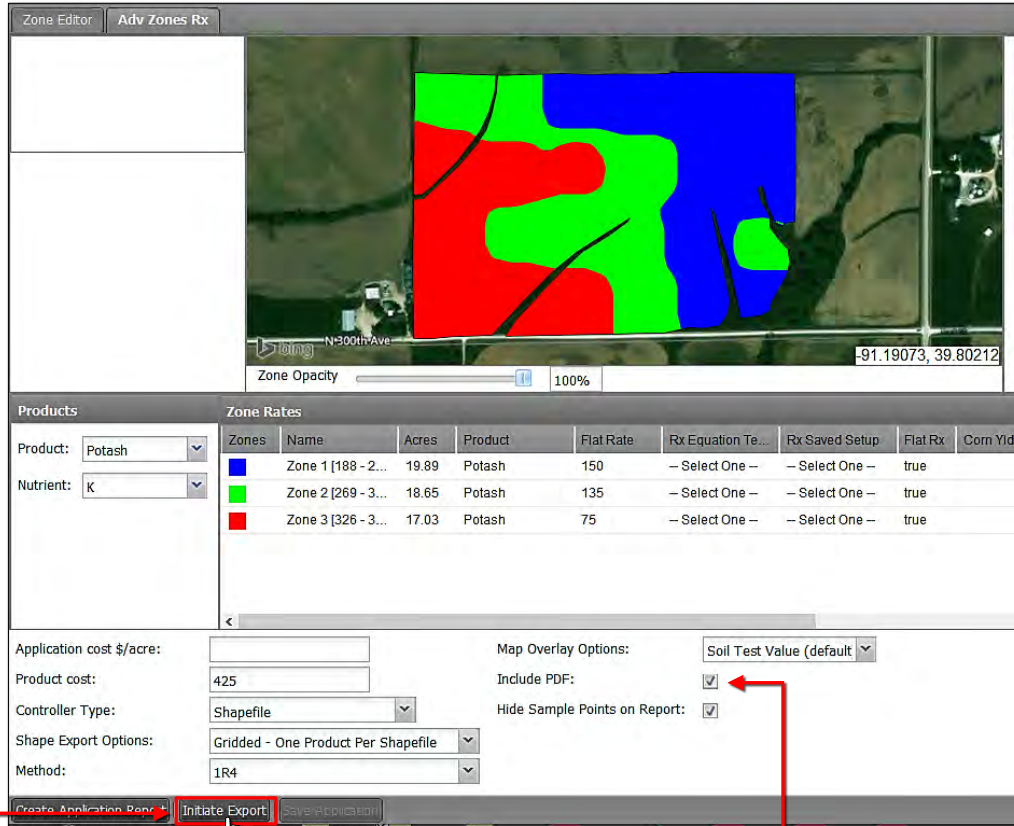# Advanced Zones Tab - Advanced Rx - Creating Controller Files
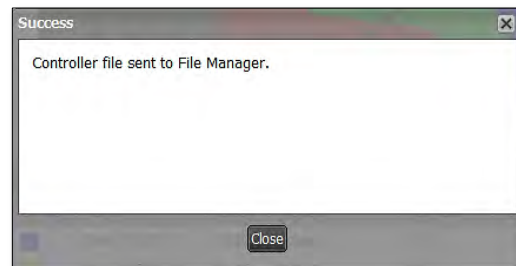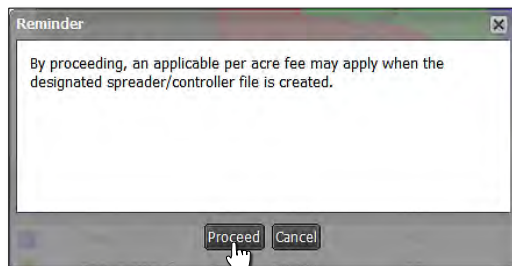
1. **Creating Controller Files**.

    A. Whether working on a new application or pulling up a saved application, review the parameters and confirm the application is ready to be made into a spread / controller file. Make sure to choose the controller type.
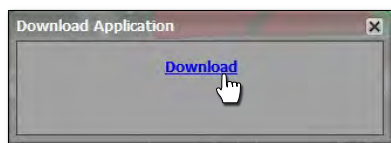

    B. I.F.A.R.M. provides the option to include the prescription PDF report with the generated spread files. If the PDF is required, make sure Include PDF is selected. It is active by default.

    C. If everything looks in order, click on the **Initiate Export** button. A **Reminder** indicator will appear. Click **Proceed**. After a few seconds a **Success** notification will appear stating the **Controller file sent to the Field Manager**.
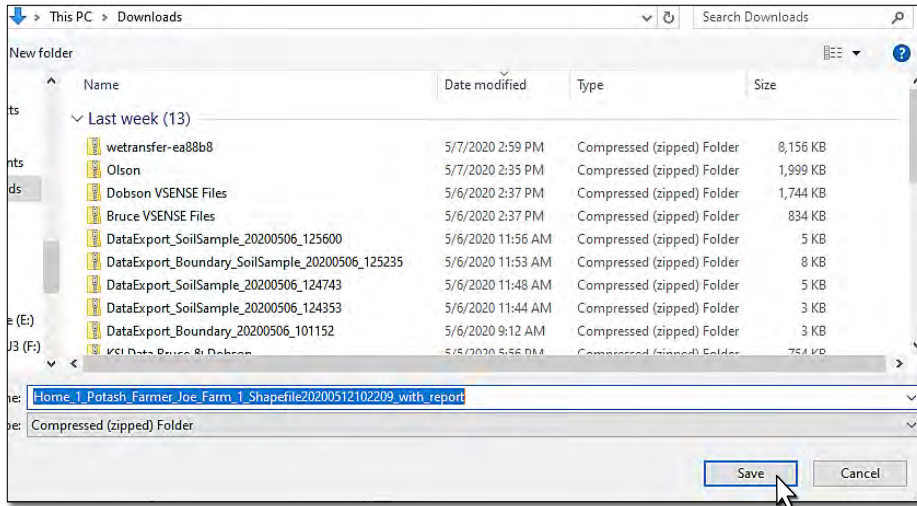

    D. After a short period, a **Download Application** prompt will display. To download the controller files to your computer, click the blue **Download** link.
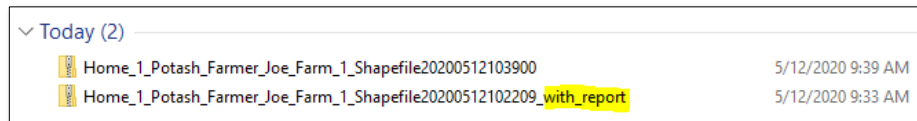
D. Depending on which browser is being used, a download page will open, prompting the user to choose where to save the zipped folder with the controller files.
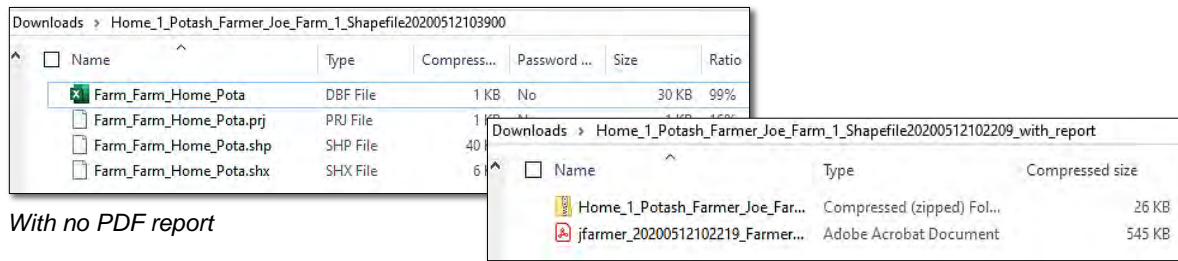

E. Once the download location is located, click the **Save** button. The file will save automatically.

- Note how the files are named with or without the PDF file.
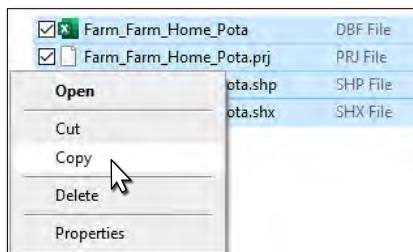

2. Moving the Controller Files.

A. Double-click on the zipped folder to see the file components.

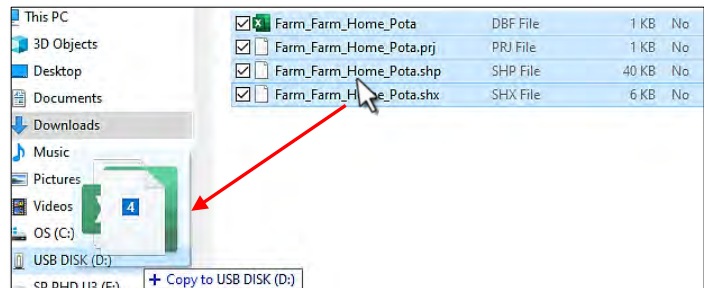- Note the difference between files with and without the PDF report included.

With no PDF report

With PDF report

B. Users have several options to move / copy the files to other locations:
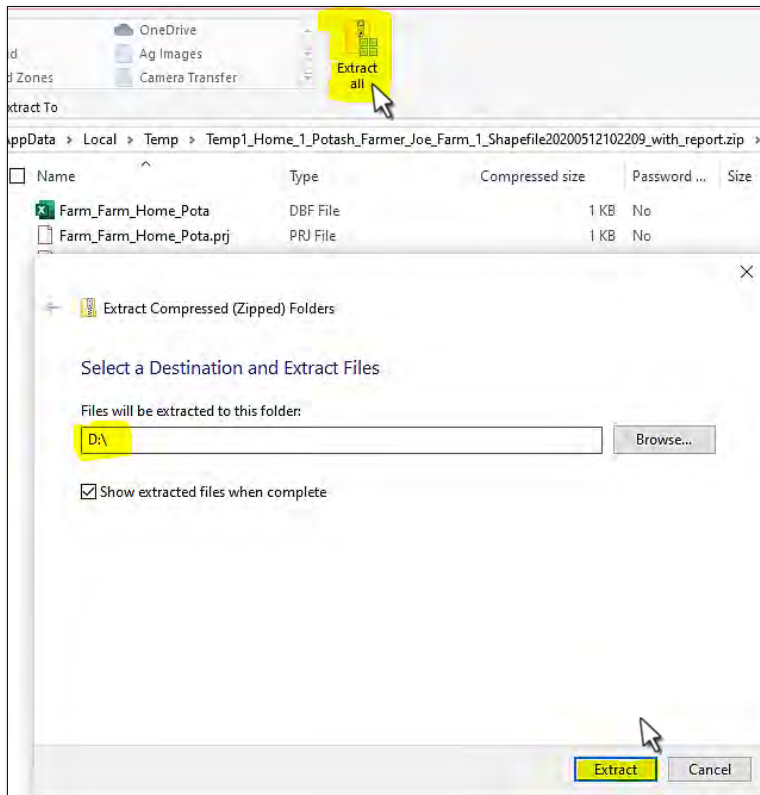

Select all files, right click - copy and go to the other location and right click - paste.

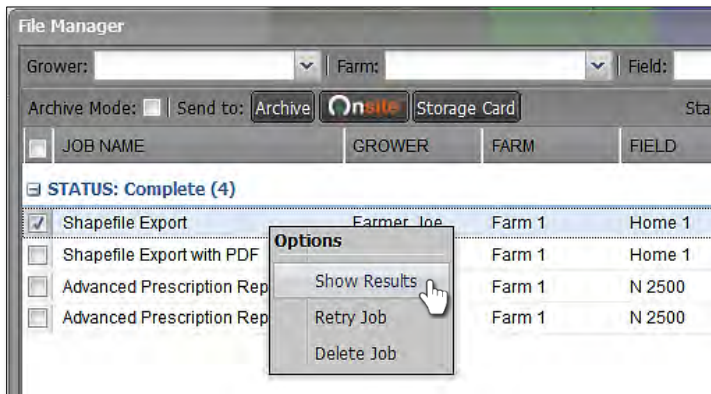Select all files, left click and hold… drag the files to a separate drive and release. The files transfer.

Advanced Zones - Advanced Rx continued…

- Click the **Extract all** link. Browse to the folder of choice and click **Extract**. The files will be moved to the location.

3. **File Manager**. Users can open controller files from the File Manager as well.

   A. Right-click on the needed controller file. Select **Show Results**.

- The **Download Application** will display. Save the zipped controller files and reports to the folder of choice.