

## Report for Specific Years in CFS

AgIT Training

FAQ No. T5.1.12

**I have an ED question. I just updated the tenure on two of our Extension Homemaker clubs, but when I print out a general listing of all current homemakers that information does not transfer and the number are not correct. Can you tell me what I'm doing wrong?**

*Submitted by: Karen Capper, Marshall County*

**I have updated some tenure in CFS but it won't reflect them on a sheet I printed out.**

*Submitted by: Kathy Green, Vigo County*

### Report for Specific Years in CFS

1. Make sure you have the **Tenure** and the **Year** (for the number of years in this CFS) fields entered.
2. From the **Main** menu select the **Print Outs** button.
3. Select the **Member** button.
4. Select the **CFS Affils/Club** button.
5. Enter **>=51** in the **Tenure** field.

**Note:** Replace 51 with the number of years of tenure you need for your report. For example: If you are looking for CFS members with 45 to 50 years of service. Enter 40...50 in the tenure field.

6. Enter the current year in the **Year** field.
7. Press **Continue** beneath the rolodex in column one.
8. Press **Continue** again.
9. Select the **General List** button.
10. Select the **CFS Tenure** button.

**Note:** If you press the Tenure button and not the CFS Tenure button you will not get the CFS Tenure years displayed.

### 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/>.