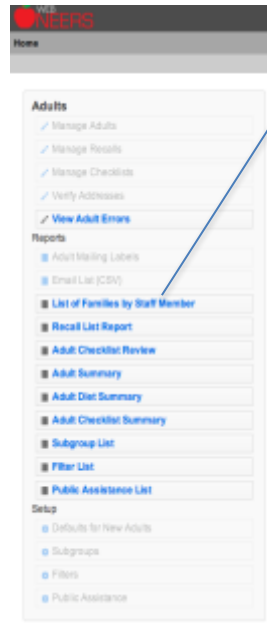


How to Print Detailed List of Families – Terminated Only

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' page in the WEBNEEDS system. The page has a dark header with the WEBNEEDS logo, a user profile, and a year dropdown menu. Below the header are several filter sections: 'Filters' (with a dropdown set to 'All Adults'), 'Report Period' (with 'Begin Date' set to 10/1/2016 and 'End Date' set to 09/30/2017), 'Staff Selection' (with a dropdown set to 'All Staff'), 'Program Status' (with radio buttons for 'All', 'Active Only', 'Graduates', and 'Terminated', where 'Terminated' is selected), 'Sort' (with radio buttons for 'By ID' and 'By Name', where 'By ID' is selected), and 'Format' (with radio buttons for 'List of Families', 'Detail List', and 'Detail List (Remove Name, Address and Phone)', where 'Detail List' is selected). At the bottom are 'Cancel' and 'Submit' buttons. Six orange callout boxes with white text and 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 'Terminated' radio button, 5 points to the 'Detail List' radio button, and 6 points to the 'Submit' button. A red circle highlights the year dropdown menu in the top right corner, with a red arrow pointing to a red callout box that says 'Be sure you are in the CURRENT year'.

1 Select *All Adults*

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

3 Select your name from the list

4 Click on *Terminated*

5 Click on *Detail List*

6 Click *Submit*

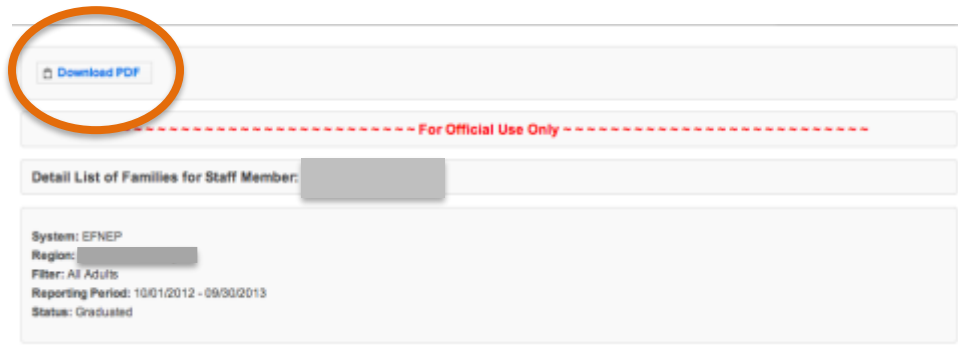
Step 3: Click on the *Magnifying Glass* to view report.



A screenshot of a web application interface showing a table with columns: Options, ID, Name, and # of Adults. The ID column contains the value 'PP00001'. A magnifying glass icon in the Options column is circled in orange. The table is titled 'SHOW ALL ENTRIES' and '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, a 'Download PDF' button is circled in orange. Below it is a red dashed line with the text 'For Official Use Only'. Underneath is a section titled 'Detail List of Families for Staff Member: [REDACTED]'. At the bottom, there is a summary box with the following text: System: EFNEP, Region: [REDACTED], Filter: All Adults, Reporting Period: 10/01/2012 - 09/30/2013, Status: Graduated.

Step 5: **Print**.