USDA NRCS
United States Department of Agriculture
Natural Resources Conservation Service

Kansas
Resource Conservation Staff

IDEA

Task Guide #1

Using ArcGIS to Map Practices to be Applied in Current Fiscal Year

June 14, 2010

Abstract

The Integrated Data for Enterprise Analysis (IDEA) Practice Detail Report can be used to determine which practices are either scheduled or overdue for implementation. This task guide will outline creation of a report and map for these practices as well as describe some of the options and data.

Assumptions

User has an eAuth Level 2 account.

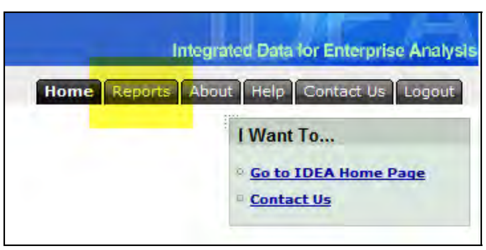
Notes

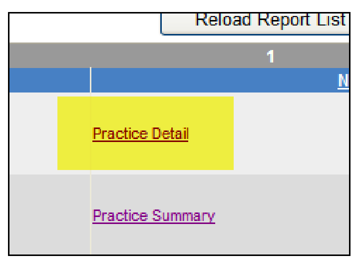
- The data contained within these reports and maps contains sensitive personal identifiable information (PII) and should be protected as it is your own. Data shall not be shared with non-Natural Resources Conservation Service (NRCS) employees and should be stored in a secure location on the network.
- Data represented in ArcMap is point data from the National Conservation Planning (NCP) Database. This data represents conservation practices planned or applied for a land unit. All practices are located at the center point of the land unit and there will most likely be overlapping points representing different practices.

Instructions

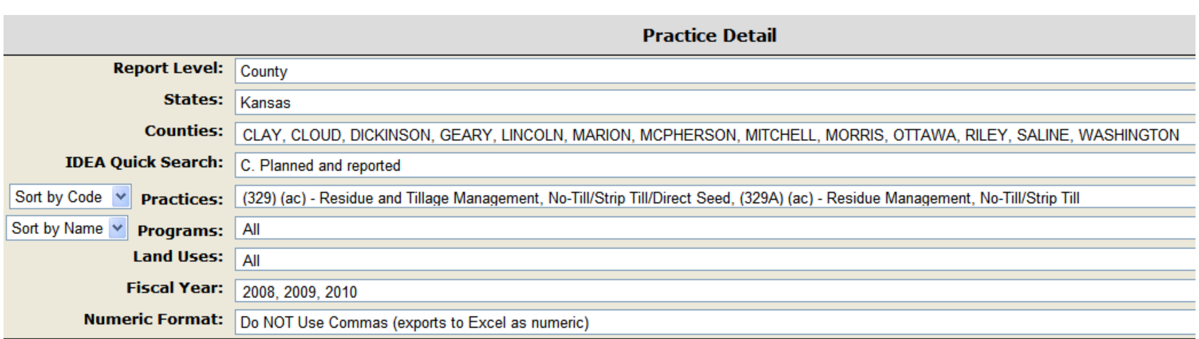
Generating and Saving the Report to Excel

1. Open the IDEA application from the my.NRCS Field Tools tab or go to the IDEA homepage at https://idea.sc.egov.usda.gov/IDEA/Home.aspx.
2. Click the **Reports** button and then open the **Practice Detail Report.**





3. Use the following filter options described below and displayed in the following screen shot.



Practice Detail

Report Level:	County
States:	Kansas
Counties:	CLAY, CLOUD, DICKINSON, GEARY, LINCOLN, MARION, MCPHERSON, MITCHELL, MORRIS, OTTAWA, RILEY, SALINE, WASHINGTON
IDEA Quick Search:	C. Planned and reported
Sort by Code Practices:	(329) (ac) - Residue and Tillage Management, No-Till/Strip Till/Direct Seed, (329A) (ac) - Residue Management, No-Till/Strip Till
Sort by Name Programs:	All
Land Uses:	All
Fiscal Year:	2008, 2009, 2010
Numeric Format:	Do NOT Use Commas (exports to Excel as numeric)

Filter Options for the Practice Detail Report

Report Level: County

Counties: When selecting the counties to run the report, select not only your county, but also the counties that are adjacent. The Practice Detail Report is developed to show data by the county which will get progress for conservation, but we can pull the plan county from the report. Selecting the surrounding counties will allow us to filter the Plan County attribute in the report and get all planning located inside and outside of the county.

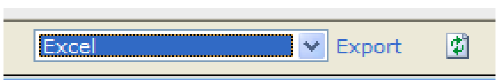
IDEA Quick Search: Use Quick Search Option C. Planned and reported. This will return all practices that have been reported as planned, but have not been reported as applied.

Practices: Select only the practices that should appear in the report or on the map.

Fiscal Year (FY): This is the year the practice is scheduled for implementation. It is recommended to select not only the current FY but a few previous FYs to capture overdue work.

4. Run the report by clicking the **Report** button in the upper right of the IDEA interface.

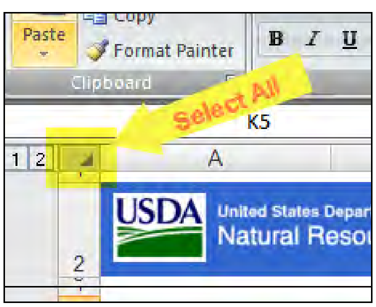
5. At the top center of the report, from the “Select a Format” list box, select **Excel** and click **Export.**



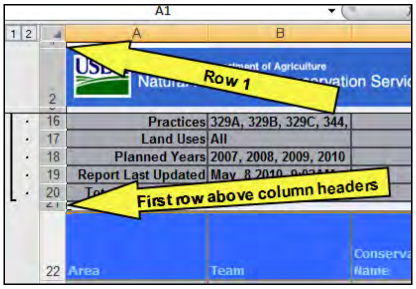
6. Use the Save dialog and navigate to an appropriate location and save the data.
   Note: This data should always be saved to an encrypted location on the workstation. PII data is included in the report and should be safeguarded.

Manipulating the Excel Document

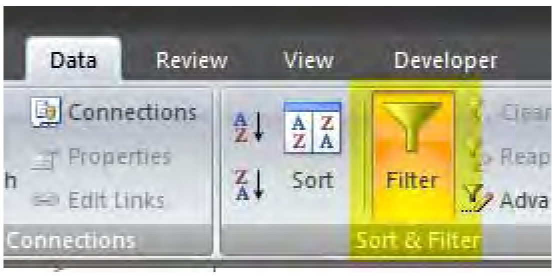
1. Open the newly created Excel file.
2. Eliminate any merged cells in the spreadsheet by clicking the **Select All** button and then clicking the **Merge & Center** button under the Home tab.



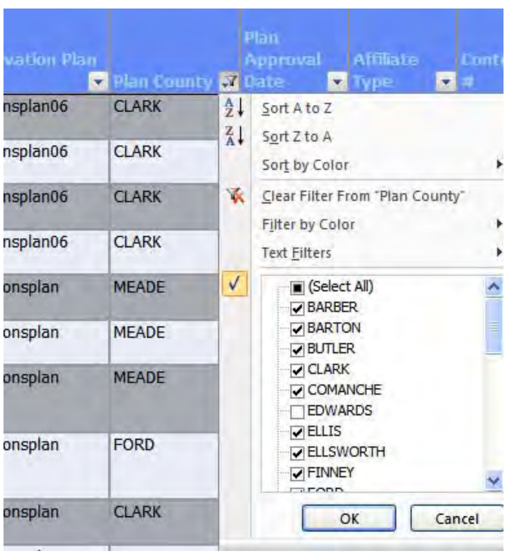
3. The first 21 records or so in the report are header information that needs to be deleted. Select all of the rows from 1 to the first row above the header information for the table.



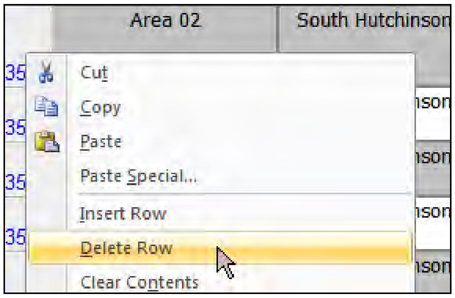
4. Right-click directly on the row indicators on the left of the spreadsheet and then click **Delete** to remove the header information from the table.
5. Click the **Filter** button from within the Data tab.



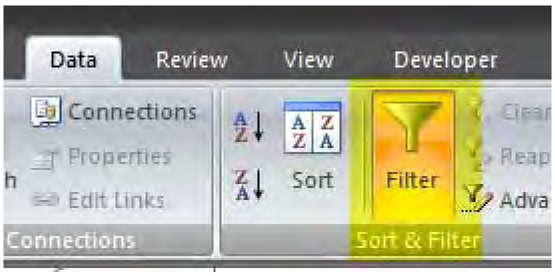
6. From the Plan County column filter list, <u>unselect</u> all counties you want to keep in the report.



7. Starting at row 2, select all rows to the bottom of the report. Include the row at the bottom that states who generated the report.
   Note: This can be accomplished by selecting row 2 and then using the scroll bar to get to the end of the report and then do a shift-click on the last record.
8. Directly over the row indicators on the left of the spreadsheet, do a right-click and then click **Delete.**
   Note: This deletes all records from the selected counties, leaving only the data planned by the unselected counties in the list.



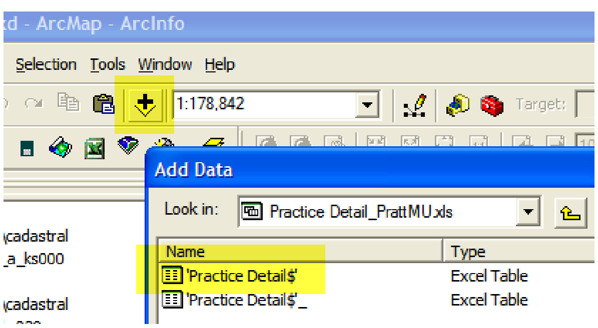
9. Remove all filtering by going to the Data tab and clicking the **Filter** button.



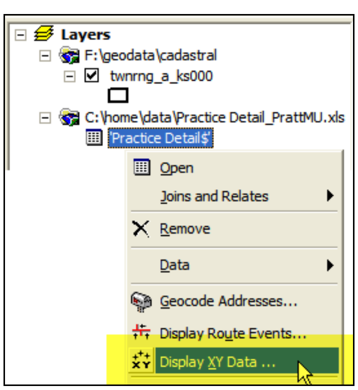
10. Press **<Ctrl> Home** to return to the top of the spreadsheet.
11. Save the spreadsheet.

<u>Display Data in ArcMap as a Layer</u>

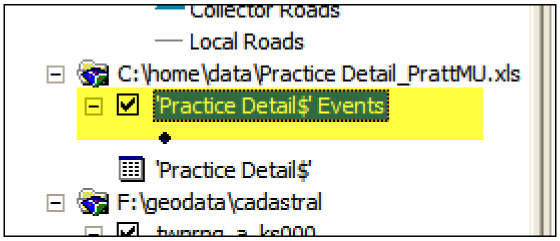
1. Open an existing ArcMap document.
   Note: To have all Toolkit functionality, use the County Customer File.
2. Click the **Add Data** button and navigate to the previously saved Excel document.
3. Double-click the Excel document and then double-click **'Practice Detail$'.**
   Note: The table is now loaded in the ArcMap Table of Contents (TOC).



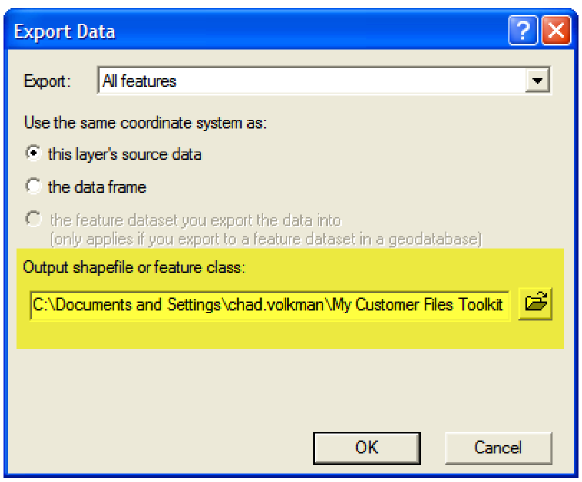
4. Right-Click the new table in the TOC, then right-click **Display XY Data…**



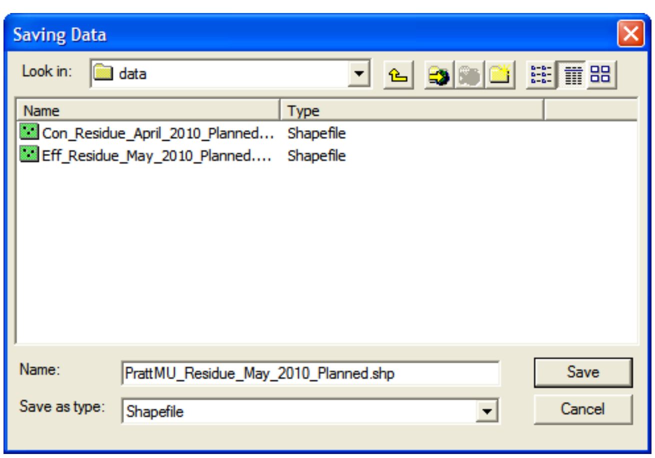
5. On the Display XY Data dialog, click the **Edit…** button in the lower right corner.
6. On the Spatial Reference Properties dialog click the **Select…** button.
7. On the Browse for Coordinate System dialog, double-click **Geographic Coordinate Systems**, then double-click **North America,** then scroll to and double-click the file named **North American Datum 1983.prj**.
8. To exit the dialogs, click **OK** and then click **OK** again. A warning dialog will appear. Click **OK** one more time.
   Note: A new event layer is now available in the TOC, but it does not have all the functionality of a feature layer
9. Right-click the new event layer in the TOC then click **Data** and then **Export Data.…**



10. On the Export Data dialog, click the **Browse** button in the lower right to navigate to the location to store the new shapefile layer.
    Note: Remember there is sensitive PII data in the attribute table, save this information in an encrypted location on the workstation.



11. On the Saving Data dialog, provide a descriptive name for the shapefile feature layer then click **Save** and then click **OK** on the Export Data dialog, then click **Yes** to add data to the map as a layer.



12. At the bottom of the TOC, click the **Display** tab
13. In the TOC, right-click the new layer then click **Zoom To Layer**

Adding Labels to the Features in the New Layer

1. Right-click the new layer in the TOC then click **Properties.**
2. On the Layer Properties dialog, go to the Labels tab and click the **Expression** button.
3. On the Label Expression dialog, click the **Load…** button in the lower right.
4. Navigate to “F:\geodata\project_data\nrcs\labels” and double-click the file **IDEA_Practice_Detail.lxp.**
5. On the Label Expression dialog, click **OK.**
6. On the Layer Properties dialog in the upper left, click the box for **Label features in this layer** and then click **OK.**