# Table of Contents

**NOTE:** This FRB training video was recorded in 2021; please refer to FY24 instruction guides for current dates and updates to the FRB system.

## Accessing FRB/FRB Log-In
- FRB Tab
- FRB log-in process
- Access security (home dept. vs. funding dept)

## FRB Tour
- Faculty static information
- Clinical funds flow variables (renamed Other Position Metrics)
- Comments section

## Editing a Current Faculty Member
- Edit funding for a current faculty member
- Add/Delete new funding for a current faculty member
- Remove/confirm funding for current faculty outside the SOM

## Adding New Faculty
- Dummy PIDs
- Pro-rate faculty
- Model PIDs

## Centers View and Edit Funding
- Basic Science and Centers view and fund editing
- Delete funding

## Reports
- Types of reports
- How to run reports
- Useful reports

## Creating Pivot Tables
- Exporting data to Excel
- Sorting data using a pivot table
- Comparing old and new funding using a pivot table