

## Toolkit Task Guide #5 Responsibilities for Installation and Setup of Toolkit

August 16, 2012

### Abstract

Installation and setup of Toolkit 5.x requires a joint effort between the Office of the Chief Information Officer—International Technology Services (OCIO-ITS) and the Natural Resources Conservation Service (NRCS). Toolkit will be installed agency-wide for use in conservation planning and is designed to utilize the National Conservation Planning Database (NCPD) for conservation plan and contract data management. Responsibilities for installation and setup are outlined in this document.

### Toolkit User

Check in all Toolkit folders prior to ITS beginning installation or upgrade.

### ITS Computer Specialist

1. Install ArcGIS 9.2, Toolkit Service Pack 4 (SP-4) and related applications per current ITS installation manual
  - a. Kansas NRCS will use ArcEditor 9.2 in field offices (FOs)
  - b. For installation at the NRCS state office (SO), consult the NRCS State Geographic Information System (GIS) Specialist
  - c. Related applications include DNR Garmin 5.x and Soil Data Viewer (SDV) 5.x for ArcGIS 9.2
2. Install and register CalculateAcreage.dll for use with ArcMap
  - a. Create the folder C:\geodata\project\_data\nrcs\tools\
  - b. Copy CalculateAcreage.dll into the newly created folder
  - c. Click **Start—All Programs—ArcGIS** and start **ArcMap**
  - d. Click **OK** on the ArcMap Startup dialog
  - e. Click the **Tools** menu then click the **Customize...** menu item
  - f. Click the **Commands** tab
  - g. Click **Add from file...**
  - h. Navigate to C:\geodata\project\_data\nrcs\tools\
  - i. Double-click on **CalculateAcreage.dll**
  - j. Click **OK**
  - k. Click **Close**
  - l. Click the **File** menu—**Exit** menu item to exit ArcMap
  - m. If prompted to save, click **NO**

**Toolkit User** To be completed after ITS computer specialist installation is finished

### Install Geodata Tools

1. Open Windows Explorer and navigate to F:\geodata\project\_data\nrcs\tools\Geodata\_Tools\
2. Double-click **GT\_Install.exe** and click **YES** to install

Use the following steps if there is no desktop shortcut already created for the Geodata Tools application.

1. Open Windows Explorer and navigate to C:\geodata\project\_data\nrcs\tools\
2. Right-click on **Geodata Tools.exe** then left-click **Send To > Desktop (create shortcut)**



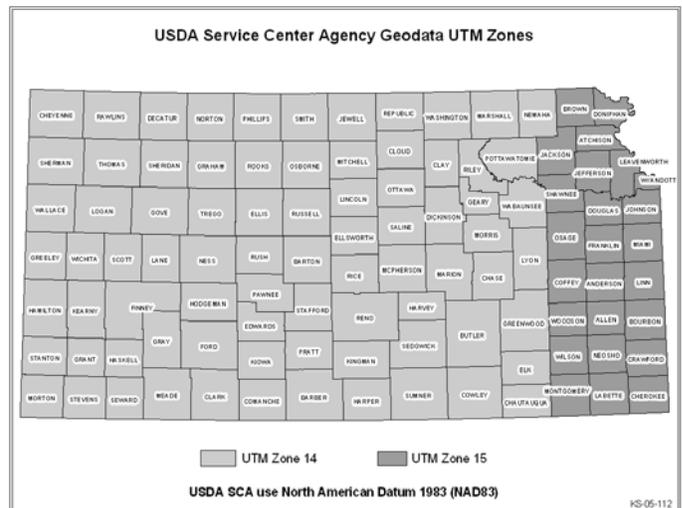
### Use Geodata Tools to update workstation tools

1. Left-click **Tools** tab and then left-click **Update Workstation Tools**
2. Left-click **Cost List** tab and then left-click **Download All to C:\**
3. Close **Geodata Tools**

### Set Toolkit Preferences

1. Open **Toolkit** and click **Yes** if prompted (this will require you to eAuth)
2. If you were not prompted, click the **Go** button on the **Check In/Out** tab and then eAuth
3. Open **Toolkit Preferences** 
4. From the **Field Office** tab, left-click the **Update FO Info** button then click **Yes**
5. Select your service center from the **Field Office** list box and check the **Default Office** check box
6. Left-click **Save** and then **OK**
7. From the **Conservation District** tab, left-click the **Update CD Info** button then click **Yes**
8. Select your conservation district from the **Conservation District** list box and check the **Default District** check box
9. Left-click **Save** and then **OK**
10. Left-click on the **GIS Tools** tab
11. Verify or set the Toolkit GIS User Level to Advanced
12. Verify or set the Default Map Projection to the correct zone for your county

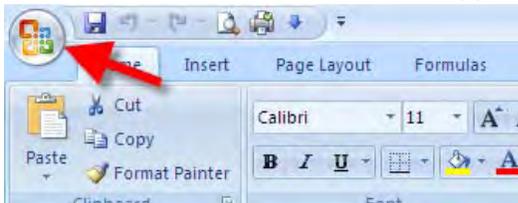
*Refer to the map at the right for the UTM zone of your county*



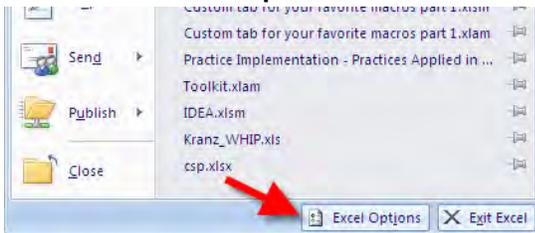
13. Left-click **Save** and then left-click **OK** on the dialog which confirms changes have been saved
14. Left-click on the **Choice Lists** tab
15. In the NRCS land use section, uncheck inappropriate Kansas NRCS land uses such as “Native/Naturalized Pasture”
16. Left-click **Save** immediately below the NRCS land use section then left-click **OK** on the dialog which confirms changes have been saved
17. In the programs section, uncheck all inappropriate programs such as “AMA” and “SNOW”
18. Left-click **Save** immediately below the program section and then left-click **OK** on the dialog which confirms changes have been saved
19. Left-click the **Preferences** menu then left-click **Save All** menu item
20. Set additional preferences as appropriate for a FO by navigating remaining tabs in Toolkit Preferences—additional instruction for setting preferences is available at [http://cst.nrcs.usda.gov/Toolkit/Help/set\\_preferences.htm](http://cst.nrcs.usda.gov/Toolkit/Help/set_preferences.htm)
21. Close Toolkit Preferences

## Install Microsoft Excel Add-In for Toolkit

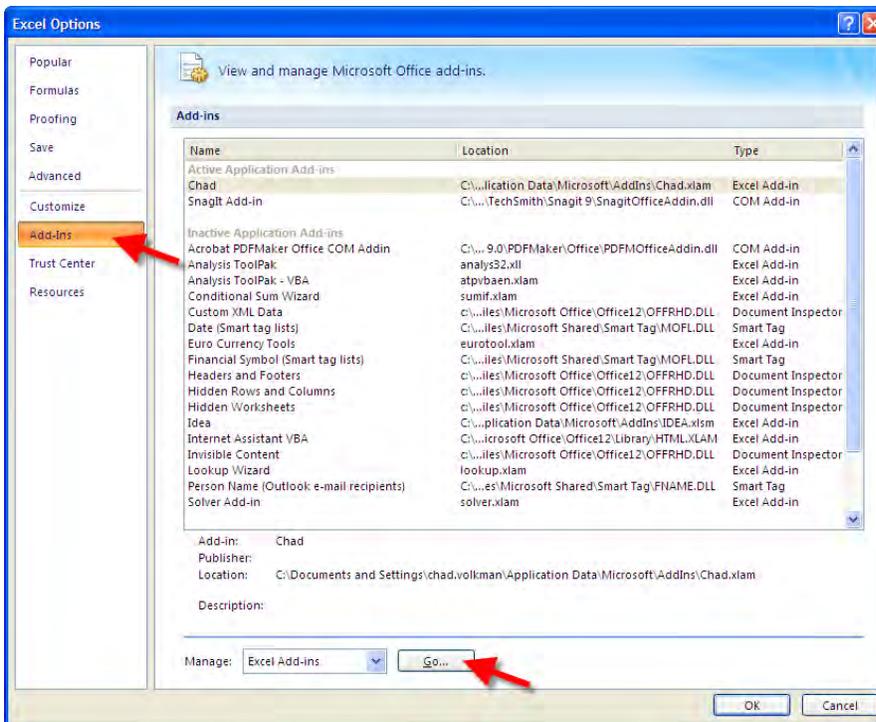
1. Open Microsoft Excel
2. Click the **Office** button in the upper left corner of the Excel window



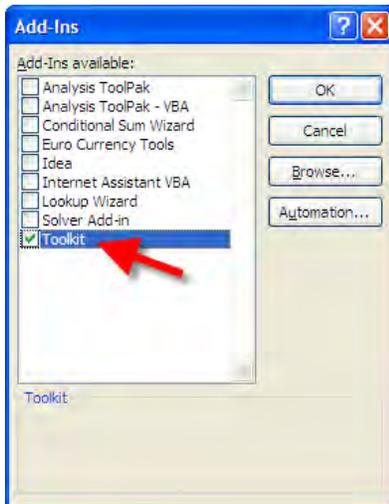
3. Click **Excel Options** at the bottom of the Office button window



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



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



6. There will now be a new "Toolkit" tab with two buttons



7. Close Excel