TEXAS 4H online
http://texas.4online.com
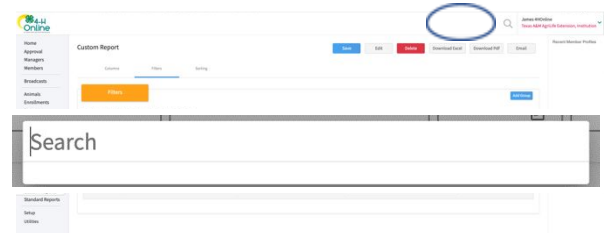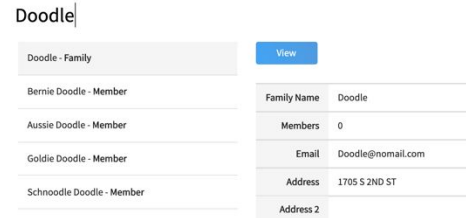
TEXAS A&M AgriLife EXTENSION

Basic Navigation Tips

Global Search

At the top of every screen, you will see a gray magnifying glass. Click on this from any screen to search for a member, family, invoice, email address or event registration.	
Click on the record you would like to access and click View.	

Return to a Recent Member Profile

|	
To return to a member's profile that you have recently viewed, click on the member's name in the right-hand pane titled Recent Member Profiles. If you do not see this pane, try to zoom out in your browser (ctrl + -). NOTE: You will not see this pane while you are logged in to a member or family profile.	

Return to the Manager Account

When you click to view a member from the Member Search or the Global Search, you will land in the family or member profile. Click the orange up arrow at the top right to return to the Manager account.	
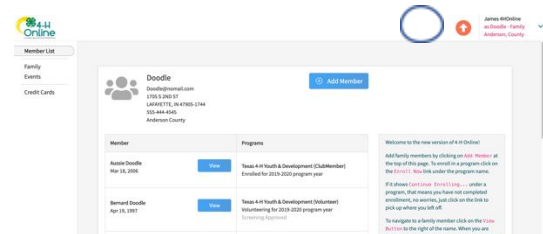
Switch to a Different County

(If you manage more than one county)

If you have been assigned permissions for more than one County or are a District, Region or Institution Manager, you may navigate to a different account for which you have permissions by clicking on the drop-down next to your name at the top right of the screen. Select Change Hierarchy.	
Navigate to the area of the hierarchy that you would like to switch to. Click Save. NOTE: You will only see areas for which you have permission.	