

# How to update BIOS smartsheet with new data

BIOS Smartsheet link	<a href="https://dynamicview.smartsheet.com/views/daef073b-a824-42ec-b29f-4612911f8d9a">https://dynamicview.smartsheet.com/views/daef073b-a824-42ec-b29f-4612911f8d9a</a>
Last updated by	<a href="#">Julka, Sharad</a>
Version#	1.0

## Steps

Step 1

Identify the team member whose details need to be updated or added.

Open Left Panel Menu

Smartsheet Dynamic View

BIOS - Team Resource Roles

Filter Off

New

Resource Email	Associated Team	Primary Team Role	Additional Role(s) - If apply	Requested Tool(s) Access	Resource Name	Resource Manager Email	Resource AD Status	Corresp... Jira Role	Jira Core Access IDM Req ID	Jira AD Group Members... IDM Req ID	Status
<a href="#">elena.bovsunovska@abbvie.com</a>	e-Wizard Content Au	Scrum Mas			Bovsunovska, Elena	<a href="#">gladys.galec@abbvie.com</a>	Active	AR			
<a href="#">sid.sarkar@abbvie.com</a>	e-Wizard Content Au	Architect			Sarkar, Sid	<a href="#">renee.philip@abbvie.com</a>	Active	FULL			
<a href="#">christina.aronis@abbvie.com</a>	e-Wizard Content Au	Product Te			Aronis, Christir	<a href="#">ambuj.paliw@abbvie.com</a>	Active	FULL			
<a href="#">juan.ramosgonzalez@abbvie.com</a>	Audience Builder* (C	Business Ar	Agile Product Owner		Ramos Gonzal	<a href="#">david.caillet@abbvie.com</a>	Active	FULL			
<a href="#">begonia.bergua@abbvie.com</a>	Audience Builder* (C	BRM			Bergua, Begon	<a href="#">matt.carlsor@abbvie.com</a>	Active	FULL			
<a href="#">natalia.nebaba@abbvie.com</a>	Audience Builder* (C	Scrum Mas			Nebaba, Natali	<a href="#">apurva.jha@abbvie.com</a>	Active	AR			
<a href="#">kotteswari.ravi@abbvie.com</a>	Audience Builder* (C	Architect			Ravi, Kotteswa	<a href="#">brad.sexton@abbvie.com</a>	Active	FULL			
<a href="#">diego.cureses@abbvie.com</a>	Audience Builder* (C	Delivery Lea	Project Manager, Release I		Cureses, Diego	<a href="#">saharsh.kisl@abbvie.com</a>	Active	FULL			

## Step 2

2.1 If the user exists in BIOS list, click anywhere on the user details. The 'Details' screen will open to show the existing data and let you update it

2.2 If the user does not exist in the BIOS list, click on **NEW** button on top right. The 'Details' screen will open with empty fields.

The screenshot shows the Smartsheet Dynamic View interface. The main table, titled "BIOS - Team Resource Roles", lists team members with columns for Resource Email, Associated Team, Primary Team Role, Additional Role(s) - If apply, Requested Tool(s) Access, Resource Name, Resource Manager Email, and Resource AD S. The table contains 8 rows of data. To the right, the "Details" panel is open, showing the "Data" tab with fields for Resource Email, Associated Team, Primary Team Role, Additional Role(s) - If apply, and Requested Tool(s) Access.

Resource Email	Associated Team	Primary Team Role	Additional Role(s) - If apply	Requested Tool(s) Access	Resource Name	Resource Manager Email	Resource AD S
elena.bovsunovska@abt	e-Wizard Content Au	Scrum Mas			Bovsunovska, I	gladys.galec	Acti
sid.sarkar@abbvie.com	e-Wizard Content Au	Architect			Sarkar, Sid	renee.philip	Acti
christina.aronis@abbvie	e-Wizard Content Au	Product Tes			Aronis, Christir	ambuj.paliw	Acti
juan.ramosgonzalez@at	Audience Builder* (C	Business Ar	Agile Product Owner		Ramos Gonzal	david.caillet	Acti
begona.bergua@abbvie.	Audience Builder* (C	BRM			Bergua, Begon	matt.carlsor	Acti
natalia.nebaba@abbvie.	Audience Builder* (C	Scrum Mas			Nebaba, Natali	apurva.jha@	Acti
kotteswari.ravi@abbvie.	Audience Builder* (C	Architect			Ravi, Kotteswa	brad.sexton	Acti
diego.cureses@abbvie.c	Audience Builder* (C	Delivery Lea	Project Manager, Release I		Cureses, Diego	saharsh.kisl	Acti

## Step 3

For a new user, copy and paste the team member's email whose details you wish to add. Press 'Enter'.

The screenshot shows the Smartsheet Dynamic View interface. The main table, titled "BIOS - Team Resource Roles", lists team members with columns for Resource Email, Associated Team, Primary Team Role, Additional Role(s) - If apply, Requested Tool(s) Access, Resource Name, Resource Manager Email, and Resource AD S. The table contains 8 rows of data. To the right, the "Details" panel is open, showing the "Data" tab. The "Resource Email" field is highlighted with a red box and a red arrow pointing to it, indicating where to paste a new email address. The "Associated Team", "Primary Team Role", "Additional Role(s) - If apply", and "Requested Tool(s) Access" fields are also visible. At the bottom right of the panel, there are "Discard Changes" and "Save" buttons.

Resource Email	Associated Team	Primary Team Role	Additional Role(s) - If apply	Requested Tool(s) Access	Resource Name	Resource Manager Email	Resource AD S
elena.bovsunovska@abt	e-Wizard Content Au	Scrum Mas			Bovsunovska, I	gladys.galec	Acti
sid.sarkar@abbvie.com	e-Wizard Content Au	Architect			Sarkar, Sid	renee.philip	Acti
christina.aronis@abbvie	e-Wizard Content Au	Product Tes			Aronis, Christir	ambuj.paliw	Acti
juan.ramosgonzalez@at	Audience Builder* (C	Business Ar	Agile Product Owner		Ramos Gonzal	david.caillet	Acti
begona.bergua@abbvie.	Audience Builder* (C	BRM			Bergua, Begon	matt.carlsor	Acti
natalia.nebaba@abbvie.	Audience Builder* (C	Scrum Mas			Nebaba, Natali	apurva.jha@	Acti
kotteswari.ravi@abbvie.	Audience Builder* (C	Architect			Ravi, Kotteswa	brad.sexton	Acti
diego.cureses@abbvie.c	Audience Builder* (C	Delivery Lea	Project Manager, Release I		Cureses, Diego	saharsh.kisl	Acti

#### Step 4

Enter or update other details such as "Associated Team", "Primary Team Role", "Additional Role(s) - if apply", and any other details that need to be updated.

Smartsheet Dynamic View

☆ BIOS - Team Resource Roles ⓘ

Filter Off

Resource Email

Associated Team

Primary Team Role

Additional Role(s) - If apply

Requested Tool(s) Access

Resource Name

Resource Manager Email

Resource AD S

elena.bovsunovska@abbvie.com	e-Wizard Content Au	Scrum Mas			Bovsunovska, I	gladys.galec	Acti
sid.sarkar@abbvie.com	e-Wizard Content Au	Architect			Sarkar, Sid	renee.philip	Acti
christina.aronis@abbvie.com	e-Wizard Content Au	Product Tes			Aronis, Christir	ambuj.paliw	Acti
Juan.ramosgonzalez@abbvie.com	Audience Builder* (C	Business Ar	Agile Product Owner		Ramos Gonzal	david.caillet	Acti
begona.bergua@abbvie.com	Audience Builder* (C	BRM			Bergua, Begon	matt.carlsor	Acti
natalia.nebaba@abbvie.com	Audience Builder* (C	Scrum Mas			Nebaba, Natali	apurva.jha@	Acti
kotteswari.ravi@abbvie.com	Audience Builder* (C	Architect			Ravi, Kotteswa	brad.sexton	Acti
diego.cureses@abbvie.com	Audience Builder* (C	Delivery Lee	Project Manager, Release I		Cureses, Diego	saharsh.kisl	Acti

Details

Data

Resource Email

luisa.millan@abbvie.com

X

Associated Team

e-Wizard Content Authoring Tool\* (DIG10)

X

Primary Team Role

Business Analyst

X

Additional Role(s) - If apply

Discard Changes

Save

Here are the different fields and their purpose:

Field	Purpose
Resource Email	The <b>Abbvie email address</b> of the team member whose details are to be added or updated.  The Resource Email is already shown for an existing team member.  The Resource Email will need to be copied and pasted for a new team member.
Associated Team	The <b>Abbvie Product Team</b> with which the team member is associated.  Please select <b>one</b> from the team names listed in the drop-down list for a new team member or existing team member whose team is changed.
Primary Team Role	The Primary Role that the team member would play or is currently playing.  Select or change to <b>one Role</b> from the Roles listed in the drop-down list.  <b>Examples</b> of roles are: "Agile Product Owner", "Architect", "BRM", "Business Analyst" and others.
Additional Role(s) - if apply	Select <b>one or more</b> of the Roles from the drop-down list.
Requested Tool(s) Access	Select <b>one or more tools</b> for which the access is requested for or by the team member.  The tools are: "Azure Repo", "Azure Pipeline", "Jira", and "QTest"
Scrum Team Member	Check this box if the team member is part of the Scrum Team.
To Delete	Check this box if the team member name is to be deleted from the list.

## Step 5

Click on [SAVE](#) button to save the changes or new entry.

Smartsheet Dynamic View

☆ BIOS - Team Resource Roles ⓘ

Filter Off

Resource Email

Associated Team

Primary Team Role

Additional Role(s) - If apply

Requested Tool(s) Access

Resource Name

Resource Manager Email

Resource AD Status

elena.bovsunovska@abbvie.com	e-Wizard Content Au	Scrum Mas			Bovsunovska, Elena	gladys.galec	Active
sid.sarkar@abbvie.com	e-Wizard Content Au	Architect			Sarkar, Sid	renee.philip	Active
christina.aronis@abbvie.com	e-Wizard Content Au	Product Tes			Aronis, Christina	ambuj.paliw	Active
Juan.ramosgonzalez@abbvie.com	Audience Builder* (C)	Business An	Agile Product Owner		Ramos Gonzal	david.caillet	Active
begona.bergua@abbvie.com	Audience Builder* (C)	BRM			Bergua, Begon	matt.carlsor	Active
natalia.nebaba@abbvie.com	Audience Builder* (C)	Scrum Mas			Nebaba, Natali	apurva.jha	Active
kotteswari.ravi@abbvie.com	Audience Builder* (C)	Architect			Ravi, Kotteswa	brad.sexton	Active
diego.cureses@abbvie.com	Audience Builder* (C)	Delivery Lea	Project Manager, Release I		Cureses, Diego	saharsh.kisl	Active

Details

Data

Resource Email

luisa.millan@abbvie.com

Associated Team

e-Wizard Content Authoring Tool\* (DIG10)

Primary Team Role

Business Analyst

Additional Role(s) - If apply

Discard Changes

Save

## Step 6

Verify that the details are entered or updated.

Smartsheet Dynamic View												
☆ BIOS - Team Resource Roles ⓘ												
Resource Email	Associated Team	Primary Team Role	Additional Role(s) - If apply	Requested Tool(s) Access	Resource Name	Resource Manager Email	Resource AD Status	Corresp... Jira Role	Jira Core Access IDM Req ID	Jira AD Group Members... IDM Req ID	Status	As To Ro
tullio.ossa@abbvie.com	MDM - Product* (WV)	Business An	BRM		Ossa, Tullio	eva.joshi@a	Active	FULL				
eva.joshi@abbvie.com	MDM - Product* (WV)	Architect	Operations Lead, Release I		Joshi, Eva	alejandro.lai	Active	FULL				
nagashree.ky@abbvie.com	MDM - Product* (WV)	Developer			K Y, Nagashree	alejandro.lai	Active	DEV				
tejaswini.dondla@abbvie.com	MDM - Product* (WV)	Developer			Dondla, Tejasw	alejandro.lai	Active	DEV				
yajat.gupta@abbvie.com	MDM - Product* (WV)	Developer			Gupta, Yajat	alejandro.lai	Active	DEV				
nicolas.michaud@abbvie.com	Academy* (BEX01)	Stakeholder	*BIOS Team Owner		Michaud, Nicol	denis.macs	Active	READ				
taras.ziniak@abbvie.com	P&L Model* (BEX06)	Scrum Mas		Jira	Not Found	#NO MATCH	#NO MATCH	AR			Active	
luisa.millan@abbvie.com	e-Wizard Content Au	Business An			Millan, Luisa	javier.figuer	Active	FULL			In Progress	

For any questions, please feel free to reach out to [Julka, Sharad](#)