United States Department of Agriculture
Natural Resources Conservation Service

Kansas
Technical Services Staff

Toolkit

Task Guide #27

Quick Maps

May 26, 2006

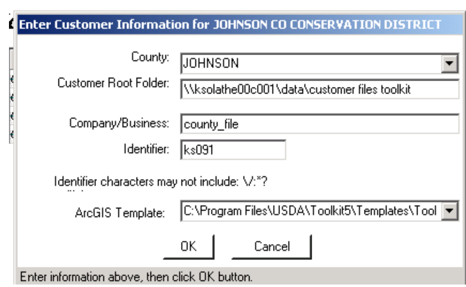
Abstract

The ArcGIS Toolkit Toolbar does not function outside of a Toolkit session; therefore, many of the quick tasks performed with this toolbar must be done from within a Toolkit Customer. The creation and use of a conservation district (CD) customer will allow for the use of Toolkit functionality within a disposable customer folder structure that will be used in a Read Only format to ensure a blank template on the National Conservation Planning Database (NCPD) for future use.

Instructions

Create a CD Customer - **Once per Field Office**

1. The CD must be in the Service Center Information Management System (SCIMS); if the CD is not in SCIMS, the district conservationist (DC) or designated employee must first enter this data through SCIMS.
2. Open Toolkit and click the **Folders tab**
3. Click the **Create New Customer Folder** button
4. From the SCIMS browser, search for the CD
5. For County, select the appropriate county (match your county)
6. For Company/Business, enter “county_file”
7. For Identifier, enter “ks<fips>”
8. Click **OK** when complete
9. Select the new CD customer
10. Click the **File** menu, then **Release Folder Lock** menu item



Check Out Existing CD Customer

1. Open Toolkit and check out the CD customer from the NCPD using standard Toolkit procedure
2. Click the **Folders Tab**, select the CD customer, and click the **File** menu, then click the **Release Folder Lock** menu item
3. When a CD customer is checked out, the Toolkit user is not required to eAuthenticate to access the customer. Simply open Toolkit, click the **Folders tab**, double click the **customer**, and access the ToolkitGIS_Template.mxd from the Customer File Tab.

Refreshing to a Blank CD Customer

1. Open Toolkit and click the **Folder tab**
2. Select the county customer folder from the list of available customers
3. Click the **Delete read-only folder from hard drive** button to delete the current workstation copy of the county folder
4. Click **OK** to verify the intended deletion of the workstation customer folder
5. Follow steps for “Check out existing CD customer”