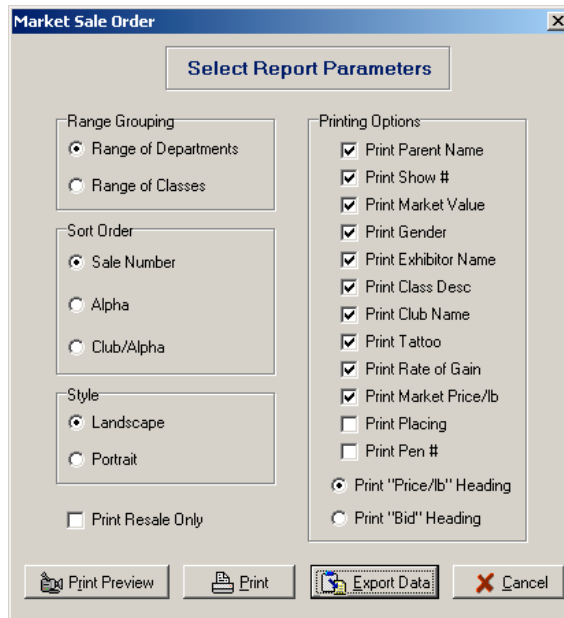


Creating a Customized Market Sale Order Program

The Export Data option on the Market Sale Order Report can be used to create a customized sale program. Most commonly, the selected data is exported in either an .xls or .mdb file format. These files can then be opened in the Microsoft Excel or Microsoft Access programs, formatted in the desired style, and printed directly from the Microsoft program. Once you have created the report in either of these programs, it can also be opened in Microsoft Word for further editing.

Note: Because this is a new utility, the Access file will only open in Microsoft Access 2000. If you have Access 97, the file can be opened in Access 2000, saved as an Access 97 file. The report can then be designed in the Access 97 program. The Excel file will open in either Excel 97 or 2000.

Go Reports|Auction Reports and Labels|Sale Order Program.

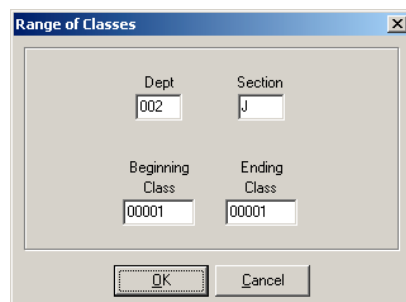


The screenshot shows a dialog box titled "Market Sale Order" with a "Select Report Parameters" section. It contains several groups of options:

- Range Grouping:**
 - Range of Departments
 - Range of Classes
- Sort Order:**
 - Sale Number
 - Alpha
 - Club/Alpha
- Style:**
 - Landscape
 - Portrait
- Print Resale Only
- Printing Options:**
 - Print Parent Name
 - Print Show #
 - Print Market Value
 - Print Gender
 - Print Exhibitor Name
 - Print Class Desc
 - Print Club Name
 - Print Tattoo
 - Print Rate of Gain
 - Print Market Price/lb
 - Print Placing
 - Print Pen #
 - Print "Price/lb" Heading
 - Print "Bid" Heading

At the bottom, there are buttons for "Print Preview", "Print", "Export Data", and "Cancel".

Select the 'Range Grouping' for the data to be exported. Click on the *Export Data* button.



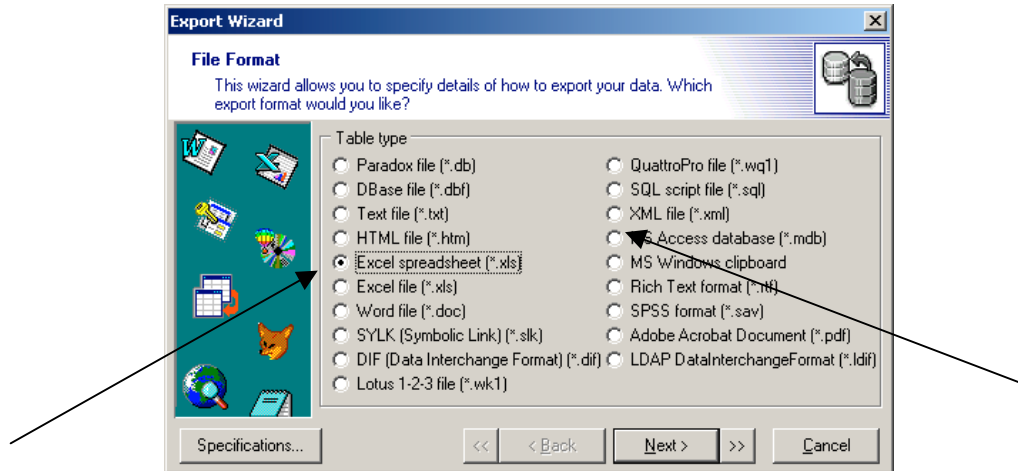
The screenshot shows a dialog box titled "Range of Classes" with the following fields:

Dept	Section
002	J
Beginning Class	Ending Class
00001	00001

At the bottom, there are "OK" and "Cancel" buttons.

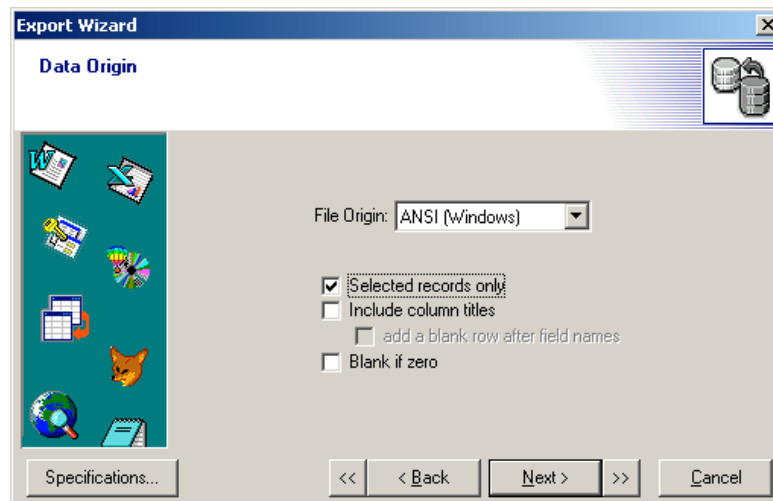
Enter the correct fairbook range. Click **OK**. The following export screen will display.

File Format:



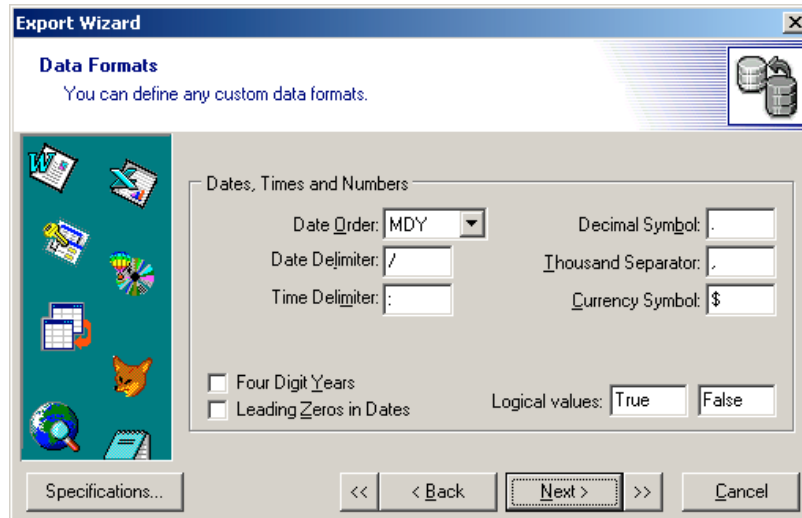
Select the correct 'Table Type' for the program you will be using. For an Excel Spreadsheet, select '.xls'. To import in Microsoft Access, select '.mdb'. Click **Next**.

Data Origin:



- File Origin: Let it set at 'ANSI (Windows)'.
- Check 'Selected records only'.
- If you are exporting an Excel file, check 'Include column titles'.
- Do not check 'Blank if zero'.
- Click **Next**.

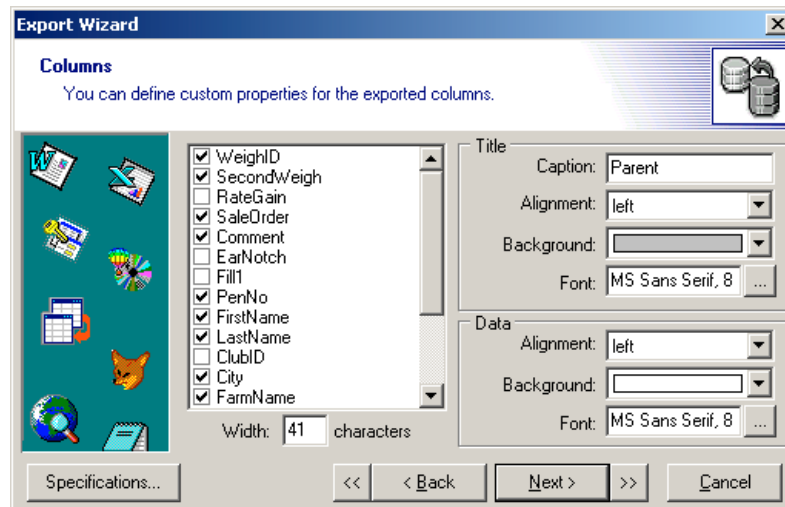
Data Formats:



The 'Data Formats' dialog box in the Export Wizard. It features a title bar with 'Export Wizard' and a close button. Below the title bar, the text 'Data Formats' is followed by the instruction 'You can define any custom data formats.' To the left is a vertical toolbar with icons for various data types. The main area is titled 'Dates, Times and Numbers' and contains several input fields: 'Date Order' (MDY), 'Date Defimiter' (/), 'Time Defimiter' (:), 'Decimal Symbol' (.), 'Thousand Separator' (.), and 'Currency Symbol' (\$). There are also checkboxes for 'Four Digit Years' and 'Leading Zeros in Dates', and a 'Logical values' section with 'True' and 'False' buttons. At the bottom are 'Specifications...', '<<', '< Back', 'Next >', '>>', and 'Cancel' buttons.

The pre-set data formats are standard. In most cases, these remain as set. Click *Next* to continue.

Columns: (Only displays when the Excel file format is selected.)



The 'Columns' dialog box in the Export Wizard. It features a title bar with 'Export Wizard' and a close button. Below the title bar, the text 'Columns' is followed by the instruction 'You can define custom properties for the exported columns.' To the left is a vertical toolbar with icons for various data types. The main area is divided into two sections: a list of data fields and a 'Title' section. The list of data fields includes: WeighID (checked), SecondWeigh (checked), RateGain (unchecked), SaleOrder (checked), Comment (checked), EarNotch (unchecked), Fill1 (unchecked), PenNo (checked), FirstName (checked), LastName (checked), ClubID (unchecked), City (checked), and FarmName (checked). Below the list is a 'Width' field set to '41 characters'. The 'Title' section has 'Caption' (Parent), 'Alignment' (left), 'Background' (color picker), and 'Font' (MS Sans Serif, 8). Below this is a 'Data' section with 'Alignment' (left), 'Background' (color picker), and 'Font' (MS Sans Serif, 8). At the bottom are 'Specifications...', '<<', '< Back', 'Next >', '>>', and 'Cancel' buttons.

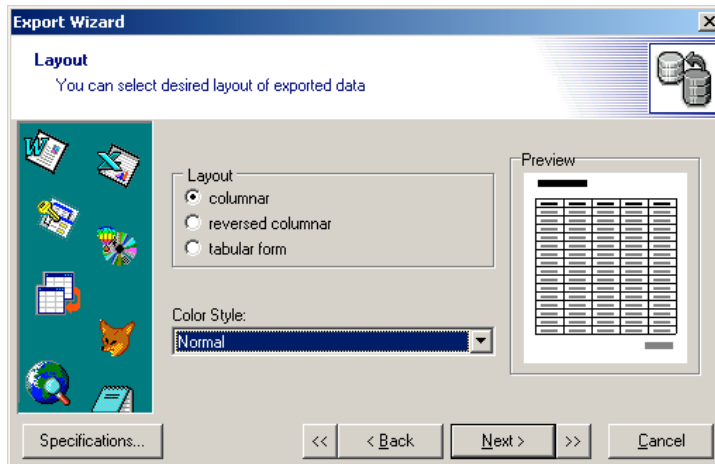
Select the data fields to be exported. Refer to the end of this Tip Sheet for a description of the contents of each of the data fields. Click *Next*.

Header and Footer: (Only displays when the Excel file format is selected.)



A custom Header and Footer message can be entered at this time. This is optional as a Header can be added later. Click *Next* to continue.

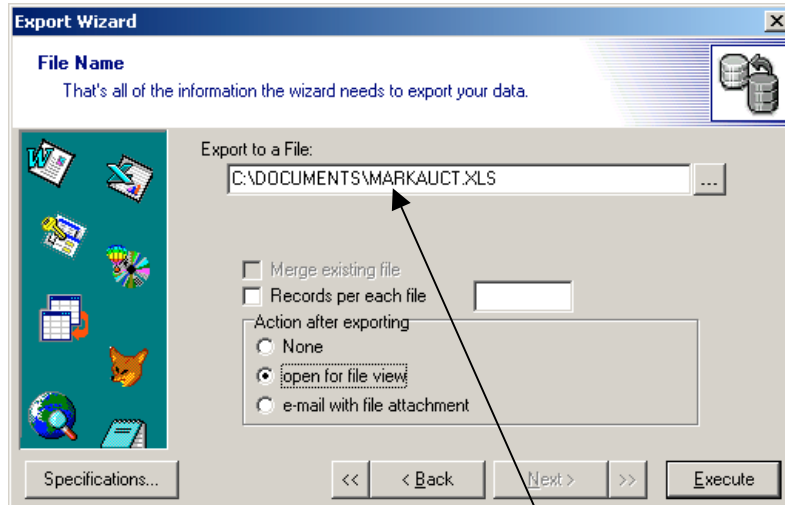
Layout: (Only displays when the Excel file format is selected.)



Select the layout format. 'Columnar' is most commonly used for spreadsheets. Click *Next*.

File Name:

Excel File -

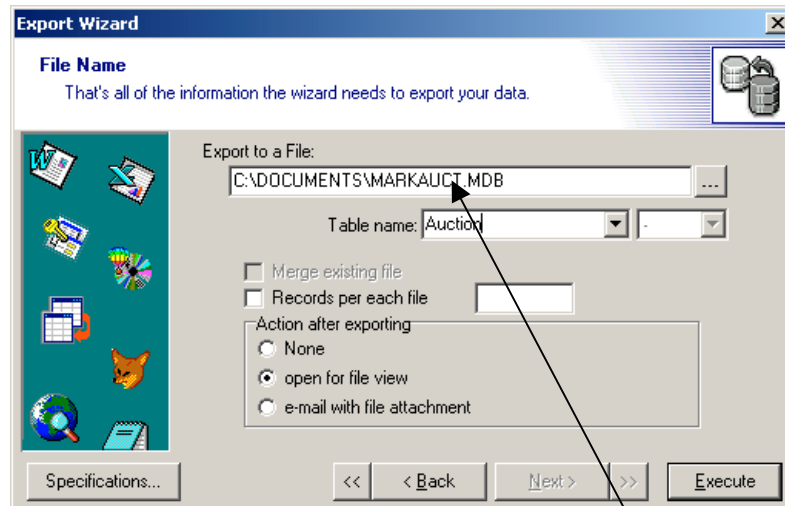


Export to a File: Enter the path and file name where the file is to be saved. Use the .xls. file extension.

Action after exporting: The file can be saved and opened in Excel later or saved and automatically opened in Excel as the next step.

Press *Execute*.

Access File –



Export to a File: Enter the path and file name where the file is to be saved. Use the .mdb file extension.

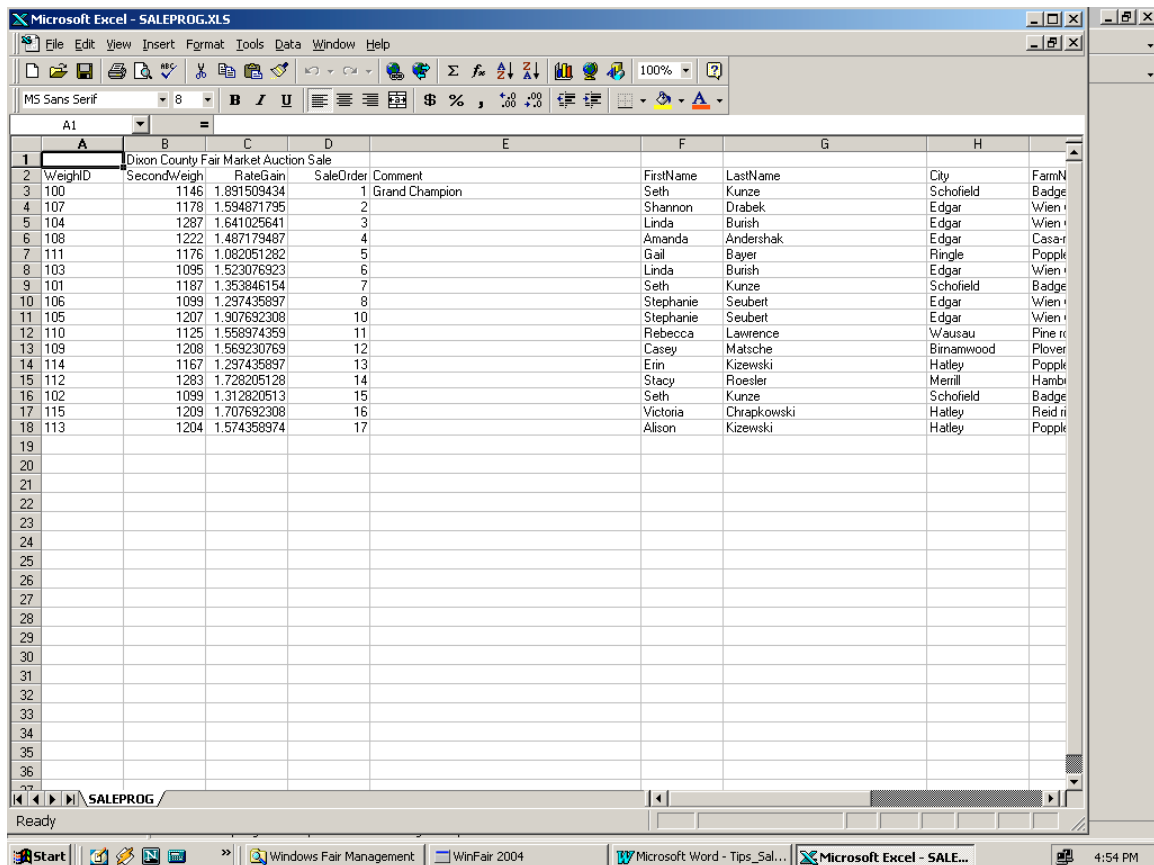
Merge existing file: You can create your file and design your report format in Access prior to actually exporting your final data from the Fair Management program. If you specify a file that has been created previously in Access, the *'Merge existing file'* option will be available. Check it to export the data to the pre-defined file. The data will now be accessible to the report format you have previously linked to this datafile.

Table Name: Enter a name that has been pre-defined in as the table name in Access.

Action after exporting: The file can be saved and opened in Access later or saved and automatically opened in Access as the next step. Remember, the file must be opened in Microsoft Access 2000.

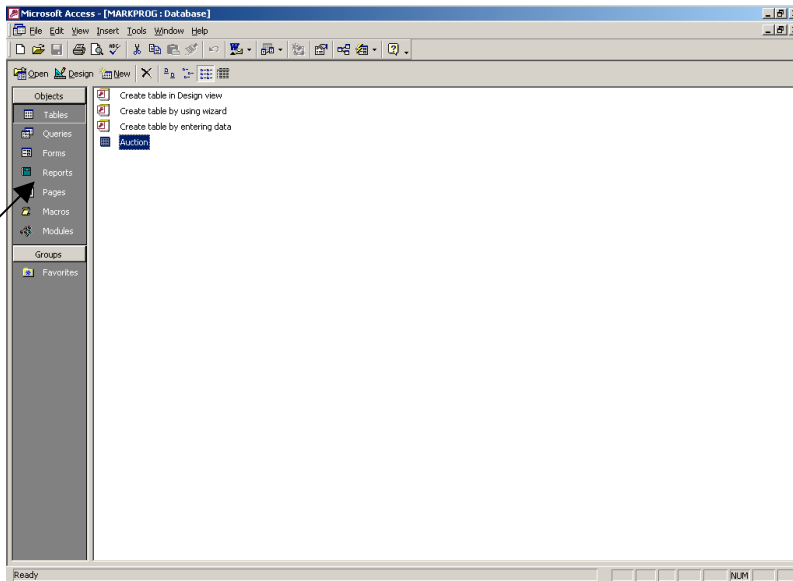
Press *Execute*.

Microsoft Excel Spreadsheet:



1	A	B	C	D	E	F	G	H	
2	WeightID	SecondWeight	RateGain	SaleOrder	Comment	FirstName	LastName	City	FarmN
3	100	1146	1.891509434	1	Grand Champion	Seth	Kunze	Schofield	Badge
4	107	1178	1.594871795	2		Shannon	Drabek	Edgar	Wien
5	104	1287	1.641025641	3		Linda	Burish	Edgar	Wien
6	108	1222	1.487179487	4		Amanda	Andershak	Edgar	Casa-
7	111	1176	1.082051282	5		Gail	Bayer	Pingle	Poppk
8	103	1095	1.523076923	6		Linda	Burish	Edgar	Wien
9	101	1187	1.353846154	7		Seth	Kunze	Schofield	Badge
10	106	1099	1.297435897	8		Stephanie	Seubert	Edgar	Wien
11	105	1207	1.907692308	10		Stephanie	Seubert	Edgar	Wien
12	110	1125	1.558974359	11		Rebecca	Lawrence	Wausau	Pine r
13	109	1208	1.569230769	12		Casey	Matsche	Biramwood	Plover
14	114	1167	1.297435897	13		Erin	Kizewski	Hatley	Poppk
15	112	1283	1.728205128	14		Stacy	Foester	Merrill	Hamb
16	102	1099	1.312820513	15		Seth	Kunze	Schofield	Badge
17	115	1209	1.707692308	16		Victoria	Chrapkowski	Hatley	Reid ri
18	113	1204	1.574358974	17		Alison	Kizewski	Hatley	Poppk
19									
20									
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Microsoft Access Database:



Once the data has been exported, you can open the Access 2000 database from the location where you have it saved. If a report has been predefined, click the **Reports** button on the right side of the screen and view the report.

You can now open the report in Microsoft Word for further editing. If the report looks correct on the *Preview Screen*, go **File|Save As**.

- a. Change the *Save as Type* to **Rich Text Format (*.rtf)**.
- b. Change the File Name to an appropriate description.
- c. *Save in*: Select where to save the new document.
- d. Click **Save**.

Open the file you have just created in Microsoft Word, selecting the Rick Text Format file type or All Files. Edit the document as you would any Word document. Save and print as you would any other Word document.

APPENDIX

Data Field Identification:

WeighID	The show number of the animal. Usually the number assigned by the market sale committee at the time of weigh-in.
SecondWeigh	The final weigh-in weight of the market animal.
RateGain	Rate of Gain calculated by the program if first and final weights are used.
SaleOrder	The numeric sale order number assigned the animal for the sale.
Comment	The auction comment entered on the market entry screen.
EarNotch	The Tattoo/Ear Notch used by the exhibitor to identify the animal.
Fill1	The gender of the animal is stored in this field.
PenNo	Pen number entered in the market entry screen.
FirstName	Exhibitor first name from the exhibitor record.
LastName	Exhibitor last name from the exhibitor record.
ClubID	Club number from the exhibitor record.
City	City from the exhibitor record.
Farmname	Farm name or club name from the exhibitor record.
LotDesc	Class/Lot description from the fairbook record.
MarketPrice	Base market price from the market book record.
Exhibname	The exhibitor last name-first name combined in one field. It is used for sorting.
ShrinkagePercent	The percent of shrinkage if shrinkage is used for the final auction weight of the animal. This percent is from the market book record.
ShrinkageFlag	The flag in the market book record indicating if shrinkage is used.
Parent	The parent first name and last name from the exhibitor record.
Height	Animal hip height from the market entry record.
Processor	The first processor code on the auction screen.
Processor2	The second processor on the auction screen.
Doncomment	The donor name field on the auction screen.
MemberID	The exhibitor ID number from the exhibitor record.