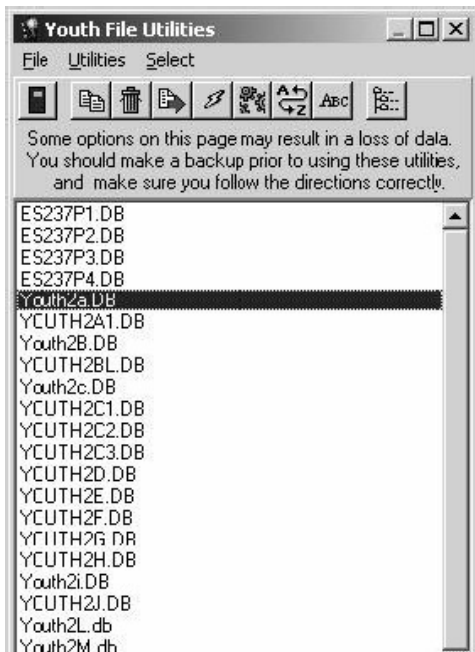
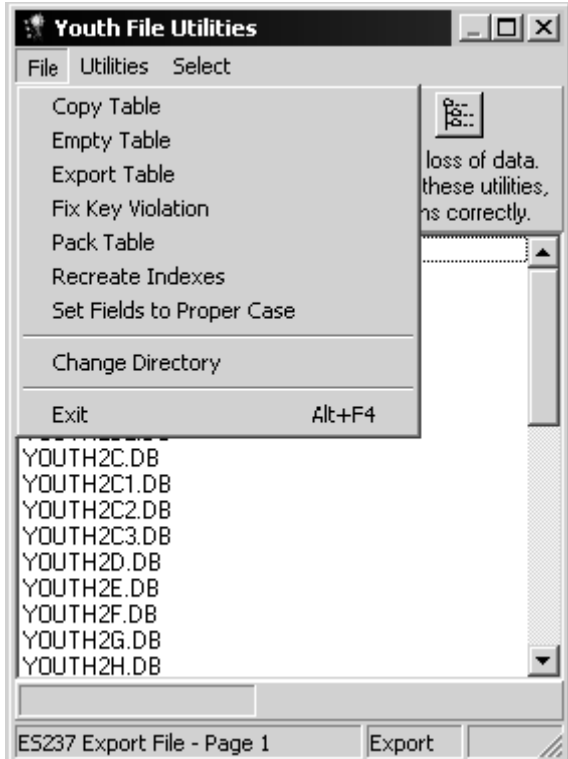


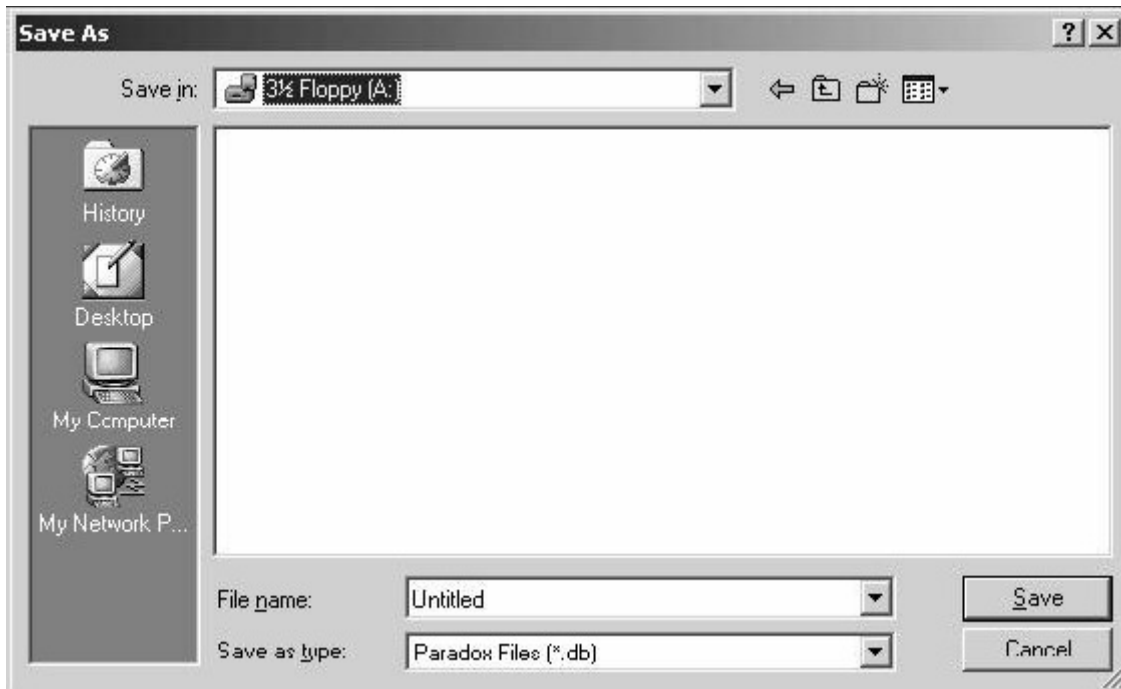
# Blue Ribbon Youth Enrollment Using FILE UTILITIES

The **File Utilities** option has been used to combine on one screen, various utilities used to manipulate the data files. Most of the file utilities do change data within the file. It is always good policy to have a complete backup of the data folder before selecting to use these utilities.



Before any action can be taken with a file under the File Menu, one or more files from the list must be highlighted. A list that identifies each file name can be found in the appendix of the manual.

## File|Copy Table



This utility is used to copy the selected files, in their entirety, to a diskette or another location on the hard drive. An input screen will display. Type or use the browse feature in the **Save In** field to select the destination of the file. The **File Name** and **Save as Type** are predetermined by the program. No data entry in these field is required. The selected files and associated indexes copy to the destination indicated in the same format as they are found in the Data Folder. This option is used to copy the ES-237 files to diskette for transfer to the state office.

### File|Empty Table

This utility is used to empty all data from the selected or highlighted files. A warning is displayed to indicate all data in the selected files will be deleted. Use this option with caution. It is irreversible.

### File|Export Table



This utility is used to export the selected files, in their entirety, to a diskette or another location on the hard drive. The files can be exported in either ASCII or Dbase format. A second input screen will then display. Type or use the browse feature in the **Save In** field to select the destination of the export file. The **File Name** and **Save as Type** are predetermined by the program. No data entry is required in these fields. The selected files will copy to a new destination in the selected file format.

### File|Fix Key Violation

This utility can be used to repair file damage. It should not be used unless you have been directed to do so by technical support.

## File|Pack Table

This utility can be used to **Pack** or compress a file. Highlight the file to be packed. This will remove any empty spaces in the file that were created by deleted records. This will save hard drive space and make the file function more efficiently. Never *Select All* and pack files. This causes redundant rehashing of data files that do not need to be *Packed*. Only select files that have had many deleted records. If the process is successful, a message will display, declaring the selected files have been successfully packed.

## File|Recreate Indexes

This utility can be used to **Recreate Indexes** or reset the index pointers of the selected file. Highlight the file with indexes to be recreated. The utility is used if a file is returning an error *Index out of Date* or information is not being retrieved accurately from a data file. **NOTE: Never 'Select All' and recreate indexes. This causes redundant rehashing of indexes that do not need 'Recreating'. Only select files that have reported an error or are not responding accurately. If the process is successful, a message will display, declaring the selected files have been successfully recreated.**

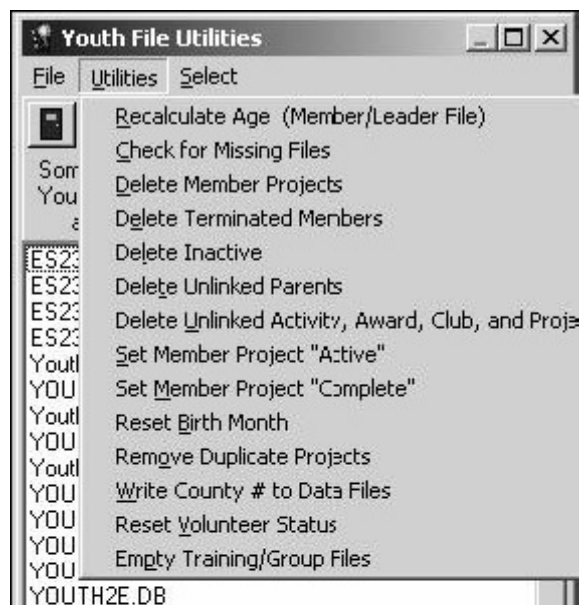
## File|Set Fields to Proper Case

This utility can be used to set the data in selected files to *Proper Case*. It is recommended that data is stored within the program in upper/lower case. All reports have been designed for this data format. Data in all capital letters may overlap on some reports. **This utility should be used with caution as it does** require additional file clean-up. No *Proper Case* utility can convert a file with 100% accuracy. This utility is simply an aid to assist in the conversion of a file.

## File|Change Directory

This utility allows the user to change the directory accessed by the other utility options. An input box will display which allows you to select the drive and/or folder to be opened.

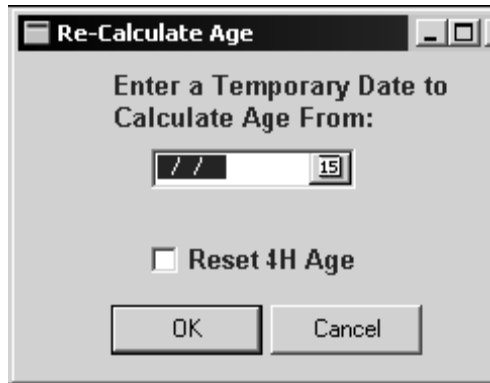
The **Utilities Menu** contains various options to modify a complete data file.



## Utility|Recalculate Age (Member/Leader File)

This utility is used to reset the age of any member or leader having a valid birthday in their record. This would be done if for some reason some ages were incorrect in the file, if the *4-H Age Calculation Date*

was set incorrectly, or ages needed to be displayed as the 'actual age' instead of *4-H age*. Before the utility options are displayed, a warning screen displays reminding the user to have a valid ***4-H Age Calculation Date*** entered into the Master County File.



The age can be re-calculated as the 4-H age from the date entered into the Master County File or from an alternate date entered into the input box. To calculate 'actual' age, enter today's date in the file and click ***OK***. The new ages will display in the member/leader file. Print any reports needed to record this age. The 4-H age can then be reset by selecting the ***Reset 4-H Age*** option.

### **Utility|Check for Missing Files**

This utility will scan the data folder for any required data files which may be missing. If a missing data file is found, the program will ask if you wish to create a new one. Click ***OK***. A new, empty file will be created. If no missing file is found, a ***Done*** message will display. This utility would be used if the program was reporting an error that indicated a missing file and also, determine why the file is missing. You may need to restore a file from a backup instead of just creating a new empty file.

### **Utility|Delete Member Projects**

Two options exist for handling the enrollment of member projects for the new 4-H year. Some data entry personnel find it easier to edit the project list for the new enrollment year. This allows you to retain inactive projects for historical purposes. If this is your intention, do not use this utility. The Delete Member Projects utility will delete the complete, current file of member projects. It is used by those data entry people who feel it is easier to add all new projects for the coming year rather than edit the current list. Both methods work equally well and are acceptable in the program.

### **Utility|Delete Terminated Members**

This utility is used to delete from the database all members and leaders with a *Terminated* status. *Terminated* members are held in the file until the ES-237 report is complete. The utility to delete terminated members is run before Year-End Processing.

### **Utility|Delete Inactive Members**

This utility is used to delete from the database all members and leaders with an *Inactive* status. It may be run at any time during the year to clean up the file. It is usually run after all enrollments are completed for the current year. ***NOTE: If Inactive records remain in the file at the time of year-end processing, use the 'Delete Inactive Members' utility before 'Processing Year- End Files'. If this utility is run after year-end processing, all data records, except Others will be set to Inactive and the entire file will be deleted.***

## Utilities|Delete Unlinked Parent Records

This utility will delete any records in the parent link file that are not attached to valid parent/family records. These parent link records can accumulate if parent records are inappropriately deleted.

## Utilities|Delete Unlinked Activity, Award, Club, and Project Files

This utility will delete any activity, award, club, or project record that is not associated to any member/leader record. When a member is deleted from the member file, all his associated records should also be deleted. At times, a bad index on one of these files can prevent this from happening and these unlinked records can remain in one of the above files. This utility will clean up those files. It should be used if a report is printing random projects, etc. The use of this utility will not adversely affect any active data.

## Utilities|Set Member Projects "Active"

This utility will run an SQL process to set the *Active Status* of all **Member Projects** to *True or False*, depending on the selection that has been made. This utility is used by some counties to set the status of project files for reenrollment.

## Utilities|Set Member Projects "Complete"

This utility will run an SQL process to set the *Complete Status* of all **Member Projects** to *True or False*, depending on the selection that has been made. This utility is used by some counties to set the completion of member project files for printing achievement certificates.

## Utility|Reset Birth Month

The calendar month of the member/leaders birthday is maintained in the member/leader record. This field can be used to print birthday lists. This utility can be used to initially set this field in the file and then at any time to reset the file if some records are not printing correctly. As new members/leaders are added to the file, the file is automatically stored in the member record.

## Utilities|Remove Duplicate Projects

This utility is a clean-up tool that is used to remove duplicate member projects. The program does not allow a duplicate project to be entered for the same member, but it can sometimes happen when data is merged or member projects are saved when the project file has a bad index. This utility will clean up these data errors.

## Utilities|Write County # to Data Files

This utility will write the **County ID** to all data files. It will use the **County ID** that has been entered in **Preferences|Member Defaults**. The County ID is essential when data is merged at the state level. Use of the utility will ensure the correct County ID is written in all data files.

## Utility|Reset Volunteer Status

This utility can be used to write the default **Volunteer Leadership Type** to any *Youth Leader or Adult Leader* record that does not have a volunteer type entered. If no volunteer type is entered, the volunteer will be counted on the ES-237 report.

## **Utility|Empty Training/Group Files**

This utility can be used to empty the *Adult Group Leadership, Youth Group Enrollment, and Training Log* files. Sometimes Year-End Processing does not end cleanly and these files do not get deleted. This utility will correct that problem. These files must be emptied before enrollments and group records are added for the new year.

## **Utility|Remove Dash (-) Character from ZipCode**

This utility cleans up the zipcode file by removing the dashes for those zip codes that have 5 numbers instead of 9. This is used primarily for cleanup of exporting files. The dash is not removed from those zipcodes containing nine digits.