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Go to <http://4h.ifas.ufl.edu/4hbr/yearend08.htm> to open this document on the internet, which allows you to click links to open or download files and documents.

## Year-end Procedures for Florida 2008 Report Year

Your final Blue Ribbon ES237 reports and data disk(s) will be **due in Gainesville on Friday, August 15, 2008, submit sooner if you can.**

Call your [IFAS IT District Computer Support](#) or IFAS Help Desk staff for general Windows computer tasks.

**IFAS Help Desk, Gainesville (352) 392-4636 suncom 622-4636**  
email [ifashelp@ifas.ufl.edu](mailto:ifashelp@ifas.ufl.edu)  
website <http://help.ifas.ufl.edu>  
submit on-line form for help at: <http://support.ifas.ufl.edu/> (Remedy System)

Email Nancy D. Johnson at [johnsonn@ufl.edu](mailto:johnsonn@ufl.edu) or call (352) 392-2941 x231 if you have reporting program questions. Do not call MarTech Systems, the software developers, as Florida no longer pays for their support.

### **I. In the Youth Enrollment program, check that what you have set is correct.**

**A. The Data Path found at the bottom of the main window tells where your current data files are located.** The default location is c:\Program Files\Youth Enrollment\Data when on a single computer. **Write down the date and your exact Data Path--on the Access codes page in your manual (Save this Sheet! page in plastic).**

#### **B. Under File|County Information**

**1. Check that 4-H Age Recalculation Date is 9/1/2007.**

**2. Check your IFAS Administrative District ([AdminDist#](#))** (arabic 1-5, not roman numeral) and edit it if needed. The program can't accept a name, so we must use the number. Effective 10/1/06, the counties in IFAS Administrative Districts were revised, reversing most of the 9/1/2002 shifts:

[County Numbers and Administrative Districts](#) (10/06)

from NW to NE - Madison & Taylor **to 2**

from NE to C - Flagler, Putnam, St. Johns **to 3**

from C to SC - Pasco, Polk **to 4**

from SC to S - Glades, Highlands, & Okeechobee **to 5** (Seminole Tribe had already been in S)

#### **C. Check that the Activity/Award year is set to 2008 on Utility|Preferences|Default Member Entry tab**

If it was not 2008, all activities that were added this year through the Member/Leader Activity tab will have the incorrect year. Activities added through Member/Query might have 2008, if you manually changed it as you added them. Under File|Additional Queries|Member Activity Query, you can edit the year, but you may have to go back to paper records to know who did the Activity in 2008.

#### **D. Verify your correct [County ID number](#) is entered for the County Code on Utility|Preferences (on Default Member Entry tab).**

1) Your **3 digit** county number falls between 020-097 (100 is not a valid county code). See FL Supplement (tab in back of your Youth Enrollment manual) or click the link on this website for the list. Enter the correct 3 digit number and click OK to save your change.

## 2) Go to Utility|File Utilities|Utilities|Write County # to Data Files

This will write the county number which is entered on the Member tab of your Preferences to each record in your Member/Leader, Parent, Club and Project files.

## E. Remove Duplicate Projects

Go to Utility|File Utilities|Utilities|Remove Duplicate Projects. Watch the screen for how many duplicate projects were removed.

"Zip" file contents must be "Unzipped" or "Copy & pasted" to the correct location in order to work.

If you use Winzip "classic", click on Extract, verify that the destination points to the folder you want the contents unzipped to, mark "Overwrite files", uncheck "Use folder names", then click on Extract button on the right. Leaving "Use folder names" checked will create a folder with the name of the zip file inside your destination location (XP unzip does that too).

**Unzipping and Windows XP Note:** Unlike Winzip, the Windows XP's built-in unzip utility will always create a folder with the zip filename at the destination, so don't ever point it to Data (Youth Enrollment or Custom Reports are ok). For rbitem.zip, you will still have to cut the files from inside the folder and paste them inside your current Data folder (Ctrl-A selects all, Ctrl-X cuts and copies to Windows clipboard, go to Data and dbl-click to open and select it as the destination, then Ctrl-V to paste). You will then want to delete the empty folder-- R-click and pick Delete.

**F. Verify you have the current Project and Activity codes and Custom Reports-**They were included in your DataGNV07.zip, if you started the report year from the final 2007 data file that was sent back from Gainesville.

1. Go to File|Project Codes|
2. Click on Find, type in **GPS** to locate GPS Geospatial, project code was added if not found, you need new project code files).

Activity codes files = [youth2g.db](#) and [youth2g.px](#), (last changed 3/7/07, added 35WC=Water Day Camp)

1. Go to File|Activity Codes
2. Click on Find, type in **35WC** to locate the Water Day Camp code.

[projects103007.zip](#) 10/07 and [Activity](#) codes 3/07 were included in your DataGNV07.zip file, and should be correct on your system if your county started the year from the file you were sent from Gainesville last Oct/Nov 2007. [Project](#) codes (pdf) removed the GC General Club project code, and added GPS Geospatial, RO Robotics, and WG WINGS.

If not found, download <http://4h.ifas.ufl.edu/4hbr/2008docs/FL08codes.zip> includes **Project, Activity codes and Custom Report files**. Unzip contents inside your Data folder-- youth2c.db, youth2g.db, rbItem.db and associated index files.

Project files = [youth2c.db](#), [youth2c.px](#), [youth2c.xg0](#), [youth2c.yg0](#), rev. 10/07 (added GPS Geospatial, RO Robotics, & WG WINGS. The GC General Club project was removed.)

**Current Year Member Projects must be marked Active to be counted on the ES237.**

**Only Project Codes and Activity Codes from the Florida master Codes will be counted in the state total data that is submitted to the National 4-H office.** Do not add any Project or Activity codes in the county.

<b>Custom Report files (if needed separate from Project &amp; Activity code files of FL08codes.zip above)</b>
Download <a href="#">rbitem.zip</a> and extract the contents to your current Data folder.
Or you can copy the 5 revised 3/7/07 Custom Report files into your Data folder: <a href="#">rbItem.DB</a> <a href="#">rbItem.MB</a> <a href="#">rbItem.PX</a> <a href="#">rbItem.XG0</a> <a href="#">rbItem.YG0</a>

Reports **MCnoProject** and **MCnoAProject** list current members with no project at all, or no project marked Active. **MCRaceS** lists Members and Cloverbuds with New, Return, or Terminate Status, showing Sex, Ethnic/Race.

**AffirmAction** is a landscape version of MCRaceS, adding Address on a second line for each member.

## **II. If you have a New PC or had Blue Ribbon reinstalled since August 2007, Verify that you have the latest version upgrade, or get it.**

**A. Update to the [latest version](#) FL uses of the Youth Enrollment Program before printing your final ES-237 and copying data disk for Nancy.** Help|About should be version 2.5, click drop-down arrow to verify that **yES237r.dll** is dated **September 28, 2005**. PC definitely needs to meet minimum [hardware specs](#) to run it.

### **B. Run Datafix Utility, check Errors tab, and note any index problems**

- 1) Close Youth Enrollment program.
- 2) Go to **Start|Programs|Youth Enrollment|Datafix**
- 3) pick "By alias" (shows WinYouth), pick "Rebuild corrupted tables", pick "Pack tables", and pick "Log to File", click Start to run.
- 4) When finished, look above Start button for the message:
  - a) if it says "**All tables successfully packed**", **all is OK**, close Datafix.
  - b) if it says "**There were errors**", **click on Errors tab** (at top)
- 5) note the .db name for any entries with index problems.  
(ex. in one county, Youth2a, Youth2L, Youth2m, Youth2n, and Youth2xl all said "maintained index missing .y\* file or "index \_\_\_ out of date" **Table cannot be repaired: OS error-- means they need to have indexes recreated inside Youth Enrollment**) Close Datafix.
- 6) When indexes need to be fixed inside Youth Enrollment, **open Youth Enrollment**
- 7) **Go to Utility|File Utilities|**
- 8) Ctrl+click to select only the files with index problems, (Never select All files)
- 9) then go to **File|Recreate Indexes**.

## **III. Use these linked Web documents, ES237 Verification Reports, ES237 Report, & Custom Reports to find Errors and Fix them.**

Check <http://4h.ifas.ufl.edu/4hbr/> for the most current version, print documents #2 and #3, and refer to them. **It is your responsibility to use the suggested reports and techniques to look for problems in your data and to correct them before you generate the final ES237 Report and data disk(s) for your county.**

1. Main Blue Ribbon web page = Index.htm "[Florida 4-H Blue Ribbon Youth Enrollment](#)" (**Don't Print** ~50 pages, 7/21/08)

The "ES237" section (~p.8) "Preparing Year-End Statistical Report, ES237" suggests basic reports to print for error-checking, including specific ES237 Verification reports and the Utility|Member Charts.

2. "[ES237 Annual Extension Youth Enrollment Report](#)" ([es237.htm 3/7/07, print](#)) = ES237, ES237 What to Look For. Work through these checks to verify that your ES237 balances.
3. "[How to Error Check Blue Ribbon Data, What to Look For](#)" ([ErrorChecks.htm 3/7/07, print](#))
4. "[Reports you run from Report Builder](#)" = Custom Reports, Report Builder Reports [3/7/07] Download and unzip rbitem.zip contents, copy files into your Data folder. Newer rb\_\_\_ files replace earlier versions of Custom Reports. Click on the [FLReports.htm](#) link for details. Individual custom report template files have .rtm extension.

In Youth Enrollment, click the **Report Builder icon** (hand with pencil writing list) or Utility|Run Custom Report Writer. Click on the name of the report file you want to run, then printer icon to just print report. If you want to preview first, double-click on the name of the report to open a template, click the Preview tab at the top to see the data, then print (upper left printer icon).

5. "[SQL Fixes for Problems in the Data Files](#)" ([sqlfixes.htm 3/7/07](#)) = "SQL Fixes" for various problems. Schools - List of School entries on active Members with count (from youth2a Member/Leader screen) An Affirmative Action List sql was added 3/7/07, but just run Custom Reports MCRaceS or AffirmAction instead.

## IV. Print Final Supporting Reports:

### A. Please run and send these Custom Reports (Utilities|Run Custom Report Writer).

1. **ClubDMID** All Clubs entries by Delivery Mode, Club Number

**Clubs that are New or changed their Name since August 2007 won't be in the new 4-H Online Clubs list.**

- a. Mark "New" next to Clubs that are New since August 2007, final reports
- b. Mark "'Was' and the former Club Name" next to Clubs that have changed their name since August 2007, final reports.

2. YGIntRace All Youth Group Entries by Location, Leader, Date (Race)  
[We expect County camp (OE), Day camps, & School Enrichment youth group entries with Project codes.]
3. YGMFDup All Youth Group Entries by Location, Leader, Date (Duplicates)

### B. Statistical Reports – by Gender, or by Race/Ethnic (as specified)

1. Go to **Report|Statistical Reports|MemberProject/Activity/Club Statistical Report**

a) **Member/Leader Club, Members & Cloverbuds, Race/Ethnic** (000-999) which is used to check Club Integration  
with ClubDMID custom report]

pick **Member Leader/Club**,  
pick **Members, Cloverbuds**,  
pick **Race/Ethnic**  
pick **New, Return, & Terminated**,  
click on **Print** button  
enter Club Codes Begin **000** and End **999**

**Write in "All Clubs" at top.**

b) **Member/Leader Primary Club, Members & Cloverbuds, Race/Ethnic** (000-999) **Write in "Primary Clubs" at top**

c) **Member/Leader Activities, Members & Cloverbuds, Gender** (000-999)

**d) Member/Leader Projects, Members & Cloverbuds, Gender (AA-ZZ)****2. Go to Report|Statistical Reports| Volunteer/Youth Group Statistical,**

**a) Youth Group, Youth Group, Project Code, Gender/Delivery Mode, Detail Report (AA-ZZ) = Group only**

**b) Youth Group, Group/Member Combined, Project Code, Gender/Delivery Mode, Detail Report (AA-ZZ) = Group + Individual M/L combined**

**C. Member Charts**

Please go to **Utility|Member Charts** and print the charts. V2.5 adds your County Name and the date printed on the report.

1. Members by Category
2. Members by Grade
3. Members by Race
4. Members by Residence
5. Members by Status

The Members (incl Cloverbuds) and Leaders are from the Member/Leader data only, and correspond to the Test Member/Leader version of the ES237.

If the Print Form button doesn't work with your printer, click on the chart window, press **ALT+PrintScreen** to copy it to the windows clipboard, then open a blank Word or Word Perfect document, type in your county name and date, then paste it into the document (**Edit|Paste** or Ctrl-V). Repeat Alt+PrintScreen and paste into Word doc for each chart. Save the document as Memcharts2008, then print a copy and include the charts with your other reports.

**V. Print the Final ES237 Reports**

Once you have fixed any problems with the ES237 figures, go to **ES237|ES237 Statistical Report**. Leave the "Group by"-Complete file, and "Report Type"-Complete Combined p1-10 as prompted. Click on the "Testing Report" button to print these Test Member Leader version of your ES237 report.

1. Test-Member Leader File Data
2. Test-Group Data (includes Volunteer Training info from ES237 Training Log)
3. Combined Processing - Final Report

**The contents of the ES237 files change as you preview or print the different versions of the ES237 for individual data only, for group data only, or the combined report.**

**DO NOT PREVIEW OR PRINT ANYTHING ELSE BEFORE COPYING YOUR FINAL DATA FILES TO DISKETTE or CD!**

**VI. Copy Data Files to Diskette (preferred) or burn to CD-R**

**(DO NOT use Microsoft BACKUP, Florida 4-H wants your actual .db, .px, .xg0, .xg1, .yg0, .yg1 files)**

1. In the Youth Enrollment program, **look at the Data Path at the bottom of the window to determine where your data files are located**. The default location is c:\Program Files\Youth Enrollment\Data when on a single computer. **Write down your Data Path exactly, then close the Youth Enrollment program. (Network) All other users should be closed out of the Youth Enrollment program or the data files will**

**not copy successfully.**

2. Put a blank floppy disk in drive A:., you will probably need 2-3 blank disks.  
or Put a blank **CD-R** in CD burner drive.
3. All users must be completely closed out of Youth Enrollment program for Data files to copy successfully.
4. **Right click on Start** and **pick Explore** to open an Explorer window. You should see 2 panes with the folders on the left. Use the slider and click on folders in Data Path until you get the Data folder containing your current data open. Click the + in front of a folder to list the contents of that folder on the left side. Double click on your Data folder to select and open it, the files inside your Data folder will appear on the right side.
5. **Pick View|Details** from the menu at the top of the window, then click in the right window pane containing the data files. Most of the files start with " Youth." Youth2a (Member/Leader) and Youth2n.db (Youth Group) files should have recent dates reflecting when you last added or edited information in them. The column headings (Name, Type, Modified) can be clicked to sort the files by filename, extension, or date/time (click alternates A-Z, then Z-A). Click on the "Modified" header to sort the files by date, if the most recent dates aren't at the top, move the right window slider all the way up, and click "Modified" header again.

**Recommended Windows Explorer Settings** (slight differences in wording between Windows versions, do on C: and also network drive if your data folder is on the network)

**View| Details** should be marked

**View| Status Bar** should be marked

**View|Explorer Bar| Folders** should be marked.

**Tools|Folder Options|View**

no mark Hide Protected operating system folders (Program File Youth Enrollment and Data folder get hidden)

no mark Hide Common File extensions [known file types] (.exe gets hidden)

mark Display Full Path in the Address bar

mark Display Full Path in the Title bar

mark Launch folder windows in a separate process

no mark Remember each folder's view settings

Click on Apply to see the changes in your Data folder.

Click the "Like Current Folder" button at the top to apply these settings to all folders on your local computer, (Yes, then OK). Note: if your data is on a server, you need to do same steps for your network drive.

### Clean out the contents of your Data folder:

6. **If you have any filenames starting with "Copy of ...", it means a copy was pasted into same directory as the original file** instead of to the diskette you thought it went to. We want to remove any "Copy of..." files.
  - a. Select all the "Copy of ..." files by clicking on the first, then holding the SHIFT key while clicking the last in the group of "Copy of ..." files.
  2. Make sure you have only selected "Copy of" files, then press the **Delete** key to delete them (to the Recycle bin).
7. **There should be no folders inside of Data.** If you have folders called **\docs**, **\codes**, **\ES237**, or an empty folder with your county name **inside of your Data** folder, please delete them.
8. **Click on Type** at the top of the column to sort the files by file type.

If you have any **Application or Application Extension type** files with **.BPL or .EXE** file extensions in your Data folder. Hold down the CTRL key while clicking on each to select them, then **press Delete key to Delete them.**

**\_ISREG32.DLL is the only .DLL file that should be in your v2.5 data folder, delete any others.**

**No files with the extensions .pdf, .zip, .xls, or .doc should be in your current Data folder.** Move them or delete them if they are no longer needed.

The **\07docs folder** should have your final FY07 report pdfs and the DataGNV07.zip file (sent as email attachments).

The **\Data07 folder** should have the .xls files and .db files containing your countyname that were sent back in the DataGNV07.zip file you started the year from.

### Select and copy files to your Floppy Disk (preferred over CD):

1. Hold down the **CTRL** key while pressing **A** to select **All** files in the data folder. Continue to **hold down CTRL while clicking to unselect BRWYNet1.NAF** and all the **rb\_\_\_\_\_** files near the top. Then move slider to bottom and CTRL-click to **unselect the 2 Z5lite files**. All files with extensions .db, .px, .xg0, .xg1, .yg0, and .yg1 should still be highlighted (except the z5lite and rb\_\_\_\_\_ ones), approximately 120 files.
2. Pick **Edit|Copy**, this copies them to the Windows clipboard (invisible).
3. **Right click on Start** and **pick Explore** to open a 2nd Explorer window. Use slider in left pane to move up to Floppy Drive A: and dbl-click to open it. The 3 1/2 Floppy A: should be highlighted, and there should be no files displayed in the right pane (if floppy disk is blank).
4. Pick **Edit|Paste** to write files onto the diskette in A:. You should see flying folders as the files are copied to the diskette, with filenames appearing on the right pane. If more than one disk is needed, it should prompt you to insert the next disk and click ok to continue copying files.
5. Label disks with "Youth Enrollment files", County, Date, and **name of person who did the backup**. If more than one disk was needed, please include disk 1 of 2, disk 2 of 2 ....
6. At this point you can make a second copy of the backup files by just inserting another blank diskette and selecting Edit|Paste again. You will want to make a backup copy for yourself, identical to the disks you send to the Florida 4-H office and keep it as an archive copy.
7. Put the floppy in a different computer, open it in My Computer and see if the files list, and are the correct ones. Pick View Details to see dates and times.

### or Burn files to your CD-R:

1. You will have to use the software provided on your computer for creating CDs. Roxio Easy Media Creator, is one program.

Once the Data folder has been cleaned up (steps 6-8 above), you can copy the entire Data folder onto a CD--you don't need to unselect rb\_\_ & z5lite files.

- Use a CD-R disk, don't use a CD-RW disk.

- Look for a setting to keep the original file dates (preferred). Some software changes all files to the date and time the CD-R was created, which we don't want in Blue Ribbon.

- Title the CD with your "County\_807"

- Select Option to "Finalize" it and make it universally readable on other CD drives.

2. Label CD-R with "Youth Enrollment files", County, Date, and **name of person who did the backup**.

3. Put the CD-R in another computer (CD drive letter may be D: or E:), open it in My Computer and see if the files list, and are the correct ones. Pick View Details to see dates and times.

## VII. Keep copies for your county records and send the following items to the State 4-H Office:

Note that "Final" means a copy printed after all corrections have been made. You should expect to have to print most reports several times as you find errors and fix them.

1. your final ES237 "**Annual Extension Youth Enrollment Report**" (**Combined Processing -Final Report**). Your county name should be printed at the top left, check that the date it was printed shows at the bottom. Please write in the date it was printed if your printer cuts it off.
2. your final ES237 (**Test-Member/Leader Data** = Individual data only)
3. your final ES237 (**Test-Group Data** = Group Enrollment data only)
4. Custom Report **ClubDMID** All Clubs by Delivery Mode and Club Number. (**Mark "New" Clubs, if renamed, write-in old name**)
5. Custom Report **YGIntRace** All Youth Group Entries by Location, Leader, Project & Date (Race)
6. Custom Report **YGMFDup** All Youth Group Entries by Location, Leader, Project & Date--Units, Males, Females (Duplicates)
7. **Report|Statistical Reports| Member Project/Activity/Club Statistical**
  - a) **Member/Leader Club, Members & Cloverbuds, Race/Ethnic** (000-999) (**write in "All Clubs"**)
  - b) **Member/Leader Primary Club, Members & Cloverbuds, Race/Ethnic** (000-999) (**write in "Primary Clubs"**)
  - c) **Member/Leader Activities, Members & Cloverbuds, Gender** (000-999)
  - d) **Member/Leader Projects, Members & Cloverbuds, Gender** (AA-ZZ)
8. **Report|Statistical Reports| Volunteer/Youth Group Statistical**
  - a) **Youth Group, Youth Group, Project Code, Gender/Delivery Mode, Detail Report** (AA-ZZ) = Group only
  - b) **Youth Group, Group/Member Combined, Project Code, Gender/Delivery Mode, Detail Report** (AA-ZZ) = Group + Individual M/L combined
9. Print your **Utility|Member Charts**

	Utility Member Charts
1	Members by Category
2	Members by Grade
3	Members by Race
4	Members by Residence
5	Members by Status

10. Send an electronic copy of your **final data** (**diskettes preferred**, CD is ok if you don't have diskette drive). Use the instructions in section VI above to copy your files to a floppy. Florida needs everything in your cleaned-up Data folder except the BRWYNet1.NAF, rb\_\_\_\_, z5lite files, or any .xls excel or .db files that include your county name.

**Protect the diskettes in bubble wrap or thick cardboard.** The thin cardboard mailers aren't enough to keep automated mail sorters from squishing the metal slider clip and damaging files unless disks are inserted in the middle of the reports. Mail packet to:

Nancy Johnson  
4-H Youth Development  
University of Florida  
PO Box 110225



3103 McCarty Hall D  
Gainesville, FL 32611-0225

**11. Zip up your Data folder and send it as an email attachment to [4HRept@ifas.ufl.edu](mailto:4HRept@ifas.ufl.edu)**

A. If your county uses IFAS as it's computer network, .zip attachments will go through fine (see list at [http://4h.ifas.ufl.edu/4hbr/2006docs/IFASIT\\_Co.xls](http://4h.ifas.ufl.edu/4hbr/2006docs/IFASIT_Co.xls)).

B. County IT departments often block sending or receiving .zip files, here are **3 work-around strategies**:

1) send the zipped data file from a **personal web email account**--Gmail.com, Yahoo.com, Hotmail.com...easiest & works most often.

2) use a Univ. of Florida **Gatorlink login** to copy & paste the zipped data file to: <http://files.ifas.ufl.edu> pick **Public**, then pick **4H** folder (you'll see hurricane9\_04.pdf). Be sure Data.zip has been renamed to Countynamedate.zip (don't say Yes to Overwrite here--Data.zip could be another county's data). Call/email Nancy immediately after you've done it [4HRept@ifas.ufl.edu](mailto:4HRept@ifas.ufl.edu), so she can remove your zipped data file from the public space.

3) try renaming Data.zip to countyname.**doc** and sending it as an email attachment. Send a second email with no attachment to Nancy saying you attempted to send a .zip file as a .doc email attachment with the date and time sent, so she can tell you if the original attachment email didn't get through. If this fails, you should check with your County IT for help, they may be able to permit zips to/from UF 4-H.

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**As your Reports and Data Disks are reviewed in Gainesville, there may be things that you will need to correct in your data at the county level.** If you are asked to make corrections and resubmit your data, please generate a new final Test Member/Leader ES237 Report and immediately zip the Data file. Email it as an attachment to [4HRept@ifas.ufl.edu](mailto:4HRept@ifas.ufl.edu), if you succeeded the first time, or copy it to the IFAS shared folder location, or copy it to diskette or CD and mail it in a well-padded mailer.

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