

Helpful Hint—How to Copy Planned Land Units from One Customer to Another Customer

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| Applies to Version: | Toolkit SP-4 |
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Background: When a whole farm changes from one operator to another, the Toolkit user with appropriate permissions can change the decision maker and rename the file folder for the new operator. If only part of the farm, e.g. a tract, is under a new operator, there is no easy way to transfer the information contained in one Customer's folder to another's. This hint will describe how to export the shapefile from one Customer and copy it into another Customer's.

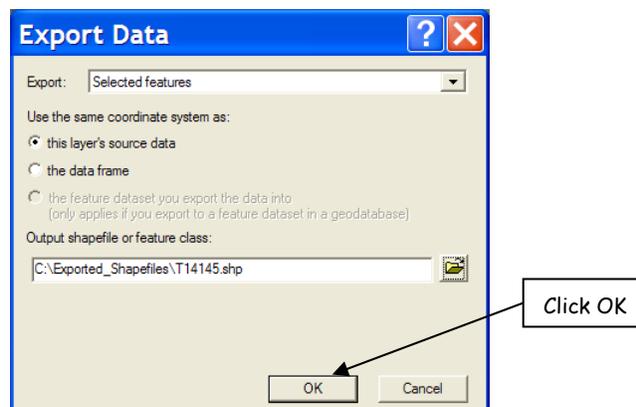
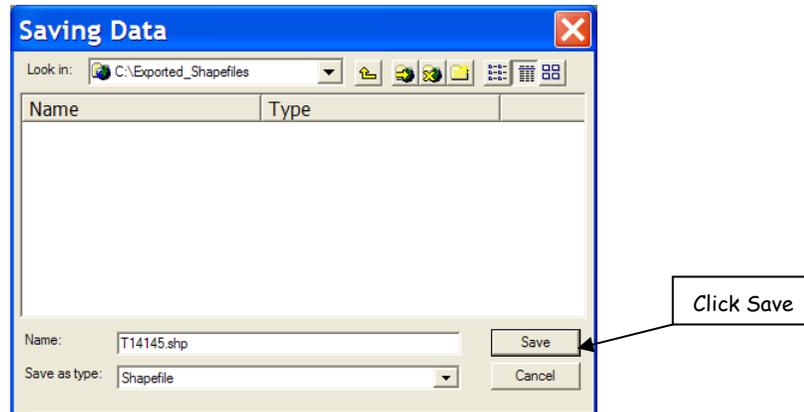
This procedure will also work to copy from one plan to another within the Customer's file.

Procedure:

1. In Windows Explorer, navigate to the **C:** drive and create a new folder. Call it **Exported_Shapefiles**.
2. If not already using Advanced Toolkit GIS User Level, start Toolkit and go to Toolkit Preferences. On the **GIS Tools** tab, change to **Advanced** mode for the Toolkit GIS User Level.
3. Check Out the existing Customer's folder.
4. Start ArcMap from the Customer File Tab, ArcGIS Projects folder.
5. Click on the Cyber Farmer  and load the **<plan_name>** layer you want to copy.
6. Right mouse click on the Planned Land Unit layer; go to **Selection**→**Make this the only selectable layer**.
7. Use the Select Feature Tool  to **select the fields** in the **<plan_name>** that are to be transferred to another plan.
8. Point to the **<plan_name>** in the table of contents to highlight it and right mouse click. Select **Data > Export Data**



Click here and browse to C:\Exported Shapefiles and name the folder an appropriate name **<layer_name.shp>**

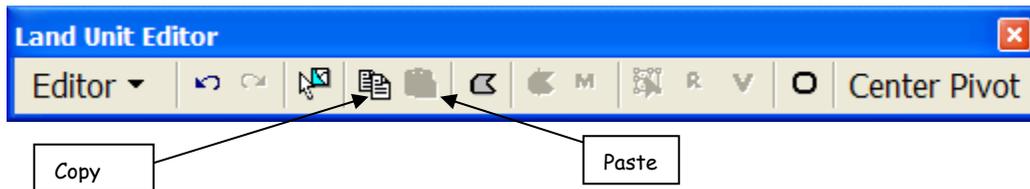


9. When prompted, "Do you want to add the exported data to the map as a layer?" Answer **No**.
10. Exit, ArcMap, close the Customer.

Add a New Customer or Check Out the New Operator's Customer Folder

1. Click on the **Create New Customer** Folder 
2. Go to SCIMS and select the Customer, assign it a unique identifier. If for CSP, use CSP plus the last 5 digits of the contract number.
3. Open the new, or exiting, Customer folder.
4. Go to the Customer file tab, click on the ArcGIS projects folder, add the custom template developed for your county. When prompted to overwrite the ToolkitGIS_template.mxd, answer "No."
5. Double click on <county>_ArcGIS92_Toolkit_Template.mxd to start ArcMap.
6. Click on the Add Data  button and browse to C:\Exported_Shapefiles and add <layer_name.shp> created in step 8 (above).
7. Left mouse click on the shapefile in the table of contents that you just added to highlight it. Right mouse click and select **Zoom to Layer**.
8. Click on the New Toolkit Layer button  and add a new Planned Land Unit layer. When prompted to Use a Source Layer say No.

9. Right mouse click on the exported layer you just added and go to **Selection→Make this the only selectable layer**.
10. Left click on the Exported Shapefile Layer **<layer_name>.shp to highlight it** in the table of contents.
11. Use the Select Feature Tool  from the GIS toolbar and select all of the fields in **<layer_name>.shp** layer that you exported from another Customer file.
12. Click on the Copy button on the Land Unit Editor Toolbar followed by the Paste Button on the Land Unit Editor toolbar. *Warning: Do not use the copy paste from the ArcGIS tools at the top of the page.*



13. Click on **Editor > Save Edits > Editor > Stop Editing**.
14. The next step is to **Attribute** your new Planned Land Unit Layer.