
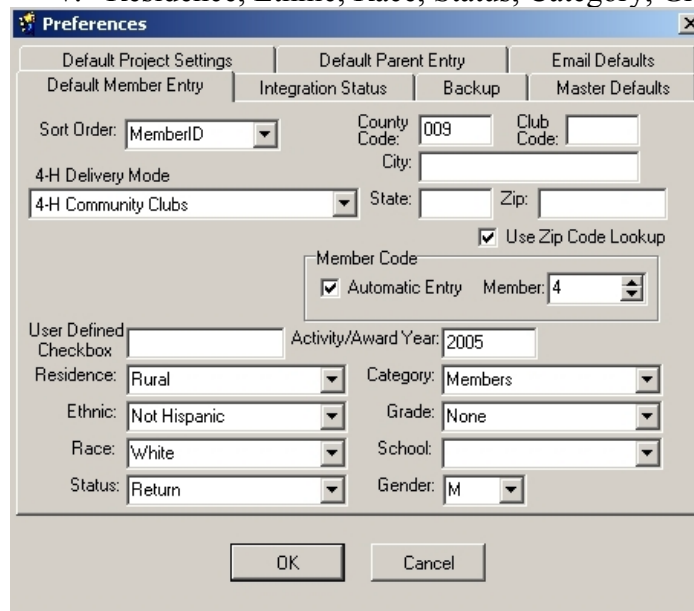


Setting Preferences in Blue Ribbon

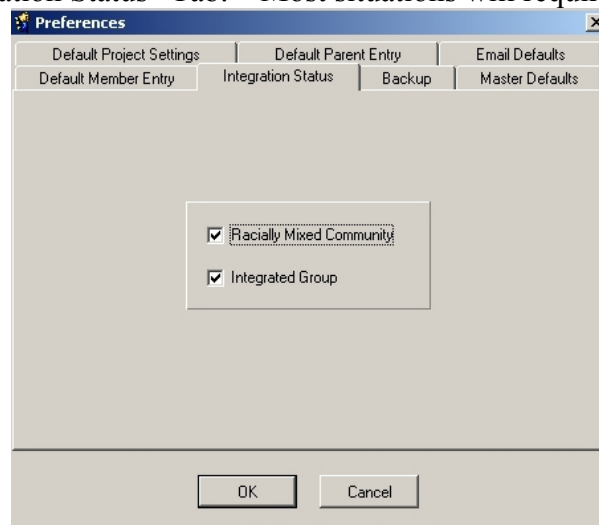
Note: These are recommendations only you can set these to accommodate your needs within your county office.

- 1) Click the  Preferences icon or Select Utility | Preferences.
- 2) Under “Default Member Entry” Tab.
 - a. Sort order can be either by MemberID or Member Lastname.
 - b. County Code. (Required)
 - c. Everything else is “Optional”, but ones Recommended are:
 - i. State
 - ii. Use Zip Code Lookup
 - iii. Member Code Automatic Entry
 - iv. Activity/Award Year
 - v. Residence, Ethnic, Race, Status, Category, Grade, School and Gender



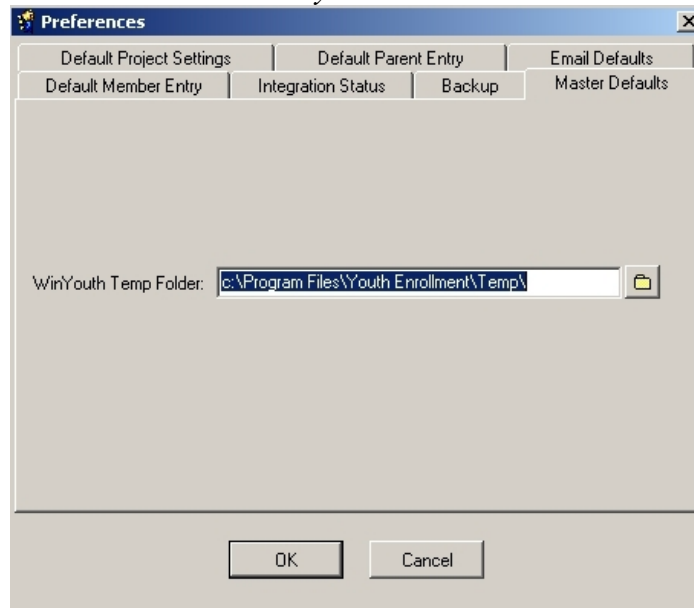
The screenshot shows the 'Preferences' dialog box with the 'Default Member Entry' tab selected. The 'Sort Order' is set to 'MemberID'. The 'County Code' is '009'. The '4-H Delivery Mode' is '4-H Community Clubs'. The 'Use Zip Code Lookup' checkbox is checked. The 'Member Code' section has 'Automatic Entry' checked and 'Member' set to '4'. The 'Activity/Award Year' is '2005'. The 'Residence' is 'Rural', 'Ethnic' is 'Not Hispanic', 'Race' is 'White', and 'Status' is 'Return'. The 'Category' is 'Members', 'Grade' is 'None', and 'Gender' is 'M'. There are 'OK' and 'Cancel' buttons at the bottom.

- 3) Under “Integration Status” Tab. – Most situations will require both being checked.

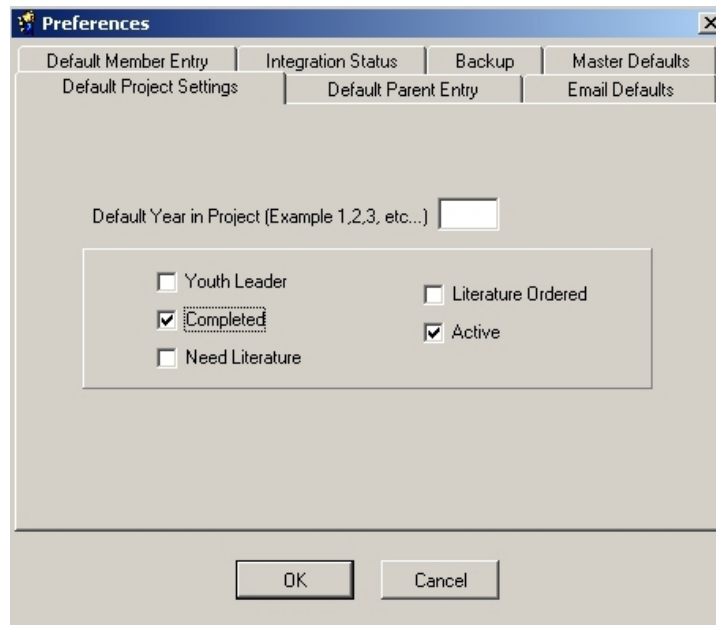


The screenshot shows the 'Preferences' dialog box with the 'Integration Status' tab selected. Two checkboxes are checked: 'Racially Mixed Community' and 'Integrated Group'. There are 'OK' and 'Cancel' buttons at the bottom.

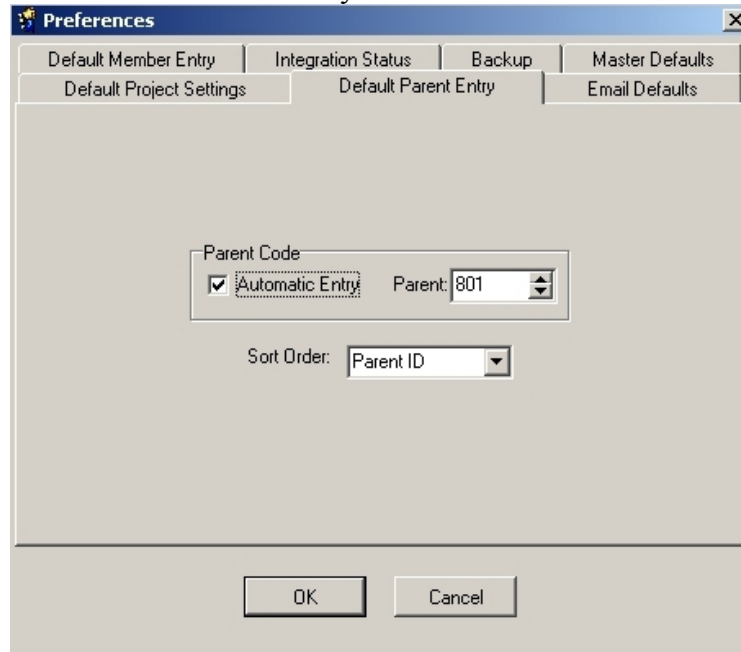
- 4) Under “Backup” Tab, there is nothing to select.
- 5) Under “Master Defaults”, is where the location of files you create in Blue Ribbon (ie: EmailList) will automatically be saved. If you would like the location of this to be different, click on the yellow folder to the right and choose the file location of your choice. *It is recommended that you leave this location set at the default.*



- 6) Under “Default Project Settings” Tab.
 - a. You can choose to set your “Default Project Year”
 - b. Checkboxes for:
 - i. Youth Leader
 - ii. Literature Ordered
 - iii. Completed (Recommended)
 - iv. Active (Recommended)
 - v. Need Literature



- 7) Under “Default Parent Entry” Tab.
 - a. Parent Code Automatic Entry. (Required)
 - b. Sort order for Parents is by ParentID or Parent Lastname.



- 8) Under “Email Defaults” Tab.
 - a. Undisclosed List (Recommended)
 - b. Mail From (Required)
 - c. SMTP Server (Required)
 - d. Email UserID (Optional, unless needed for Authentication)
 - e. Domain (Optional, unless SMTP is empty then it is Required)

