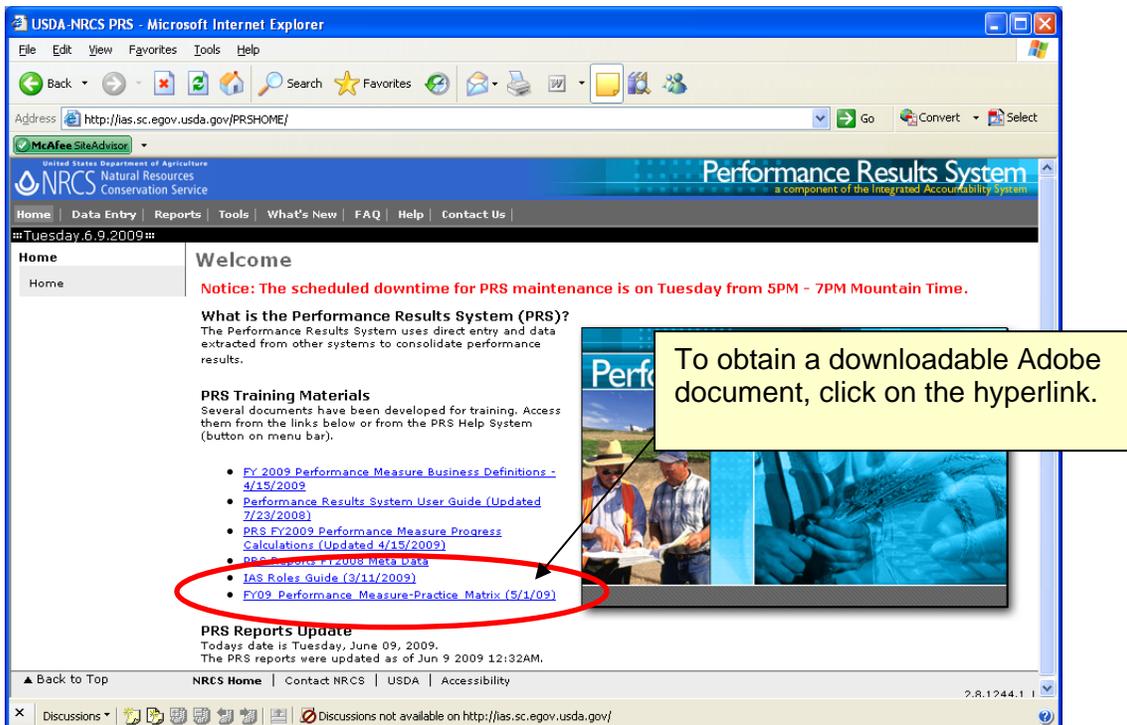


# Toolkit Hints & Tips

## 8. Utilizing Toolkit's "Advanced Search" Tool to Locate Clients with Practices Scheduled in Current & Prior Years

Various searches can be created in Toolkit to assist you in determining which clients have practices scheduled to help meet your goals.

1. First, determine which practices contribute to the performance measure you would like to focus on by referring to the "FY 2009 Performance Measure – Practice Matrix (5/1/09)"



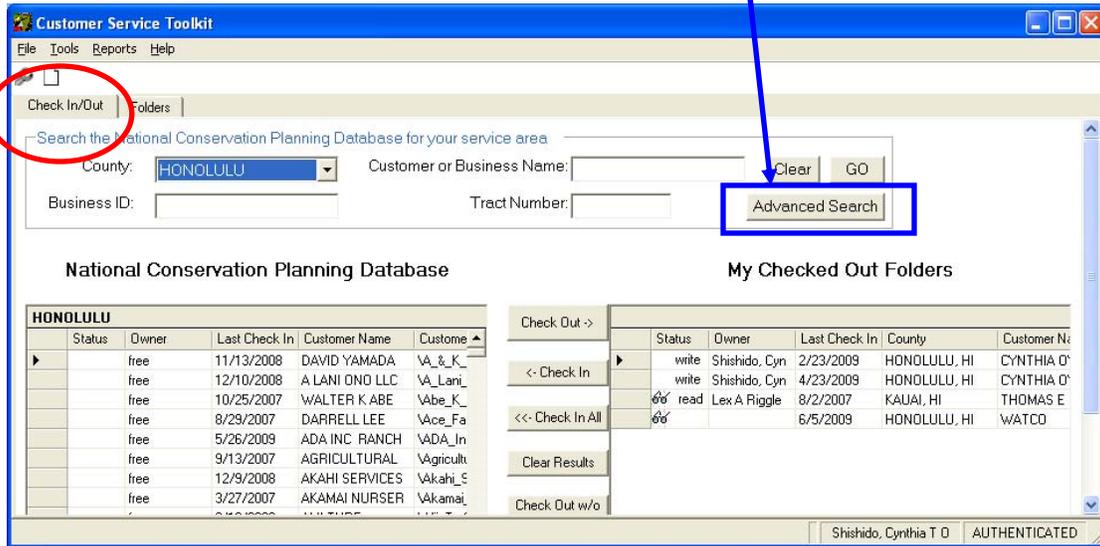
### FY 09 Performance Measure – Practice Matrix (5/1/09)

- a. For example, if you are seeking practices to implement for **Measure 2.10, Access Road, Alley Cropping and Animal Mortality Facility** are just a few of the practices that contribute to this measure.

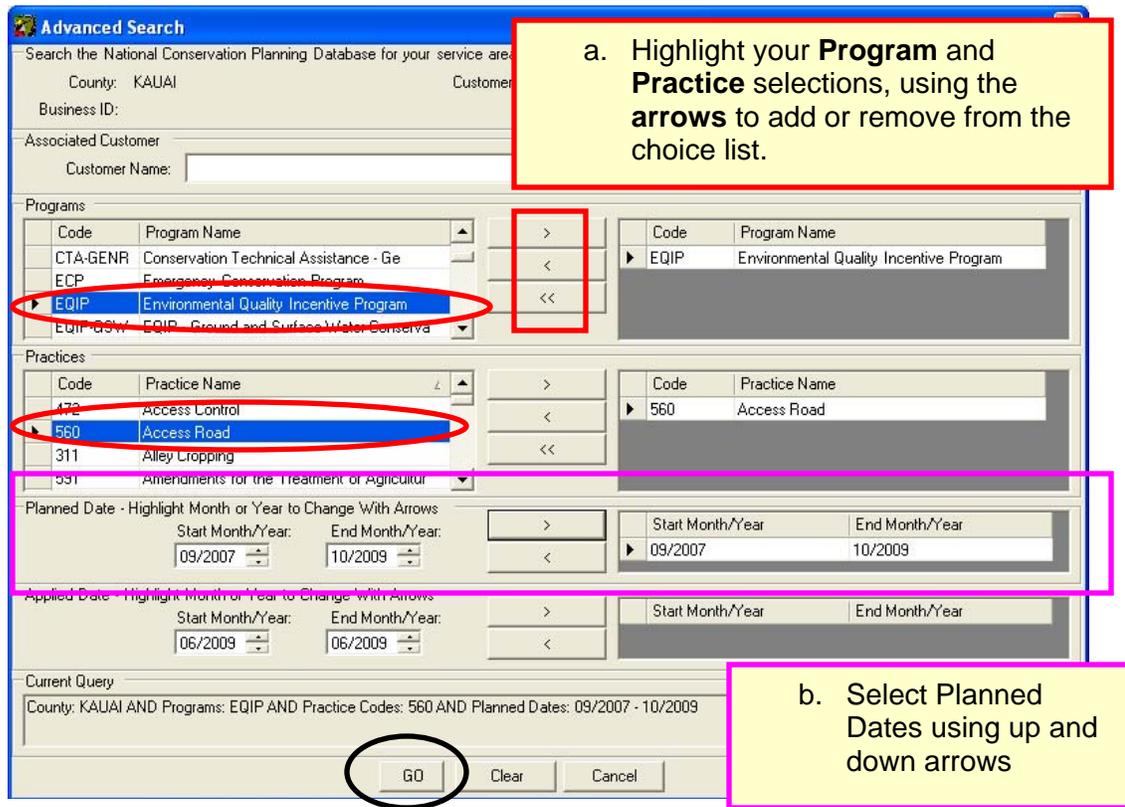
Microsoft Excel - FY09_Performance_Measure_-_Practice_Matrix.xls [Read-Only]								
Wetland Wildlife Habitat Management								
	A	B	C	D	E	F	G	H
	NHCP Practice Codes (FY2009)	Cons Plan Practice Codes	Practice Name	Reporting Unit	Measure 1.10 Cropland Soil Quality	Measure 2.10 Water Quality	Measure 2.20 Irrigation Efficiency	Measure 3.10 Grazing & Forest Land Conservation
1								
2	431	431	Above-Ground, Multi-Outlet Pipeline	ft			X	
3	560	560	Access road	ft		X		X
4	311	311	Alley Cropping	ac	X	X		
5	316	316	Animal Mortality Facility	no		X		
6	575	575	Animal Trails and Walkways	ft				X
7	370	370	Atmospheric Resources Quality Management	ac	X	X		
8	629	795	Biofilter	no		I		
9	314	314	Brush Management	ac		X		X
10	322	322	Channel Bank Vegetation	ac		X		X

## Toolkit Hints and Tips – 8. Utilizing Toolkit’s “Advanced Search” to Locate Client’s with Practices Scheduled in the Current Fiscal Year

2. In the “**Check In/Out**” Tab in Toolkit, select “**Advanced Search**”



3. In the “Advanced Search” window, make your selections by highlighting and clicking on the arrows.



## Toolkit Hints and Tips – 8. Utilizing Toolkit’s “Advanced Search” to Locate Client’s with Practices Scheduled in the Current Fiscal Year

4. Listed below are the results of your search.

- 2 Clients have access roads scheduled for implementation from 9/2007 through 10/2009 in the EQIP Program

