

ED Report – Record of 4H Achievement

AgIT/YDAE

FAQ No. T5.1.1

How can I use ED to make a report of all 4-H members who have turned in their completed Record of 4H Achievements? I don't want to enter all the names when they are already in ED.

The following procedure is available as a demo online in two parts:

http://sharepoint.agriculture.purdue.edu/agit/training/ED%20material/CAPTIVATE/T5_1_1_P1.htm

http://sharepoint.agriculture.purdue.edu/agit/training/ED%20material/CAPTIVATE/T5_1_1_P2.htm

Even though the names are already in the database, you will first need to enter their completed records of 4-H Achievements if you haven't already done so.

If you want a list of all your 4-H members who have turned in their completed "Record of 4H Achievement," follow these steps.

Entering Records

1. Click the **4-H** button from the main menu.
2. Click the **Form** tab.
3. Click the blue **Find** button.
4. Type the last name of a 4-H member in the **Last** field.
5. Click the **Continue** button.
6. Scroll through the *found* records and locate the 4-H member's record.
7. If the achievement has not been entered, click the blue **New Form** button.
8. Click on the blank **Form** field and the dropdown list will appear.
9. Scroll and click on one of the **form descriptions** on the dropdown list.

NOTE: If your form title (record) is not listed in the dropdown list, see the section in this document called **Entering Form Records in the Setup**.

10. The current date will be displayed in the **Sent Date** field. Change the date if needed, otherwise go to the next step.
11. Click on the **Yes** radio button in the **Signed** field.

NOTE: The **Year** field automatically enters the current year, although it can be changed if needed.

12. The **Signed date** field is an optional field. The date needs to be MM/DD/YYYY format (e.g., 12/03/2006).

Printing the Labels or Reports

1. From the Form tab, click on the **No** radio button in the orange **Transfer Find** box.
2. Click on the **Print Outs** button.

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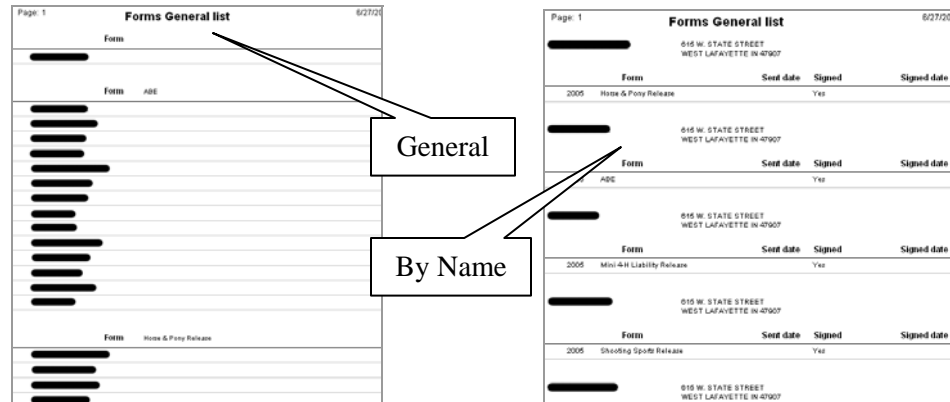
3. Click the **Find** tab.
4. Click the **Find** button.
5. Enter your criteria for the find in the appropriate fields. For example, from the Form field select the dropdown list **Horse and Pony Release** if that is one of your forms.
6. Type in the current year in the **Year** field (or any year needed).
7. Click the **Continue** button.
8. Click the **Report** tab.
9. Make the appropriate selections for the radio buttons in the **Show Unlisted, Phone # on report, and Include address** fields.
10. As a general rule, select **No** for the **Straight to Print outs** question.
11. Click the **5160, 5161, or 4013** buttons to preview labels.

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Or, click on the **General** or **By Name** buttons to preview reports.



12. Click the **File** menu and select **Print** to print the selected labels or report.

Entering Form Records in the Setup

1. Click the **Setup** button from any Member screen.
2. Click the **General** tab.
3. Click the **Forms** button.
4. If you have numerous records you might want to do a find to make sure you do not already have this particular form already entered.
5. If the records are not entered, click on the **New** button.
6. Click in the **Description** field and enter a short title for this form
7. Click the **Yes** radio button beside **Pull down list** if you want this item to appear on the pull down list on the **Forms** entry screen. Click the **No** radio button if you do not want it on the **Forms** entry screen.
8. Repeat the process for other forms you need.
9. When you are finished, click the **Back** button. A confirmation box will appear asking if you want to **Save changes to this record?**
10. Click the **Save** button.
11. Click the **Back** button to return to the 4-H member screen.
12. Click the **Form** tab if you now want to enter form data for your members.

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/>.