

## Procedures for Duplicating, Clearing, and Preparing for New Crop Year Field Plans

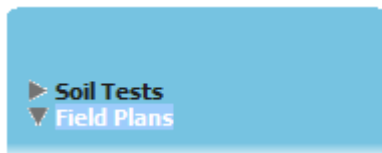
### Preparing for New Crop Year Field Plans:

Each year brings a new opportunity to work with Farmers to build Field Plans. Old plans will need to be replaced with new plans. Basically old plans will be deleted. However, in some cases, Agronomists may choose to duplicate old plans and use them as a basis for new plans.

### Duplicating Field Plans:

Duplicating is simple.

1. Click on **Field Plans**



2. Select a Grower by clicking on the → button
3. The Interim List of Fields will be displayed.
4. Highlight the desired Field Plan record

**Interim List Of Fields** Welcome Clyde

Please select the field plan to edit

Field Plan	TestDate	Date	Plann. Acres	Planned Crop	Yield Goal	N	P	K		
Home: 10H	9/27/2007	2/13/2009	100	Wheat-Hard Red Spring	100	120	71	170	→	🗑️
Home: 1M	2/12/2009	2/12/2009	35	Wheat-Hard Red Spring	0	370	40	100	→	🗑️

Reports  
 Reports: 
 Change the default title below and put '\$' where you want Season Year to appear.

5. Click on the **Copy FieldPlan** button.



**Note:** This will retain all the prior crop years planned data; but will set the crop plan date to the current year. These steps are important because reports are based on crop plan years and time stamps of data entry. Plans with prior dates will be excluded from most reports. Field Plans must be duplicated one field at a time.



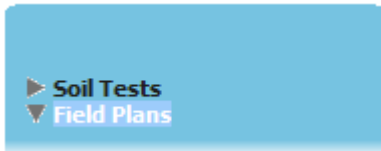
**Caution:** *Hardly ever will a crop for one year be exactly the same as the next year. Agronomists will want to edit all sections of the plan that should change. Agronomists*

*that utilize planned products reporting should be especially careful that any existing crop press only desired planned products.*

### Clearing Field Plans:

Clearing Field Plans is the method to quickly start over with a new agronomy plan for a field. This is commonly done in the Fall when creating an Field Plan for the next coming growing season.

1. Click on **Field Plans**



2. Select a Grower by clicking on the ➔ button
3. The Interim List of Fields will be displayed.

**Interim List Of Fields**
Welcome Clyde

Please select the field plan to edit

Field Plan	TestDate	Date	Plann. Acres	Planned Crop	Yield Goal	N	P	K		
Home: 10H	9/27/2007	2/13/2009	100	Wheat-Hard Red Spring	100	120	71	170	➔	🗑️
Home: 1M	2/12/2009	2/12/2009	35	Wheat-Hard Red Spring	0	370	40	100	➔	🗑️

Delete

Presentation Date
Copy FieldPlan
Add Field Plan
Add Field Plan W/No Soil Test

Reports

Reports Print Field Plan With Price ▼

Current Plan ▼

Change the default title below and put '\$' where you want Season Year to appear.

Field Plan Report for \$ Crop Year

Print

4. Highlight the desired Field Plan record and click on the 🗑️ button in the corresponding row. This will delete the Field Plan and consequently remove all planned products, services, and recommendations for the highlighted Field Plan.