

Entering New Project Groups in Extension Database

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How do I enter a new project group in Extension Database?

There are three new Project Groups available to use in the Extension Database that the State 4-H Department has authorized for us to use. They are: BCAC in Scrapbook, GBMZ in Llamas, and GCCC in Master Gardener. You will have to be the ED Administrator to create these Project Groups. Once they have been created then your office can create multiple Project Codes/Descriptions for these Project Groups.

Entering New Project Groups in Extension Database

1. Log in as ED Administrator.
2. Click on the **Setup** button from the Main Menu.
3. Click on the **Project Prefix** button. This button can be found under the Administrator button list in the lower right box on the screen.
4. Check the alphabetical list to make sure you do not already have any of the above three Project Groups created.
5. Select the **New Record** menu option from the Records Menu on the Standard tool bar. DO NOT type in a record that already has text in it.
6. Click inside the **Blank Project Prefix** field. The black bar will be displayed beside the record showing this is the active record.
7. Enter the **Project code**, i.e. BCAC.
8. Press the **Tab** key to enter the **Description filed**, i.e. Scrapbook.
9. Repeat the above steps for the remaining two Project Groups.
10. Click on the **Blue Main** button to return to the Setup menu.
11. Now you can click on the **Projects** button in the Setup menu to create Project Codes and Descriptions.
12. Refer to Lesson 8 in your ED Reference Guide for steps to create Project Codes.

Note: Do not create any type of Project Group unless they have been authorized by the 4-H Department.

Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.