Move 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.

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.

Figure 1. Move Single Item
6. Click **OK** at the confirm message.

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

![Figure 2. Results of Moving an Item](image-url)