



## Move Single Item to Another Class

Moving an item removes it from the current class and adds it to the new class. The item is no longer in the original class where it was entered. This utility is good to use when an item was entered in the wrong class.

1. Click **Go to > Exhibitors/Items > Item Utilities > Move Single Item to Another Class**. See Figure 1.

Item Number	Current Class Code	Current Class Title	New Class Code	New Class Title
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		
00000021	J003001	Cat, Dilbert		
00000022	J003001	Chipmunk, Chip		
00000019	A001001	Cleaver, Ward		
00000023	J003001	Collie, Lassie		
00000024	J003001	Cowboy, Woody		
00000025	J003001	Flintstone, Pebbles	J003015	Market Beef - Heifer
00000011	F002004	Hood, Robin		

Figure 1. Move Single Item

2. Click **Item**, **Name**, or **Class** to display the exhibitors' list.
3. Highlight the **desired item**. The item number, current class code, and current class title display.
4. Type the **new class code**. Press **Tab**. The new class title displays.
5. Click the **Process Item** button.

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6. Click **OK** at the confirm message.

Figure 2 shows the item is now in class J003015 instead of the original J003001.

The screenshot shows a software interface for managing exhibitor items. It is divided into several sections:

- Enter/Select Exhibitor...:** A list of options with radio buttons: 1 4H Member >> 4H Exhibitor, 17 4H Club >> 4H Exhibitor, 117 4H Exhibitor (selected), 11 FFA Exhibitor, and 4 Open Class Exhibitor. Each option has an "EnterNew" button.
- Find...:** A search field.
- Settings:** A list of settings with toggle buttons: State Fair Only... (Off), Tag Printing... (Off), Manual Back Tag... (Off), Auto Optional... (Off), Auto Livestock... (Off), and Print OCE Age... (On).
- Exhibitor Data...:** A form with fields for Id (GOS4209), Last (Flintstone), First (Pebbles), MI (J), Phone ((307)334-2606), SSN, Age (14), Grade (9), 4H Year (1), Gender (F), Street (PO Box 233), City (Jellystone), State (WY), and Zip (87000-0000). It also has fields for Back Tag Number and Representing Club... (GOS108 Huntley Farm And Home Builders).
- Current 4H Fair Exhibitor list...:** A list of exhibitors with columns for Id and Name. The list includes: GOS3707 Duck, Daisy; GOS4119 Duck, Dewey; GOS3639 Duck, Donald; GOS4293 Duck, Huey; GOS4247 Duck, Louie; GOS3688 Elephant, Dumbo; GOS4261 Explorer, Dora; GOS4017 Finn, Huckleberry; GOS4260 Fish, Flounder; GOS4249 Flintstone, Fred; GOS4209 Flintstone, Pebbles (highlighted); GOS4248 Flintstone, Wilma; GOS4254 Friendly Ghost, Casper; GOS4145 Fudd, Elmer; GOS4199 Grunge, PigPen; GOS3687 Gypsy, Esmeralda; and GOS3800 Hood, Robin.
- Exhibitor Items...:** A section with an Item Count field (1) and a list of items: 00000025 J003015 JUNIOR SHOWS MARKET BEEF Market Beef - Heifer. It includes buttons for "Add New Item(s)", "Enter Project(s)", "Optional Info", "Livestock Info", and "Delete Item".
- Tag Printing Status:** A section with "Print Item Tag" and "Eject Sheet" buttons, and a 2x2 grid of checkboxes.

Figure 2. Results of Moving an Item