



Adding Non-JHU Personnel & Organizations to Fibi

The key person or organization is not listed in Fibi. What do I do?

Non-JHU Personnel and Out-going sub organizations

Non-JHU Personnel and Organizations (not sponsors) can be added to the Rolodex for outgoing subs.

JHU Personnel cannot be added.

JHU personnel cannot be added to Fibi as this information feeds from SAP. If JHU personnel cannot be found in the elastic search, the user must contact HR and request a mini master.

Sponsors cannot be added.

If a sponsoring organization cannot be found in the elastic dropdown menu, a [Service Request](#) for a New Sponsor must be made.

To add Non-JHU Personnel to the Rolodex in Fibi:

When entering Non-Employee Key Personnel that return no results:

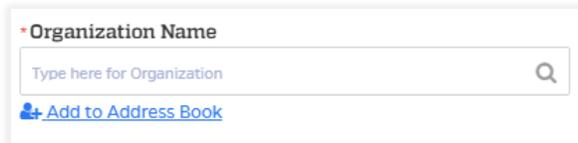
- Click on the **Add to Address Book** link [Add to Address Book](#)
- Complete as many fields as possible in the box that opens:

- If the Organization does not previously exist in the Rolodex, the user must click on **Add "name."**

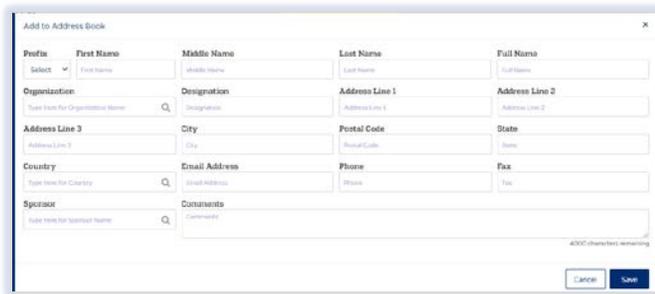
- ❑ In the **Comments** box, be sure to input **Created by: <your name>**. This will ensure that the user can use the elastic search to find personnel previously created.
- ❑ Click on the **Save** button .

To add Organizations to the Rolodex/Address Book in Fibi:

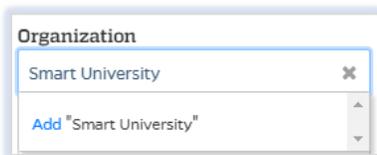
When entering an Organization that returns no results:



- ❑ Click on the **Add to Address Book** link .
- ❑ Complete as many fields as possible in the box that opens, including the contact person at the organization, if applicable:



- ❑ If the Organization does not previously exist in the Rolodex, the user must click on **Add "name."**



- ❑ In the **Comments** box, be sure to input **Created by: <your name>**. This will ensure that the user can use the elastic search to find personnel previously created.
- ❑ Click on the **Save** button .