

Creating County Reports

Under Reports, select “Planned vs Reported”

Reports:

- C.J.'s Reports
- Effort
- What you've reported
- Files
- Grants
- My Indicators
- Reporting frequency
- Planned vs Reported**
- One Solution
- Saved reports
- Spreadsheets

Using the 2nd selection seems to be the most effective report structure that provides additional detail in Logical Model Format.

Example below is for “Delta County”

- 1) Select County staff
- 2) Select Word for Report Format, include “Situation” and “Assumptions” as these could provide specific county information that we have asked agents to enter details specifically about their county situations, hopefully this year we will have more detail in this section, but 2011 most folks didn't modify from the overall Work Team plans.
- 3) Select Reporting Year, Including Outcomes is optional (I didn't include on the example report attached).
- 4) Click Submit

Logic model report for one or more people

Staff to include

Available staff:

- Fleming, Mary Ellen
- Florez, Shaylen
- Follman, Rhonda
- Gains, Sheila
- Garnett, Barbie
- Gebre-Amlak, Assefa
- Glowacki, Jean
- Goodwin, Jeff

Selected staff:

- Baird-Levalley, Robbie
- Godin, Ron

Select report format: HTML | PDF | Word

Reporting year: 2011

Include in report: Situation | Assumptions | External Factors | Indicator evaluation Plans

Logic Model structure: Action Outcomes are unique | Outputs are unique

Include Condition Outcomes:

Include narratives:

This will open a Word Document that can be saved and sent directly to a County Commissioner, etc. (*NOTE: be sure when you save a document it save it as a word file and not a web page.*) I would recommend prior to sending that you change the title of the report (see my attached report, everything I changed is in red – essentially just the title but you could remove information accordingly or leave as is.)

Another type of report that might be helpful for County data is the following:

Under Reports, select Outputs under 'Colorado'

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 - Spreadsheets
- Colorado
 - Plans
 - Planned effort
 - Outcomes
 - Impact indicators
 - Outputs**
 - Narratives
 - People & Places
 - Programs
 - Search
 - Featured reports

Important 1st step - select report year and click "Go" – selection the options as I have indicated below (again using "Delta" as an example) Click "Search"

Find outputs (2011)

Choose another year: 2011

Select criteria:
Optional term to search for:

Restrict to selected Programs:

Available Programs:

Selected Programs:
Family and Consumer Science
Clean and Renewable Energy
Competitive and Sustainable Agriculture Systems
Natural Resources and Environment
4-H Youth Development
Community Development
Extension Testing

Restrict to selected delivery methods:

Available delivery methods:
Demonstrations
Education Class
eXtension - Ask an Expert
Group Discussion
News releases
Newsletters
Newspaper Column
One-on-One Intervention

Selected delivery methods:

Restrict to selected locations:

Available locations:
Campus
Chaffee
Cheyenne
Conejos
Costilla
Crowley
Custer
Denver

Selected locations:
Delta

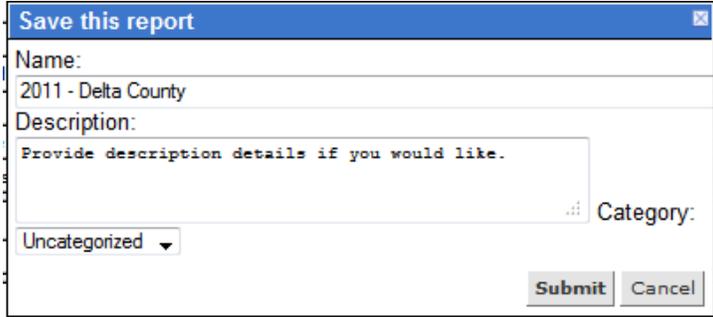
Show delivery method summary: Yes | No

This will provide any detail by Program Area that any agent may have reported information about Delta County. Remember the "Delivery Method" is just how the (program) Output was delivered. This report can be 'saved' using the top 3 options in the

upper right corner  (word, pdf or save to system for easy access). Word and PDF are easy to export, the other

option isn't so much an export and an easy way to identify or pull up reports by County easily within your account at any time. See steps below for further clarification.

When the diskette icon is clicked you will get the following option:



- Click "Submit" to save this report.

Now go back under Reports and under "CJ's reports", click on "Saved Reports", you will now see

Reports you saved

Category: General

2011 - Delta County 
Provide description details if you would like.

anything below that is why I have saved within the system.

Click on the magnifying glass and you will see the report information as you did a moment ago. – What is nice about this type of report, is that once you have saved it for that year (example 2012) – any new reports that are created by staff, they are added to the data dynamically, there is no need to you to recreate the report.

Yes, the hard part is going through and creating these reports, but once you have them, they are easy to access quickly.