

# ABFM Export

Selected data entered into the Personnel Data module of New Innovations can be copied for import into the American Board of Family Medicine's Resident Training Management (RTM) System.

An XML file containing the selected New Innovations data is created using the steps below and then imported to the RTM System accessible at <https://rtm.theabfm.org/>.

## Exporting Data

1. Select **Main > Personnel Data**.
2. Go to **Tools > Extract Data > ABFM**.
3. Select one or more Programs from the **Programs** multi-select box and then click **Reload Personnel Multi-Select Box**.

4. Select one or more people from the **Personnel** multi-select box.

Select Data for Transfer

### Select One or More Programs

People belonging to the selected programs will be loaded into the Personnel multi-select box.

[All](#) | [None](#) | [Invert](#) | Programs

1 Selected: ▼

[Reload Personnel Multi-Select Box](#)

### Select One or More People

Only data associated with selected people will transfer.

[All](#) | [None](#) | [Invert](#) | Personnel

30 Selected: ▼

5. Select RMS (NI) field from each drop-down box that corresponds to each RTM field, then click the **Download Data File** link.

### Copy Data for Transfer

#### Select RMS Fields

Selected fields will copy from RMS to a data file for import into ABFM-RTM.

#### RMS Fields

Address

Phones

#### ABFM-RTM Fields

Current Address

Business Telephone

Home Telephone

Fax Telephone

Mobile Telephone

Emergency Telephone

#### [Download Data File](#)

NI data will be copied from the Addresses and Phone/Pager Numbers sections of each individual's Demographics Record. You may need to adjust these fields and/or records in Personnel Data.

6. Click the **Save** button and select a location for the file then click the **Save** button.
7. Login to the ABFM <https://rtm.theabfm.org/> and import the xml file from your PC. If you receive errors, take note of the field causing the error and make adjustments within NI and re-download/import.

