



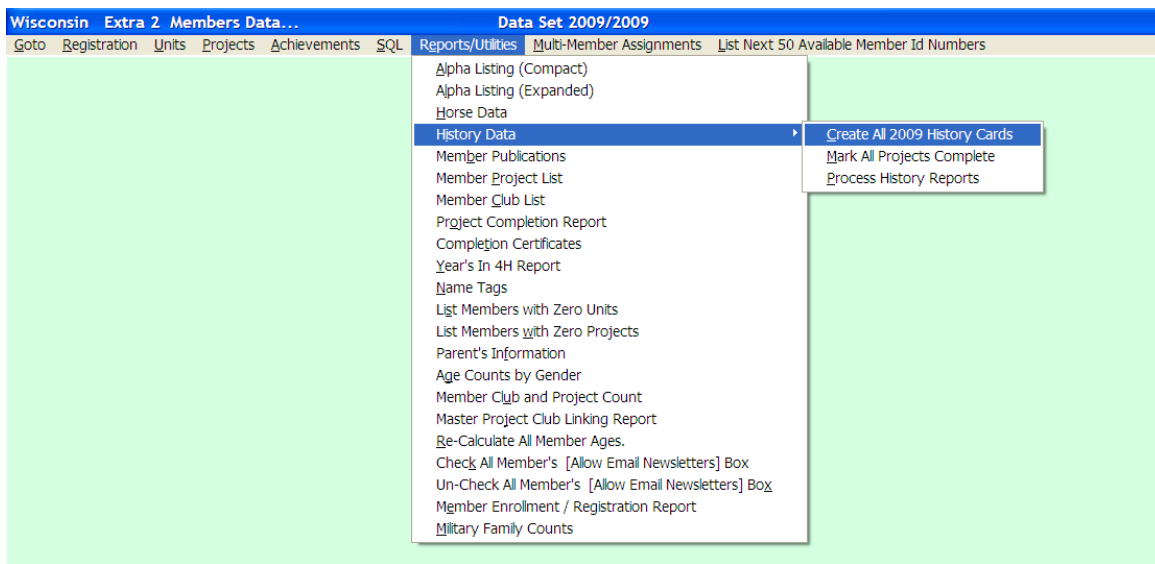
# **4HPlus – Wisconsin Creating and Completing History Cards**

# Creating and Completing History Cards

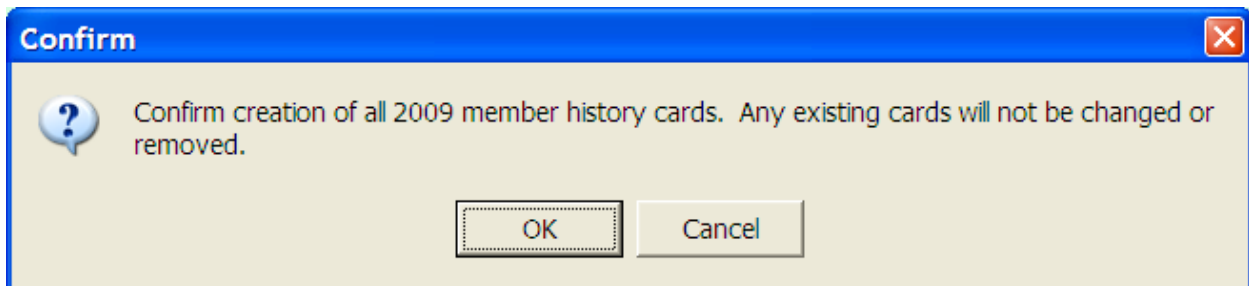
History cards must be completed prior to creating the new year data set. History cards can be created for every Member/Leader with one action. Additionally, if the majority of members have completed their projects, it is possible to mark all projects in each of the History cards complete with just one more action. Counties that do not track project completion should mark all projects complete. Options also exist to add notes or unselect incomplete projects on individual history cards. History cards can be accessed from an individual member or leader record.

## Follow these steps to create history cards

**Goto > Members > Reports > Utilities > History Data > Create All XXXX History Cards (XXXX is the current year)**

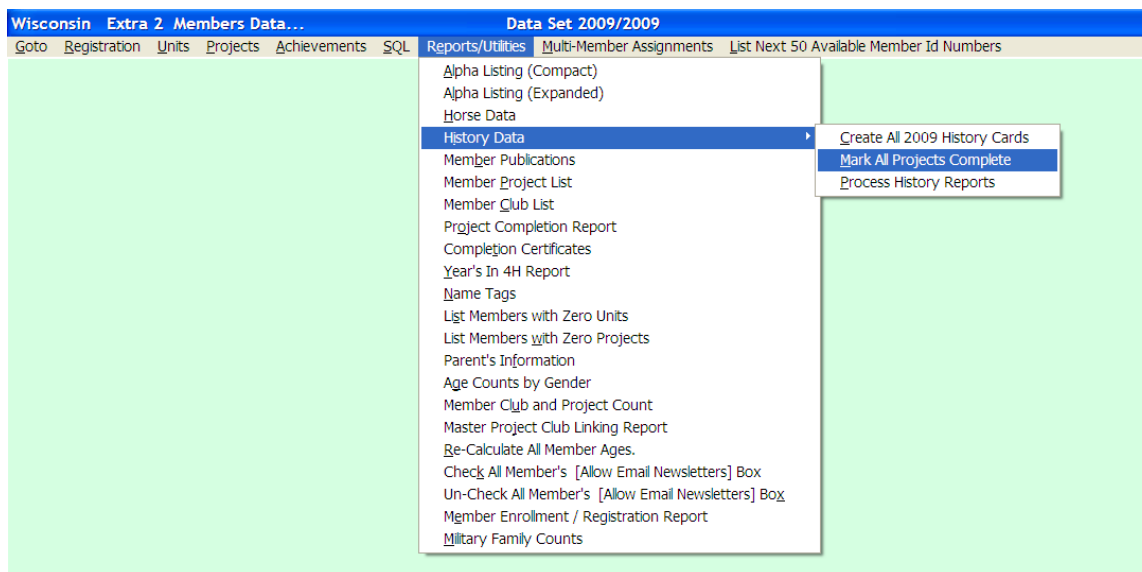


Select the OK button on the Confirm dialogue box. Note that any existing cards will not be changed or removed.

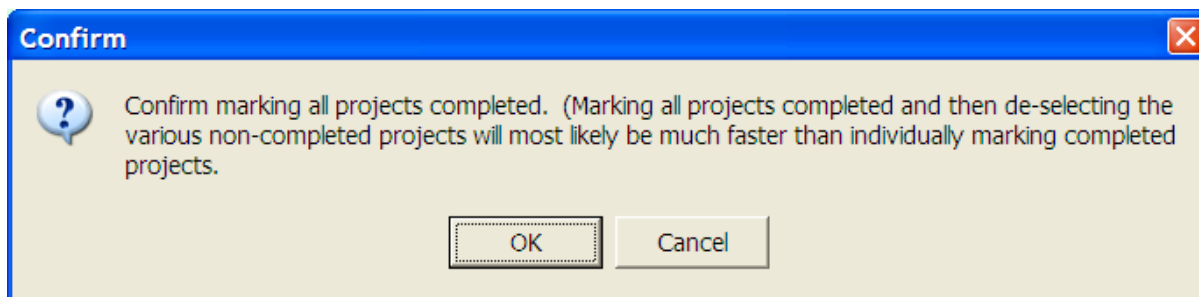


Follow these steps if you would like to mark all projects complete

**Goto > Members > Reports > Utilities > History Data > Mark All Projects Complete**



Select the OK button on the Confirm dialog box to mark all projects complete. If all projects are not marked complete, projects will need to be marked complete individually in each member's record. If most members complete their projects, it will be more efficient to mark them all at once and then go into individual records to uncheck projects that were not completed.



**History cards should also be created for leaders. Leader history cards are created in the same manner as member history cards.**

**Goto > Leaders > Reports/Utilities > History Data > Create XXXX History Cards (XXX is the current year).** Note that leader projects do not have to be marked completed.

Follow these steps to access individual member History Cards. Note that there is a memo box where other information can be entered; such as awards or other special recognition. Leader History Cards can be accessed in a similar manner.

**Goto > Members > Registration > Process**

Select a member record to work with. Select the History button on the member's registration record. The History button is located just above the Parent(s) Info button on the right side of the screen.

The history card will appear blank until you enter the history year. The cursor will be in the History Year field. Hit the tab key to auto-fill the most recent history year. Otherwise, click on the down arrow at the right of the box to select the desired history year.

**Wisconsin Extra 2 Members Data... Data Set 2009/2009**

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

Id: EXB3805 Last: Bunny First: Bugs Initial: *History*

County: Extra 2 Address: 212 Carrot Lane DOB: 04/13/88

History Year:  Parent's Initials: Year In 4H: Registration Horse Delete Prior Next

Unit	Title	Unit	Title
1		2	
3		4	
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		<input type="checkbox"/>			<input type="checkbox"/>
2		<input type="checkbox"/>			<input type="checkbox"/>
3		<input type="checkbox"/>			<input type="checkbox"/>
4		<input type="checkbox"/>			<input type="checkbox"/>
5		<input type="checkbox"/>			<input type="checkbox"/>

Display Projects

1..10  
  21..30  
  41..50  
 Number of Projects: 0  
 Projects Completed: 0  
 Completion Percentage: 0  
 11..20  
  31..40  
  51..60

Achievement	Title	Achievement	Title

Display Achievements... Number of Achievements: 0

Memo...

Here is an example of a completed history card.

Wisconsin Extra 2 Members Data... Data Set 2009/2009

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

Id: EXB3805 Last: Bunny First: Bugs Initial: History  
 County: Extra 2 Address: 212 Carrot Lane DOB: 04/13/96

History Year: 2009 Parent's Initials: Year In 4H: 05 Registration Horse Delete Prior Next

Unit	Title	Unit	Title
1	EXB110 Frances Frankfurters	2	
3		4	
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	30301 Art 1	<input checked="" type="checkbox"/>			<input type="checkbox"/>
2	70201 Vegetables 1	<input checked="" type="checkbox"/>			<input type="checkbox"/>
3	110801 Citizenship	<input checked="" type="checkbox"/>			<input type="checkbox"/>

Display Projects

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

Achievement	Title	Achievement	Title
1	06210 Camp: Multi-County		
2	06500 State Fair: Participant		

Display Achievements...

1..10 
  21..30 
  41..50 
 Number of Achievements: 2  
 11..20 
  31..40 
  51..60

Memo...

Follow these steps to print history cards. Note that Leader History Cards can be printed in a similar manner.

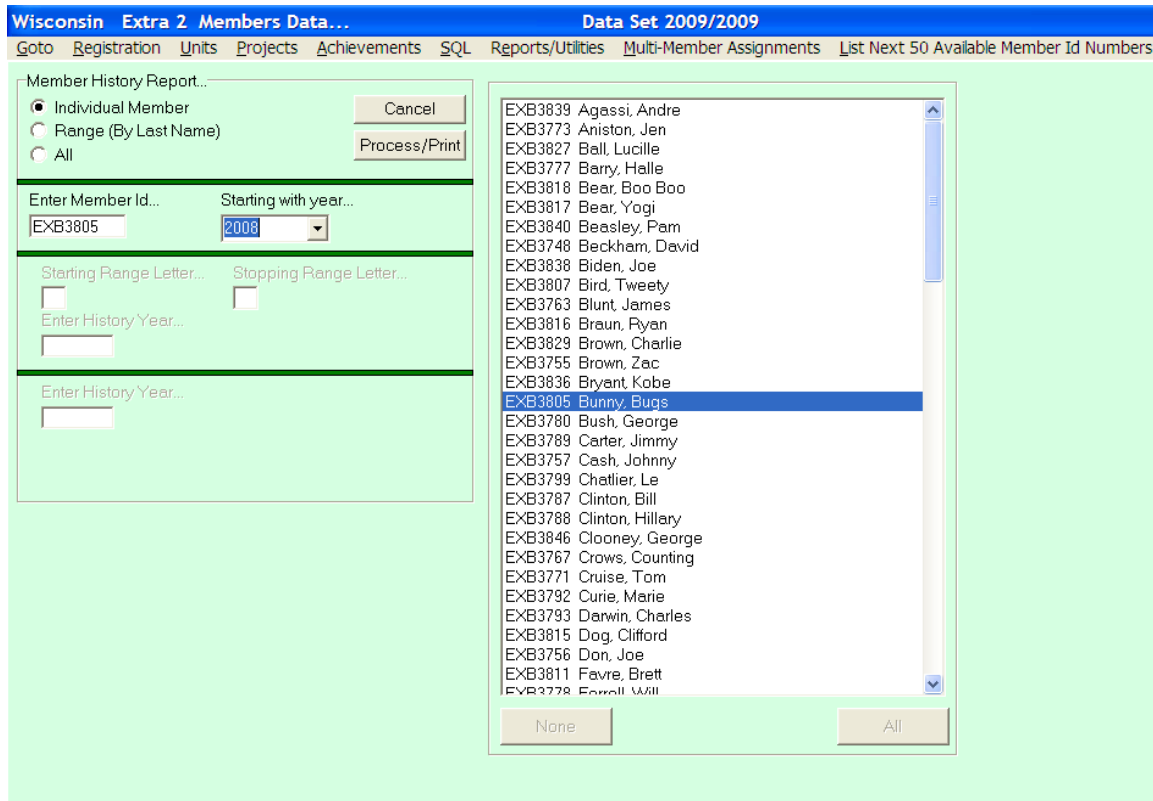
**Goto>Members>Reports/Utilities>History Data>Process History Reports**

Wisconsin Extra 2 Members Data... Data Set 2009/2009

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

- Alpha Listing (Compact)
- Alpha Listing (Expanded)
- Horse Data
- History Data
  - Create All 2009 History Cards
  - Mark All Projects Complete
  - Process History Reports
- 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

History reports can be printed for individual members. The Starting with year... selection will determine the number of years included on the report. After making all selections, select Process/Print. The options to print a range of history cards and all history cards are not currently available. There are plans to make these options available in the future.



Portions of this document were adapted from "Creating & Completing History Cards, West Virginia University Extension Service.