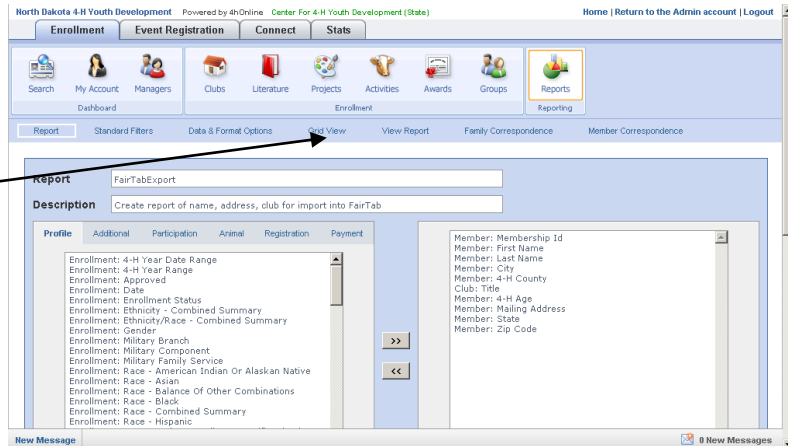


Data from 4honline may be exported for use in FairTab

Data in 4honline can be exported into Excel and then imported into other programs including FairTab (a Microsoft Access database). Follow these steps to populate the tblExhibitor in FairTab with 4honline data.

Steps for exporting name and address information for use in FairTab

After logging in to 4honline, go to the Reports icon. In the Shared menu, select the report titled FairTabExport. Memorize the report, this will put you in Edit mode, select Grid View.



Click on Quick Export, select Export to MS Excel. Open the file.

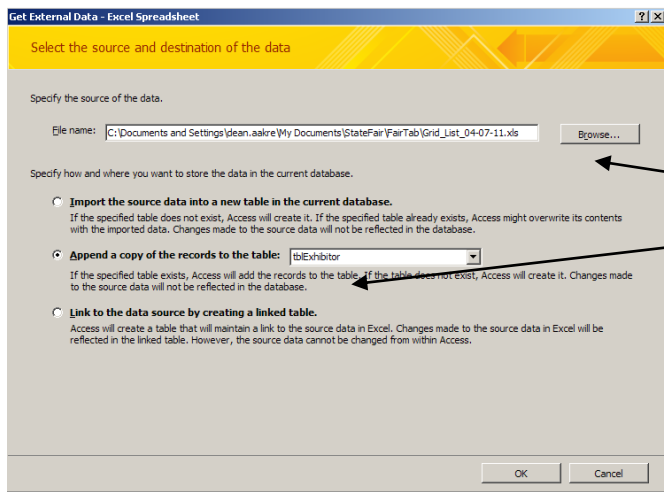
When the file is open, Enable Editing if needed. The first line should be headings. These are the field names which we will need to change to match the field names in FairTab. Change them to read exactly as column 2 the fields in tblExhibitor in FairTab.

<u>4honline heading</u>	<u>FairTab tblExhibitor fields</u>	<u>Action required</u>
Member: Membership Id	Membership	delete Member: and Id
Member: First Name	FirstName	delete Member: and space between First and Name
Member: Last Name	LastName	delete Member: and space between Last and Name
Member: City	City	delete Member:
Member: 4-H County	County	delete Member: 4-H and spaces
Club: Title	Club	delete Title:
Member: 4-H Age	4HAge	delete Member: and - and spaces
Member: Mailing Address	Address	delete Member: Mailing and spaces
Member: State	State	delete Member: and space
Member: Zip Code	ZipCode	delete Member: and spaces
Member: Cell Phone	CellPhone	delete Member: and spaces

Check for duplicate records (checking the Membership field for two of the same number). This happens if a youth member belongs to more than one club. Since the membership (number) field is the primary key field in FairTab, it cannot be duplicated. Therefore, you should delete one of the duplicate records in the spreadsheet by clicking in the extreme left side of the spreadsheet with the row number. It will highlight the whole row and then press Delete. Save the Excel file – where you know where it is (perhaps FairTab folder) and rename it as desired. The default file name will be time and date.

Steps for importing data from Excel file into FairTab (on the next page)

Download the and save FairTab17.accdb from the File Transfer site – Short Term folder. 1) Before starting



to enter data, rename the file to include your county name after FairTab17. Start Microsoft Access, open the renamed file. Right click on tblExhibitor. Select Import, then Excel, Browse, select file just saved.

2) Select in the dialogue box

Append a copy of the records to the table and select tblExhibitor.

3) Click on Ok, Next, and Finish.

4) Do not save the steps.

5) Open the tblExhibitor, check to see if your 4-H members are there. You need to enter data in the field ShowNumber if used (ring number).

Enter exhibits by clicking on the + sign to the left of the membership number and add to appropriate fields.

20000	50	Another	Example	This	16														
Entry	SF	Year	ClassDivisi	StaticGrouj	LotClass	ExhibitID	LivestockGrou	Place	Ribbon	Poir	AwardDescription	Birthdi	AnimalDescrip	Breed					

EntryNumber – automated number, just move to the next field

SF – check if going to state fair

YearsProject – record years in project if you have that information (important for state fair exhibits)

ClassDivision select from the list or begin typing with the class/division number (livestock classes call it division, all other refer to class – these are two digit numbers)

StaticGroup – use for groups within a class of static exhibits

LotClass - start by typing lot/class number and then select when it is identified (livestock uses the term class, all others refer to lot – these are four digit numbers)

ExhibitID – **very important, every exhibit should be identified here**, for static exhibits, add additional information to describe or identify the exhibit, for example “mountain scene” or blue birdhouse; for every animal, enter an ear tag number, tattoo or other permanent identification here. For poultry the identification should include band number and breed

LivestockGroup – use this field to divide market classes in weight groups or showmanship classes in groups

Place, Ribbon, Points – complete after judging

AwardDescription – additional award resulting from the next or final round for example, the reserve market wether lamb or champion market lamb or champion ewe overall – that goes here

Birthdate – of livestock entry

AnimalDescription – additional description of animal may be recorded here (ex. Black white-face heifer)

Breed – select from the drop down menu. If breed is not listed, add to the tblBreed and then re-select.

Weight – record actual weight to the ½ pound increment

OpenClass – optional check box for identifying animals which will be entered in open class at the state fair

Order – number field which may be used for identifying order for premium sale

PremiumSale – check box for identifying exhibits or animals to be in a premium sale

OtherNotes – optional for additional information related to award (i.e. sponsored trophy) or sale

Membership – number from 4honline, ties the record to entries with tblExhibitor

Category – use if needed to divide exhibits, giving exhibits to be grouped a code (number, letter, word, etc.)

Buyer – record buyer and create invoices for 4-H sale information

Price – amount paid in sale