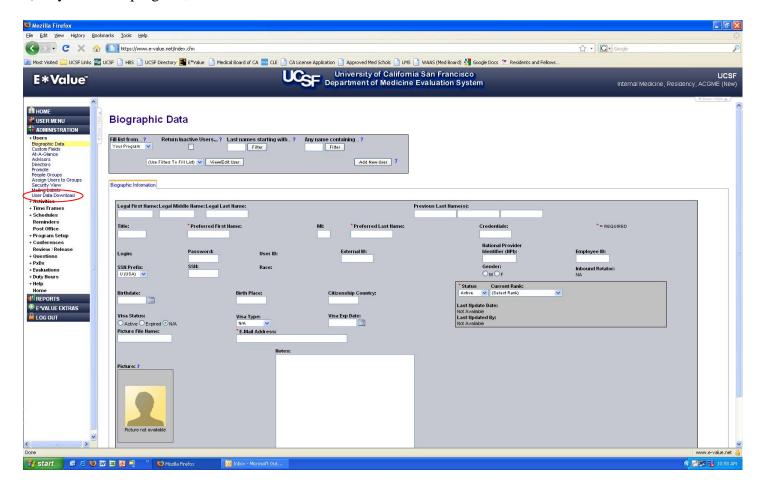
USER DATA DOWNLOAD INSTRUCTIONS

Each trainee is required to have a complete E*Value profile. An E*Value profile is complete once the following E*Value fields have been entered: Click to view required fields

Given the volume of entries coordinators have to input, it is easy to miss one or two fields or enter information and then not save it. To ensure all of your trainees have complete E*Value profiles, you should run a User Data Download Report. This will list all of your trainees and show you what, if anything, is missing.

To run a User Data Download Report:

1) In your home program, select "User Data Download" from the Administration > Users toolbar.



2) Select the E*Value required fields. Use the +/- button to expand the options. Mozilla Firefox

Elle Edit View History Bookmarks Tools Help A https://www.e-value.net/index.cfm ☆ · G · Goog 🔊 Most Visited 📴 UCSF Links 🚾 UCSF] HBS 🗋 UCSF Derectory 🚆 E*Value 📗 Medical Board of CA 🥶 CLE 📄 CA License Application 📄 Approved Med Schols 📄 UMS 📄 WAAS (Med Board) 🛂 Google Docs 🌁 Residents and Fellows University of California San Francisco
Department of Medicine Evaluation System E*Value Internal Medicine, Residency, ACGME (New) **User Data Download** USER MENU ADMINISTRATION Users
 Biographic Data
Custom Fields
 At-A-Clanice
 At-A-Clanice
 Connectors
 Frontel
 People Groups
 Assign Users to Groups
 Security View
 Mailing Labels
 User Data Download
 Activities Select All Un-Select All LAST NAME (PREFERRED) FIRST NAME (PREFERRED) RANK ROLES SPECIALTIES ☐ GROUPS User Biographic Fields + Program Information User Custom Fields Activities

Time Frames

Schedules
Reminders
Post Office

Program Setup

Conferences
Review (Release

Questions

PADV

Evaluations

Buty Hours

Help
Home

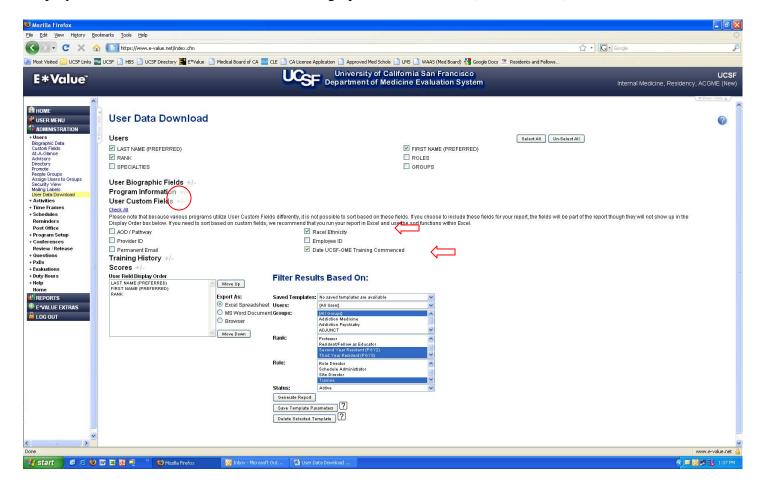
By Review (Release) Training History + Scores User Field Display Order Filter Results Based On: Move Up Export As: Saved Templates: No saved templates are available Excel Spreadsheet Users:
 MS Word Document Groups: [All Groups]
Addiction Medicine
Addiction Psychiatry
ADJUNCT Browser Move Down E*VALUE EXTRAS (All Roles) Activity Director Activity Group Administrator Activity Group Director LOG OUT Status: (All Statuses) Generate Report Save Template Parameters ? Delete Selected Template 🛂 stant 🥒 😂 🕲 🔟 🔯 💆 🤌 🤌 Woella Firefox 🚺 Inbox - Microsoft Cut... 📳 User Data Download ... 《温泉湯』 Mozilla Firefox Eile Edit View History Bookmarks Tools Help 🕜 👉 🤘 📉 🦍 👔 https://www.e-value.net/index.cfm ☆ · G · Goog 💹 Most Visited 📴 UCSF Links 🚾 UCSF 🗋 HBS 🗋 UCSF Directory 🜉 E^{TValue} 🧎 Medical Board of CA 🔤 CLE 📄 CA License Application 📄 Medical Board of Calif... 📄 Approved Med Schols 📋 UNS 📄 WAAS (Med Board) 🛂 Google Docs 💇 Residents and Fellows University of California San Francisco
Department of Medicine Evaluation System UCSF E*Value **User Data Download** USER MENU 0 4 ADMINISTRATION ** ADMINISTRATION

** Users **
** Users **
** Biograph Dotals **
** Biograph Dotals **
** Advisors **
** Directors **
** Directors **
** People Groups **
** Assign Users to Groups **
** Assign Users to Groups **
** Assign Users to Groups **
** Haling Labes **
** User Dotal Download **
** Activities **
** Frames **
** Schedules **
** Reminders **
** Post Office **
** Program Setup **
** Conferences **
** Review | Release **
** Questions **
** Pub Wours **
** Helip **
** Hours **
** Helip **
** Hours **
** Helip **
** Users Select All Un-Select All FIRST NAME (PREFERRED) ☑ LAST NAME (PREFERRED) RANK ROLES ☐ SPECIALTIES ☐ GROUPS User Biographic Fields +/-Check All

AAMC NUMBER ☑ LEGAL FIRST NAME ACLS CERTIFICATION DATE ✓ LEGAL LAST NAME LEGAL MIDDLE NAME ACLS NUMBER BIRTH COUNTRY ☑ LICENSE EXPIRATION DATE ☑ BIRTH DATE ☑ LICENSE NUMBER CELL PHONE NUMBER LOGIN NAME CITIZENSHIP COUNTRY MAIL STOP CREDENTIALS MEDICAL SCHOOL CODE ☐ DEA CERTIFICATION DATE MEDICAL SCHOOL GRAD DATE DEA REGISTRATION NUMBER MEDICAL SCHOOL NAME DEPARTMENT ID 1 MESSAGING ADDRESS # REPORTS DEPARTMENT ID 2 F'VALUE EXTRAS ECFMG CERT DATE ☑ OFFICE ADDRESS 1. A LOG OUT ECFMG NUMBER OFFICE ADDRESS 2 ECFMG VALID THROUGH DATE OFFICE CITY EGME SIGNOFF DATE OFFICE COUNTRY ✓ EMAIL OFFICE ORGANIZATION NAME EMALL REMINDER DATE OFFICE ORGANIZATION WEB PAGE EMERGENCY CONTACT ADDRESS 1 OFFICE STATE ■ EMERGENCY CONTACT ADDRESS 2 OFFICE ZIP 4 EMERGENCY CONTACT CITY OFFICE ZIP 5 ☐ EMERGENCY CONTACT EMAIL PAGER NUMBER EMERGENCY CONTACT NAME PALS CERTIFICATION DATE ■ EMERGENCY CONTACT PHONE PALS NUMBER ■ EMERGENCY CONTACT RELATIONSHIP PERMANENT MAILING ADDRESS 1 EMERGENCY CONTACT STATE PERMANENT MAILING ADDRESS 2 EMERGENCY CONTACT ZIP PERMANENT MAILING CITY PERMANENT MAILING COUNTRY

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3) In the User Custom Fields section, be sure to select Race/ Ethnicity and Date UCSF-GME Training Commenced. DO NOT check the Employee ID or Permanent Email boxes in this section. Instead, use the Employee ID and Email check boxes in the Biographic Fields section (circled above).



4) Once you have selected the required E*Value fields, you will need to filter your results.

Users: All Users Groups: All Groups

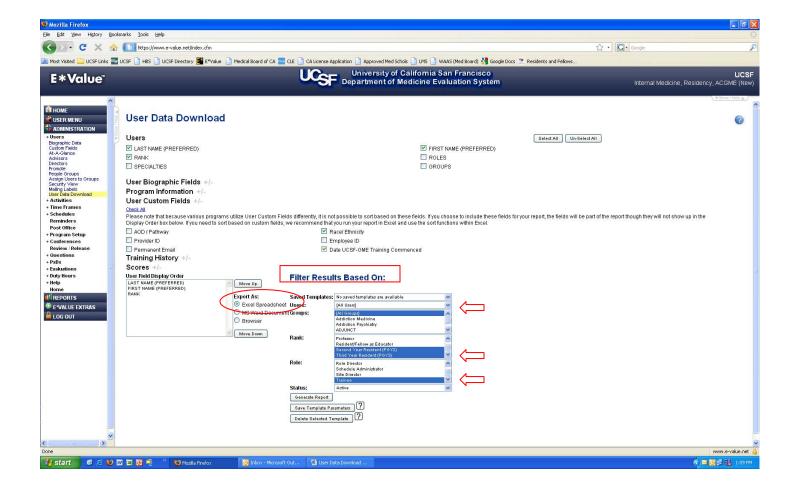
Rank: Select all of the PGY ranks. To select more than one rank, hold the CTRL key and click.

Role: Select the Trainee Role

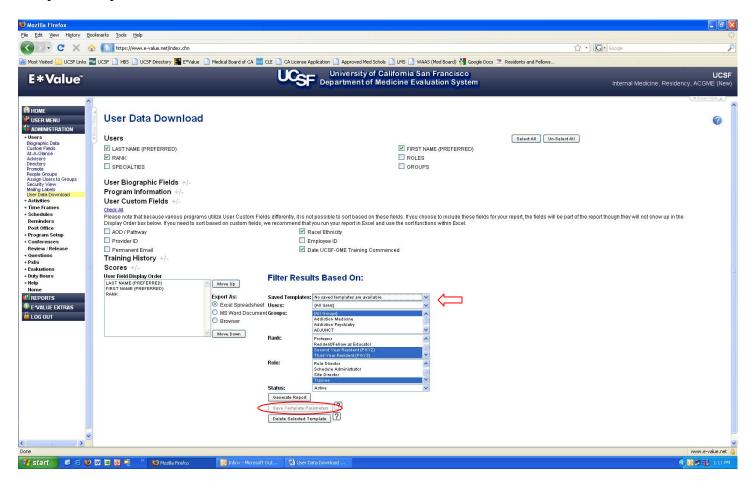
Status: You can only select one status. Select Active to see your current trainees or Pre/Post active to see your

incoming trainees.

Be sure to also select Export As: Excel Spreadsheet.



5) Before you generate your report, you may want to select Save Template Parameters so you can easily load the report's settings in the future. After you save the template, you can access the report from the Saved Templates drop down menu.



6) Click Generate Report and save the report to your hard drive. Once you open the file, you will be able to see if any of your trainees have missing E*Value information. You will need to run the report for each of your home programs.