

Gin - Begin New Season

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

The eCotton GIN 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 Gin data that is contained in the current entity, do the following.

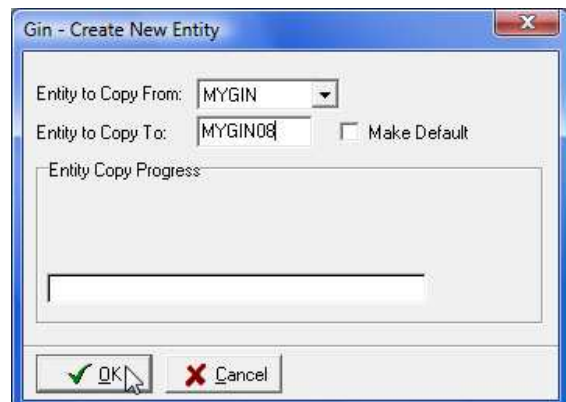
Make a copy of the current entity.

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 MYGIN is the current 2009 entity and you are beginning 2010. Copy the MYGIN entity to MYGIN09. By doing so, all the data in the current entity is copied to the MYGIN09 entity. Do not make the MYGIN09 entity the default. MYGIN09 is an archive for the 2009 ginning season's data. Click OK.

Then, Begin New Season in the current entity. **Make sure that the current entity is selected and displays on the Gin System title bar.**

Click on **Utilities → Begin New Season..**
Check the boxes for the records you want to clear. The New Crop Year should be the upcoming season's year.
Click Go.

