



Class Changes

The method and premium table associated with a group of classes can be easily changed with this utility. This is easier and faster than modifying them for each class individually.

There is a message on the screen that the utility is for experienced users only. It is an easy utility to use. Use the Fair Book Data report to note the changes in method codes and premium tables that need to be made.

Change a Method

1. Click **Go to > Fair Data/Premiums > Class Cngs.** See Figure 1.

Caution! This utility is for experienced users only! With this utility you can select any number of classes for the purpose of changing their method and/or premium table. This operation will not allow methods to be changed on locked classes.

Known Class(es)...	Known Methods...	Known Premiums...
H041006 Seniors (14-19 yrs old) - 3 yrs or more	A001001 STATIC WITH OPTIONS	A001001
H042001 Juniors (8-10 yrs old) - 1st or 2nd	G001001 Goats	B001001
H042002 Juniors (8-10 yrs old) - 3 yrs or more	H001001 GENERAL	D001001
H042003 Intermediates (11-13 yrs old) - 1st	J001001 LIVESTOCK	D001002
H042004 Intermediates (11-13 yrs old) - 3rd	S001001 Static	D002001
H042005 Seniors (14-19 yrs old) - 1st or 2nd		D002002
H042006 Seniors (14-19 yrs old) - 3 yrs or more		G001001
H043001 Juniors (8-10 yrs old) - 1st or 2nd		H001001
H043002 Juniors (8-10 yrs old) - 3 yrs or more		H001002
H043003 Intermediates (11-13 yrs old) - 1st		H001003
H043004 Intermediates (11-13 yrs old) - 3rd		J001001
H043005 Seniors (14-19 yrs old) - 1st or 2nd		J001002
H043006 Seniors (14-19 yrs old) - 3 yrs or more		J001003
H044001 Any Level 1 exhibit - Ages 8-10		M001001
H044002 Any Level 2 exhibit - Ages 11-13		M001002
H044003 Any Level 3 exhibit - Ages 14-19		S001001
H045001 Juniors (8-10 yrs old) - 1st or 2nd		S001002
H045002 Juniors (8-10 yrs old) - 3 yrs or more		
H045003 Intermediates (11-13 yrs old) - 1st		
H045004 Intermediates (11-13 yrs old) - 3rd		
H045005 Seniors (14-19 yrs old) - 1st or 2nd		
H045006 Seniors (14-19 yrs old) - 3 yrs or more		
H046001 Garment for self - Skills A		

Total: 1882
Selected: 12

Selected...: H001001
Clear Selection

Selected...: Do Not Change
Clear Selection

Processing will enter the selected Method and selected Premium into each of the selected Class.

Process Return

Figure 1. Method Class Change

2. Select the **classes** that need a new method in the *Known Class* list.



Select more than one class by using one of these methods. Highlight the first class, and click and drag to the last class. Hold the **Ctrl** key, and highlight the classes.

3. Highlight the **new method** in the *Known Methods* list.
4. The selected method displays in the *Selected* field.
5. Click **Process**.

Change a Premium Table

1. Click **Go to > Fair Data/Premiums > Class Cngs**. See Figure 2.

Caution! This utility is for experienced users only! With this utility you can select any number of classes for the purpose of changing their method and/or premium table. This operation will not allow methods to be changed on locked classes.

Known Class(es)...	Known Methods...	Known Premiums...
H041006 Seniors (14-19 yrs old) - 3 yrs or m	A001001 STATIC WITH OPTIONS	H001001
H042001 Juniors (8-10 yrs old) - 1st or 2nd	G001001 Goats	H001002
H042002 Juniors (8-10 yrs old) - 3 yrs or m	H001001 GENERAL	H001003
H042003 Intermediates (11-13 yrs old) - 1st	J001001 LIVESTOCK	J001001
H042004 Intermediates (11-13 yrs old) - 3rd	S001001 Static	J001002
H042005 Seniors (14-19 yrs old) - 1st or 2nd		J001003
H042006 Seniors (14-19 yrs old) - 3 yrs or m		M001001
H043001 Juniors (8-10 yrs old) - 1st or 2nd		M001002
H043002 Juniors (8-10 yrs old) - 3 yrs or m		S001001
H043003 Intermediates (11-13 yrs old) - 1st		S001002
H043004 Intermediates (11-13 yrs old) - 3rd		S001003
H043005 Seniors (14-19 yrs old) - 1st or 2nd		X001001
H043006 Seniors (14-19 yrs old) - 3 yrs or m		X001002
H044001 Any Level 1 exhibit - Ages 8-10		X999999
H044002 Any Level 2 exhibit - Ages 11-13		Z001001
H044003 Any Level 3 exhibit - Ages 14-19		Z001002
H045001 Juniors (8-10 yrs old) - 1st or 2nd		
H045002 Juniors (8-10 yrs old) - 3 yrs or m		
H045003 Intermediates (11-13 yrs old) - 1st		
H045004 Intermediates (11-13 yrs old) - 3rd		
H045005 Seniors (14-19 yrs old) - 1st or 2nd		
H045006 Seniors (14-19 yrs old) - 3 yrs or m		
H046001 Garment for self - Skills A		

Total: 1882
Selected: 12

Selected...
Do Not Change
Clear Selection

Selected...
Z001001
Clear Selection

Processing will enter the selected Method and selected Premium into each of the selected Class.

Process Return

Figure 2. Premium Table Class Change

2. Select the **classes** that need a new premium table in the *Known Class* list.



Select more than one class by using one of these methods. Highlight the first class, and click and drag to the last class. Hold the **Ctrl** key, and highlight the classes.

3. Highlight the **new premium table** in the *Known Premiums* list.
4. The selected premium table displays in the *Selected* field.
5. Click **Process**.

Change a Method and Premium Table

1. Click **Go to > Fair Data/Premiums > Class Cngs.** See Figure 3.

Caution! This utility is for experienced users only! With this utility you can select any number of classes for the purpose of changing their method and/or premium table. This operation will not allow methods to be changed on locked classes.

Known Class(es)...	Known Methods...	Known Premiums...
H041006 Seniors (14-19 yrs old) - 3 yrs or m	A001001 STATIC WITH OPTIONS	H001001
H042001 Juniors (8-10 yrs old) - 1st or 2nd	G001001 Goats	H001002
H042002 Juniors (8-10 yrs old) - 3 yrs or m	H001001 GENERAL	H001003
H042003 Intermediates (11-13 yrs old) - 1st	J001001 LIVESTOCK	J001001
H042004 Intermediates (11-13 yrs old) - 3rd	S001001 Static	J001002
H042005 Seniors (14-19 yrs old) - 1st or 2nd		J001003
H042006 Seniors (14-19 yrs old) - 3 yrs or m		M001001
H043001 Juniors (8-10 yrs old) - 1st or 2nd		M001002
H043002 Juniors (8-10 yrs old) - 3 yrs or m		S001001
H043003 Intermediates (11-13 yrs old) - 1st		S001002
H043004 Intermediates (11-13 yrs old) - 3rd		S001003
H043005 Seniors (14-19 yrs old) - 1st or 2nd		X001001
H043006 Seniors (14-19 yrs old) - 3 yrs or m		X001002
H044001 Any Level 1 exhibit - Ages 8-10		X999999
H044002 Any Level 2 exhibit - Ages 11-13		Z001001
H044003 Any Level 3 exhibit - Ages 14-19		Z001002
H045001 Juniors (8-10 yrs old) - 1st or 2nd		
H045002 Juniors (8-10 yrs old) - 3 yrs or m		
H045003 Intermediates (11-13 yrs old) - 1st		
H045004 Intermediates (11-13 yrs old) - 3rd		
H045005 Seniors (14-19 yrs old) - 1st or 2nd		
H045006 Seniors (14-19 yrs old) - 3 yrs or m		
H046001 Garment for self - Skills A		

Total: 1882
Selected: 12

Selected...
H001001
Clear Selection

Selected...
Z001001
Clear Selection

Processing will enter the selected Method and selected Premium into each of the selected Class.

Process Return

Figure 3. Method & Premium Change

2. Select the **classes** that are changing in the *Known Class* list.



Select more than one class by using one of these methods. Highlight the first class, and click and drag to the last class. Hold the **Ctrl** key, and highlight the classes.

3. Highlight the **new method** in the *Known Methods* list.
4. Highlight the **new premium table** in the *Known Premiums* list.
5. The selected method and premium table displays in the *Selected* fields.
6. Click **Process**.