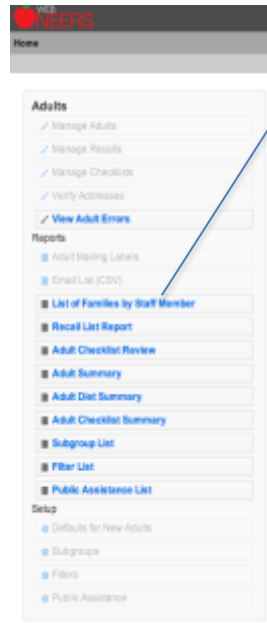


How to Print Detailed List of Families – Graduates Only

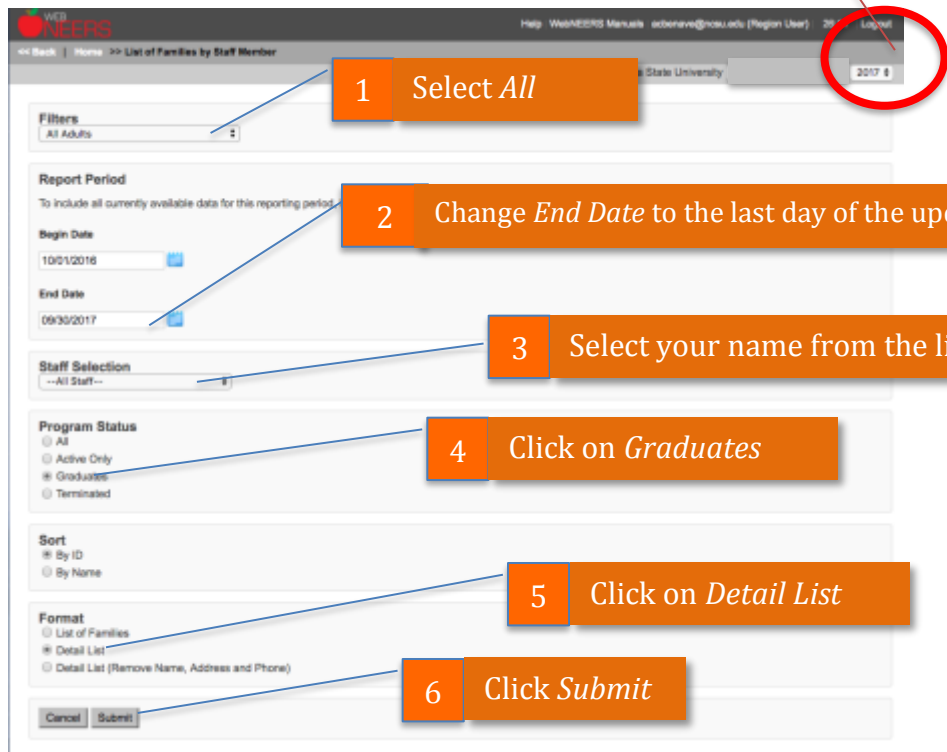
Step 1:



Click on *List of Families by Staff Member*

Step 2:

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



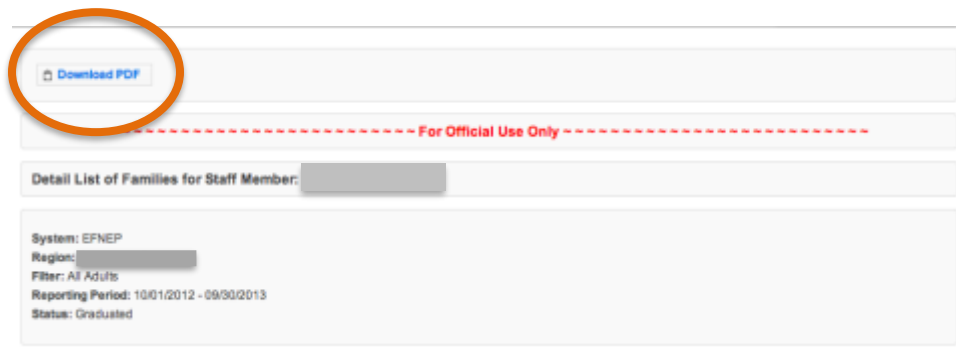
Step 3: Click on the *Magnifying Glass* to view report.



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**.