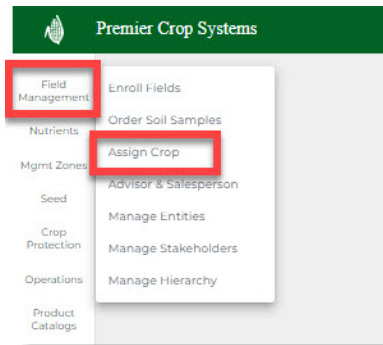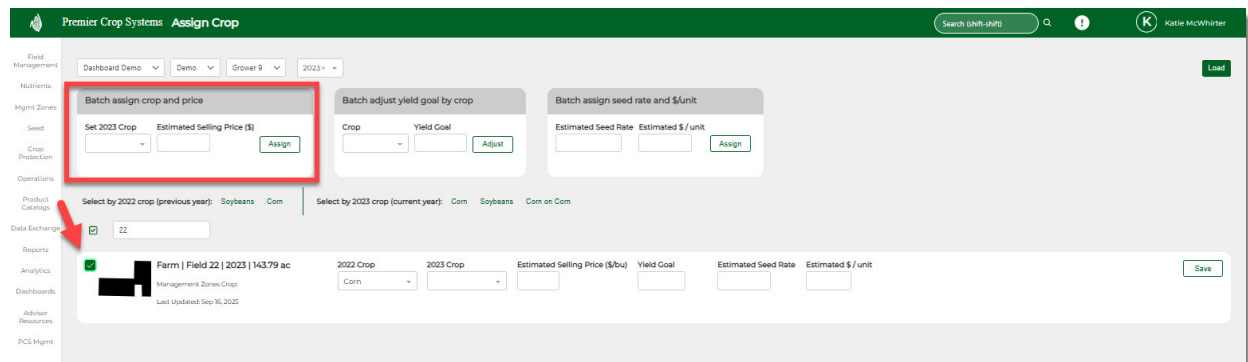# Set Crop & Previous Crop Workflow Best Practices

Step by Step Instructions

1. Navigate to **Field Management > Assign Crop**.

2. Navigate to the desired Grower and year and assign the crop. You can do this either as a batch or at the field level.

> If you enter this data at a field level, make sure that you click the **Save** button at the field level or your data will not save.

3. If you have field(s) that did not have the previous crop set, set the previous crop and click the **Save** button.

> If you have a field that has two previous crops, you will need to account for that on the Field Spatial Web Entry page.

> If Previous is incorrect, go back to the prior year, correct it, and click **Save**.