

Printing a livestock ID form from 4-H Online

There are times you may need a paper copy of the information that was entered in 4-H Online for an animal—particularly horses, when you may need a printed copy of the photos that were uploaded. There is a quick report for that, but you have to go to the animal record in the right order to make it work. One way it works, one way it doesn't (at the present time).

Click on the Animals tab at the top of the dashboard.

On the Search screen, choose the correct Animal Type. You can also narrow down your search by Keyword(s)—the first or last name of the kid—or the club, **but you MUST select the correct Animal Type.** If you search by ONLY the name, the report will not work.

When you have located the correct animal in the list, click Edit on the right side of the screen.

MEMBERS/ANIMALS								
Role	Member	Member ID	Animal	Animal	Verifi	Animal Type	Files	Edit
th1	Youth	Active	425196	TestHorse	Active	Horses	2	Edit
th1	Youth	Active	425196	TestHorse 2	Active	Horses	0	Edit

At the top right of the animal information screen, use the Quick Reports pull-down to select "Animal - Information".

Nothing will happen on the screen, but depending on your browser, you'll see that a PDF file was created/downloaded. The file will look like the one at right.