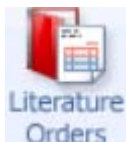


Creating a Literature Report



From the Dashboard – Click “Literature Orders”

Select “Add Order” from the right side of the screen right below the dashboard --



From the Following Screen you will select from the **Club** drop down arrow.

Quick Reports

Order Date

Club

SUBMITTED LITERATURE

There are no records

This will bring up all “Literature/Project Materials” selected during the enrollment /re-enrollment process. (This could be a very long list for large clubs!)

Club

SUBMITTED LITERATURE

	Club	Name	Membership ID	Address	Phone Number	Literature	Price
<input type="checkbox"/>	Happy Trails	Bauder, Leah	154845	4321 Happy Valley Road	970-111-2222	http://www.colorado4h.org/project_resources/index.shtml	0
<input type="checkbox"/>	Happy Trails	Bauder, Leah	154845	4321 Happy Valley Road	970-111-2222	Leading the Charge	4.35
<input type="checkbox"/>	Happy Trails	Bauder, Leah	154845	4321 Happy Valley Road	970-111-2222	Market Beef & Breeding Manual	3
<input type="checkbox"/>	Happy Trails	Bauder, Leah	154845	4321 Happy Valley Road	970-111-2222	Horse Manual	8
<input type="checkbox"/>	Happy Trails	Bauder, Leah	154845	4321 Happy Valley Road	970-111-2222	Horse Show Rulebook	8
<input type="checkbox"/>	Happy Trails	Bauder, Leah	154845	4321 Happy Valley Road	970-111-2222	http://www.colorado4h.org/project_resources/index.shtml	0

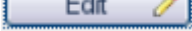
Check **ONLY** the boxes to the left that you really want to have displayed on the order. Click “Save Order” at the bottom of the page.

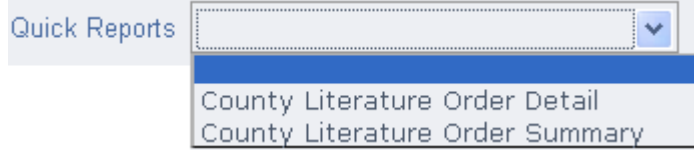
<input checked="" type="checkbox"/>	Happy Trails	Bauder, Leah	154845	4321 Happy Valley Road	970-111-2222	Bicycling for Fun	4.35
<input checked="" type="checkbox"/>	Happy Trails	Bauder, Leah	154845	4321 Happy Valley Road	970-111-2222	http://www.colorado4h.org/project_resources/index.shtml	0
<input type="checkbox"/>	Happy Trails	Bauder, Leah	154845	4321 Happy Valley Road	970-111-2222	Bicycling for Fun	4.35
<input checked="" type="checkbox"/>	Happy Trails	Bauder, Leah	154845	4321 Happy Valley Road	970-111-2222	http://www.colorado4h.org/project_resources/index.shtml	0
<input type="checkbox"/>	Happy Trails	Bauder, Tanya	217369	444 Unit Plac3	970-222-3333	Beef Group Helper's Guide	4.35
<input checked="" type="checkbox"/>	Happy Trails	Bauder, Tanya	217369	444 Unit Plac3	970-222-3333	Market Beef & Breeding Manual	3
<input checked="" type="checkbox"/>	Happy Trails	White, David	188377	5678 Stone Road	970-111-2222	http://www.colorado4h.org/project_resources/index.shtml	0
<input checked="" type="checkbox"/>	Happy Trails	White, David	188377	5678 Stone Road	970-111-2222	Self Determined Project Guide	3

The Order will be added to the Literature Order List. Continue to “Add Order” as needed. Notice the Amount is automatically displayed for each report.

LITERATURE ORDER LIST

Transaction Date	Order Number	Club	Amount	Edit
Jan 15, 2010	11	Happy Grazing	157.15	<input type="button" value="Edit"/>
Jan 15, 2010	12	Leisure Stroll	75.45	<input type="button" value="Edit"/>

Once you have all your reports Created – Select the “Edit” icon  which takes you back into the generated report. In the top right hand corner click the drop down arrow and you have 2 options for Literature reports; County Literature Order Detail (this one is for the Club Leader), County Literature Order Summary (this one would go to URC).



Order Detail Example:

County Literature Order Detail 4-H Year: 2010-2011
4hOnline

Project	Literature	Code	Item Cost
Order Number 624			
Happy Trails			
Bauder, Leah			
Bicycle, Unit 1 (Bicycling for Fun)	Bicycling for Fun	MC0251	4.35
Goat Breeding, Member	Getting Your Goat	MA1211	4.35
Horse, Member	Horse Show Rulebook	LA1500I	8.00

Order Summary Example:

County Literature Order Summary 4-H Year: 2010-2011
4hOnline

Literature	Code	Quantity	Item Cost	Total Cost
Order Number 624				
Transaction Date:	12/02/2010	Club:	Happy Trails	Amount: 31.40
Bicycling for Fun	MC0251	1	4.35	4.35
Getting Your Goat	MA1211	1	4.35	4.35
Horse Show Rulebook	LA1500I	1	8.00	8.00

For either report you have 3 options in the top left corner – to then mail, fax or email to the University Resource Center (URC).

