

Report for a Specific Interest in CFS

AgIT Training

FAQ No. T5.1.13

I have an ED question. I need to print individual reports for two different interests for this year sorted by last name.

Report for a Specific Interest in CFS

1. From the **Main** menu select the **Print Outs** button.
2. Select the **Member** button.
3. Select the **CFS Affils/Club** button.
4. Click on the **Interest** field to bring up the drop down list.
5. Scroll and select the interest you need.
6. Click in the **Year** field (blue area) and type in the year you are looking for.
7. Click on the **Continue** button.
8. Click on the **Last Name** button.
9. Enter a **Report Name** in the general label field.
10. Click on the **General List** button.
11. Choose the report you need. The **General List/E-Mail** button will list any email address if entered.
12. The **General List** will display name, phone, township and tenure.
13. You can print the report or click on the **Continue** button to choose another type of report button.
14. Repeat the steps above for the next interest report you need.

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/>.