

**CFS Tenure Report –
5, 10, 15 years**
AgIT Training

FAQ No. T5.1.8

I would like to get 5-10-15-year CFS/Homemakers lists for tenure awards. How do I go about getting this info?

Submitted by Joyce Melton, Brown County

Creating a Tenure Report

1. From the Main Menu choose **Print Outs**.
2. **Member** button.
3. **General Find** button.
4. **CFS** button.
5. Enter 5 in the **Tenure** field
6. In the **Year** field (to the right of the tenure field) enter 2001.
7. Choose the **Duplicate** button.
8. Notice the Rolodex now has 2 records.
9. Change the 5 to a 10.
10. **Duplicate** button.
11. Change the 10 to a 15.
12. Notice the Rolodex now has 3 records.
13. Choose the **Continue** button in column one.
14. Say No to the **Inactive member** and **mail flags** questions and click on the **Continue** button.
15. Click on the **General List** button..
16. Enter a title in the **General Label** field.
17. Click on the **CFS Tenure** button.
18. Browse the rolodex before printing if you choose.

Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.

Frequently Asked Questions

Page 1 of 1

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