

## PSA and FIAP reports

First make sure you have downloaded the latest version of the PSA and FIAP report templates. The PSA template is available at [http://www.psaphoto.org/useruploads/files/exhibitions/exhibitions-exhibition\\_worksheet.xls](http://www.psaphoto.org/useruploads/files/exhibitions/exhibitions-exhibition_worksheet.xls)

Tick the report or reports you want to produce (if you tick both, they are produced simultaneously).

If you are producing the FIAP report and there is more than one candidate for the “FIAP Best Author” (Blue badge) you will be asked to select the winner. Also indicate whether the results are in a catalogue or on CD/DVD.

Some of the Exhibition data will have been completed using your Organisation data and Exhibition data. Check this and complete the missing fields.

Add the details for all the judges by clicking “Add” (if you did not do so when creating the exhibition).

The name of the first section is shown in red in the middle of the form.

Tick the names of the judges that judged this section

If you are producing a PSA report, you will be prompted to select the PID (PSA division) for this section

Click Create

If you are producing a PSA report, you will be asked to open the PSA template, select your exhibition and close the template. Make sure the rows shown on the prompt message match those in the template, and modify them if necessary.

You will then be asked to locate the PSA and/or FIAP Excel template.

The PSA and/or FIAP data for this section will be created (note, PSA reports are produced with one Excel file per section, and FIAP reports are produced in a single Excel file with a different worksheet per section.

If you are creating a FIP report, you will be asked to select the relevant worksheet for the section

The name of the next section is then shown in red in the middle of the form. Again

Tick the names of the judges that judged this section

If you are producing a PSA report, select the PID (PSA division) for this section

Click Create

If you are creating a FIP report, select the relevant worksheet for the section

Repeat for all the sections.

Check the reports before sending them to PSA/FIAP

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