



Merging existing *NuMan Pro* files together or deleting fields

Introduction From time to time, it may be necessary to make changes to older *NuMan Pro* files. Some changes may include:

- Merging existing *NuMan Pro* files together by appending one or more fields to another file
 - For example, if a previous Nutrient Management Plan used separate *NuMan* files for each property but you wish to combine all fields and properties into one file
- Deleting fields
 - Perhaps a client has stopped renting some property and has fewer fields for the upcoming plan

This document will explain the steps to do either of the above.

Contents In this document, you will find instructions for:

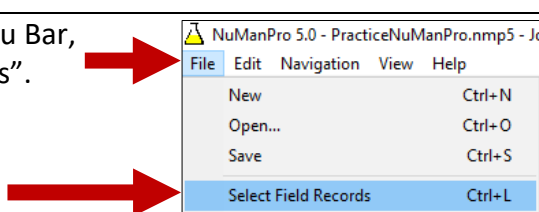
- Appending field records to another *NuMan Pro* file
- Deleting fields

Appending Field Records to Another *NuMan Pro* file

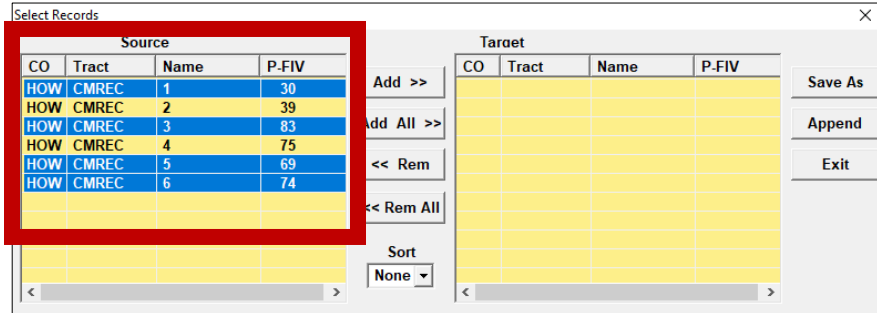
Instructions

To add fields from one existing *NuMan Pro* file to another existing file, follow these instructions.

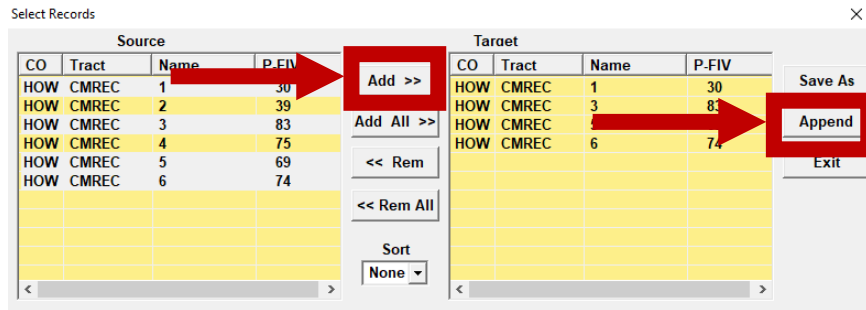
*Note that all the field history information and any PMT data will accompany the field record when appended to another file. However, the field record will **not** contain the organics list, which will have to be entered separately and added again to the field scenarios (if applicable).

Step	Action
1	Open the <i>NuMan</i> file that has the fields you would like to move to another file. *In this example, we will move fields from the Property2 <i>NuMan</i> file (Property2.nmp4) to the Property1 <i>NuMan</i> file (Property1.nmp4).
2	Click on “File” in the Menu Bar, then “Select Field Records”. 

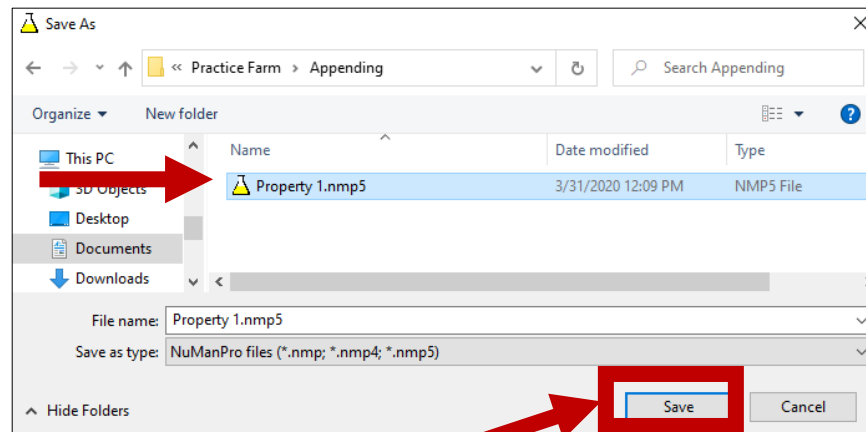
- 3 In the “Select Records” dialogue box that opens, highlight the desired field record(s) in the **Source List**. Press and hold the **CTRL** button on your keyboard to highlight more than one field if needed.



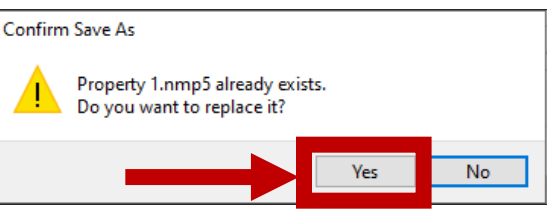
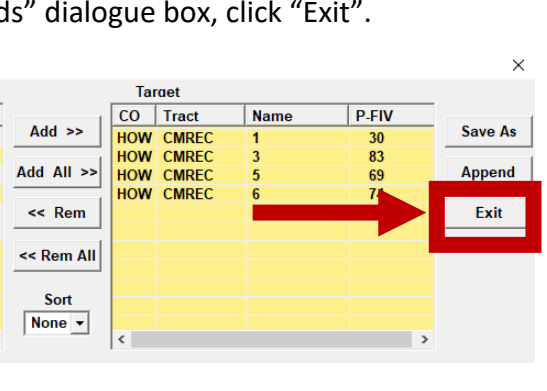
- 4 Click on the “Add >>” button to copy the fields to the **Target List** and then click “Append”.




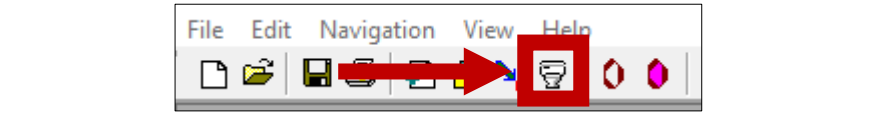
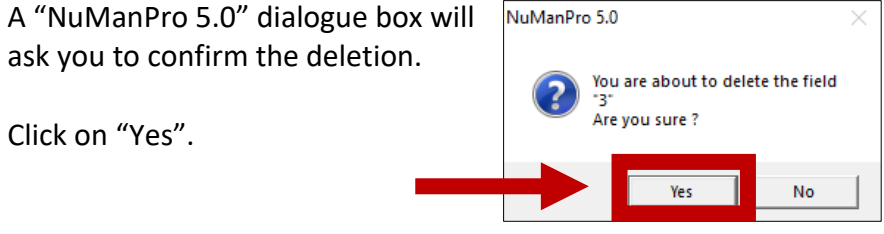
- 5 The “Save As” dialogue box will open. Navigate to the location of the file where you would like to append the fields and click on it.
- *In this example, we will navigate to Property1.nmp5 since that is where we want the files appended.



Next, click on “Save”.

6	A “Confirm Save As” dialogue box will appear asking if you want to replace your file. Click on “Yes”.	
7	Back in the “Select Records” dialogue box, click “Exit”.	
8	Open up the <i>NuMan</i> file that now has all the fields to check your work.	

Deleting fields Instructions

Step	Action
1	<p>Once you have opened your <i>NuMan Pro</i> file, use the Navigation Bar to navigate to and display the field to be deleted. In this example, Field 3 is no longer in the planned acres for the CMREC Farm.</p> 
2	<p>Click the “Delete Field” icon (it looks like a toilet) on the Tool Bar.</p> 
3	<p>A “NuManPro 5.0” dialogue box will ask you to confirm the deletion.</p> <p>Click on “Yes”.</p> 
4	<p>Remember to save your work! There is no autosave feature in <i>NuMan Pro</i>.</p> 