

**REPORTS: FOLDERS: CREATE, DELETE, RENAME**

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.

Folders are a great way to help keep your reports organized and easier to find.

Folders that have a clear right-facing arrow indicate that the folder contains reports and is collapsed (the report titles are not showing). To see the list of reports within these folders;

1. Click on the clear arrow to expand the folder.

Folders that have a black downward-right angled facing arrow indicate that the folder contains reports and is expanded (the report titles are showing). To not see the list of reports within these folders;

1. Click on the black arrow to collapse the folder.

**CREATE FOLDER**

1. Click on “Create Folder” in the File Options list.

A curved right arrow next to a field with New Folder in white text highlighted in blue will appear.

1. Type a clear, self-explanatory name for your folder.
2. Press Enter.

**DELETE FOLDER**

1. Click on the folder name that you want to delete; this will highlight it.
2. Click on “Delete Folder” in the File Options list.

A dialog box will appear asking the following question; “Are you sure that you want to delete this folder?” The box provides you two answers to choose from: “OK” and “Cancel”.

1. Click “Ok”.

Your folder has now been deleted.

**RENAME FOLDER**

1. Click on the folder name that you want to rename – this will highlight it.
2. Click on “Rename Folder” in the File Options list.

The title will now appear with a right curved blue arrow to the left of the title field and the title will be white text highlighted in blue.

1. Type the new name you want for your folder.
2. Press Enter.

Do you have reports that have already been created that you would like to place into your newly created folders? See the Move section of the “Reports: Copy, Delete, Edit, Memorize, Move, Run” instructions for assistance with moving your reports into folders.