

AIS Participant By Birthdate / Direct Certification

In AIS the user will access the Reports Menu and under Client Reports they will find the **Participant By Birthdate / Direct Certification** report:



Upon selection of **Participant By Birthdate / Direct Certification** you will be prompted to select the report listing format:



Both choices produce the same result based on the criteria entered. The difference is that the choice selected will print the title on the report where clarity is needed as to how the report will be utilized.

This example entry gathers all participants currently certified from the age of 5 through the age of 18 as of February 2016 and will be titled DIRECT CERTIFICATION. It does not discern what the actual day of the month is for the participant birthdate as compared to the actual day the report was printed since the entire month is a benefit month.

Date of Birth / Direct Certification

PARTICIPANT BY BIRTHDATE / DIRECT CERTIFICATION

DIRECT CERTIFICATION

Beginning Date of Birth:	<input type="text" value="2"/> <input type="text" value="1998"/>	Age at reporting date:	<input type="text" value="18"/> <input type="text" value="0"/>
Ending Date of Birth:	<input type="text" value="2"/> <input type="text" value="2011"/>	Age at reporting date:	<input type="text" value="5"/> <input type="text" value="0"/>
Terminated on or after:	<input type="text" value="2"/> <input type="text" value="2016"/>		
Sorted by Name (Y/N):	<input type="text" value="N"/>		
Copies (1 to 9)	<input type="text" value="1"/>		

F1 - PREVIOUS F2 - NEXT F3 - EXIT

