



How to upload your ASRS RPT 117 Report to the AUPO FCC Database

In collaboration with the American Society of Retina Specialists (ASRS) and AUPO Fellowship Compliance Committee (AUPO FCC), fellows have the option to upload their ASRS Educational Activity log files (Papers/Presentations, Journal Clubs/Conferences) and Surgical Procedure totals to their Fellow Exit Survey.

If you choose to upload your ASRS logs, make sure ALL AUPO FCC required information is entered in the ASRS system. If missing fields are indicated in your file that is AUPO FCC required, your upload will not be accepted. You may return to the ASRS web site to edit your logs, regenerate your report file and try to upload it again. You will also have the option to enter your logs manually without the upload in the AUPO FCC system.

Once you generate your ASRS RPT 1117 from the ASRS Activity Log and log into your AUPO FCC Exit Survey, you will see a link to upload your report. (Part 1 of your Exit Survey must be complete)

[Upload your ASRS RPT117 combined Conference, Paper and Procedures Logs](#)

Click on the link and it will take you to where you can upload your report. Click on “Browse” to find the file that you saved on your computer. Select the file and click “Upload ASRS Log Report”.

A screenshot of a web interface for uploading ASRS log files. The page has a white background with a black border. At the top center, the text "Fellow Exit Survey" is displayed in bold black font, followed by "ASRS T-Res RPT117 Log File Upload" in a slightly smaller bold black font. Below this, a line of text reads: "Please use the Browse / Choose button to find and select the file on your system and click 'Upload ASRS Log Report' to upload it." Underneath the text is a light beige rectangular box containing a "Browse..." button and the text "No file selected." An orange arrow points from the left edge of the page to this "Browse..." button. Below the beige box is a dark blue rectangular button with the white text "Upload ASRS Log Report".



If there are errors in your file you will receive an error message like the one below. The error message will let you know what is missing. You will then need to return to the ASRS website to edit your entries and try again.

ERROR(S)

- Papers - Presentations entries require a location.
- Papers - Presentations entries require an author(s).

Your fellowship log upload was NOT accepted. Per the instructions on the ASRS web site, the AUPO FCC requires all fields to be completed. You may return to the ASRS web site to edit your logs and try to upload them again, or you may enter them manually here on the AUPO FCC website.

Please use the **Browse / Choose** button to find and select the file on your system and click "Upload ASRS Log Report" to upload it.

If your report is complete and it has been successfully uploaded in to your AUPO FCC Exit Survey you will receive the message below.

Fellow Exit Survey

ASRS T-Res RPT117 Log File Upload

STATUS

The following logs were successfully uploaded:

- Journal Clubs: -1
- Conferences: 2
- Papers and Presentations: 1
- Surgical Procedures: 3

You may make entries manually. Return to your [Survey Home Page](#) or [logout](#).



Once your Report is successfully uploaded you may return to your Survey Home Page. You will be able to make additional entries in any of the categories before finalizing your logs.

NOTE: After your logs are finalized you will not be able to make any edits and it will be submitted as is.

To make additional entries click on the link “Log is open for entries” in any of the categories.

Your Exit Survey Home Page

Part 1 - Your Contact Information
Part 1 completed.

Part 2 - Supporting Documentation - Logging System
Available after completing Part 1. Please use the logging system to enter your collected data during your fellowship year. You must complete Part 1 for the Part 2 log links to be available. Please refer to the sample surveys for the type and format of the information required.

Please either use the logging system to manually enter your logs throughout your fellowship or upload your ASRS T-Res RPT117 collected data at the end of your fellowship. You must complete Part 1 for the upload and manual logging links to be available.

MANUAL ENTRY:

Surgical Log	Log is open for entries	
Papers / Presentations Log	Log is open for entries	
Conferences / Journal Clubs	Log is open for entries	

When you are sure that you have entered all your logging information (but not before), AND when you have saved the PDF files of your logs (if desired), please be sure to click on the "Finalize and Close my Part 2 logs" button (below). Please be sure you are done making entries before closing your logs as you will not be able to access them again once closed. **NOTE:** Once you complete Part 3, your access to the system will be disabled. If you want a record of your logs, click on the "Create a PDF file of your....." links below and save them BEFORE you complete Part 3.

Finalize and Close my Part 2 logs.



To increase numbers of cases at any time enter the new TOTAL count under "Update Surgical Logs:. NOTE: the system will not add for you, it will only record the case counts you enter.

Start a Procedure Log

Procedure	Number of cases as primary:	Number of cases as first assistant:	Submit
<p>Note that in the drop-down list below, entries in ALL CAPS are category labels and should not be selected. You must select a specific procedure (lower-case entries).</p> <p>[SELECT PROCEDURE] ▾</p>	<input type="text"/>	<input type="text"/>	Enter Procedure Case Count

Update Procedure Log(s)

Procedure	Number of cases as primary:	Number of cases as first assistant:	Submit
Total lasers (lpc)	<input type="text" value="34"/>	<input type="text" value="1"/>	Update Procedure Count
Total Pars Plana Vitrectomy (postvit)	<input type="text" value="164"/>	<input type="text" value="81"/>	Update Procedure Count
Total Scleral Buckle (sbuck)	<input type="text" value="10"/>	<input type="text" value="7"/>	Update Procedure Count



To add an additional Paper or Presentation, enter the information in the form and click on “Submit Paper/Presentation Log entry”

Make your entries

Record # 1

Paper / Presentation Title

Meeting / Publication Date Month Day Year

Meeting or Journal Name

Meeting Location or Journal Issue

Author(s)
(1 per line)

Submit Paper/Presentation Log Entry(s)

We do not provide editing of entries at this time. To correct an entry, you must delete it (click on the "Delete This Entry" that appears for each entry) and then re-enter it in a blank entry forms.

This will be the same for adding Journal Clubs and Conferences /Lectures.

Your existing entries, newest first.

Note: To correct an entry below, you must remove it by clicking "Delete This Entry" and then re-enter it above.

Date	Meeting or Journal Name	Meeting Location or Journal Issue	Author(s)	Paper / Presentation Title
2018-05-03	ARVO	Hawaii	Zahid S, Alam MN, Yao X, Lim JI	Quantitative Optical Coherence Tomography Angiography Parameters in Central Retinal Vein Occlusion.
<div style="background-color: #000080; color: white; padding: 2px 5px; display: inline-block; margin-bottom: 5px;">Delete This Entry</div>				



Once you are completely sure all information has been entered, you can finalize the logging portion of your AUPO FCC Exit Survey. Click on “Finalize and Close my Part 2 Logs”. This will close your logs and open the link to Part 3 of your Exit Survey.

Part 2 - Supporting Documentation - Logging System

Available after completing Part 1. Please use the logging system to enter your collected data during your fellowship year. You must complete Part 1 for the Part 2 log links to be available. Please refer to the sample surveys for the type and format of the information required.

Please either use the logging system to manually enter your logs throughout your fellowship or upload your ASRS T-Res RPT117 collected data at the end of your fellowship. You must complete Part 1 for the upload and manual logging links to be available.

MANUAL ENTRY:

Surgical Log [Log is open for entries](#)

Papers / Presentations Log [Log is open for entries](#)

Conferences / Journal Clubs [Log is open for entries](#)

When you are sure that you have entered all your logging information (but not before), AND when you have saved the PDF files of your logs (if desired), please be sure to click on the "Finalize and Close my Part 2 logs" button (below). Please be sure you are done making entries before closing your logs as you will not be able to access them again once closed. **NOTE: Once you complete Part 3, your access to the system will be disabled. If you want a record of your logs, click on the "Create a PDF file of your....." links below and save them BEFORE you complete Part 3.**

Finalize and Close my Part 2 logs.



For questions regarding the upload of your report, exit survey or the AUPO FCC Surgical Retina requirements please contact aupofcc@aao.org.