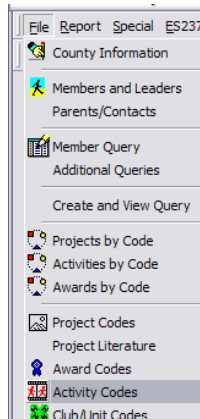


Quality Assurance - tracking members that attended the program and printing mailing labels for those that did not attend.

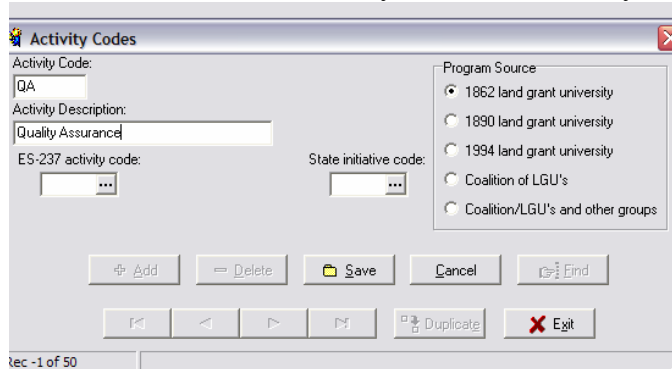
Open Youth Enrollment

You will need to add Quality Assurance as an Activity Code and Certification Code.

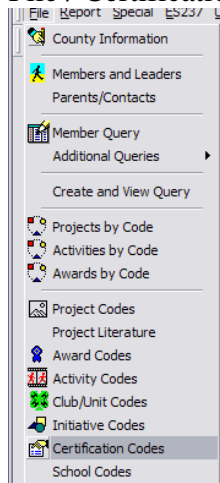
Go to file / Activity Code



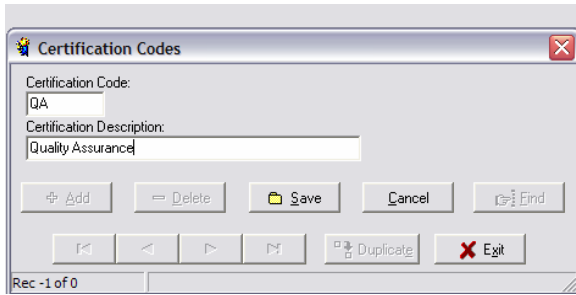
Select add / name the Activity Code and Activity Description / save / exit



File / Certification Code

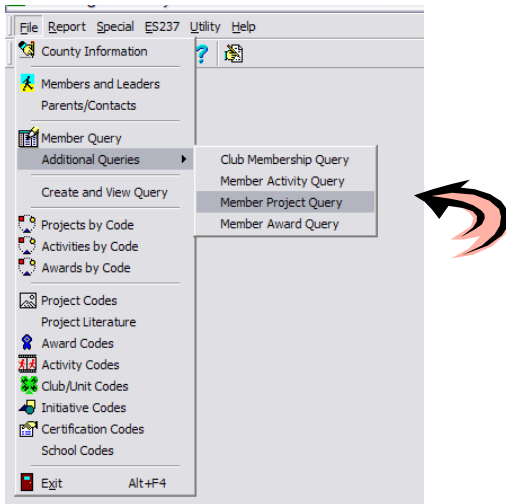


Select add / name the Certification Code and Certification Description / save / exit

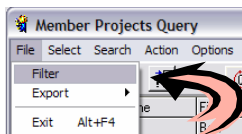


Once you have setup the Activity and Certification Codes you are ready to assign these codes to those who are required to attend a QA program.

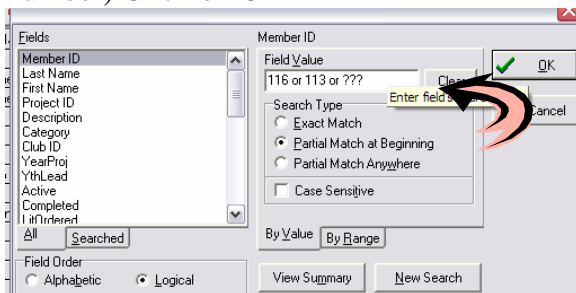
Select File / Additional Queries / Member Project Queries



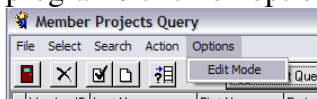
Select File / Filter



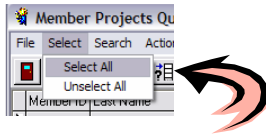
Select Project ID / In the “field value box” type in all the market projects that members take to the fair that require Quality Assurance training (remember to use “or” between each project number) Click on OK



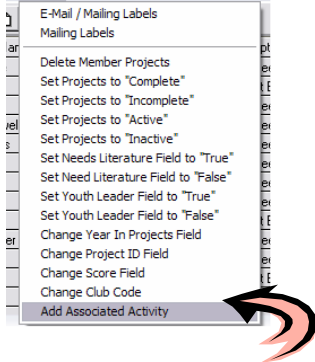
This list will be all the members that have market livestock projects that need to attend a QA program / click on options and select edit mode



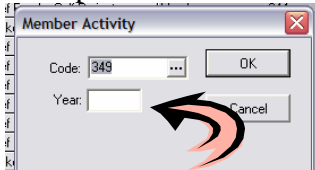
Click on select / select all (all the members information will be highlighted)



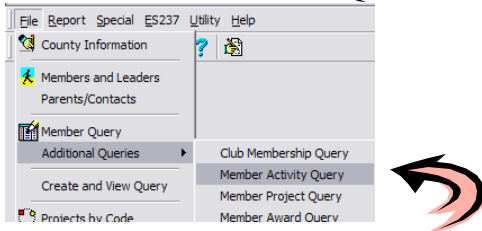
Select Action / Add Associated Activity



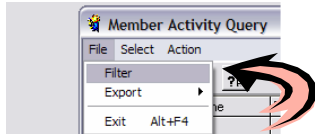
Make sure that there is not a year showing / click on the code for Quality Assurance (This example the code is 349) Click on OK (Quality Assurance will be added to each member)



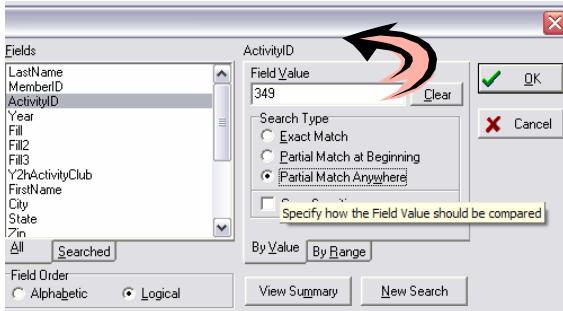
Click on File / Additional Queries / Member Activity Query



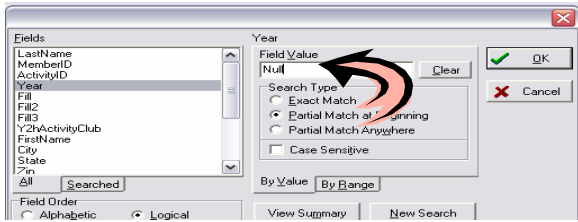
Click on File / Filter



Select Activity ID (In the Field Value type in the activity id number for Quality Assurance)



Highlight year (In the Field Value type in Null) / click on OK



The list that you see is every member that needs to participate in a QA program / as members complete the class/workshop/requirements/etc. add 2007 to the year column

Activity	Description	Year
349	Quality Assurance	0
349	Quality Assurance	0
349	Quality Assurance	0
349	Quality Assurance	0
349	Quality Assurance	0
349	Quality Assurance	0
349	Quality Assurance	0
349	Quality Assurance	0
349	Quality Assurance	0
349	Quality Assurance	0
349	Quality Assurance	0
349	Quality Assurance	0
349	Quality Assurance	0
349	Quality Assurance	0
349	Quality Assurance	0
349	Quality Assurance	0

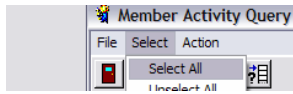
If you want to add the date that the member participated in the program / click on action / Add Certification record / highlight all the members that you want to add a specific certification date / the date will be added to all that are highlighted at the same time

Activity	Description	Year	Club	Category	Status	Email
349	Quality Assurance	2006	044	Members	R	moorecow@localnet.com
349	Quality Assurance	2006	023	Members	R	
349	Quality Assurance	2006	043	Members	R	cooswellow@aol.com

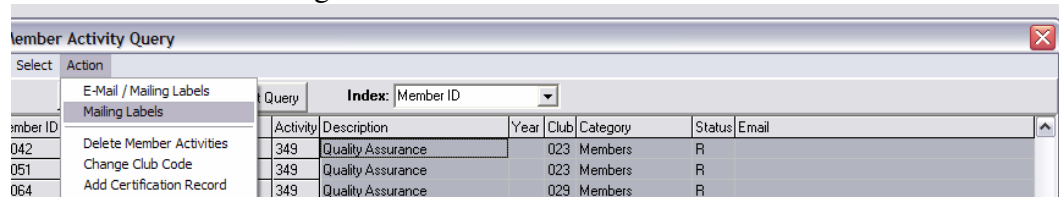
Select the Certification Code and enter the Certification date / click on OK

To find out who has not attended a Quality Assurance program follow these steps:

Click on File / Additional Queries / Member Activity Query



Click on action / mailing labels



Click on the Parameters that you need and click preview / print

