

# SUPER

System for University Planning, Evaluation & Reporting

## Reports Toolbox

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**Programs in agriculture and natural resources, 4-H youth development,  
family and consumer sciences, and resource development.  
University of Tennessee Institute of Agriculture, U.S. Department of Agriculture  
and county governments cooperating.  
UT Extension provides equal opportunities in programs and employment.**

## Reports in SUPER

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.

# Individual Annual Plan Report

How do I view and print an Individual Annual Plan Report?

Click **Reports**. Notice the drop-down boxes for **Year**, **Report Type**, **Unit**, **Base Program**, **Knowledge Area** and **Topics** (Figure 1).

- Select the Report Year
- Select Report Type. **In this case select Individual Annual Plan.**
- Select Change Unit (should be your county), Base Program, Knowledge Area, or Topic **if applicable**

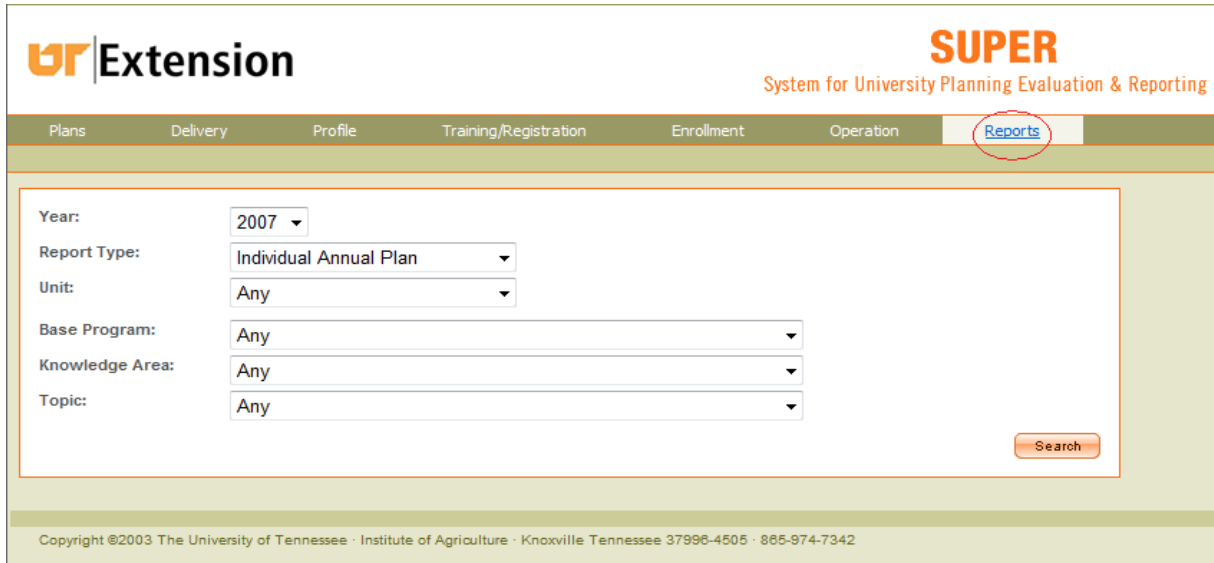


Figure 1 Selecting Report Type

After you have made all your choices click **Search** (Figure 2).

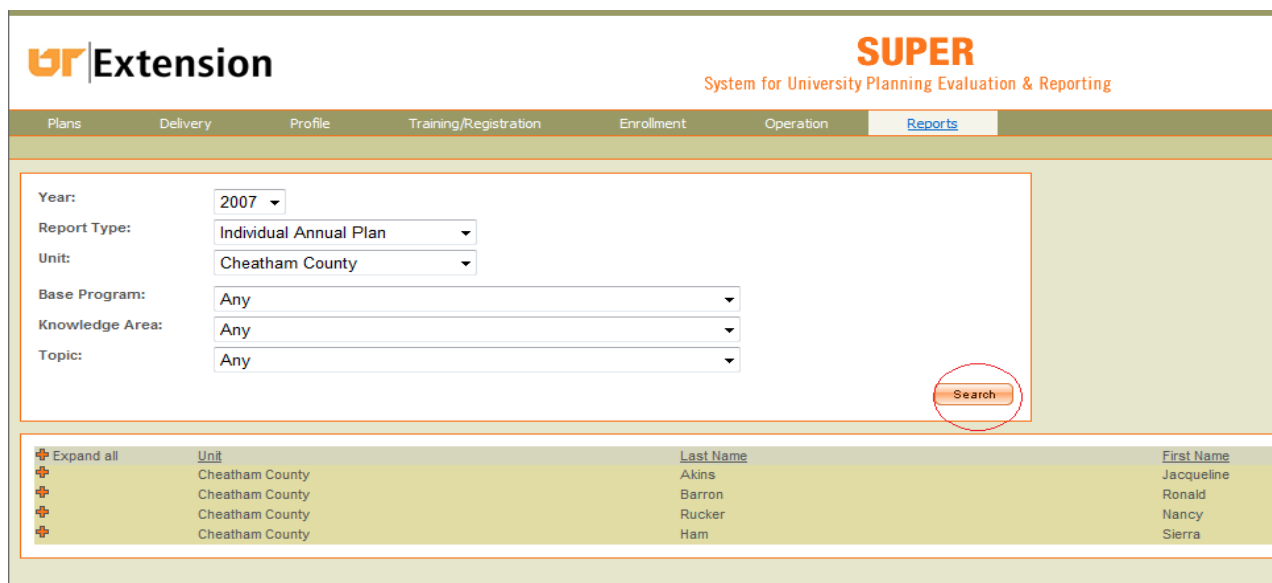


Figure 2. View of all reports

The plus (+) sign below the search criteria indicates that there is more data available below. Simply click on the plus sign to view them (Figure 3).

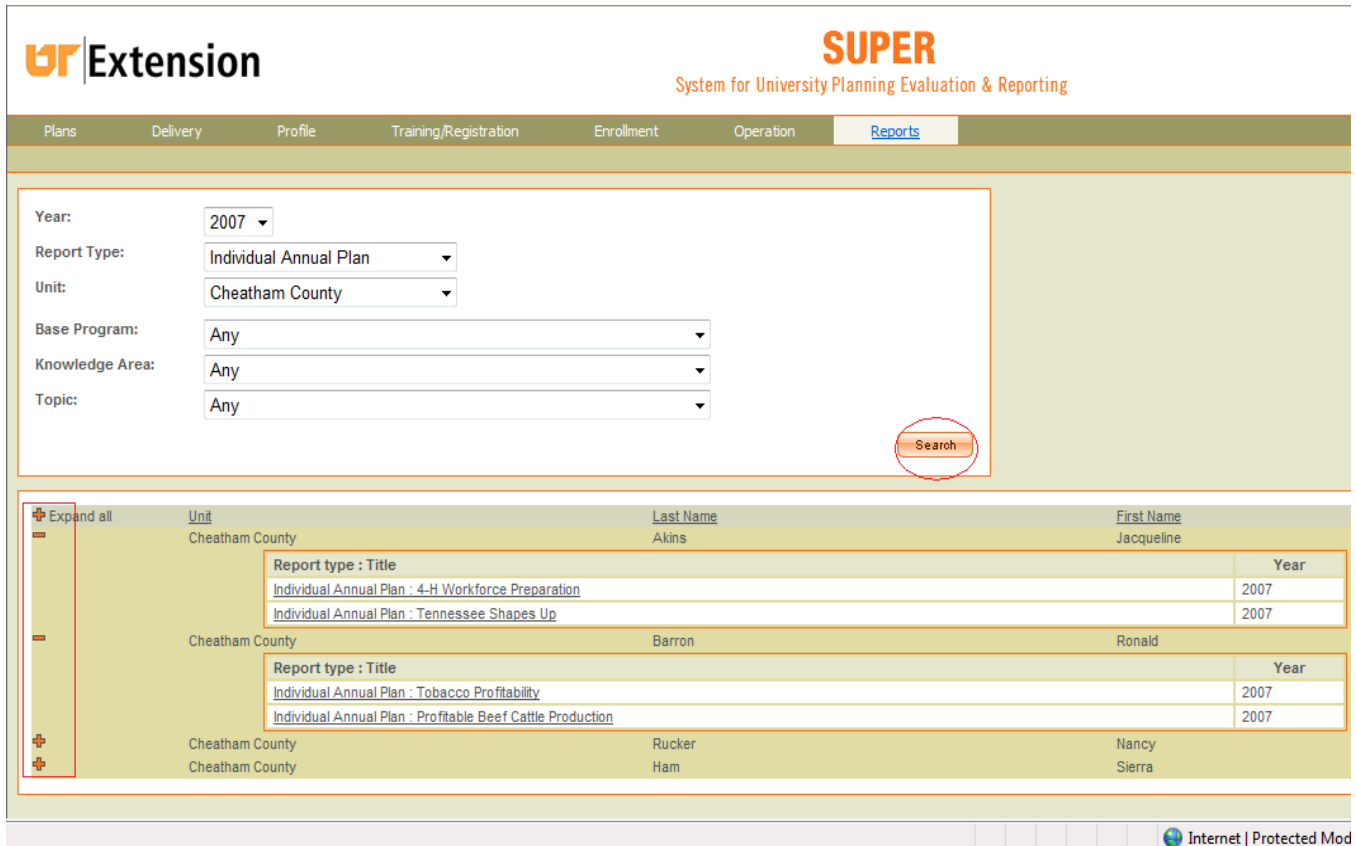


Figure 3. More data available

To view an Individual Annual Plan click on the underlined text. This will allow you to open/save your report. Clicking on open will open the report in Microsoft Word for you to print. If you want to save the report for your records click on save (Figure 4).

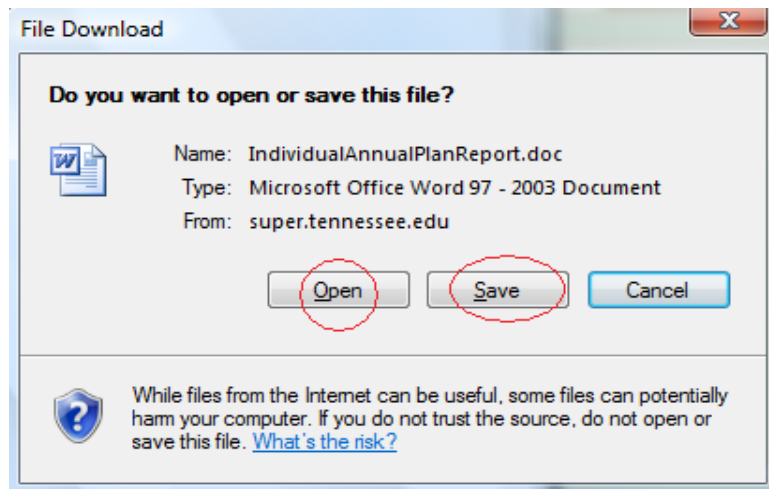


Figure 4. Open to print report or Save to your computer

# Annual Impact Statement Report

How do I view and print an Annual Impact Statement Report?

Click **Reports**. Notice the drop-down boxes for **Year**, **Report Type**, **Unit**, **Base Program**, **Knowledge Area** and **Topics** (Figure 1).

- Select the Report Year
- Select Report Type. In this case select **Annual Impact Statement**
- Select Unit (should be your county), Base Program, Knowledge Area, or Topic **if applicable**

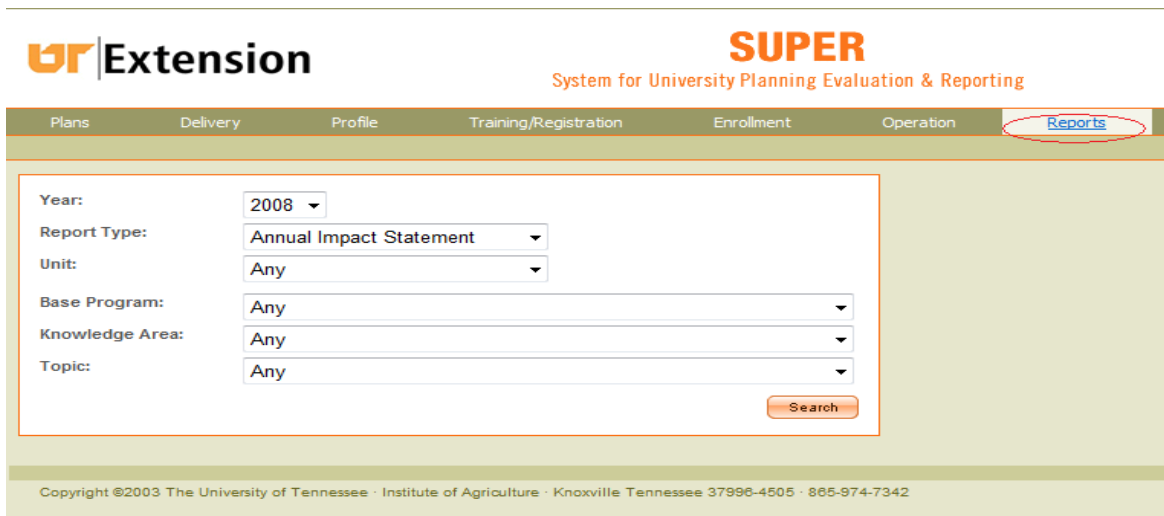


Figure 1 Selecting Report Type

After you have made all your choices click **Search** (Figure 2).

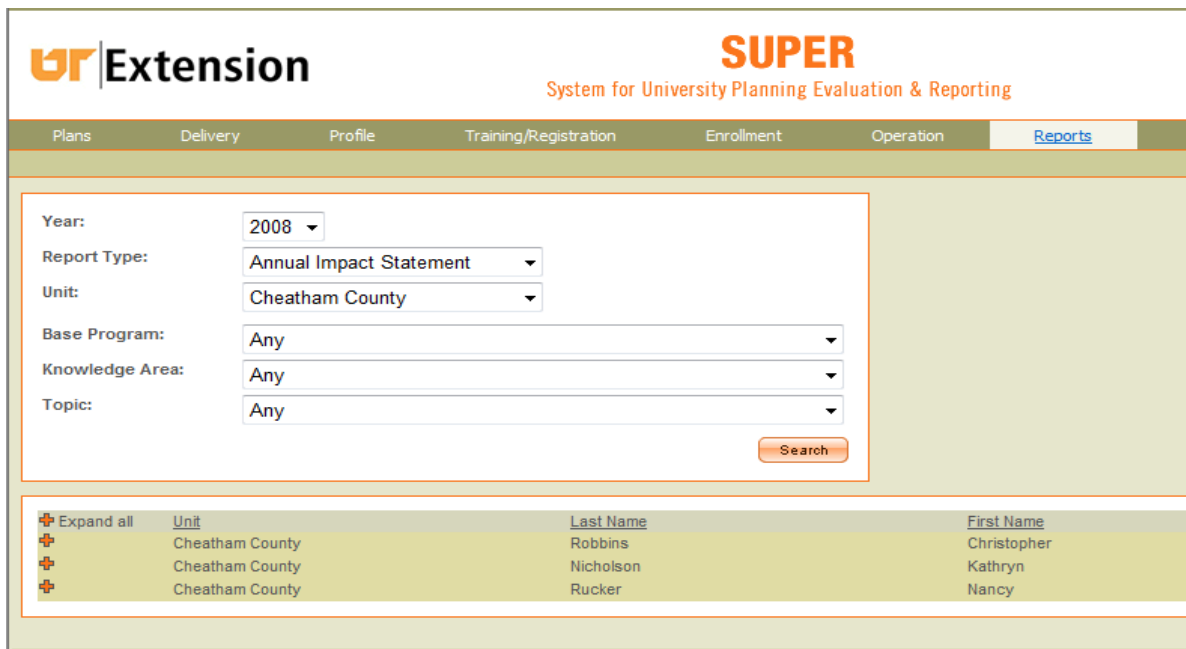


Figure 2. View of all reports

The plus (+) sign below the search criteria indicates that there is more data available below. Simply click on the plus sign to view them (Figure 3).

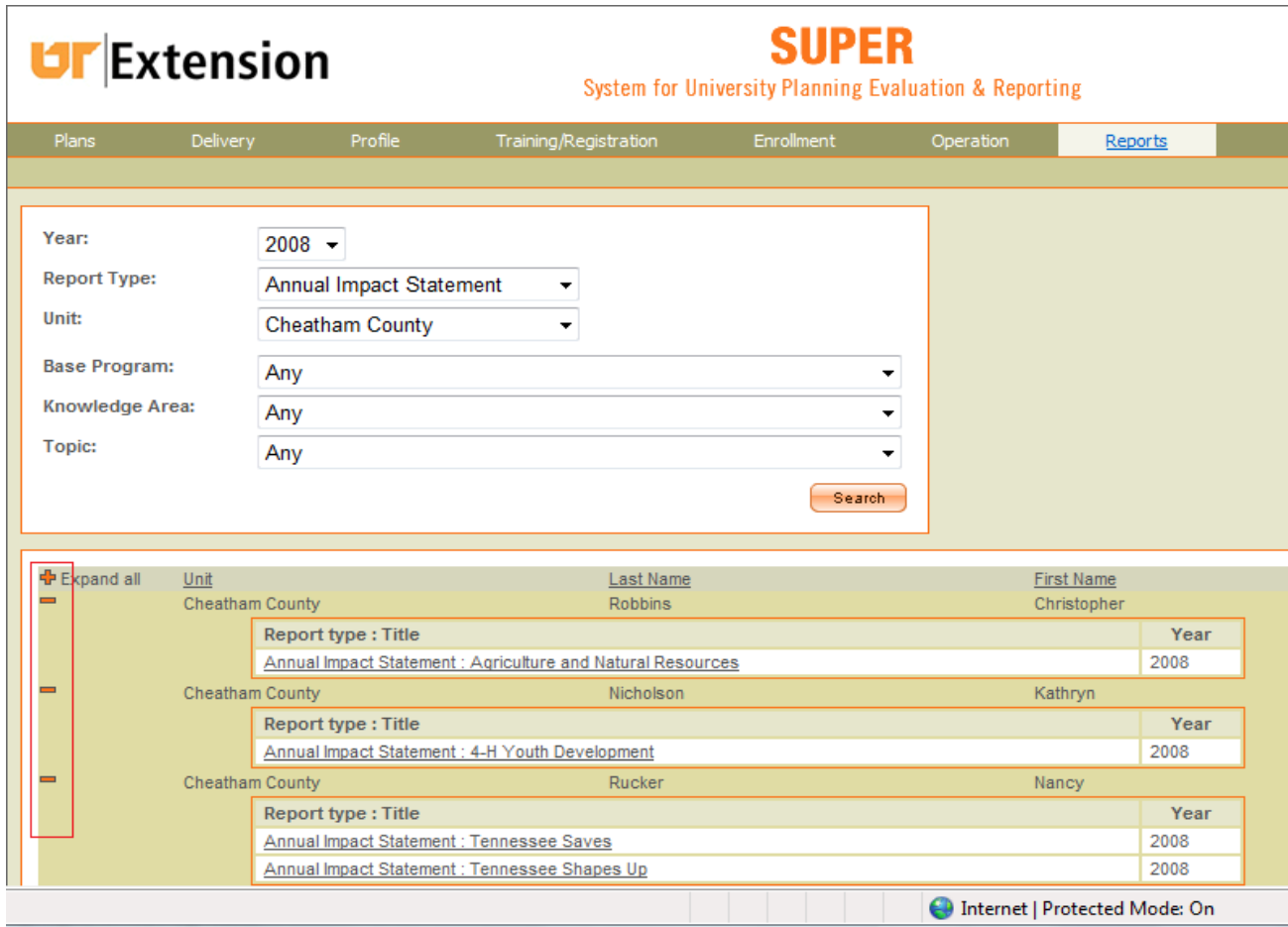


Figure 3. More data available

To view an Annual Impact Statement click on the underlined text. This will allow you to open/save your report. Clicking on open will open the report in Microsoft Word for you to print. If you want to save the report for your records click on save (Figure 4).

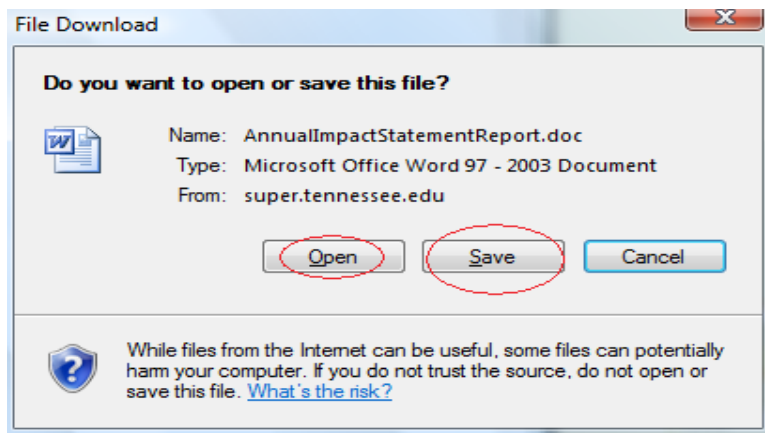


Figure 4. Open to print report or Save to your computer

## Annual 4-H Youth Enrollment Report

How do I view, print or create a 4-H Youth Enrollment Report?

1. Click **Reports**. Notice the drop-down boxes for **Year**, **Report Type**, **Unit** and **Status**. Also notice that you have two choices **Create New** or **Search**. Click **Search** to see if there are any reports available. If **NO** report shows up you have to click on **Create New** (Figure 1).

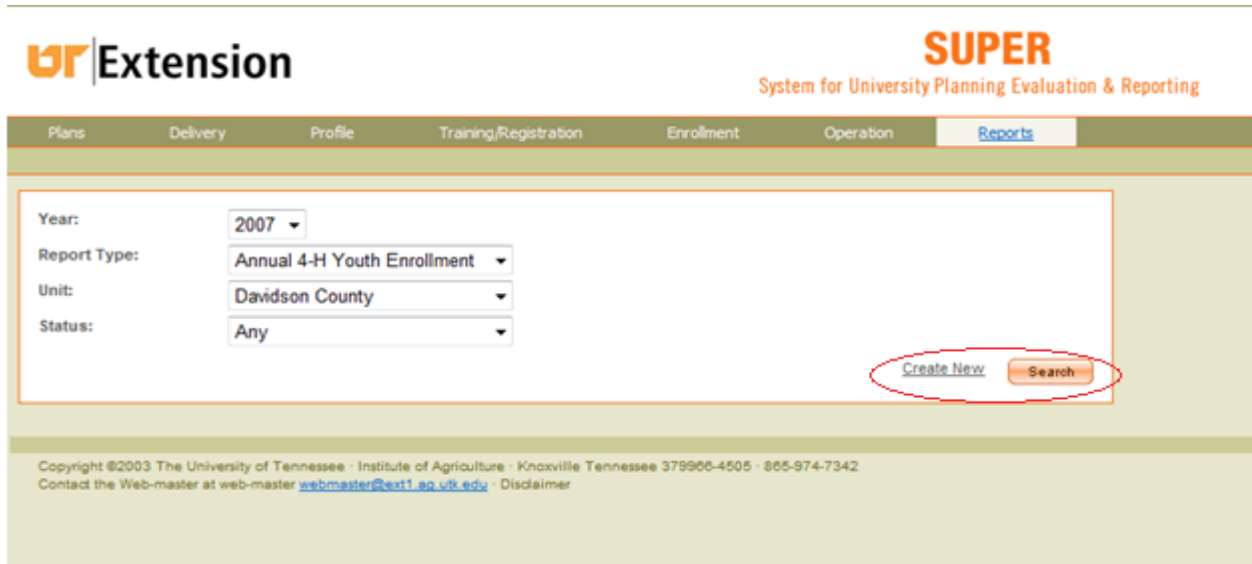


Figure 1. Searching Reports

2. After you click **Search** and no reports are showing under **Unit** and **Status** you have to create a new report (Figure 2). **If reports are showing please go to Step 9.**

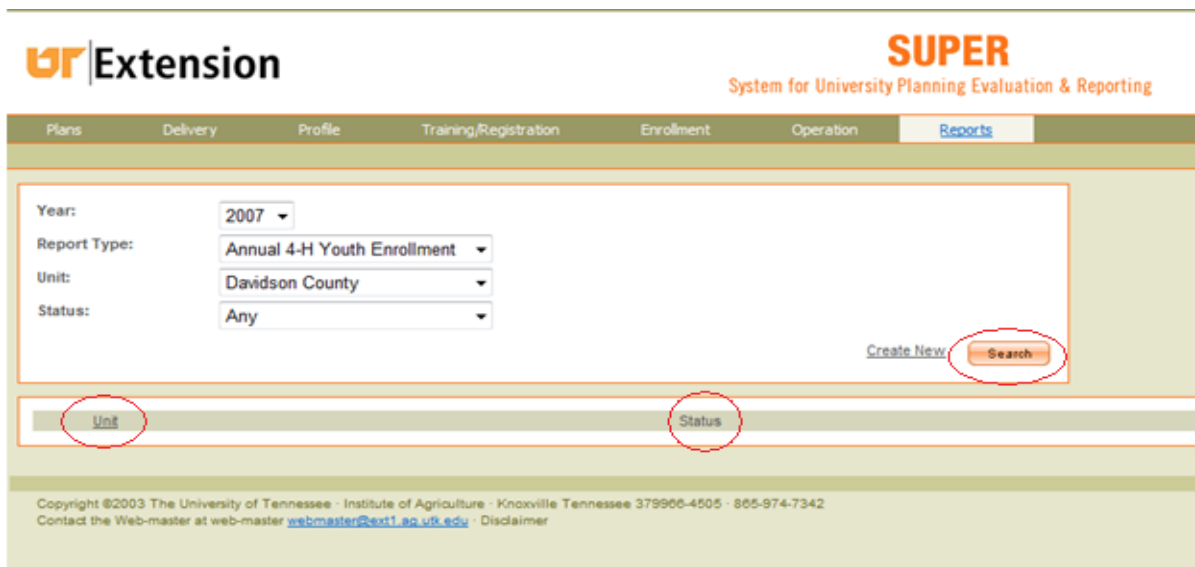


Figure 2. Creating New Report

3. Click on **Create New** to start creating a new report. Notice the drop-down boxes for **Year**, **Report Type**, **Unit**, and **Status**. Make your selections and click **OK** (Figure 3).

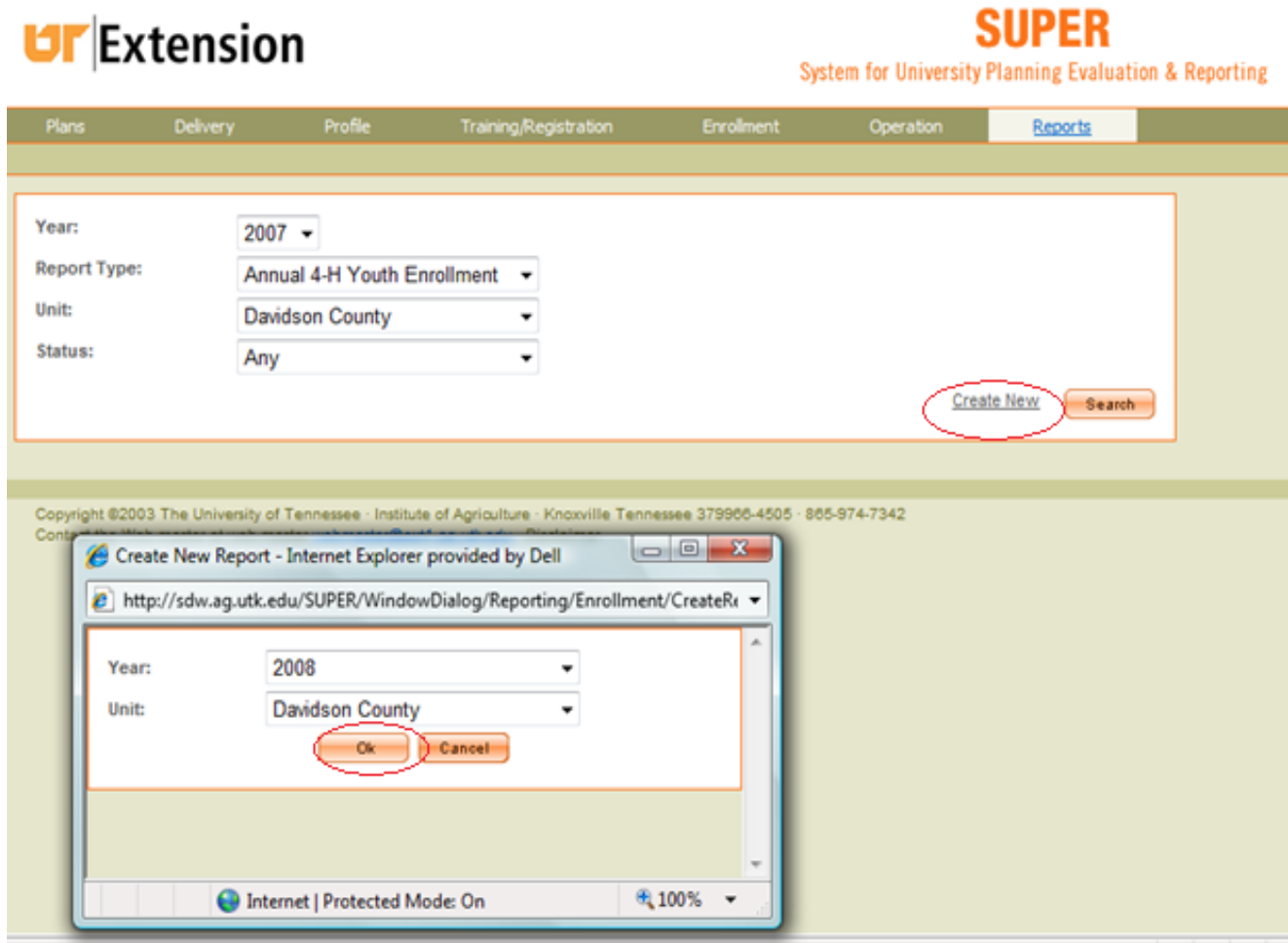


Figure 3. Creating New report



- After you have clicked OK, a new window comes up. Notice the **Update** icon and the Menu to the left of the screen. (Figure 4).



Figure 4. Updating/Creating the New Report

**Note:** Every category to the left of the screen needs to be updated. Click on each category (**Participants, Projects, Activities, Demographics and Volunteerism and Projects**) and click on **Update** on each of them to update the total numbers.

- For the **Group Enrollment** category, enter your demographic data in the table. Group Enrollment is designed for one time participants in a program. If youth are participating in **additional** programs, they should be enrolled using the Enrollment Module. You **MUST** click **Save** to save your data (Figure 5).



Figure 5. Entering your Group Enrollment numbers

- 6. The final category is **Comments**. If you need to write any comments click on **Add** (Figure 6).



Figure 6. Adding Comments

- 7. Type your comments on the new window and click **Save** when you have finished (Figure 7).

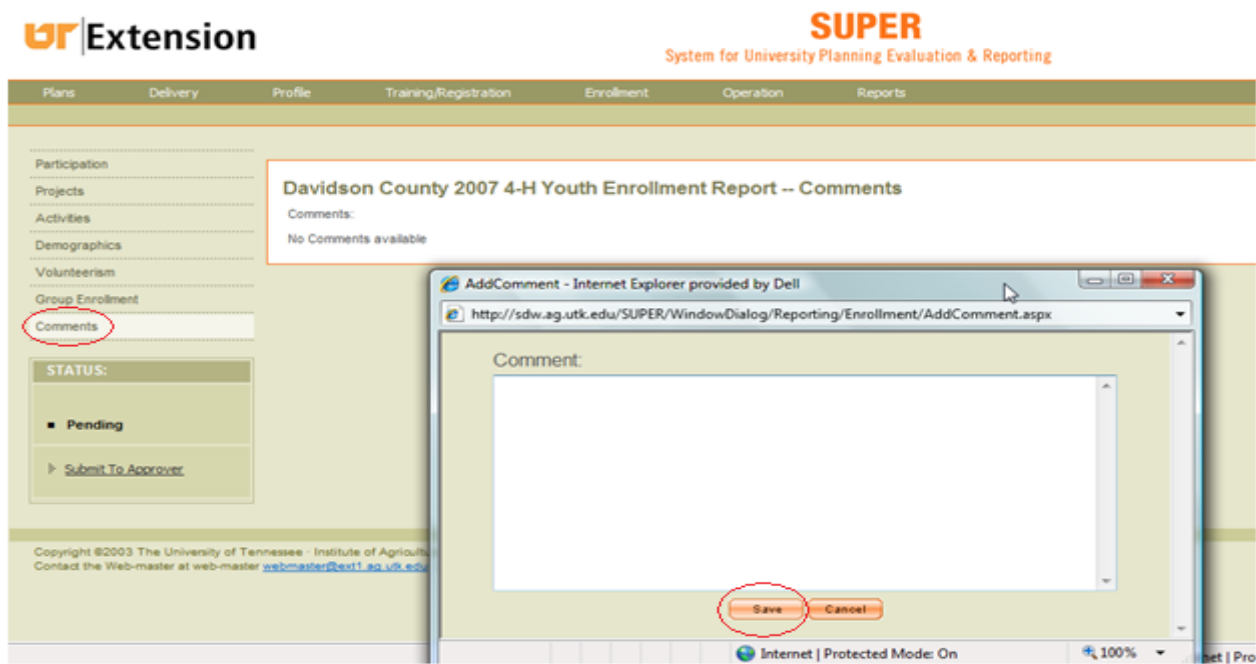


Figure 7. Typing and saving your comments

- After you finish the report and all the information has been checked the report is ready to be finalized. To finish the report, click **Submit To Approver** (Figure 8). Do this step **only** when the report is finished and ready to be submitted.

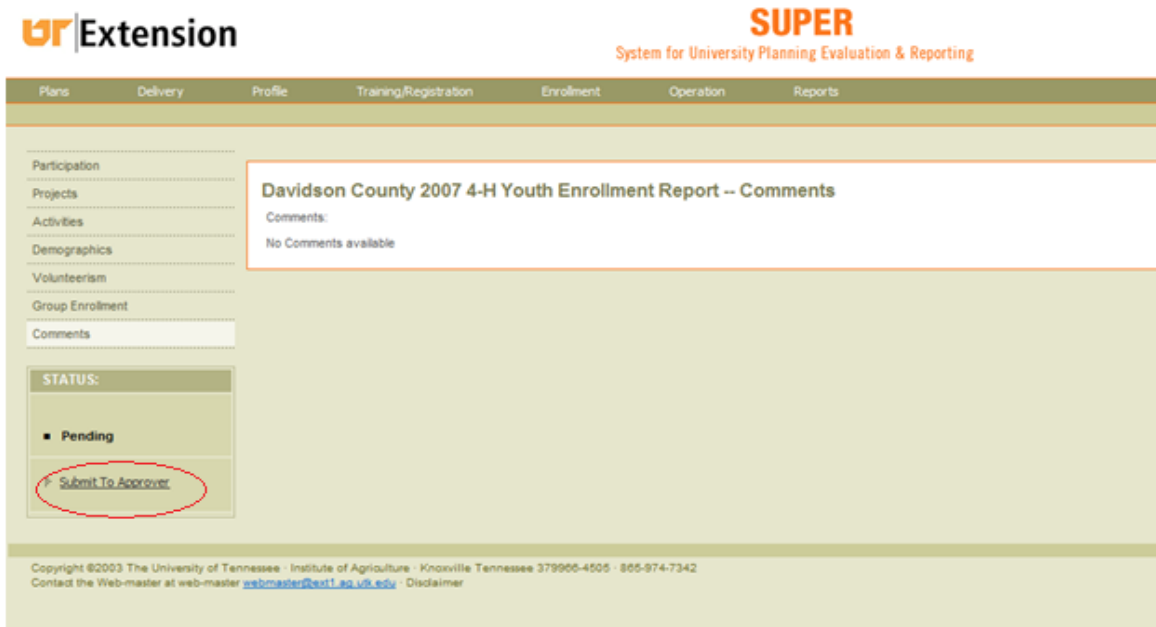


Figure 8. Submitting Report to Approver

- If a report for the specified year has been created it will appear in list after you click **Search** (Figure 9).

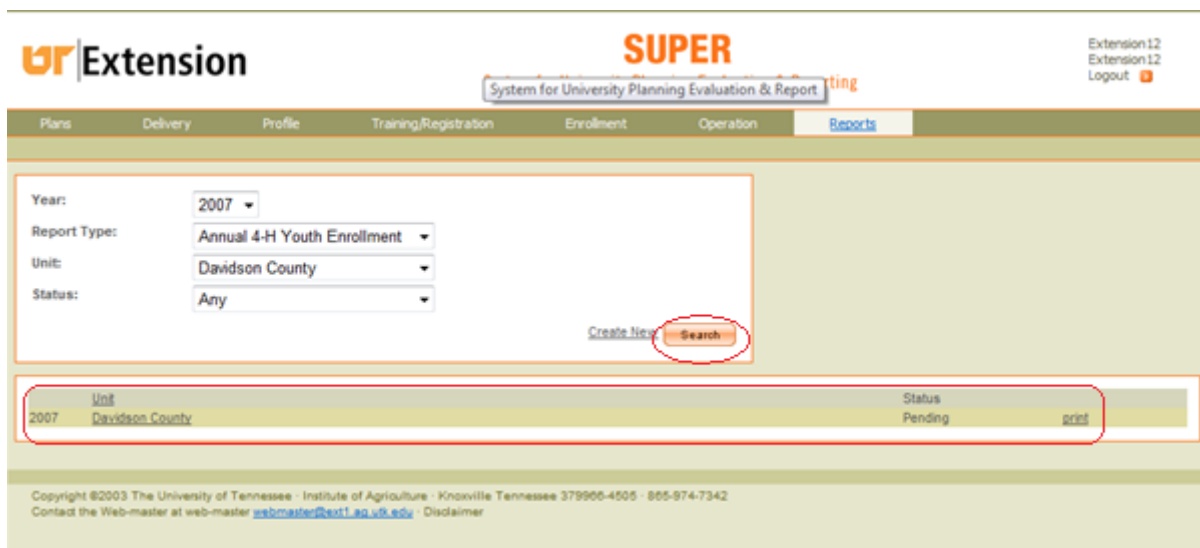


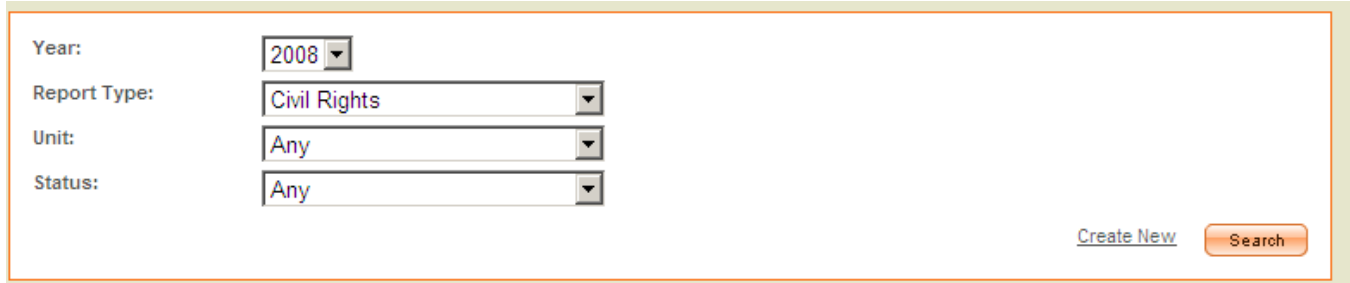
Figure 9. List of Reports

- Click on the Underlined Unit Name to open the report or click on the **print** link to print the report.

## County Civil Rights Report

How do I view, print and create the County Civil Rights Report?

Click **Reports**. Notice the drop-down box for **Report Type**. Select **Civil Rights** as the report type (Figure 1).



The screenshot shows a web form with four dropdown menus: 'Year' set to '2008', 'Report Type' set to 'Civil Rights', 'Unit' set to 'Any', and 'Status' set to 'Any'. To the right of the dropdowns are two buttons: 'Create New' (a text link) and 'Search' (an orange button).

Figure 1. Selecting Report Type

Click the **Create New** link beside the orange search button. A pop-up window appears. Select the correct year of the report using the drop down, for example, to create the 2007 Civil Rights Report, select 2007 from the drop-down. Now click OK (Figure 2).

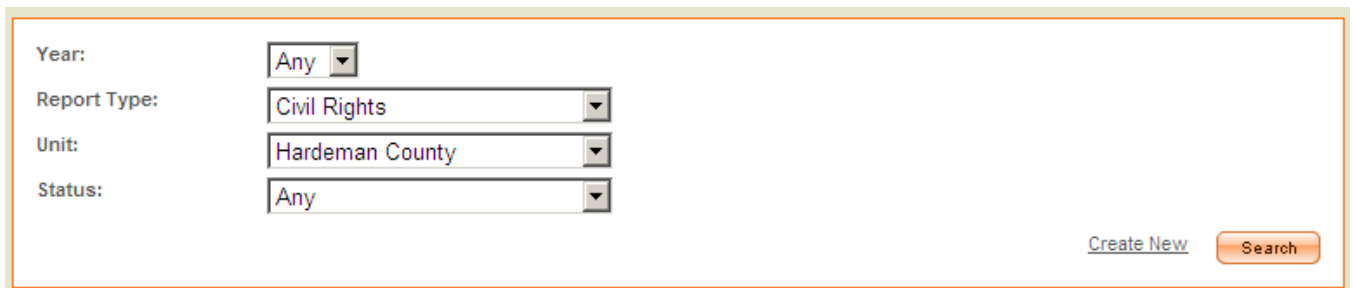


The screenshot shows a pop-up window with two dropdown menus: 'Year' set to '2007' and 'Unit' set to 'Hardeman County'. Below the dropdowns are two orange buttons: 'Ok' and 'Cancel'.

Figure 2. Select Year and Click OK

The report will now open to section 1.0 Extension Personnel.

To return to the report at a later time, Click **Reports** and notice the drop-down for year. Select the year of the report you want to access or select **Any**. Click the orange search button (Figure 3).



The screenshot shows the same web form as Figure 1, but with the 'Year' dropdown menu set to 'Any'. The other dropdowns ('Report Type: Civil Rights', 'Unit: Hardeman County', 'Status: Any') and the 'Create New' and 'Search' buttons remain the same.

Figure 3. Select Search Criteria and Click Search

The search results return report(s) for the given year(s). Click the unit name to open the report (Figure 4).

Year	Unit	Status
2007	<a href="#">Hardeman County</a>	Pending

Figure 4. Click the Unit Name to Open the Report

**NOTE:** Only one County Civil Rights Compliance Report may be created per year.

## Viewing and entering data in the Civil Rights Report

How do I view the different sections of the Civil Rights Report?

Solution: The Civil Rights Report opens to Section 1.0 which lists Extension Personnel for the county. To move through the Civil Rights Report click on the tabs at the left of the page to open each section.

The screenshot shows a web interface with a top navigation bar containing tabs: Plans, Delivery, Profile, Training/Registration, Enrollment, Operation, and Reports. Below this is a left-hand navigation menu with various sections, including '1.0 Extension Personnel' which is currently selected. The main content area displays the 'Davidson County 2007 Civil Rights Report — Extension Personnel Employed in the County\*'. A table lists 11 personnel with columns for Name, Race / Ethnicity, Gender, and Base Programs.

Name	Race / Ethnicity	Gender	Base Programs
Natane L Davis	White/Not of Hispanic origin	Female	
Justin E Crowe	White/Not of Hispanic origin	Male	● 4-H Youth Development — 100%
Ryan D Heady	White/Not of Hispanic origin	Male	● Organizational Support — 100%
Creig C Kimbro	White/Not of Hispanic origin	Male	● Agriculture and Natural Resources — 100% ● 4-H Youth Development — 15% ● Resource Development — 15%
George M Killgore	White/Not of Hispanic origin	Male	● Agriculture and Natural Resources — 30% ● Executive/Administrative — 30%
Jane A Gault	White/Not of Hispanic origin	Female	● Family and Consumer Sciences
Janice A Hayslett	Black/Not of Hispanic origin	Female	● 4-H Youth Development — 100%
Mary B Wakefield	Black/Not of Hispanic origin	Female	● Family and Consumer Sciences
Misty R Layne-Watkins	White/Not of Hispanic origin	Female	● Family and Consumer Sciences
Ashley E Peterson	White/Not of Hispanic origin	Female	● Family and Consumer Sciences

Figure 5. Click on the navigation bar on the left side of the page to move through each section of the civil rights report.

How do I edit and/or enter information into the Civil Rights Report?

Solution: From the left navigation bar, click on the section that you want to open. For example, click on **Section 10.0 4-H Youth Development**. The screen should look similar to Figure 6 below.

SUPER does not automatically load data into tables in the report. To load data from other areas of SUPER into the report, click on the **orange update button** (See Red circle in Figure 6). Clicking Update will bring data from SUPER into your report (See Figure 6)

To enter information and answer questions in the report click the **orange Edit button** (See blue circle in Figure 6). After entering information and/or answering questions, click the **orange Save button** at the bottom of the window to save your work. For more detail on completing the Civil Rights report, refer to the Civil Rights Report Tool Box.

Edit Update

4-H      [Committees](#)      [Mailing Lists](#)      [Contacts by Method](#)

**10.1 Potential recipients and actual participation in 4-H Youth Development programs, by gender and racial-ethnic composition.**

Recipients and Contact Participation		Race / Ethnicity						TOTAL	Totals by gender	
		White/Not of Hispanic origin	Black/Not of Hispanic origin	Hispanic	American Indian/Alaskan Native	Asian or Pacific Islander	Female		Male	
Potential Recipients	Count	25101	6678	592	99	428	32898	16160	16738	
	%	76 %	20 %	2 %	0 %	1 %	100 %	49 %	51 %	
Actual Participation	Count	5384	3436	633	6	218	9677	5463	4214	
	%	56 %	36 %	7 %	0 %	2 %	100 %	56 %	44 %	
Projected Participation	Count	30520	8120	720	120	520	40000	19640	20360	
	%	76 %	20 %	2 %	0 %	1 %	100 %	49 %	51 %	

\*Actual contacts shown in red are below parity

**10.2** If participation data reported in 10.1. above indicates under representation of one or more racial-ethnic groups, including boys or girls, what efforts have been made to attract or encourage participation by the under represented?

**10.3** Are project groups and/or special interest groups utilized?  
No answer.

If yes, participants come from (check those that apply):

Figure 6. Click update to load data into the tables in your report. Click Edit to enter information into the report

## Printing the Civil Rights Report

How do I print the Civil Rights Report?

To print the Civil Rights Report, click on **Print** in the left navigation bar menu (See black circle). Once the print window is displayed, click the **Print Report link**



Figure 7. Click print report link to print your Civil Rights Report in MS Word

A window similar to figure 8 will appear. You have to option of saving the report to your computer or opening the document in MS Word. Clicking **Open** will immediately open the report in MS Word. Note: This option does not save a copy of the report to your computer. Click **Save** if you wish to save a copy of the report on your computer.

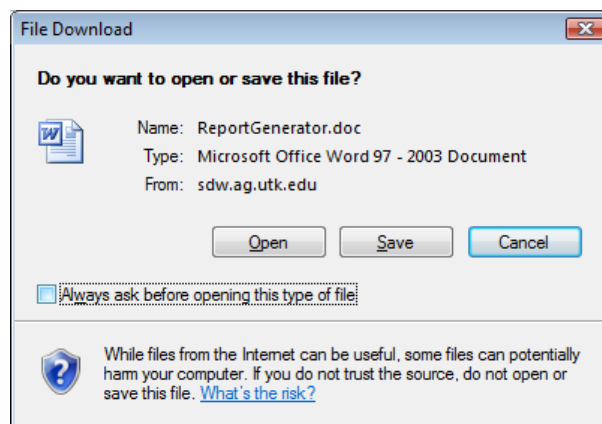


Figure 8. Click Open to view the report or Save to store the report on your computer.