



REPORTS: PRINTING, SAVING

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.
 - a. 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.

PRINTING A REPORT

As the Club Leader / Enrollment Specialist, you will need to print reports for the general club meetings and for each project leader and assistant project leader. Each month at the general club meeting you will need to pass around the club roster to all families and volunteers for everyone to review their information and write all corrections, you will need to remind them to update the 4hOnline system with their corrections and you will need to provide a copy of the report with the written corrections to the County 4-H Office. Each time an enrollment is finalized in the 4hOnline system (a member / volunteer receives a status of “Active”) you will need to print (or e-mail. See Saving A Report below) project reports for each of the project leaders and assistant project leaders for each project affected by the additional enrollments. There are two ways that you can print a report, try them both to find which way works best for you;

1. Click on the report title to highlight it.
2. Click on “Run Report” from the Report Options list.
Your report will appear in a Report Quick View window.
3. Click on the drop-down arrow found in the upper right portion of your report window.
 - a. Click the format you want your report to appear in (the system defaults to PDF, if this is the format you want continue to step 4 below).
4. Click on the “Disk icon” to the left of the drop-down field. This will download your report in the format you chose.
5. Click on “Open” when the dialog box appears.
6. Click on the “Printer icon” **OR** click “File” then click “Print” and make your selections in the print dialog box.

OR

1. Click on the report title to highlight it.
2. Click on “Edit Report” from the Report Options list.
Your report will appear in a new window for editing.
3. Click on the “View Report” tab.

Your report will appear in a new window with additional icons. The far left of the row of new icons you will see two printer icons. The first icon will print the entire report. The second icon will print only the current page of the report that is displayed on your monitor.

4. Click on the preferred "Printer icon".
The print dialog box will appear.
5. Make your selections in the print dialog box.
6. Click on "Print".

SAVING A REPORT

The only time you will want to save a report to your computer is so that you can e-mail the project leaders and assistant project leaders their updated reports as soon as an update occurs. Once you e-mail the report you can then delete it from your computer as you will need to generate a new report next time so that it has the most current information.

1. Click on the report title to highlight it.
2. Click on "Run Report" from the Report Options list.
Your report will appear in a Report Quick View window.
3. Click on the drop-down arrow found in the upper right portion of your report window.
 - a. Click the format you want your report to appear in (the system defaults to PDF, if this is the format you want continue to step 4 below).
4. Click on the Disk icon to the left of the drop-down field. This will download your report in the format you chose.
5. Click on "Save As".
The Save As dialog box appears.
6. In the Save As dialog box, make your selections to save it were you want it and type the name of your report (it's best to name it the same as it is in 4hOnline).
7. Click on "Save".

OR

1. Click on the report title to highlight it.
2. Click on "Edit Report" from the Report Options list.
Your report will appear in a new window for editing.
3. Click on the "View Report" tab.
Your report will appear in a new window with additional icons.
4. Click on the drop-down arrow found in the upper right portion of your report window.
 - b. Click the format you want your report to appear in (the system defaults to PDF, if this is the format you want continue to step 5).
5. Click on the Disk icon to the left of the drop-down field. This will download your report in the format you chose.
6. Click on "Save As".
The Save As dialog box appears.
7. In the Save As dialog box make your selections and type the name of your report (it's best to name it the same as it is in 4hOnline).
8. Click on "Save".