

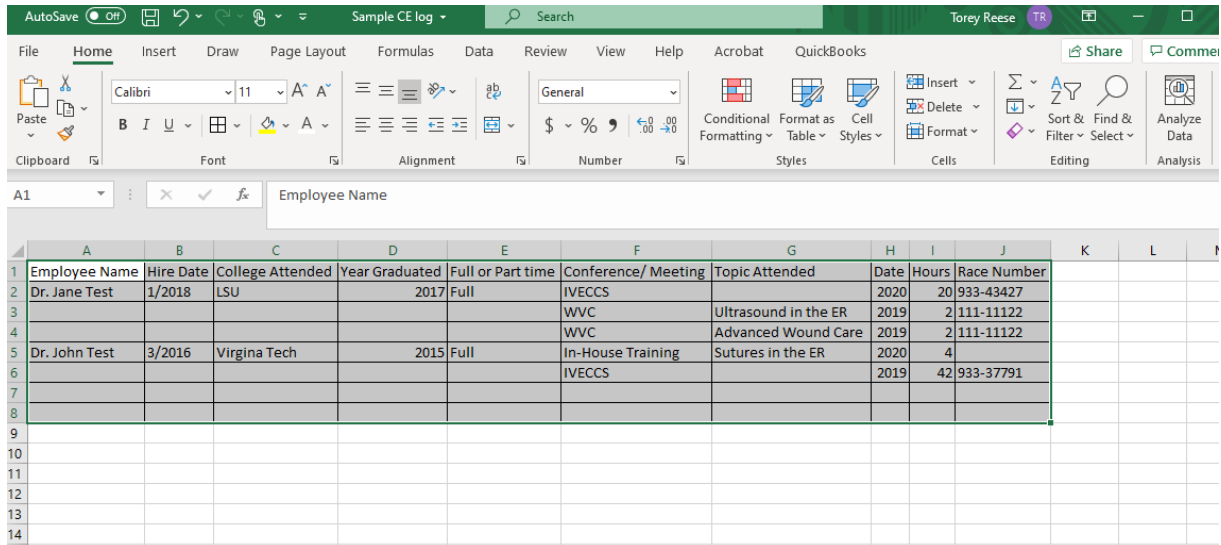


VECCS Facility Certification

CE Log Best Practices

For the best results of uploading your CE log as a PDF, use these steps:

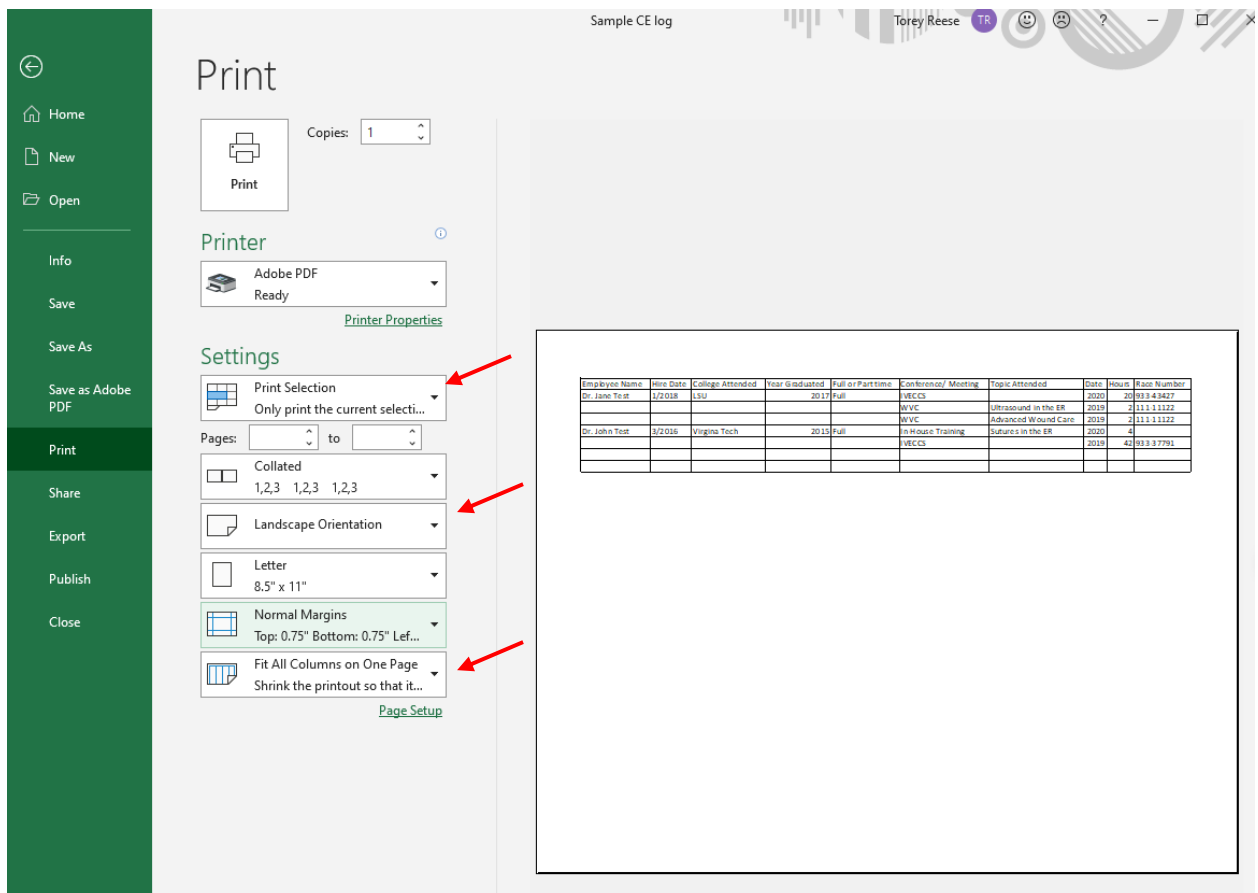
- 1) Make sure that all of your log information has borders.
- 2) Highlight the entire log information



The screenshot shows the Microsoft Excel interface with a table containing CE log information. The table has borders around all cells and is highlighted in green. The columns are: Employee Name, Hire Date, College Attended, Year Graduated, Full or Part time, Conference/ Meeting, Topic Attended, Date, Hours, and Race Number. The data rows are for Dr. Jane Test and Dr. John Test.

Employee Name	Hire Date	College Attended	Year Graduated	Full or Part time	Conference/ Meeting	Topic Attended	Date	Hours	Race Number
Dr. Jane Test	1/2018	LSU	2017	Full	IVECCS	Ultrasound in the ER	2020	20	933-43427
					WVC	Advanced Wound Care	2019	2	111-11122
					WVC	Advanced Wound Care	2019	2	111-11122
Dr. John Test	3/2016	Virginia Tech	2015	Full	In-House Training	Sutures in the ER	2020	4	
					IVECCS		2019	42	933-37791

- 3) Use the Print to PDF option. Make sure you use landscape orientation and fit all columns on one page.



The screenshot shows the Microsoft Excel Print dialog box. The printer is set to Adobe PDF. The settings are: Print Selection (Only print the current select...), Pages: 1 to 1, Collated (1,2,3 1,2,3 1,2,3), Landscape Orientation, Letter (8.5" x 11"), Normal Margins (Top: 0.75" Bottom: 0.75" Lef...), and Fit All Columns on One Page (Shrink the printout so that it...). Red arrows point to the Print Selection, Landscape Orientation, and Fit All Columns on One Page settings.

Employee Name	Hire Date	College Attended	Year graduated	Full or Part time	Conference/ Meeting	Topic Attended	Date	Hours	Race Number
Dr. Jane Test	1/2018	LSU	2017	Full	IVECCS	Ultrasound in the ER	2020	20	933-43427
					WVC	Advanced Wound Care	2019	2	111-11122
					WVC	Advanced Wound Care	2019	2	111-11122
Dr. John Test	3/2016	Virginia Tech	2015	Full	In-House Training	Sutures in the ER	2020	4	
					IVECCS		2019	42	933-37791

OR:

4) Use the Save as Adobe PDF option. Make sure you use Selection and fit to paper width.

The screenshot displays the Microsoft Excel interface. On the left, a green ribbon contains the following options: Home, New, Open, Info, Save, Save As, Save as Adobe PDF, Print, Share, Export, Publish, and Close. The 'Save as Adobe PDF' option is highlighted. The main workspace shows a 'Good afternoon' greeting and a 'New' section with templates: Blank workbook, Money in Excel, Welcome to Excel, and Drop-down list. A search bar is visible below the templates. In the foreground, the Acrobat PDFMaker dialog box is open, showing the following settings:

- Conversion Range: Selection (indicated by a red arrow)
- Sheet Selection: Sheet1
- Conversion Options: Fit to paper width (indicated by a red arrow)

The dialog box also includes buttons for 'Convert to PDF' and 'Cancel'.

This is what the final result should look like:

Employee Name	Hire Date	College Attended	Year Graduated	Full or Part time	Conference/ Meeting	Topic Attended	Date	Hours	Race Number
Dr. Jane Test	1/2018	LSU	2017	Full	IVECCS		2020	20	933-43427
					WVC	Ultrasound in the ER	2019	2	111-11122
					WVC	Advanced Wound Care	2019	2	111-11122
Dr. John Test	3/2016	Virgina Tech	2015	Full	In-House Training	Sutures in the ER	2020	4	
					IVECCS		2019	42	933-37791
Dr. Jane Test	1/2018	LSU	2017	Full	IVECCS		2020	20	933-43427
					WVC	Ultrasound in the ER	2019	2	111-11122
					WVC	Advanced Wound Care	2019	2	111-11122
Dr. John Test	3/2016	Virgina Tech	2015	Full	In-House Training	Sutures in the ER	2020	4	
					IVECCS		2019	42	933-37791
Dr. Jane Test	1/2018	LSU	2017	Full	IVECCS		2020	20	933-43427
					WVC	Ultrasound in the ER	2019	2	111-11122
					WVC	Advanced Wound Care	2019	2	111-11122
Dr. John Test	3/2016	Virgina Tech	2015	Full	In-House Training	Sutures in the ER	2020	4	
					IVECCS		2019	42	933-37791
Dr. Jane Test	1/2018	LSU	2017	Full	IVECCS		2020	20	933-43427
					WVC	Ultrasound in the ER	2019	2	111-11122
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					IVECCS		2019	42	933-37791
Dr. Jane Test	1/2018	LSU	2017	Full	IVECCS		2020	20	933-43427
					WVC	Ultrasound in the ER	2019	2	111-11122
					WVC	Advanced Wound Care	2019	2	111-11122
Dr. John Test	3/2016	Virgina Tech	2015	Full	In-House Training	Sutures in the ER	2020	4	
					IVECCS		2019	42	933-37791
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					WVC	Ultrasound in the ER	2019	2	111-11122
					WVC	Advanced Wound Care	2019	2	111-11122
Dr. John Test	3/2016	Virgina Tech	2015	Full	In-House Training	Sutures in the ER	2020	4	
					IVECCS		2019	42	933-37791
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					WVC	Ultrasound in the ER	2019	2	111-11122
					WVC	Advanced Wound Care	2019	2	111-11122
Dr. John Test	3/2016	Virgina Tech	2015	Full	In-House Training	Sutures in the ER	2020	4	
					IVECCS		2019	42	933-37791
Dr. Jane Test	1/2018	LSU	2017	Full	IVECCS		2020	20	933-43427
					WVC	Ultrasound in the ER	2019	2	111-11122

					WVC	Advanced Wound Care	2019	2	111-11122
Dr. John Test	3/2016	Virgina Tech	2015	Full	In-House Training	Sutures in the ER	2020	4	
					IVECCS		2019	42	933-37791