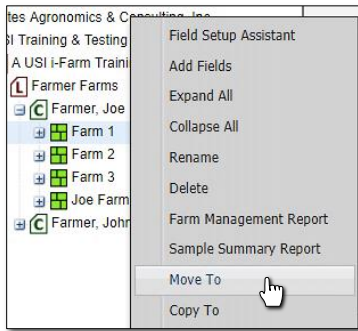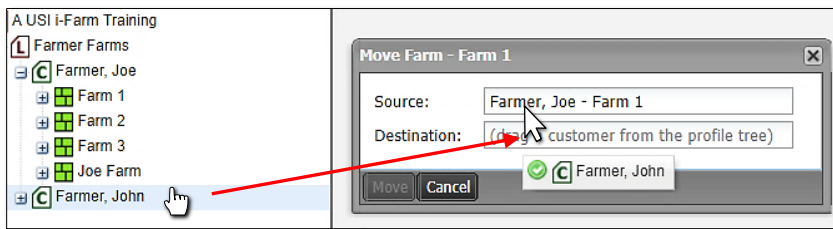## How to Move & Copy Farms

1. **Move To**: This selection allows a Farm (and its data) to be moved to a different Grower.

    A. Right click on the desired Farm. Click on the **Move To** selection.
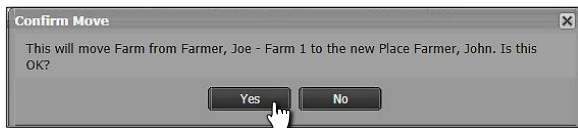

    B. A Move Farm window will appear. Find the Grower you wish the Farm to be moved to, click and drag it to the **Destination** entry window.
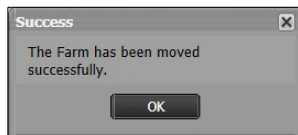   -   When the green checkmark button appears, release the mouse button and the name will appear in the box.

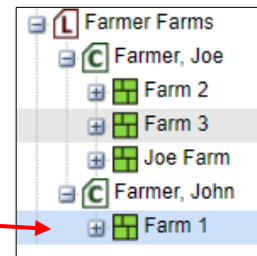   **C.** Click on the **Move** button to start the transfer.
    -   A **Confirm Move** indicator will appear. Select **Yes** if you want to continue with the move (below).

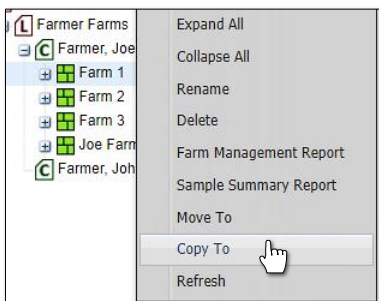   -   A brief indicator will appear stating the move was successful (below).

    -   The farm should now appear under the chosen Grower (right). Note it is now removed from its original Grower.
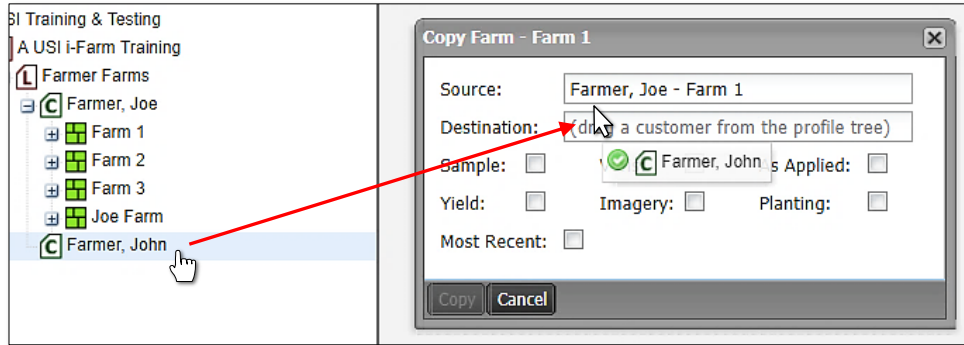
2. **Copy To**: This selection allows a Farm (and contents) to be copied to a different Grower.

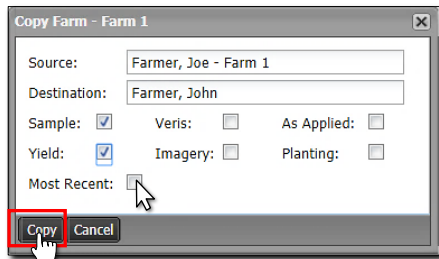   **A.** Right click on the desired Farm. Click on the **Copy To** selection.

Move & Copy Farms continued…

B. A Copy Farm window will appear. Find the Grower you wish the Farm to be moved to, click and drag it to the **Destination** entry window.
- When the green checkmark button appears, release the mouse button and the name will appear in the box.

C. Choose the attributes to be copied (Sample / Yield / etc). Use the check boxes to make the selections.
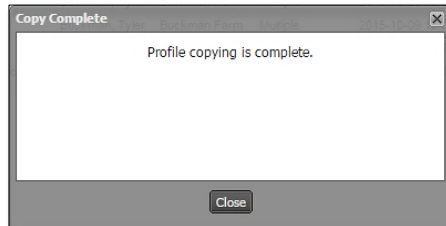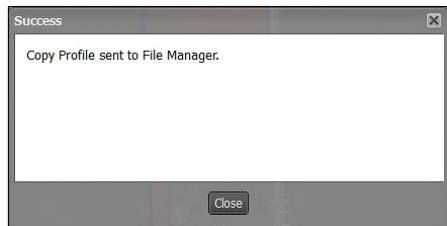
Note: If **Most Recent** is selected, only the newest data (from all data layers) will copy over. If you want all data to move, unselect the Most Recent checkbox.
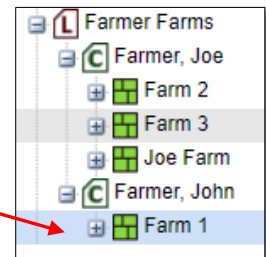
D. Click on **Copy** to start the transfer.
- A **Confirm Copy** indicator will appear. Select **Yes** if you want to continue with the transfer.

- An indicator will appear stating the Farm has been saved to the File Manager. After a brief period, a **Copy Complete** confirmation indication will appear.

- The grower's farm profile will expand down to show the newly copied farm.

Note: When copying farms, the original files remain in their original location. *It is advisable to not keep duplicate files populated in I.F.A.R.M. It is suggested to delete the farm from the original Grower after a successful copy event.*