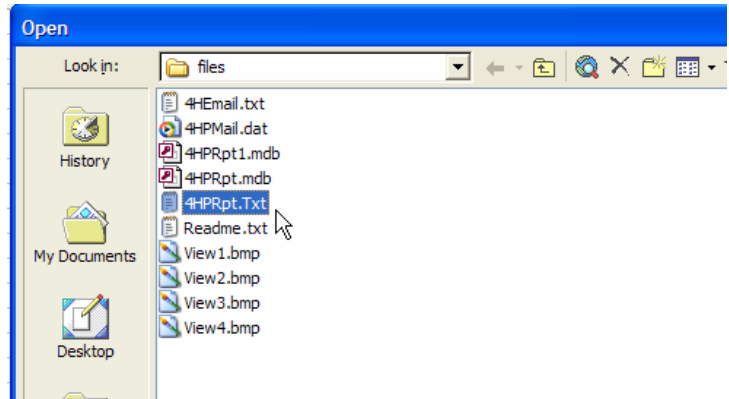
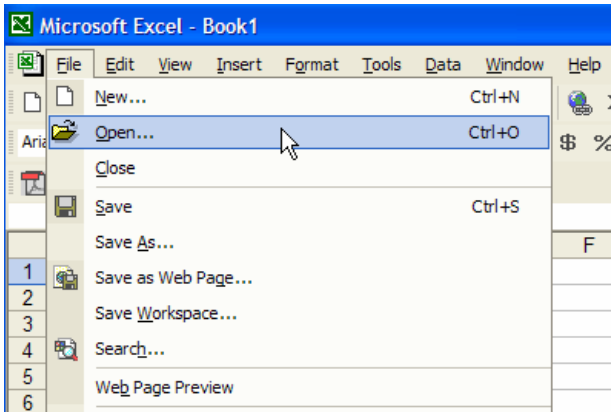
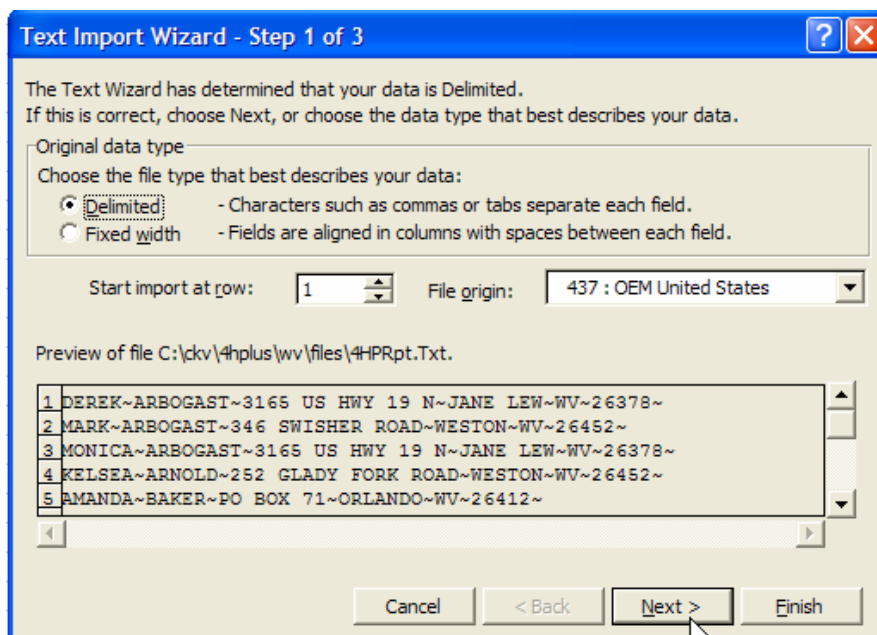


Importing a 4HPlus! SQL Report into Microsoft Excel

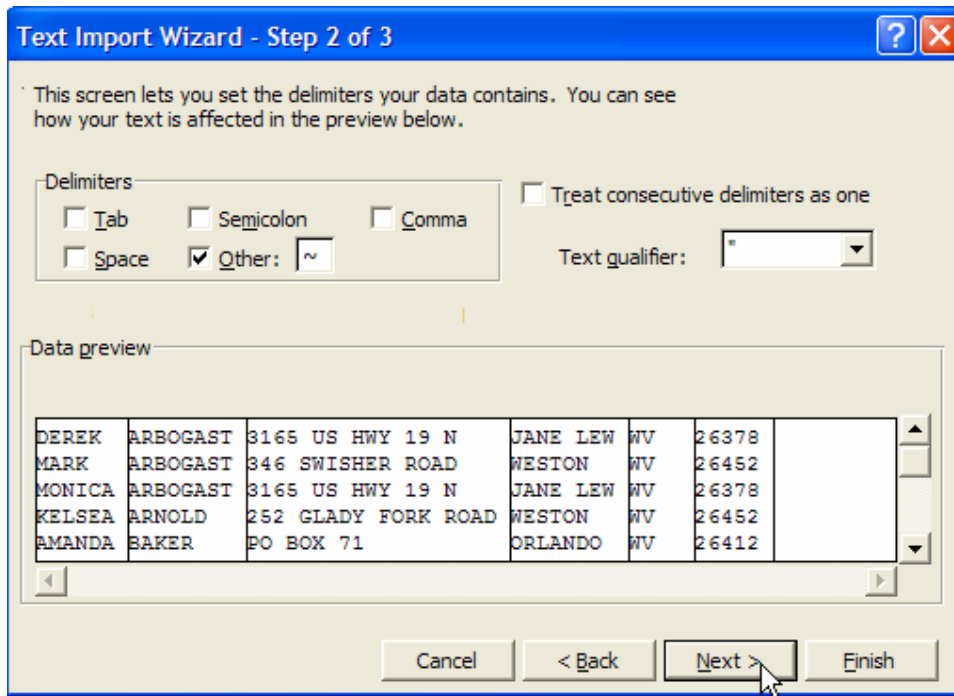
1. Build your SQL report request with the fields needed from the Members or Leaders screen in 4HPlus! and note that your file will be placed in the C:\CKV\4HPlus\WV\files subfolder. The file name will be "4HPRpt.Txt". Remember that every time you create an SQL report it will overwrite the existing report because it saves as the same name each time. Close 4HPlus! after you build your request.
2. Open Microsoft Excel then click on [File] [Open] then change your directory in the "Look In" window box to the C:\CKV\4HPlus\WV\files subfolder to select the "4HPRpt.Txt" file.



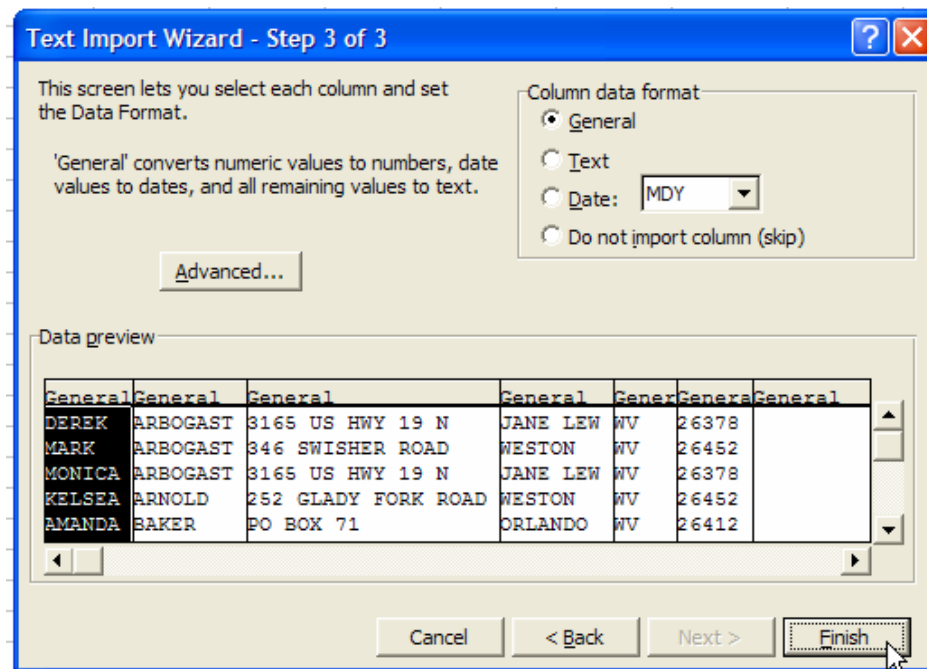
3. The import wizard will then open to set up the data coming into Excel. Make sure the [Delimited] is checked then click on [Next].



4. In step 2 of the wizard you need to check the [Other] box and place the tilde symbol in the box as seen below then click on [next] to go to step 3.



5. In step 3 you will see your columns and how they will look. Click on [Finish] so you can make any other changes or add column headings then save.



6. Below you will see the final version of your imported data from 4HPlus! Make any changes such as adding columns or title, etc. then be sure and save.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	FIRST	LAST	ADDRESS	CITY	STATE	ZIP	RIBBON	SCORE
3	DEREK	ARBOGAST	3165 US HWY 19 N	JANE LEW	WV	26378		
4	MARK	ARBOGAST	346 SWISHER ROAD	WESTON	WV	26452		
5	MONICA	ARBOGAST	3165 US HWY 19 N	JANE LEW	WV	26378		
6	KELSEA	ARNOLD	252 GLADY FORK ROAD	WESTON	WV	26452		
7	AMANDA	BAKER	PO BOX 71	ORLANDO	WV	26412		
8	BRIANNA	BALSER	255 SUGAR CAMP ROAD	CRAWFORD	WV	26343		
9	HALEY	BILLER	PO BOX 44	HORNER	WV	26372		
10	ANN	BISHOP	306 TOWN RUN ROAD	WESTON	WV	26452		
11	DAVID	BLAKE	1556 GEE LICK ROAD	WESTON	WV	26452		
12	MATTHEW	BLAKE	1801 RUSH RUN ROAD	WESTON	WV	26452		
13	ROBERTA	BLAKE	1556 GEE LICK ROAD	WESTON	WV	26452		
14	ADAM	BONER	2283 LIFES RUN	JANE LEW	WV	26378-8565		
15	ADAM	BOSELY	463 RED LICK ROAD	WESTON	WV	26452		
16	CHELSEA	BOSELY	463 RED LICK ROAD	WESTON	WV	26452		
17	JOSEPH	BOYD	302 CENTRAL DRIVE	WESTON	WV	26452		
18	MARISSA	BRAGG	ROUTE 2 BOX 54	ROANOKE	WV	26447		
19	SARAH	BRAGG	ROUTE 2 BOX 196-S	JANE LEW	WV	26378		
20	SETH	BRAGG	ROUTE 2 BOX 196-S	JANE LEW	WV	26378		