

CloudCME Credit Reports for RSS Owners

Individuals assigned as owners of a regularly scheduled series (RSS) in CloudCME have access to the following three reports related to the issuance of continuing education credit:

- **Credits**
- **RSS Attendance History**
- **Transcripts**

Reports

Instructions: Your available reports are listed below.

Activity Summary	Credits	Faculty
Evaluations	Credits	Disclosures
Test Results	RSS Attendance History	
	Transcripts	

Credits

This screen displays the continuing education credits that have been awarded between a specific time frame for all activities, specific activities, or for a particular user.

To run a report for all activities that you have access to for a specific time period, select a start and end date and click the **Run Report** button. The results will display the credits awarded between that time frame.

Credits

Instructions: Select a date range, activity, and optionally a user, then click Submit.

From: 9/28/2019 To: 10/28/2019 Activity: All Parents Only

User:

Run Report

EventName

Export XLS

ID	Name	First Name	Last Name	Email	Birth Month	Birth Day	Degree	Organization
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.

If you would like to pull CE Credits for all activities that you have access to simply remove the start and end date and then click the **Run Report** button.

If you would like to pull CE Credits for a specific activity (if you are an owner of more than one activity) simply select your start and end date then the specific activity, then click the **Run Report** button.

You can also pull CE credits for a particular attendee by entering the user's name (last name lookup).

Credits

Instructions: Select a date range, activity, and optionally a user, then click Submit.

From: 9/28/2019 To: 10/28/2019 Activity: All Parents Only

User:

Run Report

All data can be exported to an XLS file by clicking the Export XLS button.

RSS Attendance History

The RSS Attendance History report provides data on RSS attendance with attendance numbers. Enter the name of the RSS in the activity search field. You can further narrow the search results by providing a First Credit Date and a Last Credit Date. Enter the search criteria and click the **Run Report** button.

RSS Attendance History

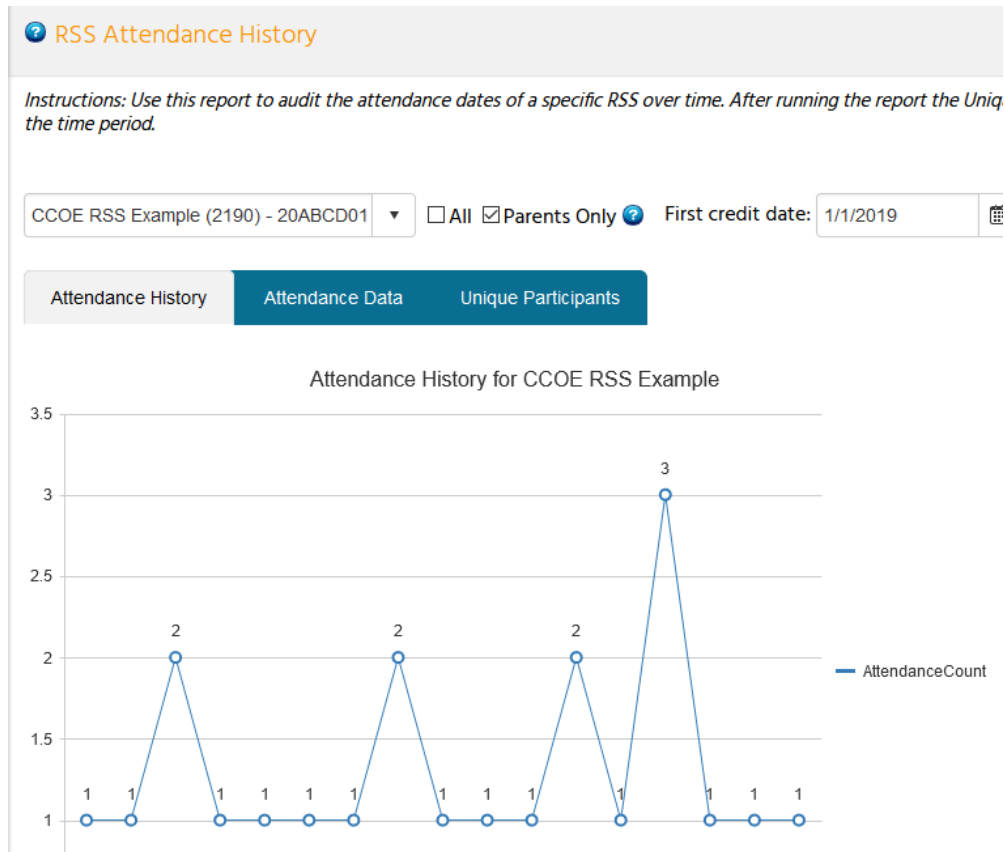
Instructions: Use this report to audit the attendance dates of a specific RSS over time.

CCOE RSS Example (2190) - 20ABCD01 All Parents Only First credit date: 1/1/2019 Last Credit Date: 12/31/2019 **Run Report**

RSS Attendance by Date

1.2

The plot chart will display with actual attendance numbers.



Select the Attendance Data tab to view the child activity date, the attendance total, the title of the child activity and the child ID number.


Date	Attended	Title	ID
8/28/2019	1	Roster CCOE RSS Example - 8/28/2019	2215
9/24/2019	1	Roster CCOE RSS Example	2213
9/30/2019	2	Roster CCOE RSS Example	2213
10/8/2019	1	Roster CCOE RSS Example	2213
10/17/2019	1	Roster CCOE RSS Example	2213
10/22/2019	1	Roster CCOE RSS Example	2213

This data can be exported to an XLS file by clicking the Export XLS button located between the plot chart and the data table.

If you click on Roster, which displays as a blue link, a new screen will display.

You can now see the attendance roster listing attendee names.

Attendance Roster for CCOE RSS Example on '9/30/2019'




ID	Name	Degree	Credit Type	Activity	Description	Credit	Credit Date
33	Elizabeth Ward, MSJ	MSJ	Non-Physician Attendance	CCOE RSS Example	Directly Provided - Regularly Scheduled Series	1.00	9/30/2019

This data can be exported to an XLS file by clicking the Export XLS button.

Select the Unique Participants tab to view the unique participants for the series.

Attendance History Attendance Data Unique Participants



User ID	Email	Last Name	First Name	Degree
33	elizabeth.s.ward@rutgers.edu	Ward	Elizabeth	MSJ

This data can be exported to an XLS file by clicking the Export XLS button.

Transcripts

The Transcripts report allows you to generate transcripts based on different criteria. Depending on what data you want returned, select the appropriate options on the Options & Search screen, then click Search to generate the transcript report. Or, you can search for an individual transcript using last name lookup.

Options & Search Transcripts

View Complete Transcripts

Search Existing Users

Attended Activity All Parents Only Activity Type: -- Select -- Specialty:

Only return users with credits between these two dates: Department: Location:

Between 1/1/2007 and 11/1/2019

US Non-US

Search Reset Saved Settings

OR find a transcript for one individual using last name lookup

Generate Transcripts

A couple options to be aware of are:



View Complete Transcripts (unchecked by default) - when running the transcript report for a specific activity, by default, the transcripts generated will only display the credits for the activity selected. If you wish to view the attendees' full transcripts when generating the report, you would need to check "View Complete Transcripts" first, then select your activity and any other criteria needed for your search.

Options & Search Transcripts

View Complete Transcripts

Only return users with credits between these two dates (checked by default) - this option is checked by default. If you wish to return the transcripts for users regardless of credit between the dates listed, you can uncheck this option.

Only return users with credits between these two dates:

Between  and 

The transcripts for individuals that meet your search criteria will be listed on the Transcripts tab.

[Options & Search](#) [Transcripts](#)

You can export this report to a variety of formats using the "Export to the selected format" dropdown. You can also print the report by clicking on the print icon.

