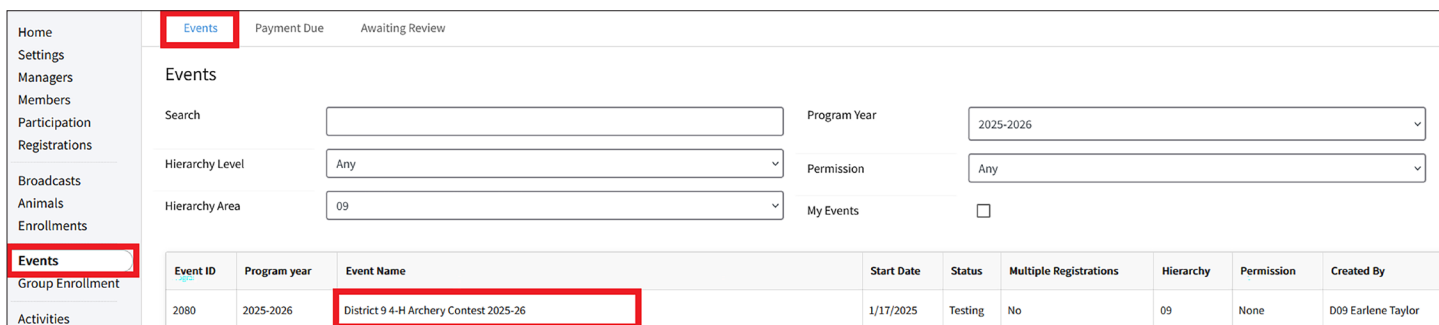**TEXAS A&M AGRILIFE EXTENSION**

CREATE A CUSTOM REPORT AT THE COUNTY MANAGER LEVEL

- Click the Events link on the navigation menu on the left side of the screen.
- Click the Events sub-tab along the top of the screen.
- Use the filter drop-down menus if needed, and click the event name from the list displayed at the bottom.
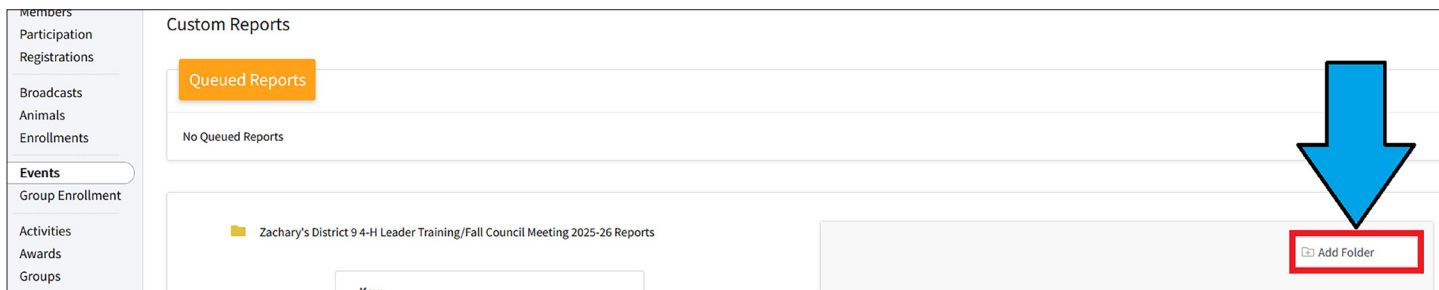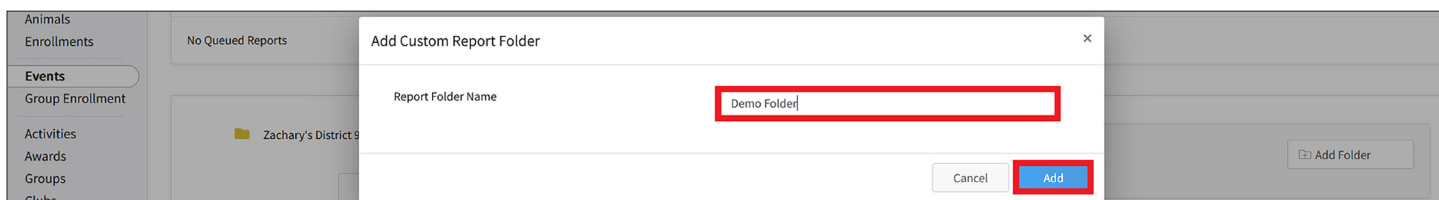

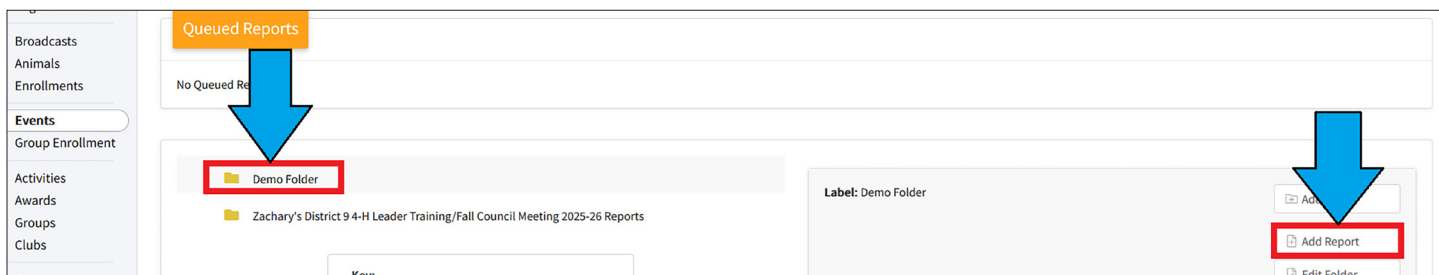- Click the Reports sub-tab along the top of the screen.

- Click the Add Folder button along the right side of the screen (or use a folder already created).

- Type the name of the folder where the report will be stored.
- Click the blue Add button that appears after the folder name is typed in.
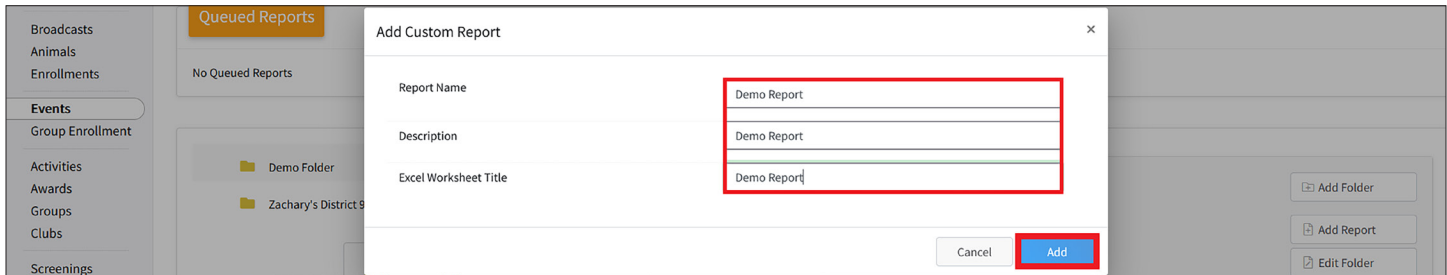
- Click the folder name that was created in the previous step.
- Click the Add Report button along the right side of the screen.

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.

CREATE A CUSTOM REPORT AT THE COUNTY MANAGER LEVEL
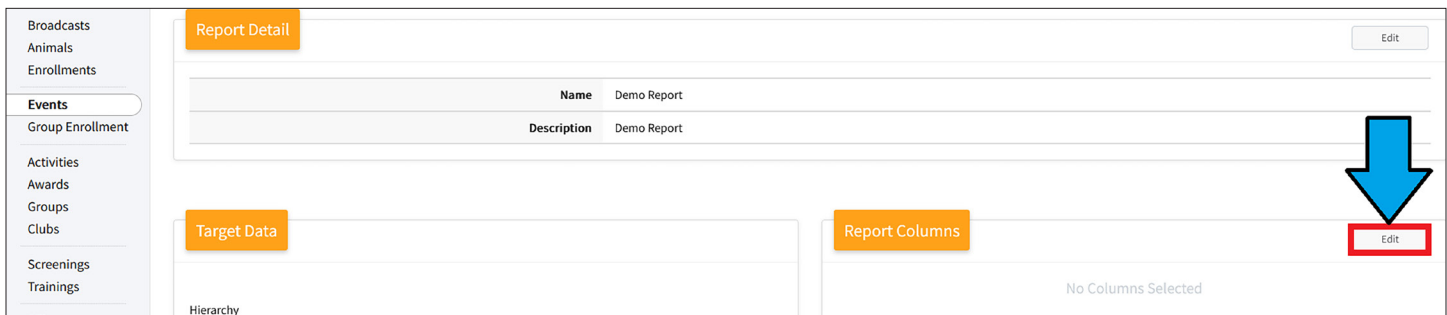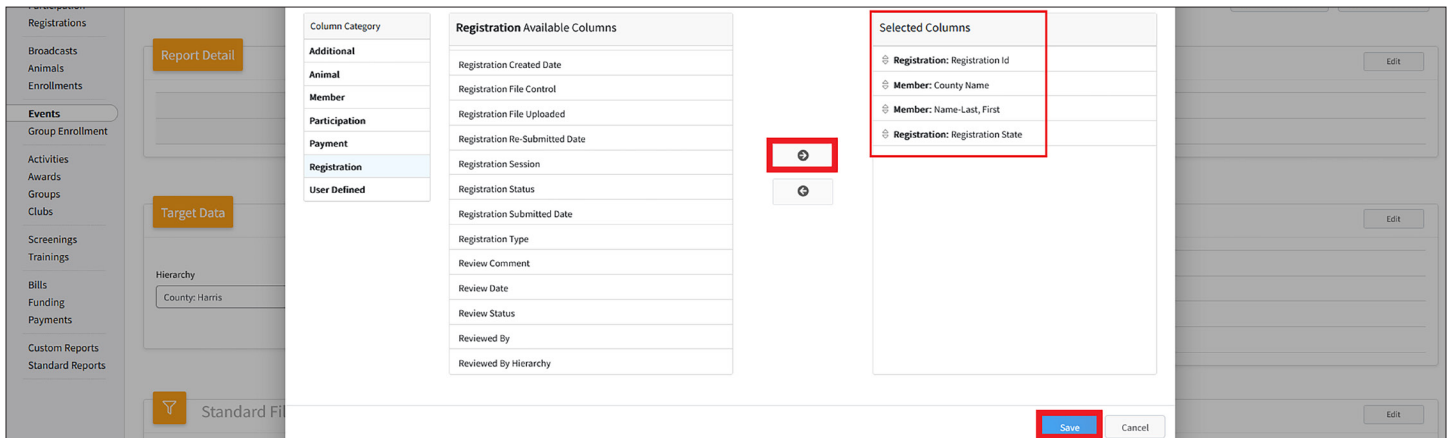
• Enter the name, description, and the name of the file if it was downloaded.
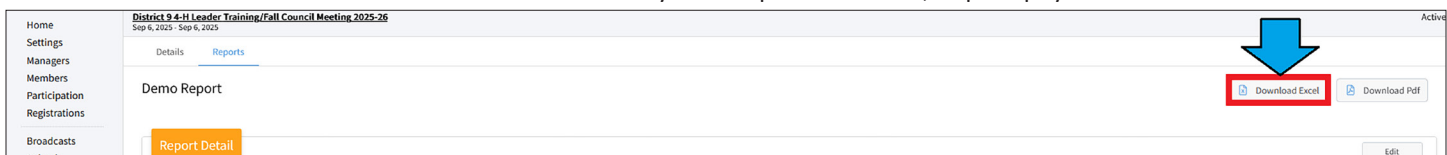• Click the blue Add button.

• Click the blue Edit button under the Report Columns area.

• For a quick basic search of status, move over the following columns: Registration Id, Member: County Name, Member: Name-Last, First AND Registration: Registration State (absolute status) NOTE: Using more columns may cause a person to appear multiple times in the report based on the fields included.Example: A person could have had both a declined and an approved credit card. Payment fields will cause that member's record to appear twice in the report.
• Click the blue Save button.

• Click the Download Excel button. The file will download to your computer or device, or prompt you to choose a save location.

• The Registration State column will show the absolute status for those who are registered.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Registration Id	County Name	Name-Last, First	Registration State												
2	204979	San Jacinto		PaymentNotReceivedByInstitution												
3	204748	Lee		OutstandingInvoice												
4	204781	Lee		OutstandingInvoice												
5	204604	Montgomery		Approved												
6	204614	Brazos		Approved												
7	204625	Brazoria		Approved												
8	204627	Brazos		Approved												