

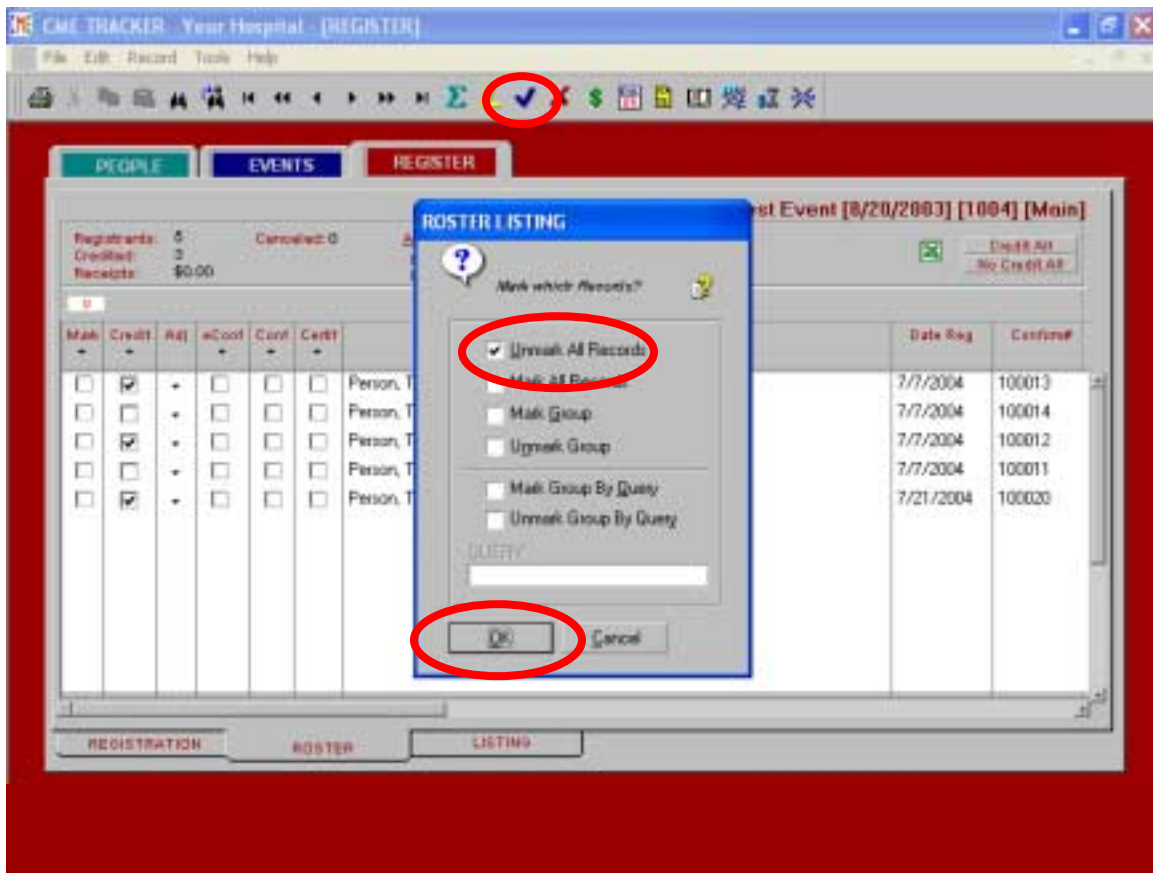
Objective: Marking Registrations for Registrants with no Credit

Step 1: Click on the Events Tab. Enter the Event. (Fig. A)

The screenshot shows the 'CME TRACKER Your Hospital - [EVENTS]' window. The 'EVENTS' tab is selected. The 'Event Name' field is circled in red and contains the text 'Test Event'. Other fields include 'Event ID' (1004), 'Session ID' (Main), and 'Department' (Internal Medicine). The 'Begin Date' is 8/20/2003, 'Day' is Wednesday, and 'Time' is 10:00 AM. The 'Frequency' is Weekly. The 'Facility' is 'Your Hospital' and the 'Room' is 'Conf Room 3'. The 'Meal' is 'Lunch'. The 'Target Audience' is 'Practicing Primary Care Physicians'. The 'Session Type' is 'Academic' and the 'Session Name' is 'Session 2'. The 'Event Status' is 'Approved'. The 'Check List' shows 0 items. The 'Information' section shows '# Registered' as 5, '# Credited' as 3, and 'Net Profit' as \$0.00.

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: Click on Credit. The Roster Listing Popup will appear. Click the Check box next to Mark Unchecked Records. Click on OK. (Fig. C)

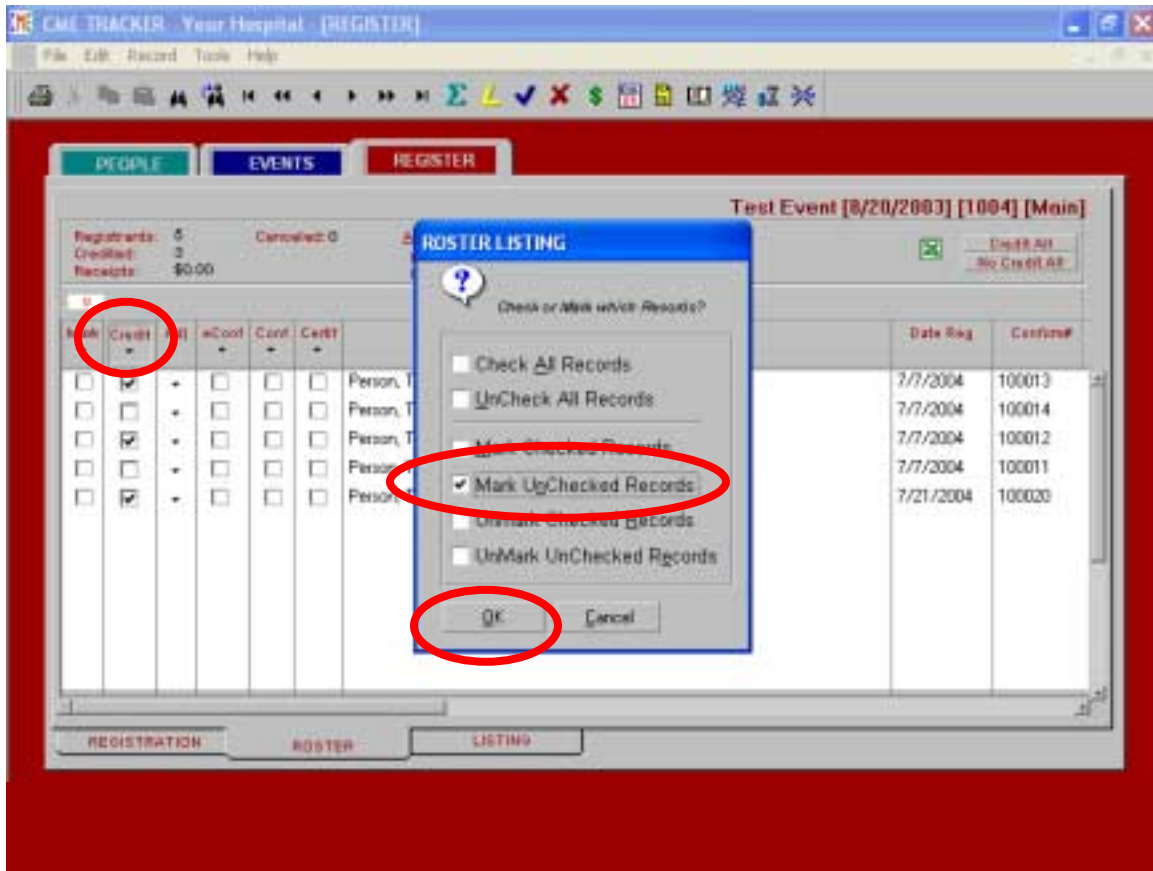


Fig. C

Result: All Registrants that have no Credit are now Marked.

