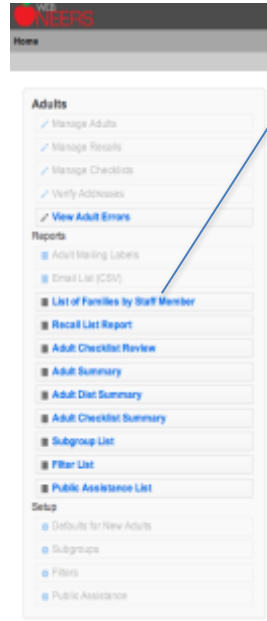


How to Print Detailed List of Families – Graduates Only

Step 1:



Click on *List of Families by Staff Member*

Step 2:

Be sure you are in the **CURRENT** year

A screenshot of the 'List of Families by Staff Member' form. The form has a dark header with the logo and the text 'WEB NEERS'. Below the header is a breadcrumb trail: 'Home >> List of Families by Staff Member'. The form contains several sections: 'Filters' (with a dropdown menu set to 'All Adults'), 'Report Period' (with 'Begin Date' set to 10/01/2016 and 'End Date' set to 09/30/2017), 'Staff Selection' (with a dropdown menu set to '--All Staff--'), 'Program Status' (with radio buttons for 'All', 'Active Only', 'Graduates', and 'Terminated'), 'Sort' (with radio buttons for 'By ID' and 'By Name'), and 'Format' (with radio buttons for 'List of Families', 'Detail List', and 'Detail List (Remove Name, Address and Phone)'). At the bottom are 'Cancel' and 'Submit' buttons. Six orange callout boxes with numbers 1 through 6 point to specific elements: 1 points to the 'All Adults' filter, 2 points to the 'End Date' field, 3 points to the 'Staff Selection' dropdown, 4 points to the 'All' radio button, 5 points to the 'Detail List' radio button, and 6 points to the 'Submit' button. A red circle highlights the year '2017' in the top right corner of the page, with a red arrow pointing to it from the text 'Be sure you are in the CURRENT year'.

1 Select *All*

2 Change *End Date* to the last day of the update period

3 Select your name from the list

4 Click on *ALL*

5 Click on *Detail List*

6 Click *Submit*

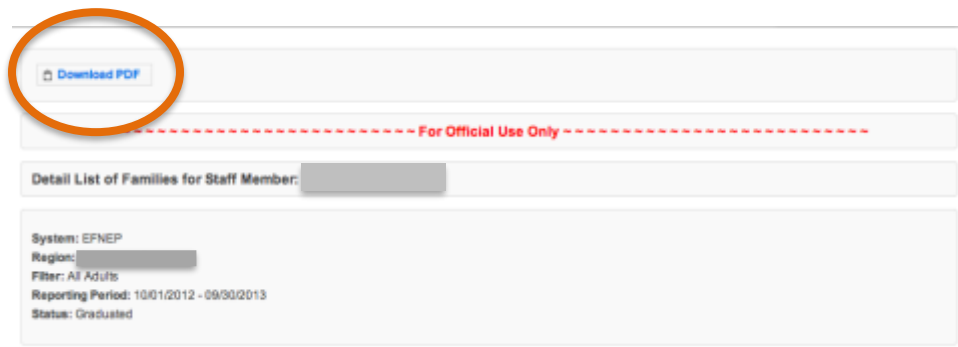
Step 3: Click on the *Magnifying Glass* to view report.



A screenshot of a web application interface showing a table with one row of data. The table has four columns: 'Options', 'ID', 'Name', and '# of Adults'. The 'Options' column contains a magnifying glass icon, which is circled in orange. The 'ID' column contains the value 'PP00001'. The 'Name' column is redacted with a grey box. The '# of Adults' column contains the value '90'. Above the table is a search bar and a 'SHOW ALL ENTRIES' button. Below the table, it says 'SHOWING 1 TO 1 OF 1 ENTRIES'.

Options	ID	Name	# of Adults
	PP00001	[REDACTED]	90

Step 4: Click on **Download PDF**.



A screenshot of a report page. At the top left, there is a button labeled 'Download PDF' with a document icon, which is circled in orange. Below this button is a red dashed line with the text 'For Official Use Only' in the center. Underneath the dashed line is a section titled 'Detail List of Families for Staff Member:' followed by a redacted name. At the bottom of the page, there is a summary box containing the following text: 'System: EFNEP', 'Region: [REDACTED]', 'Filter: All Adults', 'Reporting Period: 10/01/2012 - 09/30/2013', and 'Status: Graduated'.

Step 5: **Print**.