



## Copy All Items in a New Class

The Copy All Items in a New Class utility copies items from one class to another for all the exhibitors in the original class. Use it, for example, when exhibitors in a livestock class are also in a showmanship class. Copying an item keeps it in the current class and adds it to the new class. Make a note of the destination class before starting this process.

1. Click **Go to > Exhibitors/Items > Item Utilities > Copy/Create All Items in a New Class**. See Figure 1.

**Copy/Create Items in New Class...**

Select Source Department/Division/Class(es)...

- J003001 Market Steer
- J003010 Grand Champion Market Steer
- J003011 Reserve Champion Market Steer
- J003015 Market Beef - Heifer
- J003020 Grand Champion Market Heifer
- J003021 Reserve Champion Market Heifer
- J003025 Grand Champion Market Beef Ove
- J003035 Pen of Five Market Beef
- J003036 Champion of Champions Market Be
- J003037 Champion of Champions Market Be
- J003038 Reserve Champion of Champions
- J003040 Jackpot - Junior Market Steer
- J003045 Jackpot - Junior Market Heifer
- J003046 Champion/Reserve Champion Jack
- J003052 Champion/Reserve Champion Jack
- J003053 Grand Champion Jackpot Market E
- J003054 Reserve Grand Champion Jackpot

NOTE: This utility is used to create new item(s) in the designated destination class for all exhibitor(s) with item(s) found in the selected source class(es).

The items in the source class(es) will not be changed in any way. The created item(s) in the destination class will have a new item number.

An example of the use of this utility would be the creation of an item in a Showmanship class for each item found in an Livestock Exhibit class.

Enter Destination Class... Class Title... (Read Only!)

H078015 Beef Cattle - Junior

Verify Destination Class

Copy/Create New Item(s)

Exit

None All Continue

**Figure 1. Copy Items in a New Class**

2. Highlight the **department** of the class being copied.

3. Click **Continue**.
4. Highlight the **division**.
5. Click **Continue**.
6. Highlight the **class**.
7. Type the **destination class code number**. Press **Tab**. The class description displays.
8. Click **Verify Destination Class**.
9. Click **OK** at the confirm message.
10. Click **Copy/Create New Items**.