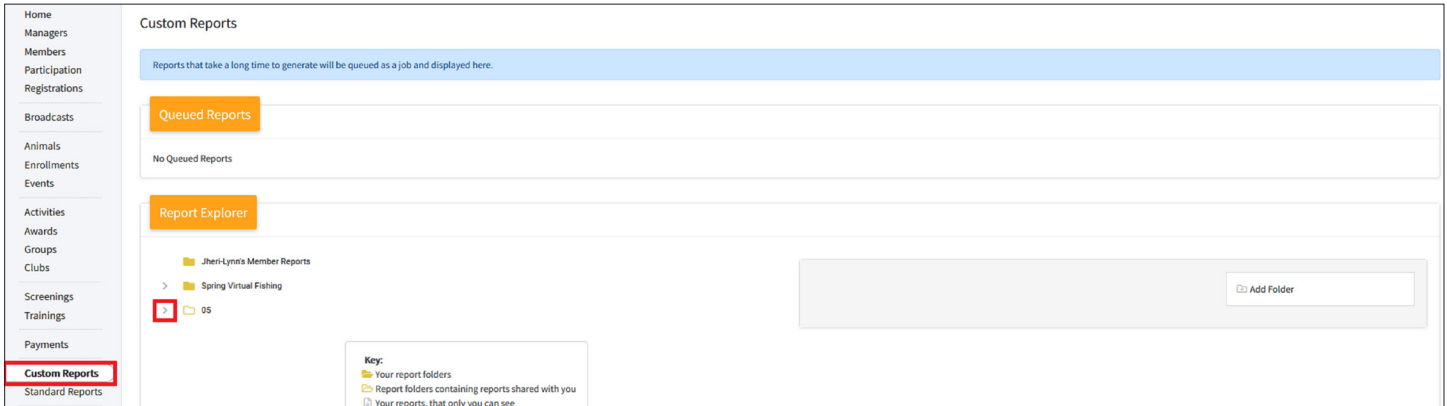
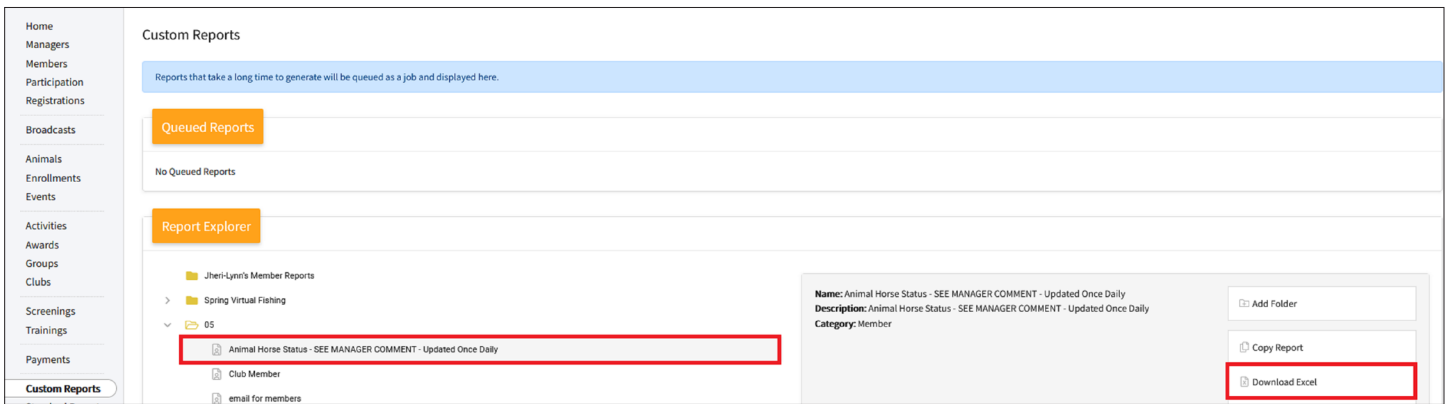


- Make sure you are logged in to the district hierarchy (green button)
- Click the Custom Reports link in the navigation pane on the left side of the screen.
- Click the right-arrow icon beside the district folder name to open the folder. This is normally the last folder in the list.



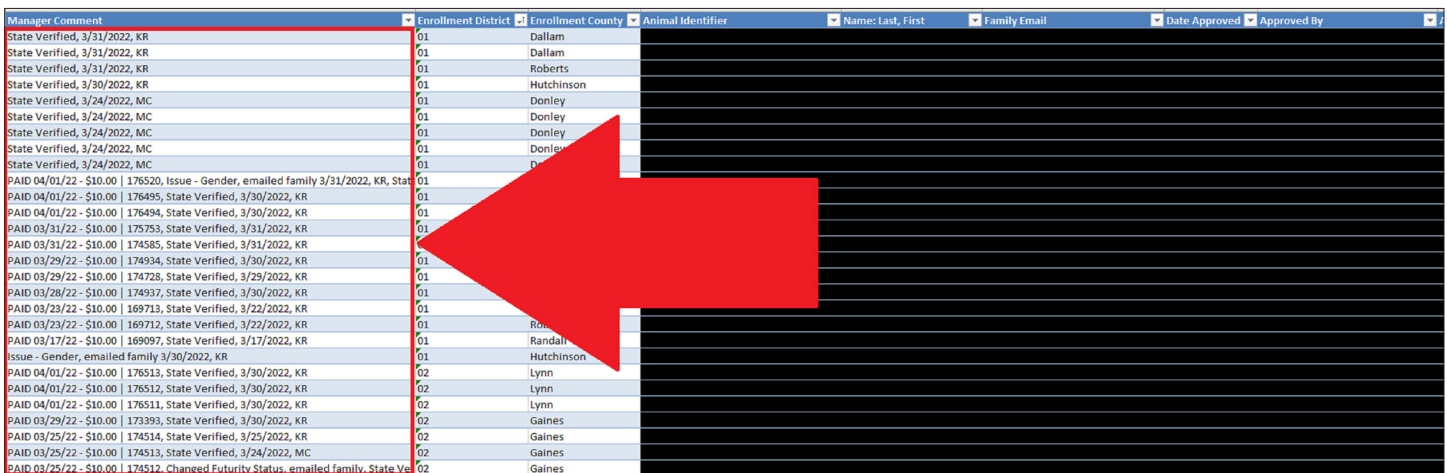
The screenshot shows the 'Custom Reports' interface. On the left is a navigation pane with 'Custom Reports' highlighted. The main area has a 'Report Explorer' section showing a folder hierarchy: 'Jheri-Lynn's Member Reports' > 'Spring Virtual Fishing' > '05'. The '05' folder is highlighted with a red box. A 'Key' section below explains folder icons: a yellow folder for 'Your report folders', a blue folder for 'Report folders containing reports shared with you', and a red folder for 'Your reports, that only you can see'. An 'Add Folder' button is visible on the right.

- 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.



This screenshot shows the 'Animal Horse Status - SEE MANAGER COMMENT - Updated Once Daily' report selected in the 'Report Explorer' (highlighted with a red box). On the right, the report details are shown: 'Name: Animal Horse Status - SEE MANAGER COMMENT - Updated Once Daily', 'Description: Animal Horse Status - SEE MANAGER COMMENT - Updated Once Daily', and 'Category: Member'. The 'Download Excel' button is highlighted with a red box.

- 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.



Manager Comment	Enrollment District	Enrollment County	Animal Identifier	Name: Last, First	Family Email	Date Approved	Approved By
State Verified, 3/31/2022, KR	01	Dallam					
State Verified, 3/31/2022, KR	01	Dallam					
State Verified, 3/31/2022, KR	01	Roberts					
State Verified, 3/30/2022, KR	01	Hutchinson					
State Verified, 3/24/2022, MC	01	Donley					
State Verified, 3/24/2022, MC	01	Donley					
State Verified, 3/24/2022, MC	01	Donley					
State Verified, 3/24/2022, MC	01	Donley					
State Verified, 3/24/2022, MC	01	Donley					
PAID 04/01/22 - \$10.00   176520, Issue - Gender, emailed family 3/31/2022, KR, State	01						
PAID 04/01/22 - \$10.00   176495, State Verified, 3/30/2022, KR	01						
PAID 04/01/22 - \$10.00   176494, State Verified, 3/30/2022, KR	01						
PAID 03/31/22 - \$10.00   175753, State Verified, 3/31/2022, KR	01						
PAID 03/31/22 - \$10.00   174585, State Verified, 3/31/2022, KR	01						
PAID 03/29/22 - \$10.00   174934, State Verified, 3/30/2022, KR	01						
PAID 03/29/22 - \$10.00   174728, State Verified, 3/29/2022, KR	01						
PAID 03/28/22 - \$10.00   174937, State Verified, 3/30/2022, KR	01						
PAID 03/23/22 - \$10.00   169713, State Verified, 3/22/2022, KR	01						
PAID 03/23/22 - \$10.00   169712, State Verified, 3/22/2022, KR	01						
PAID 03/17/22 - \$10.00   169097, State Verified, 3/17/2022, KR	01						
Issue - Gender, emailed family 3/30/2022, KR	01	Hutchinson					
PAID 04/01/22 - \$10.00   176513, State Verified, 3/30/2022, KR	02	Lynn					
PAID 04/01/22 - \$10.00   176512, State Verified, 3/30/2022, KR	02	Lynn					
PAID 04/01/22 - \$10.00   176511, State Verified, 3/30/2022, KR	02	Lynn					
PAID 03/29/22 - \$10.00   173393, State Verified, 3/30/2022, KR	02	Gaines					
PAID 03/25/22 - \$10.00   174514, State Verified, 3/25/2022, KR	02	Gaines					
PAID 03/25/22 - \$10.00   174513, State Verified, 3/24/2022, MC	02	Gaines					
PAID 03/25/22 - \$10.00   174512, Changed Futurity Status, emailed family, State Ve	02	Gaines					