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.

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.

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.