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Loading State Fair Data into your FairPlus! Program

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The state fair data file is a share file created at the state level. It contains all the State Fair Department, Division, and Class, method, and premium data. It also includes classes for the District and State Horse Shows. You can load this information into your FairPlus! program so that all the changes made in the State Fair book will be in your program. Here are some things you should know before you load the state fair data file and several things you should do.

Things You Should Know

1. The State Fair Data file will not delete your county classes or premiums! With the following exception:

The state fair data file will load the titles of all the State Fair Departments, Divisions, and Classes. It will also add the State Fair premium codes to your program. It will not change any of your county class codes or titles or premiums **UNLESS** your county data set contains department/division/class codes or premium codes that are the same as State Fair department/division/class codes or premium codes. **State Fair premium table codes are: H000001, H000002, P000001 through P000005, and Z000001.** If you are using any of these premium table codes, you should chat with your district or state supporter before loading the state fair data file. The file also contains the State Fair Methods. The same thing goes for methods codes. State Fair methods codes are: A100100, B150100, B151100, C200100, C400100, D340100, F500100, G010100, G010200 - G010205, G010210, G030100, G032100, G035100, G040100, G058100, G070100, G080100, G100100, G600100, G600200, G600300, G600400, G600500, G600600, G600650, G600700, G600750, G600800, G690100, G700100, G770100, G770200.

2. Since the State Fair data file will not delete any class numbers, premiums, or methods from your data set, you will need to manually delete any class codes that are no longer offered by the State Fair.

3. If the state fair data file adds a new, and previously unused, class number, there will be NO premium code associated with that class. You will need to assign a premium code to that class for use in your county.

Things You MUST Do

1. **Upgrade your FairPlus program** to the most current version. Check the <http://4hplus.unl.edu/> website to find the most current version.
2. **Create the new year.** Go To > Archive > Create New Fair Year.
3. **Delete old fair data.** Once the new year has been created, you must delete the old fair data from your current year FairPlus data set. (When you create a new fair year, everything is copied from last year's fair including items, postings, etc.) Go To > Utilities/Password Entry > Data Removal and remove the appropriate selections. Choosing option #5 will most often be the appropriate choice. Make sure you click the Process button.
3. **Make a backup** of all FairPlus data sets.
4. **Print a Fair Book Data Report:** Go To > Fair Data/Premiums > Prt Fr Data > Choose Printing Scope: All Departments, and Report Options (Include): Premium Tables and Methods. Use this to compare changes made before and after loading the State Fair data file.

Loading the State Fair Data File into FairPlus

1. To put the State Fair class changes into your FairPlus program, you may download the state fair data file from the Nebraska 4HPlus web page. Go to this URL:
<http://4hplus.unl.edu/>
2. On the Nebraska 4HPlus web page you will find the FairPlus icon and word. Below the FairPlus Latest Update link, you will find the Additional Support Files link. Click on that link to go to the FairPlus support files page. Click on the State Fair Data File link and save the zip file to your hard drive. Save it onto your computer somewhere you can find it.
3. Once it is saved on your computer, make sure all other applications are closed. Then, find and double click the SFDF2007 file to bring up the WinZip self extractor window.
4. At this time, you may get a security warning window telling you that the publisher of the file you are about to open could not be verified. You will have to choose to RUN this file. Once you select the Run option in the security window, you will get the WinZip window. Click the Unzip button. When unzipping is done, close all the windows. This process will unzip the file named fairback.txt and save it to your C:\ckv\fairplus\NE folder.
5. Open FairPlus Go To > Archive / Data Send/Receive > Load/Restore
6. Click on the State Folder radio button. The program will find that fairback.txt file in your FairPlus state folder.

7. Click on the **Open Load File** button. Then you will see the Restore File Information across the top of the screen. You will see the current year, the machine that created the file, Machine ID: 01, the file title, Nebraska - State Fair Data **Share** as of the date the file was created. It also shows the version and time the file was created.

8. Once you have verified that you have indeed opened the correct file, you can click the Load Data button and confirm the loading process by clicking OK.

9. The program will then close to save all the data.

10. You are ready to go with all the state fair class data. Be sure to make a fresh backup.