



Data Removal

Data is removed after creating a new fair year because the previous year's data is in the current year's data set. Data can also be removed after completing a training session or a practice set.

1. Click **Go to > Utilities/Password Entry > Data Removal**. See Figure 1.

Data Removal Options...

- 1) Fair: Entire Fair (Caution!)
- 2) Fair: Premiums
- 3) Fair: Selected Departments
- 4) Fair: Items, Checks, Modified Class Codes, State Items, All Exhibitors, Reset 4H Clubs to Non-Exhibitors
- 5) Fair: Items, Checks, Modified Class Codes, State Items, 4H Exhibitors, Reset 4H Clubs to Non-Exhibitors
- 6) Auction: Entire Auction (Caution!)
- 7) Auction: Auction (Sale Orders, Auction Entries)
- 8) Auction: Species Data
- 9) Advance Auction Buyer's History
- 10) Clear Selection

CAUTION! This utility allows you to remove various fair and auction data. If you are not absolutely sure of your action, please exit. It is also recommended that you make a full backup [Archive] [Backup] [Fair] before removing any data.

Remove All Distributed Data Exchange Files

Process Exit / Return

Figure 1. Data Removal

2. Click the **Remove All Distributed Data Exchange Files** button. It is very important that all the distributed data exchange files from the previous year be deleted. If not, it does cause problems with the distributed data processing for the new year.
3. Select the **data removal** method. Usually method #4 or method #5 is used. Method #4 removes all the exhibitors, including FFA exhibitors and open class exhibitors.

Data Removal

Method #5 removes 4-H exhibitors only. Use method #5 so the FFA exhibitors and open class exhibitors are kept.

4. Click **Process** and click **OK** at the two warning windows.
5. The program closes automatically to update the data.