**Attendance Reporting Spreadsheet – Information and Guidelines**

The excel Attendance Reporting Spreadsheet provided must be used effective 2/13/2014 so that attendance and corresponding credits for RSS attendees can be converted to a data file, uploaded and correctly recorded in our credit management system: CME Tracker.

**To prevent delay in processing, and ensure that learners are properly credited, the format of the spreadsheet must not be changed, and it must be completed as follows:**

* Please do not change any formatting; you will not be able to insert rows or columns. Provide only the information requested - do not add graphics, a header or footer, or add any comments in a cell.
* The CEL will supply a **CME ID** for learners, so please leave this field blank for now.
* Please be consistent with **names and email addresses**. Supplying a different name and/or email address for a person will result in a new record being created. Thus, a person’s record and transcript will be incomplete. Also, please enter the full email address; spreadsheets that include ‘global’ cannot be accepted and will be returned.
* Please select the learner’s **Affiliation** from a drop down menu (UR Medical Center, Highland Hospital etc). You will not be able to drag this field down to other rows, but you will be able to copy and paste.
* The **Work Phone** number must be entered as xxx-xxx-xxxx (ie 585-275-4392).
* Enter the **Birth Day** as **MM/DD** (ie 03/08). Please do not change the format; it has to be a numerical field.

**Entering Attendance/Credit for each Session**

* The Session columns are namedDate1, Date2.... with **Date1** representing the first date of the session. Please overwrite the column names in **mm/dd/yyyy** (ie 01/06/2014) format. Instead of recording attendance and credit with an ‘x’, ‘1’ or any other symbol, **this date will be used to record attendance**.
* For each session, please *copy and paste* the session date (see above for format) down the column – or in the row corresponding to each person attending that session. Please do not change the format. It has to be a text field.
* **Please do not total up the credit count.**