

## Acuity STAR Cloning Records Reference guide

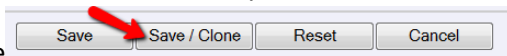
Across most STAR screens, you have the ability to Clone an existing record. This streamlined way of data entry quickly allows you to enter several similar activities and ensures complete and accurate information being captured for your activities.

Two of the BEST places to clone records are Maintenance of Certification and Teaching activities. Teaching activities include Program Teaching, Clinical Teaching and Supervision.

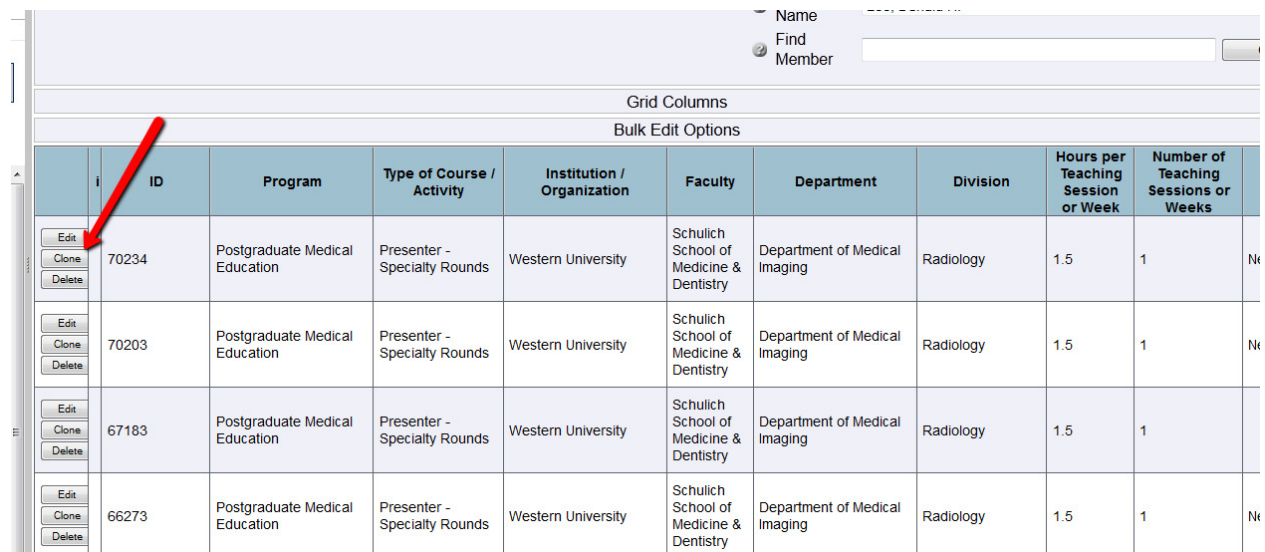
Often activities for an area (Program Teaching for example) have similar fields to complete, with the variation being the Type of Course / Activity, Date and hours.

### Clone

The Clone button can be your best friend! Cloning records is available from the bottom of the Data Entry page



OR from the Data Grid screen.



Grid Columns									
Bulk Edit Options									
	ID	Program	Type of Course / Activity	Institution / Organization	Faculty	Department	Division	Hours per Teaching Session or Week	Number of Teaching Sessions or Weeks
Edit Clone Delete	70234	Postgraduate Medical Education	Presenter - Specialty Rounds	Western University	Schulich School of Medicine & Dentistry	Department of Medical Imaging	Radiology	1.5	1
Edit Clone Delete	70203	Postgraduate Medical Education	Presenter - Specialty Rounds	Western University	Schulich School of Medicine & Dentistry	Department of Medical Imaging	Radiology	1.5	1
Edit Clone Delete	67183	Postgraduate Medical Education	Presenter - Specialty Rounds	Western University	Schulich School of Medicine & Dentistry	Department of Medical Imaging	Radiology	1.5	1
Edit Clone Delete	66273	Postgraduate Medical Education	Presenter - Specialty Rounds	Western University	Schulich School of Medicine & Dentistry	Department of Medical Imaging	Radiology	1.5	1

Once a record has been entered, if you click Save/Clone (data entry page), the current record is saved, and a copy of that record is displayed. This allows you to change the few items that are different (Type of Course), Hours, Dates, etc.

Combining these techniques can provide a streamlined way for you to enter teaching activities quickly, efficiently and completely.