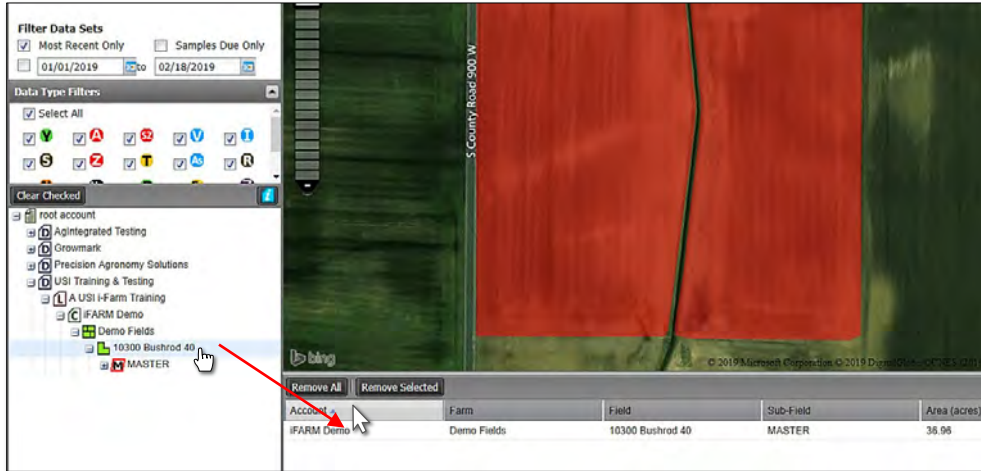


## How to Create Sub-Fields from Segmented Fields

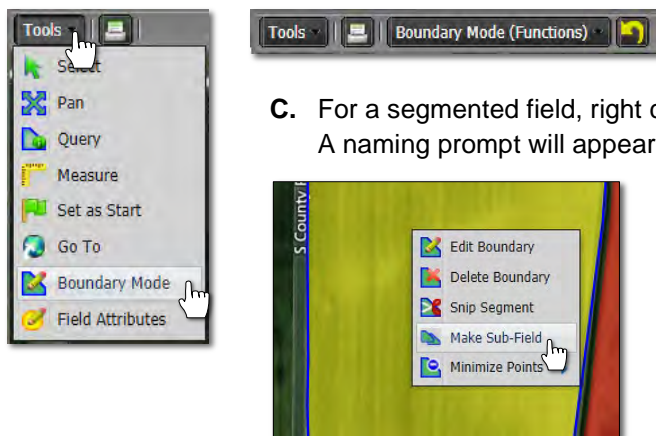
1. **Add Sub-Fields:** This selection allows the user to add/create a sub-field for a specific field.

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

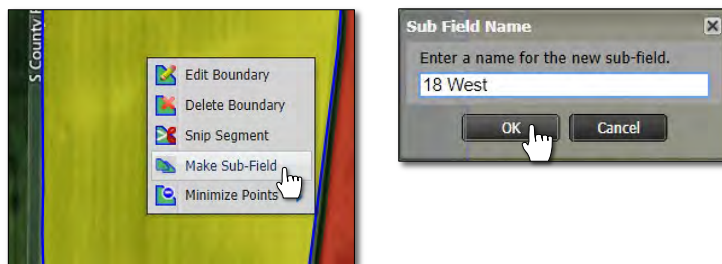
A. Pull in a segmented field into the Account Window to be worked on.



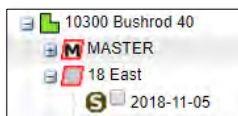
B. Click on the **Tools Tab** and select the **Boundary Mode**. The Boundary Mode drop down menu will appear.



C. For a segmented field, right click and choose **Make Sub-Field** on one of the segments. A naming prompt will appear. Type in the name of the sub-field. Click **OK**.



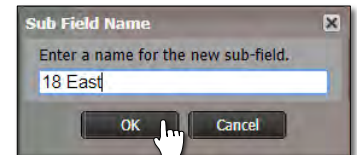
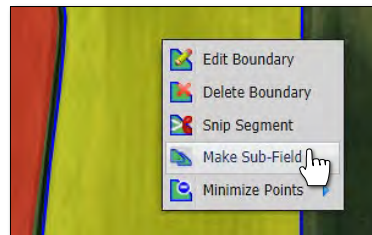
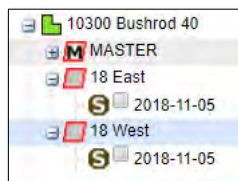
C. The sub-field will appear under the Master layer of the field. Any data under the main field is carried under the sub-field as well (but shows only the specific data for the sub-field).



**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).

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

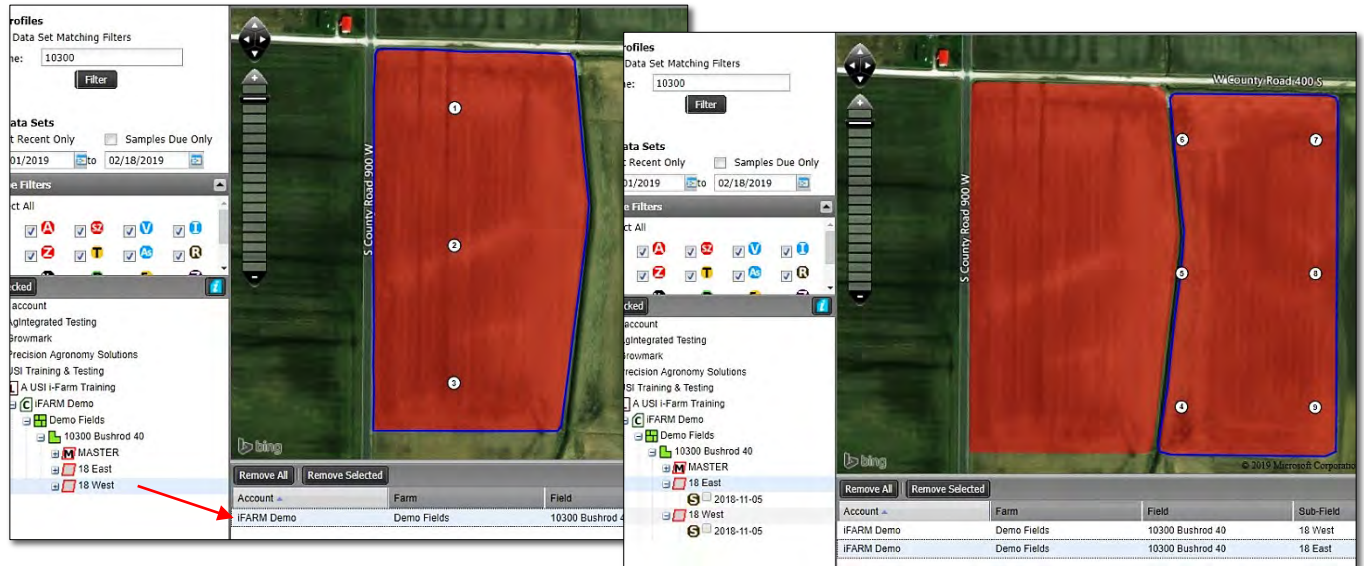


E. Users can now remove the Master field from the Account Window. If you wish to save the field with the split, use the Save Boundary function.

## Creating Sub-Fields from Segmented Fields continued...

### 2. Viewing Sub-Fields:

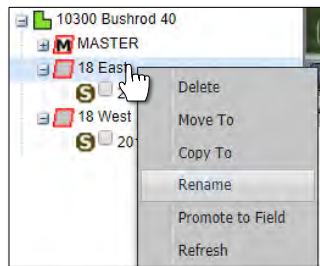
A. Drag one (or more) of the sub-fields into the account window.



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.