

ACCESS A SHARED REPORT FOR SCREENING STATUS

- Click the Custom Reports link in the navigation menu 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.

4-H Online

Texas 4-H Youth Program

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Custom Reports

Queued Reports

You currently have no queued reports. Reports that take a long time to generate will automatically be queued as a job and displayed here upon completion.

Report Explorer

My Reports
State Office

Add Folder

Key:
Your report folders
Report folders containing reports shared with you
Your reports, that only you can see
Your reports, which you have shared with others
Reports which others have shared with you

- Click the Custom Report called SHARED-STATUS-VOLUNTEER: SCREENING.
- Click the Download Excel option on the right side of the screen.

- Open the downloaded file in Excel to sort as needed.
- The Screening Status column will show the status.



A	B	C	D	E	F	G	
1	Enrollment Role	Enrollment District	Enrollment County	Member Id	Name: Last, First	Member Participation Status	Screening Status
2	Volunteer	10	Bexar	886558		Awaiting Review	Submitted
3	Volunteer	10	Bexar	899027		Awaiting Review	Submitted
4	Volunteer	10	Bexar	242996		Awaiting Review	Incomplete
5	Volunteer	10	Bexar	599061		Awaiting Review	Incomplete
6	Volunteer	10	Bexar	747728		Awaiting Review	Incomplete
7	Volunteer	10	Bexar	753296		Awaiting Review	Incomplete

SCREENING STATUS

Submitted	The volunteer has completed and submitted their background screening information through Sterling Volunteers, but the screening has not yet been approved. Allow up to a week once submitted for a screening decision.
Incomplete	The volunteer has started the background screening process but has not finished all required steps through Sterling Volunteers.