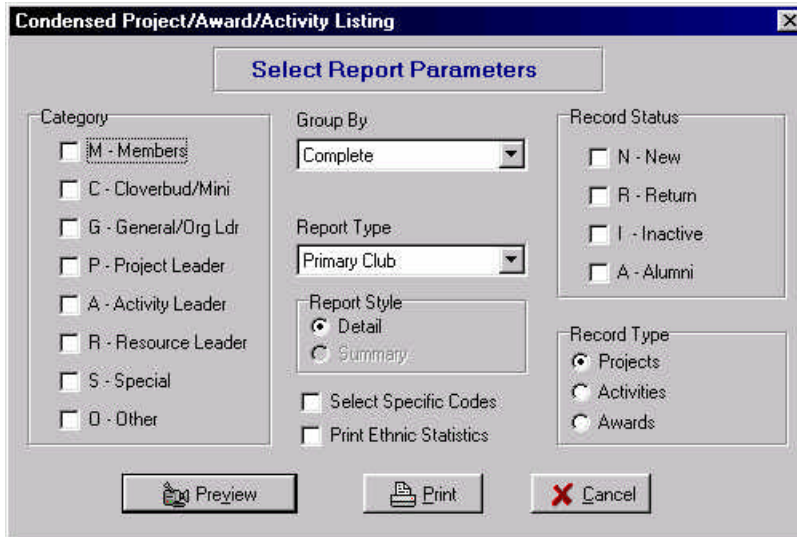


## Condensed Project/Activity/Awards Report

This report prints a listing of the members' or leaders' projects, activities and awards. The report is accessed by going **Report|Project/Activity/Awards|Condensed Reports** from the menu bar. You may output a wide variety of projects, activities, and award reports depending on the parameters you select on the report parameter window.



### Category

The report can be printed out for the categories selected. The categories conform to the category field on the member/leader screen. At least one category must be selected for this report to print. *Categories are:* Members, Cloverbud/Mini, General/Organized Leader, Project Leader, Activity Leader, Resource Leader, Special, and Other.

### Group By

This is the range and grouping you would like the report to output. Select Complete to print an entire report, otherwise select the type in which you would like the report to be grouped. If you select a type other than complete, a dialog box will appear when the report is generated, prompting for a report type range. If you are selecting a report range, two sets of input range boxes will appear, one for the report range selected and one for the project, activity, or award code range. You must input a beginning and ending range in each to have the report print.

### Report Type

This affects the grouping and type of the report. You may select one of the following types:

**Primary Club** – This report prints member and project, activity, or award information with the member listed with only his primary club membership.

**All Clubs** – This report prints member and project, activity, or award information with all club memberships.



## Report Style

This affects the style and grouping of the report. You may select one of two options.

**Detail** – This report prints basic member information plus the member’s projects, activities, or awards.

**Summary** – This report prints the name, address and specific projects, activities, or awards selected.

## Record Status

The member/leader status can be selected for inclusion on the various report styles. If a project report is selected, the reports will only print *active projects* on whatever status you choose. For activities and awards (since there is no active setting) they will print for the correct year range and status chosen. Therefore a year must be entered for each activity or award.

This field is a check box so you may select up to all record status types to print. At least one status must contain a *check mark* for the report to print.

**Status New and Return** – The report will show *Active* project records for all *New* and *Return* members and/or leaders.

**Status Inactive** – Projects for these members will be inactive. The report will show *Inactive* project records for all *Inactive* members and/or leaders.

**Status New, Return, and Inactive** – For the report all active projects are read and printed for all *New*, *Return*, and *Inactive* members and/or leaders. If an active member/leader has an inactive project, it will be printed on the report.

## Record Type

Choose to print projects, activities, or awards.

## Select Specific Codes

If you want only specific codes to print, check this box. An input screen will appear after you choose to print. Select the codes by using the scroll bar on the right to scroll to the code you want, hold down the *ctrl+click* to highlight each record individually. To deselect a code, hold down the *ctrl+click* key and choose the one you want to deselect.

## Ethnic Statistics

When *Print Ethnic Statistics* is selected, a chart will be printed at the end of the report listing the ethnic –gender breakdown of the report total.