

 **IAR Use Case Review**

**Date:** March 24, 2003  
**Time:** 2:00–4:00 p.m.  
**Location:** Rockledge 1, Room 3502  
**Chair:** Tracy Soto

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## **IAR Create Account Process**

*Dan Hall*

Dan presented the new process for creating an account in IAR. This new process has six steps: Enable/Disable Reviewer; Match Profiles; Create Account; Validate Roles; Maintain Profiles; and Validate Roles.

In Step 2, Match Profiles, a program is run that attempts to match several key pieces of data, e.g., social security number, address, phone. This process takes approximately one hour, but only happens once for each registration. During the one hour that it takes for the account to activate, the Reviewer could possibly enter the system again from the start and set up a second account. However, once the account is activated, the Reviewer is barred from setting up another account.

Step 4, Validate Roles, is a new step. The Reviewer has this one chance to validate his/her various NIH involvements, e.g., training, committees, PI role. Once the Reviewer completes the page and hits “Complete Account Request,” the Reviewer cannot go back to make further changes. However, the PI can edit the record at a later date. It was noted that if there is no social security number entered, the Match Profiles action does not take place and the Reviewer is set up for the one meeting only.

Suggestion: Add SEP involvement to the list.

Step 5, Maintain Profiles, is the screen that is used by NIH staff only.

## **July Bug Fixes and Enhancements**

Tracy led the group in a review and discussion of the proposed bug fixes and small enhancements submitted for inclusion in the July IAR release.

## **Future Meeting**

Tracy will organize a meeting with all pilot users to consolidate input and suggestions for the IAR.

## **Attendees**

Binder, Roberta (NIAID)	Lassnoff, Cynthia (NIAID)	Siegert, Mark (OER)
Cooley, Glenn (Mitrotek)	Levy, Adam (NGIT)	Soto, Tracy (OD)
Fox, Daniel (NGIT)	Richters, John (NINR)	Sukhenko, Mikhail (Z-Tec)
Hall, Dan (OD)	Seppala, Sandy (OCO)	