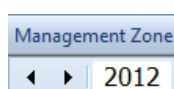


Merging Files

Files can be merged together for a variety of reasons such as:

- transfer information from one file into another such as Lease or Share Farms passed onto other Clients; or
 - to capture the data from both files into one file such as when Advisers create plans and email it to Clients to update into their current file that has all the historical data in it, and vice versa.
1. Open the file to be merged into. File Tab>Open.

2. In Management Zone>Select Year to be imported into. Click arrows to move forward and back.

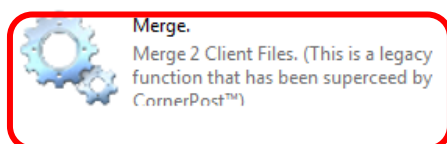


Note: Data will be imported to the Currently Open file. Farm and paddock names must be the same. If transferring a farm to another client file, create farm and paddocks in file to be added to first. Then merge>repeat for each year by selecting past years in Home tab.

Note: This will only import data into the current year - prior to merge select the past years in the Home Tab.

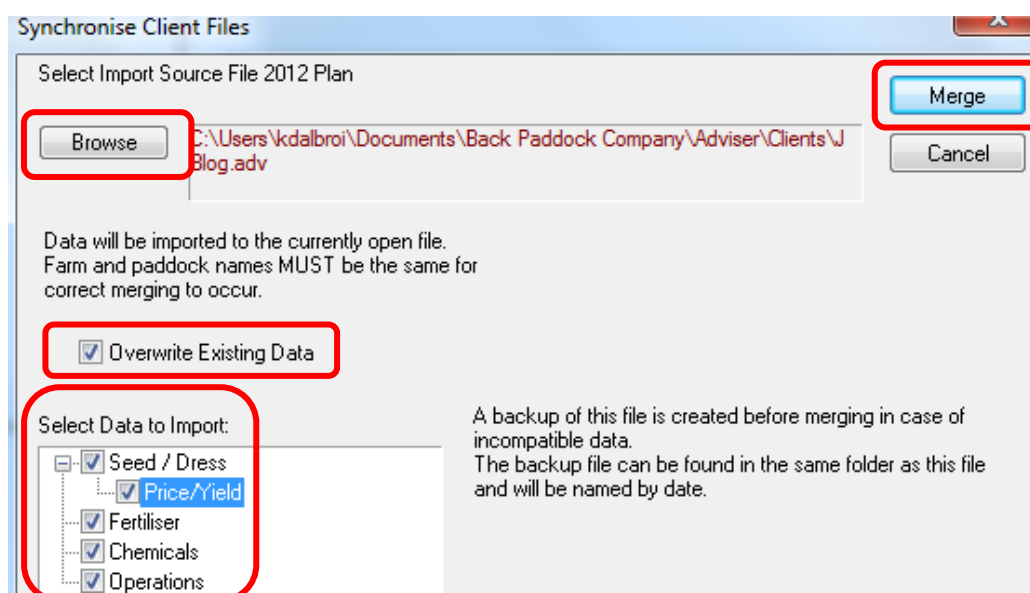
3. Go to File Tab>Save and Send>Click Merge

Merge



4. Browse for the Client File to source the data from.

Caution: Save the source Client File to your computer under a different name - if came from your Adviser with the same name).




5. Tick Overwrite Existing Data.

Warning: Not ticking this will add data to what is already in the program for that year, possibly creating duplicates in Fertiliser, Sprays, Operations and Production tabs. It doesn't merge existing same inputs/outputs together.

6. Click Merge button>Click OK when Complete.

Note: a Back Up of the Client File is create as per prior to merge. It is located in Documents/Back Paddock Company/Adviser/Clients – same folder as your existing Client File. It will have a Date added to its name.

 DemoFarm(Backup 20 April 2012)