

Toolkit Task Guide #51

Responsibilities for Installation and Setup of Toolkit 6.0

May 13, 2013

Abstract

Customer Service Toolkit (Toolkit) is the conservation planning tool used by the Natural Resources Conservation Service (NRCS) to document conservation planning decisions made by customers. For any computer running Toolkit, a software update must take place to make Toolkit compatible with Windows 7 and ArcGIS 10.0. Toolkit 6.0 will be installed by International Technology Services (ITS) when converting a Toolkit machine to Windows 7 and ArcGIS 10.0. Installation and setup of Toolkit requires a joint effort between ITS and NRCS. Responsibilities are outlined in this document.

Toolkit User

Check in all Toolkit folders prior to ITS beginning upgrade.

ITS Computer Specialist

Inform NRCS state office (SO) Geographic Information System (GIS) staff when office is scheduled to be migrated.

SO GIS Staff

1. Create new directories and copy ArcGIS 10.0 tools to office servers.
 - a. On office server, create Add_Ins directory under F:\geodata\project_data\nrcs\tools.
 - b. Copy Add_Ins from SO GIS server F:\geodata\project_data\nrcs\tools\Add_Ins to office server.
 - c. Copy updated OpenNETCF.Desktop.Communication.dll from F:\geodata\project_data\nrcs\tools to office server.
 - d. On office server, create ArcGIS10_Documents directory under F:\geodata\project_data\nrcs\tools.
 - e. Copy updated ArcGIS 10.0 Advanced.Normal.mxt file from SO GIS server F:\geodata\project_data\nrcs\tools\ArcGIS10_Documents directory to office server.

ITS Computer Specialist

1. Install ArcGIS 10.0, Toolkit 6.0, and related applications per current ITS installation manual.
 - a. Kansas NRCS will use the 64-bit version of Windows 7.
 - b. Kansas NRCS will use in field offices (FOs) ArcGIS Desktop 10.0, ArcInfo (concurrent use).
 - c. For installation at the Kansas NRCS SO, consult the NRCS State GIS Specialist.
 - d. Related applications include DNR Garmin 6.0.0.15 and Windows Mobile Device Center.
2. Set folder permissions and copy Geodata Tools Application.
 - a. Create the folder C:\geodata\project_data\nrcs\tools.
 - b. Verify that users have full permissions for the C:\geodata directory.
 - c. Copy F:\geodata\project_data\nrcs\tools\Geodata_tools\Geodata Tools.exe to the C:\geodata\project_data\nrcs\tools directory.
 - d. Change user permissions to full control for the C:\Program Files (x86)\USDA directory.

Toolkit User To be completed after ITS computer specialist installation is finished and updated tools have been copied to the office server.

1. Click the **Start** button and select **ArcMap 10** to open ArcMap.
2. If prompted to save or select a template, click **Cancel**.
3. Once ArcMap is open, close the program.

When ArcMap is first opened after installation, it will build directories needed for the following steps.

Create desktop shortcuts for the Toolkit and Geodata Tools applications

1. Open Windows Explorer and navigate to C:\Program Files (x86)\USDA\Toolkit5\bin\.
2. Right-click on **CustomerServiceToolkit.exe**, then left-click **Send To > Desktop (create shortcut)**.
3. In Windows Explorer, navigate to C:\geodata\project_data\nrcs\tools\.
4. Right-click on **Geodata Tools.exe** then left-click **Send To > Desktop (create shortcut)**.

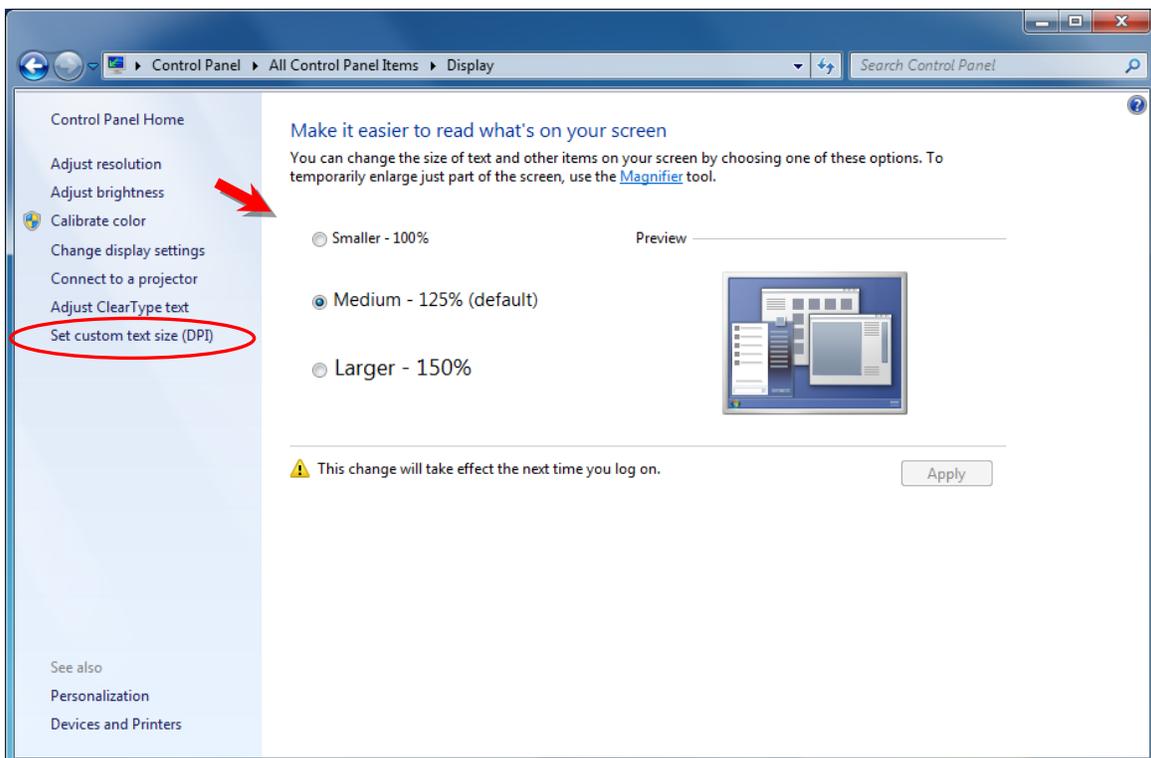
Use Geodata Tools to update workstation tools

1. Double-click on the **Geodata Tools** shortcut to run Geodata Tools.
2. Select the **Tools** tab and click **Update Workstation Tools**.
3. Select the **Cost List** tab and click **Download All to C:**.
4. Close **Geodata Tools**.

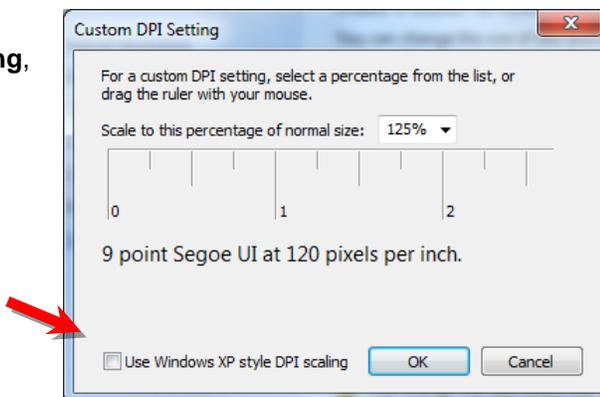
Adjust Windows Display Settings for Toolkit 6.0

1. From the **Start** menu, open the **Control Panel**.
2. Click **Display** (change **View by:** to large or small icons if you cannot find **Display**).
3. Select the desired display setting: **Smaller - 100%**, **Medium - 125%**, or **Larger - 150%**.

This setting is for the display of text and other items on the screen, user may choose any setting based on personal preference.



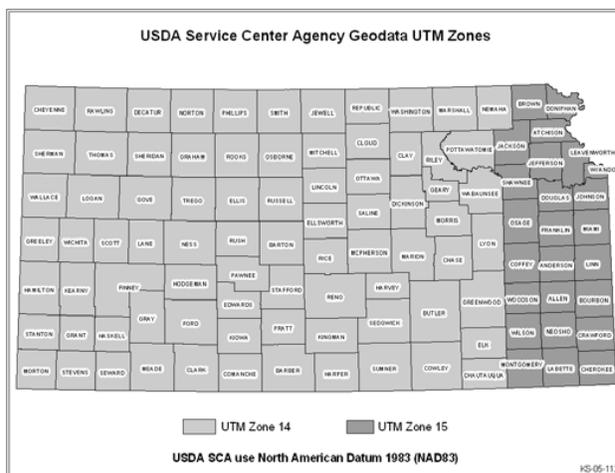
4. Click on **Set custom text size (DPI)**.
5. Uncheck **Use Windows XP style DPI scaling**, click **OK**.
6. Click **Apply**.
7. Save any open files and close all programs, then select **Log off now** to log off and apply changes prior to setting your Toolkit preferences.



Set Toolkit Preferences

1. Open **Toolkit** and click **Yes** if prompted to synchronize (this will require you to eAuth).
2. Click the wrench icon  to open **Toolkit Preferences**.
3. From the **Field Office** tab, click the **Update FO Info** button then click **Yes** (you will be prompted to eAuth if you have not done so already).
4. Select your service center from the **Field Office** list box and check the **Default Office** check box.
5. Click **Save** and then **OK**.
6. From the **Conservation District** tab, click the **Update CD Info** button then click **Yes**.
7. Select your conservation district from the **Conservation District** list box and check the **Default District** check box.
8. Click **Save** and then **OK**.
9. Click on the **GIS Tools** tab.
10. Verify or set the Toolkit GIS User Level to Advanced.
11. Verify or set the Default Map Projection to the correct zone for your county.

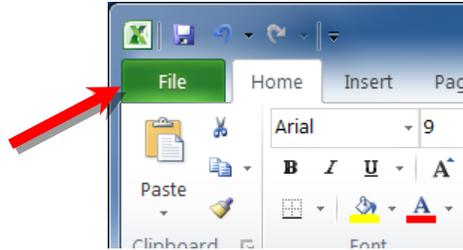
Refer to the map at the right for the UTM zone of your county



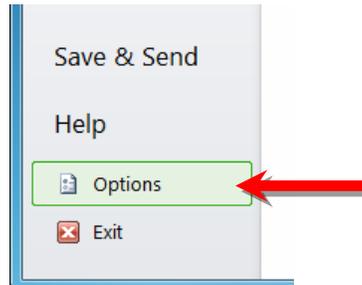
12. Click **Save** and then **OK**.
13. Click on the **Choice Lists** tab.
14. In the NRCS land use section, uncheck land uses not used in Kansas, i.e., “Native/Naturalized Pasture”.
15. Click **Save** immediately below the NRCS land use section then click **OK**.
16. In the programs section, uncheck all inappropriate programs such as “AMA” and “SNOW”.
17. Click **Save** immediately below the program section and then click **OK**.
18. In the upper left, click **Preferences**, then **Save All**.
19. Set additional preferences as appropriate for your FO by navigating remaining tabs in Toolkit Preferences—additional instruction for setting preferences is available at http://cst.sc.egov.usda.gov/Toolkit/Help/sp4/set_preferences.htm.
20. Close **Toolkit Preferences**.

Install Microsoft Excel Add-In for Toolkit

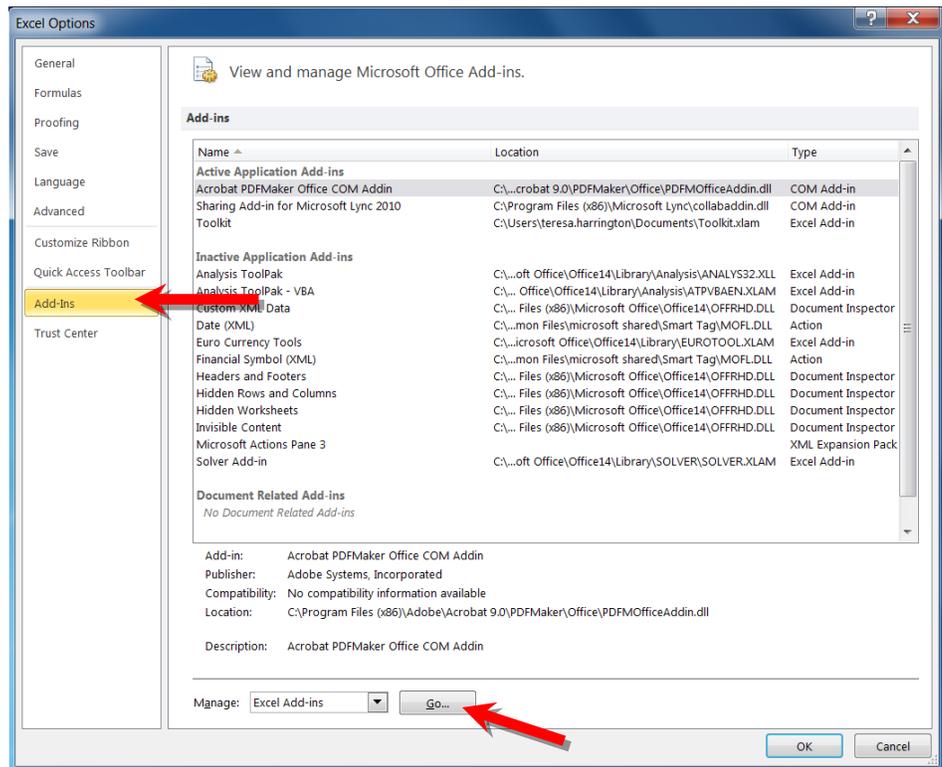
1. Open Microsoft Excel from the Start menu.
2. Click the **File** tab in the upper left corner of the Excel Window.



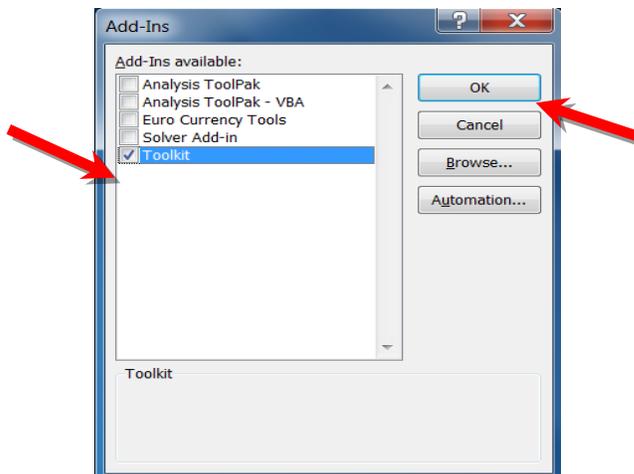
3. Click **Options** at the bottom of the File menu.



4. Click **Add-Ins** on the left, then click **Go...**



4. Check the box to the left of **Toolkit**, then click **OK**.



5. There will now be a new “Toolkit” tab with additional groups and tasks.



Register Soil Data Viewer 6.0 as an Add-In to ArcMap

1. Open Windows Explorer by right-clicking on the **Start** button or clicking the **Windows Explorer** icon on the task bar at the bottom of the screen.
2. Navigate to C:\Users\your.name\My Documents\ArcGIS\Add Ins\Desktop 10.0.
3. Double-click on the file named **SDVArcMapAddin**.
4. In the Esri ArcGIS Add-In Installation Utility, click **Install Add-in**.

