

Pacific Islands Area - Toolkit Hints & Tips

25. Renaming a Plan

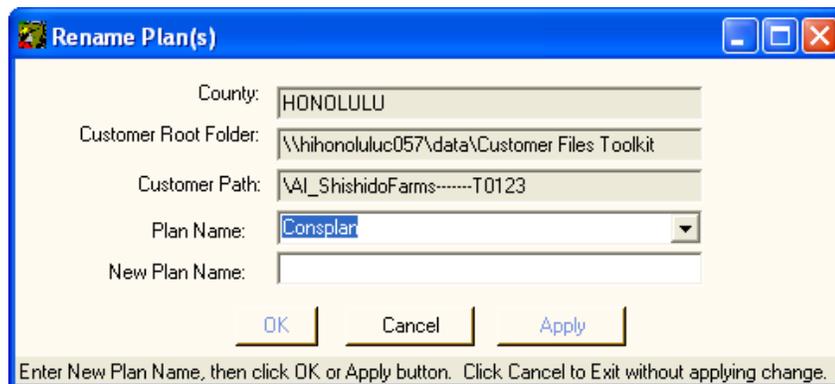
Note: You must have “**Toolkit User Basic All**” permissions to rename a Customer Folder or Consplan. If you need this feature and currently do not have this button on the Folders tab, contact your Toolkit Coordinator. (User permissions are maintained by your State Toolkit Coordinator.)



TOOLKIT USER BASIC ALL Toolbar

The “**Rename Plan(s)**” feature allows you to rename the consplan.

1. To use this feature, the customer folder first needs to be “*checked out*”.
2. On the Folders Tab, highlight the customer folder that you wish to rename
3. Click on the “**Rename Plan(s)**”  button.
4. The following window will appear.



County: HONOLULU

Customer Root Folder: \\hohonoluluc057\data\Customer Files Toolkit

Customer Path: \\AI_ShishidoFarms-----T0123

Plan Name: Consplan

New Plan Name:

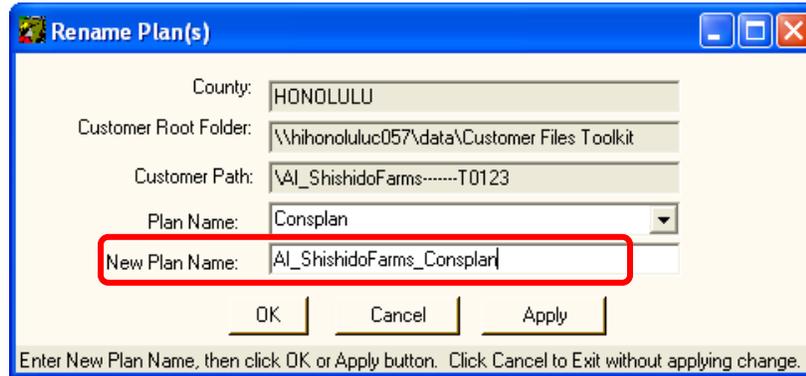
OK Cancel Apply

Enter New Plan Name, then click OK or Apply button. Click Cancel to Exit without applying change.

5. Select the Plan from the Plan Name drop-down list.
 - a. (If only one plan resides in this customer folder, the name of this plan will be automatically entered for you.)

6. Enter the new name for this plan following the naming conventions for your Area. (Eastern Area refer to “**C. Guidelines for Naming Toolkit Folders and Consplan Layers – East Area – 8/18/2012**” located at the PIA Webpage.

<http://www.pia.nrcs.usda.gov/intranet/aims/toolkit.html>



**Office Code_Business Name_Consplan or
Office Code_Client Name_Consplan**

Examples:

AI_ShishidoFarms_Consplan

LI_OyamaFarms_Consplan

HOM_FarmerJohn_Consplan

Field Office Codes:

- AI – Aiea
- LI – Lihue
- AS – American Samoa
- HI – Hilo
- WA – Waimea
- KE – Kealahou
- HO – Hoolehua
- HOM – Molokai
- HOL – Lanai
- KA - Kahului

7. Select “OK”

