



## Exhibitor Items View/Delete

The view/delete menu displays a list of all exhibitors currently entered in the fair. The list can be sorted by item, name, or class. Select an item to display the exhibitors information which includes: item number, exhibitor ID, exhibitor name, item class, method, placing, awards, earnings, fees, balance due, and available optional information.

1. Click **Go to > Exhibitors/Items > Item Utilities > View/Delete**. See Figure 1.

Select Item by...		Item	Exhibitor Id	Exhibitor Name																																																			
<input type="button" value="Item"/>	<input type="button" value="Return"/>	00000020	G0S4300	Appleseed, Johnny																																																			
<input type="button" value="Name"/>	<input type="button" value="Delete"/>	Item Class	Premium Class	Method																																																			
<input type="button" value="Class"/>		H057001	S001001	S001001																																																			
<table border="1"> <tr><td>00000003</td><td>H017002</td><td>Adamson, Adam</td></tr> <tr><td>00000004</td><td>H049002</td><td>Adamson, Adam</td></tr> <tr><td>00000005</td><td>H045002</td><td>Adamson, Adam</td></tr> <tr><td>00000006</td><td>H056002</td><td>Adamson, Adam</td></tr> <tr><td>00000007</td><td>H061002</td><td>Adamson, Adam</td></tr> <tr><td>00000008</td><td>H056002</td><td>Appleseed, Johnny</td></tr> <tr><td>00000020</td><td>H057001</td><td>Appleseed, Johnny</td></tr> <tr><td>00000009</td><td>H056002</td><td>Beethoven, Schroeder</td></tr> <tr><td>00000010</td><td>H017002</td><td>Beethoven, Schroeder</td></tr> <tr><td>00000019</td><td>A001001</td><td>Cleaver, Ward</td></tr> <tr><td>00000011</td><td>F002004</td><td>Hood, Robin</td></tr> <tr><td>00000015</td><td>A001002</td><td>Huxtable, Claire</td></tr> <tr><td>00000016</td><td>A001004</td><td>Huxtable, Claire</td></tr> <tr><td>00000017</td><td>A001006</td><td>Huxtable, Claire</td></tr> <tr><td>00000018</td><td>A001001</td><td>Huxtable, Claire</td></tr> <tr><td>00000014</td><td>F002004</td><td>Lightyear, Buzz</td></tr> </table>		00000003	H017002	Adamson, Adam	00000004	H049002	Adamson, Adam	00000005	H045002	Adamson, Adam	00000006	H056002	Adamson, Adam	00000007	H061002	Adamson, Adam	00000008	H056002	Appleseed, Johnny	00000020	H057001	Appleseed, Johnny	00000009	H056002	Beethoven, Schroeder	00000010	H017002	Beethoven, Schroeder	00000019	A001001	Cleaver, Ward	00000011	F002004	Hood, Robin	00000015	A001002	Huxtable, Claire	00000016	A001004	Huxtable, Claire	00000017	A001006	Huxtable, Claire	00000018	A001001	Huxtable, Claire	00000014	F002004	Lightyear, Buzz	Placing	Awards	Item Earnings	Class Fee	Exb. Balance Due	<input type="checkbox"/> State Fair
00000003	H017002	Adamson, Adam																																																					
00000004	H049002	Adamson, Adam																																																					
00000005	H045002	Adamson, Adam																																																					
00000006	H056002	Adamson, Adam																																																					
00000007	H061002	Adamson, Adam																																																					
00000008	H056002	Appleseed, Johnny																																																					
00000020	H057001	Appleseed, Johnny																																																					
00000009	H056002	Beethoven, Schroeder																																																					
00000010	H017002	Beethoven, Schroeder																																																					
00000019	A001001	Cleaver, Ward																																																					
00000011	F002004	Hood, Robin																																																					
00000015	A001002	Huxtable, Claire																																																					
00000016	A001004	Huxtable, Claire																																																					
00000017	A001006	Huxtable, Claire																																																					
00000018	A001001	Huxtable, Claire																																																					
00000014	F002004	Lightyear, Buzz																																																					
				0.00	0.00	0.00																																																	
		Optional Information																																																					
		Description	Small robot																																																				
		Color	black																																																				

**Figure 1. View/Delete Exhibitor Items**

2. Click the **Item**, **Name**, or **Class** button to display the exhibitors.
3. Highlight an exhibitor's **item** to display the information.



The Review Livestock Data is active when the item is associated with a livestock method. The optional data for an entry can be added or edited.

4. Click **Delete** to delete an entry.



An exhibitor's item can also be deleted from the Exhibitors screen. See Figure

2.

The screenshot shows the 'Exhibitors' screen with the following sections:

- Enter/Select Exhibitor...:** Radio buttons for '4H Member >> 4H Exhibitor', '4H Club >> 4H Exhibitor', '4H Exhibitor', 'FFA Exhibitor', and 'Open Class Exhibitor' (selected). Each has an 'EnterNew' button.
- Find...:** Search field.
- Settings:** 'State Fair Only...', 'Tag Printing...', 'Manual Back Tag...', 'Auto Optional...', 'Auto Livestock...', and 'Print OCE Age...' with 'Off' or 'On' status indicators.
- Exhibitor Data...:** Fields for Id (OCE0002), Last (Huxtable), First (Claire), MI (J), Phone (307-298-3748), SSN, Age, Grade, 4H Year, Gender (f), Street (707 Main), City (Jellystone), State (WY), Zip (87000), Back Tag Number, and Representing Club.
- Current Open Class Fair Exhibitor list...:** Table with columns 'Id' and 'Name'.
 

Id	Name
OCE0004	Cleaver, Ward
OCE0001	Farmer, Barbara
OCE0002	Huxtable, Claire
OCE0003	Stivic, Gloria
- Exhibitor Items...:** 'Item Count' is 4. A list of items is shown:
 

000000015	A001002	Fine Arts	Painting & Drawing-Professional	Animal-Oil/Acrylic
000000016	A001004	Fine Arts	Painting & Drawing-Professional	Plant World-Oil/Acrylic
000000017	A001006	Fine Arts	Painting & Drawing-Professional	People-Oil/Acrylic
000000018	A001001	Fine Arts	Painting & Drawing-Professional	Scenery-Oil/Acrylic

 Buttons include 'Add New Item(s)', 'Optional Info', 'Livestock Info', 'Delete Item' (highlighted with a red arrow), 'Enter Project(s)', 'Print Item Tag', 'Eject Sheet', and 'Tag Printing Status' (a 2x2 grid).
- Buttons:** 'Delete Exhibitor' and 'Exit' are located below the exhibitor list.

Figure 2. Delete Exhibitor's Item from Exhibitors Screen