

Age Report

AgIT Training

FAQ No. T5.1.9

I'm trying to get a list from ED of all 4-Hers enrolled this year who are in their last eligible year of 4-H. Some are seniors and some are post high school. All will be 19 sometime in 2001. How can I get this list?

Submitted by Charlotte Hunter, Dubois County

Obtaining the List

1. From the Main Menu press the **4H** button
2. **Find** button.
3. Click in the **Age Cal.** field then click on the **Symbol** drop-down list and select the = **exact match** option.
4. Type in 19 in this same field, (**Age Cal.** field).
5. Type in 2001 in the **Yr** field, (the field beside the **Tenure** field).
6. Click the **Continue** button.
7. Click on **Main** then **Print Outs** button.
8. Click on **Project/Affils** button.
9. Choose Yes on the **transfer your find** screen.
10. Enter 2001 into the **Project/Affiliations** field on the **Limiting or expanding the Find** screen.
11. Click on the **Continue** button.
12. Click on the **Sort** button if you want to sort your find, otherwise;
13. Click on the **General** button to go to the **General Lists Print Outs** Screen.
14. Enter a title for your report in the **Report label** field.
15. Select Yes for **include address** and No for **Page Breaks** and **Straight to Print Outs**.
16. Click on the **Age** button.
17. Look at other buttons on this **General Lists Print Outs** screen for different formats for your find.

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/>.