

**Objective:** Marking Credited or Uncredited Registrations

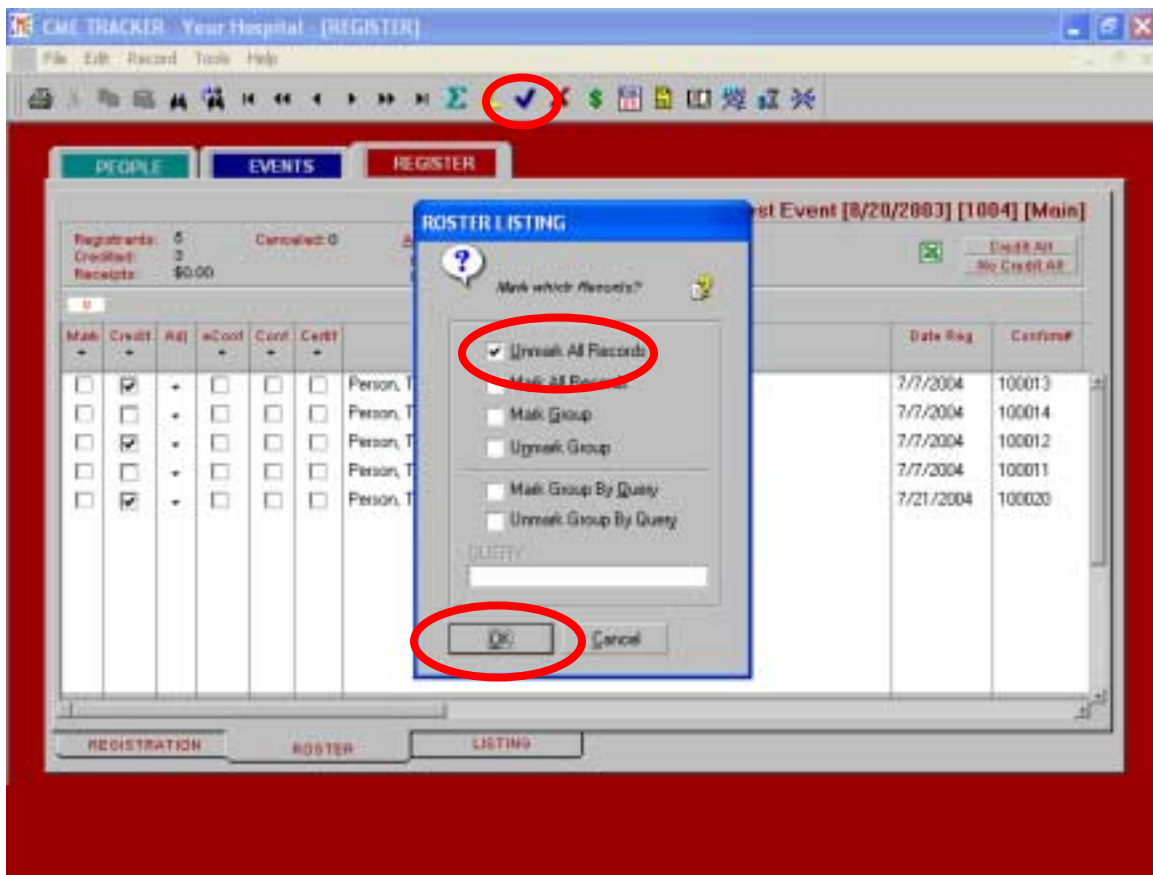
**Scenario:** Crediting People who have not received Credit in a Roster so that all people who were Uncredited for an Event are now Credited.

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

The screenshot shows the CME TRACKER software interface with the 'EVENTS' tab selected. The 'Event Name' field is circled in red. The interface includes a menu bar (File, Edit, Record, Tools, Help), a toolbar, and several data entry fields. The 'Event ID' is 1004, 'Session ID' is Main, and 'Department' is Internal Medicine. The 'Event Name' is 'Test Event'. Other fields include 'Begin Date' (8/20/2003), 'End Date', 'Day' (Wednesday), 'Time' (10:00 AM), 'Frequency' (Weekly), 'Facility' (Your Hospital), 'Room' (Conf Room 3), 'Meal' (Lunch), 'Min Attend', 'Max Attend', 'Provider No', and 'Division'. The 'Target Audience' is 'Practicing Primary Care Physicians' and the 'Session Type' is 'Academic' with 'Session Name' 'Session 2'. The 'Commercial Supporter List' is empty. The 'Event Status' is 'Approved'. The 'Publication' options are 'Publish' (checked), 'Web Publish', 'Web Register', and 'Web Purchase'. The 'Check List' shows 0 items for 'Name', 'Complete', and 'Incomplete'. The 'Information' section shows '# Registered' (5), '# Credited' (3), and 'Net Profit' (\$0.00). The bottom of the interface has tabs for 'GENERAL', 'TOPICS', 'REVENUE', 'EXPENSES', 'TOOL', and 'LISTING'.

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:** If everyone is not credited, click on Credit and Click the Check box next to Mark Unchecked Records. Click on OK. (Fig. C)

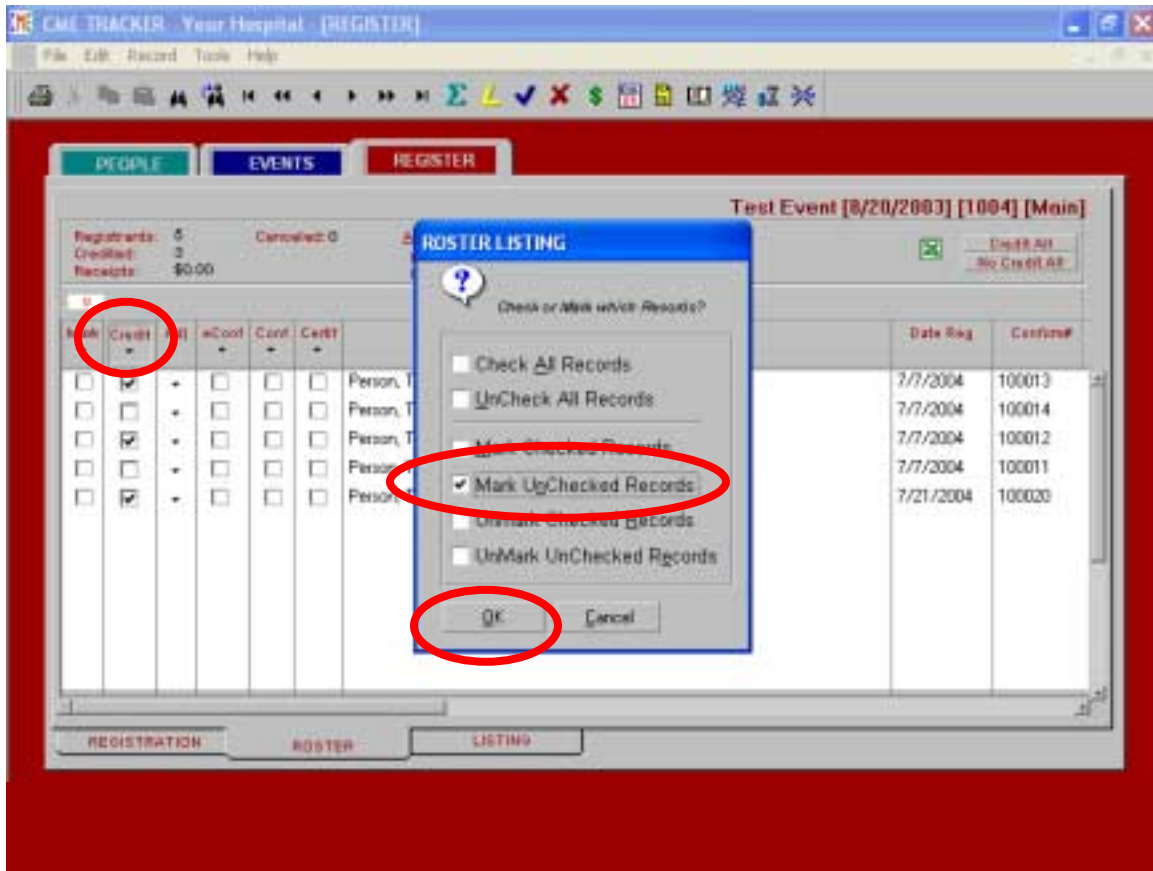


Fig. C