



Completing and Sending Your County 4-H ES237 Report Using 4HPlus!

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As you know, your ES237 report must be sent to Peggy Jeffries by October 3.

This report should include all data about members, leaders, clubs, and projects as well as any and all youth (not just 4H) programming done in your county since the last ES237 report was sent to the state. These educational activities should be reported in the group reports section of the 4HPlus software. Any educational programs done with youth should be reported here as well as any adult educational programming that is youth related. Any child care programming should also be included.

Creating your ES237 Report in 4HPlus

1. Go To > Federal > County ES237 Data Verification
2. Click on the Verify button and fix any errors found. You will be able click on the errors listed in the errors window box and you will go to the screen where you need to fix data. Once you have corrected the error, clicking on a Return button will usually take you back to this federal screen with the list of errors. NOTE: If you see a large number of (or any) Invalid Project Code errors, I would suggest you take care of them all in one step.
3. Once all your errors are fixed, choose the ES237 Rpt menu at the top of the screen. Verify the five actions with a check mark in each box and choose to Process or Process and Print the report. Then click the Continue button.
4. Take a look at your statistics from the Statistics menu on this page. You may also want to try the View Section menu item. This will show you sections of the ES237 report.
5. Before you send your report make sure the new 4HPlus email address is listed as your Uphill Data Email Address. Go To > Archive > Send > Setup Email and check to see that the email address in the Uphill Data Email Address is: 4hplus@unlnotes.unl.edu Keep this setting.
6. To build your report, choose the Send menu from the top of the page and select Send Data. Choose the Select All button and click the All in Selected Files radio button. Then click the Build Now button. You may get a warning window telling you "A data transfer file already exists! Do you want to delete and continue?" If you get this message, click the OK button. Now you will get a window telling you that "The data exchange file [C:\CKV\Dataxfer\4HXXXST_.ebd] (where XXX = your county code) was successfully created. This file can now be transferred to the State level." Click the OK button.
7. To send your report through the 4HPlus software, choose the Connect/Disconnect button if you are using a dial-up internet access system then click the Email File Now button. If you are using DSL, wireless, cable or other high speed internet access, the Connect/Disconnect button will be dead. Instead, you will be able to click the Email File Now button. You

should now receive an e-mail confirmation of receipt of your files. Receiving confirmation that your file has been received is a good sign. If you have difficulty sending files through your 4HPlus software, you can always send the file by attaching it to an email using your regular email software. Remember to send it to the new email address:

4hplus@unlnotes.unl.edu