



## For Volunteers: Download Comprehensive Health Forms

### Purpose:

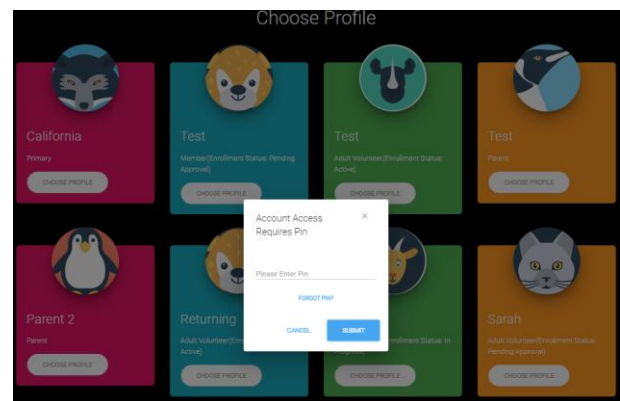
ZSuite stores health history and treatment authorization information and parent/guardian and emergency contact information in separate areas of the system. Having the ability to export this information together is important for the safety of our youth members. This helpsheet will explain the Unit Leader process to download member the Health History & Treatment Authorization report for youth members that includes parent/guardian and emergency contact information.

Before beginning make sure:

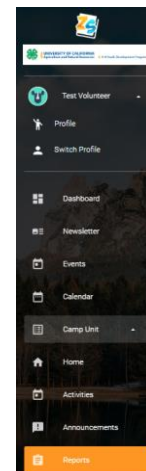
- Your unit volunteer role is one or more of the following:
  - Primary Community Leader
  - Assistant Community Leader
  - Co-Community Leader
  - Enrollment Coordinator
- Your enrollment has been approved and made Active in ZSuite.

### Bulk Download from Canned Reports

1. Login to your Household account
2. Select your Household member profile by clicking *CHOOSE PROFILE*.
3. Enter your ZSuite PIN.



4. In the Navigation Pane, click the sub-menu next to the name of the unit and select *Reports*.



5. In the Choose a Report section, select the *Health History & Treatment Authorization* report from the drop-down menu.
6. Select the desired Program Year, Project, and Enrollment Status filters, and click **RUN REPORT**.

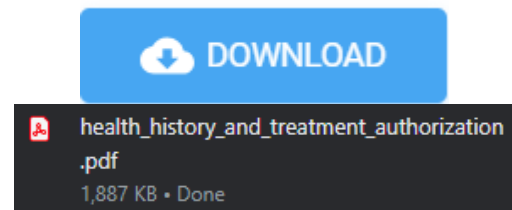
The project filter includes all statewide project and project sub-types.

7. A message will appear in the report section if there are no results that match the selected filters.

Depending on the size of the report, it may take several minutes to deliver the data.

THERE ARE NO RESULTS THAT MATCH THE FILTERS YOU HAVE SET

8. Click *Download*.
9. Click to open the PDF file.



## FAQ

1. **How can other volunteers download the Health History & Treatment Authorization report?**  
This, and other unit reports, are only available to unit leader with unit management permissions. Leaders with unit management permissions may download and provide the report to other appointed volunteers as needed (eg project leaders).
2. **Why are there so many projects listed on the filter?**  
The project filter includes all projects and project sub-types created in the statewide system. Volunteers should select the project and all related project sub-types to have the most comprehensive report. For example, if volunteers wanted Health History & Treatment Authorization for members enrolled in the *Swine* project, they should select all project sub-types including *Swine/Breeding*, *Swine/Market* etc.
3. **Can families print out their own Health History & Treatment Authorization form?**  
We are working with the developer to allow families to print out their own Health History & Treatment Authorization form from the ZSuite enrollment system. This feature is not yet available. In the meantime, families can complete the [paper waiver](#) and supply it to unit/project leaders as needed.

For questions, please contact your [local county 4-H office](#).

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