



## Media Reports User-Defined 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 user-defined report can be selected at one of the following levels: fair, department, division, class, or club.

1. Click **Go to > Results > Media Reports > User Definable Report**.
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**.
4. Select the radio button for the **desired level**. See Figure 1.

The screenshot displays the 'Report Level' tab of the FairPlus! software. At the top, there are several tabs: Instructions, Report Level (selected), Exb Type, # Awards, # Placing, Placing Type, Includes, Sorting, and Destination. Below the tabs, there are radio buttons for selecting the report level: Fair, Department, Division (selected), Class, and Club. Two notes provide instructions for selecting the correct department and division. A list titled 'Select Report Level..' contains 14 items (J001 to J014) with 'J003 MARKET BEEF' selected. Below the list are 'None', 'All', and 'Continue' buttons. On the right, there are buttons for 'New Request', 'Process / Print', 'Email Media Report File Now', and 'Return'. A 'Selection Verification' box on the right contains checkboxes for 'Report Level' (checked), 'Exb Type', 'Num Awards', 'Num Placings', 'Placing Type', 'Includes', 'Sort Method', and 'Destination'. At the bottom, there are two paragraphs of text providing instructions for processing multiple reports and different reports with different TAB settings.

Figure 1. Report Level for User Defined Results

5. Click **Exhibitor Type**. Select the radio button for the **exhibitors** to include in the report.
6. Click the **# Awards** tab. Click the **All** button or the **None** button. As an option, the individual awards can be selected. 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**.
7. Click the **# Placing** tab. Click the **All** button or the **None** button. As an option, the individual awards can be selected. After the report is generated, redisplay this section and the number of placings displays. Select **Print Award Value on every line** or **Print Award Value Upon Change**.
8. Click the **Placing Type** tab. Check any of the boxes for **Placing Number**, **Name Abbreviation**, or **Color Abbreviation**. This information comes from the ribbon sets.
9. 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.
10. 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.
11. Click the **Destination** tab. 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.

12. Click the **Process/Print** button.
13. 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.