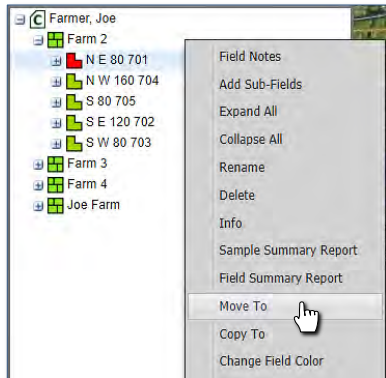## How to Move & Copy Fields

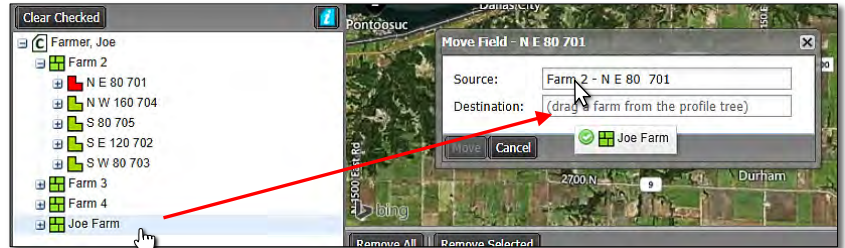1. **Move To**: This selection allows a Field (and its data) to be moved to a different Farm.

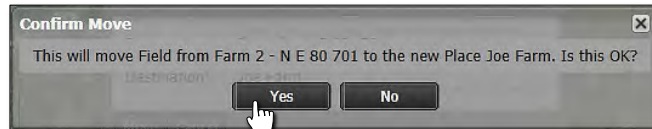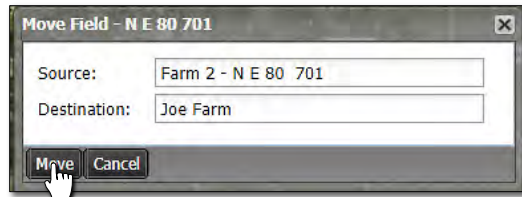   **A.** Right click on the desired Field. Click on the **Move To** selection.

   B. A Move Field window will appear. Find the Farm you wish the Field 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.
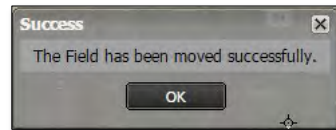

   C. Click on the **Move** button to start the transfer.
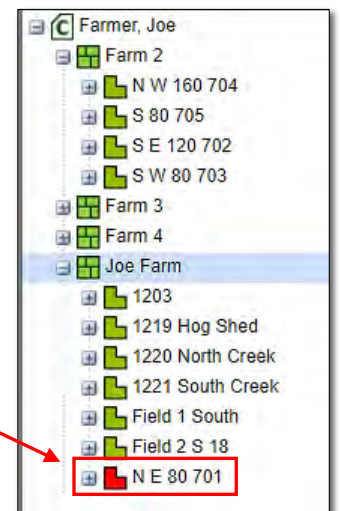   - A **Confirm Move** indicator will appear. Select **Yes** if you want to continue with the move (below).

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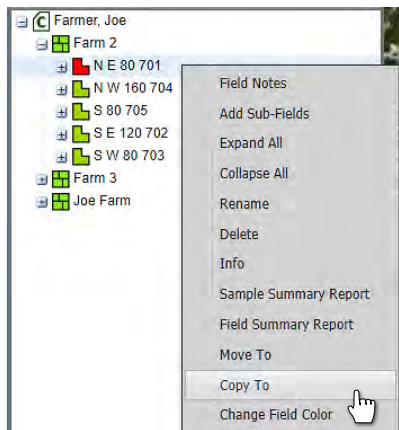

   - The field should now appear under the chosen Farm (right). Note it is now removed from its original Farm.
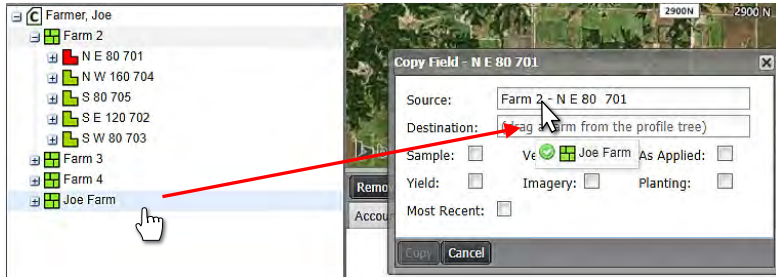
2. **Copy To**: This selection allows a Field (and contents) to be copied to a different Farm.

   A. Right click on the desired Field. Click on the **Copy To** selection.
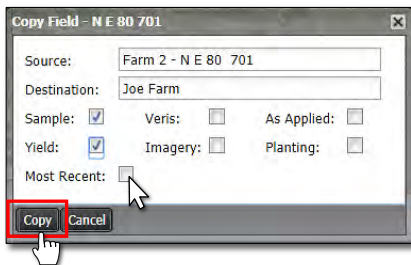
Move & Copy Fields continued…

B. A Copy Field window will appear. Find the Farm you wish the Field 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.
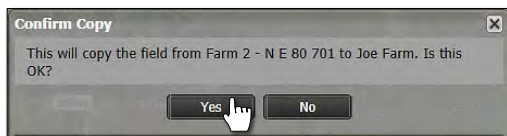

C. Choose the attributes to be copied (Sample / Yield / etc). Use the check boxes to make the selections.
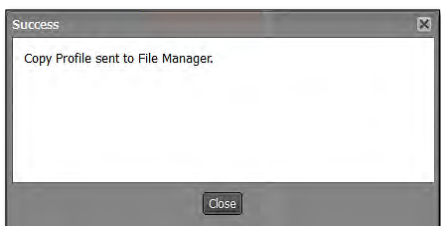

Note: If **Most Recent** is selected, only the newest data (from all data layers) will copy over. If you want all data to move, unselect the Most Recent checkbox.

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 field.

Note: When copying fields, 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 files from the original farm after a successful copy event.