

User Guide

2014



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Note: Many of the same functions are available in the Member and Leader sections of 4HPlus! The instructions for these functions will primarily be found in the Member section of this guide book.

Main Screen



 Wyoming State
 4HPlus!
 13-233 Data Set [1]
 2014/2014
 By C & K Ventures
 Copyright (1997-2011)
 8216

 Goto
 Update Disk
 Set Up Networking
 Write Data
 Read Data
 Thank-You!
 Web Links
 Documentation
 What's New

The top title bar line gives you the system information. A description of the top title line on the main page follows:

- The State is listed first, "Wyoming".
- The specific county is listed next, "Albany", "Converse", "Teton", etc. (in this example it is the State)
- 4HPlus! is the name of the program.
- Next is the version number. In this example it is version 13-233, meaning it was created in the year 2013 on the 233rd day of the year.
 - It is essential that you are running the same version the State is running in order to pass data back and forth. If you find your version is not the same, then you must do an upgrade.
- The Data Set tells you which data set you are using. In this example we are using data set #2.
 - 4HPlus stores three years of information. Each year is a data set and is given a number. Accessing other years of information will be addressed in the Archive section.
- The years listed here are telling you which data set you are viewing and which is the newest data set. In this example we are viewing the data in the year 2014 and the newest set of information is always the current year, in this case is 2014. If the example said 2012/2014 it would indicate that we are looking at information from 2012 but the newest set (the one we typically work in) is 2014.
- The proprietor of the software, C&K Ventures, and the copyright are the next pieces of information.
- The last number, in this example 8216, is the number of times you have opened the program.

| 🎇 W | yoming Alba | any 4HPlus! 12-03 | 34 Data Set | [2] 2012/2 | 012 By C & | K Ventures | 5 Copyright (19 | 97-2011) 43 | 350 | | | _ 8 |
|------|-------------|-------------------|-------------|------------|------------|------------|-----------------|-------------|-------------|--------------------|----------------------|-----|
| Goto | Update Disk | Set Up Networking | Write Data | Read Data | Thank-You! | Web Links | Documentation | What's New | Agents/Help | 4HPlus Email Setup | Email Validity Tools | |
| | | | | | | | | | | | | |

The bottom title bar allows you to choose the function that you wish to use. A description of the bottom title line on the main page follows:

Update Disk: Updates the system and works basically like a "save" in a Word document. It is recommended that you update your disk several times during the day as you work in the 4HPlus! software. Simply click on "Update Disk".

Goto: Allows you to choose which section you want to go to.

Setup Networking: When trying to enter Setup Networking you will receive a message that this is a password protected page. Contact your State office to request permission and/or obtain a password to enter this page.

If given permission for access, the Write/Read Network Data Setup page will become available.

Note: Only one copy of 4HPlus in an office can be assigned "Write" permissions which allow you to enter data. All other copies must be "Read Only".

This page allows you to choose the type of set up your computer will be; either Read and Write or Read Only.

You can also map a share drive so others in your office may view the information you have entered. Check with your I.T. staff or State supporters for directions on mapping drives. If you *do* have a network set up for your 4-HPlus! the directions below would be applicable. If you do not, you would not use them.

<u>Write Data</u>: is similar to backing up your system. When you click Write Data all the data in your system will be saved and can be utilized by those who have "Read Only" access. (You should still do your regularly scheduled backups of the system!)

<u>Read Data</u>: By clicking Read Data, the user will have the most up-to-date information that the main user (the authorized Read/Write copy) has entered.

Note: Notice that there is either *Write Data* or *Read Data* button enabled. Depending upon which access you are given, the corresponding button will be enabled. Example: If you have a Read Only version, you will only have the Read Data option.





×

Thank You: This is an acknowledgement from Chuck Nash, the owner/creator of the software, to those who helped in the creation of 4HPlus! As a general user this area is not used.

Web Links: gives you an area where you can enter web links that you often use. The following is an example on how to add a web link.

K Ventures Copyright (199 Wyoming Albany 4HPlust 12-034 Data Set [2] 2012/2012 By C& K Venture Geto Update Disk Set Up Networking Write Data Read Data Thank-You! Web Links 3. This brings up 1. Click on Weblinks Web Links Documentation Enter Additional URL's www.4hplus.com Return Internet Access. 2. Enter Additional URLs a page where Enter Additional Web (Internet) URL's Depending upon local servers, intranet vs internet, etc. the form of the entered URL may change. The changes involve the prefix to the web address or URL. Extra 2 you can insert Extra 3 Extra 4 URL 1 Using C & K Venture's web site as an example The full URL is http://www.4hplus.com Extra 5 up to ten URL 2 Extra 2 You may find that is does not work as an address on your ente If not, try: Extra 6 Extra 7 Extra 8 URL 3 Extra 3 different URLs. we4hplus.com This still may not work. Again, if not try: URL 4 Extra 4 hplus.com Extra 9 Extra 10 One of the three forms will indeed get you to the site. If one form does simply change the prefix and by again. Help URL 5 Extra 5 URL 6 Extra 6 URL 7 Extra 7 4. To go to the website you have entered URL 8 Extra 8 Ventures Copyright (199 Veb Links Documentation Enter Additional URL's simply click on the URL under your Web Links. URL 9 Extra 9 4hplu: URL 10 Extra 10 Extra 6 Extra 7

Documentation: is an area you can check in for documents that were downloaded from the State or from the proprietor of the software for general use. If you desire a document to be added, please check with the State office. To access a document, double click on it.

| | Goto Update Disk Set Up Networking Wr | ite Data Read Data Thank-You! Web Li | nks Documentation W |
|--|--|---|--|
| | www.4HPlus.com Documentation Downloa | d Password | rn |
| | Downloaded Documents ClientServer.pdf NetMeetingSetup.pdf Openuserflg.pdf PeerToPeer.pdf Reenroll.pdf WebFolders.pdf | Log on to www.4ł | IPlus.com now! |
| <u>Agents/Help</u> : is a tool that of To access the agents: 1. Click | can help answer questions < on the Agents/Help butto | about the system. on, then setup Age <u>nt feat</u> | 54 Agents/Help <u>4</u> HPlus Email Setu Set Up Agent Features |
| 2. Click Download Microsoft | Aggents Agge the second | All plants and all plants devices and constrained with the method of the devices and constrained with the method of the devices and the method of the devices and the method of the devices and the devices a | Help with menu |
| This will bring up a file do will begin the download o | wn load message. Cherry of the agents. | Construint in terms to be the second of | See Cancel Ad dis the type rate for the sum first manages, do not |
| When completed you wil your C:\Agents folder. | l find the download in | WebCay Self & Instruction Low The downing of the MicroSoft Agents By default, the entration of disks the Affore antibioticity, you cannot have an affore. Some of the fact and instructure or options. As WAY's go with the default C is at Ventures | Min motoret die (1) filme. Min motoret die (2) filme. Min motoret die (2) filme. Min motoret die (2) filme motoret |

5. Open the C:\Agents folder.

🔯 Local Disk (C:)

 Image: Comparison of the agent files.

 Image: Comparison of the agent files.

 Image: Comparison of the agent files.

 Image: Comparison of the agent files.

| File Edit View Favorites Tools Help | |
|---|--|
| 🕒 Back 🔹 🕤 🔹 🏂 🔎 Search 📂 Folders | Folder Sync |
| Address 🖙 C:\ | - 1 |
| Folders × Image: Desktop Image: Desktop Image: Desktop Image: Desktop <td>Instance 97214191872c0602d30885c2 31fa0ed30aefd5e9134e 081f42bf69b92f487b Agents ckv ckv</td> | Instance 97214191872c0602d30885c2 31fa0ed30aefd5e9134e 081f42bf69b92f487b Agents ckv ckv |

7. Close 4HPlus! and then reopen it. Click on Agents/Help again and choose which agent you want and click on "Show Agent". To close the agent, click "Close Agent". Below are the available agents.



<u>4HPlus! Email Setup</u>: is the page where you will enter your personal email information and to check if the email set up is working correctly. *Call the State office for help in setting up your email page.*

| The State Office will help | Wyoming Albany 4HPlus! 12-034 Data Set [2] 2012/2012 By C & K Ventures Copyright (1997-2011) 4354 Goto Update Disk Set Up Networking Write Data Bead Data Ihank-You! Wg Dinks Documentation What's New Agents/Help HPlus Email Setup Email Validity Tool 4HPlus Email Set Up Networking Write Data Bead Data Ihank-You! Wgb Links Documentation What's New Agents/Help HPlus Email Setup Email Validity Tool | _ ₽ × s on this screen!) |
|--|--|---|
| information. You may enter the following: | General SELECT SElect Authentication AUTHENTICATION FIRST! C Desmane / Password C CRAM-MD5 | Actions Exit / Return Save Entries / Changes |
| Your personal user name | Port 25 Mail Server uwmail uwyo.edu | Clear Email Parameters |
| & password | Username mrober38 | Email Development Testing |
| Your personal email | Password Password HELD text A121 Sender Email Address: | Password: |
| The State Office email | Maximum Recipent Count per Emait T0000 Up HII Data Email Address 4-H@uwyo.edu Email Access Method C Diakup / Modem C Lokup / Modem C Diakup / Modem | NDTE: Any changes made to the Email Setup fields (all data above the blue line) will not take effect until the [Save Enthies / Changes] button is clicked. |
| You can test to see if your | | |
| setup is working correctly | Email Test To: mrober38@uwyo.edu Attach File(s) | |
| by sending yourself a test | Subject: Test Send | |
| message and clicking send. | Attachment Last Email Status Message: Hi Ann - Hope you get this email. | |

The Email Process Log will indicate if the email was successful or if it failed. In this example it was successful.

| Email Test To: Subject: Attachment: Message: | mrober38@uw Test HiAnn - Hope you get | wo.edu this email | Attach File(s) Send Last Email Status Send Successful Clear Test Information | Email Process Log 1 - 250 2.6.0 (175556581 1992270521124172811@uwyo.edu> Internald=16756517] Queued mail for delivery 0 - QUIT 1 - 221 2.0.0 Service closing transmission channel Cracetor Status Code (0) - Description [OK] 2 - Disconnected Test Cracetor Above Email Log File for Technical Stati Use Create Above Email Log File for Technical Stati Use |
|--|--|--|---|---|
| | | Note: If you an local server yo <u>www.wyosecu</u> Wyoming's we (Directions in t | re unable to so u may log on t re.uwyo.edu b service prio the "Extra" sec | end emails through your to and use the University of r to sending emails. ction of this guide book. |

Email Validity Tools: allows you to check the validity of emails in your data and find a member or leader by their email.

To check the email validity: 1. click on "Check Email Address Validity"

- Check Members, Leaders, and/or Parent. (You can check a single group or any combination). In this example we are choosing all of them, then click the Verify Email Addresses button.
- 3. This will give you a list of bad email addresses found within the data set. You can print the list.

Note: You **must** correct all bad addresses in order to use the email function of the system. It is recommended that the emails are checked on a regular basis.



Email Validity Tools Check Email Address Validi

Reverse Email Lookup



4. Correcting email addresses can be done by identifying the invalid email code, examples follow:

- A. ALB 3312 The text is the county code and the numbers are member/leader ID.
- B. Comm: ALB3312 The "Comm" indicates that the error is on the communications page. Go to the member/leader's communication page. Check all five lines for any errors.

| Communications | | |
|---|---|--|
| Member Data (Communications S | veen]. | Known Cell Carriers |
| 14 ALEJAGO Last Politicion | Fest Ann | ATET_waseus @mmode.com |
| Phone (1007)448-4448 | H.I. Grade j2 | Boon, Mobie: Brugboninoble.com Cingular: Brongulame.com Meteoral: Onane.extracul.com |
| Price Member | 🗂 Allow Neveletters Via Ernal 🛛 🦵 Allow Test (SMS) Mess | Presid Dimension prediction Sprid PCS Onexaging spridpes con 1 Mibile Otherwalket |
| Next Member | Primary Phone Cell Carrier Name | Verson Givent.com Vegn_Middle_USA. @vmdbl.com |
| Oubs | Prinary Cell Phone Cell Carrier URL | |
| Projects | Wall Phone Office Extension | |
| Achievenents | Cal Prove 2 | |
| Registration | | |
| | Enal 1 | |
| | andan ton | |
| NUTE: To successfully section ex (SMS) message, the puncher must | Enal 2 | |
| have a Cel Casin Name, a Cel | | |
| (SMS) messages] sheck box must | Email 3 | Click on the proper Cell Carrier Name to IB the Members Commu |
| a treated | | Plecord Cell Carrier Name and Cell Carrier UPL |
| | Enal 4 | Add New Carier Information . |
| | | Cell Carler Name |
| | Ernal S | |
| - | | Cell Carlier Text (SMS) URL Note: The URL must begin in |
| | Manipers Text (SMS) Enail Address: | Syntox |
| | | |

C. MIDS: ALB3460 – The "MIDS" indicates that the error is on the Member's registration page. Go to the member's registration page.

LIDS: ALB5555 – The "LIDS" indicates that the error is on the Leader's registration page. Go to the leader's registration page.

D. ALB3460A – The letter at the end of the member's ID indicates that the error is on the parental page. Go to the Member's registration page and click on the Parental page. The letter also specifies in which section of the page the error can be found; A, B, C, D, E, or F.

| ast Stre Roberson 123 | et | 1 | Dhace | Eirch | Color. | and the second se | | | |
|--------------------------|-----------------------|--------|---------------------|--------------------|-----------------|---|----------------------|------------|--------------|
| Roberson 123 | | | none | 1 804 | City | State | 2lp | | Save / Be |
| | My Street | | (307)444-4444 | Ann | Larame | Jwr | 82070-0000 | | |
| Parent/Guardian A Inform | stion E Brind about E | Anting | Parent/Guardian B I | nformation | Not that I Ave | Parent/G | uardian C Informati | | hal 🗖 dation |
| lame [Last] | First M | Noive | Name [Last] | First | MI | Name IL | edl | First | MI |
| rano (caso) | | _ | | | | | ery | | |
| Copy Member Address | Information Delet | e | Copy Member Ar | ditess Information | Delete | Сору | Member Address In | formation | Delete |
| Street | | | Street | | | Steet | | | |
| | | | | | | | | | |
| Эly | State Zip | | City | State | Zip | City | | State Zip | |
| | | | | | | | | | · |
| Home Phone | Work Phone | | Home Phone | Work Phor | e | Home Ph | one | Work Phone | |
| | | | | <u> </u> | | | · | <u> </u> | |
| -Mail Address | Occupation | | E-Mail Address | 00 | cupation | E-Mail Ad | dress | Occupatio | n |
| knn's dad⊛wyo…com | | | | | | | | | |
| xtra linfo | | | Extra Info | | | Extra Info | | | |
| | | A | | <u> </u> | В | | | • | С |
| Parent/Guardian D Inform | ation Print has I | Antin | Parent/Guardian El | nformation | Not that IT had | Parent/G | uardian F Informatio | n | tal E Antin |
| Name (Last) | First M | I I | Name (Last) | First | MI | Name IL | ell | First | MI |
| | | _ | | | | | | | |
| Copy Member Address | Information Delet | e | Copy Member Ar | ditess Information | Delete | Сору | Member Address In | formation | Delete |
| Aveet | | | Street | | | Steet | | | |
| | | | | | | | | | |
| Jly . | State Zip | | City | State | Zip | City | | State Zip | |
| | | | | | | | | | · |
| Iome Phone | Work Phone | | Home Phone | Work Phor | 8 | Home Ph | one | Work Phone | |
| | | | | | _ | | · | [| |
| -Mail Address | Occupation | | E-Mail Address | 00 | cupation | E-Mail Ac | ldress | Occupatio | in . |
| | | | | | | | | | |
| | | | Even Jule | | | Estra lais | | | |
| xtra linfo | | | cxuamio | | | E.M.G Init | | | |

| Arm 50 62070 0000 Gender F Timasy Club: | Phone [(307)444 Residence [1 | 4444 [Giade Sc [2 [0 You [10 | Yint Label Pimagi Cell Phy L. L | one h |
|--|---------------------------------------|--|---|---|
| Top 82070-0000 Gender F | Phone (307)444 Residence 1 | 4444 [Giade Sc [2 [0] You [10 | himagi Cell Phy Color Name alington Jr Hig th Volunteer Ty | one h |
| Gender F | Phone [(307)444 Residence 1 | 4444 [Grade Sc [2 [0] You [10 | himary Cell Phy hool Name utington Jr Hig th Volunteer Ty | one h |
| fe 32070-0000 Gender (F | Phone (307)444 Residence 1 | Grade Sc 2 In You 10 | himay Cell Pho L. L | pre h |
| Gender | (307)444 Residence | 4444 Grade Sc 2 Br You 10 Active | hool Name urlington Jt Hig th Volunteer Ty | h xpe |
| Gender | Residence | Grade Sc 2 [0 You 10 Active | hool Name utlington Jr Hig th Volunteer Ty | h Ipe |
| Finary Club: | 1 | 2 00 You 10 Active | urlington Jr Hig th Volunteer Ty | h VDel |
| himary Club: | - | You 10 Active | th Volunteer Ty | VDe |
| himaty Club: | - | Active | | |
| himaty Club: | 3 | Active | | |
| himary Club: | | Active | (1997) 1997) | |
| himary Club | | Active | 2 - deside | |
| himary Club: | | | readertub | Parenting |
| himary Club: | | Y | N | N |
| | _ | Webl | Jseld | Web Passi |
| ALB127 | | ALB3 | 460 | difecod |
| lotes: | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| liitae Family / | Branch To | W. Machille | an Anno sisting | - |
| | | of Horean | by Haroclason | COLONG COLONG |
| | WILLIEU S LAUNE | PURS INMARCH | - THERE AND ACTION | |
| | filtary Family / | lilitacy Family / Branch: [i | Millary Family / Branch: 00 No Mills | Milay Family / Branch: [00 No Milay Association |

After correcting all the emails, re-verify on the Email Validity page until the Invalid Email Address List is blank.

| - Granten Stephenetics Matthew | . Dawlet ubrue formeren efernes Shortush Suprementer (Seventine) |
|---|---|
| Head Address Ventication Utilities | What is a good email address? |
| Leader: Paret: VerlyEndAddecore Pointial Retain | A valit email addens con NOT contrain the following characters: 1, |
| | if the End address tools per fine, pendage if here i hading space in the address. |
| | |

Members

Click Goto > Members



Wyoming Albany Members Data... Data Set 2012/2012

Goto Registration Units Projects Achievements SQL Reports/Utilities Multi-Member Assignments List Next 50 Available Member Id Numbers

The title bar line gives you the system information. A description of the bottom title line on the main page follows: <u>Registration:</u>

| | Wyoming Albany Members Data. Data Set 2012/2012 | |
|--|---|---|
| You can review or add a member in the Action Section. | Gato Registration Units Projects Achievements SQL Reports/Utilities Multi-Member Assignments List Next 50 Available Member 1 Member Selection | dNumbers |
| Review members by ID or name in the Listing Method Section. | A Breine Existing Network A L4 Gal A Statistical Statistics A Statistical Statistics C Existe Network A Statistical Statistics C Table Network A Statistical Statistics C Statistical Statistics A Statistical Statistics C Statistical Statistics A Statistical Statistics | 3 Adame, Nina 3 Alexander, Sija 4 Anderson, Bilhey 5 Anderson, Hailey 9 Anderson, Keloxy 10 Austin, Lauel |
| You can review either Active, Inactive or Both in the Active Status section. | C Byld H4840 Addre Satu H4830 Addre Satu H4830 C Addre Satu H4830 C Addre Satu H4830 C Marke H4930 C Marke H4330 |) Area; Dinista 2 Aye, Trayvon 8 Bacon, Elia 0 Berentom, Laine 9 Brogham, Kallym 2 Brogham, Kallym 2 Brogham, Kallym 5 Biskolckie Dhama |
| Note: Although inactive members are in the system, they will not show on lists or reports unless they are active. | C Brit All 2013 All 2014 All 2 | 1 Borer, Cantrey 6 Bronch, Maggie 4 Bronn, Sheby 8 Broyles, Armetta 2 Broyles, Scott 29 Broyles, Scott 29 Brokerna, Alexander 19 Brokerna, Alexander 19 Brokerna, Alexander |
| Click Process To find a member: Type the member's name in the Enter Member Last Name field. | Land Tradeout Intern 12,820 | Jourd, Journal D Bun, Du J Burba, Baley Burback, Kare 4 Dampto, Bash Cale 9 Damptoue, Boler 5 Califoro, Marke 5 Califoro, Marke 1 Deel, Tajor 39 Dimitmon, Ananda |
| As letters are typed, it goes to that section in the Member field. | > 300 UUUDIRAS. 2010 2010 2010 2010 2010 2010 2010 2010 | 2 Dinisers (Ne 2 Dinisers Mais 5 Dinisers Mais 4 Dak Nay 6 Dak Pohan 9 Dak Johan 3 Dak Johan 3 Dak Johan 9 Dak Johan 3 Dak Johan 9 Dak 9 Dak Johan 9 Dak Johan 9 Dak 9 Dak 9 Dak 9 Dak Joh |
| Click on the desired member and their individual registration screen will display. | 4,203 4,233 4,333 4,33 | 3 Ungran, Kales 2 Doles, Jolo 6 Doles, José 6 Doles, Rance 6 Doles, Rance 7 Cont 283 |

To enter a new member click New Member on the Action Section then click process. This will bring you a new page where you can enter the information by tabbing through the fields.

| Note: Social Security numbers are no | ot collected for N | /lembers! | |
|--|--|--|---|
| Wyoming Albany Members Data Data Set 2012/2012 Goto Registration Units Projects Achievements SQL Reports/Dittles Multi-Member Assignments Id Last First M.I. ALB3464 Shortcake Strawberry In Steet III Prinit Label Steet IIII B2070-0000 IG07/95555555 IG07/94444444 SSN D0B Age Caramie WY B2070-0000 IG07/95555555 IIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII | List Next 50 Available Member 1d Num Allow Newsletter Via EMail Member Class: M01 Traditional Cocal Fields 2011 Enrolment Form Local 2 Dog 1.D. Local 2 Dog 1.D. Self Determined Form Record Addition1 oints cancel s Local 10 | Lest change (YMDHMS): 2/25/2012 S 2/25/2012 S 2/25/2012 S State Fields Active Military Active Military National Guard Current Year Recognition Silver Recognition (1 point/year) Gold Recognition (1 point/year) Gold Recognition (1 point/year) Year 4H Honors Club Achieved State 8 State 9 State 9 | K32 OI AM Enter New Member Copy Last Record Save New Member Delete This Member Re-Select Member Prior Next Horse History Parent(s) Info Show All Frields Member Forms Set Family Linking Save / Exit / Return |
| OMB Ethnicity and Race (REQUIRED!) C Hispanic or Latino Image: Save OMB Data Save OMB Data Image: More than one race Image: Undetermined | | | Display Family Links |

While entering information such as cities, residence, grade, school name, or youth volunteer type a box in the right-hand corner will show you options. You can choose from the options if applicable.

| OMB Ethnicit C Hispanic or Not Hispani Save OME | y and Race (REQUIRED!) Latino or Latino Black or African American Asian Native Hawaiian or Other Pacific Islander More than one race Undetermined | After entering the new federal OMB ethnicity / race information click [Save OMB Data] | Cities 515614052 ALB IA Pacific Junction 577702000 ALB SD Rapid City 597794144 ALB MT Shepherd 597550000 ALB MT Whitehall 690250000 ALB WT Laramie 740550000 ALB WT Laramie 80487302 ALB CD Steamboat Spri 805633238 ALB CD Congmont 80524783 ALB CD Congmont 80524783 ALB CD Congmont |
|--|--|--|--|
| | Note: You may enter a ciscolation of 4HPlus! to have | ty or school name in the Support Da re them show in the option fields. | nta |

To enter the Member's Information choose one of the options on their individual registration page. Examples follow.



Entering Clubs:

Click Goto > Members > Clubs

Choose Clubs on the Member's registration page which will bring up the screen.

| Wyoming Albany Members Data | Data Set 2012/2012 | | | |
|---|---|---------------|---|---|
| Goto Registration Units Projects | Achievements | SQL | Reports/Utilities | Multi-Member Assignmen |
| 9 Clubs Marshar Data Il Juite /Clubs Salastian | Screen) | | | |
| Id ALB3464 La: | st Shortcake | | First Strawb | eny |
| Phone (307)555-5555 M.I | · | | Grade 4 | |
| Member's Clubs: Count: 0/0 | | Av | ailable Clubs: Co | unt: 0/18 |
| Club Code Title | << Add << >> Delete >> | | Club Code 102 Centennial 103 Corduroy Q B111 Crafty Critte B127 Critter Cree B126 Gem City 4 B110 Harmony H B109 High Plains | Title Valley ueens Kings rs k Ranglers Leaf Clovers ustlers |
| Member Data (Units/Clubs Selection Id ALB3464 L Phone (307)555-5555 F | on Screen) - ^{ast} [Shortcake M.I. | | First St Grade 4 | rawberry |
| Member's Clubs: Count: 0/2 Club Code Title ALB102 Centennial Valley ALB121 Howell Hoot Owls | << Add | < < | Available Clubs: Club Code ALB103 Cordu ALB111 Crafty ALB127 Critter ALB127 Critter | Count: 0/16 Title oy Queens Kings Critters Creek Ranglers |
| | >> Delete | » | ALB126 Gem U ALB110 Harmo ALB109 High F ALB123 Junior ALB113 Little F ALB999 No Clu ALB127 Bock | Ity 4-Lear Liovers ny Hustlers Nains Leaders torse Power ub Chosen Freek Valley |
| | Next | | ALB112 Rocky ALB128 Smoki ALB114 Snowy ALB105 Wild B ALB105 Wild B | Mountain Rebels n' Guns Range Pioneers rumbles Valley |
| | Achieveme | s ents | ALB106 Yellow | Jackets |
| | Communica | tions | | |
| Set Primary Club | Return | | | |
| Primary Club ALB102 Centennial Valley | Ē | inter itle | | |

Entering Projects: Click Goto > Members > Projects Follow the instructions given above.



- 1. Choose the club and click "Add".
- 2. If this will be the Primary club click "Set Primary Club"

The Prior and Next buttons will scroll through the members names.

- 3. Follow the same procedure for entering Projects.
- 4. Follow the same procedure for entering Achievements.

You can delete a club, project or achievement by clicking on the applicable club, project or achievement on the left-hand side and clicking "Delete".

Note: You may select a range of projects by selecting one project and hold down the Shift key then selecting the last project in the range desired. To select multiple individual projects highlight a project and hold down the Ctrl key then click on the additional desired project(s).

Note: When a member has been in a project previously but not in the last year, manually change the year in project.

Entering Achievements:

Click Goto > Members > Achievements

Follow the instructions given above for entering clubs.

Note: Achievements will not be entered during the registration process. Enter achievements as the member qualifies or attends a specific Achievement activity. To request a new Achievement code be entered, please contact your State Office.

To exit out of the Club, Project, or Achievement page click "Return".

Communications Page:

The Communication Page stores the member's contact information.

Use this area to collect additional contact information.

- Enter email and text permissions
- Enter a work number
- Enter additional cell phone number
- Enter up to five emails
- Enter cell carrier information for texting

Note: It is essential that an email field is only used for an email address. Never use to store additional information, i.e.: "none", "old address", "doesn't use anymore". Doing so will disrupt the email function of the system.

| yoming Albany Members Data | Data Set 2012/2012 | |
|--|--|--|
| oto Registration Units Projects | Achievements SQL Reports/Utilities Multi-Member Assignments List | Next S0 Available Member Id Numbers |
| Communications | | |
| Member Data (Communications Scre | en] | -Known Cell Carriers |
| d ALB3464 Last Shortcake | First Strawberry | AT&T_Wreless @mmode.com |
| hore morrer corr | Grade L | Altel Omessage altel.com Boost_Mobile @myboostmobile.com |
| 1307/0093000 | and a la | Cingular @cingularme.com Metrocall @carae metrocall.com |
| Distant and | C Allow Newsletters Via Email C Allow Text (SMS) Message | Nextel @messaging.nextel.com |
| Prior Member | Allow Newsleners via Email Allow Lew (5m5) Messages | Sprint_PCS @messaging.sprintpcs.com T-Mobile_@tmomail.net |
| Next Member | Primary Phone Cell Carrier Name | Verizon Gytest.com Viroin Mohile USA Grunobl.com |
| | [au/poo-occo | The Contract Contraction |
| Clubs | Primary Cell Phone Cell Carrier URL | |
| | (307)444-4444 | |
| Projects | Work Phone Office Extension | |
| | | |
| Achievements | Cell Physics 2 | |
| Registration | | |
| | | |
| | Email 1 | |
| | periggeo.gamericon | |
| (S) message, the member must | Email 2 | |
| ve a Cell Carrier Name, a Cell mer URL, and the [Allow Text | | |
| 45] Messages] check box must | Email 3 | Click on the proper Cell Carrier Name to fill the Members Communications |
| checked. | | Record Cell Carrier Name and Cell Carrier URL |
| | Email 4 | |
| | | Add New Camer Information |
| | - Engl E | Cell Carrier Name |
| | Emailo | |
| | 1 | Cell Carrier Text (SMS) URL Note: The URL must begin with the V |
| | Members Text (SMS) Email Address: | 1 Openade |
| | Delete | Add New Carrier Delete the Selected Cell Carrier |
| | | |

Entering Cell Carrier information:

Note: Texting through 4HPlus! will not cost you anything because you are sending it out as an email. However, it may cost the member or leader to receive the text. Always get the member or leader's permission before sending any texts.

- 1. If you have permission from the member or leader mark "Allow Text (SMS) Messages"
- 2. Choose one of the known Cell Carriers on the right-hand side of the page.

| Member Data (Communications Scree | en) | Known Cell Carriers |
|--|--|--|
| ALB3464 Last Shortcake | First Strawberry | AT&T_Wireless @mmode.com |
| hone (307)555-5555 M.I | Grade 4 | Alltel @message.alltel.com Boost_Mobile @myboostmobile.com Cingular @cingularme.com |
| Prior Member | Allow Newsletters Via Email 🔽 Allow Text (SMS) Messages | Metrocall @page.metrocall.com Nextel @messaging.nextel.com Sprint_PCS @messaging.sprintpcs.com T.Mcbiel.@transmit.act |
| Next Member | Primary Phone Cell Carrier Name (307)555-5555 Verizon | Verizon @vtext.com Virgin_Mobile_USA @vmobil.com |
| Clubs | Primary Cell Phone (307)444-4444 Øvtext.com | |
| Projects | Work Phone Office Extention | |
| Achievements | Cell Phone 2 | |
| Registration | | |
| | Email 1 | |
| | berrygood@sweettooth.com | |
| DTE: To successfully send a Text MS) message, the member must we a Cell Carrier Name, a Cell | Email 2 | |
| rrier URL, and the [Allow Text MS] Messages] check box must checked. | Email 3 | Click on the proper Cell Carrier Name to fill the Members Communications Record Cell Carrier Name and Cell Carrier URL |
| | Email 4 | Add New Carrier Information |
| | | Cell Carrier Name |
| | Email 5 | |
| | | Cell Carrier Text (SMS) URL Note: The URL must begin with the '@' |
| (| Members Text (SMS) Email Address: | - Symoor |
| | | |

- Notice that after choosing the cell carrier that the "Cell Carrier Name", "Cell Carrier URL" and "Members Text (SMS) Email Address" are filled out automatically. The member/leader is now ready to receive text messages.
- 4. You can change or delete the carrier by clicking on delete.

5. You can add a cell carrier by adding the name of the carrier in the "Cell Carrier" Field and the specific URL for the cell carrier in the "Cell Carrier Text (SMS) URL" field then clicking "Add New Carrier".

| | Add New Carrier Information | |
|-------------------------------|---|---|
| Note: This example may not | Cell Carrier Name | |
| be accurate. Verify the URL | | |
| with the cell carrier you are | Cell Carrier Text (SMS) URL @union.com | Note: The URL must begin with the '@' Symbol |
| entering | | |
| chtching. | Add New Carrier | Delete the Selected Cell Carrier |

Printing Labels:

A print label box is available on the individual member, leader registration screen and the parents" information screen. It is used to print a label for any member, leader and/or parent. To print a label:

1. Mark the "Print Label" box on the registration screen. You may mark as many members or leaders as you wish by clicking the "Reselect Member" button on the right-hand side of the page.

- 2. When exiting from the Members or Leaders section, a message appears asking if you want to print them.
- 3. Click "Yes".



4. The label printing screen will appear.

The label screen allows you to:

- Select the printer.
- Select the type of label you want to print.
- Gray out labels on your sheet that have already been used.
 - Click "Full Sheet" and gray out the used labels. Or
 - Click "Empty Sheet" and click to enable labels that you want to use.

| | Welcome to the label selection screen. Your first task on this screen is to select the label type liste and county jou with to use from those listed below. You select a label by simply cicking on the one of choice. The display screen will adjust automatically to show the label type you have selected. Selecting a new label type (one other then the one the system used last) will start the display | × |
|--|---|---|
| | Helpl The addresses do not seem to fit the lab 30 3 × 2.63" × 1.00" Avery 12:244/285 Avery 12:2542/37 Avery 12:2542/37 Avery 12:52 Avery 12:54 Avery 12:54 Avery 12:50 Avery 12:50 | |
| | Prior Page Avery 2652 Next Page Avery 5103 Avery 5153 Avery 5153 Avery 5151 Avery 5151 | |

5. Click "Process" and choose if you want the member/leader's ID on the mailing label.

History Cards:

- 1. Click the "History" button located on the right-hand side of the individual member registration page.
- 2. Tab out of the History Year. The current year will be inserted and the current information will display.
- 3. Mark the "Completed" box for those projects the member completed.
- 4. The memo field can be used for any necessary information.

| Cour | id (ALB3464 Vy (Albary | L Add | ast Shortcake ess 123 Beny | Lane | First Strawd | жпу | Initial DOB 01/01/02 | History | | | | |
|---------------------------------|---|---|-------------------------------|--------------------------|---|----------------|--|-------------------------|---------|---|---|--|
| His | tory Year 🛛 | 12 Parent's | Initials | Year In 4H 1 | | E | Registration Horse | D,elete, | J | Prior | Next | |
| 1 3 5 7 1 2 3 | Unit ALB102 Project 42501 50501 70501 isplay Project F 110 | Title Centernal Valley Title Cake Decorating Food & Nutliton Gardening 21.30 C 41.50 | Numbe | Completed F F O | Unit 2 ALB12 4 6 8 Projects Projects Cor | npletec | Tabe Howell Hoot Divis Tabe Tabe Completion Percer | Com Hage: | | NOTE: If Ci have been creation of Delete the o | ubs, Projects, dded for the the current ye and and re-cr | or Achievements member AFTER the ar's history card, satel |
| | Achievement | The The | Numbe 0 | of Achievement | Achiev | ement Memo. | Tate | i meetings and particip | ated in | A | | |

Creating History Cards for All Members (only done during the year-end process)

- 1. In the Members section click on "Reports/Utilities"
- 2. Click on History Data / Create all XXXX History Cards. (XXXX = current year)
- 3. Click "OK" on the confirmation message
- 4. In the Members section click on Reports/Utilities

Marking All Projects Complete (only done during the year-end process)

- 1. Click on History Data / Mark All Projects Complete.
- 2. Click "Ok" on the confirmation message.
- 3. Deselect the projects that are not completed by going into the individual member registration screen and select the History button then uncheck the completed box.

| Reports/Utilities | Multi-Member Assignments | vailable Member Id Numbers | |
|-------------------|--------------------------|----------------------------|-------------------------------|
| Alpha Listing (| Compact) | | |
| Alpha Listing (I | Expanded) | | |
| Horse Data | | | |
| History Data | | ۱. | Create All 2012 History Cards |
| Member Public | ations | | Mark All Projects Complete |
| Member Proje | t List | | Process History Reports |

Parents Information:

This screen is used to enter information on the 4-H Members' parent. It allows for information to be entered for up to six parents and/or guardians.

| | Last Street Phone Fisk City state 20 Save Area Save / Return City state 20 Save / Return Save / Return Save / Return |
|--|---|
| Reminder: It is essential that an email field is only used for an email address. Never use to store additional information, i.e.: "none" | Direction Direction Direction Direction Direction Peret/Guaddan Miformation Piert/Guaddan Direction Piert/Guaddan Cirlomation Diele Copy Member Addees Information Dielee |
| "old address", "doesn't | Perer/Guardian D Information Piter Label Active Perer/Guardian E Information Perer/Guardian E Information |
| will disrupt the email | Copy Member Address Information Delete Copy Member Address Information Delete Smett Copy Member Address Information Delete State Delete Copy State Zop DP Delete State Copy State Zop DP State Zop |
| function of the system. | Image Proce More P |
| | Edu Mo D Edu Mo E E E E E E E F F |

Horse:

This screen is used to record any 4-H horse project member training information. Click the "Horse" button located on the right-had side of the individual member registration screen.

| ld ALB3464 County Albany | Last Shortcake DOB 01/01/02 | First Strawberry Registration | Initia History | Horse Delete |
|-----------------------------------|--------------------------------------|-------------------------------------|-------------------|-----------------|
| Level 1 Option B Date | - Written | Date | Riding | Date |
| Level 2 | Written | Date | Riding | Date |
| Level 3 | Written | Date | Riding | Date |
| Level 4 | Written | Date | Riding | Date |
| Level 5 | Written | Date | Riding | Date |
| Level 6 | Written | Date | Riding | Date |
| | | | | |

Wyoming Albany Members Data...

Data Set 2012/2012 Goto Registration Units Projects Achievements SQL Reports/Utilities Multi-Member Assignments List Next 50 Available Member Id Numbers

Units (Clubs):

In the Member section, click "Units".

- Highlight a specific club to view a list of members in the club. The total number of members shows in the member count box.
- The meeting date, place and time can be entered.
- The gray boxes on the right-hand side • are reports that will print when selected.
- You can assign a project to all club members by selecting "Assign Project to All Club Members".

| BLSB: Cature by damage BLSB: Cature by damage </th <th>Unit Count 18</th> <th>Member Court 12</th> <th>All Units Hamber/leader Court report</th> <th>Cull Rights Audit Dub Report</th> | Unit Count 18 | Member Court 12 | All Units Hamber/leader Court report | Cull Rights Audit Dub Report |
|--|---|--|--------------------------------------|-------------------------------------|
| 21/11/2 Calcular Long Page 21/2012 Calcular Long Page 21/2012 Calcular Long Page Page Value Long Page Page Value Long Page 21/2012 Calcular Long Page 21/2012 Calcular Long Page Page Value Long Page Page Value Long Page Page Value Long Page 21/2012 Calcular Construction 21/2012 Calcular Long Page Page Value Long Page Page Value Long Page Page Value Long Page Page Value Long Page 21/2012 Calcular Construction 21/2012 Calcular Construction Page Value Long Page Page Value Long Page Page Value Long Page 21/2012 Calcular Construction 21/2012 Calcular Construction Page Value Long Page Page Value Long Page Page Value Long Page 21/2012 Calcular Construction 21/2012 Calcular Page Value Long Page Val | ALENCE Contential Value ALENCE Contents Value ALENCE Contents Fings | ALE3352 Ayer, Tenyvor ALE3351 Borer, Cohrey B23351 Borer, Cohrey | Print Unit-Club Listing | Club Member / Address Counts |
| Date: Description Date: Address Frage Date: <td< td=""><td rowspan="4">AL3127 Other Credit Ranglers AL3125 Gen Cip 4 Load Diversi AL3126 Gen Cip 4 Load Diversi AL3120 Honory Hurlters AL3122 Honory Hurlters AL3122 Honor Hurler AL3122 Life Honor Power AL3121 Life Honor Power AL3112 Life Honor Power AL3117 Rock Credit Yalles AL3117 Rock October Yalles</td><td>ALB3390 Dave Jates ALB3959 Goobal Ann</td><td>Friet Unit/Dub Report</td><td>Primary Outs Gender by Grade Counts</td></td<> | AL3127 Other Credit Ranglers AL3125 Gen Cip 4 Load Diversi AL3126 Gen Cip 4 Load Diversi AL3120 Honory Hurlters AL3122 Honory Hurlters AL3122 Honor Hurler AL3122 Life Honor Power AL3121 Life Honor Power AL3112 Life Honor Power AL3117 Rock Credit Yalles AL3117 Rock October Yalles | ALB3390 Dave Jates ALB3959 Goobal Ann | Friet Unit/Dub Report | Primary Outs Gender by Grade Counts |
| Katton Katton Katton Katton Katton Katton Katton Katton Katton Katton Chatton Katton Katton Katton Katton Katton | | ALE3640 Nor, Valiey ALE3644 Shortzake, Stranberty | CHERRY SI | Retar |
| All 102 All 2020 Vergent All 2020 Vergent All 2020 Vergent All 2020 Vergent All 2020 Vergent All 102 Vergent Marting Place Case Olar-Physics Lielä Marting Train Case Olar-Physics Lielä | | ALE7032 Smith, Dooka ALE3435 Spik.ahtilar, Rio | Linked Projects Report | |
| Al2133 Sandrá Gore Al2135 Vela Sandrá Gore Al2135 Vela Sandrá Al2135 Vela Sandrá Karlag Pisan Mentog Pisan Mentog Pisan Mentog Pisa Mentog Tea | | ALB7028 Weget, Votora | Assign Preased to All Oub Manders | |
| Exercited Code Popularies Sector 2 Sect | Meeting Place | | | |
| Many Du Jaf Sodu Many Ins | Centervial School | Contr Cub - Pranci Links | | |
| 24 Sorder feering Tree | Heating Day | | | |
| Reading Time | 3dSindar | | | |
| | Meeting Time | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Wyoming Albany Members Data...

Projects:

In the Member section, click "Projects".

- Highlight a specific project to view the • members enrolled in the project.
- The "Print Individual Project Listing" • prints a list of all members enrolled in the project.
- The "Print Individual Project Report" prints a list of all members enrolled in the project and all other projects the member is enrolled in.
- Additional Project Reports can be selected. Click "Process" to print.

Achievements:

In the Member section, click "Achievements".

Achievements are added to the • member's record as they gualify or attend the achievement.

Note: Contact the State Office if you do not see an Achievement that you desire.



| Achievement Code | Title | Member Id | Name | Print individual achievement report | |
|--|-----------------------------|-----------|------|-------------------------------------|--|
| 00001 2002 National 44 00002 2006 National 44 | H Conference | | | Disday | |
| 00003 2007 National 4- | H Conference | | | Active Members | |
| 00004 2008 National 44 00005 2009 National 44 | H Conference | | | C Insta Marka | |
| 00006 2010 National 4- | H Conference | | | | |
| 00007 2005 National 44 00000 2006 National 44 | H Congress | | | C Both | |
| 00009 2007 National 4-1 | H Congress | | | | |
| 00010 2008 National 44 | H Congress | | | | |
| 00012 2010 National 44 | H Congress | | | | |
| 00013 2005 Deriver We | istem Roundup Fashion F | | | | |
| 00014 2005 Deriver We 00015 2007 Deriver We | Islem Houndup Fashion F | | | | |
| 00016 2008 Deriver We | istem Roundup Fashion F | | | | |
| 00017 2009 Deriver We 00018 2010 Deriver We | Istem Roundup Fashion F | | | | |
| 00019 2005 Deriver We | sten Roundup Presentat | | | | |
| 00020 2005 Deriver We | sten Roundup Presentat | | | | |
| 00022 2008 Deriver We | sten Roundup Presentat | | | | |
| 00023 2009 Deriver We | sten Roundup Presentat | | | | |
| 00024 2010 Deriver We | sten Roundup Heteriak | | | | |
| 00026 2006 Deriver We | stem Roundup-Vegetable | | | | |
| Glock (click) Achievement | to list associated members. | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
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SQL:

Wyoming Albany Members Data... Data Set 2012/2012

Goto Registration Units Projects Achievements SQL Beports/Utilities Multi-Member Assignments List Next 50 Available Member Id Numbers

Click Goto > Members > SQL > Request

| Request Queue | The SQL feature allows you to pull information from 4HPlus! in a variety of methods. |
|----------------------|--|
| Count | queries the following steps must be followed. |
| Labels 🔸 | Choose the type of request from the Request Menu. |
| Email | 2. Enter the query fields and criteria |
| Missing Email Labels | 3. Process the query. |
| Report Mail Merge | 4. Review, print or save the results (if desired). |
| Text (SMS) Messages | An explanation for each step will follow, but first an example of choosing criteria. |

Data Set 2012/2012

Goto Registration Units Projects Achievements SQL Reports/Utilities Multi-Member Assignments List Next 50 Available Member Id Numbers

We will use the example of searching for **13 year old members in the Cake Decorating Project.** (This type of request can be done as a count, list, label, email, report, mail merge, or text.) After determining the type of request you will see the query option page.

- Select the first field you would like to search in. In this example we will select "Projects".
- 2. **Select the Operator**, we will choose =Equals to.
- 3. Select the requested criteria, (Cake Decorating), and click the "Continue" button.
- 4. A new box will pop up and allow you to **continue your choices**. We will choose "And"
- 5. Select the additional criteria. In our example we will select Age.
- 6. **Select the Operator**, we will choose =Equals to.
- 7. Select the requested criteria (13 years).
- Continue your selection process until you have included all of your criteria by selecting the "Continue" button.
- 9. Click Process







Connector "And":

"And" will only return results that are true for all of the search criteria. If one piece is false, then there will be no results. For example, if you select "(Age=12) AND (Age=13)" you will get zero matches, and no results.

Connector "Or":

"Or" returns results if any piece is true. Using the same example if you select "(Age=12) OR (Age=13)" then you will get a listing of all the members that are ages 12 and 13.

Multiple Selections at one time:

You can multi-select criteria by holding down the CRTL and the Shift keys.

1. Request Types

Count: The count will give you numbers only. You can choose to have a basic number or a Club/Unit Subtotal.

| | | Basic Total Result | s | Club/Uni | t Subtotal R | esults |
|----------------------|---------------------------------|---------------------|-------------------|----------------------------|--------------|--------|
| | | | te h | ingent Queur | TaxCare 20 | |
| Request Queue | | Matches | AR | 12Centerial/laby 12 | | |
| Count 🕨 | Basic (No Subtotals) | 25/252 | 421 | (DCardeny Gamera King) (5) | | |
| List | County Subtotals | 237232 | 400 | WilderJackets (2 | | |
| Labels | Club / Unit Subtotals | | | 13Hp Aws | | |
| Email | e matching records. [Report] | | AL ^E T | 20Hamory Hutles 3 | | |
| Missing Email Labels | ge file containing the fields y | 25 mombars out of 2 | E 2 | 12Rody Houman Robels | | |
| Report | · · · | 25 members out of 2 | .52 🔐 | 10Utle Hase Power 3 | | |
| Mail Merge | | | ALT | 14 Story Range Planeers | | |
| Text (SMS) Messages | | total membership | 437 | TS Windy Yulley 17 | | |
| Text (DHD) Hessages | | • | 450 | CT Havel Hart Dala | | |
| | | | ABC | (Silen Oy 4Unil Divers | | |

List: The list will give you a list of the results and the count. You can print the list if desired by clicking on the "Print List" button.

| Exit Request Queue | | |
|--|----------------------|---|
| Enter Fields and Matching Values for Finding Records that Meet Your Selection Criteria | | |
| | | |
| Repet | | |
| List Members with ("Grade" = "2") | | |
| | | |
| | ALE3460 Roberson Ann | |
| | | |
| | | |
| | | |
| | Matches | Distance of the second s |
| | 1/291 | Print List |

Labels: Create labels for a specific group of members.

You can choose the label casing (how the printing of the information will look). Choose how the information is sorted. Adjust the label count per member, family or address to avoid duplication. Opt to create a label for parents not at the same address.

| Request Mailing labels: Membe | ers with "Gender" = "M" AND ("Age" = " | '17'') | |
|----------------------------------|---|--|--|
| Matches 8/291 | Label Casing C Print Data as Stored C Normal (Upper case first letter) C USPS (All caps, no punctuation) | One label per O Member O Family O Address O Cancel | Additional Labels Include mailing labels for parents with a different home address than the qualifing member? |
| | ⊂Label Sorting ⓒ by Zip Code ⓒ by Name | | |

Choose your output method, in this example it is "Screen". The "Printer" output will not show the names on the screen.

| Output to | ALD-K303 Ganett Kak | ALD 4350 Janed Lepper | ALB7027 Tyler Wingett | Welcome to the tabel selection screen. Your first task on this screen is to select the tabel type table and countly you with to use from those field tables. You what is ball for users (chick on on |
|---|------------------------|---------------------------|--------------------------|---|
| C Screen | William Wood | ALB 7174 Dation Tabott | ALE4374 Bill Dolles | the one of choice. The display screen will adjust automatically to show the label type you have |
| O Printer O File | ALB4565 Ean Madden | ALB4752 Colby Hales | | Selecting a new label type jone offwr then the one the system used last) will start the display |
| If File is selected, you will be asked for the file name and path. Do not enter a file extensiontxt is default | | | | Heigh The addresses do not seen to it the label Labels: 0 30 3 × 10 Page10:1 2657 × 100* Page11:1 2657 × 100* Caluer primer Amy 12/35/20* Amy 12/35/20* Amy 210 Caluer primer Amy 210 Amy 210 Amy 210 |
| | | | | Noces Avery 2401 Noces Avery 2402 Noces Avery 2402 Noces Avery 2405 Noces Avery 2405 Avery 2005 Avery 2405 Avery 2405 Avery 2405 Every 2405 Avery 2405 |

- The "Full Sheet" option shows a full page of labels. You can click an individual label to gray it out making it unusable.
- The "Empty Sheet" option shows all grayed out labels and you can click on an individual label to enable it for use.
- 4-HPlus! will remember which labels were used within the same session.

Email:

As with all other requests you will choose the criteria that you desire. You can manipulate your results the same as if you were creating a report or a count. When you have selected your options, click "Continue".

| loplays the target edit b arget or match by press argets will be displayed | ox, you would enter (type) in your desired target ing the TAB key to exit the target edit box. If bas for you in the target list box. Simply click on the | to match or compare. Rememb and on the selected field] the sy desired target to complete the e | er you can use the [*] aite stem knows the allowable wity. Note: some selected | risk ar a wild card. You targets (Example: Cities, Helds allow for multiple | Ages, etc.), these largets. If you have | |
|---|--|---|---|---|--|-------|
| equest Mait Members with (* | Projects'' = | | | | | |
| /ith Field | Gender Parent / Guarda | n F Horse Salety Cert | State 9 | Units/Clubs | Code | Title |
| First M.I. Street City State Ze Phone Phone Phone Phone SSN DDB [mm/3d/ys] Age | Periodrece Leaderibo Grads Parening Grads Parening Grads Parening H1 Yeas: Phressynd H2 Yeas: Parening H3 Yeas: Parening H3 Yeas: Parening H3 Yeas: Parening H4 Yeas: Parening | HeadhuCC Forms Local 9 Local 9 Local 10 Ji Labah Active Millary National Guard Fo Current Year Recognition (Gold Recognition (Gold Recognition S State 8 | Class Ethnicky White Black.o An Indexn on Assen Hawaian or Index than one race Undeternined E Enal NewLetters Military Family | C Achievements Web Forms | 22017 Aerospace 1000 Aerospace 10002 Rineding Beef 12002 Rineding Strepp 12002 Rineding Strepp 14001 Cate Decoding 14001 Cate Decoding 15000 Collecting 16100 Computers 51000 Cocheting 1400 Day Catle | |
| renthesize Add 1 1 2006 wheth 1 0 min TE: Unless you a assets set to true TE: II working wi not be included | Consister Construction Const | than or Equal to ter than or Equal to qual to Is (when the 'SQL Auto Sk ults To true, non-screened lea | Continue Ap' ideas | _ | 10701 Dairy Geals 11001 Dogs 20501 Electricity 50101 Falers and fashion 50101 Falers and fashion 50010 GIS GIPS 5000 Galdening 65001 Geology 34501 Health 11601 House Judging | |

Note: Before emailing out of 4Hplus you should <u>always</u> verify your email address by going to Goto / Main / Verify Email Addresses. If an email is not entered properly you will get an error message and the entire email system will be shut down. A hard re-boot of your computer will be required to eliminate the error message.

When you have completed your selections choose "Process".



This will bring up the email page. The required information is in red below:

| Wyoming, Albany Structured Query | y Language Data Data Set 2012/2012 | |
|---|---|--|
| Exit Request Queue | | |
| 8 Email Members | Hint: You may compose the message in the message text box below or copy and paste from some other application or open | n a file via the file button. |
| Connect / Disconnect Email Now Emails Attempted Exit / Cancel | Subject: 4-H Extravaganzal Message Text: Come to the 4-H Extravaganza on May 4th! | a Subject here. |
| Print Recipient List Recipients | For questions call us at 555-5555. You <u>must</u> enter a N | lessage here. |
| By Name List Emails Possible: 32 Selected: ALB3324 Anerson, Sage Alagroups ALB3329 Anderson, Kelcey Alagroups | Browse for email message file Check Message Spelling Clear Message Text | Load Last 4H Email Message Save Current 4H Email Message |
| ALB 3017 Butcher, Bailey ALB 3373 ClarkJohnston, Rory ALB 4452 Coales, Jolo ALB 3328 Considine, Lucy ALB 3052 Egge, Garrett ALB 4455 Egge, Sara ALB 302 French, Jordan | Browse for Attachment (File): attachment file Connection Status: LAN | |
| ALB3208 Gallegos, Kemsley ALB3386 Garcia, Maria ALB7082 Gardner, Glenn ALB3214 Gross, James ALB4467 Harris, Joey ALB4195 Harris, McKensie | You can attach a file here. (Not required) | |
| ALB345 Johnson, Hannah ALB3417 Kirkpatrick, Sara ALB3240 Kobbe, Kyler ALB3230 Kobbe, Ryleigh ALB708 Kuhn, Rhismon ALB3053 Marshall, Keely ALB3053 Marshall, Keely ALB3308 Miller, Samantha ALB3427 Musser, Kaylie | Enter Additional Email Address(es) Additional Email Address list SQL Emails Add Email Address to list Add Email Address to list | to either Members or Leaders will only primary email address but emails will to additional email addresses found on s or leader's communication screen. |
| ALB2016 Pratt. Brooklyn ALB2017 Reed, Joshua | Clear Additional Email Address List Delete Selected Email Address from list You must select who will receive the email. In | this case, "All." |
| 🤧 start Coogle 🔄 Sendin. |] 🕞 Inbox 🛛 🥥 2 Int 🔹 🖄 Shooti 🏾 🌉 Win4hp1 🔹 Search Desktop | 😰 🛱 🔕 🕞 🍪 🔑 😕 3:09 PM |

When the Subject, Message and Members are selected the "Email Now!" button will be enabled. Select the "Email Now!" button to send the email.

| Actions | |
|----------------------|---------------|
| Connect / Disconnect | Email Now! |
| Emails Attempted | Exit / Cancel |
| Print Recipie | nt List |

Helpful Hints:

- The program allows you to save your current email message, which is handy for future use. You must click on "Save Current 4H Email Message" to save your message. To use the email again just click on "Load Last 4H Email Message". The system will only keep one email message at a time.
- The system will also check the spelling of the email message (not the subject line). Click on "Check Message Spelling".
- You can select only a few of the members in the email listing by holding down the control key on the keyboard and then clicking on the members you want to select. After sending the email to the selected, you can reselect other members and reload the email to send again.
- It is recommended that you send the emails in batches of 250 or less.
- If you receive a "Busy" signal (a red warning signal) it means that there is a bad email address that needs to be corrected. In order to have the email system recover from this, you must close 4HPlus and do a total reboot of your computer.
 - If you have verified that your email listings are correct (steps 7,8,9,10) and still receive the "Busy" warning signal, you will need to call the State 4-H Office .

Missing Email Labels: - You can create labels as explained in "Labels".

Report: You can build a report specific to your needs and the criteria you choose.

As with other SQL request you can select your desired options and then click "Continue".



Choose the information that you want to include in the report.

| Diate | est | | | | | | | |
|---------|-------------------------------|-------|-------------------------------------|-----------------------|--------------------|------------------------|-----------------|--------------------|
| Print r | eport: Members with ("Pro | ects | e = mituurej | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Match | ies | | | | | | | |
| 40/2 | 291 | | | | | | | |
| | | | | | | | | |
| Select | t print fields in print order | | | | | | | |
| 1 D | Id | | SSN SSN | 📕 Medical | Other | Achievement Po | Year 4-H Honors | Hawaiian or |
| 1 5 | Last | | DOB | EST (EST | Primary Club | Health/CC Form: | State 8 | More than one ra |
| 2 5 | First | 7 | 🔽 Age | 🔲 Dues Paid | User Id | | 🗖 State 9 | Undetermined |
| L D | M.I. | 8 | 🔽 Gender | Youth Volunt | Password | Local 10 | State 10 | 🔲 Email Newsletter |
| 3 5 | Street | | Race | Primary Email | 2011 Enrollment | 🗖 Js labels | Class | Military |
| 4 5 | City | | Residence | 🔲 Events Atten | Local 2 | Active Military | Ethnicity | Units/Clubs |
| 5 5 | State | 9 | 🔽 Grade | 🔲 Parent / Gua | Dog I.D. | 🔲 National Guard | 🗖 White | Projects |
| 6 5 | Zip | | School Name | Active | LQA Attended | 🔲 Current Year Rec | Black or | Achievements |
| 10 5 | Phone | | 4H Years | 🔲 Leadership | 🔲 Self Determined | 🔲 Silver Recognitic | Am Indian or | |
| E | Primary Cell F | | 🗖 Current Year | Parenting | 🔲 Horse Safety Cei | 🔲 Gold Recognition | 🗖 Asian | |
| | | | | | | | | |
| | Include Club ar | id Pr | roiect Id's if selected for mail-me | rge. Clear field sele | ction Contin | ue (select sort order) | | |
| | | | | - | | | | |
| - · | | | | | | | | |
| Enter H | eport Title if Desired | | | _ | | | | |
| 2012 D | og Project Members | | | | | | | |
| 1 | | | | | | | | |

Note: You can name and save your report for future use. Always check this box to ensure the correct name is listed.

Choose the order in which you want the information to appear and then how you want to receive the report.

| Print report: Members with (" | Projects'' = "11001") | | | | |
|---------------------------------|----------------------------|---------------------|------------------------------------|---|---------------------|
| Matches 40/291 | | | | | |
| Select Sort By Fields in Desire | ed Order | | | | |
| 🗖 ld | 🗖 Zip | Race | 4H Years | Future | |
| 1 🔽 Last | 4 🔽 Age | Residence | 🔲 Extra 1 | | |
| 2 🔽 First | 3 🔽 Gender | 🗖 Grade | Primary Club | | |
| | | | Sort Direction | Send Output to | |
| Select Different Printer | Liear sort order selection | Process My Hequest! | Ascending (A to Z, 0 to 9, etc) | C Screen | Upen Word Processor |
| | | | C Descending [Z to A, 9 to 0, etc] | C Printer | |
| | | | | C File | |
| | | | | If File is selected, you will be asked for the file name and path. Do not enter a file extensiontxt is default | |

Other Reports:

You can select other reports that are already created by clicking on Goto > Members > Reports/Utilities.

Warning: Several canned reports will automatically be sent to your printer! Reports/Utilities Multi-Member Assignments List Next 50 A Alpha Listing (Compact) Alpha Listing (Expanded) Horse Data History Data Member Publications Member Project List Member Club List Project Completion Report Completion Certificates Year's In 4H Report Name Tags List Members with Zero Units List Members with Zero Projects Parent's Information Age Counts by Gender Member Club and Project Count Master Project Club Linking Report Re-Calculate All Member Ages. Check All Member's [Allow Email Newsletters] Box Un-Check All Member's [Allow Email Newsletters] Box Member Enrollment / Registration Report Military Family Counts

Mail Merge: You can select data to be included in other types of documents.

- 1. Select the members the same as you would for a report.
- 2. Choose the information that you want to include in the mail merge
- 3. Click on the "Process" button which will bring up the Save screen.

| Request | | | • | | | |
|--------------------------------|----------------------------|---------------------|--------------|--------------------------------|-------------------------------|---------------|
| Build Mail Merge File: Memb | ers with "Dog I.D." = "*" | | | | | |
| | | | | | | |
| | | | | | | |
| Matches | | | Open | | | <u>?×</u> |
| 2917291 | | | Look jn: | 🞯 Desktop | -Ⅲ ← 📾 🕂 | |
| Select Sort By Fields in Desir | red Order | | | | | |
| □ Id | 🗖 Zip | Race | | My Documents | 👰 QuickTime Player | F Paradox |
| Last | Age | Hesidence | | 😼 My Computer | 🄊 Safari | 👫 Shortcut to |
| ∠ IV First | Gender | Grade | My Recent | Network Places | 💫 Skype | 🔂 Shortcut to |
| | | | Documents | 📥 Adobe Acrobat 8 Professional | 🚰 WordPerfect X3 | 🕙 TimeSheets |
| Select Different Printer | Clear sort order selection | Process My Request! | | Adobe Reader 8 | 🚞 Desktop | 😥 Windows M |
| | | | | Burn CDs & DVDs | C Misc | |
| | | | Desktop | 🛃 CKV Launcher | 🚞 Paradox Fix Files | |
| | | | | CKV Tools | 🚞 Ricoh Drivers | |
| | | | | 😰 Google Chrome | 🚰 4HPlus | |
| | | | | 🚰 Malwarebytes' Anti-Malware | 👧 4HPlus Remote Support | |
| | | | My Documents | P Microsoft Keyboard | ALBANY MERGE.txt | |
| | | | | Microsoft Mouse | 🚰 E-mail | |
| | | | | 🚰 Mozilla Firefox | 🗐 GOSHEN2011WY_Clubs_EIN.xlsx | |
| | | | Mu Computer | Tesentations X3 | 🔊 Help and Support | |
| | | | my comparer | 🚰 Quattro Pro X3 | 🔂 mbam-setup.exe | |
| | | | | • | | F |
| | | | | | | |
| | | | My Network | File name: ALBANY MERG | iE.tst | <u>O</u> pen |
| | | | Places | Files of tupe: | . | Cancel |
| | | | | The of the | | |
| | | | | | | |

- 4. Name the file and save the file anywhere on your computer but remember where you saved it!
- 5. Click open to save the file. A box will pop up letting you know where you said to save the file. Click "OK".

| Informa | tion 🔀 |
|--------------|--|
| (i) | Task Completed! Merge Fields are in File |
| \checkmark | C:\Documents and Settings\mrober38\Desktop\ALBANY MERGE.txt $\hfill \hfill \hf$ |
| | OK |

To use the Mail Merge data (Microsoft Windows 7 version):

- Open Excel
- Click the Windows emblem.
- Click the Open button.



- Search where you saved the data file.
 - Make sure that in the Files of type you have "All Files (*,*) listed.
- Click "Open".



- In the Original Data Type box choose "Delimited" then "Next".
- In the Delimiter box choose "Tab" and "Comma" then "Next".
- In the Column box choose "General" and then "Finish".

| Tea | at Import Wizard - Step 1 of 3 | ? × | | - | |
|-----|--|-----|---|---|--|
| The | e Text Wzard has determined that your data is Delimited. | | Text Import Wizard - Step 2 of 3 | 5 | est Import Wilard - Step 3 of 3 |
| SI | This is carefy, doesn herd, or choose the data hype that bend describes your data. ways data have boose the files types that we describes your data. To general To general To be set to be separate each field. The set set to be separate each field. The set of the set of | × | below. | (| The scene by you shell each taken and set the Code Found. Control Gal Tomat To grand Total Total Total Com of provide to the code of the c |
| | verier of the C-(Documents and Sottings)andbord(ADAMAN PERCE.b.t. 1 DOLE Toop Troppers, Tenanovan, 2 Assessment, "South South Sout | | Cata greeter Data greeter Data Service Readers' Austricon Rege Austricon Rege Austricon Rege Austricon Rege Cancel cgest gest Cancel cgest gest | | Cale general Dele general Del 2 for Project Realer Del 2 for Projec |

- Save the Excel file and use the information for your mail merge project.
- •

Note: A Mail Merge can also be created using the SQL Report by choosing the "File" option in the "Send Output To" box and following the Mail Merge directions.

Texting: You can select data to send text messages.

Choose the criteria the same as listed previously.

The Texting screen will appear.



- Enter the Subject Field.
- Enter the Message
- Choose eligible recipients or "All"
- This will enable the "Text Now!" button. Click "Text Now!"
- Choose Exit/Cancel to escape.

Reminder: Only send text messages to those members/leaders who have given permission for you to do so.

Sending texts does not cost you anything as you are sending it as an email. However, it may cost the recipient to receive it.

You can print the recipient list of whom the text went to.

The text messages will be sent out as an email and you will get an email notice that it went out.

Queue: In the SQL feature, you can add your inquiries to the Queue for future use.

- After you have chosen the type of request click on the "Queue" button.
- Then click the "Add" button.

| Request Queue | Wyoming Albany Structure |
|---|---|
| Count ► List Labels Email Missing Email Labels Report Mail Merge Text (SMS) Messages | Exit Request Queue Select Fiel Hint: The field not have to (bu r year cany print an |

- Type the name of the query in the "Name Request" field.
- Tab out and click the "Add Now" button then the "Return" button.

| Wyoming Albany Structured Query Language Data | Data Set 2012/2012 | |
|---|-------------------------|----------------|
| Exit Request Queue | | |
| Add Request to Queue List | | |
| Request | | |
| Print report: Members with "Id" = "** | | |
| Name Request: Ann's 2012 Report | | Add Now Return |
| Click on QueueThen the Display | Queue Add Display | |

Clear All

• The saved queue listing will appear. To look at the highlight the desired listing and click the "Process" button; to delete the query click on the "Delete" button and to exit click on the "Return" button.

| Wyoming Albany | Structured Query Language Data | Data 5et 2012/2012 | |
|---|---|---------------------|---|
| Exit Request Que | ue | | |
| Request String Print report: Member | s with "Id" = "s" | | |
| SQL Requests Processing Request MEM Active mem MEM Anns 2012 MEM Level 1 MEM project num | Saved Queue Listing ets Found in Queue bers by zip and year Report bers in Lincoln County | Process Delete Retu | m |

Family Linking:

Family linking can be a time saving tool. You can change one address and phone number in the member screen and all family members to that particular member, who have the same information, will be changed automatically. To enable the Family Linking tool you must first set the parameter to allow the function.

- 1. Click on Goto > Utilities > Parameters
- 2. Select "Family Linking Enabled".
- 3. Enter the daily password
 - a. (must obtain from the State Office).
- Click on "Family Linking Enabled" again which will enable the setting options.
- 5. Choose "True" in the Options box.
- 6. Select "Return"
- While in the Utilities sections click on "Factory"
- 8. Select "Cancel" on the warning box







- 9. Enter the daily password and hit Tab on your keyboard.
- 10. Select #60 "Process Basic Family Linking".
- 11. Click the "Process" Button
- 12. Select "OK" in the Confirmation box.





2014

button

This will bring up a screen of the possible links. The system searches for possible members, leaders and parents who could match according to last name, address, or phone number. Each of these possibilities will be shown within the three columns and are highlighted in blue.

15. Notice that now there are names in the "Family Linking List" box on the lower

16. To manually add a name to the Family Linking select the "Set Family Linking"

right-hand side of the screen.

- To manually select a member, leader or parent, choose the option in the "List All" box.
- Highlight the desired linking. which will put the name in the "Additional Link" box
- 19. Select "Process Selected Linking"
- 20. Select "Return" and exit out of the Members section.
- 21. Re-enter the Member section and open the selected Member's registration page.
- 22. Click on "Display Family Links". The links will now be displayed.

You can clear all linking by clicking on "Remove Linking for selected ID. Warning: This will remove all the associated links for all those currently linked.

| 13. | Click on Goto > Members | ALB3464 Street | Shortcake | | S |
|-----|-------------------------|-------------------|----------------|-------------|----------------|
| | | 123 Berry L | ane | | |
| | | City Laramie | | State WY | Zip 82070-0 |
| 14. | Select a Member. | SSN | DOB 01/01/0 | Age 2 10 | Gender F |
| | | 4H Years 0 | Current Year | | |
| | | 1_ [| 12 | | |

| Street | Member Class: | |
|--|--|----------------------|
| 123 Berry Lane | Invalid Class Type | Enter New Member |
| City State Zip Phone Primary Cell Phone Laramie WY 82070-0000 [307/555-5555 [307/444-4444 | Local Fields 2011 Enrolment Form Js labels | Copy Last Record |
| SSN D0B Age Gender Residence Grade School Name 01/01/02 10 F 1 4 Big Patch | Level 2 Astice Million | Save New Member |
| 4H Years Current Year Youth Volunteer Type | Active minary | Delete This Member |
| 1_ 12 10 Primaru Email Address (Dee Onix) | Dog I.D. National Guard | De Celest Marker |
| hemanad@sweetlanth.com | | he-select Member |
| Parent / Guardian Active Leadership Parenting Oth | er UA Attended Lurrent Year Recognition | Prior Next |
| Mamma Muffin Y N N N Primary Chitr: Web Restort Web Restort | Self Determined Form Silver Recognition (1point/year) | Horse History |
| Clubs ALB102 ALB3464 hijmuh | Horse Safety Cert Gold Recognition (3 points/year) | Parent(s) Info |
| Projects Notes: | Achievement Points Year 4-H Honors Olub Achieved | Show All Fields |
| Achievements | | Member Forms |
| | State 8 | Set Family Linking |
| Communications | State 9 | Save / Exit / Return |
| Set Current Year NOTE: If the member's family has multiple military attractions use | Local 10 State 10 | |
| the branch of the highest ranking military family member. | | Display Family Links |
| -OMB Ethnicity and Race (REQUIREDI) | Family Linking List. | |
| C Hispanic or Latino 🔽 White After entering the new fee | deral OMB ethnicity / race information click [Save OMP ALB3457 Peep, B | lo |
| Not Hispanic or Latino Black or African American Data Data American Indian or Alaskan Native | Piero do Mulin, I | mamma |
| Save DMB Data Asian | | |
| More than one race | | |
| | | |
| | | |

Print Label

Allow Newsletter Via EMail

Last change (YMDHMS):

20120301143207

| Colored ID | By Last Name | By Last Name | By Last Name | |
|---|---|---|------------------------------------|---|
| belected (D D ALB3464 [This will be Link Key Number 1] Shortcake, Strawbeny Address 123 Beny Lane Phone Number 2007505955 Idional Members / Lesders / Parents to K. | By Lait Name By Address. <u>Diear Selector(s)</u> ALB2157 Peep Bo | By Last Name By Address <u>Clear Selection(s)</u> ALB0135 Muffre, Marma | By Last Name | Members C Leaders C Parents AL33459 Flexichman, Direckin AL34251 Flexichman, Jose AL34254 Flexichman, Jose AL34254 Johnson, John AL34454 Johnson, Harmah AL34454 Johnson, Harmah AL34454 Johnson, Harmah AL34454 Johnson, Harmah AL34454 Shottacle, Shawbeny AL34454 Shottacle, Shawbeny AL34454 Shottacle, Shawbeny AL34453 Johnson, John AL34228 Notage, Anthen AL34253 Johnson, John AL34270 Burn, Dru AL34265 Virght, Randy AL34457, Notage, Anthen AL342658 Virght, Randy AL34457, Notage, Chesta AL3457, Notage, Chesta AL34 |
| LB3460 Roberton, Ann Dear Additional Linking List Process Selected Linking Remove Linking for Selected ID | By Phone <u>Diear Selector(d)</u> | By Phone <u>[Clear Selection(s)]</u> ALB0135 Muffre, Marma | By Phone. <u>Dear Selection[3]</u> | ALB434 Adam, Mna ALB452 Hae, Coby ALB4555 Leppen, Jarred ALB4770 Adre, Ba ALB4770 Adre, Ba ALB4770 Adre, Ba ALB4783 Kin, Ganet ALB4783 Kin, Ganet ALB4783 Kin, Ganet ALB4784 Hol, Kang ALB4474 Hore, Kayla ALB4474 Toever, Kayla ALB4454 Solgo, Sara ALB4454 Solgo, Sara ALB4454 Solgo, Sara ALB4454 Solgo, Sara ALB4454 Solgo, Sara ALB4454 Solgo, Sara ALB4454 Solgo, Sara ALB4457 Privat, Horper ALB4474 Privat, Horper ALB4474 Privat, Horper |
| nique Link Keys: 3 | | | | Count: 289 |

| d | Last | First | M.L | - | | | Allow Newsletter Via EMail | Last char | ge (YNDHMS): | |
|--------------------------|--------------------|--------------------|------------------------------|--------------------------|----------------|------------|--|--------------------|-------------------|----------------------|
| ALB3464 | Shortcake | Strawberg | y _ | Print Label | | 14 | | | 2012031 | 0111726 |
| Street | | | | | | м | ember Class: | | | |
| 123 Beny La | ane | | | | | 6 | svalid Class Type | * | | Enter New Member |
| Dity | Sta | te Zip | Phone | Primary Cell Ph | one | | -Local Fields | State Fields | | Corry Last Record |
| Laramie | W | r 82070-0000 | (307)555-5555 | (307)444-444 | 4 | | 2011 Enrolment Form | Ja labela | | Copy con motors |
| SSN | DOB | Age Gender | Residence Grade | School Name | | | | | | Save New Member |
| | 01/01/02 | 10 F | 1 4 | Big Patch | | | Local 2 | Active Millary | | |
| HYears (| Current Year | | | Youth Volunteer T | ype | | | | | Delete This Member |
| 1_ | 12 | | | 10 | | | Dog1.D. | National Guard | | |
| ^p rimary Emai | il Address (One Or | 約 | _ | | | | | | | Re-Select Member |
| berrygood@ | Poweettooth.com | | | | | | LQA Attended | Current Year Reci | ognition | |
| Parent / Gua | ardian | | Act | ive Leadership | Parenting | Other | | | | Prior Next |
| Mamma Mul | fin | | M | N | N | Ν | Self Determined Form | Silver Recognition | (1point/year) | Horse History |
| ~ | | Primary Club: | w | /eb Userid: | Web Passw | ord: | | | | |
| CN | IDS | ALB102 | 4 | 4.83464 | hijwuh | | Horse Safety Cert | Gold Recognition | (3 points/year) | Parent(s) Info |
| Deal | la ata | Notes: | | | | | | | | Show All Fields |
| Prop | WLTS | | | | | ~ | Achievement Points | Year 4-H Honors | Club Achieved | |
| Antines | amonto | | | | | | | | | Member Forms |
| - ALMEN | ementa | | | | | | Health/CC Forms | State 8 | | Cat Family Linking |
| Commun | vicetions | | | | | ¥. | | | | set ranky unking |
| Common | ncalours | | | | | | | State 9 | | Save / Exit / Return |
| Set Dan | and Your | Miltary Family / B | tranch: 00 No f | Millary Association | 1 💌 | | | | | |
| 001000 | chill y cub | NOTE: If the men | nber's family has m | ulitple military affilia | tions use | | Local 10 | State 10 | | |
| | | the branch of the | highest ranking m | istary family memor | м. | | | | - (| Display Family Links |
| - | | | | | | | | | | |
| OMB Ethna | icity and Race (RE | QUIREDI] | | | | | and the second | Fa | mily Linking List | [3] |
| @ Not His | panic or Latino | Black or African | n American | Data] | sering the new | receral UN | is ennicity / race information clici | classe rays V | LB0135 Mulfin, I | Mamma |
| | | American India | n or Alaskan Nativ | | | | | A | LB3460 Robers | on, Ann |
| Save | OMB Data | Atian | | day day | | | | | | |
| 0010 | 0.10000 | Mare than one | in or umer Pacific I race | 10-91X341 | | | | | | |
| | | E Undetermined | | | | | | | | |

Multi Member Assignments:



Click Goto > Members > Multi Member Assignments

Multi-Member Assignments is a quick way to add a project, achievement or club to several members at a time.

• Choose a selection of members in the "Active Members" box.



Wyoming Albany Members Data... Data S

Data Set 2012/2012

Goto Registration Units Projects Achievements SQL Reports/Utilities Multi-Member Assignments, List Next 50 Available Member Id Numbers

List Next 50 Available Member ID Numbers

Achievements and verify.

Goto > Members > List Next 50 Available Member ID Numbers

When you select this option a list of the next 50 available Member ID numbers will print.

Changing Local Field Titles

Local fields are available for each county to enter information that they would like to track, such as the receipt of a member's Code of Conduct or Health form.

There are ten fields in which the county can use to gather data.

To enter or change a local field label, right click with the mouse on any of the local titles.

| Difference Difference <th>ny Lan my Lan</th> <th>mp (ar mp (ar mp (ar mp (ar) mp (ar)</th> | ny Lan my Lan | mp (ar mp (ar mp (ar mp (ar) mp (ar) |
|--|--|---|
| And a set of the | ULUS Desc. Percent Percent Coll Percent Coll Percent Percent Coll Dist Arg. Desc. Percent Percent Coll Percent Percent Coll Dist Arg. Desc. Percent Percent Coll Percent Percent Coll Dist Percent Percent Coll Percent Percent Coll Percent Percent Coll Percent Percent Percent Coll Dist Percent Percent Coll Percent Percent Percent Coll Percent Percent Percent Coll Percent Percen | Image: Description Procession Procession <td< td=""></td<> |
| Sec Sec <td>Open Deck Deck of Park Deck of Park<td>Open manual production Product State Product Product State Product State</td></td> | Open Deck Deck of Park Deck of Park <td>Open manual production Product State Product Product State Product State</td> | Open manual production Product State Product Product State |
| and Projector Proj | Other Particle Production of the particle basis Production of the partis basis with the p | Off Op |
| Big Control Big | Name Name <th< td=""><td>Display Display <t< td=""></t<></td></th<> | Display Display <t< td=""></t<> |
| Utime Cardone 1/2 Animal Labeling particular law particular law <td>tan dari kana angen ange</td> <td>ns Concerning To P 1 P 1 P 1 P 1 P 1 P 1 P 1 P 1 P 1 P</td> | tan dari kana angen ange | ns Concerning To P 1 P 1 P 1 P 1 P 1 P 1 P 1 P 1 P 1 P |
| Control Control Description International Addated Do Delig ware(Control) Addate Laboring End data With Control Addate Laboring End data File data With Control File data File data File data File data Propriot File data File data File data File data Propriot File data File data File data File data Propriot File data File data File data File data Propriot File data File data File data File data Propriot File data File data File data File data Propriot File data File data File data File data Propriot File data File data File data File data Propriot File data File data File data File data Propriot File data File data File data File data Set Claurer Pile File data File data | Text | Total Total <th< td=""></th<> |
| | Control Termine | Taranataran Dan Dal Disanataran dan di salara tianati Sinawari yana Sinawari y |
| Mar of Section 1990 - Constrained Section 1990 - | Other metric Classifier Financial | Column of Units Advise Legaling Parenting Ores Difference of the Paragraphic Ores </td |
| Andread Andread Factor Control Control Control Factor Fact | Construit Alter Labeling Direction Dir | Classifier Addres Label/reg Provide (Fig Display Display Table Label/reg Provide (Fig Display Table Label/reg Provide (Fig Display Table Display Table Display Table |
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| Cabb Prograd Value bill Optimizer End Construction Main Construction < | Color Pase Color See Toget Color See Toget Color See Toget Color No. 1 No.1 No.1 No. 1 | Cobe |
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This will bring up the Local Field Name Utility. You can personalize each local field title by typing the desired title in the local field boxes.

After all titles have been entered click "Save/Return".

State fields can only be entered or changed by the State Office.

| Nyoming Albany Members | Dets. | D | ata Set 2014/2014 | the second second | and the second se | Contraction of the local division of the loc | - | and Summer Street, or other |
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Leaders

Click Goto > Leaders



Note: The Members and Leaders functions are very similar. The Members screens are green, while the Leaders screens are yellow. Please see the instructions in the Member's section for the following functions:

- Entering new Clubs, Projects, Achievements and Communication (including cell carrier)
- Labels
- History Cards
- Unit (Clubs)
- Projects
- SQLs
- Reports
- Multi-Member Assignments
- List Next 50 Available Leader ID Numbers

Leader Registration:

 Wyoming Albany Leaders Data...
 Data Set 2012/2012

 Goto Registration Units Projects Achievements SQL Reports/Utilities List Next 50 Available Leader Id Numbers Multi-Leader Assignments

 Goto > Leader > Registration

 Double click on a Leader to bring up their individual Registration.

 Version up their individual Registration.

Screening:

- 1. Enter the leader as a new leader when notification is received from the State 4-H Office that the leader has cleared the screening process *and* they have completed the necessary training.
- 2. Transmit a data file to the State 4-H Office. (See "Sending Data" for more information).

Id ALB0134

Address 123 Happy Hill Dri

Bobe

State Zip WY 82070

Date:

- 3. The actual screening information is entered by the State 4-H Office.
- 4. Process the exchange file when it is received from the State 4-H office. (See "Receiving Data" for more information).

If a leader has not been screened you will receive a warning message.



Note: It is very important to process the data file immediately after receiving it from the State Office to prevent information loss.

Screening

Horse

History

Shooting Ed

Unly!

C Pending

C Accepted

C Rejected

Screening Status

Training

The leader screening information is entered at the State level and is available to the counties to be viewed only. Reports are available in the Reports/Utilities section.

County Albany

> Unent Date:

П

ty Based Screening (Data Ent

The State 4-H Office will enter the following information and then send you a data file.

- Date Entered
- Screening ID #
- Date of cleared screening
- Screening passed mark
- Re-screening Year
- Date Re-screened (if applicable)
- Birthdate

Shooting Education

The shooting education information is entered at the State level and is available to the counties to be viewed only. Reports are available in the Reports/Utilities section.

1. Click the "Shooting Education" button located on the right-hand side of the individual leader registration



Note: Shooting Sports Training should occur every 5 years for EACH discipline. The Re-Certification Date (Year) field should contain the re-certification year *for the oldest training*. For example: If the Pistol training was done 3/1/06 and the Shotgun training was done 3/1/2012 the "Re-Certification Date (Year) should read 2011. (Five years after 2006).

Training

The training information is entered at the county level.

- 1. Click the "Training" button located on the right-hand side of the individual leader registration screen.
- 2. Enter information as applicable.

| ld Last ALB0134 Rob | Fin erson A | rst nn | M.I. | Training Shooting Education | Registration Horse |
|--|---|---|--|--------------------------------|-----------------------|
| County | | | | Training | History |
| Albany | | | | Delete | Screening |
| Training Session 1 Training Session 2 Training Session 3 Training Session 4 Training Session 5 | Completed E-Lea Completed E-Lea Completed E-Lea Completed E-Lea Completed Face- | arning Module #1 2 arning Module #2 2 arning Module #3 2 arning Module #4 2 to-face training with | 2/28/12 2/28/12 2/28/12 2/28/12 2/28/12 n Educator 3/1/12 | | |

Horse

The leader horse training data is entered at the State level and is available to the counties to be viewed only. Reports are available in the Reports/Utilities section.

1. Click the "Horse" button located on the right-hand side of the individual leader registration screen.

| ld ALB0083 | Last Delancey | First Niki | M.I. | Horse |
|---------------|-----------------------------|---------------|------|--------------------|
| County | Re-Certification | | | Registration |
| r mounty | | | | Horse |
| Level 1 | | | | History |
| WS 98 3/7/9 | 38 Rated 3798 recertified 3 | /8/03 | | All Levels |
| Level 2 | | | | Shooting Education |
| WS 96 3/7/9 | 38 Recertified 3/8/03 | | | Training |
| Level 3 | | | | Delete |
| | | | | |
| Level 4 | | | | |
| | | | | |
| Level 5 | | | | |
| | | | | |
| Level 6 | | | | |
| | | | | |
| Level 4 | | | | |

<u>Groups</u>

Wyoming Albany Groups Data... Data Set 2012/2012 Goto Group Entry/Review Work Sheets Event Report Activities Other Ext Pgms Utilities Goto > Leader > Group Entry/Review



Groups are a collection of youth or adults gathered together for an event. This leads to information for the ES237 report and should be entered throughout the 4-H Year.

Work Sheets:

| Wyoming Albany Groups Data | Data 5et 2012/2012 |
|--|-------------------------------------|
| Goto Group Entry/Review Work Sheets Eyent Report | Activities Other Ext Pgms Utilities |
| | |

1. Print the participants and volunteers worksheet before the educator goes to group training. To print the worksheets click on "worksheet" then select "Participant" or "Volunteer".



- 2. The educator can complete the form at the meeting and return it after the training is complete.
- 3. Upon receiving the completed group form enter a new group by clicking Goto > Groups > Group Entry/Review.
- 4. Select "Enter New Group".
- 5. Click "Process".



- Enter a date for the event *or* tab out of the date field and the current date will be entered.
- Enter the appropriate Delivery Method (DM) code.
- 8. **EFNEP** defaults to N
- 9. Enter the number of **Units** (typically 1 unit per group).
- 10. Enter the group **Title or Description**.
- 11. Enter the **affirmative action code (AAC)**, which is usually 1.
- 12. Click the **Projects Code or Projects Title** button to display projects.
- 13. Highlight the **projects** that best describe the purpose of training.
- 14. Click the **Project Selection Complete-Continue** button.
- 15. Click on Make New Group button

- 16. Click "OK" on the **Confirm Group Record Addition** confirmation.
- 17. Click the Participants/Training button.
- 18. Enter the **participants** and **training numbers** from the worksheet.

Note:

- The term *All* refers to all people at each event.
- The term *New* refers to people that have not been at <u>any</u> other 4H event.
- All totals must equal each other. The red boxes will fill automatically.

| Goto Group Entry/Review Work Sheets Ever | nt Report Activities Other Ext Pgms Utilit | ties | |
|--|---|-------------------------------------|------------------------------|
| Controls Enter New Group Re-Select Group Make New | Group Delete Group Exit / Save / Return | n Participants/Training | Volunteers |
| Group Information Group Id Date DM EFNEP Units WY_0015 12/18/13 400 N 1 | Title or Description Healthy Snackers | AA [1 | C Institution Association |
| Date of Completion Location 03/05/13 Hillside Elementry | Location, Event Leader, and Hours of Cor Event Leader Roberson, Ann | ntact are Optional Fields! | Hours of Contact |
| Indicate Group Event Educational C Project(s) - Select by Code Tale Activity(es) - Select by Code Tale | Content or Area by linking one or more proj | ect, Activity, or Extension Program | n Codes |
| Click Project to ADD to Group Event | Click Project to REMOVE from Group Event | | |
| 10100 Berl Leader 10101 Market Berl 10102 Breeding Berl 10400 Deiy Cattle Leader 10400 Dei Cattle Leader 10401 Deiy Cattle 10400 Dei | 34501 Health 50501 Food & Nutrition | Project Selection Comple | te - Continue |

| Enter New Group Re-Select Group Make New Group Delete Group | Exit / Save / Return Participants/Training Volunteers | | | | | | | | |
|--|---|--|--|--|--|--|--|--|--|
| Group Information | AAC Institution | | | | | | | | |
| ALB0496 02/28/12 400 N 2 Healthy Snackers | Association | | | | | | | | |
| Date of Completion, Location, Event Leader, and Hours of Contact are Optional Fields! | | | | | | | | | |
| | | | | | | | | | |
| Date of Completion Location | Event Leader Hours of Contact | | | | | | | | |
| Date of Completion Location 02/28/12 Hillside Elelmentry | Event Leader Hours of Contact Roberson, Ann 2 | | | | | | | | |
| Date of Completion Location [02/28/12 Hillide Elementry | Event Leader Hours of Contact Roberson, Ann 2 | | | | | | | | |
| Date of Completion Location [02/28/12] Hillide Elementry Indicate Group Event Educational Content or Area by linkir | Event Leader Hours of Contact Roberron, Ann 2 g one or more project, Activity, or Extension Program Codes | | | | | | | | |
| Date of Completion Location [02/28/12] Hillide Elelmentry Indicate Group Event Educational Content or Area by linkin Project(s) - Select by | Event Leader Hours of Contact Roberson, Ann g one or more project, Activity, or Extension Program Codes | | | | | | | | |





Event Report

Wyoming Albany Groups Data... Data Set 2012/2012 Goto Group Entry/Review Work Sheets Event Report Agrivities Other Ext Pgms Utilities

Goto Groups > Event Report

- Select the Events and projects
- Click the Search for Events with above Del Met and Projects button
- 3. Highlight the Qualifying Activity Group Events
- 4. Click the **Process Counts** button.
- 5. Select a **Reports** type.
- 6. Name the Report.
- Click the Print or Send to File button.



| To review a group entry: | Group Selection | Wyoming Albany Groups Data Data Set 2012/20 |
|--|---|--|
| 1. Select Review in the Action box. | C Enter New Group | Goto Group Entry/Review Work Sheets Event Report Activities Other Ext Group Selection Action Review Review |
| 2. Click the Process button | Listing Method By Group By Date C By Delivery Method | C Enter New Group Listing Method G By Group C By Date C By Delivery Method |
| 3. Select the desired group. | Process Exit | C By Title Process Exit |

Activities, Other Ext Programs, Utilities

 Wyoming Albany Groups Data...
 Data Set 2012/2012

 Goto Group Entry/Review Work Sheets Event Report Activities Other Ext Pgms Utilities
 These functions are currently not being used.

Camping

Goto Select Camp Session Mice

Wyoming Albany Camping Data



To enter a camping session select Goto > Camping > Select Camp Session.

Data Set 2012/2012

- Select a Session
- Type a Title
- Enter the **Delivery Method (DM).**
- Press the tab key then the **Return** button.

| roming Alba | ny Cam | oing Data. | | | Data S | iet 2012/ | 2012 | | | |
|----------------|------------|------------|---------|--------------|--------------------------|-------------------------|-------------------|--------------------------------------|------------------------------|---------------------------|
| to Select Car | mp Session | Members | Campers | Leaders | Staff N | ion-4H Can | | | Support | Labels |
| elect Ca | mping : | Sessio | า | | | | | | | |
| Select Camping | gs Session | | | | | | Deliv | ery Method | ls | |
| Session | Title | | | D. M. | Group Record Built | Select for Export | 000. | Activity Members of Members of | of organize of organize | ed 4-H con ed 4-H in-s |
| Session 1 | Forrestry | Camp | | 100 | 5 | | 102 | Members o Members o | or organize of military 4 | H clubs |
| Session 2 | | | | | | | 200 | Special int Overnight | erest/shor Camping F | t-term prog Programs |
| Session 3 | | | | | | | 301 | 4 H Day C | amping Pr | ograms |
| Session 4 | í – | | | | | | 500 | Individual | Shudu/Ma | ntorina/Ea |
| Session 5 | í — | | | | | | | Dele | te Campin | g Session |
| Session 6 | i – | | | — <u>—</u> — | | | Note: | The delet | e button fi | or the sele |
| Session 7 | | | | | | | Camp | ing Session v | n Data ha | s been co |
| Session 8 | | | | | | | a gro (Utiliti | up event ri es] | ecord. Se | e [Goto] [(|
| Session 9 | | | | | | | | | | |
| Session 10 | | | | | | | Exp | on selecte | en Lamp L | ata (Exce |
| | · | | | | | | | | Return | n |
| xport Progres: | s | | | | | | _ | _ | | |

 To enter specific information regarding the camping session click Goto > Camping> Support.

 Wyoming Albany Camping Data...
 Data Set 2012/2012

 Goto Select Camp Session Members Campers Leaders Staff Non-4H Campers Reports Support Labels

Choose the desired option. This example is for Classes/Fees. All categories work similarly.



- Click in the Class box. It shows a C (Class) and 0 (session 0-9).
 Add **01** to assign a number.
- Enter the camping session information.
- Click the Add button

Entering Members into a camp session:

 Wyoming Albany Camping Data...
 Data Set 2012/2012

 Goto
 Select Camp Session Members Campers Leaders
 Staff Non-4H Campers Reports Support Labels

Click Goto > Camping > Members

• Click on the member participating in the camp.



• Enter the camping information for the member.

| Camping Sess Id Last ALB3462 Short | sion (4H Ca cake | amper) ^{Tirst} Strawberry | M.I. Address | Return | Delete Camper! |
|--|---------------------------|--|--------------|------------|----------------------------|
| City | State Zip | Phone Doorses | Birth Date | Age Gender | Grade Year In 4H |
| Parent | w1 02070 | Vame Tag Cl | lub / Unit | | 14 I |
| Mama Muffin | | | | | • |
| Camper Type | Yrs Cmp Lst Yr | Group | Cabin | Assignment | T-Shirt Size |
| • | | | - | | • |
| Class 1 | | Class 2 | | Class 3 | |
| <u></u> | Cance | | | ncel | Cancel |
| Class 4 | | Class 5 | | Class 6 | |
| | Cance | | <u> </u> | ncel | ▼ Cancel |
| Data Group C None C Administrative C Medical C Scholarships C Awards C Financial C Transportation C Notes C Pictures C Merchandise | | | | | |

Entering Non-4H Campers

| Wyo | omi | ing Albany | Camp | oing Data | | | Data Set 2012/2012 | | |
|-----|-----|---------------|--------|-----------|---------|---------|------------------------------|---------|--------|
| Got | :0 | Select Camp S | ession | Members | Campers | Leaders | Staff Non-4H Campers Reports | Support | Labels |

Click Goto > Camping > Non-4H Campers

- Enter the camping information for the camper.
- Click Add.

| Enter / Select Non 4H-Camper | Current External (Non-4H) Campers |
|---|-----------------------------------|
| Id Last First M.I. [VCK0001 Blue Boy | XCKD001 Blue Boy |
| Address | |
| 456 Haystack Holler | |
| City State Zip Phone Cheyenne WY 82003 307-555-5555 | |
| Bith Date Age Gender Grade Year (n. 45) (01/01/2000 12 M 6 0 | |
| Parent | |
| John Blue | |
| Return Add Enter Comping Data | |
| | |
| | |
| | |
| | |
| | Delete Selected Non-4H Cemper |
| | |



Click Goto > Camping > Leaders (or) Staff

• Enter Leader and staff information in a similar method as members.

Support Data

Goto > Support Data



 Wyoming
 Albany
 Support Data...
 Data Set 2012/2012

 Goto
 Units (Clubs)
 Projects (Full Access)
 Projects (Status Access)
 Achievements
 Cities
 Race
 Residence
 Leader Types
 Delivery Method
 Districts
 Counties
 CSREES Codes
 Initiatives

 Publications
 Schools
 Labels
 Member Class
 Leader Class
 Activities
 Extension Programs
 State
 Support

Goto> Support Data > Units

The Units (Clubs) screen allows you to keep all the vital information for each club such as:

- Date, time and place of club meetings
- Banking information and EIN numbers
- Club level
- If a club becomes inactive make sure to unmark the status field.
- The Community Ethnicity (C.E.) and Affirmative Action Codes (A.A.), Delivery Method (D.M.) codes are listed for your information.

| Unit (Ex: ABC123) | Labels Member Class Leader C | Sass Activities Extensio C.E. | n Programs State Sup A.A. D.M | Status 1900 | Unit / Club Level. | Charler Status. | |
|---|---|--|---|--|--|--|--|
| ALB102 | Centennial Valley | 1 💌 | 1 💌 100 | Active 18 | C District | Provisional A | |
| Meeting Place Centernial School Web Access Statu (* No Access Statu (* No Access Statu (* No Access Statu (* No Access (* No Access)) (* No Access (* No Access)) (* No Access)) (* No Access) (* No Access)) (* | Type Type Type Type Type Type Type Type | Heeling Pay of Mar School School Sch | Metrogram Machine < | Fair Exhibitor Id | Cluber Cluber Cluber Cluber State State State Cluber Clube | C Full Probational C Revolved C Revolve | Aub poundation teer Leaders Asso enter ss |
| 100 Members of org 101 Members of org 103 Members of org 103 Members of org 103 Members of mil 200 Special interest 300 Overright Cam 301 441 Day Campi Old (Non 4HPhat) data Sustem Cub | paried 44 i comunity cubs paried 44 i adve-school cubs paried 44 i adve-school case c tay 44 cubs Which term programs ong Programs ong Programs | | Re-Count (Use Pri Export Outo Dri Export Outo Dri | at to Exporting Data) sta via CSV File ta via Excel File | Account Contact Name Kathy Davis Ex Delete | Add Delete (If no Member If al Members or Le | New Print List Is or Leaders) Isaders are inact |
| Enter Old System | Additional Conta Staff Contact Club Codes: Address Address | ct Information: (Select Tab) | 0 2 Web Displayed Cor Phone Oub URL | tact Info | Club Description | s (200 Char Max) | |

Note:

To delete a club, all members and leaders must be removed from the club first.

A new club can be added by clicking on the "New" button then:

- Enter a Unit number (must be a new number).
- Enter a Club Name in the "Title" field.
- Enter the C.E., A.A., and D.M.
- Select Active in the Status field.
- Enter any other information pertinent to the club.
- Click the "Add" button.

| Wyoming | Albany | Support Data | Data Se | et 2012/2012 | | | | | | | |
|--------------|-----------|------------------------|-----------------------------|----------------------|----------------|--------------|-----------------|-----------|----------|--------------|-------------|
| Goto Unit | s (Club 🌮 | Projects (Full Access) | Projects (Status Access) | Achievements Cities | Race Residence | Leader Types | Delivery Method | Districts | Counties | CSREES Codes | Initiatives |
| Publications | Schools | Labels Member Cl | ass Leader Class Activitie: | s Extension Programs | State Support | | | | | | |

Notice that the "Projects (Full Access)" in not enabled. This information is entered at the State level. For access to this screen contact the State office.

 Wyoming
 Albany
 Support Data...
 Data Set 2012/2012

 Goto
 Units (Clubs)
 Projects (Full Access)
 Projects (Status Access)
 Achievements
 Cities
 Race
 Residence
 Leader Types
 Delivery Method
 Districts
 Counties
 CSREES Codes
 Initiatives

 Publications
 Schools
 Labels
 Member Class
 Activities
 Extension Programs
 State Support

 Goto>
 Support Data > Projects (Status Access)
 Activities
 Extension Programs
 State Support

The "Projects (Status Access)" screen allows you to view all of the active and inactive projects. The information regarding the projects is entered at the State level.

• Highlight the project to see if it is active. You can change the project status at the county level, however you will need to contact the State office for a password to change an inactive project to active.



| Yyoming | Albany | Support Data | Data Set 2012/2012 |
|---------|--------|--------------|--------------------|
| | | | |

Goto Units (Clubs) Projects (Full Access) Projects (Status Access) Achievements Cities Race Residence Leader Types Delivery Method Districts Counties CSREES Codes Initiatives Publications Schools Labels Member Class Leader Class Activities Extension Programs State Support

Goto> Support Data > Achievements

The Achievements screen allows you to see past achievements and add an achievement on a county or club level.

- Select the listing order in the Achievement Listing box
- Select the type of achievement in the range box
- Click Process

| | wyoming Albany Support | Data Set 2012/20 | 12 | | | | |
|-----------------|--|---|---|--|------------|------------------------|-----------------------|
| | Goto Units (Clubs) Projects (Publications Schools Labels | (Full Access) Projects (Status Access) Achievemen Member Class Leader Class Activities Extension | ts Cities Race Programs Stat | : Residence Leader Types Delivery | | | |
| | A skiewersets | Trate | rrrogrants stat | Create New Achievement | Delete | | Return |
| | (Ex 10000) | Inte | | Add | County Con | verting Old Project Ba | ed Achievements |
| Note: Some of | 00006 Web Access Status No Access C 0k to Add | 2010 National 4-H Conference 00058 2008 Horse Judging-Denver, CD 00070 2008 Horse Judging-Dklahoma City, 0K 00044 2008 Livestock Judging-Denver, CO | | Print List | (1) Find | Old County Project Ba | sed Achievement Codes |
| the State level | C Ok to Delete | 00046 2008 Livestock Judging-Kansas Lity, M 00034 2008 Livestock Judging-Louisville, KY | | | | | |
| achievements | Achievement Listing | 00052 2008 Livestock Judging-Hegina, Canac 00076 2008 Meats Judging-Kansas City, Mo 00001 2008 National 4-H Conference 00010 2008 National 4-H Congress 000010 2008 National 4-H Congress | | | | | |
| listed are for | C Title | 00082 2009 Wool Judging, Sonora, TX 00082 2009 Descent Judging, Sonora, TX | State Ashiou | iomonte Plance: 00001 thru 09999 | | | |
| other States | C Id Range C County | 00017 2009 Denver Western Roundup-Fashic 00023 2009 Denver Western Roundup-Veget 00065 2009 Horse Judging-Columbus, DH 00059 2009 Horse Judging-Denver, CD | Achievements i state level. Th removed at the Member/Leade | rements Hange: 00001 thru 09999 in this range are considered to be ey can NOT be created, changed, or County level. Assigned rachievements in this range will be | Count: 0 | (2) Create New Achi | evement Codes |
| and should not | C State | 00071 2009 Horse Judging-Oklahoma City, OK 00041 2009 Livestock Judging-Denver, CD 00047 2009 Livestock Judging-Kansas City, M | transmitted to t | ne state level. | | | |
| be used for | Process | 00035 2009 Livestock Judging-Louisville, KY 00053 2009 Livestock Judging-Regina, Canac 00077 2003 Meats Judging-Kansas City, MO 00005 2009 National 4-H Conference 00011 2000 National 4-H Conference | County Achie Achievements i county level. A created, chang | evements Range: 10000 thru 9995 in this range are considered to be it the county level, they can be red, and removed. Assigned | 9: | | |
| Wyoming 4-H | | 00089 2009 Shooting Sports-Raton, NM 00083 2009 Wool Judging-Sonora, TX 00083 2009 Wool Judging-Sonora, TX | be transmitted t | r achievements in this range will NUT to the state level. | | | |
| achievements. | | 00024 2010 Denver Western Roundup-Pashic 00024 2010 Denver Western Roundup-Veget 00030 2010 Denver Western Roundup-Veget | County Achieve prevent record | ement codes (see below). This is to key conflicts when data is uploaded | Count: 0 | | |
| | | 00060 2010 Horse Judging-Denver, CO 00060 2010 Horse Judging-Denver, CO 00072 2010 Horse Judging-Oklahoma City, OK | Albanu (ALP) | Assigned Ashiousment Codes: | (3) Cor | wert All Member / Lea | der Achievement Codes |
| | | 00042 2010 Livestock Judging-Denver, CD 00048 2010 Livestock Judging-Kansas City, M | 10000 Thru | 13750 | (4) Print | List of Old State Leve | Assigned Achievements |
| | | 00036 2010 Eivestock Judging-Eousville, KY 00054 2010 Eivestock Judging-Regina, Canac 00078 2010 Meats Judging-Kansas City, MO 00006 2010 Meats Judging-Kansas City, MO | 4HPlus will veri created in your allowable range | fy that any county achievements county will correctly fall within the a of codes assigned to your county. | (5) | Remove Old State L | evel Achievements |
| | | 00012 2010 National 4-H Congress 00090 2010 Shooting Sports-Raton, NM 00084 2010 Wool Judging-Sonora, TX ▼ | | | | | |
| | | Count: 90 | | | | | |

To add an achievement on a county level:

- Click "Create New Achievement" button
- 2. Enter the "Achievement" code which is a five digit number and must be in the range of 10000 to 99999.
- 3. Enter a Title
- 4. Click "Add"
- 5. Click "OK" in the confirmation message.

To delete an achievement on a county level

- 1. Select "County" in the Range box
- 2. Click "Process"
- 3. Select the achievement
- 4. Click "Delete"



Note: Each county has been assigned a limited amount of achievements codes. To check your county's codes see the information listed on the screen.

 Wyoming
 Albany
 Support Data...
 Data Set 2012/2012

 Goto
 Units (Clubs)
 Projects (Full Access)
 Projects (Status Access)
 Achievements
 Cities
 Rap:
 Residence
 Leader Types
 Delivery Method
 Districts
 Counties
 CSREES Codes
 Initiatives

 Publications
 Schools
 Labels
 Member Class
 Leader Class
 Activities
 Extension Programs
 State Support

Goto> Support Data > Cities

The Cities screen allows you to view the cities listed in your county. You may enter cities (even those from other counties) and delete a city.

To delete a city:

• Highlight the city that you want removed and click the delete button then "OK" on the confirmation message.



To add a city from another county:

- To add other cities click on the "List Available Counties" button
- Select the county
- Click "Add Cities from Selected County"
 - All of the cities from the other county will be listed. You can delete the unwanted cities by following the instructions above.

| Zip Cit | y | County Code State | | | |
|-------------------------------------|---|---|------------------|---|------|
| Add Doloto Print List Exit | City Count City City City City City City City City | 2000 WY ALB New Clu 2000 WY ALB Refrain File 2000 WY ALB Refrains File 2000 WY ALB Refrains File 2000 WY ALB Refrains File 2000 WY ALB Charlow Club 2000 WY ALB Learnie 2000 WY ALB Learnie | X | Bill Der Honn Bill Der Honn III Carobon DN Carverse PRK Dook TRK Frencet 109 Sicularings UD Johnson AR Laramie LN Lincoln LAN Lincoln LAN Lincoln LAN Lincoln Hild Mickess Mill Mickess Mill Mickess Mill Shelt Shendan SUB Sublette SWE Sweetwater TIN Teton | |
| Use the button: | s below to display an | d add cities from other cou | inties that your | county/office may us | e. |
| List Availab | sle Counties | Clear Selected Counties Lis | Add | Cities From Selected Cour | vies |

 Wyoming
 Albany
 Support Data...
 Data Set 2012/2012

 Goto
 Units (Clubs)
 Projects (Full Access)
 Projects (Status Access)
 Achievements
 Cities
 Race
 Residence
 Leader Types
 Delivery Method
 Districts
 Counties
 CSREES Codes
 Initiatives

 Publication
 Schools
 Leader Class
 Leader Class
 Activities
 Extension Programs
 State Support

Goto> Support Data > Schools

You can add a school to your listing by entering the name of the school and clicking "Add". Or, you can delete a school by highlighting the school and clicking delete.



| Vyoming | Albany | Support Data | Data Set 2012/2012 |
|---------|--------|--------------|--------------------|
| | | | |

Goto Units (Clubs) Projects (Full Access) Projects (Status Access) Achievements Cities Race Residence Leader Types Delivery Method Districts Counties CGREED Codes Initiatives Publications School Labels Member Class Leader Class Activities Extension Programs State Support

Goto> Support Data > Labels

You can add a label that is not already specified by entering information in each of the fields and clicking "Add". Or, you can delete a label by highlighting the label type and clicking delete.



 Wyoming Albany
 Support Data...
 Data Set 2012/2012

 Goto
 Units (Clubs)
 Projects (Full Access)
 Projects (Status Access)
 Achievements
 Cities
 Race
 Residence
 Leader Types
 Delivery Method
 Districts
 Counties
 CSREES Codes
 Initiatives

 Publications
 Schools
 Labels
 Member Class
 Leader Class
 Activities
 Extension Programs
 State Support

Goto> Support Data > Member Class or Leader Class

This screen allows you to see what privileges each type of member or leader has. If you desire to have those privileges change you must contact the State office for a password and permission.

- Highlight the Member /Leader class type to see the privileges.
- If given the password from the State office you can add a new type of Member/Leader Class by
 - o Entering a code
 - o Enter the title
 - Assign Privileges
 - o Clicking "Save".



| Wyoming | Albany | Support Data | Data Set 2012/2012 |
|---------|--------|--------------|--------------------|
| | | | |

 Goto
 Units (Clubs)
 Projects (Full Access)
 Projects (Status Access)
 Achievements
 Cities
 Race
 Residence
 Leader Types
 Delivery Method
 Districts
 Counties
 CSREES Codes
 Initiatives

 Publications
 Schools
 Labels
 Member Class
 Leader Class
 Activities
 Patension Programs
 State Support

Goto> Support Data > Activities or Extension Programs

These screens allow you to see or enter different types of activities or Extension programs.

- Click on the "Create New Activity" or "Create new Ext Program" button
- Enter the Activity/Extension Program code
- Enter the Title
- Click the "Add" button
- Click "OK" in the confirmation message.
- To delete an activity or Extension program highlight the entry and click the "Delete" button.

| Activities (Ex:10001 10002 Activities Listing | Title Return Carrival Night Create New Activity Delete Add Print List | Extension Programs (Ex 123) 333 | Title Marty Moose | Return Create New Ext Program Delete |
|--|---|--|----------------------|--------------------------------------|
| C Title C Title C Id Process | Confirm X Confirm Activity Addition! OK Cancel | Extension Program Listing Listing Order C Title C Id Process | 333 Maity Moode | Add Primi List |

| Wyoming | Albany | Support | Data | | | Data Se | et 2012/2012 | | | | | | | | |
|-------------|------------|-------------|--------------|-------|----------------|-----------|----------------|---------|----------------|--------------|-----------------|-----------|----------|--------------|-------------|
| Goto Uni | ts (Clubs) | Projects (f | Full Access) |) Pro | ojects (Statu: | s Access) | Achievements | Cities | Race Residence | Leader Types | Delivery Method | Districts | Counties | CSREES Codes | Initiatives |
| Publication | s Schools | s Labels | Member Cl | ass | Leader Class | Activitie | s Extension Pi | rograms | State Support | > | | | | | |
| . . | - | | | | - | | | | | | | | | | |

Goto > Support Data > State Support

Access to enter certain 4HPlus data is protected. If required by the State office you may:

- Enter the password then the tab key.
- Click on the State Support option again.
- This will give you temporary access to protected screens in order to correct an issue.

| ₩yoming | Albany | Support | Data | | Data Set | 2012/2012 | | | | |
|----------------|---|------------|---------------|------------------|------------|--------------|--------|-------|-----------|----|
| Goto Un | its (Clubs) | Projects (| (Full Access) | Projects (Status | Access) A | chievements | Cities | Race | Residence | Le |
| Publication | is Schools | Labels | Member Class | ; Leader Class | Activities | Extension Pr | ograms | State | Support | |
| State Enter | Support Ove Password exxx Exit | erride | | | | | | | | |

Re-Enrollment



Enrollment cards can be printed before rolling over to the new year or after the new year is created. When printing the next year's enrollment cards, the system will temporarily advance the age, the years in 4-H, and the grade by one year on the enrollment form. However, the information is not changed on the member's registration until the new year is actually created during the year-end roll over process.

 Wyoming
 Albany
 Re-Enrollment Data...
 Data Set 2012/2012

 Goto
 Print Enrollment Cards
 Set Active Status
 List Potential Over-Age Members

Goto> Re-Enrollment Data > Print Enrollment Cards

To print the re-enrollment cards select the following:

- Select "Active" in the Status box
- Select the year in the Year box
- Select Members or Leaders
- Select if the cards are to be printed by clubs (Units) or Names.
- Select how you want the information (Individual, Range, All). The information will populate the box in the lower section of the screen.
- Select if club (Unit) or Project information is to be included.
- Highlight the club name or the individual's name in the lower box.
- Click "Process"
- Click "OK".



If you receive one of these messages it means that you do not have the correct enrollment form for the current year:



You can obtain the current enrollment form by doing the following steps:

- 1. Open Explorer by right clicking on your Start button and choosing "Explorer".
- 2. Navigate to C drive > CKV > 4HPlus > WY > Forms.
- 3. Locate the WY20XXMRoll0 and the WY20XXLroll0 files.
 - a. (XX = Year) In this example we will use WY2011.



- 4. Copy both files and paste them in the same folder.
- 5. Rename the copied files to the current year. Example: WY2012MRoll0.
- 6. Go back to your Re-Enrollment screen in 4HPlus and click "Process".

🗐 WY2012MRoll0.txt WY2012LRoll0.txt

Wyoming Albany Re-Enrollment Data... Data Set 2012/2012 Goto Print Enrollment Carde Set Active Status List Potential Over-Age Members

Goto > Re-Enrollment Data > Set Active Status



| Wyoming | Albany | Re-Enrolln | ient Data | Data Set 2012/2012 | |
|--------------|--------------|------------|-------------------|-------------------------|--|
| <u>G</u> oto | Print Enroll | ment Cards | Set Active Status | ential Over-Age Members | |

Goto > Re-Enrollment Data > List Potential Over-Age Members

This screen will allow you to see all potential over-age members. Follow the prompts on the screen.

- 1. Select "Re-Calculate all Member Ages".
- 2. Select "List Potential Over-Age Members".
- 3. Highlight the member in the box on left-hand side.
- 4. Select "Print Selected Over-Age Members History Cards" if desired.
- 5. Select "Delete Selected Over-Age Members" if desired.

| Potential Over-Age Members Utilities | | |
|---|---------|---|
| Over-Age Members Found | Step 1> | Re-Calculate all Member Ages |
| AL63462 Shortcake, Strawberry 010135 13 | Step 2> | List Potential Over-Age Members |
| | Step 3> | Print Selected Over-Age Members History Cards |
| | Step 4> | Delete Selected Over-Age Members |
| | | Exit |

Archive



Goto > Archive

 Wyoming Albany Archive Data...
 Data Set 2012/2012

 Gote BackUp Restore Select Year Create New Year Init Data Set Send Receive Upgrade 4HPlus Version Data Export Functions Web Data 4H4ME Home Page 4H Events

Goto > Archive > Backup

You should complete a backup of the 4-H data at least once a week. It is strongly recommended that a backup is done after doing any data entry. The backup file may be saved on the C:\ drive or other selected destination and is named 4HBack.ebd.

| | | P1 Current Data Set Backup | | State Supporter / Office Staff Email Address(es) |
|---|---|--|--|---|
| | | Backup Progress 2/8/2012 11:14:10 AM Max Character Count: | Fxit Backup | ✓ 01 4-H@uwyo.edu ✓ 02 ✓ 03 |
| • | Select the back file destination. | 0% Backup File Destination O A: I A: 4 MD Disk Drive] C: A: I D: A: D: A: I D: I Second Hard Drive] C: I Hard Drive] Status | Connect / Disconnect | □ 04 □ 05 □ 06 □ 07 □ 08 □ 09 □ 10 |
| • | Leave all sections checked. | LAY / DSL Backup File Selection 1 \vec{\vec{\vec{\vec{\vec{\vec{\vec{ | 7 ∇ System data 40 ∇ Web data down 8 ∇ Camping class data 41 ∇ Web data up 9 ∇ Camping class data 42 ∇ ML Class Types 0 ∇ Publication data 43 ∇ Achievements 1 ∇ CSREES Codes 44 ∇ Events 2 ∇ County Cities 45 ∇ Fergistrations 3 ∇ Cool data 45 ∇ Forms | □ 11 □ 12 □ 13 □ 14 □ 15 □ 16 |
| • | Make sure the State supporter is listed as a recipient. | 8 ✓ Leader thooting spts data 21 ✓ Leader Training data 33 10 ✓ Projects 22 ✓ Field data 33 11 ✓ Projects 23 ✓ SQL print field data 33 12 ✓ Rece codes 25 ✓ SQL print field data 33 13 ✓ Residence codes 26 ✓ SQL soft field data 33 | 4 ◯ Deletes 47 ⊂ Form Data 5 ◯ Pranets Data 48 ◯ Family Links 16 ◯ District data 49 ◯ Comm Data 17 ◯ Project Club Links data 50 ◯ Carrier Data 18 ◯ Agent Privase data 50 ☑ Carrier Data 19 ☑ External Camp data | 17 18 19 20 |
| • | Click "Backup". | Clear Full 4HPlus Data System Backup Create Full 4HPlus Archive | Select All Files Copied: Copy Errors: Conving File: | Email Backup to State Supporter(s) NOTE: A copy of the most recent backup will be emailed to every address checked above. This feature can be used to share the latest dat with both the state supporters and any desired office staff. |
| | | | | Email Backup to U & K Ventures (Unly if requested by CKVI) |

Goto BackUp Restore Select Year Create New Year Init Data Set Send Receive Upgrade 4HPlus Version Data Export Functions Web Data 4H4ME Home Page 4H Events

Goto > Archive > Restore

The restore feature is a suitable way to share your 4-H data with others in your office. Or a situation may arise where you need to use your latest backup as your data base due to a system failure. (If this happens please contact the State office prior to proceeding.)

To restore a backup:

- Save the latest back up to the C: drive (not under any sub-folders)
- Select the "Restore File Location. (Typically the C Hard Drive).
- 3. Click "Open Restore File"
- 4. Click "Restore Data"
- 5. 4HPlus! will close automatically.

Note: To completely override the current information in your 4HPlus! data choose "Clear and Restore Data".

| P2 Restore File Information 2012 - Wyoming - 12-034 - | ALB - Data Set 1 [2011] - Data Set 2 | 2 [2012] - Data Set 3 [2010] - Albany County | 4H Data Backup as of 2/ | 8/2012 11:14:10 AM |
|--|--|--|--|-----------------------|
| Data Files Found Member Registration Member Id Unit Indexes Member Id Nocie Indexes Member Id Achievement Indexes Member Histor Data Leader Registration Leader Id unit Indexes | Restore File Location C A1 (1.44 MB Disk Drive) C F1 (100 MB Zp Drive) D D1 (Flash / Junp Drive) C D1 (Slash / Junp Drive) C D1 (Slash / Junp Drive) C D1 (Slash / Junp Drive) C D2 (Slash / Junp Drive) C D1 (Slash / Junp Drive) C D1 (Slash / Junp Drive) C MI (Slash / Junp Drive) (C1) C MI (Slash / Junp Drive) (C2) | This System's version: containing Table File(a): 12:034 11:055 Note: You can safely restore data from an obler w this system's version of 4FIPus as long as the dolt than the [Lat urgade version containing Table F | Restore Data Version (Displayed when the restore file is opened). 12:034 arsion of 4HPlus to the r version of 4HPlus is newer (see) shown above. | |
| Leader Id Project Indexes Leader Id Achievement Indexes | | | | Max Character Count: |
| Leader Horse Data | Open Restore File | Progress | | Corrupt Lines Skipped |
| Leader Shorting Sports Data | Restore Data | | 0% | |
| Project Use a State Dip Data Need Data State Dip Data Need Data State Dip Data State Dip Data Group Event Data Leader Type Data Defreg Data Camprog Data Camprog Data Camprog Data Camprog Data Camprog Data State Data Camprog Data State Data Camprog Cata Data State Data Camprog Cata Data State Data Camprog Cata Data State Data Camprog Cata Data State Data Camprog Cata Data Public Ada State Data Camprog Cata Data Public Ada Camprog Cata Data Public Ada Camprog Cata Data Public Ada Camprog Cata Data Public Ada Camprog Cata Data Public Ada Camprog Cata Data Public Ada Camprog Cata Data Public Ada Cata Public Ada Ada Cata Public Ada Cat | Exat | | | |

Wyoming Albany Archive Data... Data Set 2012/2012

Goto BackUp Restore Select Yea) Create New Year Init Data Set Send Receive Upgrade 4HPlus Version Data Export Functions Web Data 4H4ME Home Page 4H Events

Goto > Archive > Select Year

4HPlus! stores three years' worth of data. At any time, you may look at the information from the previous two years.

Note: Previous data bases are for viewing only. You should only input and save data in the current year.

- 1. Select the year you wish to view 2. Click "OK"
- 3. Go to the desired section of 4HPlus!





Follow the same process to return to the current year. Verify which year you are in by going to the main page and viewing the title bar.

| 🌺 Wyoming Albany 4HPlus! 12-034 Data Set [| 2]2012/2012 By | E & K Ventures Copyright (1997-2011) 4364 | <u>_ 8 ×</u> |
|---|-------------------|---|--------------|
| Goto Update Disk Set Up Networking Write Data | Read Data - mank- | /ou! Web Links Documentation What's New Agents/Help 4HPlus Email Setup Email Validity Tools | |

Goto > Archive > Create New Year

This screen will only be used during the annual roll over. Call the State office to obtain the password and instructions on how to create a new year.



 Wyoming
 Albany
 Archive Data...
 Data Set 2012/2012

 Goto
 BackUp
 Restore
 Select Year
 Create New Year
 Init Data Set
 Send
 Receive
 Upgrade 4HPlus Version
 Data Export Functions
 Web Data
 4H4ME Home Page
 4H Events

Goto > Archive > Init Data Set

This screen is usually only used during the annual roll over. The green section is for the members and the yellow section is for the leaders. You can increase or decrease the years in 4-H, years in project, age and grade. You can also select an active status and clear selected fields. Although it is not password protected, you should call the State office before making any changes to this screen.



Wyoming Albany Archive Data... Data Set 2012/2012

Goto BackUp Restore Select Year Create New Year Init Data Sec Send Receive Upgrade 4HPlus Version Data Export Functions Web Data 4H4/ME Home Page 4H Events

Goto > Archive > Send

Data is sent to the State 4-H office by using exchange data files. These are different from the backup files. The exchange data file is created in this screen. It is named 4HXXXST_.ebd. (XXX is the county abbreviation. Example: Albany County would be 4HALBST_.ebd.) These files are saved in the C:\CKV\dataxfer folder.



- Click on Send then "Send Data". 1.
- 2. Select "All" in the Record Selection box. The check marks on the left hand side of the page should not be removed.
- 3. Click "Build Now".
- Click "OK" in the confirmation message. 4.
- Click "Email File Now!" 5.



Wyoming Albany Archive Data. Data Set 2012/2012

6. If you are unable to send emails

through your personal or work email

Goto BackUp Restore Select Year Create New Year Init Data Set Send Receive Upgrade 4HPlus Version Data Export Functions Web Data 4H4ME Home Page 4H Events

Goto > Archive > Receive

file.)

The State 4-H office sends data files when leader or any other information is added by them.

Reminder: Process the exchange data file received from them as soon as possible. Do not send a data file back to the State office until the current exchange file has been processed.

- 1. Save the exchange file from the State in the c:\CKV\dataxfer folder. (As shown in #6 above)
- 2. Click Goto > Archive > Receive Data.
- 3. Highlight the exchange file from the State.
- 4. Click "Yes" to removing the file after processing.
- 5. Click "Process".

| Archive Data | | | Data Set 2012/2 | 012 | | | | | |
|-------------------|---------------------------|---------------|-------------------------------------|-----------------|------|---------|------------------------|-----------------------|-----|
| Goto BackUp | Restore | Select Year | Create New Year | Init Data Set | Send | Receive | Upgrade 4HPlus Version | Data Export Functions | Web |
| Data Received | d Options (| County) | | | | | | | |
| Processing file. | | | | | | | Ex | it | |
| | | | | | | | Proc | ess | |
| Select the file(s |) to proces | s | | | | | | | |
| HST_ALB.et | d (from st od (from st | ate) (ate) | Remove file(s) aft • Yes • No | er processing?- | | | | | |

Goto BackUp Restore Select Year Create New Year Init Data Set Send Receive Upgrade 4HPlus Version Data Export Functions Web Data 4H4ME Home Page 4H Events

Goto > Archive > Upgrade 4HPlus Version

You can click on "Upgrade 4HPlus Version and it will take you directly to the CKV upgrade. Or you can get the latest upgrades by going to:

www.4hplus.com/upgrades/wy4hup.exe

To Process the upgrade follow the instructions given on page 65.

| Wyoming Albany Archive Data | Data Set 2012/2012 | | | |
|--|--------------------------------|------------------------|------------|--|
| Goto BackUp Restore Select Year Create New Y | ear Init Data Set Send Receive | Upgrade 4HPlus Version | Data Expor | t Functions Web Data 4H4ME Home Page 4H Events |
| | | | | |
| Goto > Archive > Data Export Fu | nctions | | 1 | |
| You can export information from | 14HPlus! by: | | | Note: It is essential that |
| 1. Selecting the Export Fur | , nction | | | information is kept confidential |
| 2. Clicking "Process". | | | | at all times! |
| | | | | |
| The information can be found in | the C:\CKV\Dataxfer | file. | | |
| | | | | |



Federal



Goto > Federal

| Wyoming Albany Federal Data | Data Set 2012/2012 | | | |
|---|--------------------------|----------------------------------|------------------------|--|
| Goto Print E5237 Instructions County E5237 Data Verificat | ion ES237 Rpt Statistics | Federal Utilities Enrollment Rpt | Printers View Sections | State Level Federal Excel Report (FER) Utilities |

Goto > Federal > County ES237 Data Verification

The Federal ES237 report is processed in this area. You should verify your information throughout the year.

| Records Co Units (Clubs) 17 Projects 11 Members 29 | unt Ei | rrors | 1 | | | | |
|--|---|--|--|---|---|---|---|
| Projects 11 Members 29 | 0 | | Veiny | | | | |
| Members 29 | | | Print Error I | ist | | | |
| members 29 | ь <u>р</u> | - | | | | | |
| | n <u>l</u> i | 1 | Exit | | | | |
| Leaders 15 | 2 7 | | | | | | |
| Groups 2 | 4 | | | | | | |
| To | tal Errors: | 22 | | | | | |
| This utility will review project and group red both contain data an of allowable range. Any records containii (with record key) so I prior to the production | every mem cord to verify d that the d ng improper that correcti in of the ES | ber, leader, y all needed ata is valid i data will be ions can be 237 report. | club, fields in terms listed made | | | | |
| Record Errors Found correct records and/ proceeding with the I Errors (Click on a listed | Print error or data befo ES237 Fede litem to naviga | list and re ral Report. ate to proper p | rogram area) | | | | |
| ALB3351 Members No A ALB3352 Members No A ALB3397 Members No A ALB3398 Members No A ALB3405 Members No A ALB3454 Members No A ALB3459 Members No A ALB3459 Members No A ALB3459 Members No A ALB3459 Members No A | Active Club Active Club | Race code(s) | | | | | |
| ALB01032 Members No A ALB0108 Leaders Invali ALB0108 Leaders Invali ALB0134 Leaders Missi ALB0165 Leaders No A ALB0166 Leaders No A | d Unit (Club) C d Unit (Club) C ng or invalid R- ctive Club ctive Club | ode ace code(s) | | | | _ | J |
| ALBO108 Leaders Invali ALBO108 Leaders Invali ALBO108 Leaders Invali ALBO105 Leaders Missir ALBO165 Leaders No A ALBO165 Leaders No A ALBO165 Leaders No A ALBO1425 Leaders No A | d Unit (Club) C d Unit (Club) C ng or invalid R- ctive Club ctive Club ctive Club ctive Club | ace code(s) | | | | - | 1 |
| ALB TOO Members No.4 ALBOTOS Leaders Missi ALBOTOS Leaders Missi ALBOTOS Leaders No.4 ALBOTOS Leaders No.4 ALBOTOS Leaders No.4 ALBITAS Leaders No.4 ALBITAS Leaders No.4 | d Unit (Club) C d Unit (Club) C ng or invalid R- ctive Club ctive Club ctive Club ctive Club | ode ace code(s) | | | | - | 1 |
| ALB 1425 Leaders No A ALB0108 Leaders Mosi ALB0108 Leaders Misir ALB0105 Leaders No A ALB0156 Leaders No A ALB0156 Leaders No A ALB01425 Leaders No A | d Unit (Club) C d Unit (Club) C ng or invalid Ri- ctive Club ctive Club ctive Club ctive Club | ode ace code(s) | | | | - | 1 |
| ALB 10426 relefibers No A ALBO105 Leaders Inval ALBO105 Leaders Inval ALBO154 Leaders Missi ALBO154 Leaders No A ALBO154 Leaders No A ALBO1425 Leaders No A ALBO1425 Leaders No A ALBO1425 Leaders No A Member Data (Units/Clu Id ALBO351 | d Unit (Club) C I Unit (Club) C Ig or invalid R: tive Club ctive Club ctive Club ctive Club ctive Club ctive Club ctive Club ctive Club ctive Club | ode ace code(s) | | First Contrey | | - | 1 |
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| ALBOYOS Creations of the second secon | b | ode ace code(s) Screen) I Borer N Screen) Screen Screen) | Autori Au | First Contney Grade 6 Jacobs Cou Jacobs Cou Jacobs Cou Source Councers Source Councers Jacobs | ant: 00/16 Tritle 9 9 9 9 9 0 coll 20 9 9 9 10 10 10 10 10 10 10 10 10 10 10 10 10 | | 3 |

Select Verify This will give you a listing of any clubs, projects, members, leaders or groups that have invalid information.

The errors are listed in a box in the lower lefthand side of the page.

• Click on any entry in the Errors box and it will automatically take you to the area where you can correct the problem.

Example: Line one says that Member ALB3351 is not assigned to an active club. By clicking on that line it will take you to the registration page where you can click on the "Club" button and assign another club. **Or** you can manually go into the Support Data > Units and change the club status if it is indeed an active club.

| Records Count Errors Verify Units (Clubs) 18 0 Privit Error List Projects 116 0 Print Error List Members 290 0 Exit Groups 11 0 Total Errors: | Click "Verify" again after correcting the error and continue the process until all errors are corrected. |
|--|--|
| This utility will review every member, leader, club, project and group record to verify all needed fields both contain data and that the data is valid in terms of allowable range. Any records containing improper data will be listed (with record key) so that corrections can be made prior to the production of the ES237 report. | You can print the Error list if desired by clicking on the "Print Error List" button. |
| Record Errors Found! Print error list and correct records and/or data before proceedings with the ES/397 Federal Report. Errors (Click on a listed item to navigate to proper program area) | The "Errors" count should all be 0 and the box on the bottom left-hand side should be empty. |
| Wyoming Albany Federal Data Data Set 2012/2012 | |
| Goto Print E5237 Instructions County ES237 Data Verification ES237 Rpt Statistics Federal Utili | ties Enrollment Rpt Printers View Sections State Level Federal Excel Report (FER) Utilities |

Goto > Federal > County ES237 Report

The ES237 Report is a report that is Federally required. This information is turned into the State office where it is compiled with the information from all other counties in the state. It is important to try to keep the information as accurate as possible. The information is gathered from the Group Entries and the Member/Leader registration information.

| Youth Enrolment (1-9) | Lompletion Status | | | |
|---|--|---|--------------------|--|
| routine (roj | | 0% | | |
| School Grade (10) | | 0% | | |
| Residence (11) | | 0% | | |
| Program Source (12) | | 0% | | |
| Distribution of Youth - Intgrtd / Non Intgrtd (13.1) | | 0% | | |
| Racial Groups - Participants (13.2) | | 0% | | |
| Racial Groups - Adult Volunteers (14.1) | | 0% | | |
| Racial Groups - Youth Volunteers (14.2) | | 11 11 | | |
| Classification of 4-H Volunteer Service (15.1 / 15.2) | | N% | | |
| Adult / Youth Volunteer Training (16) | | 0% | | |
| Curriculum Classification (17-18) | | 0% | | |
| Maile fallen in a selien | · | | J | |
| Verify following actions | | Continue | | |
| Member record active status set correctly [Lou | ity level) | | | |
| Member projects current (Lounty level) | | | Exit | |
| Leader record active status set correctly (Loun | y levelj | | | |
| 🖌 🗹 Groups data complete (County level) | | | | |
| Clubs data current (County level) | | | | |
| Project/CSREES Curriculum Classification code | | | | |
| Project/CSREES National Initiative Inks (Distri | d/State level) | | | |
| Current ES237 data transfers from counties/dis | tricts (District/State level) | | | |
| | | | | |
| NOTE: If you want the output in .PDF format, click t | he [Printers] menu item and | | | |
| select the Acrobat PDF writer (ir available) as the de- | area printer. | | | |
| C 1890 Institutions C Ignore C I | gnore Process ES. C Print Blank E | 8237 37 \$237 Form | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Date of last data transmission build | | Build Now | Cornect/Discornect | |
| 3/1/2012 2:32:13 PM | | | | Exit |
| | | | | Exit |
| Select Data Files for Transmission | | Note: Use Thanged | Email File Novi | Exit You must exit this screen using the above DQT |
| Select Data Files for Transmission | cord selection | Note: The Changed since' options in the Record Selection group | Email File Now! | Exit You must exit this screen using the above EXIT button. Wait for it to |
| Select Data Files for Transmission Member registration data | cord selection All in selected files. | Note: The Thanged since' options in the Record Selection group will not be enabled unless the "FullDala Langemission" | Email File Novil | Exit You must exit this screen using the above EXIT button. Wait for it to enable! If your have enable! If your have |
| Select Data Files for Transmission Member registration data Member project data Member project data | cord selection All in selected files. Changed since (Enter mar/dd/yy) | Note: The 'Thanged since' options in the Record Selection group will not be enabled unless the FullDataTransmission' parameter is set to 'False'. | Email File Now! | Est You must est this screen using the above EAT button. Wait for it to enable! If your have emailed a large file this can take some time depending |
| Select Data Files for Transmission Member registration data Member unit/club data Member poject data Member achevement data Member hores data | cord selection All in selected files. Disriged since (Enter mar/dd/yy) Disriged since fast transmission | Note: Lhe 'Changed' since' options in the Record Selection group will not be enabled unless the 'FullDataTransmission' parameters is set to 'False' See 'Parameters' under Illibilities! | Email File Now! | Est You must esit this screen using the above EXIT button. Wait for it to enablef If your have emailed a large file this can take some time depending upon your email system. |
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| Select Data Field to Transmission Member registration data Membe and/club data Membe and/club data Membe and-berverenet data Leader sergistration data Leader service data | ood selection All in selected files. Changed since [Print rem/65/pg] Changed since (at lanamission | Rober Line Changed inice options in the Record Selection group will not be enabled unless the ToulData Languages the ToulData Languages See Parameter's under [Utalies]. | Email File Now | Est You must eait this screen using the above DAT botton. Wait for it to enabled If powers can enabled if you have a can take some time depending upon your enail system. |
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| Select Data Fiels (in Transmission | cod selolon. Al in seloto file. Dereged ince (Crierenniddy) Cherged ince (art Internation | Nos-Ita Change ince options in the Preced Selection groups the selection groups the Selection of the Selection for Selection of the Selection See Telecontext's under Distances | Enul File Nov! | Est You must east this accent using the above EAST enabled if yous have enabled it agout the this can take some time depending upon your enail system. |
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To create the ES237 Report:

- Check the five boxes in the "Verify following actions" box.
- Select <u>Include</u> in the "County Groups Box".
- Select a process method.
- Click the "Continue" button.
- Click Exit.

To send the ES237 Report

- Click Goto > Archive > Send Data.
- Click the "Clear" button.
- Select the Federal ES237 data box.
- Click the "Build Now" button.
- Click the "Email File Now!" button or attach it to an email. The file can be found in the C:\CKV\Dataxfer file.

Data Set 2012/2012

Goto > Federal > Statistics

Member / Leader Projects



You can see the statistics of any or all projects in this screen.

- Select the "Project or "All Projects" button.
- Select the specific project if the "Select Projects" button was used.
- Click the "Get Statistics" button



Project Completion Statistics

| Statistics | Eederal Utilities | Enrollm |
|------------|-------------------|---------|
| Member | r/Leader Projects | |
| Project | Completion Statis | tics |

- Highlight the projects in the "Projects listing box".
- Click "Print Report" button.

| Listing (Select one for individual project statistics) T Aerospace | OR | Print Report (All Projects | 3) | Exit |
|---|-------|----------------------------|---------------|------|
| T Aerospace Leader | | | | |
| T Archery | | | | |
| T Archery Leader | | | | |
| T Beet Leader | | | | |
| Breeding Beet | | 70% | | |
| Ereeding Sheep | | | | |
| Breeding Swine | Taken | Completed | Non-Completed | |
| Lake Decorating | 50 | 25 | 15 | |
| Lake Decorating Leader Calification | | - 35 | 15 | |
| T Cate | | | | |
| T Child Douglasmant | | | | |
| T Child Development Leader | | | | |
| T Citizenship | | | | |
| T Citizenship Leader | | | | |
| T Computer Leader | | | | |
| T Computers | | | | |
| T Crocheting | | | | |
| T Crocheting Leader | | | | |
| T Dairy Cattle | | | | |
| T Dairy Cattle Leader | | | | |
| T Dairy Goats | | | | |
| T Dairy Goats Leader | | | | |
| T Dog Leader | | | | |
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| T Entomology Leader | | | | |
| T Eshric and Esshion Londer | | | | |
| T Food \$ Nutrition | | | | |
| | | | | |

Goto Print E5237 Instructions County E5237 Data Verification E5237 Rpt Statistics Federal Utilities Enrollment Rpt Printers View Sections State Level Federal Excel Report (FER) Utilities

Goto > Federal > View Sections

You can look at any section of the ES237 by choosing one of the sections to view. This is in a read only format and county specific numbers will not be displayed. It is informational only.

 View Sections
 State Level Federal Excel Report (FER) Utilities

 Exit Views
 1 - 9 Youth By Delivery Mode

 10 - 11 Grade - Residence
 12 - 13.1 Youth by Program Source / Distribution of Youth

 13.2 Racial Groups - 4-H Participants
 14.1 Racial Groups - 4-H Adult Volunteers

 14.2 Racial Groups - 4-H Youth Volunteers
 15.1/15.2 - 16 Classification - Training

 17-18
 4-H Curriculum Classification

 Re-print ES237 (On Read Only System, you must create report first)



Utilities

Goto > Utilities



Wyoming Albany Utilities Data.. Data Set 2012/2012 Goto Special Reports Menu screens Parameters Remove Inactive Records Birthday Cards Newsletter Labels Setup Transfer 4HPlus Data Install Data File Viewer Web Deployment Factory View CKV Encrypted File Build ScoreCon Support File Build FairPlus Support File Name/Rename Member/Leader. State Fields Reset / Issue Member / Leader Web Passwords Blue Ribbon Fair Export

Goto > Special Reports

This is the only place where you can get a report that will include Members, Leaders, and Parents in one report. The automatic reports and SQL reports in the Member and Leader sections are type specific and cannot be combined. There are several types of reports you can request.

Delivery Method Reports:

Leader Types Combined Member/Leader Reports Goto > Utilities > Special Reports > Delivery Methods >For Members (or Leaders)

Delivery Metho

Select the Clubs , Delivery Methods and click "Process" the "Print" if desired. • Members. Members. Counts Male (Club Data Only) Exit Include... Include... Process Age Grade Race Rsdnc Process 🥅 Groups Groups Print 1



For Members For Leaders... Goto > Utilities > Special Reports > Combined Member/Leader Reports

| Combined Member/Leader Reports Select Report Counts by Gender by County Member/Leader Projects by Gender Future Future Future | Select either "Counts by Gender by County" or Select "Member/Leader Projects by Gender" Click "Process". | Note: These reports will automatically be sent to your printer. |
|---|--|--|
| Process | | |

Special Reports Menu screens Paramet

Delivery Methods Leader Types Combined Membe

 Wyoming
 Albany
 Utilities Data...
 Data Set 2012/2012

 Goto
 Special Report
 Menu screens
 Parameters
 Remove Inactive Records
 Birthday Cards
 Newsletter Labels
 Setup
 Transfer 4HPlus
 Data Install
 Data File Viewer
 Web Deployment
 Factory

 View CKV Encrypted File
 Build ScoreCon Support File
 Build FairPlus Support File
 Name/Rename Member/Leader State Fields
 Reset / Issue Member / Leader Web Passwords
 Blue Ribbon Fair Export

Goto > Menu screens

This screen allows you to select the image that you wish to display as your Menu Screen for all the 4HPlus! sections.

FIRST: Click on desired Menu below. SECOND: Click on the Image below that you wish to display for the selected Menu. Select the screen in the Select menu... "Select menu" box. 🔘 Main 12 O Members 5 C Leaders 11 C Groups 2 Select the picture that you C Camping 1 🔿 Support Data 8 wish to display as a menu C Re-Enrollment 4 screen for that section. C Archive 7 C Federal 10 O Utilities 3 C 4H4ME.com Interac 11 10 Exit

Wyoming Albany Utilities Data... Data Set 2012/2012

 Goto
 Special Reports
 Menu screens
 Parameters
 Remove Inactive Records
 Birthday Cards
 Newsletter Labels
 Setup
 Transfer 4HPlus
 Data Install
 Data File Viewer
 Web Deployment
 Factory

 View CKV Encrypted File
 Build ScoreCon Support File
 Build FairPlus Support File
 Name/Rename Member/Leader State Fields
 Reset / Issue Member / Leader Web Passwords
 Blue Ribbon Fair Export

Goto > Utilities > Parameters

Note: You should always check with the State Office before changing any parameter.

Use this section to select different parameters which allow certain functions within 4HPlus!

Wyoming Albany Utilities Data...

Data Set 2012/2012

Goto Special Reports Menu screens Parameters Remove Inactive Records Birthday Cards Newsletter Labels Setup Transfer 4HPlus Data Install Data File Viewer Web Deployment Factory. View CKV Encrypted File Build Score Con Support File Build FairPlus Support File Name/Rename Member/Leader State Fields Reset / Issue Member / Leader Web Passwords Blue Ribbon Fair Export

Goto > Utilities > Remove Inactive Records

You can remove inactive records by selecting members, leaders or both in this screen, then clicking "Remove Inactive Records".

| Removal Progress | |
|---|--|
| 0% | |
| This screen allows you to remove inactive records from either the members data file, the leaders data file, or both. Your inactive records will most likely be member and leader records carried forward from a previous year that have not re-joined 4H. While keeping inactive records will require some disk drive space, their presence will not slow the system down. If you are absolutely sure that all members and leaders that may re-join this year have done so, then you can remove the inactive records. This is the last step in correcting your data set for a new year of 4H. This is a non-recoverable step. Unless you are getting short on disk space, the process is not recommended. | Remove inactive Finished Members Leaders Both Remove Inactive Records Exit |
| NOTE: If the data sets are large, this can be a time intensive operation. | |

Warning: This process will remove all inactive records. It is recommended that you do a full backup prior to this exercise so you will be able to recover records if needed.

Wyoming Albany Utilities Data... Data Set 2012/2012

Goto Special Reports Menu screens Parameters Remove Inactive Records Birthday Cards Newsletter Labels Setup Transfer 4HPlus Data Install Data File Viewer Web Deployment Factory View CKV Encrypted File Build ScoreCon Support File Build FairPlus Support File Name/Rename Member/Leader State Fields Reset / Issue Member / Leader Web Passwords Blue Ribbon Fair Export

Goto > Utilities > Birthday Cards

Prepare birthday greetings by day, week or month.

- Select day, week, or month.
- Select how you want the message sent.
- Click on the "Search" button.
- Select the "All" button or choose selected names by clicking on the name and holding the Ctrl key on the keyboard.
- Select the type of output:
 - For label, email, or mail merge information see pages 16-21.
 - o Enter email message if desired.
- Click on the "Process" button.



Wyoming Albany Utilities Data...

Data Set 2012/2012

Goto Special Reports Menu screens Parameters Remove Inactive Records Birthday Cards Newsletter Labels Setup Transfer 4HPlus Data Install Data File Viewer Web Deployment Factory View CKV Encrypted File Build ScoreCon Support File Build FairPlus Support File Name/Rename Member/Leader State Fields Reset / Issue Member / Leader Web Passwords Blue Ribbon Fair Export

Select Recipients... One Label Per... Additional Filtering

C None

C Id

Goto > Utilities > Newsletter Labels

You can prepare a label that will go to members, leaders and parents.

- Select the recipients.
- Select if you want a label per ID, family or address.
- Select the label first line.
- Select how you want the label sorted.
- Select where you want the information to be sent.
- Select the lettering style.
- Select additional filtering or select "None".
- Click on the "Process" button.

Note: Although the screen will likely not show all of the information for your label, when it is printed all of the data should be present.

Click on the "Process" button to print the labels.

| elect Label First Line To the 4-H Family at To all the 4-H'rs at Helio all 4-H'rs 4-H News for Everyone To the Family and Frien To the Cast Name) fami | at ds at ily at | ALB IDS Yello ments ALB103 High ALB110 Ham ALB111 Forst ALB112 Rock ALB113 Little ALB114 Srov ALB115 Wind ALB115 Wind ALB115 Wind ALB127 Critt ALB123 Junio ALB120 Critt ALB126 Gem ALB127 Critt | w Jackets Plans ony Hustles <u>Oritors</u> y Mountain Rebels Hoss Power y Range Pioneers y Valey Creek Valley d Hoot Dwls Leaders Creek Vanglers | Leades Parents Totals If you with to email your newslet or parents who have valid email maing labels are not produced fi Members, Leaders, or Parents co | ter, form, mersage, etc. to all members, Leaders, addets: then chose the correct options above so that or those who qualify for email. In be emailed via the button on the bottom left. |
|--|---|---|---|--|--|
| AHer's C/D (Parent/Gu abel Sort Send to Zip Code Cou Last Name Phir Id Mai | ardian) unt reen hter | ALB128 Smol ALB999 No C | in' Guns ub Chosen | Process Exit |] |
| abel Casing Print Data as Stored Normal (Upper case first USPS (All caps, no pun Print USPS Routing Bar I imal Operations Remove Labels for Ema | t letter) ctuation) Code on Label al Recipients | | | | |
| | | | | | |
| Email Selected | Recipients | | | | |
| Email Selected | Recipients | To All The 4-hys At | Welcome to the label set task on this screen is to [size and count] you wills | lection screen. Your first select the label type h to use from those listed | . □ Print USPS Routing Bar Code on L |
| Email Selected To All The 4-h'rs At To All The 4-h'rs At | To All The 4-h'rs At To All The 4-h'rs At | To All The 4-hirs At To All The 4-hirs At | Welcome to the label se task on the screen is to (size and court) you with below. You select a lab the one of coice. The automatically to show the selected | lection screen. Your fist select the label type in to use from thrace listed el by imply cicking on display screen will adjust e label type you have | Print USPS Routing Bar Code on L |
| Email Selected To All The 4-htts At To All The 4-htts At To All The 4-htts At | Respirits To All The 4 hits At To All The 4 hits At To All The 4 hits At | To All The 4 hirs At To All The 4 hirs At To All The 4 hirs At | Welcome to the label set (ask on this screen is to (size and court) you wish below. You selct a lab the one of choice. The automatically to show th selected. Selecting a new label ty one the system used last | lection screen. Your first select the label type h to use from those listed et by simply citicing on display screen will adjust e label type you have pe (one other then the i) will start the display | Finit USPS Routing Bar Code on L |
| Email Selected To All The 4-hirs At To All The 4-hirs At To All The 4-hirs At To All The 4-hirs At | To All The 4hirs At To All The 4hirs At To All The 4hirs At To All The 4hirs At To All The 4hirs At | To All The 4-hts Al To All The 4-hts Al To All The 4-hts Al To All The 4-hts Al | Welcome to the label set task on this screen is to (size and court) you wild below. You select a lab the one of choize. The automatically to show th selected Selecting a new label ty one the system used last Help! The addresses | lection screen. Your first astert the label type in to use from thrace listed el by imply clicking on display screen will adjust e label type you have pe (one other then the I) will start the display | Print USPS Routing Bar Code on L |
| Email Selected To All The 4 hits At To All The 4 hits At | To All The 4hirs At To All The 4hirs At | To All The 4-hits At To All The 4-hits At To All The 4-hits At To All The 4-hits At To All The 4-hits At | Welcome to the label set task on this screen is to (size and court) you wild below. You select a lab the one of choice. The autonakally to show th selected. Selecting a new label by one the system used last Helpl The addresset Labels: 9 Panelis 1 | ection screen. Your first select the label type th ouse from those listed el by simply circking on display screen will adjust e label type you have pe (one other them the the will start the display at onot seem to fit the label. 30 3 X 10 2 68' X 100' | Print USPS Routing Bar Code on L |
| Email Selected To All The 4-hirs At To All The 4-hirs At | Peopierts To All The 4hits At | To All The 4th's At To All The 4th's At | Welcome to the label set task on this screen is to liste and countly you will below. You select a lab the one of choice. The selected Selecting a new label by one the system used last HelpI The addresset Labels: 9 Page(s) 1 Select.printer Avery Avery | lection screen. Your first select the label type th ouse from Mose listed el by simply cicking on dipply cicking on dipply cicking on dipply cicking on dipply cicking on dipply cicking on el bol type you have be (one other then the your listed the dipply as do not seem to fit the label 30 3 x 10 2.63" x 1.00" 112.2341/235 112.2362 |] ☐ Print USPS Routing Bar Code on L |

OK

ALB102 Centennial Valley ALB103 Corduroy Queens Kings

Counts: Screen Records Active Email Labels Labels File

Data Set 2012/2012

Wyoming Albany Utilities Data... Goto Special Reports Menu screens Parameters Remove Inactive Records Birthday Cards Newsletter Laber Setup Transfer 4HPlus Data Install Data File Viewer Web Deployment Factory View CKV Encrypted File Build ScoreCon Support File Build FairPlus Support File Name/Rename Member/Leader State Fields Reset / Issue Member / Leader Web Passwords Blue Ribbon Fair Export

Goto > Utilities > Setup

You will use this screen when initially setting up 4HPlus.

| Wolden to with day |
|--|
| This is the system setup screen. During this setup, you will choose your level of operation (County, District, State, or Federal) and build a list of locations that you will accept data from and send data to. |
| NOTE: Setup is a one time operation. Upon exiting, a password is enabled. If you have made errors or need changes in your setup, you must contact your state (or district) 4HPlus! user consultant to gain access to setup again. |
| Enter Setup Password |

e to 4HPlus

Note: You must obtain the password and permission from the State Office to continue.

When given permission the following settings are applicable for a county set up:

| Enter the Password. Select your county. Select County. Select County-State. Enter the current year. | Enter Setup Password Installation Year / Data Set Select Office/County Id Bit B advance Select Operation Level 2012 C State District C State DR - Manual Mapping below: May Years to Data Set 2012 State Organization C Ounty - State C County - State Data Set 1 C Data Set 1 Data Set 2 C Data Set 3 2011 Evel Data Set 3 Vext Data Set 1 Pata Set 3 Sublette State Set 3 Total Set 3 |
|---|--|
| Check with the State office before mapping the Data Sets. Click the "Save Setup" box. | Save Setup 2010 WHT Urita Image: Current Data Set 1 WHT Wind River WKW driver WKW driver WKW Wathakie Current Data Set Control Record Values (All Values are Read Only) WHT Wind River WKW wathakie Current Data Set 2 DataSet2 2012 DataSet1 2011 DataSet3 2010 PLEASE verify that you have selected the correct operation level, state organization, and 4H year of use). Make any changes at this time. Once you have saved the setup, it will be password Weither will be password |

| Wyoming Albany Utilities Data | | Data Set 2012/2 | 012 | | | | | | |
|--|----------------|-----------------------------|----------------|--------------------|-------------|------------------------|------------------------|---------------------|---------|
| Goto Special Reports Menu screens | Parameters | Remove Inactive Records | Birthday Cards | Newsletter Labels | Setup Tra | ansfer 4HPlus Data In | stal) Data File Viewer | Web Deployment | Factory |
| View CKV Encrypted File Build ScoreCor | n Support File | Build FairPlus Support File | Name/Rename | Member/Leader Stat | e Fields Re | set / Issue Member / L | eader Web Passwords | Blue Ribbon Fair E: | kport |

Goto > Utilities > Transfer 4HPlus or Data Install

These screens are outdated and are no longer used.

| Wyoming Albany Utili | ities Data | | Data Set 2012/2 | 012 | | | | | | |
|-------------------------|----------------|----------------|-----------------------------|----------------|--------------------|----------|------------------|-------------------------|-----------------------------|---------|
| Goto Special Reports M | lenu screens | Parameters | Remove Inactive Records | Birthday Cards | Newsletter Labels | Setup | Transfer 4HPlus | Data Instal 🖉 Data File | Viewer Web Deployment F | Factory |
| View CKV Encrypted File | Build ScoreCon | n Support File | Build FairPlus Support File | Name/Rename | Member/Leader Stat | e Fields | Reset / Issue Me | mber / Leader Web Pass | words Blue Ribbon Fair Expo | ort |

Goto > Utilities > Data File Viewer

You can check entered data in this screen. Notice that you can see all three data sets, in this example you can see data from 2012, 2011, 2010. Click on the desired data file and the screen will populate. Contact the State Office to give you the password if you want to manually change information in this area.

| Write Passw Key Field 5 Enter full o | ood Search Epartial key Find First | Select File From Your 2 Mp32 do News2 do Perez d | 012 [Set 2] | Select Achila Camp' Carla Cityla Cityla Cityla Cityla Count Count Delel Delel Delel Delen Delen Delen | File From Year 2 db Jb Lob db db db db db db db db db db db db db | 69 0 | Select I Achi3. Achi3. Can3. Can3. Club3. Cours Cours Dels3. Delm3 Dels3. Delm3 Dels4. Delm3 Field 0 | File From Y db b b cdb db db db db db db db db db db db db d | teor 2010 (Si teor 60 0 0 | et 3] | | | Ext | |
|--|---|---|-------------|--|---|-------------------|--|---|------------------------------------|---------------|------|---------------|----------|---|
| Project | County Title | | | Active | MemberCount | LeaderCount | CCCod | e Initiative | Pub1 | Pub2 | Pub3 | Pub4 | CFair | |
| 10100 | Beel Leader | | | T | 0 | 13 | GBB | Z | | | | | | |
| 10101 | Market Beef | | | т | 51 | 0 | GBB | Z | B102-2 | Beef-203a | 8900 | | | |
| 10102 | Breeding Beef | | | т | 24 | 0 | GBB | z | B 900 | B102-2 | | | | |
| 10400 | Dairy Cattle Leade | ы | | Т | 0 | 1 | GBF | z | | | | | | |
| 10401 | Dairy Cattle | | | T | 3 | 0 | GBF | Z | | | | | | |
| 10700 | Daity Goats Leade | er | | т | 0 | 6 | GBG | Z | | | | | | |
| 10701 | Dairy Goats | | | т | 11 | 0 | GBG | z | | | | | | |
| 11000 | Dog Leader | | | T | 0 | 18 | GBE | Z | | | | | | |
| 11001 | Dogs | | | T | 109 | 0 | GBE | Z | | | | | | |
| 11500 | Horse Leader | | | т | 0 | 90 | GBH | z | | | | | | |
| 11501 | Horses | | | T | 136 | 0 | GBH | z | | | | | | |
| 11503 | Horseless Horse | | | T | 0 | 0 | GBH | Z | | | | | | - |
| • | | | | | | | | | | | | | | • |
| Selected Fie | ld Contents: Sele | cted Field String Length: | | Print | Data Table Cor | lents (Caution!!! | - This co | nsumes HI | UGE amount | s of paper!!! | | Print Selecte | d Becord | |



 Wyoming
 Albany
 Utilities Data...
 Data Set 2012/2012

 Goto
 Special Reports
 Menu screens
 Parameters
 Remove Inactive Records
 Birthday Cards
 Newsletter Labels
 Setup
 Transfer 4HPlus
 Data Install
 Data File Viewer
 Web Deployment
 Factory

 View CKV Encrypted File
 Build FairPlus
 Support File
 Name/Rename
 Member/Leader
 State Fields
 Reset / Issue Member / Leader
 Blue Ribbon Fair Export

Goto > Utilities > Factory

The Factory section is designed to run the system through different routines to clean up or correct data base errors. It should only be used with the permission of the State Office.

When entering this screen you will receive an error message. After receiving permission from the State Office click on the "Cancel" button. Enter the password and hit the tab key. Choose the routine as directed by the State Office and click the "Process" button.



Goto Special Reports Menu screens Parameters Remove Inactive Records Birthday Cards Newsletter Labels Setup Transfer 4HPlus Data Install Data File Viewer Web Deployment Factory View CKV Encrypted File Build ScoreCon Support File Build FairPlus Support File Name/Rename Member/Leader State Fields Reset / Issue Member / Leader Web Passwords Blue Ribbon Fair Export

Goto > Utilities > View CKV Encrypted File

You can see data in an encrypted file created by 4HPlus by clicking "Locate CKV Encrypted File" button. In this example we are looking at a data file that the State Office sent a county. The information is coded by line. This information is helpful for programming and is not commonly used by county or state offices.



| Wyoming Albany Utilities Data | Data Set 2012/2 | :012 | | | | | | | |
|---|-----------------------------|----------------|--------------------|-----------|------------------|----------------|----------------------------|--------------------|---------|
| Goto Special Reports Menu screens Parameters | Remove Inactive Records | Birthday Cards | Newsletter Labels | Setup | Transfer 4HPlus | Data Install | Data File Viewer | Web Deployment | Factory |
| View CKV Encrypted File Build ScoreCon Support File | Build FairPlus Support File | Name/Rename | Member/Leader Stat | e Fields: | Reset / Issue Me | ember / Leader | ^r Web Passwords | Blue Ribbon Fair E | xport |

eCon Support File Creativ

Goto > Utilities > Build ScoreCon Support File

You can gather data from this screen to build your ScoreCon data base.

- 1. Highlight your county name.
- 2. Select the projects that are applicable to the competition. (This will include all the member data for each project).
- 3. Click "Build Encrypted Support File".

The information will be sent to:



| County(les) Found | Project(s) Found | To build a ScoreCon support data file you must select one or more countes and one or more projects. Only 4H members taking one or more of the projects selected will be included in the created support data file. An obvious choice of projects for member inclusion would be any shooting sports projects. |
|----------------------|------------------------|---|
| None All | None All | Leaders Exported: |
| County(ies): | Project(s): | |
| Found: 1 Selected: 1 | Found: 116 Selected: 5 | |

Building a ScoreCon file

- 1. Close 4HPlus! and Open ScoreCon.
- 2. Click on Goto > Utilities.
- 3. Click on "Load 4HPlus! Support Data.
- 4. Click on "Clear Current ScoreCon 4HPlus! Support Data Tables".
- 5. Click on "Search for 4HPlus! ScoreCon Support Data Tables".
- 6. Click on "Process File".
- 7. Click on "Return".

| Goto > Utilities > Build FairPlus Support File | 2 | |
|--|--|--|
| You can gather data from this screen to bu | ild your FairPlus! data base. | |
| | Fairplus Support File Creation | What Does This Process Do? |
| | Depending upon data file sizes, this process can take some time. DO NOT | This process is designed to produce the needed data files for use by a system running Fairplus but which does not have a copy of 4HPlus installed but still needs access to the 4H members and projects at data. |
| 1. Select the drive in which want the | Select Destination Drive Letter | The goal of the process is to create a set of data files (tables) that will fit on the selected Destination Drive and vet contain all needed data |
| data table saved. | C B: C H: | The process involves the following steps (which must be allowed to run to completion): |
| | | 1) Nine data tables (total of 24 files) are copied to a Temp directory. |
| 2. Click the "Test Selected Drive" | | 2) Data is extracted from the .db files excluding any Inactive records (members, clubs, projects, etc) and skipping any memo fields and placed into like named .ebd data files. |
| button. | Test Scheduld Drive | The temp .db files are then cleared and compressed (This makes them as small as possible) |
| 3. Click the "Start Process" button. | | 4) The extract data is then reloaded into the temp .db files (which are now much smaller) |
| | Stait Process | 5) Finally, the temp .db and all associated files are copied to the Selected Drive. |
| | Fairplus Support file disk build completed. | File List (13) CVEXV4PPusV4YSavesVMids2 db |
| | The fairplus user must install all copied | C.VCKV/4HPlus/W/NSaves/Mids2.px C.VCKV/4HPlus/W/NSaves/Mids2.px |
| 4. Click the "Return" button. | folder (with xx being the two letter state | C:\CLV\ViHPlus\VViSaveSi\ds2.yg0 C:\CLV\ViHPlus\VViSaveSi\ds2.yg0 C:\CLV\ViHPlus\VViSaveSi\cloup2.db |
| | | C.\CK\V4HPlus\W/\Saves\Club2.db C.\CK\V4HPlus\W/\Saves\Club2.db C.\CK\V4HPlus\W/\Saves\Club2.ox |
| | Return | C.VCKV/4HPlus/W/VSaves/Mici2.db C.VCKV/4HPlus/W/VSaves/Mici2.px C.VCKV/4HPlus/W/Saves/Wici2.px |
| | | C. VLXVMHPIUSVM NSavesVHj2.2x C. VLXVMHPIUSVM/SavesVHj2.2x C. VLXVMHPIUSVM/SavesVMipi2.db |
| | | C.\CK\V4HPlus\W1/SavesVisitan.db C.\CK\V4HPlus\W1/SavesVisitan.db C.\CK\V4HPlus\W1/SavesVisitan.tx |
| | | C.\CKV\4HPlus\W/\Saves\Parn2.db C.\CKV\4HPlus\W/\Saves\Parn2.px |
| | | |
| | Start Google 3 Micro V 2011 @ Pandora | 💆 4HPlus U 🍇 Win4hp1 Search Desktop 🖉 🦉 🕊 교준 🎲 귀량 4:23 1 |
| | | |
| | | Name Size Type |
| | Local Disk (C:) | System.db 4 KB Paradox Table |
| This information is now saved on the C: | 3 🛄 9721419187200020308856201657900 3 🦳 31fa0ed30aefd5e9134e | Prit2.px 4 KB PXFile |
| drive (no sub folders). | 3 🧰 081f42bf69b92f487b | Prjt2.db 60 KB Paradox Table |
| | | ver Parm2.px 4 KB Parm2.bx 4 KB Paradox Table |
| Find the information on the C: drive. | : Ckv | Mipi2.px 4 KB PXFile |
| Conv the file to the | Changes | Ⅲ Mipi2.db 142 KB Paradox Table |
| $C_{\rm L}$ C_{\rm | | Vel Mids2, yg0 4 KB YG0File Vel Mids2, yg0 18 KB YG0File |
| C: \CKV \ 4HPIUS\WY \Saves loider. | 🗄 🧰 goshen | G Mids2.cx 4 KB PXFile |
| | 🗄 🥅 Id | Mids2.mb 8 KB MBFile |
| | NewTables | Mids2.db 580 KB Paradox Table |
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| | 🗉 🧰 weston350 | Goup2.px 4 KB PXEile |
| Building a FairPlust File | 🔲 whatsnew | Coun2.db 8 KB Paradox Table |
| | Changes | Club2.px 4 KB PXFile |
| | 👝 files | Club2.db 40 KB Paradox Table A KB Paradox Table A KB Paradox Table |
| 1. Close 4HPlus! and open FairPlus! | Constant forms | FPStartUpLog.Txt 5 KB Text Document |
| Click Goto > Archive. | ind saves | FPUserLog.Txt Open ment |
| 3. Click "Load / Restore" button. | photos | E FairBack, Txt Princ ment |
| 1 Select "State Folder" | 🛅 Saves | a 4HBack.ebd |

🛅 shells

🚞 Temp

🚞 WY

🛨 🚞 wy09-009 🕀 🚞 WY_STATE

🕀 🛅 WY_TEST

🗉 🚞 WY_WSK

🕀 🚞 WYALB2009

🗄 🚞 WYWY_2003

표 🚞 WYWY_2004

Goto Special Reports Menu screens Parameters Remove Inactive Records Birthday Cards Newsletter Labels Setup Transfer 4HPlus Data Install Data File Viewer Web Deployment Factory View CKV Encrypted File Build ScoreCon Support File Build FairPlus Support File Name/Rename Member/Leader State Fields Reset / Issue Member / Leader Web Passwords Blue Ribbon Fair Export

Data Set 2012/2012

4. Select "State Folder".

Wyoming Albany Utilities Data..

5. Click "Open Restore" button.

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4-H_2010 Shoot Scombine supported files in Acrobat...

 Image: Wy4hup.exe
 Open With

 Image: Wy4hup.exe
 Image: Wy4hup.exe

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Depart

4-H Letter Templ

🧃 tmuninst.ini

🚾 DeIsL4.isu

🚾 DeIsL3.isu

🔯 DeIsL2.isu

DOXUSRS.NET

DEISREG.ISR

🗐 playground.log



Goto Special Reports Menu screens Parameters Remove Inactive Records Birthday Cards Newsletter Labels Setup Transfer 4HPlus Data Install Data File Viewer Web Deployment Factory View CKV Encrypted File Build ScoreCon Support File Build FairPlus Support File Name/Rename Member/Leader State Fields Reset / Issue Member / Leader Web Passwords Pue Ribbon Fair Export

Goto > Utilities > Build Reset / Issue Member / Leader Web Passwords

You can reset the member or leader 4H4Me.com passwords or issue the web Id and passwords for members or leaders that do not have one.

| CAUTION! CAUTION! Reset Member / Leader 4H4ME.com Web Access Passwords | Issue Web Id's and Passwords for Members / Leaders without Web Id and Password. |
|--|---|
| This utility will clear the Web Access password for all members and leaders. If this is done, the next time a full county data upload is created, new passwords will be assigned to all members and leaders. | This utility will issue a Web Id and Web Password to all active members / leaders found that do not have either a Web Id or Web Password. Active Members / Leaders with both a Web Id and Web Password will not be changed. Qualifing Members / Leaders will have their 4HPlus Id issued as their Web Id and randomly generated Password as their Password. These changes will be forwarded to 4H4ME.com at the next uphill data transfer. |
| Clear Web Access Passwords | Issue Web Id's and Passwords as Described above. |
| Exit / Return | Exit / Return |
| | |

Sending Email through the 4-H Plus Application Off-Campus

- 1. Navigate to <u>www.wyosecure.uwyo.edu</u>
- 2. Log into the Secure Portal using your UW account username and password.

| | WyoSeau | OF Wyoming |
|----------|-------------|--|
| Welcome | to the | |
| Unive | rsity of Wy | oming Secure Portal |
| Username | tchavez1 | Please sign in to begin your secure session. |
| Password | ••••• | |
| | Sign In | |
| | | |
| | | |

3. Click on the Start button for Network Connect.

| WyoScarco Univers | ITY MING | Home Meetings Preferences 1 | Session 1:59:52 Help Sign Ou |
|---|----------------------------|---|---------------------------------|
| | | | Browse (tier |
| Welcome to the University of Wyoming Secure Portal, uwyo\tchavez1. You last sign 2012 13:10:58 MST from 10.7.217.58 | ed in on Thu, 19-Jan- | Terminal Sessions | i= "g ▼ |
| Web Bookmarks | = + - | SFH access to Frontier with username tchavez1 | |
| UW email | Ø | Client Application Sessions | - |
| University email access (SSO enabled) | | A Network Connect | Start |
| UW CMS Development Site | Ø | | / |
| Files | ≈ * ± *x * | · · · · · · · · · · · · · · · · · · · | |
| N N N N N N N N N N N N N N N N N N N | /indows Files Unix Files | | |
| UW Staff Storage Storage on Warehouse | | | |
| UWStudent Storage - H: drive | | | |
| UWStudent Classfiles | | | |

4. Wait for the network to launch.



5. When you are connected a message will appear welcoming you to the UW Secure Portal and a lock will be on your task bar. You may minimize this window.

| (a) (a) https://wyosecure.uwyo.edu/dana/home/ , P + | 🔒 🖻 🖒 🗙 🔯 University of Wyoming CES Co 🥖 | University of Wyoming Sec × | 10.00 | ń * |
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| Edit View Favorites Tools Help | | | | _ |
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| Google | 👻 🚼 Search 🔹 🖉 | Check • More >> | | 👤 nmsmiley • |
| WyoSearre | | | Home Meetings Pref | Session 11:54:46 Help Sign Ou |
| | | - | | Browse (tip |
| | | | | |
| come to the University of Wyoming Secure Portal, uwy 2 13:10:58 MST from 10.7.217.58 | o\tchavez1. You last signed in on Thu, 19-Jan- | Terminal Sessions | | := ⁺ g ▼ |
| | | SSH access to Frontier with userna | ame tchavez1 | |
| b Bookmarks | - + - | Client Application Sessions | | |
| University email access (SSO enabled) | | A Network Connect | | Start |
| CMS Development UW CMS Development Site | 0 | | | |
| 55 | ⊨* _# * _X * | | | |
| UW Staff Storage | Windows Files Unix Files | | | |
| Student Storage UWStudent Storage - H: drive | | | | |
| Classfiles UWStudent Classfiles | | | | |
| | | | | |
| ight © 2001-2010 Juniper Networks, Inc. All rights reser | ed. | | | |
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- 6. Open up 4-H Plus and navigate to the Email Validity Tools link.
- 7. Select "Check Email Address Validity".
- 8. Place a checkmark in the Members, Leaders and Parents box and then press the "Verify Email Addresses" button.
- 9. You must correct all invalid email addresses which are present in the Invalid Email Address List or your computer will lock up and need to be rebooted. This can be corrected in their ID and Communication pages. Once fixed, re-verify the email addresses. When the invalid email address list is blank you are ready to proceed with emailing. Press the Return button to go back to the main page.
- 10. Click on the 4HPlus Email Setup Link on the menu bar.
- 11. Send a test email to yourself to ensure it will work.
- 12. If you get an email sent to your inbox, you are ready to use the email function in this application.

Windows 7 4HPlus! Upgrade Instructions

1. Close 4HPlus!

 The link will bring up your download window. Click on Run.

| Name | Location | Actions |
|--------------------------------------|---|------------|
| wy4hup.exe 5.11 MB www.4hplus.com | Do you want to run or save this program? | Run Save 💌 |
| WyomingDatamdb 848 KB 4h.wsu.edu | E-Learning | Open 🔻 |
| | | |
| | | |
| | | |

 After the download is complete, a warning message may appear saying the download is potentially dangerous.
 Click on the Actions button then click More Options which will open several choices. Click on Run Anyway.

4. Click on Unzip.

 Unzipping of the file will take place automatically.
 When it is completed you will get a message saying that the files were unzipped successfully.

Click on **OK**

Click on Close

 Check the banner in 4HPlus! to verify the upgraded version.



Note: Do not change where the files are being run to. The system will do this on its own!





Wyoming State 4HPlue: 13-233 Data Set [1] 2014/2014 By C & Goto Update Disk Set Up Networking Write Data Read Data 7

Updating 4-HPlus! In Ten Easy Steps (XP)

- 1. Close 4-HPlus!
- 2. Click on link for the upgrade or go to <u>www.4hplus.com/upgrades/wy4hup.exe</u> This will automatically bring up a File Download screen.



3. Click on "Save".

| Save the file to your C:drive / CKV folder. | |
|---|--|
| | |

| (You can actually save it anywhere in your |
|--|
| C: drive, but you <u>must remember</u> where you |
| saved the file!) |

4. The file will download automatically.

| 1% of wythup.exe from www.dhplus.com Completed 📃 🗆 🔰 | 3 |
|--|---|
| ● ² | |
| wythup, exe from www.thplus.com | |
| Estimated time left 1 min 49 sec (840KB of 5.11MB copied) Download to: C:\(ckv\/wy+thup.exce C:\(ckv\/wy+thup.exce | |
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5. Right click on your "Start" button and choose Explore. Find where you saved the file. In this case: C:drive / CKV folder.

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| Properties | æ 🗀 4hplus im dataxfer | Forms |
| Page: 1 of Open All Users Explore All Users Explore All Users | ⊛ 🛅 Fairplus 🗎 Forms | Tools share |

6. Double click on the executable file (wyhup.exe) then choose "Run".

| Click on "Unzip" | WinZip Self-Extractor - wy/sinup.exe To unzip al files in wyshup exe to the specified folder press the Unzip button. Unzip to folder: Sector Sector Browse Ø Verwite files without prompting | Urajo Run WinZip Close About Help | | | | | |
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| Note: Do not change where the files are being run to. The system will do this on its own! | | | | | | | |

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| The purchase the true | blisher could not be verified. Are you sure you want software? | to |
| | Name: wy4hup.exe | |
| | Publisher: Unknown Publisher | |
| | Type: Application | |
| | From: C:\ckv | |
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| 8 | This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you tru <u>How can I decide what software to run?</u> | st. |

- Unzipping of the file will take place automatically. When it is completed you will get a message saying that the files were unzipped successfully.
 - a. Click on "OK"
 - b. Click on "Close"

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| WinZip Self-E | | × | |
| To unzip all files i folder press the U | in wy4hup.exe to the specified Jnzip button. | Unzip | |
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| c:\ckv | 664 file(s) unzipped successful | Close | \square |
| Overwrite file | | About | |
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- 9. Open 4HPlus! and run any table upgrades if prompted to do so.
- 10. Verify that you are on the latest version by looking at the title bar on the main page of 4HPlus!

| 🖣 Wyo | oming State | 4HPlus | 13-233 | Data Set [1] | 2014/2014 | By C & K Ve | entures Co | opyright (19 | 97-2011) 8216 | |
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| Goto | Update Disk | Set Up | Networ | king Write I | Data Read | Data Than | nk-You! | Web Links | Documentation | What's New |

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