



ACCESS Export FAQ for County Staff

Tip and Report Links

Counties opting to export a local backup can do so via the reporting system by clicking on the report links below for the 7 file types. All counties will have the ability to export updated versions of their own county-level data backups via the reporting system until 3/31/2015. Simply click each link, perform any recommended modifications to the report settings, and then export the report results to Excel/CSV as one would when normally exporting reports from the ACCESS system.

Important Notes:

You must be signed in to ACCESS before clicking the links below.

Year-specific file types will require specification of program year for each program year of available/desired data.

You will need to replace the default “Steward ID” value with your actual steward ID value. Follow instructions below to find your steward ID value:

1. Once logged in from a county-level account, click on the “Data Management” link.
2. Click on the “Organizations” tab and you will be taken to the County Extension page.
3. Click on your county’s name under the Extension column of the table on the County Extension page.
4. You will land on the county administrative page. The numbers at the end of the URL for this page are your Steward ID value. (<https://enrollment.4-h.org/extensions/####>)

You will notice that we used “2639” as the sample Steward ID when creating these reports. You WILL need to change it to match yours for most of the reports listed, or you will get blank reports.

When specified, you will need to change values in the following fields after returning to the Report Builder. Screenshots with examples are below.

Program Year & Steward ID:

Select rows that match

[When should I use ALL versus ANY filters?](#)

ALL of these conditions

✖ Program year equals 2014

✖ Steward ID equals 2639

Add filter

and ANY of these conditions

Add filter

Report Title:

Report Title

Person Report 2014

Run report

Report Link for Person Data

This report will provide a list of all people (youth, volunteers, parents, staff, etc.) registered in your county for a particular program year.

Click “Return to Report Builder” to specify the program year and replace the “Steward ID” value. We recommend changing the report title to match the year for which you are running the report - this will

be reflected in the file name when exported. Then re-run the report and export the results to get your data.

www.4-h.org/Person-Data

Report Link for Club Data

This report will provide a list of clubs registered in your county. There is no need to edit the year or Steward ID.

www.4-h.org/Club-Data

Report Link for Club Membership Data

This report will provide a list of all people (youth, volunteers, parents, staff, etc.) with their club memberships, as registered in your county for a particular program year. If a person does not have at least one club membership on file, he/she will not be included in this report.

Click “Return to Report Builder” to specify the program year and replace the “Steward ID” value. We recommend changing the report title to match the year for which you are running the report - this will be reflected in the file name when exported. Then re-run the report and export the results to get your data.

www.4-h.org/Club-Membership-Data

Report Link for Project Participation Data

This report will provide a list of all people (youth, volunteers, parents, staff, etc.) with their project participations, as registered in your county for a particular program year. If a person does not have at least one project on file, he/she will not be included in this report.

Click “Return to Report Builder” to specify the program year and replace the “Steward ID” value. We recommend changing the report title to match the year for which you are running the report - this will be reflected in the file name when exported. Then re-run the report and export the results to get your data.

www.4-h.org/Project-Participation-Data

Report Link for Activity Participation Data

This report will provide a list of all people (youth, volunteers, parents, staff, etc.) with their activity participations, as registered in your county for a particular program year. If a person does not have at least one activity on file, he/she will not be included in this report.

Click “Return to Report Builder” to specify the program year and replace the “Steward ID” value. We recommend changing the report title to match the year for which you are running the report - this will be reflected in the file name when exported. Then re-run the report and export the results to get your data.

www.4-h.org/Activity-Participation-Data

Report Link for Certification Participation

This report will provide a list of all people (youth, volunteers, parents, staff, etc.) with their certifications, as registered in your county for a particular program year. If a person does not have at least one certification on file, he/she will not be included in this report.

Click “Return to Report Builder” to specify the program year and replace the “Steward ID” value. We recommend changing the report title to match the year for which you are running the report - this will be reflected in the file name when exported. Then re-run the report and export the results to get your data.

www.4-h.org/Certification-Participation-Data

Report Link for Group Enrollment Data

This report will provide a list of all non-club groups registered in your county for a particular program year.

Click “Return to Report Builder” to specify the program year and replace the “steward ID” value. We recommend changing the report title to match the year for which you are running the report - this will be reflected in the file name when exported. Then re-run the report and export the results to get your data.

www.4-h.org/Group-Enrollment-Data

Below are a few tips and suggestions for the state-level export data review.

- Cross-reference the data in the files against the live data in the ACCESS system. Pick a small sample of random lines in a given export file type. Verify that the values for each field in the export file are consistent with the information for the specific record in the actual enrollment system.
- Verify that blank files should be blank. In the export file you may find blank files for data categories in years for which there is no data. For example, if Lake County has no Certifications on a county level, then you should expect a blank Certification Involvement file for each

program year exported.

- Make sure the total lines in a file are consistent with the total number of records for the same year in the actual system. This can be verified by:
 - Filtering the given file for a specific county then summing up the total lines.
 - Running the corresponding county level report (use links provided above) and confirming that the total number of records returned match up.
- Assemble a data review team and assign individuals to complete small review tasks such as those suggested above to streamline the review process.

If you have any questions about the process, or problems running your final ACCESS 4-H county reports, contact Jessy Brainerd, 207.581.3877, jessica.brainerd@maine.edu.