses | Users can now use a pick list for Admin expenses. The group suggested that there be "How to text" (help text) to help users better use the pick list. <i>(Note: How-to text has been added to the Release Notes.)</i> |
| Meeting Address screen, Figure 5, Meeting Location | The data in fields Room No, Contact Name and Email, Contact Phone # and Contact Fax # will not be saved in the database. A user-entered address also will not be saved to the database. |
| Query Committee screen | The group agreed that the navigation on this screen is not intuitive so it is important that there be training where each choice (e.g., query, data maintenance) is clearly elucidated. |
| Setting Up a Meeting | <p>If the user enters only one acronym when setting up a meeting for IRGs and SEPs, the user goes to the Create Meeting screen. If there is more than one acronym, the user goes to the Query Meeting screen. This seems to be too awkward. Also, the group agreed that there should be more than Cmte and Cmte Flex acronyms as designators for searches. Perhaps the SRA designator could be added.</p> <p>Action: (Ev Sinnett) Send an email to Krishna, Anna and Colleen regarding autopopulation in on-line forms.</p> |
| System Identifiers | When you select the Sys ID button from any page on the site, you will see a list of System Identifiers. Most of these identifiers will change according to the page the user is on and can be used as an identification page for problems in the system. The first five identifiers—Committee ID, Agenda ID, Roster ID, Person ID and Appointment #—will vary according to page from which it was accessed. The last three identifiers—Created |

| Item | Discussion |
|------|---|
| | <p>Date, Last Update ID and Last Updated—will be the same on each page.</p> <p>Action: (Colleen Blizard) Find out if the Subject line is populated with the screen ID when the user generates an email to the Helpdesk from a particular screen.</p> |

Table Talk

Kate reported that people are still missing on the Member Roster Report. It was determined that it is a coding issue.

Action: (Kate Whelan) Send an email to Krishna regarding the Member Roster Report that omits committee members.

March Release

Share Grant—Some of the business rules will change for share grants in this release.

CM Fast Track Phase 2—The remaining Fast Track Use Cases will be released.

Gelco Travel System—This travel system soon will be implemented. It is important that the CM module integrate with it so that data can be retrieved. Meetings have been set up between NBRSS and eRA to discuss the integration effort.

Miscellaneous

CMUG distribution list—Krishna is setting up a CMUG distribution list that will be available on the Outlook directory. This will make it easier for the group to send relevant communication to group members.

November Release—There was a discussion regarding the importune weekend for the November release because the CM group has key, federal reports due on Nov. 5. Staff members in the past often have come into work the weekend prior to the deadline for these reports. This year, that prior weekend is the weekend of the system implementation. This was of great concern to group members.

Action: (Krishna) Relay to Scarlett Gibb the concerns of this group regarding the shutdown for the next release on the weekend of Nov. 1–3. Request that the release be pushed out one week to accommodate the deadlines of CM.

Attendees

Blizard, Colleen (NGIT)

Cheng, Alice (OD)

Cecil, Christy (NIMH)

Collie, Krishna (RN Solutions)

Dwyer, Bonnie (NIMH)

Grabner, Caroline (NHLBI)

Kemmerle, Donna (NIDCD)

Oden, Poppy (CSR)

Shingler, Felicia (OD)

Sinnett, Everett (CSR)

Sprick, Carin (OD)

Valeda, Kay, Chair (NHLBI)

Vilensky, Zenia (NCI)

Kate Whelan, NIMH