



Activity Excel File Upload Instructions for Learner Count Updates

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Activity Excel File Upload Instructions for Learner Count Updates

Introduction

The Update Learner Counts and Close Activity Excel file in ACCME's Program and Activity Reporting System (PARS) offers providers the ability to update just the learner counts for activities that they have already entered into PARS, without having to include all of the activity data that was previously entered into the system. The Update Learner Counts and Close Activity Excel file will also allow you to close activities that have all required data entered already.

If you need to enter activities into PARS, **this is not the template to use for that purpose**. Please use the manual entry method, the Excel batch upload method, the XML batch upload method or web services. This template should only be used to add learners to and/or close activities that have already been entered into PARS. If you use this template and PARS cannot find an existing ACCME activity ID, you will receive an error message.

The main section of these instructions describes how to use this template to add total learner counts for existing activities. You may also use this template to close out activities, to help complete year-end reporting.

Getting help with PARS: If you can't find what you're looking for in these instructions, please submit your questions to the ACCME using the contact support interface within PARS. You may also contact the ACCME at info@accme.org with your questions.

How to use this template

1. Download the Update Learner Counts and Close Activity Excel activity file from the ACCME website. The Update Learner Counts and Close Activity Excel should be used only when you are ready to add total learners to an activity. If you still need to upload your activities into PARS, please use the Excel Activity Batch Upload.
2. The Update Learner Counts and Close Activity Excel file displays a heading row with general instructions followed by sample data rows. After reviewing the sample data, be sure to remove these sample rows from your file prior to uploading. **Do not remove any data columns or the column headers.**
3. One row is needed per activity, and all data on the same row must relate to the same activity. You can copy and paste the number of rows needed to enter all your activities in the batch. This will copy the cell validation/valid values into each row.



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4. Record Action column: Please select Total Learners/Close.

Record Action	ACCME Activity			
	ID	Internal ID	Activity Title	Activity Format
Total Learners/Close				

5. ACCME Activity ID column: Please enter the ACCME Activity ID for which you want to enter total learner counts and/or close. Note that you can't use the template without the ACCME Activity ID. Using the Internal ID will not work.

Record Action	ACCME Activity			
	ID	Internal ID	Activity Title	Activity Format
Total Learners/Close	20112334			

6. Total Learners columns: Enter the total number of physicians that completed the activity and the total number of other learners that completed the activity. If no learners participated, enter 0. Both columns must have a number (zero is acceptable) in order to close the activity.

Total Learners - Physicians	Total Learners - Other Learners

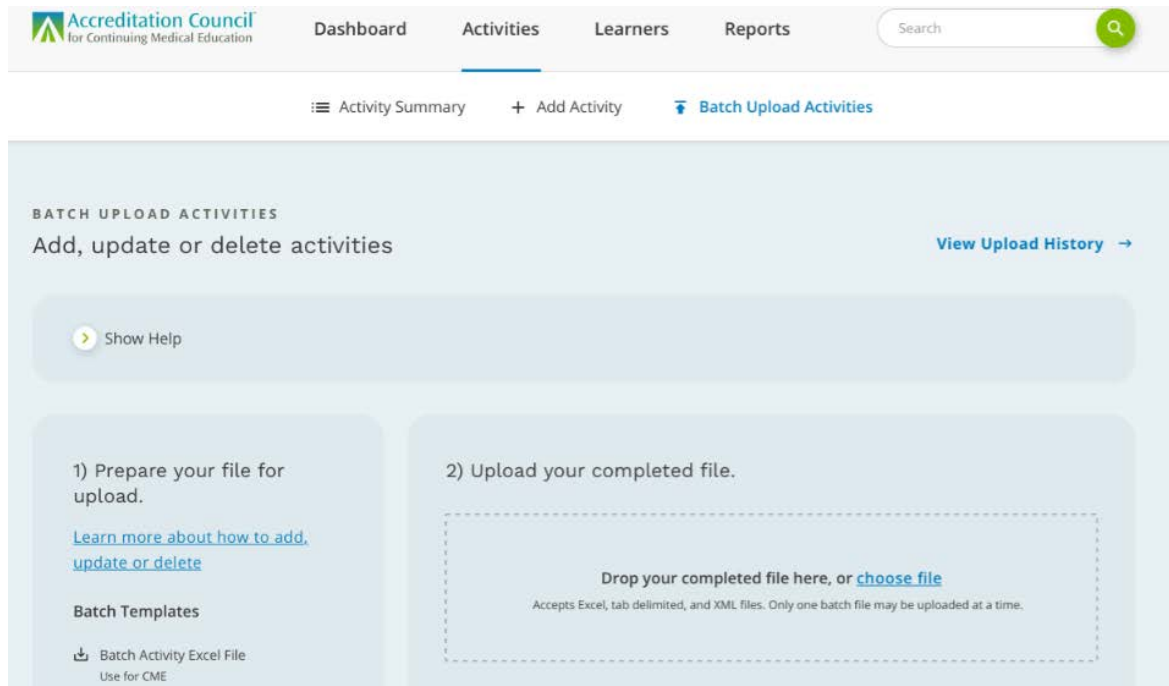
7. Close activity column: Select Yes in this column to indicate you want to close the activity. This may be used along with updating your total learner counts. In order to close an activity, all activity information must have already been entered and the end date must be in the past. Once you have closed an activity, it cannot be edited. If you do not wish to close the activity and only want to update learner counts, you may keep that column blank.

Close Activity?



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- The only fields that PARS will read are the Record Action, the ACCME Activity ID, the total learner counts fields and the close activity field. You may leave other columns in the Excel file blank. If your LMS is programmed to export all activity data into this file format, that is fine. **If you do enter data in any of the other fields, the system will ignore it.**
- Save your file with a name that will help you distinguish it from other file uploads. To upload your file in PARS, click on the Activities tab and click the “Batch Upload Activities” option.



- Drag and drop or choose the Update Learner Counts and Close Activity Excel file you created to upload into PARS.
- Once the file has finished uploading, click on View Upload History. Once your file has finished processing, you will be able to review the results.
- If there are rejected activity records, download the rejected activities to view and edit any errors within the file directly. This edited file can then be uploaded again to address any activities where learner counts were not updated.



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Excel File Format Fields

Field Name	Valid Values/Format	Required to close activity?	Comments	Example data
Record Action	Total Learners/Close	Yes	Total Learners/Close must include a valid ACCME ID along with the relevant total learner counts.	Total Learners/Close
ACCME Activity ID	9 digit assigned Number	Yes	ACCME Activity ID is a unique, automatically generated number from PARS once the activity is initially added. This field should be blank when a new activity record is being added.	201012345
Total Learners – Physicians	Number	Yes	Can only add learner totals to activities that have a start date in the past The number MDs and DOs that participated in the activity (including residents)	10
Total Learners – Other Learners	Number	Yes	Can only add learner totals to activities that have a start date in the past Other Learners are attendees other than MD's or DO's, such as nurses, physician assistants, and other health professionals	0
Close Activity?	Yes Null	Yes	An activity can only be closed once all required data fields are completed and the end date for the activity is in the past.	Yes

Appendix A – Error Codes

Code	Error Message
481	Closed activities may not be edited.
482	Learners may not be reported for activities in the future.
690	ACCME Activity ID does not exist
754	No new learner counts were entered for this activity