

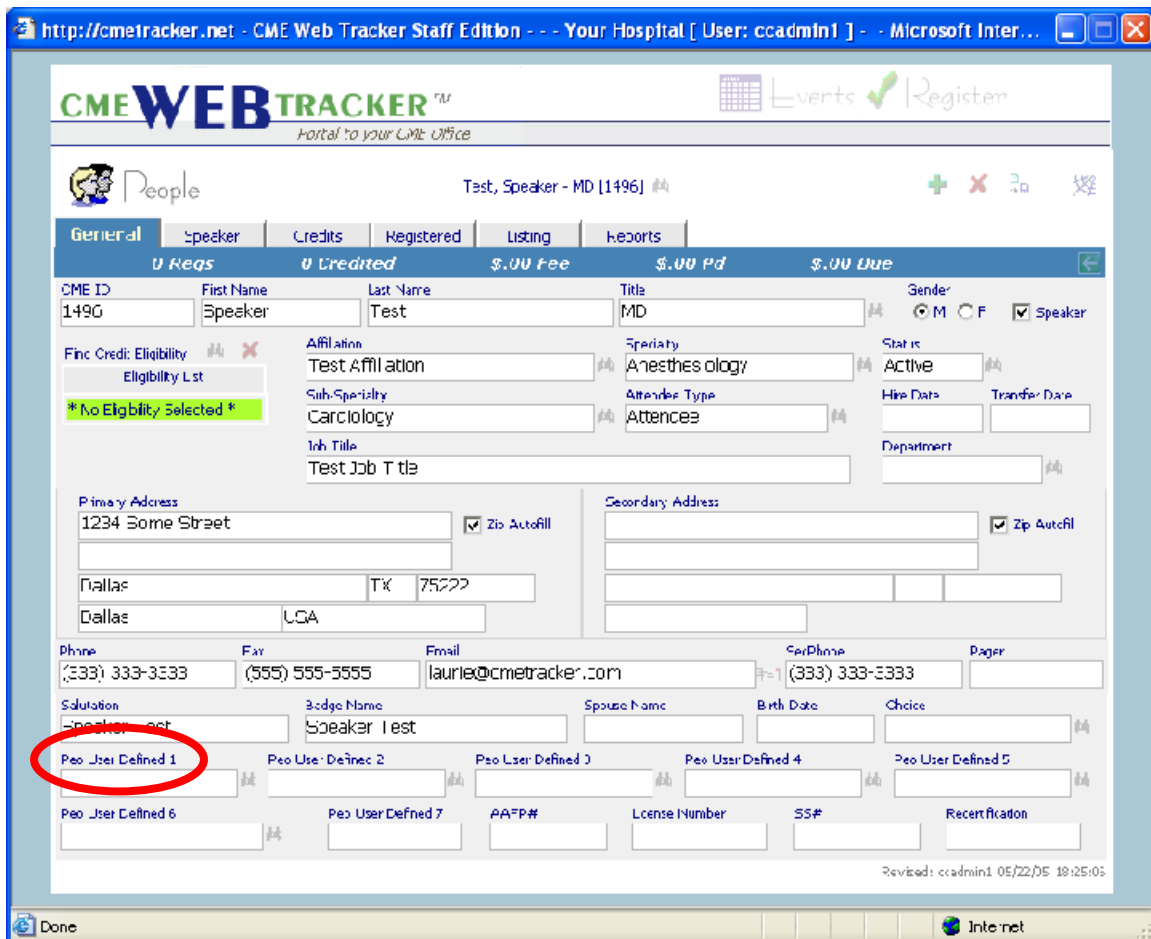
# Tutorial

**Objective:** Customizing User Defined Fields in CME WEB Tracker and changing the Name of the User Defined fields to Track information specific to your Institution.

**Note:** The steps are the same for user defined fields in the People, Events or Register section. The example below is done in the **People** section.

**Step 1:** In the **People** section

- a. Click the **General** tab.
- b. Click twice on **“Peo User Defined 1”**. (Fig. A)

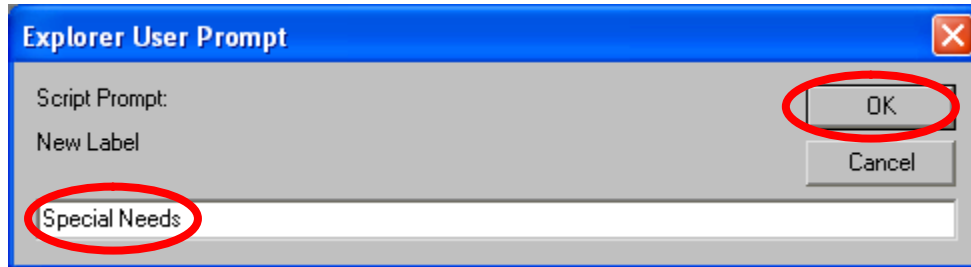


**Fig. A**

# Tutorial

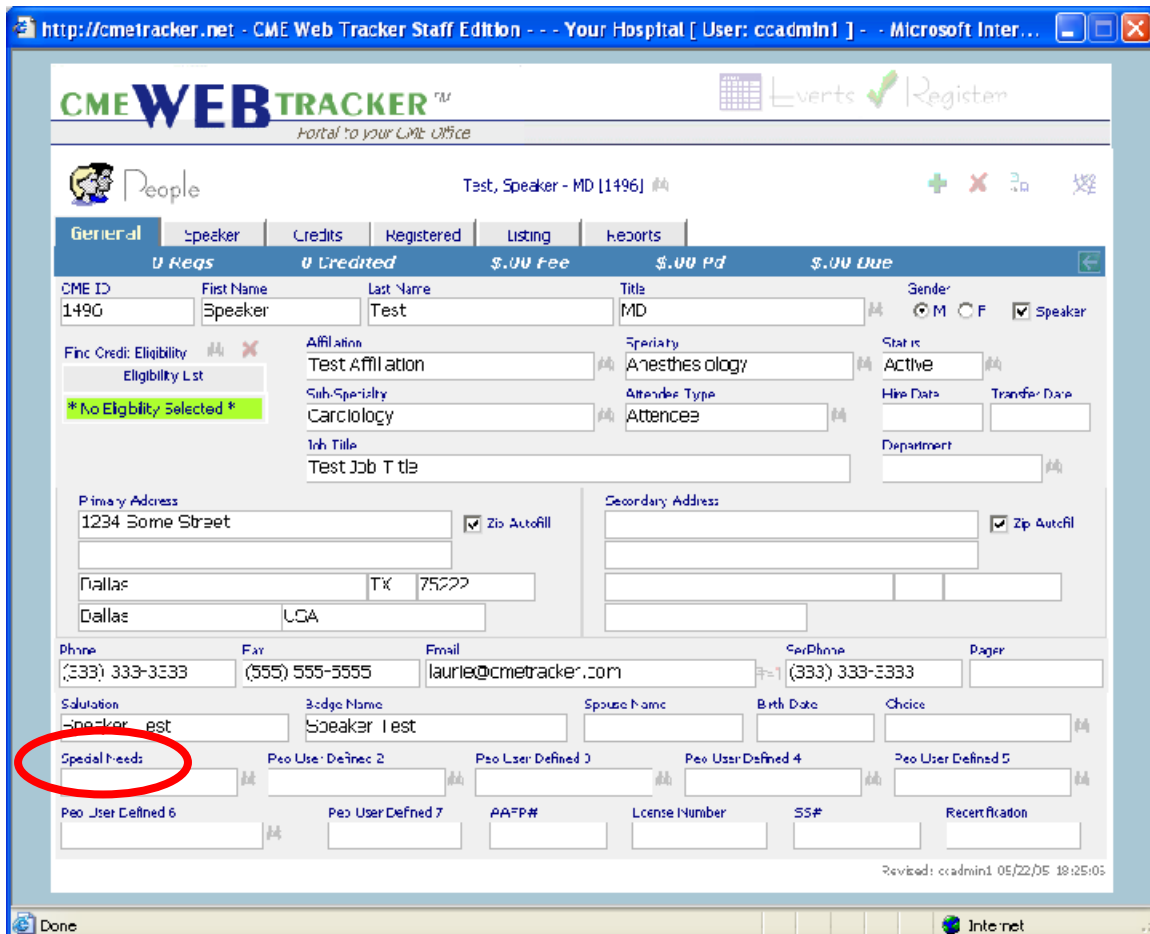
**Step 2:** The **Explorer User Prompt** appears.

- a. Type the desired name in the field
- b. Click **OK**. (Fig.B)



**Fig. B**

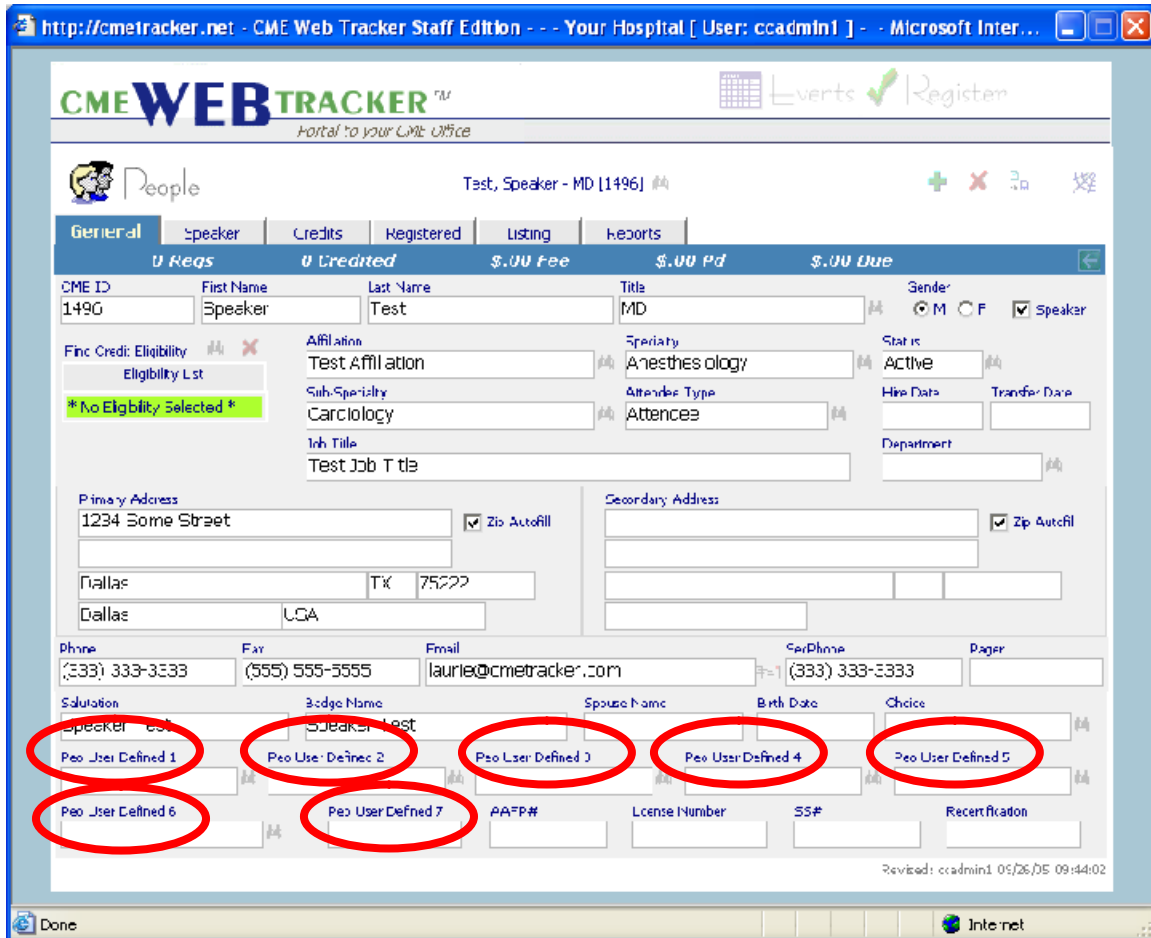
**Step 3:** “**Peo User Defined 1**” has now been renamed “**Special Needs**”.  
(Fig.C)



**Fig. C**

# Tutorial

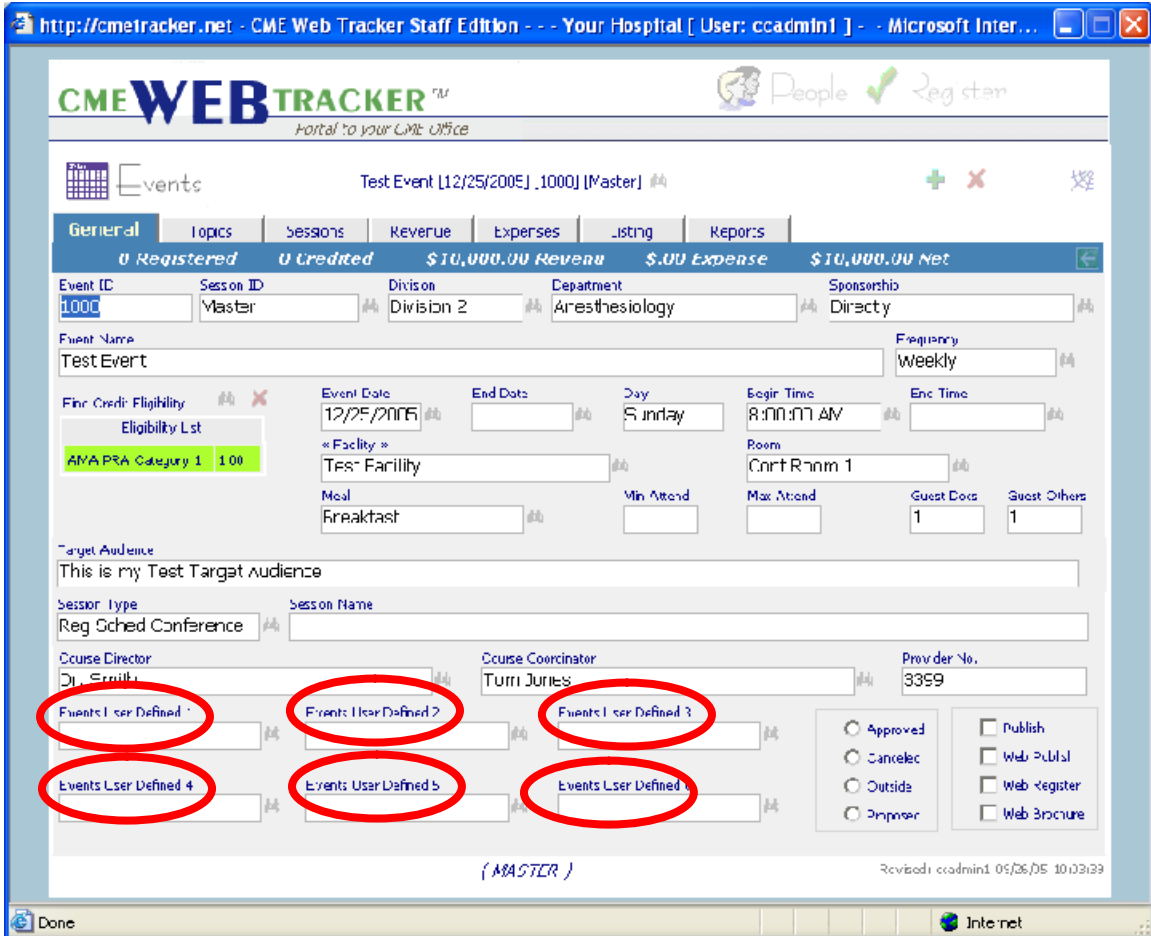
**Step 4:** There are seven User Defined fields in the **People/General** screen. (Fig. D)



**Fig. D**

# Tutorial

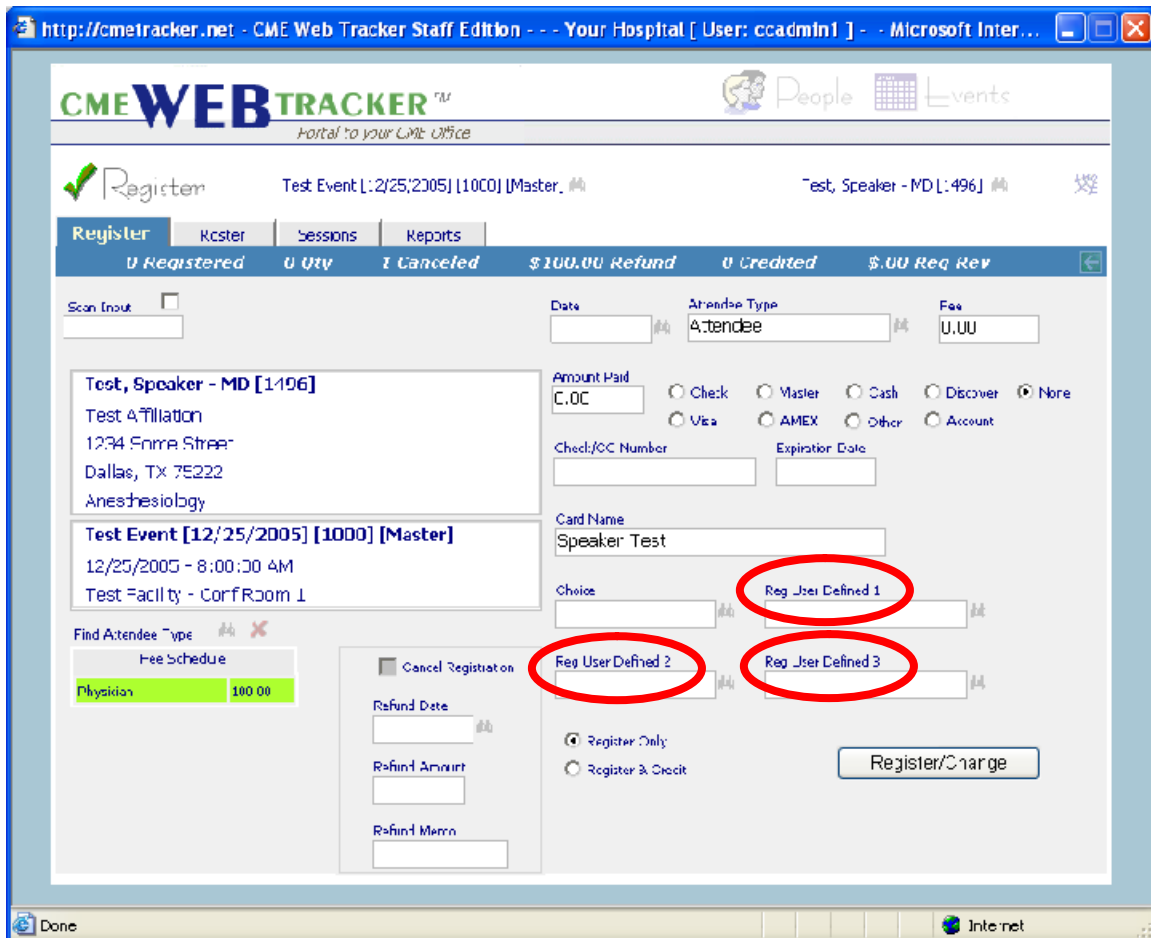
**Step 5:** There are six User Defined fields in the **Events/General** screen. (Fig. E)



**Fig. E**

# Tutorial

**Step 6:** There are three User Defined fields in the **Register/Register** screen. (Fig.F)



**Fig. F**

**Note:** When changing your User Defined fields, please inform your workgroup so the field name will match at all workstations.