

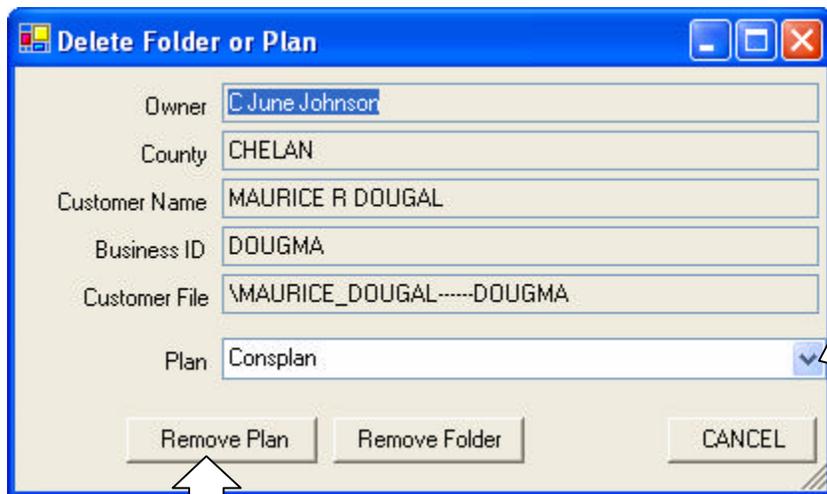
Helpful Hint—Delete Plans and Remove Folders

Applies to Version:	Toolkit 2004
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Helpful Hint Date:	06/21/2005

Background: Many users have created extra "plans" in their Customer Files as the result of learning ArcMap and adding new plans there. We have given users who asked for the ability to remove these extra plans Toolkit permissions to do so. This hint will describe how to Delete Plans and Remove Folders

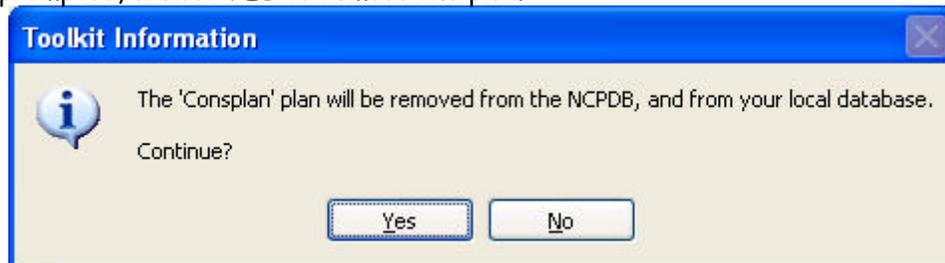
Instructions to Delete a Plan:

1. Check Out a Toolkit Customer. Open the Customer's folder and determine the plan(s) you want to remove.
2. Close the Customer folder.
3. On the Folder tab select the Customer and click on the **Delete Folders or Plans** icon .
4. **Select the Plan to delete** from the pull-down list and click the **remove plan** button.



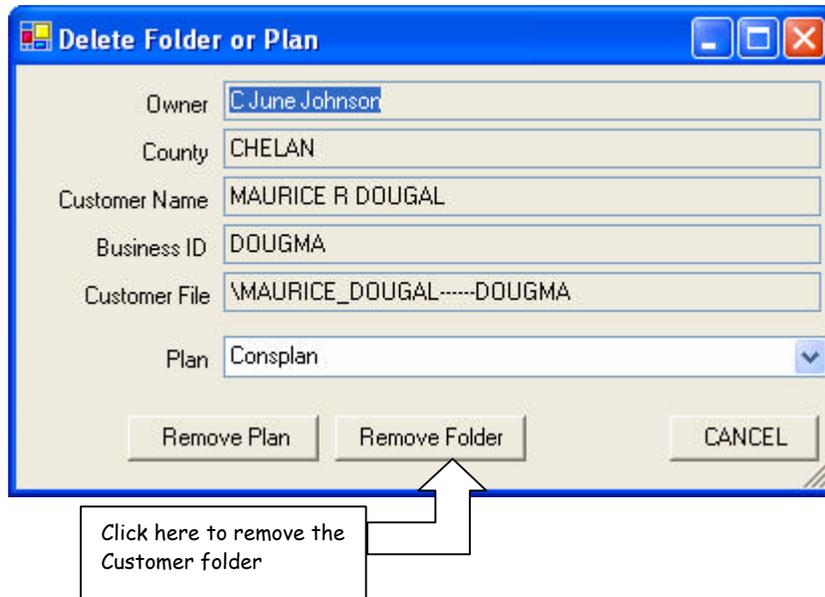
Click here to remove the plan.

5. When prompted, answer **YES** to remove the plan.



Instructions to Delete a Folder:

1. If you want to **delete the whole Customer File** from the local Server and the National Conservation Planning Database (NCPDB), **click Remove Folder**.



2. When prompted, answer YES to remove the Customer folder from the Server and the NCPDB.

