

Update: 8/22/2013 – Project drops

Project Completion

You can indicate if a youth and/or adult has completed a project.

To indicate if a project was completed:

- Login to 4-H Online at the county level (or experiment in the Demo County)
- Click the 'Search' icon
- Click on the 'Projects' tab
- Filter for the project you want by selecting it from the drop down menu, check 'Active' and click 'Search'

In the example I am in the Demo County. I have selected horse, the list below populates with only active youth and adults in the Horse project.

Name	Membership ID	Status	4-H Age	Role	Gender	Enrollment	Completed	Select
Boop, Avi	467991	Active	7	Youth	Female	10/04/2012		Select
Boop, Betty	457888	Active		Adult	Female	10/01/2012		Select
Boop, John	458804	Active	22	Youth	Male	10/02/2012		Select
Oakley, Jenni	521485	Active	11	Youth	Female	02/19/2013		Select
Pockets, Entee	486041	Active		Adult	Male	10/01/2012		Select
Pockets, Sassy	466039	Active	12	Youth	Female	10/01/2012		Select

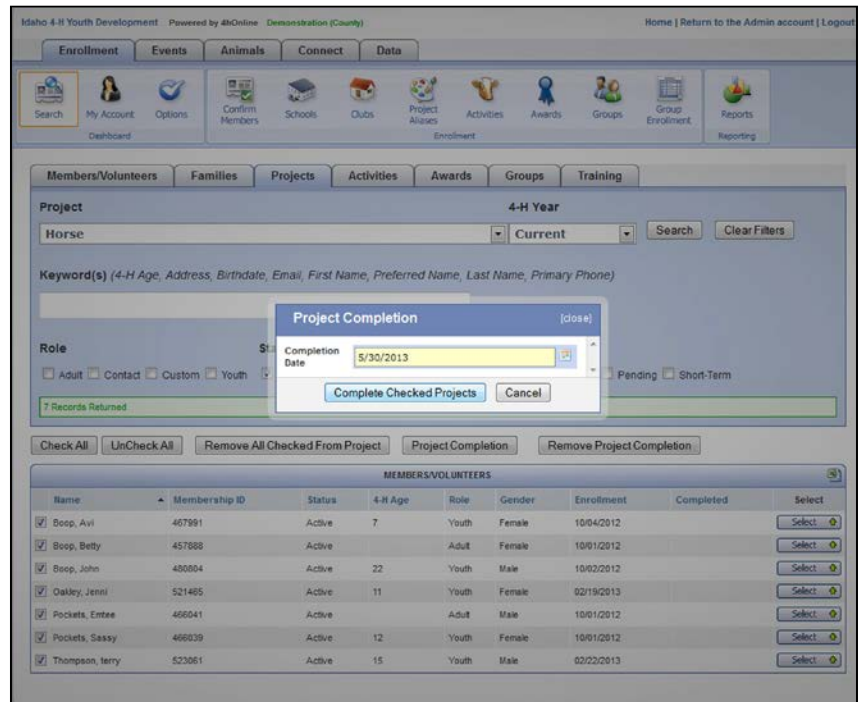
Tips:

- Be sure to clear your filters after you have done searches or the system will remember what your last search was for
- If all of the participants returned in your search have completed the project simply click 'Check All' or place a checkmark by the names of the participants who have completed the project

Name	Membership ID	Status	4-H Age	Role	Gender	Enrollment	Completed	Select
Boop, Avi	467991	Active	7	Youth	Female	10/04/2012	<input checked="" type="checkbox"/>	Select
Boop, Betty	457888	Active		Adult	Female	10/01/2012	<input checked="" type="checkbox"/>	Select
Boop, John	458804	Active	22	Youth	Male	10/02/2012	<input checked="" type="checkbox"/>	Select
Oakley, Jenni	521485	Active	11	Youth	Female	02/19/2013	<input checked="" type="checkbox"/>	Select
Pockets, Entee	486041	Active		Adult	Male	10/01/2012	<input checked="" type="checkbox"/>	Select
Pockets, Sassy	466039	Active	12	Youth	Female	10/01/2012	<input checked="" type="checkbox"/>	Select
Thompson, Terry	523081	Active	15	Youth	Male	02/22/2013	<input checked="" type="checkbox"/>	Select

Project Completion & Drops - 4-H Online HelpSheet

- Click on the 'Project Completion' button and the example to the right will appear on your screen
- Enter in the Completion date
- Click 'Complete Checked Projects'



Idaho 4-H Youth Development Powered by 4Honline Demonstration (County) Home | Return to the Admin account | Logout

Enrollment Events Animals Connect Data

Search My Account Options Confirm Members Schools Clubs Project Aliases Activities Awards Groups Group Enrollment Reports

Members/Volunteers Families Projects Activities Awards Groups Training

Project 4-H Year
Horse Current Search Clear Filters

Keyword(s) (4-H Age, Address, Birthdate, Email, First Name, Preferred Name, Last Name, Primary Phone)

Role Status
 Adult Contact Custom Youth Pending Short-Term

7 Records Returned

Project Completion [close]

Completion Date: 5/30/2013

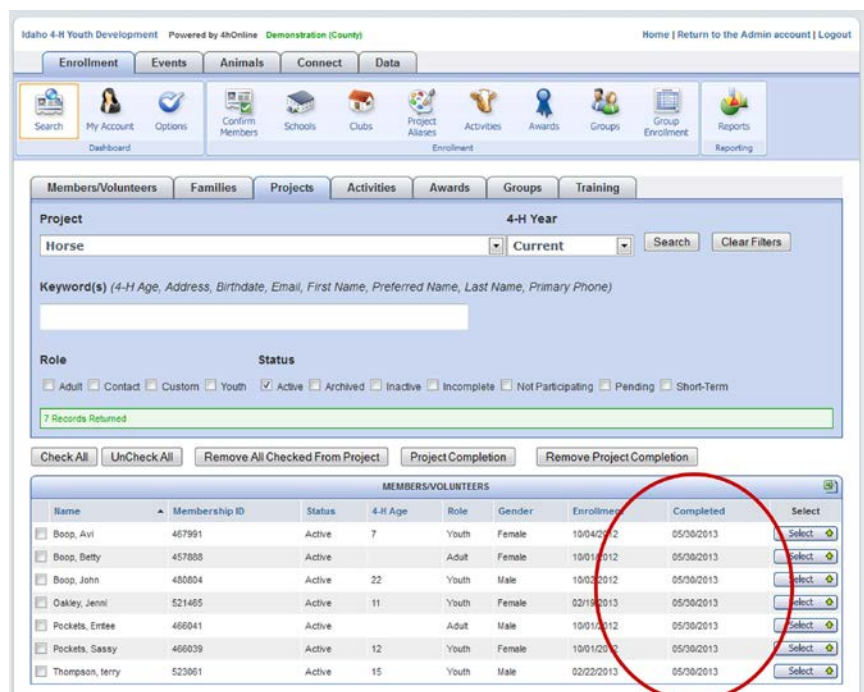
Complete Checked Projects Cancel

Check All UnCheck All Remove All Checked From Project Project Completion Remove Project Completion

Name	Membership ID	Status	4-H Age	Role	Gender	Enrollment	Completed	Select
<input checked="" type="checkbox"/> Boop, Avi	467991	Active	7	Youth	Female	10/04/2012		Select
<input checked="" type="checkbox"/> Boop, Betty	457888	Active	Adult	Female	10/01/2012		Select	
<input checked="" type="checkbox"/> Boop, John	480804	Active	22	Youth	Male	10/02/2012		Select
<input checked="" type="checkbox"/> Oakley, Jenni	521485	Active	11	Youth	Female	02/19/2013		Select
<input checked="" type="checkbox"/> Pockets, Entee	466041	Active	Adult	Male	10/01/2012		Select	
<input checked="" type="checkbox"/> Pockets, Sassy	466039	Active	12	Youth	Female	10/01/2012		Select
<input checked="" type="checkbox"/> Thompson, Terry	523061	Active	15	Youth	Male	02/22/2013		Select

- You will be returned to this screen and you will see the project completed date.

You can edit these records – either removing a project completion or adding a project completion to someone's record if they finish later.



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Enrollment Events Animals Connect Data

Search My Account Options Confirm Members Schools Clubs Project Aliases Activities Awards Groups Group Enrollment Reports

Members/Volunteers Families Projects Activities Awards Groups Training

Project 4-H Year
Horse Current Search Clear Filters

Keyword(s) (4-H Age, Address, Birthdate, Email, First Name, Preferred Name, Last Name, Primary Phone)

Role Status
 Adult Contact Custom Youth Active Archived Inactive Incomplete Not Participating Pending Short-Term

7 Records Returned

Project Completion [close]

Completion Date: 05/30/2013

Complete Checked Projects Cancel

Check All UnCheck All Remove All Checked From Project Project Completion Remove Project Completion

Name	Membership ID	Status	4-H Age	Role	Gender	Enrollment	Completed	Select
<input type="checkbox"/> Boop, Avi	467991	Active	7	Youth	Female	10/04/2012	05/30/2013	Select
<input type="checkbox"/> Boop, Betty	457888	Active	Adult	Female	10/01/2012		05/30/2013	Select
<input type="checkbox"/> Boop, John	480804	Active	22	Youth	Male	10/02/2012	05/30/2013	Select
<input type="checkbox"/> Oakley, Jenni	521485	Active	11	Youth	Female	02/19/2013	05/30/2013	Select
<input type="checkbox"/> Pockets, Entee	466041	Active	Adult	Male	10/01/2012		05/30/2013	Select
<input type="checkbox"/> Pockets, Sassy	466039	Active	12	Youth	Female	10/01/2012	05/30/2013	Select
<input type="checkbox"/> Thompson, Terry	523061	Active	15	Youth	Male	02/22/2013	05/30/2013	Select

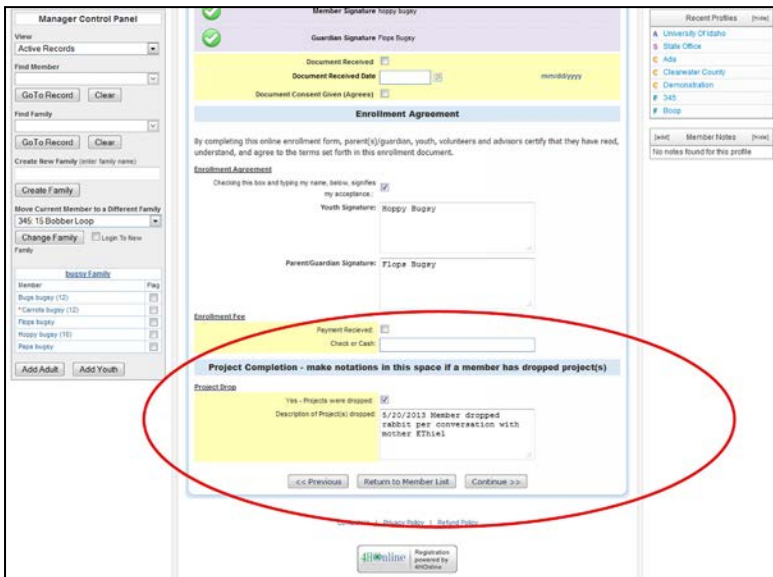
Project Drops

If you are interested in tracking project completion – particularly project drops more closely a manager only field (which means can only be viewed by county staff) has been added to the “Additional Information” section for members.

To view the field – you will want to be in the “Enrollment” section of a member profile, under “Additional Information”

At the bottom of the page you will see the project completion section.

Make the necessary notation with date, project dropped, who notified you of the member drop ie. Leader or parent and who made the notation

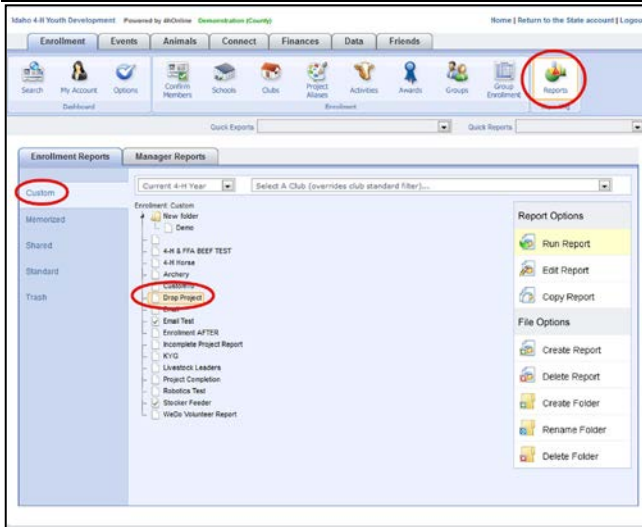


The screenshot shows the 'Enrollment Agreement' section of the 4-H Online system. At the bottom of this section, there is a yellow box titled 'Project Completion - make notations in this space if a member has dropped project(s)'. Inside this box, the 'Yes - Projects were dropped' checkbox is checked. Below it, the text reads: '5/20/2013 Member dropped rabbit per conversation with mother ETH1a1'. A red oval is drawn around this entire section.

In this example I have checked the box that “yes” project(s) were dropped. I notated that the member, in this case Hoppy Bugsy has dropped the Poultry project. I spoke with the mother and the date was on 5/20/2013. I would recommend making notations in this format because if there is an issue that arises in the future you have the pertinent information.

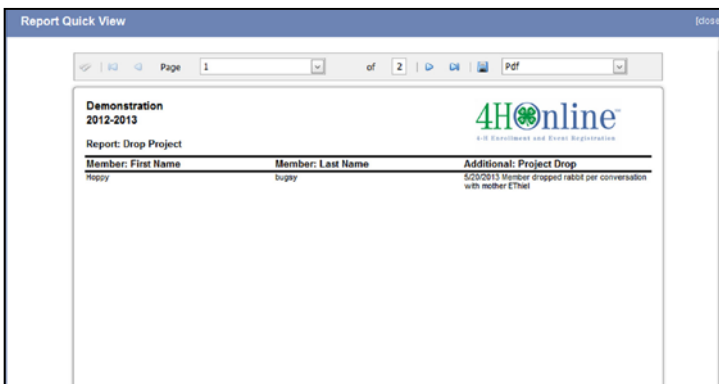


Project Completion & Drops - 4-H Online HelpSheet



In the Demo county, if you click on reports under the “Custom” folder you will see a Drop Project Report.

A very basic report has been created. It pulls looking for anything that has been checked “yes” project(s) were dropped.



To view the report click “Run Report” You will see that the report shows the member and the description/additional information of the project drop.

This report will appear in your county’s “Shared” folder and is listed under the state level list called Drop Project.

If you have questions or need further information do not hesitate to contact Erika at ethiel@uidaho.edu