

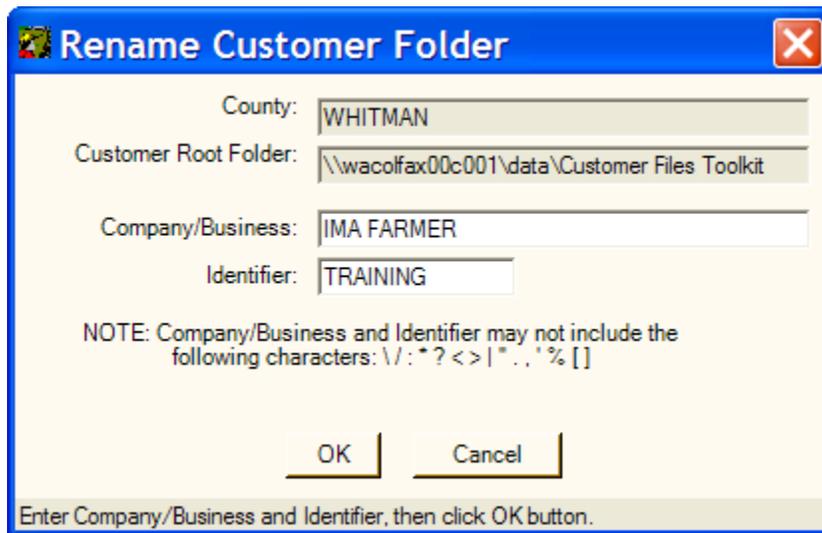
## Helpful Hint—How to Rename a Customer Folder

<b>Applies to Version:</b>	Toolkit SP-4
<b>Written by:</b>	June Johnson Washington NRCS Toolkit Coordinator
<b>Helpful Hint Date:</b>	07/29/2009

**Background:** When land changes from one owner or operator to another, the Customer File Folder can be renamed to reflect this change.

### Procedure:

1. Check out the existing Customer.
2. Go to the Folders tab.
3. Click on the Rename Folder icon  found in the vertical task bar on the left side of the screen.
4. A Rename Customer Folder window will open.



County: WHITMAN

Customer Root Folder: \\wacolfax00c001\data\Customer Files Toolkit

Company/Business: IMA FARMER

Identifier: TRAINING

NOTE: Company/Business and Identifier may not include the following characters: \/: \* ? < > | \" . ' % [ ]

OK Cancel

Enter Company/Business and Identifier, then click OK button.

5. Type in the new Company/Business name and Identifier; click OK.
6. A pop-up window will confirm that the file was successfully renamed.