

Report on Projects Completed

AgIT Training

FAQ No. T5.1.17

Can we do a find in "ED" bringing up only those who we have marked as completing 4-H in a certain year?

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There are two methods for retrieving a report on staff who have completed their projects. The following procedures are available for viewing online at this address:

Method #1

1. From the **Main Menu**, click the **4-H** button.
2. Click the **Affils** button, and then click on the **Find** button.
3. Choose **Yes** from the **Completed** menu.
4. Type the **current year for the project**, and then click the **Continue** button.
5. Click the **Print** button, and then click the **Member** button.
6. Click either the **Labels** or **General List** button and select whichever label or report you need to print.

Method #2

1. From the **Main Menu**, click the **Print Outs** button, and then click the **Exhibit** button.
2. Click **Yes** to the **Completed** option.
3. Type the current year in the **Year** field, and then click the **Continue** button.
4. Choose **Yes** or **No** to the **Page Breaks** question.
5. Click either the **General** or **Exhibit Results** button.
6. To print, click the **File** menu and select the **Print** option.

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/>.