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### **Instructions on Modifying Board Member Data**

The very first time you enter the Agenda Preparation form for a particular date, ProIRB adds a record to that date for each Board Member currently on file. Simply changing the Board Members data in the Administration area does not change the data for that Board member already on any agenda. To have the "new data" reflected in an Agenda to which the Board Member has already been added you must follow the procedure below.

If the Board Member appears incorrectly on an Agenda, then the "old" record must first be deleted from the specific Agenda. Go to the Agenda Preparation Form for the specific meeting and then highlight the Board Member (right Mouse) and delete. Then hit the return button to return the Agenda detail screen and once again go to the Agenda Preparation form.

You will then be notified that you have Board members which have been added since the Agenda was first looked at. (ProIRB counts the number of members on file and compares to the number of members on the Agenda) Do you wish to add them? In this case select Yes and the Board Member you changed will be added back to the Agenda.

In essence you must first delete the Board Member from the Agenda itself then add him/her back in order to reflect the changes.

Note that if any other Board members which have been truly "added" to your file of Board Members will also be (incorrectly) added to this agenda. Simply delete these.

While the above process is cumbersome it is necessary since we do not want to "automatically" change a Board Member's data for Agendas he has already been added to.