

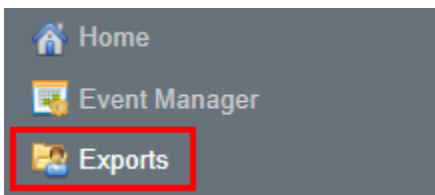
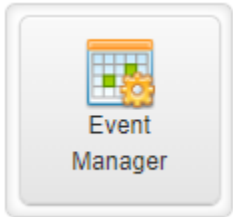
USER MANUAL – HOW TO RUN AN ATTENDANCE REPORT

TARGET AUDIENCE: ADMINISTRATORS

Updated June 21, 2024

EVENT MANAGER – CREATE A TEMPLATE

To generate an attendance report from MedSIS, you will need to go to the Event Manager and then select the Exports function on the left-hand side menu.



Once you have selected the Exports function, make sure you have entered in the Destination as a “Download” and the File Type as an “Excel.” Once you have selected these options, click preview at the bottom right-hand corner of the page.

The screenshot shows the "Exports" configuration page in the MedSIS 3C interface. The page has a search bar at the top left and a "Not Scheduled" status indicator at the top right. The main content area is divided into two tabs: "Configuration" (selected) and "Execution Log".

Under the "Configuration" tab, the following settings are visible:

- Export Type: Event Attendance Status Export
- Export Fields: --All Fields--
- Condition: Insert Condition
- Export One Time: NO
- Destination: Download (highlighted with a red box)
- File Type: Excel (highlighted with a red box)
- Hide Header: NO
- File Name: (empty text field)

At the bottom of the page, there are four buttons: "+ New Config", "Save Config", "Preview" (highlighted with a red box), and "Run".

From there, select –All Data– to filter the report to your specifications.

Home > Event Manager > Exports

Exports

-- All Data --

Filter Show Selected

- User Role
- Last Name
- First Name
- Email
- Student Number
- Learner Program
- Base Location
- Training Level
- Event
- Event Template
- Event Program
- Topic

Student Number	Learner Program	Base Location	Training Level	Event
001082354	Internal Medicine	Hamilton Region [HAMILTON]	PGY2	AHD - PC
400046708	Internal Medicine	Hamilton Region [HAMILTON]	PGY2	CBL-B: N
001467829	Internal Medicine	Hamilton Region [HAMILTON]	PGY3	CBL-B: N
001466921	Internal Medicine	Hamilton Region [HAMILTON]	PGY1	AHD - PC
400060367	Internal Medicine	Hamilton Region [HAMILTON]	PGY2	AHD - PC

Once you have filtered your report, select the learners and Export.

Exports ← Back

Learner Program **Internal Medicine** | Event Program **Internal Medicine**

Data Preview Total: 38346

Search:

<input checked="" type="checkbox"/> User Role	Last Name	First Name	Email	Student Number	Learner Program	Base Location	Training Level	Event	Event Template	Event Program	Topic	Event Type	Event Date	Time From	Time To	Al	St
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QUESTIONS?

If you have any questions or difficulties with this process, please submit them through our ticketing system.

To submit a ticket, please visit medsishelp.mcmaster.ca

User Guide: [How to Submit a Ticket](#)