

Overview of Customer File Tab

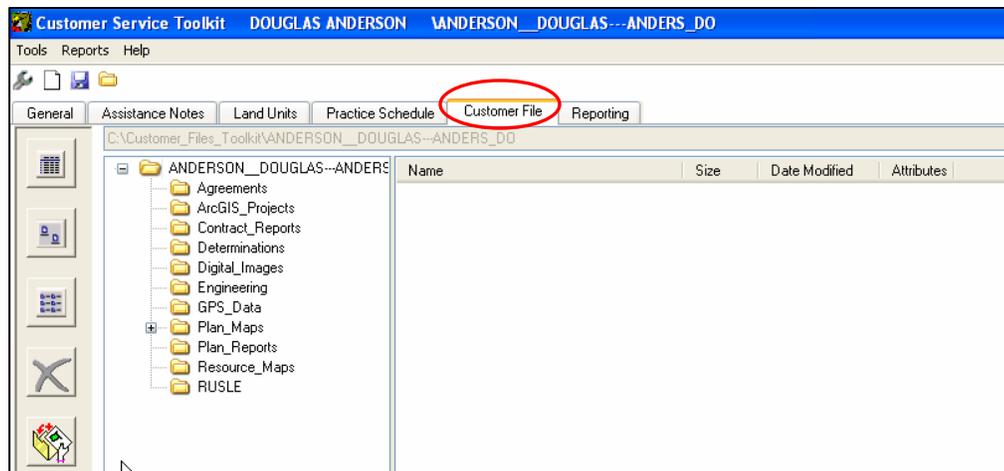
Abstract

The purpose of this guide is to show what can be found on the *Customer File* tab screen and explain what can be accomplished here.

Steps: Click on the Customer File Tab.

Details

1. **Click** on the *Customer File* tab.



2. Below are brief descriptions as to what each icon will do (on the left of the *Customer File* tab).



Display Details – will show file name, size, date modified and attributes



Display Icons – will show a picture for each file type



Display List – will show a simple list of the file names.



Delete – will delete a highlighted file.



Change/Add ArcGIS Template – will allow you to update your ArcGIS template.

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3. Also on this screen, you will see all of the folders that are associated with your customer. The most common folders are listed below.

Note: You may have more folders specific to your office.

ArcGIS_Projects

This is where you will begin and save your ArcMap project (i.e. Cons_Plan_FY06).

ArcView_Projects

This is where ArcView Projects (created in Toolkit 4.1 and earlier) are stored. You can still open these projects if desired.

Contract_Reports

This is where contracts documents, saved as spreadsheets, are stored.

Determinations

This is where all determinations (i.e. CPA1026) are stored.

Digital_Images

This is where pictures, or other digital media associated with the customer's property, are stored.

GPS_Data

This is where GPS text file and shapefiles, created using GPS data, are stored.

Plan_Maps

There are three subfolders under this folder. They are *Alternative*, *Benchmark* and *Plan*. There may or may not be data in Benchmark and Alternative (the data stored in these two folders is from FOCS).

In the Plan subfolder, is a file with the extension *.mdb*. This is a database that contains tabular data for the customer that was created in Toolkit 4.1 (i.e. tracts, fields, acres, contract information, and planning information). This is the data that was uploaded to, and now stored in, the National Conservation Planning Database (NCPDB). You may also find shapefiles stored here. They will include *consplan.shp* and *consplanlabels.shp*. These are the shapefiles that were created in Toolkit 4.1 or earlier. You may import the shapefile into the ArcGIS project if desired.

Plan_Reports

This is where all plans, saved as spreadsheets, are stored.

Resource_Maps

This is where shapefiles, GIS layouts (exported as Adobe .pdf files), and soils reports are stored. Shapefiles that are obtained from other sources may also be stored here.

RUSLE

This is where RUSLE data will be stored.