

TEXAS 4HONLINE COUNTY MANAGER GUIDE ANIMALS CUSTOM REPORTS



CUSTOM REPORTS

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

Registrations Broadcasts	Queued Reports		
Animals	No Queued Reports		
Enrouments			
Events Group Enrollment	Report Explorer		
Activities			
Awards	> hared reports		
Groups	Brazos		
Clubs		La Ada Folder	
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Scre	Key:		
Trai	Sour report folders		
	Report folders containing reports shared with you		
	Your reports, that only you can see		
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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 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.

Report Explorer						
> 🦰 SHARED REPORTS						
V 🖻 Brazos	Name: STATE SHARED-STATUS - ANIMALS DOG Description: STATE SHARED-STATUS - ANIMALS DOG	🗈 Add Folder				
2022-23 emails	Category: Member					
3 STATE SHARED-STATUS - ANIMALS DOG	Program Year	💭 Copy Report				
STATE SHARED-STATUS - ANIMALS HORSE	~	Download Excel				
STATE SHARED-Youth Enrollment ALL	Hierarchy					

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

	A	В	C	D	E	F	G	Н	1	J	K	L
1	Family County 🗾 💌	Animal Type	Animal Enrollment Status 💌	Name: Last, First 🛛 💌	Animal Identifier 🛛 💌	Family Email 🗾 💌	Member Id 💌					
2	Anderson	Dogs	Incomplete	server, farring	and in the second se	Contraction of the second digentity and	THE OWNER STREET					
3	Anderson	Dogs	Active	Marris, Marriel	and a second sec	Stranger - Milling and Annual Control	and the second s					
4	Anderson	Dogs	Active	Service Appendix	No.	Stranger Weingerstein und	(manufactor)					
5	Anderson	Dogs	Active	terrs, terrat	and the second sec	Stranger William Stranger	Concession in the local distribution of the					
6	Anderson	Dogs	Active	terri, terristi	terms .	And and a second second second	(married)					
7	Anderson	Dogs	Active	terro, territ	and the second s	The second second second second	in the second se					
8	Anderson	Dogs	Active	terri, Sandi	No.	States - Million and a series	(manual)					
9	Anderson	Dogs	Active	serve, readings?	testing .	Contractor and the second second	10000					
10	Angelina	Dogs	Submitted	trait. Nation	term .	Constraint and a second second second	(manager)					
11	Angelina	Dogs	Submitted	south President	and the second s	Construction and the second second						

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.

Events Group Enrollment	Report Explorer		
Activities	🖂 🔁 Brazos		
Groups	2022-23 emails	Name: STATE SHARED-STATUS - ANIMALS HORSE Description: STATE SHARED-STATUS - ANIMALS HORSE	🗈 Add Folder
Clubs	B STATE SHARED-STATUS - ANIMALS DOG	Category: Member	
Screenings	3 STATE SHARED-STATUS - ANIMALS HORSE	Program Year	Copy Report
0///-	STATE SHARED-Youth Enrollment ALL	ľ v	🖹 Download Excel
Funding	STATE SHARED-Youth Enrollment CC Declined	Hierarchy	Download Pdf
Payments	STATE SHARED-TOUR ERIOIMENT CHECKS - INVOICE STEP 1-5 NEEDED	· · ·	C Malland shale
Custom Reports	STATE SHARED: Enrollment - Consent Release - All		Mailing Labers

- 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.

Awards	SHARED REPORTS		
Groups	STATE SHARED-STATUS - ANIMALS HORSE (Copy)	Name: STATE SHARED-STATUS - ANIMALS HORSE (Copy) Description: STATE SHARED-STATUS - ANIMALS HORSE	Add Folder
Clubs	V 🗁 Brazos	Category: Member	
Screenings	2022-23 emails	Program Year	Edit Report

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

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