

Objective: Adjusting Credits Awarded to an Individual

Scenario: You have an individual that attended only part of an Event and you would like to adjust the Credit accordingly. There are 2 ways to do this: from the Register tab and from the People tab.

Method: From the Register tab

Step 1: Find the Event in which you want to change the Person's credit. Click on the Roster tab. (Fig. A)

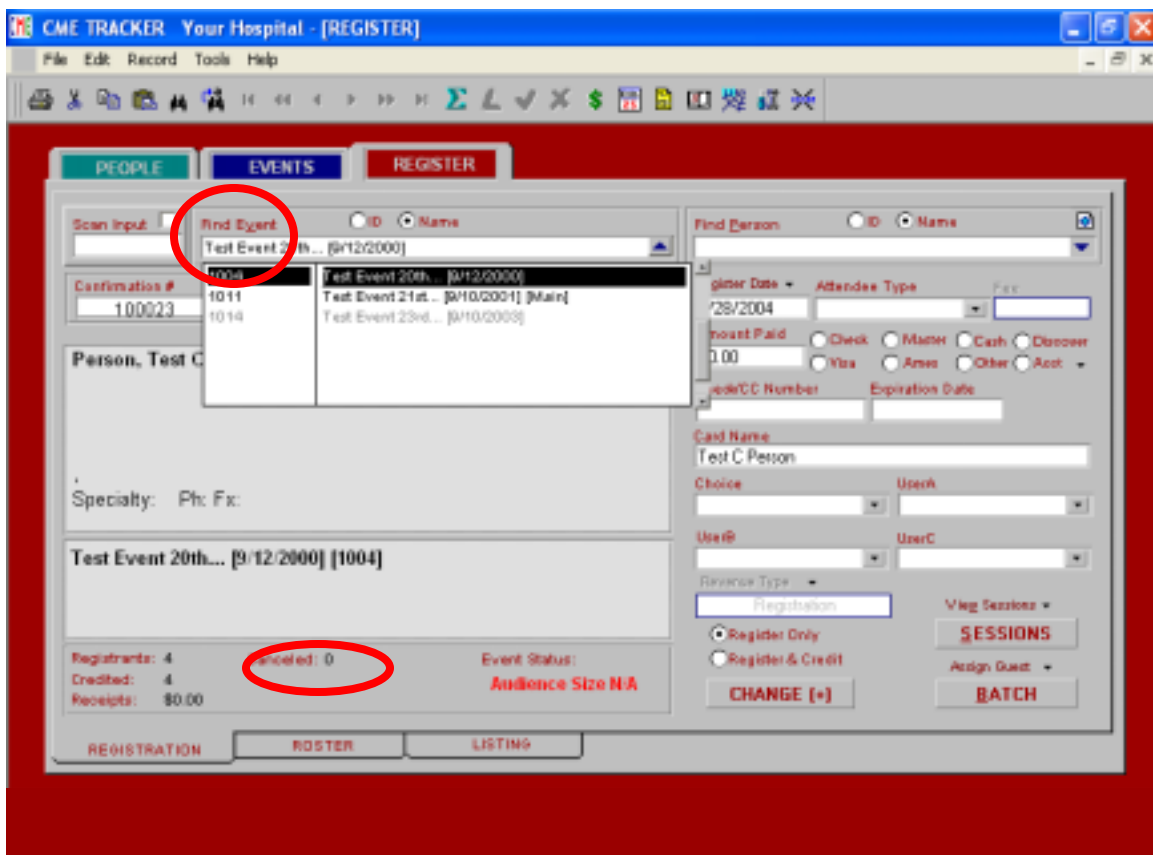
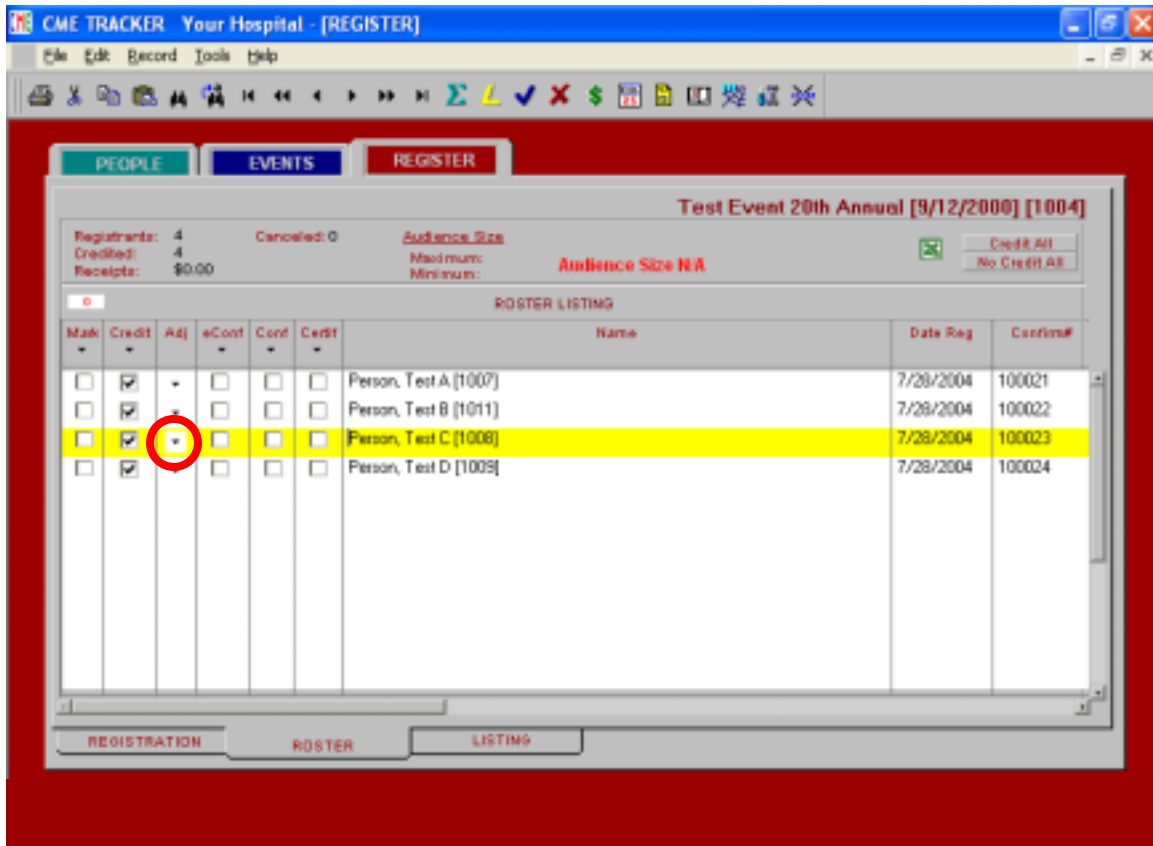


Fig. A

Step 2: Click on the black triangle located in the Adj column for the person whose Credit you want to adjust. ([Fig. B](#))



[Fig. B](#)

Step 3: The Adjust Credit Hours popup appears. Enter the new amount of hours. Click on Aadjust. (Fig. C)

Adjust Credit Hours
Person, Test C [1008]

Enter Adjustments to Credit Hours

Type Credit	Credit Hours
AMA PRA Category 1	3.00

Adjust Credit(s)

1/4 1.25
 1/3 1.33
 1/2 1.5
 2/3 1.67
 3/4 1.75

Hours: 1.00
Adjust

Fig. C

Result: The Person's Credit hours for this Event are now changed to reflect the new amount. Click on Close. (Fig. D)

Adjust Credit Hours
Person, Test C [1008]

Enter Adjustments to Credit Hours

Type Credit	Credit Hours
AMA PRA Category 1	1.00

Adjust Credit(s)

1/4 1.25
 1/3 1.33
 1/2 1.5
 2/3 1.67
 3/4 1.75

Hours: 1.00
Adjust

Close

Fig. D

Method: From the People tab

Step 1: Find the Person you would like to change Credits for. Click on the Credits tab. (Fig. E)

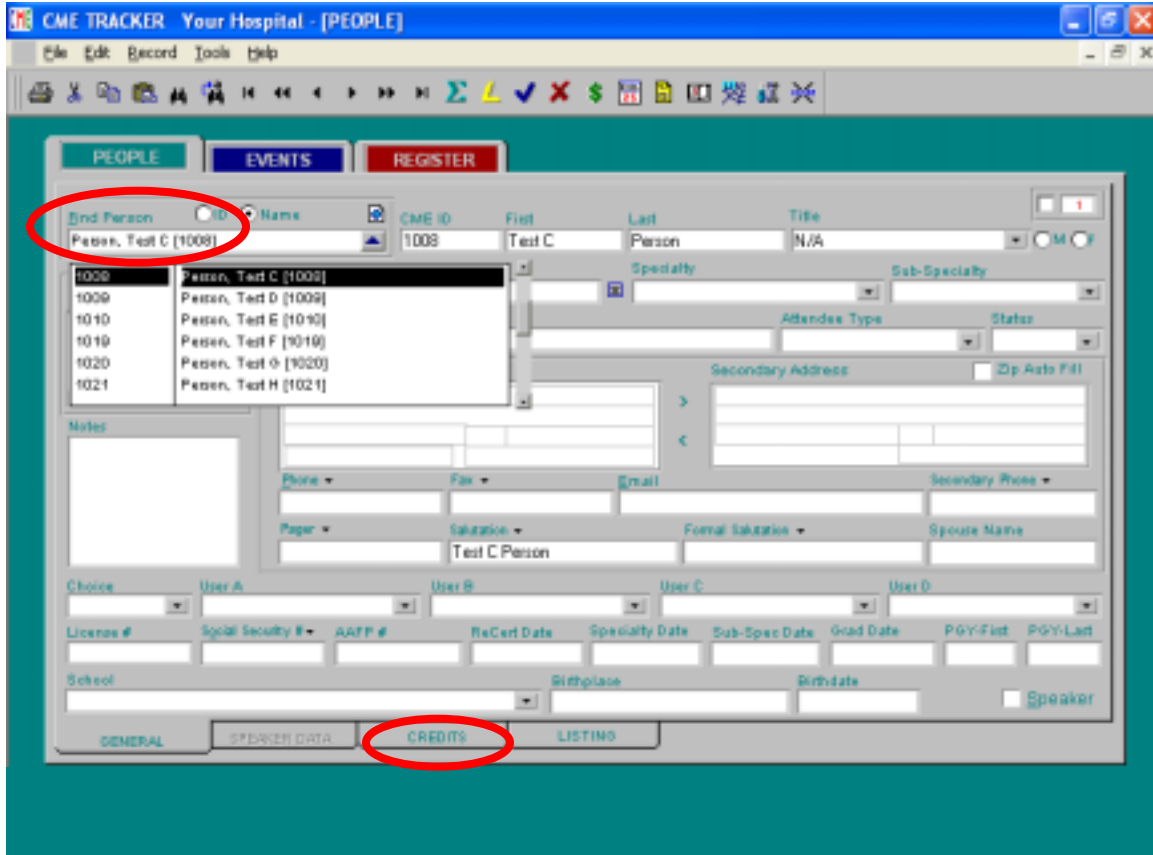


Fig. E

Step 2: Click on the black triangle located in the Adj column for the Event that you want to adjust Credit. (Fig. E)

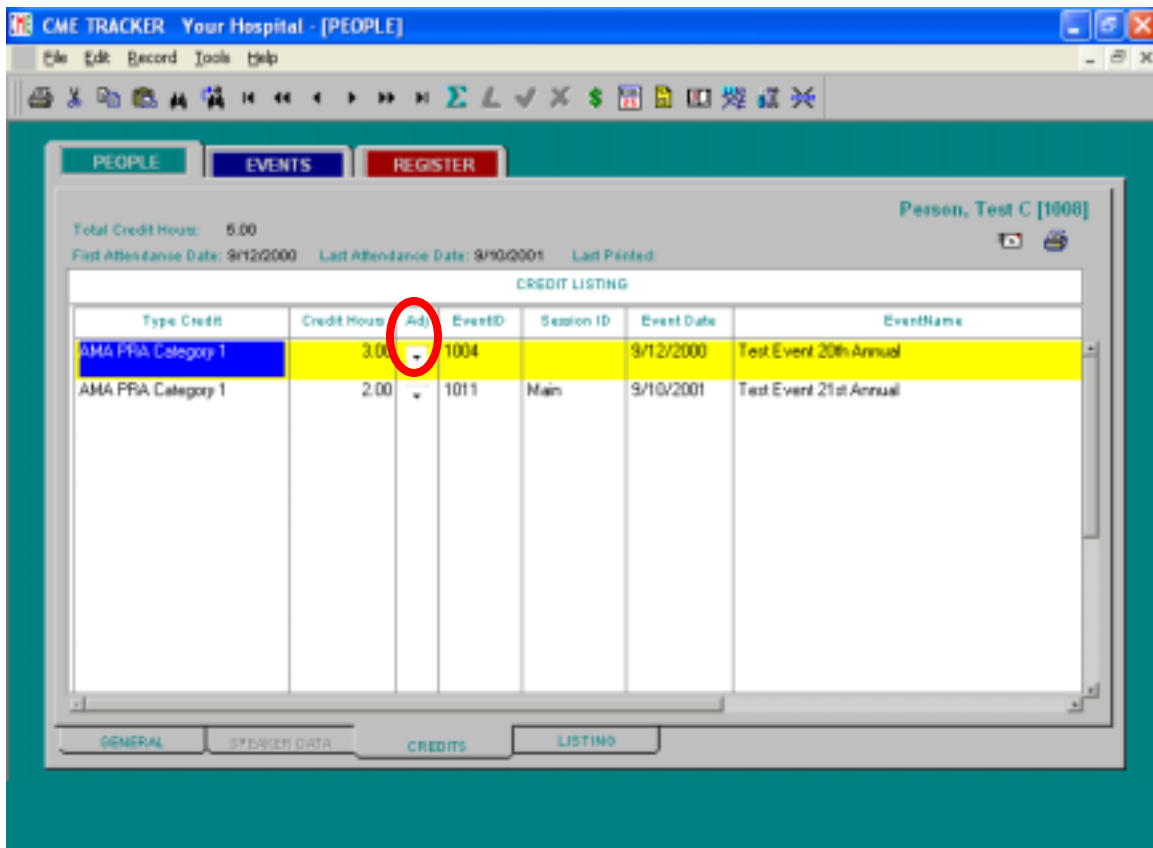


Fig. F

Step 3: The Adjust Credit Hours popup appears. Enter the new amount of hours. Click on Adjust. (Fig. G)

Adjust Credit Hours
Person, Test C [1008]

Enter Adjustments to Credit Hours

Type Credit	Credit Hours
AMA PRA Category 1	3.00

Adjust Credit(s)

1/4 1.25
 1/3 1.33
 1/2 1.5
 2/3 1.67
 3/4 1.75

Hours
1.00
Adjust

Fig. G

Result: The Person's Credit hours for this Event are now changed to reflect the new Amount. Click on Close. (Fig. H)

Adjust Credit Hours
Person, Test C [1008]

Enter Adjustments to Credit Hours

Type Credit	Credit Hours
AMA PRA Category 1	1.00

Adjust Credit(s)

1/4 1.25
 1/3 1.33
 1/2 1.5
 2/3 1.67
 3/4 1.75

Hours
1.00
Adjust

Fig. H