

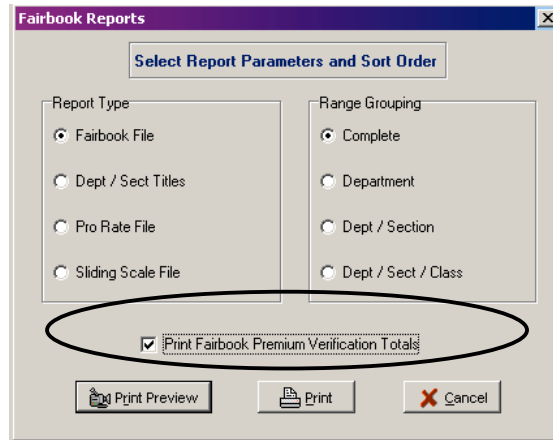
Proofing the Fairbook is important for a number of reasons, including:

- 1) Incorrect dollar amounts will result in incorrect Premium checks.
- 2) A premium amount that is not completely numeric will not calculate.
(Example: 5.00/RIB, using "O's" instead of "zeros" or putting in \$ signs)
- 3) Missing Section (Class) Descriptions will prevent a complete Class (Lot) from printing on the Judging Sheets, Entry Tags, etc.

Tools for proofing.

1) **Reports/Fairbook Reports**

Select "Print Fairbook Premium Verification Totals"

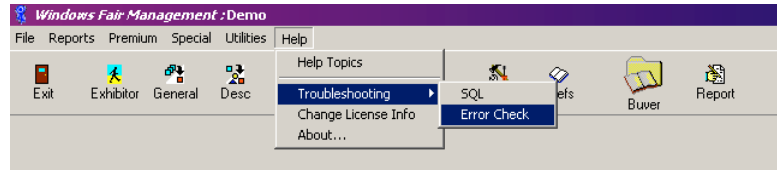


Fairbook Report With Premium Verified

Fairbook Report											Page 1
Demo											
August 1-6, 2000											
Dept/Section/Class	Description	Fair Code	State Reim	Prem Type	Judge Code	P-R	S	S	C		Premiums
Department 1 - Dairy											
Section	A - Holstein										
1	A 1	Spring Calf	1	O	S	100	N				
								10	8	6	4
								Class Total:			28.00
1	A 2	Summer Calf	1	S	S		N	8.00	7.00	6.00	5.00
								Class Total:			26.00
1	A 3	Fall Calf	1	S	S		N	8.00	7.00	6.00	500
								Class Total:			521.00
1	A 4	Yearling Heifer	1	S	S		N	10.00	9.00	8.00	7.00
								Class Total:			34.00
1	A 5	2 Year Old	1	S	S		N	12.00	11.00	10.00	9.00
								Class Total:			42.00
								Section Total:			651.00

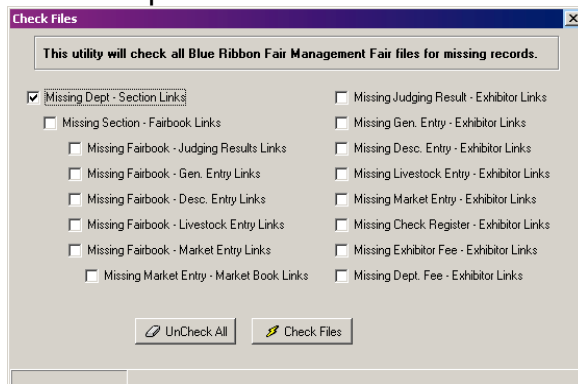
Using the last column on the right, check for incorrect premium amounts.
Example: If there is 500.00 listed as a premium amount when it should be 5.00.
This kind of typo will throw off the total. If there is an error it will need to be corrected by going to **File/Fairbook File** and finding the incorrect record.

Go **Help/Troubleshooting/Error Check**

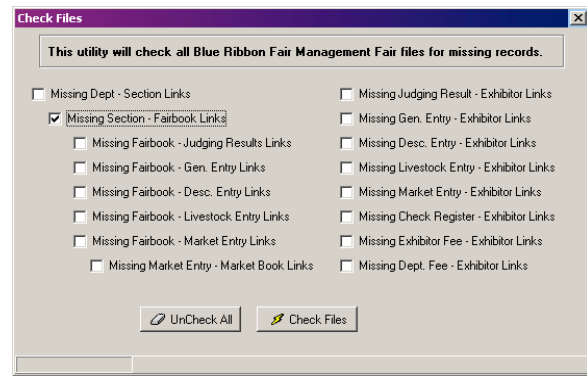


- a) Click on **Uncheck All**
- b) Select **Missing Department/Section Link** and **Missing Section/Fairbook Link**

Check Department – Section Links



Check Section – Class Links



The program will generate a **File Link Error Report**. This report will indicate what Department, Section or Fairbook is linked an exhibit etc. but no longer in the system. For example:



Department 001 is linked to a Section X. Either the department or the section has been corrupted or deleted.

Finding the Error

- 1) Go **File/Section Description**.
- 2) Click on **Find**.
- 3) Type in the **Department** and **Section** when prompted.

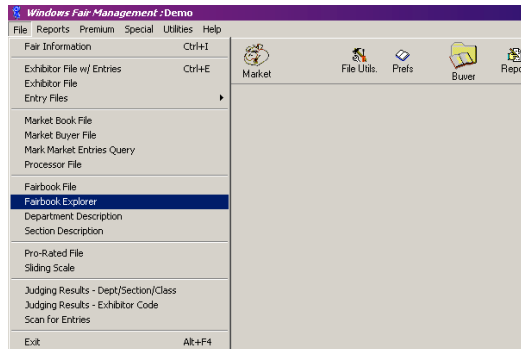
Select Find

Enter The Department/Section

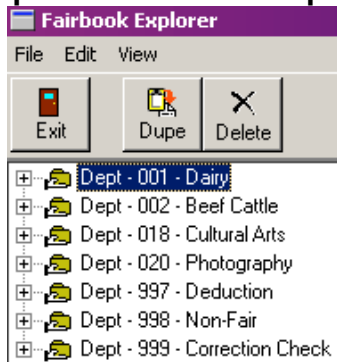
If The Department/Section **Does Not** Come Up Select Add And Add The Correct Section

- 4) If the appropriate **Department/Section** comes up then move on to **File/Department Description** and repeat the steps. If the appropriate **Department** is available move on to **File/Fairbook File** and repeat the steps once again.
- 5) If the appropriate **Department/Section** does **NOT** come up then select **Add** and add the appropriate information.

File/Fairbook Explorer can be used as a quick check to see if the codes are sorting as you want them to.

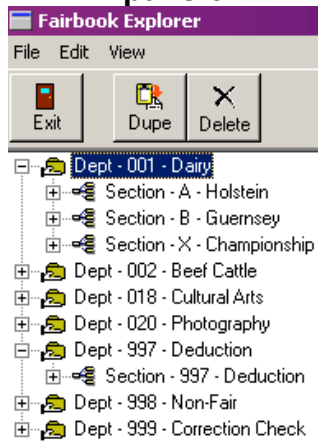


Explorer Screen Collapsed

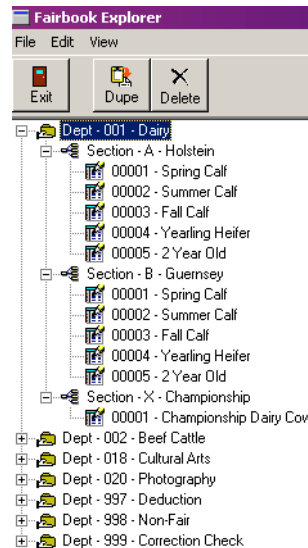


Click on the “+ “ to the left of the Department and/or Section in order to expand it.

Explorer Screen - Partial Expansion



Explorer Screen – Full Expansion



The **Fairbook Explorer** is only used to proof the information. Any changes that are required must be made in the correct form (i.e. **File/Department Description, File/Section Description** or **File/Fairbook Files**).

Department Description

Department Code: Department Description:

Buttons: Add, Delete, Save, Find, Cancel, Exit

Rec -1 of 7

Section Description

Department Code: Department Description:

Section: Section Description:

Show Date & Time:

Weigh-in Date:

Judge 1: Judge 2: Judge 3:

Fees: Pen Fee: Entry Fee:

Buttons: Add, Delete, Save, Find, Cancel, Exit

Rec -1 of 15

Fairbook Entry

Dept: Section: Class:

Type of Premium: Straight Pro-Rated Sliding Scale Points

Judging Type: Single Placing Face to Face Danish Other

Fair Type: Junior/4-H FFA Open School

State Reimbursed Championship Class

Pl	Prem/Pts	Pl	Prem/Pts	Pl	Prem/Pts	Pl	Prem/Pts	Pl	Prem/Pts	Pl	Prem/Pts
1st	<input type="text"/>	6th	<input type="text"/>	11th	<input type="text"/>	16th	<input type="text"/>	21st	<input type="text"/>	26th	<input type="text"/>
2nd	<input type="text"/>	7th	<input type="text"/>	12th	<input type="text"/>	17th	<input type="text"/>	22nd	<input type="text"/>	27th	<input type="text"/>
3rd	<input type="text"/>	8th	<input type="text"/>	13th	<input type="text"/>	18th	<input type="text"/>	23rd	<input type="text"/>	28th	<input type="text"/>
4th	<input type="text"/>	9th	<input type="text"/>	14th	<input type="text"/>	19th	<input type="text"/>	24th	<input type="text"/>	29th	<input type="text"/>
5th	<input type="text"/>	10th	<input type="text"/>	15th	<input type="text"/>	20th	<input type="text"/>	25th	<input type="text"/>	30th	<input type="text"/>

Comment:

Buttons: Add, Delete, Save, Find, Cancel, Duplicate, Exit

Rec -1 of 43