

Tutorial

Objective: Customizing User Defined Fields in CME WEB Tracker and changing the Name of the User Defined fields to Track information specific to your Institution.

Note: The steps are the same for user defined fields in the People, Events or Register section. The example below is done in the **People** section.

Step 1: In the **People** section

- a. Click the **General** tab.
- b. Click twice on **“Peo User Defined 1”**. (Fig. A)

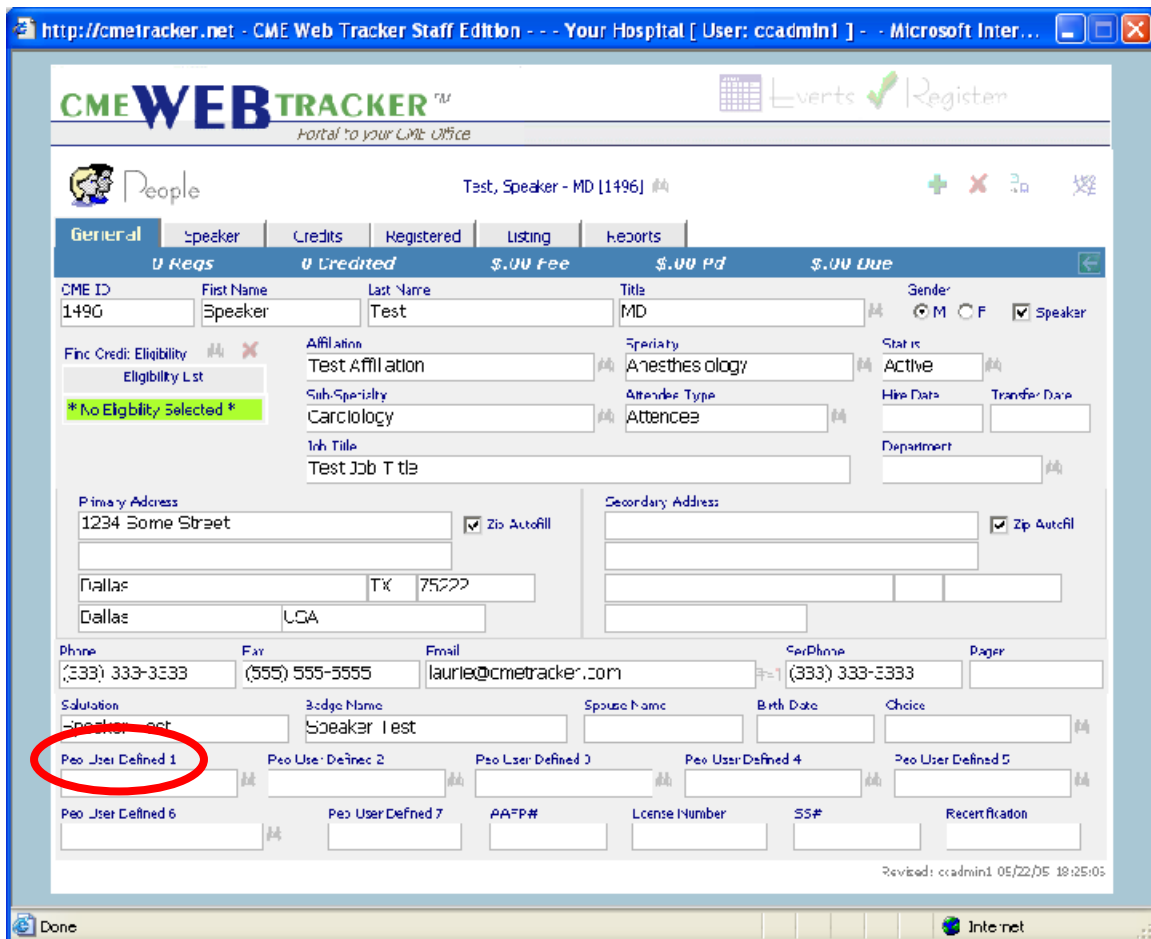


Fig. A

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Step 2: The **Explorer User Prompt** appears.

- a. Type the desired name in the field
- b. Click **OK**. (Fig.B)

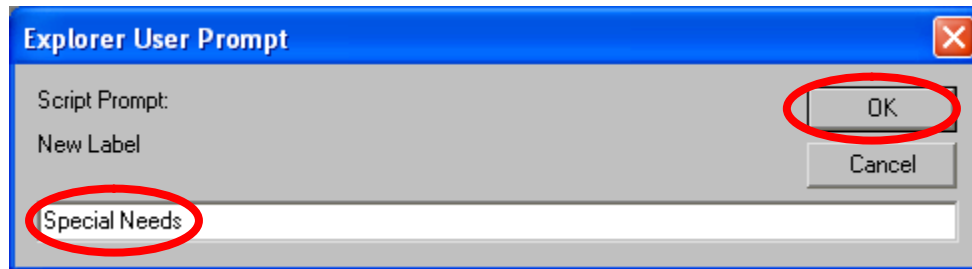


Fig. B

Step 3: “**Peo User Defined 1**” has now been renamed “**Special Needs**”. (Fig.C)

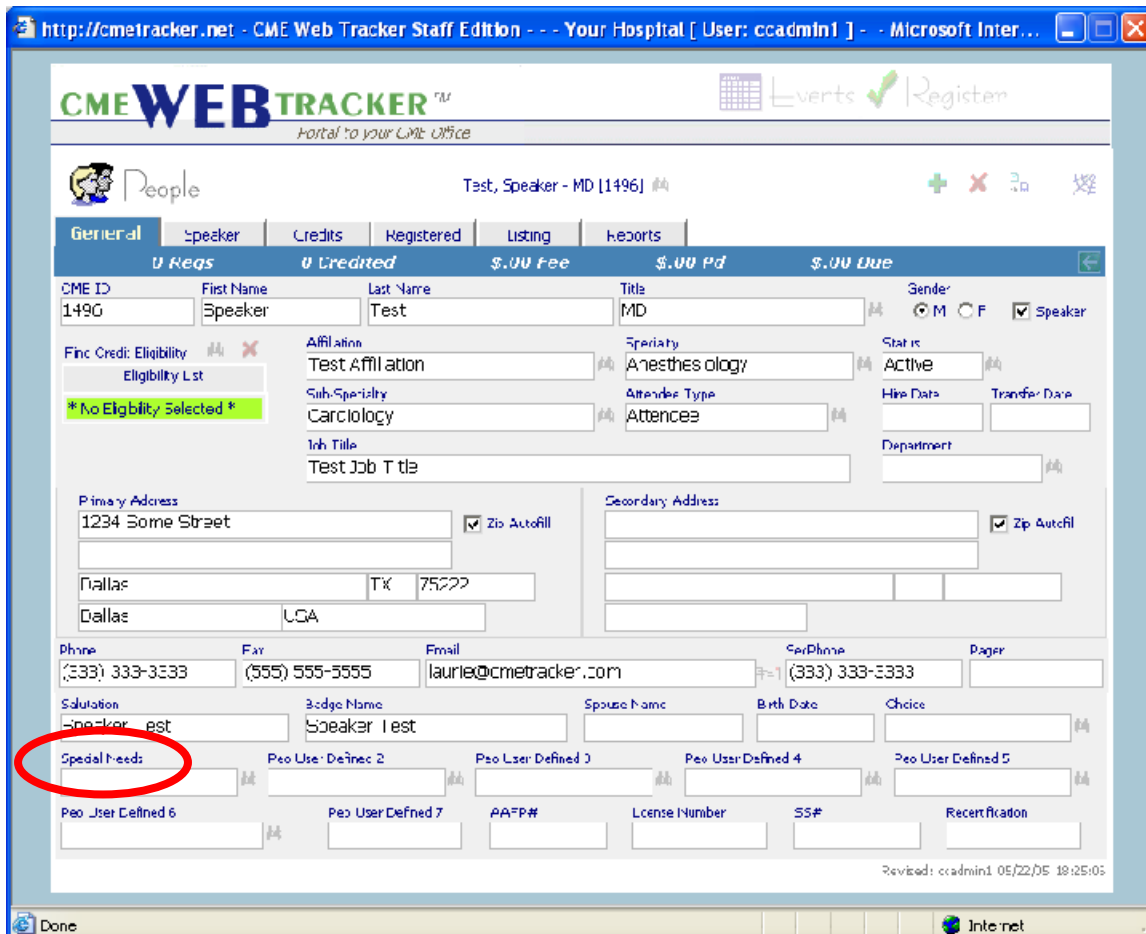


Fig. C

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Step 4: There are seven User Defined fields in the **People/General** screen. (Fig. D)

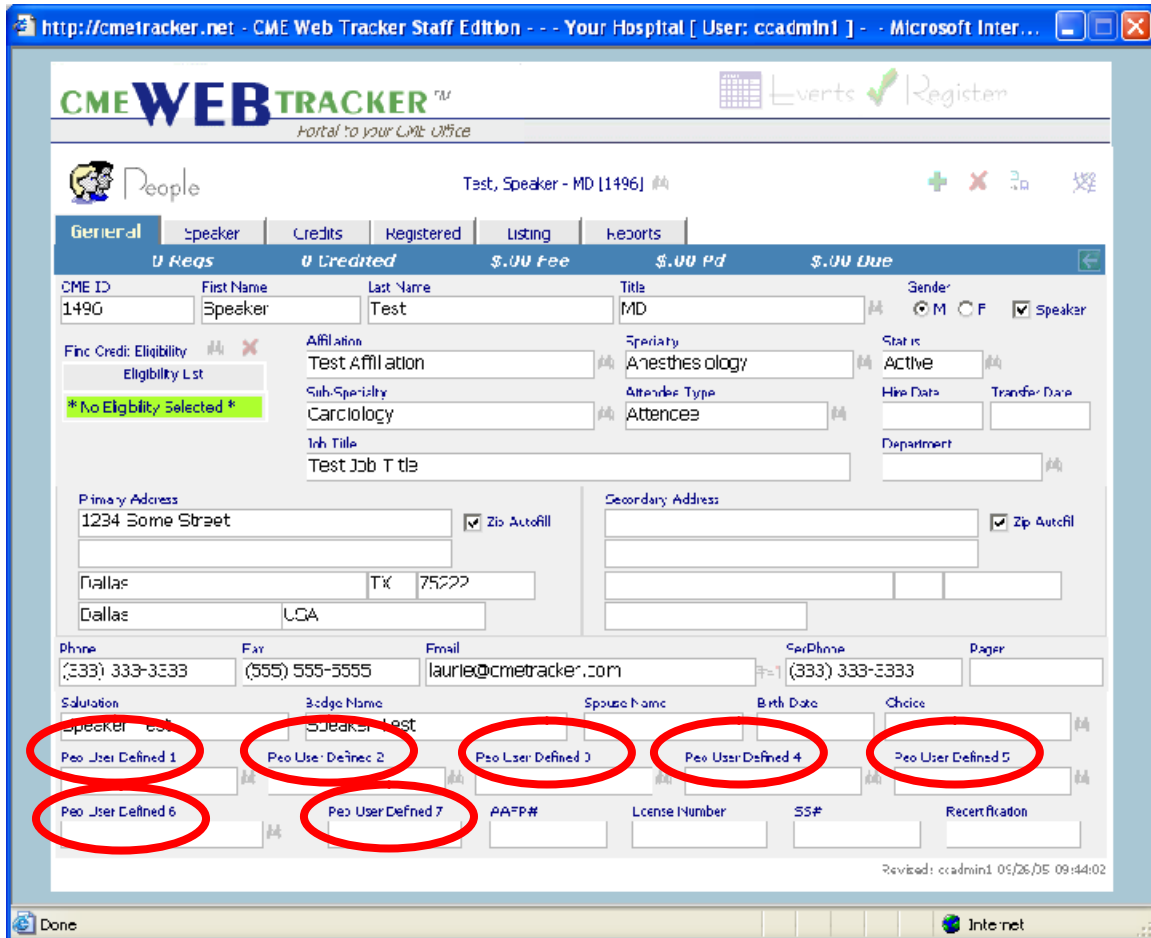


Fig. D

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Step 5: There are six User Defined fields in the **Events/General** screen. (Fig. E)

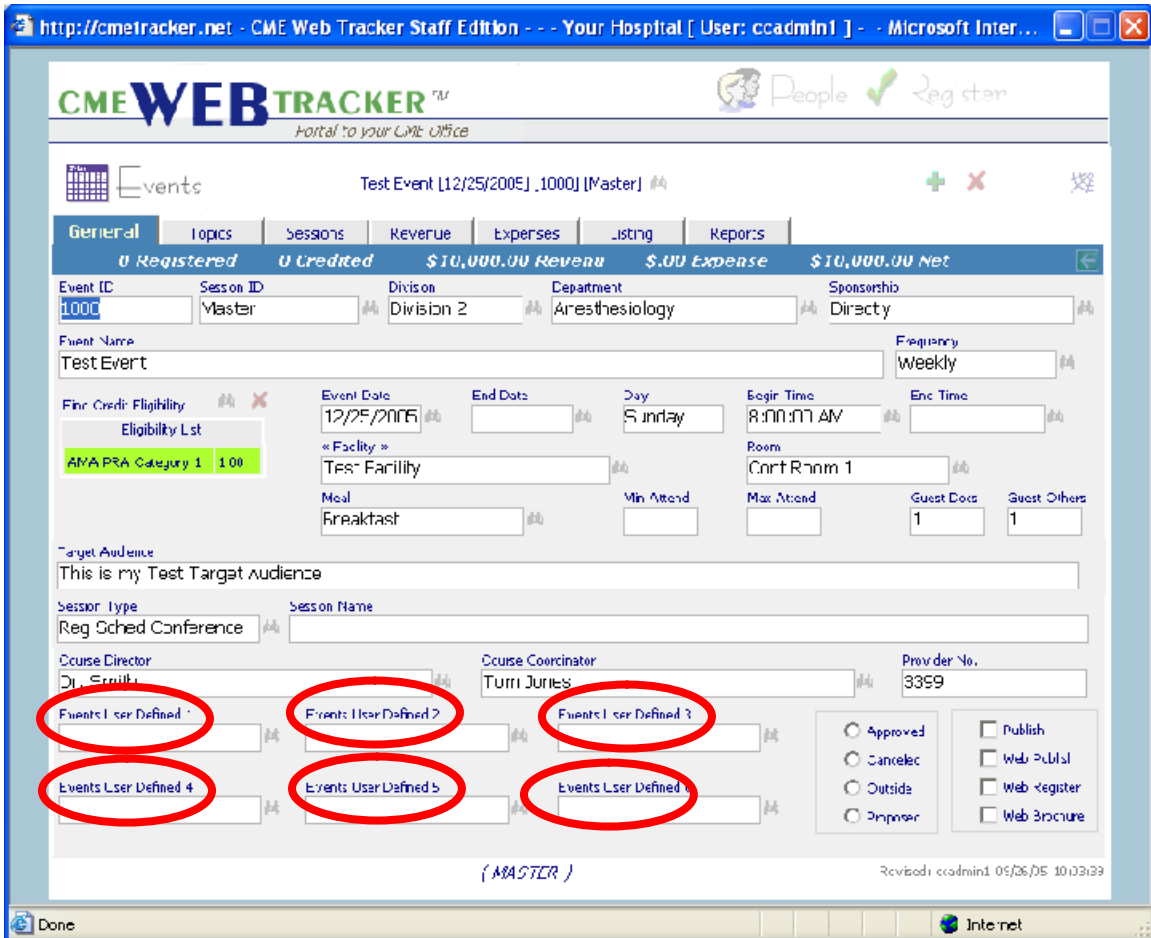


Fig. E

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Step 6: There are three User Defined fields in the **Register/Register** screen. (Fig.F)

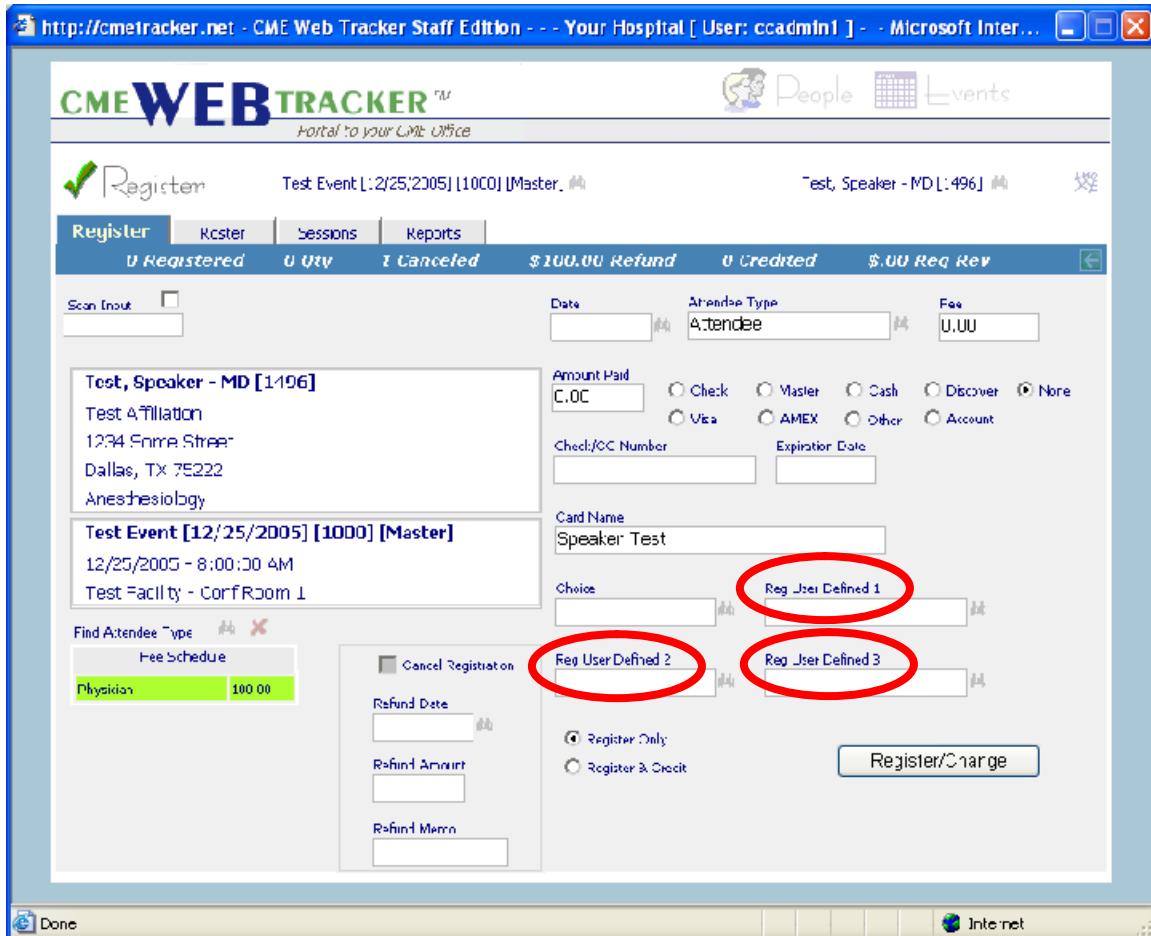


Fig. F

Note: When changing your User Defined fields, please inform your workgroup so the field name will match at all workstations.