



Committee Management User's Group (CMUG)

Meeting Date: May 21, 2003
Time: 1:00–4:00 p.m.
Location: Rockledge 2, Room 6087
Advocate: Anna Snouffer
Analyst: Krishna Collie
Next Meeting: June 18, Wednesday, 1–4 p.m., Rockledge 2, Room 6087

Action Items

1. (Krishna Collie, Developers) Activate the new CM Web page so that the links and buttons work. Send to CMUG and to the Pilot User Group two weeks before their meeting.
 2. (Krishna Collie) Write an explanation of what the default is on the Meeting Data screen and include in the minutes. This explanation should also be on the screen.
 3. (Krishna Collie) Have Form 5010 activated for CM Web.
 4. (Caroline Grabner) Send an email with examples to Krishna of the incorrect data populating fields when adding multiple committee members.
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CM Web Update

The CM Web module is on track to be released in July. The first iteration is done. User input will be incorporated into the second iteration for the release in July.

However, with the new development process in place and the move to harmonize all modules in look, feel and function, some changes must be made to the CM Web screen designs. The business rules for the eRA system define the following:

- **Hyperlinks**—Must take you somewhere to display data (link)
- **Buttons**—Must send or commit data to the database (action)

Krishna presented a mock-up of a redesigned page that follows the business rules for hyperlinks and buttons.

Action: (Krishna, Developers) **Activate the new CM Web page so that the links and buttons work. Send it to CMUG as well as to the Pilot User Group two weeks before their meeting.**

July Release

Menu Bar Addition—A “Reports” tab will be added to the menu bar at the top of the page. This allows users to set parameters for one of the five reports that will be available and to run the report.

Menu Bar Expansion—The Menu bar at the top can be expanded to three levels of menu choices. The group suggested that each page be reviewed to see if any of the buttons at the bottom of the page could be part of a third-level menu bar at the top.

Title Changes—

- Change “Standard Roster View” to “Roster View.”
- Change “Gen Roster” to “Release Roster.”
- Change “CM Delete Meeting Roster” to “Delete Meeting.”
- Change the title on the “Return to Query Screen” to “Meeting Data.”

New Home Page—Will include two sections: *What’s New* and *Tip of the Day*. The group suggested providing a form for submitting “tips of the day,” which would be validated before posting.

Business Rules for Other OPDIVS—Other OPDIVS, e.g., CDC and AHRQ, will be using this system. Some of their business rules require information on the screen that the NIH does not use.

Outreach/Training—Krishna is working with Patty Austin to develop a schedule for making presentations throughout the NIH. The presentation will be a combination overview, screenshots, benefits and marketing pitch to make the CM community aware CM Web and encourage them to use it upon its July release. It also will be an opportunity to enlist more pilot users prior to the release. The tentative schedule is as follows:

Date	Place	Time
June 4	6707 Democracy, Bldg. 2, Room 900	1–4 p.m.
June 11	Rockledge 2, Room 9100	1–4 p.m.
June 17	Neurosciences Building, Executive Blvd., Room D	8:30–11:30 a.m.
June 19	Rockledge 2, Room 9100	1–4 p.m.
TBD	Natcher	TBD
TBD	Executive Plaza South	TBD

CM Web Presentation

Krishna presented the CM Web and the group discussed each screen, providing suggestions and input.

Screen/General	Suggestions/Comments
CM Query Screen	Default criteria should populate the fields.
CM Meeting Data	Action: (Krishna) Write an explanation of what the default is on the Meeting Data page and include in the minutes. This explanation should also be on the screen.
Paging and scrolling	Make the table headers stationery while table content scrolls so that the

Screen/General	Suggestions/Comments
	table headers are always visible for easier navigation.
Listing	Increase the number of listings on a page from 10 to 25.
Roster navigation	Currently, when a name or grant is selected on a long list and data entered and submitted, the user is returned to the top of the list. Make the system return the user to the selection from which he/she made the change.
New data window	Add a window for adding new additions so that the user easily can see the information and make corrections before submitting.
FACA column	Delete the FACA column.
No of Applications	The number in the “No of Appls” column will reflect the number of applications that were actually reviewed at the meeting. <ul style="list-style-type: none"> • Applications that have been withdrawn or deferred before the meeting will not be counted and can be viewed through other modules. • Applications that are deferred after the meeting are counted because they were, in fact, reviewed at the meeting.
PERM button	Add to the Person Use Case that the PERM button be very prominent on the page.
Committee Details—Location	Should show 100 locations on the screen.
Adding new meeting	Make the country field default to USA.
Required fields	Map required fields from old system to new system—some required fields are not noted properly. Add asterisks to all required fields.
Asterisks	Fields that are automatically populated should not have an asterisk.
Create meeting with no dates	Allow users to create a meeting without the date of the meeting. Often the meeting is planned but there are alternate dates or the date is not final. However, the meeting can still be organized.
Making Changes	The group discussed the need for a way to correct mistakes prior to meetings. However, it was agreed that the majority of mistakes made in the old system will be eliminated because of the safeguards built into the new system.
Form 5010	This form is missing in the new version. Action: (Krishna) Contact the developer and have Form 5010 activated for CM Web.
Person Search	Include a Person module search capability.
Mailings	When OK/Complete is clicked, email is sent to the CMOs. Include a

Screen/General	Suggestions/Comments
	way to send email to other people.

Table Talk

Incorrect Data—When adding multiple people to a committee, the first person was added correctly. However, when the second person was added, the system populated the fields with the previously added person’s data.

Action: (Caroline Grabner) **Send an email with examples to Krishna of the incorrect data populating fields when adding multiple committee members.**

Cover and End Sheets—In the CM module, it is common to print more than one version of a report (e.g., one with phone numbers, one without, etc.). When these are printed consecutively, the system automatically prints a cover and end sheet before and after each report. Currently, Oracle does not support the ability to suppress these pages when printing multiple reports. Oracle’s next upgrade will support this feature at which time the CM Web can be modified to take advantage of it. In the meantime, cover and end sheets will be printed when multiple reports are printed.

VPN—Krishna was asked to make the CM Web accessible to the VPN (virtual private network), which will accommodate the needs of remote employees and distant offices.

Attendees

Baum, Carolyn (NIDCR)	Dinterman, Kathy (CSR)	Scibek, Caro (CSR)
Bowes, Elizabeth (NIGMS)	Fonville, Olaf (NIDDK)	Seppala, Sandy (LTS/COB)
Campbell, Bonnie (AHRQ)	Grabner, Caroline (NHLBI)	Sinnett, Everett (CSR)
Caraballo, Kim (NICHD)	Jaeger, Raven (CSR)	Snouffer, Anna (OD)
Cecil, Christy (NIMH)	Jenifer, Tiffany (NCI)	Sprick, Carin (OD)
Cheng, Alice (OD)	Kemmerle, Donna (NIDCD)	Thee, Linda (CSR)
Collie, Krishna (RN Solutions)	McAndrew, Ruthann (CSR)	Valeda, Kathryn (NHLBI)
David, Bobbie (CSR)	Panniers, Richard (CSR)	Vilensky, Zenia (NCI)
David, Tracey (CSR)	Pastemak, Jennifer (NIAID)	Walker, Traci (NIDCR)
	Rustin, S. Lisa (NCI)	Whelan, Kate (NIMH)