

4HPlus!



User Guide

2014



UNIVERSITY OF WYOMING
STATE 4-H OFFICE

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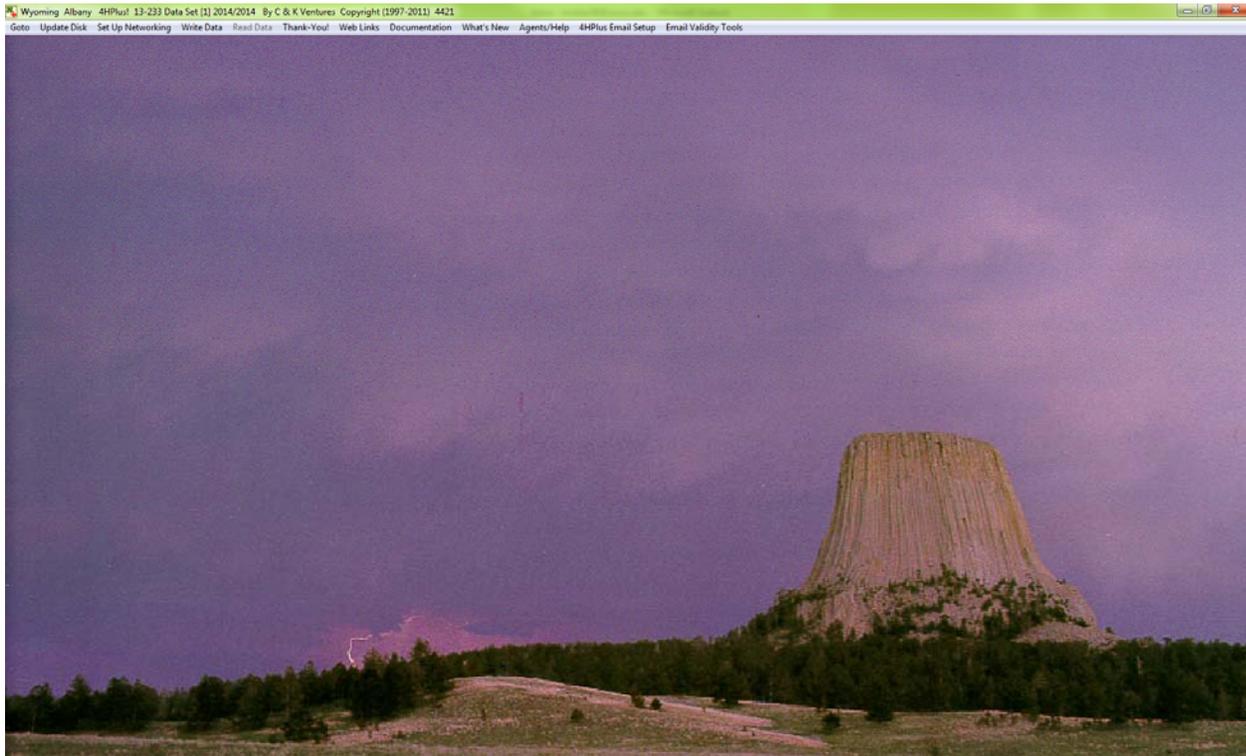
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Note: Many of the same functions are available in the Member and Leader sections of 4HPlus! The instructions for these functions will primarily be found in the Member section of this guide book.

Main Screen



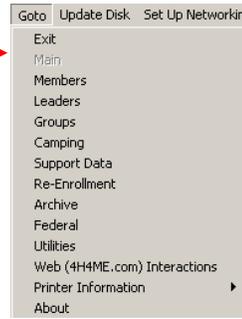
The top title bar line gives you the system information. A description of the top title line on the main page follows:

- 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.



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:

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



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”.

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.

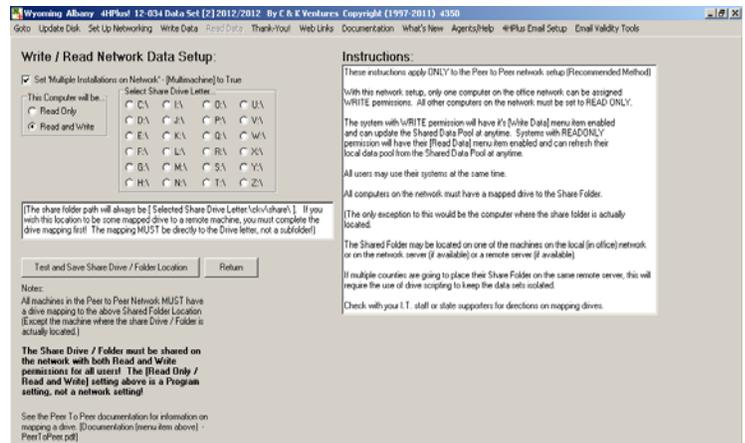


If given permission for access, the Write/Read Network Data Setup page will become available.

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.



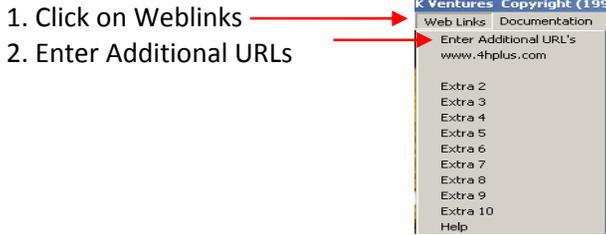
Write Data: is similar to backing up your system. When you click Write Data all the data in your system will be saved and can be utilized by those who have “Read Only” access. (You should still do your regularly scheduled backups of the system!)

Read Data: 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.

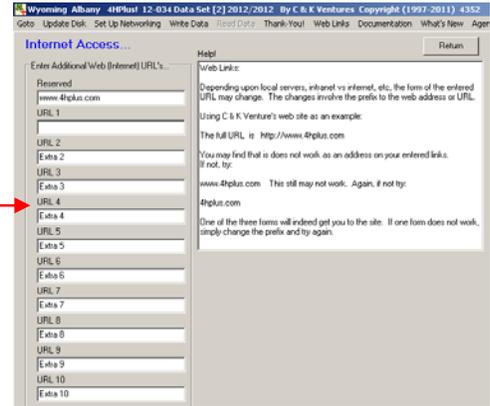
Thank You: This is an acknowledgement from Chuck Nash, the owner/creator of the software, to those who helped in the creation of 4HPlus! As a general user this area is not used.

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.



1. Click on Weblinks
2. Enter Additional URLs

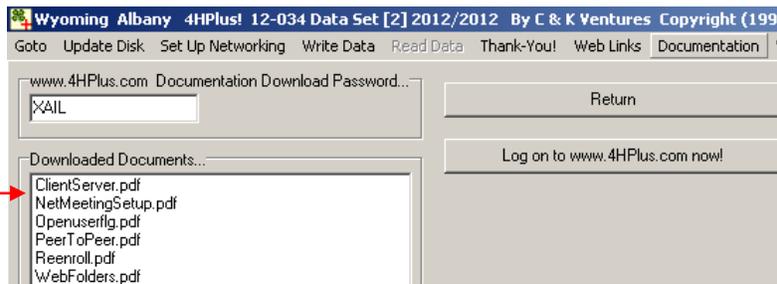
3. This brings up a page where you can insert up to ten different URLs.



4. To go to the website you have entered simply click on the URL under your Web Links.



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.

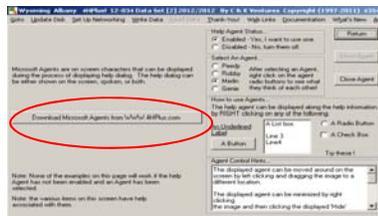


Agents/Help: is a tool that can help answer questions about the system.

To access the agents: 1. Click on the Agents/Help button, then setup Agent features



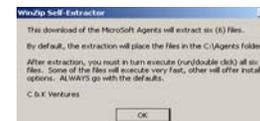
2. Click Download Microsoft Agents



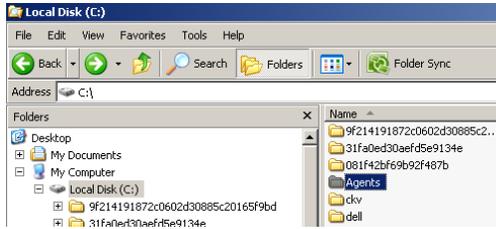
3. This will bring up a file download message. Click Run which will begin the download of the agents.



4. When completed you will find the download in your C:\Agents folder.



5. Open the C:\Agents folder.



6. Double click on each of the agent files.



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.



Peedy



Robby



Merlin



Genie



4HPlus! Email Setup: 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 you enter most of the information. You may enter the following:

Your personal user name & password

Your personal email

The State Office email

You can test to see if your setup is working correctly by sending yourself a test message and clicking send.

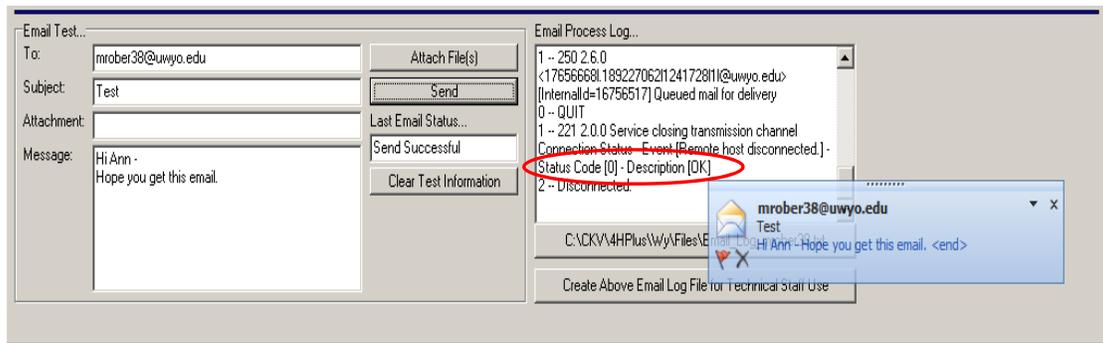
The screenshot shows the '4HPlus! Email Setup...' dialog box. The 'General' tab is active. The 'Authentication' section is expanded to show 'AUTHENTICATION FIRST!'. The 'Select Authentication' section has 'None' selected. The 'Port' is set to 25. The 'Mail Server' is 'uwmail.uwyo.edu'. The 'Username' is 'mrober38'. The 'Password' is masked with '\$\$\$\$\$'. The 'HELLO text' is 'A121'. The 'Sender Email Address' is 'mrober38@uwyo.edu'. The 'Maximum Recipient Count per Email' is 10000. The 'Up Hill Data Email Address' is '4H@uwyo.edu'. The 'Email Access Method...' is set to 'LAN / DSL'. The 'ISP Phone Number' is empty. On the right, there are buttons for 'Exit / Return', 'Save Entries / Changes', 'Clear Email Parameters', and 'Create Email Parameters'. Below these is an 'Email Development Testing Password' field. A note at the bottom right says: 'NOTE: Any changes made to the Email Setup fields (all data above the blue line) will not take effect until the [Save Entries / Changes] button is clicked.'

Annotations with red arrows point from the text on the left to the corresponding fields in the dialog box:

- 'Your personal user name & password' points to the 'Username' and 'Password' fields.
- 'Your personal email' points to the 'Sender Email Address' field.
- 'The State Office email' points to the 'Up Hill Data Email Address' field.

At the bottom of the dialog box, there is an 'Email Test...' section. The 'To:' field is 'mrober38@uwyo.edu'. The 'Subject:' is 'Test'. The 'Attachment:' is empty. The 'Message:' is 'Hi Ann - Hope you get this email.'. There are buttons for 'Attach File(s)', 'Send' (circled in red), 'Last Email Status...', and 'Clear Test Information'. To the right of this section is an 'Email Process Log...' area.

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



Note: If you are unable to send emails through your local server you may log on to www.wyosecure.uwyo.edu and use the University of Wyoming's web service prior to sending emails. (Directions in the "Extra" section 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.

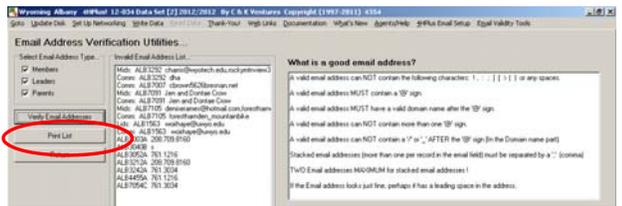
To check the email validity: 1. click on "Check Email Address Validity" 

2. 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.



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.

C. MIDS: ALB3460 – The “MIDS” indicates that the error is on the Member’s registration page. Go to the member’s registration page. →

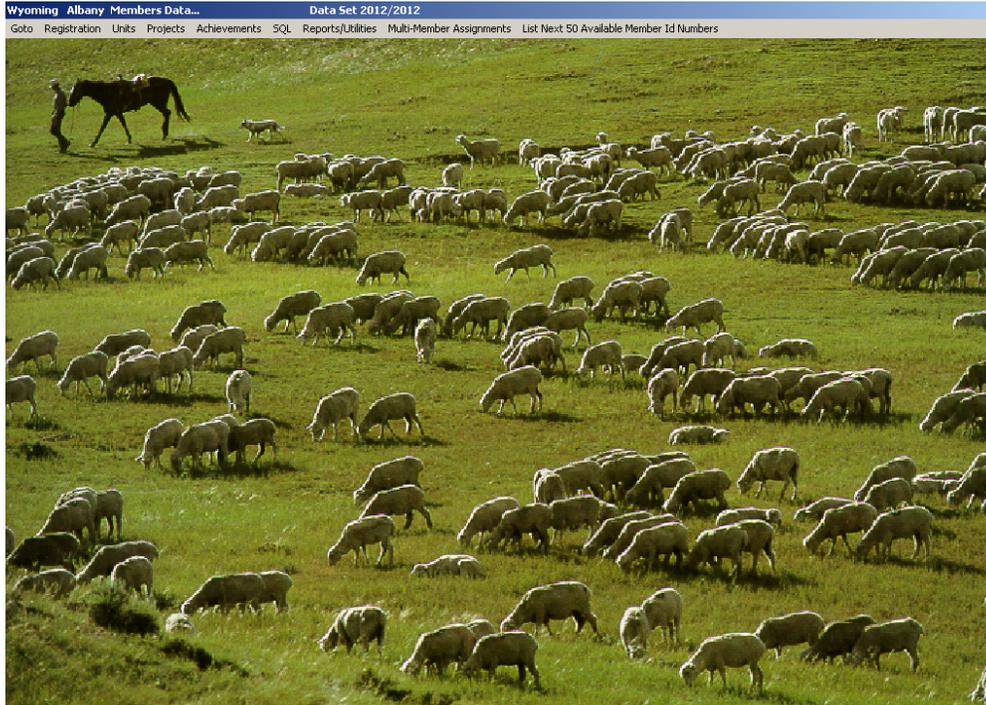
LIDS: ALB5555 – The “LIDS” indicates that the error is on the Leader’s registration page. Go to the leader’s registration page.

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.

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

Members

Click Goto > Members



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

Registration:

You can review or add a member in the Action Section.

Review members by ID or name in the Listing Method Section.

You can review either Active, Inactive or Both in the Active Status section.

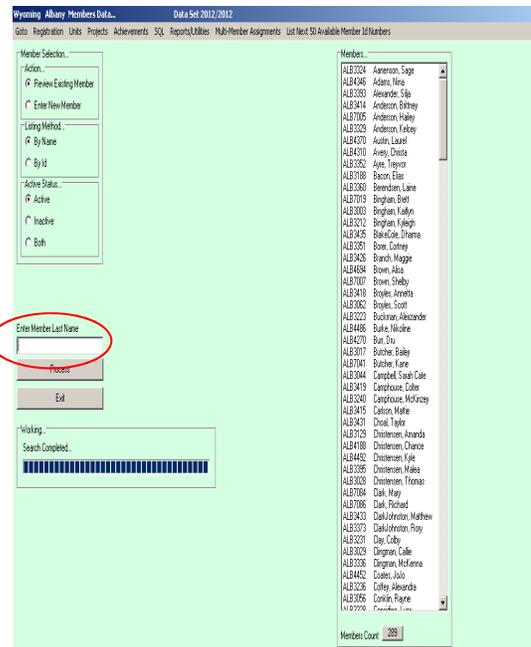
Note: Although inactive members are in the system, they will not show on lists or reports unless they are active.

Click Process

To find a member: Type the member's name in the Enter Member Last Name field.

As letters are typed, it goes to that section in the Member field.

Click on the desired member and their individual registration screen will display.



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 not collected for Members!

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.

Note: You may enter a city or school name in the Support Data section of 4HPlus! to have them show in the option fields.

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

- [Clubs](#)
- [Projects](#)
- [Achievements](#)
- [Communications](#)

Note: To enable the Family Linking feature which will allow you enter contact information one time for multiple family members see page 24.

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 Assignments

9 Clubs...

Member Data (Units/Clubs Selection Screen):
Id ALB3464 Last Shortcake First Strawberry
Phone 307555-5555 M.I. Grade 4

Member's Clubs: Count: 0/0 Available Clubs: Count: 0/18

Club Code	Title	Club Code	Title
<< Add <<		ALB102	Centennial Valley
		ALB103	Corduroy Queens Kings
		ALB111	Crafty Critters
		ALB127	Critter Creek Ranglers
		ALB126	Gem City 4-Leaf Clovers
		ALB110	Harmony Hustlers
		ALB109	High Plains
>> Delete >>			

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".

Member Data (Units/Clubs Selection Screen):
Id ALB3464 Last Shortcake First Strawberry
Phone 307555-5555 M.I. Grade 4

Member's Clubs: Count: 0/2 Available Clubs: Count: 0/16

Club Code	Title	Club Code	Title
ALB102	Centennial Valley	ALB103	Corduroy Queens Kings
ALB121	Howell Hoot Owls	ALB111	Crafty Critters
<< Add <<		ALB127	Critter Creek Ranglers
>> Delete >>		ALB126	Gem City 4-Leaf Clovers
Prior		ALB110	Harmony Hustlers
Next		ALB109	High Plains
Projects		ALB123	Junior Leaders
Achievements		ALB113	Little Horse Power
Communications		ALB108	No Club Choppers
Return		ALB117	Flock Creek Valley
Set Primary Club		ALB112	Flocky Mountain Rebels
		ALB128	Smokin' Guns
		ALB114	Smoky Range Pioneers
		ALB106	Wild Brambles
		ALB115	Windy Valley
		ALB106	Yellow Jackets

Primary Club: ALB102 Centennial Valley

Entering Projects:

Click Goto > Members > Projects

Follow the instructions given above.

Wyoming Albany Members Data... Data Set 2012/2012
Goto Registration Units Projects Achievements SQL Reports/Utilities Multi-Member Assignments

Projects...

Member Data (Projects Selection Screen):
Id ALB3464 Last Shortcake First Strawberry
Phone 307555-5555 M.I. Grade 4

Member's Projects: Count: 0/3 Available Projects: Count: 0/57

Project Code	Title	Project Code	Title
42501 01	Cats Decorating	22501	Aerospace
50501 01	Food & Nutrition	62001	Archery
70501 01	Gardening	18102	Breeding Beal
<< Add <<		12502	Breeding Sheep
>> Delete >>		13002	Breeding Swine
Prior		14001	Cats
Next		15001	Child Development
Clubs		22501	Citizenship
Achievements		81101	Computers
Communications		21001	Coaching
Return		18401	Dairy Cattle
Year In Project		18701	Dairy Goats
01		11001	Dogs
Save YIP		20501	Electricity
		21001	Entomology
		50101	Fabric and Fashion
		62001	GIS/GPS
		62001	Geology
		34501	Health
		11501	Horse Judging
		11503	Horseless Horse

Note: The [Save YIP] button is only used to save changes to the YIP for existing Member Projects.
Note: Year In Project (YIP) can be changed by selecting a members project, selecting a new value for YIP, and clicking the [Save YIP] button.

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.

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.

3. 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.

- 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”.

Note: This example may not be accurate. Verify the URL with the cell carrier you are entering.

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:

- 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.

Id	Last	First	M.I.	
ALB3464	Shortcake	Strawberry		<input checked="" type="checkbox"/> Print Label
ALB3458	Peep	Bo	B	<input checked="" type="checkbox"/> Print Label

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

- 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.

- 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.

Member ID: ALB102, Last: Shotzlake, First: Strawberry, Initial: [blank], County: Albany, Address: 123 Berry Lane, DOB: 07/01/02

History Year: 2012, Parent's Initials: [blank], Year In 4H: 1

Buttons: Registration, Home, Delete, Prior, Next

Unit	Title	Unit	Title
1	ALB102	2	ALB102
3	Central Valley	4	Howell Hood Units
5		6	
7		8	

NOTE: If Clubs, Projects, or Achievements have been added for the member AFTER the creation of the current year's history card. Delete the card and re create!

Project	Title	Completed	Project	Title	Completed
1	42901	<input checked="" type="checkbox"/>			<input type="checkbox"/>
2	50601	<input checked="" type="checkbox"/>			<input type="checkbox"/>
3	70601	<input checked="" type="checkbox"/>			<input type="checkbox"/>

Display Projects: 1-10, 11-20, 21-30, 31-40, 41-50, 51-60. Number of Projects: 3. Projects Completed: 3. Completion Percentage: 100

Display Achievements: 1-10, 11-20, 21-30, 31-40, 41-50, 51-60. Number of Achievements: 0

Memo: Strawberry attended all meetings and participated in county fairs.

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 | List Next 50 Available Member Id Numbers

- Alpha Listing (Compact)
- Alpha Listing (Expanded)
- Horse Data
- History Data**
 - Create All 2012 History Cards**
 - Mark All Projects Complete
 - Process History Reports
- Member Publications
- Member Project List

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.

Reminder: 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.

Horse:

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

Id	Last	First	Initial	Horse
ALB3464	Shortoake	Strawberry		
County	DOB			
Albany	01/01/02			
		Registration	History	Delete

Level	Option B	Date	Written	Date	Riding	Date
Level 1						
Level 2						
Level 3						
Level 4						
Level 5						
Level 6						

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):

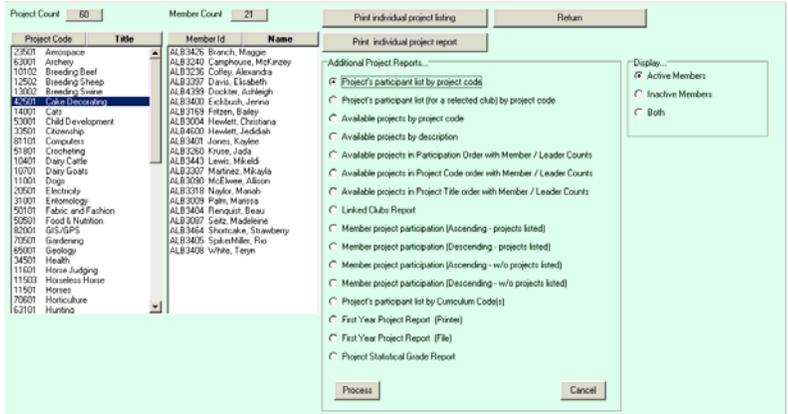
In the Member section, click "Units".

- 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".

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.

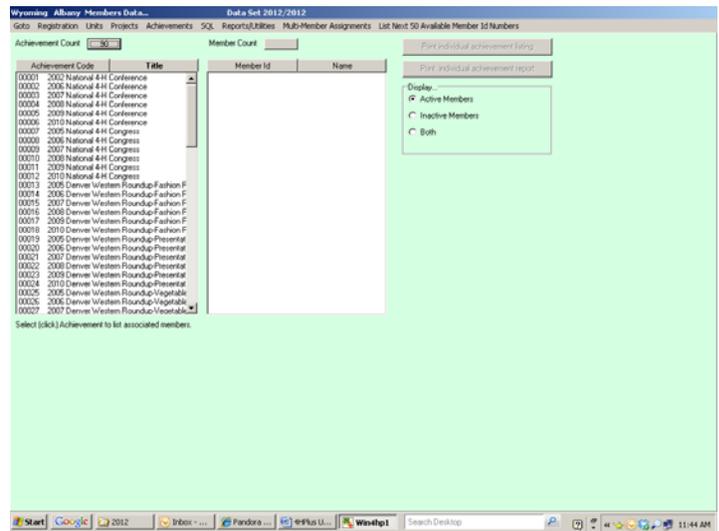


Achievements:

In the Member section, click "Achievements".

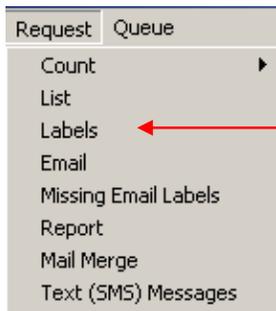
- Achievements are added to the member's record as they qualify or attend the achievement.

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



SQL:

Click Goto > Members > SQL > Request



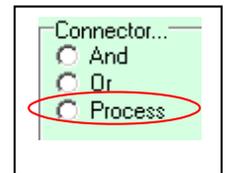
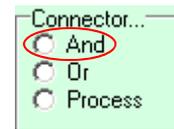
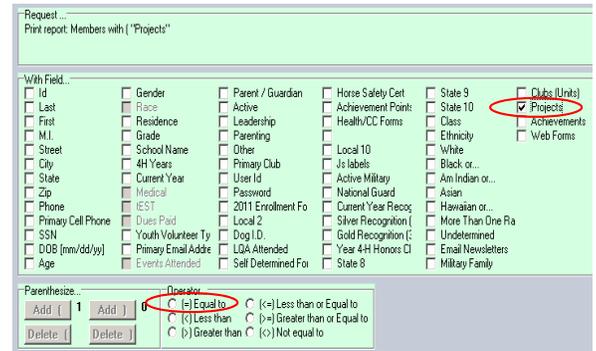
The SQL feature allows you to pull information from 4HPlus! in a variety of methods. Regardless of the type of request criteria must be entered in order to proceed. In all SQL queries the following steps must be followed.

1. Choose the type of request from the Request Menu.
2. Enter the query fields and criteria
3. Process the query.
4. Review, print or save the results (if desired).

An explanation for each step will follow, but first an example of choosing criteria.

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".
- Select the Operator**, we will choose =Equals to.
- Select the requested criteria**, (Cake Decorating), and click the "Continue" button.
- A new box will pop up and allow you to **continue your choices**. We will choose "And"
- Select the additional criteria.** In our example we will select Age.
- Select the Operator**, we will choose =Equals to.
- Select the requested criteria** (13 years).
- Continue your selection process until you have included all of your criteria by selecting the "Continue" button.
- 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:

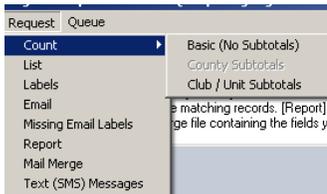
You can multi-select criteria by holding down the CTRL and the Shift keys.

1. Request Types

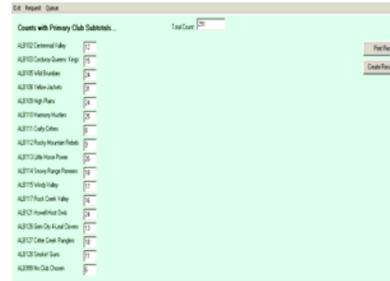
Count: The count will give you numbers only. You can choose to have a basic number or a Club/Unit Subtotal.

Basic Total Results

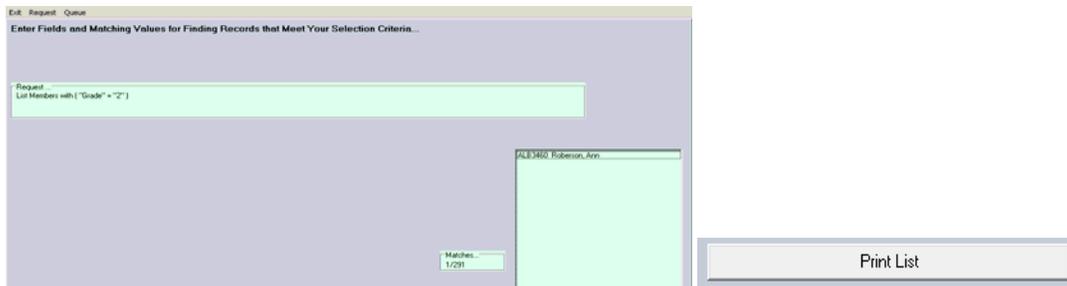
Club/Unit Subtotal Results



25 members out of 252 total membership

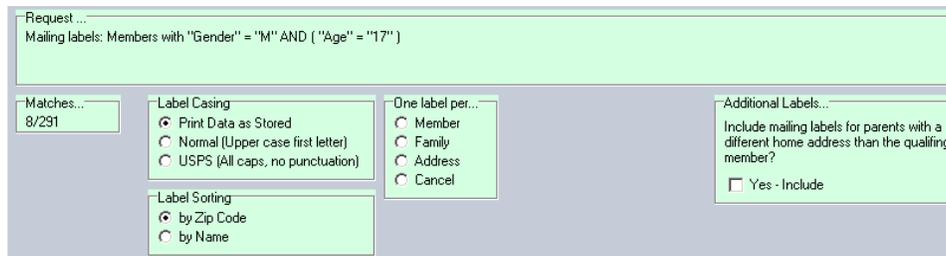


List: The list will give you a list of the results and the count. You can print the list if desired by clicking on the “Print List” button.

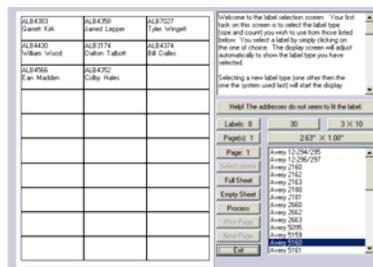
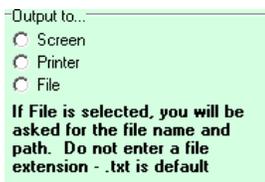


Labels: Create labels for a specific group of members.

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.



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



- 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.

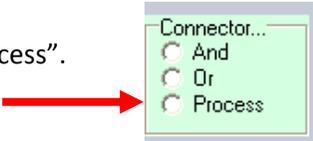
Email:

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".

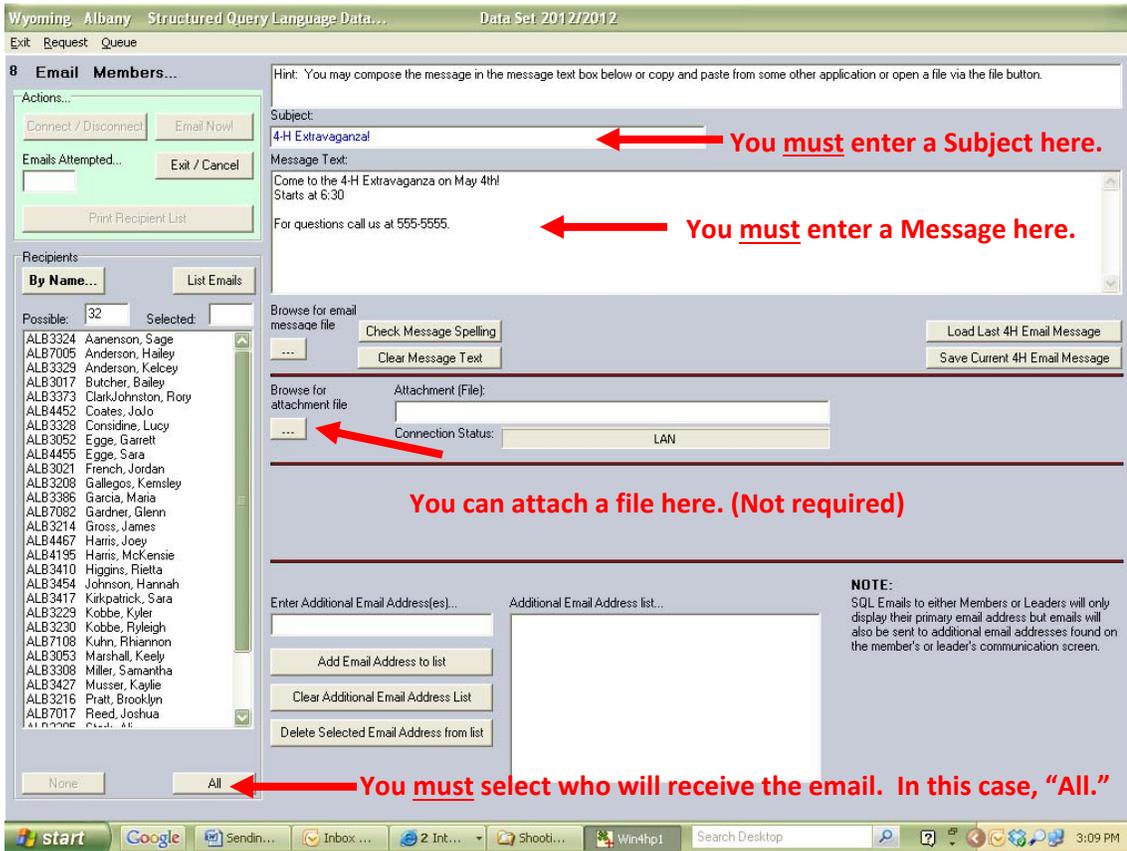


Note: Before emailing out of 4Hplus you should always verify your email address by going to Goto / Main / Verify Email Addresses. If an email is not entered properly you will get an error message and the entire email system will be shut down. A hard re-boot of your computer will be required to eliminate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



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



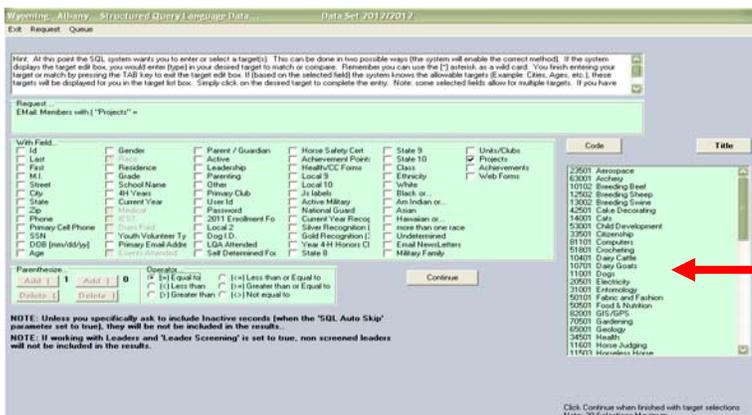
Helpful Hints:

- 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 .

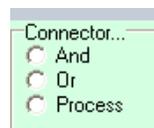
Missing Email Labels: - You can create labels as explained in “Labels”.

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”.



When you have completed your selections choose “Process”.



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

Request ...
Print report: Members with ("Projects" = "11001")

Matches...
40/291

Select print fields in print order...

<input type="checkbox"/> Id	<input type="checkbox"/> SSN	<input type="checkbox"/> Medical	<input type="checkbox"/> Other	<input type="checkbox"/> Achievement Po	<input type="checkbox"/> Year 4H Honors	<input type="checkbox"/> Hawaiian or...
<input checked="" type="checkbox"/> Last	<input type="checkbox"/> DOB	<input type="checkbox"/> RES1	<input type="checkbox"/> Primary Club	<input type="checkbox"/> Health/CC Form	<input type="checkbox"/> State 8	<input type="checkbox"/> More than one r
<input checked="" type="checkbox"/> First	<input checked="" type="checkbox"/> Age	<input type="checkbox"/> Dues Paid	<input type="checkbox"/> User Id	<input type="checkbox"/> Password	<input type="checkbox"/> State 9	<input type="checkbox"/> Undetermined
<input type="checkbox"/> M.I.	<input checked="" type="checkbox"/> Gender	<input type="checkbox"/> Youth Volunt	<input type="checkbox"/> 2011 Enrollment	<input type="checkbox"/> Local 10	<input type="checkbox"/> State 10	<input type="checkbox"/> Email Newsletter
<input type="checkbox"/> Street	<input type="checkbox"/> Race	<input type="checkbox"/> Primary Email	<input type="checkbox"/> Local 2	<input type="checkbox"/> Js labels	<input type="checkbox"/> Class	<input type="checkbox"/> Military
<input checked="" type="checkbox"/> City	<input type="checkbox"/> Residence	<input type="checkbox"/> Events Atten	<input type="checkbox"/> Dog I.D.	<input type="checkbox"/> Active Military	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Units/Clubs
<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Grade	<input type="checkbox"/> Parent / Gua	<input type="checkbox"/> LQA Attended	<input type="checkbox"/> National Guard	<input type="checkbox"/> White	<input type="checkbox"/> Projects
<input checked="" type="checkbox"/> Zip	<input type="checkbox"/> School Name	<input type="checkbox"/> Active	<input type="checkbox"/> Self Determined	<input type="checkbox"/> Current Year Rec	<input type="checkbox"/> Black or...	<input type="checkbox"/> Achievements
<input checked="" type="checkbox"/> Phone	<input type="checkbox"/> 4H Years	<input type="checkbox"/> Leadership	<input type="checkbox"/> Horse Safety C	<input type="checkbox"/> Silver Recogniz	<input type="checkbox"/> Am Indian or...	
<input type="checkbox"/> Primary Cell F	<input type="checkbox"/> Current Year	<input type="checkbox"/> Parenting		<input type="checkbox"/> Gold Recognitor	<input type="checkbox"/> Asian	

Include Club and Project Id's if selected for mail-merge.

Enter Report Title if Desired...
2012 Dog Project Members

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.

Request ...
Print report: Members with ("Projects" = "11001")

Matches...
40/291

Select Sort By Fields in Desired Order...

<input type="checkbox"/> Id	<input type="checkbox"/> Zip	<input type="checkbox"/> Race	<input type="checkbox"/> 4H Years	<input type="checkbox"/> Future...
1 <input checked="" type="checkbox"/> Last	4 <input checked="" type="checkbox"/> Age	<input type="checkbox"/> Residence	<input type="checkbox"/> Extra 1	
2 <input checked="" type="checkbox"/> First	3 <input checked="" type="checkbox"/> Gender	<input type="checkbox"/> Grade	<input type="checkbox"/> Primary Club	

Sort Direction...
 Ascending (A to Z, 0 to 9, etc)
 Descending (Z to A, 9 to 0, etc)

Send Output to...
 Screen
 Printer
 File

If File is selected, you will be asked for the file name and path. Do not enter a file extension - .txt is default

Other Reports:

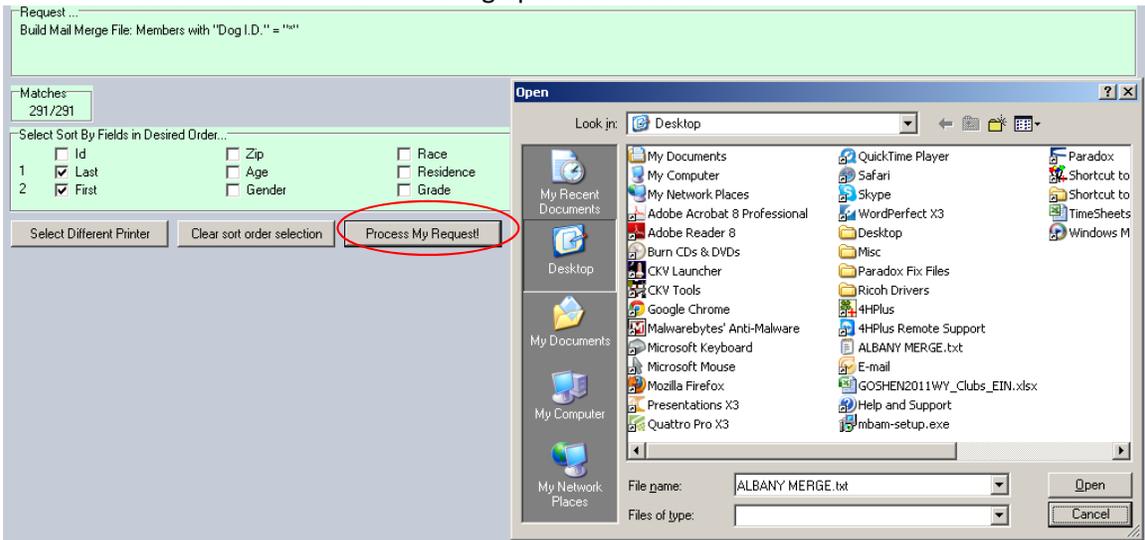
You can select other reports that are already created by clicking on Goto > Members > Reports/Utilities.

Warning: Several canned reports will automatically be sent to your printer!

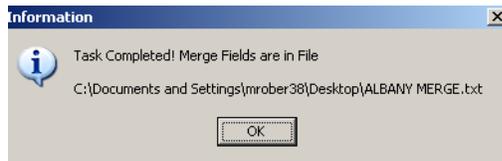
- Reports/Utilities Multi-Member Assignments List Next 50 A
- Alpha Listing (Compact)
- Alpha Listing (Expanded)
- Horse Data
- History Data
- Member Publications
- Member Project List
- Member Club List
- Project Completion Report
- Completion Certificates
- Year's In 4H Report
- Name Tags
- List Members 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.

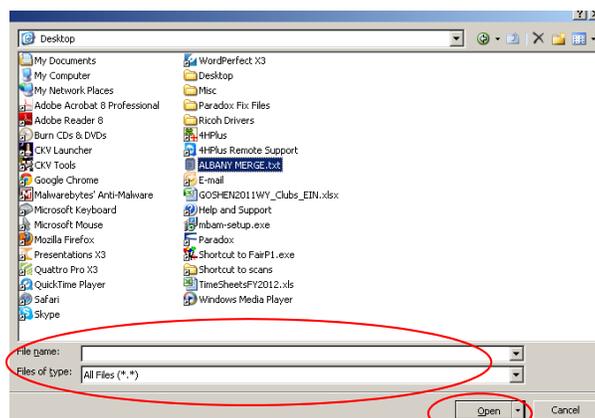


4. Name the file and save the file anywhere on your computer but remember where you saved it!
5. Click open to save the file. A box will pop up letting you know where you said to save the file. Click “OK”.

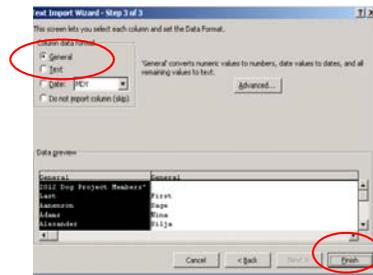
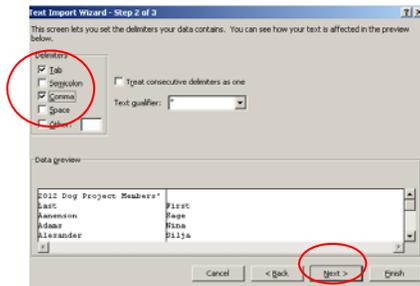
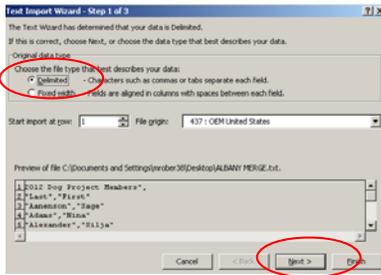


To use the Mail Merge data (Microsoft Windows 7 version):

- 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”.



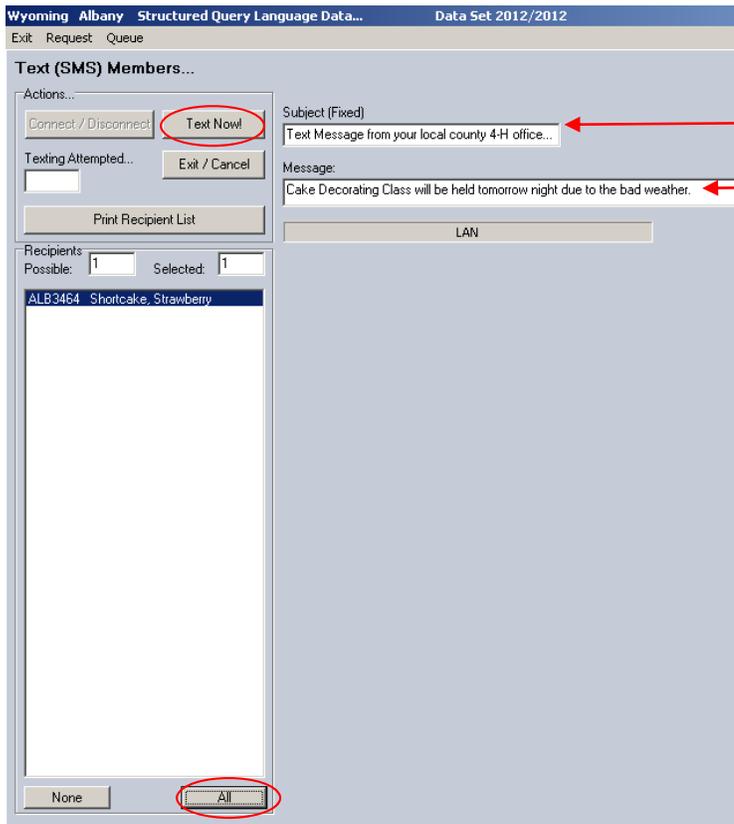
- Save the Excel file and use the information for your mail merge project.
-

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.

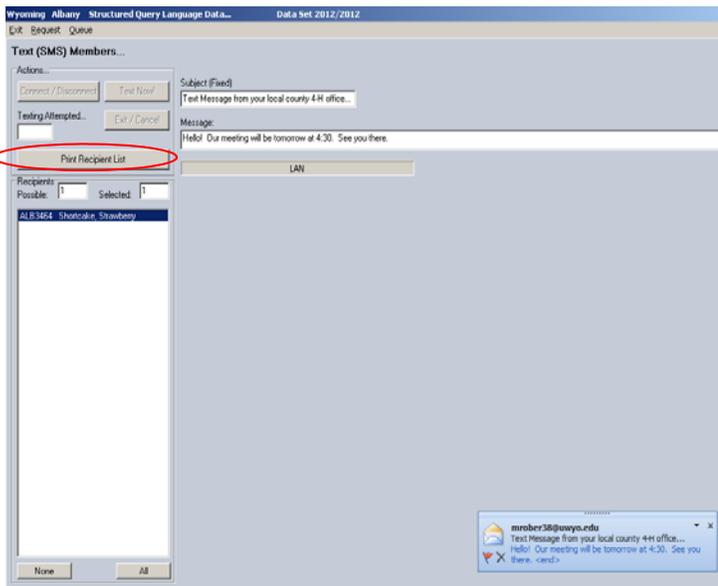
The Texting screen will appear.



- 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.

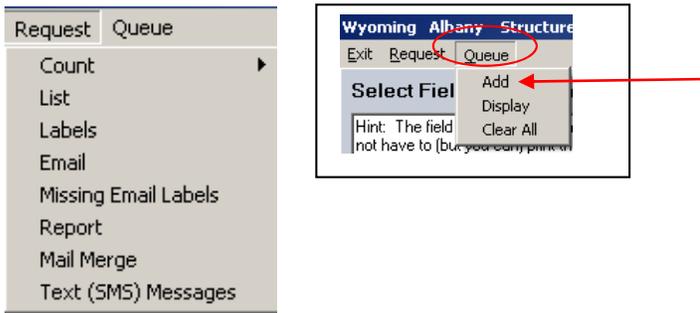


You can print the recipient list of whom the text went to.

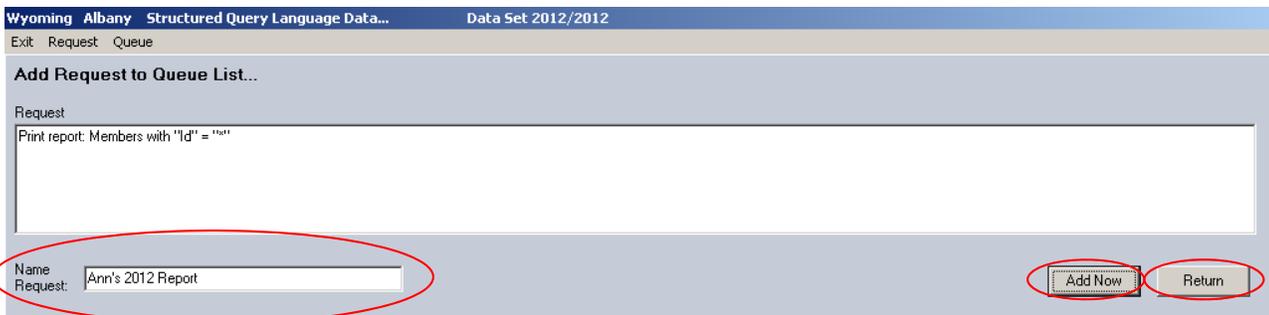
The text messages will be sent out as an email and you will get an email notice that it went out.

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

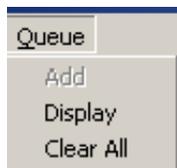
- After you have chosen the type of request click on the “Queue” button.
- Then click the “Add” button.



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



- Click on Queue
- Then the Display



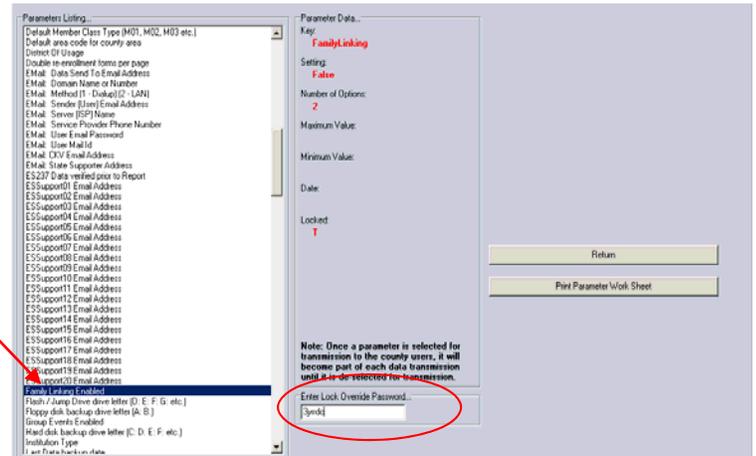
- The saved queue listing will appear. To look at the highlight the desired listing and click the “Process” button; to delete the query click on the “Delete” button and to exit click on the “Return” button.



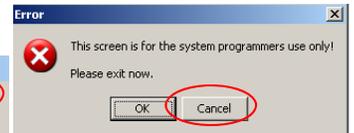
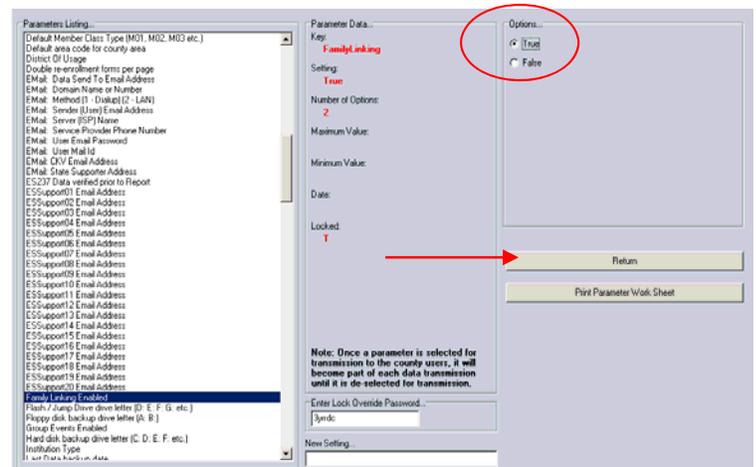
Family Linking:

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.

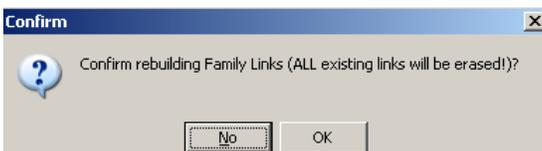
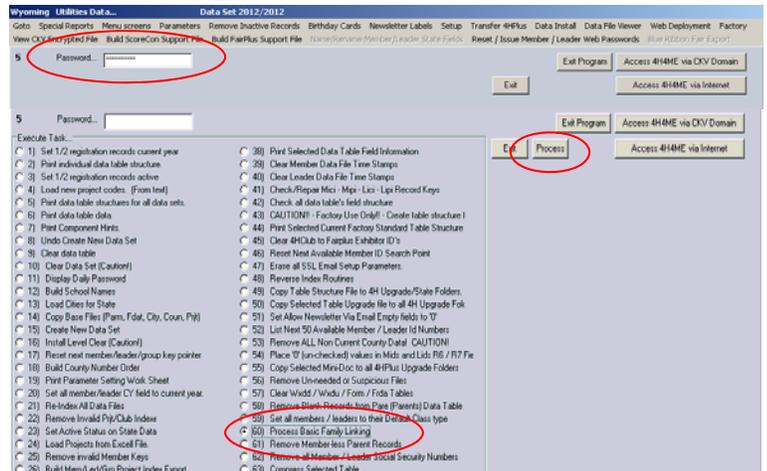
1. Click on Goto > Utilities > Parameters
2. Select "Family Linking Enabled".
3. Enter the daily password
 - a. (must obtain from the State Office).
4. Click on "Family Linking Enabled" again which will enable the setting options.



5. Choose "True" in the Options box.
6. Select "Return"
7. 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.



13. Click on Goto > Members

14. Select a Member.

15. Notice that now there are names in the "Family Linking List" box on the lower right-hand side of the screen.

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

17. To manually select a member, leader or parent, choose the option in the "List All" box.

18. 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.

Multi Member Assignments:

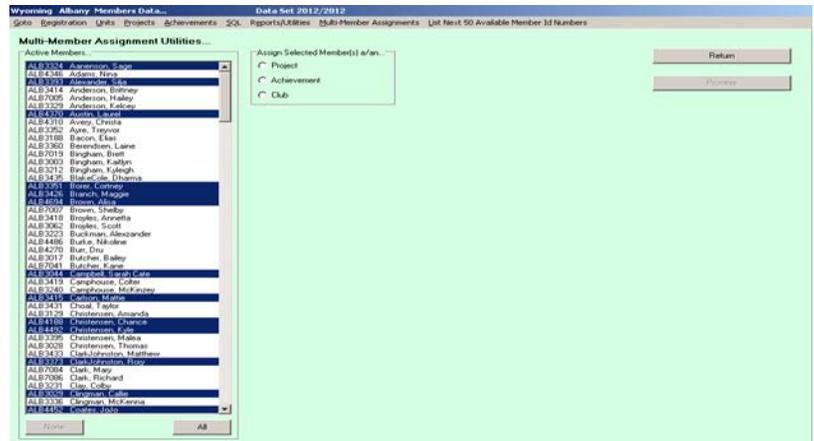


Click Goto > Members > Multi Member Assignments

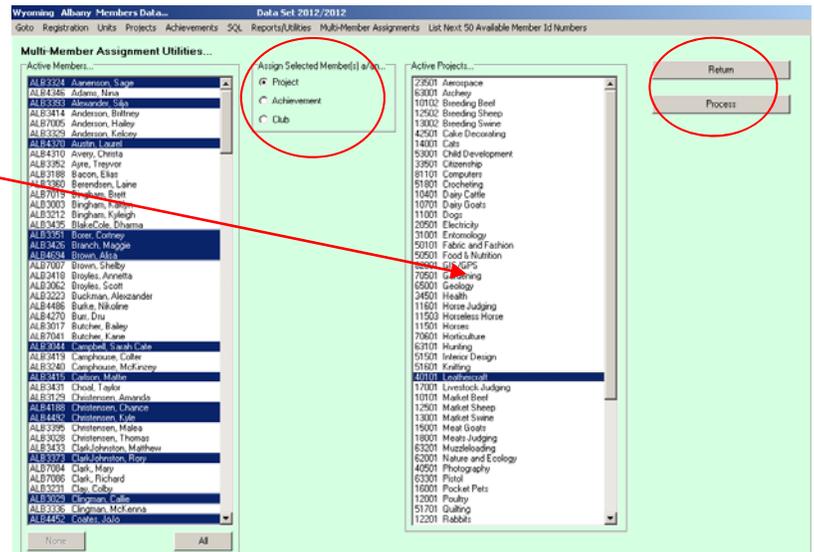
Multi-Member Assignments is a quick way to add a project, achievement or club to several members at a time.

- Choose a selection of members in the “Active Members” box.

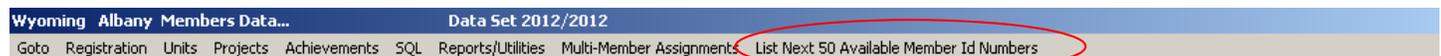
Multiple Selections at one time:
You can multi-select criteria by holding down the CTRL key to select individual names or the Shift key to select a range of names.



- Choose either the Project, Achievement or Club option
- This will bring up a list of options.
- Choose the desired option.
- Click the “Process” button
- To return click the “Return” button.



To check the new assignments Click on:
Goto > Members > Projects, Units, or Achievements and verify.



List Next 50 Available Member ID Numbers

Goto > Members > List Next 50 Available Member ID Numbers

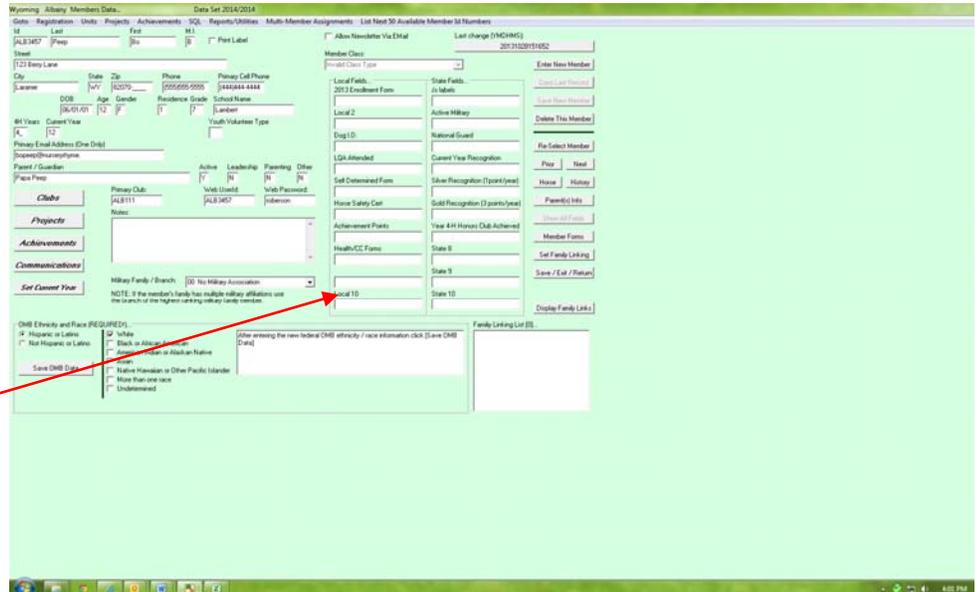
When you select this option a list of the next 50 available Member ID numbers will print.

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.

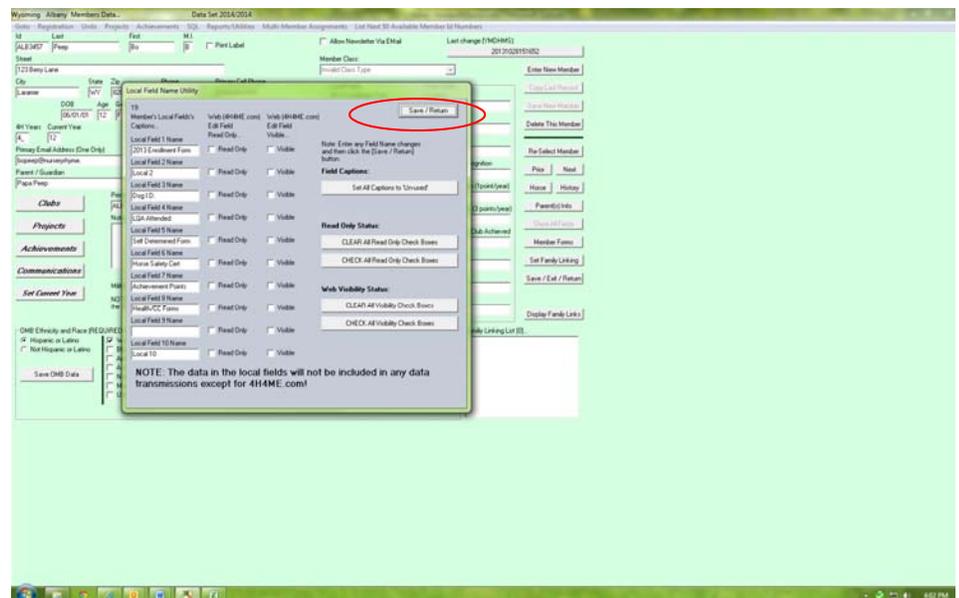
To enter or change a local field label, right click with the mouse on any of the local titles.



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.

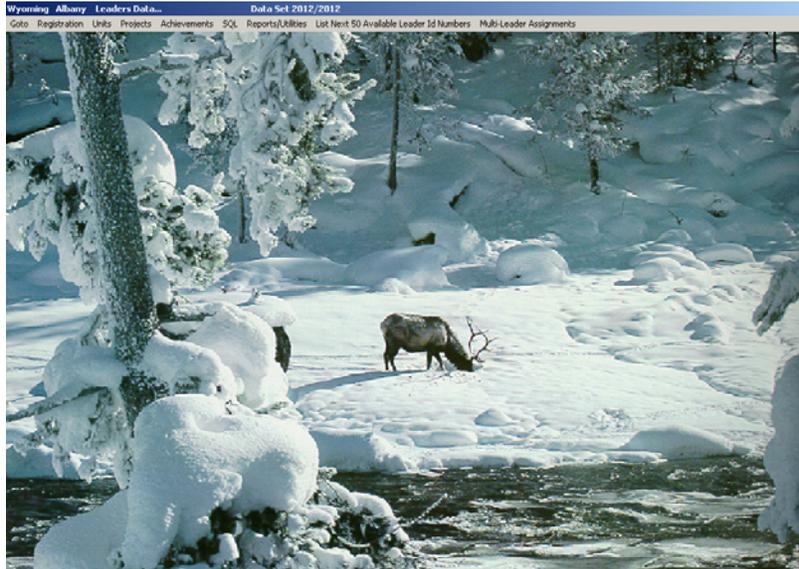
After all titles have been entered click "Save/Return".

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



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:

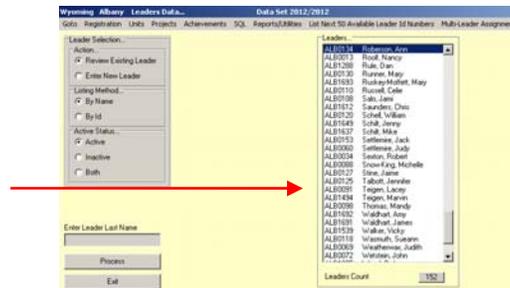
- Entering new Clubs, Projects, Achievements and Communication (including cell carrier)
- Labels
- History Cards
- Unit (Clubs)
- Projects
- SQLs
- Reports
- Multi-Member Assignments
- List Next 50 Available Leader ID Numbers

Leader Registration:



Goto > Leader > Registration

Double click on a Leader to bring 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).
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.

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.

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

The screenshot shows a "Screening" form. At the top, there are fields for "Id", "Last", "First", and "M.I." with values "ALB0132", "Roberson", "Ann", and a dropdown. Below are "Address" (123 Happy Hill Drive), "City" (Laramie), "State" (WY), "Zip" (82070), "County" (Albany), and "SSN". On the right, there are buttons for "Registration", "Shooting Education", "Horse", "Training", "History", "Delete", and "Screening". A red circle highlights the "State Based Screening (Data Entered at the State Level Only)" section, which includes "Date Entered", "Family Service Date", "Screening Passed", "Re-Screening Year", and "Date Re-Screened". Below that is the "County Based Screening (Data Entered at the COUNTY Level Only)" section with fields for "Application Date", "Birth Date", "Orientation Date", "Behavior Expectations Date", "Background Check Date", "Restriction Explanation", and "Notes". A "Delete Current Screening Record" button is at the bottom.

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 screen.

The screenshot shows a "Shooting Education" form. At the top, there are fields for "Id", "Last", "First", and "M.I." with values "ALB0142", "Kern", "Roy", and a dropdown. Below are "County" (Albany) and "Hunter Safety Number" (2088). On the right, there are buttons for "Registration", "Screening", "Horse", "Training", "History", and "Delete". The main section is a table with columns "Type", "Date", "Location", and "Trainer". The table contains data for General, Archery, Hunting, Muzzle, Pistol, Rifle, and Shotgun. At the bottom, there are fields for "County Leader" (Yes), "County Key Leader", "State Instructor", "Rifle/Pistol", and "Re-Certification Date (Year)" (2011). A red arrow points from the "Re-Certification Date (Year)" field to the "2011" value.

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.

Id	Last	First	M.I.	Training	
ALB0134	Roberson	Ann		Shooting Education	Registration
County				Training	Horse
Albany				Delete	History
Training Session 1					
Completed E-Learning Module #1 2/28/12					
Training Session 2					
Completed E-Learning Module #2 2/28/12					
Training Session 3					
Completed E-Learning Module #3 2/28/12					
Training Session 4					
Completed E-Learning Module #4 2/28/12					
Training Session 5					
Completed face-to-face training with Educator 3/1/12					

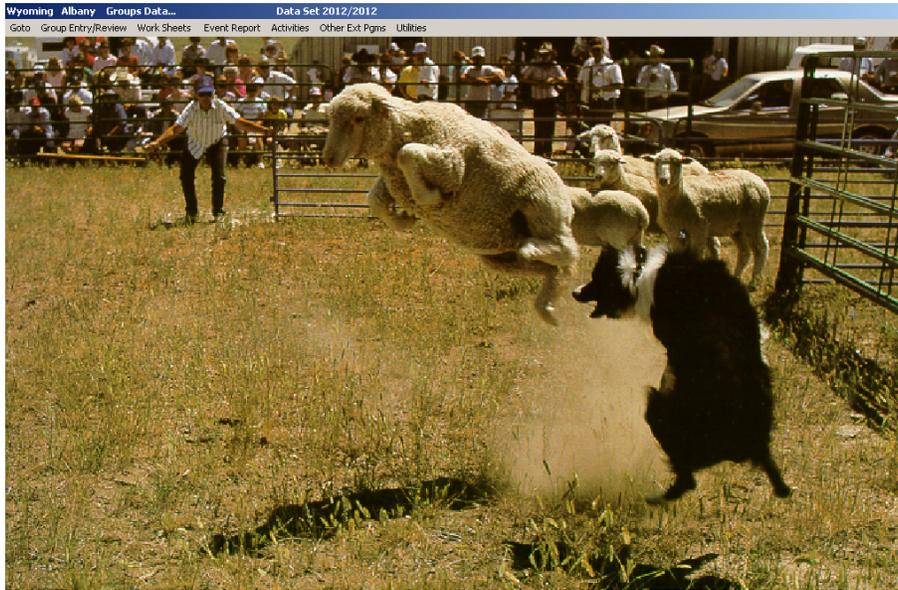
Horse

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.

Id	Last	First	M.I.	Horse	
ALB0083	Delancey	Niki		Registration	Horse
County	Re-Certification				History
Albany	2008				All Levels
Level 1					
WS 98 3/7/98 Rated 3798 recertified 3/8/03					
Level 2					
WS 96 3/7/98 Recertified 3/8/03					
Level 3					
Level 4					
Level 5					
Level 6					

Groups



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:

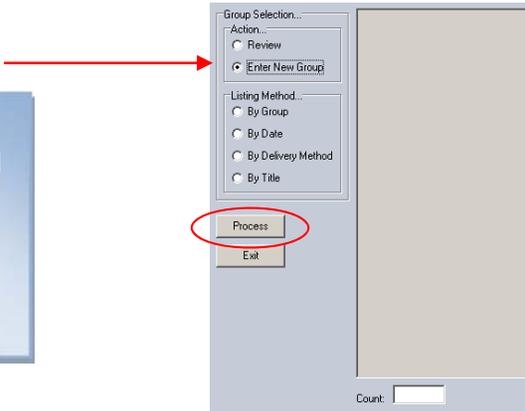


1. Print the participants and volunteers worksheet before the educator goes to group training. To print the worksheets click on “worksheet” then select “Participant” or “Volunteer”.



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”.

Note: Contact the State 4-H Office for an updated version of the worksheet which is easier to understand and use!



6. Enter a **date** for the event or tab out of the date field and the current date will be entered.
7. 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.

Note:
The same process applies to entering Volunteers.

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 any other 4H event.
- **All totals must equal each other.** The red boxes will fill automatically.

RACIAL GROUPS	Hispanic	Non-Hispanic	Total
(1) White	15	15	30
(2) Black or African American	0	0	0
(3) American Indian or Alaska Native	3	1	4
(4) Asian	1	1	2
(5) Native Hawaiian/Other Pacific Islander	0	0	0
(6) More than one race	0	0	0
(7) Undetermined	0	0	0
Total	20	17	37

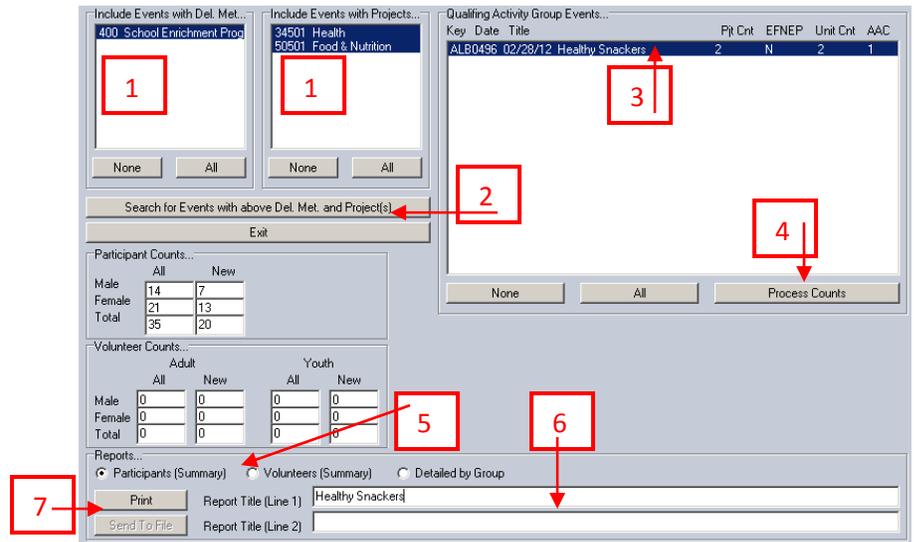
GENDER	ALL	NEW
Male	14	7
Female	21	13
Total	35	20

RESIDENCE (NEW ONLY)	Total
Farm	5
Rural (Under 10,000)	15
Town (10,000 - 50,000)	0
Suburb (50,000 - 90,000)	0
Central Cities > 50,000	0
Total	20

Event Report

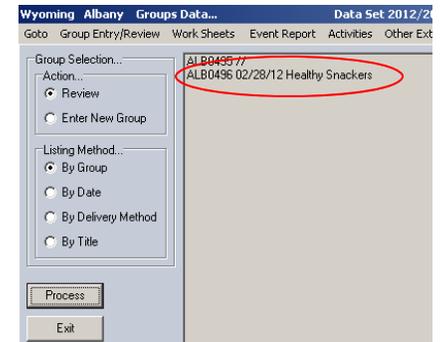
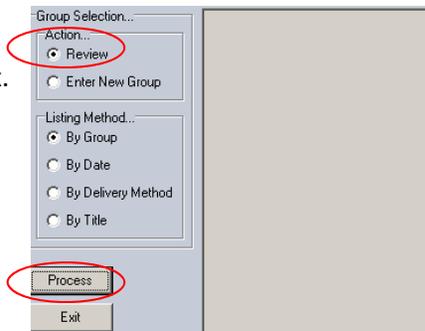
Goto Groups > Event Report

1. Select the Events and projects
2. 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.
7. Click the **Print or Send to File** button.



To review a group entry:

1. Select **Review** in the Action box.
2. Click the **Process** button
3. Select the desired group.



Activities, Other Ext Programs, Utilities

These functions are currently not being used.

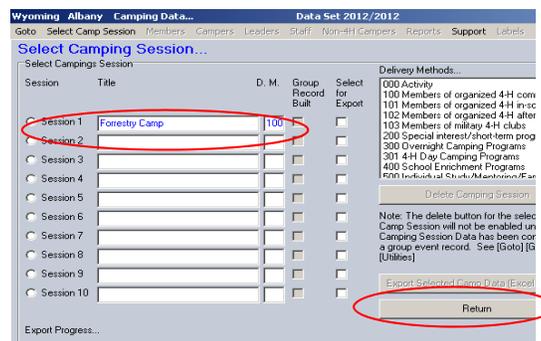
Camping

Goto > Camping



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

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



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

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:



Click Goto > Camping > Members

- Click on the member participating in the camp.



- Enter the camping information for the member.

Camping Session (4H Camper) 1
 Return Delete Camper

Id Last First M.I. Address
 ALB3462 Shortcake Strawberry 123 Berry Lane

City State Zip Phone Birth Date Age Gender Grade Year In 4H
 Laramie WY 820700000 3075555555 010102 10 F 4 1

Parent Name Tag Club / Unit
 Mama Muffin

Camper Type Yrs Camp Lst Yr Group Cabin Assignment T-Shirt Size

Class 1 Class 2 Class 3
 Class 4 Class 5 Class 6

Data Group...
 None
 Administrative
 Medical
 Scholarships
 Awards
 Financial
 Transportation
 Notes
 Pictures
 Merchandise

Entering Non-4H Campers



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.
 XDC0001 Blue Boy

Address
 456 Haystack Halls

City State Zip Phone
 Cheyenne WY 82009 307-555-5555

Birth Date Age Gender Grade Year In 4H
 01/01/2000 12 M 6 0

Parent
 John Blue

Return Add Enter Camping Data

Delete Selected Non-4H Camper

Entering Leaders or Staff



Click Goto > Camping > Leaders (or) Staff

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

Support Data

Goto > Support Data



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.

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.

- The Community Ethnicity (C.E.) and Affirmative Action Codes (A.A.), Delivery Method (D.M.) codes are listed for your information.

Note:

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

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.

Goto> Support Data > Projects (Status Access)

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.

Project: 63001, County: [], Title: Archery, Active: Active, CSREES Code: DEA, Initiative: Z, Institution Association: 1890, Deleted at State Flag: DAS

Web Access Status...
 No Access
 Ok to Add
 Ok to Delete
 Both

Select Project Status...
 Active
 Inactive
 Both

Id	Title
23501	Aerospace
23506	Aerospace Leader
63001	Archery
63000	Archery Leader
10100	Beef Leader
10102	Breeding Beef
12502	Breeding Sheep
13002	Breeding Swine
42501	Cake Decorating
42500	Cake Decorating Leader
14000	Cat Leader
14001	Cats
53001	Child Development
53000	Child Development Leader
33501	Citizenship
33500	Citizenship Leader
81100	Computer Leader
81101	Computers
51801	Crochetina

Count: 116

Activate Password: []

Change Project Status

Print Project List

Return

Note: A password is required to change a project status from inactive to active.

Note: The 'Print Project List' button will print a list of projects as shown in the list box.

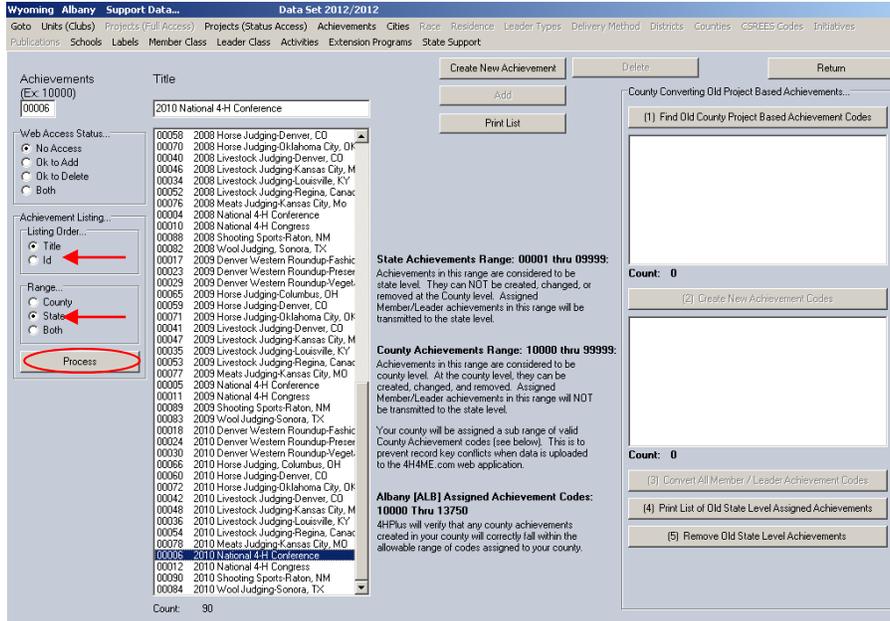
Note: If the DAS flag is set you can not enter members or leaders into the project. This flag can only be set or cleared at the state level.

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

Note: Some of the State level achievements listed are for other States and should not be used for Wyoming 4-H achievements.

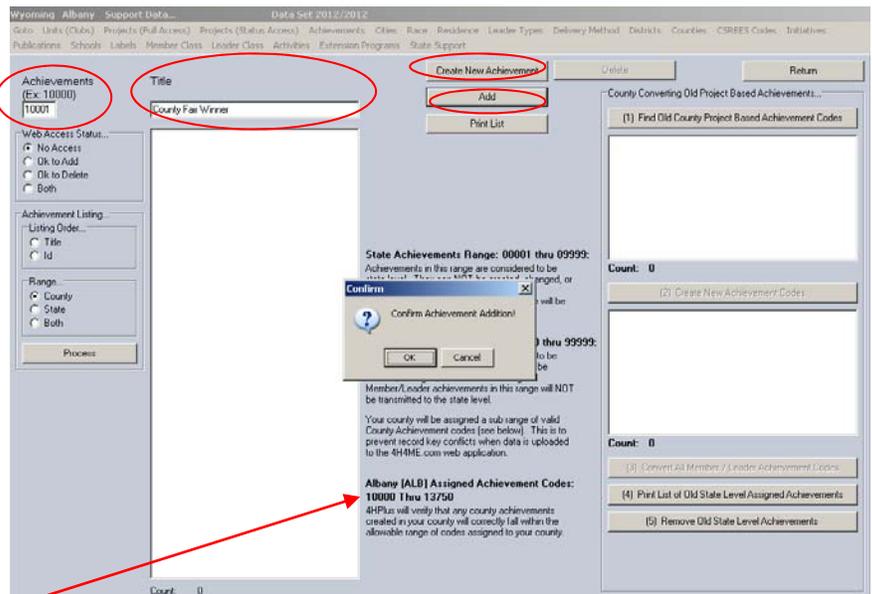


To add an achievement on a county level:

1. 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"



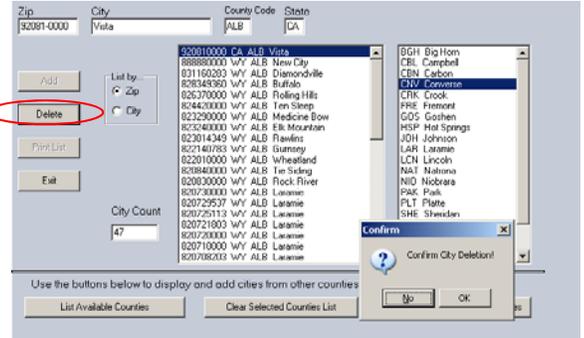
Note: Each county has been assigned a limited amount of achievements codes. To check your county's codes see the information listed on the screen.

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.

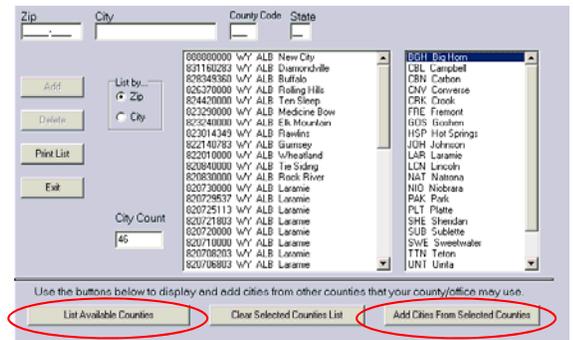
To delete a city:

- Highlight the city that you want removed and click the delete button then “OK” on the confirmation message.



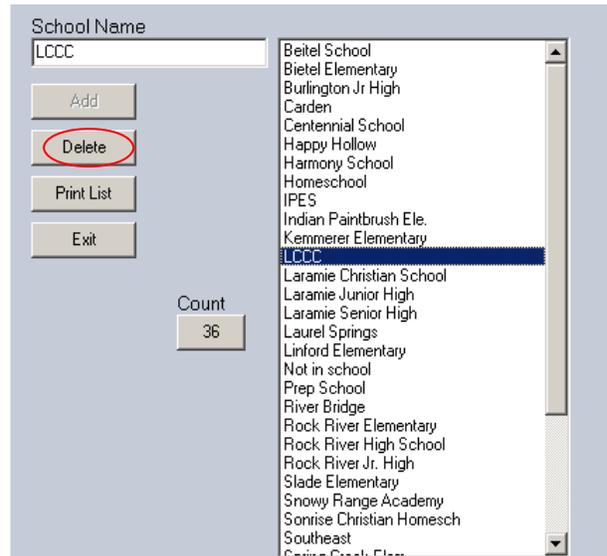
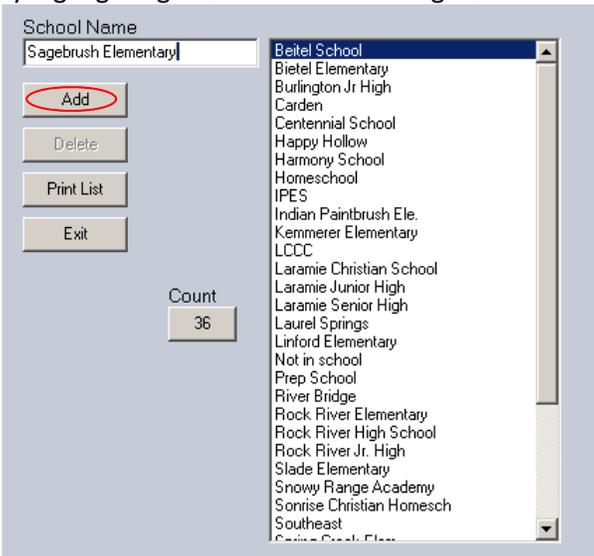
To add a city from another county:

- 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.



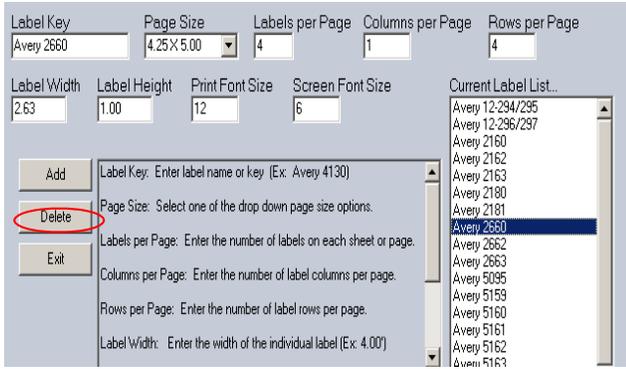
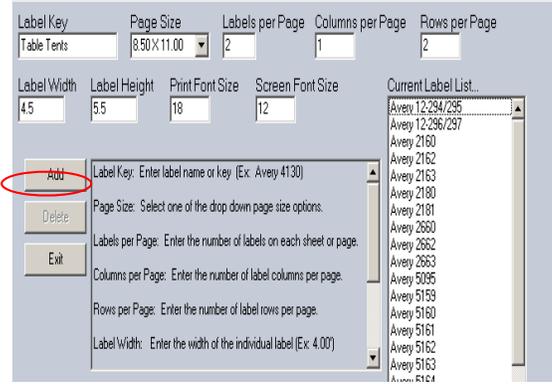
Goto> Support Data > Schools

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.



Goto> Support Data > Labels

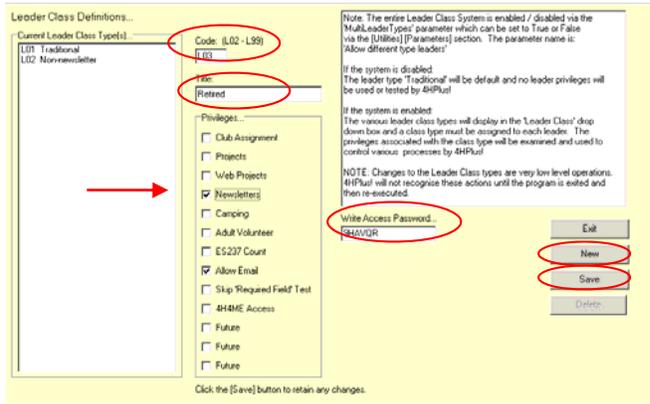
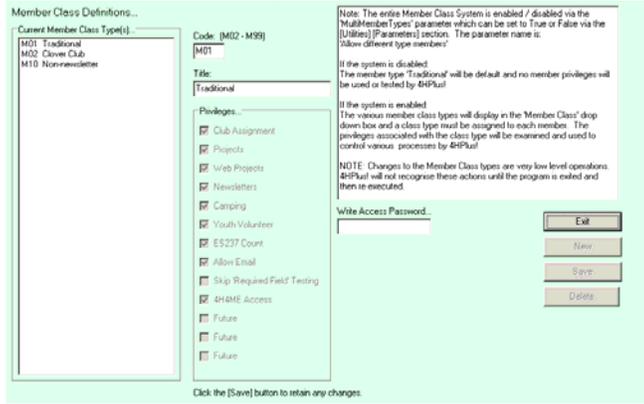
You can add a label that is not already specified by entering information in each of the fields and clicking "Add". Or, you can delete a label by highlighting the label type and clicking delete.



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.

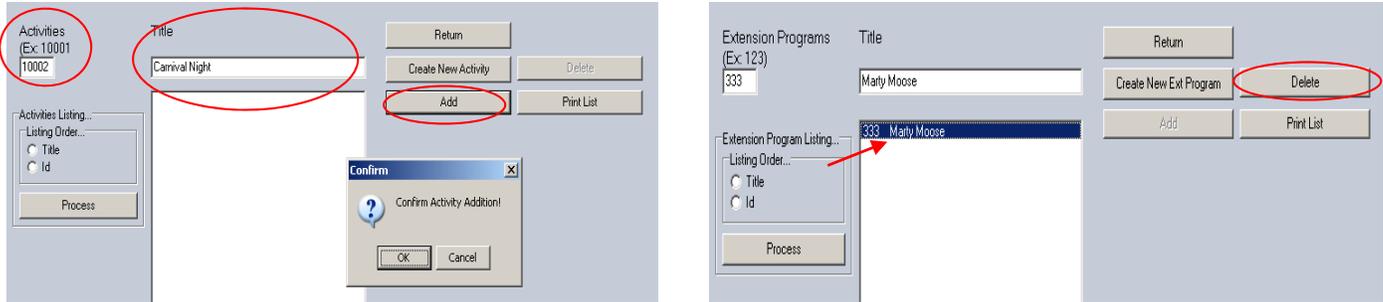
- Highlight the Member /Leader class type to see the privileges.
- If given the password from the State office you can add a new type of Member/Leader Class by
 - Entering a code
 - Enter the title
 - Assign Privileges
 - Clicking "Save".



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.



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.



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.

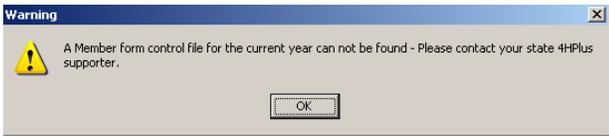
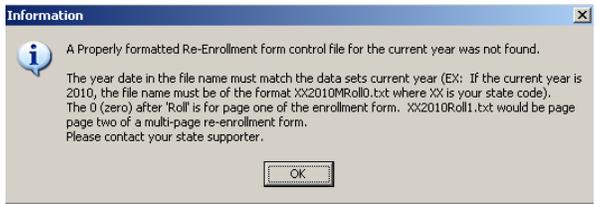


Goto> Re-Enrollment Data > Print Enrollment Cards

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".

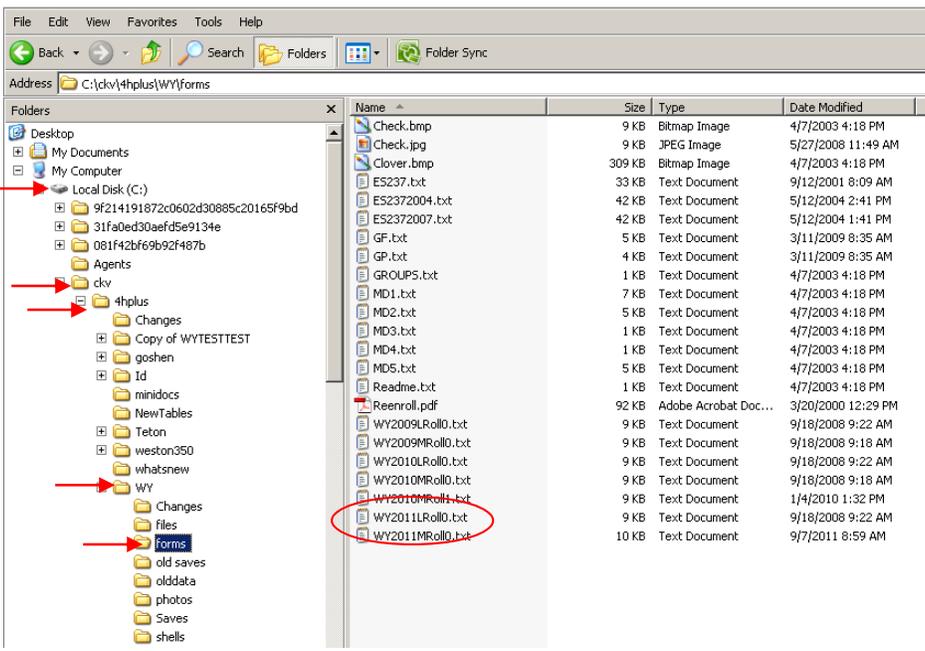
If you receive one of these messages it means that you do not have the correct enrollment form for the current year:



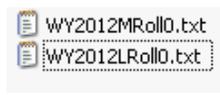
You can obtain the current enrollment form by doing the following steps:

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.

Note: If you are unsure which forms contain the most up-to-date information please contact your State 4-H Office. An updated enrollment form was last sent in 2013.



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".



Goto > Re-Enrollment Data > Set Active Status

Set Status for...
 Members
 Leaders
 Both
Process
Exit

Warning: It is not recommended that you set the Member or Leader Status in this screen.

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...
ALB3462 Shotcake, Strawberry_010193 19
Step 1 ----> Re-Calculate all Member Ages
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



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.

- Select the back file destination. →
- Leave all sections checked. →
- Make sure the State supporter is listed as a recipient.
- Click "Backup".

P1 Current Data Set Backup

Backup Progress... 2/8/2012 11:14:10 AM Max Character Count: [] **Backup** **Exit**

Backup File Destination... [0%] **Connect / Disconnect**

Backup File Selection...

1 <input checked="" type="checkbox"/> Member registration	14 <input checked="" type="checkbox"/> ES237 data	27 <input checked="" type="checkbox"/> System data	40 <input checked="" type="checkbox"/> Web data down
2 <input checked="" type="checkbox"/> Member horse data	15 <input checked="" type="checkbox"/> Parameters	28 <input checked="" type="checkbox"/> Camping class data	41 <input checked="" type="checkbox"/> Web data up
3 <input checked="" type="checkbox"/> Member history data	16 <input checked="" type="checkbox"/> Leader types	29 <input checked="" type="checkbox"/> Counties data	42 <input checked="" type="checkbox"/> ML Class Types
4 <input checked="" type="checkbox"/> Leader registration	17 <input checked="" type="checkbox"/> Group events data	30 <input checked="" type="checkbox"/> Publication data	43 <input checked="" type="checkbox"/> Achievements
5 <input checked="" type="checkbox"/> Leader horse data	18 <input checked="" type="checkbox"/> Initiatives codes	31 <input checked="" type="checkbox"/> CSREES Codes	44 <input checked="" type="checkbox"/> Events
6 <input checked="" type="checkbox"/> Leader history data	19 <input checked="" type="checkbox"/> Delivery data	32 <input checked="" type="checkbox"/> County Cities	45 <input checked="" type="checkbox"/> Registrations
7 <input checked="" type="checkbox"/> Leader screening data	20 <input checked="" type="checkbox"/> Camping data	33 <input checked="" type="checkbox"/> School data	46 <input checked="" type="checkbox"/> Forms
8 <input checked="" type="checkbox"/> Leader shooting spts data	21 <input checked="" type="checkbox"/> Leader Training data	34 <input checked="" type="checkbox"/> Deletes	47 <input checked="" type="checkbox"/> Form Data
9 <input checked="" type="checkbox"/> Units	22 <input checked="" type="checkbox"/> Field data	35 <input checked="" type="checkbox"/> Parents Data	48 <input checked="" type="checkbox"/> Family Links
10 <input checked="" type="checkbox"/> Projects	23 <input checked="" type="checkbox"/> SQL queue data	36 <input checked="" type="checkbox"/> District data	49 <input checked="" type="checkbox"/> Comm Data
11 <input checked="" type="checkbox"/> State Cities	24 <input checked="" type="checkbox"/> SQL print field data	37 <input checked="" type="checkbox"/> Project Club Links data	50 <input checked="" type="checkbox"/> Carrier Data
12 <input checked="" type="checkbox"/> Race codes	25 <input checked="" type="checkbox"/> SQL sort field data	38 <input checked="" type="checkbox"/> Agent Phrase data	
13 <input checked="" type="checkbox"/> Residence codes	26 <input checked="" type="checkbox"/> Label type data	39 <input checked="" type="checkbox"/> External Camp data	

State Supporter / Office Staff Email Address(es)...

<input checked="" type="checkbox"/> 01	4-H@uwyo.edu
<input type="checkbox"/> 02	
<input type="checkbox"/> 03	
<input type="checkbox"/> 04	
<input type="checkbox"/> 05	
<input type="checkbox"/> 06	
<input type="checkbox"/> 07	
<input type="checkbox"/> 08	
<input type="checkbox"/> 09	
<input type="checkbox"/> 10	
<input type="checkbox"/> 11	
<input type="checkbox"/> 12	
<input type="checkbox"/> 13	
<input type="checkbox"/> 14	
<input type="checkbox"/> 15	
<input type="checkbox"/> 16	
<input type="checkbox"/> 17	
<input type="checkbox"/> 18	
<input type="checkbox"/> 19	
<input type="checkbox"/> 20	

Full 4HPlus Data System Backup

Create Full 4HPlus Archive

Files Copied: [] Copy Errors: []

Copying File: []

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 data with both the state supporters and any desired office staff.

Email Backup to State Supporter(s)

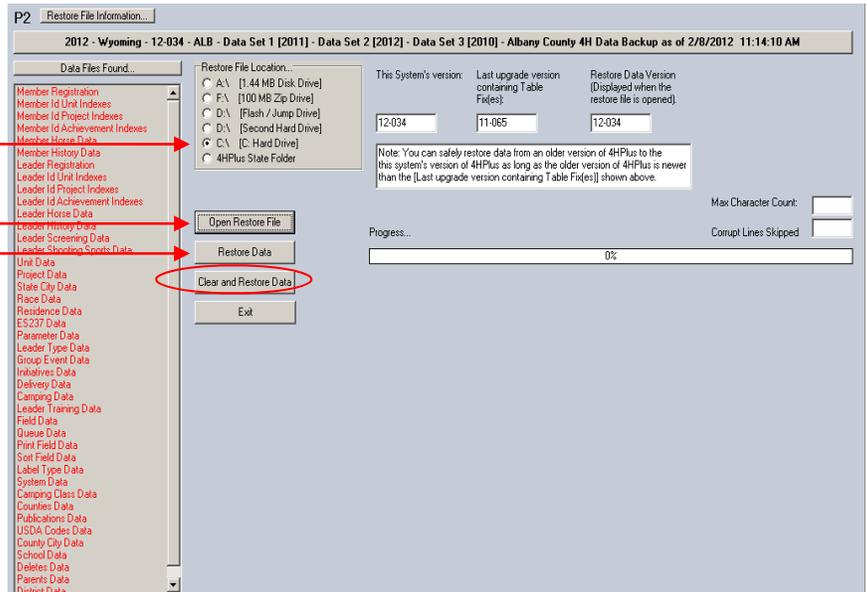
Email Backup to C & K Ventures (Only if requested by CKV)

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:

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



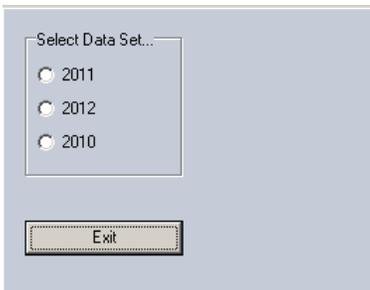
Note: To completely override the current information in your 4HPlus! data choose "Clear and Restore Data".

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.

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.



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.

Warning: Any actions chosen in this screen will be for ALL of the members and/or leaders!

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.



1. Click on Send then "Send Data".

2. Select "All" in the Record Selection box. The check marks on the left hand side of the page should not be removed.

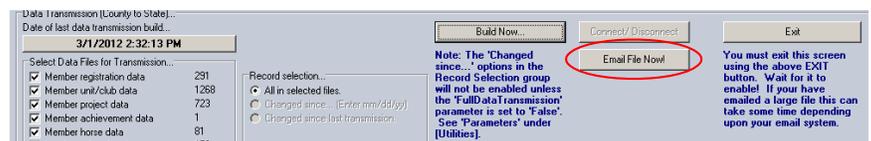


3. Click "Build Now".

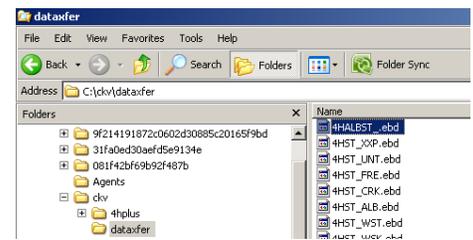
4. Click "OK" in the confirmation message.



5. Click "Email File Now!"



6. If you are unable to send emails through 4HPlus! you can send an email through your personal or work email system and attach the file by going to your C:\CKV\dataxfer folder. (You must make sure you attach the most current file.)



Goto > Archive > Receive

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".



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.

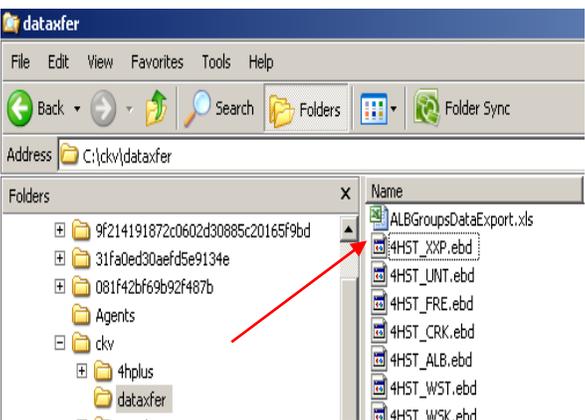
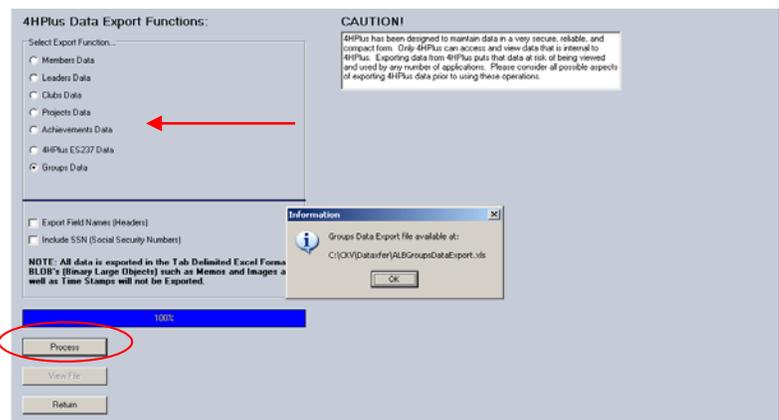
Goto > Archive > Data Export Functions

You can export information from 4HPlus! by:

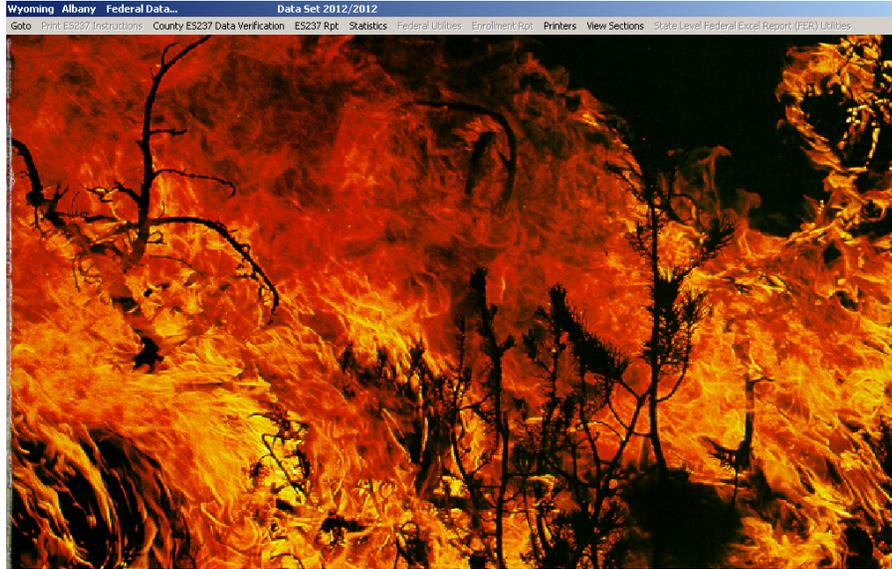
1. Selecting the Export Function
2. Clicking "Process".

Note: It is essential that information is kept confidential at all times!

The information can be found in the C:\CKV\Dataxfer file.



Federal



Goto > Federal



Goto > Federal > County ES237 Data Verification

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

Records...	Count	Errors
Units (Clubs)	17	0
Projects	116	0
Members	291	11
Leaders	152	7
Groups	2	4
Total Errors:		22

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.

Record Errors Found! Print error list and correct records and/or data before proceeding with the ES237 Federal Report.

Errors... (Click on a listed item to navigate to proper program area)

- ALB3351 Members No Active Club
- ALB3352 Members No Active Club
- ALB3357 Members No Active Club
- ALB3396 Members No Active Club
- ALB3405 Members No Active Club
- ALB3424 Members No Active Club
- ALB3440 Members No Active Club
- ALB3453 Members No Active Club
- ALB3462 Members Missing or invalid Race code(s)
- ALB7027 Members No Active Club
- ALB7032 Members No Active Club
- ALB0108 Leaders Invalid Unit (Club) Code
- ALB0109 Leaders Invalid Unit (Club) Code
- ALB0134 Leaders Missing or invalid Race code(s)
- ALB0152 Leaders No Active Club
- ALB0166 Leaders No Active Club
- ALB1424 Leaders No Active Club
- ALB1425 Leaders No Active Club

- 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 left-hand 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.

9 Clubs...

Member Data (Units/Clubs Selection Screen)...

Id: ALB3351 Last: Borer First: Courtney

Phone: [307]742-6042 M.I.: N Grade: 6

Member's Clubs: Count: 0/1 Available Clubs: Count: 0/16

Club Code	Title
ALB103	Corduroy Queens Kings
ALB111	Crafty Critters
ALB127	Critter Creek Rangers
ALB126	Gem City 4-Leaf Clovers
ALB110	Harmony Hustlers
ALB109	High Plains
ALB121	Howell Hoot Owls
ALB123	Junior Leaders
ALB999	No Club Chosen
ALB117	Rock Creek Valley
ALB112	Rocky Mountain Rebels
ALB128	Smokin' Guns
ALB114	Snowy Range Pioneers
ALB105	Wild Grambles
ALB115	Windy Valley
ALB106	Yellow Jackets

Primary Club: ALB103 Enter Title:

Records...	Count	Errors
Units (Clubs)	18	0
Projects	116	0
Members	290	0
Leaders	151	0
Groups	1	0
Total Errors:		0

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.

Record Errors Found! Print error list and correct records and/or data before proceeding with the ES237 Federal Report.

Errors... (Click on a listed item to navigate to proper program area)

- Click “Verify” again after correcting the error and continue the process until all errors are corrected.
- You can print the Error list if desired by clicking on the “Print Error List” button.

The “Errors” count should all be 0 and the box on the bottom left-hand side should be empty.

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.

SECTION	Completion Status
Youth Enrollment (1-9)	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)	0%
Classification of 4H Volunteer Service (15.1 / 15.2)	0%
Adult / Youth Volunteer Training (16)	0%
Curriculum Classification (17-18)	0%

Verify following actions...

Member record active status set correctly (County level)

Member projects current (County level)

Leader record active status set correctly (County level)

Groups data complete (County level)

Clubs data current (County level)

Project/USREES Curriculum Classification code links (District/State level)

Project/USREES National Initiative links (District/State level)

Current ES237 data transfers from counties/districts (District/State level)

NOTE: If you want the output in .PDF format, click the [Printers] menu item and select the Acrobat PDFWriter (if available) as the desired printer.

Process Scope... County Groups... State Groups... Process Method...

Normal (Full) 1890 Institutions Include Ignore Include Ignore Process/Print ES237 Process ES237 Print Blank ES237 Form

To create the ES237 Report:

- Check the five boxes in the “Verify following actions” box.
- Select Include 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.

Date of last data transmission build... 2/1/2012 2:32:13 PM

Select Data Files for Transmission...

Member registration data

Member unit/club data

Member project data

Member achievement data

Member horse data

Leader registration data

Leader unit data

Leader project data

Leader achievement data

Leader training data

Leader horse data

Leader training supports data

Unit/Club data

County Achievements

Federal ES237 data

Group Data

Deleters

Parents

Communications Data

If County Based Leader Screening... Leader Screening Links

Build Now... Copy/Download... Email File Now! Exit

Record selection: All in selected files

Changed since: [Enter mm/dd/yyyy]

Changed since (last transmission)

Note: The “Changed since...” options in the Record Selection group will not be enabled unless the “Full Data Transmission” parameter is set to “Y” under “Parameters” under [Utilities].

You must exit this screen using the above EXIT button. Wait for it to enable. If you have enabled a large file this can take some time depending upon your email system.

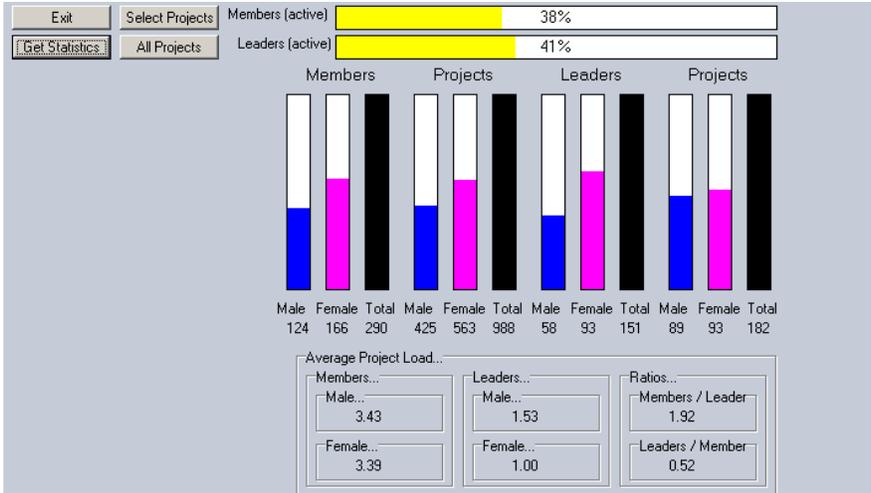
Goto > Federal > Statistics

Member / Leader Projects



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

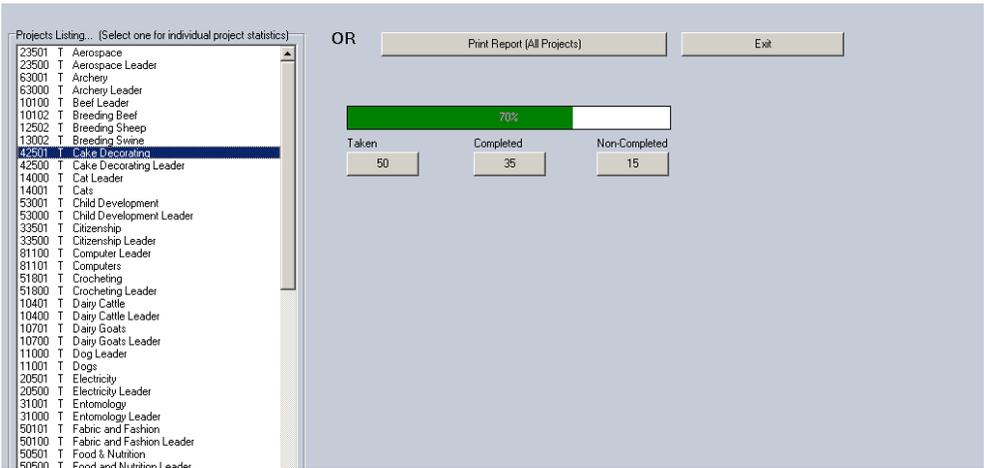
- Select the “Project or “All Projects” button.
- Select the specific project if the “Select Projects” button was used.
- Click the “Get Statistics” button



Project Completion Statistics



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



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)

13.2 Race and Ethnicity of 4-H Participants

Racial Groups	A HISPANIC Ethnicity	B NOT HISPANIC Ethnicity	Record Suffix
(1) White (only)			132001
(2) Black or African American (only)			132002
(3) American Native or Alaska Native (only)			132003
(4) Asian (only)			132004
(5) Native Hawaiian or other Pacific Islander (only)			132005
(6) White & Black or African American			132006
(7) White & American Indian or Alaskan Native			132007
(8) Black & American Indian or Alaskan Native			132008
(9) White & Asian			132009
(10) Balance (other combinations)			132010
111 TOTAL HISPANIC			132011
121 TOTAL NOT HISPANIC			132012
128 TOTAL YOUTH			132013
141 % HISPANIC	0.00	0.00	
151 % NOT HISPANIC			
161 TOTAL WHITE			132016
171 % WHITE	0.00		
181 TOTAL BLACK			132018
191 % BLACK	0.00		
201 TOTAL AMERICAN INDIAN OR ALASKAN NATIVE			132020
211 % AMERICAN INDIAN OR ALASKAN NATIVE	0.00		
221 TOTAL ASIAN			132022
231 % ASIAN	0.00		
241 TOTAL NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER			132024
251 % NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	0.00		
261 TOTAL RACIAL MINORITIES			132026
271 % RACIAL MINORITIES	0.00		
281 TOTAL RACIAL & ETHNIC MINORITIES			132028
291 % RACIAL & ETHNIC MINORITIES	0.00		

Fields on this screen can only be changed at the district and state levels.

The Calculate

Save any changes

Utilities

Goto > Utilities



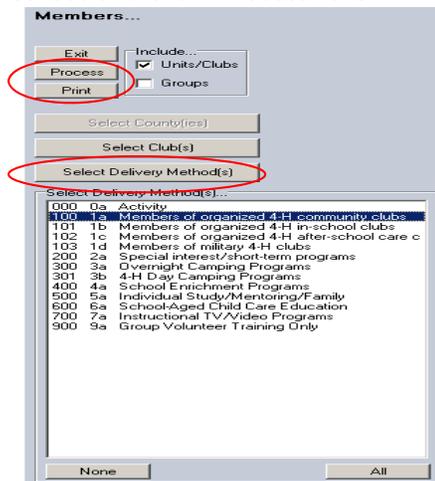
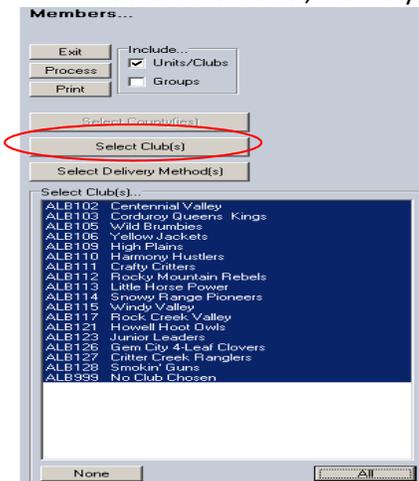
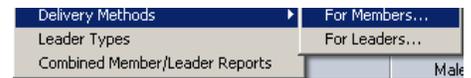
Goto > Special Reports

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:

Goto > Utilities > Special Reports > Delivery Methods > For Members (or Leaders)

- Select the Clubs, Delivery Methods and click "Process" the "Print" if desired.



Male (Club Data Only)				Female (Club Data Only)				Total (Club and Group Data)			
Age	Grade	Race	Rsdnc	Age	Grade	Race	Rsdnc	Age	Grade	Race	Rsdnc
0				0				0			
1		155	35	1		196	47	1		351	82
2			30	2		1	35	2		1	65
3	5	2	91	3	4	4	117	3	9	6	208
4	15			4		14	2	4		29	2
5		13		5		19		5		32	
6		21		6		22		6		43	
7		11		7		14		7		25	
8		11		8		31		8		42	
9	15	10		9	14	21		9		31	
10	11	34		10	12	23		10		57	
11	19	12		11	29	18		11		30	
12	14	10		12	12	20		12		30	
13	12	14		13	22	12		13		26	
14	10			14	28			14			
15	29		156	15	19		199	15			
16	19			16	29			16			
17	14		0	17	17		0	17			
18	13			18	17			18			
19			156	19			199	19			
			MALE:				FEMALE:				Total
			156				199				355

Combined Member/Leader Reports:



Goto > Utilities > Special Reports > Combined Member/Leader Reports



- Select either “Counts by Gender by County” or “Member/Leader Projects by Gender”
- Select “Member/Leader Projects by Gender”
- Click “Process”.

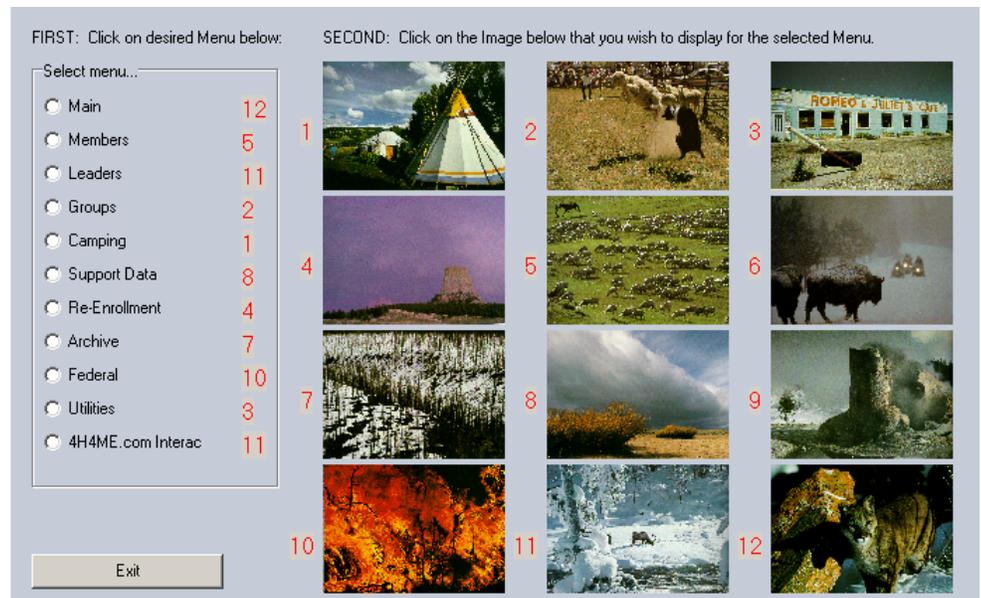
Note: These reports will automatically be sent to your printer.



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.

- Select the screen in the “Select menu” box.
- Select the picture that you wish to display as a menu screen for that section.



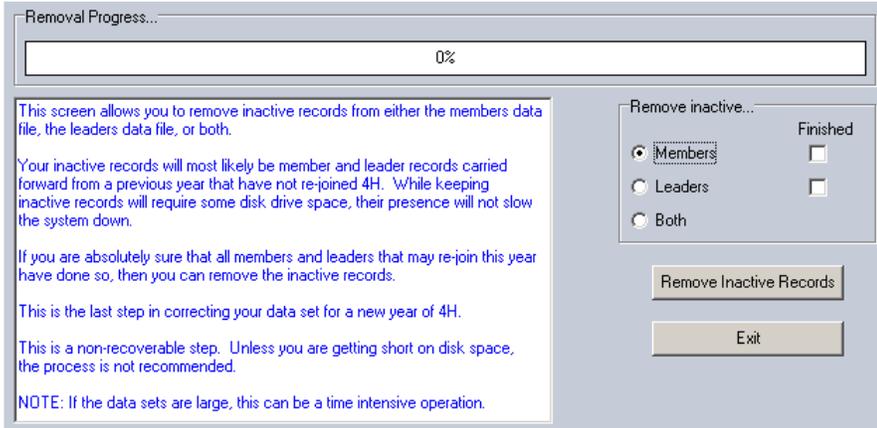
Goto > Utilities > Parameters

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!

Goto > Utilities > Remove Inactive Records

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

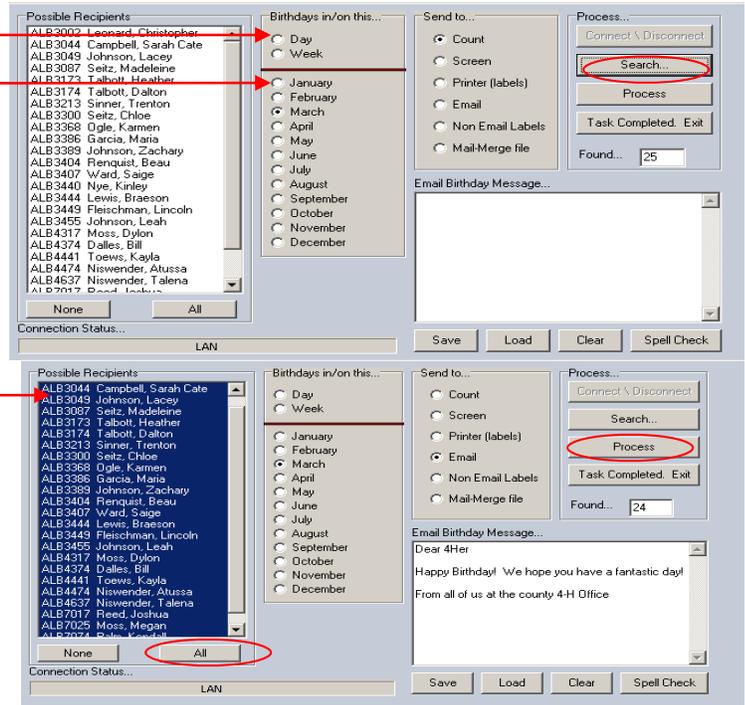


Warning: This process will remove all inactive records. It is recommended that you do a full backup prior to this exercise so you will be able to recover records if needed.

Goto > Utilities > Birthday Cards

Prepare birthday greetings by day, week or month.

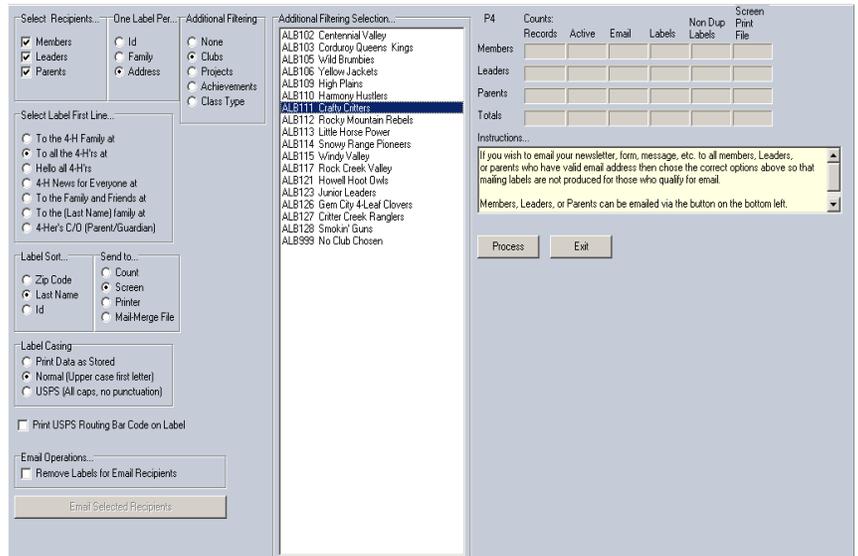
- Select day, week, or month.
- Select how you want the message sent.
- Click on the “Search” button.
- Select the “All” button or choose selected names by clicking on the name and holding the Ctrl key on the keyboard.
- Select the type of output:
 - For label, email, or mail merge information see pages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



Goto > Utilities > Newsletter Labels

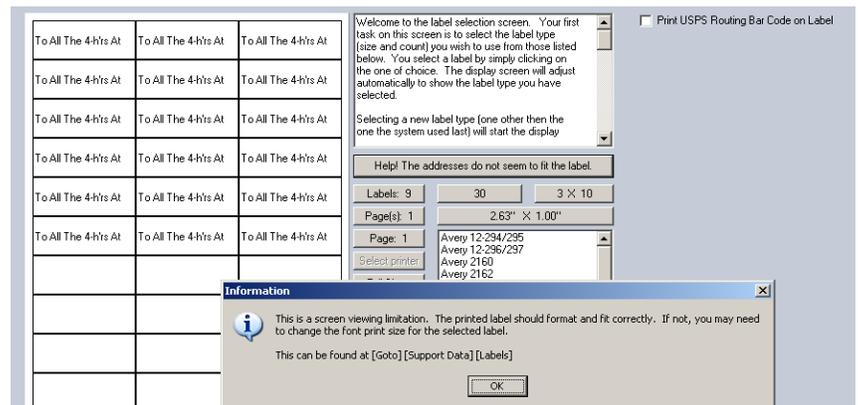
You can prepare a label that will go to members, leaders and parents.

- 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.



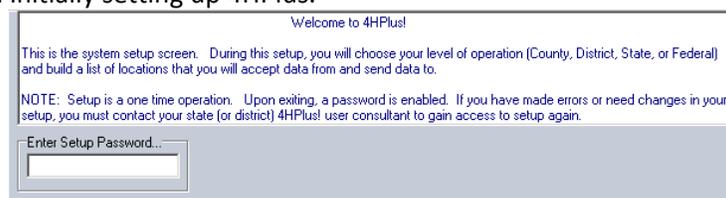
Note: Although the screen will likely not show all of the information for your label, when it is printed all of the data should be present.

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



Goto > Utilities > Setup

You will use this screen when initially setting up 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.
- Check with the State office before mapping the Data Sets.
- Click the "Save Setup" box.

PLEASE verify that you have selected the correct operation level, state organization, and 4-H year (first year of use). Make any changes at this time. Once you have saved the setup, it will be password protected against changes.

Goto > Utilities > Transfer 4HPlus or Data Install

These screens are outdated and are no longer used.

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.

Project	County	Title	Active	MemberCount	LeaderCount	CCCCode	Initiative	Pub1	Pub2	Pub3	Pub4	CFar
10100		Beef Leader	T	0	13	GBB	Z					
10101		Market Beef	T	51	0	GBB	Z	B102-2	Beef 203a	B500		
10102		Breeding Beef	T	24	0	GBB	Z	B900	B102-2			
10400		Dairy Cattle Leader	T	0	1	GBF	Z					
10401		Dairy Cattle	T	3	0	GBF	Z					
10700		Dairy Goats Leader	T	0	6	GBG	Z					
10701		Dairy Goats	T	11	0	GBG	Z					
11000		Dog Leader	T	0	18	GBE	Z					
11001		Dogs	T	108	0	GBE	Z					
11500		Horse Leader	T	0	90	GBH	Z					
11501		Horses	T	136	0	GBH	Z					
11503		Horseless Horse	T	0	0	GBH	Z					

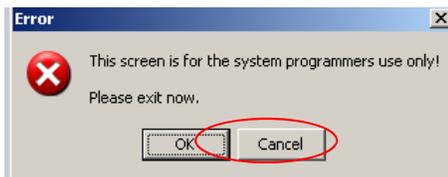
Goto > Utilities > Web Deployment

This screen is strictly for programming use.

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.



5 Password... []

Execute Task...

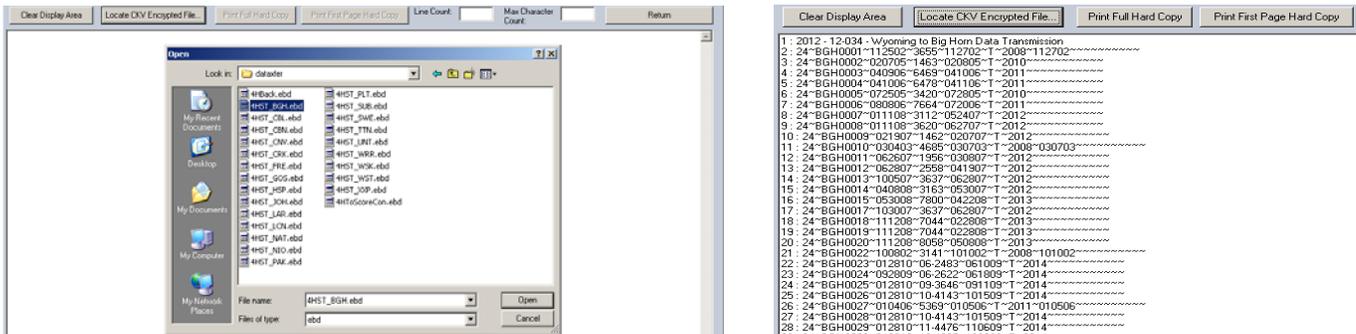
<input type="checkbox"/> 1) Set 1/2 registration records current year	<input type="checkbox"/> 38) Print Selected Data Table Field Information
<input type="checkbox"/> 2) Print individual data table structure.	<input type="checkbox"/> 39) Clear Member Data File Time Stamps
<input type="checkbox"/> 3) Set 1/2 registration records active	<input type="checkbox"/> 40) Clear Leader Data File Time Stamps
<input type="checkbox"/> 4) Load new project codes. (From text)	<input type="checkbox"/> 41) Check/Repair Mici - Mipi - Lici - Lipi Record Keys
<input type="checkbox"/> 5) Print data table structures for all data sets.	<input type="checkbox"/> 42) Check all data table's field structure
<input type="checkbox"/> 6) Print data table data.	<input type="checkbox"/> 43) CAUTION!! - Factory Use Only!! - Create table structure I
<input type="checkbox"/> 7) Print Component Hints.	<input type="checkbox"/> 44) Print Selected Current Factory Standard Table Structure
<input type="checkbox"/> 8) Undo Create New Data Set	<input type="checkbox"/> 45) Clear 4HClub to Fairplus Exhibitor ID's
<input type="checkbox"/> 9) Clear data table	<input type="checkbox"/> 46) Reset Next Available Member ID Search Point
<input type="checkbox"/> 10) Clear Data Set (Caution)	<input type="checkbox"/> 47) Erase all SSL Email Setup Parameters.
<input type="checkbox"/> 11) Display Daily Password	<input type="checkbox"/> 48) Reverse Index Routines
<input type="checkbox"/> 12) Build School Names	<input type="checkbox"/> 49) Copy Table Structure File to 4H Upgrade/State Folders.
<input type="checkbox"/> 13) Load Cities for State	<input type="checkbox"/> 50) Copy Selected Table Upgrade file to all 4H Upgrade Fol
<input type="checkbox"/> 14) Copy Base Files (Paim, Fdat, City, Coun, Pijt)	<input type="checkbox"/> 51) Set Allow Newsletter Via Email Empty fields to '0'
<input type="checkbox"/> 15) Create New Data Set	<input type="checkbox"/> 52) List Next 50 Available Member / Leader Id Numbers
<input type="checkbox"/> 16) Install Level Clear (Caution!)	<input type="checkbox"/> 53) Remove ALL Non Current County Data! CAUTION!
<input type="checkbox"/> 17) Reset next member/leader/group key pointer	<input type="checkbox"/> 54) Place '0' (un-checked) values in Mids and Lids R6 / R7 Fie
<input type="checkbox"/> 18) Build County Number Order	<input type="checkbox"/> 55) Copy Selected Mini-Doc to all 4HPlus Upgrade Folders
<input type="checkbox"/> 19) Print Parameter Setting Work Sheet	<input type="checkbox"/> 56) Remove Un-needed or Suspicious Files
<input type="checkbox"/> 20) Set all member/leader CY field to current year.	<input type="checkbox"/> 57) Clear W/xdd / W/xdu / Form / Fida Tables
<input type="checkbox"/> 21) Re-Index All Data Files	<input type="checkbox"/> 58) Remove Blank Records from Pare (Parents) Data Table
<input type="checkbox"/> 22) Remove Invalid Pjt/Club Indexe	<input type="checkbox"/> 59) Set all members / leaders to their Default Class type
<input type="checkbox"/> 23) Set Active Status on State Data	<input type="checkbox"/> 60) Process Basic Family Linking
<input type="checkbox"/> 24) Load Projects from Excell File.	<input type="checkbox"/> 61) Remove Member-less Parent Records
<input type="checkbox"/> 25) Remove invalid Member Keys	<input type="checkbox"/> 62) Remove all Member / Leader Social Security Numbers
<input type="checkbox"/> 26) Build Mem/Led/Grip Project Index Export	<input type="checkbox"/> 63) Compress Selected Table
<input type="checkbox"/> 27) Repair Member Id Keys (CAUTION!!!)	<input type="checkbox"/> 64) Copy Selected Form File to all 4H State/Upgrade Folder
<input type="checkbox"/> 28) Print Data File Statistics	<input type="checkbox"/> 65) Copy New Carr Data tables to all State/Upgrade Folders
<input type="checkbox"/> 29) Re-Number Member ID's (Caution! Cautic	<input type="checkbox"/> 66) Copy New Comm Data tables to all State/Upgrade Folde
<input type="checkbox"/> 30) Clear Member/Leader Web Passwords	<input type="checkbox"/> 67) Rebuild dtComm Data Table
<input type="checkbox"/> 31) Random Project Selection for Members	<input type="checkbox"/> 68) Initialize Member Military Family Field
<input type="checkbox"/> 32) Random Club Selection for Members	<input type="checkbox"/> 69) Initialize 4HAME.com Member Communications Data File
<input type="checkbox"/> 33) Check Data Set File Consistency	<input type="checkbox"/> 70) Populate New Leaders Primary Club Field
<input type="checkbox"/> 34) Create New Shell Files (State and Upgrade) Source is v	<input type="checkbox"/> 71) Remove Duplicate Project listings With Correct YIP (CAUTIO
<input type="checkbox"/> 35) Random fill of Mem / Led Ethnicity and Race	
<input type="checkbox"/> 36) Best Guess Old Race to New Ethnicity/Race Conver	
<input type="checkbox"/> 37) Federal Level ES237 Table 17 Auto Fill CAUTION!	

Exit Program Access 4H4ME via CKV Domain
 Exit Process Access 4H4ME via Internet

Warning: These routines can and will alter 4HPlus! You should not run any of the routines without permission from the State Office

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.



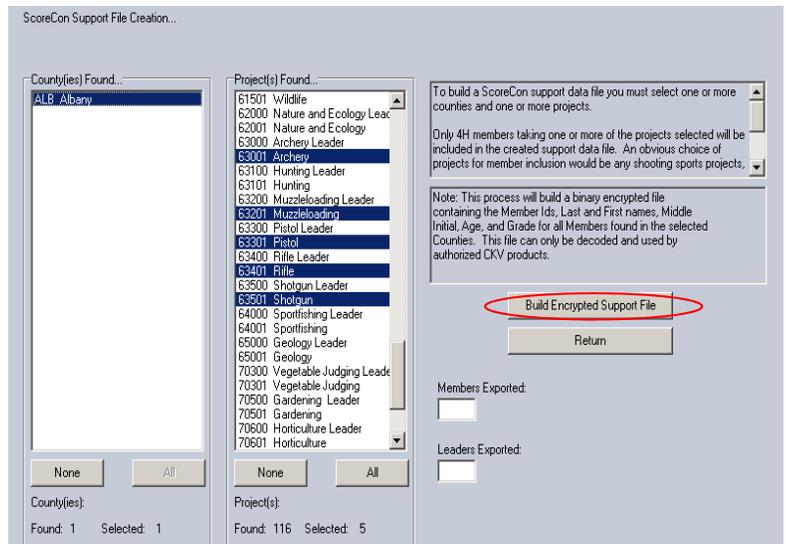
Goto > Utilities > Build ScoreCon Support File

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:

C:\CKV\Dataxfer



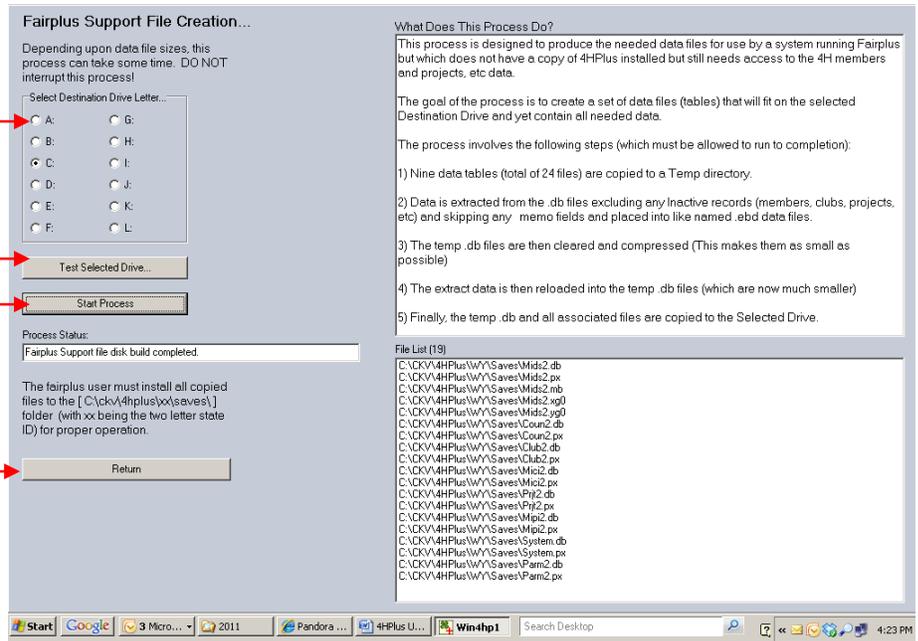
Building a ScoreCon file

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

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

1. Select the drive in which want the data table saved.
2. Click the "Test Selected Drive" button.
3. Click the "Start Process" button.
4. Click the "Return" button.

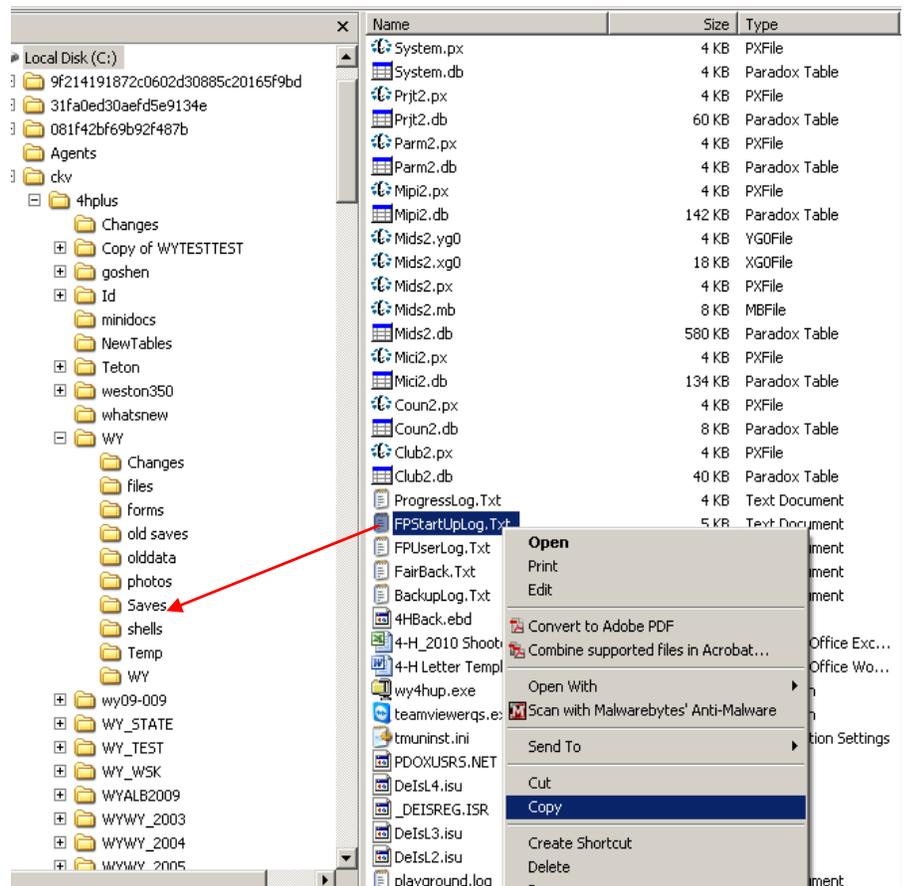


This information is now saved on the C: drive (no sub folders).

Find the information on the C: drive. Copy the file to the C: \CKV \ 4HPLUS\WY \Saves folder.

Building a FairPlus! File

1. Close 4HPlus! and open FairPlus!
2. Click Goto > Archive.
3. Click "Load / Restore" button.
4. Select "State Folder".
5. Click "Open Restore" button.



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

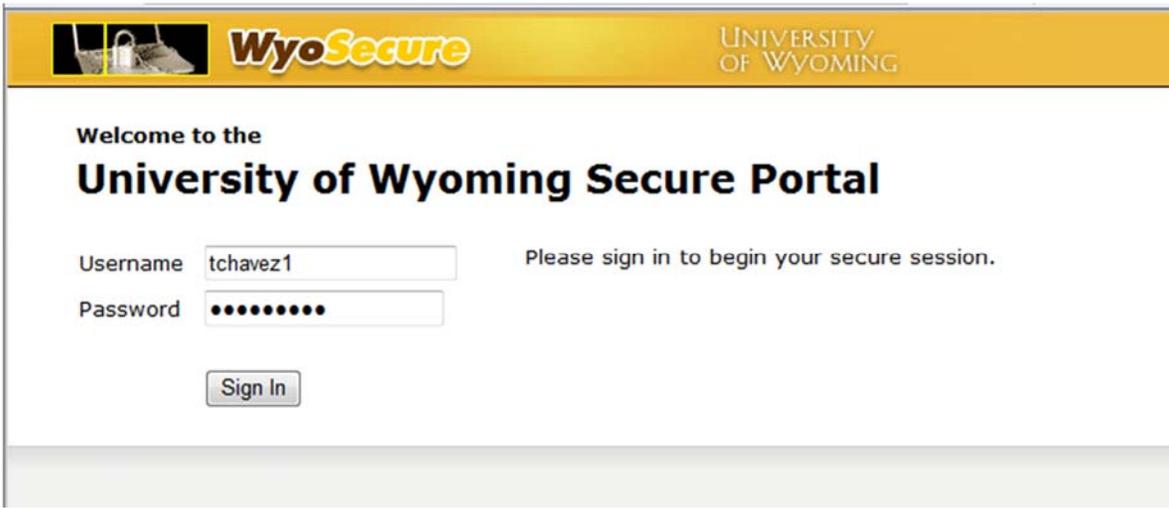
You can reset the member or leader 4H4Me.com passwords or issue the web Id and passwords for members or leaders that do not have one.

<p>CAUTION! CAUTION!</p> <p>Reset Member / Leader 4H4ME.com Web Access Passwords</p> <p>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.</p> <p>Clear Web Access Passwords</p> <p>Exit / Return</p>	<p>Issue Web Id's and Passwords for Members / Leaders without Web Id and Password.</p> <p>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. Qualifying 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.</p> <p>Issue Web Id's and Passwords as Described above.</p> <p>Exit / Return</p>
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Note: Contact the State Office prior to resetting the Member / Leader passwords!

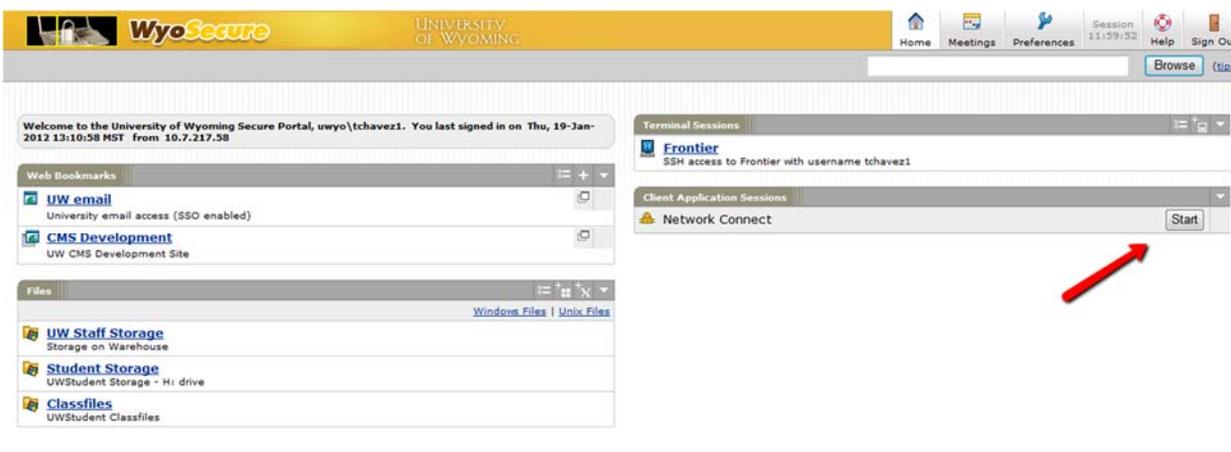
Sending Email through the 4-H Plus Application Off-Campus

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



The screenshot shows the login page of the University of Wyoming Secure Portal. At the top, there is a yellow banner with the 'WyoSecure' logo and the University of Wyoming name. Below the banner, the text reads 'Welcome to the University of Wyoming Secure Portal'. There are two input fields: 'Username' with the value 'tchavez1' and 'Password' with masked characters. A 'Sign In' button is located below the password field. To the right of the input fields, the text says 'Please sign in to begin your secure session.'

3. Click on the Start button for Network Connect.



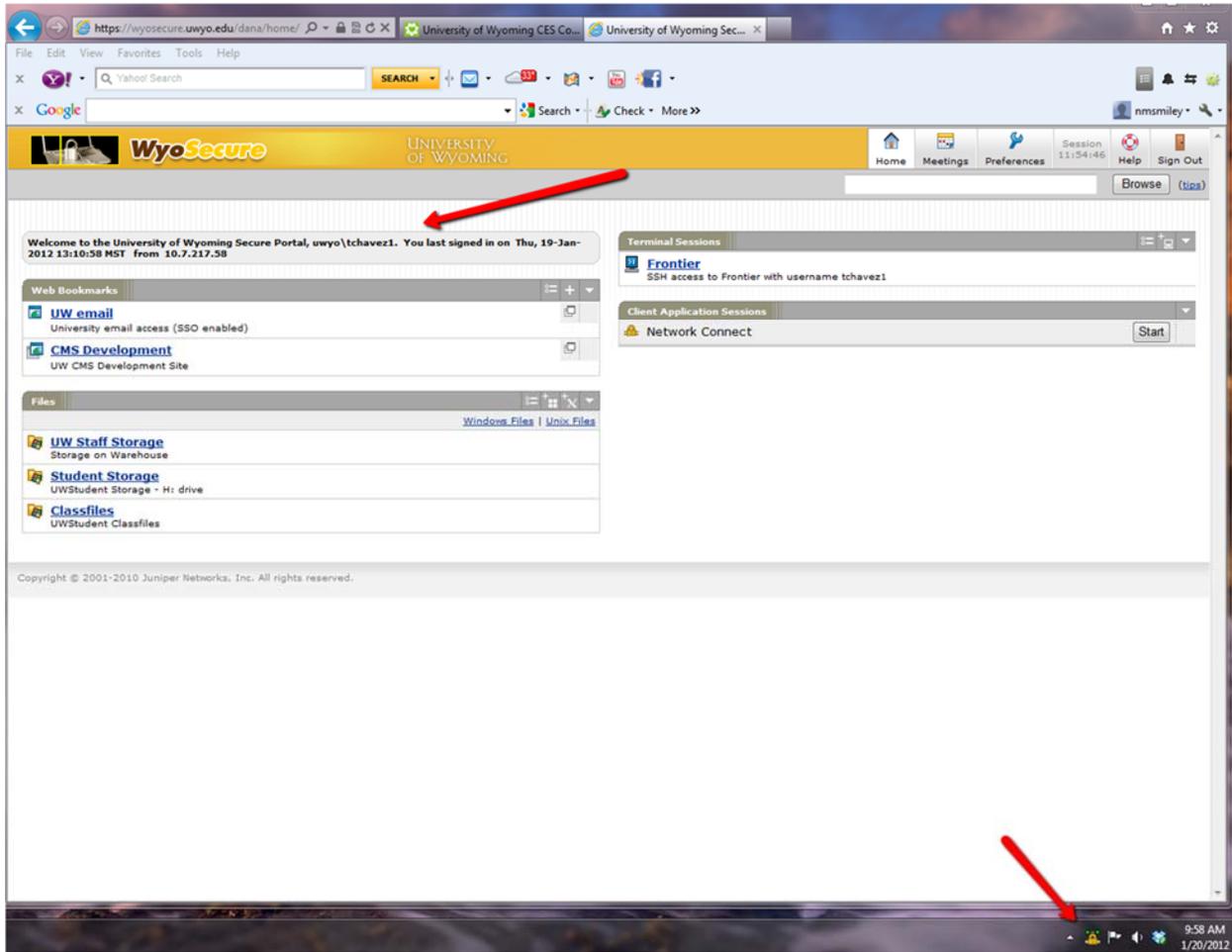
The screenshot shows the dashboard of the University of Wyoming Secure Portal. The top navigation bar includes 'Home', 'Meetings', 'Preferences', 'Session 11:59:52', 'Help', and 'Sign Out'. A 'Browse' button is also visible. The main content area is divided into several sections: 'Welcome to the University of Wyoming Secure Portal, uwyo\tchavez1. You last signed in on Thu, 19-Jan-2012 13:10:58 MST from 10.7.217.58', 'Web Bookmarks' with links for 'UW_email', 'CMS Development', and 'Files' with links for 'UW Staff Storage', 'Student Storage', and 'Classfiles'. On the right, there are two panels: 'Terminal Sessions' showing 'Frontier' with 'SSH access to Frontier with username tchavez1', and 'Client Application Sessions' showing 'Network Connect' with a 'Start' button. A red arrow points to the 'Start' button.

4. Wait for the network to launch.



The screenshot shows the University of Wyoming Secure Portal during a loading phase. The top navigation bar is the same as in the previous screenshot. The main content area displays 'Please wait...' and 'Launching Network Connect. This may take several minutes.' At the bottom, there is a small error message: 'If an error prevents the Network Connect from loading properly, you can: • Check browser compatibility • Continue. Not all functionality may be available.'

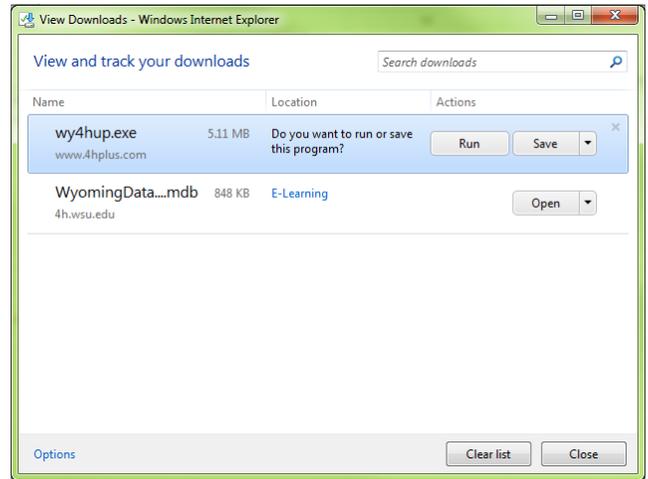
- When you are connected a message will appear welcoming you to the UW Secure Portal and a lock will be on your task bar. You may minimize this window.



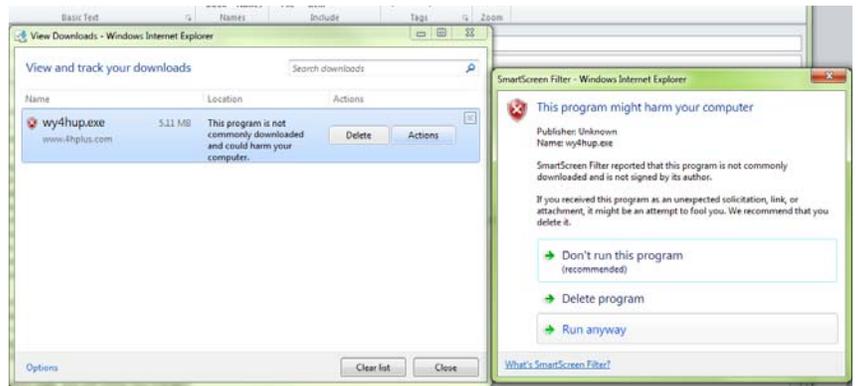
- Open up 4-H Plus and navigate to the Email Validity Tools link.
- Select "Check Email Address Validity".
- Place a checkmark in the Members, Leaders and Parents box and then press the "Verify Email Addresses" button.
- You must correct all invalid email addresses which are present in the Invalid Email 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.
- Click on the 4HPlus Email Setup Link on the menu bar.
- Send a test email to yourself to ensure it will work.
- 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!
2. The link will bring up your download window. Click on **Run**.

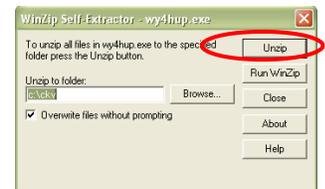


3. After the download is complete, a warning message may appear saying the download is potentially dangerous. Click on the **Actions** button then click **More Options** which will open several choices. Click on **Run Anyway**.



4. Click on **Unzip**.
5. Unzipping of the file will take place automatically. When it is completed you will get a message saying that the files were unzipped successfully.

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



Click on **OK**
Click on **Close**



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



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

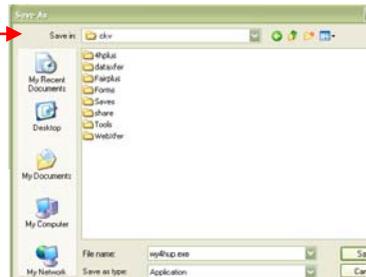
1. Close 4-HPlus!
2. Click on link for the upgrade or go to www.4hplus.com/upgrades/wy4hup.exe
This will automatically bring up a File Download screen.

3. Click on "Save".

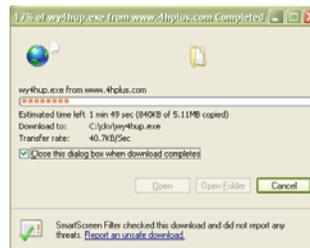


Save the file to your C:drive / CKV folder.

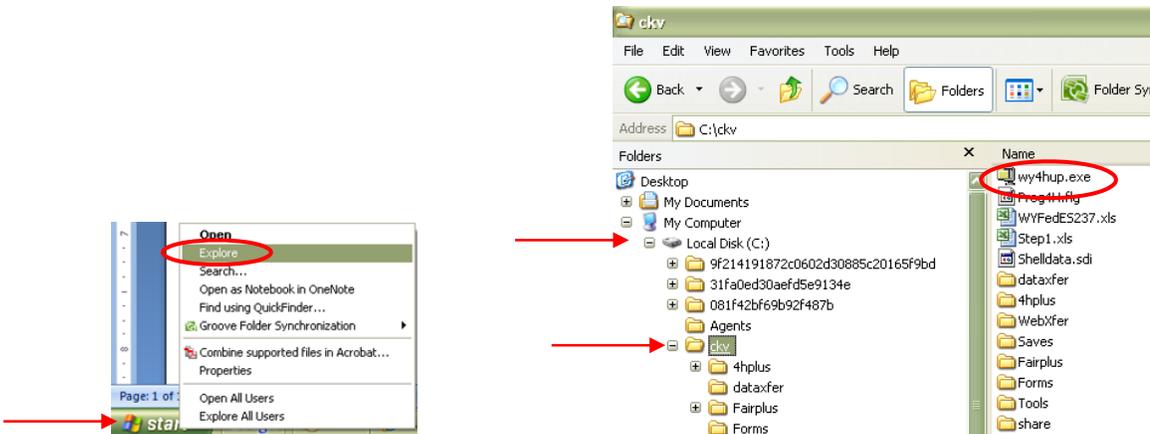
(You can actually save it anywhere in your C: drive, but you *must remember* where you saved the file!)



4. The file will download automatically.

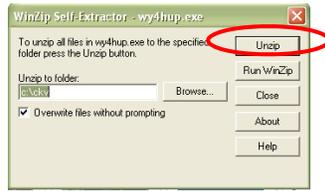


5. Right click on your "Start" button and choose Explore. Find where you saved the file. In this case: C:drive / CKV folder.



6. Double click on the executable file (wy4hup.exe) then choose “Run”.

7. Click on “Unzip”



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

8. 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”



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!

