



## PEOPLESOFT REPORTS – QUICK GUIDE

### CHAPTER ROSTER WORKSHEET

This report will give you a printout similar to that of the old paper roster of a chapter.

Menu Path: Membership System > Reports > Chapter Roster Worksheet

1. Fill in desired chapter number (EX: AR0004).
2. Fill in the desired expiration date.  
For example: if you want a worksheet with the students from the 2004-05 school year you would enter an expiration date of 08/31/2005.
3. Either yellow Run button.
4. When new screen appears, make sure that FFA3009 has a check mark in the preceding box and the TYPE is Web and FORMAT is PDF.
5. Click yellow OK box.
6. Once returned to the previous screen, click the blue link PROCESS MONITOR in the upper right corner.
7. Click yellow REFRESH button until SUCCESS appears under RUN STATUS in the middle right of the page.
8. Click the blue DETAILS link next to SUCCESS.
9. Once the new screen appears, click the blue VIEW LOG/TRACE link.
10. When the next screen appears, click the blue FFA3009 ??????.PDF link.  
A PDF report of your current roster should appear shortly. This can be saved and printed.  
If for some reason the pdf format does not print properly, re-run the above process but substitute RTF as the FORMAT and then print.

### STUDENT DATA ENTRY WORKSHEET

This report will give you a data sheet that you can use to gather membership information from the students. It comes pre-printed with the information that we currently have in our database. It will print one printout for each student in the chapter.

Menu Path: Membership System > Reports > Student Data Entry Worksheet

1. Fill in the desired chapter number (EX: AR0004).
2. Fill in the desired expiration date.  
For example: if you want a worksheet with the students from the 2004-05 school year you would enter an expiration date of 08/31/2005.
3. Either yellow Run button.
4. When new screen appears, make sure that FFA3009 has a check mark in the preceding box and the TYPE is Web and FORMAT is PDF.
5. Click yellow OK box.
6. Once returned to the previous screen, click the blue link PROCESS MONITOR in the upper right corner.
7. Click yellow REFRESH button until SUCCESS appears under RUN STATUS in the middle of the page.
8. Click the blue DETAILS link next to SUCCESS.
9. Once the new screen appears, click the blue VIEW LOG/TRACE link.
10. When the next screen appears, click the blue FFA3009 ??????.PDF link.  
A PDF report should appear shortly. This can be saved and printed. It will have one page per student. If for some reason the pdf format does not print properly, re-run the above process but substitute RTF as the FORMAT.