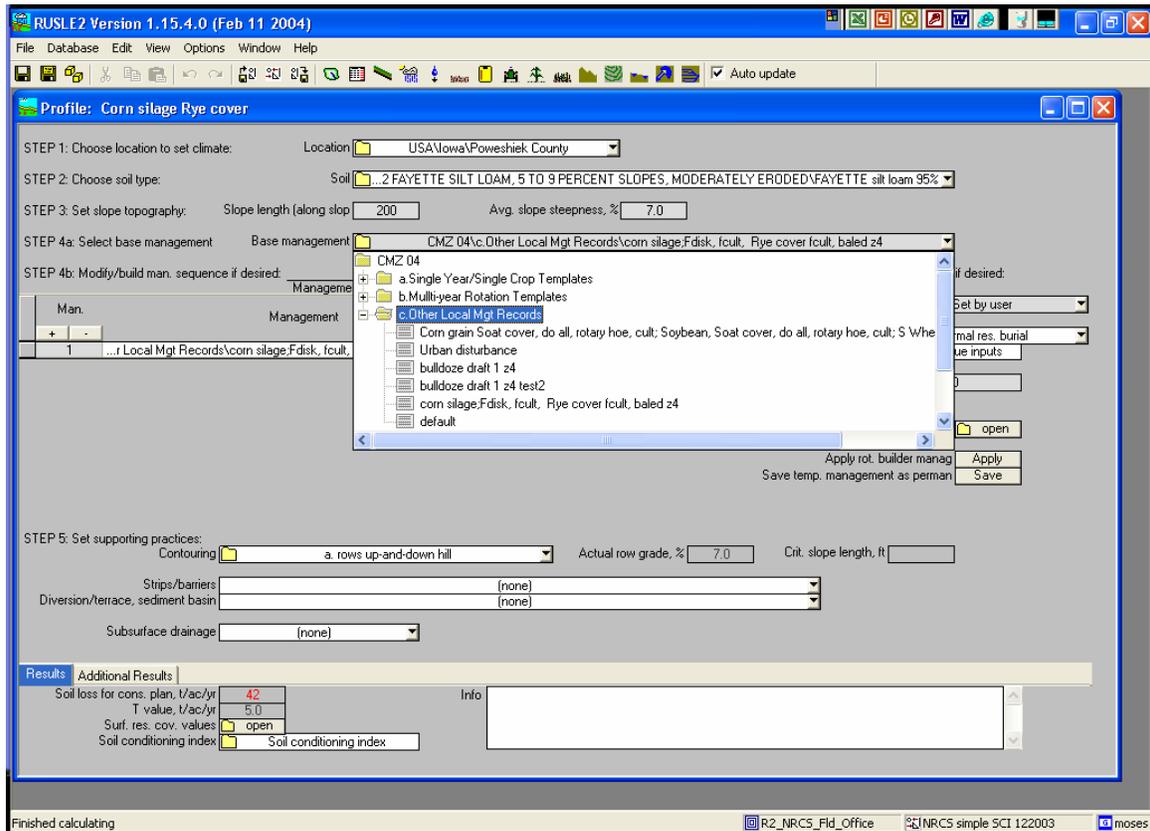


Saving Management files to C.) Other Local Management Records

Under your Corp Management Zone there are three folders.

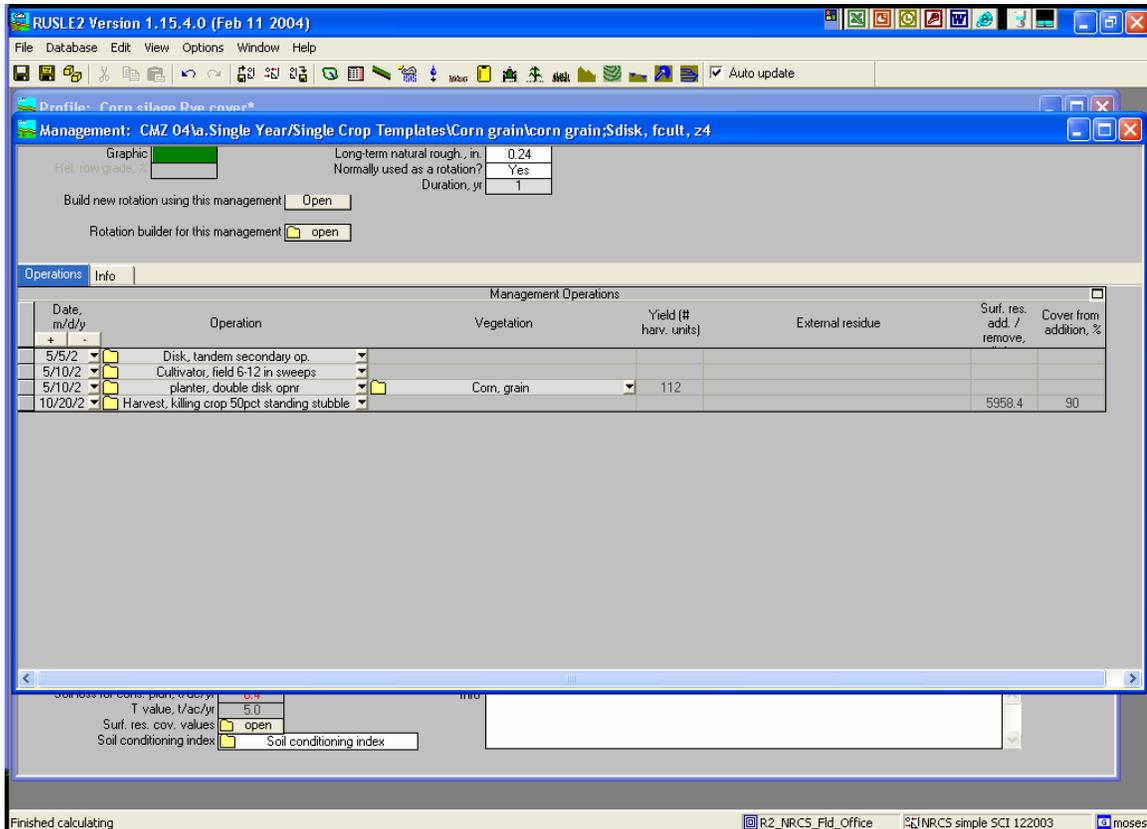
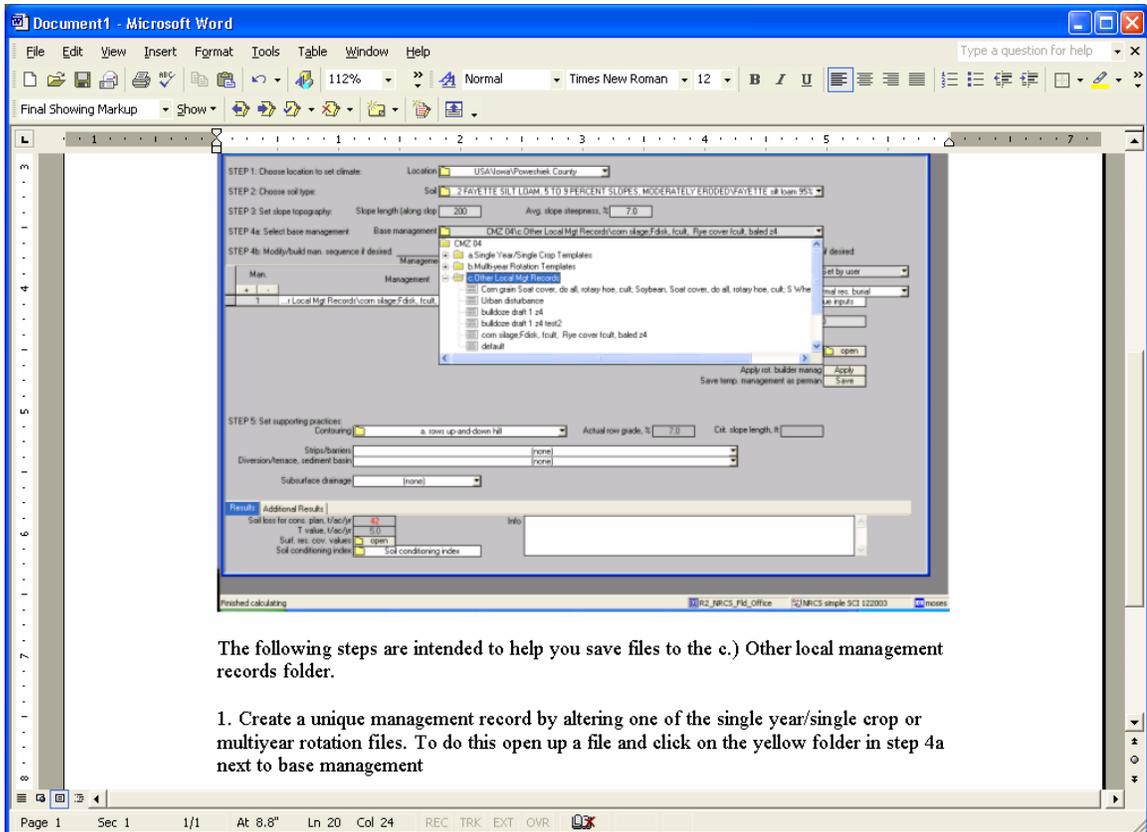
- a.) Single Year/Single Crop
- b.) Multiyear
- c.) Other local management records

Of these three folders you can select files from the first two and modify the files and use them but if you want to save these files and reuse them in other profiles/plans/worksheets you must save them to the c.) Other local management records folder. The c.) Other local management records folder is the only one that the field offices has read and write access privileges.

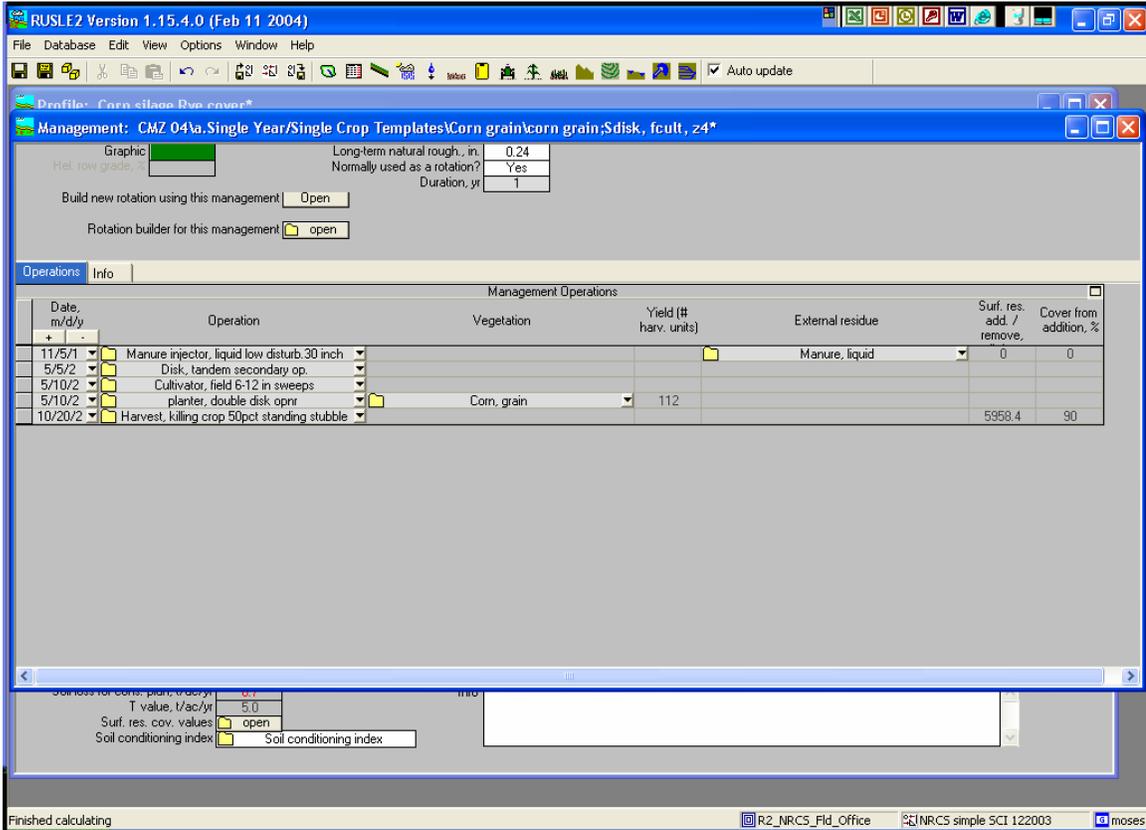


The following steps are intended to help you save files to the c.) Other local management records folder.

Create a unique management record by altering one of the single year/single crop or multiyear rotation files. To do this open up a file and click on the yellow folder in step 4a next to base management.



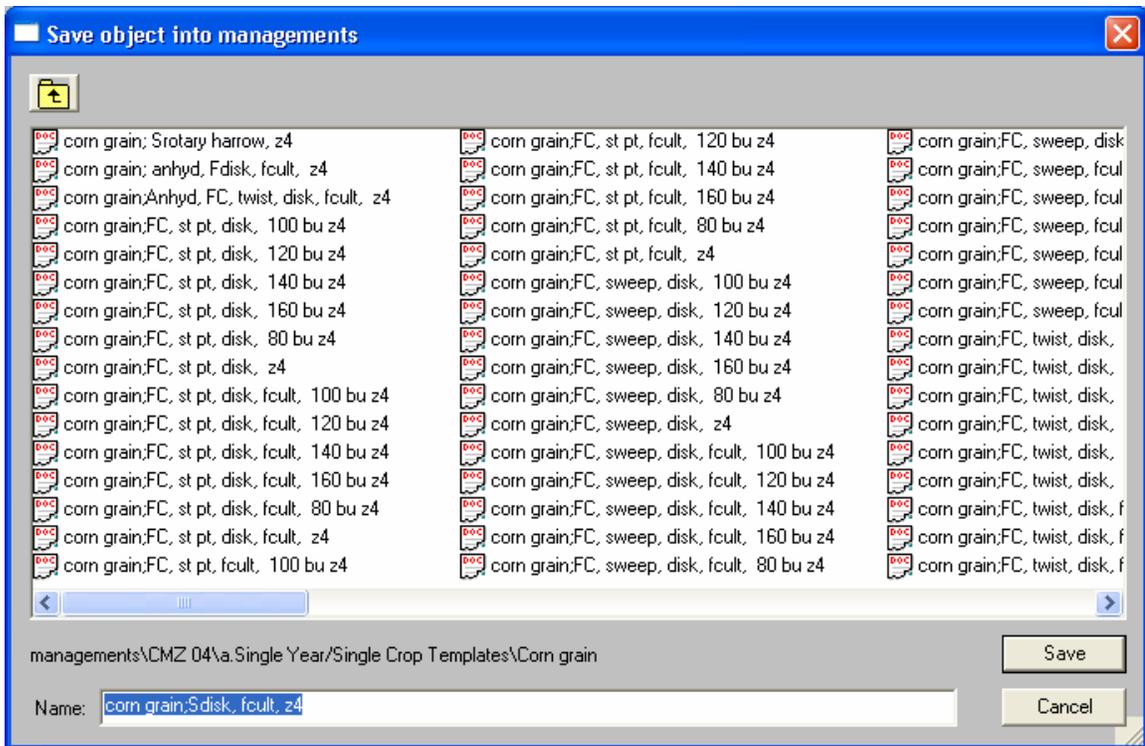
Modify the file by adding a manure injection low disturbance in the fall.



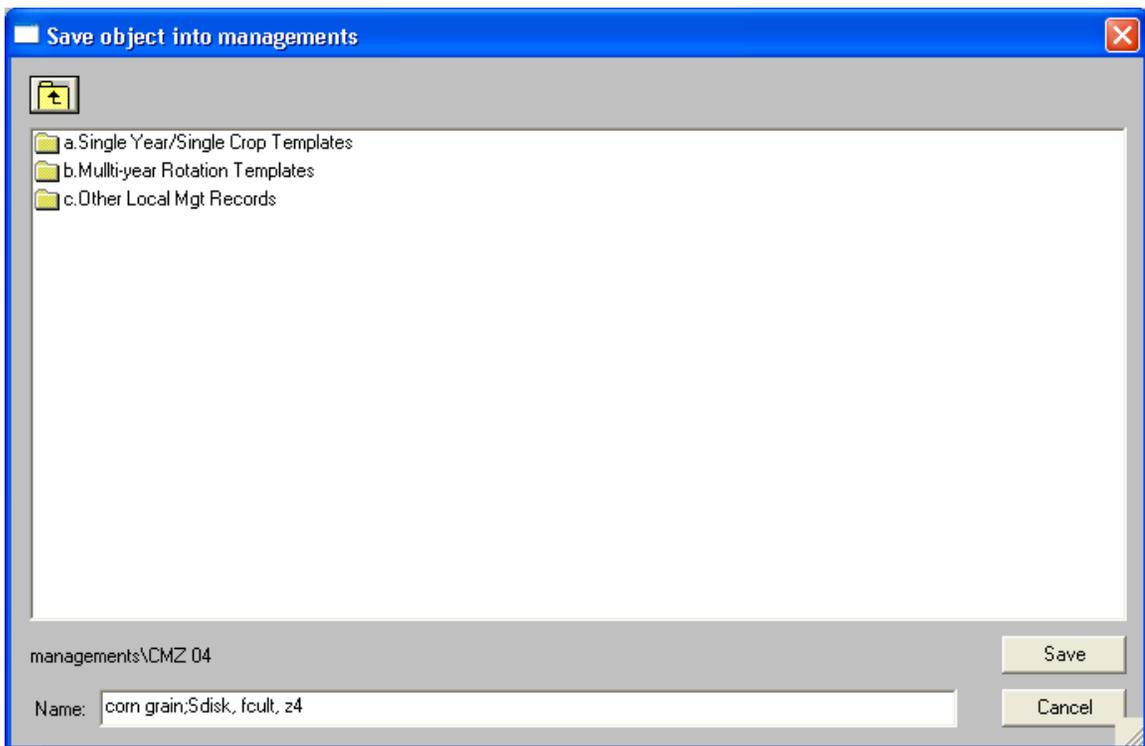
Note that the file name on the blue bar at the top indicate the file resides in CMZ04\A.Single year/Single Crop Templates\Corn grain; Sdisk, fcult, z4*. The star indicates that changes have been made that are not saved in this file. If you hit save you would get an error message that indicates that you do not have privileges to save this file.

Click on File/**Save AS**:

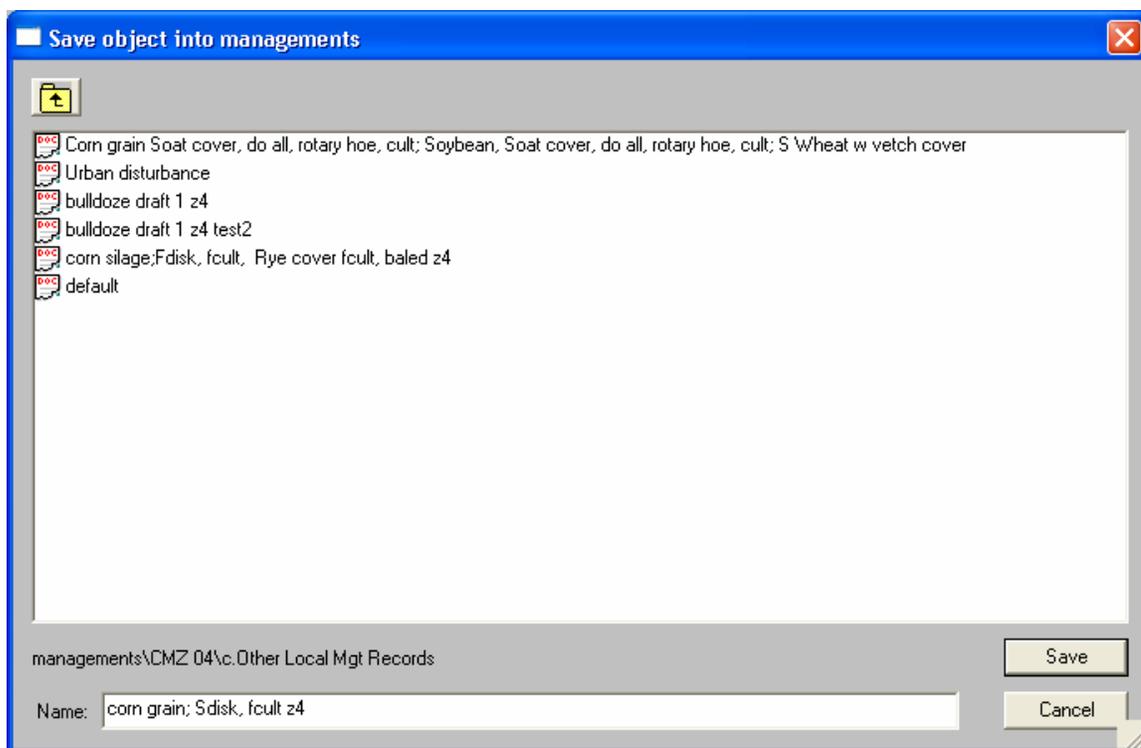
This will bring up a list of files that are in the single year/single crop/ corn grain folder. Highlight the name that is in the Name: box at the bottom of the screen.



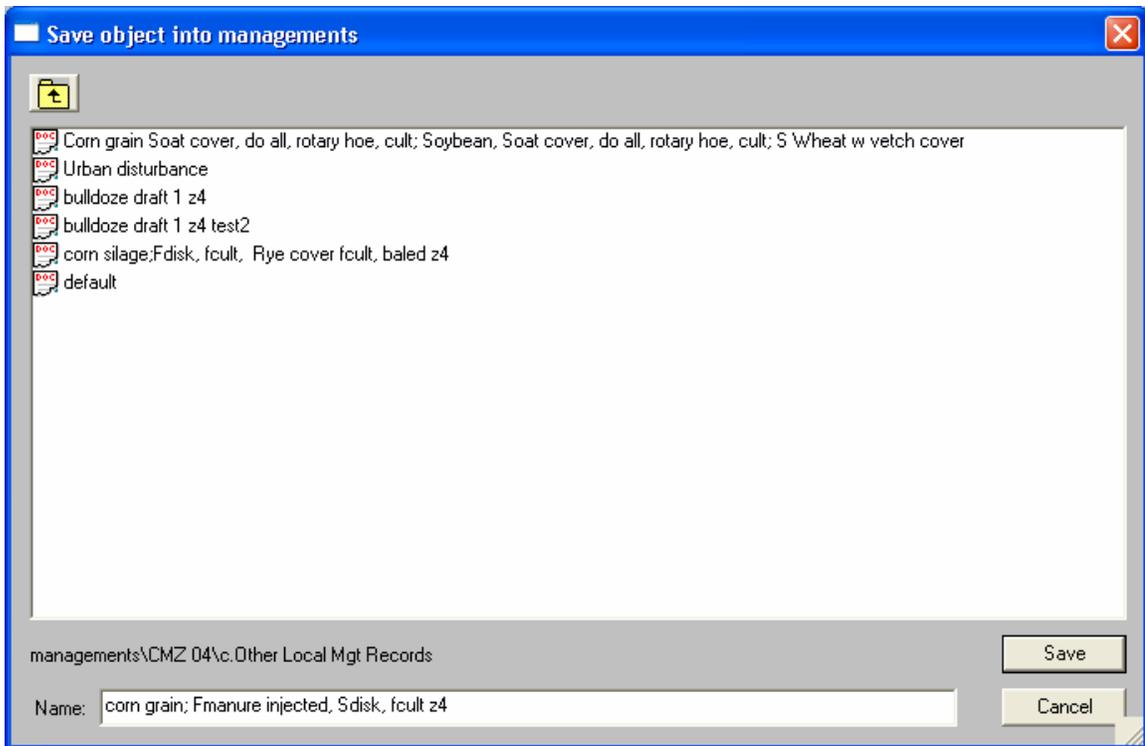
Do a right click and copy this file name. Now click on the yellow folder at the top of the page. This will move you up the tree eventually to the three folder under CMZ4 a, b, and c. Click open the c. folder.



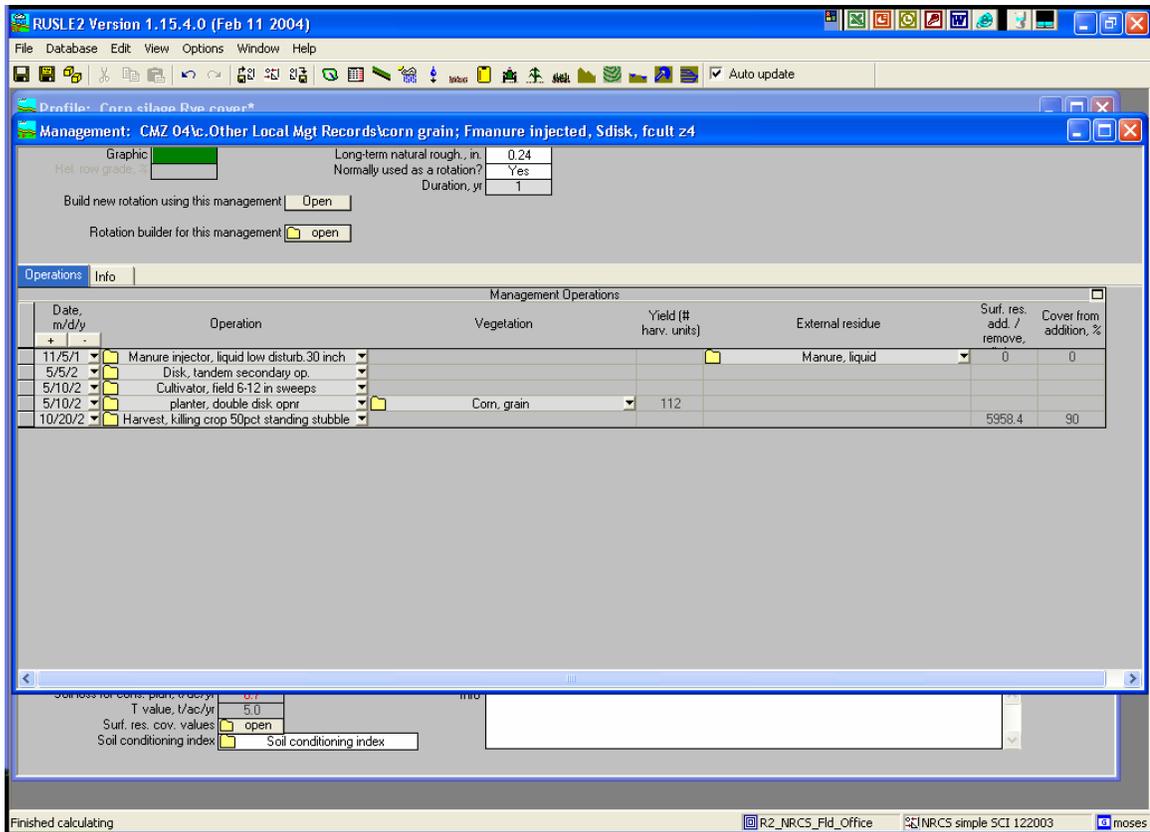
Now highlight the name at the bottom of the screen and paste in the file name that you had copied from the previous folder



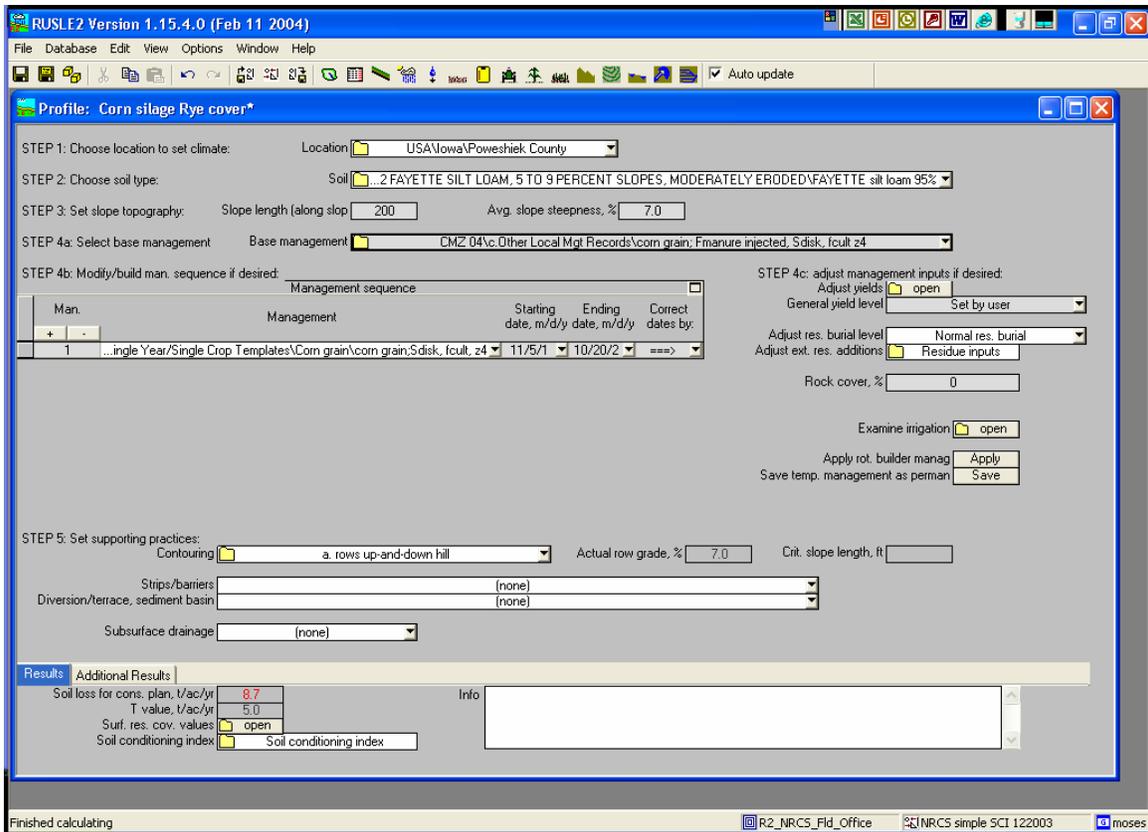
You must now change the name to reflect the changes that you made in the modification of the management file under single year/single crop.



You can now hit the save button. Note that the file name has now changed to reflect that the management file that you just saved is in CMZ04\c.Other Local Mgt Records\corn grain; Fmanure injected, Sdisk, fcult z4.



You can now close the base management folder and you will note that the file name under the base management has changed to the c. Other local Mgt records as well.



When ever you change a management record or build a rotation with the rotation builder the program goes back to the original database records to pull up the record. It will bring with it the original yields as well. Always get in the habit of checking the yield as the last item you do.