

TEXAS 4HONLINE COUNTY MANAGER GUIDE LAST YEAR ACTIVE CUSTOM REPORT



• Click the Custom Reports link in the navigation pane on the left side of the screen.

Horne Settings	Custom Reports	
Maragers Members	Reports that take a long time to generate will be queued as a job and displayed here.	
Registrations	Queued Reports	
Animals	No Queued Reports	
Enrollments Events Group Enrollment	Report Explorer	
Activities Awards Groups Clups	Shelby County's Member Reports Add Folder	
Screinings Trainings Bills Payment	Key: ➤ Your report folders >> Report folders containing reports shared with you ③ Your reports, that only you can see ④ Your reports, which you have shared with others ⑥ Reports which others have shared with you	
Custom Reports		

- Click the right-arrow icon beside the county folder name to open the folder. This is normally the last folder in the list.
- Click the Enrollment Last Year Active Target Last Year Filter Last Active Year.
- Click the Copy Report option on the right side of the screen.

Group Enrollment	Report Explorer		
Awards Groups	> AMBASSADOR GROUPS	Name: CTATE CHADED: Envolument - Last Year Active - Tarret Last Year -	
Projects	📒 Animals	Filter Last Active Year	🗈 Add Folder
Clubs	http://www.commons.com/action/	Description: Enrollment - Last Year Active - Target Last Year - Filter Last	
Screenings	V 📂 SHARED REPORTS	Category: Member	🕗 Edit Report
Trainings	STATE SHARED: Enrollment - Consent Release - All		Copy Report
County Bills	STATE SHARED: Enrollment - Consent Release - Code of Conduct		
Coupons	STATE SHARED: Enrollment - Consent Release - Photo - Filter Consent Status		🕒 Send Report
Discounts Donations	STATE SHARED: Enrollment - Cross County Membership-Sort and Filter		🖂 Un-Share Report
Fees	STATE SHARED: Enrollment - Last Year Active - Target Last Year - Filter Last Active Year		Download Excel

• Click the Enrollment - Last Year Active - Target Last Year - Filter Last Active Year report in the SHARED REPORTS folder.

• Click the Edit Report option on the right side of the screen.

Events Group Enrollment	Rej	port Explorer		
Activities Awards	~	📂 SHARED REPORTS		
Groups		STATE SHARED: Enroliment - Last Year Active - Target Last Year - Filter Last Active Year (Copy)	Name: STATE SHARED: Enrollment - Last Year Active - Target Last Year - Filter Last Active Year (Copy)	🗈 Add Folder
Clubs		Shelby County's Member Reports	Description: Enrollment - Last Year Active - Target Last Year - Filter Last Active Year	
Screenings	>	C Shelby	Category: Member	Edit Report

• Change the Target Data Program Year to the previous year.

THE TARGET DATA PROGRAM YEAR MUST BE ADJUSTED EVERY TIME THE REPORT IT PULLED

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.



TEXAS 4HONLINE COUNTY MANAGER GUIDE



• Click the Download Excel button at the top of the screen.

Home Settings	STATE SHARED: Enrollment - Last Year Active - Target Last Year - Filter Last Active Year (Copy) 🛛 Download Mailing Labels 👔 Download Excel							
Managers								
Members								
Participation	Report Detail							
Registrations								
Broadcasts	Name STATE SHARED: Enrollment - Last Year Active - Target Last Year - Filter Last Active Year (Copy)							
Animals	Description Enrollment - Last Year Active - Target Last Year - Filter Last Active Year							
Enrollments								
Events								
Group Enrollment								
A -41-241	Turnet Data							
Activities	Report Columns Edit							
Awards								
Clube	Program Year Hierarchy Member Family Email							
CLUDS .	2020-2021 County: Shelby							
	Member Memberid							

EXCEL FILE FILTERING

• Open the downloaded file in Excel to sort and filter as needed.

• Unselect the current 4-H year in the filter screen In the Last Active Program Year column.

Family Email	Member Id 💌	First Name 💌 Last Name 💌	Family County 💌	Enrollment Role 💌	Enrollment Pro	ogra	m Year 💌 Last	Active Program Year	¥	Member Participation Status 💌
	674611		Shelby	Club Member	2020-2021	A,	Sort A to Z			Not Enrolled
	675505		Shelby	Club Member	2020-2021	z	ZI Cont Zha A			Not Enrolled
	640014		Shelby	Club Member	2020-2021	A	μ s <u>o</u> rt 2 to A			Not Enrolled
	600485		Shelby	Club Member	2020-2021		Sort by Color		>	Not Enrolled
	333994		Shelby	Club Member	2020-2021		Sheet View		>	Approved
	493776		Shelby	Club Member	2020-2021		-			Not Enrolled
	543139		Shelby	Club Member	2020-2021	15	<u>Clear Filter Fron</u>	n "Last Active Progr"		Not Enrolled
	543207		Shelby	Club Member	2020-2021		Filter by Color		>	Not Enrolled
	597498		Shelby	Club Member	2020-2021		Text Filters		>	Approved
	644228		Shelby	Clover Kid	2020-2021					Approved
	644232		Shelby	Club Member	2020-2021		Search	,	2	Approved
	644247		Shelby	Club Member	2020-2021		(Select All)		Approved
	639259		Shelby	Club Member	2020-2021		2020-2021	1		Approved
	390798		Shelby	Club Member	2020-2021					Approved
	512307		Shelby	Club Member	2020-2021					Approved
	538386		Shelby	Club Member	2020-2021					Approved
	480221		Shelby	Club Member	2020-2021					Not Enrolled
	588112		Shelby	Club Member	2020-2021					Approved
	644408		Shelby	Club Member	2020-2021					Approved
	655939		Shelby	Club Member	2020-2021					Not Enrolled
	435778		Shelby	Club Member	2020-2021			OK Cancel		Approved
	599766		Shelby	Club Member	2020-2021				.:	Approved

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