Congratulations on another great year of Extension programming. In 2011, UT and TSU Extension personnel and the volunteers they manage made more than 5.6 million direct contacts. This fact sheet highlights five features for Activity Reports in the SUPER Delivery module. All of these features are fully discussed in the extOL course, Inside SUPER: A Comprehensive Inservice for Extension Professionals. Use these features to make SUPER more effective and efficient for you and your unit.

1. **Manage Activity Names:** The **Manage Activity Names** feature allows you to manage existing activity names. Use a few, major activity names to create defaults for base program, knowledge area, topic, and funding. In Figure 1, the TNCEP Schools activity name has been marked inactive. It will not appear as a selection in future activity reports.

![Figure 1. Manage Activity Names](image1)

2. **Use the Control Key (CTRL) for Multiple Selections:** To make multiple selections for funding and/or location of benefit, just hold down the CTRL key and then click on your selections. In Figure 2, notice that both 21st Century Afterschool and EDEN Catastrophic Curriculum Development Project have been selected.

![Figure 2. Make Multiple Selections with CTRL](image2)
3. **Add Audience:** To add an additional audience to the contacts screen, just click *add audience*. Extension currently tracks 33 audience descriptions statewide. SUPER allows you to add and report to 33 audience descriptions! See Figure 3.

![Figure 3. Add Audience](image)

4. **Load from Previous Activity:** For all multi-sessions after the first session, the contacts screen will include the *load from previous activity* feature. This is a great time-saver when tracking contacts in multi-session programs. When you click *load from previous activity*, SUPER will display contact counts from the previous session. After the counts are displayed, you may make changes (Figure 4).

![Figure 4. Load from Previous Activity](image)

5. **Volunteerism:** On the activity screen, enter the number of hours served by all volunteers managed by Extension personnel. The *contacts by volunteers* screen only appears if you have entered volunteer hours. The *contacts by volunteers* screen may be blank if volunteers did not make contacts. In that case, just click finish and SUPER returns to the Delivery dashboard.

**In Appreciation:** Thank you for providing fantastic education and leadership that produces solutions for significant societal problems. Your work results in significant economic impact and a better quality of life for individuals, families and communities. Additionally, thanks for making the effort to reflect this work in the SUPER Delivery module. You are…

SUPER!

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