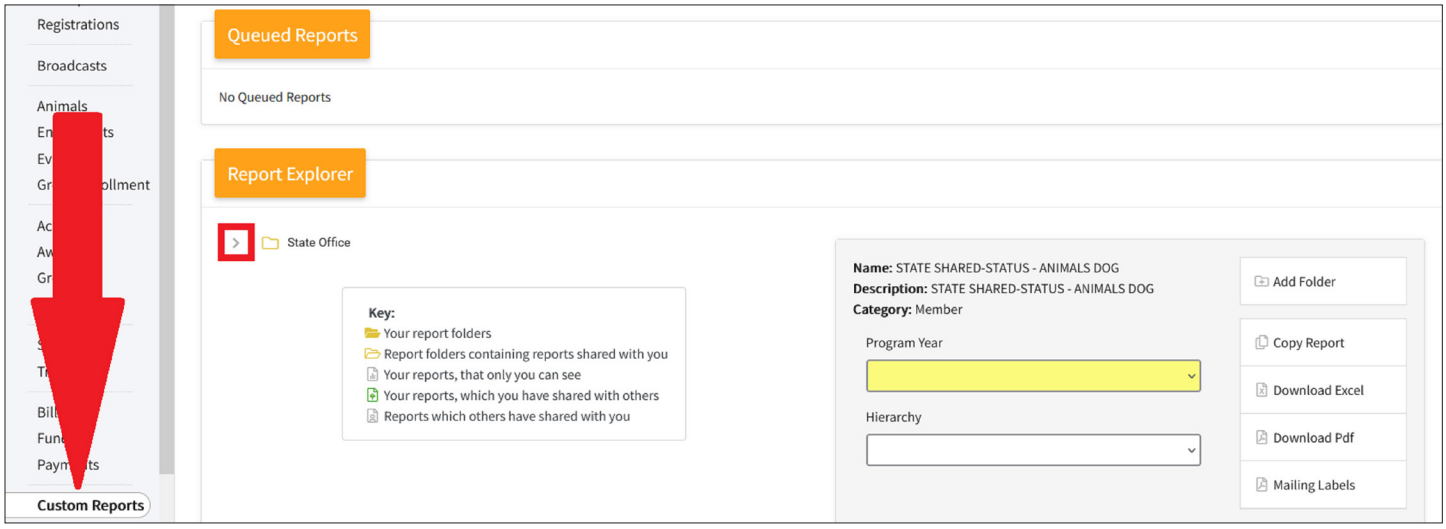
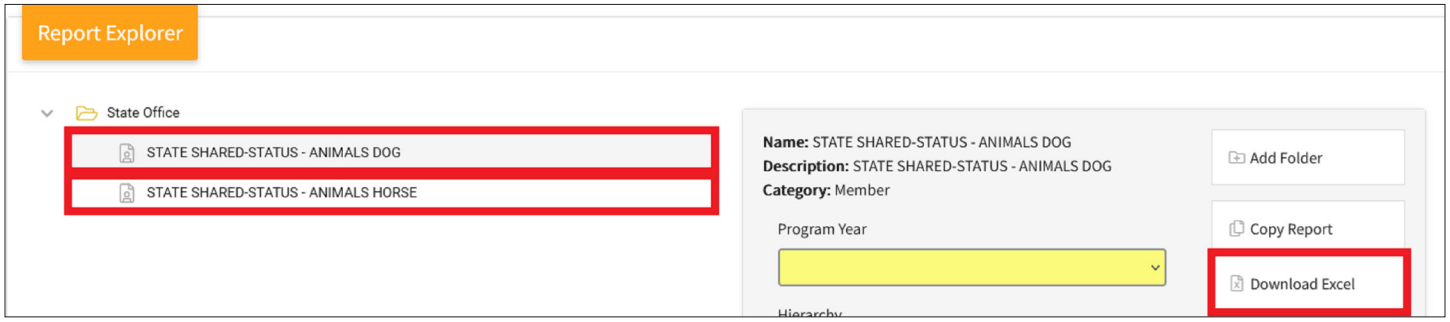
TEXAS 4HONLINE COUNTY MANAGER GUIDE
ANIMAL STATUS COMMENT COUNTY VIEW

CUSTOM REPORTS

- Click the Custom Reports link in the navigation pane on the left side of the screen.
- 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 Custom Report called **STATE SHARED STATUS - ANIMALS (HORSE OR DOG)**
- 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 sometimes provides additional notes from the state office if there is one available.

COMMENTS IN ANIMAL TYPES

The dog animal type does not currently use comments as an way of communicating notes or status from the state office.

	A	B	C	D	E	F	G	H	I
1	Family County	Animal Type	Animal Enrollment Status	Name: Last, First	Animal Name	Animal Identifier	Family Email	Member Id	Manager Comment
2	Wise	Dogs	Sent Back						Incomplete. Can be deleted.
3	Andrews	Dogs	Incomplete						
4	Angelina	Dogs	Active						
5	Angelina	Dogs	Active						
6	Angelina	Dogs	Active						
7	Angelina	Dogs	Active						
8	Angelina	Dogs	Active						
9	Angelina	Dogs	Active						
10	Angelina	Dogs	Active						
11	Angelina	Dogs	Active						
12	Aransas	Dogs	Active						
13	Aransas	Dogs	Active						

The horse animal type does use comments as a way of communicating notes or status after approval by the county office.

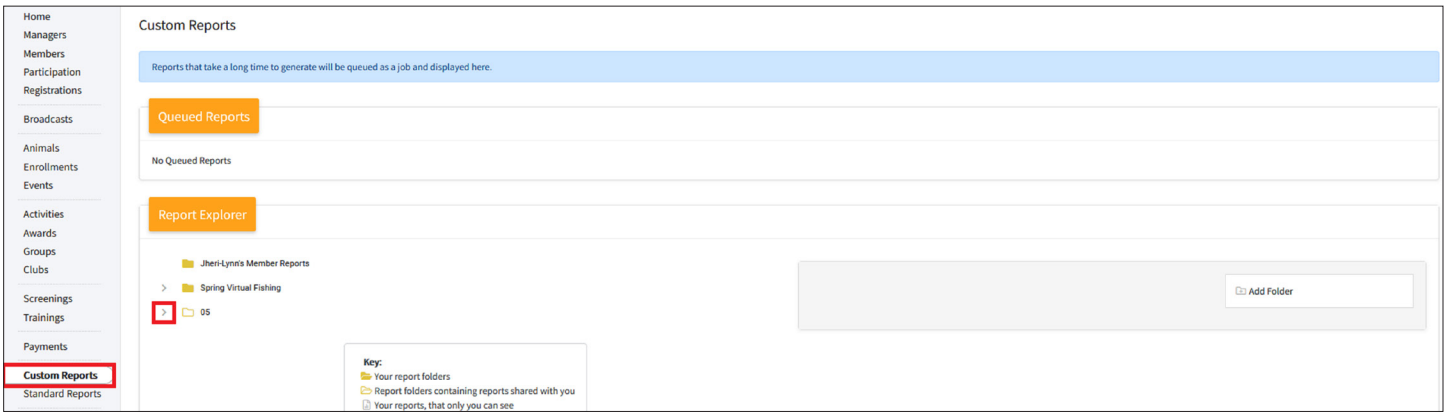
	A	B	C	D	E	F	G	H	Manager Comment
1	Family County	Animal Type	Animal Enrollmen	Name: Last, First	Animal Name	Animal Identifier	Family Email	Member Id	
2	Anderson	Horse	Active						PAID 04/20/22 - $10.00 | 182527, State Verified, 4/20/2022, MC
3	Anderson	Horse	Active						PAID 04/20/22 - $10.00 | 182516, Issue - Gender, emailed family 4/21/2022, KR, State Verified, 4/25/2022, KR
4	Anderson	Horse	Active						PAID 04/20/22 - $10.00 | 182522, State Verified, 4/20/2022, MC
5	Anderson	Horse	Active						PAID 04/20/22 - $10.00 | 182523, State Verified, 4/20/2022, MC
6	Anderson	Horse	Active						PAID 04/20/22 - $10.00 | 182537, Gelded, State Verified, 4/25/2022, KR
7	Anderson	Horse	Active						PAID 04/20/22 - $10.00 | 182530, State Verified, 4/20/2022, MC
8	Anderson	Horse	Active						

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
ANIMAL STATUS COMMENT DISTRICT VIEW

CUSTOM REPORTS

- 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.



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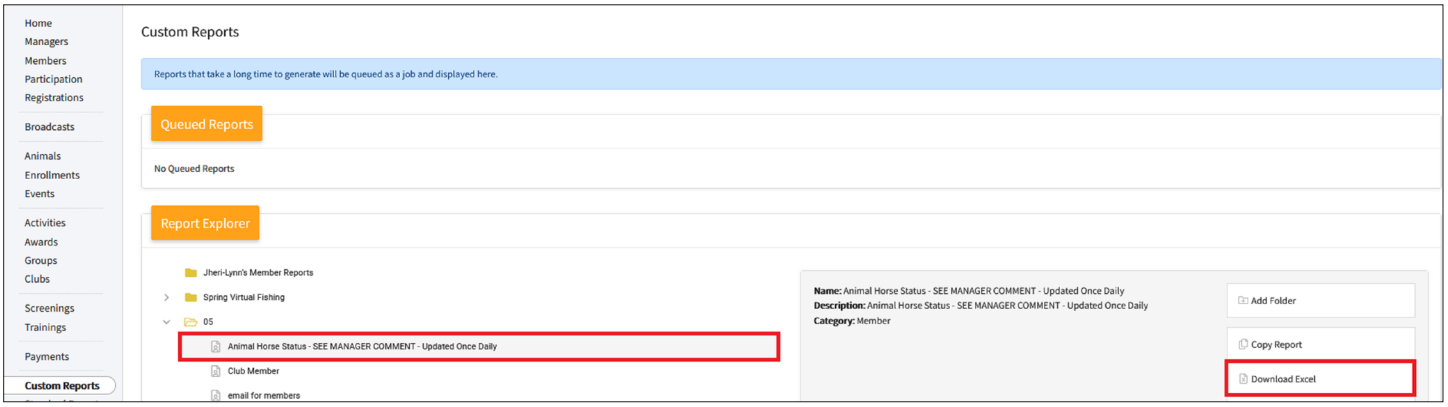

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