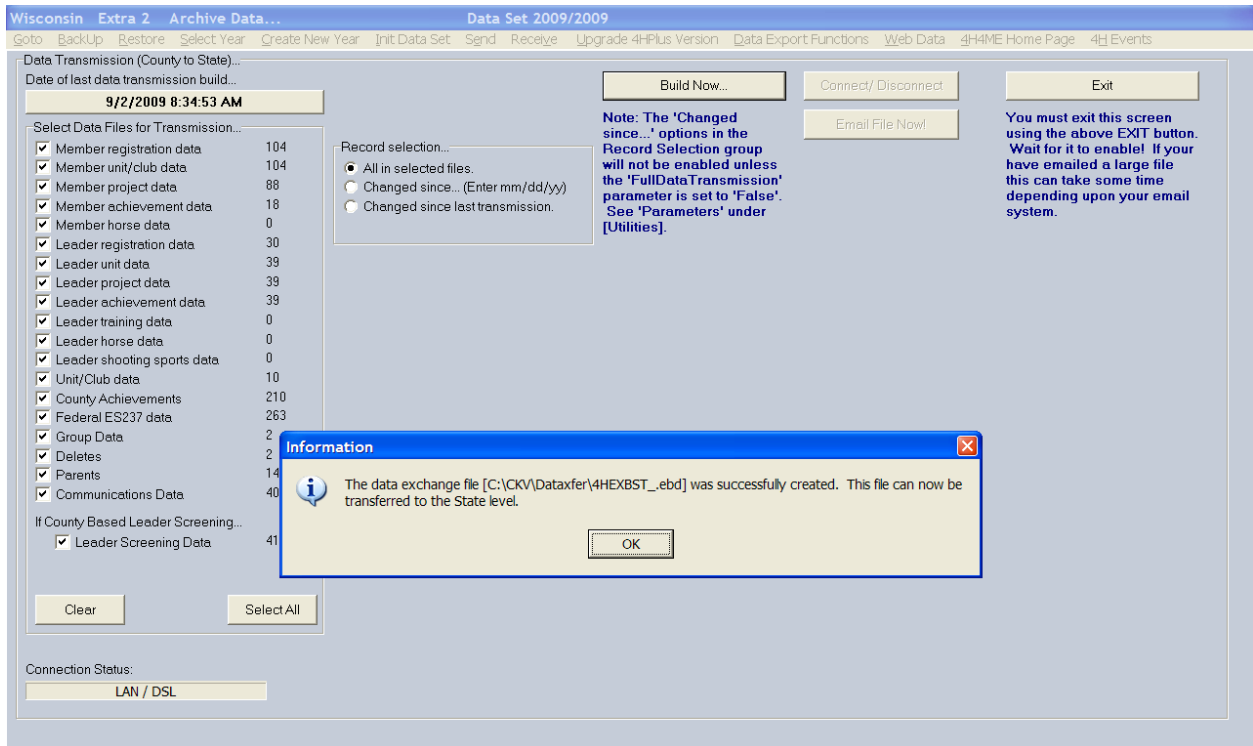




**4HPlus – Wisconsin
Transmitting County Data to
the State**

Before beginning the data transfer process for the first time, check to make sure that e-mail is set up in 4HPlus. Please refer to the document “Setting Up 4HPlus Email” posted on the website. On the main screen, select “4HPlus Email Setup”. Compare the settings on the screen to the settings shown on page 3 of the “Setting Up 4HPlus Email” document.

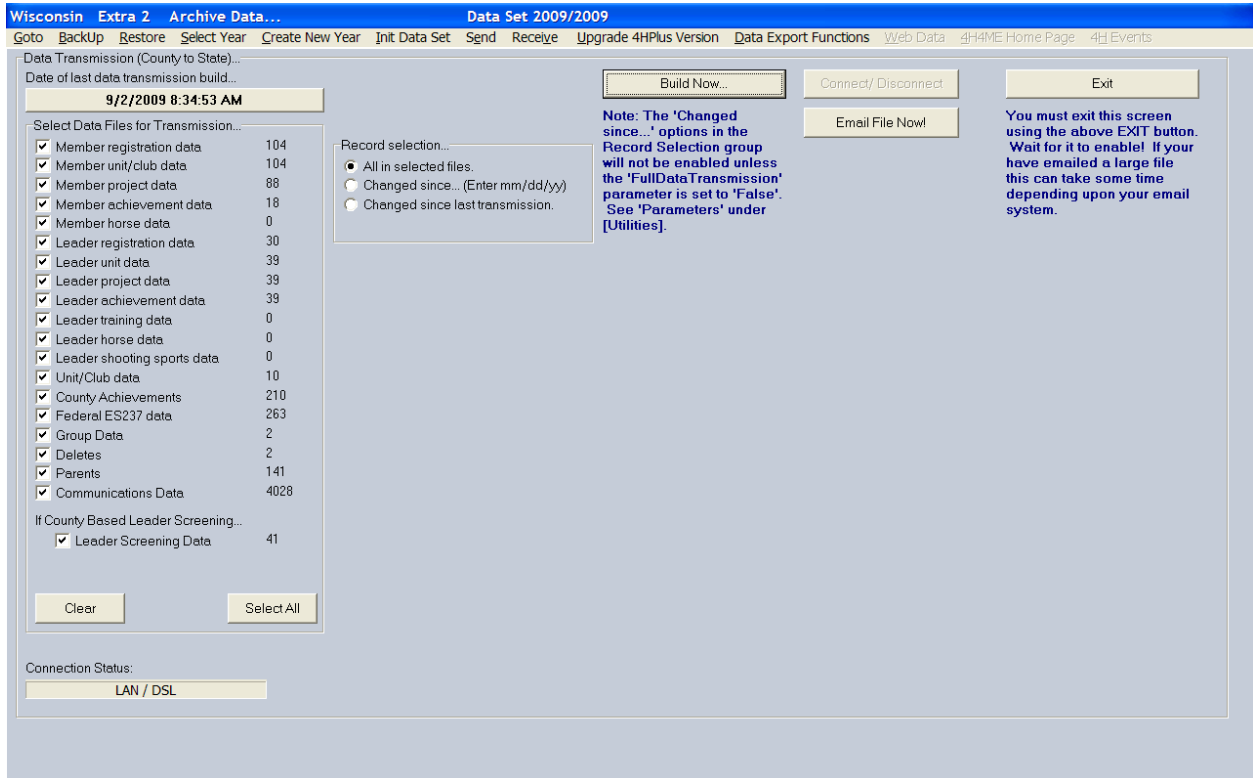
1. Click Goto > Archive > Send > Send Data
2. Under Select Data Files for Transmission, make sure all files are selected.
3. Under Record Selection, select “All in selected files.”
4. Select “Build Now...”
5. After selecting “Build Now...”, a message will appear in the blue information box below. This will indicate the name of the file and where it is located. It will be in the ckv\dataxfer folder. The name of the file will be 4HXXXST_.ebd (where the Xs indicate your 3 letter county code). The 4H listed before the 3 letter county code and the ST listed after, indicates that the file is being sent from the county level up to the state level. These would be reversed if the file was being sent from the state level down to the county level.
6. Select “OK”.



7. Select "Email File Now!" if using a LAN or DSL connection.

Note: If using a dial-up modem, click the "Connect/Disconnect" button for the program to dial up the ISP. When the modem is connected, click the "Email File Now!" button.

If difficulties occur when sending this file through the 4HPlus! Program, attach the file named 4HXXXST_.ebd (where the Xs indicate your 3 letter county code) to an e-mail sent through your regular e-mail software. This file will be located in the ckv\dataxfer folder on the drive where the 4HPlus program is installed.



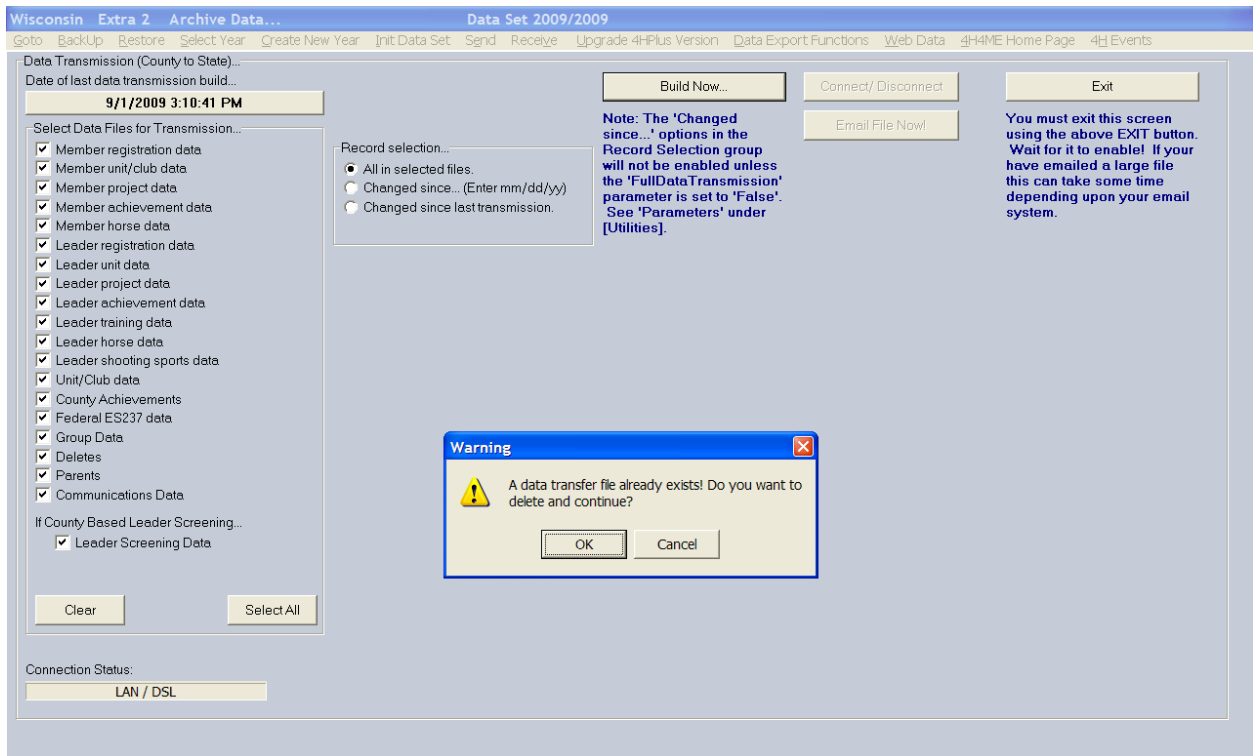
8. After the “Email File Now!” button grays out, select “Exit” on this screen. Use the “Exit” button to assure that message transmission has been completed.

The screenshot shows the 'Data Transmission (County to State)...' window in the Wisconsin 4HPlus software. The window title is 'Wisconsin Extra 2 Archive Data...' and the subtitle is 'Data Set 2009/2009'. The menu bar includes: Goto, BackUp, Restore, Select Year, Create New Year, Init Data Set, Send, Receive, Upgrade 4HPlus Version, Data Export Functions, Web Data, 4H4ME Home Page, and 4H Events.

The main area contains the following elements:

- Date of last data transmission build...:** 9/2/2009 8:38:51 AM
- Select Data Files for Transmission...:** A list of data categories with checkboxes, all of which are checked. The categories are: Member registration data, Member unit/club data, Member project data, Member achievement data, Member horse data, Leader registration data, Leader unit data, Leader project data, Leader achievement data, Leader training data, Leader horse data, Leader shooting sports data, Unit/Club data, County Achievements, Federal ES237 data, Group Data, Deletes, Parents, and Communications Data (with a count of 4028).
- If County Based Leader Screening...:** A checkbox for 'Leader Screening Data' which is checked.
- Record selection...:** A group of radio buttons with options: 'All in selected files.' (selected), 'Changed since... (Enter mm/dd/yy)', and 'Changed since last transmission.'
- Buttons:** 'Build Now...', 'Connect/Disconnect', 'Email File Now!' (disabled/grayed out), and 'Exit'.
- Note:** A text box stating: 'Note: The 'Changed since...' options in the Record Selection group will not be enabled unless the 'FullDataTransmission' parameter is set to 'False'. See 'Parameters' under [Utilities].'
- Warning:** A text box stating: 'You must exit this screen using the above EXIT button. Wait for it to enable! If you have emailed a large file this can take some time depending upon your email system.'
- Clear** and **Select All** buttons are located at the bottom of the file selection list.
- Connection Status:** A field showing 'LAN / DSL'.

9. The first time data is sent, the message below will not appear. When the process is repeated, the message below will appear. Select “OK” to continue.



This document was adapted from materials originally developed by the University of Nebraska, Cooperative Extension Service.