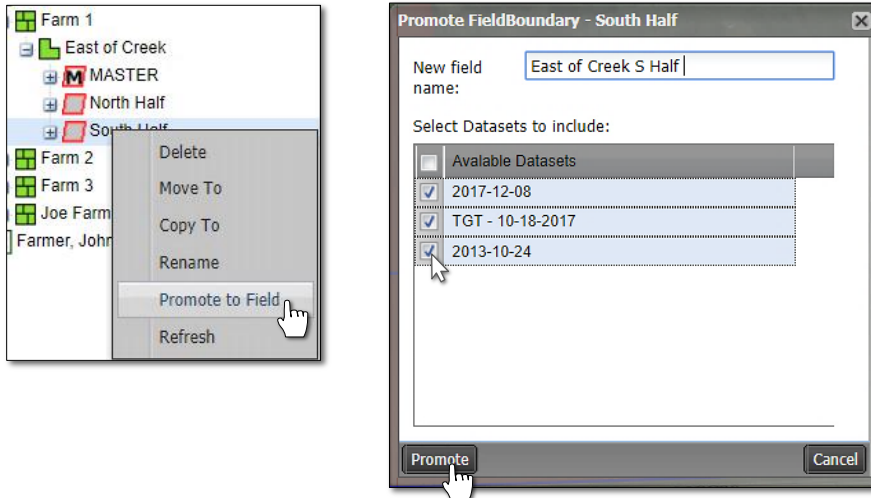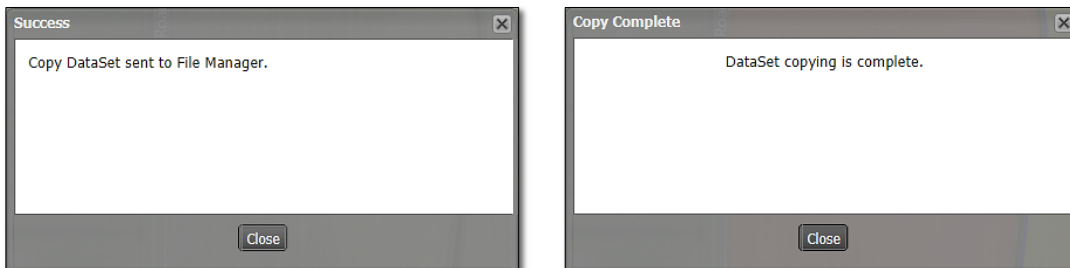## How to Promote Sub-Fields to a Full Field

1. **Promote to Field:** In the event a sub-field needs to be made an actual field; or if a user needs to make a work order from a sub-field, use the right click **Promote to Field** option (below left).

    A. A window will appear with the means to rename the field and to select what datasets will be part of the new field (right).

    B. Click **Promote** to complete the conversion (above).

    - An indicator will appear stating the dataset is being sent to the File Manager.

    - After a short time, another notice will appear stating the **DataSet copying is complete** (above).

    - The sub-field will be removed from under the Master field and the new field will appear under the Farm with the chosen datasets (below).