

## The Exhibits Results Screen

AgIT/YDAE

Procedure No. T5.3.10

### Procedure Statement

The Exhibit screen is where you will enter Project Placement and Completion data after your county fair judges have placed (judged) projects. At present, we will work with just the **Results** (green **Results** tab) screen.

The following procedure is available as a demo online at the following location:  
[http://sharepoint.agriculture.purdue.edu/agit/training/ED%20material/CAPTIVATE/T5\\_3\\_10.htm](http://sharepoint.agriculture.purdue.edu/agit/training/ED%20material/CAPTIVATE/T5_3_10.htm)

### Procedure Specifics

You can display the Exhibits screen from the main menu (**Exhibit Info** button), the 4-H Member screen (**Exhibit Info** button), or the Fair button (**Exhibit** button). Then select the **Results** tab.

Generally, you won't have any Exhibit data to enter until after the fair judging. When you do get the data though, don't wait to enter it. Enter the data whenever you get some completed judging sheets in your office.

### Tips

- Clicking the **Results**, **Exhibit number**, **Show**, **Show/time**, **Sale**, and **Defaults** tabs will display their respective screens.
- Clicking the **Defaults** tab will display the Exhibits Defaults screen which will allow you to change the default settings.

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- Click on the **Update Complete** button to update all of the found records to Completed. Make sure all records have indeed been completed, otherwise enter Completed Yes/No individually for each record.

### Entering Set-Up Project Placement Points Defaults

You should have your **Code, Ribbon, Placing, Points, and Premium** data entered in the Setup section for Exhibits. Entering the data in the Setup screen will display codes in the dropdown lists on the Exhibit screen.

**NOTE:** If you are using the same points and premiums as last year, this is already done for you and you can skip this section.

- To go to the Setup screen, click the **Setup** button from the main menu or any input screen.
- Click the **4-H** tab.
- Click the **Project Placement Points** button.
- To make sure you have not already entered the Project Placement Points, either do a Find or use the rolodex to browse the records.

**NOTE:** The black bar displayed beside a record shows that it is the active record.

- If your record has not already been entered, click the **New** button.
- Click in the blank **Code** text box and enter the code. For example, type **C** for Champion. The **Code** field is used for the dropdown list.

code	Ribbon	Placement Points	Premium	Place	Bar Code inc	Result order	Sale order	Complete inc	Master sort	Ribbon Inc.
C	Champion	3			Yes	3	20	Yes	99	
Comment										

- Go to the **Ribbon** text box and enter the ribbon description. For example, type **Champion**.
- Go to the **Placement Points** text box and type the number of placement points this ribbon is worth.
- Go to the **Premium** text box and type the amount this premium is worth. Remember to use the decimal point if your county uses Premiums.
- Go to the **Place** field and type the place if your county uses Place.
- Go to the **Bar Code inc** dropdown list and select **Yes** or **No** for the bar code to be included.

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**NOTE:** The **Bar Code inc** is a way to efficiently use the dropdown list that will be used on your handheld device.

12. Go to the **Result order** text box and type the needed information if your county uses Result order.
13. Go to the **Sale order** text box and type the needed information if your county uses Sale order.
14. Continue on with the **Complete inc**, **Master sort**, and **Ribbon Inc.** fields and enter the needed information if your county uses these options.
15. Go to the **Comment** text box and add any comment that will be needed for the newspaper. This text is also used for Exhibit results, so make sure it is correct before you start to enter Exhibit results. This field is optional.
16. Click the **Back** button to get the **Save changes to this record?** conformation box.
17. Click the **Save** button.
18. Repeat the process for any new records.

### Entering Project Results

1. Go to the **Exhibit Info** screen and click the **Results** tab.
2. Click the **Find** button.
3. Enter the current year in the **Year** text box.
4. Click the **Project** dropdown list and select the Project for which you want to enter results.
5. Click the **Continue** button.

**NOTE:** The number of found records should match the number of members on your printed judging sheet (printed before the fair).

6. Select **Yes** for the **Completed** dropdown list if this member completed this project. Select **No** for the **Completed** dropdown list if this member did not complete this project.

Update Complete  
button

Completed  
dropdown list

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**NOTE:** You can also click the blue **Update Complete** button to update all the found records at one time. Just be sure that all members completed this project before clicking the button.

7. Click the **Code** dropdown list and select the needed code. The **Date**, **Ribbon**, **Place**, **Points**, and **Premium** fields will be automatically entered if you first put them in their respective dropdown list via the Setup screen.
8. Click on the **Rolodex** to display the next record and repeat the above steps to enter the Exhibit results. Or you can find new projects to enter the results.

### Printing the Exhibit Results

1. From the **Exhibit Info** screen, click the **Report** tab.
2. Select the radio button beside **No** beneath **Transfer Find**.
3. Click the yellow **Exhibit** button.

4. Click the **Find** tab.
5. Click the **Find** button.
6. Type the current year in the **Year** text box.
7. Click the **Continue** button.
8. Click the **Report** tab.
9. Select either **Yes** or **No** for **Page Breaks**.
10. Select one of the following buttons for different available reports:
  - General
  - Results With Placement pt
  - Results 2 Column
  - Results 2 Column Club
  - Ribbon Summary
11. Click either the **Yes** or **No** button if you are asked if you want to break the results by club.

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Swine	1st	Name	Ribbon
Swine		Swine	
Name	Ribbon	Swine	
Mini 4-H Dinosaurs	Mini 4-H	Swine	3rd
Mini 4-H Farm Animals	Mini 4-H	Swine	3rd
Name	Ribbon	Swine	5th
Mini 4-H Models	Mini 4-H	Swine	
Name	Ribbon	Swine	
Crafts	Blue	Name	Ribbon
Crafts	Award of Merit	Food Preparation	Blue
Crafts	Champion Rosette	Food Preparation	Award of Merit
Name	Ribbon	Name	Ribbon
Food Preparation	Blue	Sewing - Wearable	Blue
Food Preparation	Award of Merit	Sewing - Wearable	Award of Merit
Food Preparation	Champion Rosette	Sewing - Wearable	Reserve Champion Rosette
Name	Ribbon	Swine	2nd
Horse & Pony	2nd	Swine	
Horse & Pony		Swine	
Horse & Pony	3rd	Swine	
Horse & Pony		Swine	
Horse & Pony	4th	Swine	
Horse & Pony		Swine	

Example report for Results 2 Column

12. To print the report, select **File – Print** from the menu.

**Contact Information**

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.

