

# CloudCME - Credits Report

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## Credits Report

The **Credits** report displays the continuing education credits awarded to users for a specific activity over a specified date range.

To access the **Credits** report, from the main menu, go to **Reports > Credits**.

1. Search for credit by **Activity** name, **Date Range**, **Active Event Credits**, **User**, **Activity Type**, **Degree**, **Profession**, **Internal/External**, **Department**, **Activity Format**, and **MOC**.

Parents Only ⓘ

**Date Range** 10/13/2020 to 2/6/2023

**Only show credits for active events**  **User**  **Activity Type** -- Select --

**Degree** -- Select -- **Profession** -- Select -- **Internal/External** -- Select --

**Department** -- Select -- **Activity Format** -- Select -- **MOC** -- Select --

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Activity ID	Start Date	End Date	Start Time	End Time	ID	Name	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. To view continuing education credits *for all* activities, remove the start and end date and click the **Run Report** button.

To view continuing education credits *for a specific* activity, select the activity from the activity drop-down, enter a date range and click the **Run Report** button.

**NOTE: Activity Type, Degree, Profession, and Department** filters will correspond to selections provided on the **Administration > Defaults** screen.

## View the Data and Export to Excel

Data can be filtered in a variety of ways such as choosing which columns display, arranging the columns in a specific order, and/or filtering the data using the filters. Also, the layout can be saved (columns, arrangement, filters) and data can be exported to Excel.

Activity ID	Start Date	End Date	Start Time	End Time	ID	Name
2898	04/15/2021	04/15/2024	12:00 AM	12:00 AM	435	Angela Vassalle, MD
2877	01/13/2023	01/13/2023	08:00 AM	05:00 PM	1341	Millardtest123 Timtest123, MD

**NOTE:** When exporting to Excel, the file will display any filtered data. Remove any filters, if all data will be exported.

**NOTE:** Users will receive a CSV file, rather than an XLS file, if the number of records returned based on the parameters exceeds the maximum for XLS files.

## Choose Columns to Display

Right-click on any column and deselect/select columns on the **Data** tab. This layout can be saved (so only those columns are visible when users return to the report) by clicking the **Save Layout** button.

**NOTE:** To reset the layout click the **Reset** button.

The screenshot shows a data table with the following columns: Activity ID, Start Date, and End Date. A context menu is open over the table, displaying the following options: Sort Ascending, Sort Descending, Clear Sorting, Group By, Ungroup, and Columns. Above the table are buttons for Export XLS, Refresh, Save Layout, and Reset. A search box labeled 'EventName' is at the top.

Activity ID	Start Date	End Date
2602	05/27/2022	05/27/2022

## Arrange Columns in Specific Order

Drag columns left or right to move them into the preferred order. To save the arrangement of the columns, click the **Save Layout** button.

## Filter Columns

Data can be filtered by using the built-in filters in the columns. For example, to filter the list of registrants by a specific last name, type the last name in the field at the top of the **Last Name** column. Then, click the funnel beside it and select **Contains**. The screen will refresh and display only those users with that last name. More than one column can be filtered.

**NOTE:** To reset the filtered columns, locate the column(s) where a filter has been applied and click the funnel. Then, select **No Filter**. This will need to be done for all filtered columns.

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