Check Customer Into National Database

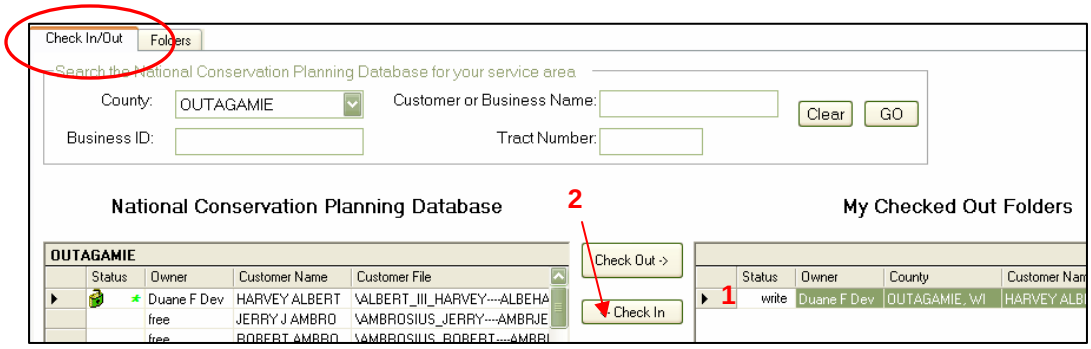
Abstract

The purpose of this guide is to demonstrate how to check the folder back into the National Conservation Planning Database (NCPDB) when you have finished working with a customer folder.

Steps: Close All Toolkit Related Files – Close Customer Window – Check In.

Details

1. **Close** all *Toolkit related files* that may be open. (i.e. Excel spreadsheets, Word documents, ArcMap documents, etc.).
2. **Close** *customer window* by **clicking** on the *black* ☒ *icon* in the upper right hand corner of the Toolkit screen.
3. **Click** the *Check In/Out* tab.



4. **Select** a customer from the *My Checked Out Folders* area by **clicking** on the *gray area* to the left of the customer row to highlight the customer (see graphic above – **1**).
5. **Click** the ***Check In*** button (see graphic – **2**).

Notes:

- To select more than one folder, hold down the ***Ctrl key*** and continue selecting customers.
- You cannot check in a read-only version of a customer folder. Read-only copies can only be deleted and cannot be checked back into the NCPDB.