



FIELDWORK TRACKER TECHNICAL ISSUES RESOURCE GUIDE

This guide may be used to trouble shoot common issues with the Experience/Fieldwork Tracker. If the problem still persists after trying these steps, the issue you are having is not listed, or the next steps indicate that you need to submit the tracker, please submit your issue in the [Tracker Technical Issues](#) form.

Tracker Software Guidance

The [Fieldwork Tracker](#) is designed to be used with the desktop version (PC or Mac) of Microsoft Excel, although it is also functional in the Excel app (Android or iOS) if you have a paid subscription to Excel. The Fieldwork Tracker will not be fully functional in other applications, such as Google Sheets and Apple Numbers.

If you do not have a paid subscription to Excel, you may use the Fieldwork Tracker in the free online version of Excel by following the instructions below.

Accessing Excel Online (does not require a paid subscription):

- **Step 1:** Create a [Microsoft account](#)
- **Step 2:** Download the [Fieldwork Tracker](#) to your computer.
- **Step 3:** Upload the Fieldwork Tracker to Microsoft OneDrive.
- **Step 4:** Click on the Fieldwork Tracker to open it in Excel Online.

Common Issues

Below you will find examples of common issues you might experience with the Fieldwork Tracker, and next steps to take when you experience those issues. Each issue is represented on a separate page and is accompanied by screenshots (when applicable) for additional explanation.

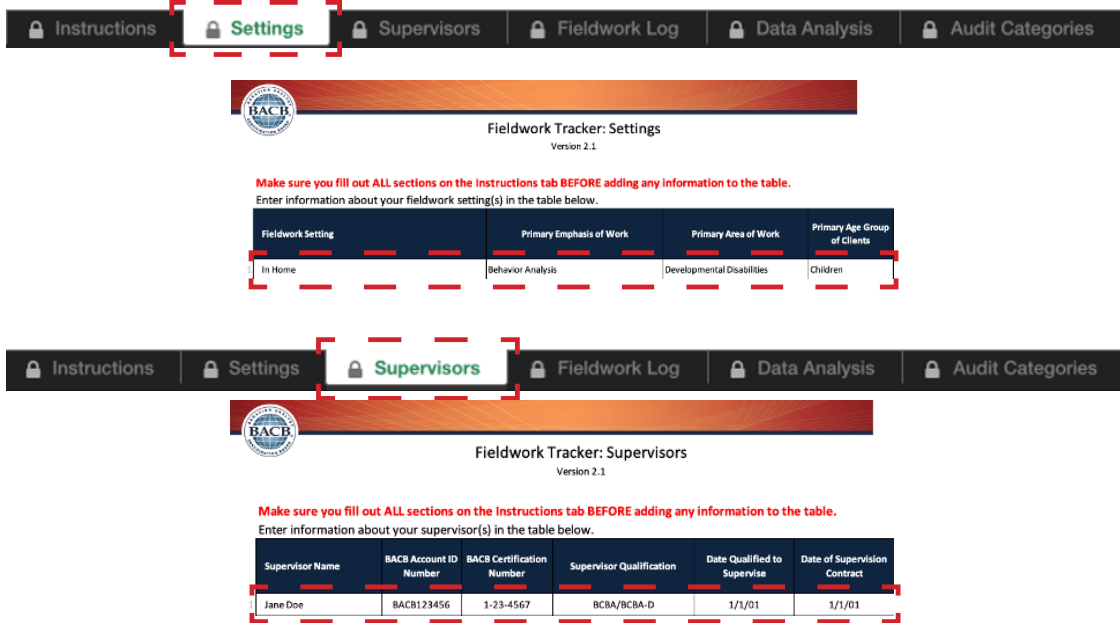
1. “#N/A” in one or more cells in the <i>Data Analysis</i> tab.....	Page 2
2. “#VALUE” in one or more cells in the <i>Data Analysis</i> tab	Page 3
3. “#REF” in one or more cells	Page 4
1. <i>Data Analysis</i> tab is blank even with data in the <i>Experience/Fieldwork</i> tab	Page 5
2. Values in <i>Data Analysis</i> tab are not correct.....	Page 6
3. Requirements for Fieldwork (i.e., post January 1, 2022 requirements) are not showing	Page 7
4. “#DIV/0!” in the “% of Group Supervision” column on the <i>Data Analysis</i> tab.....	Page 8
5. Rounding issue in the <i>Experience Hours</i> and <i>Supervised Hours</i> columns.....	Page 9
6. Not able to enter one unrestricted hour in the <i>Experience Log</i> tab	Page 10
7. Only 129 experience/fieldwork hours are counted although you have accrued 130	Page 11

You See: “#N/A” in one or more cells in the *Data Analysis* tab

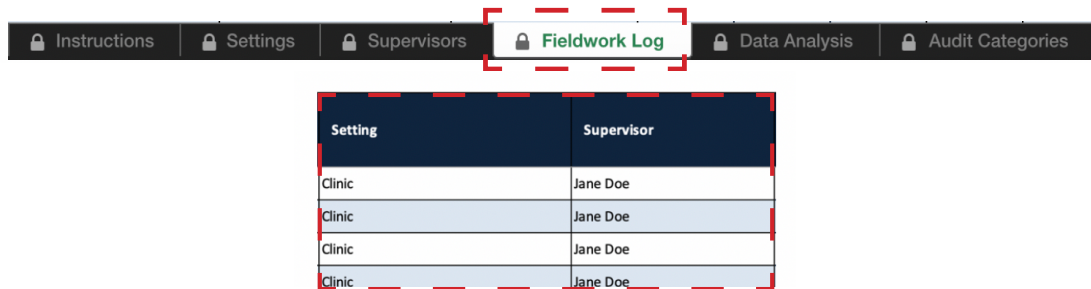
Problem: The dropdowns in the *Setting* or *Supervisor* columns (*Experience/Fieldwork Log* tab) were not used on at least one of the rows and/or the *Settings* and *Supervisors* tabs are incomplete.

Next Steps:

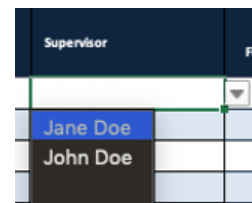
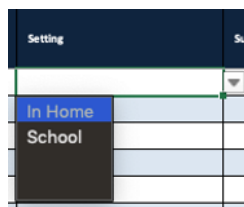
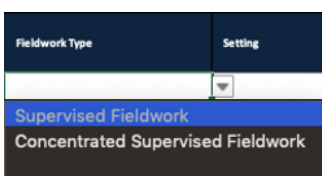
1. Review the *Settings* and *Supervisors* tabs to ensure all information in each row is complete.



2. Check that the *Setting* and *Supervisor* columns contains data for all of the completed rows in the *Experience/Fieldwork Log* tab.



3. Check that the information in the *Setting* and *Supervisor* columns was selected from the dropdown (data cannot be typed in).

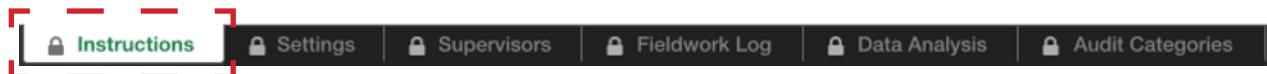


You see: “#VALUE” in one or more cells in the *Data Analysis* tab

Problem: The dropdowns in the *Experience/Fieldwork* columns (on *Experience/Fieldwork Log* tab) were not used or the *Instructions* tab is incomplete.

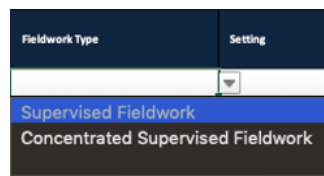
Next Steps:

1. Review the *Instructions* tab to ensure that you have selected the BACB certification you are pursuing and entered when you will be applying to sit for the examination.



2. Select certification. Trainee Name:
3. Answer question. Select the BACB® certification you are pursuing:
Will you apply to sit for your examination BEFORE January 1, 2022?

4. Check that the *Experience/Fieldwork Type* column contains data for all of the completed rows in the *Experience/Fieldwork Log* tab.
5. Check that all of the information in the *Experience/Fieldwork Type* columns was selected from the dropdown (data cannot be typed in).



You see: “#REF” in one or more cells

Problem: Possible internal calculation/formula errors

Next Steps:

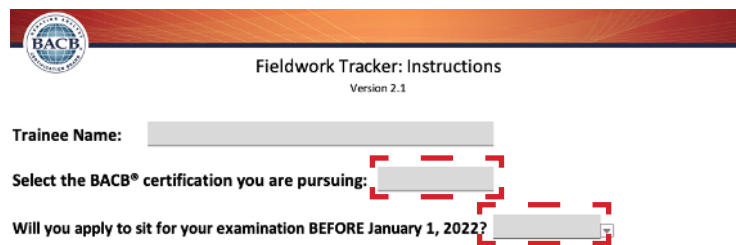
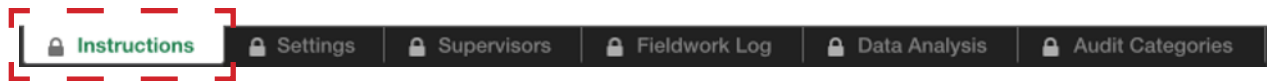
1. Submit a copy of your tracker through the [Tracker Technical Issues](#) form for review

You see: The *Data Analysis* tab is blank even when there is data in the *Experience/Fieldwork* tab

Problem: The *Instructions tab* is incomplete

Next Steps:

1. Review the *Instructions* tab to ensure that you have selected the BACB certification you are pursuing and entered when you will be applying to sit for the examination.

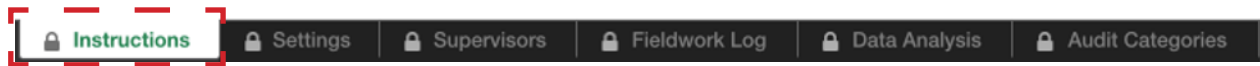


You see: The values in *Data Analysis* tab are not correct

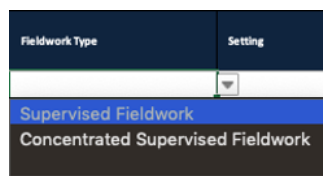
Problem: The *Instructions* tab is incomplete

Next Steps:

1. Review the *Instructions* tab to ensure that you have selected the BACB certification you are pursuing and if indicate when you will be applying to sit for your examination

The screenshot shows the 'Fieldwork Tracker: Instructions' page. At the top is the BACB logo and the title 'Fieldwork Tracker: Instructions Version 2.1'. Below the title are three input fields: 'Trainee Name:', 'Select the BACB® certification you are pursuing:', and 'Will you apply to sit for your examination BEFORE January 1, 2022?'. The second and third fields are highlighted with red dashed boxes.

2. Go to the *Experience/Fieldwork Log* tab and check that all of the information in the *Experience/Fieldwork Type* columns was selected from the dropdown (data cannot be typed in)



You see: The requirements for Fieldwork (i.e., post January 1, 2022 requirements) are not showing.

Problem: You are using an old version of the tracker

Next Steps:

1. Trainees who have begun logging hours in the Experience Tracker and will be applying after January 1, 2022 should transfer their data from the Experience Tracker to the Fieldwork Tracker (2.0). For directions on how to transfer data please view the [Experience Tracker Tutorial Video – Time: 28:49](#).

You see: “#DIV/0!” in the “% of Group Supervision” column on the *Data Analysis* tab

Problem: You are using an old version of the tracker

Next Steps:

1. Download a new version of the tracker from the [Tracker Technical Issues](#) webpage. For directions on how to transfer data please view the [Experience Tracker Tutorial Video – Time: 28:49](#).

You see: A rounding issue in the *Experience Hours* and *Supervised Hours* columns in the Experience Log tab

Problem: You are using an old version of the tracker (i.e., version 1.1)

Next Steps:

1. Enter the number in the *Unrestricted Hours* column with 3 decimal places, instead of 2 decimal places (e.g., 55 minutes would be entered as .915 instead of .92). The Fieldwork Tracker will then automatically update it to .92.
2. If that did not work, you will need to download a new version of the tracker from the [Tracker Technical Issues](#) webpage. For directions on how to transfer data please view the [Experience Tracker Tutorial Video – Time: 28:49](#).

You see: Not able to enter one unrestricted hour in the *Experience Log* tab

Problem: You are using an old version of the tracker

Next Steps:

1. Download a new version of the tracker from the [Tracker Technical Issues](#) webpage. For directions on how to transfer data please view the [Experience Tracker Tutorial Video – Time: 28:49](#).

You see: Only 129 experience/fieldwork hours are counted on the *Data Analysis* tab although you have accrued 130 for that month

Problem: You are using version 2.0 which contains a formula error

Next Steps:

1. Submit a copy of your tracker through the [Tracker Technical Issues](#) form for review.