



## Media Report Complete Fair Report

Media reports are used to send fair results to newspapers in the area. Reports can be printed or a file can be e-mailed to the newspaper. Two types of media reports are available: a complete fair report and a user-defined report. The complete fair report automatically includes the results for the entire fair.

1. Click **Go to > Results > Media Reports > Complete Fair Report**. See Figure 1.

The screenshot shows a web interface for generating media reports. At the top, there are several tabs: 'Instructions', 'Report Level', 'Exb Type', '# Awards', '# Placing', 'Placing Type', 'Includes', 'Sorting', and 'Destination'. Below the tabs, a message states: 'To activate the (Process / Print) button, at least one item must be selected under each tab.' On the left, there is a blue link 'Media Reports...'. A note explains: 'Note: When the report has finished processing, you can click the '# Awards' and '# Placing' tabs to see the award and placing counts.' On the right side, there are four buttons: 'New Request', 'Process / Print' (with a blue asterisk), 'Email Media Report File Now', and 'Return'. Below these buttons is a 'Selection Verification' section with a list of checkboxes: 'Report Level' (checked), 'Exb Type', 'Num Awards', 'Num Placings', 'Placing Type', 'Includes', 'Sort Method', and 'Destination'. A blue asterisk is next to the 'Report Level' checkbox. At the bottom, there are two paragraphs of text: 'NOTE: To process multiple reports for different Departments, Divisions, or Classes with the remaining TAB settings the same, click on [Report Level] and select your new level. All other report TAB setting will remain the same.' and 'To process a different report with different TAB settings, click on [New Request] and enter your desired report specifications.'

Figure 1. Media Reports

- The tabs at the top of the screen show the options available for the report. Click the tabs to display each option. The blue *Selection Verification* box shows the options to be selected. The program adds a check box to each item as selections are made. Do not click the check boxes in the verification box.
- Click **Report Level**. It defaults to *Fair*. See Figure 2.

**Figure 2. Report Level**

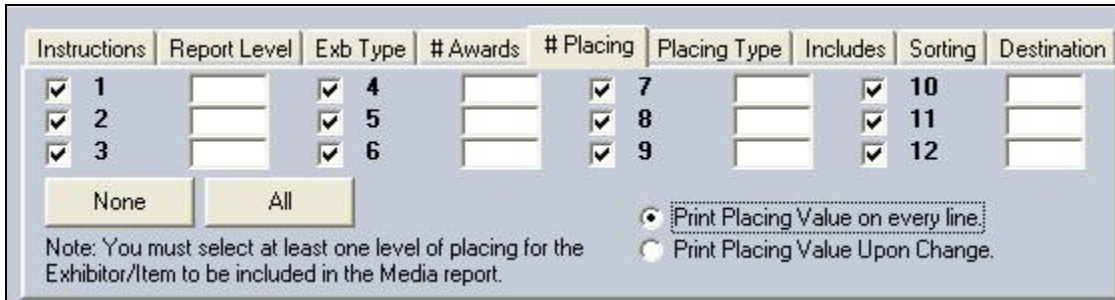
- Click **Exhibitor Type**. Select the radio button for the **exhibitors** to include in the report. See Figure 3.

**Figure 3. Exhibitor Type**

- Click the **# Awards** tab. Click the **All** button or the **None** button. As an option, the individual awards can be selected. See Figure 4. After the report is generated, redisplay this section and the number of awards displays. Select **Print Award Value on every line** or **Print Award Value Upon Change**.

**Figure 4. Awards**

6. Click the **# Placing** tab. Click the **All** button or the **None** button. As an option, the individual awards can be selected. See Figure 5. After the report is generated, redisplay this section and the number of placings display. Select **Print Award Value on every line** or **Print Award Value Upon Change**.



Instructions	Report Level	Exb Type	# Awards	# Placing	Placing Type	Includes	Sorting	Destination
<input checked="" type="checkbox"/> 1		<input checked="" type="checkbox"/> 4		<input checked="" type="checkbox"/> 7		<input checked="" type="checkbox"/> 10		
<input checked="" type="checkbox"/> 2		<input checked="" type="checkbox"/> 5		<input checked="" type="checkbox"/> 8		<input checked="" type="checkbox"/> 11		
<input checked="" type="checkbox"/> 3		<input checked="" type="checkbox"/> 6		<input checked="" type="checkbox"/> 9		<input checked="" type="checkbox"/> 12		

None All

Print Placing Value on every line.  
 Print Placing Value Upon Change.

Note: You must select at least one level of placing for the Exhibitor/Item to be included in the Media report.

Figure 5. Placings

7. Click the **Placing Type** tab. Check any of the boxes for **Placing Number**, **Name Abbreviation**, or **Color Abbreviation**. See Figure 6. This information comes from the ribbon sets.



Instructions	Report Level	Exb Type	# Awards	# Placing	Placing Type	Includes	Sorting	Destination
<input type="checkbox"/> Place (1,2,3...12 as stored in Item Record)								
<input type="checkbox"/> Name Abbreviation								
<input checked="" type="checkbox"/> Color Abbreviation								

Figure 6. Placing Type

8. Click the **Includes** tab. Click the **All** button or the **None** button. As an option, select the individual options for the information to be included in the report. See Figure 7.



Instructions	Report Level	Exb Type	# Awards	# Placing	Placing Type	Includes	Sorting	Destination
Check all additional fields to include in the processed report.								
<input type="checkbox"/> Item Number	<input type="checkbox"/> Town	<input type="checkbox"/> State Fair						
<input type="checkbox"/> Exhibitor Id	<input type="checkbox"/> County							
<input type="checkbox"/> Age	<input type="checkbox"/> State							
<input type="checkbox"/> Grade	<input checked="" type="checkbox"/> Club							

None All

Note: Many fields are automatically included in the Media report. You do not have to select any of the additional include fields to generate a Media report. Clicking the 'None' button will verify the includes selection.

Figure 7. Includes

- Click the **Sorting** tab. The base sort is on department, division, and class. The report is then sorted on awards and placings. Check the radio button for the **item** to sort on the third level. See Figure 8.

**Figure 8. Sorting**

- Click the **Destination** tab. See Figure 9. The report can be printed or a file can be created. The options for the file type are an ASCII file, a delimited text file, or an Excel tab delimited file. Check with the newspaper for the format they prefer. When using one of the file options, a file name defaults to Media. This can be changed to a different file name.



When the default file name of Media is used, it will write over the previous file named Media. Use a new file name to prevent this from happening.

**Figure 9. Destination**

- Click the **Process/Print** button.
- The file can be e-mailed to the newspaper. Be sure that the e-mail has been setup. See the E-mail Setup tip sheet for more information.