

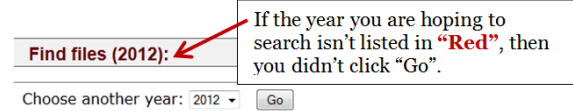
Colorado Planning and Reporting System Locating “uploaded” files within the online System

Once you have logged into 4HOnline, follow these steps:

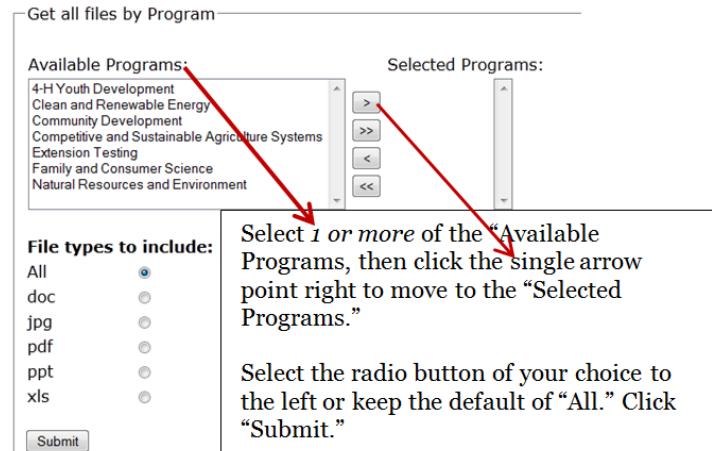
- 1) From the left navigation window, under “Your Name Reports,” click ‘File’



- 2) From the drop down arrow, select the “year” of your preference and click “Go”



- 3) If you want to view files the ‘you’ uploaded, select “Show my uploaded files”.
- 4) If you want to view files that ‘others’ uploaded, select from the options listed.



- 5) Here is an example of the information you might see

Uploaded Files (2012)

4-H Youth Development -

Uploaded with output reports:

File	Notes	Entered
OUT37753FM_FS_Openers.pdf (General)	4-H Council Advisor, Deb Heeney and 5 4-H members hosted workshop during North Park School District Family Literacy Night. There were 3 rotations of parents and children who attended. Utilized STEM Brainteasers activity box created by Barb Shaw.	Deborah Alpe (18-May-12)