

# Transcripts

The transcript feature allows users to access and manage their transcript records. Each transcript will contain continuing educational activities completed within the Avera CE Portal with the ability to include activities completed outside of Avera.

**Accessing Transcripts from a computer:** Begin by accessing the Avera CE Portal using the following web URL: <https://avera.cloud-cme.com>.

Once logged into the attendee portal, click the **My CE** button on the top right-hand side of the screen.



Select Transcript button on the next screen.

## MY CE

Instructions: Click a button to proceed.



Once the transcript screen has displayed, users have the ability to use a variety of ways to filter.

1. **Filter by Date:** Select a date range for the transcript records you wish to access by entering in a Start and End Date. Click **Apply** and the screen will automatically refresh with the results for the specified date range.



2. **Filter by Credit Type(s):** There is a drop down menu under Filter by Credit Type(s). Select one or more credit types that you would like included on your transcript. Click **Apply** and the screen will automatically refresh with the results with the specified credit types. You can also remove credit types by selecting the **clear** button.



# Transcripts

---

### 3. Other Filters:

- Additional filters are available for users such as:
- Show Zero Hour Credits: This filter offers the ability to display activities that contain no continuing education credits earned.
  - Hide External Files: This filter allows you to hide appended transcripts or certificates that were entered in by the user.
  - Hide External Credits: This filter allows you to hide the external credits submitted by the user for activities that were not completed within the Avera CE Portal.

You can upload a transcript for activities that you completed externally to your organization by clicking the upload button and selecting the file you wish to add to your Avera CE Portal transcript. The appended transcript will display at the end of your transcript.

Users can download and email transcripts by downloading a PDF copy of their transcript. If emailing, click on the email transcript button and enter the specified email address.

**Transcript Summary:** The transcript summary displays the credit types awarded to the user in alphabetical order and then by total number of credits earned. The transcript summary will include the date range as well as the date the transcript was created.

**Column Definitions in the Transcript Summary:** Definitions for the columns on the transcript are below:

- ID: the Event ID of the activity.
- Session: displays the Finance Code for the activity. If there is no Finance Code associated with the activity, the Activity Code will display. If there is no Activity Code, the EventID will display.
- Activity Name/Date: the name of the activity and the start date and end date of the activity.
- Activity Format: the format of the activity.
- Count: the number of credit entries per activity.
- Credits: the number of credits awarded for the activity.
- Claim Date: the date the credit was awarded.

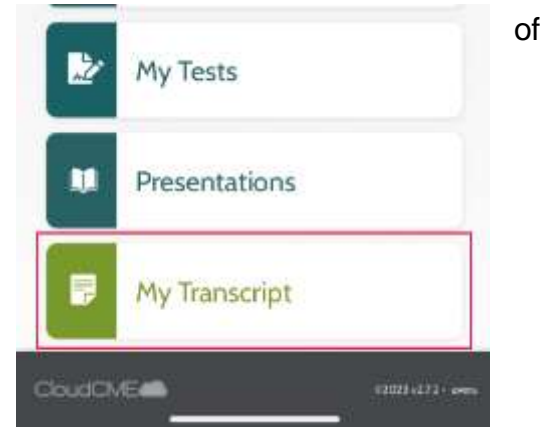


# Transcripts

After downloading the CloudCME® mobile app, open the application on your mobile device and use the organization code Avera.

When prompted, login using the email address used to create your account in the Avera CE Portal.

Select **My Transcript** on the menu to access your transcript activities completed.



Once you select **My Transcript**, a window will display to prompt your next selection. You will have the ability to view, email or save your transcript to your device. If you save to your device, you will access through the mobile app by clicking on the **Saved Files**.

