

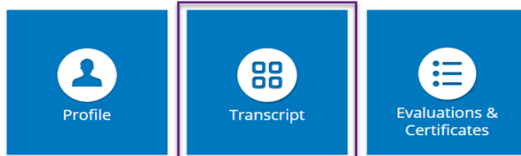
Follow these log-in Instructions to access your CE transcript.

## CE Transcript Center

The Transcript feature allows users to manage their transcript records. The transcript contains continuing education activities completed in CloudCME® as well as external credit activities completed outside of the user's organization.

To access the Transcript, log in to the Attendee Portal (AP) and click on the **My CME** or **My CE** button. Then, click on the **Transcript** button.

My CE  
Instructions: Click a button to proceed.



The Transcript screen will display, and users have a variety of ways to filter transcript data.

Filter by Date: Start Date: 01/01/2010, End Date: 11/18/2019

Filter by Credit Type(s): -- Select --

Download Transcript, Email Transcript, Upload Files

☑ Show Zero Hour Credits, ☐ Hide External Files, ☐ Hide External Credits

SANDBOX\_476\_Transcript.pdf 1 / 3

Jennifer Ott, MD  
4322 Harding Pike  
Nashville, TN 37221  
UNITED STATES  
ABIMID: 12345

Transcript Period: 1/1/2010 to 11/18/2019 Created On: 11/18/2019

**Transcript Credit Summary:**  
 ABIM MOC Part 2: 2.00 Credits  
 External Credit - ANCC Contact Hour(s): 3.00 Credits  
 AMA PRA Category 1 Credits™: 2.00 Credits

Credit Type: ABIM MOC Part 2 Total: 2.00

| ID  | Session | Activity Name/Date  | Activity Format | Credits | Claim Date |
|-----|---------|---|-----------------|---------|------------|
| 431 | -1-2    | SAFE Opioid Prescribing: Strategies, Assessment, Fundamentals, Education, October 19, 2018 - January 23, 2019 | Live Activity   | 1.00    | 1/23/2019  |
| 434 | -1-2    | Treating Broken Limbs, April 1, 2019  | Live Activity   | 1.00    | 10/21/2019 |

### Filter by Date

Users can filter transcripts by activity **Start Date and End Date**. The Start Date will default to the first activity date in the user's transcript record, and the End Date will default to the current date. Enter specific dates to filter the transcript results.

Filter by Date:

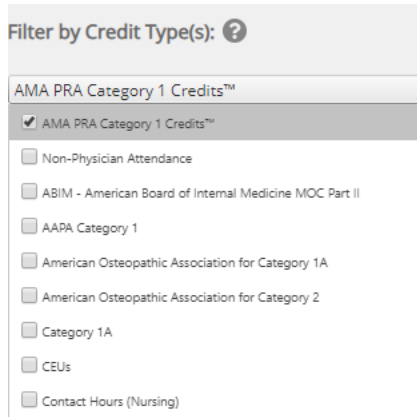
Start Date: 01/01/2010

End Date: 06/04/2019

## Filter by Credit Type(s)

Users can filter transcripts by **Credit Type**. Click on the drop-down menu and check the box next to each credit type(s) to include within the transcript record. Then, click **Apply**. The screen will display the transcript record(s) for the credit types selected. Users may select more than one credit type in the drop-down menu.

**NOTE:** The credit types available in the drop-down list are the credit types entered in Administration > Defaults > Credit Types tab.



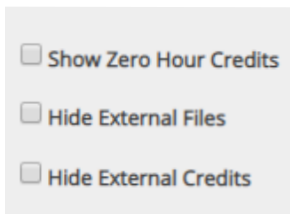
Filter by Credit Type(s): ?

AMA PRA Category 1 Credits™

- AMA PRA Category 1 Credits™
- Non-Physician Attendance
- ABIM - American Board of Internal Medicine MOC Part II
- AAPA Category 1
- American Osteopathic Association for Category 1A
- American Osteopathic Association for Category 2
- Category 1A
- CEUs
- Contact Hours (Nursing)

To remove credit type filters, click **Clear**.

## Other Filters



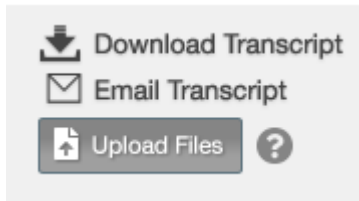
- Show Zero Hour Credits
- Hide External Files
- Hide External Credits

Check the **Show Zero Hour Credits** checkbox to display transcript record(s) that contain no CE credits earned. Usually, this indicates that the user must complete an evaluation to be awarded credit for the activity.

Check the **Hide External Files** checkbox to hide appended transcripts and/or certificates submitted by the user.

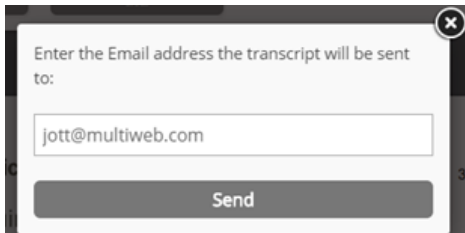
Check the **Hide External Credits** checkbox to hide the external credit records submitted by the user for activities that were not offered and completed in CloudCME® (i.e. – External Credit records). **NOTE:** The Hide External Credits checkbox will only display to customers who allow External Credit submissions. Please reference the [External Credits article](#) for more information.

## Download and/or Email Transcript and Upload Files



Click **Download Transcript** to download a PDF copy of the user's transcript. The transcript records that display on the screen will be downloaded into a PDF file.

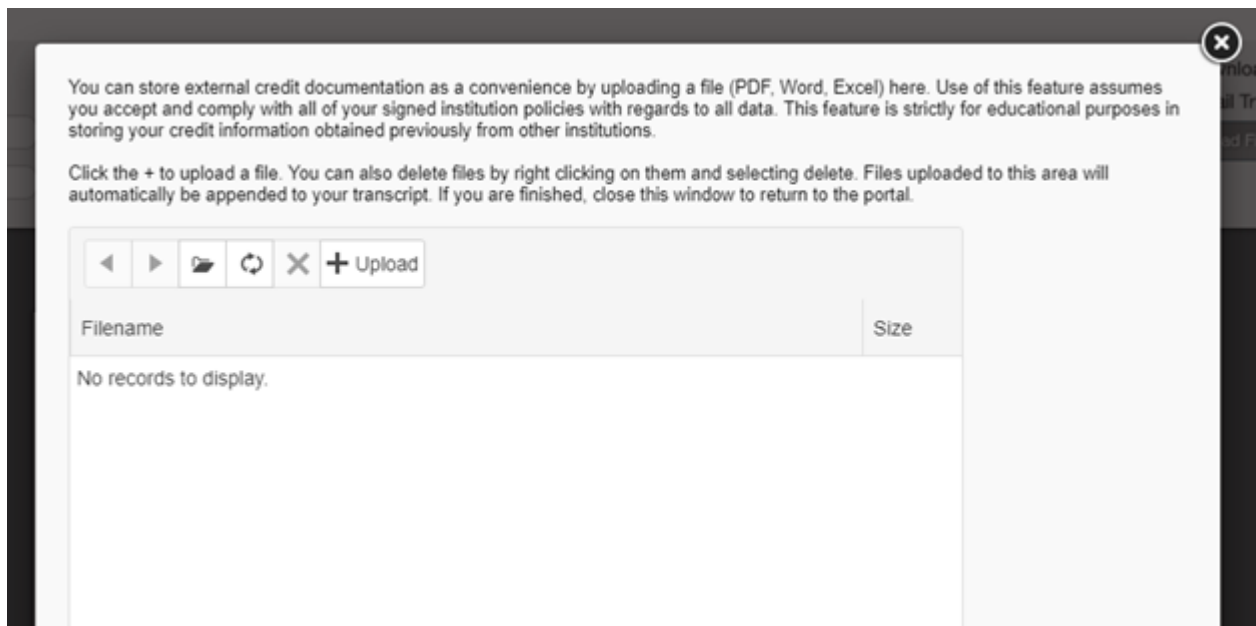
Click **Email Transcript** to email a copy of the transcript to a specific individual. The user's email will populate the email address box automatically. The email address can be changed by clicking in the box and entering a new email address. Click **Send** to email the transcript.



Click **Upload Files** to upload transcripts or CE certificates for activities completed external to your institution. The uploaded files will be appended to the end of the transcript.

Do you have documentation, transcripts, etc. that you would like to append to your overall transcript so you have it all in one place?

Click Upload Files to upload a PDF, Microsoft Word, or Microsoft Excel file that will be auto-appended to the end of your transcript file.



## Transcript Summary

The first page of the transcript displays a **Transcript Summary**.

CloudCME

Jennifer Ott, MD  
4322 Harding Pike  
Nashville, TN 37221  
UNITED STATES  
ABIMID: 12345

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**Transcript Credit Summary:**  
ABIM MOC Part 2: 2.00 Credits **AMA PRA Category 1 Credits™:** 2.00 Credits  
External Credit - ANCC Contact Hour(s): 3.00 Credits

Credit Type: ABIM MOC Part 2 **Total: 2.00**

| ID  | Session | Activity Name/Date  | Activity Format | Credits | Claim Date |
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The summary lists the credit types awarded to the user in alphabetical order as well as the total number of credits earned. The summary includes the transcript period date range and the create date of the transcript.

## Column Definitions

Definitions for the columns on the transcript are below:

**ID** – the Event ID of the activity.

**Session** – displays the Finance Code for the activity. If there is no Finance Code associated with the activity, the Activity Code will display. If there is no Activity Code, the EventID will display.

**Activity Name/Date** – the name of the activity and the start date and end date of the activity.

**Count** – the number of credit entries per activity.

**Activity Format** – the format of the activity.

**Credits** – the number of credits awarded for the activity.

**Claim Date** – the date the credit was awarded.

If you have questions or for more information, please call the Office of Professional Education at (614)355-0650



