

Subject: FFC Forum is Open: Directions
Date: Wednesday, June 26, 2024 at 10:49:40 AM Eastern Daylight Time
From: Ellen Morthole <emortho1@jhu.edu>
To: ORIS <ORIS@jhu.edu>
CC: Ellen Morthole <emortho1@jhu.edu>
Attachments: image001.png, image002.png, image003.png, image004.png, image005.png, image006.png

Good morning, Functional Council Members!

As discussed yesterday, we're going to try a little something different for testing and communication this time around.

The FFC page has a calendar of FFC activities and links, as well as the link to the Forum. The link to the FFC page is [HERE](#).

FFC Calendar & Activities

Search

Event	Description	Date ▼
FFC Kickoff	Functional Council Members please refer to the email of June 10th and the Calendar Meeting for the Zoom link and ... see more	June 25, 2024; 1:00 pm - 2:00 pm

FORUM
June 24, 2024 /// No Comments
[Read More »](#)

When you click on the forum, you can log in, set your own password and then access the posts we have there. The forum is organized with several sub-forums already, to see posts in those, just click on the blue text for the one you want to open.

FORUM

Forum Profile Members Subscriptions Activity Logout

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FORUM

FFC General

FFC Forum
Chat with other Functional Council member here. As needed we can add separate, topic-dedicated forums.
3 Topics · 3 Posts

Subforums: [FCC Testing: Server Upgrade: June 2024](#) - [Administrative Particulars](#)

New posts
 Nothing new
 Mark All Read
 Show Unread Topics

Statistics

3 Topics	3 Posts	12 Views	34 Users
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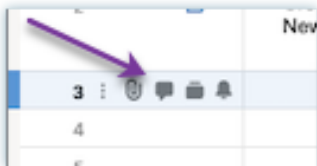
Newest Member: [Eboni Wise](#) - Currently Online: [emorthol](#)

Angel has posted a document called “Smartsheet” under the “Record your Testing Results.” Smartsheet is an excel-like spreadsheet with all sorts of enhanced functions that will help us communicate and track testing activities.


She’s created an example of how we’d like you to use the sheet in the first line. You will choose the items you want to test, line by line. If it passes/fails or you’re unsure, enter your name in the appropriate column to show that it’s been tested.

	Primary Column	Module	Reference#	Scenarios	Passed
1	<div style="border: 1px solid blue; padding: 5px; background-color: #e6f2ff;"> Directions: Click on your name in the dropdown list under Passed, Failed or Unsure </div>	Proposal IP Award Reports Other		Testing Scenario - Go to https://qafibi.johnshopkins.edu/fibi/#/login Login = JHEDID and Password is Polus123	Angel Gasior Ellen Morthole
2	Create and Submit New Proposal –	Proposal (PD)	a1	Create a Proposal - New, Resubmission, Renewal, Supplement, Task Order, NIH, grant, contract, subgrant, clinical research	Angel Gasior
3		Proposal (PD)	a2	Return/Approve proposal	
4		Proposal (PD)	a3	Print PD Summary	
5		Proposal (PD)	a4	Print Cert and Compliance Questionnaire	

If you’re not sure, or just want to say something, enter comments in the first column by clicking in the first column to open these options:



Click on the chat icon to begin a new chat; this also will keep a running commentary on the issue and record who is making comments (that helps us communicate back with you). Once a chat is opened for an issue, just click on that chat bubble to view the comment and/or add your own.

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These instructions also have been pasted into the post with the Smartsheet for your convenience.

This process is new for us, too, so if something is not working with the forum, or something could be structured better, please let me know!

Again, thanks for your time and hard work!

Regards,

Ellen Morthole

