



## Import ERAS Data

1

This document will explain how to import resident information from the ERAS system into the ABPN preCERT system.

The screenshot displays the ABPN preCERT Credentiaing System interface. At the top, there is a navigation bar with the ABPN logo and the text 'ABPN preCERT® Credentiaing System'. To the right of the logo are 'LOGOUT' and 'HELP' links. Below the navigation bar is a menu with 'Residents', 'Users', 'Transfers', and 'Profile' tabs. The main content area shows the user is logged in as 'Program Director from Second Sample Program (400YYYYYY)'. Below this is a 'preCERT Main Menu' and a section for 'IMPORTANT MESSAGES FROM ABPN'. A table lists a notification for 'Sample' received on '04/29/2011' with a 'View' button. Further down, there are sections for 'TRANSFER ACTIVITY' showing '[+] 0 Residents Pending Release for Transfer (out)' and '[+] 0 Residents Pending Transfer (in)', and a 'RESIDENT ROSTER' showing '0 Residents in Residents Roster'. At the bottom, there is contact information for preCERT support, including an email address and phone number.

We will begin by logging into one of our sample programs.



Under the "Residents" menu we will select "Import ERAS Resident Data".

The screenshot shows the ABPN preCERT Credentiaing System interface. At the top, there is a navigation bar with the ABPN logo and the text "ABPN preCERT® Credentiaing System". On the right side of the navigation bar, there are links for "LOGOUT" and "HELP". Below the navigation bar, there are tabs for "Residents", "Users", "Transfers", and "Profile". The main content area displays the user's login information: "You are logged in as: Program Director from Second Sample Program (400YYYYYYY)". Below this, there is a breadcrumb trail: "You Are Here: [preCERT Main Menu](#) > **Import ERAS Resident Data**". The section is titled "Import Resident Information from ERAS File". A note states: "Fields noted with an asterisk \* are required." Below this, a message says: "Please note: File must be Text (txt) or Comma Separated Value (csv) or excel (xls) 4.0 (97-2003) format. [Click to view instructions](#)". There is a text input field for "ERAS File\*" followed by a "Browse..." button. At the bottom of the form, there are two buttons: "Import Data and Continue" and "Cancel and Return to menu". A blue arrow points to the "Click to view instructions" link. At the bottom of the page, there is contact information for preCERT support: "For preCERT support, email: [preCERT\\_help@abpn.com](mailto:preCERT_help@abpn.com). American Board of Psychiatry and Neurology, Inc., 2150 E. Lake Cook Road, Suite 900, Buffalo Grove, IL 60089, Ph. 847-229-1500".

That will take you to this screen. If you click on the link labeled "Click to view instructions",

The screenshot shows the ABPN preCERT Credentiaing System interface. At the top, there is a navigation bar with the ABPN logo and the text "ABPN preCERT® Credentiaing System". To the right of the logo are "LOGOUT" and "HELP" links. Below the navigation bar are tabs for "Residents", "Users", "Transfers", and "Profile". The main content area displays the user's login information: "You are logged in as: Program Director from Second Sample Program (400YYYYYY)". Below this is a breadcrumb trail: "You Are Here: [preCERT Main Menu](#) > **Import ERAS Resident Data**". A section titled "Import Resident Information from ERAS File" contains instructions. A blue arrow points to the heading "Instructions to create an ERAS file to import into ABPN preCERT:". The instructions are as follows:

1. Select File | Export from the menu bar to display the Export Wizard.
2. Select whether you wish to perform the export for the currently selected applicant or for all applicants in the recordset.
  - a. Currently selected applicant will export the data for the applicant currently visible on the screen.
  - b. All Applicants in recordset will export the data for all applicants in the current recordset. If you select this option, check the Recordset Display in the Application Manager to make sure that you have the correct recordset selected.
3. Select the field(s) you wish to export in the Available fields list and click the > button to add the field(s) to the Fields to export list. Select the following fields:
  - Birth Date
  - Contact Address 1
  - Contact Address 2
  - Contact City
  - Contact Country
  - Contact Email
  - Contact Fax Number
  - Contact State
  - Contact Zip
  - First Name
  - Middle Name
  - Last Name
  - Medical Degree
  - Medical Graduation Date
  - Medical School

The page number "5" is located in the bottom right corner of the screenshot.

The screen will expand to give you instructions on exporting the data from the ERAS system and importing it into the ABPN preCERT system.

ABPN preCERT®  
Credentiaing System

LOGOUT HELP

Residents Users Transfers Profile

You are logged in as: Program Director from Second Sample Program (400YYYYYY)

You Are Here: [preCERT Main Menu](#) > **Import ERAS Resident Data**

**Import Resident Information from ERAS File**

Fields noted with an asterisk \* are required.

Please note: File must be Text (txt) or Comma Separated Value (csv) or excel (xls) 4.0 (97-2003) format. [Click to view instructions](#)

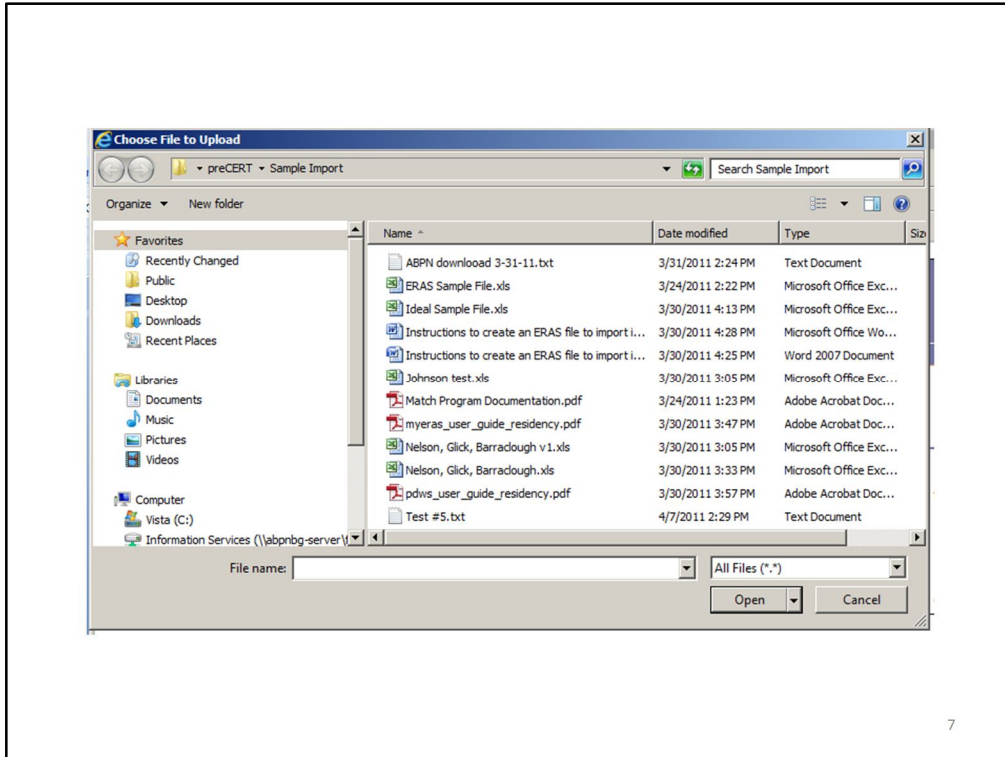
ERAS File\*:  Browse...

Import Data and Continue Cancel and Return to menu

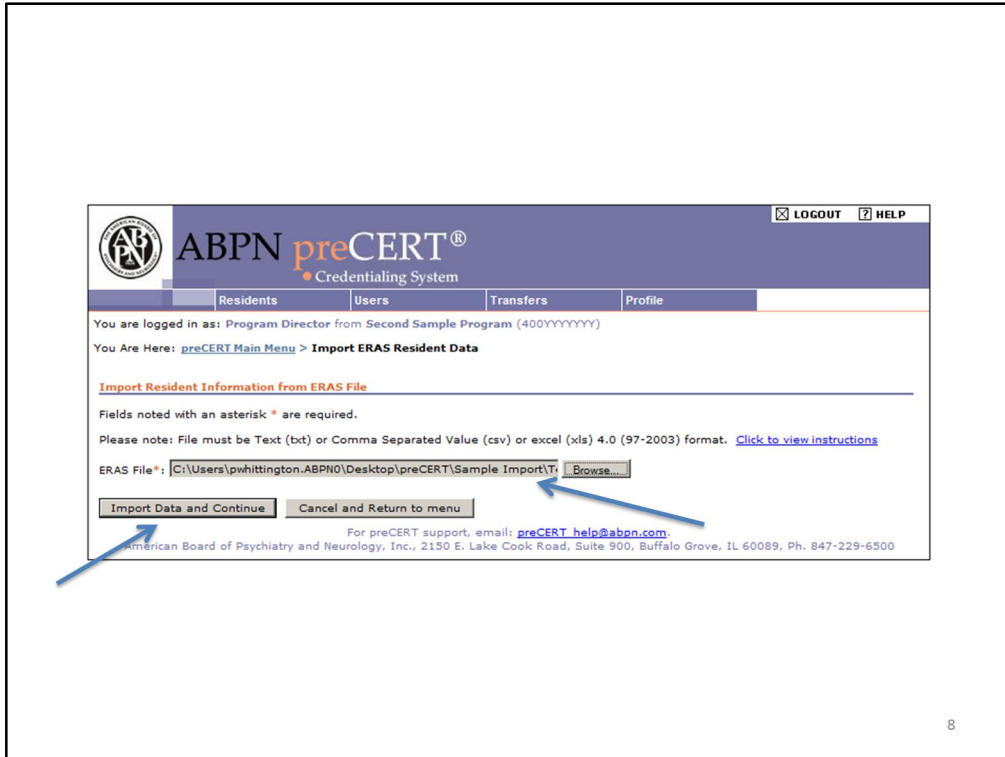
For preCERT support, email: [preCERT\\_help@abpn.com](mailto:preCERT_help@abpn.com)  
American Board of Psychiatry and Neurology, Inc., 2150 E. Lake Cook Road, Suite 900, Buffalo Grove, IL 60089, Ph. 847-229-6500

6

We will assume that you have read the instructions, created a file from the ERAS system, and are ready to import the file into preCERT. If you click on the "Browse..." button ...



It will open a standard Windows file selection dialog. Select the file that you have just created from the ERAS system. In this case we will select the file "Test #5.txt" and click the "Open" button.



The name of the file to be imported now shows up in the box. Now we will click on the "Import Data and Continue" button.

The screenshot displays the ABPN preCERT Credentiaing System interface. At the top, there is a navigation bar with the ABPN logo and the text "ABPN preCERT® Credentiaing System". To the right of the logo are links for "LOGOUT" and "HELP". Below the navigation bar, there are tabs for "Residents", "Users", "Transfers", and "Profile". The user is logged in as "Program Director from Second Sample Program (400YYYYYY)". The breadcrumb trail shows "preCERT Main Menu > Import ERAS Resident Data".

A heading indicates "List of ERAS Residents not curenly in your program." Below this is a table with the following data:

Last Name	First Name	Birth Date	View Details	Remove From List	Import Resident
Smith	Jim	4/15/1982	<input type="button" value="View"/>	<input type="button" value="Remove"/>	<input type="button" value="Import"/>
Sample	Lester	2/15/1976	<input type="button" value="View"/>	<input type="button" value="Remove"/>	<input type="button" value="Import"/>
Test	John	11/22/1976	<input type="button" value="View"/>	<input type="button" value="Remove"/>	<input type="button" value="Import"/>

Below the table, there is a button labeled "Import All Resident(s)" with a note "(not in your program)" and a "Return" button. At the bottom, there is contact information for preCERT support: "For preCERT support, email: [preCERT\\_help@abpn.com](mailto:preCERT_help@abpn.com). American Board of Psychiatry and Neurology, Inc., 2150 E. Lake Cook Road, Suite 900, Buffalo Grove, IL 60089, Ph. 847-229-6500".

The screen will now show you the names of the residents that it is ready to import into preCERT.

ABPN preCERT®  
Credentiaing System

LOGOUT HELP

Residents Users Transfers Profile

You are logged in as: Program Director from Second Sample Program (400YYYYYY)

You Are Here: [preCERT Main Menu](#) > **Import ERAS Resident Data**

List of ERAS Resident(s) currently in your program

Last Name	First Name	Birth Date
Smith	Jim	4/15/1982

List of ERAS Residents not currently in your program.

Last Name	First Name	Birth Date	View Details	Remove From List	Import Resident
Sample	Lester	2/15/1976	<a href="#">View</a>	<a href="#">Remove</a>	<a href="#">Import</a>
Test	John	11/22/1976	<a href="#">View</a>	<a href="#">Remove</a>	<a href="#">Import</a>

[Import All Resident\(s\) \(not in your program\)](#) [Return](#)

For preCERT support, email: [preCERT\\_help@abpn.com](mailto:preCERT_help@abpn.com)  
American Board of Psychiatry and Neurology, Inc., 2150 E. Lake Cook Road, Suite 900, Buffalo Grove, IL 60089, Ph. 847-229-6500

If information for one or more of the residents is already in the preCERT system, the screen will show those matches for you, so that you do not import a resident more than once.

If you want to see what information will be imported for a resident, click on the “View” button for that resident.

ABPN preCERT®  
Credentiaing System

Residents Users Transfers Profile

You are logged in as: Program Director from Second Sample Program (400YYYYY)

You Are Here: [preCERT Main Menu](#) > **Import ERAS Resident Data**

**ERAS Resident Information Detail Items**

Personal Information	Address Information
First Name: Lester	Address 1: 814 Greenhouse Patio Drive
Middle Name:	Address 2:
Last Name: Sample	City: Kennesaw
Birth Date: 2/15/1976	State: GA
Social Security No.: 673347052	Zip Code: 30144
Email Address: lander@hotmail.com	Country: US
Current PGY: PGY1	Phone Number: 14049449029

**Medical School Information**

Medical School: Allama Iqbal Medical College

Graduation Date: 6/1/2001

Degree Received: MBBS

[Return](#)

For preCERT support, email: [preCERT\\_help@abpn.com](mailto:preCERT_help@abpn.com)  
American Board of Psychiatry and Neurology, Inc., 2150 E. Lake Cook Road, Suite 900, Buffalo Grove, IL 60089, Ph. 847-229-6500

You will then see this screen. You cannot change anything on this screen. If something is incorrect, you can import it and change it later. We will click on the "Return" button.

The screenshot displays the ABPN preCERT Credentiaing System interface. At the top, there is a navigation bar with the ABPN logo and the text "ABPN preCERT® Credentiaing System". On the right side of the navigation bar, there are links for "LOGOUT" and "HELP". Below the navigation bar, there are tabs for "Residents", "Users", "Transfers", and "Profile". The "Residents" tab is currently selected.

The main content area shows the user is logged in as "Program Director from Second Sample Program (400YYYYYY)". Below this, there is a breadcrumb trail: "You Are Here: [preCERT Main Menu](#) > **Import ERAS Resident Data**".

There are two sections of resident data:

- List of ERAS Resident(s) currently in your program:** A table with columns "Last Name", "First Name", and "Birth Date". It contains one entry: Smith, Jim, 4/15/1982.
- List of ERAS Residents not currently in your program:** A table with columns "Last Name", "First Name", "Birth Date", "View Details", "Remove From List", and "Import Resident". It contains two entries:
 

Last Name	First Name	Birth Date	View Details	Remove From List	Import Resident
Sample	Lester	2/15/1976	<input type="button" value="View"/>	<input type="button" value="Remove"/>	<input type="button" value="Import"/>
Test	John	11/22/1976	<input type="button" value="View"/>	<input type="button" value="Remove"/>	<input type="button" value="Import"/>

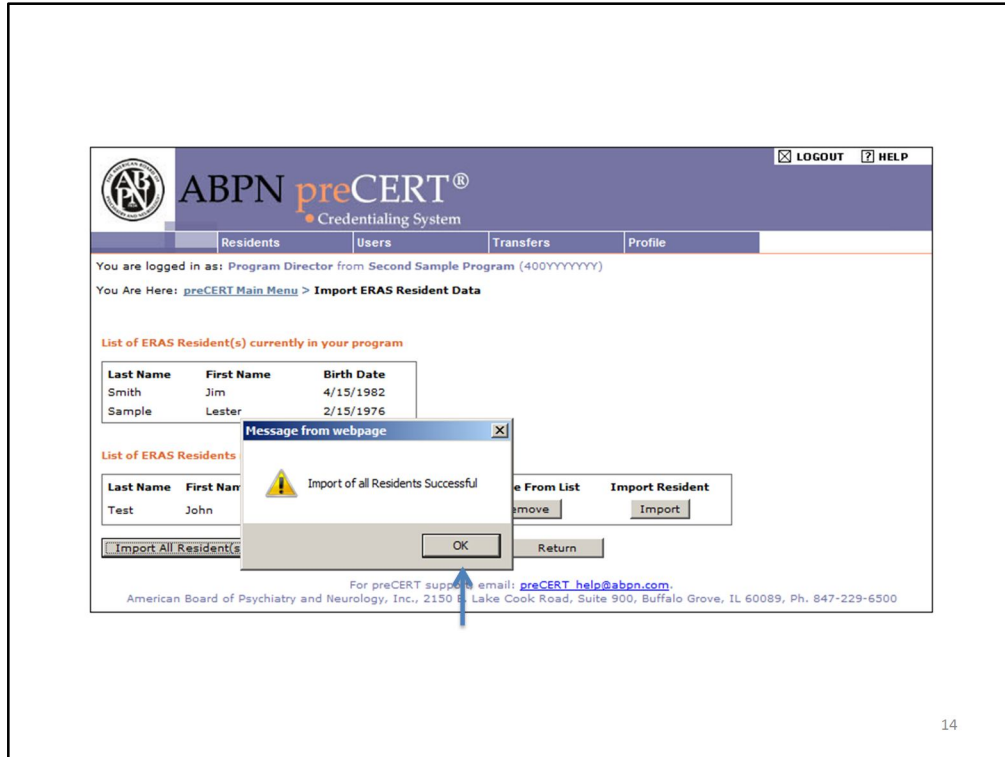
At the bottom of the resident lists, there is a button labeled "Import All Resident(s) (not in your program)" and a "Return" button. A blue arrow points to the "Import All Resident(s)" button.

At the bottom of the page, there is contact information for preCERT support: "For preCERT support, email: [preCERT\\_help@abpn.com](mailto:preCERT_help@abpn.com). American Board of Psychiatry and Neurology, Inc., 2150 E. Lake Cook Road, Suite 900, Buffalo Grove, IL 60089, Ph. 847-229-6500".

From here we will click on the "Import All Resident(s)" button.



You will get a warning message to verify that you are ready to import. We will click on the "OK" button.



If everything is OK, you will see this message. If there is a problem with one or more of the records (for example duplicate email addresses, or duplicate social security numbers) the system will give you an error message, but import all of the other records.

We will click on the "OK" button.

The screenshot displays the ABPN preCERT Credentiaing System interface. At the top, there is a navigation bar with the ABPN logo and the text "ABPN preCERT® Credentiaing System". To the right of the logo are links for "LOGOUT" and "HELP". Below the navigation bar is a menu with tabs for "Residents", "Users", "Transfers", and "Profile". The "Residents" tab is currently selected.

The main content area shows the user is logged in as "Program Director from Second Sample Program (400YYYYYY)". Below this, there is a breadcrumb trail: "You Are Here: [preCERT Main Menu](#) > **Import ERAS Resident Data**".

A section titled "List of ERAS Resident(s) currently in your program" contains a table with the following data:

Last Name	First Name	Birth Date
Smith	Jim	4/15/1982
Sample	Lester	2/15/1976
Test	John	11/22/1976

Below the table, a message states: "No additional Residents are available from this list." At the bottom of this section, there is a button labeled "Return".

At the bottom of the page, there is a footer with contact information: "For preCERT support, email: [preCERT\\_help@abpn.com](mailto:preCERT_help@abpn.com). American Board of Psychiatry and Neurology, Inc., 2150 E. Lake Cook Road, Suite 900, Buffalo Grove, IL 60089, Ph. 847-229-6500".

Two blue arrows are overlaid on the screenshot: one points to the table, and the other points to the "Return" button.

The system will show all of the residents who were in the file and have now been imported. If we click on the "Return" button...



It will take us back to this screen. Since we are done importing, we will click on the “Cancel and Return to menu” button.

ABPN preCERT®  
Credentiaing System

Residents Users Transfers Profile

You are logged in as: Program Director from Second Sample Program (400YYYYYY)

You Are Here: [preCERT Main Menu](#)

**IMPORTANT MESSAGES FROM ABPN :**

Notification	Date Received
Sample	04/29/2011

**TRANSFER ACTIVITY**

[+] 0 Residents Pending Release for Transfer (out)

[+] 0 Residents Pending Transfer (in)

**RESIDENT ROSTER : 3 Residents in Residents Roster**

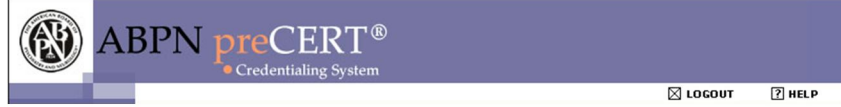
Resident Name	Current PGY	Rotations	Personal Information	Medical School Information
Test, John	PGY-1	No	Yes <a href="#">Edit</a>	Yes <a href="#">Edit Training</a> <a href="#">Update Status</a>
Smith, Jim	PGY-1	No	Yes <a href="#">Edit</a>	Yes <a href="#">Edit Training</a> <a href="#">Update Status</a>
Sample, Lester	PGY-1	No	Yes <a href="#">Edit</a>	Yes <a href="#">Edit Training</a> <a href="#">Update Status</a>

[Visit the ABPN Web site](#)

For preCERT support, email: [preCERT\\_help@abpn.com](mailto:preCERT_help@abpn.com)  
American Board of Psychiatry and Neurology, Inc., 2150 E. Lake Cook Road, Suite 900, Buffalo Grove, IL 60089, Ph. 847-229-6500

Which will take us back to the main menu. As you can see all of the residents have been imported into the system.

Note that it will put all of the residents in with a Current PGY as PGY-1. This can be easily changed, if necessary, when you begin entering training records.



Send Questions to:  
[preCERT\\_help@abpn.com](mailto:preCERT_help@abpn.com)

18

That completes this training document. If you have any questions, please email them to [precert\\_underscore\\_help@abpn.com](mailto:precert_underscore_help@abpn.com).