

Delete Practices

Abstract

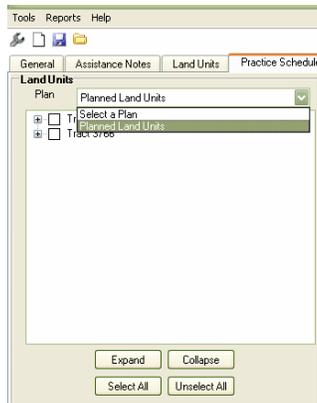
This task guide will show you how to delete practices that are outdated or incorrect from an existing land unit.

Steps: Choose Plan – Select Land Unit(s) – Delete Practice(s) – Save

Details

Choose Plan

1. From the **Practice Schedule** tab choose the plan from the drop-down Plan menu.



2. Click the **Expand** button.

Select Land Units

3. In the *Land Units* area, **select** land unit(s) to delete practices from by **placing** a check mark in the check box.

Delete Practices

4. In the *Schedule* area, select the lines to be deleted by clicking the grey box to the left of the tract number.
5. Use the *Shift* or *Ctrl* key to select multiple lines.

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amo	Applied Date	Program	Source
3766	1	443	1	30	ac	05	2006R			EQIP	Toolkit 5.0
3766	1	443	1	30	ac	05	2006R			EQIP	Toolkit 5.0
3766	1	443	1	30	ac	05	2007R			EQIP	Toolkit 5.0

6. Click the **Delete** key on your keyboard.

Note: to delete practices that are read-only (greyed-out) the practices need to be un-reported in PRS.

Save

7. Click the **Save** button in the *Schedule* area.