Filtering Reports

1. Reports
2. Choose Report Icon needed—Custom Reports or Preset Reports
3. Example: Entry Tags for County Fair
4. New Filter/Sort
5. Filter Where: (2 Samples below)
   
   **Entry Tags:**
   
   A) If exhibitor has a late entry or mis-placed an entry tag use
      
      Filter Where: Entry Number and enter entry number(s) and sort by Last, First
   
   B) If exhibitor needs all their tags, Filter & Sort by Last, First
   
   **Judging Sheets:**
   
   Filter Where: Division(s) (After selecting Division(s) filter by Class if needed, etc.)
   Sort by Last, First to get an Alphabetical report.

Using Report Wizard

1. Reports
2. Choose Report Wizard
3. Decide Type of Report—(Excel Spreadsheet being described below)
4. Entries are chosen most times for general reports
5. Next
6. Click column title field and begin typing what report is to contain. Add/Delete columns as needed by clicking at right of report. May also include report title at top of page.
7. Next-Next
8. Choose what is to be included in the report.
9. Sort by Last, First or Class, etc.
10. Set up Page Orientation and Formatting
11. Finish

**NOTE:** If exported into Excel, many times the ShoWorks program may need re-started.