

## **4HPlus! Parameters**

Listed below are some of the parameters that can be changed in the 4HPlus! program. Call for the daily password when these parameters are locked.

Click **Go to > Utilities > Parameters** to display the *Parameters* list. They are listed in alphabetical order.

**Note:** Some parameters require that the program be closed and then re-opened before they take affect.

### **Age field displays actual, not 4H age**

Member records must use the 4-H age as it is used by the state for enrollment in activities.

- When this parameter is set to **True**, the age displayed on the member registration screen is the actual age of the 4-H member based on the computer's system date (today's date) and the birth date of the member.
- When this parameter is set to **False**, the age displayed will be the *4-H age* of the member. It is often helpful to set the age to the 4-H age when trying to obtain reports determining junior and senior members for a given 4-H year, eligibility for various contests, etc.
- When the 4-H age is displayed, that age is based on the Date used to calculate 4H age parameter.

### **Allow 4H age range overrides**

- This should be set to **False** and must be left at false in Wyoming. Some states do not strictly adhere to a minimum and maximum age limit, but Wyoming does. The computer will catch any incorrect age and not allow any members who are out of that age range to be entered.
- The computer does not automatically remove a member who has passed his or her birthday making that member ineligible. A utility is available in the Re-enrollment section of the program that allows overage members to be removed.
- **Note:** Export these overage members into the Data Master Alumni List before they are deleted.

### **Assign Activities to Group Events**

- Beginning in 2004, this parameter must be set to **True**.
- It is a locked field. Please call for the daily password.

### **Club Leader Required**

- Beginning in 2004, this parameter can be set to **False**.
- A club does not require a leader.

### **Date used to calculate 4H age**

- The date should automatically roll over each year when the new data set year is created. The parameter setting should be 01/01/20xx. The year should correspond with the data set year. For example, data set year 2006 shows a 01/01/2006 date.

### **Double re-enrollment forms per page**

- Leave this setting at **False**. Wyoming uses one re-enrollment per page.

### **Leader Club Required**

- Beginning in 2004, this parameter can be set to **False**.
- A leader is not required to have a club.

### **List Projects by ID in Selection Box**

- Use this parameter to change the default display for projects.
- It "permanently" changes the default order for projects.

### **List Units by ID in Selection Box**

- Use this parameter to change the default display for clubs or units.
- It "permanently" changes the default order for clubs.

### **Maximum 4-H Age**

- This parameter must be set to **18**.
- It is a locked field. Please call for the daily password.

### **Maximum number of clubs allowed per leader**

- There are options for 1, 2, 4, 6, or 8 clubs. Wyoming currently allows 4 clubs per leader.
- This is a decision made by the State 4-H office. Any changes for this parameter must be approved by the State 4-H office.

### **Maximum number of clubs allowed per member**

- There are options for 1, 2, 4, 6, or 8 clubs. Wyoming currently allows 4 clubs per member.
- This is a decision made by the State 4-H office. Any changes for this parameter must be approved by the State 4-H office.

### Maximum number of projects allowed per leader

- There are options for 2, 4, 6, 8, or 10 projects. Wyoming currently allows 8 projects per leader.
- It is unclear if this is a State 4-H office policy or the programmer's best guess when establishing this parameter.
- This is a decision made by the State 4-H office. Any changes for this parameter must be approved by the State 4-H office.

### Maximum number of projects allowed per member

- There are options for 4, 8, 12, 16, 20, 30, 40, 50, or 60 projects. Wyoming currently allowed 18 projects per member. Since 18 is not an available option, set it to 20 and enter a maximum of 18 projects.
- This is a decision made by the State 4-H office. Any changes for this parameter must be approved by the State 4-H office.

### Member/Leader data read only

- This parameter is used to set the "satellite" machines to a data-read only function when sharing data via the peer-to-peer networking system.
- The intention is to prevent multiple changes to the same record by different people. Only one user is intended to be the person allowed to enter information while all users are given the permission to retrieve data, generate reports, obtain statistics, etc.
- **Warning:** Be aware that if a system is set up for the networking function and a restore is done with a backup from the main system, all the parameter settings on the "satellite" system are wiped out. It changes the satellite system to a full-use computer allowing data entry and removing the *Refresh* button and replacing it with the *Share* button.

### Member/Leader screen fields locked

- This is a locked field. Contact the Communications and Technology support staff for the daily password when it needs to be changed.
- It is used to display the extra fields used to gather data specific to a county's needs.
- **Note:** Beginning in 2005, the local fields are now available to capture county-specific information. The extra fields are no longer used for that purpose.

### Multiple installations on network

- This is a parameter used when the 4H system is shared on an office peer-to-peer network.
- It must be set to **True** when the *Write Data/Read Data* method of sharing data is used between computer systems.

**Next available event key**  
**Next available leader key**  
**Next available member key**

- These parameters **display** the next ID number the computer intends to assign to any of the above functions. **They cannot be changed!**
- These numbers can be checked when a user suspects an ID is not being assigned correctly or is being reassigned.
- **Warning:** In the event there are problems with ID numbers, call the Communications and Technology support staff **IMMEDIATELY**. This problem can be fixed. But everything entered once the problem is encountered is garbage no matter how good it looks while it is being entered.

**Skip records in SQL if Active field not tested**

- When set to **True** and the *Active* field is not tested in an SQL request, inactive members are not included.
- When set to **False** and the *Active* field is not tested in an SQL request, active and inactive members are included.
- It is recommended this parameter be set to **True**.

**Use Last Digit "0" for member-leader project separation**

- Setting this parameter to **True** reduces the number of projects displayed when for member or leader enrollment. It displays only the appropriate projects for the database being used.
- A printed report displays only the leader projects or only the member projects when this parameter is set to **True**. Otherwise, the entire project list prints.
- The order of the projects listed in display boxes is controlled by the List Projects by ID in Selection Box parameter. It is easily changed on the screen in the Member or Leader Projects by clicking the title.

**Warn User About Empty Optional Fields**

- If the prompt about optional fields not being filled is annoying, set this parameter to **False**. It will not be displayed.
- If there is a need to be sure the information is not left out, leave this parameter at **True**.

**Word Processor Name and Path**

- This option defines the word processor used for mail-merge purposes. It allows access to the word processor directly from the 4HPlus! program.