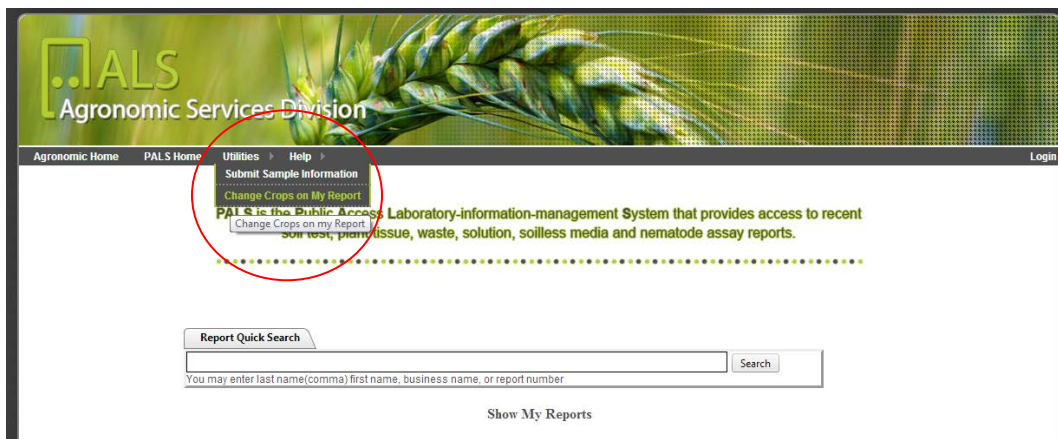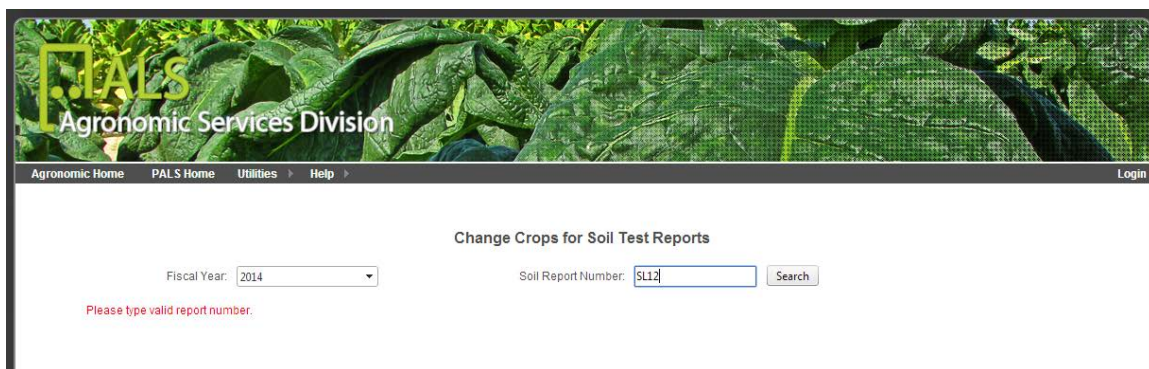# Changing Crop Codes in PALS

revised February 2014

1. Reports where crop code changes are made cannot be saved in PALS itself. Changes will have to be saved on a user's computer.

2. Go to Agronomic Division webpage — www.ncagr.gov/agronomi/

3. In the navigation column on the left side of the webpage, click on **Find Your Report (PALS)**.

4. The next screen will appear as shown below. Place the cursor over **Utilities** and click on **Change Crops on My Report** in the drop-down list.

5. On the next page, select the fiscal year using the drop-down box and then type in the report number next to SL. Below, FY 2014 has been selected and report 12 (SL12). Next, click the **Search** button.

6. On this page, it is possible to specify a new crop for one or all samples on the displayed report and obtain revised lime and fertilizer recommendations for the specified crop.

Select First Crop by choosing the desired new crop from the drop-down menu. Next **Select Second Crop** in the same manner, if this is relevant to your cropping situation.

7. To obtain new recommendations for all samples on the report, click the **Change Whole Report** button.

    To change recommendations for a single sample, select the desired sample using your mouse (cursor). The selection will be <u>highlighted in gray</u>. Once you click the **Change Selected Sample** button, the new recommendations will appear in <u>highlighted in yellow</u>.
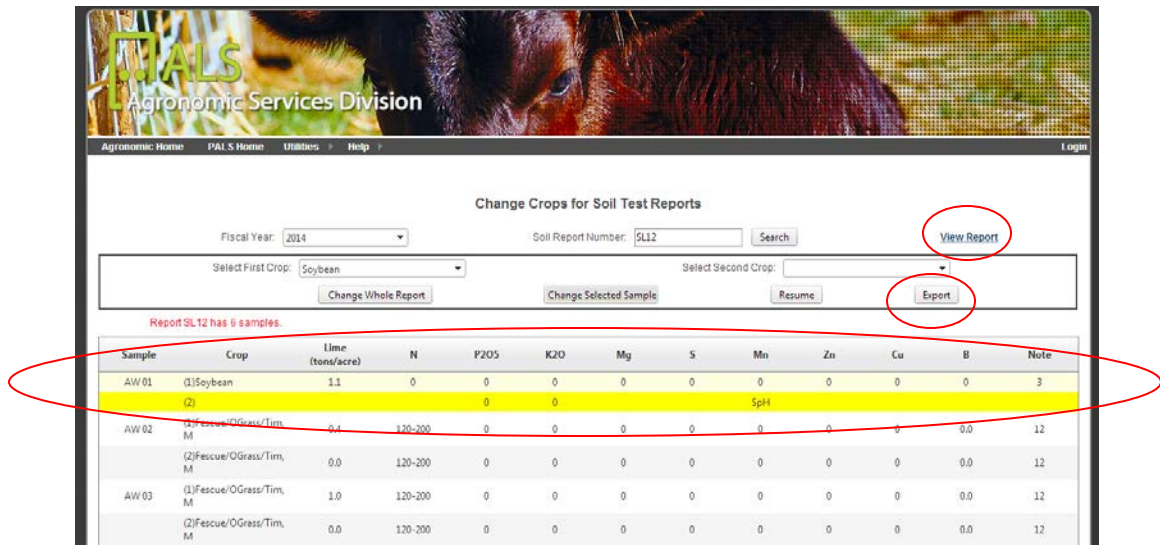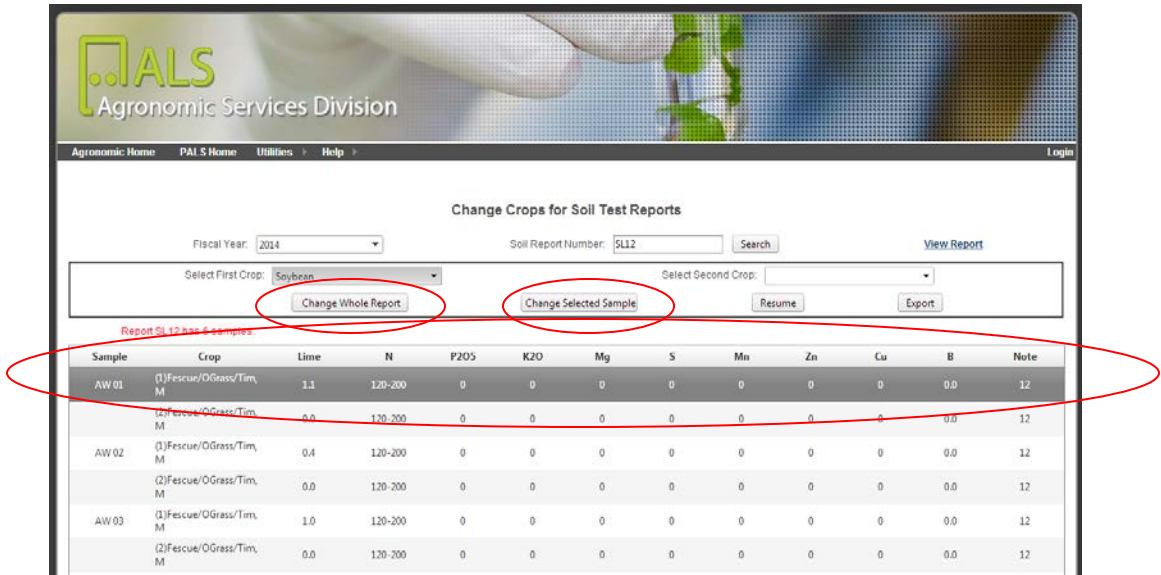
Note: In PALS, the PDF-report-view will always display the originally specified crops and recommendations. Therefore, if you click the **View Report** button (shown in the image above), you will not see the new recommendations. To save a copy of the old and new recommendations, you must click the **Export** button.

8. **Saving the New Recommendations**

Once you click the **Export** button, a spreadsheet will open. The recommendations from the original report are listed first followed by the modified recommendations for new crop(s) specified. Save this file for your records.

Here is an example of the spreadsheet.