

## Build New Class & Item Class Transfer

Use the Build New Class feature to divide a large class into two or more classes. For example, the judge wants to split a livestock class into three separate classes based on animal weights. The Build New Class feature creates the new classes. Exhibitors are **moved** from the original entry class into the appropriate weight classes.

The Item Class Transfer feature is similar. This allows a source class and destination class to be selected and the exhibitors to be moved. Use this feature when the destination class is already created.

## **Build a New Class**

Click Go to > Livestock Processing > Item Class Transfer/Build New Class.
See Figure 1.

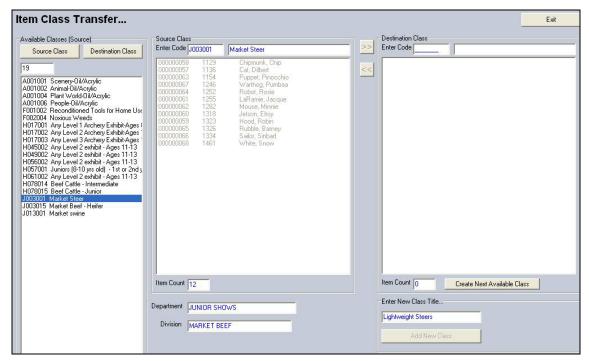


Figure 1. Build New Class

- 2. Click the Source Class button.
- 3. Highlight the original entry class.
- 4. Click the Create Next Available Class button.
- 5. Type the new class name in the **Enter New Class Title** field. Press **Tab**.
- Click the Add New Class button. The program assigns the next available class code number.
- 7. In the Source Class section, highlight the exhibitors to be moved to the new class.
- 8. Click the **double arrow** button.
- 9. The exhibitors are moved to the new class. See Figure 2.

Exhibitors can be multi-selected. See the Select Multiple Items tip sheet for more information.

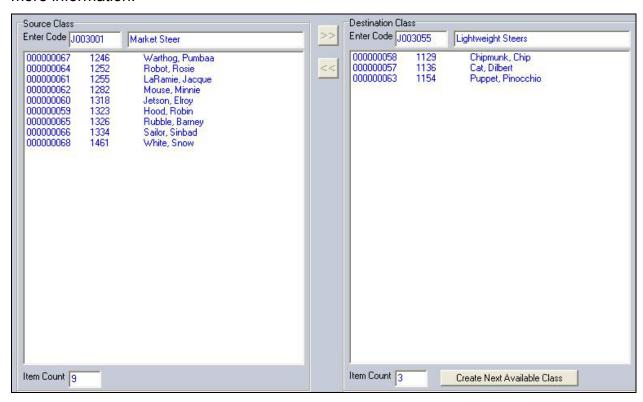


Figure 2. Exhibitors in New Class

## **Item Class Transfer**

Exhibitors' items can be moved from the original entry class to another existing class. Use this feature when the destination class already exists.

- 1. Click Go to > Livestock Processing > Item Class Transfer/Build New Class.
- 2. Click the Source Class button.
- 3. Highlight the **original entry class**.
- 4. Click the **Destination Class** button. See Figure 3.

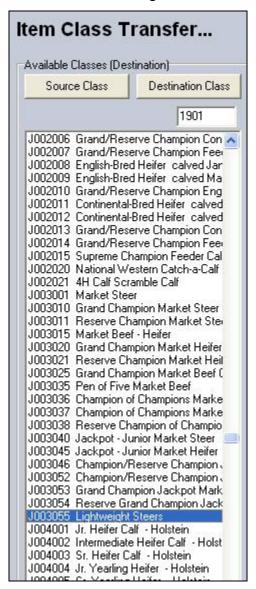


Figure 3. Destination Class Button

- 5. Highlight the **destination class**. The exhibitors in the source class and destination class display.
- 6. In the Source Class section, highlight the exhibitors to be moved to the new class.
- 7. Click the **double arrow** button.
- 8. The exhibitors are moved to the new class.

Exhibitors can be multi-selected. See the Select Multiple Items tip sheet for more information.

## **State Fair Winners**

Exhibitors who qualify for State Fair in the destination classes created in Building a New Class **cannot** be sent to State Fair in the new class. They are sent to State Fair in the original entry class. **Do not** move them back to the original entry class. Use the Modify Codes utility to place them in the correct State Fair class. Please see the Modify Codes tip sheet for more information.