

4HPlus – Verifying Data

- **Use the County ES-237 Data Verification Utility to Check for Errors**
 - Located under Goto: Federal: County ES-237 Data Verification
 - The report will identify missing information including clubs, racial/ethnic codes, gender code, and residence code
 - Select the record from the error list to make the correction
 - After making the corrections, select Save/Exit/Return to return to the error list
 - Re-run the verification after making the corrections to be sure all errors have been corrected

Note:

If there is a warning about an invalid string integer conversion request, note the record number and then click ok. This warning is caused by using a -1 for Kindergarten, instead of a 0. Make this correction on the indicated records.

Review Address Data for Variations in Data Entry

- **Generating a Complete Member, Leader and Parent Newsletter Label File**
 - Go to Utilities
 - Select Newsletter Labels
 - Select:
 - Labels for Members, Leaders and Parents
 - One Label Per Family
 - Label Sort – Last Name
 - Send to Mail Merge File
 - To the (Last Name) family at
 - Label Casing – Print Data as Stored
 - Select Process
 - The file will be saved in CKV\4HPlus\W\Files\4HPMail.dat

- **Opening the File in Excel**
 - Open your Excel program. In the Open box that appears, change the “File of type:” field to “All Files (*.*)” and locate the file you created.
 - Double click on the file name to open it. A “Text Import Wizard-Step 1 of 3 window will appear”. Select “Delimited” for the file type and select “Next”.
 - For “Text Import Wizard – Step 2 of 3”, uncheck the “Tab” delimiter and select “Comma”. Then select “Next”.
 - For “Text Import Wizard – Step 3 of 3”, select Finish and the file will open.

- To format the columns so that all of the text in each column is showing, click in the upper left corner of the spreadsheet to select all of it. Then, on the “Format” menu choose Column and select “AutoFit Selection”.
- When you save this file, change the “Save as type:” to “Microsoft Office Excel Workbook (*.xls)” so that you don’t have to go through the conversion process each time you open it.

Notes:

1. Look at the records in the Excel spreadsheet for apparent duplicates. Check for variations in inputting the data, such as Dr. for one family member and Drive for another or extra spaces .. any differences. Make the corrections on the appropriate family member records.
2. After using the County ES-237 Data Verification Utility and reviewing newsletter addresses for duplicates, you will be ready to transmit the county data to the state. Refer to the Transmitting County Data to the State document posted on the 4HPlus On-line Manual page under Transmitting Data:
<http://www.uwex.edu/ces/4h/resources/mgt/4HPlusOn-lineManual.cfm>.