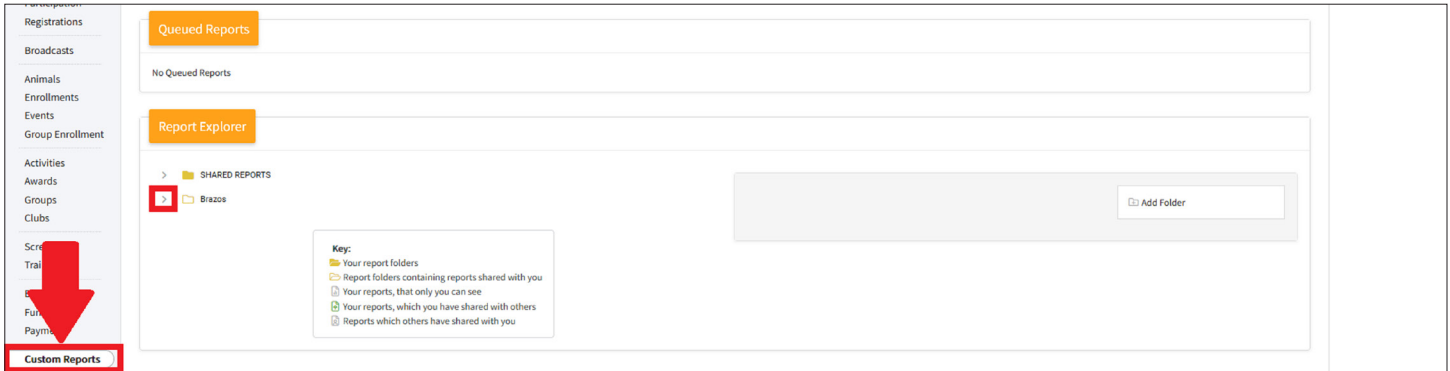
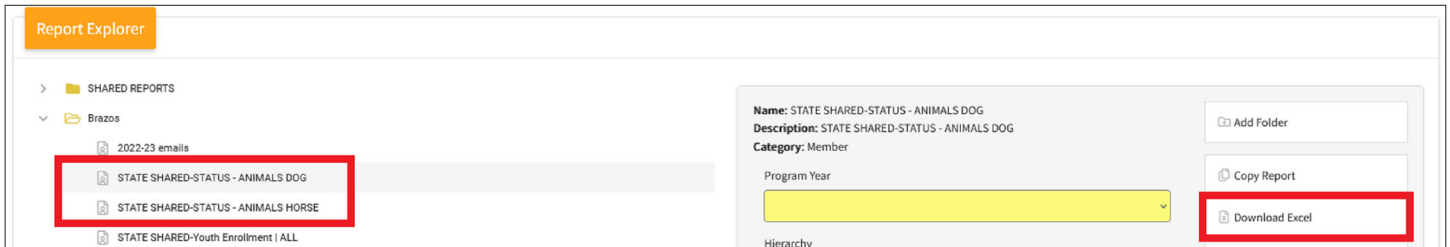


## CUSTOM REPORTS

- Click the Custom Reports link in the navigation menu 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 DOG OR STATE SHARED-STATUS - ANIMALS HORSE**
- Click the Download Excel option on the right side of the screen.

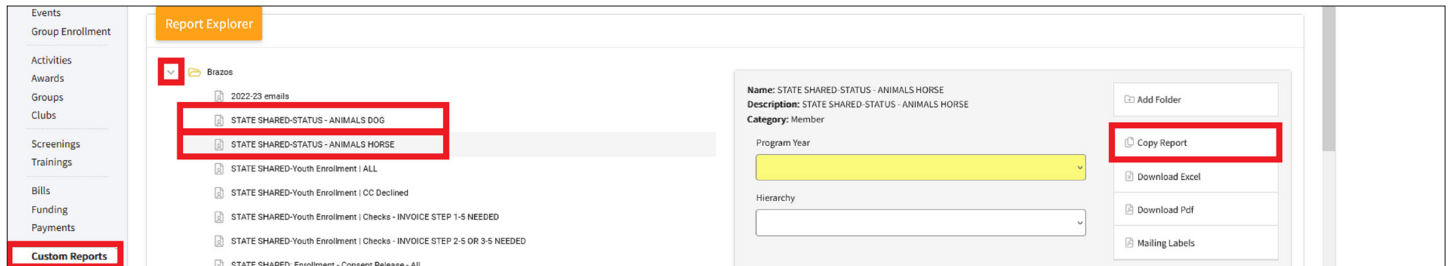


- Open the downloaded file in Excel to sort as needed. The Animal Enrollment Status column will provide status of the animal.

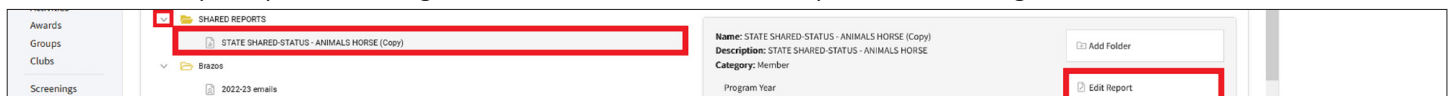
Family County	Animal Type	Animal Enrollment Status	Name: Last, First	Animal Identifier	Family Email	Member Id
Anderson	Dogs	Incomplete				
Anderson	Dogs	Active				
Anderson	Dogs	Active				
Anderson	Dogs	Active				
Anderson	Dogs	Active				
Anderson	Dogs	Active				
Anderson	Dogs	Active				
Anderson	Dogs	Active				
Anderson	Dogs	Active				
Angelina	Dogs	Submitted				
Angelina	Dogs	Submitted				

## OPTIONAL - COPY AND EDIT SHARED CUSTOM REPORT

- Click the Custom Reports link in the navigational menu on the left side of the screen.
- Click the right arrow beside the county folder to open it if it's not already opened.
- Click on the report called **STATE SHARED-STATUS - ANIMALS DOG OR STATE SHARED-STATUS - ANIMALS HORSE**
- Click the Copy Report button on the right side of the screen.



- After the screen refreshes there will be a folder with the copied report listed in it.
- Click the report called **STATE SHARED-STATUS - ANIMALS DOG (Copy) OR STATE SHARED-STATUS - ANIMALS HORSE (Copy)**
- Click the Edit Report option on the right side of the screen to enter the report to make changes.



**ANY EXTRA 4HONLINE REPORT COLUMNS ADDED TO THE REPORT COULD DISPLAY INCORRECT DATA OR DUPLICATE ROWS**

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.