

## Intro:

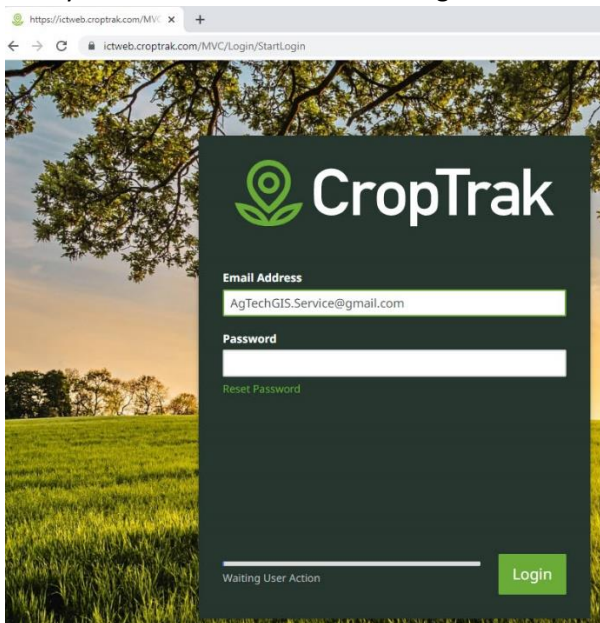
Moving a Field Asset from one grower to another is a common requirement, whether due to sale or rental of the field, or due to mistake during initial mapping.

### Special Notes:

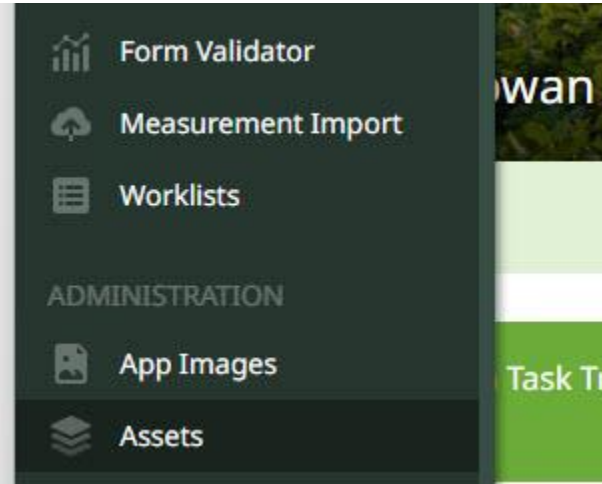
- a) You can only move an asset type to a similar asset type. So if it under the FIELD layer, it can only be moved to another FIELD layer.
- b) If you move a field, all records (forms, historical scouting or mapping) will move as well. If you do not wish records to move, create a new field under the other grower and leave a copy of the original with the original grower. To avoid seeing the same field under two growers, one grower would need to be toggled off to view the other without duplication.

### In CropTrak WEB

1. Login into CropTrak Web. The Canadian AgTechGIS group has a unique login to reach their databases: <https://ictweb.croptrak.com/MVC/Login/StartLogin> which will redirect to: <https://legacy.croptrak.com/MVC/Login/StartLogin>
2. Use your email address as the login name and same password as you use for iPad app.



- From the left hand menu choose ASSETS



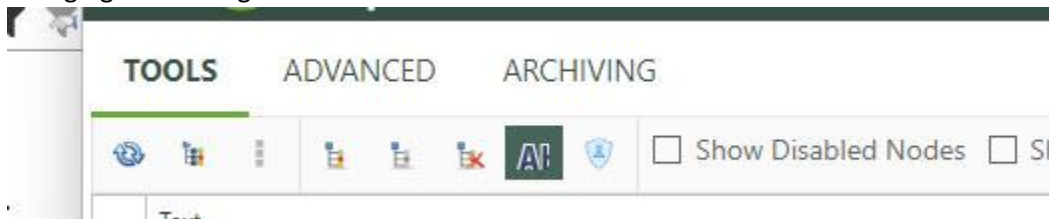
- Navigate to the grower>Fields List and highlight the field to be moved

⌵	Baes, Leon	Customer	Active
⌵	Field	Layer: Field	Active
	LB - New	Field	Active
	LB-Home	Field	Active
⌵	Bakker, Marinus	Customer	Active
⌵	Field	Layer: Field	Active
	Ff test	Field	Active
	MB - Jefferson South	Field	Active
	MB - Low Field	Field	Active
	MB- Brooks	Field	Active
	MB- Home North	Field	Active
	MB- Home South	Field	Active
	MB- Jefferson North	Field	Active
	MB- Menary East	Field	Active
	MB- Menary West	Field	Active
⌵	MB - Home	Layer: CropZone	Active
	MB - Home	CropZone	Active

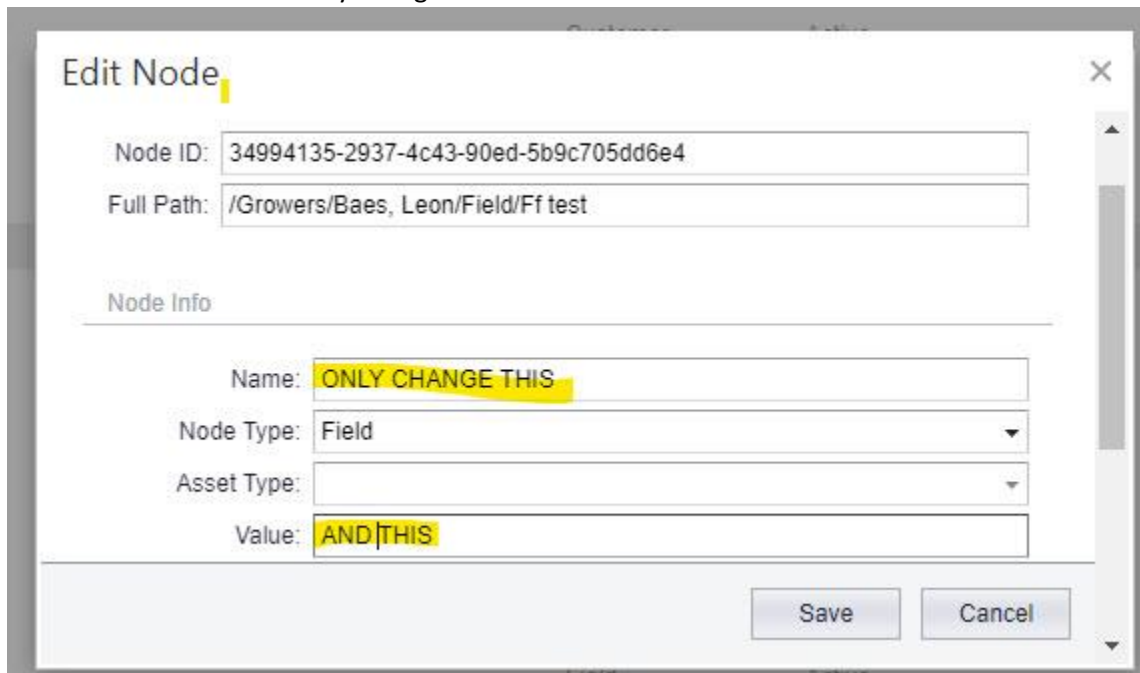
- Drag to Field Level of destination Grower. As you move there will be a yellow arrow moving with your mouse. Point this arrow to the FIELD level of the destination grower. Let go of mouse to release into new location.

⌵	Anderson, Paul	Customer	Active
⌵	Baes, Leon	Customer	Active
⌵	Field	Layer: Field	Active
	Ff test	Field	Active
	LB - New	Field	Active
	LB-Home	Field	Active
⌵	Bakker, Marinus	Customer	Active
⌵	Field	Layer: Field	Active
	Ff test	Field	Active

- Often the field needs to be renamed to confirm to the new grower such as adding initials or changing what this grower intends to call the field. Select the TOOLS menu and EDIT icon.



- Change the NAME and VALUE with the new field name. Do not alter any other boxes, CropTrak will make all other necessary changes to the references for this field.



- Once you have synced the iPad to the cloud these changes will be moved to the iPad app.

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