Open the View Bookings page in ERIC to view a table of all your entries.

You can tick the 'Has prerequisites' filter at the top of the page to display only entries where a prerequisite qualification is required.

On the right hand side of the table is the **PR** column where you can see the status of the prerequisite for each candidate.

There are 3 possible options:

Code	Definition
R-NS	Required – Not seen: LCME has not seen the prerequisite qualification
R-D	Required – Document: A document has been uploaded
R-S	Required – Seen: LCME has seen the prerequisite qualification

NB: candidates who do not need to provide a prerequisite have N/A in the PR column.

To upload a prerequisite, right-mouse click on the candidate's name and then click on 'Prerequisites'.

Candidate(s)/Group	Booker	Teacher Name	Centre	Session	Subject	Level	Exam	Results	PR	
☐ Harry Gleeson	Janet Lill 13/11/2018 00:00:00	Pre-Requisites	London	Summer 2018	Cello	ALCM in Performance	-		R-NS	⋮
☐ Mary Gosling	Janet Lill 13/11/2018 00:00:00	-	London (Central)	Summer 2018	Pianoforte	ALCM in Performance	-		R-NS	⋮
☐ Sean Depp	Janet Lill 13/11/2018 00:00:00	-	London (Central)	Summer 2018	Music Theatre	ALCM in Performance	-		R-NS	⋮
☐ Tina Dawson	Janet Lill 13/11/2018 00:00:00	-	London (Central)	Summer 2018	Popular Music Vocals	ALCM in Performance	-		R-NS	⋮

A new window will open and you should **click to upload evidence**.

From the next window, click **browse** and select the relevant file from your computer and then click **upload**.

When a document has been uploaded, the status for that candidate in the PR colum on the View Booings page will change to **R-D** as in the example below for candidate Mary Gosling.

Candidate(s)/Group	Booker	Teacher Name	Centre	Session	Subject	Level	Exam	Results	PR	
☐ Harry Gleeson	Janet Lill 13/11/2018 00:00:00	-	London (Central)	Summer 2018	Cello	ALCM in Performance	-		R-NS	⋮
☐ Mary Gosling	Janet Lill 13/11/2018 00:00:00	-	London (Central)	Summer 2018	Pianoforte	ALCM in Performance	-		R-D	⋮
☐ Sean Depp	Janet Lill 13/11/2018 00:00:00	-	London (Central)	Summer 2018	Music Theatre	ALCM in Performance	-		R-NS	⋮
☐ Tina Dawson	Janet Lill 13/11/2018 00:00:00	-	London (Central)	Summer 2018	Popular Music Vocals	ALCM in Performance	-		R-S	⋮

If the document meets the requirements LCME will approve the document.

When they have done so, the status will change to **R-S** as in the example above for candidate Tina Dawson.

Certificates can only be issued for candidates with a PR status of **N/A** or **R-S**