

# 2025 SHOWORKS SHORT COURSE OUTLINE – NOV 12/13

## Resources:

- Follow along with the ShoWorks Training Videos:  
<https://fairsoftware.com/videos>
- Zip file of ShoWorks data files and examples:  
<https://fairsoftware.com/shortcourse/2025resources.zip>
- This outline:  
<https://fairsoftware.com/shortcourse/2025shortcourseoutline.pdf>

## Wednesday:

- **8:00am** Registration (Calvary – The Stables adjoining conference room)
- **9:00am** Morning Session
- **11:45am** Lunch
- **1:00pm** Afternoon Session
- **4:30pm** End Session
- **5:15pm** Campfire Social (Calvary – the Courtyard outside of the Stables)
- **6:45pm**: End Social

## Thursday:

- **7:15am** Breakfast (George Hotel – Statesmen Room 1 from 7:15am-8:30am)
- **8:45am** Morning Session
- **11:45am** Lunch
- **1:00pm** Afternoon Session
- **4:45pm** End Short Course

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. Facebook, Newsfeed
  - 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
    - I. Open Recent data file
    - II. File>Open vs Double-click
    - III. 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)
    - I. Sample file
    - II. File>Backup Data
    - III. Save As...vs Save Copy As...
    - IV. Windows Explorer
    - V. Robocopy and Cloud Drives
  - f. Exporting your data to QuickBooks Desktop/Online
  - g. File (data) utilities
    - I. Compacting data files
    - II. Ending a year and cleaning out unused data
    - III. Scrub data file
    - IV. Remove duplicate classes
    - V. Import preset objects/run functions
    - VI. Sending your data file to Gladstone
3. Understanding the layout and interface of ShoWorks
  - a. Different ways to access parts of the program (menus, ribbon, I want to..., news feed)
  - b. Tailoring ShoWorks to your fair using preferences (Options menu)

WEDNESDAY MORNING BREAK (10:15AM-10:30AM)

4. Navigating your way through records (using the Clubs menu to demonstrate)
  - a. Finding records (even when you have partial info)
    - I. Record navigator/counter
    - II. Back/Next buttons and their shortcut keys (Alt-N, Alt-B, Page Up/Down)
    - III. Find button and shortcut keys (Alt-Z, Ctrl-F)
    - IV. 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)
    - I. Enter key vs Tab/Shift Tab key
    - II. Alt+Q = first field
    - III. Alt+C = close menu
    - IV. Alt-E = Edit

- V. Alt-S or F9 or Shift-Enter = Save Record
- VI. Alt-W = New Record
- VII. Ctrl-' = Repeat last value
- VIII. F2 = Highlight field
- b. Editing/Saving/Adding/Deleting/Undoing records
  - I. First field (cream colored, unique)
  - II. Delete/Delete All
  - III. Cascade Delete
  - IV. Deleting sub-records
  - V. "Esc" key is your friend
  - VI. Proper Case/Upper Case
  - VII. Find & Replace
- c. Selecting/Copying/Pasting records
  - I. Select, Select All, Record Selector
  - II. Pasting many records at once (**Article# 110227**)
- d. Filtering & sorting records for fast and easy manipulation with right-clicking (use Quick Entry to demo)
  - I. Filter For, Filter By, Filter Excluding
  - II. Advanced Filter/Sort (example: 1<sup>st</sup> Place, Blue, DOB < 1/1/1997)
- 6. Making menus and the interface adapt to you, not the other way around (use Exhibitors menu to demo)
  - a. Spreadsheet view vs Split View
  - b. Customizing the interface layout to fit your needs
    - I. Arranging Columns in Spreadsheet View and in Split View
    - II. Customize Layout (adding fields, renaming fields)
    - III. Padlocks, Pushpins
  - c. Printing from menus

LUNCH (11:45AM – 1:00PM)

WEDNESDAY AFTERNOON SESSION (1:00PM-4:30PM)

- 7. Data Entry – walking through each menu
  - a. Setup (logos, fees, travel, user defined fields)
  - b. Departments, Divisions, Classes & Breeds
  - c. Points & Premiums
    - I. Straight/Scheduled
    - II. Proofing
    - III. Jackpots, premium restrictions, etc. (**Article# 117033**)
    - IV. Trouble shooting (**Article# 117022**)
  - d. Clubs
  - e. Schools
  - f. Exhibitors (Last/First, Full Name, Exhibitor Age, Entries, Payments, etc.)
  - g. Entries (Drill down, Last/First, Pushpins/Padlocks, Quick-Add)
  - h. Tickets
- 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. Update exhibitor age
  - e. Updating many divisions and classes at once
  - f. Spreadsheets (exporting and importing to update entries using Excel)

- g. Writing checks and inserting signatures on checks
- h. Adjusting checks
- i. Adjusting bills
- j. Financial Inspector

## WEDNESDAY AFTERNOON BREAK (2:15PM – 2:30PM)

### GENERATING REPORTS TO PRESENT USEFUL INFORMATION

9. 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)
10. Managing custom reports for better organization
  - a. Grouping and organizing your custom reports
  - b. Backing up and restoring reports
  - c. Exporting, importing and sharing ShoWorks reports among users (**Article# 113018**)
  - d. See an entire file of all preset reports here: <http://www.fairsoftware.com/SWReports.pdf>
11. Building custom reports
  - a. A walkthrough of creating a custom report
  - b. Grouping, filtering & sorting the report and knowing the difference (**Article# 113010**)
  - c. Repeated rows (ex: Exhibitor, Total Premiums, Group by Dept, Home/Hobby, Ashley Parr)
  - d. Building mailing labels (or labels for entry tags) - see example *mailingLabelsRepeatedRows*

### RUNNING AN AUCTION/SALE EFFICIENTLY

12. The sale overview (how to best arrange multiple users)
13. Configuring divisions for the sale (commissions, shrinkage, head/pound, market price)
14. Setting the sale order (manual and with the wizard, including tweaking to fit)
15. Creating the sale (manual and with the wizard)
16. Printing pre-sale documents (buyer sheet, sale invoices)
17. Registering buyers
18. Recording the sale
  - a. Multiple buyers & split transactions
19. Sale Ledger
20. 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
  - d. Taking Add-ons online
21. 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
22. Adjusting sale items with fees and check-offs
23. Routing sale proceeds differently: Premium sales (exhibitor gets floor/packer price)
24. Selling animals that didn't make the sale (Outright sales)
25. Reselling previous purchased animals to charities or donations – “true Resale”
26. 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

## THURSDAY MORNING SESSION (8:45AM-11:45AM)

### TAKING ONLINE ENTRIES AND ADD-ONS

27. Setting up your account(s) and how to best prepare for online entry (**Article #117028**)
28. Exhibitors and their passwords and why this is important (**Article# 121003**)
29. 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
30. Common mistakes made by the fair (changing things), avoiding and correcting them (**Article# 121004**)
31. The online entries process (live walkthrough)
32. User account (entry tags, loading/packing lists, mobile/cell phone check-in)
33. 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. Settings (logo, themes, options, payments)
34. Downloading & disabling the site
  - a. Cleaning up data that was eNTEREd poORLY by the public
  - b. Running online payment reports for accounting balances
  - c. Downloading and printing receipts inside of ShoWorks
35. Selling tickets & passes online
36. Registering Buyers online
37. Taking payments auction bills from buyers online
38. Online Add-ons

### PASSPORT – AN EXHIBITOR’S PORTAL

39. What is “ShoWorks Passport”?
40. Web interface
41. App interface
  - a. Awards Room
  - b. Notifications
42. Using Passport to check-in/weigh-in livestock from their mobile device

## THURSDAY MORNING BREAK (10:15AM-10:30AM)

### CHECK-IN AND JUDGING ENTRIES USING IPADS AND KIOSKS

43. A conceptual overview of how the iPad replaces the traditional clipboard
44. Installing and using ShoWorks across multiple iPads
45. Generating sheets from the desktop to the Cloud
46. Syncing sheets from the Cloud to the iPad
47. Sheet basics
  - a. Moving among pages (departments, divisions, classes)
  - b. Searching, locating entries
  - c. Moving an entry into another division or class
  - d. Champion recall
  - e. QR Coding (barcode scanning) modes

- f. RFID Scanning (livestock ear tags)
- 48. Different types of scanners/hardware
  - a. QR Coding (barcode scanning) modes
    - I. Built-in camera
    - II. Hand-held laser scanner
    - III. Finger/Ring laser scanner
  - b. RFID Scanning (livestock ear tags)
- 49. Checking in, Judging, and Checking out entries with the iPad
- 50. Saving drafts, voiding, and completing sheets to sync back up to the Cloud
- 51. 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
  - f. Changing printing layouts (entry tag layout, back tags, receipts) during kiosk self-check-in
    - a. Setting a channel of the iPad when using multiple iPads
    - b. Serial number (registering the iPad)
    - c. Help overlays (to assist new users)
- 52. Viewing archived sheets for historical and audit protection
- 53. Kiosk mode for self-check-in of your exhibitors
- 54. Syncing sheets from the Cloud back down to the desktop

## LUNCH (11:45AM – 1:00PM)

## THURSDAY AFTERNOON SESSION (1:00PM-4:45PM)

### BREAKOUT INTO 2 GROUPS

#### **Round Table: [Photo, W9, Uploads, 1099] 1pm-2:15pm**

An overview of ShoWorks Plus (aka FairVault) to allow exhibitor uploads of photos, documents, W9s and preparing 1099s.

#### **Round Table: [Auction Strategies] 1pm-2:15pm**

Overview of auction process. Setting the sale order, add-ons, floors/buy backs, billing, resale, etc.

## THURSDAY AFTERNOON BREAK (2:15PM – 2:30PM)

### AZURE/RUNNING SHOWWORKS ENTIRELY IN THE CLOUD

- 18. What is Azure?
- 19. Setting up a Virtual Machine
- 20. Networking multiple Virtual Machines
- 21. A great chance to honor the event with your presence! Gather outside if weather permits.

## GROUP PHOTO (3:30PM – 3:45PM)

### ADVANCED TRICKS AND REPORTING

- 27. Using Microsoft Access and the Companion
- 28. The Report
  - a. Record Source
  - b. Textboxes vs Labels

- c. Modifying an existing report (example: Entry Tags into cards, mailing labels w/family name)
- 29. The Query
  - a. Build a query on top of a query (example: # of entries, by department/division, by place for place 1 to 6, sum of total premiums \$)
  - b. Calculated fields
  - c. Filter and criteria syntax
  - d. Aggregate queries
- 30. Group levels
- 31. Using “Queries” to ask questions about your data
- 32. Using SQL statements to “command” ShoWorks to update records programmatically
  - a. Update Place by a Ribbon value (**Article# 110234**)
  - b. Delete records
  - c. Update (round) weights, tags, backup field values (example, copy Place to Sub-Place)
  - d. See supplemental resource “SQL Examples.txt”
- 33. Publishing Results

## Q&A WRAP/CLOSING DISCUSSION