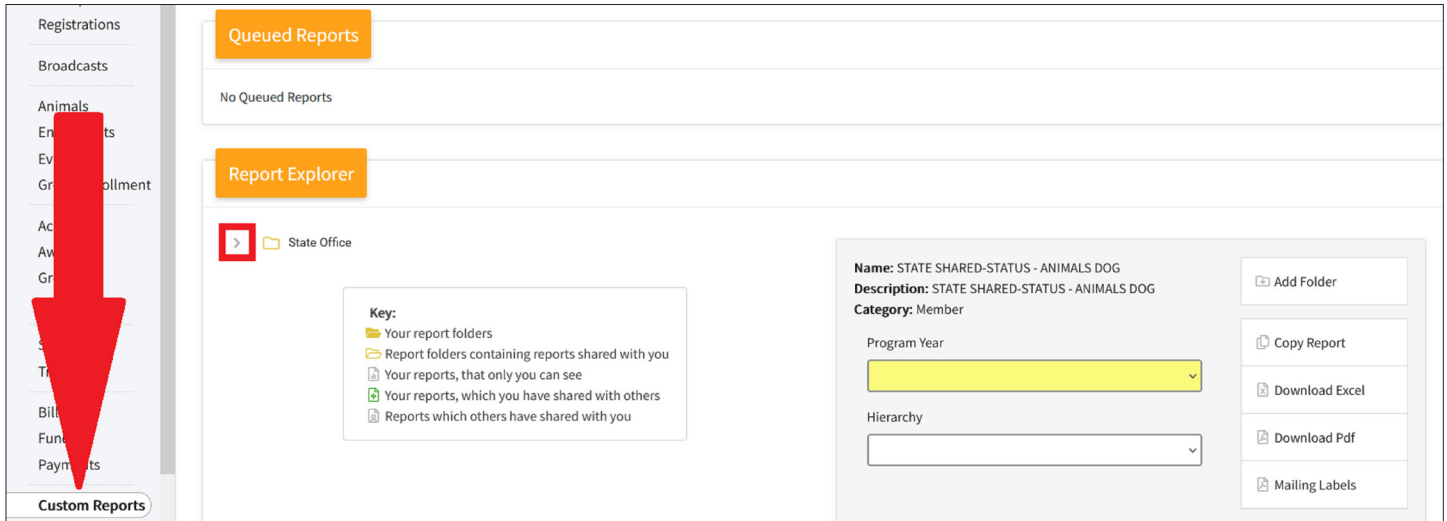
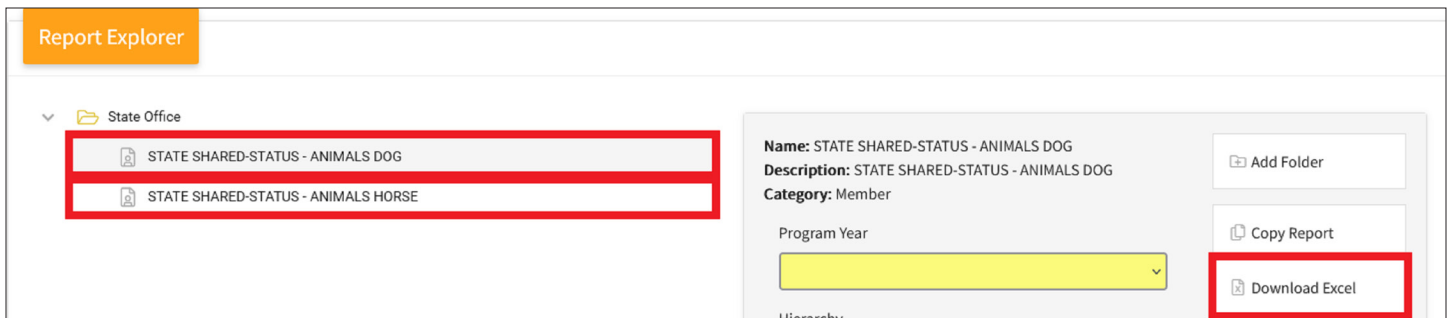


CUSTOM REPORTS

- 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.

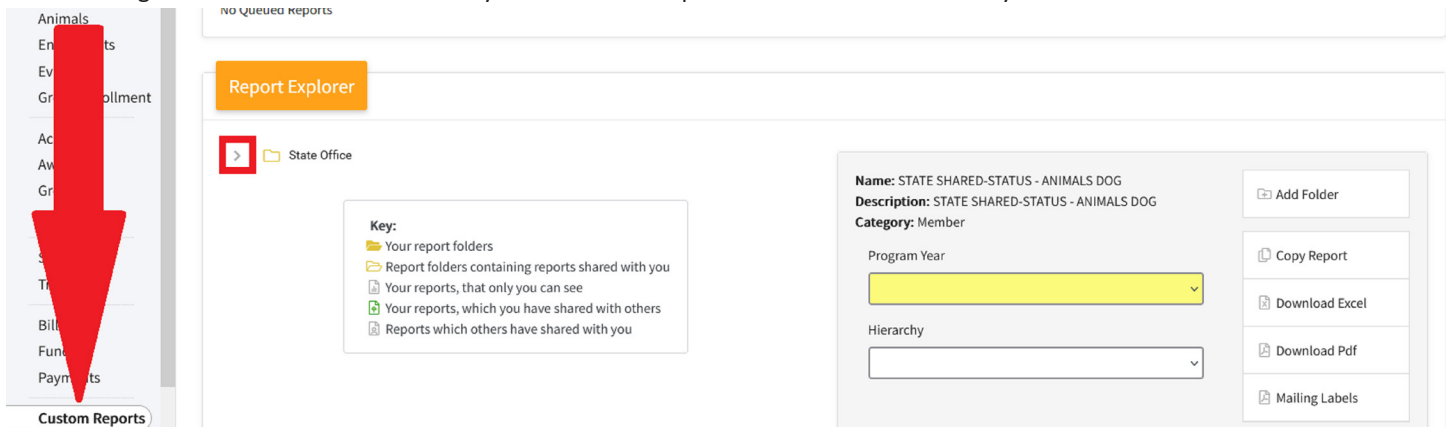


- Open the downloaded file in Excel to sort as needed. The Animal Enrollment Status column will provide status of the animal.

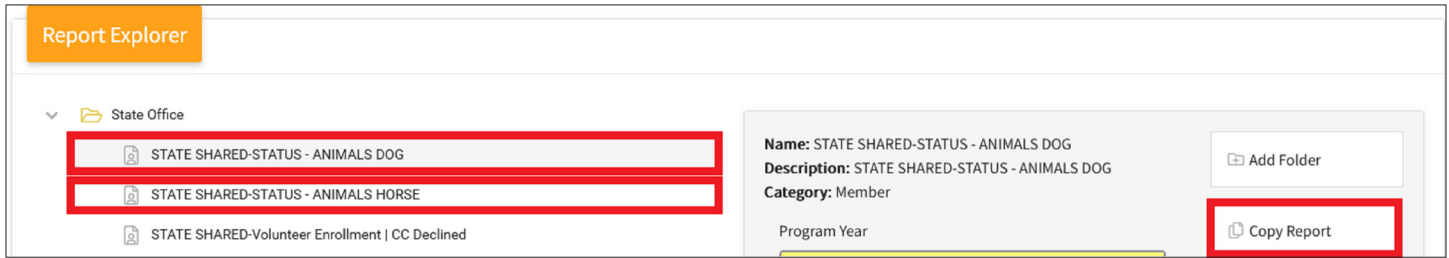
Animal Type	Enrollment Role	Family County	Name: Last, First	Animal Name	Animal Enrollment Status
Dogs	Club Member	State Office			Incomplete
Dogs	Club Member	State Office			Incomplete

OPTIONAL - COPY AND EDIT SHARED CUSTOM REPORT

- 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 Copy Report button on the right side of the screen.

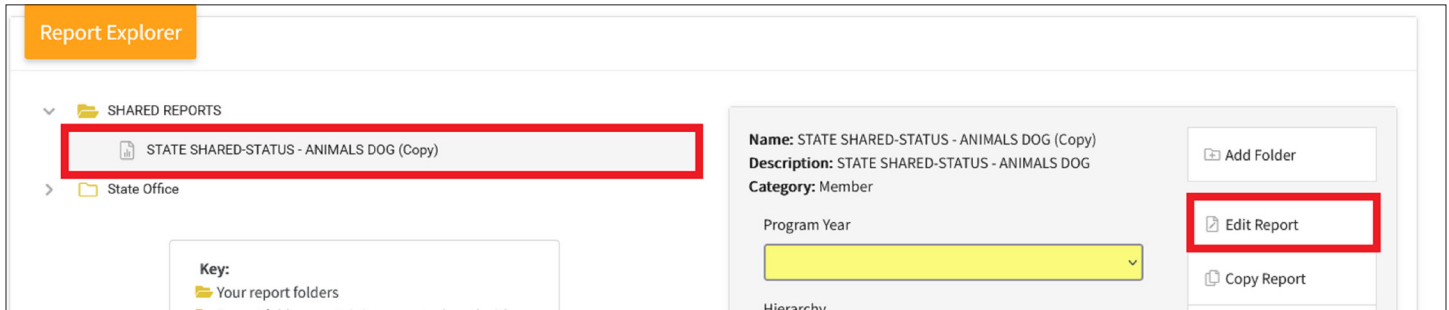


Report Explorer

- State Office
 - STATE SHARED-STATUS - ANIMALS DOG
 - STATE SHARED-STATUS - ANIMALS HORSE
 - STATE SHARED-Volunteer Enrollment | CC Declined

Name: STATE SHARED-STATUS - ANIMALS DOG
Description: STATE SHARED-STATUS - ANIMALS DOG
Category: Member
 Program Year:

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



Report Explorer

- SHARED REPORTS
 - STATE SHARED-STATUS - ANIMALS DOG (Copy)
- State Office

Name: STATE SHARED-STATUS - ANIMALS DOG (Copy)
Description: STATE SHARED-STATUS - ANIMALS DOG
Category: Member
 Program Year:

Key: