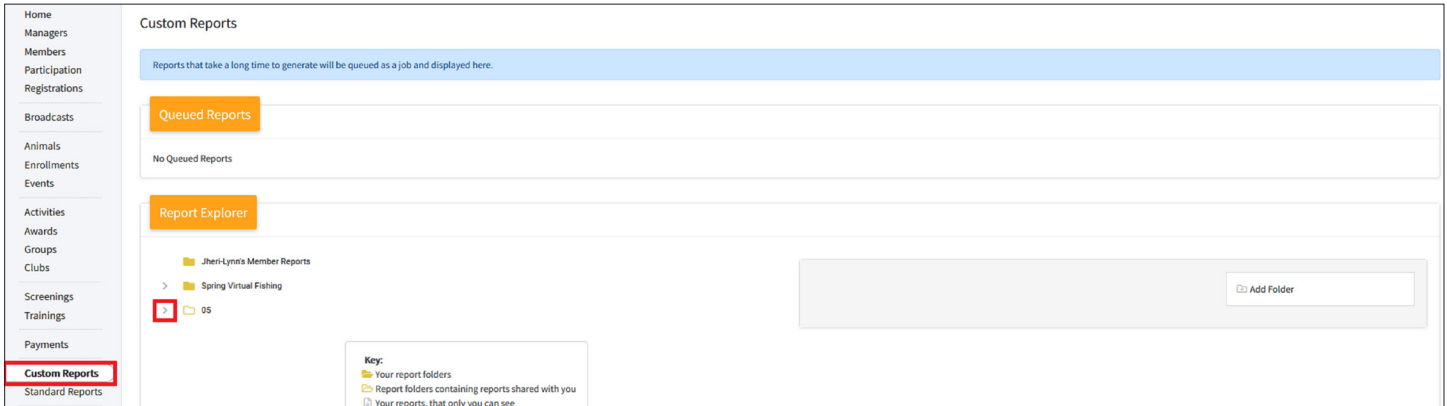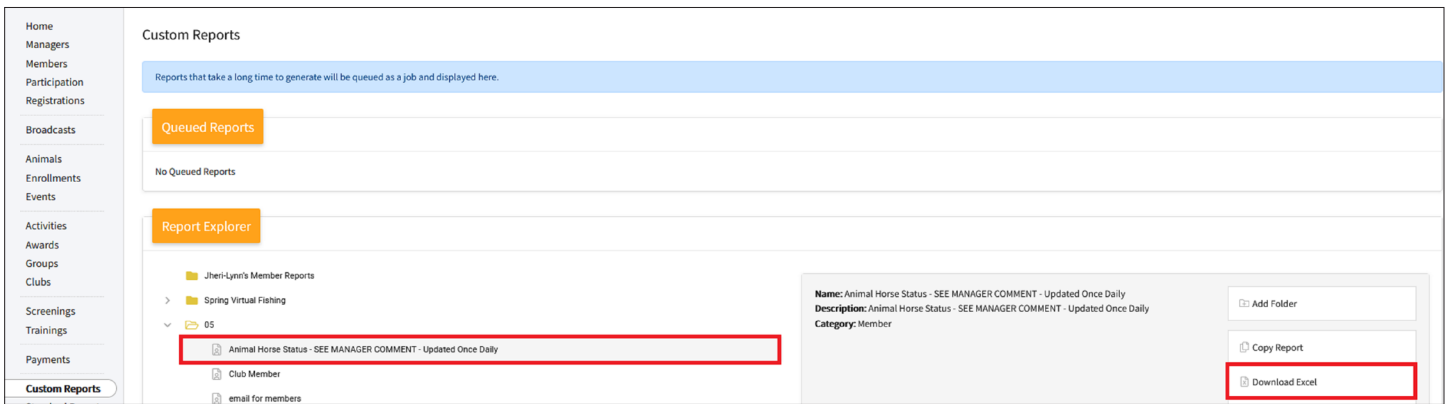• Make sure you are logged in to the district hierarchy (green button)
• Click the Custom Reports link in the navigation pane on the left side of the screen.
• Click the right-arrow icon beside the district folder name to open the folder. This is normally the last folder in the list.
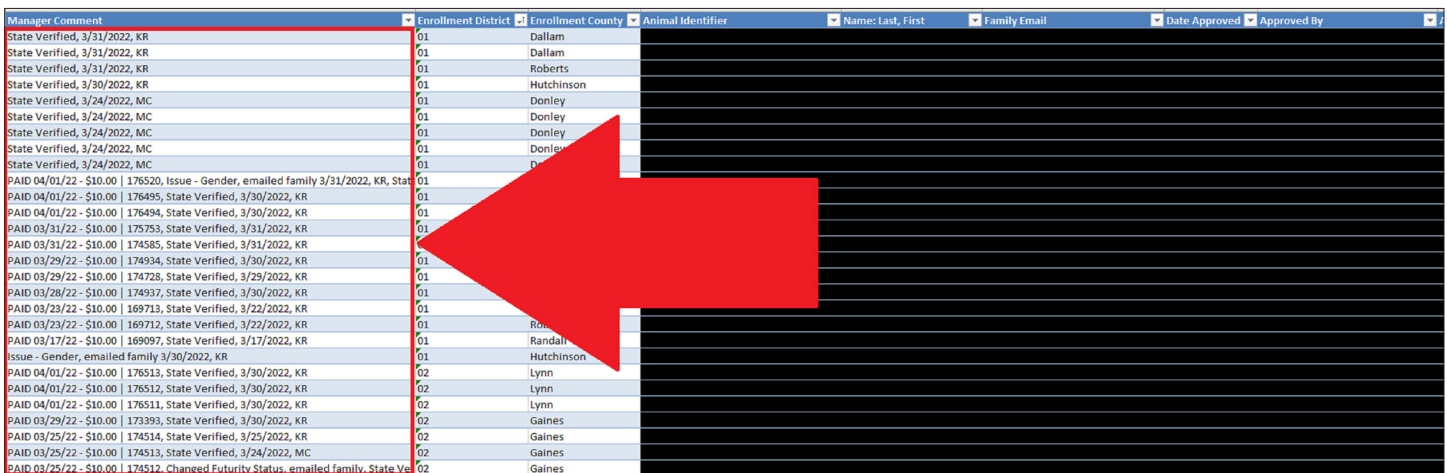

• Click the Custom Report called **Animal Horse Status - SEE MANAGER COMMENT - Updated Once Daily.**
• Click the Download Excel option on the right side of the screen.

• Open the downloaded file in Excel to sort as needed.
• The Manager Comment column will provide the status of the horse. The status is updated periodically throughout the week during animal validation time.