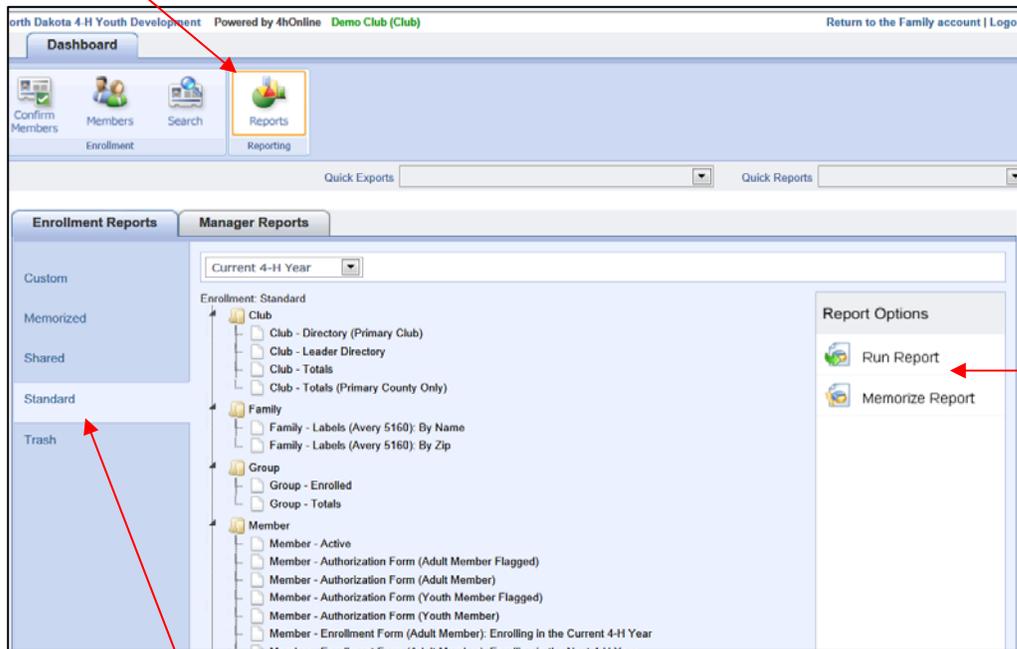


REPORTS FOR CLUB LEADERS

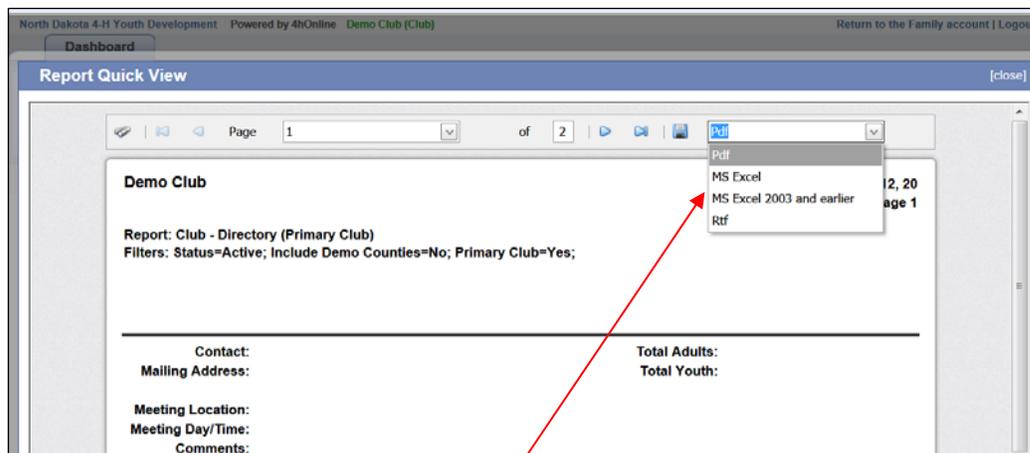
The “Reports” function allows club managers to view and print any reports that the county office has shared with the club or project leaders. These can include members’ lists, adult volunteer lists, and mailing labels.

How to View Reports

1. Log into 4hOnline. See “[Logging in as a Club Leader](#)” help sheet for information.
2. Click “Reports” from the “Dashboard.”



3. Click one of the options at the left side of the screen. Shared reports are reports that someone from the county or state has shared with Club Leaders. Standard reports are reports that come with the 4hOnline program. You can use the Memorized area to take reports from the shared or standard area and add them to your Memorized area. Custom allows you to create a report for yourself.
4. Choose a report and click “Run Report” on the right side under “Report Options.”



5. To save the report click on the drop down option for the type of file you would like to save to, and then click the save icon next to the drop down list.

How to Print Mailing Labels from a PDF Format

Because of the variety of printers and computer operating systems, it is necessary for you to adjust the printing process for mailing labels created in 4hOnline so they will correctly print. Below are instructions for printing labels.

1. Open the pdf labels in your pdf viewer.
2. Click on print, as you would to print any pdf document.
3. When the "print" menu screen appears, look for the section entitled "Page Handling."
4. Under this section is an option called "Page Scaling."
5. Change the option to "None." This will maximize your margins and allow for correct printing of labels.
6. Once selected, click the "OK" button to print.