

# Tutorial

**Objective:** Adding a New Zip Code to your **Zip Autofill** Database

**Note:** When the **Zip Autofill** box is checked, CME WEB Tracker will automatically enter the City and State when you enter a Zipcode. However, if the Zipcode is not currently in the system, you may enter the Zipcode, City and State to the database. Once entered in the system, you will only have to enter the Zipcode and the **Zip Autofill** will automatically enter the City and State.

**Step 1:** In the **People** section, **General tab**

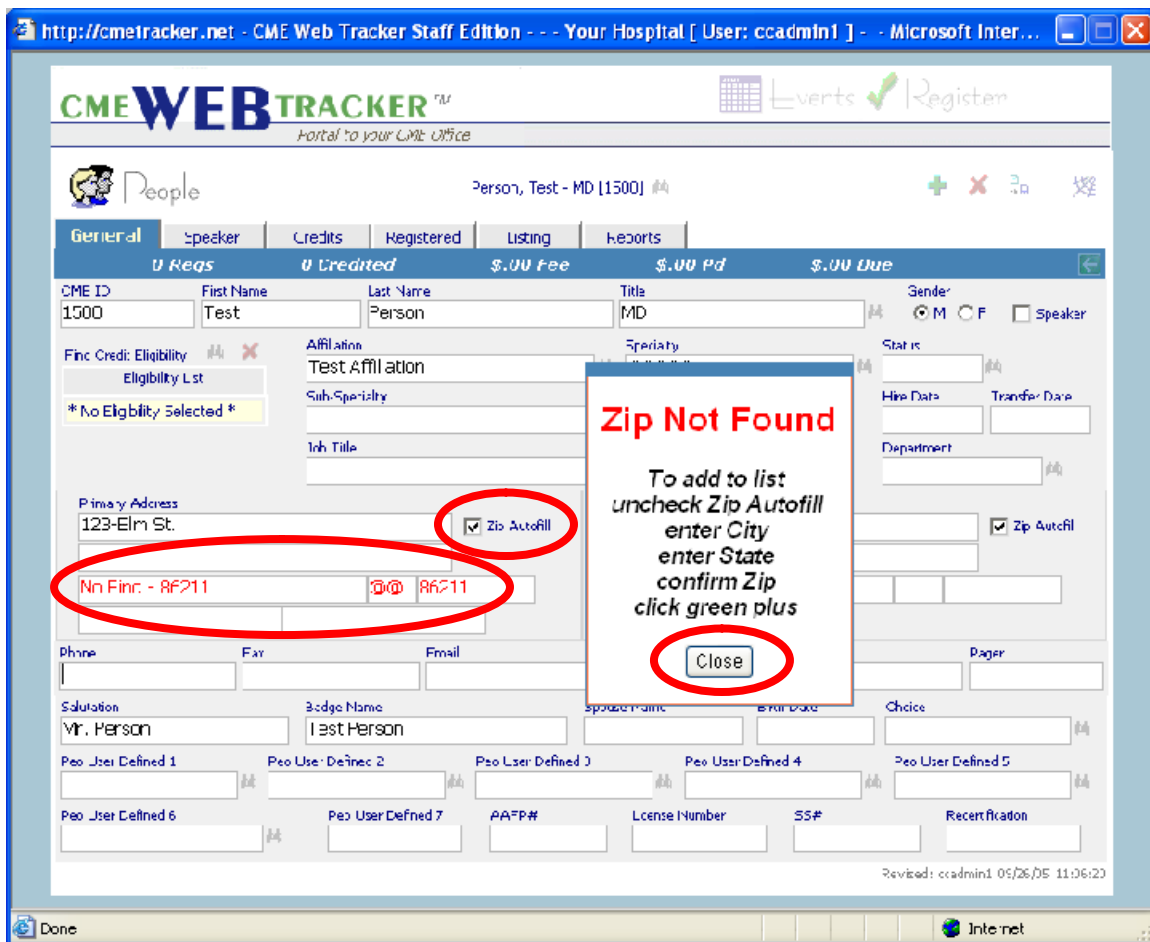
- a. **Zip Autofill** box is checked
- b. enter a Zipcode in the Primary address box.
- c. Press **Enter**. (Fig.A)

The screenshot shows the CME Web Tracker Staff Edition interface. The browser title bar reads "http://cmetracker.net - CME Web Tracker Staff Edition --- Your Hospital [ User: ccadmin1 ] - - Microsoft Inter...". The page header includes the CMEWEBTRACKER™ logo and navigation links for "Events" and "Register". The main content area is titled "People" and shows a record for "Person, Test - MD [1500]". The "General" tab is selected, displaying a form with various fields. The "Primary Address" section contains the text "123-Elm St." and a "Zip Autofill" checkbox that is checked. Below this, the zip code "86211" is entered in a field. The "Secondary Address" section also has a "Zip Autofill" checkbox checked. Other fields include "CME ID" (1500), "First Name" (Test), "Last Name" (Person), "Title" (MD), "Gender" (M), "Affiliation" (Test Affiliation), "Specialty" (#####), "Status", "Institution Title", "Department", "Phone", "Fax", "Email", "CellPhone", "Pager", "Spouse Name", "Birth Date", "Choice", and several "Peo User Defined" fields. The bottom right corner of the form area shows the text "Revised: ccadmin1 05/26/05 11:06:23".

**Fig. A**

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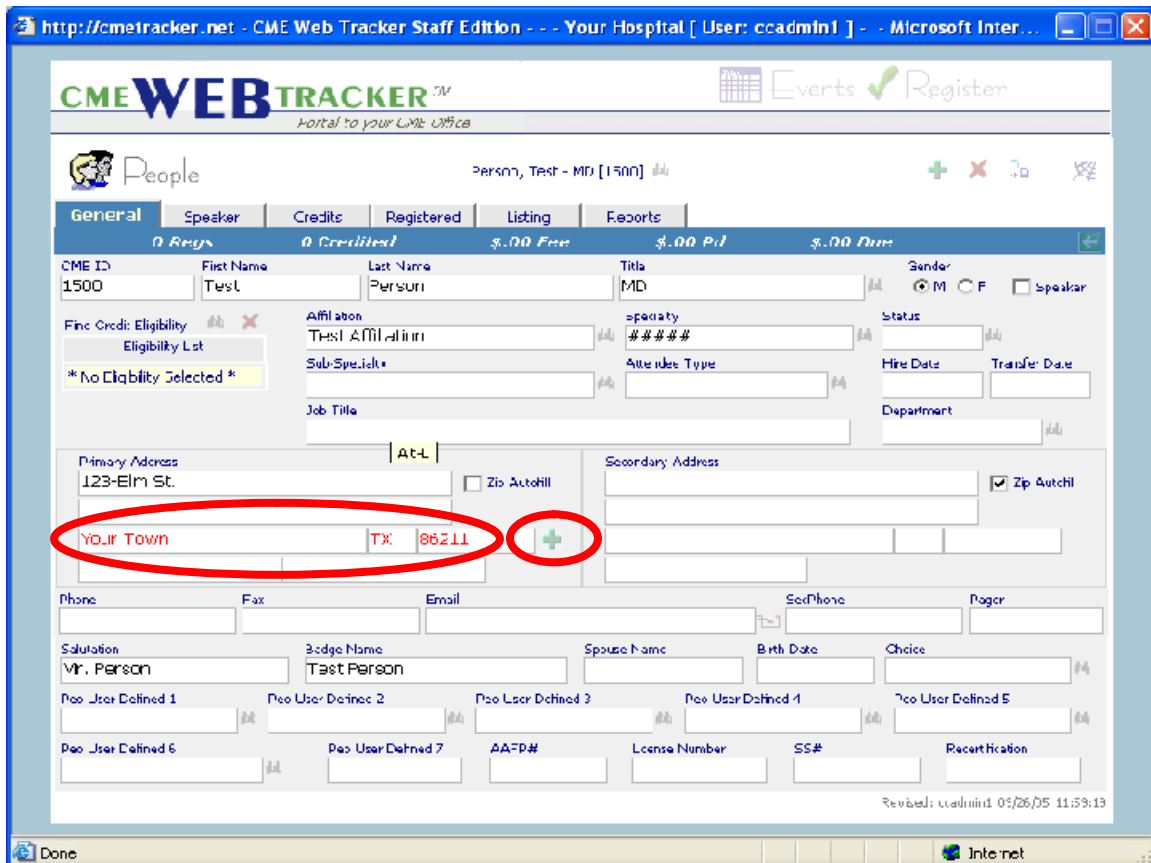
- Step 2:** The **Zip Not Found** popup appears. The Zipcode you entered turns red letting you know the database could not find it
- Click Close.
  - uncheck the **Zip Autofill** box. (Fig. B)



**Fig. B**

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- Step 3:** Enter the name of the City and State in the **Primary address** box.
- Confirm the Zipcode.
  - Click the **Green Plus** icon. (Fig.C)



**Fig. C**

- Step 4:** The **Add new Zip Code Popup** appears.
- Click **OK**. (Fig. D)



**Fig. D**

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**Result:** You now have a new Zip Code added to your Database. Whenever you enter this new Zip Code, the City and State will automatically be entered in for you. (The **Zip Autofill** box must be checked) (Fig. E)

The screenshot shows the CME Web Tracker Staff Edition interface. The browser title bar reads "http://cmetracker.net - CME Web Tracker Staff Edition - - Your Hospital [ User: cadmin1 ] - - Microsoft Inter...". The page header includes the CMEWEBTRACKER logo and navigation links for "Events" and "Register". The main content area is titled "People" and shows a profile for "Test, Person - MD [1000]".

The profile form includes the following fields and sections:

- General:** CME ID (1000), First Name (Person), Last Name (Test), Title (MD), Gender (M/F/Speaker), and a "Speaker" checkbox.
- Financials:** 1 Reqs, 0 Credited, \$100.00 fee, \$100.00 Pd, \$0.00 Due.
- Eligibility:** "Finc Credi: Eligibility" and "Eligibility List" (with an "AAFP" category selected).
- Affiliation:** "Your Hcspital", "Specialty" (#####), "Sub-Specialty" (Cardiology), and "Attender Type".
- Address:** "Primary Address" (123-45th St, City, TX, 76211) and "Secondary Address". Both sections have a "Zip Autofill" checkbox, which is circled in red in the image.
- Contact:** Phone, Fax, Email, CellPhone, and Pager fields.
- Personal:** "Vr. IES:", "Badge Name" (Person Test), "Spouse Name", "Birth Date", and "Choice".
- Other:** "Peo User Defined 1-5", "Peo User Defined 6-7", "AAFP#", "License Number", "SS#", and "Recertification".

The bottom of the page shows a "Revised: cadmin1 05/22/05 13:13:33" timestamp and a taskbar with "Done" and "Internet" buttons.

**Fig. E**