

Purpose

The purpose of this transaction is to merge one or more CLU's into a single CLU.

Trigger

Perform this procedure when multiple CLUs have been merged into one and the Farm Record needs to be updated accordingly.

Prerequisites

- Farm Record exists in MIDAS

Helpful Hints

- "xxxx" within a document represents a variable, which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes may be used throughout this work instruction:

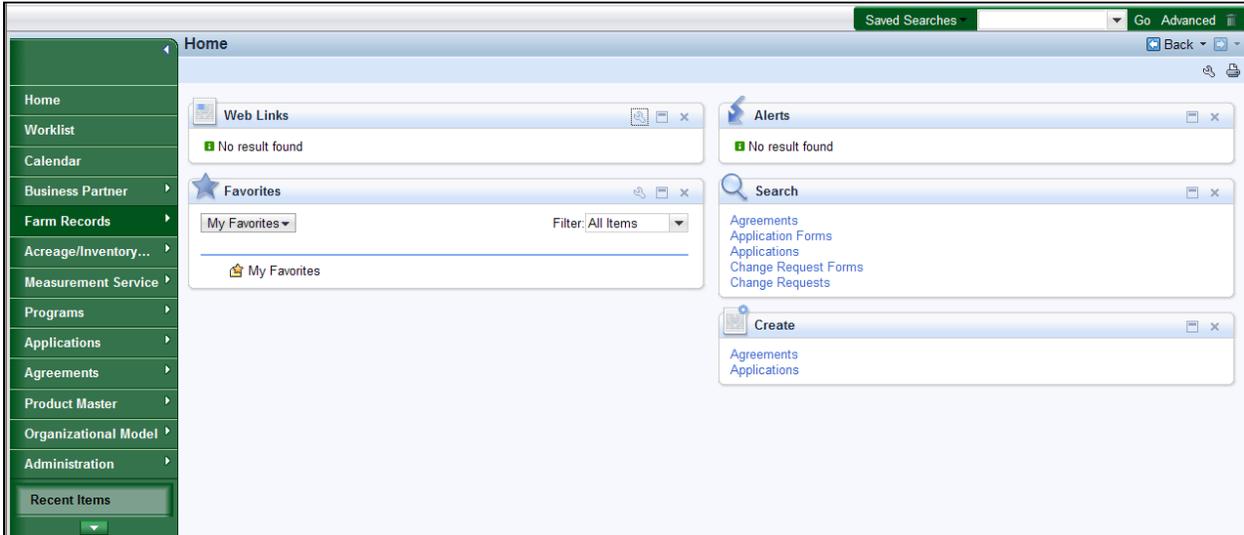
Note type	Icon	Description
A general note of information		This is the most commonly used note icon. It is the default icon in the uPerform system for all notes. Use this icon for general information that falls out of the scope of these other icons.
A cautionary note		Use this note to communicate to the end-user of something that MUST be completed or another trigger that should be started and is related to the procedure.
A critical note		Use this note to specify something that MUST NOT be done during the procedure.
Contact someone		Use this icon to specify to the end-

		user the need to initiate a communication within the organization due to an event in the procedure.
A reference is available		Use this note to specify that more information is available in another location. You may reference SOPs, another system, or document.

Procedure

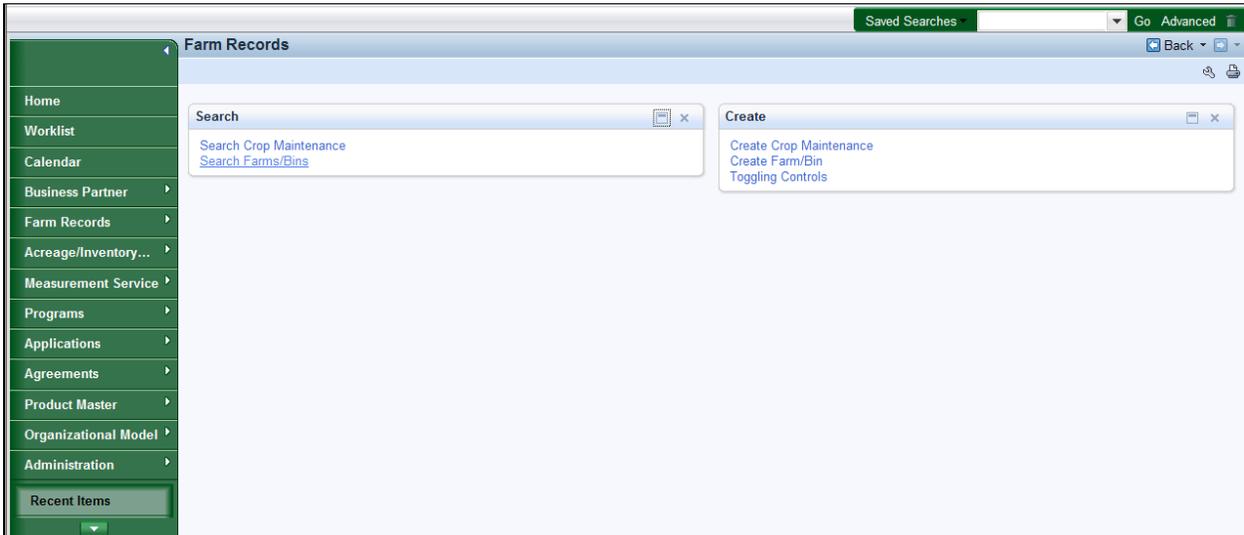
1. {Start the transaction from the MIDAS CRM Home Page.}

Home



2. Click the **Farm Records** button .

Farm Records



3. Click the **Search Farms/Bins** link [Search Farms/Bins](#).



Search: Farms

Search: Farms

Search Criteria

Search For: Header Using Header Data

Farm Number equals

IBase ID is

Admin State is

Admin County is

Farm Description is

Farm/Bin is

Maximum Number of Results: 100

Search Clear Save Search As: Save

Result List

New to Category Farm Combination

Farm Number	IBase ID	Farm Description	Farm/Bin	Admin State	Admin County	User Status	Farm Description
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4. As required, complete/review the following fields:

Field	R/O/C	Description
IBase ID	R	SAP generated number assigned to each Farm Record Example: 150496

Search: Farms

Search: Farms

Search Criteria

Search For: Header Using Header Data

Farm Number equals

IBase ID is 150496

Admin State is

Admin County is

Farm Description is

Farm/Bin is

Maximum Number of Results: 100

Search Clear Save Search As: Save

Result List

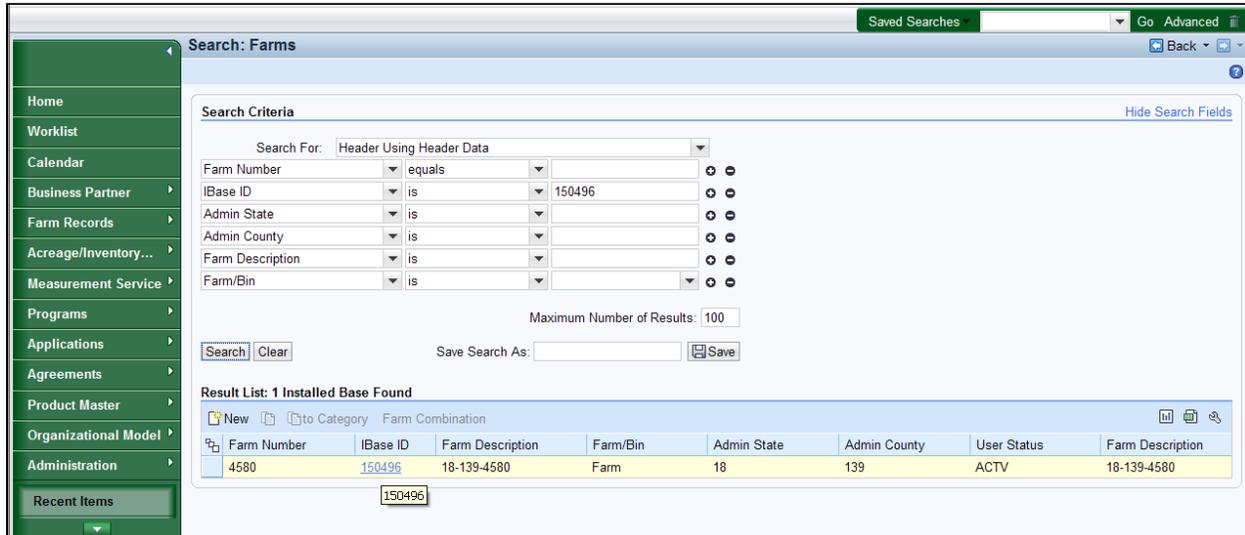
New to Category Farm Combination

Farm Number	IBase ID	Farm Description	Farm/Bin	Admin State	Admin County	User Status	Farm Description
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- Click the **Search** button .

 Users can use any of the search options or a combination of search options in the screen above. For more information on the Farm Records search, see the simulation "Search for a Farm Record".

Search: Farms



Search: Farms

Search Criteria

Search For: Header Using Header Data

Farm Number	equals	4580
IBase ID	is	150496
Admin State	is	18
Admin County	is	139
Farm Description	is	18-139-4580
Farm/Bin	is	18-139-4580

Maximum Number of Results: 100

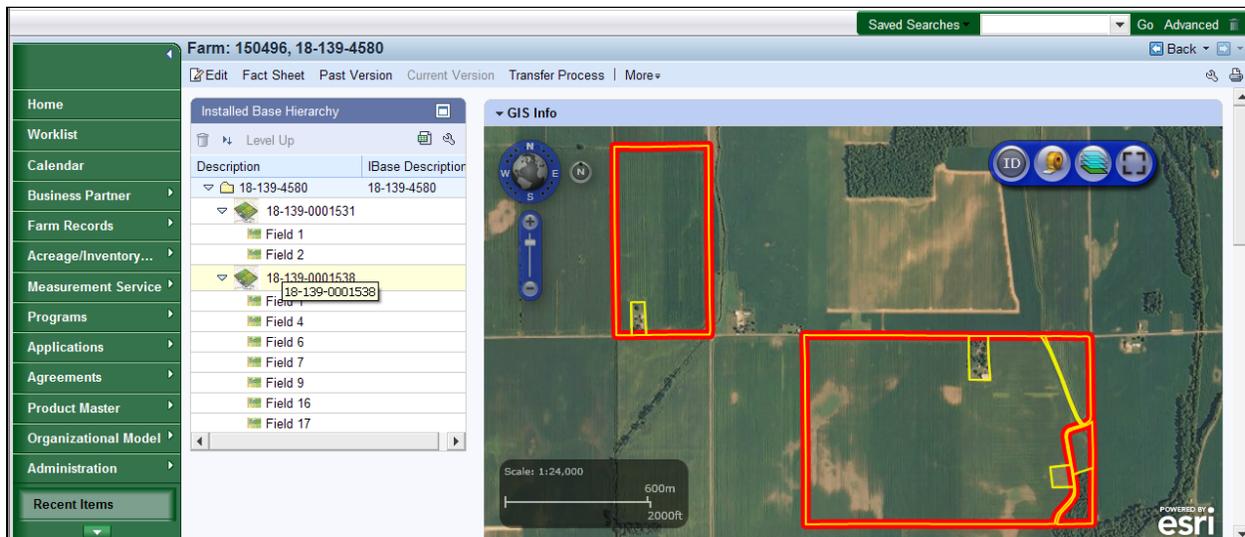
Search Clear Save Search As: Save

Result List: 1 Installed Base Found

Farm Number	IBase ID	Farm Description	Farm/Bin	Admin State	Admin County	User Status	Farm Description
4580	150496	18-139-4580	Farm	18	139	ACTV	18-139-4580

- Click the **IBase ID** link to open the Farm Record.

Farm: 150496, 18-139-4580



Farm: 150496, 18-139-4580

Installed Base Hierarchy

Description	IBase Description
18-139-4580	18-139-4580
18-139-0001531	
Field 1	
Field 2	
18-139-0001538	
18-139-0001538	
Field 4	
Field 6	
Field 7	
Field 9	
Field 16	
Field 17	

GIS Info

Scale: 1:24,000

600m

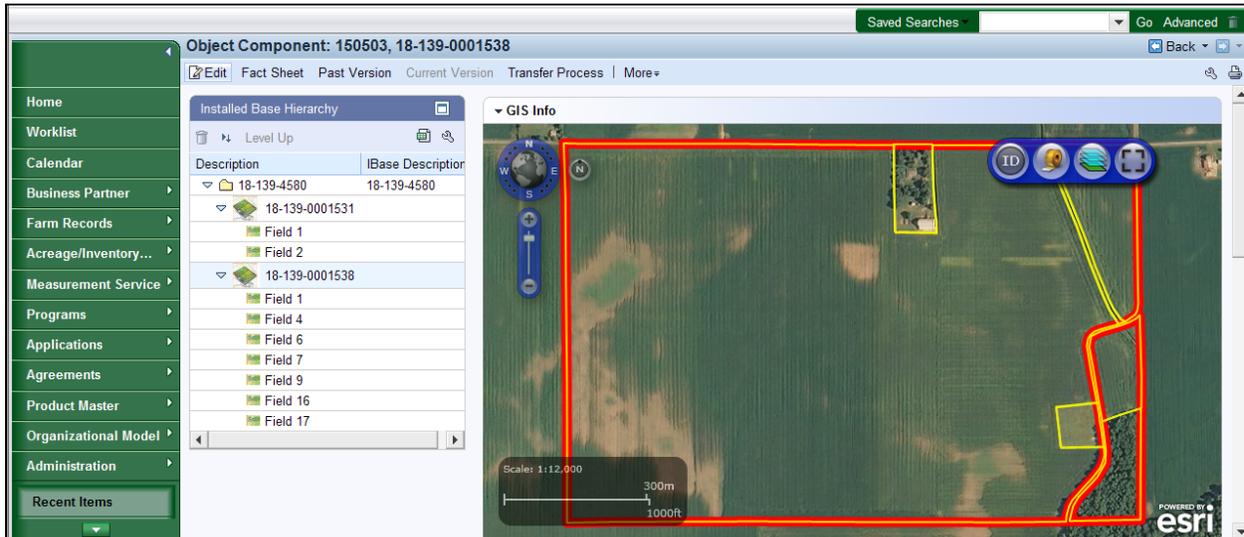
2000ft

POWERED BY ESRI

- Click the Tract number to display the Tract level data.

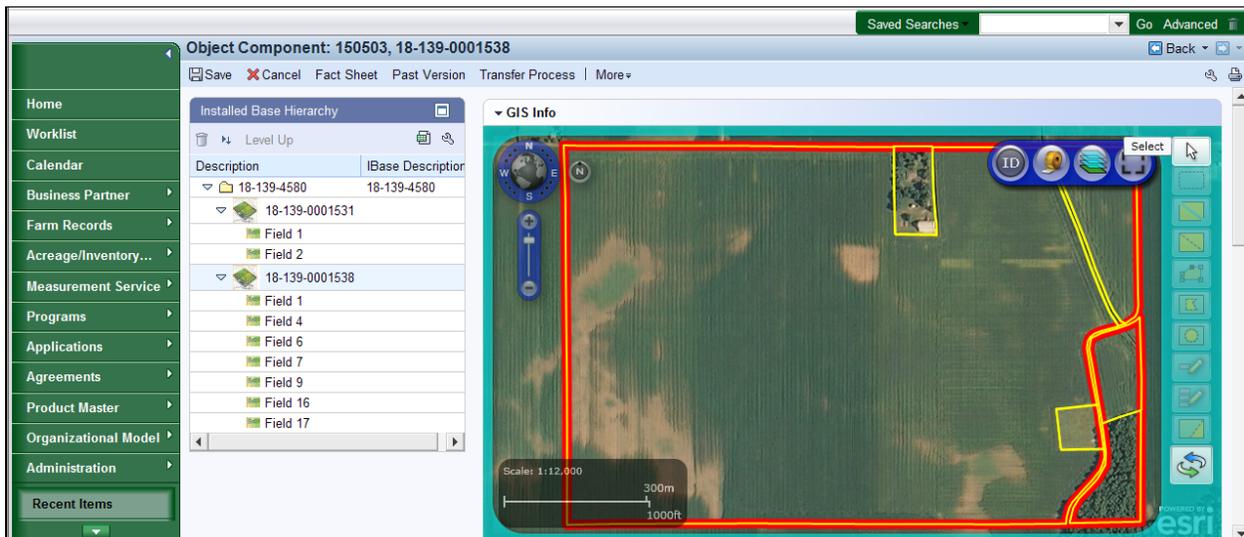
-  To edit CLUs in the GIS Info assignment block, the tract or field level must be selected in the Ibase Hierarchy.

Object Component: 150503, 18-139-0001538



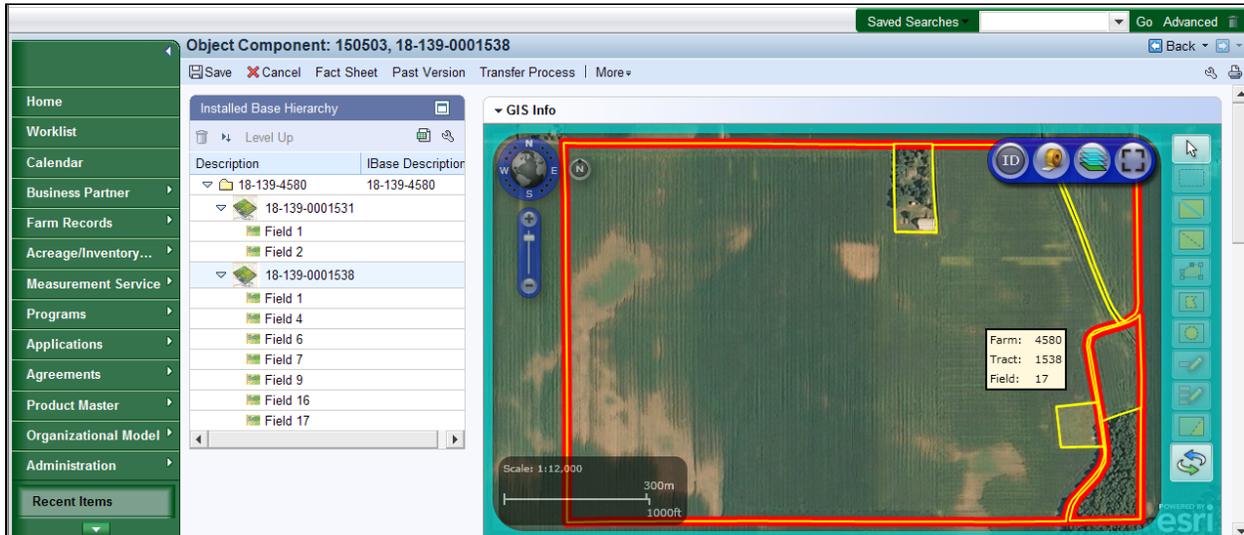
8. Click the **Edit** button  to make changes to the Farm Record.

Object Component: 150503, 18-139-0001538



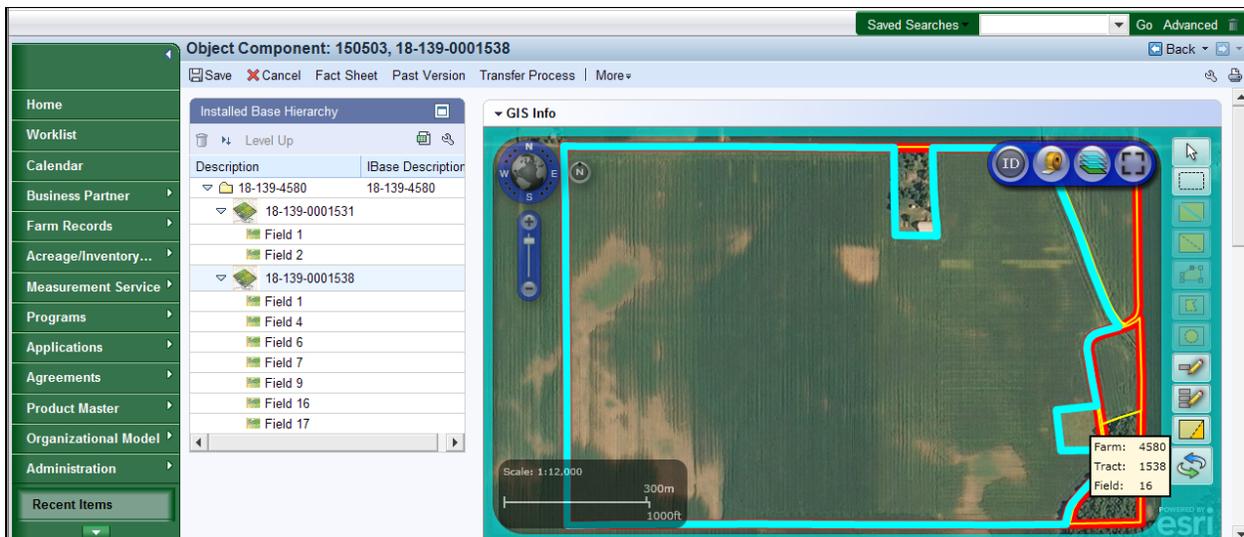
9. Click the **Select** button  in the Edit CLU toolbar to select a CLU to be edited.

Object Component: 150503, 18-139-0001538



10. Select the first CLU to be merged by clicking inside of it.

Object Component: 150503, 18-139-0001538

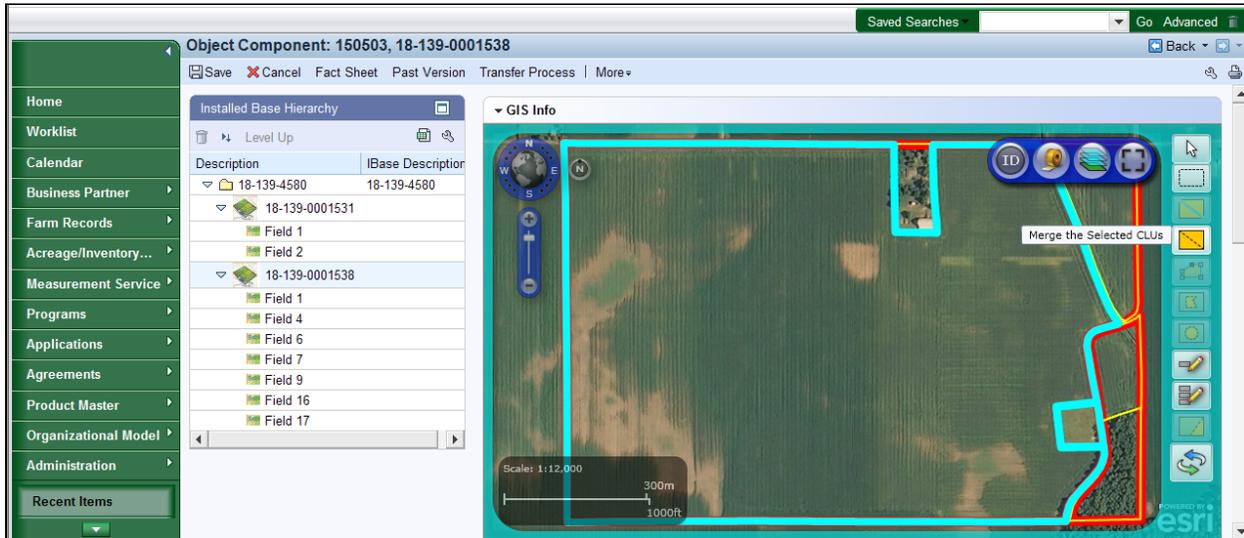


11. Press and hold the "Shift" key and click inside second CLU to be merged.



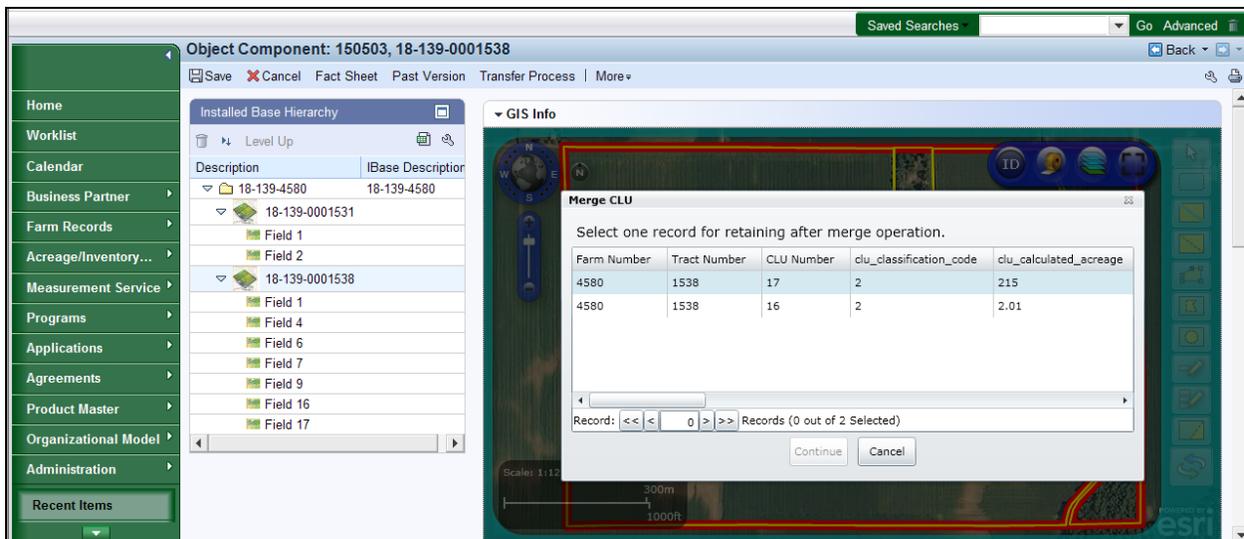
Selected CLUs will appear with an aquamarine border around them.

Object Component: 150503, 18-139-0001538



- Click the **Merge the Selected CLUs** button  to merge the CLUs. The Merge CLU pop-up will display.

Object Component: 150503, 18-139-0001538

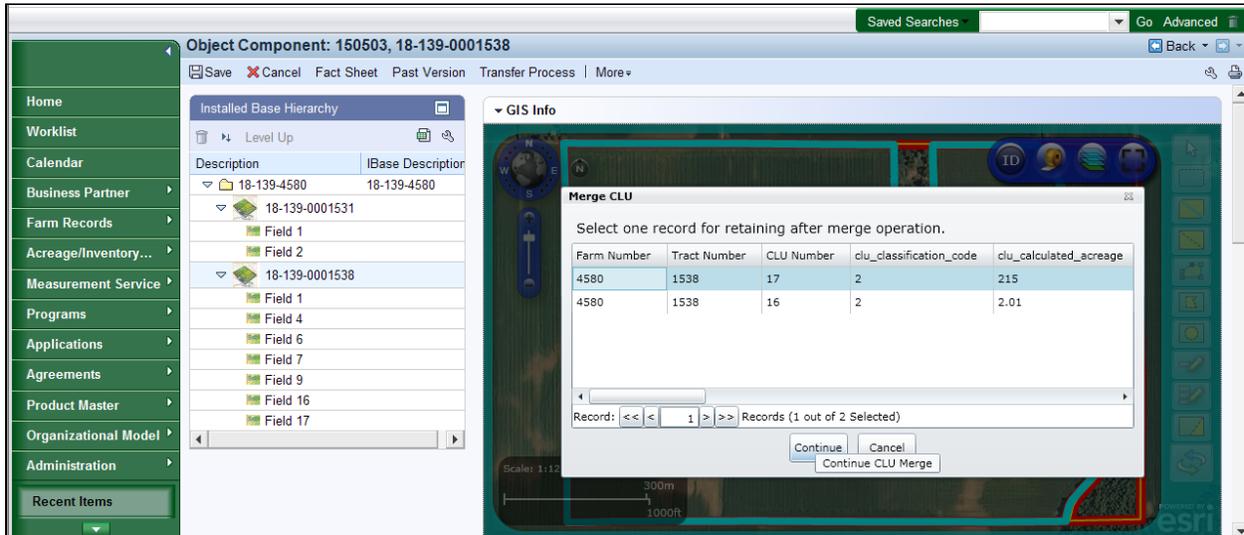


- Select the CLU to be retained for the merged CLUs.



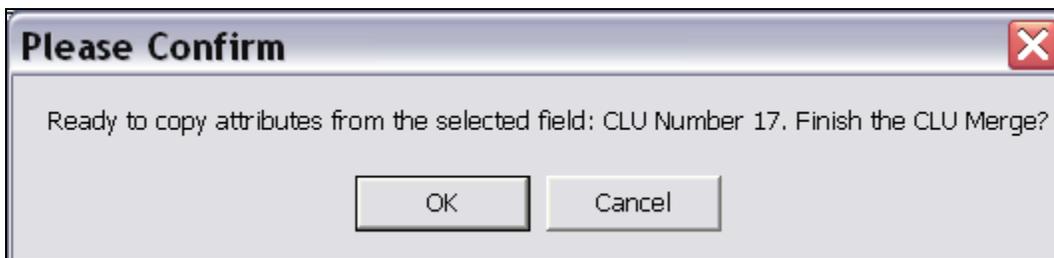
The selected CLU will appear highlighted in blue. The attributes of that CLU will be copied into the new, combined CLU.

Object Component: 150503, 18-139-0001538



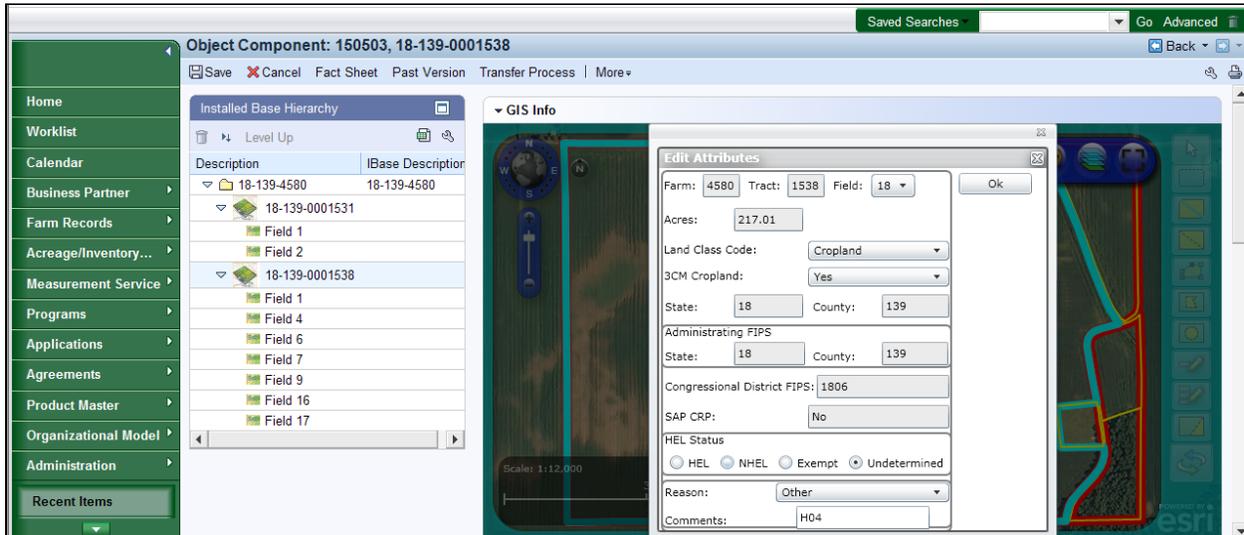
14. Click the **Continue** button  in the Merge CLU pop-up.

Please Confirm



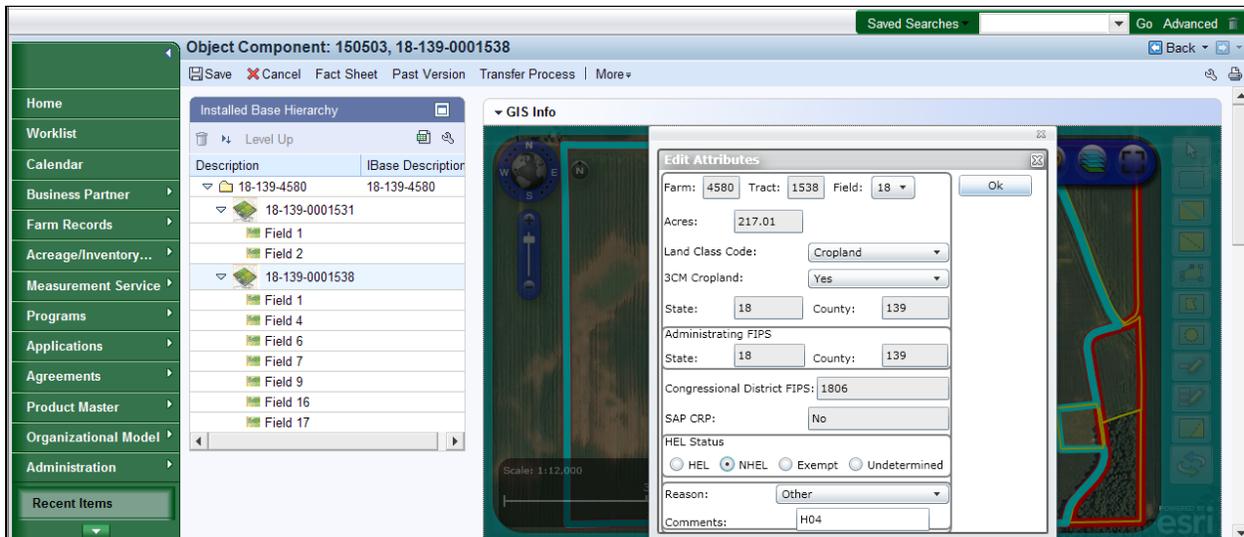
15. Click the **OK** button  to complete the CLU Merge. Edit Attributes pop-up will display.

Object Component: 150503, 18-139-0001538



16. Click the **NHHEL** radio button to set the HEL Status for the newly merged CLU to Non-Highly-Erodible Land.

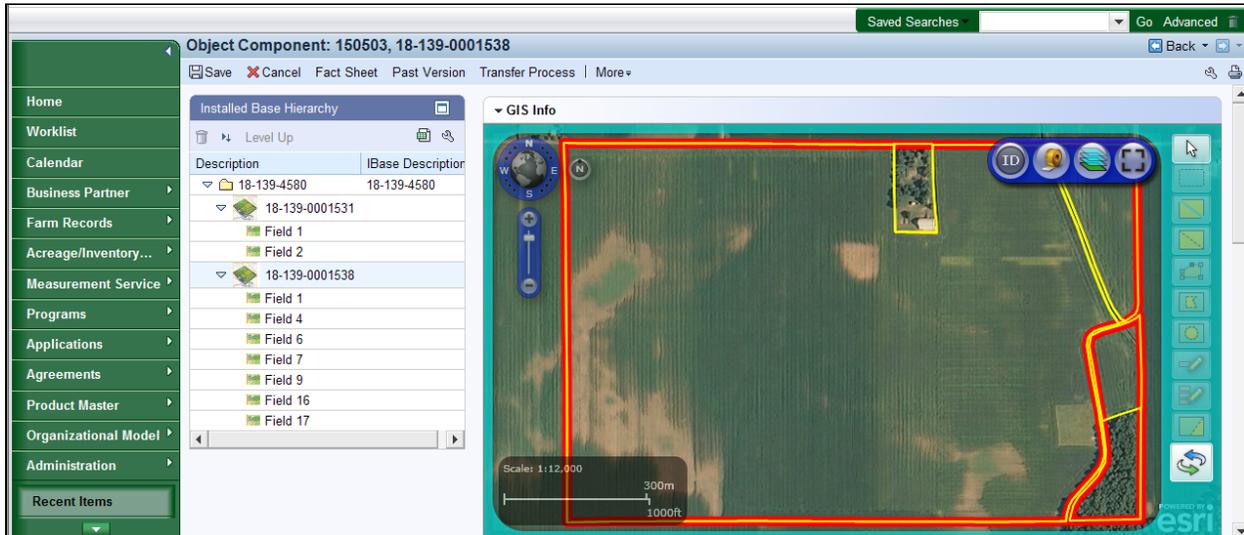
Object Component: 150503, 18-139-0001538



17. Click the **OK** button to update the newly merged CLU attributes.

 Clicking **OK** updates the GIS attributes; however, the user must click the **Save and Sync** button to update the CRM system.

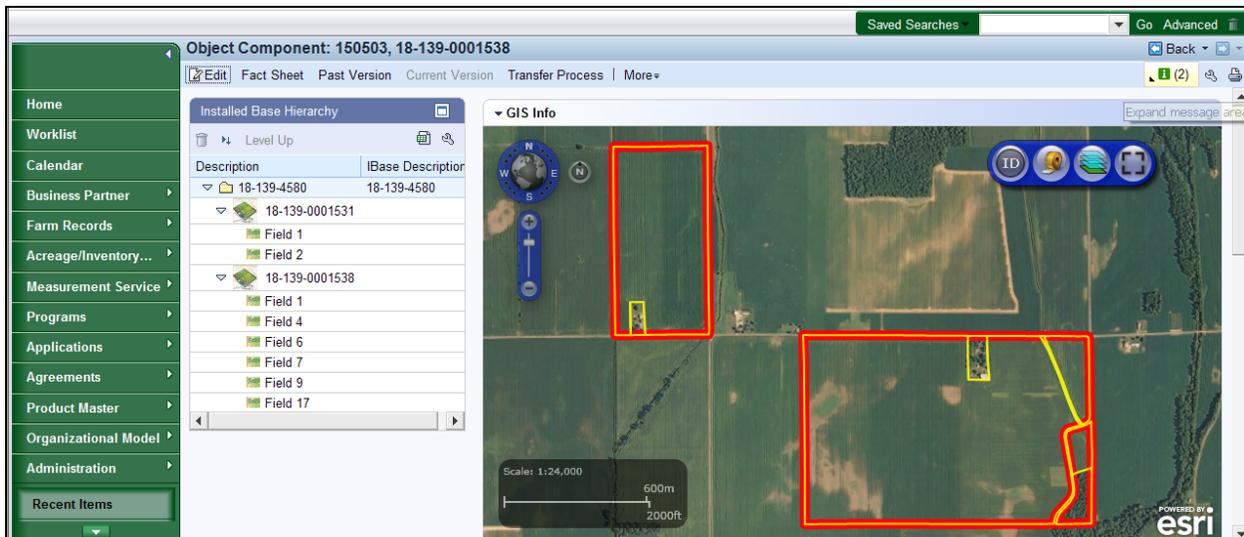
Object Component: 150503, 18-139-0001538



18.

Click the **Save and Sync** button  to save the merged CLUs.

Object Component: 150503, 18-139-0001538



19. Click the **Expand message area** button  (2) to view system generated status messages.

 The system displays messages, "Data synced successfully" and "Installed base with number XXXXXX saved".

20. You have completed the transaction.



Result

You have successfully merged multiple CLU's into one CLU and updated the HEL status of the newly combined CLU.



Next Steps

You have %s.