

## Market Auction Query

The 'New' Market Auction Query can be found under **File|Market Auction Query**. It is designed to assist in the assignment of auction sale order numbers and auction comments. The comments print on the Sale Order Program. This query would only be used if you are using the Market Auction option in the Blue Ribbon Fair Management system.

A range of departments, dept/sections, or classes can be retrieved in this query. This allows you to display all the market entries. If your sale has all species mixed together in one sale order, all these entries can be displayed, sorted and numbered on the same query screen.

The Judging Results Placing and Rank also display in the query. This allows you to proof the sale order according to placing, if this is important in your sale.

The various sort options in the query will assist you in checking exhibitors and the final order they have been assigned. It will also allow you to check if exhibitors have been assigned the proper number of animals to sell.

### Requirements:

Because of the way the computer is retrieving the market entry data to display in the query, specific requirements must be met in the program to enable the query to work properly.

1. Only market entries with a **Final Weight** will display in the Market Auction Query.
2. All market entries that have a Final Weight must also must have a **Show #/ID**. The Show Number can be entered manually for each animal if it is assigned by the market committee or assigned automatically by the Fair Management program. (Go **Utilities|Auto Entry Numbering**). This number is the Entry ID that relates back to the Judging Results file. If an exhibitor has more than one animal in the same class, the ID identifies the animal and returns the correct placing and rank.

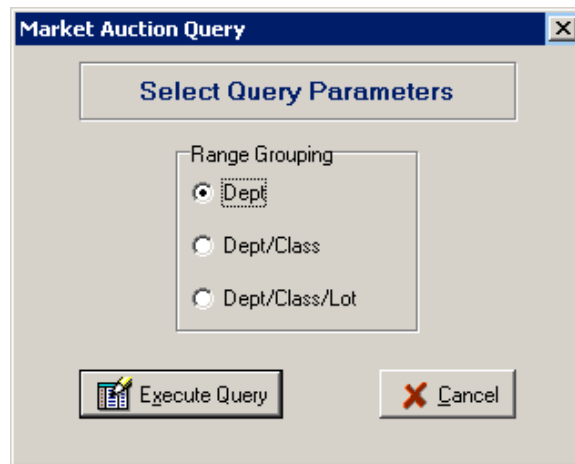
*Note: Do not use dashes (-) or slashes (/) in the Show #/ID. These do not compute properly by computers as they use indexes to retrieve records from a data file.*

3. Judging Results (**Go File|Judging Results – Dept/Section/Class**) must be entered for all market classes to have that information display in the Market Query.

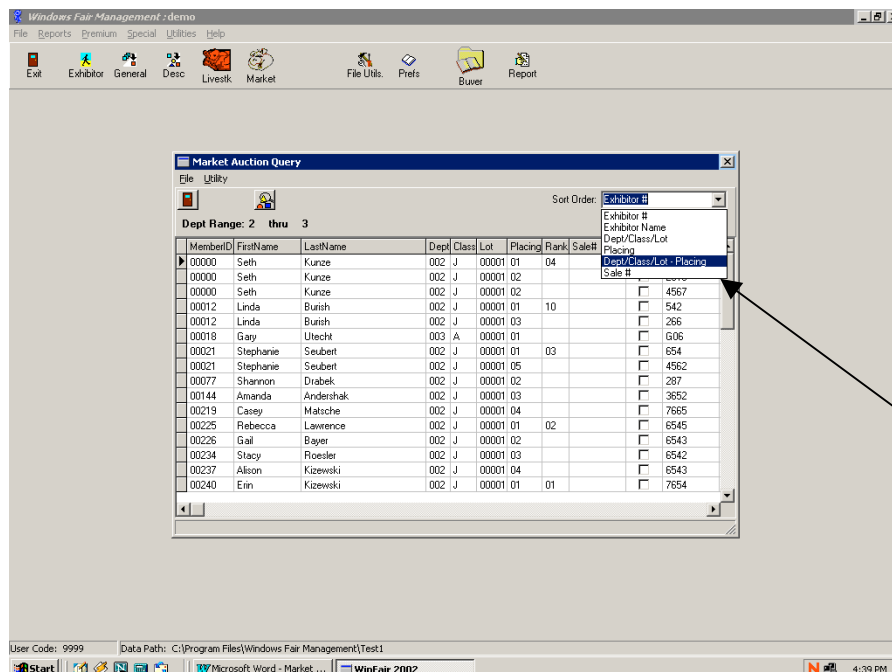
*Note: Because the computer is scanning the judging results file, the market entries must at least be scanned into the judging results file for the query to display properly. If you are not entering judging results at this time, go **File|Scan For Entries**. Select the range of market entry classes. This utility will read the entries into the judging results file. The market entries will then display in the query without placings.*

## Using the Market Auction Query:

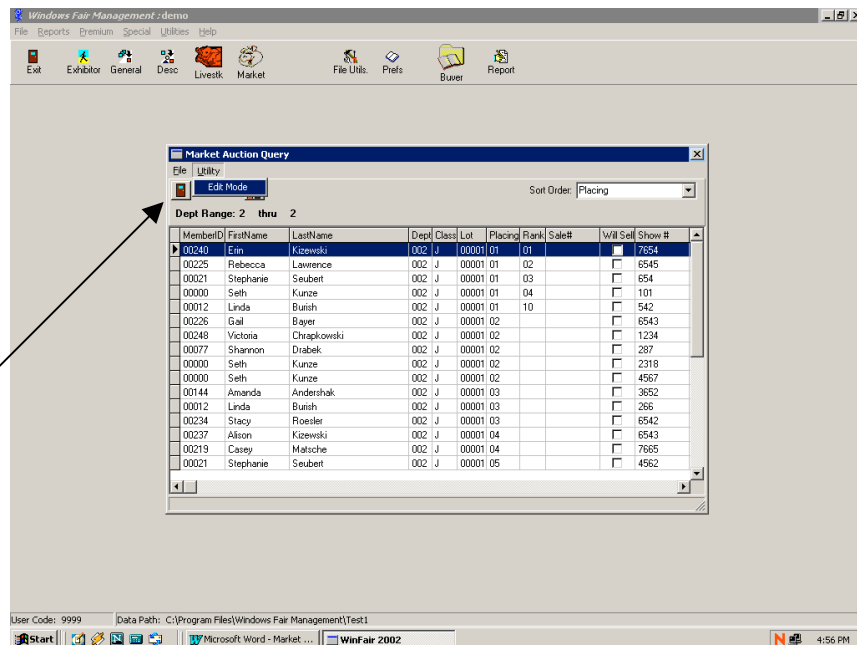
1. All market entries must be entered into the Market Entry file with *Final Weights* and *Show #/ID*. All this information would be entered into the computer before classes are split for the Market Show.
2. After judging is complete for the Market Show, go **File|Judging Results** and enter the placing and rank (optional) for each entry. Refer to the previous comment about scanning entries if placings are not entered into the computer at this time.
3. Go **File|Market Auction Query**.



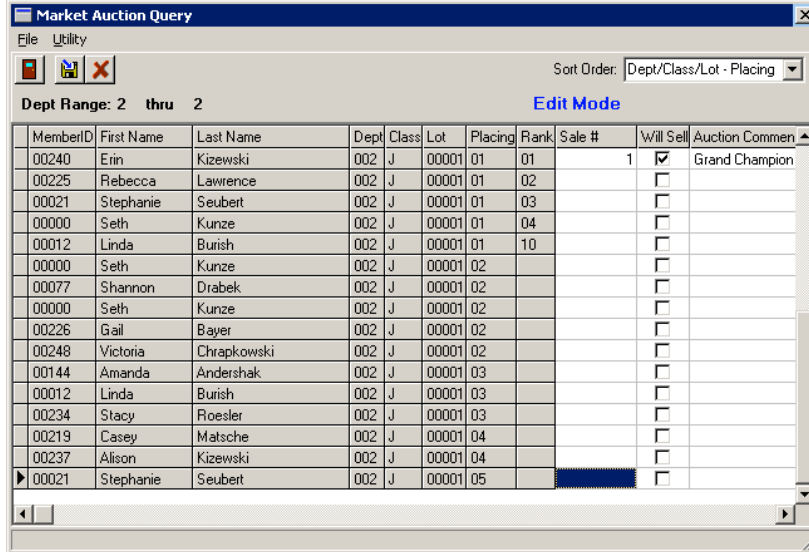
4. Select the proper range according to how you wish to use in assigning *Sale Order* numbers.



5. Select the **Sort Order** you wish to use to assist you in entering the Sale Order numbers.
  - a. If each exhibitor picks a random Sale Order number, you may wish to sort by **Exhibitor Name** to make it easier to find the exhibitor record quickly.
  - b. If you assign numbers by placing, you may want to sort by placing. It would group all first place entries, then second place entries, etc. The **Placing** sort will sort all classes together and sort strictly on placing/rank. The **Dept/Section/Class-Placing** sort will sort by class first and then placing/rank.



6. Go **Utility|Edit Mode**. The query will then display in Edit Mode in the selected Sort Order.



Market Auction Query

File Utility

Sort Order: Dept/Class/Lot - Placing

Dept Range: 2 thru 2 Edit Mode

MemberID	First Name	Last Name	Dept	Class	Lot	Placing	Rank	Sale #	Will Sell	Auction Comment
00240	Erin	Kizewski	002	J	00001	01	01	1	<input checked="" type="checkbox"/>	Grand Champion
00225	Rebecca	Lawrence	002	J	00001	01	02		<input type="checkbox"/>	
00021	Stephanie	Seubert	002	J	00001	01	03		<input type="checkbox"/>	
00000	Seth	Kunze	002	J	00001	01	04		<input type="checkbox"/>	
00012	Linda	Burish	002	J	00001	01	10		<input type="checkbox"/>	
00000	Seth	Kunze	002	J	00001	02			<input type="checkbox"/>	
00077	Shannon	Drabek	002	J	00001	02			<input type="checkbox"/>	
00000	Seth	Kunze	002	J	00001	02			<input type="checkbox"/>	
00226	Gail	Bayer	002	J	00001	02			<input type="checkbox"/>	
00248	Victoria	Chrapkowski	002	J	00001	02			<input type="checkbox"/>	
00144	Amanda	Andershak	002	J	00001	03			<input type="checkbox"/>	
00012	Linda	Burish	002	J	00001	03			<input type="checkbox"/>	
00234	Stacy	Roesler	002	J	00001	03			<input type="checkbox"/>	
00219	Casey	Matsche	002	J	00001	04			<input type="checkbox"/>	
00237	Alison	Kizewski	002	J	00001	04			<input type="checkbox"/>	
00021	Stephanie	Seubert	002	J	00001	05			<input type="checkbox"/>	

- The **Sale #**, **Will Sell**, and **Auction Comment** can be entered for each exhibitor. Enter the Sale #. Use the **Tab Key** or **Arrow Key** to move to the next field. The **Will Sell** field can be checked by using a mouse click or pressing the **Space Bar**. The **Auction Comment** is optional. This information will print as a comment on the Sale Order Program and is usually used for Grand Champion or other special information about the animal.

If an animal is not going to be part of the market auction, leave the **Sale #** field blank. If the entry does not have a Sale #, it will not print on the Sale Order Program.

**Note:** The sale numbers that are assigned each entry must be unique in the file, even if you have multiple sales. Using the same set of numbers for each sale makes it difficult to retrieve the proper records at the time of the sale. This will slow the entry of sale information and can lead to data entry errors. Assigning a different range of numbers for each sale allows you to call up the entries consecutively by Sale #.

- Go **Utility|Exit Edit Mode**. This will save the information you have entered and return you to the Query Mode.
- At this point, you can select to sort the Query by **Sale #**. This will allow you to proof the final sale order. If changes need to be made, go **Utility|Edit Mode**. Edit the information. Go **Utility|Exit Edit Mode** and save the edits.
- Exit the query. Go **Reports|Auction Reports and Labels|Sale Order Program** to print the Sale Programs.

### **Additional Option:**

The Market Auction Query can also be filtered to display only specific information. To filter information, first display the full query. Go **File|Filter**. The Filter input screen will display.

If you wish to display only first place winners, click on *Placing* to highlight the field. Under **Field Value**, enter '01'. Click **OK** and the query will re-display, showing only the first place records.

If you wish to filter on more than one field, select the next field to be filtered and enter a **Field Value**. Select all fields to be filtered and enter the proper field values or range of values before clicking **OK** to re-display the query.