

How to Create Sub-Fields from a Full Field

1. **Add Sub-Fields:** This selection allows the user to add/create a sub-field for a specific field.

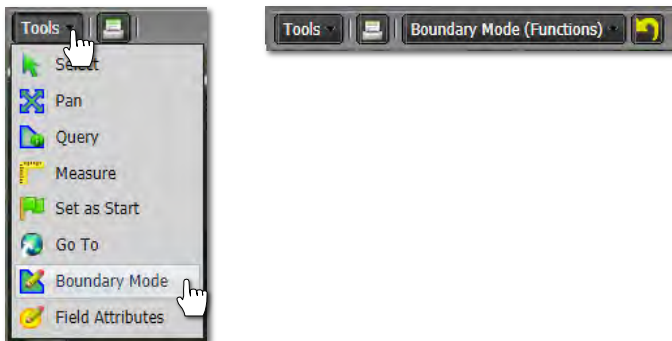
Note: There are several ways to create sub-fields. The following procedures are those recommended.

A. Pull a field into the Account Window to be worked on. Click on the field name in the account window

- The field will outline in blue and the field name in the account window will display with a blueish highlight.

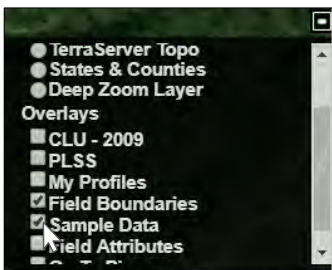


B. Click on the **Tools Tab** and select the **Boundary Mode**. The Boundary Mode drop down menu will appear.



C. Decide how the sub-field needs to be created.

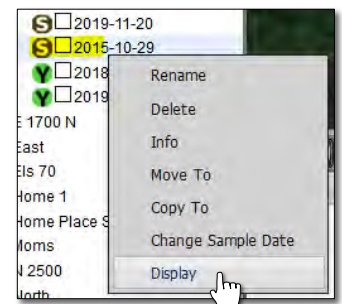
- It is advisable to make the sample points viewable on the map.
- Open the viewing layers box and select **Sample Data**. The points will appear on the map (below right).



Note:

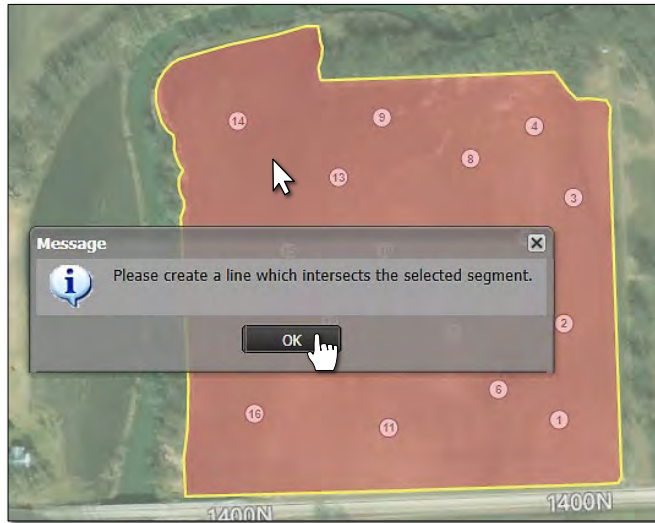
The most recent sample data points will become visible within the boundary. Users can use these points as a guide when splitting a segment or whole field.

If there are multiple datasets, users can right click on a different soil dataset and choose the Display option (right).

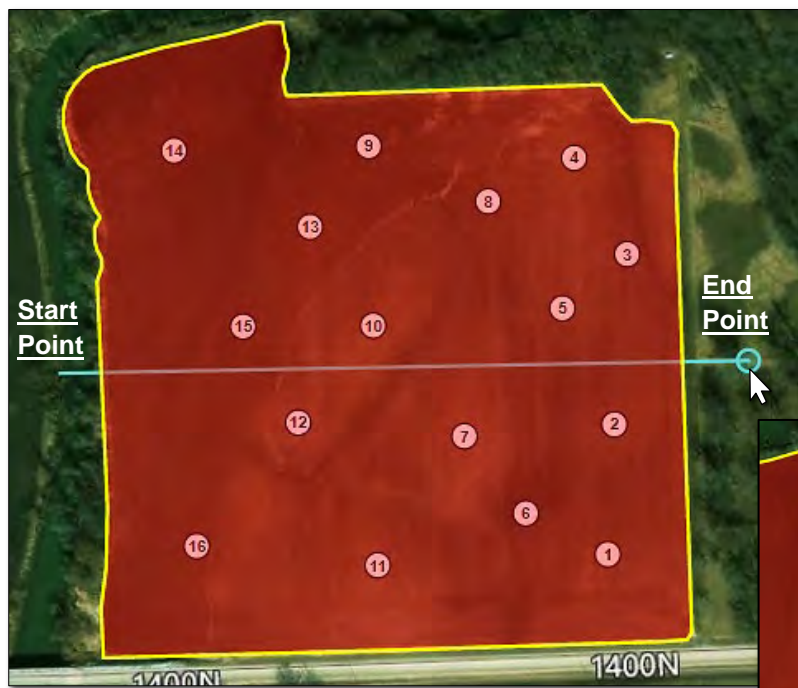


Creating Sub-Fields from Full Fields continued...

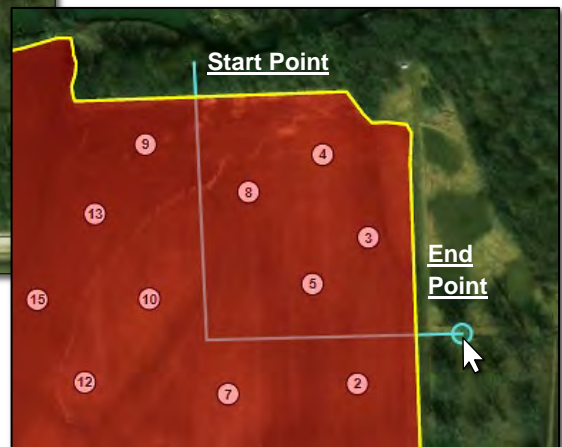
- D. With the field selected / highlighted... right click on the field and choose **Snip Segment** from the drop-down menu (below left). The field will turn yellow.
- E. Using the arrow cursor, click **once** on the field.
 - The field boundary will turn yellow and the following message will appear (below right). Click **OK** to continue.



- F. Use the cursor and start outside the segment perimeter, click once and release, and drag the line across the field. Make sure the cursor is outside the opposite end of the boundary, then double-click the mouse to finish the split.

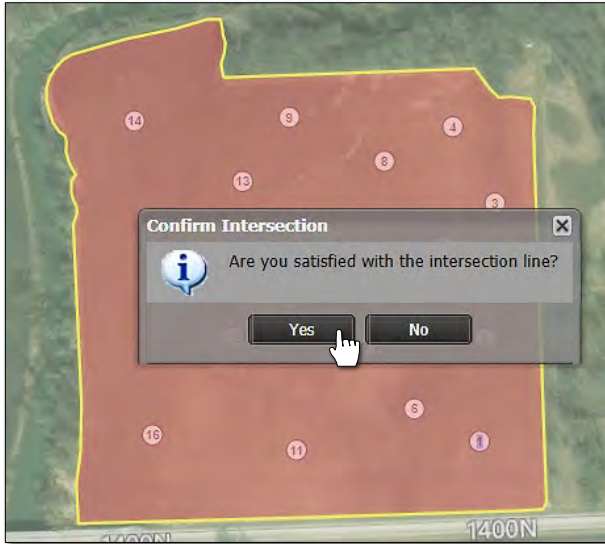


Note: The Snip tool is dynamic, meaning you can make a contour line or a straight line. Each click of the mouse creates an interval point that allows you to create a curved line (to trace along a waterway for example). (See example below).



Creating Sub-Fields from Full Fields continued...

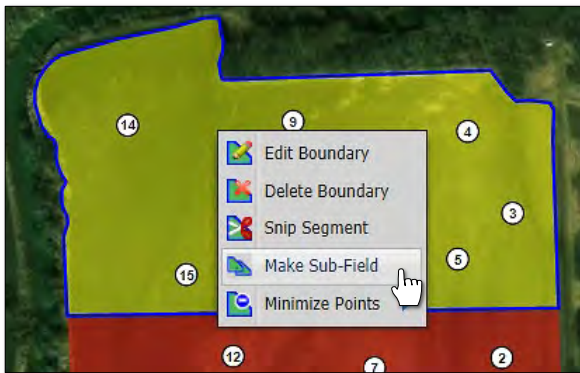
- G. Once you double-click, a message will appear asking if you **Are satisfied with the intersection line**. If so, click **Yes**, if not, hit **No** and repeat the process (below left).
- H. If **OK** is chosen, the split will appear and the yellow outline will disappear. The field will show a blue outline. Each section can be selected and made into a sub-field.



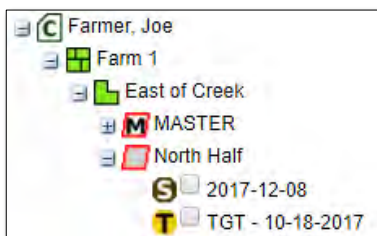
- When split, I.F.A.R.M. still considers the boundary a single field. The acres will not change due to the split. The acres will change if the split areas are edited / deleted.

2. Creating Sub-Fields:

- A. With the field in two sections, right click on the first section and choose **Make Sub-Field** from the menu.
 - The following naming prompt will appear. Type in the name for the first sub-field the click **OK**.



- B. The sub-field will appear under the Master layer of the field as a grey - red outlined icon. Any data under the main field is carried under the sub-field as well (but shows only the specific data for the sub-field).

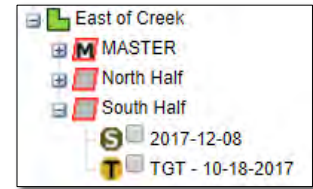
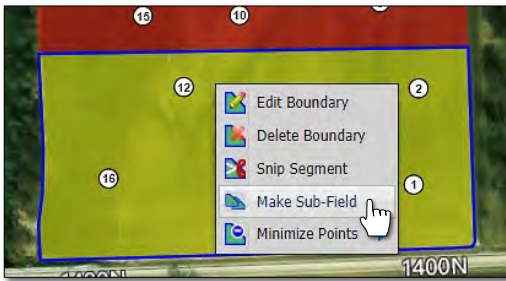


Note: Users may have to right click and **Refresh** on the field for the sub-field to appear.

- These sub-fields are treated as their own boundaries and datasets (which can be used in the program for reporting / making recommendations).

Creating Sub-Fields from Full Fields continued...

C. Repeat this process for the other segment(s).



Note: Users may have to right click and **Refresh** on the field for the sub-field to appear.

D. Users can now remove the Master field from the Account Window. If you wish to save the field with the split, use the Save Boundary function.

2. Viewing Sub-Fields:

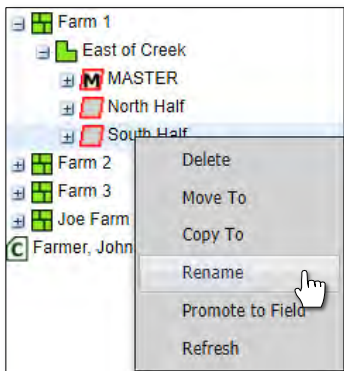
A. Drag one (or more) of the sub-fields into the account window.



B. Users can edit these sub-fields as needed. Be mindful that any edits to sub-fields will not transfer to the Master boundary.

3. Sub-Field Options:

A. Right click on a sub-field to view the options.



- Sub-fields can be deleted by clicking the Delete option.
- *Disregard the Move To / Copy To options.*
- Sub-fields can be renamed just like regular fields.
- Promote to Field (see separate tutorial).
- Refresh: Forces the tree to populate and could show any new data added / changes.