

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.

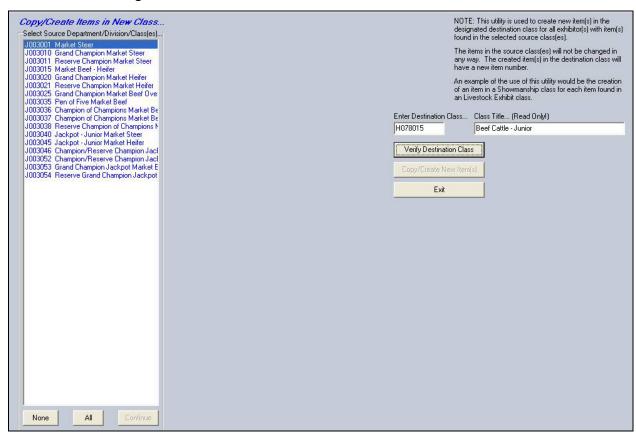


Figure 1. Copy Items in a New Class

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

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- 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.

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