

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.

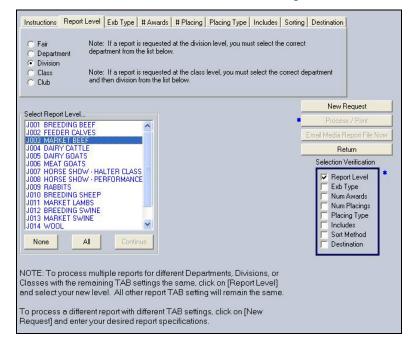


Figure 1. Report Level for User Defined Results

- 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.

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.