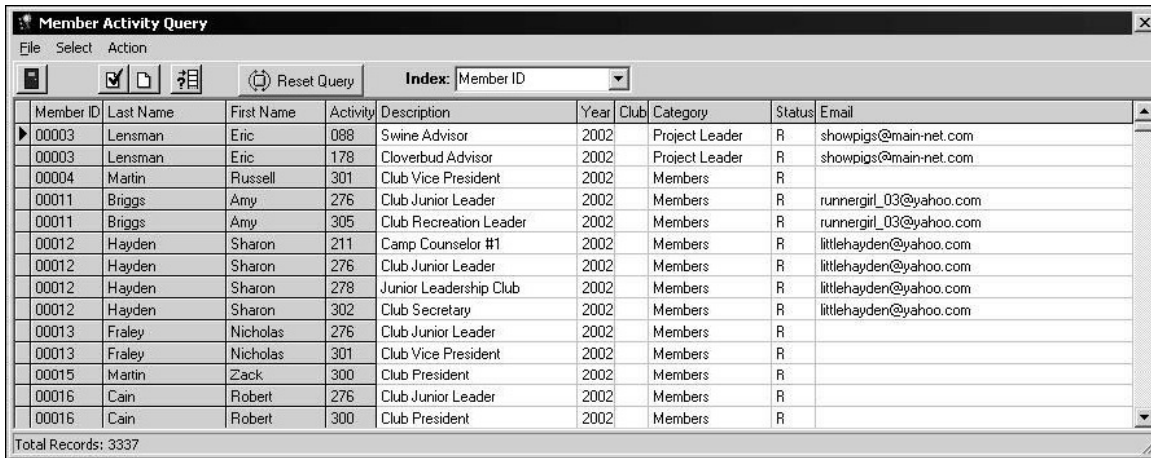


Using the Project, Activity and Award Query

Project Query

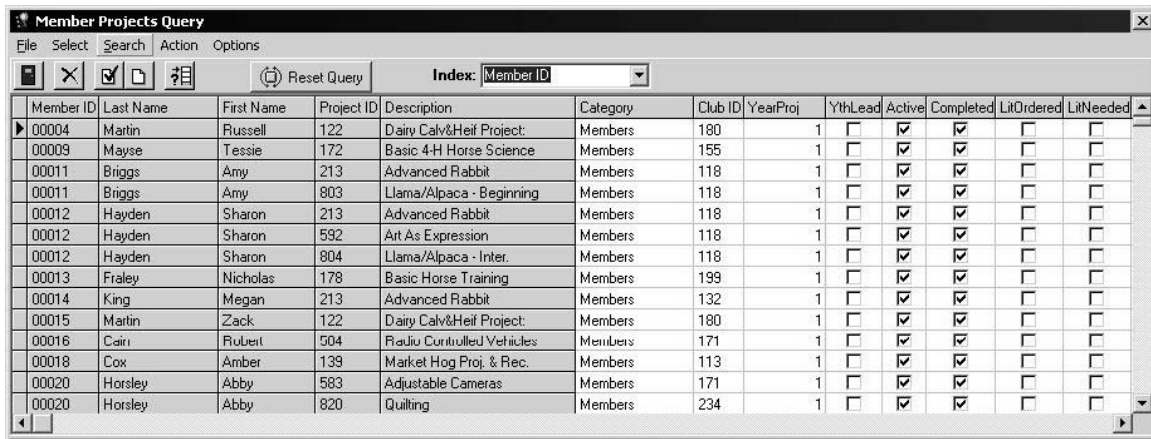


The screenshot shows the 'Member Activity Query' window. It has a menu bar with 'File', 'Select', and 'Action'. Below the menu bar is a toolbar with icons for search, print, and refresh, along with a 'Reset Query' button and a dropdown menu for 'Index' set to 'Member ID'. The main area contains a table with the following columns: Member ID, Last Name, First Name, Activity, Description, Year, Club, Category, Status, and Email. The table lists 17 records of member activities. At the bottom, it says 'Total Records: 3337'.

Member ID	Last Name	First Name	Activity	Description	Year	Club	Category	Status	Email
00003	Lensman	Eric	088	Swine Advisor	2002		Project Leader	R	showpigs@main-net.com
00003	Lensman	Eric	178	Cloverbud Advisor	2002		Project Leader	R	showpigs@main-net.com
00004	Martin	Russell	301	Club Vice President	2002		Members	R	
00011	Briggs	Amy	276	Club Junior Leader	2002		Members	R	runnergirl_03@yahoo.com
00011	Briggs	Amy	305	Club Recreation Leader	2002		Members	R	runnergirl_03@yahoo.com
00012	Hayden	Sharon	211	Camp Counselor #1	2002		Members	R	littlehayden@yahoo.com
00012	Hayden	Sharon	276	Club Junior Leader	2002		Members	R	littlehayden@yahoo.com
00012	Hayden	Sharon	278	Junior Leadership Club	2002		Members	R	littlehayden@yahoo.com
00012	Hayden	Sharon	302	Club Secretary	2002		Members	R	littlehayden@yahoo.com
00013	Fraleley	Nicholas	276	Club Junior Leader	2002		Members	R	
00013	Fraleley	Nicholas	301	Club Vice President	2002		Members	R	
00015	Martin	Zack	300	Club President	2002		Members	R	
00016	Cain	Robert	276	Club Junior Leader	2002		Members	R	
00016	Cain	Robert	300	Club President	2002		Members	R	

When the project query is initially opened, the edit feature under the Action Menu is locked. This prevents unintentional editing of the data. To activate the edit options, go **Options>Edit**. Click on **Edit Mode**. Now go to the **Action Menu** and the edit options are available for use. These options include delete projects, set projects complete, set projects active, mark youth leaders, mark score, charge project ID, change club code, and add associated activities to the activity file. Data from the project query can be exported to various file structures and also be used to create email lists and mail labels.

Activity Query



The screenshot shows the 'Member Projects Query' window. It has a menu bar with 'File', 'Select', 'Search', 'Action', and 'Options'. Below the menu bar is a toolbar with icons for search, print, and refresh, along with a 'Reset Query' button and a dropdown menu for 'Index' set to 'Member ID'. The main area contains a table with the following columns: Member ID, Last Name, First Name, Project ID, Description, Category, Club ID, YearProj, YthLead, Active, Completed, LitOrdered, and LitNeeded. The table lists 17 records of member projects. At the bottom, there are scroll bars.

Member ID	Last Name	First Name	Project ID	Description	Category	Club ID	YearProj	YthLead	Active	Completed	LitOrdered	LitNeeded
00004	Martin	Russell	122	Dairy Calv&Heif Project:	Members	180	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00009	Mayse	Tessie	172	Basic 4-H Horse Science	Members	155	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00011	Briggs	Amy	213	Advanced Rabbit	Members	118	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00011	Briggs	Amy	803	Llama/Alpaca - Beginning	Members	118	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00012	Hayden	Sharon	213	Advanced Rabbit	Members	118	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00012	Hayden	Sharon	592	Art As Expression	Members	118	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00012	Hayden	Sharon	804	Llama/Alpaca - Inter.	Members	118	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00013	Fraleley	Nicholas	178	Basic Horse Training	Members	199	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00014	King	Megan	213	Advanced Rabbit	Members	132	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00015	Martin	Zack	122	Dairy Calv&Heif Project:	Members	180	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00016	Cain	Robert	504	Radiu Controlled Vehicles	Members	171	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00018	Cox	Amber	139	Market Hog Proj. & Rec.	Members	113	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00020	Horsley	Abby	583	Adjustable Cameras	Members	171	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00020	Horsley	Abby	820	Quilting	Members	234	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Options in the activity query are similar to the project query. The actions that can be implemented include deleting activities, changing club codes, and adding member certification records for associated activities.

Award Query

The award query accesses the member award file and allows records to be added and deleted.