QUICK GUIDE - ARO TEMPLATE

- Mirrors the information collected in ARO on-line.
- It is a “one-stop” shop to house and track that information.
- Allows you to review information prior to entering it into the ARO on-line.

Main Page
- Each button represents a category in the ARO on-line. Each button is linked to a worksheet.
- Each button provides information on what goes into that particular worksheet. “OK” redirects you to the worksheet. “Cancel” - you will remain on “Main Page”.
- Includes instructions to help you get started.

Copying and Pasting from Other Documents
- If you are copying and pasting information from a Word document, select the data to copy, then click in the cell into which you wish to paste the information, right click and select “Paste Special”, then click on “Match Destination Formatting”. This will ensure you do not copy over any additional formatting that you may not see in Word.
- If you are copying and pasting dates from another Excel document, then click in the cell into which you wish to paste the information, right click and select “Paste Special”, then click on “Paste Values” This will ensure your date format stays consistent.

Clinic Days
- Tracks clinic days, on service days, and additional on-call days (these are on call days that are not a full week rotation).
- Tracks teaching and non-teaching, half days and full days.
- Information entered here automatically feeds into other worksheets (“Administrative Working Sheet”, “Summary Information”, and “Teaching-In Patient Ward, In-Patient Consultation & Ambulatory Care”).
- All dates entered MUST include the year (ie: July 1, 2018, Jan 1, 2019) or the chart in the “Summary Information” sheet will not update accordingly.

Administrative Activities
- Tracks meetings and reoccurring meetings.
- Has the same drop down menus as in the ARO on-line.
- Autocalculates your half days when you enter the meeting duration, prep time (if required) and date(s).
- Total Half Days and Total Entries are calculated and captured at the bottom of the worksheet.
- Allows for sorting and inserting rows.
Administrative Working Sheet

- This worksheet is different from the “Administrative Activities” worksheet. This worksheet compiles the information from the “Clinic Days” and provides a quick view into the various clinics, total teaching and non-teaching for each of the clinics and an overall total of Clinic half days.
- You can use this sheet to capture your on call half days. However, it has been set up for only the on call days that fall under a one-week rotation. Enter the week under one of the On Call categories. Your total on call hours then autocalculate into rows 37 to 40.
- Vacation days can be stored here. Storing the dates here makes it easier to keep track of used vacation/out of office days rather than having to look back into the calendars and/or leave approval forms.

Summary Information

- Most information in this sheet should come from the doctor but can be updated by the support staff.
- The numbers in red used here are only to provide an example of what numbers we are looking to have input.
- Once the numbers have been updated, your “Reported Half-days” (row 6) autocalculates accordingly, again using information captured in other worksheets.
- This chart in this sheet is a projection on where current clinic days are to target (month by month). The chart in this sheet is automatically calculated and updates accordingly with the data input into the “Clinic Day’s worksheet.

Continuous Professional Learning

- The “Number of Events” autocalculates by entering “Start Date” and/or dates listed.
- If a learning session occurs more than once in the year (ie: Grand Rounds), you only need to select the information once and then enter the dates across the row.
- Note that there is not a total for “Number of Events, as the ARO only looks for “Total Entries” (as autocalculated on row 94). Items such as Grand Rounds will count as 1 entry only, even though it may have 20 events (dates) associated with it.

All Other Worksheets

- Contain the same drop down menus as in the ARO on-line.
- Have a “Return to Main Page” button.
- With the exception of “Clinic Days”, all worksheets have been set up and are ready to print by hitting the “Print” button contained on each page. The workbook has been set to print single-sided (for ease of review). If you wish to print double-sided, you will need to go to "File", "Print", and change your settings manually prior to using your "Print" button.
- Are fully automated to calculate half days and provide a more accurate representation of half days.
- Has “Status” columns (shown here as CV, CCV, ARO, MoComp). These headings can be customized to match your requirements. Under each of these headings, you can select “TBD”, “C”, or “NR”.
Getting the Information into the ARO On-line

- Your information can be printed and reviewed prior to inputting the details into the ARO on-line.
- After being reviewed and approved, you can now copy and paste your information directly into the ARO on-line, which only takes approximately 3 - 4 hours (per doctor). The time may vary depending on the number of items to be input.