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.

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	Picke
000000010	GOS4202	Beethoven, Schroeder		Y	H017002	H017002	_____	____	
000000056	GOS4202	Beethoven, Schroeder		P990070023	H017001	H017001	_____	____	
000000051	GOS3597	Cat, Slyvester		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 <u>has not</u> been printed.