



SCHEDULE SHOWWORKS™ SHORT COURSE TEXAS

November 16th & 17th 2017 George Bush Presidential Library and Museum/Stella Hotel, College Station, TX

See detailed outline on the following pages...

Thursday:

- **7:30am** Breakfast @ Stella Hotel
- **8:20am** Shuttle loading @ Stella Hotel (lobby)
- **8:40am** Registration @ George Bush Library and Museum (Auditorium)
- **9am** Morning session @ George Bush Library and Museum (Auditorium)
- **noon** Lunch @ George Bush Library and Museum
- **1pm** Afternoon session @ George Bush Library and Museum (Classroom, then Auditorium)
- **5pm** End sessions, shuttle pickup to hotel
- **6pm** Shuttle loading @ Stella Hotel (lobby) to Santa's Wonderland
- **8:30pm** Shuttle loading @ Santa's Wonderland to Stella hotel

Friday:

- **7:30am** Breakfast @ Stella Hotel
- **8:30am** Shuttle loading @ Stella Hotel (lobby)
- **9am** Morning session @ George Bush Library and Museum (Classroom and Auditorium)
- **noon** Lunch @ George Bush Library and Museum
- **1pm** Afternoon session @ George Bush Library and Museum (Auditorium)
- **5pm** End short course, shuttle pickup to hotel

SHOWWORKS BOOT CAMP BASICS

1. Things to know before you begin (Getting Started)
 - a. Starting ShoWorks
 - b. Finding help from the manual, videos, Internet, and support
 - c. Newsfeed, Facebook
 - d. Software Updates
 - e. About Screen (Activating, Registration, Service Plan)
2. Understanding your data files
 - a. Data file location (application vs data file confusion)
 - b. Opening & creating data files and starting a new year
 1. Sample file
 2. File>Open vs Double-click
 3. Creating a new data file each year
 - c. Importing & merging records from other files and previous years
 - d. Using ShoWorks across multiple computers & networking (**Article# 115002**)
 - e. Protecting your data (saving/backing up and restoring data)
 1. File>Backup Data
 2. Save As...vs Save Copy As...
 3. Windows Explorer
 4. Robocopy and Dropbox
 - f. Exporting your data to QuickBooks
 - g. File (data) utilities (compacting, ending a year, custom utilities)
3. Understanding the layout and interface of ShoWorks
 - a. Different ways to access parts of the program (menus, ribbon, I want to...)
 - b. Tailoring ShoWorks to your fair using preferences
4. Navigating your way through records
 - a. Finding records (even when you have partial info)
 1. Record navigator/counter
 2. Back/Next buttons and their shortcut keys (Alt-N, Alt-B)
 3. Find button and shortcut keys (Alt-Z, Ctrl-F)
 4. Smart search
 - b. Related records (how records are “linked” together – Child vs Parent records)
 - c. Common mistakes such as unintentional changing/losing data (*Editing* when trying to *Find*)
5. Working with records
 - a. Shortcuts keystrokes (see the last page of User Manual)
 1. Alt-E = Edit
 2. Alt-S or F9 or Shift-Enter = Save Record
 3. Alt-W = New Record
 4. Ctrl-' = Repeat last value
 5. F2 = Highlight field
 - b. Editing/Saving/Adding/Deleting/Undoing records
 1. Cascade Delete
 2. Deleting sub-records
 3. “Esc” key is your friend
 4. Proper Case
 5. Find/Replace
 - c. Selecting/Copying/Pasting records

1. Pasting many records at once (**Article# 110227**)
- d. Filtering & sorting records for fast and easy manipulation with right-clicking
 1. Filter For, Filter By, Filter Excluding
 2. Advanced Filter/Sort
6. Making menus and the interface adapt to you, not the other way around
 - a. Spreadsheet view vs Split View
 - b. Customizing the interface layout to fit your needs
 1. Customize Layout (adding fields, renaming fields)
 2. Arranging Columns in Spreadsheet View and in Split View
 - c. Printing from menus

Thursday Morning Break

7. Data Entry – walking through each menu
 - a. Setup (logos, fees, user defined fields)
 - b. Departments, Divisions, Classes & Breeds
 - c. Points & Premiums
 1. Straight/Sliding Scale
 2. Proofing
 3. Jackpots, premium restrictions, etc. (**Article# 117033**)
 4. Trouble shooting (**Article# 117022**)
 - d. Clubs
 - e. Schools
 - f. Exhibitors (Last/First, Full Name, Exhibitor Age) (**Article# 110233**)
 - g. Entries (Drill down, Last/First, Pushpins/Padlocks, Quick-Add)
 1. Documents attached to entries (Photos, PDFs)
8. Using Tools to easily automate tasks
 - a. Using Quick Entries to work with many entries at once
 - b. Breaking classes by weight, age, ADG, etc.
 - c. Renumbering records
 - d. Updating many divisions and classes at once
 - e. Spreadsheets (exporting and importing to update entries using Excel)
 - f. Writing checks and inserting signatures on checks
 - g. Adjusting checks
 - h. Adjusting bills
 - i. Publishing judging and sale results to your website, Facebook & Twitter

THURSDAY AFTERNOON SESSION (CLASSROOM/AUDITORIUM 1PM-5PM)

SETTING UP THE FAIRBOOK

9. Levels of categorizing entries and their premiums

Thursday Afternoon Break 1

GENERATING REPORTS TO PRESENT USEFUL INFORMATION

10. Basic report functions (the ribbon bar)
 - a. Layout & Print Setup
 - b. Filtering & sorting the report “on the fly”
 - c. Exporting reports to other formats (Word, Excel, PDF, email, txt)
11. Managing reports for better organization
 - a. Preset vs Custom reports. See: <http://fairsoftware.com/SWReports.pdf>
 - b. Grouping and organizing your custom reports
 - c. Backing up and restoring custom reports
 - d. Exporting, importing and sharing ShoWorks reports among users (**Article# 113018**)
12. Building custom reports
 - a. A walkthrough of creating a custom report
 - b. Grouping, filtering & sorting the report and knowing the difference (**Article# 113010**)
 - c. Building mailing labels (or labels for entry tags)

Thursday Afternoon Break 2

TAKING ONLINE ENTRIES AND OTHER INTERNET PERKS

13. Setting up your account(s) and how to best prepare for online entry (**Article #117028**)
14. Exhibitors and their passwords and why this is important (**Article# 121003**)
15. Configuring your data file
 - a. Setup of screens, exhibitors, fees & payments
 - b. Setup of divisions & classes
 - c. Generating revenue with sponsorships and banner ads
 - d. Uploading & enabling the website
16. Common mistakes made by the fair, avoiding and correcting them (**Article# 121004**)
17. The online entries process (live walkthrough)
18. User account (entry tags, loading/packing lists, mobile/cell phone check-in)
19. Administration
 - a. Trends (graphical analysis and predicting traffic/rush times)
 - b. Searching transactions and finding what you want
 - c. Voiding transactions
 - d. Feedback from your users to discover insight
 - e. Sponsors for divisions and tracking their value
 - f. Logo changes
20. Running a custom survey to gain additional insight from your exhibitors
21. Downloading & disabling the site
 - a. Cleaning up data that was eNTEREd poORLy by the public
 - b. Running online payment reports for accounting balances
22. Selling tickets & passes online

- 23. Taking auction payments from buyers online
- 24. Downloading and printing receipts inside of ShoWorks

FRIDAY MORNING SESSION (AUDITORIUM - 9AM-NOON)

BREAK-OUT SESSIONS – CHOOSE ONE

ACCEPTING DIGITAL ENTRIES (PHOTOS, VIDEOS, AND OTHER MEDIA) ONLINE

- 25. Uploading photos & videos from the exhibitor perspective
- 26. Configuring the judging criteria
- 27. Judging photos & videos online
- 28. E-blasting exhibitors the results
- 29. Downloading results and PDF contact sheets

LIVESTOCK TAGS/RFID AND IDENTIFICATION

- 30. Tagging Animals
 - a. Inventory Control
 - b. Animal Management
 - c. Compliance
- 31. USDA Animal Traceability Rules
- 32. Animal Health Commission Rules
- 33. Types of Cattle Tags
- 34. Visual Tag Sizes
- 35. Popular Layout Options
- 36. Costs
- 37. Numbering System Example
- 38. Digital Weigh Scales
- 39. RFID/Electronic ID Readers
- 40. Matched Pair and Electronic ID tags

Friday Morning Break

BREAK-OUT SESSIONS – CHOOSE ONE

CLOUD DOCUMENTS: LIVESTOCK, W-9, 1099 (DOCUMENTS ONLINE)

- 41. Document types (Junior Release, Liability, Livestock Photos, W-9, 1099)
- 42. Configuring the account
- 43. E-blasting exhibitors
- 44. Downloading results and PDF contact sheets
- 45. Viewing documents inside of ShoWorks
- 46. W-9
- 47. 1099

ADVANCED REPORTS – EXTRACTING HARD-TO-GET INFORMATION

- 48. Using “Queries” to ask questions about your data
- 49. Using SQL statements to “command” ShoWorks to update records programmatically
 - a. Update Age to a predetermined date (**Article# 110233**)
 - b. Update Place by a Ribbon value (**Article# 110234**)
- 50. Using Microsoft Access and the Companion
- 51. The Query
 - a. Calculated fields
 - b. Filter and criteria syntax
 - c. Aggregate queries
- 52. The Report
 - a. Record Source

FRIDAY AFTERNOON SESSION (AUDITORIUM – 1PM-5PM)

CHECK-IN AND JUDGING ENTRIES USING IPADS AND KIOSKS

53. A conceptual overview of how the iPad replaces the traditional clipboard
54. Installing and using ShoWorks across multiple iPads
55. Generating sheets from the desktop to the Cloud
56. Syncing sheets from the Cloud to the iPad
57. Sheet basics
 - a. Moving among pages (departments, divisions, classes)
 - b. Searching, locating entries
 - c. Moving an entry into another division or class
 - d. QR Coding (barcode scanning) modes
 - e. RFID Scanning (livestock ear tags) to be covered in separate session following day
58. Checking in, Judging, and Checking out entries with the iPad
59. Saving drafts, voiding, and completing sheets to sync back up to the Cloud
60. Configuring settings and preferences on the iPad
 - a. Changing the ribbon colors and order
 - b. Allowing the same ribbon or place to be used multiple times per class
 - c. Allow editing of entries in kiosk after they have been confirmed
 - d. Setting a time-out period for manual search in kiosk
 - e. Scanning settings (see more in next topics)
 - f. Changing printing layouts (entry tag layout, back tags, receipts) during kiosk self-check-in
 - g. Setting a channel of the iPad when using multiple iPads
 - h. Serial number (registering the iPad)
 - i. Help overlays (to assist new users)
61. Viewing archived sheets for historical and audit protection
62. Kiosk mode for self-check-in of your exhibitors
63. Syncing sheets from the Cloud back down to the desktop
64. Cloud access directly from web browser (or Android, Surface, Laptop, etc.)

Friday Afternoon Break 1

RUNNING AN AUCTION/SALE EFFICIENTLY

65. The sale overview (how to best arrange multiple users)
66. Configuring divisions for the sale (commissions, shrinkage, head/pound, market price)
67. Setting the sale order (manual and with the wizard, including tweaking to fit)
68. Creating the sale (manual and with the wizard)
69. Printing pre-sale documents (buyer sheet, sale invoices)
70. Registering buyers
71. Recording the sale
 - a. Multiple buyers & split transactions
72. Taking Add-ons
 - a. Add-ons (one at a time) on the invoices
 - b. Multiple Add-ons from one buyer
 - c. Multiple Add-ons using the wizard
73. Recording the destinations and deposition of the animals

- a. Flooring (resale to packer) manually and with the wizard
- b. Destination manually and with the wizard
- 74. Adjusting sale items with fees and check-offs
- 75. Routing sale proceeds differently: Premium sales (exhibitor gets floor/packer price)
- 76. Selling animals that didn't make the sale (Outright sales)
- 77. Reselling previous purchased animals to charities or donations – "true Resale"
- 78. The buyer billing process
 - a. Buyer activity vs. buyer bills vs. buyer statements, the difference between them
 - b. Collecting buyer payments
 - c. Writing, editing, deleting, and adjusting bills
 - d. Consolidating bills for one buyer
 - e. Finding & correcting mistakes and using automation (Financial Inspector) to find them

Friday Afternoon Break 2

OPEN FORUM/WRAP-UP

- a. An opportunity for idea generation and looking ahead at how your expertise on the fairgrounds ties in with the ShoWorks development.