4HPlus! Achievements Conversion

The achievement codes have been separated from the project codes. The system will automatically convert the current county achievement codes to the new county achievement code numbers that have been assigned to each county. The system is not able to convert state achievement codes. However, it does provide a means to print a list of any assigned state achievement codes. Keep this list so when the State 4-H Office sends out the new state achievement codes the correct codes can be assigned.

The state office will be adding state-level achievements. Counties will be adding county-level achievements.

Achievement Conversion Steps

1. Click **Go to > Support Data > Achievements**. The *Achievements* screen displays. See Figure 1 on page 2.

   Note: Each county is assigned a range of allowed achievement codes to use in creating county level achievements. This range concept assures that achievement codes created in one county does not conflict with achievement codes created in another county. Conflicting codes is one of the reasons why county level users cannot create projects and why club codes created in counties are prefaced with the three-letter county code. It keeps them unique.

2. Click the **(1) Find Old County Project Based Achievement Codes** button. County-created achievements list in the top box. See Figure 2 on page 3

   Note: Each county's achievements will differ in number, code, and title.

3. Click the **(2) Create New Achievement Codes** button. County achievements with new code numbers display in the second list box. See Figure 3 on page 3. The new achievement codes start with the allowed code range for the county.

4. Click the **(3) Convert All Member/Leader Achievement Codes** button. The process is complete when the step 3 button is disabled.
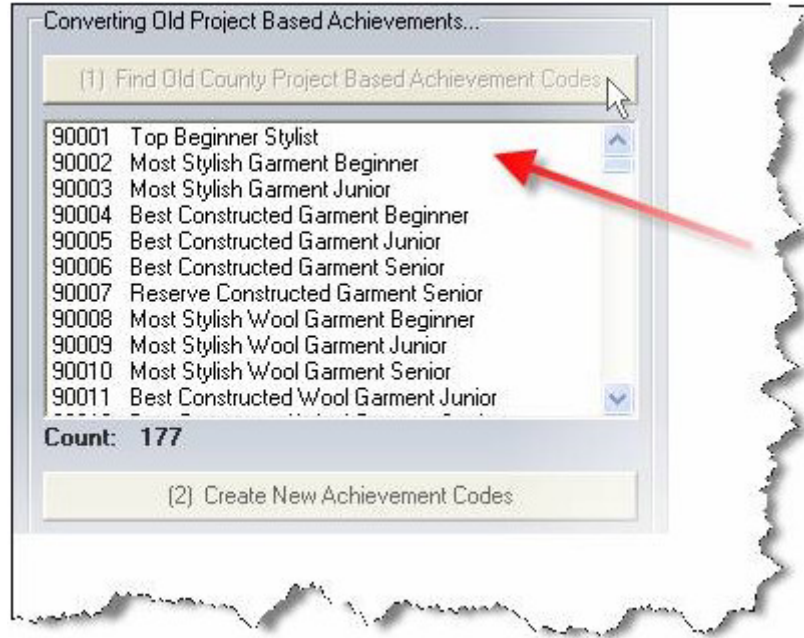
Figure 1. Achievements
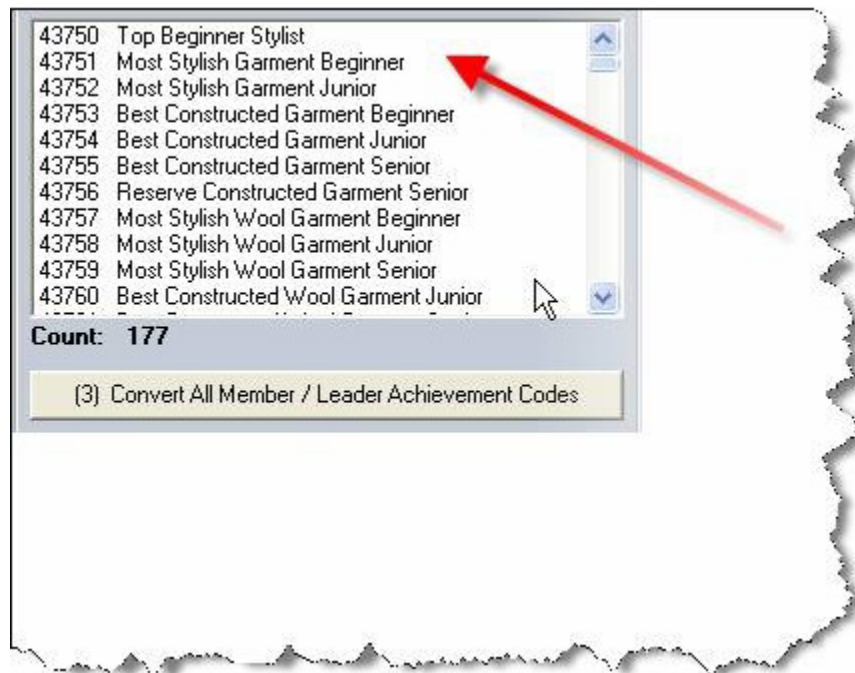
Figure 2. County Achievements

Figure 3. New County Achievements

Conversion Summary

1. All the old county level achievements with the '9' series projects in the projects data table were removed.

2. All member or leader ID index records pointing to these achievements were removed.

3. All member or leader project index records pointing to the members to leaders were removed.

4. All members and leaders were assigned the correct new achievements.

5. All achievement indexing work was done.

The conversion to the new achievement system is complete for all county-created achievements.

State Achievements Conversion

The program cannot help much with the conversion of state achievement codes. If it tried to make up new codes for state-level defined achievements, there is little chance that the same code would be assigned in every county to any one of the state level achievements. Here is the process.

1. Click **(4) Print List of Old State Level Assigned Achievements** button. If state-level achievement codes have not been assigned, a printout will not generate.

2. The printout contains the following information.

    a. The old state level achievement code.

    b. The member ID and name of any member or leader assigned a code.

    c. The achievements title.

3. **SAVE THIS PRINTOUT**.

4. Click the **(5) Remove Old State Level Achievements** button.

When the State 4-H office creates new state-level achievements and transmits a data file containing these new codes, each member and leader on the list will be assigned a new state achievement code. Match achievements using the titles from the old list with the new achievement titles.

Data Send & Receive

Here is how the data send and receive tasks will work with achievements.

1. State send: Only achievements in the 00001-09999 range are sent to the counties.

2. County send: Only achievements in the 10000 – 99999 range are sent to the state.

3. County send: All county members and leaders that have any achievements assigned to them at the county or state level will have this information sent to the state level. The state knowing about county-created achievements and the members and leaders assigned to them is a brand new feature. All of this is possible because of the allowable range aspect of county achievements.