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.

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
• 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’.

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.
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

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.
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