

Change Practices

Abstract

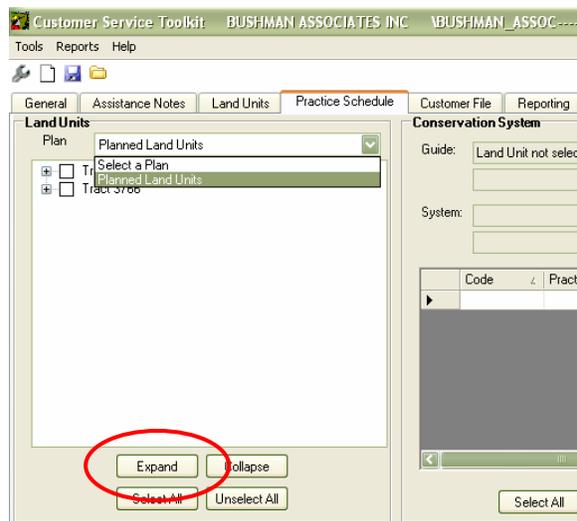
In this guide you will learn how to change the practices associated with a land unit

Steps: Choose Plan – Delete Old Practices – Save – Schedule New Practices – Save

Details

Choose Plan

1. In the Practice Schedule tab, **select** the correct plan from the *Plan* drop-down list.



Click the **Expand** button.

Delete Old Practices

2. Select the Land Units that will need their Practices changed by checking their check boxes.



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3. Delete all the practices associated with these land units.
 In the Schedule area, highlight all of the practice lines by **clicking** on the button to the left of the line. Use the *Shift* or *Ctrl* key to select multiple lines.

Schedule													
	Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amou	Applied Date	Program	Source	Co
	3766	1	449	1	30	ac	05	2006R			EQIP	Toolkit 5.0	74
	3766	1	449	1	30	ac	05	2006R			EQIP	Toolkit 5.0	74
	3766	1	449	1	30	ac	05	2007R			EQIP	Toolkit 5.0	74

4. **Click** the *Delete* key on you keyboard.
Note: to delete practices that are read-only (greyed-out), the practices need to be unreported in PRS.

Save

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

Schedule New Practices

6. **Select** the land units that will be scheduled the same in the Land Units area.
7. Give them a Guide and a System in the Conservation System area.
8. Select the Practice(s).
9. **Click** the **Schedule Practices** button in the *All Practices* area. Complete the necessary plan information, including the narrative, month and year and program.

Save

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