



Division Operations

Division operations are used to copy, renumber, or remove divisions. These actions cannot be taken when exhibitors' items are entered in the fair. Check the divisions and make a note of the division numbers being worked with before using the copy or renumber features. The Fair Book Data may be of help when using the division operations utility.

Copy or Duplicate a Division

The class information associated with a division is included with the new, copied division. This is a good way to create a new division when the classes are the same as they are in the current division. The same methods and premiums are used for the new division. In the following example, Division H001 Dairy in the 4-H Department has classes needed in a new division, H005 Beef.

1. Click **Go to > Fair Data/Premiums > Utilities > Division Operations**. See Figure

The screenshot shows a software window titled 'Division Operations' with three main sections: 'Remove Division...', 'Re-Number Divisions...', and 'Duplicate Division...'. The 'Duplicate Division...' section is active, showing 'Source Division (Ex: R001)' with 'H001' in the number field and 'Dairy' in the description field. Below it, 'New Division (Ex: R002)' shows 'H005' in the number field and 'Beef' in the description field. At the bottom are 'Create new Division' and 'Return' buttons.

1.

2. Click the **Source Division** field in the *Duplicate Division* section. Type the division number being copied. Press **Tab**.

3. Type the **new division number** in the *New Division* field. Press **Tab**.

4. Type the **new division name** in the *description* field. Press **Tab**.

5. Click the **Create New Division** button. The new division is created with the same class information, methods, and premiums from the original division.

Figure 1. Copy Division

Remove a Division

A division can be removed or deleted only when there are no exhibitors' items in the classes within the division.

1. Click **Go to > Fair Data/Premiums > Utilities > Division Operations**.
2. Click the **Division** field in the *Remove Division* section.
3. Type the **division number** being removed. Press **Tab**. The description displays.
4. Click the **Remove Division** button.
5. Click **OK** to confirm the removal of the division.

Renumber a Division

A division cannot be renumbered when there are exhibitors' items in the classes within the division. There must be an open division number above the ending division.

1. Click **Go to > Fair Data/Premiums > Utilities > Division Operations**.
2. Click the **Starting Division** field in the *Renumber Divisions* section.
3. Type the **division number**. Press **Tab**. The description displays.
4. Click the **Ending Division** field.
5. Type the **division number**. Press **Tab**. The description displays.
6. Click the **Renumber Divisions** button.
7. Click **OK** to confirm the division renumbering.