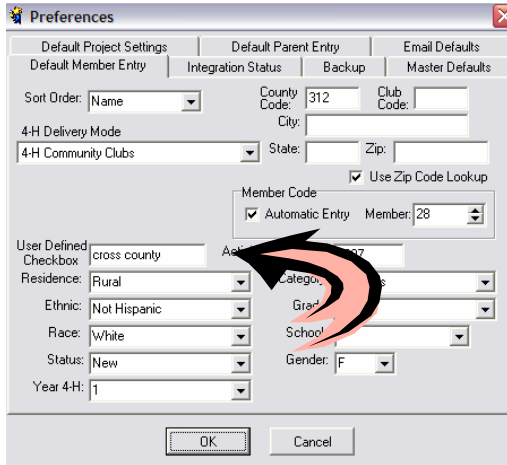


How to Create a Report for the User Defined Checkbox

Let's assume that you used the user defined checkbox to create a box called Cross County. You want to use this box to track members that have completed the cross county guidelines and have been approved to participate in you county 4H program. The following is an example of how you created the box. When you open the program each member file will have a box called Cross County which you can use to track those that participate in your counties program but live in another county.

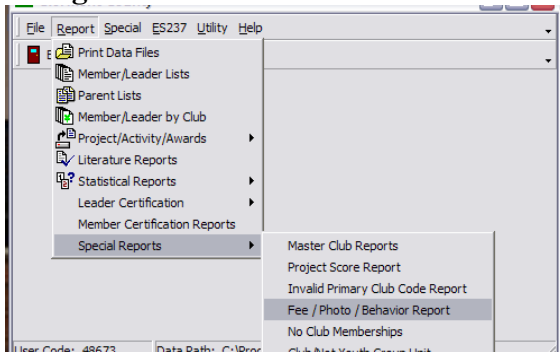


The screenshot shows the 'Preferences' dialog box with the 'User Defined Checkbox' section selected. The 'cross county' checkbox is checked. A red arrow points to this checkbox. Other fields in the section include 'Residence: Rural', 'Ethnic: Not Hispanic', 'Race: White', 'Status: New', and 'Year 4-H: 1'. The 'Member Code' section is also visible, showing 'Automatic Entry' checked and 'Member: 28'.

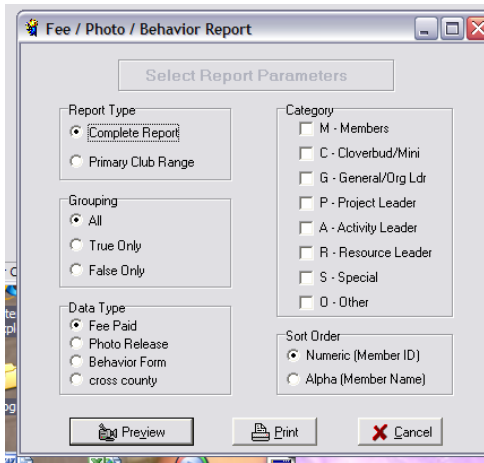
To generate our report:

Open Youth Enrollment / Click on Report / Special Reports / Fee/Photo/Behavior report

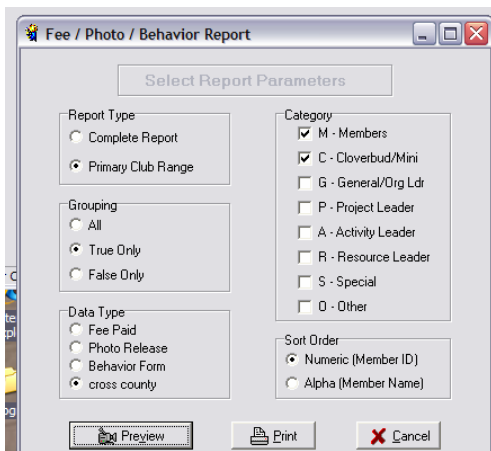
The checkbox information that you created will not be listed here because you can change the name of the user defined checkbox to about anything that you want.



Select the Report Type that you need /select Sorting – to get the list of members that have a checkmark in the checkbox select true only (the All option will give you everyone in the system) those with a check mark will have the word True next to their name and those without a check in the checkbox will say false



Select the Category that you want to list / select Sort order / press the Preview button



You can generate a report that lists all of the members that have a check mark in the Cross County box or you can generate a list by primary club