

4HPlus!

Transmit & Receive 4-H Data

When to Transmit Data

Transmit data to the State 4-H office **every, single day** that a change is made to the 4-H data.

Steps to Transmit Data

1. Click **Go to > Archive > Send > Send Data**. The *Data Transmission* screen displays. See Figure 1. Click the image to enlarge it.

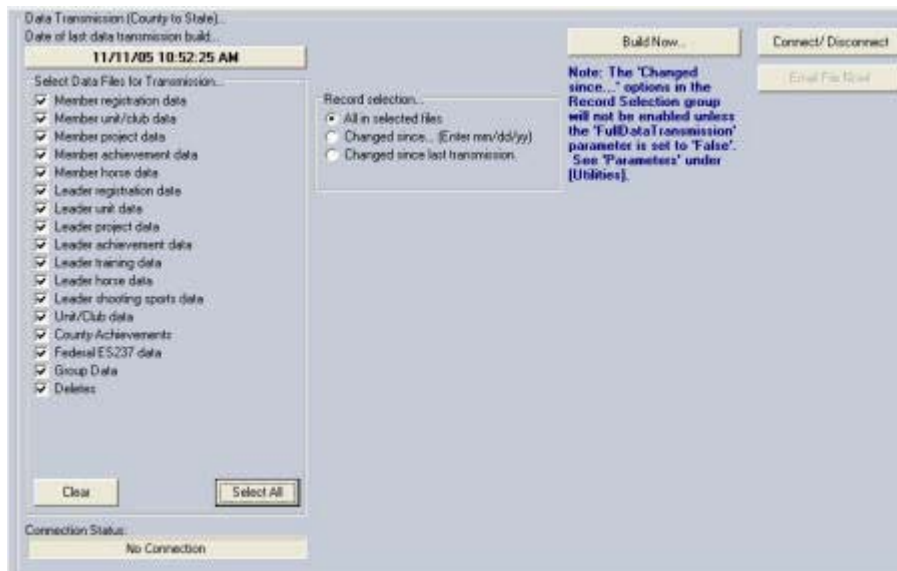


Figure 1. Data Transmission

2. All the boxes in the *Select Data Files for Transmission* are checked.
3. Click **All in selected files** in *Record selection*.
4. Click the **Build Now** button.
5. An information message displays showing the location of the exchange file in the C:\CKV\dataxfer folder. See Figure 2. Click the image to enlarge it.



Figure 2. Exchange File Location

Note: The file name is 4H<3-letter county initials>ST_.ebd.

6. Create a message to the State 4-H office with the exchange file attached.

Steps to Receive Data

1. The State 4-H office sends an e-mail message with an exchange file attached.\
2. Save the file attachment to the C:\CKV\dataxfer folder.
3. Open the 4HPlus! program.
4. Click **Go to > Archive > Receive**. The *Data Received Options* screen displays. See Figure 3. Click the image to enlarge it.

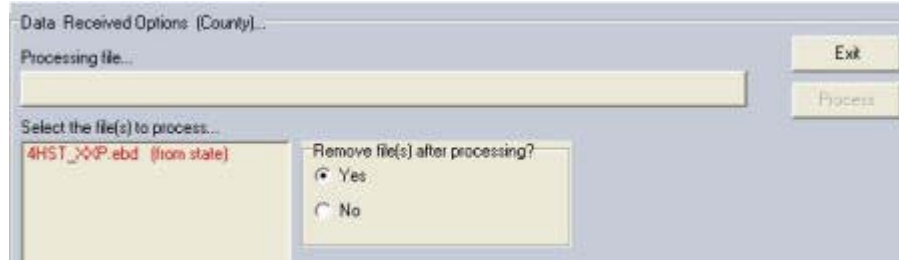


Figure 3. Receive Data

5. Highlight the file in the *Select the file to process* section.
6. Select **Yes** to remove the file after processing.
7. Click **Process**.

Warning: It is important that files received from the State 4-H Office are **PROCESSED IMMEDIATELY BEFORE MORE DATA IS ENTERED**. An unprocessed file on either end is basically worse than no file at all!

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