

Tutorial

Objective: Adding a New Zip Code to your **Zip Autofill** Database

Note: When the **Zip Autofill** box is checked, CME WEB Tracker will automatically enter the City and State when you enter a Zipcode. However, if the Zipcode is not currently in the system, you may enter the Zipcode, City and State to the database. Once entered in the system, you will only have to enter the Zipcode and the **Zip Autofill** will automatically enter the City and State.

Step 1: In the **People** section, **General tab**

- a. **Zip Autofill** box is checked
- b. enter a Zipcode in the Primary address box.
- c. Press **Enter**. (Fig.A)

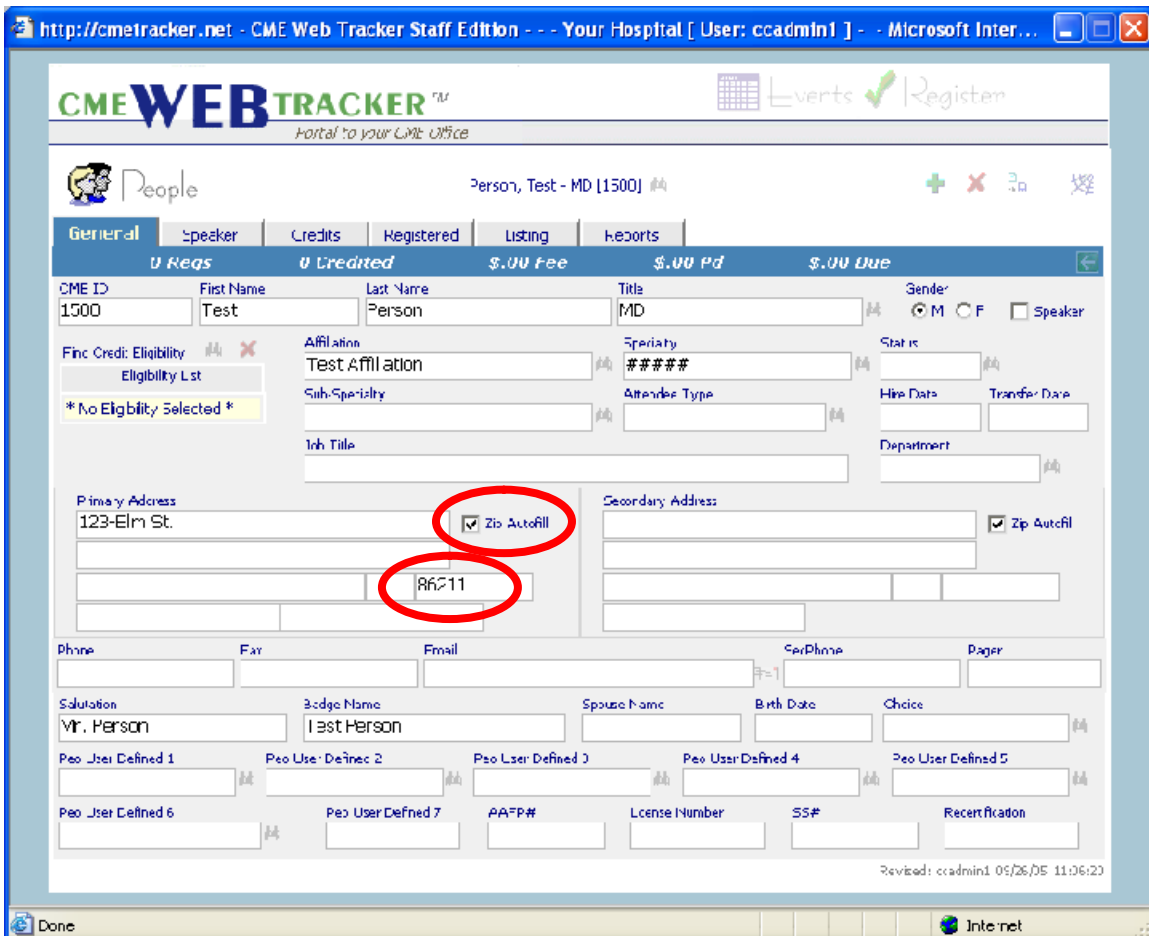


Fig. A

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- Step 2:** The **Zip Not Found** popup appears. The Zipcode you entered turns red letting you know the database could not find it
- Click Close.
 - uncheck the **Zip Autofill** box. (Fig. B)

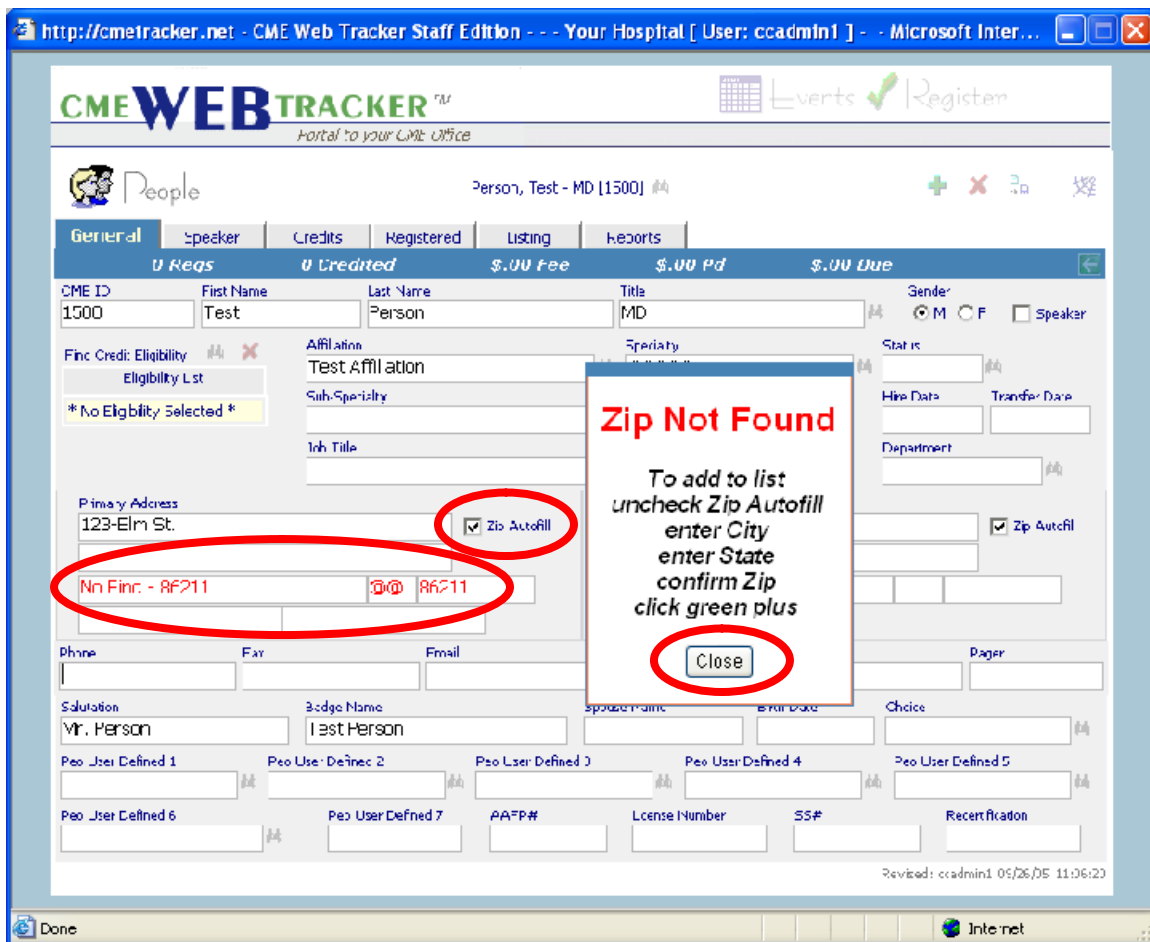


Fig. B

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- Step 3:** Enter the name of the City and State in the **Primary address** box.
- Confirm the Zipcode.
 - Click the **Green Plus** icon. (Fig.C)

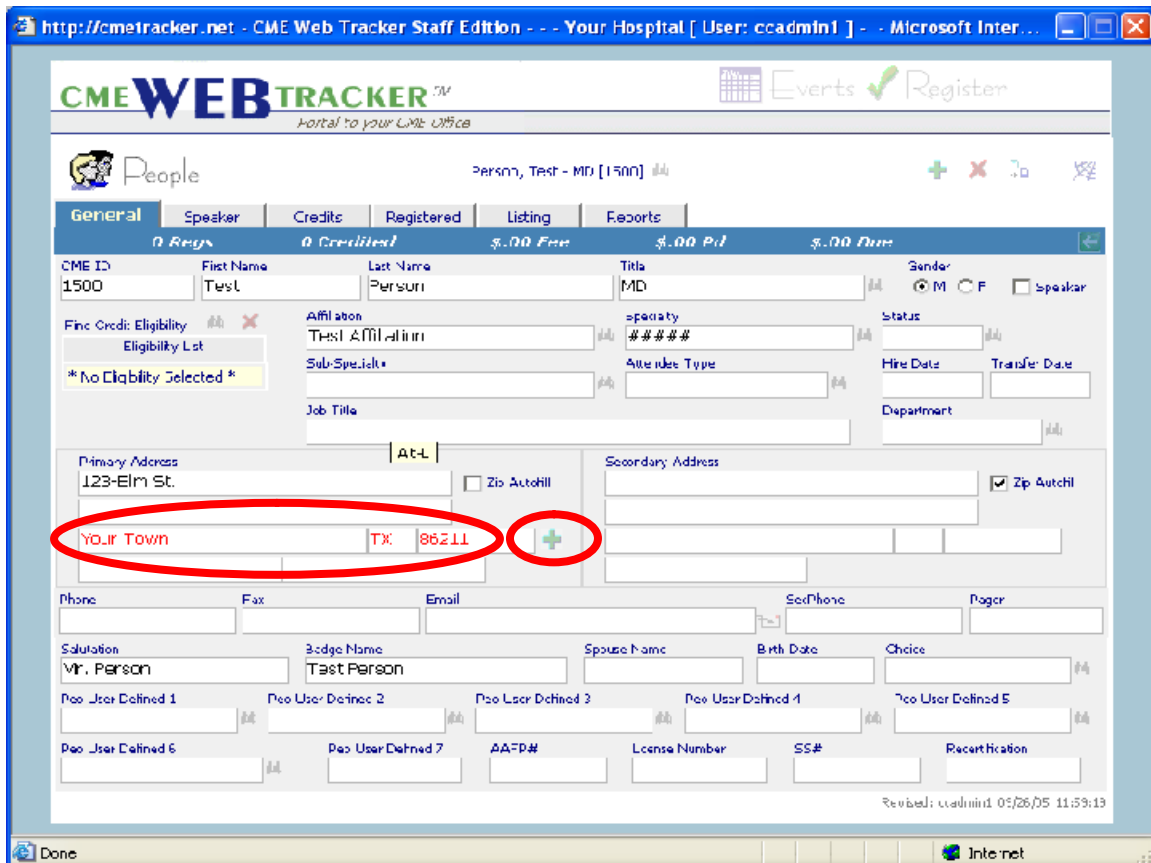


Fig. C

- Step 4:** The **Add new Zip Code Popup** appears.
- Click **OK**. (Fig. D)



Fig. D

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Result: You now have a new Zip Code added to your Database. Whenever you enter this new Zip Code, the City and State will automatically be entered in for you. (The **Zip Autofill** box must be checked) (Fig. E)

The screenshot shows the CME Web Tracker Staff Edition interface. The browser title bar reads "http://cmetracker.net - CME Web Tracker Staff Edition - - Your Hospital [User: ccadmin1] - - Microsoft Inter...". The page header includes the CMEWEBTRACKER logo and navigation links for "Events" and "Register". The main content area is titled "People" and shows a profile for "Test, Person - MD [1000]". The profile is divided into several sections: "General", "Speaker", "Credits", "Registered", "Listing", and "Reports". The "General" section contains fields for CME ID (1000), First Name (Person), Last Name (Test), Title (MD), Gender (M), and Speaker status. It also includes fields for Affiliation (Your Hospital), Specialty (#####), Status (Resident), and Department (Anesthesiology). The "Primary Address" section shows "123-45th St" and "96211" as the zip code. A red circle highlights the "Zip Autofill" checkbox, which is checked. Other fields include "City", "State", "Phone", "Fax", "Email", "Spouse Name", "Birth Date", and "Choice". The "Secondary Address" section also has a "Zip Autofill" checkbox. The bottom of the page shows the "Done" button and the "Internet" icon.

Fig. E