

Planned Land Unit (PLU) Work Flow

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Section A: Linking Existing Tabular data to a Legacy shapefile (created pre TK 5.0)

Use these instructions when the following conditions apply:

- An existing plan database exists (there are unmapped land unit records available in the Land Units tab).
- Existing shapefiles exist that corresponds to land unit records. (There will be a consplan.shp in the Customer Files>Plan Maps>Plan folder.)
- The land unit records have not been linked to the shapefile in Toolkit 5.0

1. Open an ArcGIS map document (.mxd) file for the customer.

2. Click on the **Select a Plan** icon .

3. Select the plan database you want to create Planned Land Units (PLUs) for.

4. Click the import shapefile icon  and import the corresponding shapefile.

- An information dialog box displays the records and shapefiles that will automatically be linked.
- Items that are checked will be linked.
- Uncheck items will not be linked.
- If an item is not checked in the left window, that shape will be imported, but you must use the attribute tool to add it to the land units tab.
- Any records that are not checked in the right window will be listed as unmapped under the Land Units Tab.

5. If you wish to create geometry for the land unit, use the Digitizing Tool  to create the feature, and then use the **Link to Tabular** button in the **Attribute Tool**  to link it to the land unit record.

6. Click **OK** to dismiss the dialog window. The planned land units are added to the view.

7. If necessary, use the Digitizing toolbar to make edits to the PLU layer.

8. When finished, click the **Editor** button and select **Stop Editing**. Save edits, and then close Editing Toolbar.

Section B: Linking Existing Tabular Data to a New PLU Layer

These instructions walk you through creating a new PLU layer when the tabular data already exists, but no shapefiles are available for importing. In this example no CLU layer is available to use as a source layer for the new PLUs.

1. Open an ArcGIS map document (.mxd file) for the customer.
2. Click on the **Select a Plan**  icon and choose the plan database you want to create the planned land units for.
 - The selected plan layer is added to the table of contents
 - No features are available to displayed in the view.
3. Click on the **Create New Layer** button .
4. Select the type of digitized land units you want to create (**Planned, Alternative, or Benchmark**).
5. In the Create Plan section, choose the **Link to existing plan database** option.
6. Select the appropriate plan database from the **Existing Plan** drop-down list.
7. When asked if you have an existing source layer, click **No**.
 - The planned land units layer will available in the Table of Contents and is ready for digitizing.
8. Use the tools on the **Land Unit Editor** Toolbar to digitize the field boundaries.
9. When all boundaries have been digitized, click on the **Editor** button on the **Land Unit Editor** Toolbar.
10. Select **Stop Editing**.
11. When asked if you want to **Save Edits**, choose **Yes**.
12. Close the **Land Unit Editor** toolbar.
13. Click on the **Attribute Tool** icon  to link the new features to the existing land unit records and to select the layer you wish to attribute from the drop-down list.
14. Click on the **Link to Tabular** button to display the unmapped land units records available for linking.
15. Highlight a land unit in the view, and then highlight the corresponding land unit record in the right side of the Attribute Tool dialog window.
16. Click the Link button.
17. Continue selecting land units in the view and linking them with the corresponding land unit records in the Attribute Tool dialog window.
18. When all land unit records have been linked, click the **Close** button in the Attribute Tool dialog window.
19. If you have additional land units in the view that did not have corresponding land unit records, you may use the **Attribute Tool** to attribute the additional features as necessary.
20. When finished, click **OK** to dismiss the Attribute Dialog Window.

Section C: Linking Existing Tabular Data to a New PLU Layer using a Source Layer (CLUs)

These instructions walk you through how to create a new PLU layer when the tabular data already exists, but no shapefiles are available for importing. The instructions describe how to use the CLU layer as a source layer for the new features.

1. Open an ArcGIS map document (.mxd file) for the customer.
2. Add the CLU layer to the view.
3. Click on the **Select a Plan** icon  and load the plan database you want to create spatial features for.
4. When creating PLUs from the CLU layer, you may select the CLU land units manually, or you may query for them using the tract or farm number.
5. If you wish to select the CLU land units manually, use the **Select Features** button  to select land units from the CLU layer before proceeding.
6. Click on the **Create New Layer** button .
7. Select the type of Digitized Land Units you want to create (**Planned, Alternative, or Benchmark**).
8. In the Create Plan section, choose the **Link to existing plan database** option.
9. Select the appropriate plan database from the drop-down list.
10. When asked if you have an existing source layer, click **yes**.
11. If you have the land units pre-selected in the CLU layer, choose may choose the Use **Selected Features** option.
12. If you wish to search by farm/tract number, choose **Select by:**
 - then select either **tract number** or **farm number** from the choice list.
 - Highlight the tract/farm number(s) you wish to include in the new PLU layer, or enter the number in the dialog box.
13. Click **OK**. The planned land units will be added to the View, ready for further editing.
14. If no further editing is needed, click the **Editor** button on the Land Unit Editor Toolbar, and choose **Stop Editing**.
15. When prompted to Save Edits, choose **Yes**. Close the Land Unit Editor Toolbar.
16. Click on the **Attribute Tool** icon  to link the new features to the existing land unit records and select the layer you wish to attribute from the drop-down list.
17. Click on the **Link to Tabular** button to display the unmapped land units records available for linking.
18. Highlight a land unit in the view, and then highlight the corresponding land unit record in the right side of the Attribute Tool dialog window.
19. Click the **Link** button.
20. Continue selecting land units in the view and linking them with the corresponding land unit records in the Attribute Tool dialog window.
21. When all land unit records have been linked, click the **Close** button in the Attribute Tool dialog window.

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22. If you have additional land units in the view that did not have corresponding land unit records, you may use the **Attribute Tool** to enter the attribute data for the additional land units.

When finished, click **OK** to dismiss the Attribute Tool dialog window.

Section D: Creating a New Planned Land Unit Layer

These instructions walk you through creating a new PLU layer when no tabular data exists, no shapefiles are available for importing and there is no CLU layer available to use as a source layer.

1. Open an ArcGIS map document (.**mx**d file) for the customer.
2. Click on the **Create New Layer**  button.
3. Select the type of land units you want to create (**Planned, Alternative, or Benchmark**).
4. In the Create Plan section, choose the **Create a new plan database with a new land unit layer** option.
5. Type a **Layer Name** in the dialog box. Click **OK**.
6. When asked if you have an existing source layer, click **No**.
7. The planned land units layer will be added to the table of contents, and will be ready for digitizing.
8. Use the tools on the Land Unit Editor Toolbar to digitize the field boundaries. When all boundaries have been digitized, click on the **Editor** button on the Land Unit Editor toolbar, and choose **Stop Editing**.
9. When asked if you want to **Save Edits**, choose **Yes**. Close Land Unit Editor Toolbar.
10. Click on the Attribute Tool icon  to link the new features to the existing land unit records and to open the Attribute Tool dialog window.
11. Select the layer you wish to attribute from the drop-down list.
12. Select (highlight) a land unit in the view.
13. Complete the information in the Attribute Tool dialog window for the selected feature.
14. Once the attribute information has been entered for the selected land unit, click **Apply**.
15. Select another land unit in the view.
16. Complete the attribute information and click **Apply**.
17. Continue this process until all land units have been attributed.
18. When finished attributing all land units, click **OK** to dismiss the Attribute Tool dialog window.

Section E: Creating a New Planned Land Unit Layer using a Source Layer (CLUs)

These instructions walk you through creating a new PLU layer when no land unit records exist, no shapefiles are available for importing, but a CLU layer is available as a source layer for creating the PLU layer.

1. Open an ArcGIS map document (.**mx**d file) for the customer.
2. When creating PLU from the CLU layer, you may select the CLU land units manually, or you may query for them using the tract or farm number.

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3. If you wish to select the CLU land units manually, use the **Select Features**  to select land units from the CLU layer before proceeding.
4. Click on the **Create New Layer**  button.
5. Select the type of digitized land units you want to create (**Planned, Alternative, or Benchmark**).
6. In the Create Plan section, choose the **Create a new plan database with a new land unit layer** option.
7. Enter a **Layer Name** in the dialog box. **Click OK.**
8. When asked if you have an existing source layer, click **Yes**.
9. Select the source layer you wish to use from the choice list.
10. If you have the land units pre-selected in the CLU layer, you may choose the **Use Selected Features** option.
11. If you wish to search by farm/tract number, choose **Select by**, and select either **tract number** or **farm number** from the choice list.
12. Highlight the tract/farm number(s) you wish to include in the new PLU layer, or enter the number in the dialog box. **Click OK.**
13. The planned land units are added to the view, and available for additional editing.
14. Use the **Land Unit Editor** toolbar to edit the land units as needed.
15. Once you are finished editing or if no further editing is needed, click the **Editor** button on the **Land Unit** Toolbar. **Select Stop Editing.**
16. When prompted to save edits, choose **Yes**. Close the **Land Unit Editor** Toolbar.
17. Click on the Attribute Tool icon  to link the new features to the existing land unit records and to open the Attribute Tool Dialog Window.
18. Select the layer you wish to attribute from the drop-down list.
19. Select (highlight) a land unit in the view.
20. Complete the information in the Attribute Tool dialog window for the selected feature (the CLU attribute information is displayed on the right side of the window for reference purposes).
21. Once the attribute information has been entered for the selected land unit, click **Apply**.
22. Select another land unit in the view.
23. Complete the attribute information. **Click Apply.**
24. Continue this process until all land units have been attributed.
25. When finished attributing all land units, click **OK** to dismiss the Attribute Tool dialog window.