



Data Export

The data export utility allows item and exhibitor data to be exported from FairPlus! into a .csv (comma separated value) file. Comma separated value files can be imported into Excel, Word, or most commercial software that understands .csv files.



Check information can be exported from the Financial section. See the Export Check Data tip sheet for more information.

1. Click **Go to > Utilities > Data Export**. See Figure 1.

1st Step

Class Selection...

- H029003 Series of Story Pictures - Unit 1
- H029004 Effects of Lighting - B&W - Unit 1
- H029005 Effects of Lighting - Color - Unit 1
- H029006 Flash Pictures - B&W - Unit 1
- H029007 Common Mistakes - Unit 1
- H029008 Best Picture - B&W - Unit 1
- H029009 Best Picture - Color - Unit 1
- H029010 Finished Photograph - Unit 1
- H029011 Silhouette Back Lighting - B&W/Color - Unit 2
- H029012 Silhouette Back Lighting - Color - Unit 2
- H029013 Different Subjects/Different Skill - Unit 2
- H029014 Depth of Field Changes/Lens Apertures - Unit 2
- H029015 Electronic Flash Photos - Unit 2
- H029016 Action Pictures/Choice Shutter Speeds - Unit 2
- H029017 Shadows/Dramatic Effects - Unit 2
- H029018 Best Picture - B&W - Unit 2
- H029019 Best Picture - Color - Unit 2
- H029020 Finished Photograph - Unit 2
- H029021 Natural Light - B&W - Unit 3
- H029022 Natural Light - Color - Unit 3
- H029023 Choices of Light Sources - B&W - Unit 3
- H029024 Choices of Light Sources - Color - Unit 3
- H029025 Effects of Focal Length with Fixed Distance - Unit 3
- H029026 Closeup Pictures - Unit 3
- H029027 Effects of Filter Use - Unit 3
- H029028 Examples from Scenic, Nature, Sports, Special Effects - Unit 3
- H029029 Best Picture - B&W - Unit 3
- H029030 Best Picture - Color - Unit 3
- H029031 Finished Photograph - Unit 3
- H029032 Darkroom Enlarger Control Techniques - Unit 4
- H029033 When Things Go Wrong in Processing - Unit 4
- H029034 Slide Story - Unit 4
- H029035 Best Picture - B&W - Unit 4
- H029036 Best Picture - Color - Unit 4
- H029037 Finished Photograph - Unit 4
- H029038 Non-Modified Photos of favorite subject
- H029039 Non-Modified photos of different subjects
- H029040 Non-Modified photos telling a story
- H029041 Modified photos of favorite subject
- H029042 Modified photos of different subjects
- H029043 Modified photos telling a story
- H031001 Portfolio/Scrapbook - Unit 1
- H031002 Portfolio/Scrapbook - Unit 2
- H031003 Study of a Master
- H031004 Painting
- H031005 Drawing

None
All

Export Data Selection...

<input type="checkbox"/>	Exhibitor Id
<input checked="" type="checkbox"/>	Exhibitor Name
<input checked="" type="checkbox"/>	Exhibitor Address
<input checked="" type="checkbox"/>	Exhibitor City / State / Zip
<input type="checkbox"/>	Exhibitor City
<input type="checkbox"/>	Exhibitor State
<input type="checkbox"/>	Exhibitor Zip
<input type="checkbox"/>	Exhibitor Phone
<input checked="" type="checkbox"/>	Exhibitor Grade
<input type="checkbox"/>	Exhibitor Age
<input checked="" type="checkbox"/>	Representing Club
<input type="checkbox"/>	County Name
<input type="checkbox"/>	Exhibitor Back Tag
<input type="checkbox"/>	County Item Number
<input type="checkbox"/>	County Class Code
<input type="checkbox"/>	County Fair Dept Description
<input type="checkbox"/>	County Fair Div Description
<input type="checkbox"/>	County Fair Class Description
<input type="checkbox"/>	Optional Information
<input type="checkbox"/>	Placing
<input type="checkbox"/>	Awards
<input type="checkbox"/>	Selected for State Fair
<input type="checkbox"/>	Livestock Information
<input type="checkbox"/>	Animal Birthdate
<input type="checkbox"/>	Livestock Measure One
<input type="checkbox"/>	Livestock Measure Two
<input type="checkbox"/>	Rate of Gain Data
<input type="checkbox"/>	Ear Tag / Id
<input type="checkbox"/>	State Fair Item Number
<input type="checkbox"/>	State Class Code
<input type="checkbox"/>	State Fair Dept Description
<input type="checkbox"/>	State Fair Div Description
<input type="checkbox"/>	State Fair Class Description

None
All

2nd Step

Export Data With Method...

- Items Unique
- Exhibitor Unique
- Exhibitor / Items (One Record per Exhibitor)

3rd Step

Automatic Export Data Selection...

NOTE: Manually select the export data fields via the 'Export Data Selection' area at left or select one of the Automatic Export Data Selection Items below:

- Stall Cards / Stall Committee Report
- Show/Number Cards
- Exhibitor Mating
- Optional Information Tracking

4th Step

Export File Name...

- Generic: Name = Export
- Custom: Enter Name Below.

DO NOT include file path or extensions.
Example: Name = Stallcard

Note: To enable the [Create] button at least one class, at least one data field or automatic export, data unique selection, and a file name must be selected.

Create C:\CKVAD\ataxfer\Export.txt

Clear All / Start Over

Return

Figure 1. Data Export

1st Step

- Select the desired class or classes from the selection box on the left-hand side of the screen. The classes can be multi-selected. See the Select Multiple Items tip sheet for more information.

2nd Step

- There are three methods of exporting data.
 - Items Unique – This means an export is requested that will contain all the items in each selected class. Select the information from the middle column for those items. There is no third step option available when this option is chosen.
 - Exhibitor Unique – This option means that an exhibitor is listed once. This is regardless of how many items the exhibitor has entered items in the selected classes.
 - Exhibitor/Item (one record per exhibitor) – One record on one line with all exhibits for that exhibitor included. This is not a recommended method of export. If members have many, many items, the 256-column limitation of Excel and Access will probably be exceeded. This method of export works well in states where they limit the number of items that can be exhibited and thus tend to stay within usable limits.

3rd Step

- These options are only available when Exhibitor Unique is selected in the second step. With these options, the contents of various fields are exported on a “canned” basis. If more information is exported than needed, remove the columns in Excel or Word. Another option is to not include those columns in a merged document.

4th Step

- A file can be exported with the generic name of **Export.txt** or a file name can be designated. When several different types of files are being exported with different information, give them specific names that provide a reminder of the information they contain.

Data Export

- A file exported generically with the name of **Export.txt** will be overwritten the next time information is exported. A file with a specific informational name generally will not be overwritten. However, be certain that the source data has not changed since the export in order to get the latest, most complete set of information.
- Either type of file is saved to the C:\CKV\dataxfer folder. Be sure when the application is opened that the type of file is changed to **All files** rather than just the application specific files. Otherwise, it may appear that the exported file is not there. See Figure 2 and Figure 3.

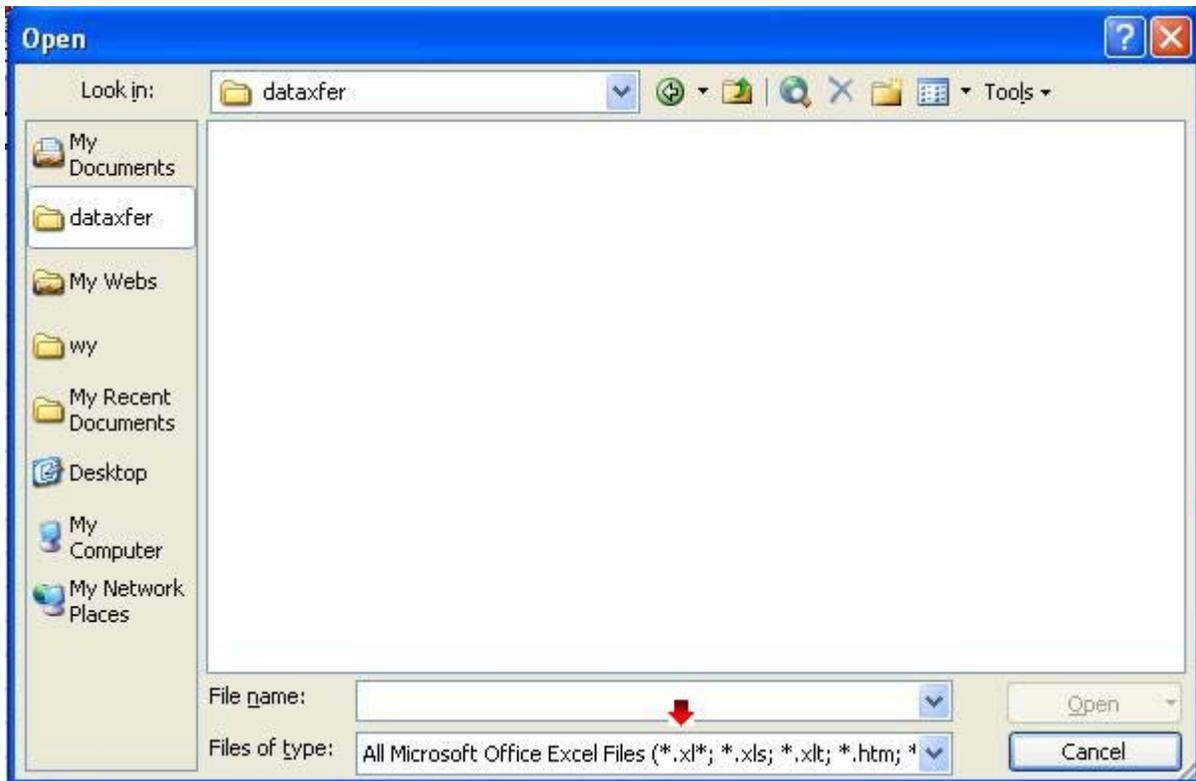


Figure 2. Application Specific Files

Data Export

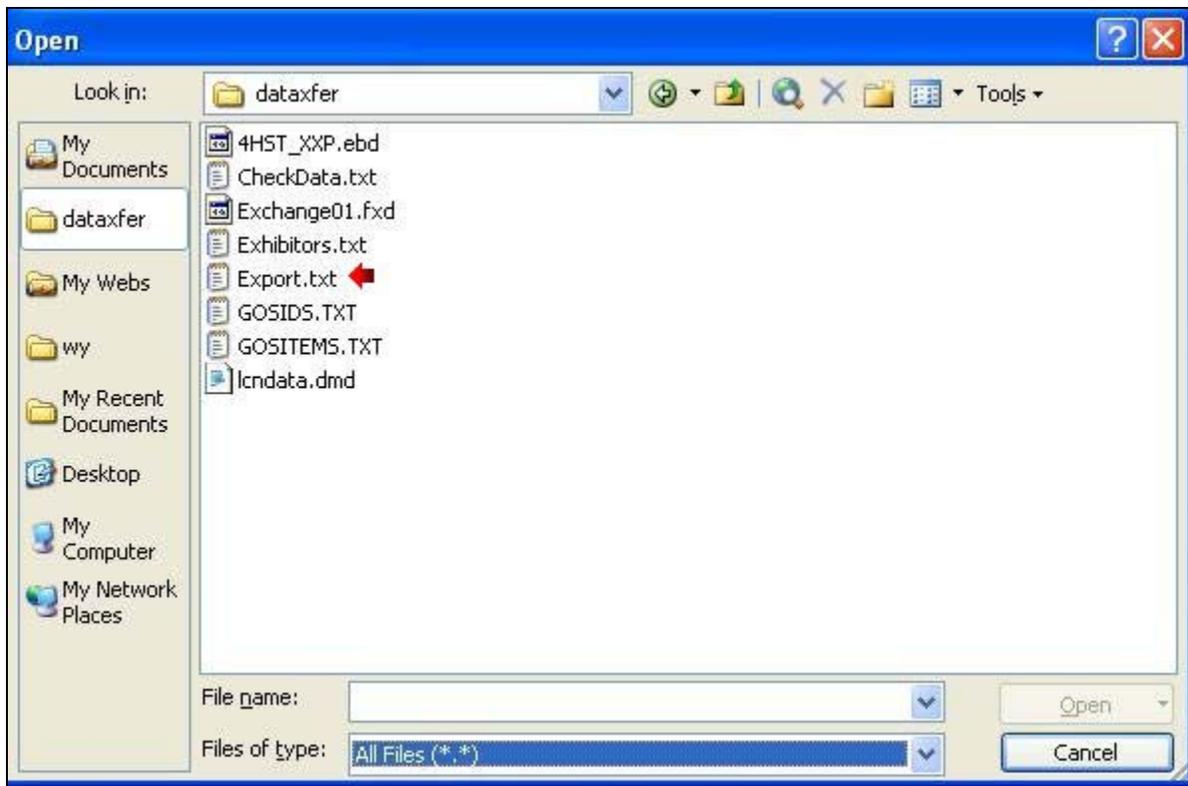


Figure 3. All Files