



Academy
of General Dentistry

Online Roster Submission Guide

- 1) Go to www.agd.org
- 2) Log on with your six digit **AGD Provider #**, your password will be **agdpac** as shown. **(This is a default password, and can be changed at anytime.)**
- 3) Click on the **Continuing Education** tab located on the left-hand side of the screen.
- 4) Next please click on the **For CE Provider** tab located on the left-hand side towards the bottom.
- 5) Once that screen loads under the heading **Online CE Roster Submission**. Click on the **Submit Roster** link. (If this is the first time you are using this tool it will be highlighted in blue, if this link is often used it will be highlighted in purple.)
- 6) When the screen has loaded enter the required information. ***(The fields that have red stars next to them are required information. Although the email address field is not required we recommend that you use this option as a tool to further ensure that the roster was submitted successfully.)**
- 7) When entering the membership number the number must be entered in a single vertical line. ***(If the doctor's number is unknown, but they are an AGD member there is a link next to the AGD Membership Number field that will allow you to search by the members' last name.)**
- 8) Once you have finished entering the required information, you will then click on the **Continue Button** located towards the bottom of the screen. (Please see the following):

AGD - CE Roster Submission Form - Microsoft Internet Explorer provided by Academy of General Dentistry

http://www.agd.org/cde/agdproviders/CERoster/

File Edit View Favorites Tools Help

AGD - CE Roster Submission Form

LLSR

Transcripts

PACE

CE Opportunities **PACE**

For CE Provider

Submitter's Information

Contact Name * (first and last) Sue Smith

E-mail address (required to receive confirmation e-mail) suesmith@agd.org

Course Information

Course Title * Endodontics

Instructor Name * (max 100 chars) Dr. Pringles

CE Program Provider ID * (provider ID only) 216217 [Search Providers](#)

Verification code VOF
We recommend including the course verification code in the event it is required by your State Board.

Credit Hours * 10

Course Type * Lecture

Subject Code * 070 - Endodontics [Printer Friendly](#)

Location (max 100 chars) Chicago, IL

Completion Date * 3/8/2007

AGD membership number * [Search Members](#)
218003
214527
314114
214236
216217

http://www.agd.org/cde/pace/

start

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AGD - CE Roster Submission Form - Microsoft Internet Explorer provided by Academy of General Dentistry

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File Edit View Favorites Tools Help

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Cancel Continue

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Internet 100%

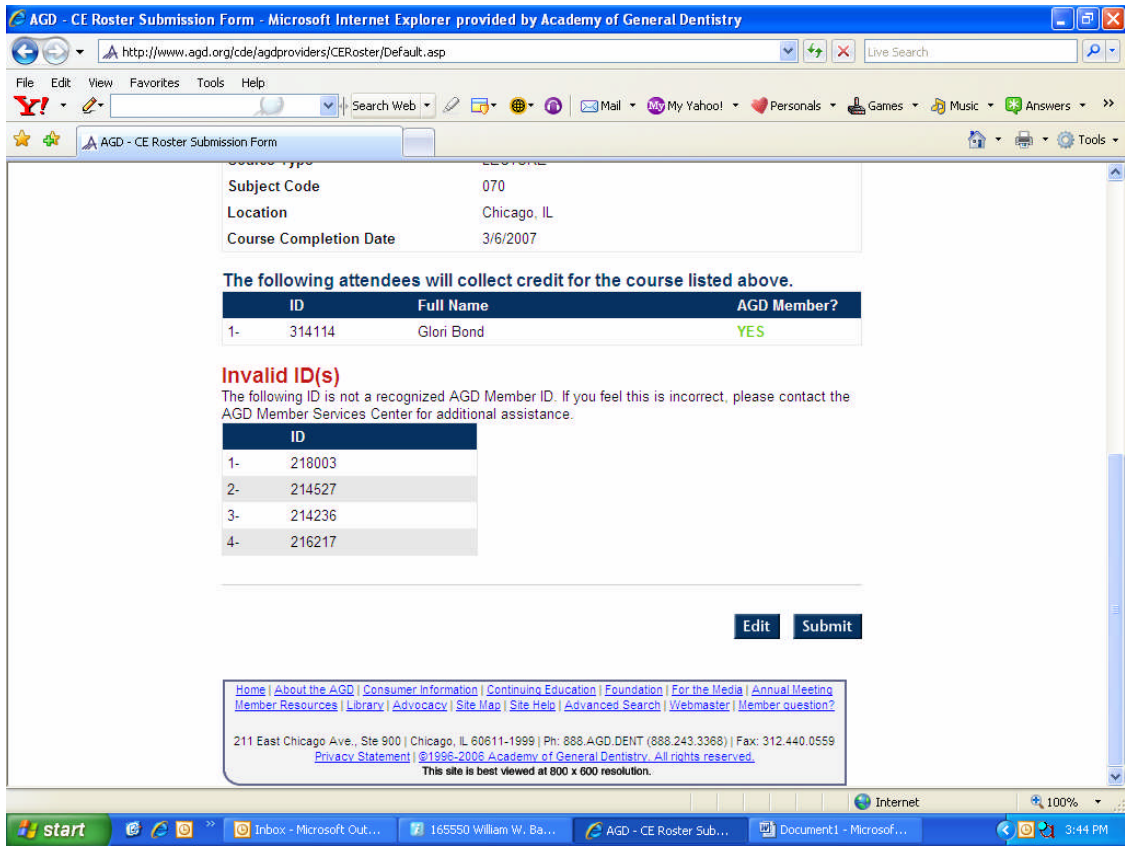
start

Inbox - Microsoft Out... 165550 William W. Ba... AGD - CE Roster Sub... Document1 - Microsof... 3:41 PM

- 9) Once you click on the **Continue Button**. The following screen will be the summary screen. This will be your opportunity to review the information you have entered for submission. If there is information that is not accurate, or you want to change you will click on the edit screen, and it will bring you back to the initial roster submission page. Your review screen should appear as such:

The screenshot displays the 'Roster Submission Form' summary page. The browser title is 'AGD - CE Roster Submission Form - Microsoft Internet Explorer provided by Academy of General Dentistry'. The URL is 'http://www.agd.org/cde/agdproviders/CERoster/Default.asp'. The page includes a navigation menu on the left with options like 'AGD Fellowship', 'AGD Mastership', 'LLSR', 'Transcripts', 'PACE', 'CE Opportunities', and 'For CE Provider'. The main content area is titled 'Roster Submission Form' and includes a greeting 'Hello, Glori Bond!' with links for 'Log Out' and 'Bookmark this Page'. Below the title, it says 'Please review the following information before submitting.' The information is organized into two sections: 'Submitter's Information' and 'CE Course Information'. The 'Submitter's Information' section lists 'Contact Name' as Sue Smith and 'Contact E-mail' as suesmith@agd.org. The 'CE Course Information' section lists 'Course Title' as Endodontics, 'Instructor Name' as Dr. Pringles, 'CDE Provider Name' as Academy of General Dentistry (216217), 'Verification Code' as VOF, 'Credit Hours' as 10, 'Course Type' as LECTURE, 'Subject Code' as 070, 'Location' as Chicago, IL, and 'Course Completion Date' as 3/6/2007. Below this, it states 'The following attendees will collect credit for the course listed above.' and presents a table with columns for ID, Full Name, and AGD Member?.

ID	Full Name	AGD Member?
1- 314114	Glori Bond	YES



If there were invalid or non-member numbers entered the system will notify you so you can correct it. Once you are satisfied with the information you will then click the submit button. Provided that you have entered an email address a confirmation email will be sent to you to tell you whether or not your submission was successful.

This online tool also allows you to go back and check rosters that you have previously submitted you simply log on, click on **Continuing Education**, then for **CE Provider**. Instead of clicking on Roster Submission you would click on **Roster History**. This will pull up all of your previously submitted rosters and their status.

How to Enter Information From the Scanner

How to capture data from the scanner when used in Batch mode

These instructions are for the providers that will not have access to a laptop at the course location. The scanner will store the data to memory for capture at a later time, which must be done before another course is recorded to the scanner.

These users will need to maintain a hard copy of course attendees.

These instructions are to be followed only after the scanner driver software and Flicware Wedge Software has been installed and configured.

The following instructions must be followed or you will lose the data.

1. Make sure the PC or Laptop is powered on and Windows is completely loaded.
2. Make sure there are no other programs running.
3. Using the coil cable supplied with the scanner, plug in the USB connector to a USB port on the PC or Laptop.
NOTE: You must use the same USB port that was used during the installation and configuration of the Flicware Wedge Software and scanner driver software. If the same USB port is not used an error message will be displayed.
4. **DO NOT** plug-in the stereo plug connector to the PC or Laptop, at this time.
5. Start the Flicware Wedge Software.
6. Verify that the Flicware Wedge Software is active.
7. Start either Windows Notepad or Microsoft Word or Excel.
NOTE: Only Windows Notepad and Microsoft Word or Excel will be supported.
8. The application needs to be the front or active window on the PC or Laptop screen.

Using Microsoft Excel

Place the cursor in cell A1.

Using Microsoft Word or Windows Notepad

Place the cursor in the upper left corner of a blank document.

***This is very IMPORTANT; placing the cursor in a specific location indicates where the data will be inserted on the application.**

Double-check to make sure that...

1. The USB connector on the coiled scanner cable is connected to the PC or Laptop
 2. The Flicware “wedge” Software is active
 3. And the Windows based application is the front or active window on the PC or Laptop screen.
9. Plug-in the stereo plug connector to the scanner
NOTE: Once the scanner is connected it will immediately upload all of the data from the scanner memory to the application.
10. The scanner will make a distinct noise and the data will appear in a column reading top to bottom.
 11. Save as a file to the PC or Laptop, this file will be utilized to provide roster information to AGD via the internet.
 12. Once this information is saved you can simply cut and paste the information in the corresponding fields.

How to capture data from the scanner when used in Tethered mode

These instructions are for the providers with access to a laptop at the course location. Providers are able to capture data from the scanner in real time.

These instructions are to be followed only after the scanner driver software and Flicware Wedge Software has been installed and configured.

1. Make sure the Laptop is powered on and Windows is completely loaded.
2. Make sure there are no other programs running.
3. Using the coil cable supplied with the scanner, plug in the USB connector to a USB port on the Laptop.
NOTE: You must use the same USB port that was used during the installation and configuration of the Flicware Wedge Software and scanner driver software. If the same USB port is not used a communication error message will be displayed.
4. Plug-in the stereo plug connector to the PC or Laptop.
5. Start the Flicware Wedge Software.
6. Verify that the Flicware Wedge Software is active.
7. Start either Windows Notepad or Microsoft Word or Excel.
NOTE: Only Windows Notepad and Microsoft Word or Excel will be supported.
8. The application needs to be the front or active window on the Laptop screen.

Using Microsoft Excel

Place the cursor in cell A1.

Using Microsoft Word or Windows Notepad

Place the cursor in the upper left corner of a blank document.

****This is very IMPORTANT; placing the cursor in a specific location indicates where the data will be inserted on the application.***

9. You may now scan data directly into one of the three supported Windows based applications.
10. Save as a file to the PC or Laptop, this file will be utilized to provide roster information to AGD via the internet.
11. Once this is completed you can cut and paste the information into the corresponding fields.

If you have any questions or concerns please contact us at (888)243-3368 ext.4114 or at PACE@agd.org