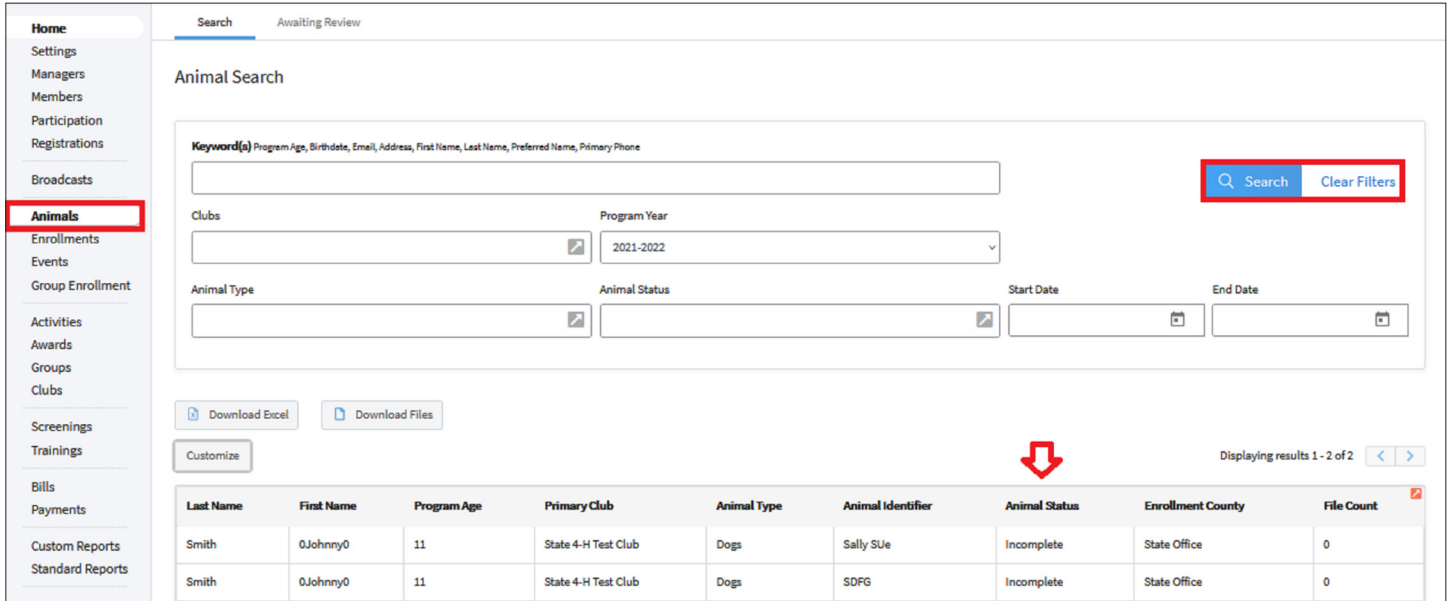


SEARCH SCREEN

- Click the Animals link on the navigation menu 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.

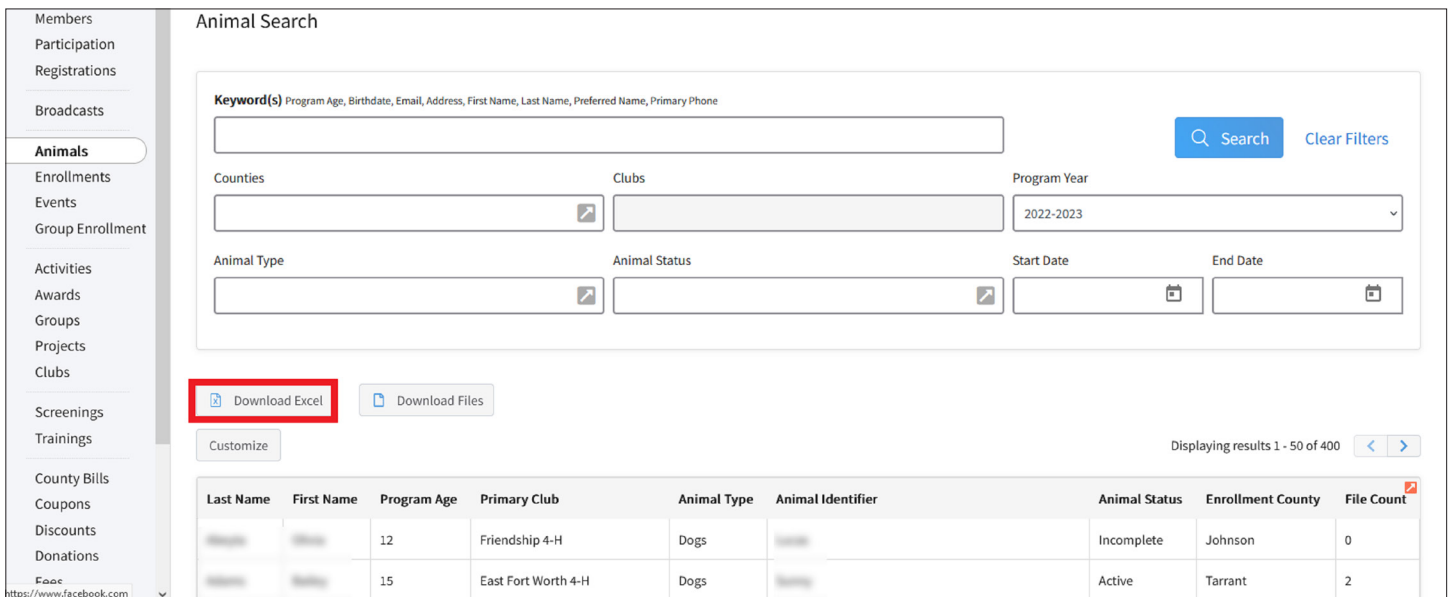


The screenshot shows the 'Animal Search' interface. On the left is a navigation menu with 'Animals' highlighted. The search area includes a 'Keyword(s)' field, a 'Search' button, and a 'Clear Filters' button. Below are filters for 'Clubs', 'Program Year' (set to 2021-2022), 'Animal Type', 'Animal Status', 'Start Date', and 'End Date'. There are buttons for 'Download Excel', 'Download Files', and 'Customize'. The results table shows two entries for 'Smith' with 'Incomplete' status.

Last Name	First Name	Program Age	Primary Club	Animal Type	Animal Identifier	Animal Status	Enrollment County	File Count
Smith	OJohnny0	11	State 4-H Test Club	Dogs	Sally SUE	Incomplete	State Office	0
Smith	OJohnny0	11	State 4-H Test Club	Dogs	SDFG	Incomplete	State Office	0

OPTIONAL - EXPORT TO EXCEL

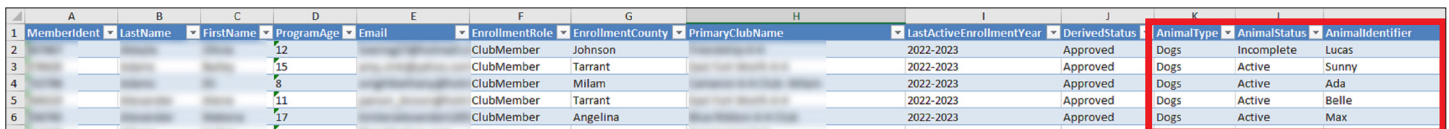
- Click the Download Excel button.



This screenshot is similar to the previous one but highlights the 'Download Excel' button. The search filters are different: 'Counties' and 'Clubs' are empty, and 'Program Year' is set to 2022-2023. The results table shows two entries for 'Friendship 4-H' and 'East Fort Worth 4-H' with 'Incomplete' and 'Active' statuses respectively.

Last Name	First Name	Program Age	Primary Club	Animal Type	Animal Identifier	Animal Status	Enrollment County	File Count
		12	Friendship 4-H	Dogs		Incomplete	Johnson	0
		15	East Fort Worth 4-H	Dogs		Active	Tarrant	2

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



The screenshot shows an Excel spreadsheet with columns for Member ID, Last Name, First Name, Program Age, Email, Enrollment Role, Enrollment County, Primary Club Name, Last Active Enrollment Year, Derived Status, Animal Type, Animal Status, and Animal Identifier. The 'Animal Status' column is highlighted in red, showing values like 'Incomplete' and 'Active'.

Member ID	Last Name	First Name	Program Age	Email	Enrollment Role	Enrollment County	Primary Club Name	Last Active Enrollment Year	Derived Status	Animal Type	Animal Status	Animal Identifier
			12		ClubMember	Johnson		2022-2023	Approved	Dogs	Incomplete	Lucas
			15		ClubMember	Tarrant		2022-2023	Approved	Dogs	Active	Sunny
			8		ClubMember	Milam		2022-2023	Approved	Dogs	Active	Ada
			11		ClubMember	Tarrant		2022-2023	Approved	Dogs	Active	Belle
			17		ClubMember	Angelina		2022-2023	Approved	Dogs	Active	Max