One of the new features of Toolkit 2004 is the option of adding conservation practices to the map document and automatically adding the data to the practice schedule. There can be only one practice theme for each of the practice types (lines, points, polygons). So all point type practices should be digitized into one theme. Examples are wells, watering facilities, irrigation risers, spring developments, etc. Usually any practices whose units are number would be digitized as points. To start digitizing the practices, click the New Toolkit Layer tool.
To digitize Polygon type practices, check the Practice Point checkbox.

The Practice Points Editor toolbar appears. Click the Add Practice tool. Notice the tool defaults to a point tool. Notice the editor icon appears on the Toolkit Toolbar to show a layer is being edited.
Some Watering facilities are planned for Field 1 along the pipeline. Click at each point to digitize the practice location.

Two more watering facilities are added along the pipeline.
A pond is planned for field 4. Click to mark the location.

A well is planned for Field 7, click to mark the location.
All point practices are digitized. Click the Editor dropdown and click stop editing.

Click Yes to save your edits.
Notice the editor icon disappears from the Toolbar to show that no layer is being edited. Close the Editor Toolbar.

Now the points (practices) need to be attributed to record which practice each point represents. Click the Attribute Tool.
Select the layer to attribute (Practices points).

The attribute tool window appears, click the first point (water facility) to select it. Notice the point changes color to signify it is selected. Enter the information about the practice, including the tract and field if it is not already present, the practice code or practice name and the planned date. Click Apply.
Click the second point (water facility). Enter the information about the practice, including the tract and field if it is not already present, the practice code or practice name and the planned date. Click Apply.

You receive a warning that the practice is already scheduled for the Land Unit. Click Yes to continue.
Click the third point (water facility). Enter the information about the practice, including the tract and field if it is not already present, the practice code or practice name and the scheduled date. Click Apply.

You receive a warning that the practice is already scheduled for the Land Unit. Click Yes to continue.
Click the pond location to select it. Enter the information about the practice, including the tract and field if it is not already present, the practice code or practice name and the scheduled date. Click Apply.

Click the last point (well). Enter the information about the practice, including the tract and field if it is not already present, the practice code or practice name and the scheduled date. Since this is the last point to be attributed, click OK.
Now give the individual practices unique symbols. Right click on the Practices (points layer, then click Properties.

The Layer properties window opens, click on the symbology tab. Under the show window click on Categories.
Click on Unique Values and change the Value Field to Practice Name.

Uncheck the checkbox next to <all other values> to unselect it. Click the Add All Values button.
All the practices are added. To change the symbol for the practices double click on the Pond symbol.

Scroll down and select an applicable symbol for the pond.
Click the dropdown button on the color options and choose a color.

Use the scroll buttons in the size window to change the size of the symbol if necessary, then click OK.
The symbol for the pond is changed. Repeat the process to change the symbol for the Water Well, double click on the Water Well symbol.

Scroll down and click on the Well symbol. Change the color and size if necessary and click OK.
The symbol for the Water Well is changed. Repeat the process to change the symbol for the Watering Facility, double click on the Watering Facility symbol.

Scroll down and click on the Planned Trough symbol. Change the color and size if necessary and click OK.
All symbols are changed, click OK.

The new symbols appear on the map. Even though you changed the symbols for the points, they will default back to a plain point when you open the map document again, if you do not save the symbology. Right click on the Practices (points) layer and click Save Symbology.
To record the practice narrative for the practices just added you need to go to the practice schedule. To do so click the Customer Service Toolkit icon on the task bar.

You are returned to Customer Service Toolkit, click the Practice Schedule tab if you are not already there. Select the plan by clicking the dropdown button in the Select a Plan window. The land units appear with the practices that were just digitized. Notice no narratives are entered for the practices just digitized, click on the Narrative line for the Pond practice.
The narrative window appears, choose a narrative and click OK.

Continue and add narratives for all practices. Notice that there are 3 lines for the 614 practice, change the first one’s planned amount to 3.
Click the button to the left of the last 2 lines to select the lines, then press the delete key on your keyboard.

Click OK to confirm the deletion.
The practice schedule is now correct, click Save.

Click OK.
To return to ArcGIS click the New_plan.mxd icon on the task bar.
Now is a good time to save the map document, click File, Save.