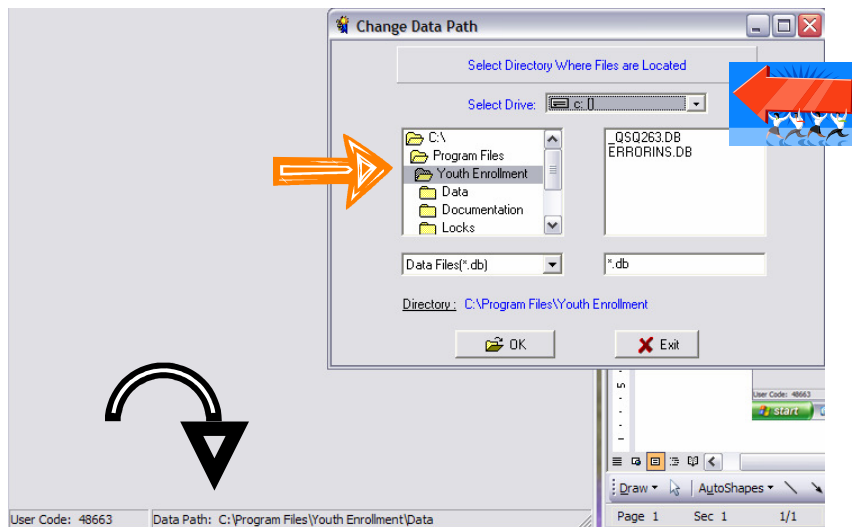


Youth Enrollment Help Sheet

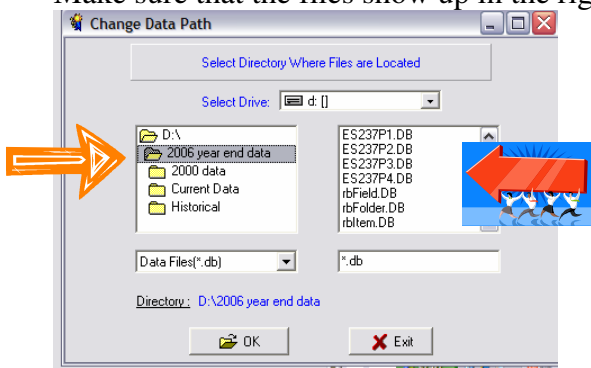
How to change the Data Path to view either 2006 or 2007 data.

Open Youth Enrollment / If you have completed the year end process you are currently looking at your 2007 data / click on the data path located at the bottom left of the Youth Enrollment screen / make sure that you remember where your current data path is so you can go back to that exact location / this example the data path is c:\ program files \ youth enrollment \ data



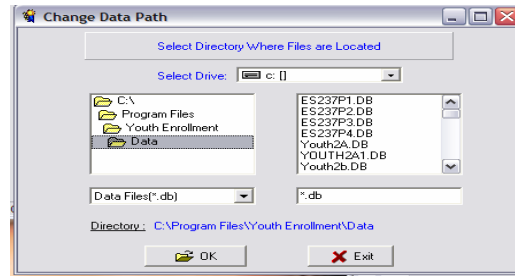
Select the drive where the 2006 year end data is stored / in this example the data is stored in the file 2006 year end files

Make sure that the files show up in the right side box



Close out of the program and then restart the program / you are now looking at 2006 data / from here you can print your reports, lists or labels

Once you are done printing the data that you need you can go back to the 2007 data that you were working on before / in this example the 2007 data is located in c:\Program Files \ Youth Enrollment \ Data, / click on OK / close out the program / restart Youth Enrollment / you are now back to viewing the 2007 data



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