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# HOW-TO: NAVIGATE THE ORGANIZATION

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**FOR:** Applicants (Organization Directors, Organization Co-Directors and Primary Contacts)

**DESCRIPTION:** Overview of common terms and components of an organization within the FACT Accreditation Portal.

**DEFINITIONS:** **Integrated Site:** A site that is part of the same applicant institution. These sites are included in the organization's accreditation application and inspected as part of the same program.

**Contracted Site:** A site that is not part of the same institution as the Clinical Program but is contracted to provide specific services (e.g., collection, processing, storage). These sites are included in the Clinical Program's accreditation application and inspected in relation to services provided to the applicant Clinical Program.

**Independently Accredited Service Provider:** A contracted site that holds its own independent FACT accreditation. The collection, processing, or storage service(s), are through a separate accreditation application and not included in the Clinical Program's application or inspection.

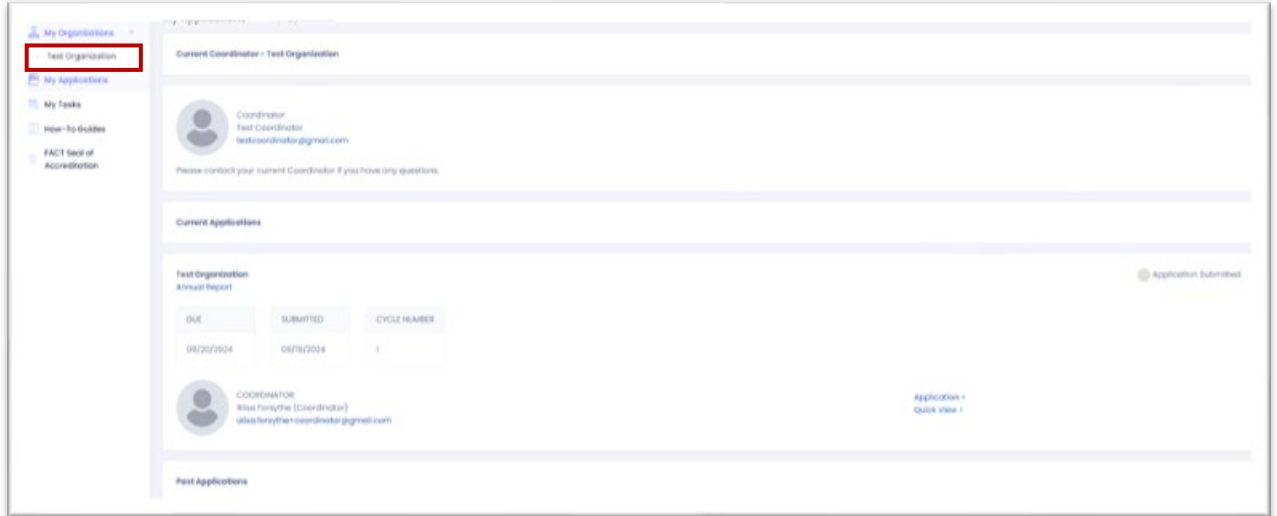
**Independently Accredited, Inspected Together:** A contracted site that holds its own independent FACT accreditation but is inspected at the same time as a particular Clinical Program. This approach may be used for convenience when the organizations' relationship is closely linked.

**PREREQUISITES:**


- To manage the organization, you must be the Organization Director, Organization Co-Director, or Primary Contact within your organization.

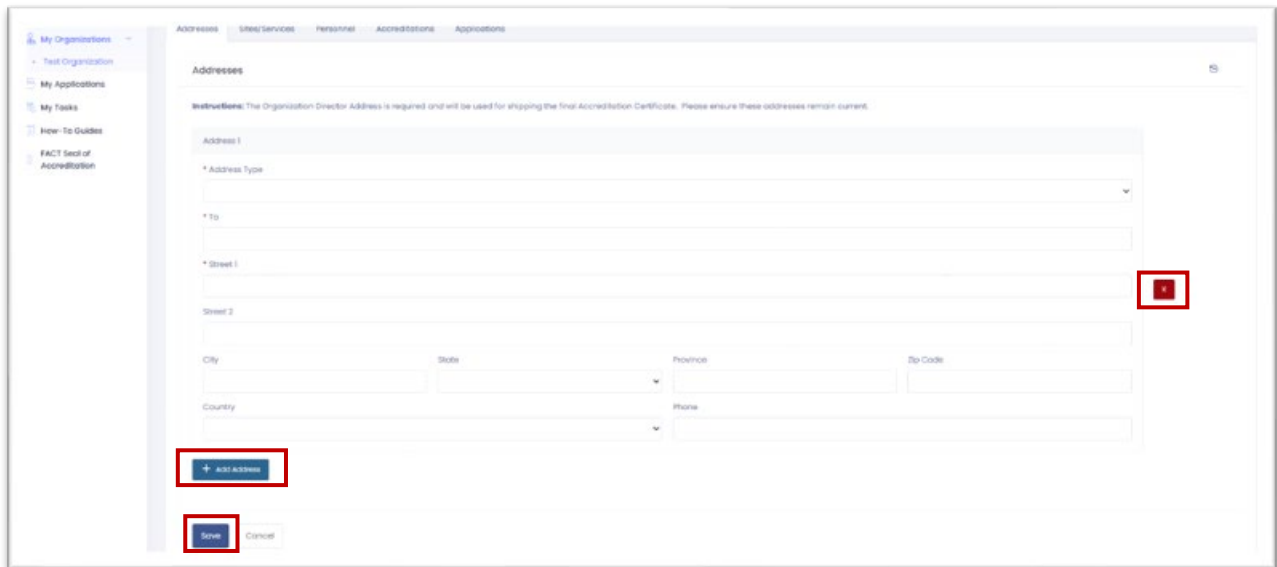
**PROCESS:**

1. From the *My Applications* homepage, select *My Organizations* in the left navigation pane to access your organization's details.



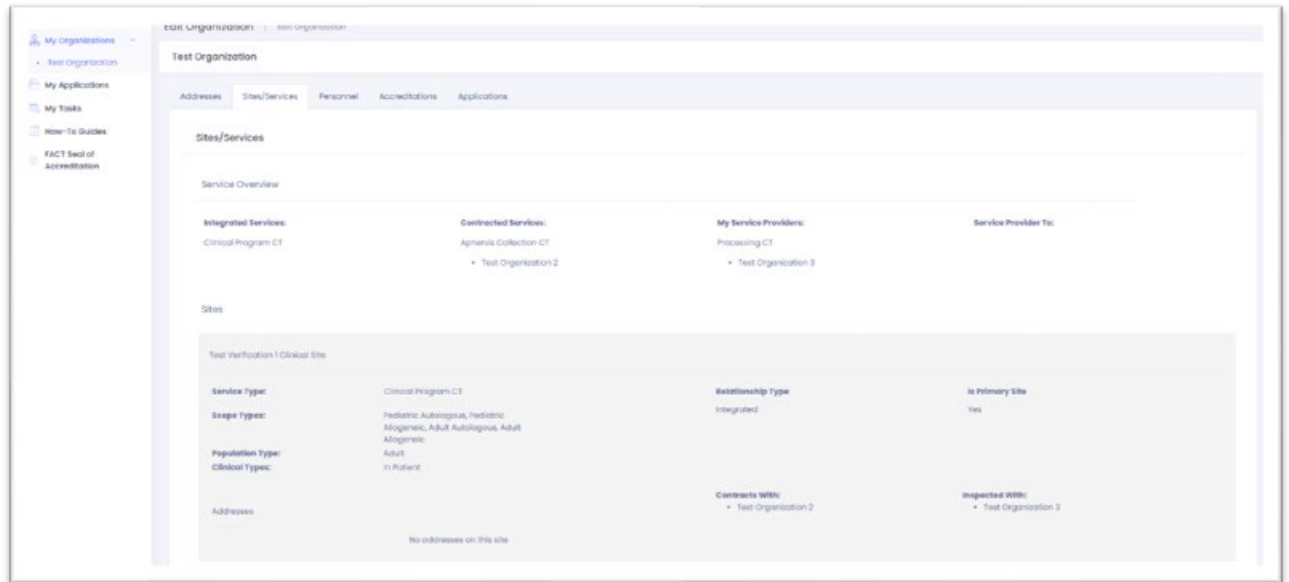
**Addresses**

2. Complete the required fields to add or edit an address.
3. Select *+ Add Address* to add a new address.
4. Select the  button to delete an address.
5. Select *Save* to save the address change.



## Sites/Services

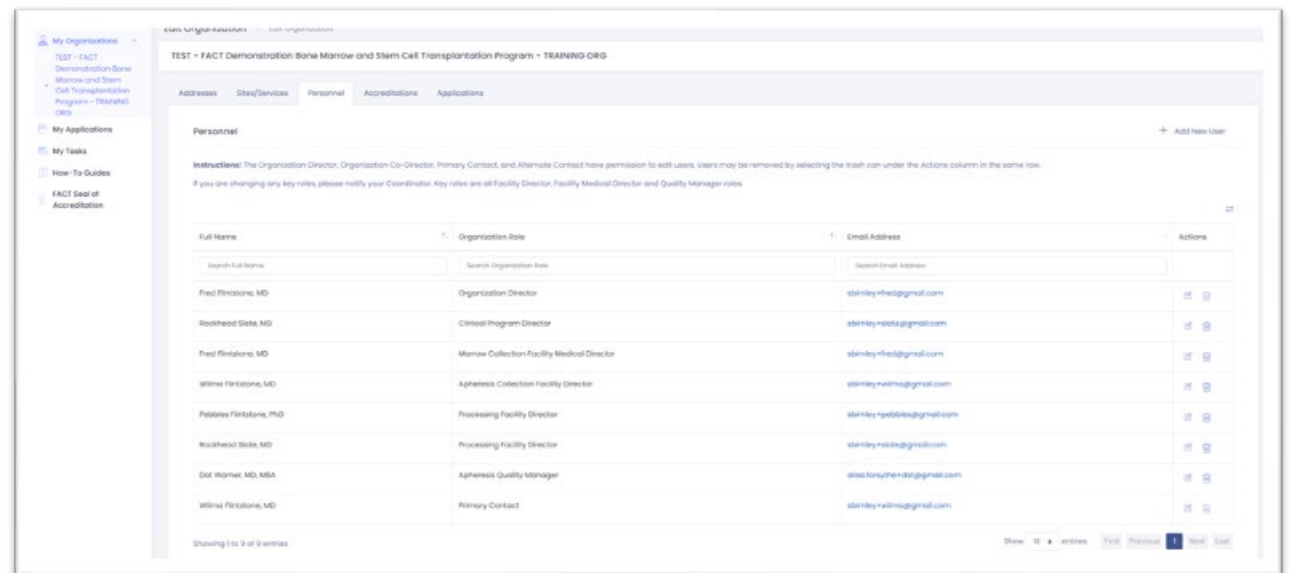
6. This is a read-only page that displays all site-related details.



Service Type:	Clinical Program CT	Relationship Type	Integrated	Is Primary Site	Yes
Scope Type:	Pediatric Autologous, Pediatric Allogeneic, Adult Autologous, Adult Allogeneic	Contracts With:	Test Organization 2		
Population Type:	Adult	Inspected With:	Test Organization 3		
Clinical Type:	In Patient	Addresses			
No addresses on this site					

## Personnel

7. Refer to [How-To: Manage Users Within My Organization](#) for detailed instructions on managing users within your organization.

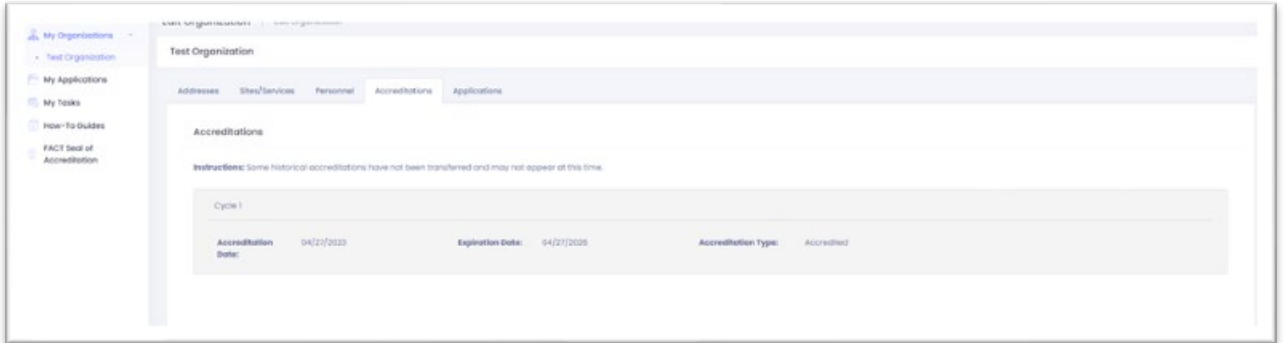


Full Name	Organization Role	Email Address	Actions
Search Full Name	Search Organization Role	Search Email Address	
Fred Flintstone, MD	Organization Director	afintley+fred@gmail.com	[edit] [trash]
Rockhead Stone, MD	Clinical Program Director	afintley+spota@gmail.com	[edit] [trash]
Fred Flintstone, MD	Marrow Collection Facility Medical Director	afintley+fred@gmail.com	[edit] [trash]
Wilma Flintstone, MD	Apheresis Collection Facility Director	afintley+afint@gmail.com	[edit] [trash]
Pebbles Flintstone, PhD	Processing Facility Director	afintley+pebbles@gmail.com	[edit] [trash]
Rockhead Stone, MD	Processing Facility Director	afintley+rockhead@gmail.com	[edit] [trash]
Dor Warner, MD, MBA	Apheresis Quality Manager	afintley+dor@gmail.com	[edit] [trash]
Wilma Flintstone, MD	Primary Contact	afintley+afint@gmail.com	[edit] [trash]

Showing 1 to 9 of 9 entries

## Accreditations

8. This is a read-only page that displays all past and current accreditations, grouped by cycle.



## Applications

9. This is a read-only page that displays all past and current applications, grouped by cycle.

10. Select the hyperlink on the application type to navigate to the specified application.

