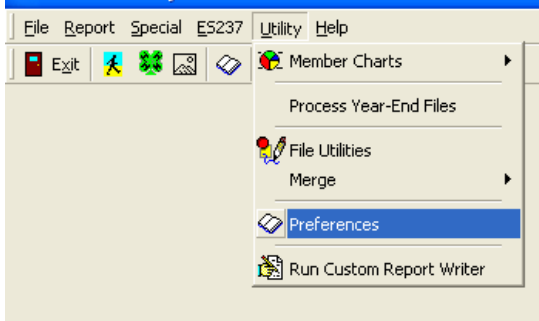


## How to create a User Defined Check Box.

Open Youth Enrollment, select utility, then preferences.



The following chart will appear.

About half way down the chart you will see “User Defined Checkbox”

Preferences

Default Project Settings | Default Parent Entry | Email Defaults  
Default Member Entry | Integration Status | Backup | Master Defaults

Sort Order: Name County Code: 590 Club Code:   
City:   
4-H Delivery Mode   
4-H Community Clubs State: Zip:   
 Use Zip Code Lookup   
Member Code   
 Automatic Entry Member: 43   
User Defined   
Checkbox: Activity/Award Year: 2006   
Residence: Rural Category: Members   
Ethnic: Hispanic Grade: None   
Race: White School:   
Status: Return Gender: F   
OK Cancel

Inside that box you can type any information that you would like. You can only put in up to 15 letters. This information will appear on the members / leaders screen.

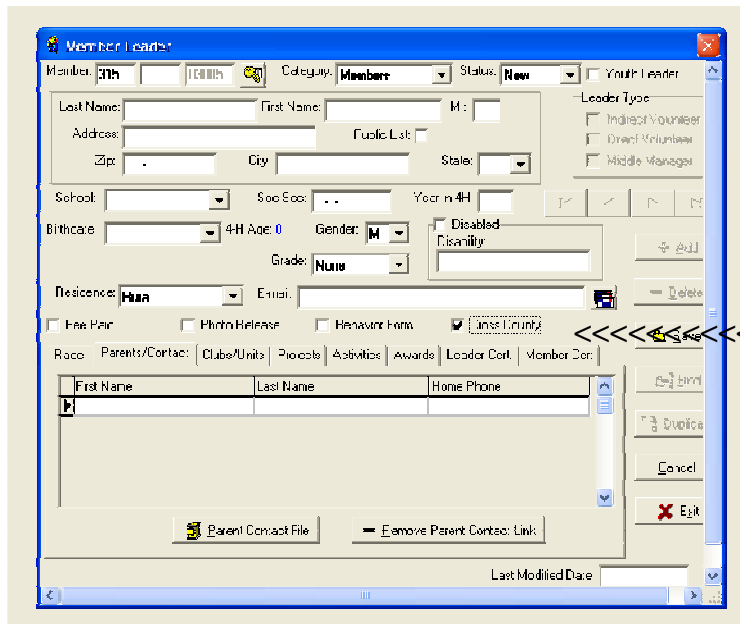
Cross County >>>

Preferences

Default Project Settings | Default Parent Entry | Email Defaults  
Default Member Entry | Integration Status | Backup | Master Defaults

Sort Order: Name County Code: 590 Club Code:   
City:   
4-H Delivery Mode   
4-H Community Clubs State: Zip:   
 Use Zip Code Lookup   
Member Code   
 Automatic Entry Member: 43   
User Defined   
Checkbox: Cross County Activity/Award Year: 2006   
Residence: Rural Category: Members   
Ethnic: Hispanic Grade: None   
Race: White School:   
Status: Return Gender: F   
OK Cancel

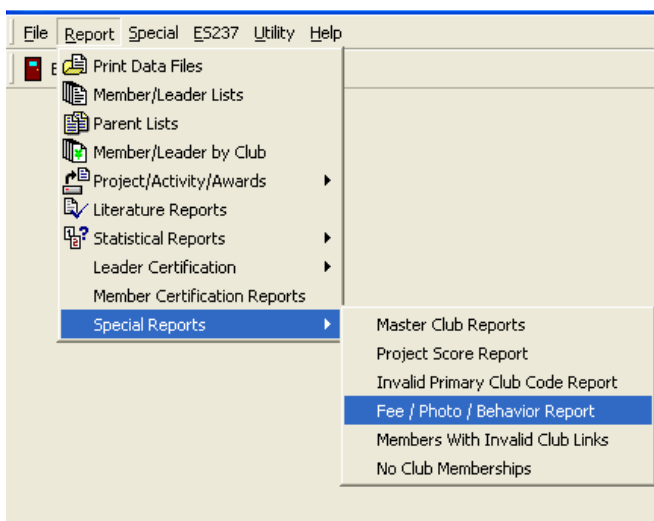
Click Ok, then open up the members / advisors screen, you will see that the new check box has been added.



A cross county check box has been added to the screen

You can use this box to keep track of any information either for members or advisors. Only one check box can be added. You can then get a list of all members that have the cross county box checked.

To print out this report, select file / special reports / fee / photo / behavior report



Mark the Cross County box, in the category area select members, also select in the grouping section True only and press the preview button. Your report will list all the members that are marked cross county.

The image shows a software dialog box titled "Fee / Photo / Behavior Report". The dialog has a title bar with standard window controls (minimize, maximize, close). Below the title bar is a section labeled "Select Report Parameters".

The dialog contains several groups of radio buttons and checkboxes:

- Report Type:**  Complete Report,  Primary Club Range
- Grouping:**  All,  True Only,  False Only
- Data Type:**  Fee Paid,  Photo Release,  Behavior Form,  Cross County
- Category:**  M - Members,  C - Cloverbud/Mini,  G - General/Org Ldr,  P - Project Leader,  A - Activity Leader,  R - Resource Leader,  S - Special,  O - Other
- Sort Order:**  Numeric (Member ID),  Alpha (Member Name)

At the bottom of the dialog are three buttons: "Preview" (with a magnifying glass icon), "Print" (with a printer icon), and "Cancel" (with a red X icon).