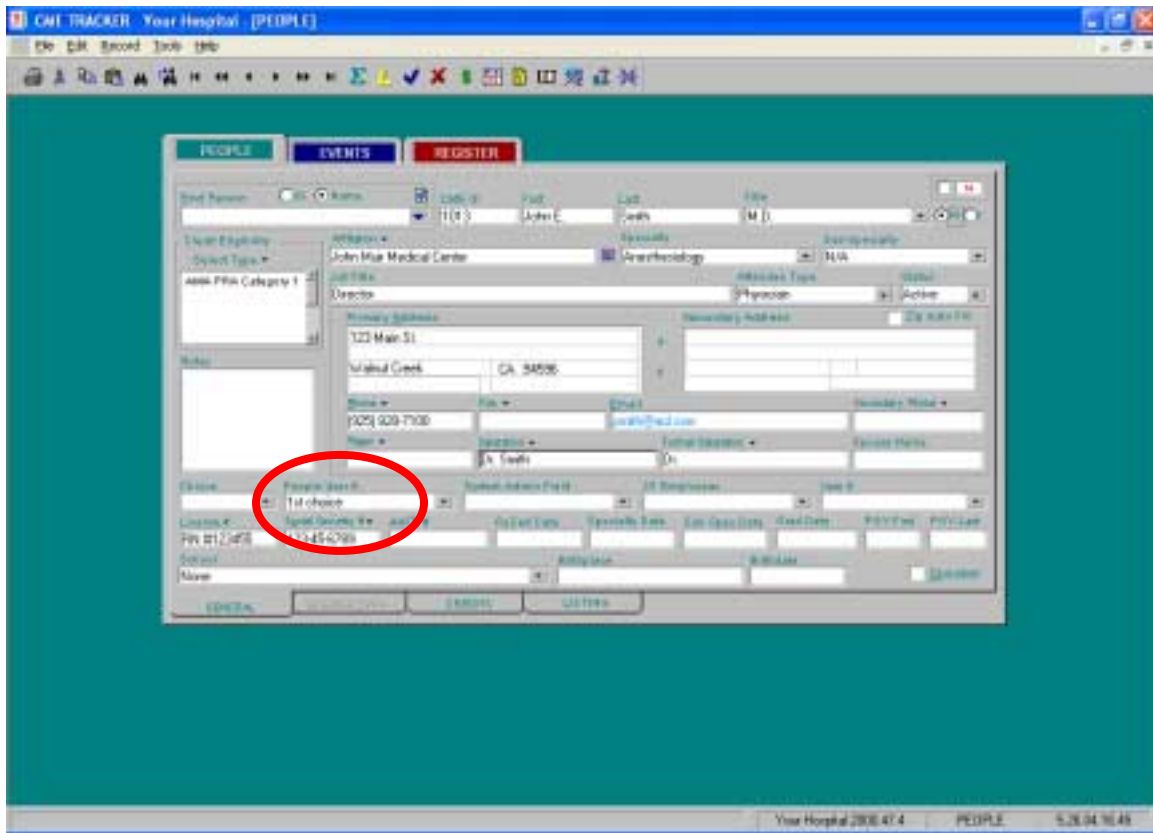


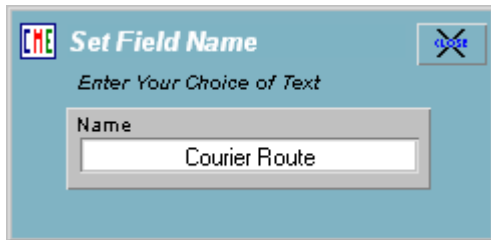
Objective: Customizing User Defined Fields on CME Tracker and changing the name of the user defined fields to track information specific to your institution.

Step 1: Open CME Tracker. In the PEOPLE-GENERAL screen, click twice on People User A. ([Fig. A](#))



[Fig. A](#)

Step 2: The Set Field Name popup appears. Type the desired name in the field and click CLOSE. ([Fig. B](#))



[Fig. B](#)

Step 3: The SAVE & EXIT popup appears. Click Yes. ([Fig. C](#))



[Fig. C](#)

Step 4: People user A has now become "Courier Route". (Fig. D)

NOTE: There are four User defined fields in the "PEOPLE GENERAL" screen.

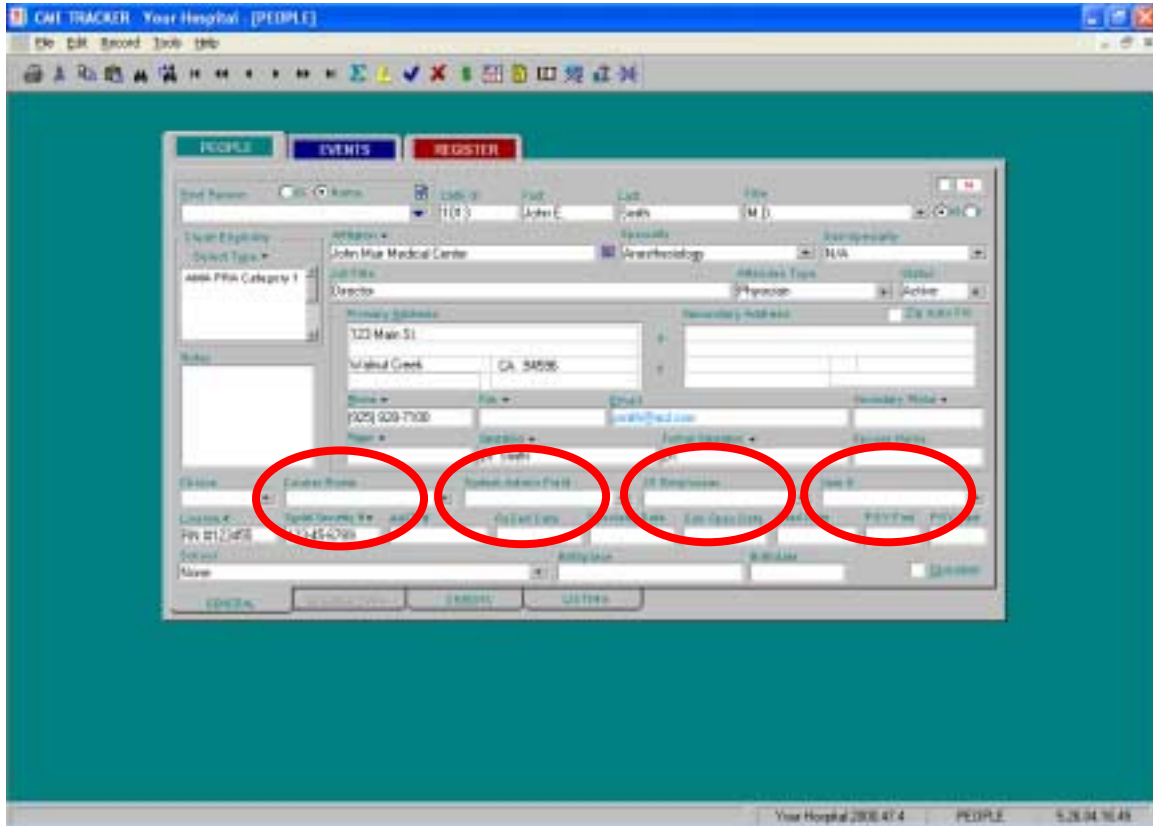


Fig. D

NOTE: There are three User defined fields in the "REGISTER REGISTRATION" screen. (Fig. E)

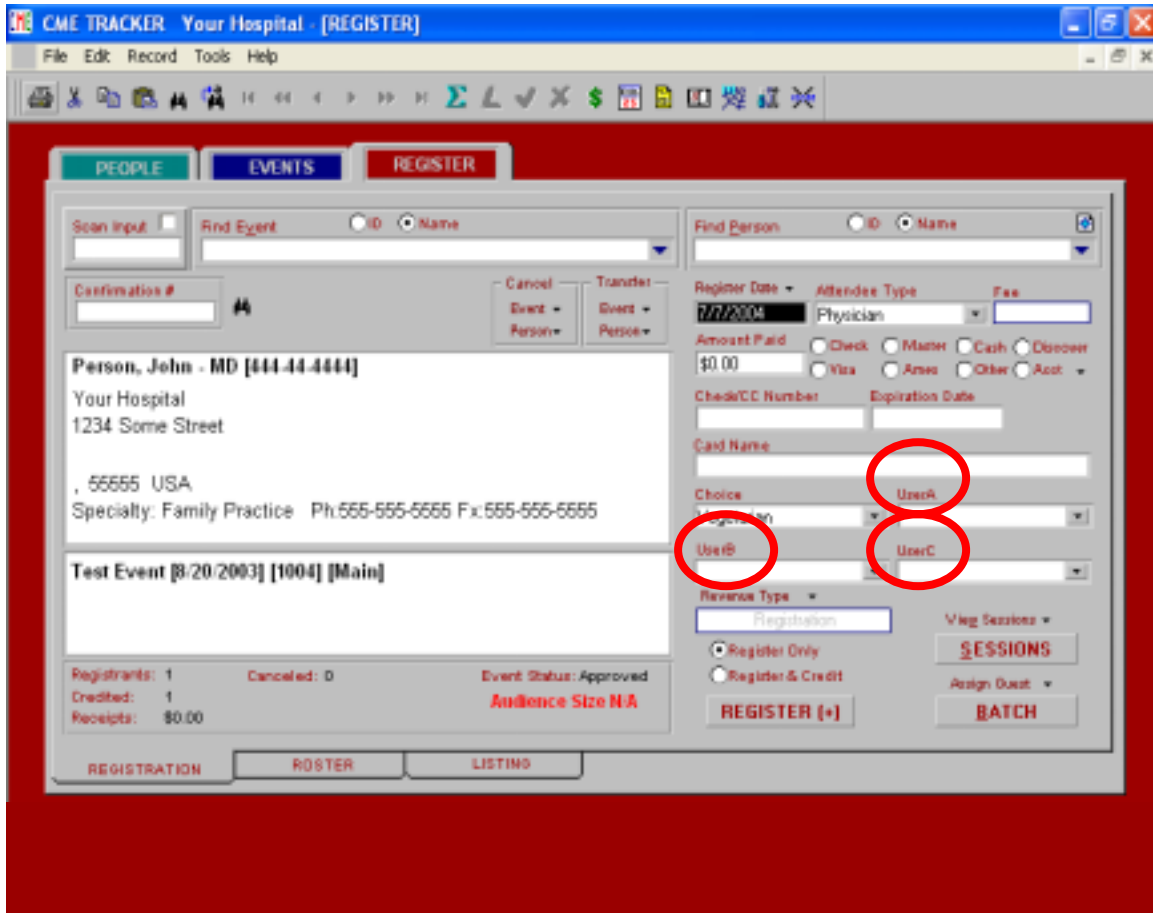


Fig. E