



## 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

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

See Figure 1.

**Item Class Transfer...** Exit

Available Classes (Source)

Source Class	Destination Class
19	
A001001 Scenery-Oil/Acrylic	
A001002 Animal-Oil/Acrylic	
A001004 Plant World-Oil/Acrylic	
A001006 People-Oil/Acrylic	
F001002 Reconditioned Tools for Home Use	
F002004 Noxious Weeds	
H017001 Any Level 1 Archery Exhibit-Ages 11-13	
H017002 Any Level 2 Archery Exhibit-Ages 11-13	
H017003 Any Level 3 Archery Exhibit-Ages 11-13	
H045002 Any Level 2 exhibit - Ages 11-13	
H049002 Any Level 2 exhibit - Ages 11-13	
H056002 Any Level 2 exhibit - Ages 11-13	
H057001 Juniors (8-10 yrs old) - 1st or 2nd	
H061002 Any Level 2 exhibit - Ages 11-13	
H078014 Beef Cattle - Intermediate	
H078015 Beef Cattle - Junior	
<b>J003001 Market Steer</b>	
J003015 Market Beef - Heifer	
J013001 Market swine	

Source Class

Enter Code **J003001** **Market Steer**

000000058	1129	Chipmunk, Chip
000000057	1136	Cal, Dilbert
000000063	1154	Puppet, Pinocchio
000000067	1246	Warthog, Pumbaa
000000064	1252	Robot, Rosie
000000061	1255	LaRame, Jacques
000000062	1282	Mouse, Minnie
000000060	1318	Jetson, Elroy
000000059	1323	Hood, Robin
000000065	1326	Rubble, Barney
000000066	1334	Sailor, Sinbad
000000068	1461	White, Snow

Destination Class

Enter Code

Item Count **12**

Department **JUNIOR SHOWS**

Division **MARKET BEEF**


Item Count **0** Create Next Available Class

Enter New Class Title...

**Lightweight Steers**

Add New Class

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**.
6. 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.

Source Class			Destination Class		
Enter Code <input type="text" value="J003001"/> <input type="text" value="Market Steer"/>			Enter Code <input type="text" value="J003055"/> <input type="text" value="Lightweight Steers"/>		
000000067	1246	Warthog, Pumbaa	000000058	1129	Chipmunk, Chip
000000064	1252	Robot, Rosie	000000057	1136	Cat, Dilbert
000000061	1255	LaRamie, Jacque	000000063	1154	Puppet, Pinocchio
000000062	1282	Mouse, Minnie			
000000060	1318	Jetson, Elroy			
000000059	1323	Hood, Robin			
000000065	1326	Rubble, Barney			
000000066	1334	Sailor, Sinbad			
000000068	1461	White, Snow			
Item Count <input type="text" value="9"/>			Item Count <input type="text" value="3"/> <input type="button" value="Create Next Available Class"/>		

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.