



Copy Single Item to Another Class

Copying an item keeps it in the current class and adds it to the new class. The item remains in the original class where it was entered. This utility is good to use to add an item to a showmanship class.

1. Click **Go to > Exhibitors/Items > Item Utilities > Copy Single Item to Another Class**. See Figure 1.

Select Item To COPY

Select Item by...

Item
Name
Class

000000003	H017002	Adamson, Adam
000000004	H049002	Adamson, Adam
000000005	H045002	Adamson, Adam
000000006	H056002	Adamson, Adam
000000007	H061002	Adamson, Adam
000000008	H056002	Appleseed, Johnny
000000020	H057001	Appleseed, Johnny
000000009	H056002	Beethoven, Schroeder
000000010	H017002	Beethoven, Schroeder
000000021	J003001	Cat, Dilbert
000000022	J003001	Chipmunk, Chip
000000019	A001001	Cleaver, Ward
000000023	J003001	Collie, Lassie
000000024	J003001	Cowboy, Woody
000000025	J003015	Flintstone, Pebbles
000000011	F002004	Hood, Robin
000000026	J003001	Hood, Robin
000000015	A001002	Huxtable, Claire
000000016	A001004	Huxtable, Claire
000000017	A001006	Huxtable, Claire

Item Number
000000026

Current Class Code
J003001

Current Class Title
Market Steer

New Class Code
H078014

New Class Title
Beef Cattle - Intermediate

Figure 1. Copy Single Item

2. Click **Item**, **Name**, or **Class** to display the exhibitors' list.
3. Highlight the **desired item**. The item number, current class code, and current class title display.
4. Type the **new class code**. Press **Tab**. The new class title displays.

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5. Click the **Process Item** button.
6. Click **OK** at the confirm message.

Figure 2 shows the item is now in class J003001 and H078014.

The screenshot shows a software interface for managing exhibitor data and items. It is divided into several sections:

- Enter/Select Exhibitor...**: A list of exhibitor types with radio buttons and 'EnterNew' buttons.
 - 1 ☐ 4H Member >> 4H Exhibitor
 - 17 ☐ 4H Club >> 4H Exhibitor
 - 117 ☒ 4H Exhibitor
 - 11 ☐ FFA Exhibitor
 - 4 ☐ Open Class Exhibitor
- Find...**: A search field.
- State Fair Only...**: ☐ Off
- Tag Printing...**: ☐ Off
- Manual Back Tag...**: ☐ Off
- Auto Optional...**: ☐ Off
- Auto Livestock...**: ☐ Off
- Print OCE Age...**: ☒ On
- Exhibitor Data...**: Fields for Id, Last, First, MI, Phone, SSN, Age, Grade, 4H Year, Gender, Street, City, State, Zip, Back Tag Number, and Representing Club.
 - Id: GOS3800
 - Last: Hood
 - First: Robin
 - MI: M
 - Phone: (307)394-0239
 - SSN: 253-83-1624
 - Age: 12
 - Grade: 7
 - 4H Year: 5
 - Gender: M
 - Street: 412 2nd St
 - City: Jellystone
 - State: WY
 - Zip: 87000-0000
 - Back Tag Number: [empty]
 - Representing Club: GOS130 Kanine Kids
- Current 4H Fair Exhibitor list...**: A list of exhibitors with Id and Name columns.

Id	Name
GOS3688	Elephant, Dumbo
GOS4261	Explorer, Dora
GOS4017	Finn, Huckleberry
GOS4260	Fish, Flounder
GOS4249	Flintstone, Fred
GOS4209	Flintstone, Pebbles
GOS4248	Flintstone, Wilma
GOS4254	Friendly Ghost, Casper
GOS4145	Fudd, Elmer
GOS4199	Grunge, PigPen
GOS3687	Gypsy, Esmeralda
GOS3800	Hood, Robin
GOS3912	Hook, Captain
GOS4250	Hound, Huckleberry
GOS4295	Hounds, Huckleberry
GOS3179	Jetson, Astro
GOS3839	Jetson, Elroy
- Exhibitor Items...**: A section for managing items.
 - Item Count: 2
 - Buttons: Add New Item(s), Enter Project(s), Optional Info, Livestock Info, Delete Item
 - Table of items:

Item Count	Item
000000026	J003001 JUNIOR SHOWS MARKET BEEF Market Steer
000000036	H078014 4H DEPARTMENT Showmanship Beef Cattle - Intermediate
- Tag Printing Status**: A section for printing tags.
 - Buttons: Print Item Tag, Eject Sheet
 - Status grid: [empty]

Figure 2. Results of Copying an Item