



# Importing the Current Project File

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This document will explain the steps in updating your 4HPlus project list to the current list.

## Download the projects file

On the 4HPlus support site at <http://4h.uwex.edu/resources/mgt/4hplus.cfm>, there is a link at the bottom of the page to the Current Project File.

Download this file to your ckv/dataxfer folder.

## Import the file

In 4HPlus, Goto -> Archive -> Receive.

Select the 4HST\_XXP.ebd file in the box on the left and select **PROCESS** button.

If there are any project codes being changed (there are in the 2012 year), you will see a message about a Project Code Translation task, select OK. This will renumber/migrate any project codes and members as required.

## Restart 4HPlus

When the import is done, close 4HPlus and then restart.

The new project file is now installed and ready to use.