

Toolkit

Task Guide #9

Geodata Tools Version 9.2011.01.13

January 14, 2011

Abstract

Geodata Tools (GT) assists in the update and maintenance of workstation data and tools. Functionality exists for updating the Natural Resources Conservation Service (NRCS) copy of the Common Land Unit (CLU), uploading electronic documents, managing workstation geodata, cost lists, tools, and mapping drives.

Assumptions

Service center geodata is loaded according to U.S. Department of Agriculture (USDA) document "Geospatial Dataset File Naming."

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Instructions

Installation

1. Open Windows Explorer and navigate to F:\geodata\project_data\nrcs\tools\Geodata_Tools\
2. Double-click on the file **GT_Install.exe**

See section on modifying associated text files to change offices, servers, and geodata download capabilities.

Upgrade

Starting with version 4.2007.07.09, when the application is accessed, the user will be notified if a new version of GT is available. A dialog similar to the right, which includes instructions, will be displayed.



Create a Desktop Shortcut

An existing desktop shortcut from a previous version of GT will function with this version.

1. Open Windows Explorer and navigate to C:\geodata\project_data\nrcs\tools\
2. Right-click on the file **Geodata Tools.exe**
3. Left-click **Send To>**
4. Left-click **Desktop (create shortcut)**

Using GT

Double-click on the **Geodata Tools** Desktop Shortcut to open the tool.

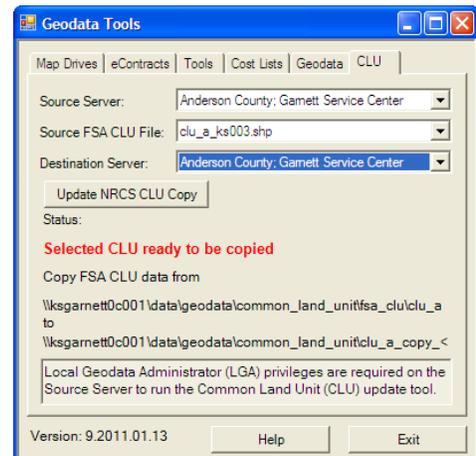
Five tabs exist across the top of the GT application, click on the appropriate tab to view available options. Refer to each section in this document for detailed use of each tab.



CLU (Common Land Unit) Tab

Updating the NRCS copy of the CLU requires Local Geodata Administrator (LGA) or State Geodata Administrator (SGA) permissions. LGA permissions are typically only assigned to the district conservationist (DC). The LGA can update the NRCS copy of the CLU data from the official Farm Service Agency (FSA) data. LGA permissions are required for both the Source Server and the Destination Server.

1. Select the Source Server where the FSA CLU data is maintained.
2. Select the Source FSA CLU File that will be copied
3. Select the Destination Server where the NRCS copy of the CLU will be updated to
4. Click the button **Update NRCS CLU Copy**
5. Refer to the status statement for verification the data has been updated
6. Repeat Steps 1 through 4 for additional counties



Geodata Tab

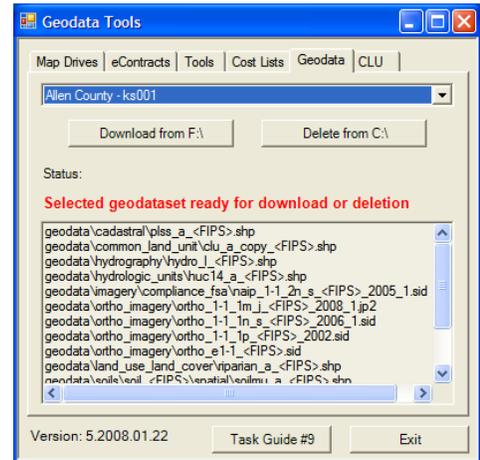
Options are available for downloading USDA geodata from the server to the workstation and for deleting USDA geodata from the workstation. A standard geodata load for a Kansas service center includes the county and all surrounding counties' geodata. The geodata on the workstation can be used with ArcGIS and Toolkit when necessary to disconnect from the USDA network.

Download Geodata from Server to Workstation

1. Select a county from the choice list. All Kansas counties will be available from the list. *This does not guarantee that the geodata is loaded on the local server.*
2. Click **Download from F:**
3. Refer to the status statement for verification the process is working
4. When complete, a dialog will appear stating the geodata has been updated.

Delete Geodata From Workstation

1. Select a county from the choice list
2. Click **Delete from C:**
3. Click **OK** on the dialog that all data has been deleted



Cost Lists Tab

Copy one or all cost lists from the server to the workstation. If the folder C:\Field_Office_Tech_Guide\Section_\ does not exist, GT will create the folder.

Download All Cost Lists From Server to Workstation

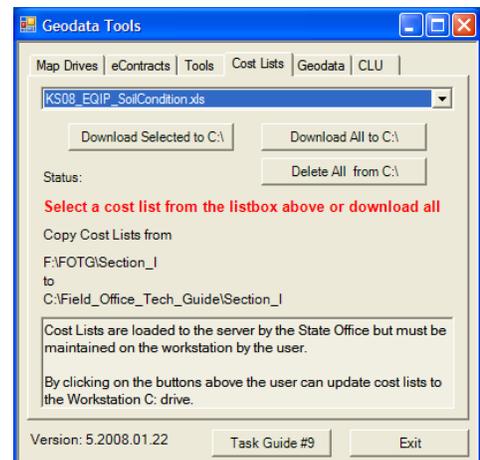
1. Click **Download All to C:**
2. Refer to the status statement for verification the process is working
3. Click **OK** on the dialog that all cost lists have been downloaded

Download Selected Cost List From Server to Workstation

1. Select a cost list from the choice list
2. Click **Download Selected to C:**
3. Refer to the status statement for verification the process is working

Delete All Cost Lists From the Workstation

1. Click **Delete All from C:**
2. Click **OK** on the dialog that all cost lists have been deleted from the workstation



Tools Tab

As new state-developed tools become available, users will be notified to use this tab to update the tools on their workstation. The tools tab also contains a button to delete unneeded temporary files which may increase the performance of your workstation.

Update Workstation Tools

1. Click **Update Workstation Tools**
2. Refer to the Status statement for verification the process is working
3. Click **OK** on the dialog listing the tools that have been updated or have not been updated

Delete Temporary files

1. Click **Delete Temporary Files**
2. Refer to the Status statement for verification the process is working



Map Drives Tab

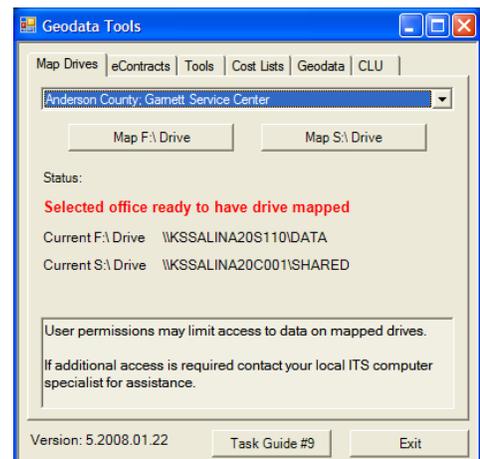
This option allows employees covering multiple counties or on detail to easily switch mapped drives to an alternate service center. When a user logs on to an NRCS workstation, the F: and S: drives are defaulted to the user's home service center; therefore, when a user is away from their home service center, they will need to remap their drives to access the alternate local service center's F: and S: drives. Users are required to be a member of the global group for the local service center to access F:\geodata\. Permissions are set by an Office of the Chief Information Officer Information Technology Services (OCIO/ITS) computer specialist.

The user's current drives are listed midway down the dialog.

1. In the list box, select the office to remap the F:\ and/or S:\ drives to
2. Click either the **Map F:\ Drive** button or the **Map S:\ Drive** button
3. The dialog below will warn the user of potential data loss if files are open on the drive to be remapped. By clicking **OK**, the drive will be remapped. Clicking **Cancel** will allow the user to stop and verify that all files are closed.



4. If the OK button is clicked in step 3, the drive will be remapped to the selected office's server and the following dialog will confirm the change.



eContracts Tab

Scanned contract documentation is transferred to the state office (SO) using the eContracts tab. Documents saved in PDF format can be selected from a hard drive or other external memory device, such as a memory stick, and uploaded to the SO. Each active list box or text box must be completed prior to browsing to or uploading a file. After the first use of eContracts, the Administrative Service Center, Conservation Program, and Fiscal Year (FY) will be defaulted to your last previous selection.

Upload Document

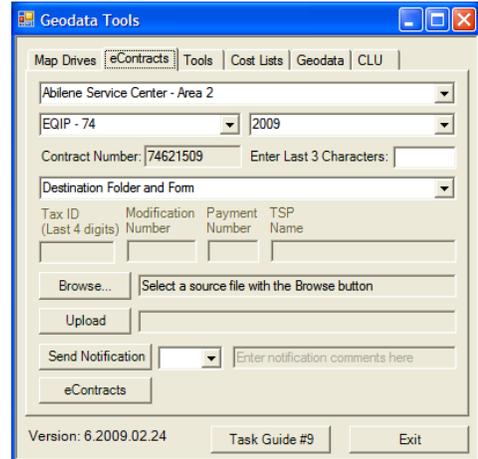
All documents will be scanned as individual PDF documents except for the initial obligation. All forms for initial obligation should be scanned into one PDF file to make the process more efficient for the user. File names will be generated automatically for each document depending on the destination folder and file that are selected. The only exception to automatic file naming is the SO requested information, which will use the same file name as the source file.

1. Information for the following must be selected or filled out:
 - Administrative Service Center
 - Conservation Program
 - FY
 - Contract Number (Last 3 or 4 characters depending on FY)
 - Destination Folder and Form
2. The following must be filled out if active. These will change depending on which destination folder and form are selected.
 - Tax ID
 - Modification Number
 - Payment Number
 - TSP Name
3. Click the **Browse...** button and navigate to and select the scanned PDF document.
4. Click the **Upload** button to send the file to the SO.
5. Notification will be given in the lower right-hand corner of the dialog when the file has been uploaded.

Send Notification

Once all documents have been uploaded to the SO, a separate notification must be sent to the Financial Management (FNM) Staff to notify them of a needed action.

1. Information for the following must be selected or filled out:
 - Administrative Service Center
 - Conservation Program
 - Fiscal Year
 - Contract Number (Last 3 or 4 characters depending on Fiscal Year)
2. Select one of the notification types
3. Optionally enter comments
4. Click the **Send Notification** button.



The screenshot shows the 'Geodata Tools' application window with the 'eContracts' tab selected. The interface includes a menu bar with 'Map Drives', 'eContracts', 'Tools', 'Cost Lists', 'Geodata', and 'CLU'. Below the menu bar, there are several input fields and buttons. The 'Abilene Service Center - Area 2' is selected in a dropdown menu. The 'EQIP - 74' dropdown is set to '2009'. The 'Contract Number' field contains '74621509' and there is an 'Enter Last 3 Characters' field. The 'Destination Folder and Form' dropdown is also present. Below these are fields for 'Tax ID (Last 4 digits)', 'Modification Number', 'Payment Number', and 'TSP Name'. There are 'Browse...' and 'Upload' buttons. A 'Send Notification' dropdown is set to a default value, and there is a text box for 'Enter notification comments here'. At the bottom, there is an 'eContracts' button, a version number 'Version: 6.2009.02.24', a 'Task Guide #9' button, and an 'Exit' button.

eContracts Button

The eContracts button allows employees to navigate to and view contract information that has already been uploaded to the SO. No information is required to be completed prior to using this option, but as more information is filled out the farther the tool will drill down to a contract when the button is clicked. For example, if Administrative Service Center and Conservation Program are selected, the tool will only drill down to that location in the folder structure. Selecting FY and filling out a contract number will drill down to the specific contract.

File Name Standards

The following file name standards are automatically used when a file is uploaded to eContracts. The user is responsible for entering the correct information and uploading to the correct service center and contract number. Files uploaded to the State Office-Requested folder will not be renamed; these files retain the name of the source file.

Initial Obligation:

Last 5 characters of contract number & “_” & Upload Date (MonthDayYear)
09C1V_062109_81409.pdf

Banking Information - 1199a:

Form Number & “_” & Last 4 of Tax ID & “_” & Upload Date
1199a_4321_81409.pdf

Banking Information – 60:

Form Number & “_” & Last 4 of Tax ID & “_” & Upload Date
60_4321_81409.pdf

Contract Modification – 1156:

Form Number & “_” & Modification Number & “_” & Upload Date
1156_1_81409.pdf

Contract Modification – 152:

Form Number & “_” & Modification Number & “_” & Upload Date
152_1_81409.pdf

Contract Modification – Potential Noncompliance 153

Form Number & “_” & Upload Date
CPA153_81409.pdf

Payment Information – 1245:

Form Number & “_” & Payment Number & “_” & Upload Date
1245_1_81409.pdf

Payment Information – 1245 TSP:

Form Number & “_” & Payment Number & “_TSP_” & TSP Name & “_” & Upload Date
1245_1_TSP_Smith_81409.pdf

Payment Information – 36:

Form Number & “_” & Last 4 of Tax ID & “_” & Upload Date
36_4321_062109_81409.pdf

Payment Information – Cost Calc:

Form Name & “_” & Payment Number & “_” & Upload Date
CostCalc_1_81409.pdf

Payment Information – Invoice:

Form Name & “_” & Payment Number & “_” & Upload Date
Invoice_1_81409.pdf

Payment Information – TSP:

“TSP” & “_” & Payment Number & “_” & Upload Date
TSP_1_81409.pdf

Signature Authority:

“SIG” & “_” & Last 4 of Tax ID & “_” & Upload Date
SIG_4321_062109_81409.pdf

SO-Requested Data:

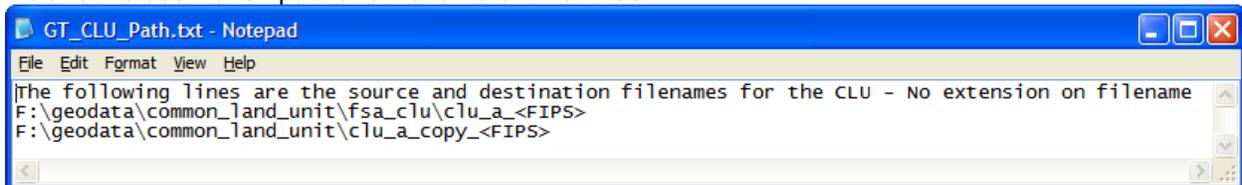
- No standard, input filename & “_” & Upload Date
- Cancellation or Termination – Application Packet
 - Last 5 characters of contract number & “_Canc_Term_Application_Packet_”& Upload Date
 - 09C1V_Canc_Term_Approval_Form_81409.pdf
- Cancellation or Termination – Approval Form
 - Last 5 characters of contract number & “_Canc_Term_Approval_Form_”& Upload Date
 - 09C1V_Canc_Term_Approval_Form_81409.pdf
- Equitable Relief - Application Packet
 - Last 5 characters of contract number & “_ER_Application_Packet_” & Upload Date
 - 09C1V_ER_Application_Packet_81409.pdf
- Equitable Relief - Approval Form
 - Last 5 characters of contract number & “_ER_Approval_Form_” & Upload Date
 - 09C1V_ER_Approval_Form_81409.pdf
- Waiver - Application Packet
 - Last 5 characters of contract number & “_Waiver_Application_Packet_” & Upload Date
 - 09C1V_Waiver_Application_Packet_81409.pdf
- Waiver - Approval Form
 - Last 5 characters of contract number & “_Waiver_Approval_Form_” & Upload Date
 - 09C1V_Waiver_Approval_Form_81409.pdf

Modify Associated Text Files

GT uses text files to allow flexibility for use by any state. All of the text files must be located on the local server in the folder F:\geodata\project_data\nrcs\tools\geodata_tools\.

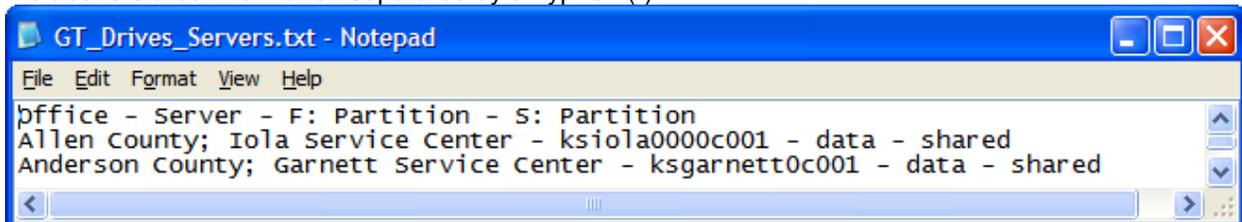
GT_CLU_Path.txt

The data available in this file is used in the CLU tab to designate the source of the FSA CLU shapefile and destination of the NRCS CLU shapefile. The source path and filename will be on line two of the text file and the destination path and filename on line three.

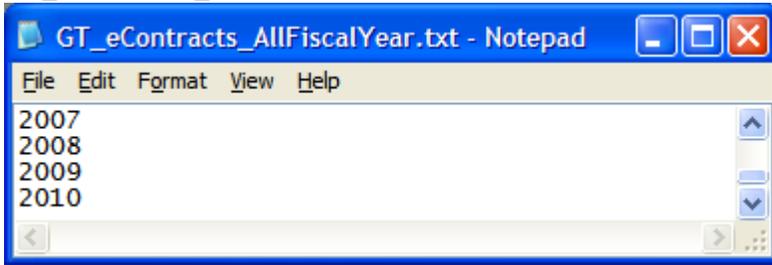


GT_Drives_Servers.txt

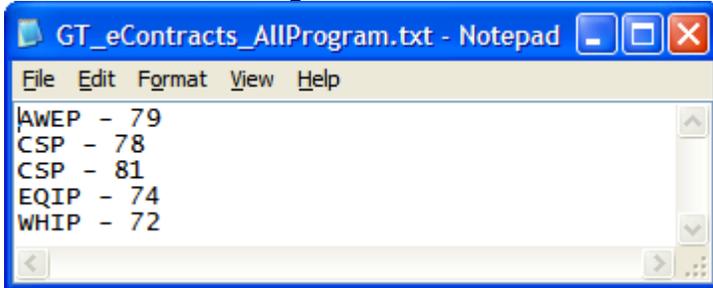
The data available in this file is used in the list box on the Map Drives tab. The file must include the first line “Office – Server – F: Partition – S: Partition” with additional rows of data for each office formatted to include the above-stated information separated by a hyphen (-).



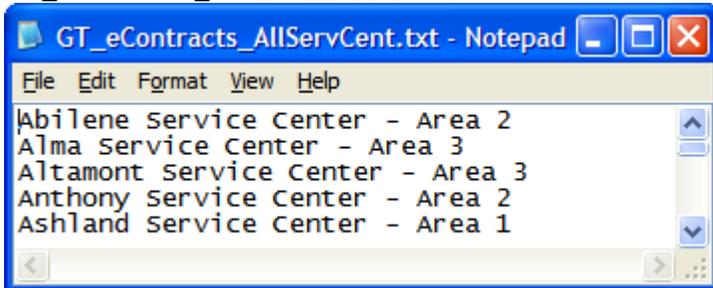
GT_eContracts_AllFiscalYear.txt



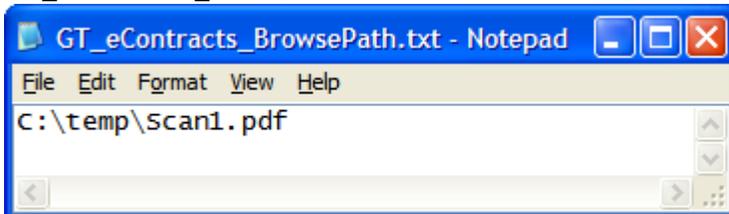
GT_eContracts_AllProgram.txt



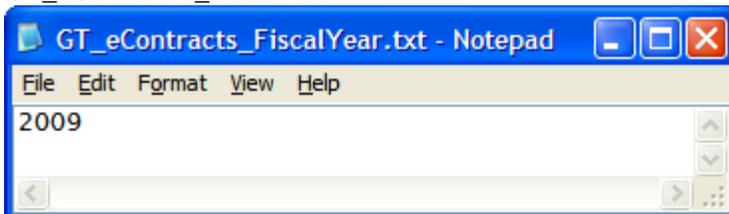
GT_eContracts_AllServCent.txt



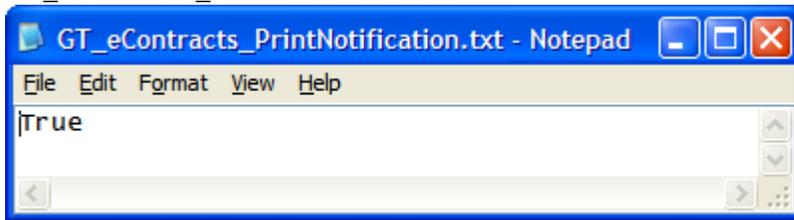
GT_eContracts_BrowsePath.txt



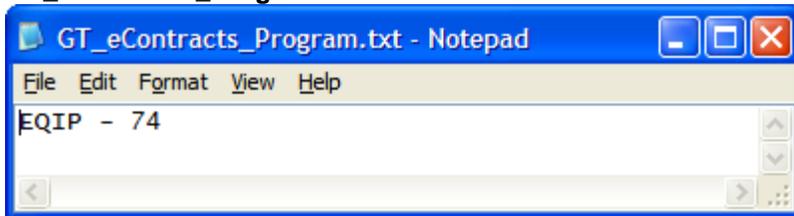
GT_eContracts_FiscalYear.txt



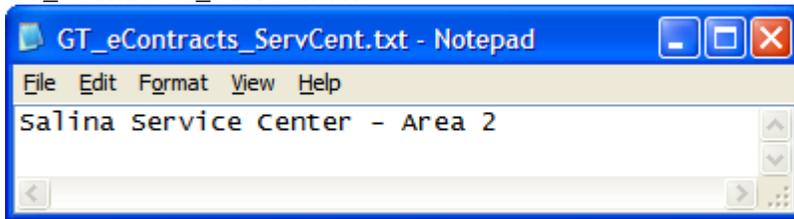
GT_eContracts_PrintNotification.txt



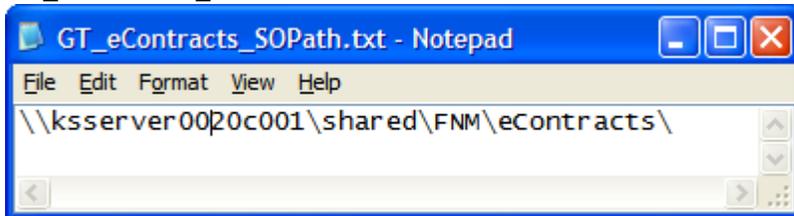
GT_eContracts_Program.txt



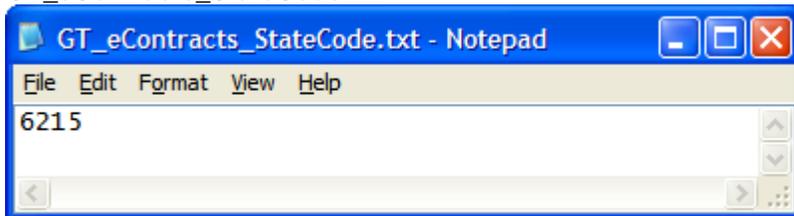
GT_eContracts_ServCent.txt



GT_eContracts_SOPath.txt

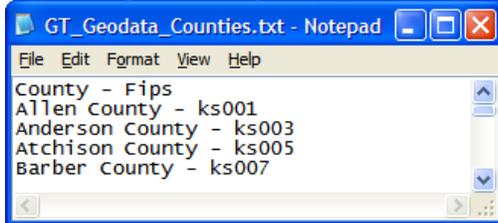


GT_eContracts_StateCode.txt



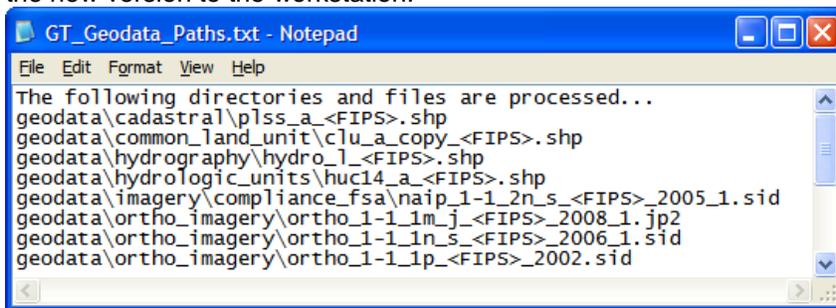
GT_Geodata_Counties.txt

The data available in this file is used in the list box on the Workstation Geodata tab. The file must include the first line "County – Fips" and also must include additional rows of data formatted to include the county or service center name and the county Fips code. These items must be separated by a hyphen (-). The Fips code must match the format used in the naming standards of the USDA geodata. For example, if the naming standard plss_a_ks001.shp is used, the Fips code in this file will be ks001.



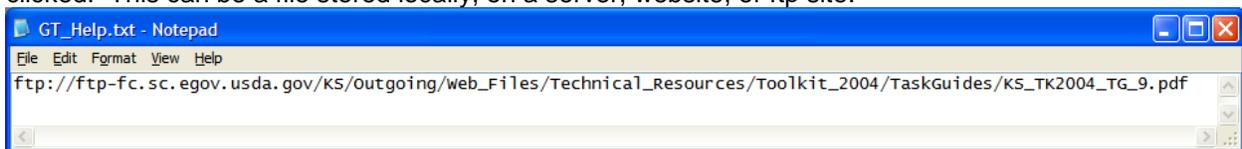
GT_Geodata_Paths.txt

The data available in this file is used in the Workstation Geodata tab and determines the geodata that will be copied from the F: drive to the C: drive when using the "Download from F:" button. The file must include the first line statement as seen in the image below and additional lines with the path and filename of geodata to download. The filename includes the variable "<FIPS>" in place of the actual county FIPS code. This file is extracted during the installation of GT to the following locations: C:\geodata\project_data\nrcs\tools\Geodata_Tools_Paths.txt. The file is required to be at F:\geodata\project_data\nrcs\tools\Geodata_Tools_Paths.txt and can be modified as data becomes available. This file can be pushed to the service center server by the SO and the Tools tab will download the new version to the workstation.



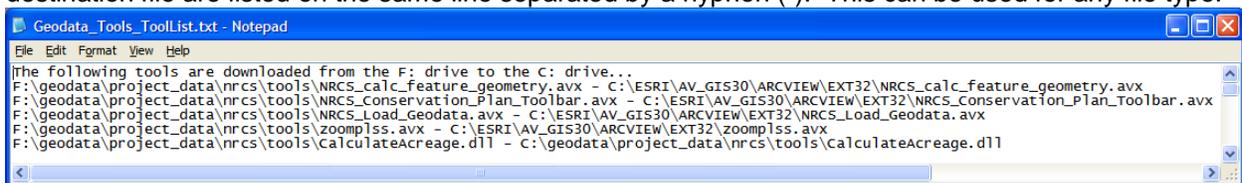
GT_Help.txt

This file is used on the main GT dialog for all tabs. The file listed is opened when the Help button is clicked. This can be a file stored locally, on a server, website, or ftp site.



GT_Tools_ToolList.txt

The data available in this file is used in the Tools tab, the source and destination of files that need to be copied from the server to the workstation are listed in the file. Starting on line two, the source file and destination file are listed on the same line separated by a hyphen (-). This can be used for any file type.



GT_Version.txt

The data available in this file is used to specify the newest version of the GT that is available. If a new version of the GT is pushed to the service center server, this file should be updated to include the new version number. If the version number in this file is not identical to the version number of the current version, the user will be prompted with instructions on how to upgrade to the newest version of GT; refer to the Upgrade section in this task guide.

