Changing the Date of Your "RSS" Activity within CloudCME

- You will begin by logging into your account at https://mainehealth.cloud-cme.com/default.aspx

- In the lower left side of the screen, you will click on the "Administration" button.
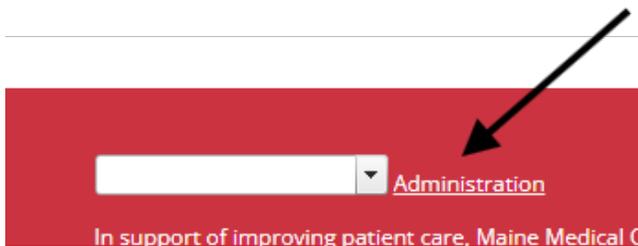
- Next you will click on

- On the left side of the screen and then

- You then will enter the name of the activity you are interested in changing near the top right of the screen. Once the name is found, click on it.

- Make sure you find the "Child" that has the date you would like to change or closest to the date. Do not change the "Parent" date.

The MaineHealth logo appears at the top of the page.

A screenshot shows a table with columns: Activity ID, Calendar, Edit, Deactivate, Copy, QR, Approved, Show in AP, Reg. Active, Registrations, View. Toolbar buttons read: Add, Export XLS, Refresh, Save Layout, Reset.

Row: 63935 with "Parent" Do not change any dates here (annotation).

Child rows under columns ID, Approved, Show in AP, Name:

ID	Approved		Name
64262	☑	☐	Emergency Medicine EKG 2019 - 3/20/2019
64263	☑	☐	Emergency Medicine EKG 2019 - 4/20/2019
64264	☐	☐	Emergency Medicine EKG 2019 - 5/08/2019
64265	☐	☐	Emergency Medicine EKG 2019 - 6/20/2019
64266	☐	☐	Emergency Medicine EKG 2019 - 7/20/2019
64267	☑	☐	Emergency Medicine EKG 2019 - 8/20/2019
64268	☑	☐	Emergency Medicine EKG 2019 - 9/20/2019
64269	☑	☐	Emergency Medicine EKG 2019 - 10/20/2019
64270	☑	☐	Emergency Medicine EKG 2019 - 11/20/2019

Annotation: "Children" Find the date that you would like to change or closest to the date

- Click on the name of the child whose date you would like to change

- You will automatically load up under the "Setup" tab. Find the "Date/Time" tab and click on it.

A screenshot of tabs: Setup, Date/Time, Overview, Needs Assessment & Barriers, Target Audience, Credits & Sessions (6.75), Agenda (0), Tests, Evaluation, Registrants (10 - $0.00), Owners, Publishing, Documents, Notes. Instructions: Most fields on this tab are required. Roll over each field to view a pop up description. Required... more than one accreditation type. If the activity is joint accredited, please click the joint accreditation check...

- Here you can change the date and/or time. After any changes select "Update."

- Lastly, you will want to go back to the "Setup" tab and change the "Activity Name" to represent the new date. RSS are loaded up with appropriate dates so when attendance is loaded into the activity it matches to limit confusion and error. When completed click up "Update" to save your changes