



DeLever

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# myAPCdiary 2009

myAPC diary 2006 to 2009 Transition Guide

Useful information to help you get the most out of the myAPC diary

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## myAPCdiary 2009

### myAPC diary 2006 to 2009 transition guide

Welcome to the myAPC diary 2006 to 2009 transition guide. This guide contains useful hints and tips for transferring your recorded experience and other data into our latest version of the myAPC diary 2009.

You can download this transition guide from [www.delever.com](http://www.delever.com)

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This transition guide is designed to be read in conjunction with the help and quick start guide and myAPC diary 2009 product. If you have any queries regarding any content of this transition guide please contact:

**DeLever Limited, Woodlands Park, Bedford Road, Clapham. MK41 6EJ**  
**[www.delever.com](http://www.delever.com) [hello@delever.com](mailto:hello@delever.com) 08445 616721**

# 1. Transition tips

The myAPC diary 2009 will not look completely the same as it's predecessor because RICS have changed all of the final assessment templates and DeLever have radically redesigned some of the navigation functionality to remove the need and use of macros which were reducing the functionality for some of our users due to their I.T. set up.

Also some of the items in the myAPC diary 2006 are now redundant due to the RICS changes.

I have provided the following tips to help smooth the transition.

## 1.1 Diary section

You can simply copy and paste data from myAPC diary 2006 into myAPC diary 2009 as we have identically replicated the diary pages diary per month. See copying and pasting guidance in the RICS 'Getting Started ' section.

### Potential issues:

- Your competencies have not been set up and an error is flagged – Go to RICS Template 3 and make sure the competencies are set up as the same and this error should disappear
- The myAPC diary 2006 diary months have a single sheet for each month. The myAPC diary 2009 is set up in years so each year has 12 months. Simply copy from one into the other following the correct month numbers. As an aside the month dates in the myAPC diary 2009 are fed from RICS Template 3 log books.
- When copying across to the diary template the error appears and the competency cell has gone yellow and the corresponding duration field has gone pink (fig 1 below). This will have happened because the myAPC diary 2006 entries may have been blank and the myAPC diary 2009 sees these as missed competency entries. Simply set any of the competency references like this back to 'Select a competency' (fig 2 below) from the drop down menu and the error goes away. Once you have selected 'Select a competency' once you can copy and paste it into any of the other cells appearing like this.

The screenshot shows the 'myAPC Diary - Month 1' interface. At the top, there is a navigation menu with buttons for 'Back to Top', 'Templates', 'Diary', 'Projects', 'Reports', and 'Timeline'. The 'Diary' section is active, displaying a 'Diary' header and a list of tips. Below the tips, there is a table for 'myAPC Diary - Month 1' with columns for 'Date', 'Nature of professional work carried out', 'Competency reference', 'Duration', and 'Project'. The table contains several rows, with the 'Competency reference' column highlighted in yellow and the 'Duration' column highlighted in pink. A red error message 'myAPC Diary Error' is visible at the top right of the interface.

Date	Nature of professional work carried out	Competency reference	Duration	Project
1		Select a competency	0.0	
2		Select a competency		
3		Select a competency		
4		Select a competency		
5		Select a competency		
6		Select a competency		

figure 1

Error appears from copying over blank cells in the competency reference column.

figure 2

Fix the error by selecting 'Select a competency' from the drop down list.

# 1. Transition tips continued...

- d. You will notice the myAPC diary 2009 does not cater for any user defined recording as this does not sit well with the new RICS final assessment templates. If you are copying across to the diary section any references to user defined competencies you will need to delete any data in the competency reference or duration columns as this will throw up an error. You can still keep the description without any problem.
- e. The PD recorded in the myAPC diary 2006 is only now useful in so far that the headings have been recorded. However, RICS upgraded the level of information required for this section and you are now required to follow the guidance given in the new RICS template 4 (this is in the myAPC diary 2009) and provide much more detail and analysis of your learning.
- f. The following is a list of myAPC diary 2006 templates and where the data has moved to in the new myAPC diary 2009.

myAPC diary 2006	myAPC diary 2009
Home	Start Page
Auto update	Discontinued
Diary and monthly navigation	Diary new yearly navigation
Log book in diary section	Moved to RICS Template 3 Automatically calculated
Professional Development	Moved to RICS Template 4 but RICS require greater description of activity
Progress/plan	Timeline
Signoff	Removed as no longer required. Sign once in RICS Template 1
Project	Projects with new larger capacity and NEW top three projects identifier
Set Up Candidate details	RICS Template 1
Setup competency	Now in RICS Template 3
Setup projects	Now done in the project section
Print	Now simpler printing conventions using Excel's print menu
Help	Start page and Getting started
Error Check	Now available at the top of each diary year. Much more interactive
Reports	NEW much more comprehensive and informative drilling down through experience. Still includes PD reporting and monitoring of PD splits
Error Check	Now available at the top of each diary year. Much more interactive and userfriendly
N/A	NEW RICS Template 2 – Checklist interactive
N/A	NEW RICS Template 5 – Education, employment etc
N/A	NEW RICS Template 6 – Experience record
N/A	NEW RICS Template 7 – Referral deficiency record
N/A	NEW RICS Template 8 – PD Deficiency record

We will add any further guidance to this document if any need arises.

## 2. Printing



Printing any part of the myAPC diary is very simple.

Use the normal Excel print function:

File > Print > and either click 'Print Preview' or OK

The myAPC diary will then print all of the templates and reports in A4 format in black and white.

### **PLEASE NOTE**

If you adjust any of the printing options please take a note of the default settings which have been set up for the myAPC diary as you could affect the way the templates and reports are printed.

# 3. System requirements



## myAPC diary system requirements

- Microsoft Windows (98,2000,XP,Vista etc).
- Microsoft Office Excel 2003 or above.
- Processor capable of running Microsoft Office 2003 or above.
- 10MB of available hard disc space (The myAPC diary is approximately 3.5MB).
- 512MB RAM.
- CDROM / DVD drive if delivered on CDROM.
- Email and internet access (Primary deliver of this version of the myAPC diary will be via Email, capable of accepting a 4MB file)
- A USB port or similar for regularly backing up the myAPC diary onto memory stick or similar.

### PLEASE NOTE

Please take care when using the myAPC diary 2009 on MICROSOFT OFFICE EXCEL 2007 and ensure you open and save it as a Excel 97 to 2003 file as Excel 2007 has a different way of handling files.

The myAPC diary 2009 has been exclusively developed and written in MICROSOFT OFFICE EXCEL 2003, with the normal standard installation and the latest MICROSOFT OFFICE updates freely available online at [www.microsoft.com](http://www.microsoft.com).

The myAPC diary 2009 may work on earlier versions of MICROSOFT OFFICE EXCEL but DeLever does not offer any guarantees.

The myAPC diary 2009 may work on MAC if you have the Windows dual boot / emulator, but DeLever does not offer any guarantees.

The myAPC diary 2009 may work on FREEWARE Excel clones but DeLever does not offer any guarantees.

## 4. Technical support



### **DeLever provides FREE technical support for the myAPC diary 2009.**

However, before contacting DeLever, please see the technical support pages and frequently asked questions (FAQs) on our web site at [www.DeLever.com](http://www.DeLever.com).

### **myAPC diary 2009**

DeLever will only provide technical support on the myAPC diary 2009 navigation system, Diary, Project and Reporting sections. The remainder of the myAPC diary (RICS Template section) has been a straight duplication of the freely available RICS Templates and DeLever does not have any authority to change or amend the template format or structure in any way.

Should you have any issues with the templates we suggest you contact RICS Contact Centre directly on 0870 333 1600. DeLever is happy to assist you with any APC process query regarding RICS templates.

### **What we DO NOT support**

DeLever do not provide any technical support for your computer system or its unique set up. The myAPC diary 2009 has been extensively tested on MICROSOFT WINDOWS and MICROSOFT OFFICE products and functions fully.

Please refer to our technical specification requirements.

### **How to contact technical support**

Fill in our online Technical Support form at [www.delever.com](http://www.delever.com)

### **Or**

Call DeLever and ask for myAPC diary technical support on +44 (0)8445 616721.

### **Or**

Email the DeLever technical support team at [support@DeLever.com](mailto:support@DeLever.com).