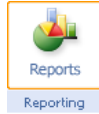


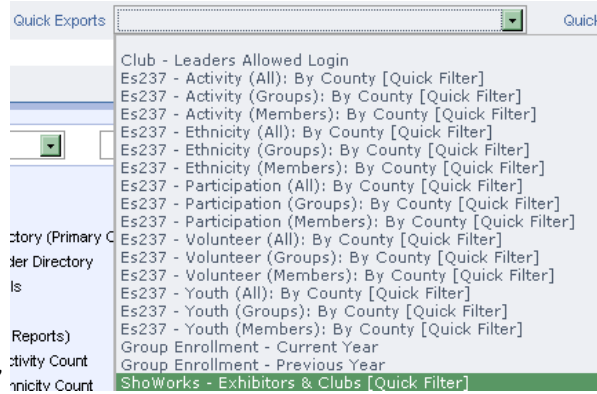
Exporting data from 4HOnline to ShoWorks

Create the export file

NOTE: BE SURE TO USE MOZILLA FIREFOX !!

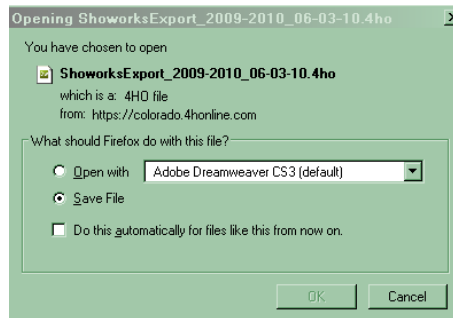


1. Use the Reports icon on the dashboard



2. Using the drop down arrow from "Quick Exports" select 'ShoWorks - Exhibitors & Clubs (Quick Filter)'.

select 'ShoWorks - Exhibitors & Clubs (Quick Filter)'

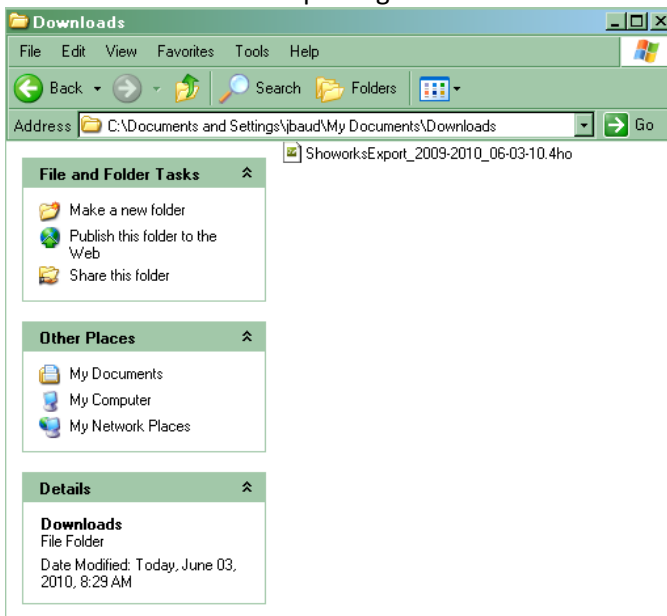


3. The following dialog box will appear.

Click OK to 'Save File' do not open this file.

Depending on the size of your county this may take a little while to run be patient.

4. The file will automatically be downloaded into the standard downloads folder. (see example below) – You will need to know this location for importing into ShoWorks.



Import into ShoWorks

- 1) See 4HOnline for instructions on how to download your data from their site into a ShoWorks readable file (.4ho) – which you just completed.
- 2) Make sure you are running ShoWorks 2009 version 12.6.0 or newer. The update may be found on our company website under "Downloads". <http://www.fairsoftware.com>
- 3) Run ShoWorks and select Tools | Import | Import 4HOnline. You will be prompted for the 4HOnline file from step #1.
- 4) For any questions regarding the Import process please contact Gladstone, Inc. @ (888) 332-2419