

## Ad Hoc Instructions

### Juveniles with Programs Ending in FY 2017

**Ad Hoc:** The ad hoc below will identify the juvenile program records that began in FY2017 regardless of the end date. *Note: this report is for use with the webinar Excel for Ad Hoc Reports.*

#### Create the Ad Hoc Report

1. From the Home Screen in JCMS, select **Ad Hoc Reports**.
2. In the 'Choose which type of information to report on' section, select **Program**.
3. Enter a Report Title: **Juveniles with Programs Ending in FY 2017**
4. Click **Save**.
5. In the 'Add Selection Criteria for Field' box, select **Program End Date**.
6. Click **Add New**.
7. In the Operator Box, select **Between**.
8. In Value 1, enter **09/01/2016**.
9. In Value 2, enter **08/31/2017**.
10. Click **Add**.
11. Click **Save**.

#### Set up the Print Field options.

1. In the Print Field Box, select **Edit**.
2. Click **Add Another** and select **Referral Number**.
3. Click **Add Another** and select **Program Name**.
4. Click **Add Another** and select **Program Component**.
5. Click **Add Another** and select **Program Component Outcome**.
6. Click **Add Another** and select **Offense DOI**.
7. Click **Add Another** and select **Offense Level/Degree**.
8. Click **Add Another** and select **Juvenile Age**.
9. Click **Add Another** and select **Juvenile Ethnicity**.
10. Click **Add Another** and select **Juvenile Race**.
11. Click **Add Another** and select **Juvenile Primary Address Zip Code**.
12. Click **Add Another** and select **Program Begin Date**.
13. Click **Add Another** and select **Program End Date**.
14. Click **Add Another** and select **Program Days**.
15. Click **Add Another** and select **Program Outcome**.
16. Click **Save**.

#### Run the Report.