How to update BIOS smartsheet with new data

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

Steps

Step 1

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

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.**

Step 3

For a new user, copy and paste the team member's email whose details you wish to add. Press 'Enter'.
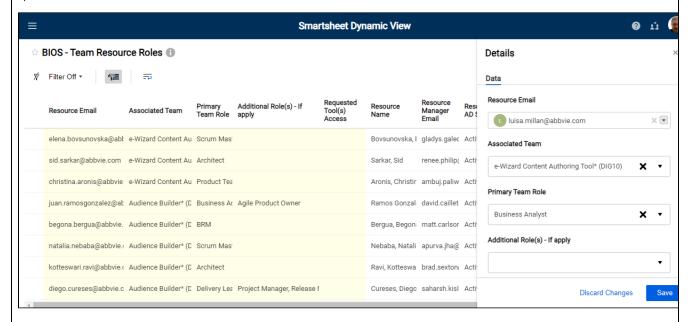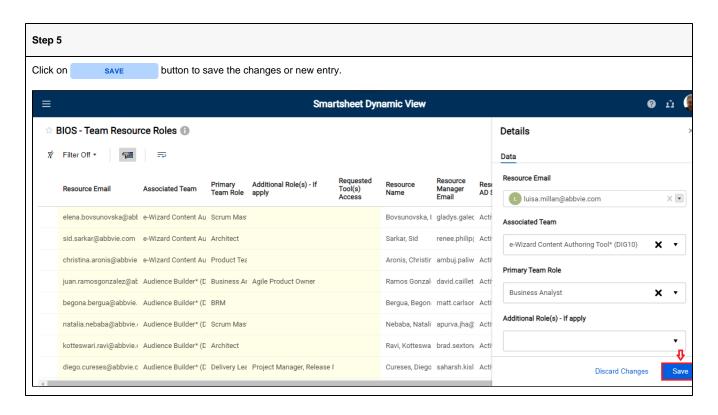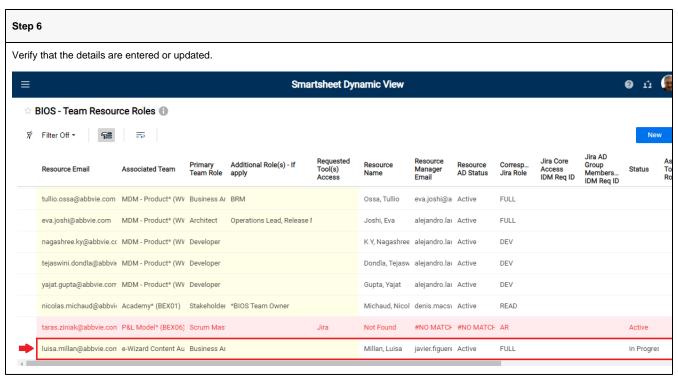
Step 4

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.

Here are the different fields and their purpose:

Field	Purpose
Resource Email	The **Abbvie email address** 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 **Abbvie Product Team** with which the team member is associated. Please select **one** 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 **one Role** from the Roles listed in the drop-down list. **Examples** of roles are: "Agile Product Owner", "Architect", "BRM", "Business Analyst" and others.
Additional Role(s) - if apply	Select **one or more** of the Roles from the drop-down list.
Requested Tool(s) Access	Select **one or more tools** 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.

Step 6

Verify that the details are entered or updated.

For any questions, please feel free to reach out to *Julka, Sharad*