



4HOnline Tip Sheet:

Running Standard Reports

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From the main page, click on the Reports Icon (Pie/Bar Chart Graphic)

- Under the Enrollment Report Tab, click “Standard” in the blue left side bar.
- Select the report you want to run by left clicking to highlight the title and then right click to run the report. Or, you can click “run report” in the right white side bar under Report Options.
- When you right click on the report you want to run, you will have the options to Run, Memorize, Export to Excel, Export to PDF, Start Excel Job in Queue, or Start PDF Job in Queue.
- If you click Memorize, the report will be saved for future use and will show up under the Memorized section on the left blue side bar.
- If running large reports, it is recommended that you use the queue feature to minimize the report. This allows you to continue to work in 4HOnline without having to wait on the report to finish running.

As there are several standard reports under each folder, we highly recommend that you spend some time running these reports to see what information is included.

Running Standard Club Reports

- Click on the Clubs Icon (House)
- Login to the club for which you want the report
- Click on the Reports Icon (Pie/Bar Chart Graphic)
- Click Standard on the blue left side bar
- Click on any of the reports you want to run for the individual club.
- For example, to run all the health forms for the youth members within one club, click on Member-Health Form (Youth Member). This will run all youth member health forms in that particular club.

- Note you will need to click on Member – Health Form (Adult Member) to run your adult health forms for that club.

To View a Complete Club Roster of Active Members

- Click on the Club icon (House)
- Click login for the club you want to view
- Click on the Members icon
- This will show you an inclusive list of all members within a particular club regardless if this is their primary club or not.
- To print the list, either export to Excel by clicking on the Excel icon on the middle blue bar (right side) or right click and print to print screen.