

# Using 4H4ME.com



## Synchronizing your data between 4HPlus and 4H4ME.com



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*This function will synchronize any changes made in the web and local databases.*

The sync process has safety checks built in that make sure the data has been exchanged completely. Each time a sync occurs, an acknowledgement is created. The next time you transfer changes, the acknowledgement is sent also. Until an acknowledgement is received back, the system will send the data at each build. In order to ensure that the data is synced correctly and completely, you will be running 3 syncs. You will be downloading changes from the web, then uploading office changes and the office acknowledgements, and finally downloading the web acknowledgements.

Since your office processes vary during the course of the year, your synchronizing schedule will vary also. During your busy times, like enrollment, you will want to sync the data at least once a day. During the less busy times, you will want to sync on a less often basis, but at least once a week.

### To download data from 4H4ME.com:

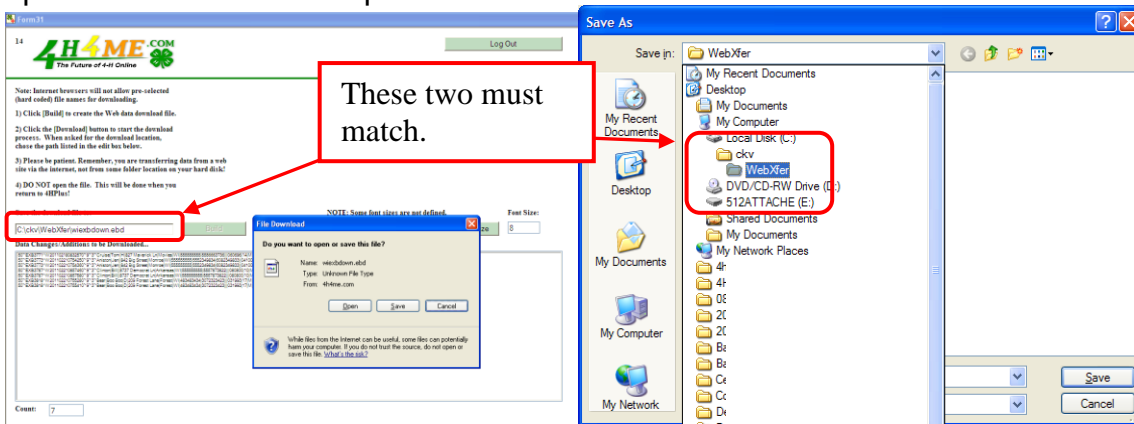
From 4HPlus –

Select **“Goto”** then **“Web (4H4ME.com) Interactions”**

Select **“Acquire New 4H4ME Data”**



A web browser will open and you will see the download screen. A file download box will appear. Select Save and make sure the folder the file is saved into matches the path listed in the box. If it doesn't download to the same folder, copy the file to the correct location. Do not open the file. It will be imported into 4HPlus.



Select **“Logout”** and close the browser.

The next screen will show logs of all the data processed. There is nothing more that needs to be done on this screen.

**Web Download Processing...**

Member	Member Actions...	Leaders	Leader Actions...	Support Data...	Data Actions...
New	Registration Change: EXB3821 Krispie, Pop Specified Member not found: EXB3821 Action Ignored: Member [EXB3821] already has pro	New	Registration Change: EXB0545 , Regis Add Achievement: EXB0537 [05184] Johnson, Mag	New	Form Data: EXBParental27411~w20090605070612 Form Data: EXBParental27411~w20090605070627
1	Delete Club: EXB3837 [EXB102] Palin, Sarah	Clubs Add	Add Project: EXB0537 [10650] Johnson, Magic	Clubs Add	
Clubs Add	Add Club: EXB3837 [EXB108] Palin, Sarah	1	Add Project: EXB0537 [50100] Johnson, Magic	Clubs Del	
3	Add Project: EXB3837 [10211] Palin, Sarah	Clubs Del	Registration Change: EXB0517 , Paul	Projects	
Clubs Del	Add Project: EXB3837 [40101] Palin, Sarah	1	Add Project: EXB0517 [30700] , Paul	Form Data	
2	Registration Change: EXB3773 Ariston, Jen	Projects Add	Add Project: EXB0517 [60000] , Paul	2	
Projects Add	Registration Change: EXB3757 Cash, Johnny	8	Add Project: EXB0517 [30140] , Paul	Achievement:	
8	Add Achievement: EXB3757 [02005] Cash, Johnny	Projects Del	Add Achievement: EXB0517 [06400] , Paul	Form Fields	
Projects Del	Add Achievement: EXB3757 [05105] Cash, Johnny	3	Registration Change: EXB0511 , Julie	Registration	
3	Registration Change: EXB3764 Mathews, Dave	Achvmnt Add	Delete Club: EXB0511 [EXB102] N, Julie	Events:	
Achvmnt Add	Delete Club: EXB3764 [EXB101] Mathews, Dave	3	Add Project: EXB0511 [40200] , Julie	Registrations	
7	Add Club: EXB3764 [EXB106] Mathews, Dave	Achvmnt Del	Add Project: EXB0511 [20500] , Julie	DTR 98	
Achvmnt Del	Delete Project: EXB3764 [30436] Mathews, Dave		Add Achievement: EXB0511 [09206] , Julie		
Registration	Delete Project: EXB3764 [50704] Mathews, Dave				
6	Add Project: EXB3764 [50374] Mathews, Dave				
Future:	Add Project: EXB3764 [60415] Mathews, Dave				
Future:	Add Achievement: EXB3764 [01110] Mathews, Da				
	Add Achievement: EXB3764 [01210] Mathews, Da				
	Add Achievement: EXB3764 [06120] Mathews, Da				
	Registration Change: EXB3784 Washington, Georg				
	Add Project: EXB3784 [10211] Washington, Georg				
	Add Project: EXB3784 [20512] Washington, Georg				
	Add Project: EXB3784 [50054] Washington, Georg				
	Delete Project: EXB3784 [30408] Washington, Geo				
	Registration Change: EXB3744 Williams, Serena				
	Add Achievement: EXB3744 [06401] Williams, Sere				
	New: [W]EXBWILLIAM1elisswann				

Note: New members/leader applications can be processed via the [4H4ME New Member Applications] Menu Item OR the [View / Re-Review New Member Applications] Button.

Build Upload File  
View / Re-View New Member Applications  
Return

Address changes are noted by **“ADDRESS CHANGE!”** at the beginning of the details line. To view the entire processing data log, select **Expand**. You can also print a copy of the log by selecting **Print Member/Leader/Data Action List...**

Select **Return**.

## To upload local data to the web:

From 4HPlus –

Select “Goto” then “Web (4H4ME.com) Interactions”

Select “Send New 4HPlus Data” then “Find/Send 4HPlus Data Changes to 4H4ME.com”

Wisconsin Extra 2 4H4ME.com Interactions... Data Set 2011/2011

Build Web Upload File... Support Data Changes... Daily county upload successful processing email notification

Members... Issue Id... Clubs Added... Clubs Deleted... Projects Added... Projects Deleted... Achvment Added... Achvment Deleted... Password's Changed... Registration Data... Members Deleted... Web Uselid Changed... Comm Data Changed... Parent Data Changed...

Leaders... Issue Id... Clubs Added... Clubs Deleted... Projects Added... Projects Deleted... Achvment Added... Achvment Deleted... Registration Data... Leaders Deleted... Web Uselid Changed... Comm Data Changed...

Support Data Changes... Clubs... Projects... Achvments... Clubs... Schools... Events... Web Form... DTR 98... Connection Status...

Connect \ Disconnect Upload Login

Email Now

New Web Member e-mail message

To enable the [Upload Login] button you must:  
A - Already have an upload file that needs transferring to 4H4ME.com or  
B - Build an upload file (if there is any new data or changes) by Clicking the [Web Data] Menu Item and then Clicking [Build Upload File]

NOTE: Do not save a message that contains a name or member ID. The saved message will have the new members name and member ID added automatically.

Upload File Name: c:\ckv\webxfer\wiexbup.ebd

Wadu Records Processed: 0

All items under this line are to be used ONLY when working with state level support staff!!!

Clear Data Update Upload File

Make sure your email address is listed in the box at the top of the page. The server will send an email to this address when the upload processing is complete.

To upload the file, select **Upload Login**.

After the web browser screen opens, copy the “File to find:” info into the “File to upload:” box. **If your county uses a network version** (only one person can be in 4HPlus at a time), change the drive letter to your network drive. Select **Upload Data File Now**.

4H4ME.COM The Future of 4-H Online

Web Daily Data Upload Processing... 12

Sign Out

11:31:48

File uploads to the server via the internet can take 10 to 15 seconds.

This file will be Externally Processed. Please be patient...

View External Processing

File to find: c:\ckv\webxfer\wiexbup.ebd

File to upload: c:\ckv\webxfer\wiexbup.ebd

Upload Data File Now

After the file is uploaded, your work is done. An external program is running on the server that watches for uploads and processes them. When the upload is complete, 4H4ME will email you at the address listed in the top center box on the 4HPlus Full Upload screen.

When the process is completed, select **Sign Out** and close the web browser. Back in 4HPlus, select **Return**

Download the acknowledgements by repeating the **Download Data from 4H4ME.com** steps.



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