

**Objective:** Adding/Changing Credit Eligibility in the Events Tab

**Scenario:** The Event you have previously Credited has changed from 1 Credit to 2 Credits and you want to change credit for the Event and Attendees.

**Step 1:** Click on the Events Tab. Enter the Event that you want to change Credit. (Fig. A)

The screenshot shows the CME TRACKER software interface. The window title is "CME TRACKER - Your Hospital - [EVENTS]". The interface has a menu bar (File, Edit, Record, Tools, Help) and a toolbar. There are three main tabs: PEOPLE, EVENTS, and REGISTER. The EVENTS tab is selected and highlighted with a red circle. Below the tabs, there are several input fields and dropdown menus. The "Find Event" field is highlighted with a red circle. The "Event ID" field contains the value "1004". Other fields include "Session ID" (Main), "Department" (Internal Medicine), "Event Name" (Test Event), "Credit Eligibility" (AMA PRA Category 1, 1.00), "Begin Date" (8/20/2003), "End Date", "Day" (Wednesday), "Time" (10:00 AM), "Frequency" (Weekly), "Facility" (Your Hospital), "Room" (Conf Room 3), "Meal" (Lunch), "Min Attend", "Max Attend", "Provider No", "Division", "Target Audience" (Practicing Primary Care Physicians), "Session Type" (Academic), "Session Name" (Session 2), "Commercial Supporter List" (Total), "Event Status" (Approved, Canceled, Outside, Proposed), "Publication" (Publish, Web-Publish, Web-Register, Web-Purchase), "Check List" (Name, Complete, Incomplete), and "Information" (# Registered: 5, # Credited: 3, Net Profit: \$0.00). At the bottom, there are buttons for GENERAL, TOPICS, REVENUE, EXPENSES, TOGO, and LISTING.

Fig. A

Step 2: Click on the Category to Highlight. Click on Edit Hours. Click on 2.00 from the popup menu. (Fig. B)

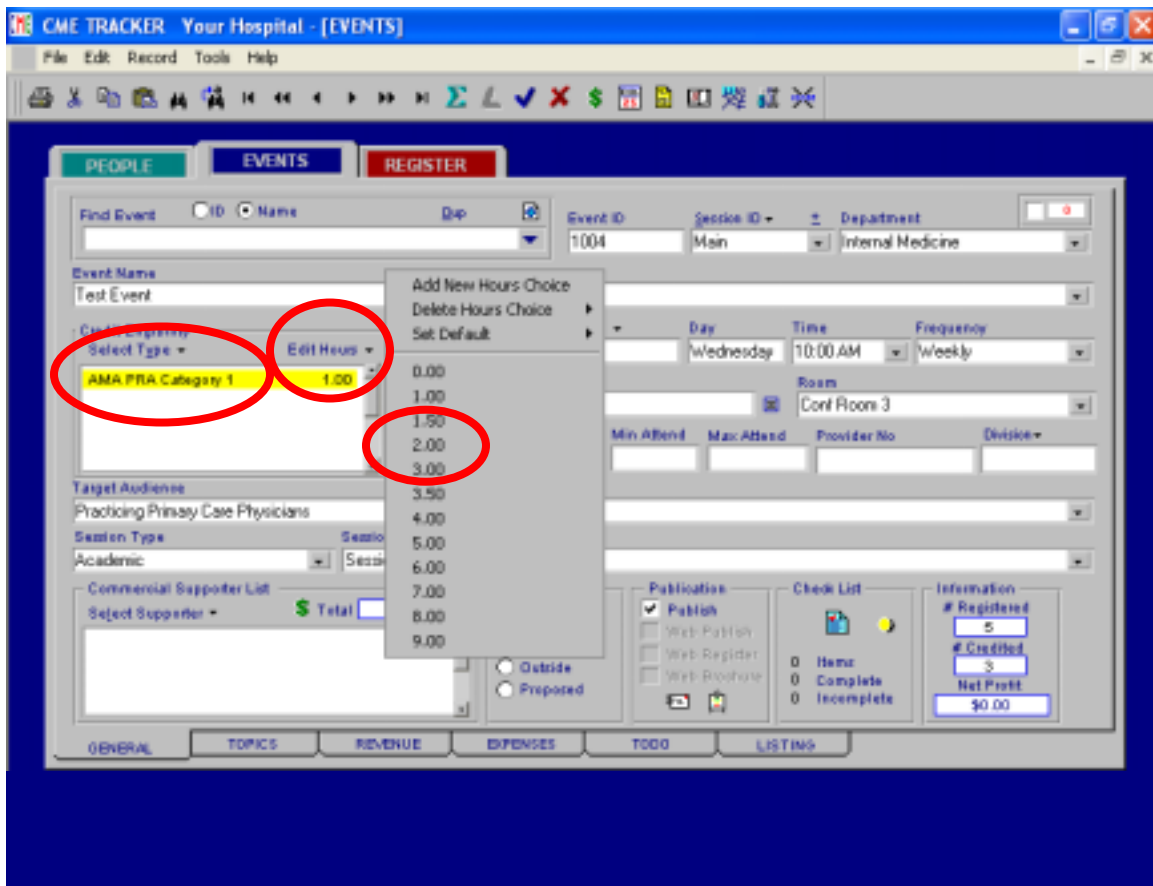


Fig. B

**Note:** This procedure applies only if ALL Registrations have been credited previously for the full amount of Credits. If all Registrants are not credited, you may wish to "FLAG" the non-credited Registrants. See: TIP Marking Registrations for Registrants with no Credit.

**Step 3:** Click on the Register Tab. Click on the Roster Tab. Click on No Credit All. CONFIRM REMOVE ALL CREDITS will pop up. Click on YES. (Fig. C)

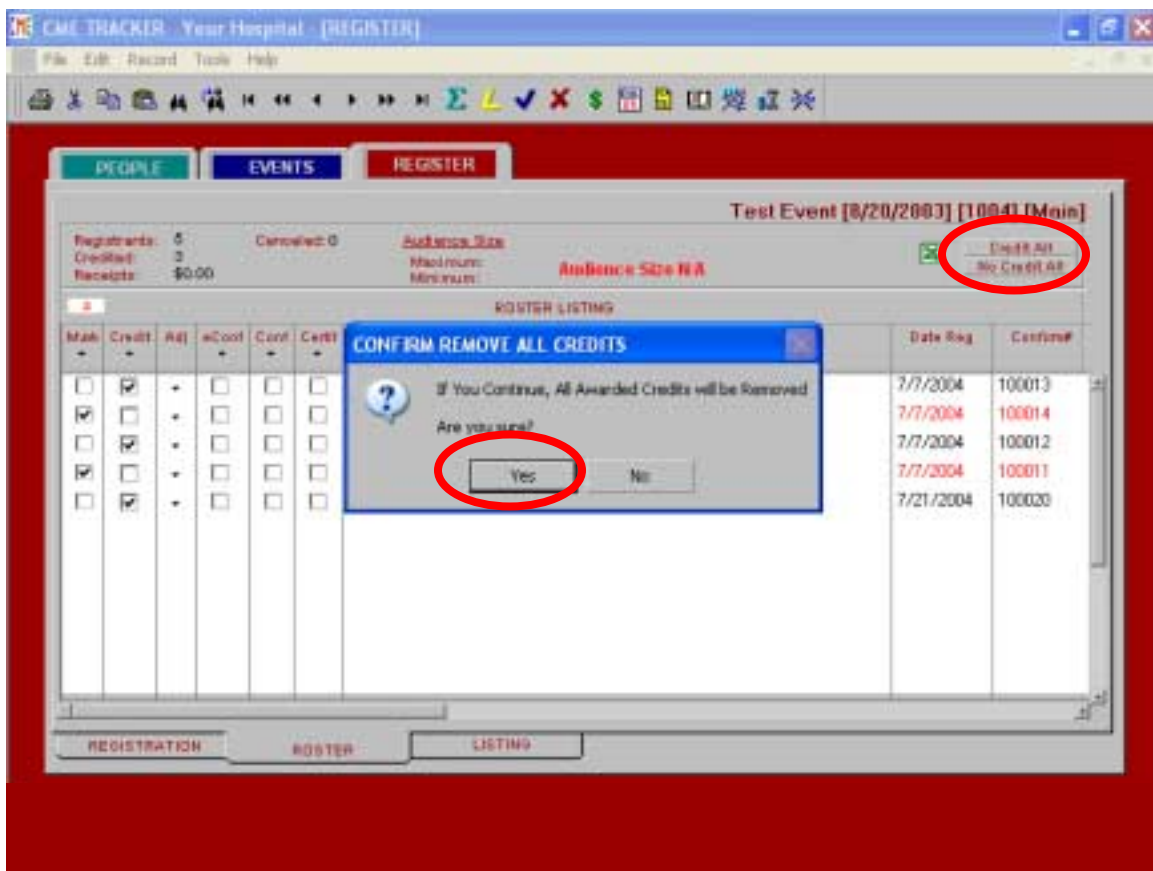


Fig. C

Step 4: Click on Credit All. (So all attendees will be awarded the full amount of Credit.) (Fig. D)

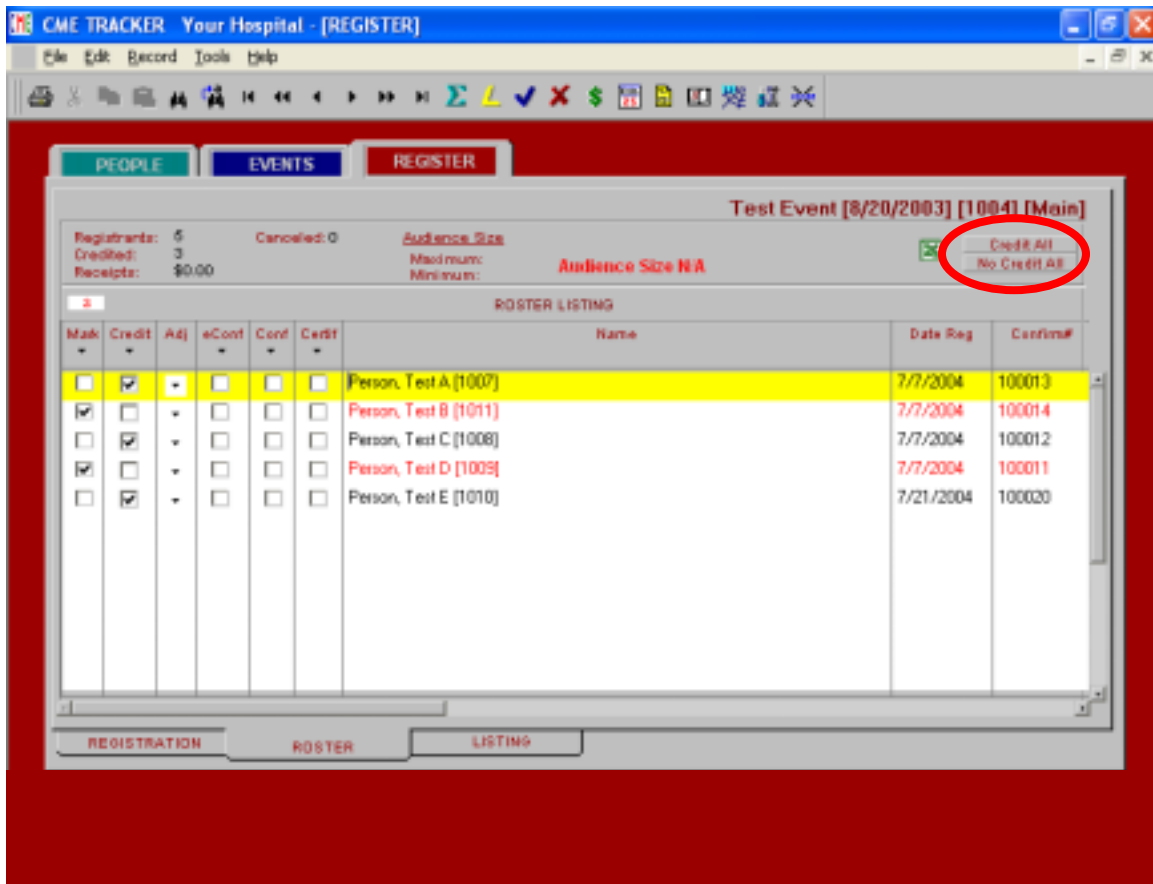
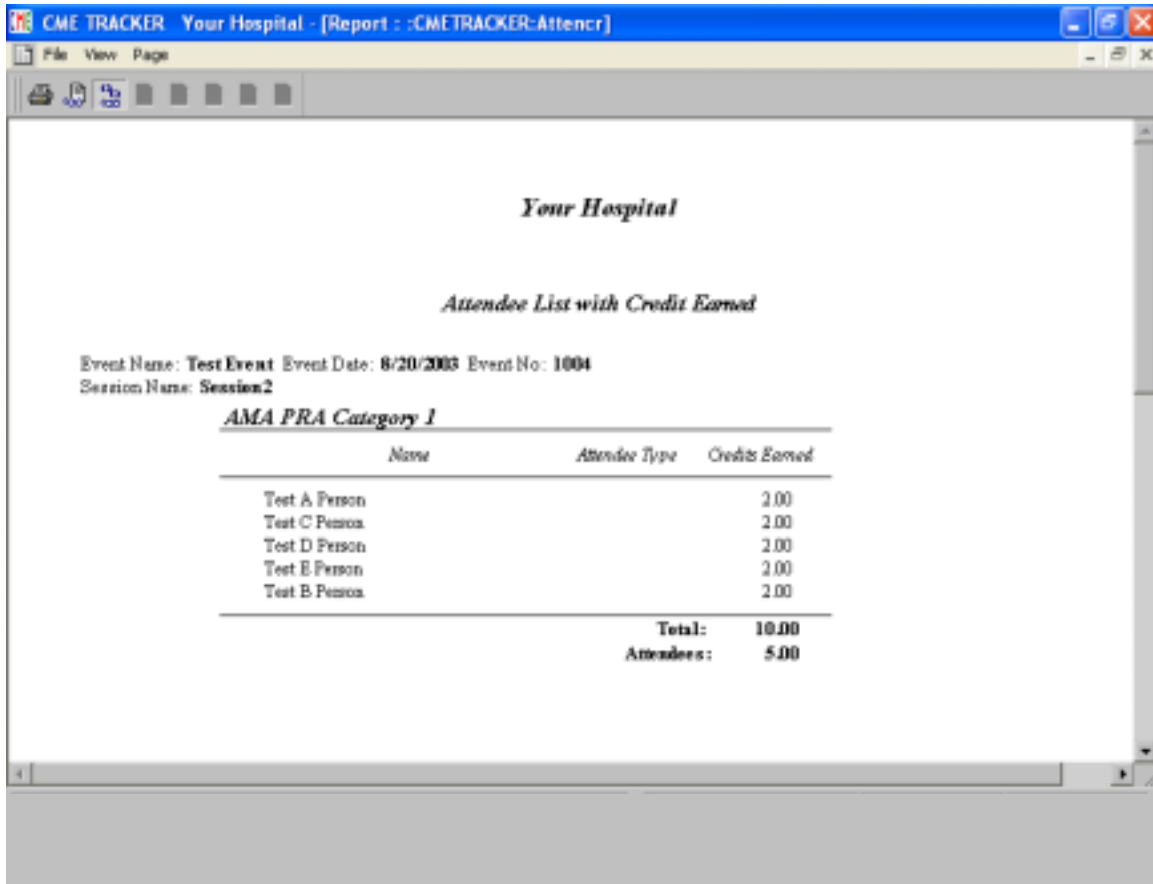


Fig. D

**Result:** People previously Credited with 1 credit at an Event now are Credited with 2. To view, Click on the Register Tab. Click on the Printer Icon. Highlight Attendee List with Credit. Click on the Magnifying Glass Icon.  
([Fig. E](#))



The screenshot shows a window titled "CME TRACKER Your Hospital - [Report : :CMETRACKER:Attencr]". The main content area displays the following information:

*Your Hospital*

*Attendee List with Credit Earned*

Event Name: **Test Event** Event Date: **8/20/2003** Event No: **1004**  
Session Name: **Session2**

**AMA PRA Category 1**

<i>Name</i>	<i>Attendee Type</i>	<i>Credits Earned</i>
Test A Person		2.00
Test C Person		2.00
Test D Person		2.00
Test E Person		2.00
Test B Person		2.00
<b>Total:</b>		<b>10.00</b>
<b>Attendees:</b>		<b>5.00</b>

[Fig. E](#)