

## **Review State Fair Items**

Use this screen to review and/or delete an exhibitor from the State Fair entries. Be sure to print a new State Fair item report and rebuild the State Fair data transmission files after deleting entries.

Click Go to > To State Fair/Registration-Items > Process State Fair Items > Review/Delete State Fair Items. See Figure 1.

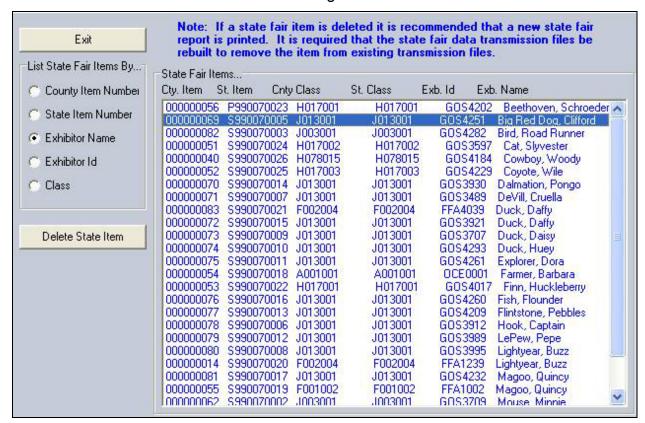


Figure 1. Review State Fair Items

- 2. Select the method to list the items: **county item number**, **state item number**, **exhibitor name**, **exhibitor ID**, or **class**.
- 3. Highlight the **item** to be deleted.

Ed. 06/16/06 Page 1

- 4. Click the **Delete State Item** button.
- 5. Print a new State Fair item report.
- 6. Rebuild the State Fair data transmission files and send them again. This removes the deleted item.

Ed. 06/16/06 Page 2