Documenting Attendance in CloudCME[™] for RSS Planners

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Log in from the home page using the Log in Instructions. Once logged in your name appears in the upper right corner of the screen. Navigate to the bottom of the screen in the lower left corner to the Administration Link. Administration (You can bookmark this link for guicker access in the future.)

		Go to Act [click link		NOTE: Use the Save Credits button to save attendance and record the credit hours indicated in the Activity Options panel.				
TEP 2	 Home Activities Email Faculty Finance Membership Reports 	— Activity Brouping	Go to Record Attendance [click link]	Enter the 10-digit activity # (<u>NOT</u> the parent ID #), but the # <u>with the dash</u> . Choose from the drop-down				
N		Attendee Certificates Credit Manager Manage Owners Online Content / Tests Record Attendance	Select Event	<u>date listed</u> in the description of the set				

Individuals who have registered for activities appear on the list, those who have not registered need to be added manually by the planner(s)

To add a participant, click the Add User button.

If the participant is already in the system, Search for Existing User.

- Add User to Roster**
- Add user & record attendance (<u>NOTE</u>: This does not AWARD CREDIT!!)
- Add User & Award Credit

		endance						
Save Attendance Recorded: 11 Save Attendance E Save Credits Search X	•				Tot	al Users on Roster: 20	Export XLS	If the participant is not ir the system, use the Crea New CloudCME™ User to
User Details	Status	Credit Details	Credit	Eligibility	User Professions			add the participant.
Sullivan, Ryan Degree: MD UserID: 5730 Transcript	*	AMA PRA Category 1 Credits ¹⁰⁰ Credit Date: 11/02/2022 Hours Claimed: 1	AMA PF	IA Category 1 Credits**	Physician		8	When complete, choose one of the 3 option butto
Jiang, Shuxia Degree: PA/PA-C UserID: 6965 Transcript	*	Non-Physician Attendance Credit Date: 11/02/2022 Hours Claimed: 1	Non-Physician Attendance				0	 Add User to Roster** Add user & record
Price, Jamle Degree: MS, BA UserID: 3146 Transcript	*	Non-Physician Attendance Credit Date: 11/02/2022 Hours Claimed: 1	Non-Ph	ysician Attendance	Administrator (Non-Cl	linical)	0	attendance (<u>NOTE:</u> T does not AWARD
								CREDIT!!)
								Add User & Award
earch for Existing User:			Crea	ate New CloudCME User:				Credit
Select User		•		First Name	Last Name	Select Degree	•	
			or					
				Email	Sele	ct Profession(s)		

🛅 Add User to Roster 🛛 🚨 Add User & Record Attendance 🛛 🛓 Add User & Award Credit

Participants that have <u>successfully</u> documented their attendance show up with a person icon and checkmark along with Credit Type, Date, and # of Credits.

If the participant did not document their attendance, planners should check the box next to the participant's name and click Save Attendance at the top of the page, then check the participant box and click on Save Credits to ensure the participant receives credit.

Documenting Attendance in CloudCME™ for RSS Planners - Additional Features



Change Credit

Remove Credit

2022 Primary Care GR: Knee & Hip Arthritis (12096) - 11/02/2022 Credit Types Available: AMA PRA Category 1 Credits ¹⁰ , Non-Physician Attendance							
Activity Options AMA PRA Category 1 Credits [™] (Max Credit: 1.00) Non-Physician Attendance (Max Credit: 1.00) If the user is not eliable for any of these credit types. <i>General Attendanc</i>	1.00 To the second seco	Attendance Date 11/02/2022	Î				
Save Attendance	T.						

- 1. To change the credit amount applied to a single activity date, click on the Activity Options button. When the drop-down window appears, you can change the activity credit amount. Be sure to change for both categories.
- 2. Ensure the date is correct. Click on the Save Credits button to make the change.

2022 Primary Care GR: Knee & Hip Arthritis (12096) - 11/02/2022 Credit Types Available: AMA PRA Category 1 Credits ¹⁹ , Non-Physician Attendance				🔹 Actualty Options. 🔛 Add Date: 🛓 Imper			
Attendance Recorded: 11					Total Users on	Roster: 20	
Save Attendance	Save Credits				🚣 Remove Attendees & Credits	Remove Credits	
Search	× All Columns	*					
User Details		Status	Credit Details	Credit Eligibility	User Pvions		
Sullivan, Ryan Degree: MD UserID: 5730 Transcript		2	AMA PRA Category 1 Credits ^{**} Credit Date: 11/02/2022 Hours Claimed: 1	AMA PRA Category 1 Credits**	Physician	C	
Jiang, Shuxia Degree: PA/PA-C UserID: 6965		*	Non-Physician Attendance Credit Date: 11/02/2022 Hours Claimed: 1	Non-Physician Attendance		8	

- 1. To remove a participant and the credit amount applied to a single activity date, check mark the individual in the list.
- 2. Use the RED Remove Attendees and Credits Button.

Clicking the Import button allows planner(s) the ability to import attendance by select a formatted Excel XLSX file. Once the file is uploaded and processed, a review window will appear.

appean				
Upload Atte	ndance	×		
Select files	Drop fil	es here to upload	Attendance Recorded: 3	Total Users on Roster: 6
		Close	Start Back	

The progress bar allows users the ability to view the number of attendees that are on the roster and have attendance recorded.

		mun	User Details					Search the grid attendance grid
-		User Details	All Columns	ls	Credit Eligibility	User Professions		using the search bar
		Munk, Kory	User Details	JCME Test Activity				Searches can be done by status,
U	1	Degree: MD, JD UserID: 2	Status	eqorv 1 Credits™	AMA PRA Category 1 Credits™	Physician, Physician - Resident,	8	Credit details, credit eligibility, or
-		Transcript	Credit Details	3/02/2022 d: 0				
σ			Credit Eligibility					user details.
Se		Credit Details Session: CloudCME Test Activity AMA PRA Category 1 Credits TM Credit Date: 03/02/2022 Hours Claimed: 0				clicking the gr ndicates sortin		