



Creating a New Year in FairPlus!

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1. Upgrade your FairPlus program to the most current version as found on the <http://4hplus.unl.edu/> web site.
2. Go To > Archive/Data Send/Receive > Create New Fair Year. Obtain the daily password from one of the Nebraska Core Supporters and enter it in the password field.
3. Click the Continue button and then Confirm the creation of the new year. When the Copy Progress is finished, click the Exit button and then click the Select Year menu. Choose the radio button for the most current year and confirm switching the data set to the most current year.
4. Once the new year has been created, you must delete the old fair data from your current year FairPlus data set. (When you create a new fair year, everything is copied into the new data set including items, postings, etc.) Go To > Utilities/Password Entry > Data Removal and remove the appropriate selections. Choosing option #5 will most often be the appropriate choice. Make sure you click the Process button.
5. On the Data Removal screen, you will see a Remove All Distributed Data Exchange Files button. Use this button to remove all old distributed data files. These are the files used to exchange data between master and slave computers during your fair. If the old files are not removed, they could potentially reintroduce old data into your new fair.
6. Make a backup of all FairPlus data sets.
7. It is a good idea to Print a Fair Book Data Report: Go To > Fair Data/Premiums > Print Fair Data > Choose Printing Scope: All Departments, and Report Options (Include): Premium Tables and Methods. Use this to compare classes with the fairbook and to see that all classes have an assigned method and premium code.