

## Toolkit Task Guide #41

### Management of Toolkit Customer Data Due to Office Closures

August 27, 2007

#### **Abstract**

Due to the closure of some Kansas Natural Resources Conservation Service (NRCS) service centers and subsequent decommissioning of servers, Toolkit customer folder data will initially be maintained on the server at the consolidated service center (SC). Toolkit customer data will continue to be available to all Toolkit users with appropriate permissions. As customers notify NRCS which SC they intend to have future coordination with, customer data will be migrated by the Toolkit user to that SC.

All data located at "F:\geodata\" will continue to be maintained and updated by the NRCS State Geodata Administrator.

#### **Instructions**

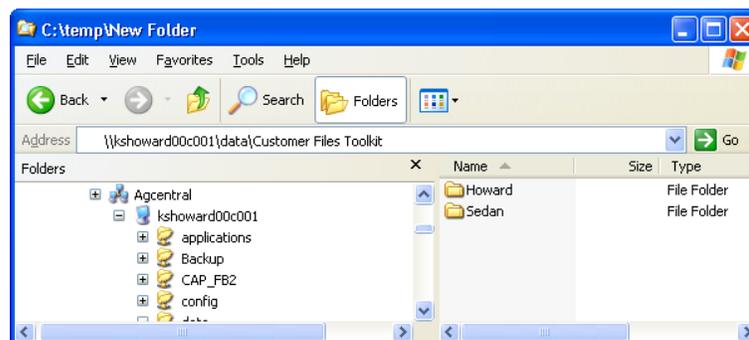
##### Information Technology Services (ITS) Computer Specialist Responsibilities

Office of the Chief Information Officer - Information Technology Services (OCIO-ITS) will move customer data from the closing SC server to the consolidated SC server and will remap the Toolkit Mapped Endpoint for each of the SC sets of customer data.

##### Move of Customer Folder Data

A subfolder of customer data associated with the consolidated SC will be maintained separate from a subfolder of the customer data associated with the closing SC. The subfolders will be organized by SC name and stored in the path

\\<servername>\data\Customer Files Toolkit\ (See below for example screenshot of folder structure.)



## Endpoint Creation and Deletion

Instructions for use of the Endpoint Utility are available in the Toolkit 2004 Endpoint Registration Guide, Version 1.0a dated 12/13/04. Existing Endpoints for the closing SC and the consolidated SC will need to be deleted and new endpoint locations added.

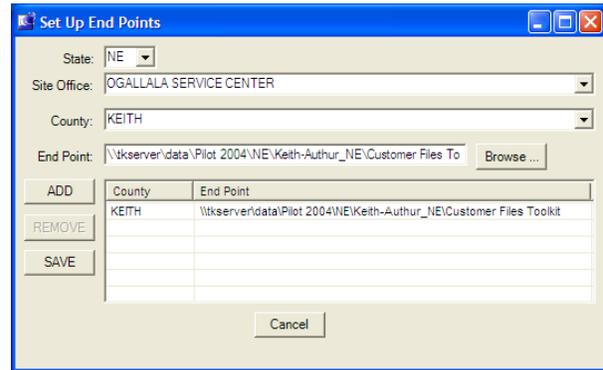
An example of a previous endpoint:

[\\kshoward00c001\data\Customer Files Toolkit](#)

An example of a new endpoint:

[\\kshoward00c001\data\Customer Files Toolkit\Howard\](#)

To the right is an example screenshot of the Endpoint Utility.



## Toolkit User Responsibilities

Toolkit users will not see a change in the way customer data is accessed for either the closing SC or the consolidated SC. Initially all customer data from the closing office will be migrated by ITS to the consolidated office server. As customers notify NRCS which SC they intend to have future coordination with, customer data will be migrated by the Toolkit user to that SC.

## Accessing Customer Data

Customer data for all counties will be accessed through Toolkit in the normal manner. For Toolkit users not located at the consolidated site, there will be a considerable delay during check in and check out due to large amounts of data being transferred over the Wide Area Network (WAN).

## Change County

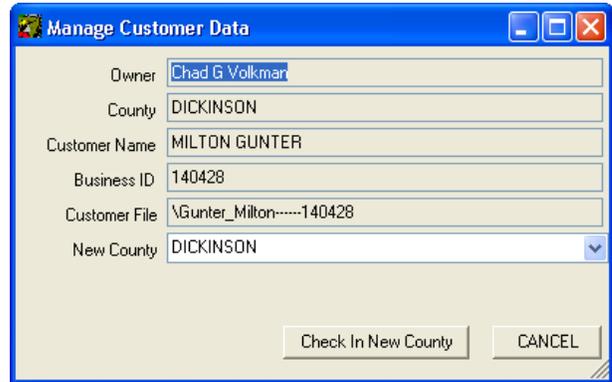
All customer folders previously associated with the closing office will require a change county to be completed in Toolkit once an NRCS customer has determined the SC they intend to have future coordination with.

1. Check out the Toolkit customer folder from the closing office/county
2. Click **Folders** tab
3. Highlight the customer from the list of checked out customers

4. Click **Change County** 

5. Select the New County from the list box.  
*This will be the new administrative county that the NRCS customer has chosen to coordinate future activities with.*

6. Click **Check In New County**



The 'Manage Customer Data' dialog box contains the following fields and controls:

Owner	Chad G Volkman
County	DICKINSON
Customer Name	MILTON GUNTER
Business ID	140428
Customer File	\Gunter_Milton-----140428
New County	DICKINSON

Buttons: Check In New County, CANCEL

7. Click **Yes** to verify the change county

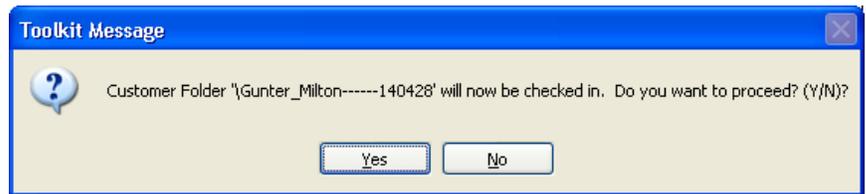


The 'Toolkit Message' dialog box contains the following text and controls:

Are you sure you want to change the county for '\Gunter\_Milton-----140428'?

Buttons: Yes, No

8. Click **Yes** to proceed with check in



The 'Toolkit Message' dialog box contains the following text and controls:

Customer Folder '\Gunter\_Milton-----140428' will now be checked in. Do you want to proceed? (Y/N)?

Buttons: Yes, No

*From this point forward the Toolkit customer will be available for check out from the new county.*