

**Objective:** Marking Credited or Uncredited Registrations

**Scenario:** Crediting People who have not received Credit in a Roster so that all people who were Uncredited for an Event are now Credited.

**Step 1:** Click on the Events Tab. Enter the Event. (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" (selected), and "REGISTER".

The "EVENTS" tab contains the following fields and controls:

- Find Event:** Radio buttons for "ID" and "Name". A dropdown menu is set to "Dip".
- Event ID:** Text field containing "1004".
- Session ID:** Dropdown menu set to "Main".
- Department:** Dropdown menu set to "Internal Medicine".
- Event Name:** Text field containing "Test Event", which is circled in red.
- AMA PRA Category 1:** Text field containing "AMA PRA Category 1".
- Hours:** Text field containing "2.00".
- Begin Date:** Text field containing "8/20/2003".
- End Date:** Text field.
- Day:** Dropdown menu set to "Wednesday".
- Time:** Dropdown menu set to "10:00 AM".
- Frequency:** Dropdown menu set to "Weekly".
- Facility:** Text field containing "Your Hospital".
- Room:** Text field containing "Conf Room 3".
- Meal:** Dropdown menu set to "Lunch".
- Min Attend:** Text field.
- Max Attend:** Text field.
- Provider No:** Text field.
- Division:** Dropdown menu.
- Target Audience:** Text field containing "Practicing Primary Care Physicians".
- Session Type:** Dropdown menu set to "Academic".
- Session Name:** Text field containing "Session 2".
- Commercial Supporter List:** Section with a "Select Supporter" dropdown and a "\$ Total" field.
- Event Status:** Radio buttons for "Approved", "Canceled", "Outside", and "Proposed".
- Publication:** Checkboxes for "Publish", "Web Publish", "Web Register", and "Web Postcard".
- Check List:** Section with checkboxes for "Name", "Complete", and "Incomplete".
- Information:** Section with fields for "# Registered" (value 5), "# Credited" (value 3), and "Net Profit" (value \$0.00).

At the bottom of the interface, there are several tabs: "GENERAL", "TOPICS", "REVENUE", "EXPENSES", "TOOL", and "LISTING".

Fig. A

**Step 2:** Click on the Register Tab. Click on Roster. Click on the Blue Checkmark. Check the box next to Unmark All Records. Click OK. (Fig. B)

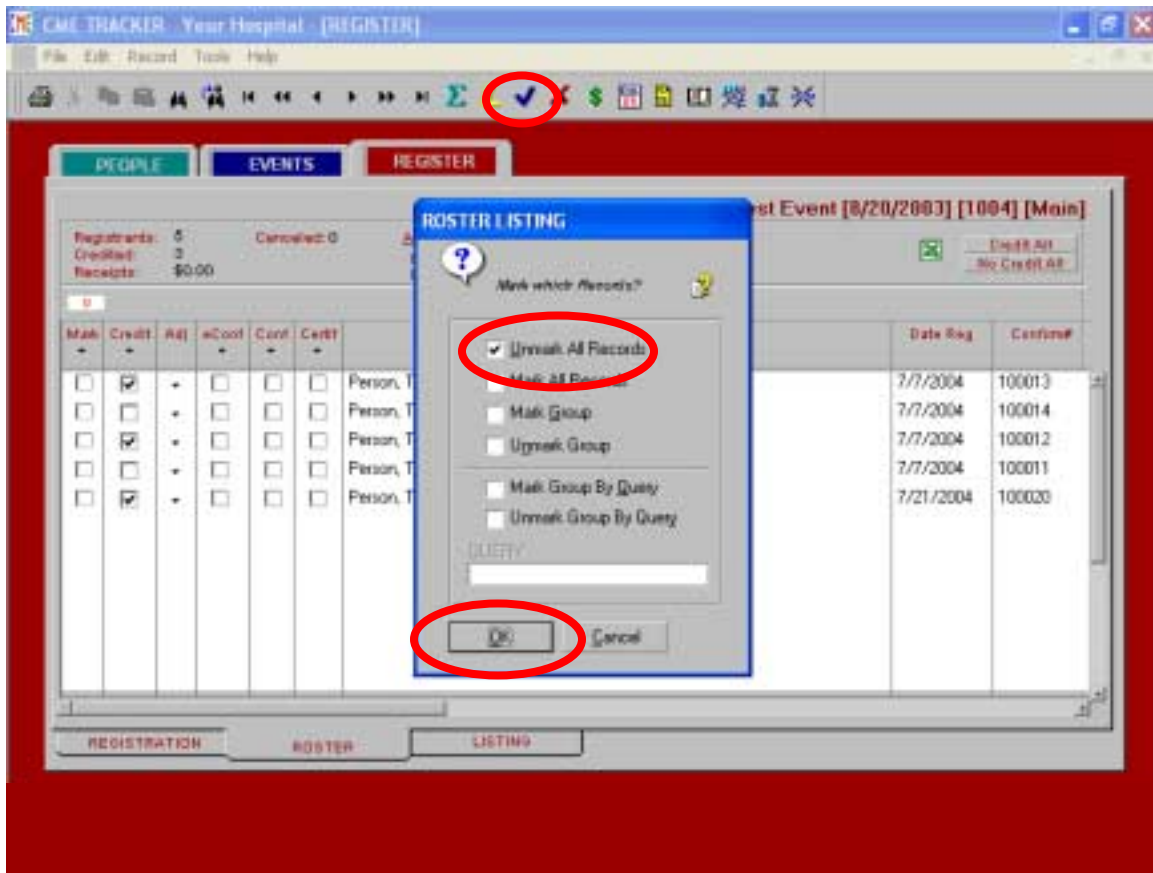


Fig. B

**Step 3:** If everyone is not credited, click on Credit and Click the Check box next to Mark Unchecked Records. Click on OK. (Fig. C)

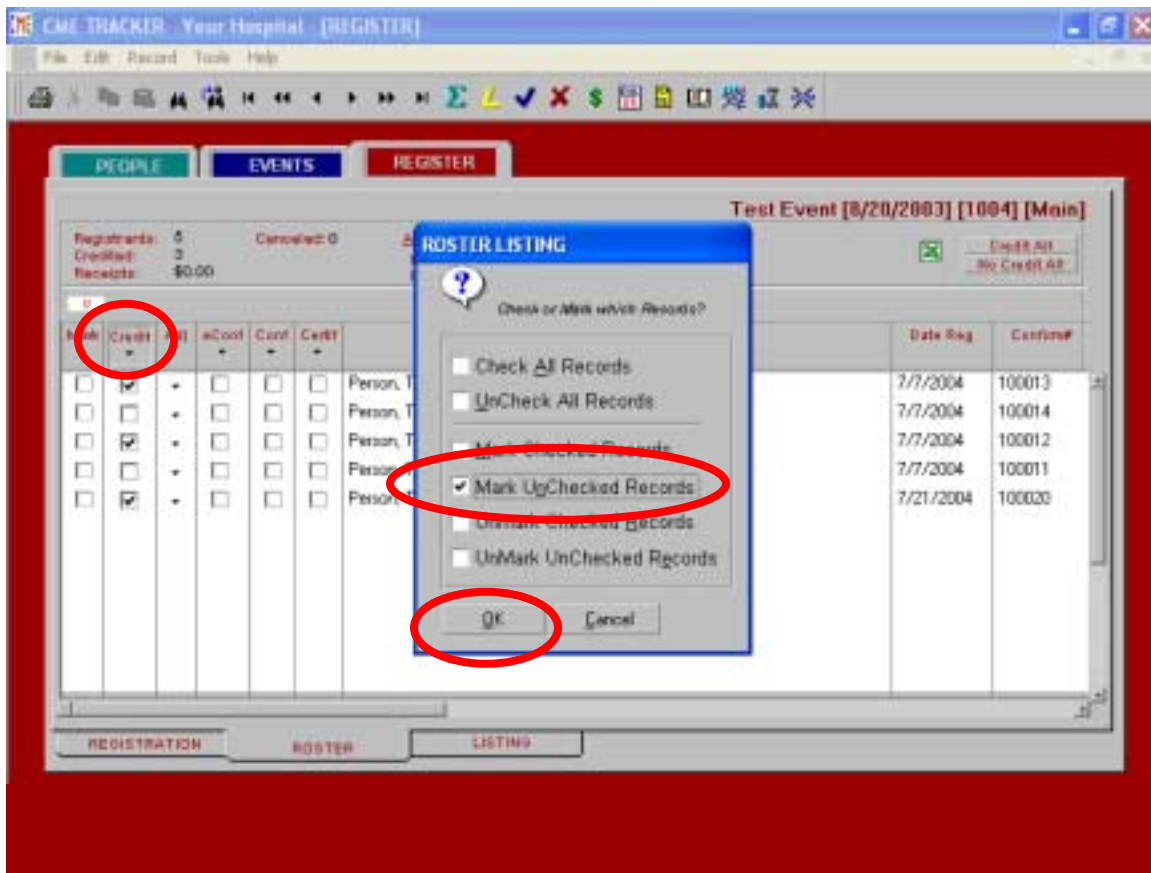


Fig. C