

Warehouse - Begin New Season

(Important: Create a backup of your cotton data prior to performing this operation. Go to Utilities → Backup)

The eCotton Warehouse System uses data called 'entities'.

The **current** entity name is displayed on the title bar.



Create an entity for last year's crop. To retain all the Warehouse data that is contained in the current entity, do the following.

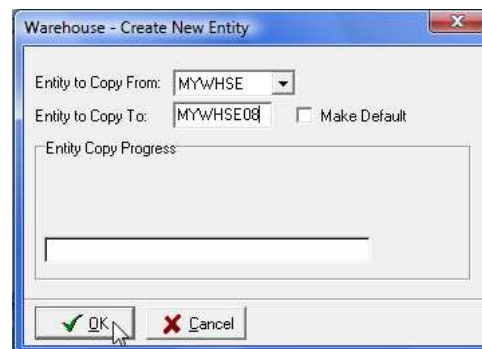
Make a copy of the current entity.

Click **Entity** → **Entity Selection...** The following window appears.

Click the Add button.
The Create New Entity window appears.

The *entity to copy from* is the **current** entity.

The *entity to copy to* is a name with the previous year's number on it.



For example;

Assuming MYWHSE is the current 2009 entity and you are beginning 2010. Copy the MYWHSE entity to MYWHSE09. By doing so, all the data in the current entity is copied. Do not make the MYWHSE09 entity the default. MYWHSE09 is an archive of the previous year's season data.

Then Begin New Season in the current entity.

Make sure that the current entity MYWHSE is selected and displays on the title bar.

Click on **Utilities** → **Begin New Season..**

Enter the date to purge warehouse records.

(Approximately 4 to 6 weeks prior to the current date).

Click **OK**.

