

Folders Tab

Abstract

This narrative will provide an overview of all of the buttons located within the Folders tab of Toolkit and the functions of each.

Functions

1.  **Create a Customer:**

This button allows you to create a new customer that can be uploaded to the National Conservation Planning Database (NCPDB).
2.  **Open Folder:**

This button allows you to open a customer folder that has been downloaded from the NCPDB.
3.  **Redo Check Out of Folder:**

This button allows you to download a new copy of the customer file that you started with from the NCPDB. This will overwrite any data that you changed locally. This feature could be used if data is corrupted or undesirable changes have been made.
4.  **Delete Read-Only Folder from Hard drive:**

If a customer file has been made read-only, using this button will delete customer folder from your hard drive. The files will not be checked back into the NCPDB.
5.  **Check in folder:**

When you're finished working with a customer folder, clicking this button will check it back into the NCPDB.
6.  **Change County:**

If your customer folder has been checked into the wrong county, you can change the county and re-check in the file using this button.