

DIRECTIONS FOR USING PROGRAM PORTAL TO CREATE PROGRAM PERSONNEL EXCEL EXPORT FOR APPLICATION OR REPORT TO ARC-PA

Log into the Portal. Be sure the personnel tab is up to date. From the Home Page, click on Reports on the menu to the left. Select Program Personnel Excel Export.

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Reports	۲
Program Data Sheet	
Program Personnel Excel Export	
Program SCPE Excel Export	

Next, click on "Export."

Program	•	Program Personnel Excel Export
Reports	۲	
Program Data Sheet Program Personnel Excel Export		To view the Personnel Excel Export, select the 'Export' button below.
Program Budget Excel Export		

Open the report. (Note that you may have to select "Enable Editing" in order to save the spreadsheet.)

Edit the Excel sheet by clicking on "Data" and then "Sort."

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1	User Name	 Full Name 	 Credentials 	Standards Required Role 🖃	Program FTE % 💌 Interim 💌	Program Title	Email Address	 Primary Phone 	 Primary Campus Assignment 	FTE % for (Main)	FTE% for Best Prog
2	Bestdirector	Ms Best Director	MS, PA-C	Program Director	100.00% Yes		juliekeenapac@gmail.com	(111) 111-3333 x303	The Best Program Ever Main Campus	100.00 %	· · · · · · · · · · · · · · · · · · ·
3	bentest	Mr Ben Test Silverberg	MS, PA-C, MD	PA-C principal faculty	100.00% No	Clinical Director	ben.silverberg@gmail.com	(111) 111-4444 x404	The Best Program Ever Main Campus	25.00 %	75.00 %
4	Pending	Dr Rudolph Reindeer	MD I	Medical Director	50.00% Yes	medical director	rreindeer@yahoo.com	(444) 444-5555	The Best Program Ever Main Campus	30.00 %	10.00 %
5	Pending	Ms Cathy Noel	MS	non PA principal faculty	50.00% Yes	data analyst	cathy@bestprogram.edu	(111) 111-6666 x606	Best Program Distant Campus 1		25.00 %
6	Pending	Mr Paul Director	MCFDEGZ		0.00% No	Program director	pd@best.com			-	-
7	Sally Lannerton	Ms Sally Lannerton	MBA a	administrative support staff	50.00% No	data analyst	susanl@nccpa.net	(770) 777-7777 x77	The Best Program Ever Main Campus	50.00 %	- ·
8	Pending	Mr William Tammaton	MBA	non PA principal faculty	0.00% No	data analyst	lunnse@hotmail.com	(777) 777-0000		-	
9	Pending	Mr Isaac Hurricane	none	administrative support staff	86.00% No		Isaac@NO.edu	(111) 321-4444	The Best Program Ever Main Campus	86.00 %	
10	Pending	Ms Laura Walker	PA		65.00% No	research coordinator	webmaster@arc-pa.org	(314) 961-1283	The Best Program Ever Main Campus	50.00 %	10.00 %
11		Dr Tammy Smith	MD		75.00% No		tammys@best.edu	(707) 666-6578	Best Program Distant Campus 1	50.00 %	25.00 %
12	Pending	None Marie Woods	MD	non PA principal faculty	50.00% No		mwoods@bestprogram.org	(203) 333-3333	Campus 2		-
13	pilotjkeena	Ms Pilot Julie	PA-C	administrative support staff	50.00% No		pilotjkeenaarcpa@outlook.com	(987) 655-4332	Best Program Distant Campus 1	-	50.00 %

Then click on the drop down by "Sort by" and choose "Standards Required Role" and then click on the "Order" drop down to switch to "Z to A."

A	B	С	D	E	F	G	Н		
User Name	🛛 Full Name 🔤	Credentials	Standards Required Role 🔽	Program FTE % 💌	Interim 💌	Program Title	 Email Address 	Primary Phone	Primary Car
Bestdirector	Ms Best Director	MS, PA-C	Program Director	100.00%	Yes		juliekeenapac@gmail.com	(111) 111-3333 x303	The Best Pro
bentest	Mr Ben Test Silverberg	MS, PA-C, MD	PA-C principal faculty	100.00%	No	Clinical Director	ben.silverberg@gmail.com	(111) 111-4444 ×404	The Best Pro
Pending	Dr Rudolph Reindeer	MD	Medical Director	50.00%	Yes	medical director	rreindeer@yahoo.com	(444) 444-5555	The Best Pro
Pending	Ms Cathy Noel	MS	non PA principal faculty	50.00%	Yes	data analyst	cathy@bestprogram.edu	(111) 111-6666 ×606	Best Program
Pending	Mr Paul Director	MCFDEGZ		0.00%	No	Program director	pd@best.com		
Sally Lannerton	Ms Sally Lannerton	MBA	administrative support staff	50.00%	No	data analyst	susanl@nccpa.net	(770) 777-7777 x77	The Best Pro
Pending	Mr William Tammaton	MBA	non PA principal faculty	0.00%	No	data analyst	lunnse@hotmail.com	(777) 777-0000	
Pending	Mr Isaac Hurricane	none	administrative support staff	86.00%	No		Isaac@NO.edu	(111) 321-4444	The Best Pro
Pending	Ms Laura Walker	PA		65.00%	N Sort	second conditioned	uniternative glass gaung	Ş	est Pro
	Dr Tammy Smith	MD		75.00%	N				Program
Pending	None Marie Woods	MD	non PA principal faculty	50.00%	N 2↓ Ad	d Level X Delete Level	Copy Level 🔺 🔻 Option:	🗸 My data has <u>h</u>	leaders us 2
pilotjkeena	Ms Pilot Julie	PA-C	administrative support staff	50.00%	N Colum	n	Sort On	Order	rogram
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A principal faculty	50.00%	Yes	data analyst	cathy@bestprogram.edu	(111) 111-6666 x606	Best Program Distant
	0.00%	No	Program director	pd@best.com		
istrative support staff	50.00%	No	data analyst	susanl@nccpa.net	(770) 777-7777 x77	The Best Program Eve
A principal faculty	0.00%	No	data analyst	lunnse@hotmail.com	(777) 777-0000	
istrative support staff	86.00%	No		Isaac@NO.edu	(111) 321-4444	The Best Program Eve
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			standards Required		OK Can	cel

Then click on "Add level"

A principal faculty	50.00%	Yes	data analyst	cathy@bestprogram.edu	(111) 111-6666 x606	Best Program Distant
	0.00%	No	Program director	pd@best.com		
istrative support staff	50.00%	No	data analyst	susanl@nccpa.net	(770) 777-7777 x77	The Best Program Ever
A principal faculty	0.00%	No	data analyst	lunnse@hotmail.com	(777) 777-0000	
istrative support staff	86.00%	No		Isaac@NO.edu	(111) 321-4444	The Best Program Ever
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A principal faculty	50.00%	N 2400	Id Level	E Copy Level A V Option	ns 📝 My data has <u>h</u> e	taders us 2
istrative support staff	50.00%	6 Colum	n	Sort On	Order	rogram Distant
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Click on the drop down for "Then by" and add "Program FTE%" and click on "Order" drop down to change to "largest to smallest" and click "ok."

t staff	50.00%	No	data analyst	susanl@nccpa.net	(770) 777-7777 x77	The Best Prog
ty	0.00%	No	data analyst	lunnse@hotmail.com	(777) 777-0000	
t staff	86.00%	No		Isaac@NO.edu	(111) 321-4444	The Best Prog
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ty	50.00%	N [‡] 2↓ A	dd Level 📉 <u>D</u> elete Level	E Copy Level	ns √ My data has <u>h</u> ea	aders us 2
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Save the document as directed "Program Personnel *insert program name or abbreviation.*" Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces. Do not include commas in the document name.

OR the Program Personnel Report can be downloaded from the Program Detail page within the Personnel tab, by clicking on "Export to Excel."

Personnel SDE Stud	ents Program Budget	**Program I Dr Santa User Name sclause@be (111) 111-	Vector Reports To Clause 1: Pending terver.edu 1111		Taxis True
	(Edit) [Deleter]	**Program I Dr Santa User Nami sclause@be (111) 111-	Rector Reports To Clause 1: Pending tiever.edu 1111		Texts1 (Point
					fend free
e Standards Required I	Role FTE Per	cent Inte	im Program Title	Email Address	Primary Phone
Fest Silverberg PA-C principal facult	y 1	00.00 %	Clinical Director	ben.silverberg@gmail.com	(111) 111-4444 x404
Iph Reindeer Medical Director		50.00 %	medical director	meindeer@yahoo.com	(444) 444-5555
y Noel non PA principal fact	ulty	50.00 %	data analyst	cathy@bestprogram.edu	(111) 111-6666 x606
Director		0.00 %	Program director	pd@best.com	
Lannerton administrative suppo	it staff	50.00 %	data analyst	susani@nccpa.net	(770) 777-7777 x77
m Tammaton non PA principal fact	ulty	0.00 %	data analyst	lunnse@hotmail.com	(777) 777-0000
Hurricane administrative suppo	it staff	86.00 %		Isaac@NO.edu	(111) 321-4444
a Walker		65.00 %	research coordinator	webmaster@arc-pa.org	(314) 961-1283
ny Smith		75.00 %		tammys@best.edu	(707) 666-6578
rie Woods non PA principal fac	ulty	50.00 %		mwoods@bestprogram.org	(203) 333-3333
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Open the report. (Note that you may have to select "Enable Editing" in order to save the spreadsheet.)

Edit the Excel sheet as indicated above.

Keep a copy of the document for your records. Submit the e-copy in the appropriate appendix as directed in the application, form or letter from the ARC-PA.