

Tutorial

Objective: Batch Registering People for an Event Using a Filter in the People/Listing.

Scenario: You have a group of People in your People/Listing that you would like to Register for an Event. For this tutorial, we will Register all People that have an Affiliation at My Hospital for an upcoming Event. Familiarizing yourself with the Tutorial - Filtering: Getting Started, will assist you with this tutorial.

Step 1: The first thing you will do is find the System ID for the Event that you want to Register People. Click the Events tab. Click the Find Event binoculars. Choose the Event. Click the Listing tab. (Fig. A)

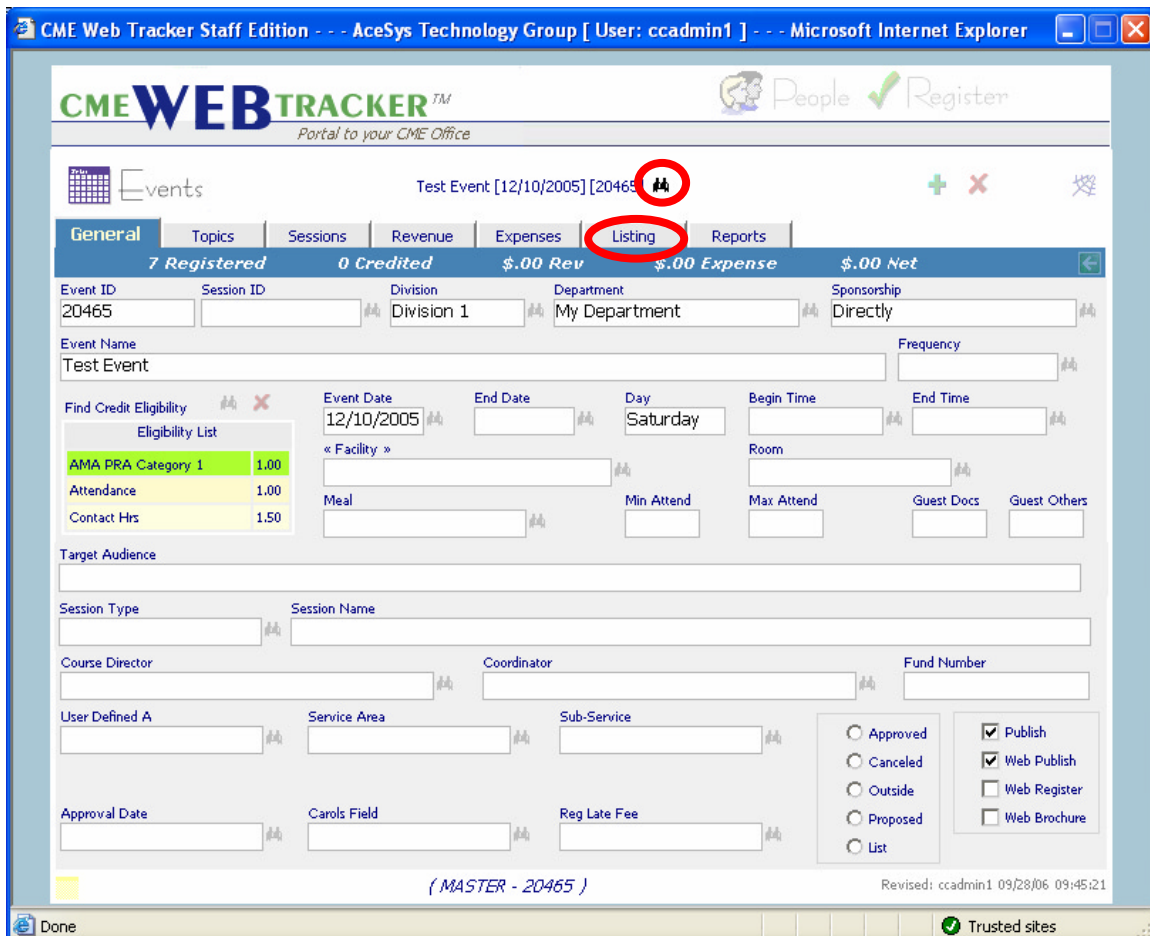


Fig. A

Tutorial

Step 2: Using the scroll bar at the bottom, go to the right and note the System ID (20465). Click the People icon. (Fig. B)

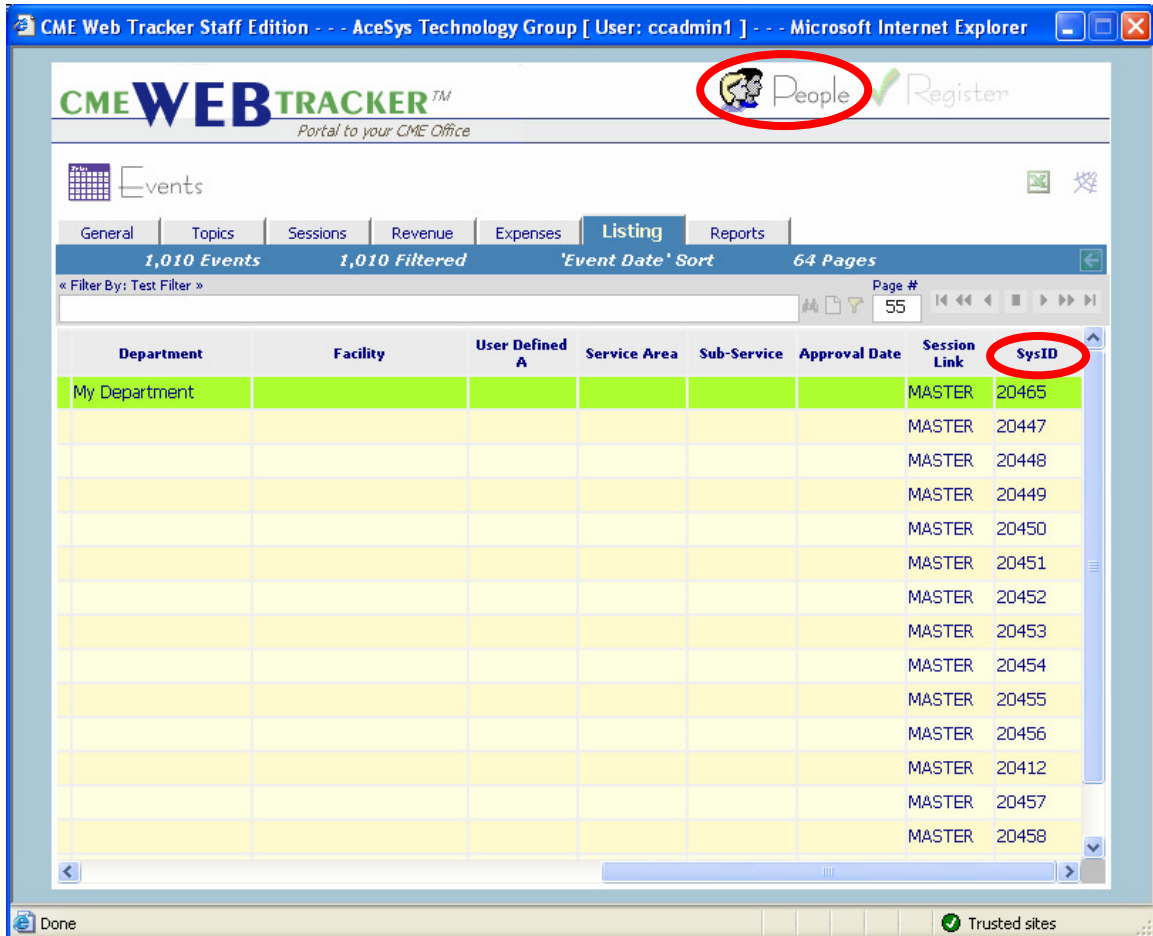


Fig. B

Tutorial

Step 3: Click the Listing tab. Click the Find Filter Binoculars and select your personal filter. Click twice on My Hospital. (Use the Affiliation of your choice) (Fig. C)

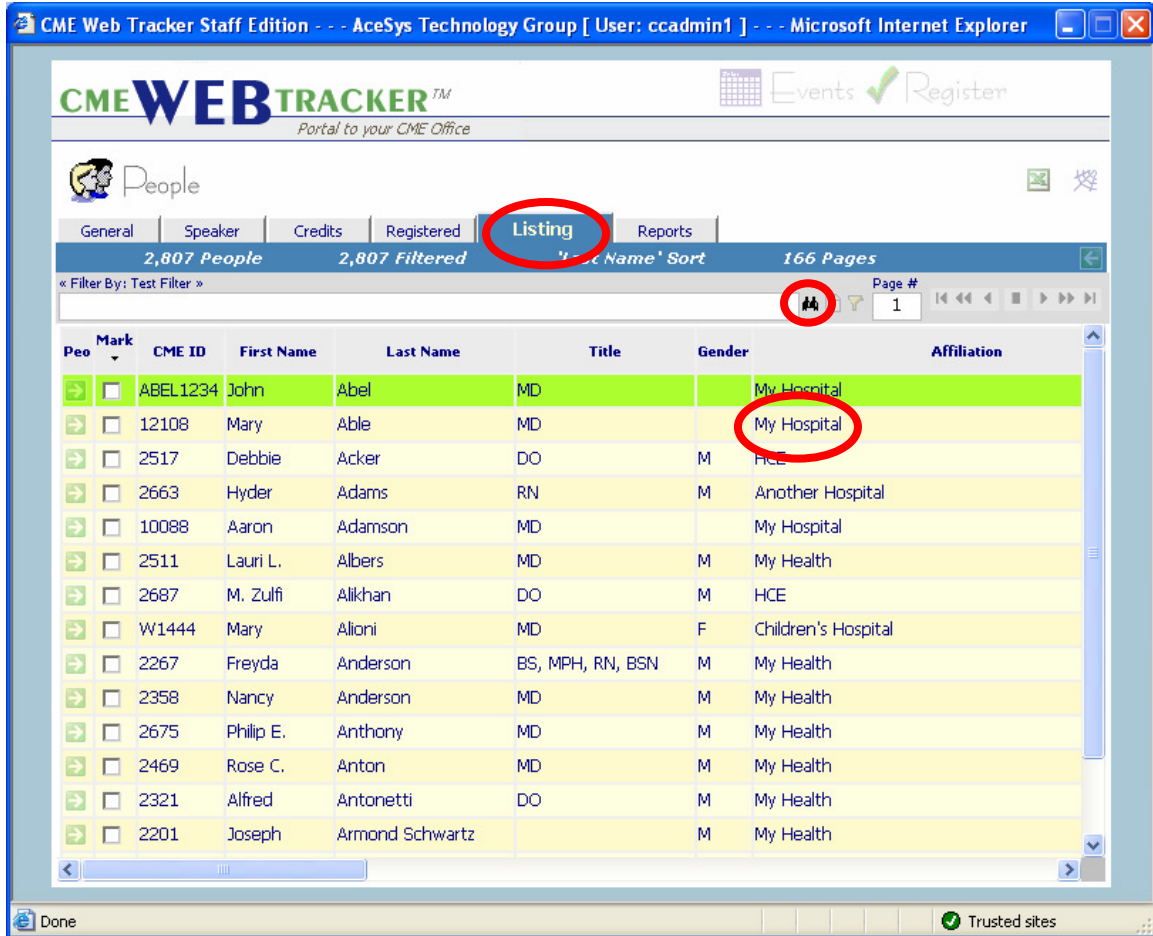


Fig. C

Tutorial

Step 4: This automatically Filters People in your listing that have My Hospital as their Affiliation. (Fig. D)

The screenshot shows the CME Web Tracker Staff Edition interface. The browser title bar indicates 'CME Web Tracker Staff Edition - - AceSys Technology Group [User: ccadmin1] - - Microsoft Internet Explorer'. The page header includes the CMEWEBTRACKER™ logo and navigation links for 'Events' and 'Register'. The main content area is titled 'People' and features a tabbed interface with 'Listing' selected. A filter bar shows '2,807 People' and '8 Filtered' results, with a search filter set to '{Affiliation} "My Hospital"'. Below the filter, a table lists the filtered individuals. The first row, for John Abel (CME ID ABEL1234), has 'My Hospital' circled in red. The table columns are: Peo, Mark, CME ID, First Name, Last Name, Title, Gender, and Affiliation.

Peo	Mark	CME ID	First Name	Last Name	Title	Gender	Affiliation
→	<input type="checkbox"/>	ABEL1234	John	Abel	MD		My Hospital
→	<input type="checkbox"/>	12108	Mary	Able	MD		My Hospital
→	<input type="checkbox"/>	10088	Aaron	Adamson	MD		My Hospital
→	<input type="checkbox"/>	10169	Patti	Page	MD		My Hospital
→	<input type="checkbox"/>	10198	New	Person	MD	M	My Hospital
→	<input type="checkbox"/>	W1380	Laurie	Pomeroinski	MD		My Hospital
→	<input type="checkbox"/>	3097	Jo	Townson	PHD	F	My Hospital
→	<input type="checkbox"/>	W1484	Nancy	Yancy	MD	F	My Hospital

Fig. D

Tutorial

Step 5: In the filter box type |Register(20465) using your keyboard. This is the System ID for the Destination Event that you want to Register these People. Click the Set Filter icon to run this Action Filter. (Fig. E)

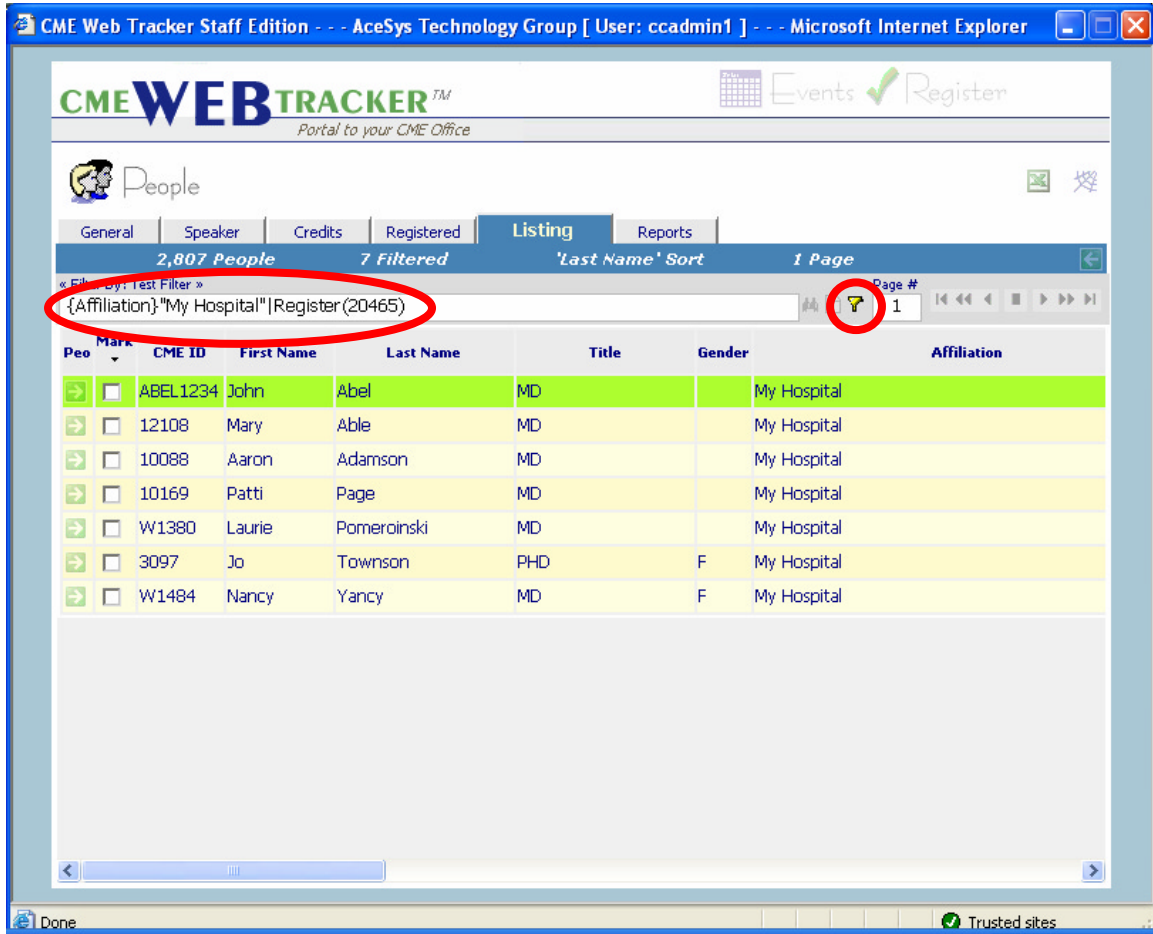


Fig. E

Tutorial

Step 6: Go to the Register/Roster for this Event to see that these People are now registered for this Event. (Fig. F)

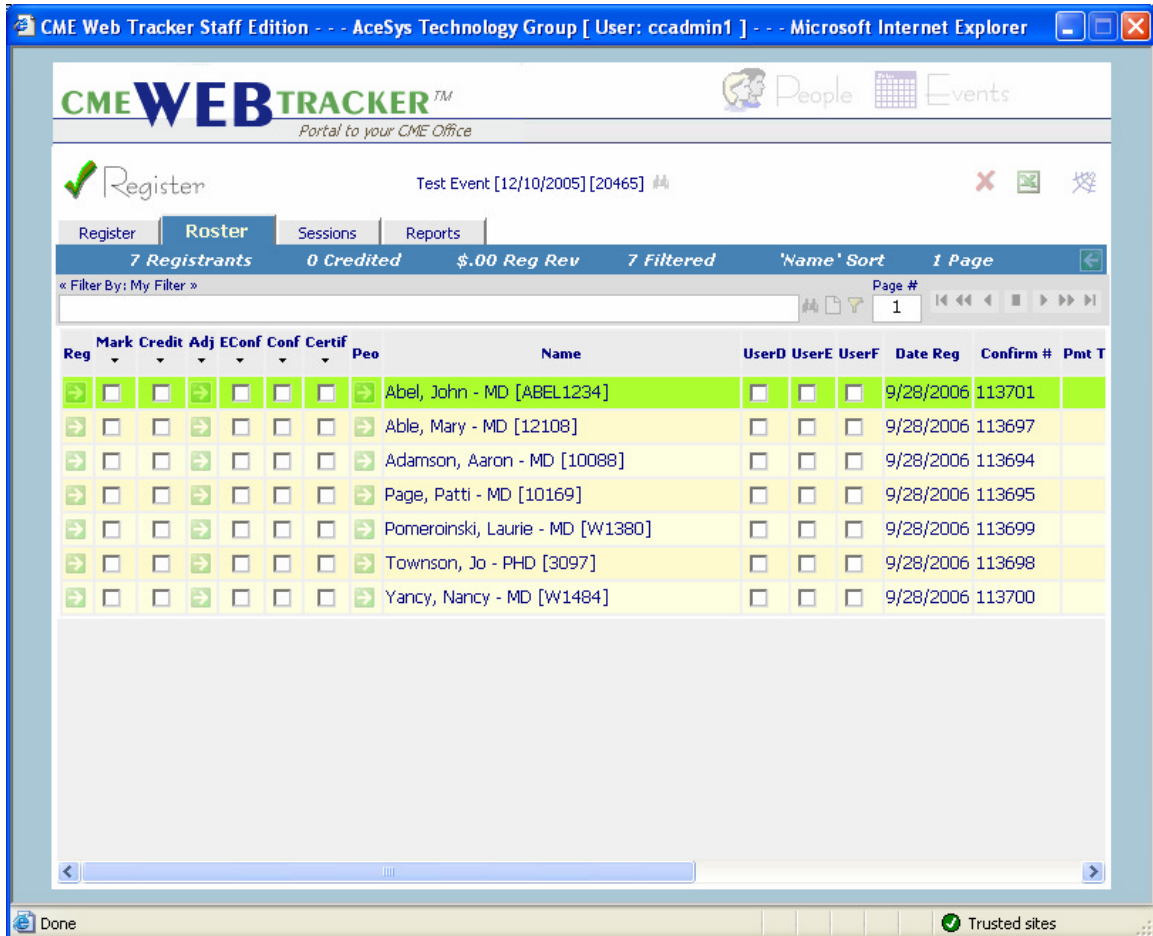


Fig. F