

**SEARCH**

To see the SEARCH screen:

1. Log into 4hOnline.
2. Log into your Club Login. The system will take you to the “Dashboard” “Confirm Members” screen.
3. Click on the “Search” icon.

The search screen allows you to:

1. Search by:
	1. Keyword(s) like:
		1. 4-H Age
		2. Address
		3. Birth date
		4. E-mail
		5. First Name
		6. Preferred Name
		7. Last Name
		8. Primary Phone
	2. Enrollment Date: From-To
	3. Flagged
	4. Gender
	5. Role
	6. Status:
		1. Active
		2. Archived
		3. Inactive
		4. Incomplete
		5. Not Participating
		6. Pending
		7. Short-Term
	7. Volunteer
2. Run “Quick Reports”. Currently the only report you can run from here is the “Search – List”. The list will appear in PDF format when you;
	1. Click the drop-down arrow for Quick Reports.
	2. Click on Search – List.
3. Do “Quick Exports”. Currently the only report you can export from here is the “Search – List”. The export will be in Excel format.
4. Clear all of the search filters by clicking the “Clear Filters” button.

You will need to remember that each time you access the Search feature; it will display the last search options and results. If you checked any of the boxes to run a previous search but you do not need those filter criteria now; you need to remove the contents of the Keyword field, the Enrollment From/To Dates and the checkmarks from the boxes before typing your search information this time. For example; in your last search, you left all the fields and boxes blank except for the “Youth” role box so that you could see a list of all the youth for your club. Then the Members/Volunteers list in the lower portion of your screen listed all the youth of the club with each kind of status the system has. This time you want to look up your record (just for this example) so you type your last name into the Keyword(s) field but did not remove the checkmark for the Youth role from the previous search and then clicked on the search button but your name didn’t appear. You must first remove the checkmark for the youth role box and then click on the search button. You should now see your name.

**SEARCH EXAMPLES**:

NAME:

It is not required to include filters from every filter listed in 1 above; an example would be looking for someone by name. You can type in the last name of the person you are looking for unless the last name has a break in it such as “Van Dolah” or “de Recat”, the system will not pull those no matter the format you try (such as including or not including the space; in this instance, search by the person’s first name), then you can either click on the “Search” button or press the “Enter” key on your keyboard without choosing the Enrollment Date, or check marking any of the boxes for Role, Status, Flagged, Gender, Volunteer.

ROLE:

If you want to see the names of all the Adults in your club, first make sure that all of the previous search criteria have been cleared or removed then just click the box for Adult role and then click on the Search button or press enter.

STATUS:

Maybe you want to see everyone that has a status of “Inactive”, first make sure that all of the previous search criteria have been cleared or removed then you just click the box for Inactive and then click on the Search button or press enter on your keyboard.

**To Logout**:

When you have completed everything you logged in to do and are ready to logout;

1. Click the bold “Logout” found in the upper right corner of your screen.