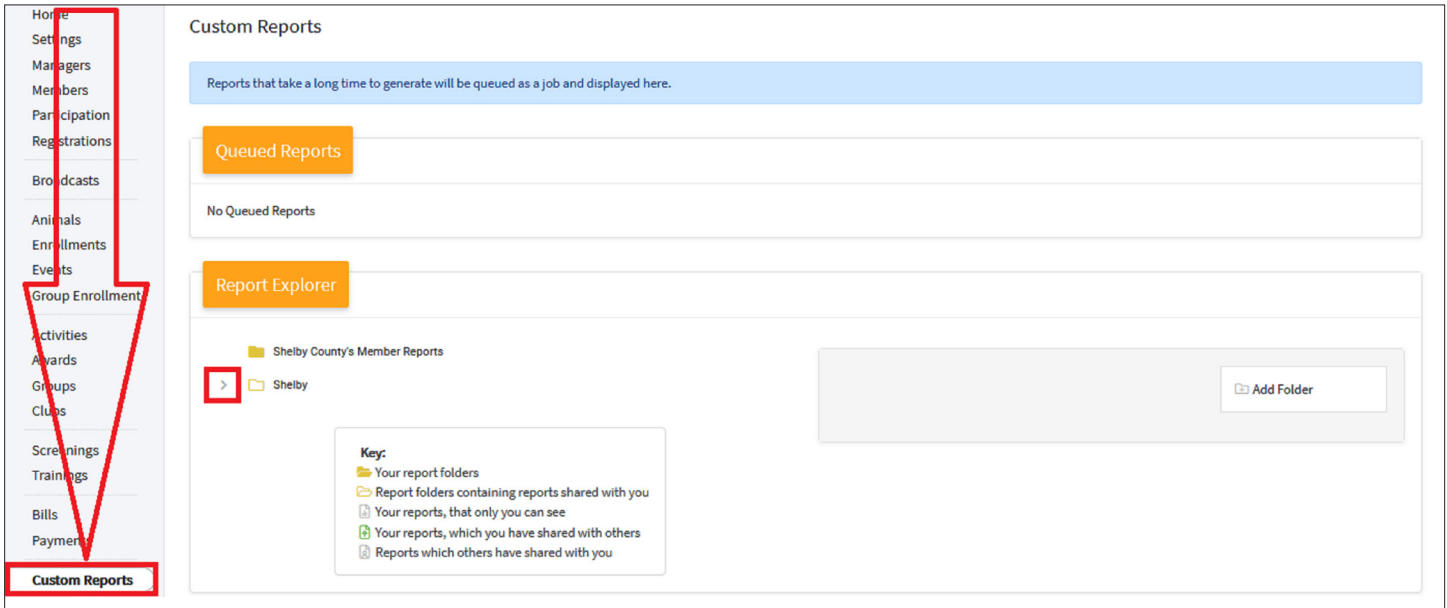
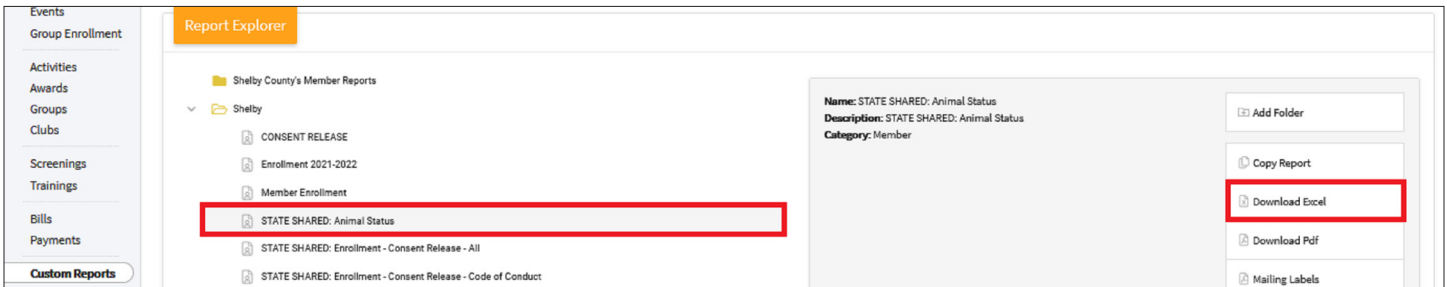


- Click the Custom Reports link in the navigation pane on the left side of the screen.
- Click the right-arrow icon beside the county folder name to open the folder. This is normally the last folder in the list.



- Click the Custom Report called **Animal Status**.
- 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

- Click the Animals link on the navigation pane on the left side of the screen.
- Click the Clear Filters link.
- Type in keywords, select animal type, animal status or start/end dates. Some of the menus are multiple select menus, meaning you can choose more than one animal type and status in a single search request. Click in the field for the drop-down menu to appear to make your selections or leave blank. Tip: The less filters you put in the better.
- Click the blue Search button. The results will be displayed below the search area. The Animal Status column will show the basic status. The best way to get an absolute status is to create a custom report using the previous instructions.

Home
Search Awaiting Review

- Home
- Settings
- Managers
- Members
- Participation
- Registrations
- Broadcasts
- Animals
- Enrollments
- Events
- Group Enrollment
- Activities
- Awards
- Groups
- Clubs
- Screenings
- Trainings
- Bills
- Payments
- Custom Reports
- Standard Reports

Animal Search

Keyword(s) Program Age, Birthdate, Email, Address, First Name, Last Name, Preferred Name, Primary Phone

Search
Clear Filters

Clubs

Program Year

Animal Type

Animal Status

Start Date

End Date

Download Excel
Download Files

Customize

↓
Displaying results 1 - 2 of 2

Last Name	First Name	Program Age	Primary Club	Animal Type	Animal Identifier	Animal Status	Enrollment County	File Count
Smith	0Johnny0	11	State 4-H Test Club	Dogs	Sally SUE	Incomplete	State Office	0
Smith	0Johnny0	11	State 4-H Test Club	Dogs	SDFG	Incomplete	State Office	0

**THE EXCEL FILE DOWNLOADED FROM THIS SCREEN WILL ONLY SHOW THE ENROLLMENT STATUS
THE ANIMAL STATUS WILL ONLY BE DISPLAYED ON THE SCREEN OR IN A CUSTOM REPORT**