



Can't find Personnel and/or Organizations – Add to the Rolodex

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

Important Note:

Non-JHU Personnel and Out-going sub organizations

Non-JHU Personnel and Organizations can be added to the Rolodex for outgoing subs.

JHU Personnel cannot be added by the users.

However, 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 by the users.

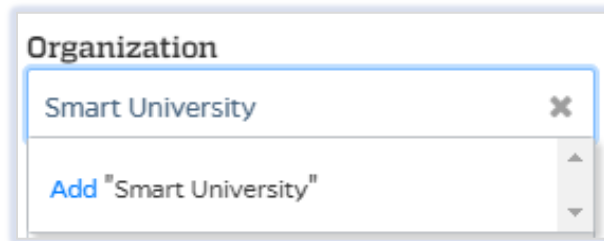
If a sponsoring organization cannot be found in the elastic dropdown, a [Service Request](#) for a New Sponsor must be made.


To add Non-JHU Personnel and/or Organizations to the Rolodex in Fibi:

When entering Non-Employee Key Personnel or Organizations 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 find personnel they previously created.
- ❑ Click on the **Save** button .