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.

Figure 1. Media Reports

2. 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.

3. Click **Report Level**. It defaults to *Fair*. See Figure 2.
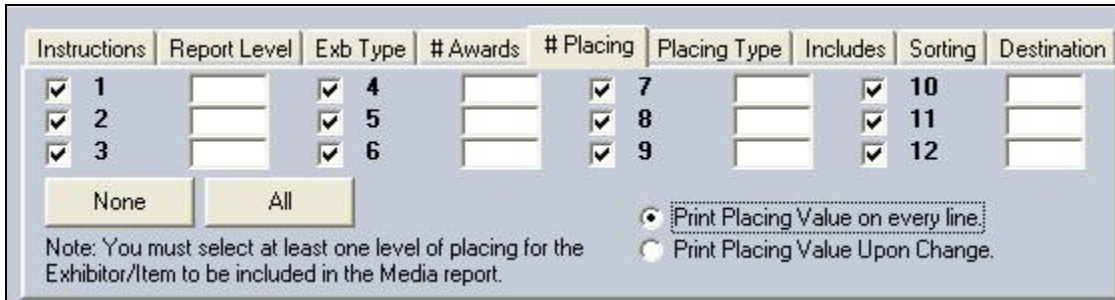

Figure 2. Report Level

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

Figure 3. Exhibitor Type

5. 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**.

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.

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.

Figure 7. Includes

9. 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

10. 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

11. Click the **Process/Print** button.

12. 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.