

DEPARTMENT OF ANESTHESIOLOGY

VANDERBILT  UNIVERSITY

MEDICAL CENTER

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How do I fill out my AAA Form?

First, review the instructions and scoring criteria on each sheet of the workbook before entering data. Points will be calculated automatically once values have been entered correctly in all required fields (those in blue). You must fill in all blue cells to receive points. If you do not follow the instructions, the points you ultimately receive may be different from what you expected. If your form is returned with incomplete entries, it will be returned to you.

After entering all the required data in each row, scroll to the right (past the blank reviewer cells) to see if points have been calculated correctly.

Troubleshooting: After entering your data, if there is still text or a wrong number in the point calculating cell then it usually means that one of the required cells does not contain correct data. If the point cell says “REF”, “Error” or something unintelligible, there may be a problem with the formula. This can happen if you inadvertently used cut-and-paste, for example. First undo all your entries (e.g., Command-Z) and re-enter the data. If that doesn’t work, contact the Office of Faculty Affairs administrator for assistance.

Here are some formatting tips for filling out the AAA Form:

- Cells that contain formulas are protected (i.e., not fully editable) to ensure proper calculation of AAA points. As a result, some functions are limited: e.g., you cannot insert/delete rows, insert/delete columns, or spell check.
- To sort: highlight just the cells in which you entered text, select “Data” from the ribbon, and then “Sort”
- To delete entries: highlight just the cells in which you entered text, right click, and select “Clear Contents”
- Do not cut and paste when working on your AAA Form. Please use the copy and paste function instead. Additionally, any pasting of a copied cell should only be done after double clicking on the cell to ensure it will receive the copied information. These measures will help prevent both formula errors and formatting issues.
- Cells that ask for a specific entry (e.g. Y or N) have a drop-down list from which you should select a specific option. Click on the cell, and a drop-down arrow will appear to the right of the cell. Use the list to select the proper entry for that cell. (Note: you can enter manual text but if it does not match the intended entries exactly, that row will not calculate points)