Frequently Asked Questions about Yerger Application

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FAQ's

1. **How can I access the Yerger Submission application?**
   Click here to be directed to the online application. The link will also be posted online under Yerger award webpage.

2. **How can I login to the application?**
   Login using your HFMA user id and password.

3. **When is the deadline to submit a Yerger award?**
   April 1st, 2016 by 11:59 p.m. Central time

4. **Can I copy and paste from Word into the Yerger online application?**
   Yes, that's recommended to help with spell check and word count as well. Is best to keep it simple, avoid bullet points, tables, links, etc, as they add up to the number of characters used.

5. **Can I still make changes to the submission after I click Submit for Review?**
   No, once you submit for review, you can't make any further changes. It's highly recommended to click Save 1st to make sure your submission is complete. Then click submit for review before

the deadline to finalize it.

6. **Can I make changes to my submission before the deadline, April 1st 2016?**
   Yes, only if you clicked Save; you can always go back to make changes. If you clicked Submit for Review, its final and no more changes are allowed. You can always delete the entire the submission and start a new one. Or contact Ada for help at alleshanaku@hfma.org

7. **Can I print my submission after I Save or Submit for Review?**
   Yes, you can always go back into Your submissions, click on the Print icon which will display the whole submission where you can print, or copy and paste the content into Word for your review.

8. **How many supporting documents I can upload?**
   You can upload up to 6 attachments on the following types: You cannot upload a youtube video, but you can insert the url into the application for the judges to click on.

- *.pdf
- *.doc/docx (MS Word)
- *.txt (plain text)
- *.xls/xslx (MS Excel)
- *.pps/pptm (power point)
- *.htm / *.html
- *.gif (image)
- *.jpg (image)
- *.zip (Compressed)

9. **Can I remove or replace an attachment?**
   Yes, you can always go back to delete or upload a new file by going into Your Submissions, and click on the Upload Mgr icon.

10. **Can I upload attachments inside the submission form?**
    No, the application is not designed that way. After you complete the submission form, click Save or Submit for review, then go into Your Submissions and click on Upload Mgr to upload the files. Please remember up to 6 attachments are allowed.

11. **Why is the Word Count not working?**
    The new application is designed to do character count instead of word count. Using Microsoft Word can help determine the number of words which should be very close to the number of characters the program has in place.

12. **After I click Save, or Submit for Review I'm directed to the Select Submitter Roles screen, what do I select?**
    For our Yerger purposes, select Submitter Only and click Save. (ignore the other options-they don't apply to us)

    Select Submitter Roles

    Select the appropriate role for yourself in relation to this submission and click the **Save** button. If you have no other role than the submitter then select **Submitter Only** and click the **Save** button to continue.

Edit Submitter			
Ada Lleshanaku			
◦ Ada	MI	◦ Lleshanaku	Suffix
Designation	Contact Phone	HFMA	
alleshanaku@hfma.org			Cancel Save

    ☐ Author   ☐ Co-author   ☐ Project Manager   ☑ Submitter Only

13. **What should I do on the Manage Participants screen?**
    Nothing, just disregard that screen and click on Finished Adding Participants to continue. This feature is used for another purpose and doesn't apply to yerger award.

    Manage Participants

    Yerger Submissions: Disregard Manage Participants screen and click on **Finished Adding Participants** button below. T you to the Yerger home page to either upload supporting documentation, edit your submission, or finalize and submit your

    ANI Submissions: You are automatically listed below as the owner of this submission. If you have additional roles with tl the appropriate checkbox beside the role and click the **Save** button

    To Add / Edit Co-Presenters:

    - Click the **Find Member** button and follow the instructions on the page that follows
    - Once you've added your Co-Presenter, select the appropriate checkbox for the Role you wish to assign and click the
    - *Repeat the steps above for each Co-Presenter you wish to add*
    - After you assign each Co-Presenter, click the **"Send"** button for each. This will send an email request to them to vis update their profile.
    - If you wish to remove a Co-Presenter, click the **"Remove"** button for their name
    - Click on the Person's name to edit their information or modify their role
    - The Primary Presenter is identified with the **Presenter** role. To change this role to another person, click on their na
    - Click the **Finished** button when you're done to return to the submission listing.

    The Presenter sort button allows you to order the listing of participants in the order of precedence they should appear in th brochure.

Edit Participants			
Ada Lleshanaku			
◦ Ada	Middle Name	◦ Lleshanaku	Suffix
Professional Designation	Contact Phone	HFMA	
alleshanaku@hfma.org			Ca

    Owner   ☐ Author   ☐ Co-author   ☐ Project Manager

    Finished Adding Participants

14. **Do I get an email confirmation after I save, submit the award or upload new files?**
    Yes, you will get an email confirmation every time you Save, Submit for review, and upload documentation. Please check the spam folder if you didn't receive it, or contact Ada Lleshanaku

to confirm the submission went through successfully.

15. **When I login, I'm not able to see the dropdown menu to select Yerger Award 2016?**
This is a known browser concern with the application which works best with internet explorer. Please try another PC/Laptop, or another browser if you're having issues. As always, Ada at CRT can help you troubleshot this further.