What is an RTF file? RTF stands for Rich Text Format. This is a file format that preserves simple formatting like bold/italics/underline, but isn’t dependent upon any specific Word processor program. This allows Windows Wordpad to open MS Office and Wordperfect files.

Why don’t you have to select their club for club leader report? When you want results from all clubs, you do not need to select all the clubs. Instead select no clubs and all will be shown by default. Unless you are excluding one or more, do not select an item to filter by.

Can you flip the page report to horizontal view? At the bottom of the Data & Format Options screen, there is a check box for Landscape.

Do shared/saved reports get updated automatically when new members are added? Will reports created automatically update when new members join projects, club, etc.? Or do they have to be repulled? Shared/saved reports are actually templates for a report. Each time you view it, the report template looks at the database and shows you the current data for that report. If you export to Excel or PDF, then the report will not change if there are database changes.

How do we share with one specific person? You cannot specify an individual to share a report with. By default it is shared with people at the same level (county) and you can share it with all clubs. Likewise, if a club manager creates a report, it is available to other club managers in the same club.

So if we are sharing the general club leaders with all cubs (so they could communicate with each other), and I shared the report, when the clubs ran the report, they would only see the leaders for their club? That is correct. Just like you can only see the members/volunteers in your county, club managers can only see members/volunteers in their club.

Can leaders use the same password for all their projects? Each project has an individual password and it is the same across the state for each project.

Is there a way to get rid of the Announcements & Newsletters box? Or put a web address in there? This is a system wide area and is not customizable.

How do we give project leaders access to information if they are not affiliated with a club (ie. They are county key leaders)? This is a forthcoming feature. On the Project Leaders Allow Login screen, you will see a new table with these leaders listed and granting them access will allow them to see all members in the project county wide.

Which program works best to run 4HOnline – IE, Firefox, or google? IE9 and IE 10 work well, as does Firefox 26. It also works in Google Chrome on the Nexus. I have not heard any problems with Chrome on Windows. Only problems have been reported with IE8 and IE11.

Is there a reason to do this through SQL when you can do the same thing through standard filters? You can do many queries using just the standard filters, but you can also do the same ones through Custom Filters. There is really no difference in doing it either way. In the demo, Standard filters could be used, but since we were demonstrating Custom Filters, we did it that way.

Is there a way for multiple staff within a county office to see/share ALL broadcast emails? At this time, no. I will add this to the features request list.
Is there a way to change the email to reply to? Like the chair of the committee or event? The Reply To is only able to be the main county contact person, but when the families receive the email, it will say it came from “4HOnline Jane Doe”

How do we change the county contact? Contact Mike or Jane to change the county contact person.

Is it your recommendation to use the broadcast email tab versus copying/pasting the emails into our county/state email system (Outlook)? If you are sending to a larger number of addresses (like over 100 or so) it is best to send it through 4HOnline because your email system might reject it if you have too many recipient addresses.

How come we cannot read the text of the email after we send it out? After it is send you will see it at the bottom of the page where you see the results of the email. Scroll way down and you will see it.

Are you asking to be able to add a signature to emails also? Yes email signatures is on the wish list also.

Do you know when we will be able to take registrations through 4-HOnline? The first statewide event that will use registrations through 4HOnline will be Wisconsin State 4-H & Youth Conference. After this event’s registration, we will turn on and distribute instructions for county events registration.

There used to be a middle manager category, did that go away? Yes, there are only 2 categories now, Direct and Indirect.

Is the es237 form going to be updated for recording at events since there is new data being requested in 4hOnline? Yes, a new blank form will be created to record the information at events.

My county IT wants to get Blue Ribbon off my machine – should I tell them not to? We have not used Blue Ribbon since 2008. Members who were in Kindergarten that year are only in 6th grade this year. This year’s seniors were in 6th grade that year. If you still need to access this data then they cannot remove the program.

When is 4HPlus going away, where we won’t be able to go in there? We own 4HPlus licenses so we will always be able to use the desktop software to look at historical data. The online version, 4H4Me, and product support have ended.

Regarding address is not verified. Even though everything matches in each of the members, it will still say not verified. What do I need to do to make sure it is verified? Not verified means the system could not find the number or street in the zip code. Double check the street name to make sure it has the correct suffix – Street, Drive, Avenue, etc. Address being unverified does not impact anything.

Can you put a link in the text message portion as well? No, only plain text can be in a text message.

Is there a way to cc someone on a broadcast email with them not being in the report used? While there is not a way to cc someone, you can add them as a ‘contact’ and then have a custom report where they are the only results and include that report in your send list.

So we have to report every 4H activity and non 4-H activity for es237? We are working with the liaison team to get an answer to this.