



Transmitting County 4HPlus! Data to the State 4HPlus! Database

by Jenny Nixon
UNL Extension Educator
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UNIVERSITY OF
Nebraska
Lincoln

This tip sheet will guide you through the steps of transmitting your county 4HPlus! data to the Nebraska State 4HPlus! database.

1. Open 4HPlus!. Check your version number across the top of the screen. Update to the most current version shown on the Nebraska 4HPlus! web site (<http://4hplus.unl.edu>). You also need to be in the 2007 data set. If you have not yet created the new year, do so before sending this file.
2. If you have already set up the new email parameters skip to # 4. If not, Go To > Main > 4HPlus Email Setup.
3. Fill in the fields as shown below. If you are connected to the internet via high speed LAN or DSL then you will put in your Lotus Notes username (the part before the @ symbol in your email address) and password. Follow the example below then click the Save Entries / Changes button. You will need to exit the program and re-open it to save these changes.

Goto Update Disk Write Data Read Data Thank-You! Web Links Documentation What's New Agents/Help 4HPlus Email Setup

4HPlus Email Setup... (CAUTION! You are advised to check with your state supporter or IT tech staff prior to making changes on this screen!)

General

SELECT AUTHENTICATION FIRST! → Select Authentication

None
 Username / Password
 CRAM-MD5

Port: 25

Mail Server: unlnotes.unl.edu

Username: jnixon

Password: \$\$\$\$\$\$\$\$

HELO text:

Sender Email Address: jnixon@unl.edu

Up Hill Data Email Address: 4hplus@unlnotes.unl.edu

Email Access Method...
 Dialup / Modem
 LAN / DSL

ISP Phone Number:

Actions...
Exit / Return
Save Entries / Changes
Clear Email Parameters
Create Email Parameters

Email Development Testing Password:

NOTE: Any changes made to the Email Setup fields (all data above the blue line) will not take effect until the [Save Entries / Changes] button is clicked.

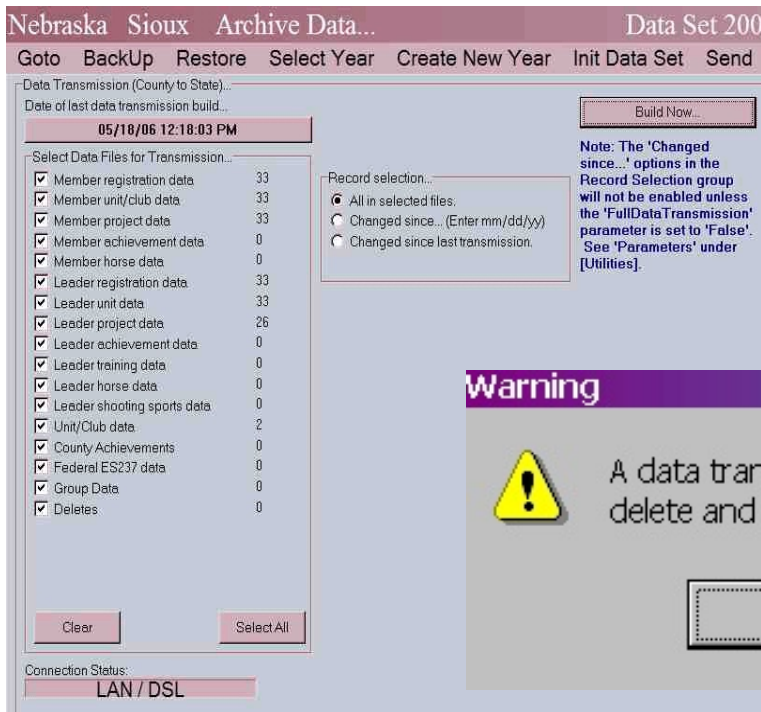
Email Test...
To:
Subject:
Attachment:
Message:

Attach File(s)
Send
Last Email Status...
Clear Test Information

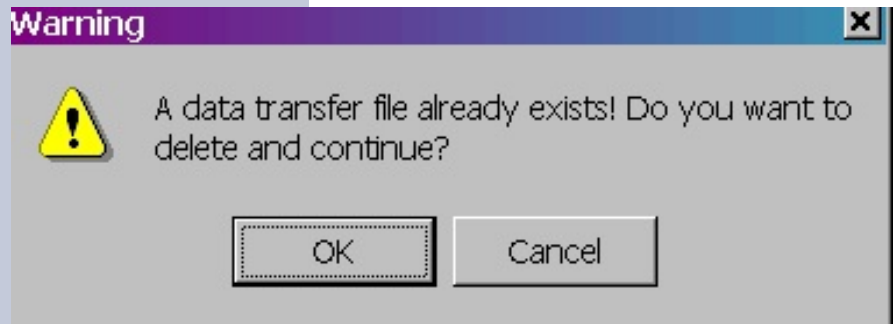
Email Process Log...

Create Above Email Log File for Technical Staff Use

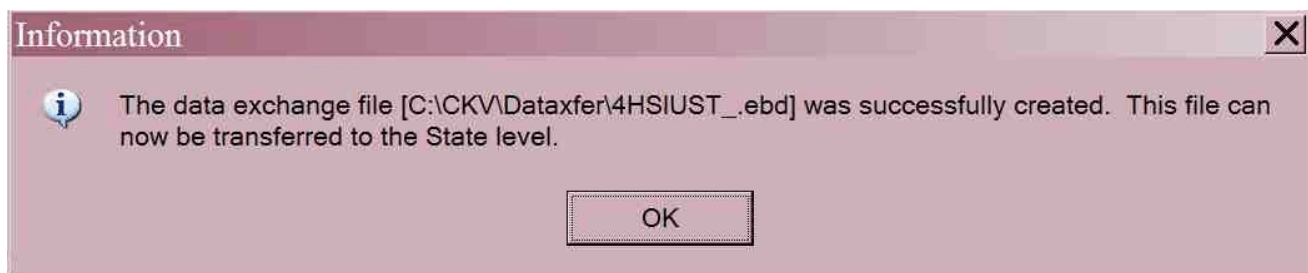
4. Click Goto > Archive > Send > Send Data
5. Make sure all files are selected.



6. Record selection: select [All in selected files] and click the [Build Now....] button. You may get a warning window as shown below. Click OK.



Then you will get the window shown below. This will tell you the name of the file and where it is located. It will be in the C:\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.



9. Click OK on the Information window.

10. If you are using a dial-up modem, you will need to click the Connect/Disconnect button for the program to dial up your ISP. When the modem is connected, then you can click the Email File Now! Button and the file will be automatically sent to the 4HPlus mailbox in Lincoln. When the Exit button comes to life, the process is complete.

If you are using a LAN, DSL, or a cable modem, you can click the Email File Now! button and automatically send the file to the 4HPlus mailbox in Lincoln.

Or, if you have any difficulties sending this file through the 4HPlus! program, you may attach the file named 4HXXXST_.ebd (where the Xs indicate your 3 letter county code) to an email sent through your regular email software to the 4HPlus mailbox. This file will be located in your C:\ckv\dataxfer folder.

The 4HPlus mailbox has been programmed to send an automatic email reply when it receives your file. Look for this confirmation of your file having arrived with no difficulties.