

Reports in SUPER

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The screenshot shows the 'Reports' module interface. At the top, there is a navigation bar with tabs for 'Plans', 'Delivery', 'Profile', 'Training/Registration', 'Enrollment', 'Operation', and 'Reports'. The 'Reports' tab is highlighted and circled in red. Below the navigation bar is a search form with the following fields:

- Year: 2008 (dropdown menu)
- Report Type: Annual Impact Statement (dropdown menu)
- Unit: Not applicable (dropdown menu)
- Base Program: Any (dropdown menu)
- Knowledge Area: Any (dropdown menu)
- Topic: Any (dropdown menu)

A 'Search' button is located at the bottom right of the search form.

There are currently four reports available in the reports module of Super. They are **Annual Impact Statement, Individual Annual Plan, Annual 4-H Youth Enrollment, and Civil Rights.**

- Select the Report Year
- Select Report type
- Change Unit, Base Program, Knowledge Area, or Topic if applicable
- Click on Search

If the report has been created, you will see it listed below your search criteria.

A plus (+) sign indicates that there is more data available below. Simply click on the plus sign.

Clicking on the underlined text will allow you to open/save your report. Clicking on open will open the report in Word for you to print.

If no report is available below your search criteria, click on Create New and select the appropriate data. Click on O.K.