

# VMS-Admin-05 – How To Create Monthly AgriLife Report

1. Log in as ADMIN
2. Make sure you have Blackland Prairie Folder

3. Clear all filters - note the number of volunteers - should be over 300
4. Select Search Filter *TMN-Active/InTrain/NotEligible Users* - there should be significantly fewer volunteers showing – from 100-150
5. Click *Logbook - All Volunteers in grid*
6. Select the *BPTMN Chapter Monthly Summary*<sup>1</sup> as the grid. If that grid does not exist, create one using the following fields

- **Volunteer:** Volunteer Name
- **LBE: Logged Data -** Adult Subtotal, Youth Subtotal, Grand Total, TMN hours, AT Hours
- **Logbook:** Opportunity Title (optional) Opportunity Type

7. Set the start and end dates for the duration you want the report on and click *Apply*
8. Make sure the rest of the settings are

9. Select *Reports - Log Book Data Grid Report*
10. Check the *Print Summary Table Only* report checkbox
11. (optional) Give the Report Title a different name if you wish - something like **Year, Month BPTMN Chapter Hours Report**
12. Make sure the options at the bottom of the screen are

13. Click *OK* [ long wait ]
14. Print or save the resulting PDF report =====>

<sup>1</sup> Note: This grid is already set up for Admin2. Other Admins may set up something similar for themselves using the *Grid Settings* button to create a new grid.