

Youth Blue Ribbon Hints & Tips

Support for the YOUTH Blue Ribbon software is offered through MarTech at 715-845-2794. For additional assistance, here are some frequently encountered problems and links to sources of help.

[MarTech's Website](#) – [Link to MarTech's Tips page](#)

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Accessing a Report (QRP) from the Statewide Database

Reports from the statewide database will be generated in a .QRP file format. This format is useable only in conjunction with the YOUTH software.

To access a report saved in .QRP format:

1. Make a note of where the file is stored.
2. Open the YOUTH software.
3. Choose Report from the menu bar.
4. Select any report, such as Parent File Listings. (Note: The report type you select does not have to be the same as the type stored in the .QRP. This is merely a means of getting to the preview screen.)
5. Select Preview
6. Click on the open file folder (Load report) icon on top of the screen.

7. Browse to where the report is stored.
8. Select the report and click on the open button.

The report will appear on your screen.

Note: This is a report that has been generated at the state site. You cannot edit the data or run a subreport, as the files from which this report were generated are housed on the state computer.

Calculating 4H Age

Some people have been encountering a problem when they enter new members in the WinYouth software. They are getting a 4-H age of zero, despite the entry of the birth date. This is because there is no "4-H year start date" entered in the county information area of the software. Just as we did with the earlier (DOS) version of the software, you need to enter the 4-H year start date in the software each year, after year-end processing. To do so:

- 1) Select County Information from the File menu.
- 2) Enter 1/1/1999 in the "4-H Year Start Date" field. (Please use 1999, not 99.)
- 3) Click on the save button.
- 4) Once you have saved the information, click on exit to close the County info screen.
- 5) The 4-H age will automatically be calculated for any members entered after this is done.

If you have some previous entries with a 4-H age of zero, go into utilities|file utilities|utilities and Recalculate age. This will cause the software to calculate the 4-H age for you.

Removing a "Phantom" Club

If a club appears on reports, but is not in the club codes table, even after reindexing, the following steps should be followed.

- 1) Select Utility\Youth File Utilities\Utilities\Delete Unlinked Activity (etc.) option.

Check to see if that corrects the problem. If not go to step 2.

2) Select Report\Special Reports\Invalid Primary Club code report. This will generate a listing of members who have invalid club codes. Be sure these club codes are deleted from these member's records.

3) The LAST resort is to invoke a SQL statement. Be careful to key this in exactly as written.

SQL statements are used to make mass changes to the Youth Enrollment data files. It allows for direct edit of information within those files.

Warning: SQL is not forgiving. It will not ask you if you are sure you wish to execute the command. It assumes that you know what you are doing. For this reason, never use SQL statements unless you have a complete **backup** of the datafiles you are intending to modify. This will ensure you can restore your information if you enter the information incorrectly.

To modify a data file within the program, go to **Help|Troubleshooting|SQL**. In the edit box, type the command to be executed. Spacing and punctuation is critical. The commands are not case sensitive. Once the command is typed, go to **File|Execute** and the SQL statement will run. When complete, a message will appear indicating the process is finished.

The syntax/steps for the Phantom Club sequel is:

Select: Help – troubleshoot – SQL

In the edit screen, enter:

Delete from "Youth2xl.DB" where clubid="###"

(### stands for the number you need to delete.)

Select file – execute

It will tell you it has executed.

Fixing a Key Violation Error

A key violation is a symptom that a record number is being reused. It can be the new member you are trying to add, or just a 00000 in there that has been saved for some reason. This is something we encountered in earlier versions of this software as well. Here's the fix:

Select the Utility menu from the YOUTH main menu. Select File Utilities.

On the File Utilities menu, click on select, and select all.

Click on the file drop down menu, and select Fix Key violation.

This will take a few seconds. A message may scroll off the screen. Slide down to click on "o.k.", and then close this window to return to the main program.

Reindexing is probably a good idea before proceeding. To reindex, follow the directions above, but select "Recreate Indexes" instead of "Fix Key violation."

Fixes for Name Not Unique Error Message

If the club code file will not open, you will need to invoke the following sequel statement. **Note: BEFORE invoking the SQL below, read the section [about SQLs](#)**

Go into:

Help – troubleshoot – SQL
In the edit screen, enter:

```
alter table "youth2x"  
add clubtype char(30)
```

Select file – execute

It will tell you it has executed.

Adding Missing “Last modified date” and “Email” Fields

If previous updates have not been done, the following 2 fields may not be present:

Email
LastModDate

To see if these are missing, go into:

Util

File util

Double click on YOUTH2A to get the structure

Scroll down to the bottom. These should be the last 2 fields. If not, enter the following in SQL statement to correct it.

Note: BEFORE invoking the SQL below, read the section [about SQLs](#)

Go into:

Help – troubleshoot – SQL

In the edit screen, enter:

```
alter table "youth2A"  
add email char(40)
```

To add LastModDate, enter:

```
alter table "youth2A"  
add LastModDate date
```

Correcting Stray Parent Link Files

Note: BEFORE invoking the SQL below, read the section [about SQLs](#)

To begin, select:

Help troubleshoot SQL

In the edit screen, enter the following text:

```
DELETE FROM "Youth2bl.db" d  
WHERE NOT  
(d.memberID IN (SELECT DISTINCT d2.memberID FROM  
"Youth2a.db" d2))
```

Go File|Execute.

```
DELETE FROM "Youth2b.db" d  
WHERE NOT  
(d.parentID IN (SELECT DISTINCT d2.parentID FROM  
"Youth2bl.db" d2))
```

Go File|Execute.

Adding Parent Links

A glitch in adding parent links in the YOUTH software has been discovered. The software is designed in such a way that, if there is no parent linked with the member, it preselects add. Unfortunately, that is not in the documentation. You will know that you are encountering this problem, as Add, Delete, and Find will not be highlighted options on the parent/family screen.

If you have a member, and would like to add a parent who is already in the database, you have to get out of add mode. To do so, click on cancel. That will allow you to use the find feature to add a link.

The steps are:

- 1) From the member/leader screen, select Parent/family
- 2) On the parent/family screen, select cancel
- 3) Click on Find to find the parent you would like to link with this member
- 4) Click on link to save the link. (Note - you must select Link, not Save. This link vs. save correction was included as an insert in the packet you received with the upgrade.)

Please make these corrections on page 3-11 of your manual.

Set Youth Leaders to Leader Type to Direct Volunteer (on the member screen)

Note: BEFORE invoking the SQL below, read the section [about SQLs](#)

To reset Youth Leaders to Direct Volunteers, enter the following SQL **exactly** as written:

```
UPDATE "Youth2a.db"  
SET DirectVol = true  
WHERE (Category = "P" or  
       Category = "G" or  
       Category = "A" or  
       Category = "R")
```

Emptying Group Data files in YOUTH

Some counties have encountered a problem with data files for groups being carried over, even though they complete the ES237 processing. To empty the data from these files and return to just the template for the next reporting year:

Select: Utility|File Utilities.
Highlight Youth2m.db, Youth2n.db, Youth2l.db.
Click on File|Empty Table.

Generating ASCII Reports

To generate an ASCII from WinYouth, follow these steps.

From the main menu, select:

Utility

File Utilities

Select the file YOUTH2A

Select File - Export Table

Fill in the dot next to ASCII

Click OK twice

It will then give you an option of where to store it. (I suggest you use a temp directory, rather than have it clutter your YOUTH area. You probably have room to store it directly on a floppy. Since my database is small, it's hard for me to judge.)

Resetting the BDE administrator

Click on the start menu

Select Programs\Youth Enrollment\BDE Administrator

Under BDE Administrator, Select WinYouth

Highlight the Path

In most cases you would reset the path to C:\Program Files\Youth Enrollment\Data

Year-End Processing

Here are the steps you should include when doing year-end processing of your YOUTH software, after completing your ES-237.

- 1) Print re-enrollment forms prior to year-end processing.
- 2) Backup your database. (This is always a good idea when you are about to make any changes!) You may opt to make a copy of the files in another directory on your hard drive as well. That is optional. If you think you are likely to need to access the old version of your data, you may want to do this.
- 3) Select "Delete Inactive Members" from the utility menu. This is optional, but strongly recommended. Most people find it easier to delete inactives. It makes your database smaller, and gives you fewer records to sort through when re-enrollment occurs. A few people have said they prefer to leave old records in the database, in case someone returns after a year or two.
- 3) Select "Delete Terminated Members" from the Utility menu.
- 4) Select "Process Year-end Files" from the Utilities menu.

This step will do several things, including:

- Increment age, grade, years in project, and years in 4-H.
- Set the status of all members & leaders to inactive
- Resetting the ES-237 files to zero.

You are given the choice of deleting all member projects or not. Some people ran into problems with verifying projects when people had several carry-over projects. This created some problems, as they listed the same project more than once. You can decide what works best for you:

- Deleting all projects and entering what they list for this year

or

- Verifying projects, and manually deleting any that are no longer being used.

In both cases, you will need to enter the new projects for this year.

To delete projects, select "Delete Member Projects" from the Utilities menu.

After you have completed year-end processing, you will need to change the date to 1/1/2002 in the following areas: County Information, Activity/Award Year. (Instructions for this can be found on page 7-3 of the manual.) You will also need to re-enroll people, by setting the status of re-enrolling people to R. Members and leaders who retain the Inactive status will not print out on reports or labels.

Be sure not to delete inactives after doing year-end processing and before re-enrolling your new members. ALL members will be inactive at that time. Deleting inactives would wipe out your database.

The documentation on these processes starts on page 7-2 of the YOUTH manual.

SQL STATEMENTS

Generic Information

SQL statements are used to make mass changes to the Youth Enrollment data files. It allows for direct edit of information within those files.

Warning: SQL is not forgiving. It will not ask you if you are sure you wish to execute the command. It assumes that you know what you are doing. For this reason, never use SQL statements unless you have a complete backup of the datafiles you are intending to

modify. This will ensure you can restore your information if you enter the information incorrectly.

To modify a data file within the program, go to **Help|Troubleshooting|SQL**. In the edit box, type the command to be executed. Spacing and punctuation is critical. The commands are not case sensitive. Once the command is typed, go to **File|Execute** and the SQL statement will run. When complete, a message will appear indicating the process is finished.

ES-237 in a Nutshell

What does ES-237 mean? ES-237 is the federal report number assigned to the annual statistical report of 4-H and all Extension youth participation in organized clubs, camps, school enrichment, special interest topics, and individual study. This report is to be completed by each county, and state specialist conducting programs of a minimum of 6 hours of educational content which is compiled into a state report, and submitted to the National 4-H Office.

Why do I need to complete an ES-237 report? 4-H and all youth programs conducted through UNHCE is part of the Cooperative State Research, Education and Extension Service, which is part of the United States Department of Agriculture. Partial funding for these programs is received through the U.S. Department of Agriculture. Therefore, to receive this funding, each county and state must report yearly on participation in these programs by the race, gender, grade and residence of each participant with over 6 six hours of contact.

Steps in Completing the ES-237 Report (Please refer to Chapter 6 of the User's Manual for Complete Details).

1. Check Master Files:

Master Club Code File-

Check the master club code file. The integration status of the club and the community must be marked. This establishes the integration status of each member. If the club itself is not integrated, the race of the club must be indicated. Check this file carefully. Print the master club report (**Reports|Print Data Files|Club Code File**) to verify the accuracy of club statistical Data.

The screenshot shows a 'Club Codes' form with the following data:

| | | | |
|-----------------|---|-----------|-----|
| County Code | 101 | Club Code | 101 |
| Club Name | Creative Kids | | |
| Club Type | | | |
| Club Leader | Sandra Valdez | | |
| Address 1 | 741 Etopia W Rd | | |
| Address 2 | | | |
| City | Etopia | State | WA |
| Zip | 98020 | | |
| Phone, Home | 905297-4370 | Work | 1 |
| Co Leader | | | |
| Date Organized | / / | | |
| Delivery Mode | <input checked="" type="radio"/> Organized club <input type="radio"/> Spec interest/day camp <input type="radio"/> Overnight camp <input type="radio"/> School enrichment <input type="radio"/> Individual study <input type="radio"/> Child care programs <input type="radio"/> Instructional TV/video <input type="radio"/> Not a youth group unit | | |
| Mixed Community | <input checked="" type="checkbox"/> | | |
| Integrated | <input checked="" type="checkbox"/> | | |
| Race | | | |
| Special | <input type="checkbox"/> Club Chartered <input type="checkbox"/> Club Community Service Project <input type="checkbox"/> Club Account <input type="checkbox"/> Annual Audit | | |

Buttons at the bottom: Add, Delete, Update, End, Duplicate, Exit.

The screenshot shows the 'Club Codes' form with the following details:

- County Code: 011, Club Code: 101
- Club Name: Creative Kids
- Club Type: (empty)
- Club Leader: Sandra Valdez
- Address 1: 741 Etlopa W Rd
- Address 2: (empty)
- City: Etlopa, State: WA
- Zip: 99330
- Phone Home: 509297-4370, Work: (empty)
- Co Leader: (empty)
- Date Organized: 7 / 7 / 01
- Delivery Mode: Organized club, Spec interest/day camp, Overnight camp, School enrichment, Individual study, Child care programs, Instructional TV/video, Not a youth group unit
- Mixed Community:
- Integrated:
- Race: White
- Special: Club Chartered, Club Community Service Project, Club Account, Annual Audit

Check the Integration designation as you have it marked for each club. The above record shows an integrated club in a mixed community. The club record must also have a Delivery Mode indicated.

If the club is not integrated as shown in the screen above, the race of the club must be indicated. Anytime the Integrated box is **NOT** checked; a race must be displayed. It is okay if the club is marked as integrated and a race is displayed as the program will ignore the race designation.

The screenshot shows the 'Club Codes' form with the following details:

- County Code: 011, Club Code: 101
- Club Name: Creative Kids
- Club Type: (empty)
- Club Leader: Sandra Valdez
- Address 1: 741 Etlopa W Rd
- Address 2: (empty)
- City: Etlopa, State: WA
- Zip: 99330
- Phone Home: 509297-4370, Work: (empty)
- Co Leader: (empty)
- Date Organized: 7 / 7 / 01
- Delivery Mode: Organized club, Spec interest/day camp, Overnight camp, School enrichment, Individual study, Child care programs, Instructional TV/video, Not a youth group unit
- Mixed Community:
- Integrated:
- Race: (empty)
- Special: Club Chartered, Club Community Service Project, Club Account, Annual Audit

Remember that it is impossible to have an integrated club in a community that is not mixed. The above marking is **INVALID** and will cause errors in the record count on Chart 13 of the ES-237 report.

The screenshot shows the 'Member Query' table with the following data:

| MemberID | CountyID | ClubID | Category | Status | LastName | FirstName | Middle | Address |
|----------|----------|--------|----------|--------|-----------|-----------|--------|--------------|
| 99998 | 213 | A | N | Henry | Mary | | | |
| 11001 | 011 | 101 | G | R | Valdez | Sandra | R | 741 Etlopa V |
| 11002 | 011 | 101 | P | R | Valdez | James | E | 741 Etlopa V |
| 11004 | 011 | 101 | P | R | Jorgenson | Anne | C | 21831 Glade |
| 11007 | 011 | 101 | M | R | Brooks | Danica | M | 431 Holly Dr |
| 11011 | 011 | 101 | M | R | Jorgenson | Daniel | | 21831 Glade |
| 11012 | 011 | 101 | M | I | Jorgenson | Lisa | | 21831 Glade |
| 11013 | 011 | 101 | M | R | Jorgenson | Mishelle | | 21831 Glade |
| 11014 | 011 | 101 | M | R | Jorgenson | Patricia | | 21831 Glade |
| 11015 | 011 | 101 | M | R | Mecham | Kerri | | 221 Etlopa V |
| 11017 | 011 | 101 | M | I | Russell | Nichole | M | 2841 Fir Rd |
| 11018 | 011 | 101 | M | R | Valdez | Kori | A | 741 Etlopa V |
| 11019 | 011 | 101 | M | R | Withers | Anita | | 2781 Etlopa |
| 11020 | 011 | 101 | P | R | Berndt | Gay | M | 431 Holly Dr |
| 11022 | 011 | 101 | M | R | Berndt | Damerica | M | 431 Holly Dr |

Final Reminder: All primary club codes assigned member records must have a valid club record in the Master Club Code File. An easy way to proof this information is to go to the Member Query as shown in the above screen. Note that the index (upper right corner of the screen) has been set to club. This will sort the query in club order. The above listing shows one member with no ClubID. This will cause an error on Chart 13. Scroll the chart. If an invalid club code has been used, there will also be a reporting error on Chart 13. Every club number used in the member file **MUST** have a master club code record.

Master Project Code File-

Check the master project code file. Be sure you have entered the updated information, which Julie sent you on August 3. All project codes must have an ES-237 code and a Federal Initiative code to count toward participation in a federal curriculum area. The complete list of federal curriculum codes can be found in the Appendix of the User's Manual. Print the master project code list (**Reports|Print Data Files|Project Code File**) to verify the accuracy of the file.

Each Master Project Code record must have a VALID ES-237 code. Each record must also have Program Source indicated. The Federal and State Initiative codes are optional. If no Federal Initiative Code is selected, the program assumes the project is not part of any Federal Initiative. If you have questions on how projects are coded in your state, contact your State 4-H Office.

Note: N1 - Youth At Risk, is no longer a Federal Initiative. If you have Project Codes assigned to this Federal Initiative Code in your file, it can be reversed with an SQL statement. See Pages 10-11, SQL # 4.

Master Activity Code File-

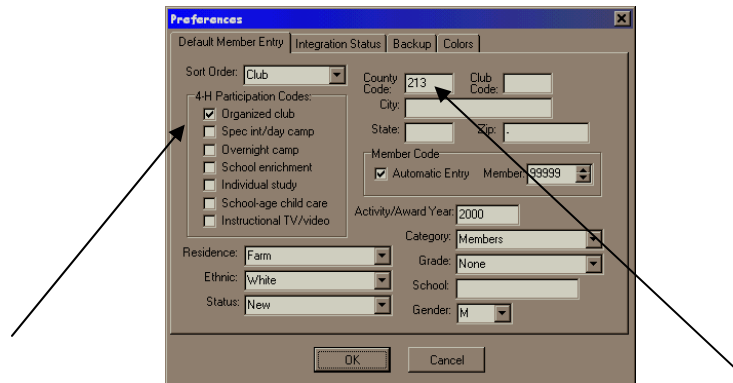
Check the master activity code file. Any activity that is to be counted in a federal curriculum area must have both an ES-237 code and a Federal Initiative code. Print the master activity code list (**Reports|Print Data Files|Activity Code File**) to verify the accuracy of the file.



If an Activity Code is to be counted on the ES-237 report as part of the curriculum count, it must also have a **VALID** ES-237 code. The above activity would not be counted on the report because no ES-237 code is associated with the record.

Preference Screen/Member Defaults-

Go to Preferences/Member Defaults. Make sure the correct county code has been entered on this screen. This code is required in the ES237 files sent from the county to the state office.



Note the County Code entered into the above screen. Also note that only Organized Club has been selected as the default Participation Code. If a check mark is showing for every participation choice, each member will be automatically marked in this manner. This can cause errors in the file.

2. Input final data:

Members/Leaders-

All members and leaders who are associated with organized clubs and are maintained in the database as individual records should be already entered into the member file at this time.

Group Youth Enrollments-

Add all remaining 'Group Youth Enrollments' records. Go **ES237|Group Youth Enrollment**. Group records are added for any activities that involve youth, but the names and addresses of the participants are not needed in the member database for office management purposes. This usually includes school enrichment programs, special interest activities, camps, etc. If the group activity involves a specific project or activity code, enter a valid code on the screen. This will account for the

participation under the curriculum section of the ES237 report. Entering a club code is entirely optional.

Group Volunteers-

Add records to account for any additional volunteer participation. Go **ES237|Group Volunteers**. Group volunteer records can be used to count volunteers who have not previously been entered into the database, but have participated in such activities as fund raising, county fairs, trips, leaders of those youth enrolled through the group enrollment form, etc.

Training Log-

Add any remaining training activities into the training log. All training, which ultimately affects youth and has been conducted or facilitated by county extension staff, should be counted. The ethnic and gender information on the training record is optional.

3. Verify data:

Verification Report-

Print the 'Verification Report' (**ES237|ES237 Verification**) to validate all member/leader records. Following is a list of items to check:

- The categories of members, cloverbuds/mini 4H, and special count on the membership charts found on pages one and two of the ES-237 report.
- Project, general/organizational, activity, and resource leaders count on the volunteer chart on page three.
- Members and leaders of status new, returned, and terminated are counted on the ES-237 report.
- All members, cloverbuds/mini 4H, and special must have a valid grade, residence, gender, race, and at least one participant type.
- All leaders must have a valid race.

- All youth leaders and adult leaders must have 'Y' marked in at least one leader type column.

ES-237 Verification Report

Demonstration County

ES-237 Verification Report Page 1

| Last Name | Number | Category | Age | Gr | Sex | Race | Residence | Status | Participation | | | | | | | | | | Leader | | | |
|-------------|----------------|----------|-----|----|-----|-------|-----------------|--------|---------------|----|----|----|----|----|----|----|-----|----|--------|---|---|---|
| | | | | | | | | | CLB | DC | NC | SE | IS | OC | TV | YL | DIV | AV | ML | | | |
| Aasial | 003-608-64052 | Member | 16 | 8 | F | White | Farm | Retain | X | X | X | X | X | X | X | Y | N | N | N | N | N | N |
| Abasia | 003-705-77529 | Member | 17 | 8 | M | White | 10,000 - 50,000 | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Albers | 003-612-61211 | Member | 13 | 7 | M | White | Farm | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Albers | 003-612-61212 | Member | 15 | 9 | M | White | Farm | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Albers | 003-612-61217 | Member | 11 | 6 | F | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Alford | 011-1041-60709 | Member | 11 | 5 | M | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Alford | 011-1041-40309 | Member | 9 | 3 | F | White | Farm | New | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Alina | 003-727-77304 | Member | 15 | 9 | M | White | Farm | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Alina | 003-727-77230 | Member | 10 | 5 | F | White | Farm | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Anderson | 003-705-76813 | Member | 10 | 5 | F | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Anderson | 003-705-77531 | Member | 8 | 3 | F | White | Farm | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Appel | 003-612-61202 | Member | 17 | 12 | M | White | 10,000 - 50,000 | Retain | X | X | X | X | X | X | X | N | Y | N | N | N | N | N |
| Appel | 003-612-61203 | Member | 13 | 8 | F | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Appel | 003-612-61207 | Member | 8 | 3 | M | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Appel | 003-612-61219 | Member | 5 | | M | White | Rural | New | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Appel | 003-612-61220 | Member | 5 | | F | White | Rural | New | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Ammer | 011-131-13108 | Member | 10 | 4 | M | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Ammer | 011-131-13115 | Member | 13 | 7 | F | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Baker | 003-402-42003 | Member | 15 | 9 | F | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Baker | 003-402-42022 | Member | 12 | 7 | M | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Barnett | 011-304-34029 | Member | 13 | 8 | M | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Barnett | 011-304-34035 | Member | 12 | 7 | F | White | Farm | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Baumgartner | 011-109-19016 | Member | 10 | 5 | F | White | Farm | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Baur | 003-402-42004 | Member | 12 | 7 | F | White | Farm | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Baur | 003-402-42005 | Member | 9 | 4 | M | White | Farm | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Berman | 011-216-21602 | Member | 8 | 2 | F | White | 10,000 - 50,000 | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Berman | 011-216-61130 | Member | 13 | 8 | M | White | 10,000 - 50,000 | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Berman | 011-216-61131 | Member | 15 | 10 | M | White | 10,000 - 50,000 | Retain | X | X | X | X | X | X | X | N | Y | N | N | N | N | N |
| Bernal | 011-101-11022 | Member | 11 | 5 | F | White | Farm | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Bilodal | 003-503-53039 | Member | 13 | 8 | F | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Bilalson | 011-209-29014 | Member | 14 | 8 | M | White | 10,000 - 50,000 | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Bilalson | 011-209-29083 | Member | 12 | 5 | M | White | 10,000 - 50,000 | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Boaker | 011-110-11026 | Member | 12 | 6 | F | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Boat | 011-1041-40334 | Member | 9 | 4 | F | White | 10,000 - 50,000 | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Bohman | 003-727-77170 | Member | 13 | 7 | F | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Bonczale | 011-204-24006 | Member | 13 | 6 | F | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Bonczale | 011-204-24015 | Member | 6 | 1 | F | White | 10,000 - 50,000 | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Bridges | 003-612-61218 | Member | 14 | 10 | F | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Broski | 011-101-11007 | Member | 15 | 10 | F | White | Farm | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Brower | 011-209-29095 | Member | 9 | 4 | F | White | 10,000 - 50,000 | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Brown | 011-1041-40335 | Member | 9 | 4 | F | White | Farm | New | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Brown | 011-306-36003 | Member | 11 | 6 | F | White | Farm | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Brown | 011-306-36004 | Member | 17 | 12 | F | White | Farm | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Brown | 011-306-36017 | Member | 12 | 7 | F | White | Farm | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Buschbach | 011-209-29019 | Member | 17 | 12 | M | White | Rural | Retain | X | X | X | X | X | X | X | Y | Y | N | N | N | N | N |
| Buschbach | 011-209-29072 | Member | 15 | 10 | M | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |
| Bush | 003-705-76816 | Member | 10 | 5 | F | White | Rural | Retain | X | X | X | X | X | X | X | N | N | N | N | N | N | N |

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On the above report, the first member listed has errors. The grade is missing. All participation codes are marked and no member will be active in all of these delivery methods. The member is marked as a Youth Leader but no Leader Type is selected. This member will not count on the ES-237 report, Chart 15. If adult leaders do not have a Leader Type indicated, they will not count on Chart 14.

Errors found on the Verification Report are corrected directly on the member or leader record. Mass corrections can be made by using SQL statements. Call for assistance with SQL statements.

To remove extra Participation markings as indicated with the first member on the above report, request **SQL # 1**

To set Direct Leader as the leader type for all Youth

Youth Group Report

Demonstration County Page 1

Date Completed: 10/23/1999 Type: Activity EED Com. for Child Safety
 Location: Gaylord Walmart Leader: Angel Gapski
 Club/Unit Code:

| Delivery Mode | Units | Male | Female | Residence(No Duplicates) |
|---------------------------------|-----------|------|--------|--------------------------|
| Special Interest | 19 | 1 | 18 | Farm 0 |
| Duplicates | 0 | 0 | 0 | Rural 19 |
| Total With Duplicates | 19 | | | Town & City 0 |
| Total without Duplicates | 19 | | | Suburb 0 |
| | | | | City 0 |
| | | | | Total 19 |

| Participation(Grade(No Duplicates) | |
|------------------------------------|-----------|
| Kindergarten | 0 |
| 1st Grade | 0 |
| 2nd Grade | 0 |
| 3rd Grade | 0 |
| 4th Grade | 0 |
| 5th Grade | 0 |
| 6th Grade | 0 |
| 7th Grade | 0 |
| 8th Grade | 0 |
| 9th Grade | 0 |
| 10th Grade | 0 |
| 11th Grade | 0 |
| 12th Grade | 0 |
| Post HS | 0 |
| Not in School | 0 |
| Special | 19 |
| Total | 19 |

| Racial-Ethnic Distribution | |
|----------------------------|------------|
| Total | Duplicates |
| Caucasian | 19 |
| African American | 0 |
| Am Indian | 0 |
| Hispanic | 0 |
| Asian American | 0 |
| Mixed | 0 |
| Total | 19 |

Racially Mixed Community True
 Integrated Group False

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Leaders not currently marked with a leader type,
request **SQL # 2**

To set Direct Leader as the leader type for all Adult
Leaders not currently marked with a leader type,
request **SQL # 3**

Group Youth Report-

Print the 'Group Youth Report' (**ES237|Print ES237 Group Files|Youth Group Records**). This will assist you in checking each record for balanced numbers, correct integration designation, and project/activity assignment. Totals are printed at the end of the report.

Note the balancing numbers for the group record. The Integration Status is also correctly indicated.

Group Volunteer Report-

Print the 'Group Volunteer Report' (**ES237|Print ES237 Group Files|Volunteer Group Records**). Verify the records that have been entered for additional youth and adult volunteers.

Training Log Report-

Print the 'Training Log Report' (**ES237|Print Training Log File**) to verify the training records.

4. Print the 'ES237 Statistical Report' (ES237|ES237 Statistical Report).

Test-Member/Leader File Data-

Print 'Test-Member/Leader File Data'. This report will accumulate all data from members and leaders that have been entered into the database as individual records. This report does not include any group records. Check for balanced numbers. Go to step 5 for information on numbers that must balance. If numbers do not balance, go back to the master code reports and verification report to check for incomplete data. Balance the data on the Test Member/Leader Report before proceeding. If the report shows as unbalanced on the test version, it will not automatically balance on the final report. Balance each part and then print the final report.

Test-Group Data-

Print 'Test-Group Data'. This report will accumulate all data from the group records and training log. If the report numbers do not balance, check the group record reports for errors. If curriculum information does not seem to be correct on either the test-member/leader or test-group report, check the associated project or activity code in the master code files for valid ES237 curriculum numbers.

Final Report-

When both of the above reports are balanced, print the final report (**ES237|ES237 Statistical Report|Combined Processing-Final Report**). This report should be balanced and the process is complete.

5. Balanced numbers:

Following are checkpoints for proofing your ES237 report:

- Total youth on **Line 8** must equal total youth in **Chart 13**.
- Total youth (duplicates eliminated) on **Line 9** must equal total youth (no duplicates) in **Chart 13**.
- Total units on **Line 8** must equal total units in **Chart 13**.
- Total units (duplicates eliminated) on **Line 9** must equal total units (no duplicates) in **Chart 13**.
- Total youth (duplicates eliminated) on **Line 9** must equal the total on **Chart 10** and **Chart 11**.
- Total Project Participation by source on **Chart 12** must equal the grand total on **Page 7**.
- If the number of members on **Line 9** is less than **Chart 10** and/or **Chart 11**. Check that each member has a valid 'Participation Code'. This chart counts by participation and gender.
- If the number of members on **Chart 10** is low, check that each member has a valid grade. Use the ES-237 Verification Report or the Member Query to check this data.
- If the number of members on **Chart 11** is low, check that each member has a valid residence designation. Again check the data in the Member Query or Verification Report and make corrections on the individual member record.
- If **Chart 13** is lower than the totals on **Page 1**, check that each member has a valid club code and that each club code in the Master Club Code File has VALID integration codes. This chart is counting by ethnic code and integration. Member integration is determined by the member's primary club code. Refer to page 1 and 2 of these instructions.

- If **Chart 12** is lower than **Page 7**, check to see that each project code has a valid Program Source.
- If **Page 7** is lower than **Chart 12**, check to see that each project code has a valid ES-237 curriculum code.
- If the adult volunteer count on **Chart 14** is too low, do all adult volunteers in the member/leader file have a valid leader type indicated? Notice that volunteers are counted by Leader Type. If leaders have no Leader Type indicated, they will not count on the report.
- Youth volunteers (Youth Leaders) will not count if they do not have a Leader Type indicated. Check the ES-237 Verification Report. If no Leader Type is showing for Youth Leaders, use the SQL statement on pages 10-11 to fix the file.

6. Submitting ES-237 information to the state 4-H office:

Follow the directions outlined by Michele King in the email requesting submission of your ES-237 report.

ES-237 Q & A

Q: If an Extension Educator provided instruction and guidance to a summer program and they had over 6 hours of 4-H activity, should their membership category be listed as Member or as Special?

A: The *Special* category for member ID *DOES* get counted in the end data. It's the *OTHER* category that does not get counted and should be used if a county needs to keep a list of names/addresses for special mailing purposes, but not for counts.

Q: If I have a volunteer(s) who is no longer active but I want to continue sending them newsletters or other mailings, what category do I put them in?

A: *Inactive/terminated volunteers* should not be left in the active Status, if you want them included for mailings etc, put them in the “other” category. This is particularly important for accurate data from the Statewide Database.

Q: If I have members who are in the inactive status, will they be counted in the year-end numbers?

A: Members who are *inactive* will not be counted in the year-end numbers. In order to be counted they must have been activated after year-end processing and switched to *terminated* status during the year (at year end processing *all members* become inactive and can only be activated manually upon re-enrollment).

Q: How do I enter Independent Study or members of Family Clubs?

A: When you enter members who are independent study or in a family club, it is necessary to enter that category not only on the club page but also on the individual members page. This is important because if “independent study” is not checked on the member page they will show up on the wrong place on the ES-237.

Version 2.3 Upgrade Issues

1) Error message: **Name not unique in this context** This error references the PhotoRelease or BehaviorForm. The fix for this is to enter the following SQL.

Note: BEFORE invoking the SQL below, read the section [about SQLs](#)

In the edit screen, enter: Go to Help|Troubleshooting|SQL and type the following bolded text exactly as stated:

**Alter Table "Youth2a.db"
Drop PhotoRelease**

Select File|Execute. It will say sql executed.

Then type the following sql.

**Alter Table "Youth2a.db"
Drop BehaviorForm**

File|Execute.

Run your update data and it should be fine.

2) Error message '**missing dbsetupr.ini**' – This happens sometimes with a full install, where the dbsetupr.ini is not always created. You will need to add an “ini” file to your program area. For assistance, contact MarTech at 715-845-2794.

3. **Installing on Windows XP** Installing on Windows XP requires it being accessed as Administrator or Power User. Power Users need permissions at all folder levels and especially at the level where the pdoxusr.net is created. If you have Windows XP (not to be confused with Office XP), beware that you might have to do some tweaking. MarTech has found several workarounds, depending on the issues encountered. Since different computers are set up differently, the best way to handle this is to call MarTech directly and ask for Trude if you run into issues on an XP computer.