

Meeting Minutes for September 26, 2014

There are two purposes to these bi-monthly calls:

1. Provide updates that may affect users
2. Provide a forum for MIP Users to ask questions and raise concerns to their peers as well as address challenges around the work studies

Updates:

- MIP Help Guidance
 - Data Depot Submissions
 - i. Include the file path that you want the file(s) to be uploaded to
 - ii. Include a 3rd party shipping label or billing number so MIP Help can send back the hard drive
 - If a ticket is urgent, make sure to include "Urgent" in the email subject line
 - If a ticket is just a question for MIP Help, please state so. For example, include one the following phrases: "this is just a question" or "no action should be taken"
 - MIP Help Tickets that require MIP Champion, Black Belt, or RPML review:
 - i. Requests for reopening a task
 - ii. Requests to fast forward through the workflow (ex. bypassing the scoping tasks to get to obligate/data development tasks)
 - iii. Requests to Add, delete, or adjust a file's registration
 - iv. Requests for a workflow to go backwards (ex. rewind) (*authorized by Champ or RPML*)
 - v. Requests to adjust any task baseline date (*authorized by Champ or RPML*)
 - vi. Requests to Adjust any BAC value (*authorized by Champ or RPML*)
 - Reminder: MIP Password Reset and Forgot Username Options

Please enter your Login information below. All required fields show an asterisk *.

User Name * [Forgot User Name](#)

Password * [Forgot Password](#)

- To use the Password Reset Option, you must enter a Challenge Question and Challenge Answer in your profile

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- Studies work instructions are now available on the [Training Page of MIP User Care](#)

Below are the questions and answers that were discussed during the Call:

Issue/Question	Answer
<p>MIP File Explorer - What is the current status of Metaman in Citrix?</p>	<ul style="list-style-type: none"> • Metaman is still available in Citrix. If you are currently having trouble accessing Citrix, please email MIP Help • Metaman in Citrix will be unavailable sometime in the future when Citrix is taken off-line. You can currently validate metadata files outside of Citrix using the new Metadata Test Submission tool available under the Tools & Links tab. We are investigating options for replacing the other features of Metaman in Citrix (e.g., XML editing)
<p>MIP Data Upload – Can you clarify the file size limitations of uploading files within a MIP task and uploading via the File Explorer?</p>	<ul style="list-style-type: none"> • Within the MIP workflow (i.e., inside of tasks) and through Tools & Links Data Upload, the upload file size limit is approximately 1 GB. Via MIP File Explorer, the upload limit is approximately 2 GB and the download limit is approximately 3 GB
<p>Task Ownership – Is there a way to allow multiple users to upload data for a single task?</p>	<ul style="list-style-type: none"> • Our direction from FEMA was to build in greater governance and traceability around data uploads. Having a sole task owner with data upload capability helps move toward those objectives. However, the Process Admin tool is meant to allow easy transfer of task ownership. Regional Champs/Black Belts/RPMLs can assist with this. Also, for <i>unclaimed</i> tasks, any Regional Manager has upload/edit access.