

Hints and Tips for Uploading RMTS Quarterly Participant Lists

These hints and tips should be used in conjunction with the Quick Guide to Uploading the RMTS Participant list.

Tip #1: Extract Your Current Participant List. You should always begin by extracting the list of current participants from the RMTS system. Don't forget to choose the *appropriate* quarter (the quarter you are doing set-up for) when extracting the file.

Tip #2: Remove People Who Will Not Be Participating by Deleting Them from the File. Please be sure to delete the *entire row* in the spreadsheet that contains the data regarding anyone who will no longer be participating in RMTS.

Tip #3: Don't forget to check Supervisor Email addresses and School/Group designation. Please remember to update any supervisor email addresses as well as the participants' email addresses. Check to make sure all RMTS participants have the appropriate school/group associated with them.

Tip #4: Even if You Have No Changes, Upload a File for the New Quarter. Please be sure to upload a participant list for every quarter even if you don't have any changes. Your upload file will result in a "Successful – No Changes" status to record that you have completed your work.

Tip #5: Review the File Upload Reports Prior to Verifying and Uploading. You should always review the upload reports before clicking on the "verify" check box and allowing the file to finish uploading.

Additional Help:

If you still need help, contact UMass Medical School at 1-800-535-6741 or schoolbasedclaiming@umassmed.edu