	Cooperative Extension Service	UNIVERSITY OF WYOMING New Thinking
	4HPlus! Computer Tip	8/31/2004

The History Card feature of 4HPlus! provides a means to view the unit and project summary for 4H members and leaders. To take advantage of the feature, you must create a history card for member and leader records. Leader history cards show units led and other information. Member history cards include a completion checkbox for each project in which the member is enrolled. Flagging a project's completion status enables you to later run a project completion report.

> **You must flag your members' project completion status before proceeding with re-enrollment. Once you create a new data set (year), you cannot modify records in the preceding year.**

Creating History Cards

1. To create a history card from a particular member or leader registration card, click the **History** button on the right side of the screen.
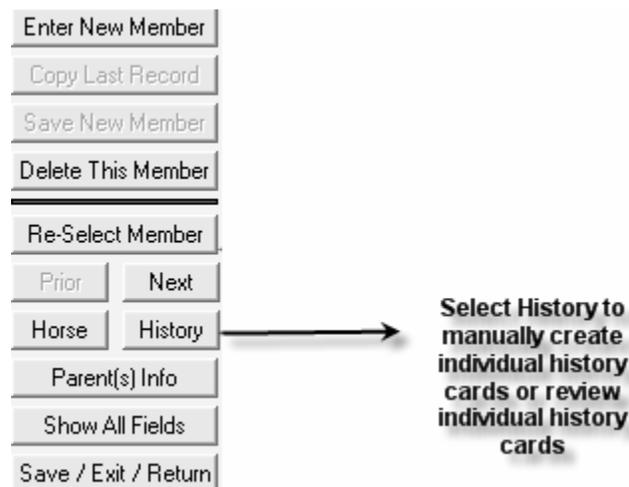
When you enter the history screen, tab through the Year screen. That will create a history card for the current year.

2. To create history cards for all member records at one time, click the **Reports/Utilities** menu item from the Members Data screen and

select **History Data** from the drop-down menu. From the next drop-down menu select **Create all 20XX History Cards**.
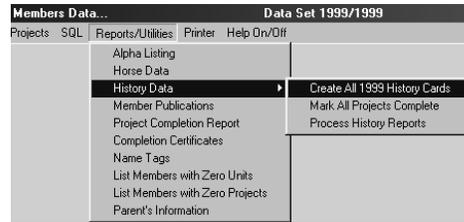
3.   This creates all Member history cards.

4.   To create Leader history cards, select Leaders from the *Goto* menu and select Reports/Utilities from the Leaders data menu bar. Proceed with steps 2 and 3.

Reviewing or Marking Individual History Cards

1. Select **History** from the registration screen as shown above.

2. Select the History Year by either tabbing out of the field, selecting the year from the pull-down menu, or typing in the year (e.g. 2004).

3. Mark a project completed by clicking the checkbox to the right of the project.

> *If most members' projects have been completed, you might find it more efficient to mark all projects complete and manually uncheck the few that have not been completed.*
>
> *From the* **Reports/Utilities** *menu on the Members Data screen select* **History Data***, then select* **Mark All Projects Complete***.*

4. Enter notes you wish to make about the 4H'er or volunteer for that year in the History Card Memo box

Reports available due to the creation of history cards.

1. **Member Completion Report** – a member completion report can be generated after marking the history cards that will indicate a member is complete. A member is deemed complete for the 4-H year if they have completed at least one project.

2. **Project Completion Report** – a project completion report is available that will list all projects attempted by an individual and indicate whether that project was completed or not.

3. **Individual History Cards**