



State Fair Items Report

The State Fair Items Report shows a list of all the qualifying State Fair items. Use it to confirm that State Fair item numbers are assigned and that State Fair item tags are printed.

1. Click **Go to > To State Fair/Registration-Items > Process State Fair Items > Print Report**. See Figure 1.

Select Department(s)

- A Fine Arts
- F FFA DEPARTMENT
- H 4H DEPARTMENT**
- J JUNIOR SHOWS

Process Report Level...

- Fair
- Department
- Division
- Class

Report Sort Method...

- Class
- Exhibitor Name
- County Item Number

Include Optional Information

Include Encampment Data

Process/Print Report

Return

NOTE: The [Process/Print Report] button will not be enabled until both the Process Report Level and the Report Sort Method have been selected.

Note: One last report should always be printed selecting the FAIR level after Issueing state fair numbers by the FAIR level one final time to catch any missing state fair qualified items. [Process State Fair Items]

This last report should be processed just prior to building the state fair data disks for the final time. A copy of the report should be sent to state fair.

None All Continue

Figure 1. State Fair Items Report

2. Select a radio button for **Fair, Department, Division, or Class**. When department, division, or class is selected, highlight the appropriate department, division, and class from the selection box.
3. Select a sort method by **class, exhibitor name, or county item number**.

4. Click the **Process/Print Report** button. See Figure 2 on page 2 for a sample report.



A warning message displays when non-processed State Fair items are found.

This means that item numbers have not been assigned to all the State Fair items. Be sure item numbers are assigned for all items. A Y displays in the S-Item column on the State Fair Item report when there is an unassigned item. A warning message also displays when there are unprinted State Fair item tags.

State Fair Report by Exhibitor Name				6/15/2006 2:55:44 PM Page 1				
C-Item	Exb Id	Name	S-Item	C-Cls/Lot	S-Cls/Lot	Sent	Returned	Picked
000000010	GOS4202	Beethoven, Schroeder	Y	H017002	H017002	_____	_____	_____
000000056	GOS4202	Beethoven, Schroeder	P990070023	H017001	H017001	_____	_____	_____
000000051	GOS3597	Cat, Sylvester	S990070024	H017002	H017002	_____	_____	_____
000000040	GOS4184	Cowboy, Woody	S990070026	H078015	H078015	_____	_____	_____
000000052	GOS4229	Coyote, Wile	S990070025	H017003	H017003	_____	_____	_____
000000053	GOS4017	Finn, Huckleberry	S990070022	H017001	H017001	_____	_____	_____
Non Processed Items:		1	(Items posted for state fair but not issued state fair item numbers)					
Processed Items:		4	(Items with valid state fair item numbers, state fair tag not printed)					
Printed Items:		1	(Note: Some items may be in class that do not allow tags and thus can not be printed)					
OverRange Items:		0	(These items must be manually entered at the state fair by the state fair computer staff)					
Total State Fair Items:		6						

Figure 2. State Fair Item Report



A **P** in front of the item number means an item tag has been printed. An **S** in front of the item number means an item tag has not been printed.