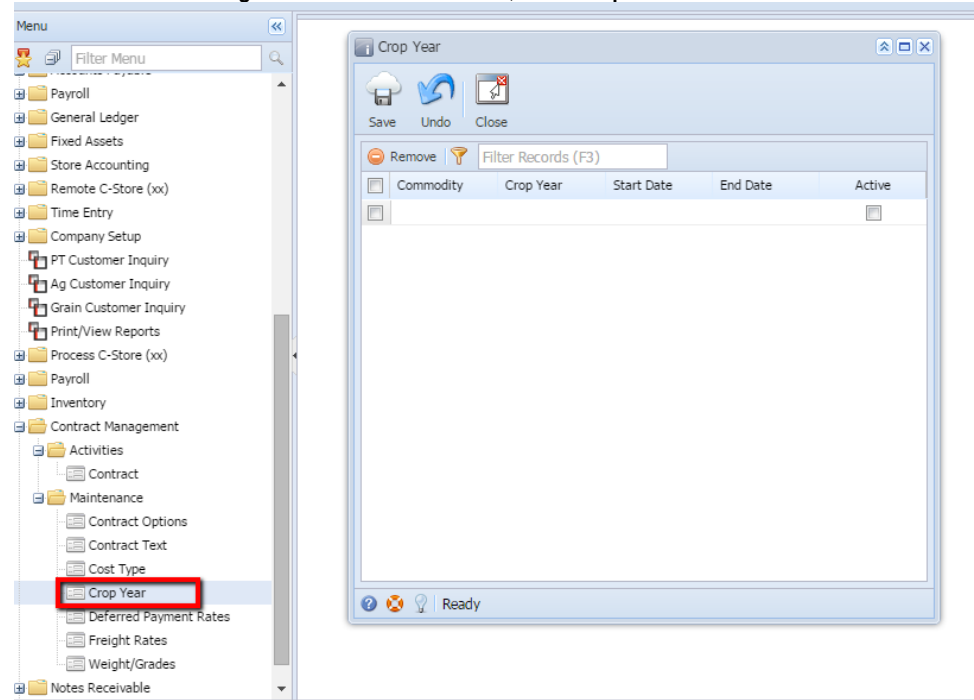


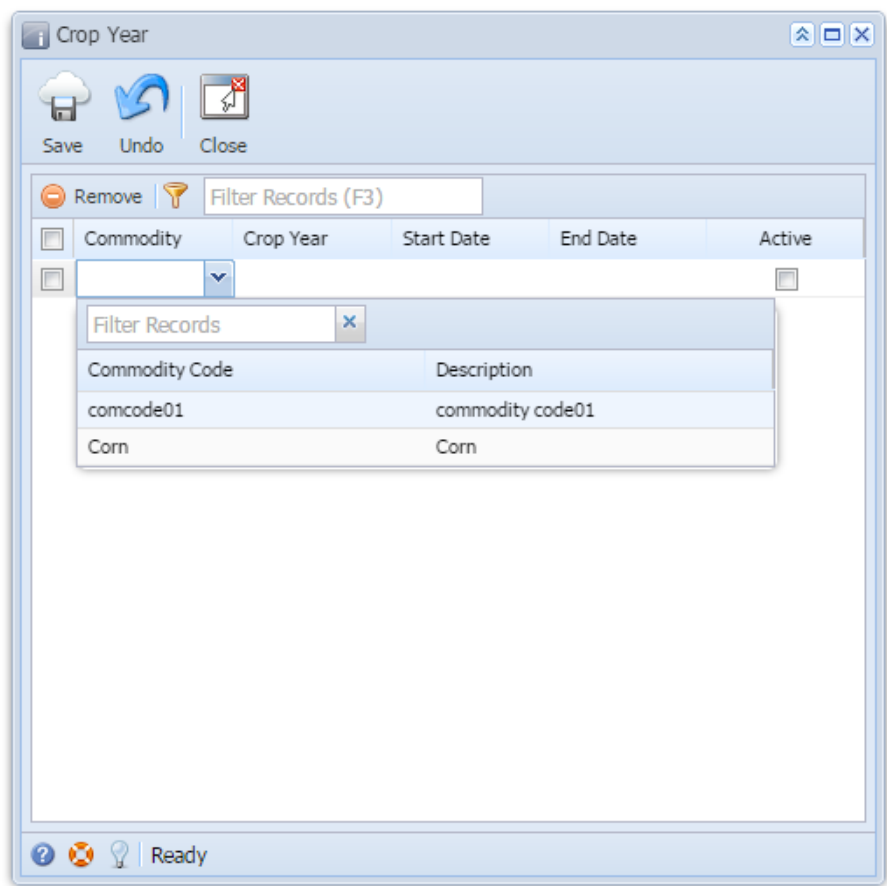
# How To Add Crop Year

Here are the steps on how to create a Crop Year:

- 1. From the **Contract Management > Maintenance** menu, select **Crop Year**.

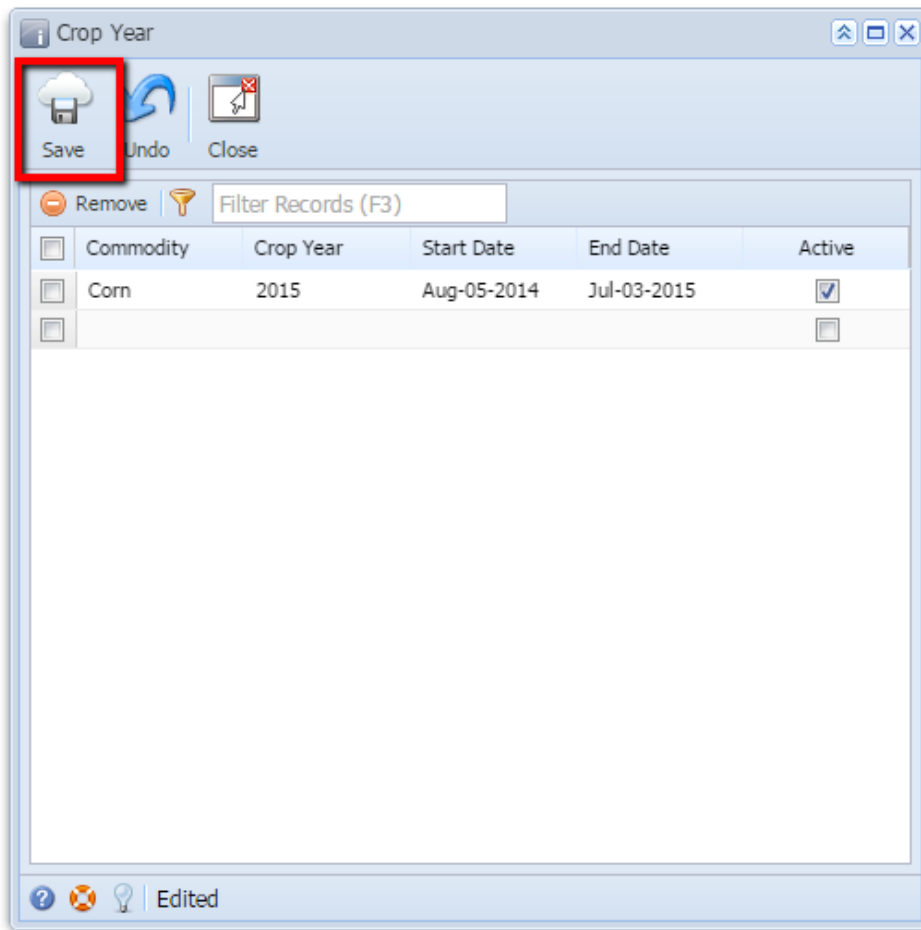


- 2. Add **Commodity** by clicking the drop down. Select commodity from the drop down list.



- 3. Enter **Crop Year** name.


4. Choose crop year **Start Date** from the calender look up.
5. Choose crop year **End Date** from the calender look up.
6. Select **Active** check box to make the Crop Year active. Deselect will make the Crop Year inactive.
7. Click on the **Save** button to save the record.



The screenshot shows a window titled "Crop Year" with a toolbar at the top containing "Save", "Undo", and "Close" buttons. The "Save" button is highlighted with a red box. Below the toolbar is a "Remove" button and a "Filter Records (F3)" search box. The main area contains a table with the following data:

| <input type="checkbox"/> | Commodity | Crop Year | Start Date  | End Date    | Active                              |
|--------------------------|-----------|-----------|-------------|-------------|-------------------------------------|
| <input type="checkbox"/> | Corn      | 2015      | Aug-05-2014 | Jul-03-2015 | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> |           |           |             |             | <input type="checkbox"/>            |

At the bottom of the window, there is a status bar with icons for help, error, and a lightbulb, followed by the text "Edited".

 The record will not be saved if any of these are left blank- Commodity, Crop Year, Start Date, End Date