Lesson 5 –
Entering ANR Members in the Database
(Agriculture & Natural Resources)

In this lesson, you will learn how to:

- Enter ANR members
  - Open the ANR General Info Screen
  - Find a Member
  - Sort a Record
  - Delete a Record
  - Add a New Record
  - Duplicate a Record
  - Edit an Existing Record
  - Enter/Edit Data in a Record
  - Enter Data in a Second Address
  - The ANR Affiliations Screen
  - Enter Data in the ANR Affiliations Screen
  - Statistics Screen
  - Enter Data in the Statistics Screen
All programs begin with the Extension Database (ED) Main Menu. You learned in Lesson 3 how to enter 4-H data; now you'll need to know how to enter ANR member data. We'll use the ANR section for this lesson, so let's jump in! To begin entering ANR members you'll need to be at the ANR General Info screen (from Main Menu, click on ANR).

Although you can enter CFS, 4-H, and Mailing groups member demographic data in their own general INFO screen, you may also enter their data here. However, there are some specific fields only available via their respective (4-H and CFS) General Info screens that will need data entered. You will need to go to those screens to enter that specific data.

**Opening the ANR General Info Screen**

Click on the ANR button on the main menu. The ANR General Info screen shown below is displayed.
Finding a Member (Always the First Step)

You need to use the Find procedure on every person/family you intend to edit or add to the database. Using the Find procedure ensures that the person is not already in the database before you enter them as a new user. This also ensures that data on people you want to edit is really in the database. You will need to find them to make changes to their information already stored there.

1. Click on the Find button. The Find screen is displayed.
   - Notice you are now in the Find view mode and are restricted to only specific screens.

2. Click in the field you want to do the Find in and type in the needed text. Usually this is the Last (last name) field. For this procedure let's use Adams.

3. Click on the Continue button found in the left column (the tool palette) of the screen to complete the Find sequence (or press the Enter key on the keyboard).

   - When the first record is displayed, notice how many records are found. They will be displayed just under the Rolodex in the left column (the tool palette) of the screen.
   - Notice the Find view mode has automatically changed to the Browse mode. You can now decide to Sort, Add, Duplicate, or Edit.

You can scroll among the records found to see if the person you want to work with is already in the database. Or, you can sort the records to make finding the needed member easier. See the following section, Sorting a Record.

If you do not want to sort, you can move directly to Duplicate, or Edit a record if the record is already in the database. You can move directly to Add a record if the record is not found.

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Sorting a Record

You can sort the records you found. After using the *Find* function you may have found several records and want to sort them for an easy, organized way to move through the list of found records.

1. Click on the Sort button. The Sort screen is displayed.

2. Click on one of these sort options; *Last Name*, *Grade*, *Zip Code*, *School*, *Tenure*, or *Random* to automatically perform a programmed sort.

3. After selecting one of these sorts the *General Info* screen will be re-displayed with the requested information (*Last Name*, *Grade*, etc.).
   - The text under *Found* (records) now says *Sorted* (as opposed to *Unsorted*).
   - Other sorts will be described later.
Deleting A Record

You can delete any records you have found. Because the previous database (CODB) has been imported into Extension Database, you may find a need to delete some records. Some of these may be duplicates, incomplete, or just completely wrong records. Whatever the reason, deleting records is described below. Remember, the delete is permanent and the record is gone!

Click on the Last name field, and then click on the Delete button. This ensures you are on the actual record to be deleted.

Press the Cancel button and the record won’t be deleted if you are not sure the record needs to be removed from the database. The record will not be deleted.

The message to permanently delete the current found set will be displayed. Delete Records will delete more than the current record on the screen. Do Not delete:

- If you are not the ED Administrator.
- If you do not have permission from the ED Administrator.

This message will be displayed when you click on the Delete button.

Caution: There is no un-delete of any text or records that are deleted. They will have to manually be re-entered if you accidentally deleted them.

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Adding a New Record

Once you have searched the database using the *Find* function and did not find the person or any of his/her family’s records you want to add, you can enter this person’s information as a new record.

1. Click on the **New** button and a new blank record is displayed.

   HINT: When starting to add a new record, the only data that should be displayed on the screen are the default fields of; *City*, *State*, *County*, zip and area codes, and type of member/Group.

2. Enter the information using the following section on **Entering Data in a Record**.

   HINT: If you are not typing in a blank record and you are typing over text displayed on the screen, you are not in a *New* record. Remember, this is a feature of *File Maker Pro*; the fields need to be blank in order for this to be considered a *New* record.

Duplicating a Record

You may also just duplicate a family member’s record and then edit the duplicate record.

1. Click on the *Last* field of the record you want to duplicate to ensure you are duplicating the correct record.
2. Click on the duplicate record **Duplicate** button; a copy of the record is displayed.

   HINT: Generally the fields duplicated are: *First*, *Last*, *Township*, *Gender*, *Tenure*, and *Type of Member*. The vertical scroll beside the *Rolodex* will be at the last record (bottom). The number of records will increase by one.

Editing an Existing Record

You may need to change information on an existing record. The following steps will let you change information in a record. Keep in mind, when you start to type, all data is automatically saved. Also, when you type over text there is no way to retrieve the original text except to re-enter the text.

1. Click in any field you need changed and type in needed information.
2. Use the **Tab** key to go from field to field, or use the left mouse key to click in any field, making necessary changes. Refer to the section **Entering Data in a Record** for further details on each field.

   HINT: Use the **Shift-Tab** key to go back to a previous field(s).

   HINT: *Filemaker Pro* saves as you go so you no longer need to commit or save the changes.
Entering/Editing Data in a Record

Once you have added, duplicated, or edited a record, you may need to enter the demographic information for that record (person). Remember you need to use the Tab key or the left mouse button to move from field-to-field while entering data. When you use the Tab key to enter data, you will automatically display any drop-down list if available for that field. If you press the Enter key, you will add another line to that field, which is not recommended except for the comment field. For this procedure I am using the Tab key because I want to take advantage of the automatic drop-down lists and pull-down menus. Also, after making a selection, the fields will automatically fill.

- After entering data in a field, press the Tab key to go to the next field.

1. Click in the Title field and enter a title, i.e., Mr., Mrs., Miss.
2. Enter the person’s First name field.
3. Enter the person’s Middle name field. This field is optional.
4. Enter the person’s Last name field.
5. Enter the Suffix field, i.e., Sr., Jr., Dr., and PhD. This field is optional.
6. Enter the person’s Nickname field.

HINT: In order to use the nickname on reports and labels select Yes on the Use nickname field at the lower middle of the General Info screen you’re using to enter data.
7. Enter the Address in the information address fields, Line 1, Line 2, and Line 3, using all three fields if necessary; then press the Tab key.
8. Enter the zip code; if help is needed, click on the zip code field to the right. Choose one of the zip + City choices from the drop-down list.

HINT: If you know the city, click in the Light Blue outline field to quickly choose from the drop-down list.

- Once you have made a choice, the City, State, and zip fields will automatically be filled in—a big advantage when you have several enrollments to enter into the database.
- If your zip data is not in the drop-down list, or you receive an error, you will have to click on the Setup button to go to the Setup section of the database and enter the data in the zip section before it will show up on a drop-down list. This will be covered in the Setup Lesson.

9. The County field will already have the default county name entered; just tab past this field if it is correct. Otherwise, click to bring up the drop-down list and scroll and click on the correct county name.
10. Tab to the Township field and select a township name from the drop-down list.
11. The **Override Eliminate Duplication** is a Yes/No field. Click on **Yes**, if you do not want to eliminate duplication for this record based on duplication and **No** if you want to eliminate any duplicate records with the same last name, phone number codes, the zip, and zip+4. The **Override Duplication** is used when you select *Household Member Duplicates* question and *Whole Family* label question when requesting reports/labels in the *Print Outs*.

12. The **Use nickname** fields, is a Yes/No field. Click on **Yes**, if you want to use a nickname and click on **No** if you do not want to use a nickname.

13. The **Override Last Name** is a Yes/No field. Click on **Yes**, if you do not want to eliminate this record based on duplication and **No** if you want to eliminate duplication based on last name.

14. Choose **Yes** or **No** for the **E-mail Only** field. Click on **Yes**, if you want to send information to this person via email. Click on **No**, if you want to send information via U.S. and or email.

15. The **Mailing Status** is a drop-down list. Scroll and click on one of the following options: *Use Family address*, *Use mail label*, *Inactive Member*, *No mail*. You need to use these flags if you want to omit from an option in a *General Find*.

HINT: See the *Pre-Print* screen section and *Setup* screen section for information on mail flags.

- The *Use Family address* option is used to put “The ______ Family” on the first line of the label for this person.
- The *Use mail label* option will result in the placement of this person’s information on the first line on the label.
- The *Inactive Member* option is used in a *General Find* and will omit these people from reports if that option is selected on the “Setup” screen.
- The *No Mail* option is used in a *General Find* and will omit these people from reports.

16. The **Mail Label** field is used to enter the text you want on the first line of any mailing label for this record as long as you have the mail flag set to use the mail label option.

17. The **Residence Code** field is a drop-down list used to describe the type of populated area where this person resides. Scroll and click on one of the following options: *Central city > 50K*, *Farm*, *Rural/Town < 10K*, *Suburb > 50K*, and *Town/City 10-50K*.

18. The **birthday** field is used to enter this person’s birthday in the format of: MM/DD/YYYY. As an example, for a birthday of September 3, 1991, you would enter: 09/03/1991.

19. The **E-mail** field is for the person’s e-mail address, if available. This field is optional.

20. The home (HM) and work (WK) **Phone** fields will have the default area code for your County displayed. Tab to the next phone field and enter the prefix and phone number.

21. Choose **Yes** or **No** from the pop-up list for the **Unlisted** (phone) field.

22. The **Extension (Ext)** field is optional.

23. The **Cell Phone**, **Beeper**, and **Fax** fields are all optional and self-explanatory.

24. The **Comment** field allows you to enter any necessary information about this person that will be helpful only to the Extension office. This information can be printed only in reports from the *General List/Comment* or *General List/Rels/Comment* option. There is more discussion in the *Member Printout* section.
Entering Data in the Second Address Screen

To display this screen choose the 2nd Address button on the ANR General Info screen only. Use this section if: the member will be living with another relative or is away for the months designated on this screen; or he/she may be on vacation for several months or living at a winter home and wanting mail forwarded for a period of time.

- You may have to use the Tab key instead of the arrow or mouse to display the zip, zip+4 and the city fields

You use this screen to enter a second address for a person. Enter the data in the fields much like the ANR General Info screen.

1. You will have to enter the Start Month from the pull-down list.
2. Enter the End Month from the pull-down list.
3. Select Yes for 2nd Address field for this field to become active.
4. Once you are finished entering data on this screen, press the yellow back button to return to the ANR General Info screen and to proceed to the ANR Affiliations screen.
The ANR Affiliations Screen

When you click on the ANR Affiliations button (on the ANR General Info screen) you will display the screen below.

![ANR Affiliations Screen](image)

**NOTE:**

- If you press the General Info button you will return to the ANR General Info screen for entering ANR members, etc.
- Pressing the Affiliations button will display this screen.
- Pressing the Mail groups' button will take you to the Mail Groups screen. You would press this if you wanted to enter this person in a mail group.
- Finally pressing the Statistics button will take you to the Statistics screen. Press this button if you want to add number of acres this farm has, the farm type, or the number of livestock to this member’s record.
Entering Data in the ANR Affiliations Screen

Notice some of the person's demographic information is automatically carried over to the green area of this screen. The portal file (the white sub-window) has fields that will allow you to enter information on the fields: **Affiliation**, **Year**, and **General Area**.

Notice in the **Year** field, the most recent year of activity is displayed first with past years in calendar-year order.

As you enter data, the fields will be drop-down lists and you can select the data from that list. Remember it is better if you use the **Tab** key to go from field-to-field. Using the **tab** key will automatically display drop-down lists when you tab to those fields.

1. Change the member's demographic information if necessary. Refer to the above section for a review on how to change the member's demographic information. (You really should not need to do that because you just came from that screen. However, you can make changes here also.)

2. Click on the New Affiliation [New Affiliation] button to add a new affiliation record for this member. The blank affiliation record will be displayed at the top of the list with the current enrollment year already entered.

3. Press the **Tab** key to display the drop-down list in the **Affiliation** field.
   - Don't forget you can use the speed search on this field, i.e., if you want to quickly get to the President Affiliation, type **Pres** and it will display that option.
   - Go to the Affiliation button in the Setup screen to enter ANR affiliations for this drop down list.

4. Press the **Tab** key to display the drop-down list in the **General Area** field.
   - Use the Clubs/General Area button on the Setup Screen to enter General Area listings for this drop down list.

5. When finished, go to the **Statistics** screen to enter statistical information.
The Statistics Screen

When you click on the ANR Statistics button you will display the screen below.

- The Yellow Back button will take you back to the previous screen.
- The Main button will take you to the ED main menu.
- The Print button will take you to the Print menu. You will be able to print out reports and labels from this section.
- The Setup button will take you to the Setup screen. Lets you enter pre-defined data to be used at default values in the drop-down lists and fields.
- The Labels button will take you to the Labels screen. You will be able to print out labels for the found records.
- The Find button starts the find sequence and is used to find a selection of records.
- The Sort button takes you to the Sort screen and is used to sort your found records.
- The New will let you enter a new Statistics record on a blank screen.
- The Delete will delete the selected Statistics record.
- The Duplicate will duplicate the current record.
Entering Data in the Statistics Screen

Notice the person’s demographic information is automatically carried over to this screen. If it is not carried over, use the Rolodex to view the found records for the correct ANR member’s record to enter statistics.

1. Change the member’s demographic information if necessary. (You should not need to do that because you just came from entering or editing that screen. However, you can make changes here also.)
2. Click on the Acres field and enter the number of acres for this farm.
3. Tab to the Farm type and select a farm type if listed, otherwise click on the Edit…
4. Enter a Farm type description in the dialog box that is displayed.
5. Click on the OK button.
6. Enter the number of livestock on the farm for: Beef, Swine, Sheep, Poultry, Horse, Dairy Cattle, Rabbits, Dairy Goats, Pygmy Goats, Other.
7. Tab to the Job title field and a drop down-list will appear if listed; otherwise, click on the Edit… option.
8. Enter a Job title description in the dialog box that is displayed.
9. Click on the OK button.
10. Tab to the four General fields and enter any necessary information. These fields are used for a more selective find; i.e. you want to break down the Farm type by the numbers of acres on a farm.
11. Tab to the Comment field to enter comments relevant to this farm.
12. Click on the Back button to return to the previous screen.
Exercise 5 –

1. Enter one of the ANR members from the enrollment forms.
   1. Enter data on the 2nd Address screen.
   2. Enter data on the Affiliations screen.
   3. Enter data on the statistics screen.

Bonus Exercise 5 –

Enter more member enrollment forms as time permits.