

# Merging two VPro projects

This is something most user end up doing at some point. To load the Merge Projects options form, select Merge Project in the VPro tab of the ribbon menu and from the Project menu click Merge Projects. It is a fairly simple procedure if a certain amount of care is taken.

The first and number one thing to do is to back up your destination project. If you've forgotten where the destination project is located, right-click the project name in the Data Centre menu and select Link Info. The second step is to carefully select your source and destination projects in the Merge Projects form. The third step is to look at the merge options and select the methods you wish to employ. Once you are confident that you've selected the options for your merge, click the button Combine Projects.

**Select a project in the "Project List" window and click on an arrow button to move it into one of the other windows. Records from the "Source Project" window will be inserted into the Project in the "Destination Project" window.**

Project List	Source Project	Destination Project
DataFromFreddy MyNewProject Sample	DataFromFreddy	MyNewProject

**Buttons:** Refresh Project List, Close, Combine Projects

**Merge options for site, veg and soil data**

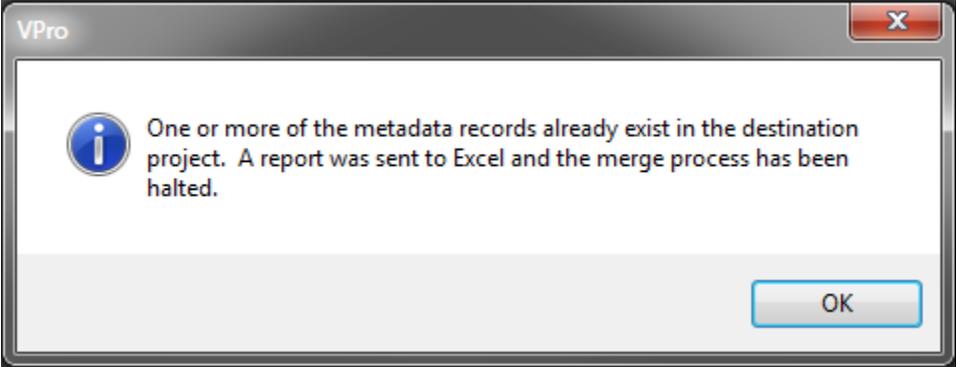
- Maintain all data in destination project
- Replace all data for matching plots in destination project
- Replace only vegetation data for matching plots in destination project
- Replace only site data for matching plots in destination project

**Metadata**

- If there are identical Project IDs in the destination and source projects with differing last edited dates, use the last edited date to determine the record to keep. If the date is the same, the destination data will be preserved.
- If identical Project IDs exist in both the source and destination projects, stop the merge and generate a problem report

**Note: when in doubt always pick the second option**

If you've selected the second option on the metadata merge section, you may receive a message if there are matching metadata items in both projects. An Excel report will automatically be generated for your convenience. Carefully review the metadata in each project and make any adjustments you feel are needed.



	A	B	C	D	E
1	One or more metadata records exist in your destination project				
2	Source Project	Source Project Date/Time	Destination Project	Destination Project Date/Time	Project ID
3	DataFromFreddy		MyNewProject		BEC
4					
5					
6					

Once you've successfully merged your project, you will receive a confirmation message.

