

## How to Extend Your Monitoring File

The following instruction set out how to extend a FARMAX Monitoring file setting up the plan for the new season by using an existing file as a template. This process sets up the opening numbers for the new season and brings through growth rates and mob properties and transactions from the selected template file.

- 1) Archive your previous season:
  - a. If you haven't already, create a 'Previous Seasons Actuals' folder
  - b. Duplicate your Monitoring file (right click) and name this file '17/18 Actuals'
  - c. Drag this duplicate into 'Previous Seasons Actual' folder

Note: if you have already extended the file out to the new season you will need to drop the second year in your Actual file you have created. To do this go to the 'Tools' menu -> 'Drop Second Year'

- 2) Setting up the new monitoring file:
  - a. Open your monitoring file
  - b. Select 'Tools' menu and 'Extend One Year'

Note: If you don't have the 'Extend One Year' option available this will be because you file is already a two-year file. Follow the above steps to archive the first season of the file.

- 3) Saving the new season plan

Once you have created your plan for the 18-19 season in the monitoring file. It is good practice to archive your plan in the 'Plans' folder in your cloud window.

- a. Duplicate your monitoring file and rename the file to 'Plan 18-19' then drag and drop this file into your 'Plans' folder
- b. Open the file, select the 'Tools' menu and 'Drop First Year'