

HOW-TO: NAVIGATE THE APPLICATION (APPLICANT)

FOR: Applicants

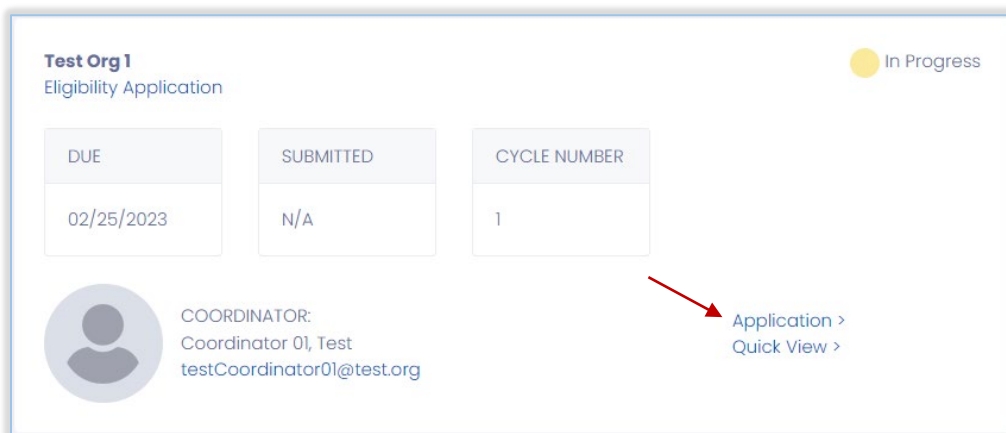
DESCRIPTION: Overview of common terms and components of an application within the FACT Accreditation Portal

PREREQUISITES:

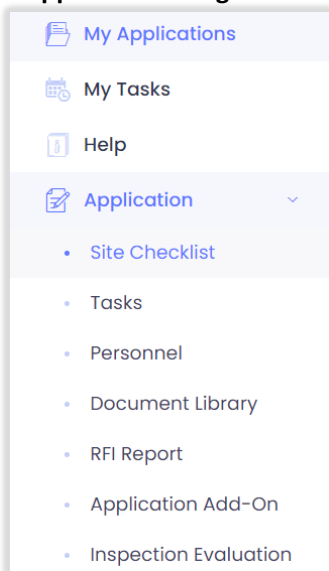
- [How-To: Navigate the Portal \(Applicant\)](#), IT.GDE.8.004

PROCESS:

Select **Application** within the application tile.



Application Navigation



My Applications	A list of your organization’s applications
My Tasks	A list of your tasks
Help	A link to portal training resources
Application:	
• Site Checklist	The application for applicant response
• Tasks	A list of tasks associated with the application
• Personnel	A list of users associated with this organization
• Document Library	A list of documents associated with the application
• RFI Report	A summary of the RFI’s applied to the application
• Application Add-On	(Compliance Application Only) A link to request an add-on via email
• Inspection Evaluation	(Compliance Application Only) A link to Inspection Evaluation form

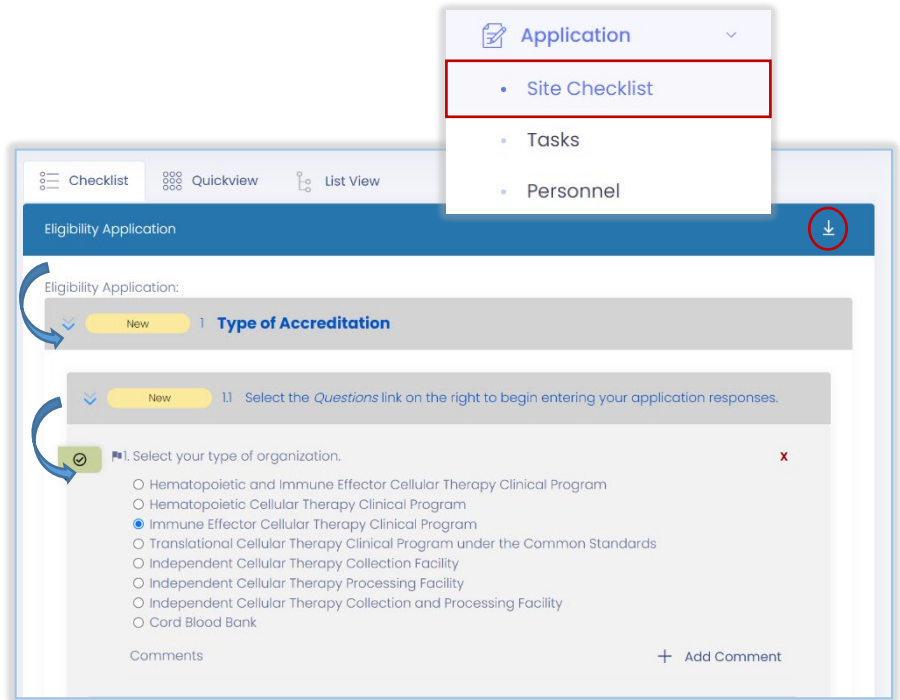
Helpful Hint:
The Quick View and the Application Report (Export to Excel) are now accessible within the Site Checklist!

Site Checklist

The Site Checklist area of the application serves as the core of the system.

Select each section to expand and view its contents and complete your application.

To export a copy of the application, select the download button at the far right of each blue header row.

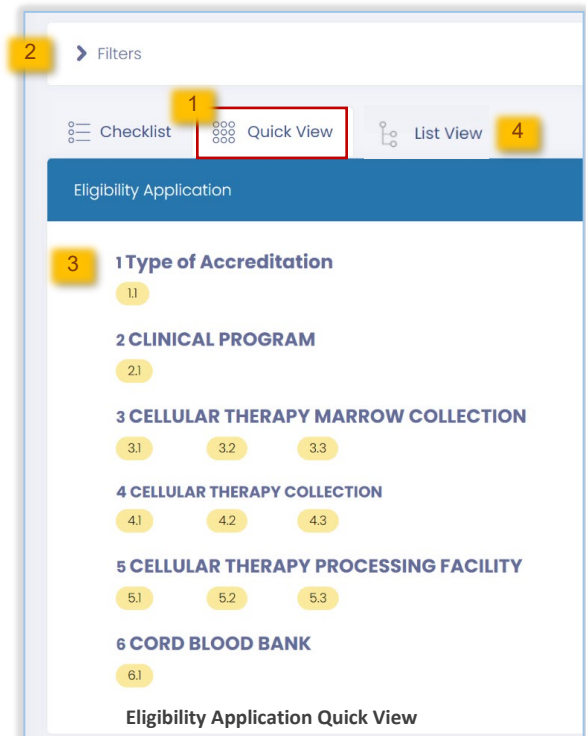


Eligibility Application Site Checklist

Quick View

Quick view provides a single location to review the status of each requirement.

1. From the Site Checklist, select the second tab to move to *Quick View*.
2. Use the filters (located above the checklist) to focus the listing on requirements with a specific status.
3. Each requirement is hyperlinked for quick access to the respective questions.
4. After selecting a section or requirement number, the page will update automatically to display all questions within that section using the *List View*.

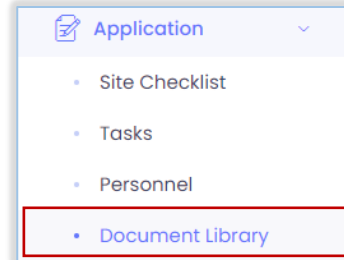


What do
YOU think?

The Checklist, the Quick View, and the List View are all great resources and display your application from a different perspective. Which one do you find most useful?

Document Library

The document library provides a single location to access documents uploaded within your organization’s application. Users can search, sort, and filter documents using the tools in the column headers.



Document Library Download Filtered Documents

File Name	Upload Date	Site	Tags	Latest Version	Standard	Actions
Filter			Filter		Filter	
TEST Document.docx	11/02/2020	FACT Demonstration Bone Marrow and Stem Cell Transplantation Clinical Site	Pre-Inspection Evidence	Yes	BI.1	↓

Showing 1 to 1 of 1 entries Show 50 entries First Previous 1 Next Last

Upload a new File to the Document Library

REMINDER: Do not include PHI in documents submitted to FACT.

File to Upload

No file chosen

Upload to Document Library

Application Document Library

Document Library Column Headers

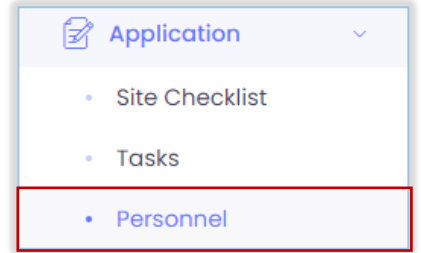
File Name	The file name entered during the upload process.
Upload Date	The date the file was uploaded to the portal.
Site	The site name where the document is attached, if relevant.
Document Type	<ul style="list-style-type: none"> • <i>Pre-Inspection Evidence</i> – Documents uploaded by the applicant pre-inspection • <i>Post Inspection Evidence</i> – Documents uploaded by the Inspector during or post-inspection. • <i>Virtual Inspection Document</i> – Documents uploaded by the applicant to support a virtual inspection. • <i>FACT Letters and Reports</i> – Official letters and reports uploaded by FACT.
Latest Version	Indicates if the document is the newest version.
Standard	The section or standard number where the document is attached, if relevant.
Actions	A link to download the file

Personnel

The Personnel area displays staff at your organization as well as assigned FACT Consultants, FACT Inspectors, and/or FACT Inspector Trainees.

Each Organization must have an Organizational Director and a Primary Contact. To change your Organization’s Director or Primary Contact, contact your FACT Accreditation Coordinator.

The Organization Director, Organization Co-Director (optional), Primary Contact, and Alternate Contact have permission to add and edit user accounts within their organization as needed.



Organization Personnel
+ Add New User

Review and update personnel: The Organization Director, Primary Contact, and Alternate Contact have permission to edit users. Users no longer at your organization may be removed by selecting the trash can under the Actions column in the same row.

Full Name	Organization Role	Email Address	Can Login	Actions
<input type="text" value="Search Full Name"/>	<input type="text" value="Search Organization Role"/>	<input type="text" value="Search Email Address"/>	<input type="text" value=""/>	
Fred Flintstone, MD	Organization Director	sbirnley+fred@gmail.com	Yes	
Pebbles Flintstone, PhD	Processing Facility Director	sbirnley+pebbles@gmail.com	Yes	
Wilma Flintstone, MD	Primary Contact	sbirnley+wilma@gmail.com	Yes	

Showing 1 to 8 of 8 entries Show entries First Previous **1** Next Last

Inspectors

Name	Role	Inspection Category	Email Address	Site Inspection Date	Site	Actions
<input type="text" value="Search Name"/>	<input type="text" value="Search Inspector Role"/>	<input type="text" value="Search Inspection Category"/>	<input type="text" value="Search Email"/>		<input type="text" value="Search"/>	

Showing 1 to 1 of 1 entries Show entries First Previous **1** Next Last

Consultants

Name	Start Date	End Date	Email Address
<input type="text" value="Search Name"/>			<input type="text" value="Search Email Address"/>

Showing 0 to 0 of 0 entries Show entries First Previous Next Last

Application Personnel

RFI Report

The RFI Report includes all questions that have RFI Comments, and their associated standards grouped by site.

Filter by the specific comment or category by expanding the Filters.

Each standard in the RFI report is linked to the List View which displays the standard and associated questions.

RFIs on Previous Submissions: 0
 RFIs on Last Submission: 1
 Total RFIs: 1
 RFI Comments: 1
 Required Response Comments: 0

Filters Reset Filters

RFIs Before Inspection
 RFIs After Inspection
 Inspector Entered RFIs

RFI Created Date
 to

FACT Demonstration Bone Marrow and Stem Cell Transplantation Clinical Site 1 total RFIs

BI.1 The Clinical Program shall consist of an integrated medical team that includes a Clinical Program Director(s) housed in a defined location(s).

1. Complete and upload the Clinical Facility Grid, which includes patient numbers. For initial accreditation, enter data for the previous 12 months. For renewal accreditation, enter data from the start of the current accreditation cycle. (Must be in English)

RFI:	Pre-inspection RFI.	02/12/2023	Test Inspector #1
Applicant Response:	Test response.	11/03/2023	Allison Miller

Application RFI Report

Select *Print* at the top right to print the RFI Report.

PRINT

RFI Report

FACT Demonstration Bone Marrow and Stem Cell Transplantation Program - TRAINING ORG ● Post Inspection
 Compliance HCT Application - Add-on

SUBMITTED	INSPECTION	ACCRED. DATE	ACCRED. EXP.	
10/08/2022	02/03/2023	04/08/2019	05/03/2029	Suzanne Birnley suzanne.birnley@factglobal.org

RECOMMENDED GUIDE(S):

- [How-To: Complete an Eligibility, Annual, or Renewal, IT.GDE.8.007.](#)