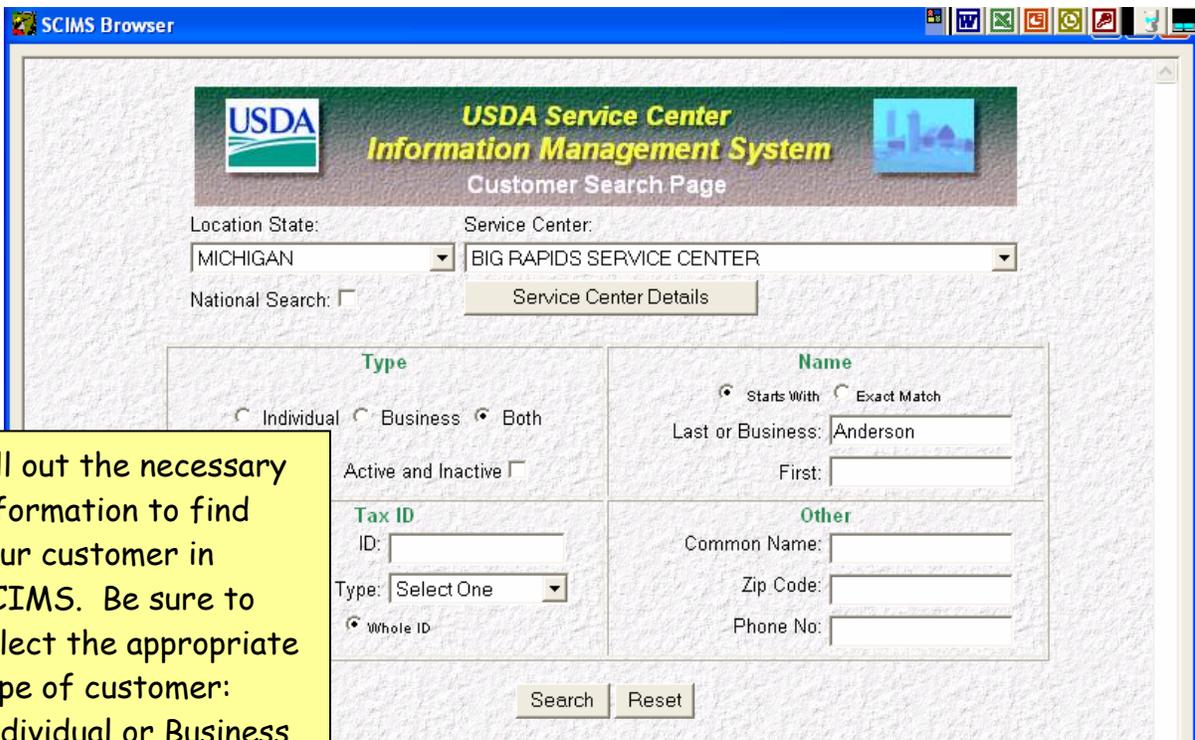
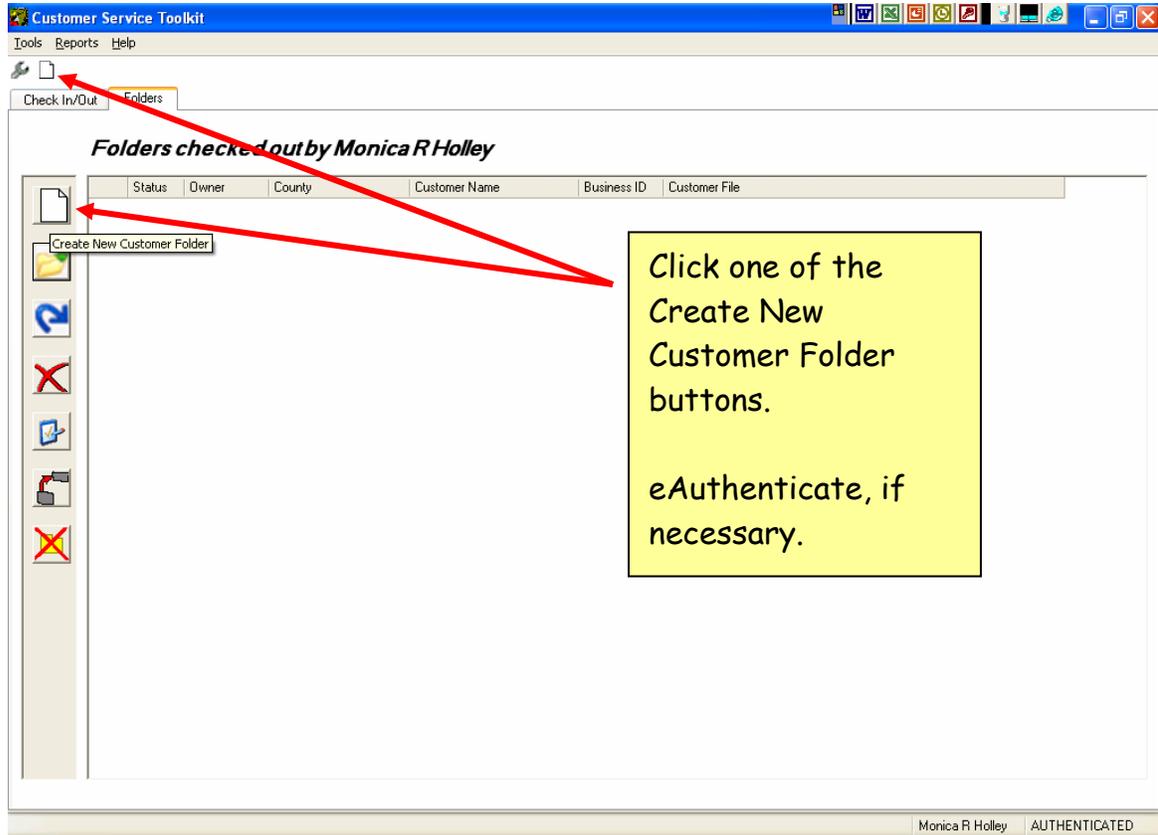


# Creating a New Customer Folder

# Creating a New Customer Folder

New customer folders will be created for customers you did not work with in Toolkit 2004. If the customer already has a file on the server, either use the Toolkit Check In Wizard to upload their old plan or see the MI Toolkit website for instructions on how to connect to a customer file without an mdb.



# Creating a New Customer Folder

Select the correct SCIMS customer by clicking on the name.

Enter Customer Information for ALFORD ANDERSON

County: MECOSTA

Customer Root Folder: MECOSTA  
NEWAYGO

Company/Business: Anderson\_Alford

Identifier: AndersonAlf

Identifier characters may not include: \:/\*?

ArcGIS Template: C:\Program Files\USDA\Toolkit5\Templates\Mec

OK Cancel

Enter information above, then click OK button.

Choose the correct County.

Enter the Company/Business.  
This will become the first half of the file name.

Enter the Identifier. This will become the second half of the file name.

Click OK.

Customer Service Toolkit

Tools Reports Help

Check In/Out Folders

**Folders checked out by Monica R Holley**

Status	Owner	County	Customer Name	Business ID	Customer File
write	Monica R Hol	MECOSTA, MI	ALFORD ANDERSON	AndersonAlf	\Anderson_Alford-AndersonAlf

A message appears confirming that a new customer has been created.

The customer appears on the Folders tab ready to be opened.

Monica R Holley AUTHENTICATED