

**REPORTS**

This is an overview of the REPORTS icon screens. For assistance on the various things you can do with reports see the specific “REPORTS: . . .” instructions for what you are looking to do.

To see the REPORTS 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 “Reports” icon.

The system defaults to the:

1. Enrollment Reports tab
	1. Custom tab of the report types. This screen will look different for each club as it will contain the reports the Club Leader and/or Enrollment Specialist created for their club.

The left side of the screen lists the Report Types. They are;

1. Custom
2. Memorized
3. Shared
4. Standard

Each report listed under each report type has the ability to be run by specific year by clicking on the drop-down arrow shown with “Current 4-H Year” (This is the system default for all reports). The current list of year choices is;

1. Current 4-H Year
2. Previous 4-H Year
3. 2007-2008
4. 2008-2009
5. 2009-2010
6. 2010-2011
7. 2011-2012
8. 2012-2013
9. 2013-2014
10. 2014-2015
11. 2015-2016
12. 2016-2017
13. 2017-2018
14. 2018-2019
15. 2019-2020

The report titles first appear as black text on a light blue background. Highlighted report titles appear as black text on an orange background with an orange border.

To HIGHLIGHT a report title;

1. Click the preferred report title.

The right side of the screen lists Report Options and File Options. The Report Options are;

1. Run Report
2. Edit Report
3. Copy Report

The File Options are;

1. Create Report
2. Delete Report
3. Create Folder
4. Rename Folder
5. Delete Folder

The Report Options and File Options available vary by Report Types. The lists will change when you click on a different report type title.

The report screens allow you to:

1. Print:
	1. Custom reports
	2. Memorized reports
	3. Shared reports
	4. Standard reports
	5. Family Labels
	6. Member Labels
2. Run reports. Including:
	1. Quick Export reports (*these have not been working properly for most counties. The two that have an \* at the end of the title will log you off of 4hOnline.*)
		1. Club – Files List
		2. Club – Files List (Active & Chartered)
		3. ES237 – Validate Adult (Members): By County [Quick Filter]\*
		4. ES237 – Validate Youth (Members): By county [Quick Filters]\*
		5. ShoWorks – Exhibitors & Clubs (Excel) [Quick Filter]
		6. ShoWorks – Exhibitors & Clubs [Quick Filter]
	2. Quick Reports (*not all of these are functioning. The one that have an \* at the end of the title will log you off of 4hOnline.)*
		1. Activity – County List
		2. Activity – State List
		3. Award – County List
		4. Award – State List
		5. Club Files List
		6. Club Files List (Active & Chartered)
		7. Club – Project with Aliases List
		8. Member – Cards (*ONLY the County 4-H Office issues these.*)
		9. Member – Enrollment Form (New Adult Member) PDF, Current PY. (*The complete packet is provided to the Club Leaders / Enrollment Specialists by the County 4-H Office.*)
		10. Member – Enrollment Form (New Adult Member) PDF, Next PY. (*The complete packet is provided to the Club Leaders / Enrollment Specialists by the County 4-H Office.*)
		11. Member – Enrollment Form (New Youth Member) PDF, Current PY. (*The complete packet is provided to the Club Leaders / Enrollment Specialists by the County 4-H Office.*)
		12. Member – Enrollment Form (New Youth Member) PDF, Next PY. (*The complete packet is provided to the Club Leaders / Enrollment Specialists by the County 4-H Office.*)
		13. Member – Potential Duplicate
		14. Project – Listing With Aliases
		15. Screening – Blank Form \*
3. Export reports to:
	1. Excel
	2. PDF
4. Memorize Reports
5. Edit Reports
6. Copy reports
7. Create Reports
8. Delete Reports
9. Create Folders
10. Rename Folders
11. Delete Folders

You can right click a report title and the following menu of options will appear;

1. Run
2. Memorize
3. Family Labels
4. Member Labels
5. Export to Excel
6. Export to PDF

If there is a report that you need or would like to have that is not listed in either the Standard Enrollment report list or the Shared Enrollment report list, contact the 4-H Office via e-mail at tifisher@ucanr.edu with the specific information you would like the report to have. We will create the report as soon as possible and let you know when it is available. The great thing about this is that every club will benefit from the report request as it will appear on the report list for their club as well. Each Club will only be able to see information that pertains to their specific club.