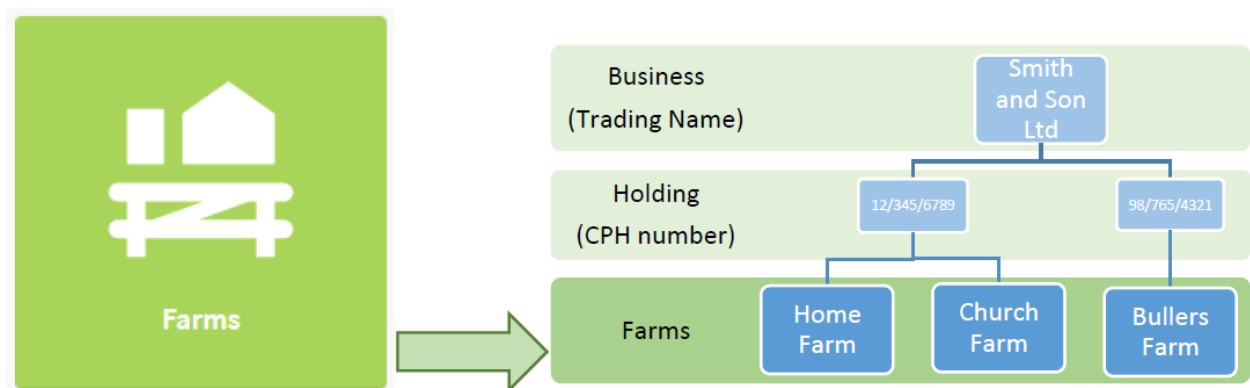


How to setup Farms

Setup > Farms is where the farm details are held.

Farms allow you to group fields. You may wish to just have one farm, or to add multiple farms to represent different groups of fields. When a field is setup, it is always assigned to a specific farm.



To add a farm

From the Setup module:

1. Select the Farms icon
2. Select the + New Farm button
3. Enter the farm name
4. Select the business the farm belongs to
5. Select the holding the farm belongs to
6. By default the business address will be used. If you require a different address, untick 'Use business address' and enter the required address
7. Click the tick to save

To edit a farm

Farms may be edited at any time. To do this, select the required record from within the Farms module and update the relevant information before saving.

