

## Finding 4-H'ers in Final Year of 4-H in Large Animal Projects

AgIT Training

FAQ No. T5.1.20

I want to find the kids in their last year of 4-H in large animal projects. I can find the last year kids and then when I do the projects in a “constrain” format, it only allows me to pick up the first two projects that I enter.

*Submitted by Marian Pohley, Johnson County*

You are going to use the **Group** find feature for your projects, and if you have not set this up, you will need to go to the **Set Up** page. The following procedure is available for viewing online at this address:

### Creating the Report

1. From the **Main Menu**, click the **Setup** button and select **Projects/Groups**.
2. Click the **Description** field and type the name of a species. For example, to find all your beef products, type “beef” as the species.
3. Click the **Find** button in Column One.
4. For each of the records you found, type a code from 0-9 in the **Find Group** field.
5. Repeat steps 2, 3, and 4 for each of the large animal projects that you have in your county. Use the same number as their **Group Code**.
6. When you are finished, click the **Back** button to return to the **Main Menu**.
7. Click the **4-H** button, and then click the **Affiliations** button.
8. Click the **Find** button.
9. Type the date range of the 4-H'ers' birthdates. For example, if you want to find 4-H'ers born in 1985, type **1/1/1985...12/31/1985**.
10. Click on the **Type of Member** menu and select **4-H**.
11. Click in the **Tenure Year** field and type the current year.
12. Click the **Continue** button, and then click the **Labels** button.
13. On the **Inactive Member** page, click the **Continue** button.
14. Click the **Find** button.
15. Click on the **Which type of Find?** menu and select **Constrain**.
16. Click the **Find** button.
17. Click on the **Group** field and type the code that you used in Step 4.

Frequently Asked Questions

Page 1 of 2

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18. Answer the **Guardians** and **Inactive Member** questions. The **rolodex** shows how many records are found having large animal projects.
19. Click the **Labels** button and select the type of labels you are using.
20. Print the report.

### 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/>.

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Page 2 of 2

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