

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.

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

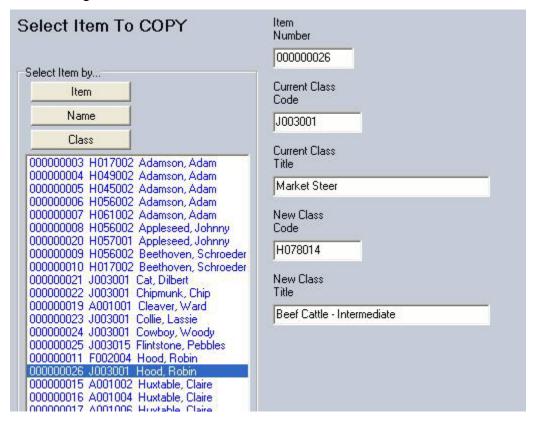


Figure 1. Copy Single Item

- 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.

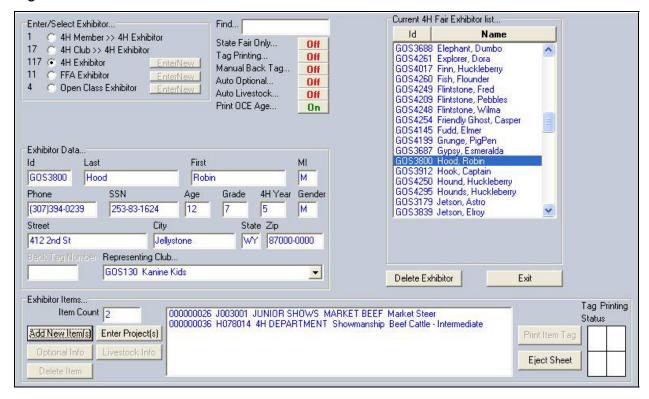


Figure 2. Results of Copying an Item

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