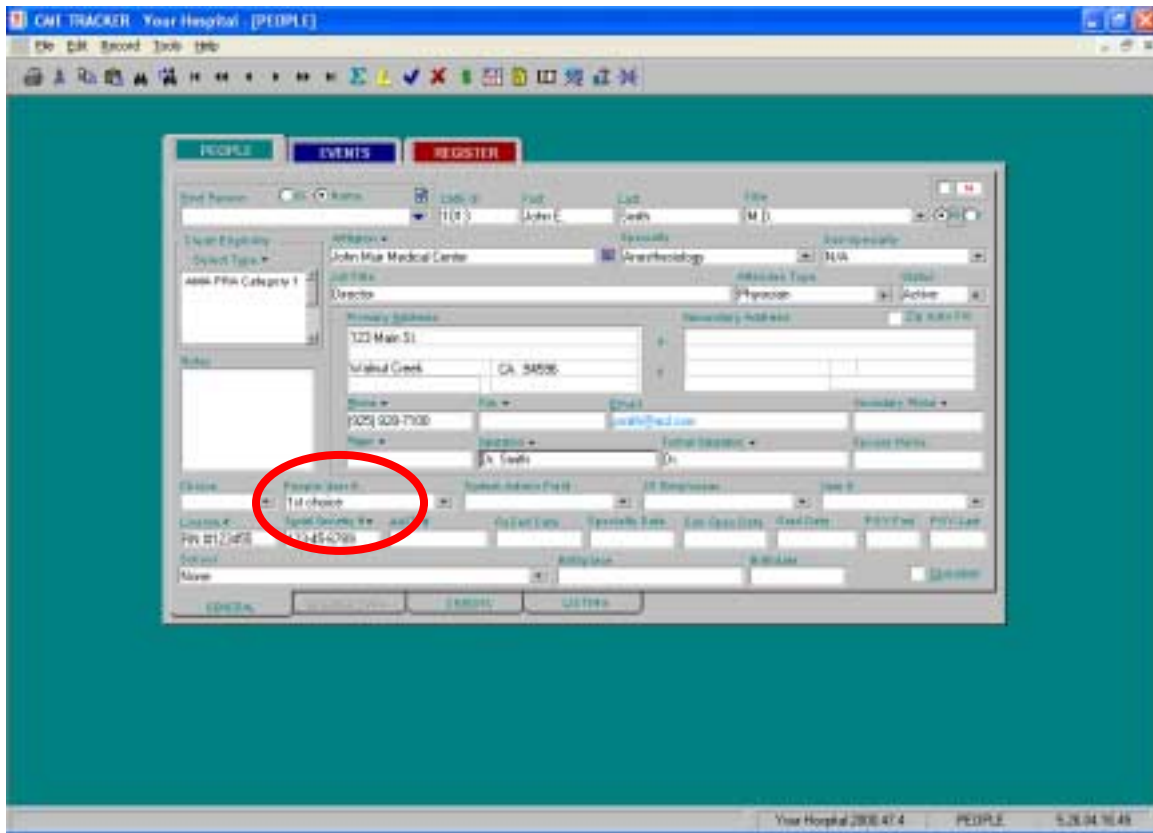


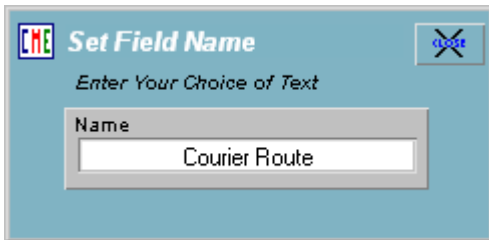
Objective: Customizing User Defined Fields on CME Tracker and changing the name of the user defined fields to track information specific to your institution.

Step 1: Open CME Tracker. In the PEOPLE-GENERAL screen, click twice on People User A. ([Fig. A](#))



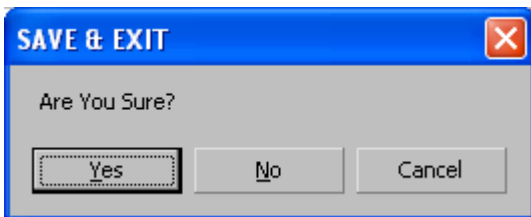
[Fig. A](#)

Step 2: The Set Field Name popup appears. Type the desired name in the field and click CLOSE. ([Fig. B](#))



[Fig. B](#)

Step 3: The SAVE & EXIT popup appears. Click Yes. ([Fig. C](#))



[Fig. C](#)

Step 4: People user A has now become "Courier Route". (Fig. D)

NOTE: There are four User defined fields in the "PEOPLE GENERAL" screen.

The screenshot displays the 'PEOPLE GENERAL' screen in the CME TRACKER application. The window title is 'CME TRACKER - Your Hospital - [PEOPLE]'. The interface includes a menu bar with 'PEOPLE', 'EVENTS', and 'REGISTER'. The main area contains a form for user information. At the bottom of the form, four fields are circled in red: 'Courier Route', 'Specialty Area Field', 'IF Employment', and 'User ID'. The status bar at the bottom of the window shows 'Your Hospital 200474 PEOPLE 5/26/04 10:45'.

Fig. D

NOTE: There are three User defined fields in the "REGISTER REGISTRATION" screen. (Fig. E)

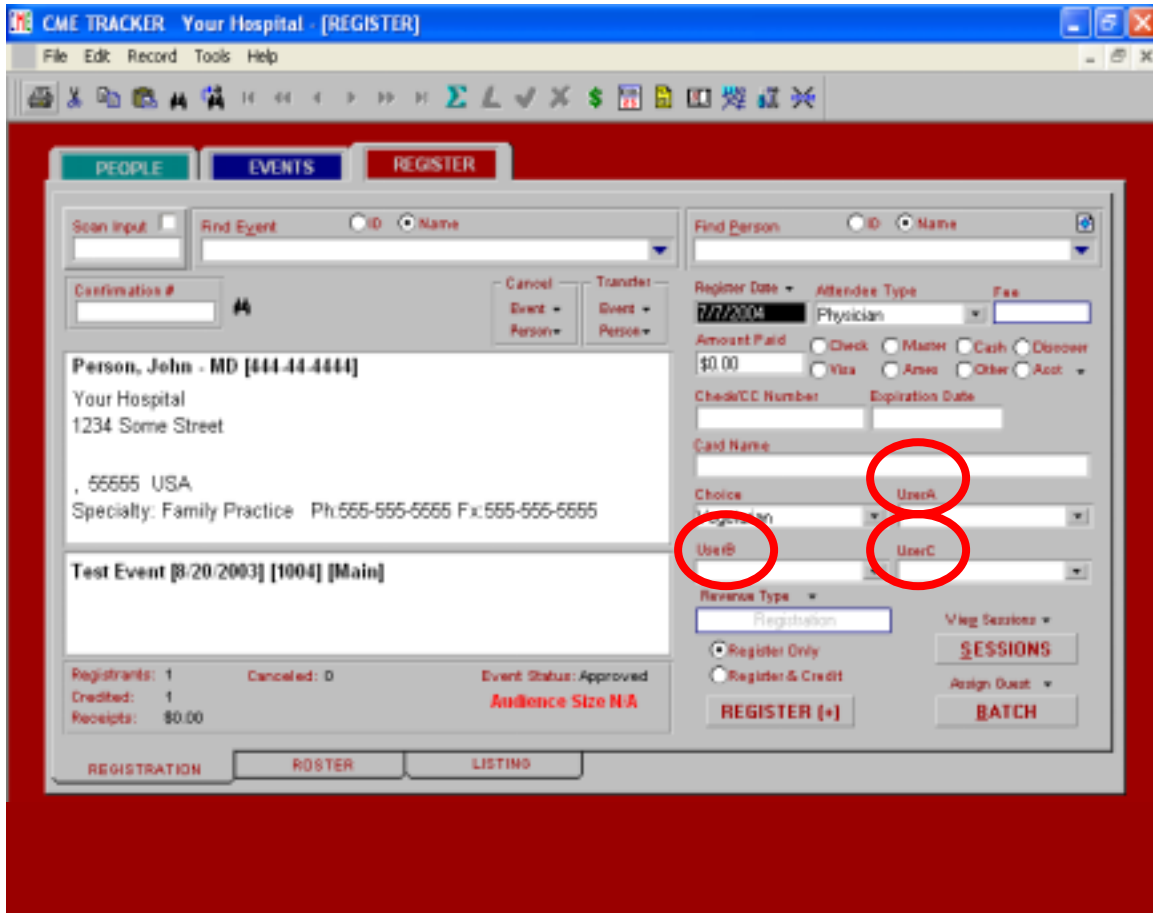


Fig. E