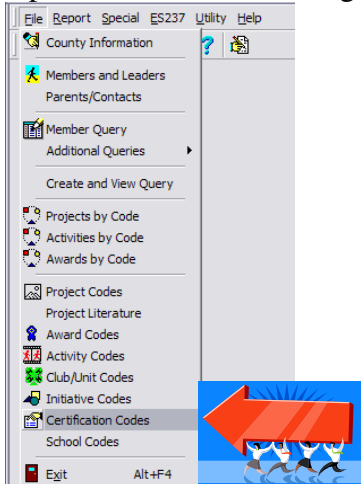


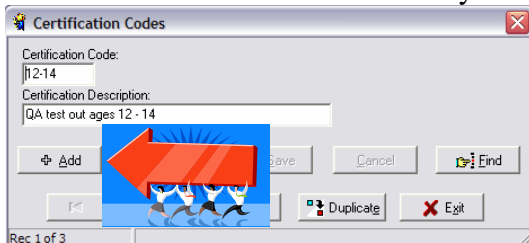
How to track members that have taken the written test for Quality Assurance?

(There are probably other methods that can be used to track those that test out of QA, this is one example that you can use).

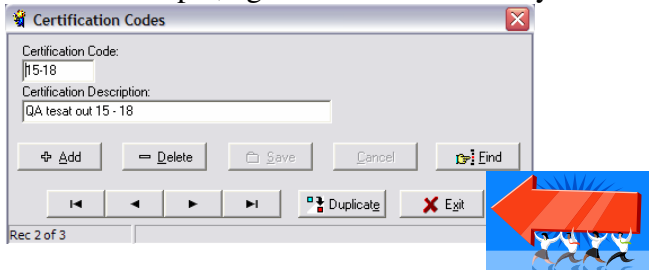
Open Youth Enrollment / go to file / certification codes



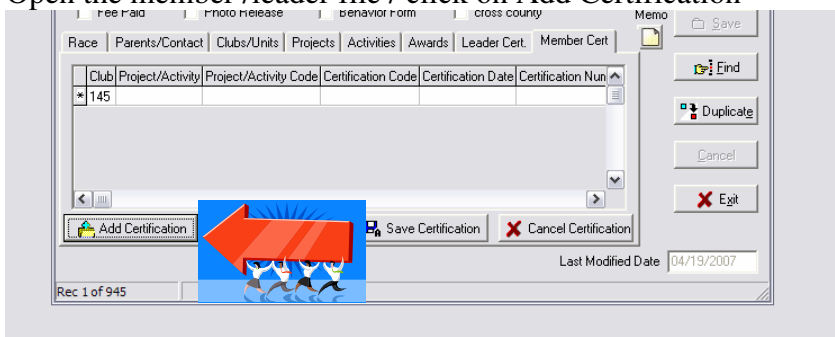
Create the Certification Codes that you need, click the ADD button (see example below)



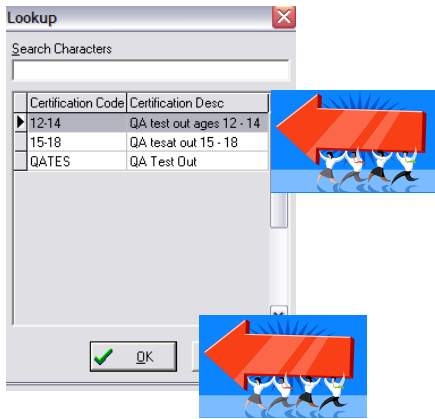
Second example, again click add / create your code and click exit



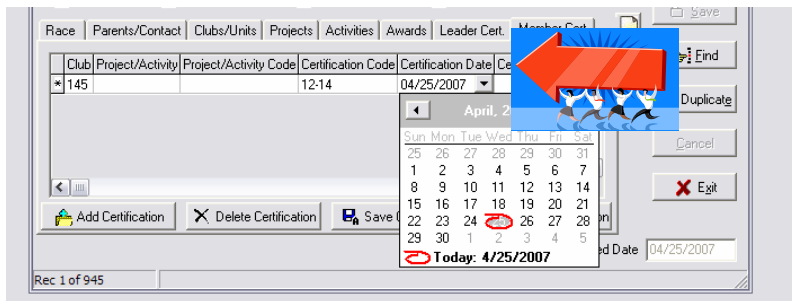
Open the member /leader file / click on Add Certification



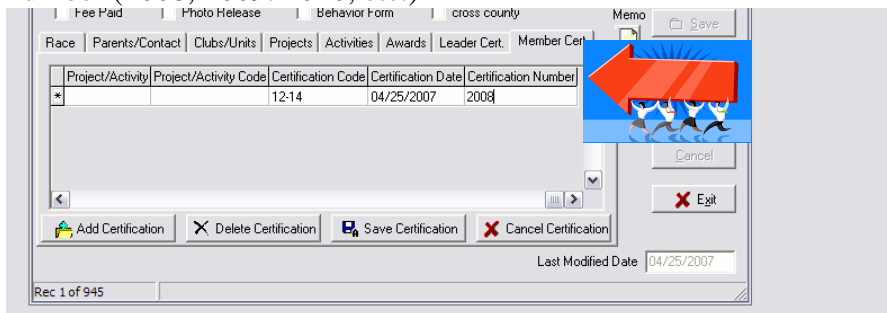
Select the certification code for this member / click OK



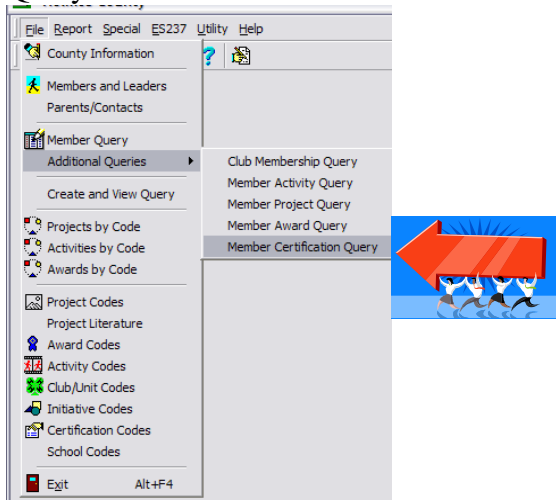
Your certification code is added / next click on certification date / put in the date that they took and passed the test



Next click on certification number / in this section put in the year that the member will have to re-test / certification numbers can be the same year for example – you could have several members with the same number (2008, 2009, 2010, etc.)



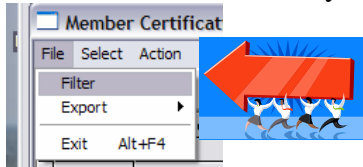
To retrieve a list of our members that have tested out / go to File / Additional queries / Member Certification Query



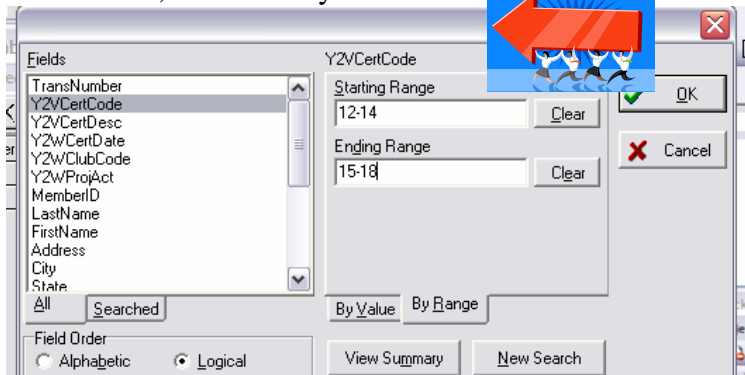
The Member Certification Query will give you a list of all the members in Youth Enrollment that have certification codes assigned to them/

name	Cert Code	Cert Desc.	Proj/Act	Proj/Act Code	Club Code	Cert Date	Cert No
e	12-14	QA test out ages 12 - 14			145	4/25/2007	2008
r	15-18	QA test out 15 - 18			145	4/25/2007	2010

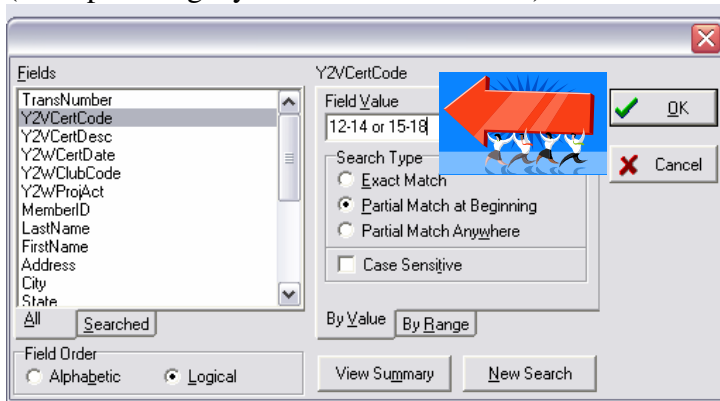
To sort out the ones that you want to view / click on file / filter



Highlight Y2VCertCode / type in the starting and ending range that you want to see / if the range isn't consecutive, select the by value tab and type in the codes



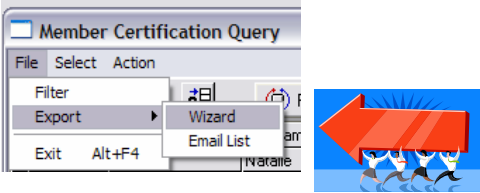
(example using By Value 12-14 or 15-18) / click OK



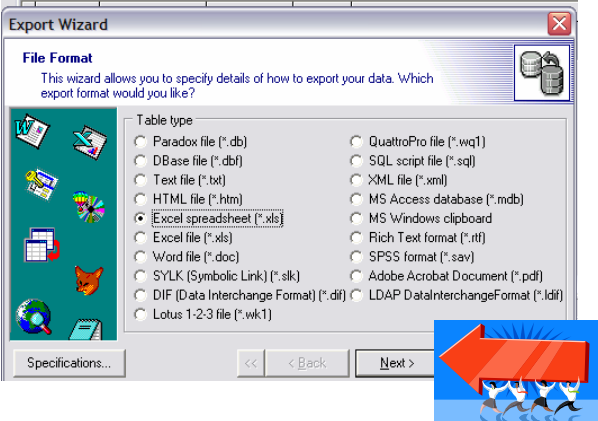
The following list will give you all those members with the codes that you want to export / if you want to narrow down the list to either the 12-14 or 15- 19 list you can select filter and filter by either list

Cert Code	Cert Desc.	Proj/Act	Proj/Act Code	Club Code	Cert Date	Cert No
12-14	QA test out ages 12 - 14			145	4/25/2007	2008
15-18	QA test out 15 - 18			145	4/25/2007	2010

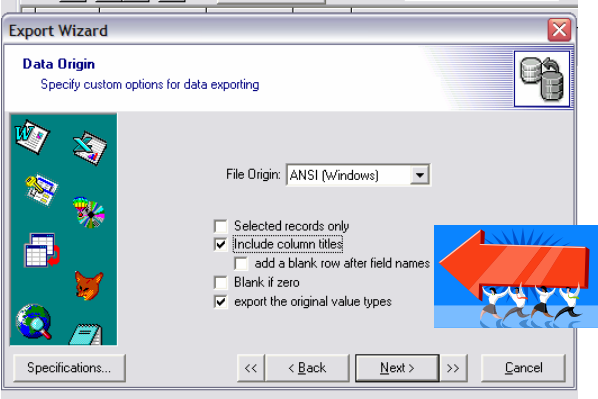
Next click on file / Export / Wizard



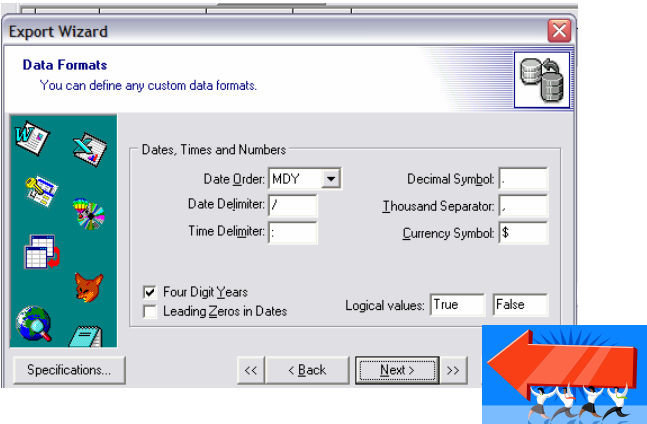
Select the file type that you want to create your list in



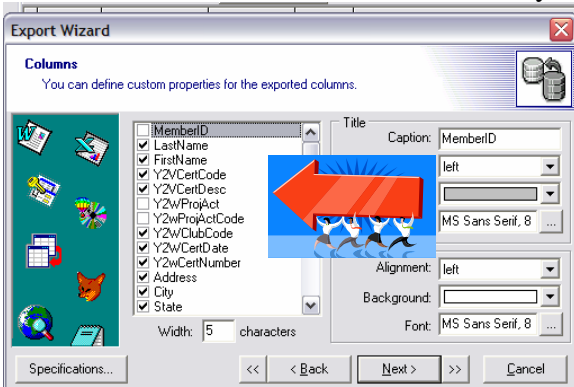
Check mark the box Include column titles / click next



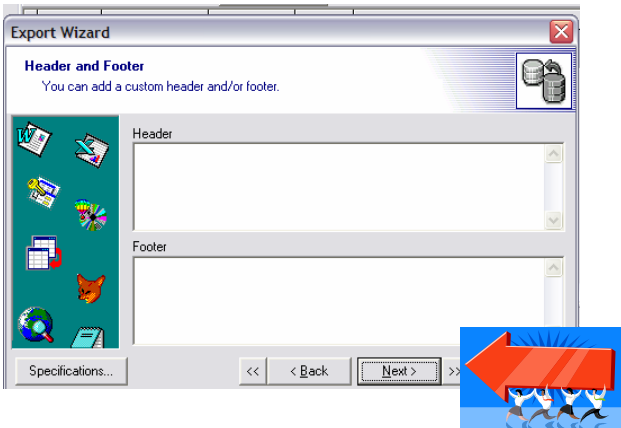
Click next



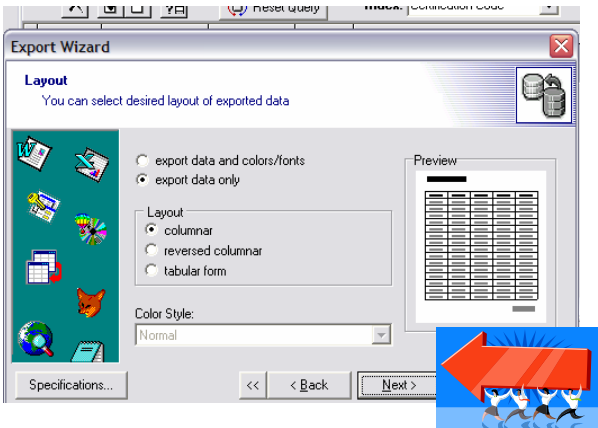
Uncheck the boxes with information that you do not want to export into Excel / click on next



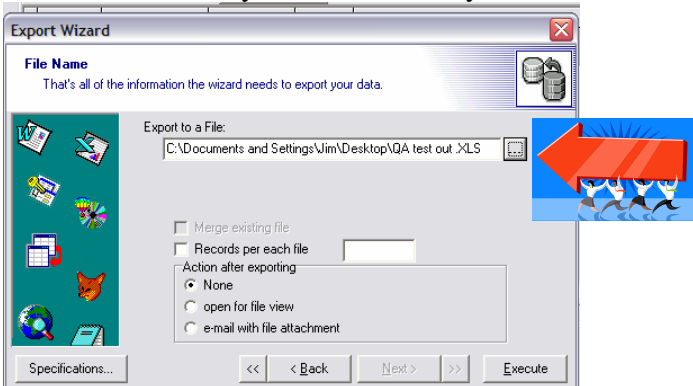
Click next



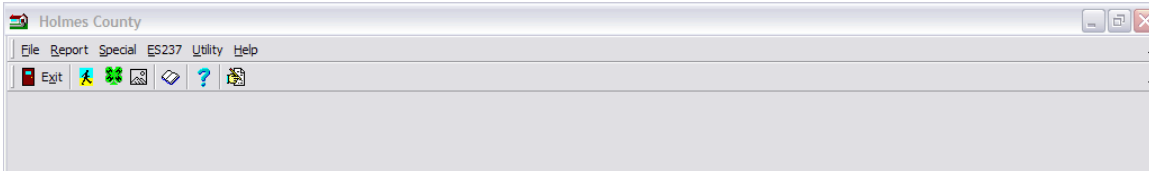
Click next



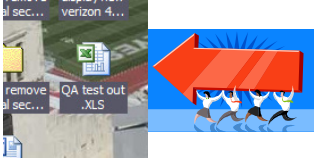
Next select where you want to save your new file / select execute



Minimize Youth Enrollment



Go to where you saves the new Excel file and open the new file



Your data is now in Excel

A screenshot of Microsoft Excel showing a data table. The table has columns labeled A through H. The data is as follows:

	A	B	C	D	E	F	G	H
1	LastName	FirstName	Y2VCertCode	Y2VCertDesc	Y2WClubCode	Y2WCertDate	Y2wCertNumber	Add
2			12-14	QA test out ages 12 - 14	145	4/25/2007	2008	
3			15-18	QA tesat out 15 - 18	145	4/25/2007	2010	

A red arrow with a blue shadow points from the right towards the "Add" column header in row 1.