Lesson 7 C –
Generating CFS Affiliations Print Outs from ED

In this lesson, you will learn how to:

- Open the Print Outs Screen
- Use the CFS Affiliations Screens
  - The Find Screen
  - The Expanded Find Screen(s)
  - The Print Outs Screen
  - General CFS Find Directions
- The Sort Screen
  - General Sort Directions
- Print a Report to the Printer
You learned in Lesson 1 to open ED and in Lessons 3, 4, 5, and 6, we discussed how to enter member records. In Lesson 7A/B, the topic was how to print member records. Now, you'll learn how to print CFS Affiliations print outs. You can print the data in the form of Labels and/or Reports. ED has several built in Labels/Reports buttons that have already included a Find/Sort.

Several screens will be displayed to prepare and complete the Print Out procedure. The general flow is: Find, Pre Print, Sort, and Printout. To help you follow the steps in the order they should be performed, the buttons are displayed in this order. The current screen button is green with the black bar above it.

We will use the Affiliations section for this lesson. You can get to the Print Outs screen by pressing the Print button on several screens, although for this lesson we will press the Print Outs button from the Main menu.

**Opening the Print Outs Screen**

1. To begin you will need to be at the Extension Database Main Menu screen.
2. Click on the Print Outs button. The Print Outs screen is displayed.
3. Click the CFS Affils option button. The Expanded Find Screen is displayed.
The CFS Affiliation Find Screen

Several screens are used to complete the Print Out procedure for the CFS Affiliations screens. The general flow is: Find, Sort, and select one of the Print Outs options. The green button with the black bar above it is a visual marker so you will know what screen you're currently working in and what step (screen) you have completed.

The CFS Affiliation Find screen is displayed when:

1. You clicked on the CFS Affil button on the Print Outs screen.
2. You selected No at the “Do you want to transfer your find?”
3. The CFS Affiliation Find Screen is displayed. See the section “The CFS Affiliation Find” for information on using a find option.

OR

The CFS Affiliation Print Outs screen is displayed when:

1. You clicked on the CFS Affil button on the Print Outs screen.
2. You selected Yes at the “Do you want to transfer your find to the projects print outs?”
3. Click on the “Continue” button.
4. You completed the section above on the Expanded Find Screens.
5. The CFS Affiliation Find screen is displayed.

HINT: In the CFS Affiliation screens you can toggle between the Find Options and Print Outs screens once you have run the Expanded Find Screens.
The CFS Affils Screens
The Expanded Find Screen(s)

This is a script written to eliminate found historical records that you'll not need in this particular search. For example, if you only want to find CFS affiliations for the years 1998 through 2000, use the Expanded Find Screens to first eliminate previous years' data.

HINT: If you have run the Expanded Find on a previous screen, you will get the screen below before going to the script screen. If you answer Yes, you will run the Expanded Find again. If you answer No, you will go directly to the CFS Find screen.

You will display this screen if you press any one of the Project/Affils, CFS Affils, or ANR Affils buttons on the Print Outs screen.

1. Click on the Yes button.
2. Click on the Continue button to display the next screen:

3. Enter a range of years you want to find. Leaving the field blank will find all years, a range of years uses “…” (three periods) to separate the years. I.e. 1998...2000 for the years 1998 through 2000. Use the > (greater than) or the < (less than) symbols to find a range of years. For example to find everything from 1990 to the present enter >1990.
4. Click the Continue button to proceed to the Affiliations screen.
The CFS Affiliation Find Screen
Several screens are used to complete the Print Out procedure for any of the CFS Affiliations screens. The general flow is much like the 4-H procedures which you may already be familiar with. The general flow is: Find, Sort, and then select the Print Outs options.

The following screen is displayed when you click on the button on the Print Outs screen or you have completed the section on The Limiting or expanding the find screen(s).

- The **General Find** button will also display the CFS Find screen.
- The **County Master** button will display the CFS Find screen.
- The **Eliminate Inactive Members** button will not include Inactive members in your find.
- The **Sort** button will display the Project Sorts screen where you can sort the records for: Affiliations, Club, Interest, Last Name Project and a General Sort.
- The **Eliminate Duplications** button will eliminate duplicate members, not households, based on your current sort.
- The **Custom** button will take you to Custom Layouts.

**This will eliminate duplications based on your current sort.**

Set Marker - Puts an "A" into the field called Find Marker. Then you can use it to limit your next find. You MUST reset this marker before you use it or before you find what you want.
We will display the Find screen on this page.

- Press the General Find button to display this screen.

- Press the County Master button to display this screen and also display the Limiting or expanding the Find screen(s).

General CFS Find Directions

1. Click on a Find button (General Find or County Master. We will use the General Find for this lesson. The General Find screen is displayed.

2. Type in any information in the other fields you want to use for a find. For example, you can use the last name, club, or Affiliations fields for a find.

   - If you don’t want your query limited by a field just leave it blank. For example, if you want to find people in all clubs, leave the clubs field blank. The same goes for the township, etc

3. Click on the Duplicate button to keep your first condition through all of the find requests. (This is an optional step). Generally this is done for finding multiple projects, affiliations, or activities.

4. Click on the Additional button if you want to find an additional project. I.e. use Swine for the additional find. (This is an optional step).

5. Click on the Continue button in the left hand column to complete the sequence.

   - If the General Find does not find any records you will be asked to modify your search and try again.
If records are found, you will return to the CFS Affiliation Find to go to the Elim. Inactive Members, Sort, Eliminate Duplications, Custom, or Print Outs button.

**The Sort Screen**

Once you have found your records you can sort them several ways before going to any Print Outs buttons. The Sort function is optional because there is some automatic sort built into the find procedures. Remember, the general flow is: Find, Sort, and then select one of the Print Outs buttons. The buttons are placed on the screen in the order of the steps you should take to get Reports/Labels printed. The Green button with the Black bar above it is just a visual marker so you will know what screen you are currently working in and what step (screen) you have completed.

**NOTE:** The different sort buttons sorts your found records by their designated buttons.
- The Affiliations button sorts your find by affiliations.
- The Club sorts your find by the Club name.
- Then Interest button sorts your find by interests.
- The Last Name Project sorts your find by last name then project.
The General Sort button sorts your find by any field you designate. Below is the Sort Records dialog box that allows you to choose which field you want to complete a general sort.

General Sort Directions

1. Click on a field from the left “list of fields” to highlight it.
2. Click on the >Move< button. The field will be display in the Sort Order list (right column).
3. Repeat the two above steps for the rest of your fields you will need for your General Sort.
4. Click on the Sort button. A status message appears as the records are being sorted.

Once you have completed the Sort press any of the Print outs buttons; Project, Fair, General, or Summary to continue the procedures to print your reports/labels.

NOTE: Once you have completed a sort you will need to press the Back button to go to the CFS Affiliation Print Outs screen to continue with the print process.
The CFS Affiliation Print Outs Screen

- The **Name/Affil** button will produce a report based on a person's last name and affiliation(s).
- The **Affiliation** button will produce a list of people for each affiliation.
- The **Interest** button will produce a list of people for each interest.
- The **Interest/Affils** will produce a report for each person listing their interest/affiliations.
- The **Club Master** will produce a report for each club listing members with their address, SS#, affiliations, and years in the club.
- The **General Listing** will produce a report listing each person, their SS#, township, affiliation, interest and years.
- The **5160** and **5161** labels will produce labels for the peel-off, 3-across labels.
- The **4013 Address** will produce single sheet-fed labels. It works with the Yes/No **Page Breaks** option. Use No when printing the 4013 labels.
- The **Clubs** will produce a listing of clubs with the names, phone, township, and a description of each member within that club. This option can be printed in a (Yes) short form or (No) a more detailed form.
- The **Include address** is a toggle option. Yes will print addresses on reports; No will not print the address.
- The Yes/No **Straight to Print outs** is a toggle option. Yes goes directly to the printer dialog box to print the report/label; No goes to the preview mode.
Print to a Printer

Once you have run the Expanded Find screens, you can toggle between the Find and Print Outs screens to find and produce your reports or labels. Follow the steps to print reports sorted by Clubs, then sorted by Affiliations.

1. Have the CFS Affiliations Find screen displayed. If it is not, click on the Find button in the CFS Affiliations Print Outs screen.
2. Click on the Sort button.
3. Click on the Club button.
4. Click on the Affiliations button.
5. Click on the Back button.
6. Click on the Name/Affil. button.
7. Click on the Rolodex to scroll through the records.
8. Click on the File menu option
9. Click on the Print option to display the Print dialog box.
10. Check to make sure you have the correct printer selected.
11. Check to make sure you have Records being browsed in the Print field.
12. Click the OK button.
13. Click on the Continue button return to the CFS Affiliations Print Outs screen.
14. Repeat the steps to print the records found using the Affiliation report.

You can use the above procedures for any of the CFS Affiliations Print Outs screen buttons.
Exercise 7 C –

1. Print 5160 labels for:
   a. Years 1999 through 2000
   b. Sort by Last Name Project
   c. Print on regular paper

2. Print a report for:
   a. One club
   b. Sort by Interest
   c. Print on regular paper