

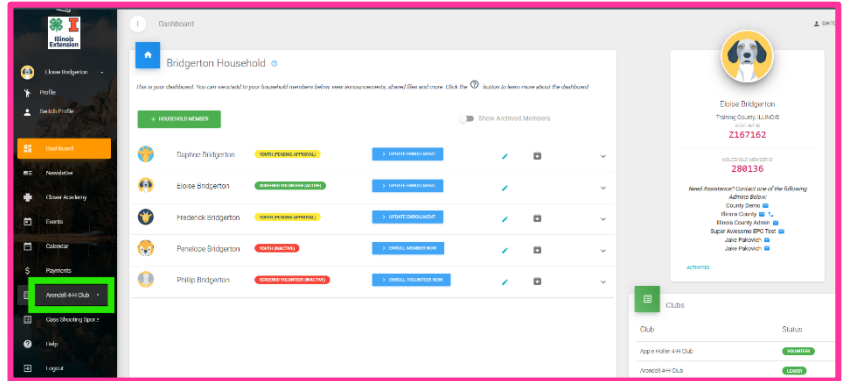


ZSuite Reports for Leaders

To view reports, or any other information about the youth in your club, log into ZSuite and click on your name. *Not sure if you are in the right place? You should see your name in the box, not Household and your last name, and you won't be prompted to enter your PIN.*

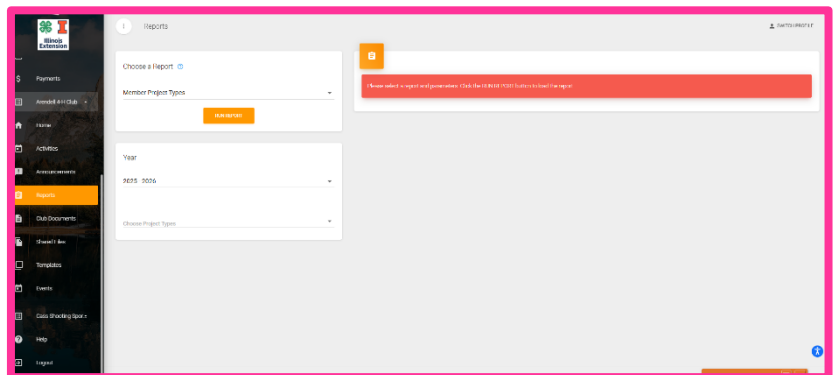
Finding Your Reports

- Click on your club's name in the far left menu (on your phone, this menu will appear in the top RIGHT as three bars and can be expanded to show the same options).
- You do NOT have to click on Home and start on the club's home page, but you might want to. Then, click on Reports.

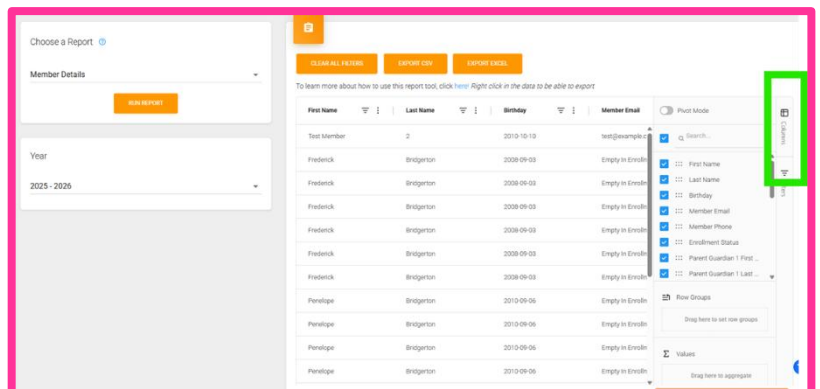


Pro Tip: if all you need is a list of names/emails, you can export a list of your club's CURRENT members or volunteers and their contact info from the club home page.

- You can select different reports in the drop down menu in the top box on the left, and change the 4-H year and filter by project type (on some reports) in the lower box. After you click on the orange button, the report will show up on the right. You will see blue buttons to export and save the report to your computer.



- On the Member Details report, you will see two options on the left, Columns and Filters. They expand when you click on them to show options. The button called Columns allows you to drag to rearrange your columns, and you can add or remove information by checking or unchecking the box next to it. You can also sort at the top of each column to find information about specific groups of youth (like age). You can save as a csv or Excel file to open it in a spreadsheet.





Reports Available

Report Name	Description	Exports as	Filters
Member Details	Acts like a custom report and you can rearrange the columns. It lists each kid for EACH project, so you might need to de-dup in Excel.	CSV (Excel)	can filter by project
Member Directory	lists each youth once, with both emails and phone numbers	CSV or PDF	no filters
Member Project Directory	lists each youth for each project, sorted by project, with contact info	CSV or PDF	can filter by project
Member Project Types	lists each youth for each project, sorted by youth, with youth contact info	CSV or PDF	can filter by project
Member Project Types Summary	Lists count of youth in each project. Level is NOT currently listed.	CSV or PDF	no filters
Member Waivers	Waivers. Shows ANY waiver in our system, not just relevant ones.	PDF only	year, project type, waiver type, age range, enrollment status
Members Per Project	lists each project and names of youth in it	CSV or PDF	no filters
Membership Report	lists youths' name and the number of projects they are signed up for	CSV or PDF	no filters
Record Book Details	not useful as we don't use record book feature		
Volunteer Details	seems to be youth report		
Volunteer Directory	lists each volunteer once, with both emails and phone numbers	CSV or PDF	no filters
Volunteer Project Directory	lists each volunteer for each project, sorted by project, with contact info	CSV or PDF	can filter by project
Volunteer Report	lists each volunteer and if it is primary club	CSV or PDF	no filters
Volunteer Project Types Summary	Lists count of volunteer in each project. Level selected is not currently listed.	CSV or PDF	no filters
Volunteer Waivers	Waivers. Shows ANY waiver in our system, not just relevant ones.	PDF only	year, project type, waiver type, enrollment status

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