



## Create New Fair Year

A new fair year is created before starting to work with the next fair. The information for the previous year's fair is saved during this process.



Call the Communications and Technology Office when a new fair year needs to be created. The daily password is needed in order to complete the change.

1. Click **Go to > Archive/Data Send/Receive > Create New Fair Year**.
2. Enter the **daily password**.
3. Press **Tab**.
4. The screen displays information about the “before” and “after” data sets. See Figure 1.

Before...	After...	
Oldest Data Set Information...	Oldest Data Set Information...	<input type="button" value="Exit"/>
Data Set Number: 3	Data Set Number: 1	<input type="button" value="Continue"/>
Data Year: 2004	Data Year: 2005	Enter Password
Data Age: 2	Data Age: 2	xxxxxxxx
Most Current Backup: 4/20/2006 3:21:02 PM	Most Current Backup: 4/20/2006 2:41:52 PM	
Middle Data Set Information...	Middle Data Set Information...	
Data Set Number: 1	Data Set Number: 2	
Data Year: 2005	Data Year: 2006	
Data Age: 1	Data Age: 1	
Most Current Backup: 4/20/2006 2:41:52 PM	Most Current Backup: 6/15/2006 3:23:02 PM	
Newest Data Set Information...	Newest Data Set Information...	
Data Set Number: 2	Data Set Number: 3	
Data Year: 2006	Data Year: 2007	
Data Age: 0	Data Age: 0	
Most Current Backup: 6/15/2006 3:23:02 PM	Most Current Backup: NONE!	
Data Set 3 will be cleared if the process is continued!		
A Copy of Data Set 2 will be moved into Data Set 3 for correction and use as the newest data set.		

**Figure 1. Create New Fair Year**

5. Click the **Continue** button.

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6. Click **OK** to confirm the creation of the new year.
7. Click **Exit** when the processing is complete.
8. Click **Select Year** from the toolbar.
9. Select the **current year** radio button and click **OK**.



Be sure to remove last year's data before starting a new fair. See the Data Removal tip sheet for more information.