



## Fair Years

Information for the previous two fair years can be displayed by changing the data set year. The data set year on the title bar reflects this information. See the Title Bar tip sheet for more information. Switch the fair year to show one of the previous year's information. Then be sure to switch it back to the current year.

### Previous Fair Year

1. Click **Go to > Archive/Data Send/Receive > Select Year**.
2. Click the radio button for the **appropriate year**.
3. A confirmation message displays asking to confirm the switch. Click **OK**. See Figure 1.



Figure 1. Switching Data Message

4. The data set year on the title bar shows the data set year requested. In this example, the data set year being viewed is 2005. See Figure 2.



Figure 2. Data Set Year 2005

5. A warning message displays when a different part of the program displays. It provides a reminder that data entry is not allowed. See Figure 3. Click **OK**.



Figure 3. Not Using Newest Data Set

## Current Fair Year

Take these steps to change back to the current fair year.

1. Click **Goto > Archive/Data Send/Receive > Select Year**.
2. Click the radio button for the **current year**.
3. A confirmation message displays asking to confirm the switch. Click **OK**.
4. The data set on the title bar displays the current data set year.