

**NIMSS System Administrators
Conference Call Notes
December 13, 2004
1pm - EST**

UPDATE ON REMAINING ITEMS FROM LAST CONFERENCE CALL

1. Delete User
How do you delete a user from NIMSS when the user retires or is deceased?
 - a. Judy has created a delete function for the Station Directors or Station Assistants to use that will look as if they have deleted the person, but it will actually change the users info status not to show, but their record will still be in the database.
 - b. The change will still need to be made manually in Appendix E.

2. Uploading Minutes - Nikki
Uploading minutes to a homepage not using the annual report functions. Some committees either do not have meetings in the system or do not have annual report ready to upload, although they are ready to upload minutes. We were told that we could use the Upload Minutes function under the Project > Draft/Edit > Homepage menu to get the minutes into the system, but Judy sees problems down the road with not linking it to the annual report. Our (Judy and I's) question is, should we even have this function? Is there a better place to put it? etc...
 - Minutes will be displayed on the Homepage, but they must use the Annual Report to upload their minutes.
 - Function to upload minutes from Homepage has been removed.

3. Passwords
Judy has added a login function for the System Administrators so they can login as whoever they want without knowing that person's password. System Administrators have tried this function and approve it.

Other Items

- Judy and Rubie indicated an inquiry was unclear from Mike Harrington and Lee Sommers regarding the size of outcomes, procedures, etc. (I just checked with Dr. Sommers and both the Governance and Educational Plan sections have a 3,000 character limit - which is adequate for him.) The Outcomes section is in a different format and Procedures section allows for 10,000 characters. All are adequate.
- Extension approval from CSREES should be part of our

Official Letters. This is yet to be done and will be added.

- Judy will add a new function on CSREES menu for approving a project extension. This is yet to be done.

NEW AGENDA ITEMS

1. NRSP Budget Forms - Nikki
Judy is still working on including the NRSP Budget forms in NIMSS.
2. Update on Adopting Review Forms in All Regions - Nikki
Nikki sent out the review forms that the NC Region is using - asking for comments.

The review forms (Appendices H and J) that the NC Region is using will be modified so that they will be available for use by all the regions. The modified forms will be an agenda item for approval in the National Guidelines at the March ESCOP meeting.

3. NIMSS User Manual - Nikki
Nikki will send the draft NIMSS User Manual as a MS Word document to all of the system administrators for their comments.

The current draft NIMSS User Manual will be posted on NIMSS and can be changed as needed.

4. Why don't assistants see all of the participating projects that the directors are involved in when selecting "My Participation" if they are able to do all of the functions that the director can do? - Harriet

The "My Participation" function shows only the projects for which the logged on user has an Appendix E in NIMSS. Assistants will not be able to see the participation of the director.

5. When I go to "Edit Profile" the gray area on the left of the menu contains "Directory" options such as Station Directors, Admin Advisors, System Admins, and Find a Person. Whenever I click on any of the options, I get a Cold Fusion error message. Why? - Harriet

This was a system error and has been fixed.

6. The review forms shown on NIMSS (System Administrator access) seem to be specifically targeted (in some cases) for NC projects. Are the review forms not standard across the

regions? The process may be different, but the forms should not be. The NIMSS User Manual (page 48) has a section on REVIEWS that we need to address. - Harriet

This was resolved in item 2 of the New Agenda Items above.

7. Is there a way that an extension request for a multistate activity can be incorporated into NIMSS if a form is developed? - Harriet

This will be discussed in item 15 below.

8. Is there a way to designate, in NIMSS, who the chair of a committee is? - Nikki

Judy will develop an additional box under the "Participants" section to enter the contact information of the project's officers.

9. Is there a way to contact all of the AA's in a region on NIMSS? - Harriet

Judy will develop a menu item for system administrators that will allow them to contact AA's.

10. Should we designate a generic system administrator email contact - rather than a specific email address and name? In the event that the ED retires and/or the system administrator leaves, the edits on NIMSS could be minimized. - Harriet

Each of the system administrators will consider the practicality of a generic system administrator email contact - but it will be an individual regional choice.

11. In the West we use an AA Evaluation form that we ask the AA's to complete prior to their committee's midterm evaluation. Is there a way in NIMSS that it can be included? - Harriet

The NC Region has their AA's use the same forms (Appendices I and K) to evaluate their projects as they have the MRC/NCA use. Harriet is to email the form that the Western Region used the summer of 2004 to the system administrators.

12. The Appendix E does not currently have a box to select the participant as the principal investigator - thus requiring the director/staff to (1) submit the Appendix E, and (2) then to edit the Appendix E to designate the principal investigator. Is there a way to incorporate the two steps

into one? - Harriet

The Appendix E DOES have a box to designate the participant as the principal investigator. Harriet has contacted the assistant who raised the question and clarified the situation.

13. Can we discuss the process that is used in NIMSS to request either a new or renewed project/activity? I have tried to submit a request using both my logon and that of the AA and received an error message. - Harriet

Rubie indicated that there was a programming problem that has been fixed.

14. A problem with selecting the appropriate project proposal appendix has occurred for several committees. Judy will make a change to the request menu to help clarify the type of project the committee is requesting. This will help the system administrators when they approve the request.
15. Bart Hewitt and Rubie are planning to submit an innovation grant proposal to CSREES. This grant will be to incorporate the forms that the states use for allocating their MRF and allow them to be submitted via NIMSS. Requests for extension of projects will also be included in the grant, as well as the approval letter from CSREES to station directors indicating approval of their station's participation in a project. The submission of the MRF allocation may require additional training by the system administrators.
16. The project approval letter that CSREES sends to the Executive Director will be modified and will be sent to the Advisor instead. The text of the letter will remain the same.
17. The next conference call will be hosted by Nikki on January 31, 2005 at 11:00 - 12:00 EST.
18. Questions regarding NIMSS during the period between Christmas and New Year's should be directed to Judy at both judysun@umd.edu and judyysun@hotmail.com to be sure that she receives them as the software for UMD email will be changed during that time frame.