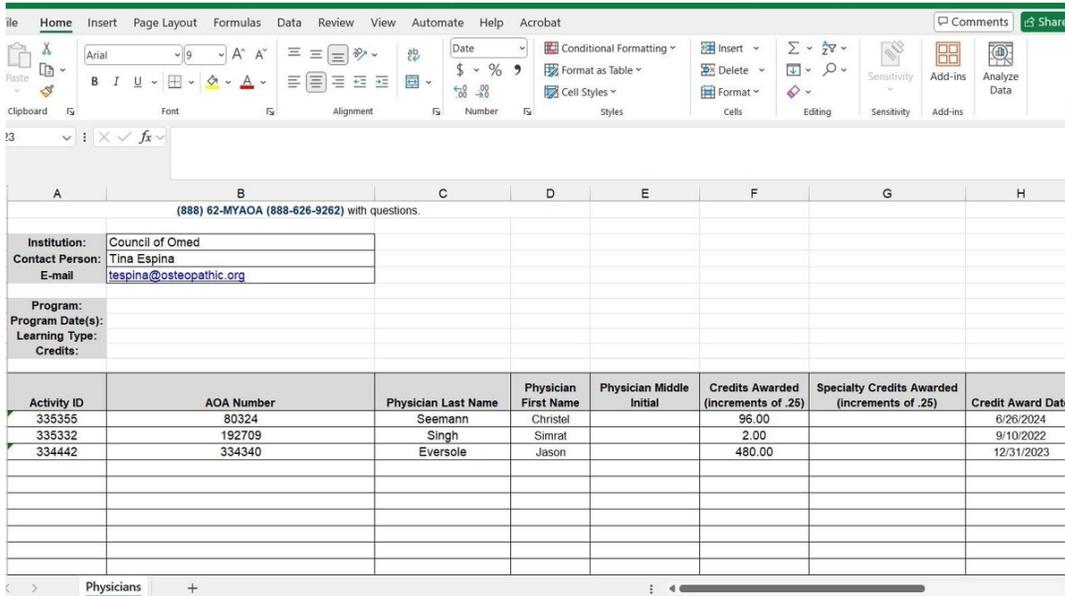
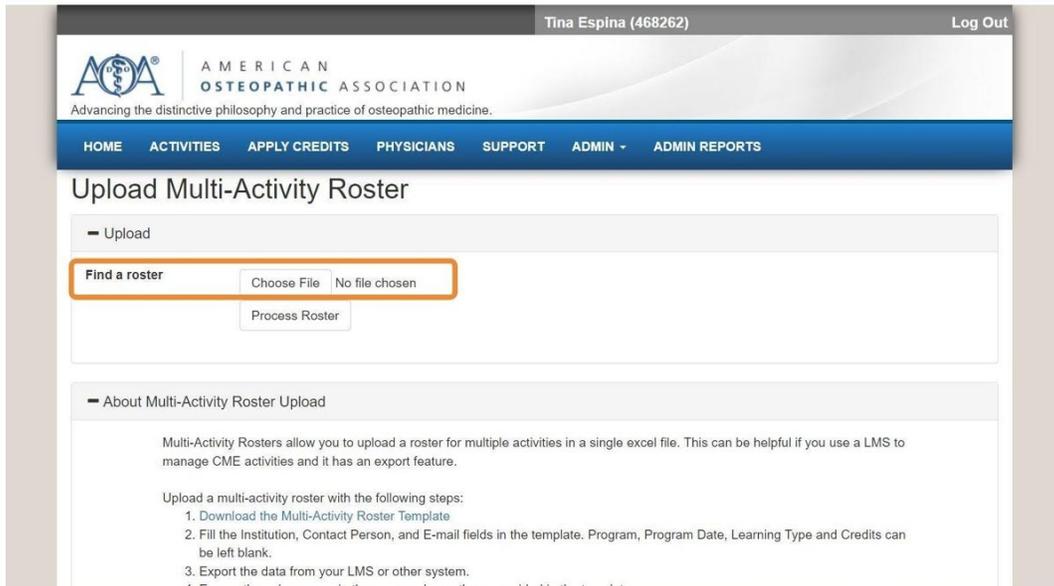


3. Fill the Institution, Contact Person, and E-mail fields in the template.
4. The Program, Program Date, Learning Type and Credits can be left blank.
5. Activity IDs may be found by searching via the “Activities Tab” in TraCME.
6. Enter the physicians AOA number, Last Name, First Name, Credits Awarded and Credit Award Date.
7. Once the Roster is complete save the file and close Excel.



8. Select the file by hitting the [Browse...] or [Choose File] button.



9. Select the Multi-Activity Roster file

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HOME ACTIVITIES APPLY CREDITS PHYSICIANS SUPPORT ADMIN - ADMIN REPORTS

Find a roster

Choose File 10-2-24 MultiRosterTemplate (6).xlsx

Process Roster

— About Multi-Activity Roster Upload

Multi-Activity Rosters allow you to upload a roster for multiple activities in a single excel file. This can be helpful if you use a LMS to manage CME activities and it has an export feature.

Upload a multi-activity roster with the following steps:

1. Download the Multi-Activity Roster Template
2. Fill the Institution, Contact Person, and E-mail fields in the template. Program, Program Date, Learning Type and Credits can be left blank.
3. Export the data from your LMS or other system.
4. Ensure the columns are in the same order as those provided in the template.
 - o Activity ID as it appears in TraCME
 - o Physician AOA Number
 - o Physician Last Name
 - o Physician First Name

10. [[Click [Process Roster]]

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 - o Physician First Name

11. Each activity will include a "Confirm and Receipt" page highlighting any error noted.

These errors occur when the TraCME system detects an issue with a physician listed on the Roster. In the example provided, the physician had already received credit for completing the activity returning a "duplicate" error.

Do not click Back Button or Roster Upload will be discarded

Confirm & Accept

File Name	Contains Errors	Total Number of Records
10-2-24 MultiRosterTemplate (6)_335355.xlsx	Yes	1
Initial Count of Records with Errors	Activity Name	Activity Id
1	Genesis Quad Cities - Precepting	335355

Excel Row #	AOA Number	Physician Last Name	Physician First Name	Physician Middle Initial	Credits Awarded	Specialty Credits Awarded	Credit Award Date	Is Valid?	Errors
19	080324	Seemann	Christel		96		6/26/2024	False	Duplicate!

Accept Valid Roster Records

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12. You will need to select [Accept Valid Roster Records] for each page until you return to the original Multi-Activity Roster Upload page.

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4. Ensure the columns are in the same order as those provided in the template.
 - o Activity ID as it appears in TraCME
 - o Physician AOA Number
 - o Physician Last Name
 - o Physician First Name
 - o Physician Middle Initial
 - o Credits Awarded
 - o Specialty Credits Awarded
 - o Credit Award Date
5. Paste the exported data into the Multi-Activity Template.

If you have any questions, please contact Tina Espina at tespina@osteopathic.org.