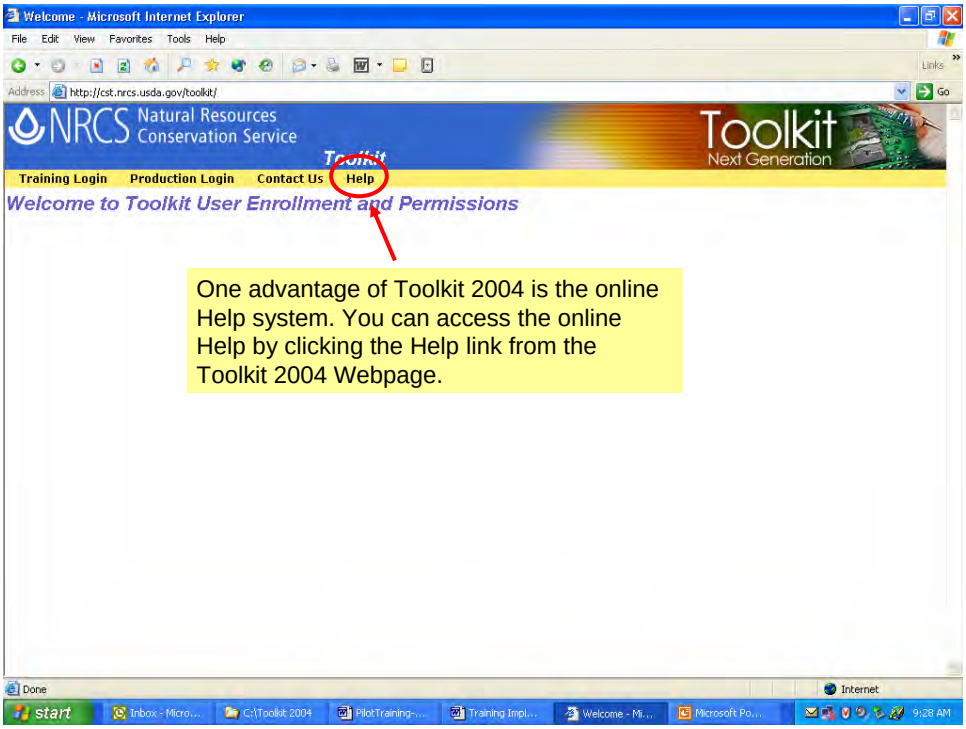
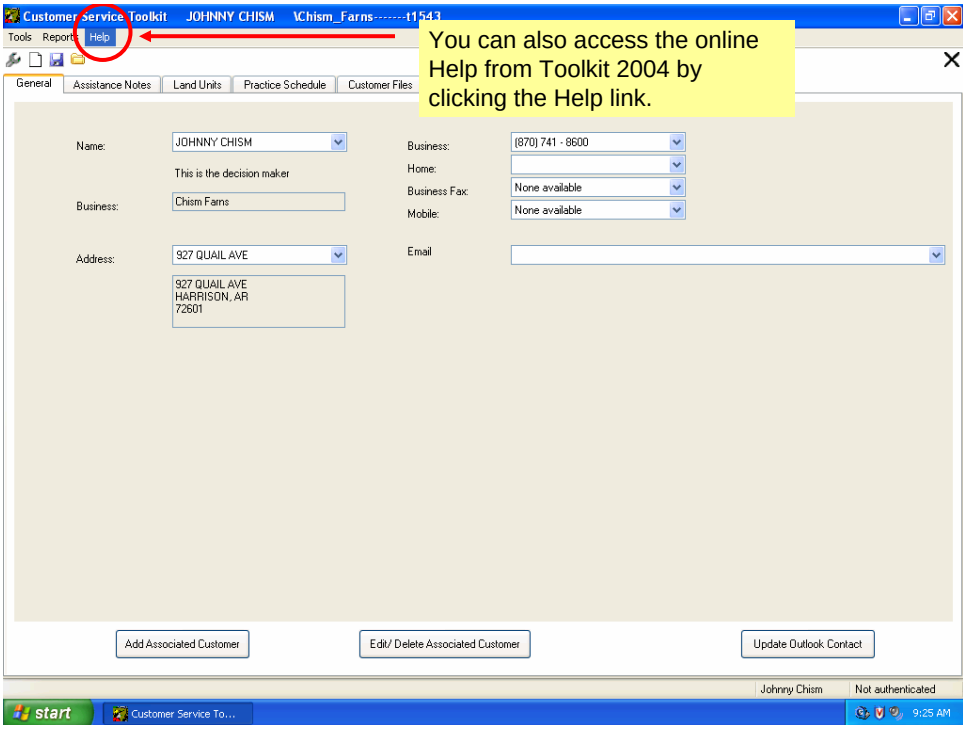
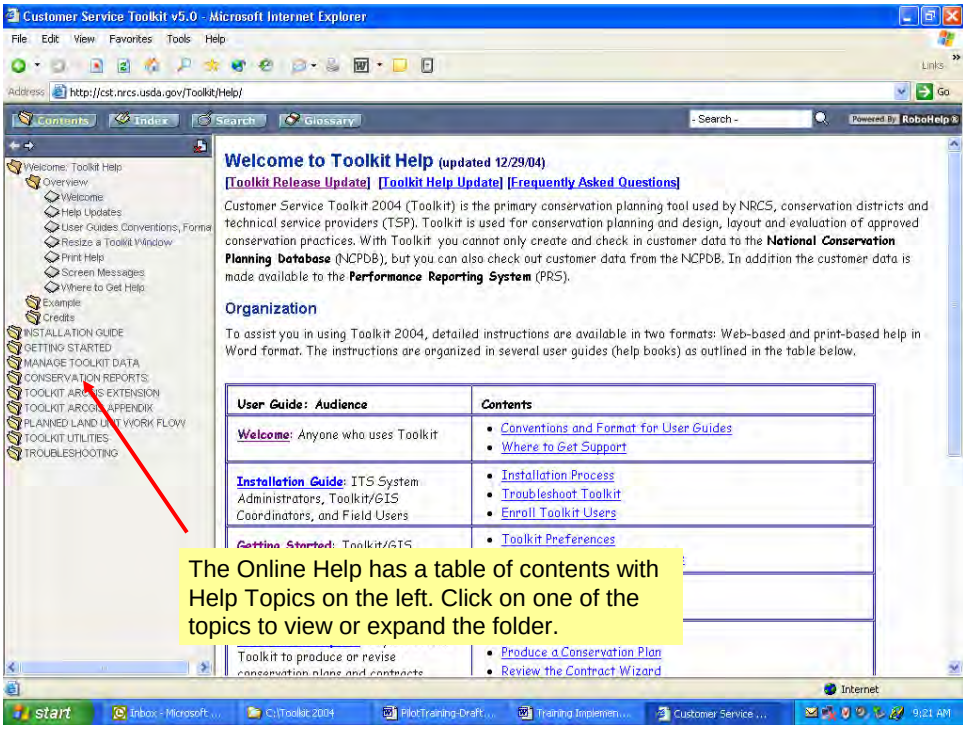
Help

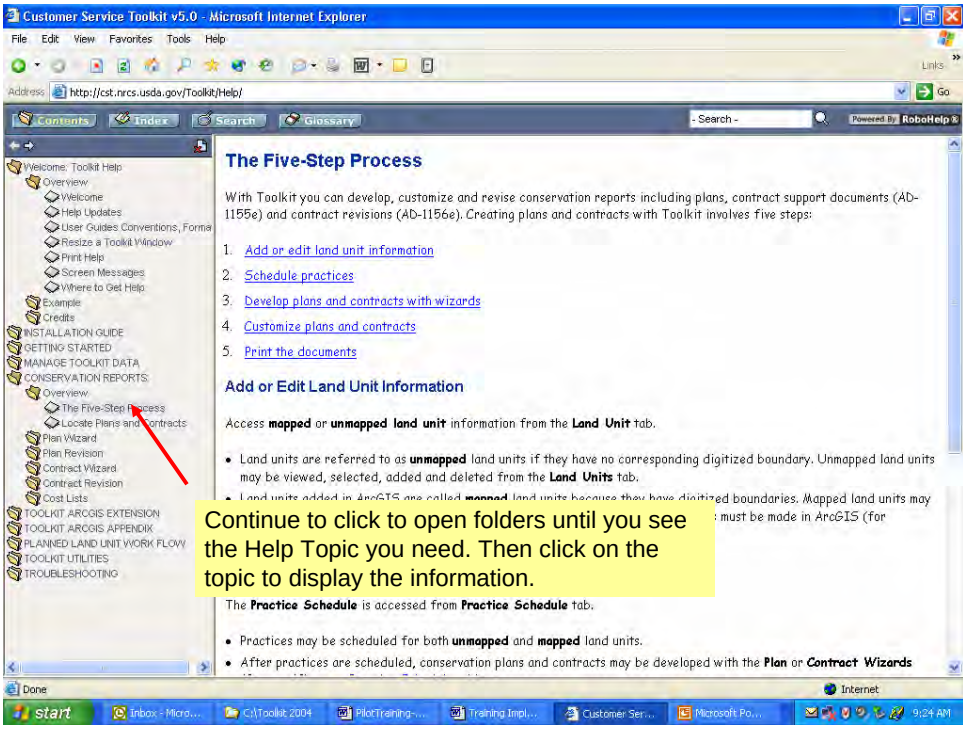
Toolkit 2004



One advantage of Toolkit 2004 is the online Help system. You can access the online Help by clicking the Help link from the Toolkit 2004 Webpage.


Customer Service Toolkit JOHNNY CHISM \Chism_Farns------t1543
Tools Reports Help
You can also access the online Help from Toolkit 2004 by clicking the Help link.
General Assistance Notes Land Units Practice Schedule Customer Files
Name: JOHNNY CHISM
This is the decision maker
Business: Chism Farns
Address: 927 QUAIL AVE
927 QUAIL AVE
HARRISON, AR
72601
Business: (870) 741 - 8600
Home:
Business Fax: None available
Mobile: None available
Email
Add Associated Customer
Edit/ Delete Associated Customer
Update Outlook Contact
Johnny Chism
Not authenticated
start
Customer Service To...
9:25 AM


Customer Service Toolkit v5.0 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address http://cst.nrcs.usda.gov/Toolkit/Help/
Contents Index Search Glossary
Welcome: Toolkit Help
Overview
Welcome
Help Updates
User Guides Conventions, Forma
Resize a Toolkit Window
Print Help
Screen Messages
Where to Get Help
Example
Credits
INSTALLATION GUIDE
GETTING STARTED
MANAGE TOOLKIT DATA
CONSERVATION REPORTS
TOOLKIT ARCGIS EXTENSION
TOOLKIT ARCGIS APPENDIX
PLANNED LAND UNIT WORK FLOW
TOOLKIT UTILITIES
TROUBLESHOOTING
Welcome to Toolkit Help (updated 12/29/04)
[Toolkit Release Update] [Toolkit Help Update] [Frequently Asked Questions]
Customer Service Toolkit 2004 (Toolkit) is the primary conservation planning tool used by NRCS, conservation districts and technical service providers (TSP). Toolkit is used for conservation planning and design, layout and evaluation of approved conservation practices. With Toolkit you cannot only create and check in customer data to the National Conservation Planning Database (NCPDB), but you can also check out customer data from the NCPDB. In addition the customer data is made available to the Performance Reporting System (PRS).
Organization
To assist you in using Toolkit 2004, detailed instructions are available in two formats: Web-based and print-based help in Word format. The instructions are organized in several user guides (help books) as outlined in the table below.
User Guide: Audience
Contents
Welcome: Anyone who uses Toolkit
Conventions and Format for User Guides
Where to Get Support
Installation Guide: ITS System Administrators, Toolkit/GIS Coordinators, and Field Users
Installation Process
Troubleshoot Toolkit
Enroll Toolkit Users
Toolkit Preferences
The Online Help has a table of contents with Help Topics on the left. Click on one of the topics to view or expand the folder.
Toolkit to produce or revise
Produce a Conservation Plan
Review the Contract Wizard
Internet
start
9:21 AM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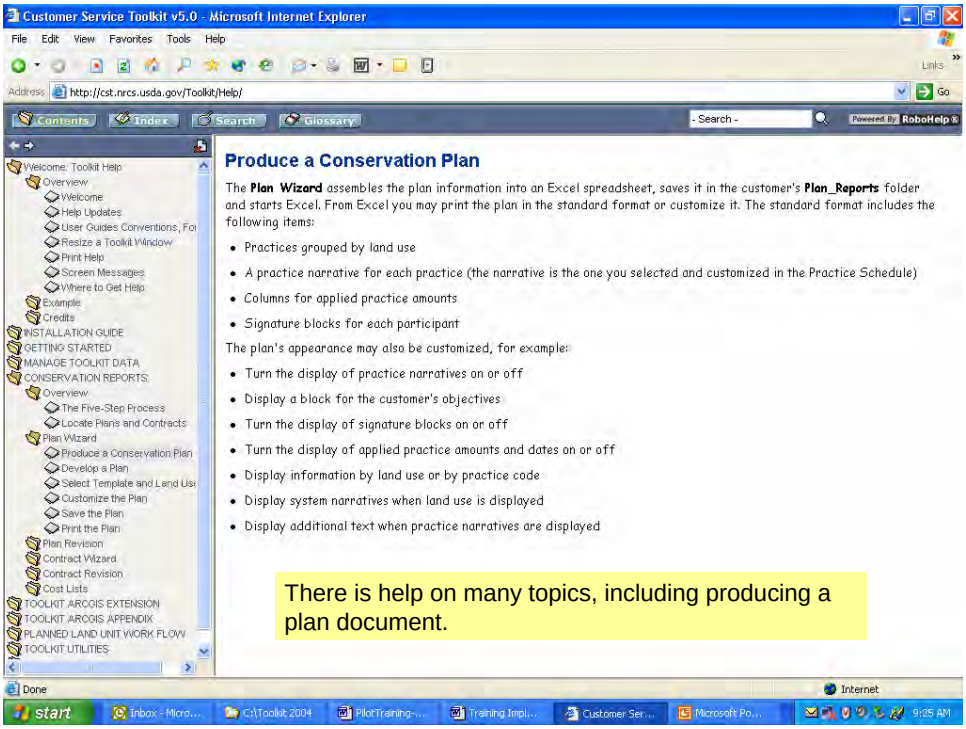
File Edit View Favorites Tools Help
Address http://cst.nrcs.usda.gov/Toolkit/Help/
Contents Index Search Glossary
The Five-Step Process
With Toolkit you can develop, customize and revise conservation reports including plans, contract support documents (AD-1155e) and contract revisions (AD-1156e). Creating plans and contracts with Toolkit involves five steps:
1. Add or edit land unit information
2. Schedule practices
3. Develop plans and contracts with wizards
4. Customize plans and contracts
5. Print the documents
Add or Edit Land Unit Information
Access mapped or unmapped land unit information from the Land Unit tab.
Land units are referred to as unmapped land units if they have no corresponding digitized boundary. Unmapped land units may be viewed, selected, added and deleted from the Land Units tab.
The Practice Schedule is accessed from Practice Schedule tab.
Practices may be scheduled for both unmapped and mapped land units.
After practices are scheduled, conservation plans and contracts may be developed with the Plan or Contract Wizards
Continue to click to open folders until you see the Help Topic you need. Then click on the topic to display the information.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File Edit View Favorites Tools Help
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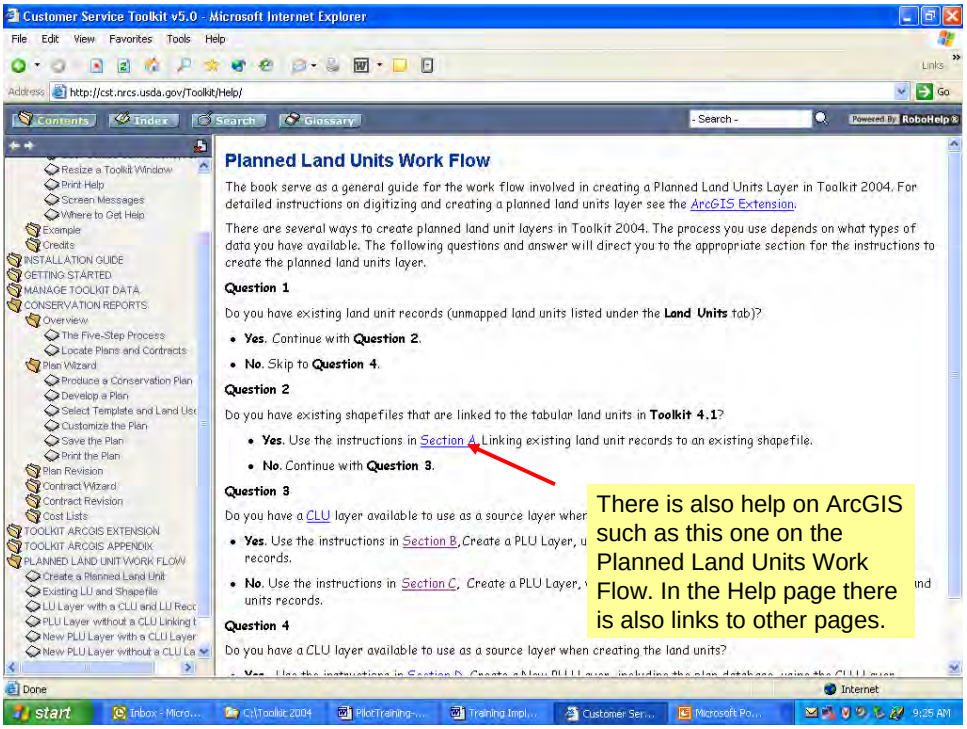
Contents Index Search Glossary
Produce a Conservation Plan
The Plan Wizard assembles the plan information into an Excel spreadsheet, saves it in the customer's Plan_Reports folder and starts Excel. From Excel you may print the plan in the standard format or customize it. The standard format includes the following items:
Practices grouped by land use
A practice narrative for each practice (the narrative is the one you selected and customized in the Practice Schedule)
Columns for applied practice amounts
Signature blocks for each participant
The plan's appearance may also be customized, for example:
Turn the display of practice narratives on or off
Display a block for the customer's objectives
Turn the display of signature blocks on or off
Turn the display of applied practice amounts and dates on or off
Display information by land use or by practice code
Display system narratives when land use is displayed
Display additional text when practice narratives are displayed
There is help on many topics, including producing a plan document.


Customer Service Toolkit v5.0 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
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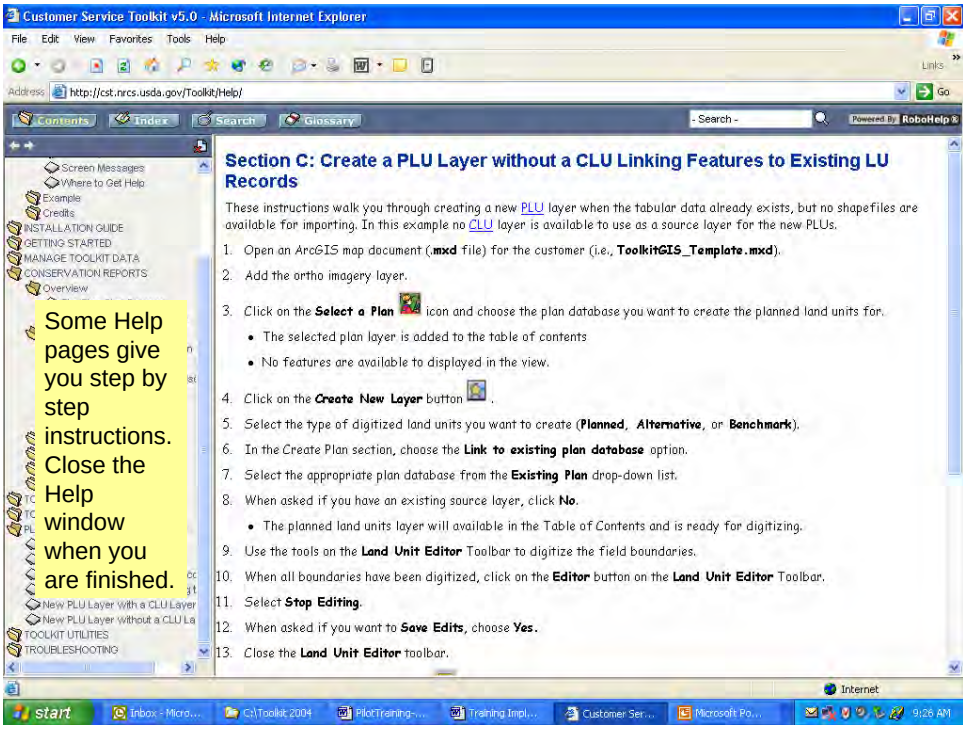
Contents Index Search Glossary
Planned Land Units Work Flow
The book serve as a general guide for the work flow involved in creating a Planned Land Units Layer in Toolkit 2004. For detailed instructions on digitizing and creating a planned land units layer see the ArcGIS Extension.
There are several ways to create planned land unit layers in Toolkit 2004. The process you use depends on what types of data you have available. The following questions and answer will direct you to the appropriate section for the instructions to create the planned land units layer.
Question 1
Do you have existing land unit records (unmapped land units listed under the Land Units tab)?
Yes. Continue with Question 2.
No. Skip to Question 4.
Question 2
Do you have existing shapefiles that are linked to the tabular land units in Toolkit 4.1?
Yes. Use the instructions in Section A, Linking existing land unit records to an existing shapefile.
No. Continue with Question 3.
Question 3
Question 4
Do you have a CLU layer available to use as a source layer when creating the land units?
There is also help on ArcGIS such as this one on the Planned Land Units Work Flow. In the Help page there is also links to other pages.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File Edit View Favorites Tools Help
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Contents Index Search Glossary
Section C: Create a PLU Layer without a CLU Linking Features to Existing LU Records
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 (i.e., ToolkitGIS_Template.mxd).
2. Add the ortho imagery layer.
3. 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.
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 Link to existing plan database option.
7. Select the appropriate plan database from the Existing Plan drop-down list.
8. 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.
9. Use the tools on the Land Unit Editor Toolbar to digitize the field boundaries.
10. When all boundaries have been digitized, click on the Editor button on the Land Unit Editor Toolbar.
11. Select Stop Editing.
12. When asked if you want to Save Edits, choose Yes.
13. Close the Land Unit Editor toolbar.
Some Help pages give you step by step instructions. Close the Help window when you are finished.