Look for Legacy Toolkit Data

Abstract

The purpose of this guide is to demonstrate how to find legacy data (created using Toolkit 4.0) that can be transferred to Toolkit 2004.

Steps: Look in the F:\drive for the customer's folder – Open .mdb File

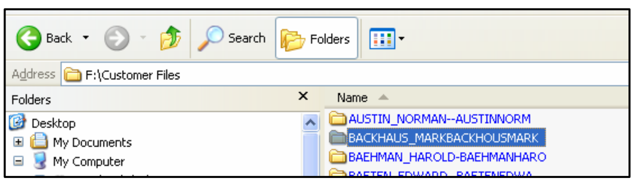
Details

1. **Open** *Windows Explorer,* and **navigate** to the following directory:

   F:\Customer Files

   Note: Do not look in the *F:\Customer Files Toolkit* directory.

2. **Look** for the *customer folder* in question.

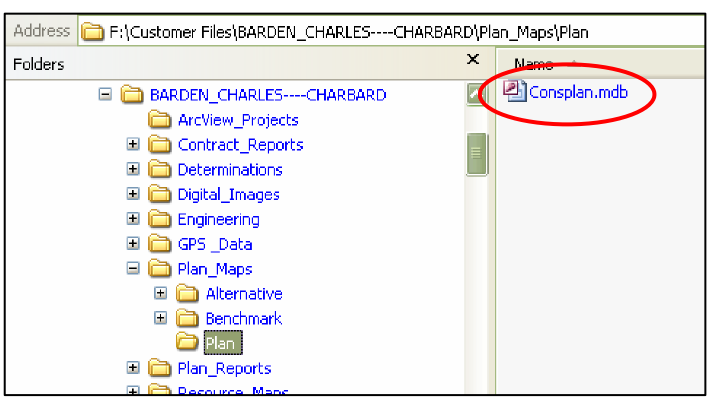


3. **Double click** on the *customer folder* and navigate to the following path:

   Plan_Maps || Plan

4. If there is a file with the extension ***.mdb*** in the *Plan* folder, you may have legacy data.

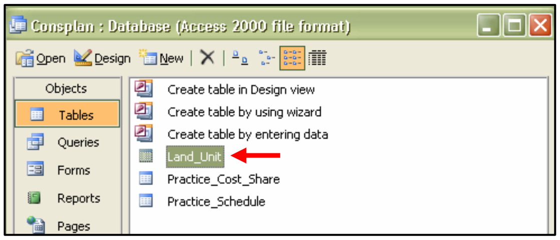
   Note: If the *Plan* folder does not have a file with the ***.mdb*** extension, create a new customer



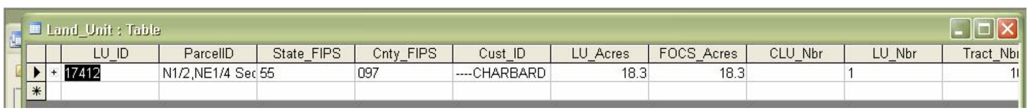
5. **Double click** on the file with the ***.mdb*** extension.

   Note: If a Security Warning opens, **click** the ***Open*** button.

6. The database window will open. **Double click** on the *Land_Unit* table to open it.



7. When the *Land_Unit* table opens, if there are any data lines shown, you have Legacy Data that can be checked into the National Conservation Planning Database (NCPDB) for use in Toolkit.



8. Close the database and cut and paste the *customer folder* to:

   C:\Check_In

   - **Right click** on the *customer folder*, **select** the ***Cut*** option
   - Navigate to the following directory:

     C:\Check_In

   Right click and **select** ***Paste***