



## Modify Codes

County class codes that are different from State Fair class codes must be modified prior to sending qualifying items to State Fair. This includes livestock weight classes added during livestock processing. The modify codes utility provides a link between the county class code and the State Fair class code that allows the item to be kept in the original county class and still be sent to State Fair. This can be done ahead of time so it is ready to be used when sending items to State Fair.

1. Click **Go to > To State Fair/Registration-Items > Process State Fair Items > Modify Codes**. See Figure 1.

Select COUNTY fair code...

Department (Ex: A)... Count > 4

Division (Ex: 001)... Count > 15

Class (Ex: 001)... Count > 18

County	State
Code	Code
Department Title	Department Title
Division Title	Division Title
Class Title	Class Title

Print Modified Codes

Delete

Return

Figure 1. Modify Codes

2. Highlight a **department**, a **division**, and a **class**.
3. Type a **State Fair class code** in the *State Code* field.
4. Type the **State Fair class code description** in the *department title*, *division title*, and *class title*.

## Modified Codes Report

Print the Modified Codes Report after the county class codes are modified.

1. Click **Go to > To State Fair/Registration-Items > Process State Fair Items > Modify Codes**.
2. Click the **Print Modified Codes** button. Figure 2 shows a sample report.

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County Code:	Title:	State Code:	Title:
J003055 M	Lightweight Steers	J003001	Market Steer

Figure 2. Modified Codes Report