

## Using PCS\_UniversalExport

### Purpose

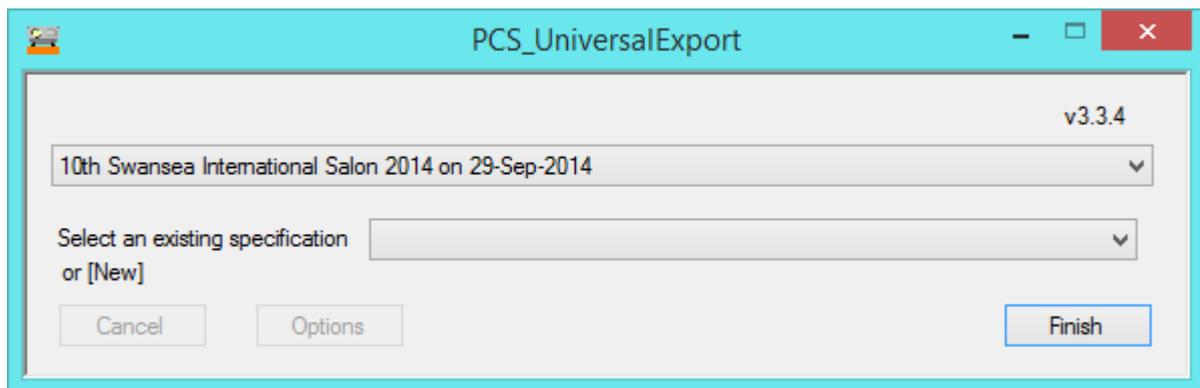
PCS\_UniversalExport is designed to let you export information from PhotoComp or PhotEx to a Microsoft Excel workbook, a .csv file or .txt file.

There are three steps to exporting the information

1. Select the competition or exhibition containing the information you want to export
2. Select the fields you want to export
3. Select the records you want to see on the report

So, for a simple report you might select your latest competition and export the entrant name, entry title and score for each entry in the “beginners” class. You can also have more complex reports, so for an exhibition you might export the name and address of each package owner, together with the entrant names of the members of the package and the title of each of their Print entries.

### Step 1: Selecting the competition



Use the upper dropdown list to select a competition or exhibition, or select “Browse” to locate one

Use the lower dropdown list to select “New”. (When you have created and saved a specification, you will be able to select it from the list.

Click “Export”

## Step 2: Selecting fields

The screenshot shows a window titled "frmSelectType" with a standard Windows title bar (minimize, maximize, close). The main content area is titled "Select the top level of output" and contains a list of radio buttons for selection:

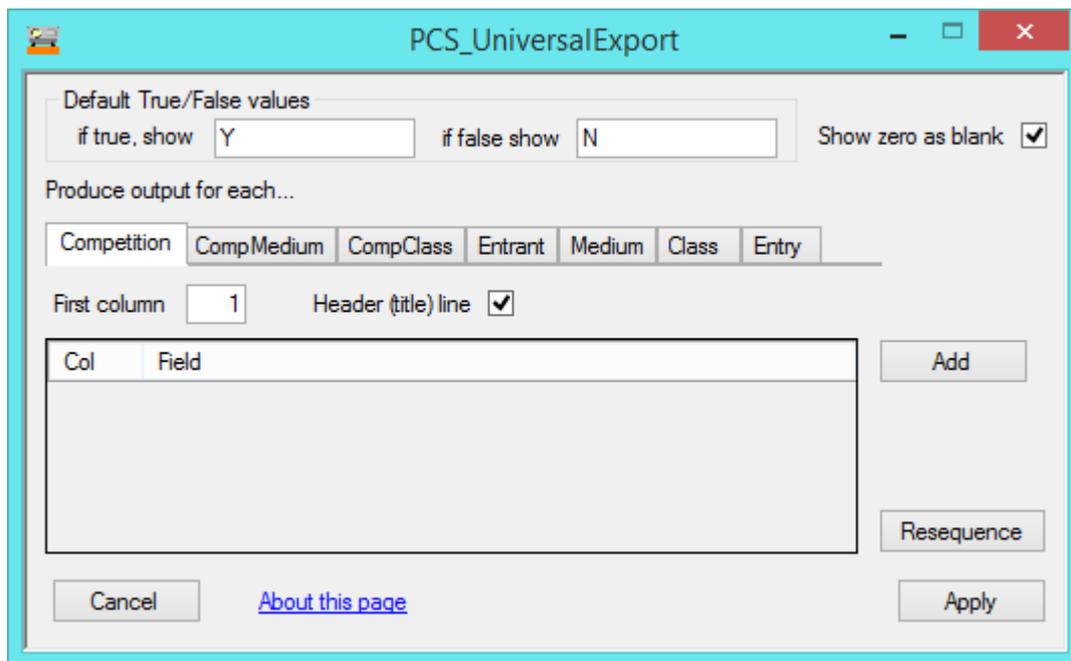
- Clubs/Schools
- Package owners
- Group owners
- Media
- Classes
- Entrants
- Entries

Below the list, there is a "Data to export ..." label and an "Update" button. At the bottom of the dialog, there is an "Export" section with radio buttons for "Excel" (selected), ".csv", and ".txt", followed by an "Export" button. A "Finish" button is located at the bottom right of the dialog.

Note: you will only see the radio buttons that are relevant to your competition or exhibition.

Use the radio buttons to select the type of information you want on each row: usually this will be either "Entrants" (that is, one row for each entrant, showing, perhaps their total score) or "Entries" (that is, one row for each entry (print or PDI) showing, perhaps their individual scores or awards)

Then click "Update"



On the top line, you can select what is shown by default for fields that have “True” or “False” values. For example, the field “isLocalMember” says if an entrant is a member of your club. If you like, you can have a “Y” in the column if this is true, and nothing if it is false. (You can override this for particular fields if you want). You can also say you want numeric fields that have a zero value to be shown as blank rather than “0”.

If you want your first row of the spreadsheet to contain information about the competition or exhibition, select the “Competition” tab, otherwise select one of the other tabs (the tabs shown will vary depending on the radio button you selected above)

Click “Add”

Click “Select” This shows a list of the fields available in this category. Select one.

Some types of field allow you to provide additional information, such as the True/False fields described above, where you can say what you want to appear on the spreadsheet.

As you add each fields, its column number is shown. You can change these if you want to reorder the columns. Click “Resequenece” to set them in order again.

If you select “Address”, you will be asked how many columns you want the lines to occupy. If you want them in one column, use “Post” which uses the “|” character to separate the lines.

To remove a field, double click its name and a Remove button appears. Click this.

PCS\_UniversalExport

Default True/False values  
 if true, show  if false show  Show zero as blank

Produce output for each...

First column  Header (title) line

Col	Field
1	ShortName
2	ClubName
3	ClassName
4	ImageTitle
5	Points

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When you have added all the fields you want, click Apply

frmSelectType

Select the top level of output

- Clubs/Schools
- Package owners
- Group owners
- Media
- Classes
- Entrants
- Entries

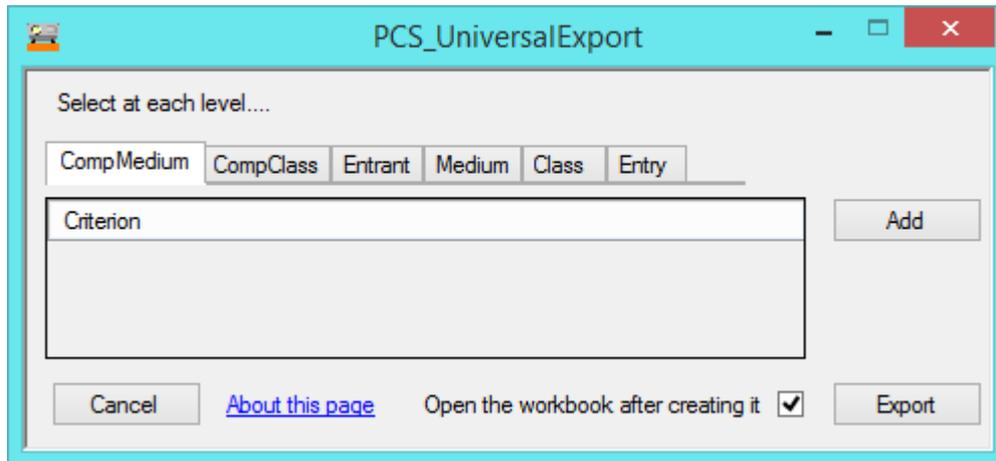
Data to export ...

Export

- Excel  .csv  .txt

Next, select the type of output you want and click "Export"

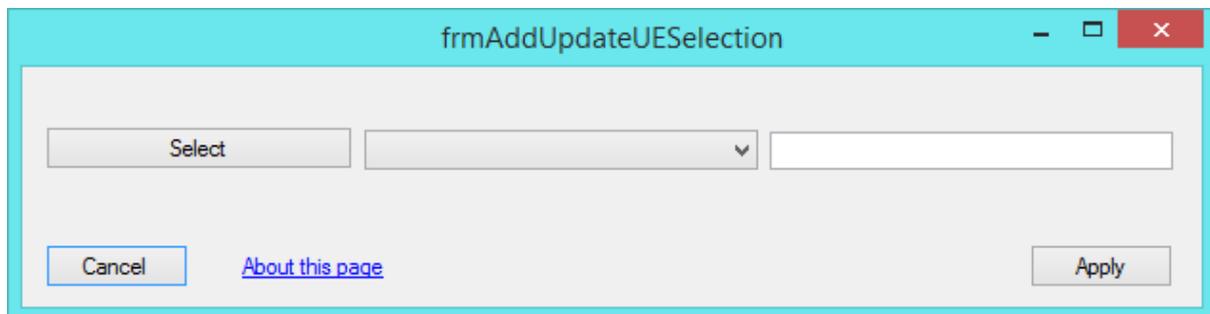
You can select the records you want, or just click “Export” to get all the records in your competition/exhibition.



The selection process works like a filter... you start with all the records. If you want you can add one or more criteria, and records that don't meet the criteria will be ignored. You can have several criteria in each tab, and criterial in several tabs.

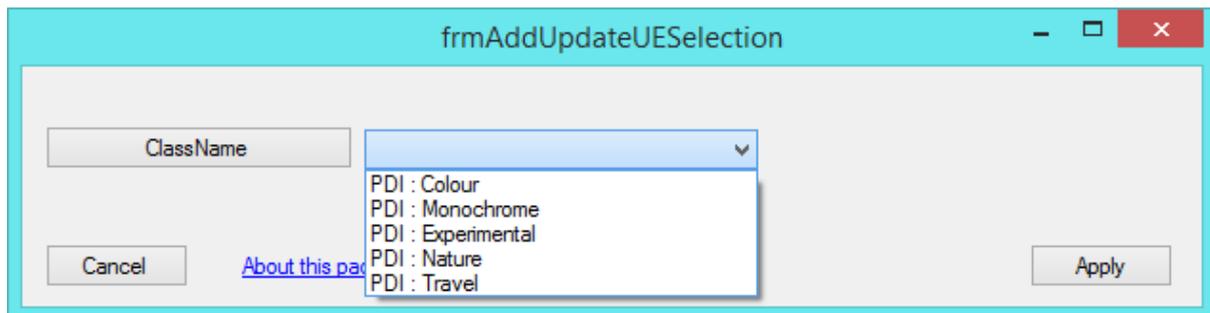
- Tick “Header (title) lines” if you want column headers with the names of the fields.
- If you are exporting to Excel, tick “Open the workbook after creating it” to see the results immediately (remember to close the workbook before exporting again)

Say for example you want to produce one line for each entry. If you click the “Class” tab you can limit your output to records for a particular class....



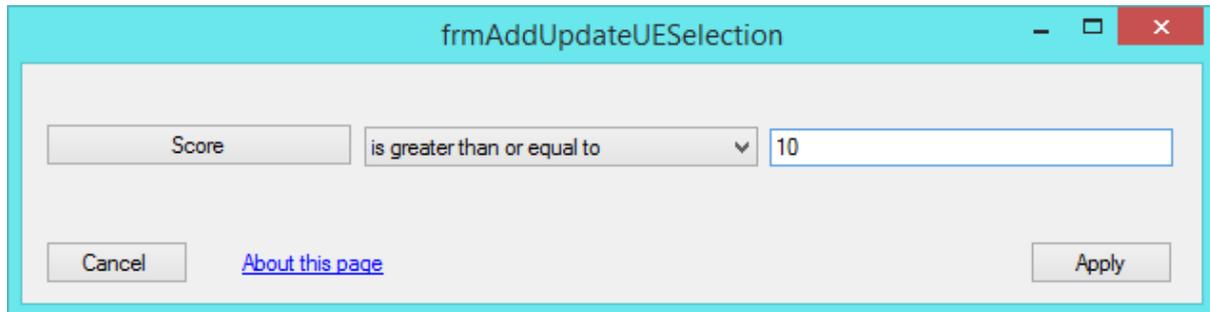
- **IMPORTANT:** select the tab that your selection applies to

Click “Select” and you get a list of fields you can use to filter the records: here we have selected “ClassName”. Use the dropdown list in the middle to select the criterion that will cause the records to be included...



Here we can click on, say “PDI : Nature” to only select nature entries

We can select other criteria as well. Here we have selected records scoring 10 or more.



frmAddUpdateUESelection

Score is greater than or equal to 10

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Click “Apply” to close the selection window, and click on a criterion to remove it or change its parameters.

When you have made all the selections you need, click “Export”. After a while the spreadsheet or file will be produced and you will be asked to choose a name and location in which to save it.

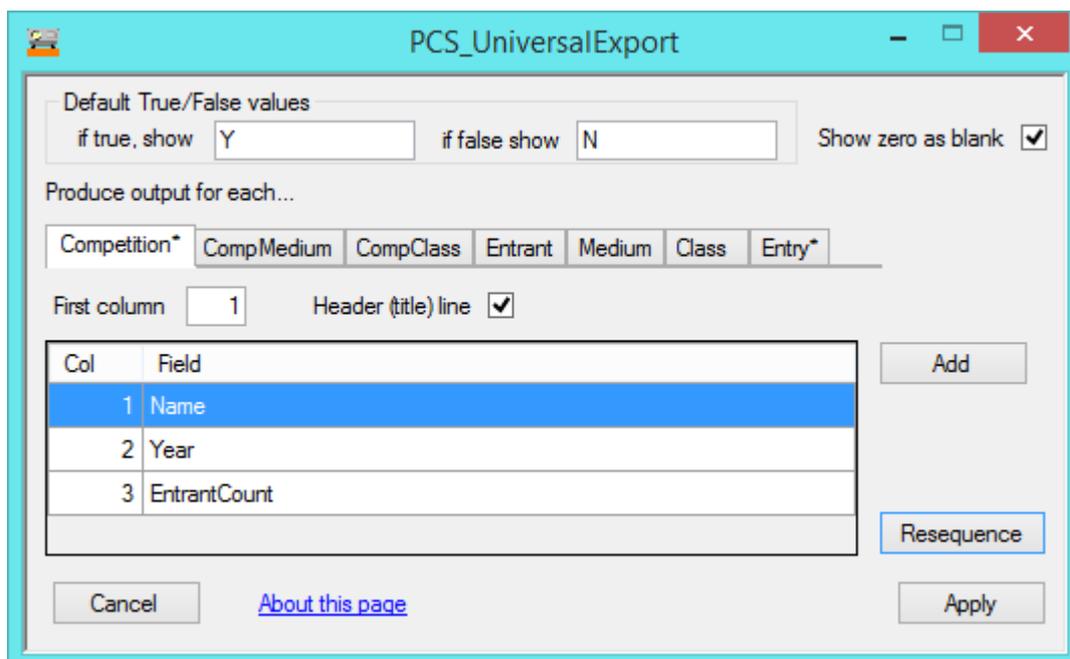
You can then click “Finish”, and you will be asked if you want to save your specification. If you click “Yes” the specification will be available in the dropdown list next time you use the program.

You are now back on the main page, so click “Finish” to exit the program.

If you want to make a copy of your specification and make modifications, click “Save as”

Showing more than one line of output

You can select fields from several record types if you want by adding fields to more than one tab.



PCS\_UniversalExport

Default True/False values  
if true, show Y if false show N Show zero as blank

Produce output for each...  
Competition\* CompMedium CompClass Entrant Medium Class Entry\*

First column 1 Header (title) line

Col	Field
1	Name
2	Year
3	EntrantCount

Add Resequence

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Note that for convenience many of the Entrant fields are also available on the Entry tab, so you probably don't need this feature if you just want a line for each entry that also contains details about the entrant.

If, for example, you select the "FullName" field in the "Package" tab, the "FullName", "Address" and "Email" in the "Entrant" tab and "Text" and "Score" in the "Entry tab"

The result will be

- a line for the first Package
  - followed by a line for the first entrant who is a member of that package
  - followed by a line for the first entry for that entrant
  - followed by a line for the second entry for that entrant
  - etc
- followed by a line for the second entrant who is a member of that package
  - followed by a line for the first entry for that entrant
  - etc
- followed by a line for the next Package
- etc

#### Media and Class tabs

The Media and Class tabs are provided mainly as a convenient way of getting totals. You can select entries for a specific class more easily by having a criterion that compares the "ClassName" for the entry using the "Entry" selection tab.