



## Reconciling a Database:

Data reconciliation will only work for the following situations:

1. When you have the “Copy Leads to – Floppy/USB Flash” feature. Meaning, if you have a USB flash drive plugged in when you download a unit’s leads, the USB key will get reconciled data.
2. When you manually copy leads to a location on your computer, by double-clicking an exhibitor >> Management (top left menu) >> Records >> Copy to.... Viewing the exhibitor’s leads will also show the reconciled data.
3. Generating leads with emails using the Emailer (Tools >> Emailer).
4. METHOD YOU PROBABLY WANT: Generating leads for all exhibitors by using the ‘Generate Output Files from ‘Master Database’ tool. This will generate an updated/reconciled file for each exhibitor in the folder of your choosing, in the format of your choosing.

First you need to select the file that will be used for Data Reconciliation.

- 1- In the Show Settings, select the ‘Database Matchup’ tab.
- 2- Place a checkmark in the ‘Use Data Reconciliation’ checkbox.
- 3- Find the file that you would like to use for data reconciliation and select it.
- 4- Match at least one badge field with a corresponding column/field from your reconciliation file. This column or group of columns must make up a unique key that can be used to match your Barcode ID to the expanded information for the attendee. Note: Version 1.7.9 of the software has a small bug where it loses the ‘Key Badge Field #1’ whenever you enter/view the settings.
- 5- To test that you have made unique mappings, click the ‘Test Database’ button at the bottom of the pane.
- 6- Select the ‘Output File Formatting’ panel.
- 7- You must now create a column for every extra column of info you would like to add. The ‘badge fields’ will obviously be left blank. The ‘Output Field Names’ is the name of the column that will appear in the output file. The ‘Reconciliation Fields’ should be assigned to the columns that you want to take the extra info from.

-- PLEASE READ THE FOLLOWING

To open/edit shows created prior to June 10, 2008, please use the following version of ExpoTools ShowMaster (v.1.7.9d). This version will expire on August 31, 2008. However, **we will not support issues with any shows created on or after June 10, 2008 with this version.** Shows created prior to June 10, 2008 will still be supported. **\*\*\*This version should not be used to create future shows.\*\*\***

[ExpoTools - ShowMaster v.1.7.9d Beta \(setup only\).zip](#)

[ExpoTools - ShowMaster v.1.7.9d Beta.zip](#)

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The following version of ShowMaster **should** be used for creating shows on or after June 10, 2008. This version includes many requests from customers and includes an increased level of usability. This version cannot open shows created with previous versions of ShowMaster.

[ExpoTools - ShowMaster v.1.8 RC2 \(setup only\).zip](#)

[ExpoTools - ShowMaster v.1.8 RC2.zip](#)

#### FTP Site Info

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Username:    guest

Password:    hamburger

*\*Note: You can install both versions of the software on your computer, but be sure to use v.1.8 to create your next lead retrieval show.*