

Arkansas
Toolkit 2004
Self Paced Training Manual

This training manual was created as a self-paced, step by step approach to training field users on Toolkit 2004. Images were created from Toolkit 2004 build 61. Some images may not correspond exactly to the latest released version of Toolkit 2004. Please refer to the Toolkit 2004 User's Guides as well as the Online Help (<http://cst.nrcs.usda.gov/Toolkit/Help>) pages for further details.

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Creating a New Customer Folder	C
Checking Out an Existing Customer	D
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Suggested Order of Study

Basics

Section A, D, B, and Z

No current plan entered in Toolkit 4.1, create new customer folder in Toolkit 2004

Section C, F, O, I, J, K, L, M, P, N, S

Existing Customers in National Conservation Planning Database

With No Land Units

Section D, F, O, I, J, K, L, M, P, N, S

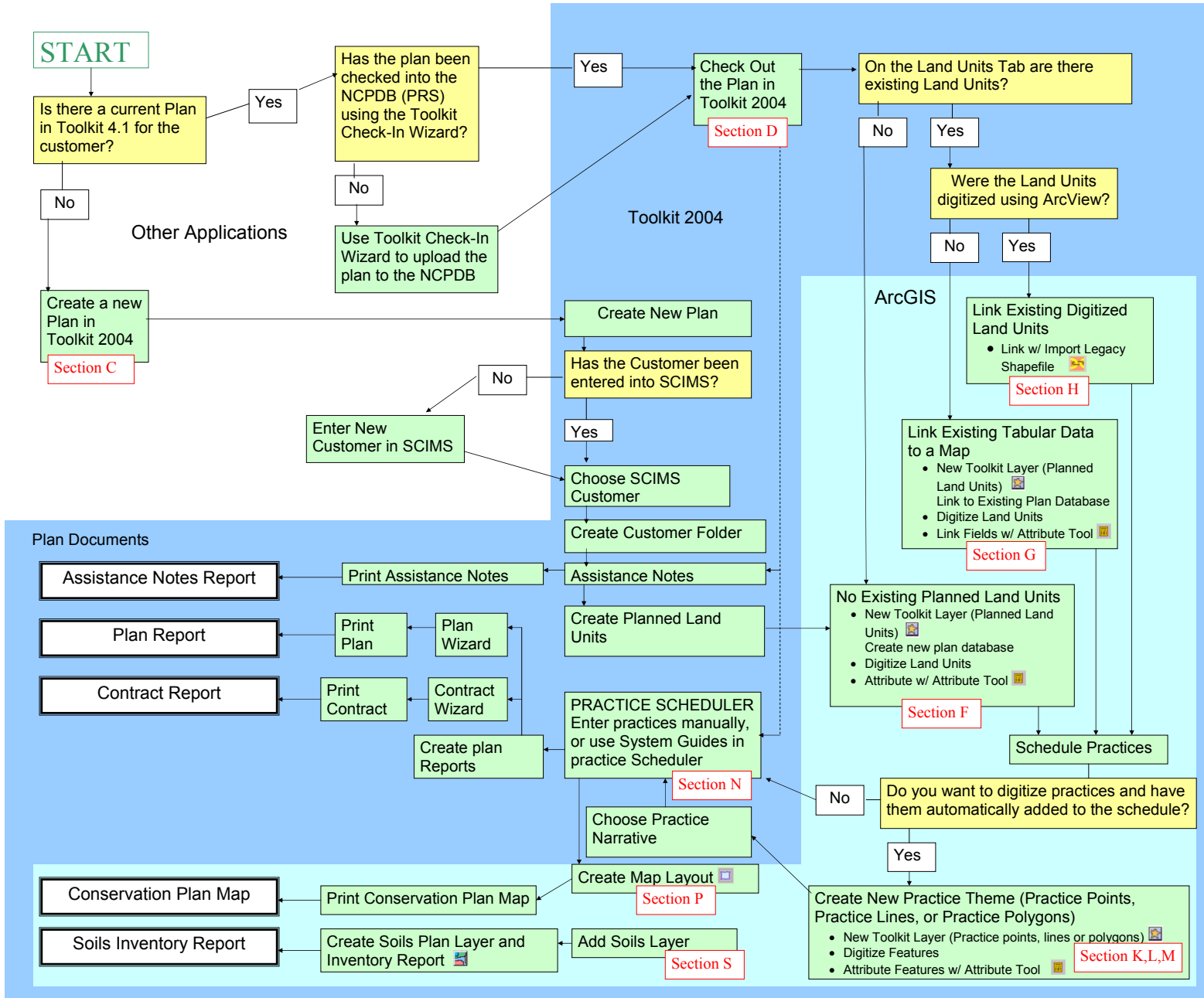
With Tabular Land Units only

Section D, G, O, I, J, K, L, M, P, N, S

With Digitized Land Units

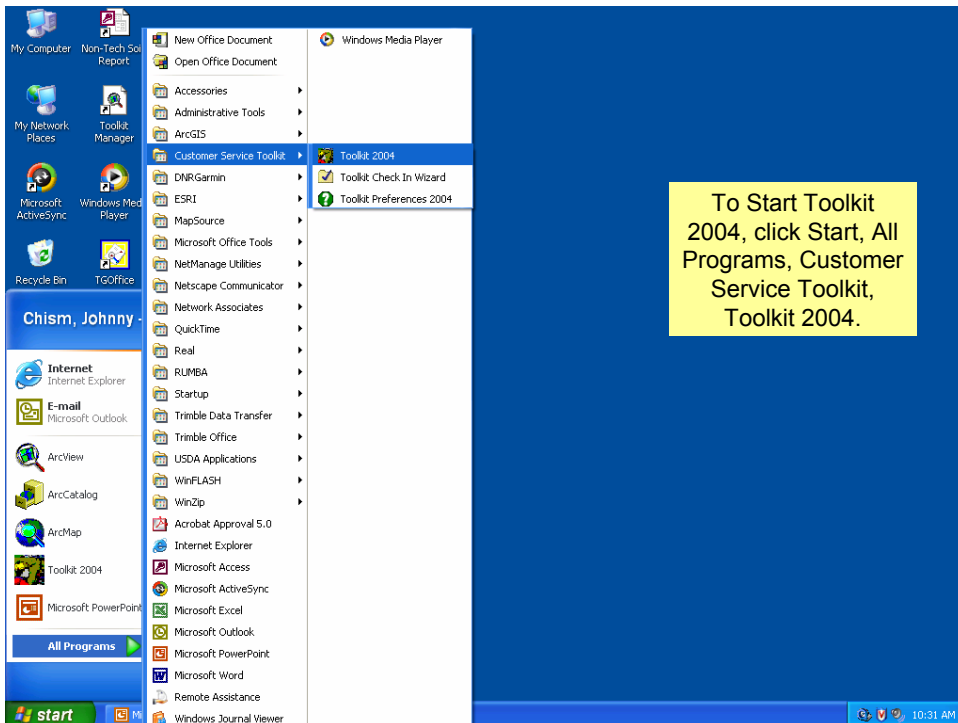
Section D, H, O, I, J, K, L, M, P, N, S

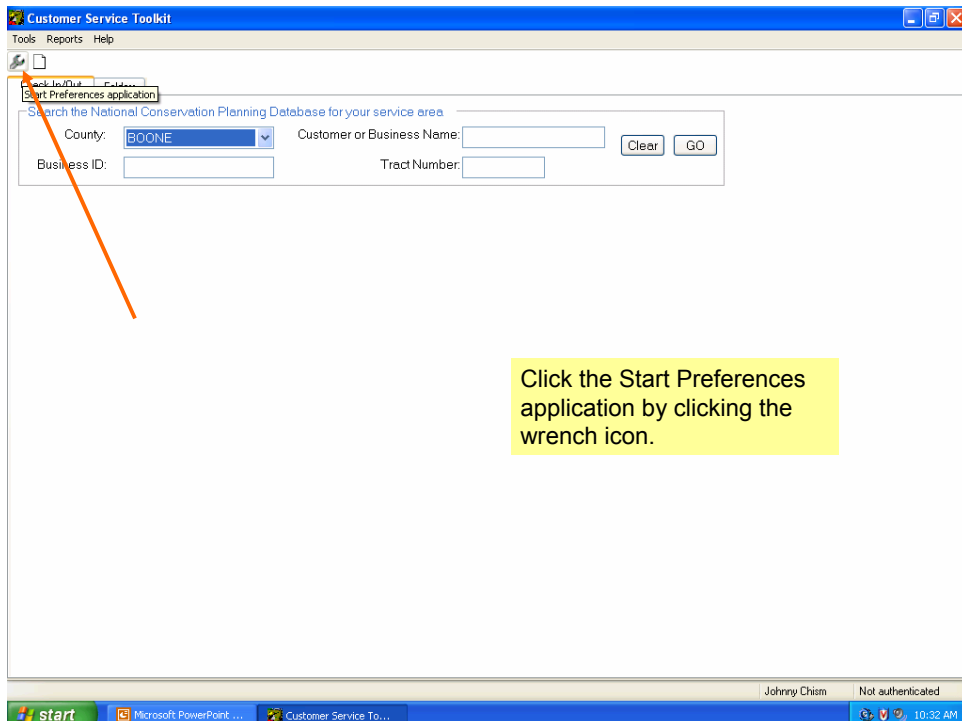
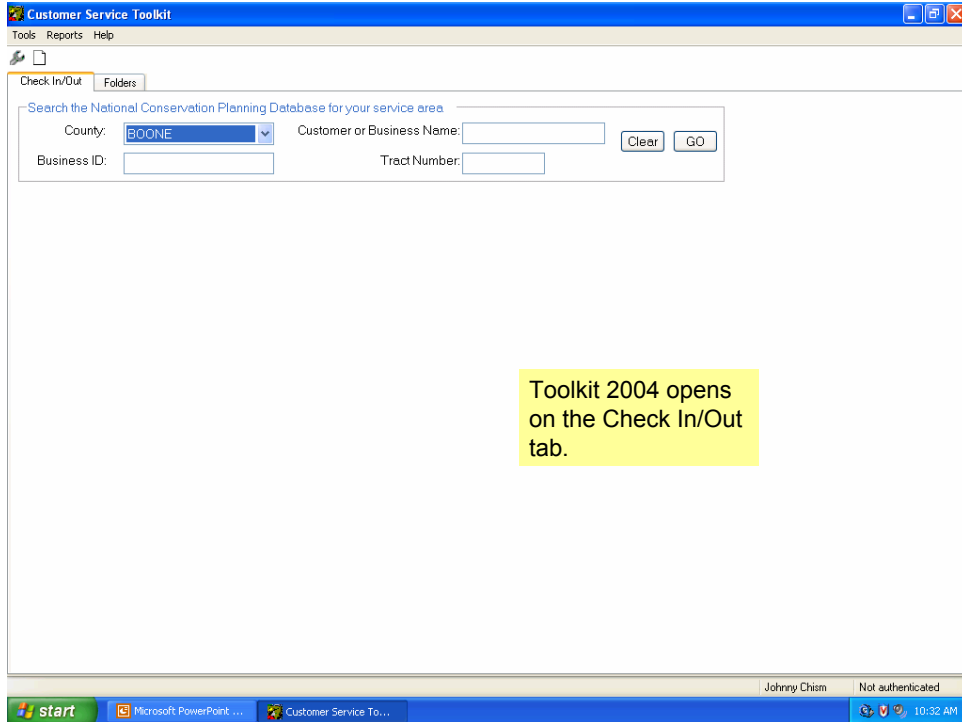
Refer to the chart on the next page to determine the order of study depending on the customer's status in Toolkit 4.1 and the National Conservation Planning Database (NCPDB). Section numbers in red refer to the section of this training manual.



Setting Toolkit Preferences

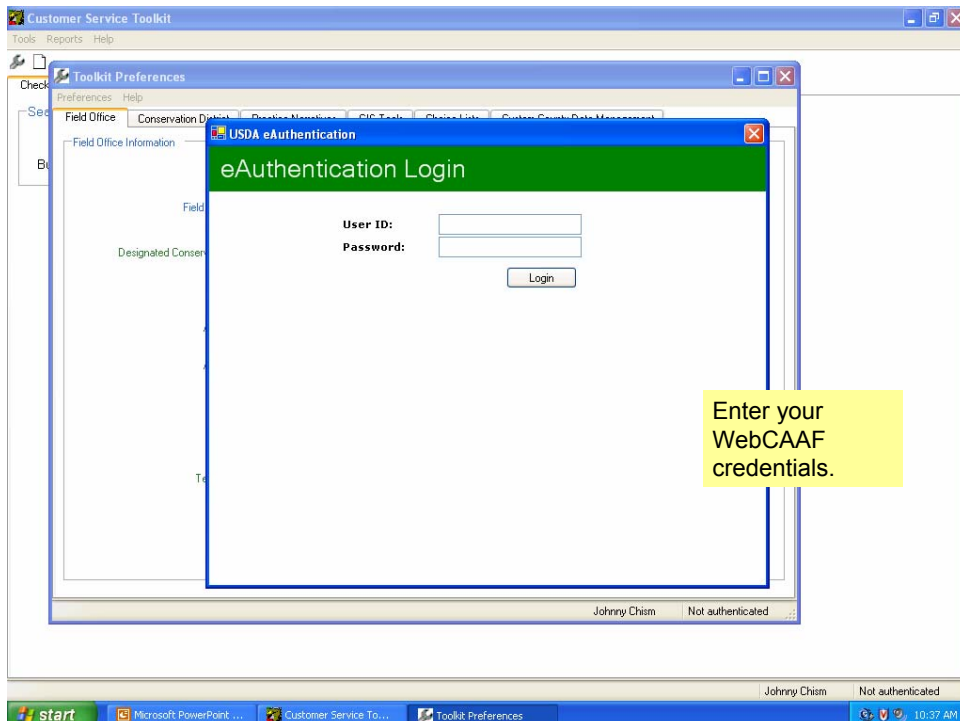
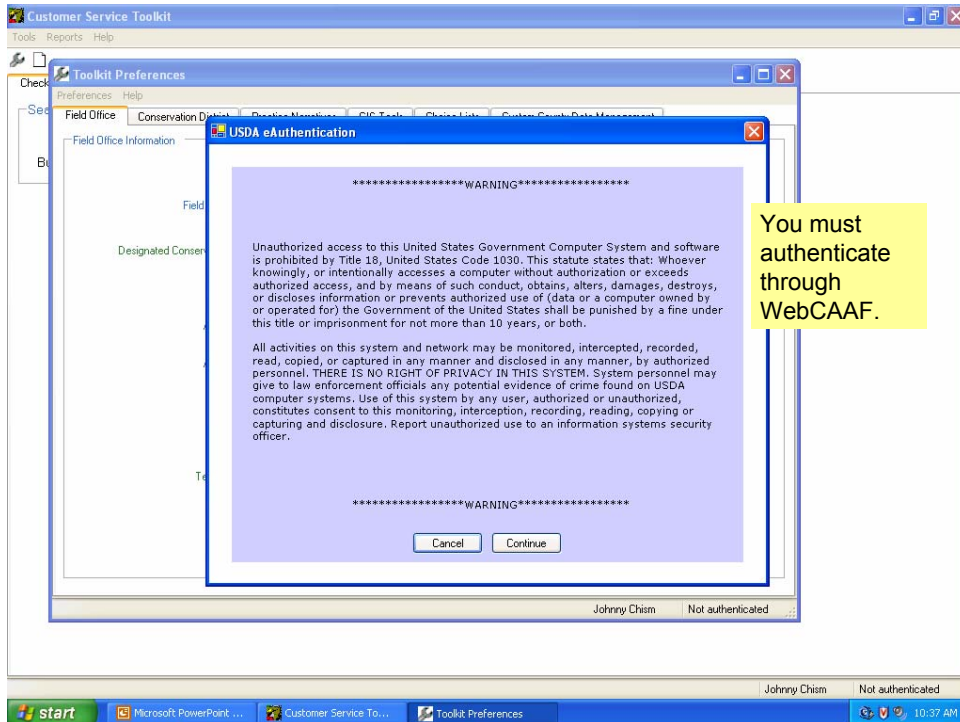
Toolkit 2004

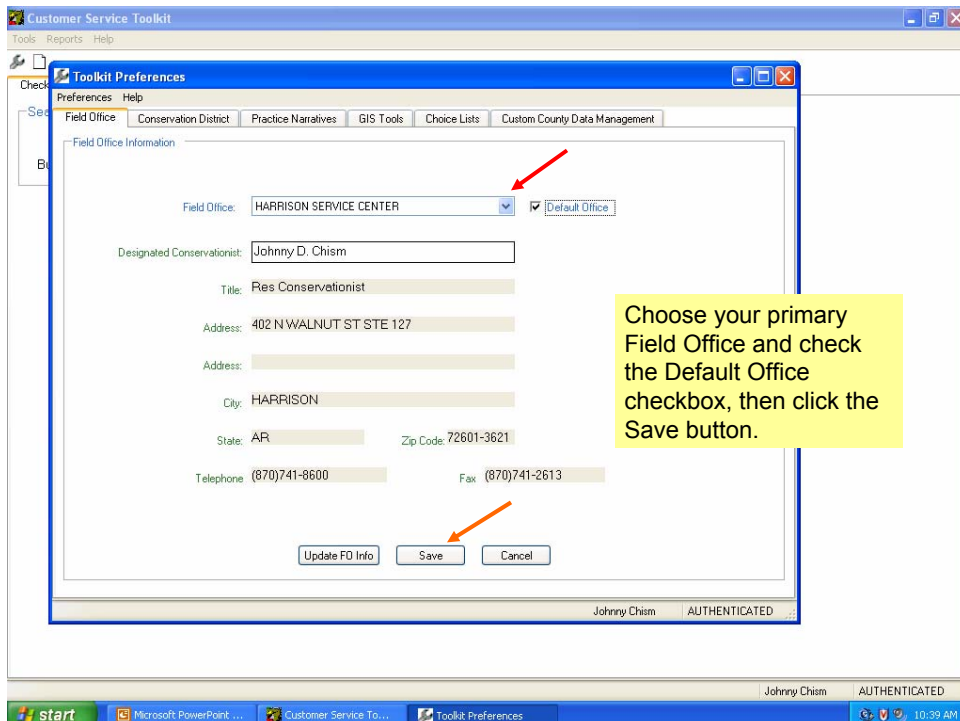
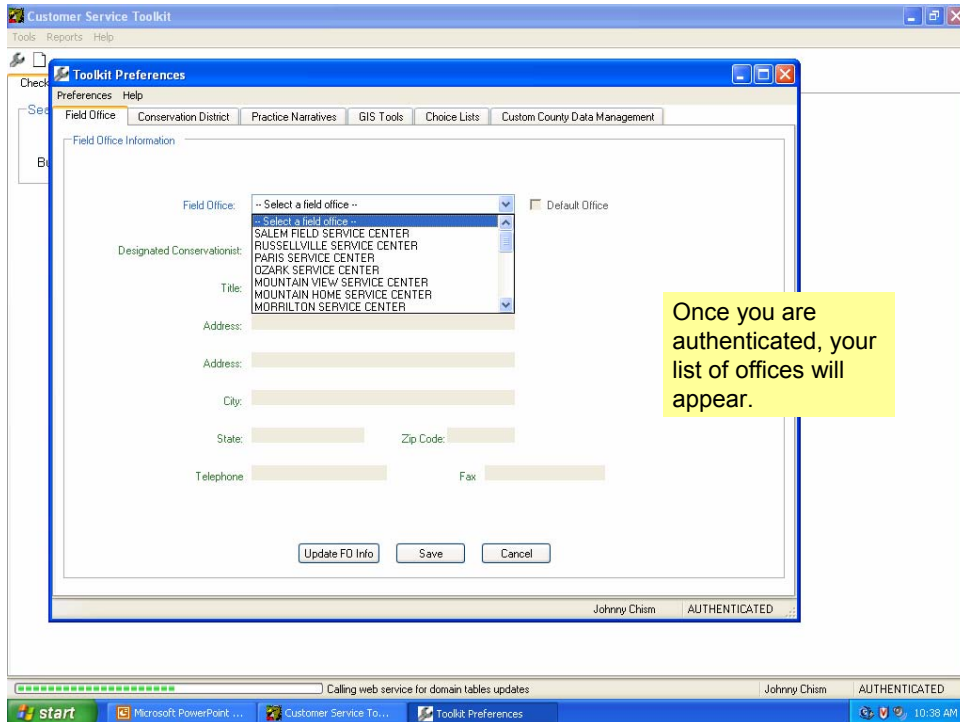




The Preferences application opens on the Field Office tab. The first time you run the application you must Update FO Info to download the list of offices which you have permissions to access.

Click Yes to continue.





Customer Service Toolkit

Tools Reports Help

Toolkit Preferences

Field Office Conservation District Practice Narratives GIS Tools Choice Lists Custom County Data Management

Field Office Information

Field Office: HARRISON SERVICE CENTER Default Office

Designated Conservationist: Johnny D. Chism

Title: Res Conservationist

Address: 402 N WALNUT ST STE 103

Address:

City: HARRISON

State: AR

Telephone (870)741-8600 Fax (870)741-2613

Update FO Info Save Cancel

Johnny Chism AUTHENTICATED

start Microsoft PowerPoint... Customer Service To... Toolkit Preferences 10:39 AM

You will get a message telling you the data has been saved. Click OK, then click the Conservation District tab.

Customer Service Toolkit

Tools Reports Help

Toolkit Preferences

Field Office Conservation District Practice Narratives GIS Tools Choice Lists Custom County Data Management

Conservation District Information

Conservation District: --Please update conservation district information-- Default District

Address:

Address:

City:

State: Zip Code:

Telephone

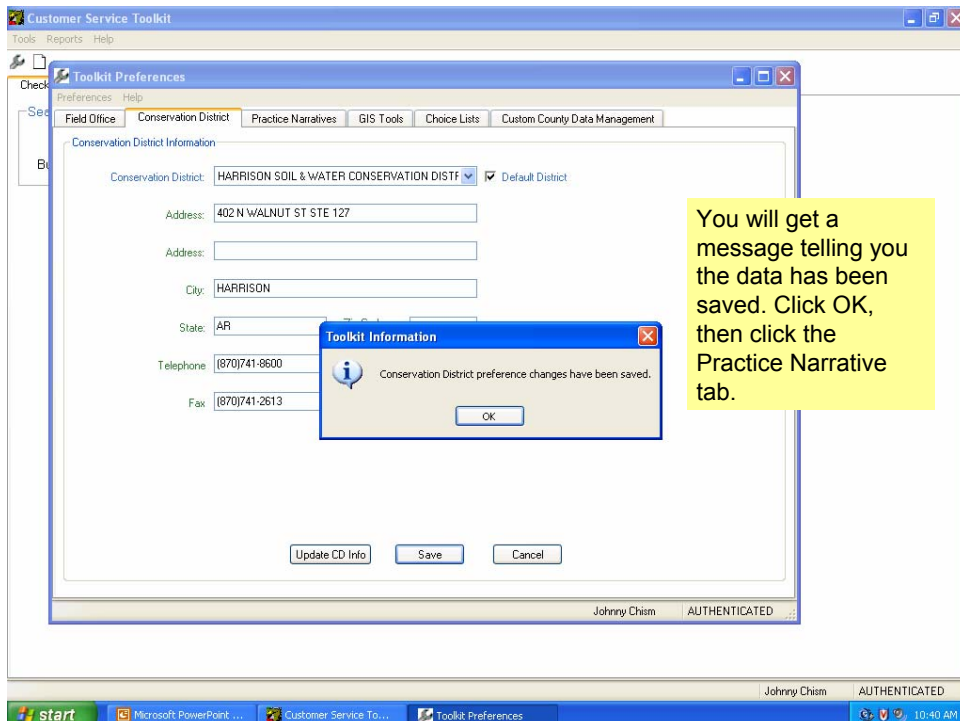
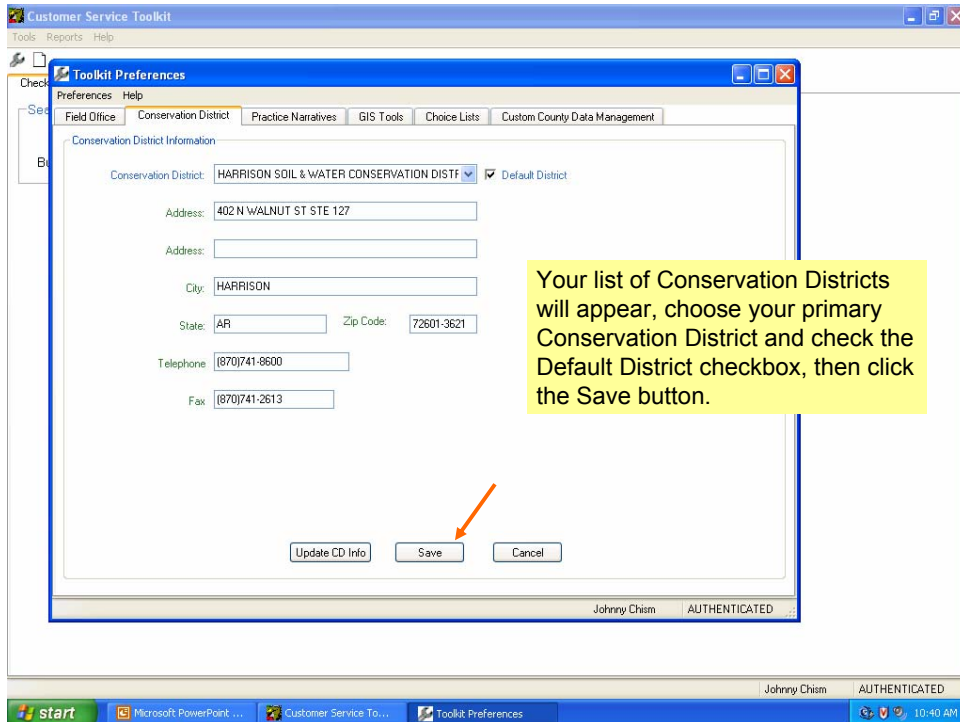
Fax

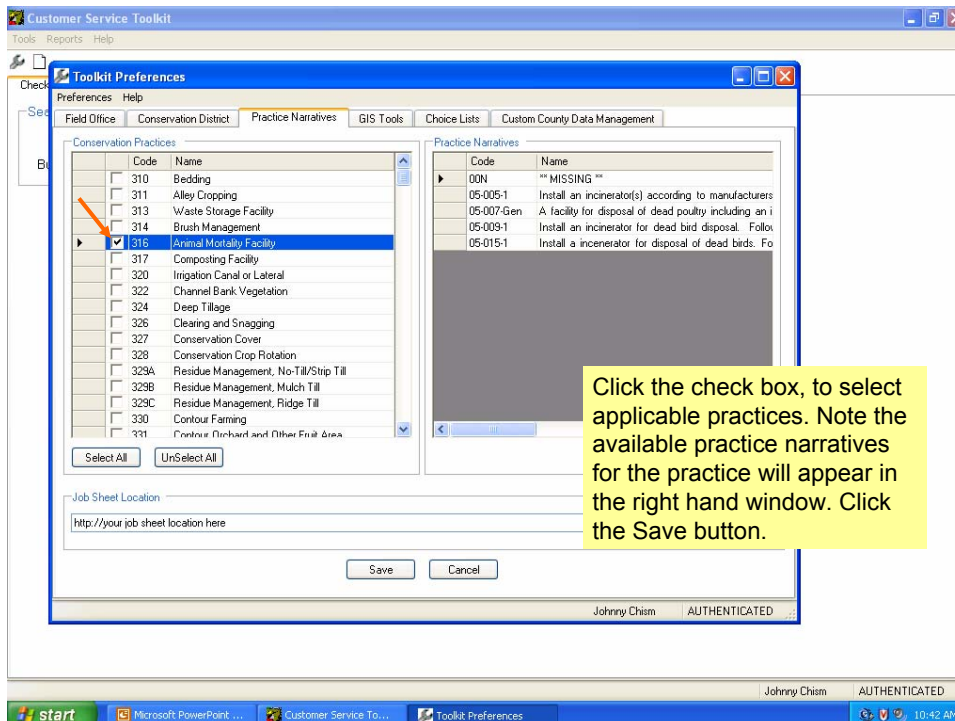
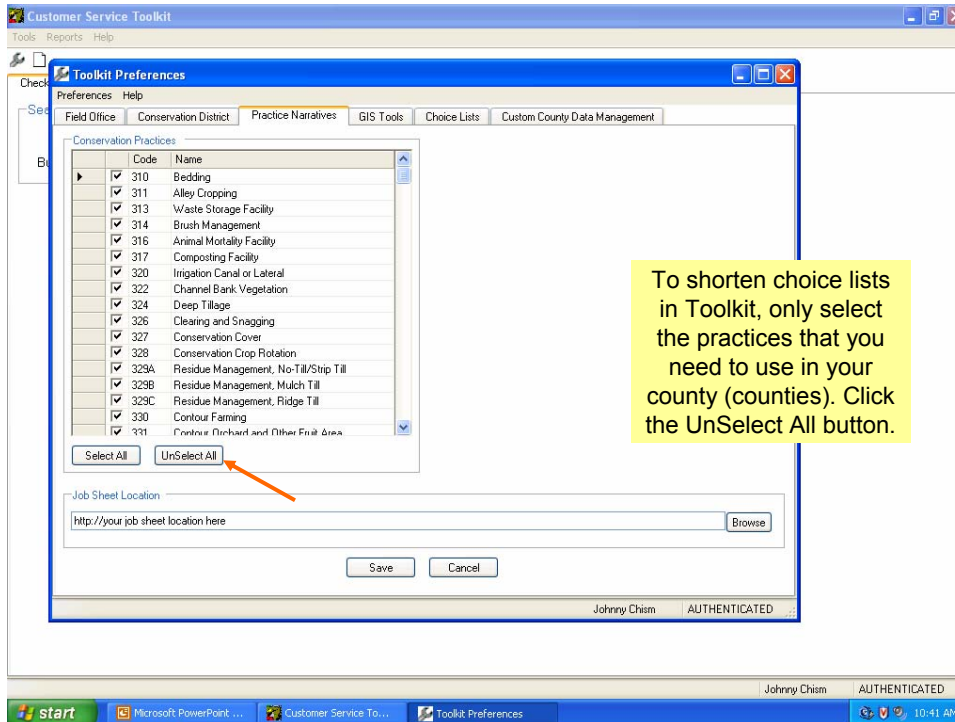
Update CD Info Save Cancel

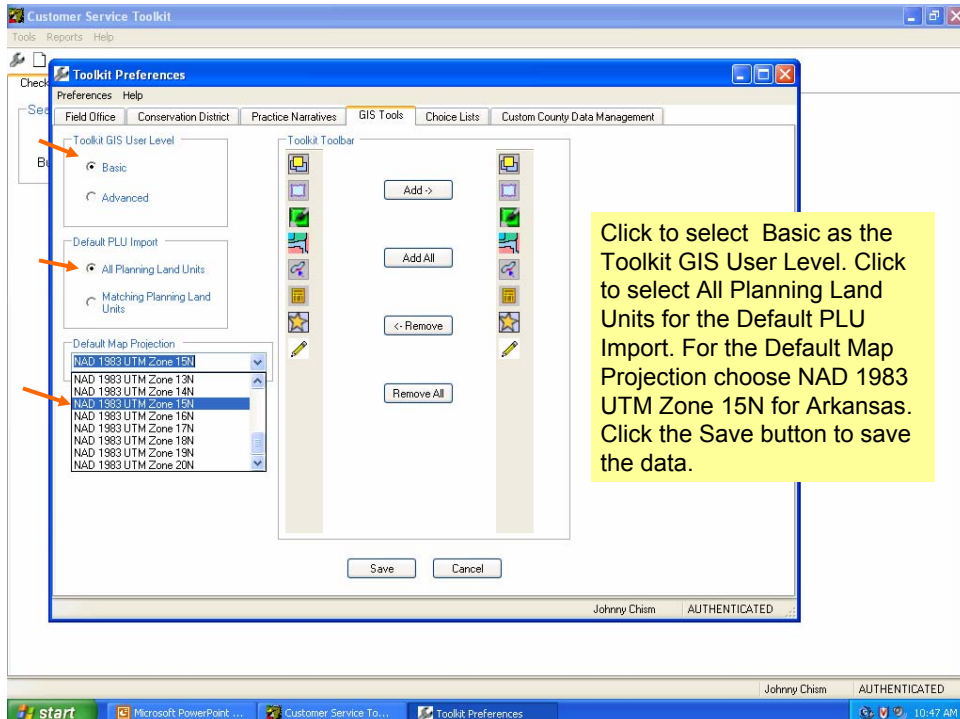
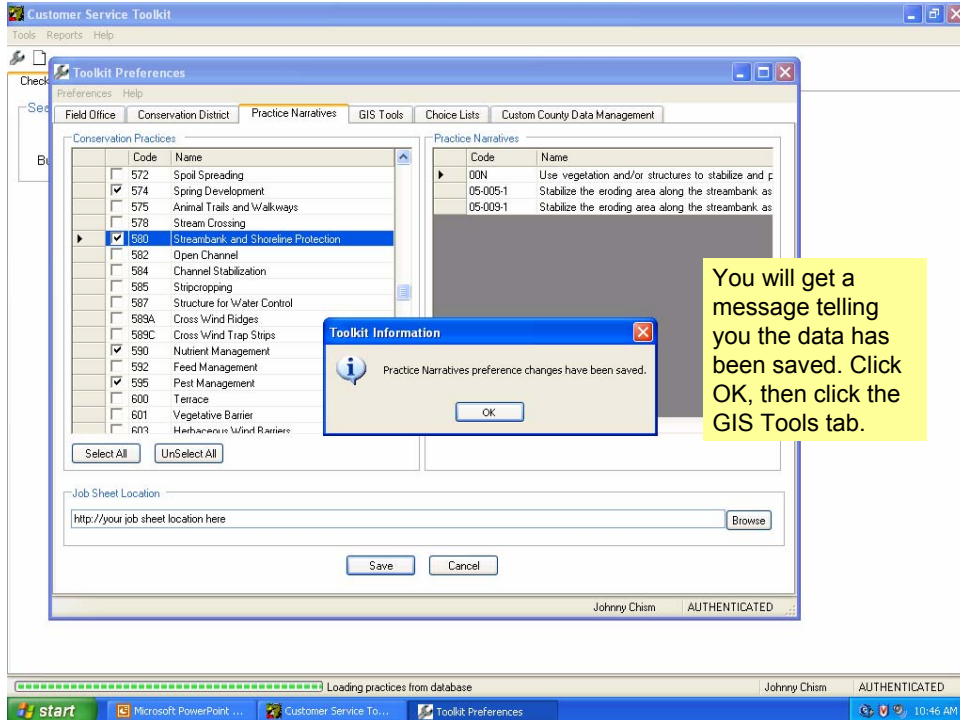
Johnny Chism AUTHENTICATED

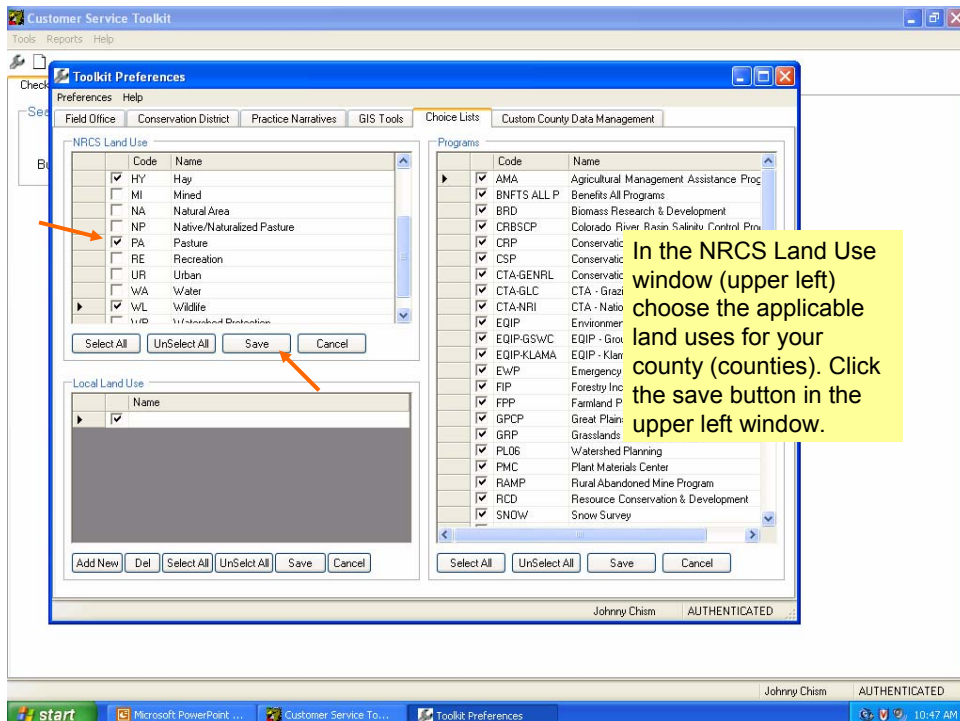
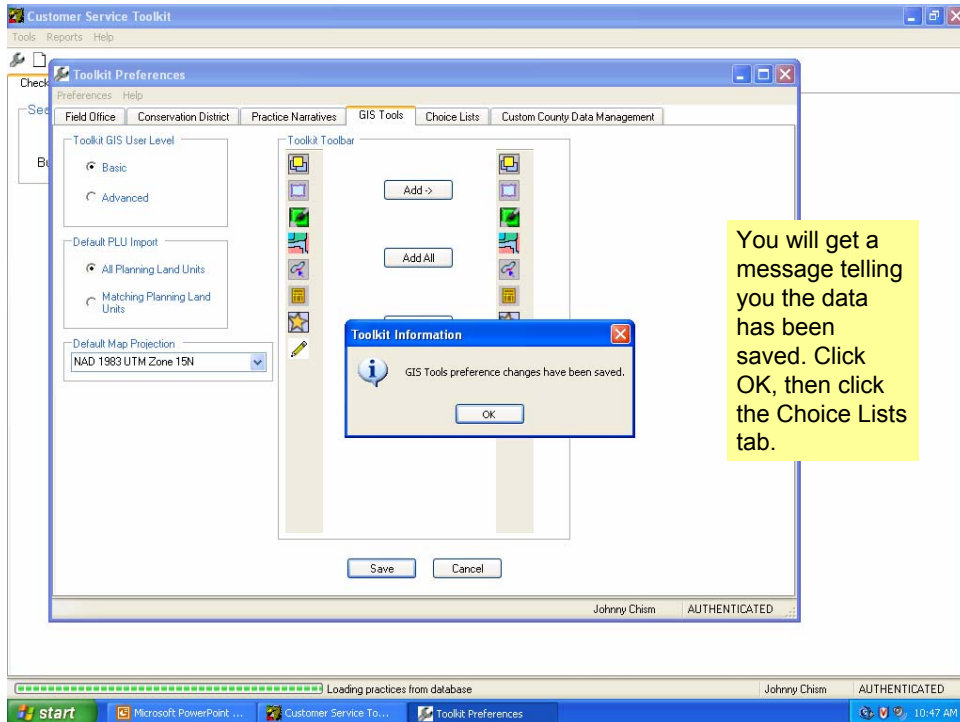
start Microsoft PowerPoint... Customer Service To... Toolkit Preferences 10:39 AM

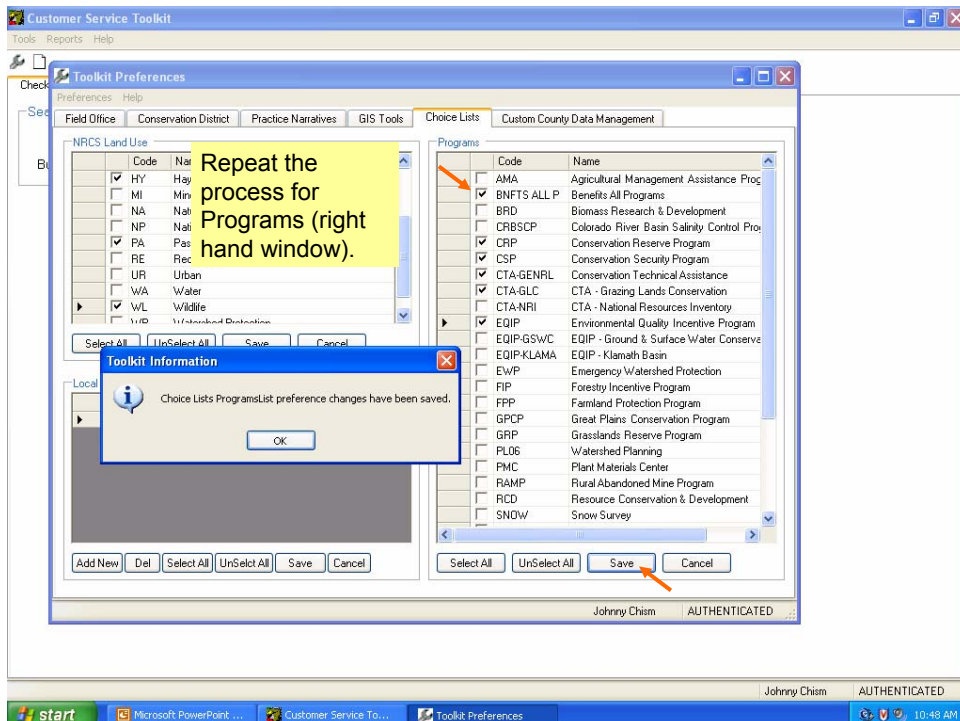
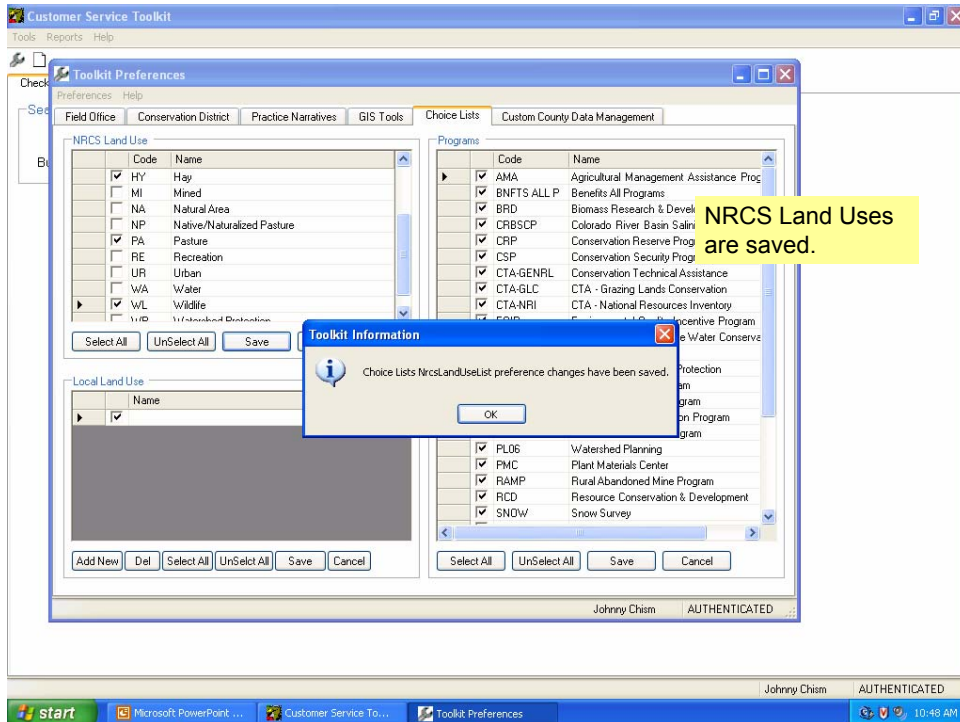
Click the Update CD Info button.

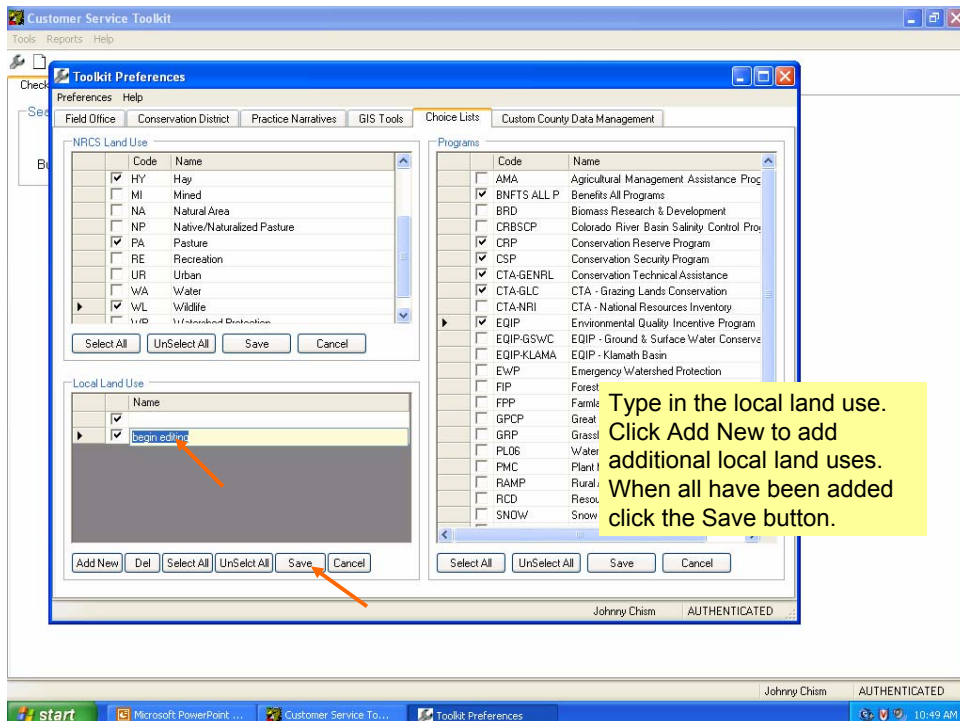
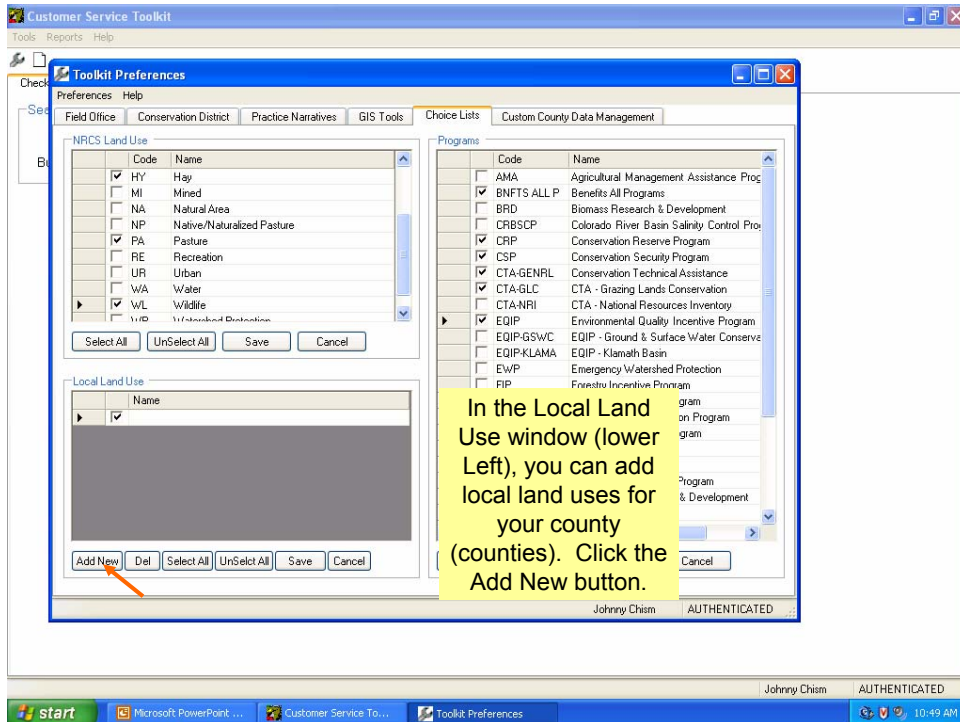


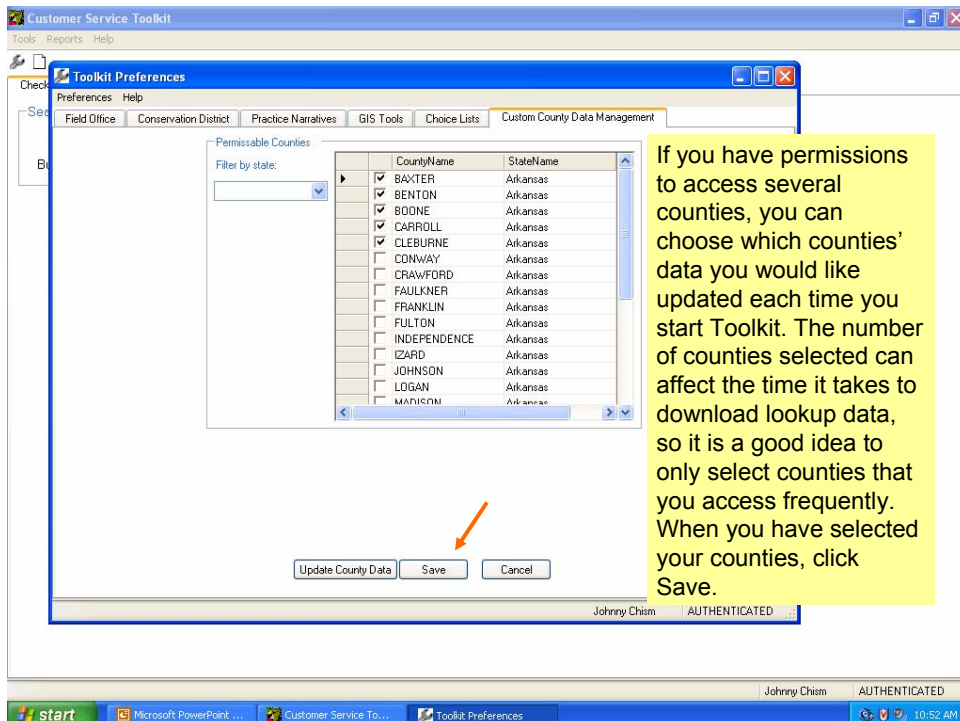
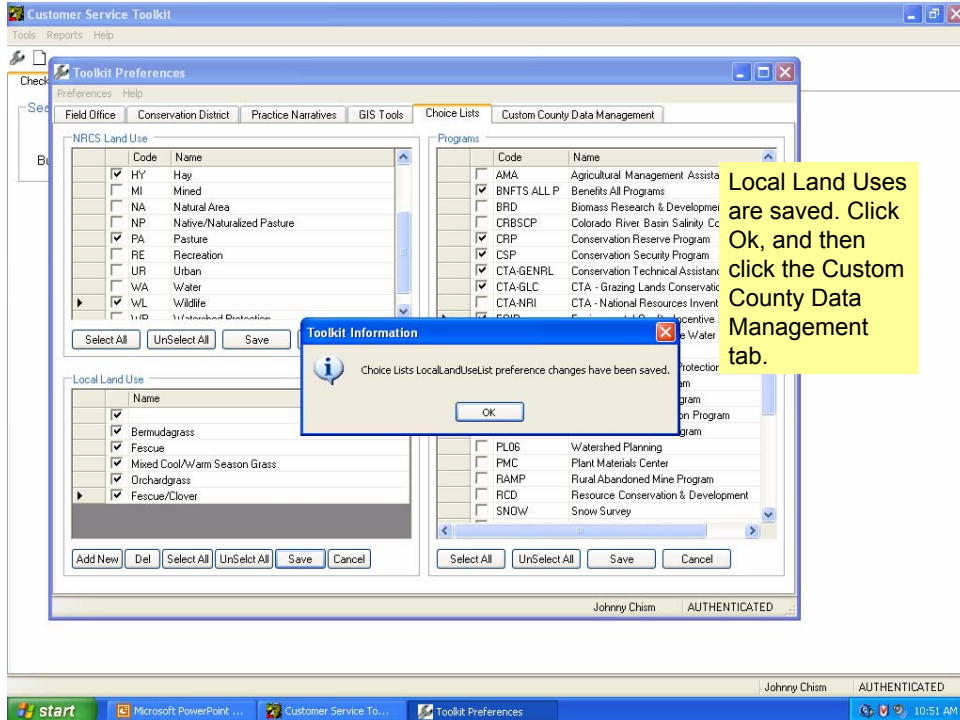


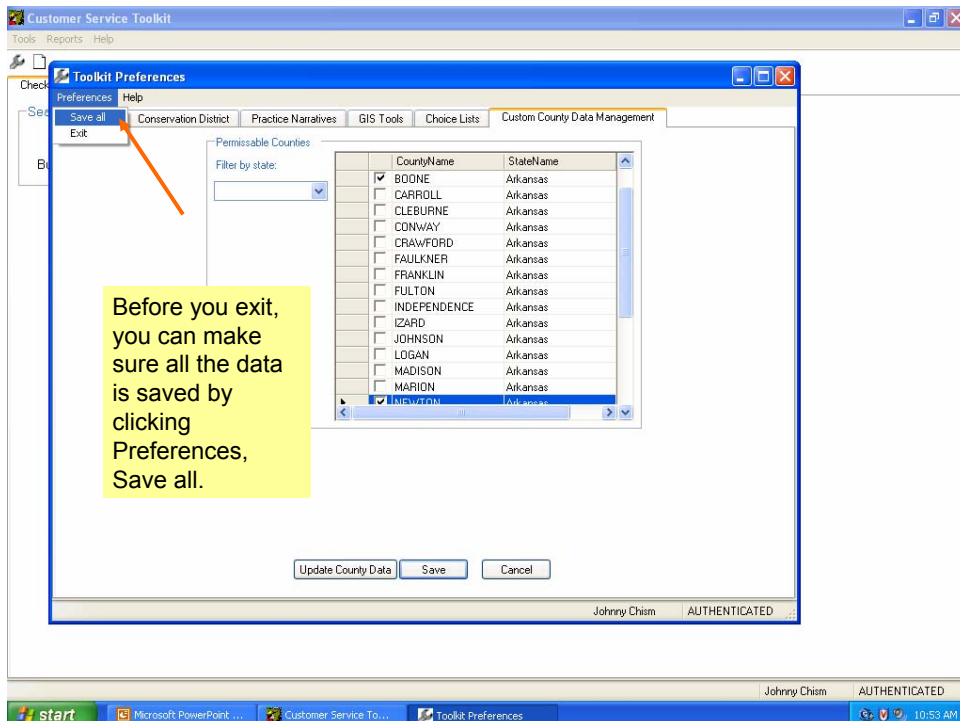
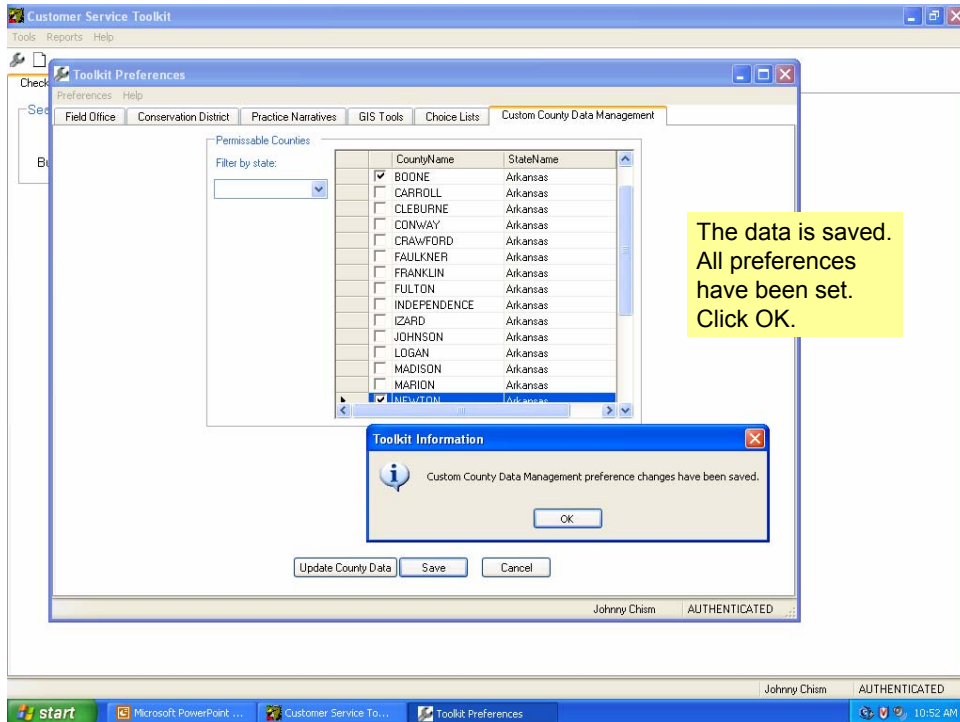












Customer Service Toolkit

Tools Reports Help

Check In/Out

See

Bo

Toolkit Preferences

Preferences Help

Save all

Exit

Conservation District Practice Narratives GIS Tools Choice Lists Custom County Data Management

Permissible Counties

Filter by state:

CountyName	StateName
<input checked="" type="checkbox"/>	BOONE Arkansas
<input type="checkbox"/>	CARROLL Arkansas
<input type="checkbox"/>	CLEBURNE Arkansas
<input type="checkbox"/>	CONWAY Arkansas
<input type="checkbox"/>	CRAWFORD Arkansas
<input type="checkbox"/>	FAULKNER Arkansas
<input type="checkbox"/>	FRANKLIN Arkansas
<input type="checkbox"/>	FULTON Arkansas
<input type="checkbox"/>	INDEPENDENCE Arkansas
<input type="checkbox"/>	IZARD Arkansas
<input type="checkbox"/>	JOHNSON Arkansas
<input type="checkbox"/>	LOGAN Arkansas
<input type="checkbox"/>	MADISON Arkansas
<input type="checkbox"/>	MARION Arkansas
<input checked="" type="checkbox"/>	NEWTON Arkansas

Open County Data Save Cancel

Johnny Chism AUTHENTICATED

start Microsoft PowerPoint... Customer Service To... Toolkit Preferences 10:53 AM

Johnny Chism AUTHENTICATED

To exit the Toolkit Preferences, Click Preferences, Exit or click the X in the upper right hand corner of the window.

Customer Service Toolkit

Tools Reports Help

Check In/Out Folders

Search the National Conservation Planning Database for your service area

County: BOONE Customer or Business Name: Clear GO

Business ID: BOONE
NEWTON Tract Number: Clear GO

Johnny Chism Not authenticated

start Microsoft PowerPoint... Customer Service To... 10:54 AM

You are returned to the main Toolkit 2004 window.

Customer Folder Tabs

Toolkit 2004

The screenshot shows the 'Customer Service Toolkit' application window. At the top, there are menu options: 'Tools', 'Reports', and 'Help'. Below the menu is a search area with the following fields and controls:

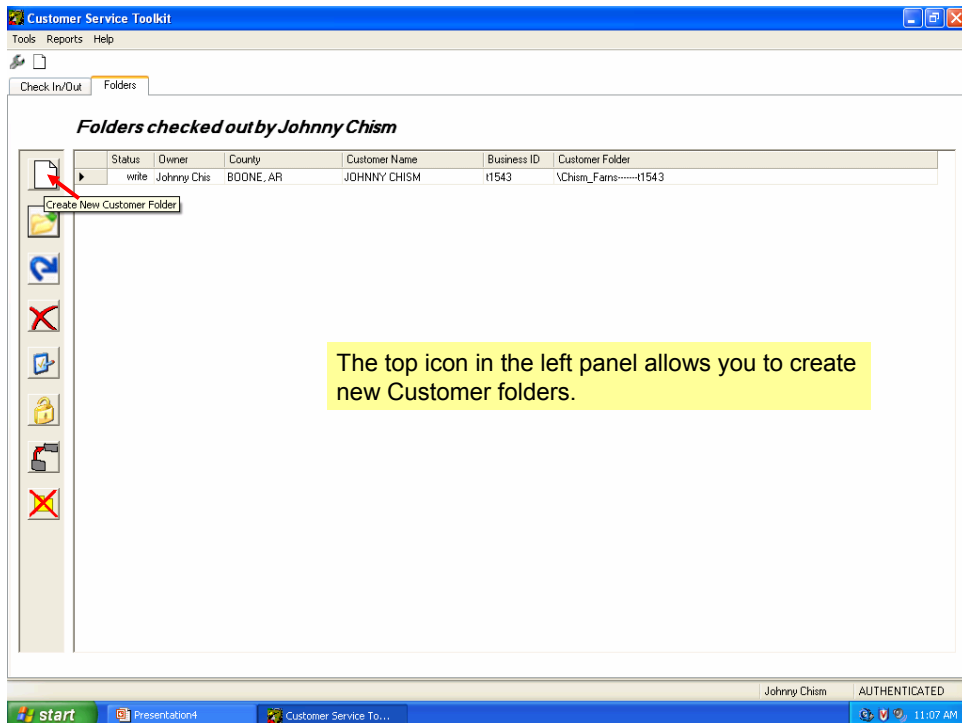
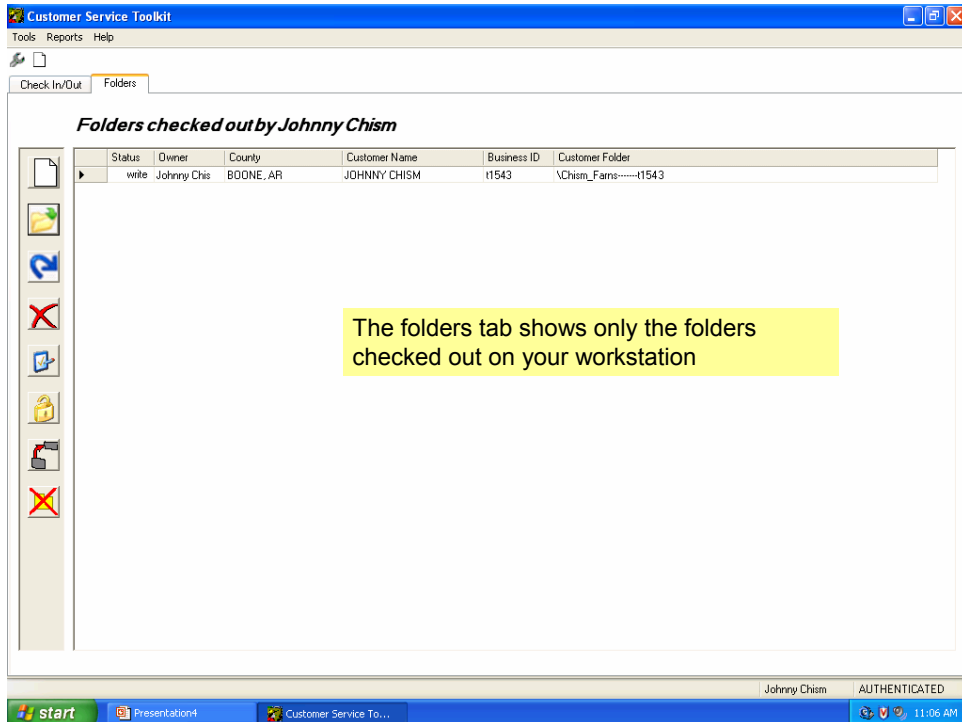
- Search the National Conservation Planning Database for your service area
- County: **BOONE** (dropdown menu)
- Customer or Business Name: [text input]
- Business ID: [text input]
- Tract Number: [text input]
- Buttons: 'Clear' and 'GO'

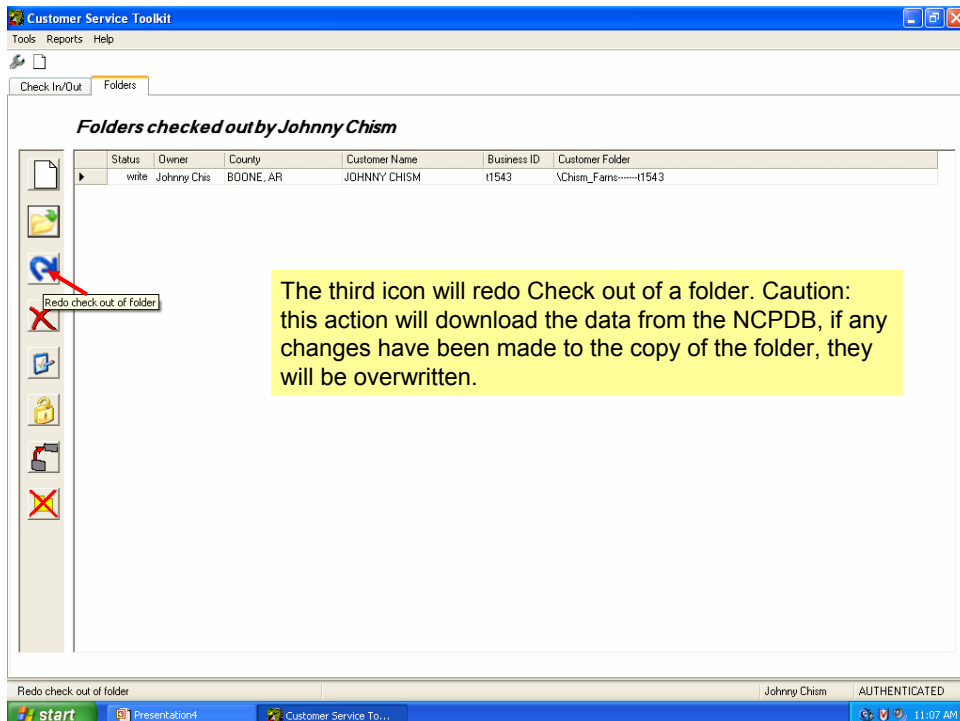
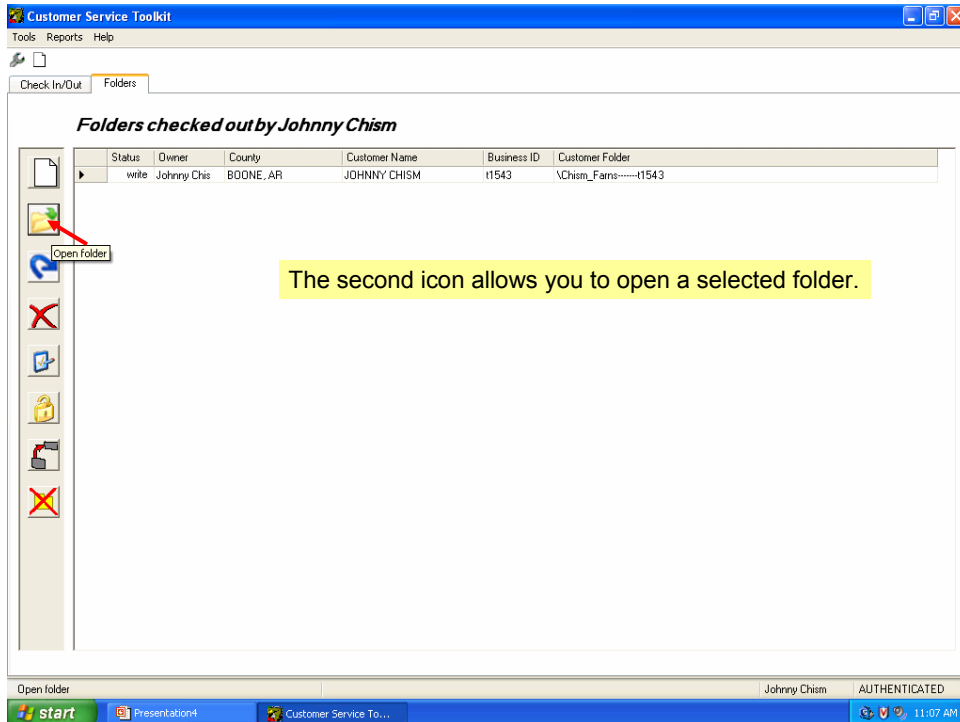
A red arrow points to the 'Folders' tab in the search area. Below the search area are two main sections:

- National Conservation Planning Database**: A table listing folders with columns: Status, Owner, Customer Name, and Customer Folder. The table contains 67 records, with the first few rows visible. A 'Check Out ->' button is located to the right of the table.
- My Checked Out Folders**: A table showing folders currently checked out. It has columns: Status, Owner, County, Customer Name, and Customer Folder. One folder is listed: 'write' by 'Johnny Chis' in 'BOONE, AR' with customer name 'JOHNNY CHISM' and folder path '\Chism_Fans...'. Buttons for '<- Check In', '<<- Check In All', 'Clear Results', 'Check Out w/6 Folders ->', and 'Cancel' are located to the left of this table.

A yellow callout box with black text is overlaid on the right side of the interface, stating: 'The check In/ Out tab shows all the customer folders in the NCPDB on the left and all folders checked out to your workstation on the right. Click on the folders tab.'

At the bottom of the window, the status bar shows '67 records returned', the user 'Johnny Chism', and 'AUTHENTICATED'. The Windows taskbar at the very bottom shows the 'start' button, 'Presentation3', 'Customer Service To...', and the system clock '11:04 AM'.





Folders checked out by Johnny Chism

Status	Owner	County	Customer Name	Business ID	Customer Folder
write	Johnny Chis	BOONE, AR	JOHNNY CHISM	t1543	\Chism_Farms-----t1543

The fourth icon will delete read-only folders from the hard drive. Folders that have a status of write cannot be delete without making them read-only first.

Delete read-only folder from hard drive

start Presentation4 Customer Service To... Johnny Chism AUTHENTICATED 11:07 AM

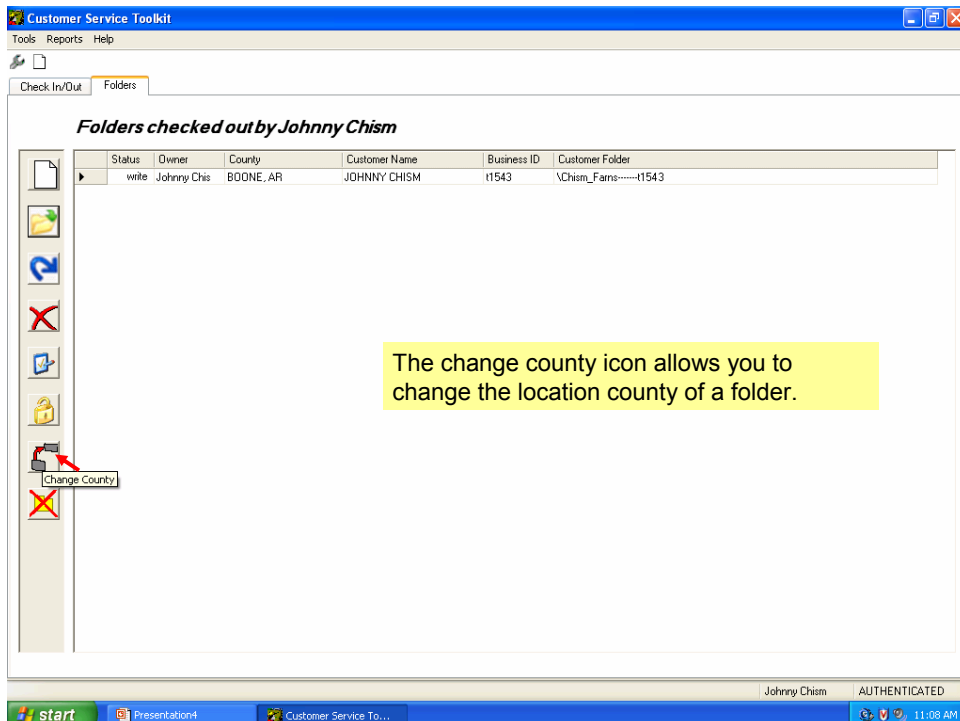
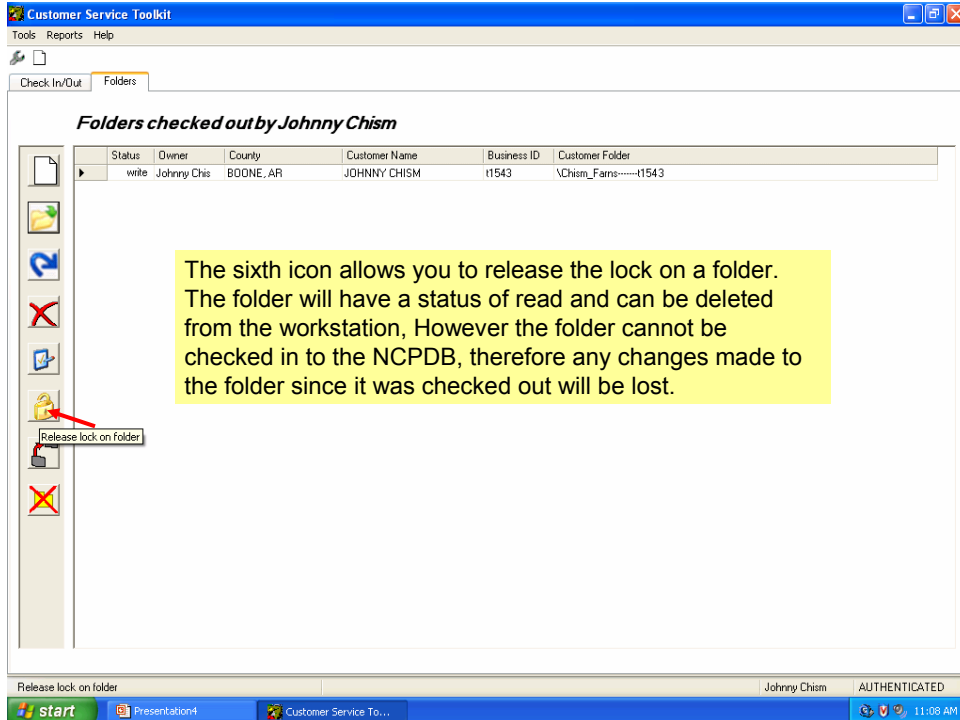
Folders checked out by Johnny Chism

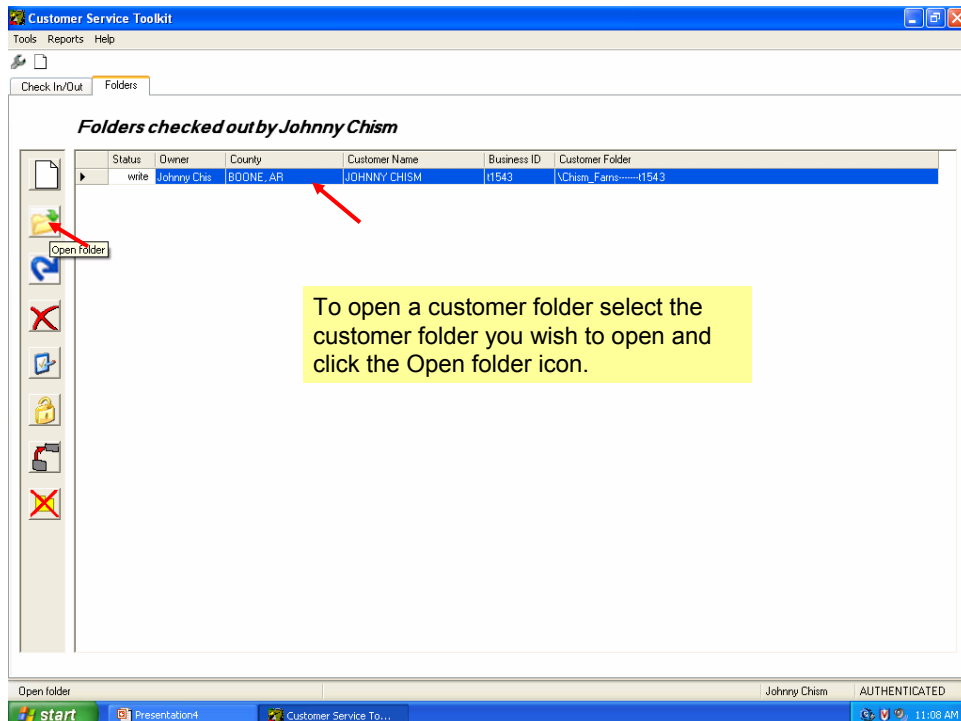
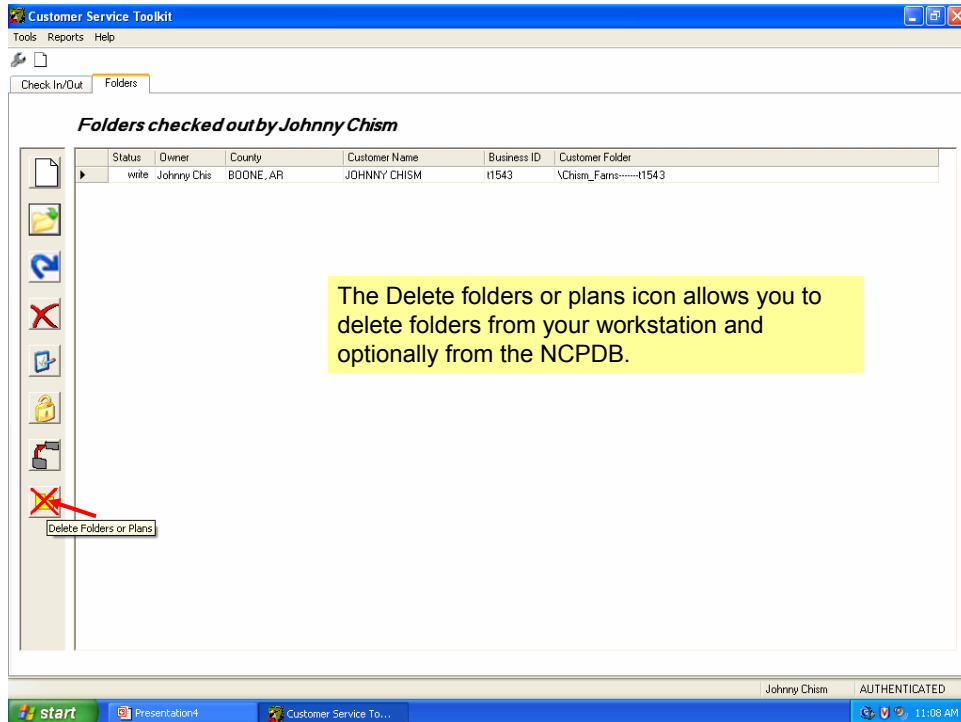
Status	Owner	County	Customer Name	Business ID	Customer Folder
write	Johnny Chis	BOONE, AR	JOHNNY CHISM	t1543	\Chism_Farms-----t1543

The fifth icon allows you to Check in folders to the NCPDB. Only folders with a status of write can be checked in to the NCPDB. Note: the folder will be removed from your workstation.

Check in folder

start Presentation4 Customer Service To... Johnny Chism AUTHENTICATED 11:07 AM





Customer Service Toolkit JOHNNY CHISM \Chism_Farms-----11543

Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer Files

Name: JOHNNY CHISM Business: (870) 741 - 9600
This is the decision maker Home:
Business: Chism Farms Business Fax: None available
Mobile: None available
Address: 927 QUAIL AVE Email:
927 QUAIL AVE
HARRISON, AR
72601

The customer folder opens on the general tab. This information is extracted from SCIMS and cannot be edited. Any edits to the customer information must be made in SCIMS. You can add associated customers to this customer folder, Click Add Associated Customer.

Add Associated Customer Edit/ Delete Associated Customer Update Outlook Contact

Johnny Chism AUTHENTICATED

Customer Service Toolkit JOHNNY CHISM \Chism_Farms-----11543

Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer Files

SCIMS Browser

USDA Service Center Information Management System Customer Search Page

Location State: ARKANSAS Service Center: ALL SERVICE CENTERS
National Search: Service Center Details

Type: Individual Business Both
Active Active and Inactive
Tax ID ID: ID Type: Select One Whole ID
Name: Starts With Exact Match Last or Business: First:
Other: Common Name: Zip Code: Phone No:

Search Reset

Add Associated Customer

The SCIMS window opens and allows you to search for a customer. Note: New customers cannot be added from within Toolkit 2004 they must be added in SCIMS.

SCIMS Browser

ALMA L CHISM	Social Security	195 562 HIGHWAY 185	LEXA, AR 72355-8512	(803)827-1377	ARKANSAS	PHILLIPS
ANN CHISM	Social Security	89 CHISM TRL	JERUSALEM, AR 72080-8345	(501)669-1136	ARKANSAS	CONWAY
BERNARD CHISM	Social Security	415 MAPLE ST	HOUSTON, AR 72070-8010	(501)759-2370	ARKANSAS	CONWAY
BILLY G CHISM	Social Security	89 CHISM TRL	JERUSALEM, AR 72080-8345	(501)669-1136	ARKANSAS	CONWAY
BOB CHISM	No Tax Id	1418 PECAN ST	CROSSETT, AR 71635-4005		ARKANSAS	ASHLEY
CARLE CHISM	Social Security	UNABLE TO FORWARD	LEWISVILLE, AR 71945-9802		ARKANSAS	LEE
DINAH CHISM	No Tax Id	RR 1 BOX 97A	POCAHONTAS, AR 72455		ARKANSAS	RANDOLPH
EDITH A CHISM	No Tax Id	UNKNOWN	HOLLY GROVE, AR 72069-		ARKANSAS	MONROE
ETHEL RAE CHISM	Social Security	PO BOX 301			ARKANSAS	CONWAY
EULAS A CHISM	Social Security	827 CANEY VALLEY DR			ARKANSAS	CONWAY
EULAS CHISM	Social Security	RR 1 BOX 204			ARKANSAS	CONWAY
EULAS WELDON CHISM	Social Security	827 CANEY VALLEY DR			ARKANSAS	BAXTER
FLORA CHISM	Social Security	3521 COUNTY ROAD 73			ARKANSAS	BAXTER
GLEN CHISM	Social Security	16658 HIGHWAY 5 S			ARKANSAS	LONOKE
HARDY CHISM	Social Security	15717 ARKANSAS HIGHWAY 31 N	WARD, AR 72176-8717		ARKANSAS	BAXTER
HENRY CHISM	Social Security	RR 1 BOX 330	GASSVILLE, AR 72635-9737		ARKANSAS	CONWAY
HENRY CHISM	Social Security	1505 9TH ST	BARLING, AR 72023-1810		ARKANSAS	CONWAY
JAMES H CHISM	Social Security	RR 1 BOX 136A	PLUMERVILLE, AR 72127-9729		ARKANSAS	CONWAY
JAMES B CHISM	Social Security	RR 1 BOX 205	CENTER RIDGE, AR 72027-9747		ARKANSAS	CONWAY

A list of customers from SCIMS appears. To select a customer click on the customers name.

Page 1 of 3 [Next >>](#)

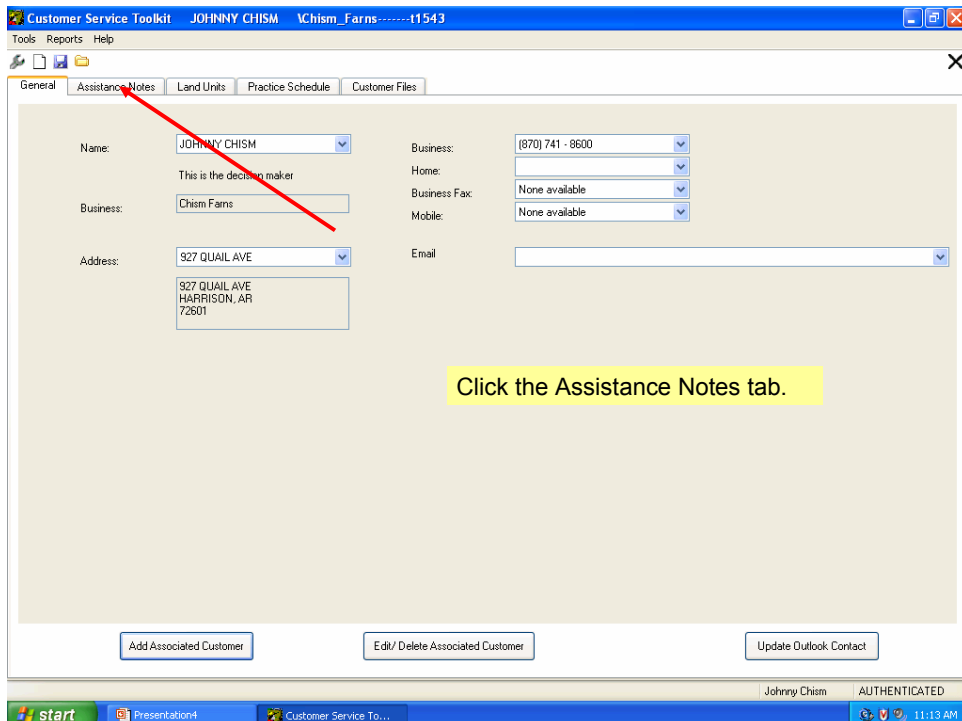
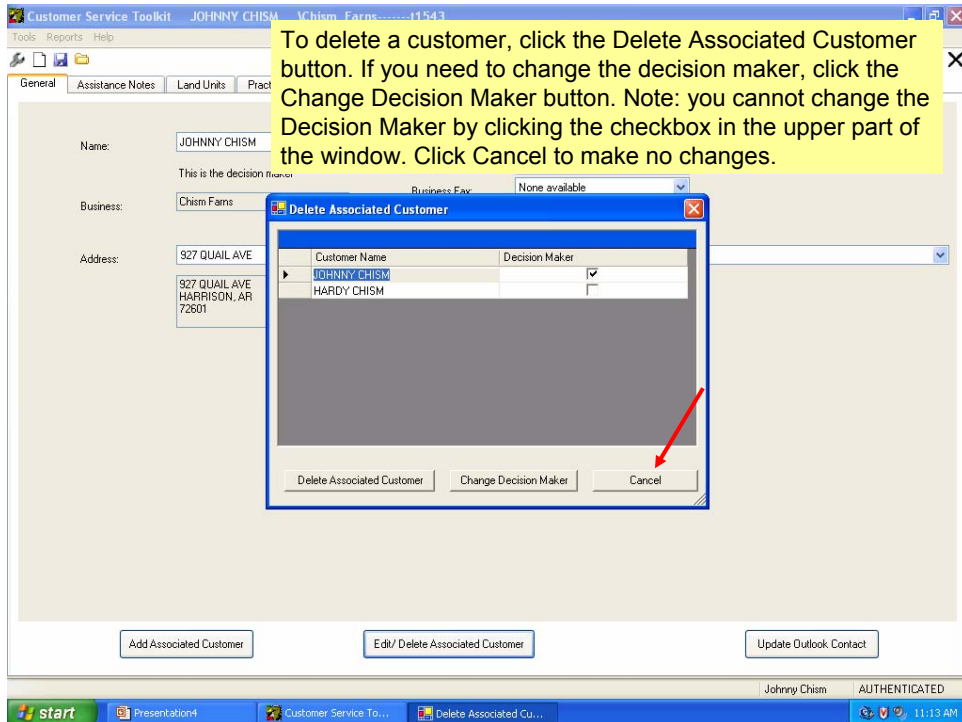
Are you sure you wish to add this participant?

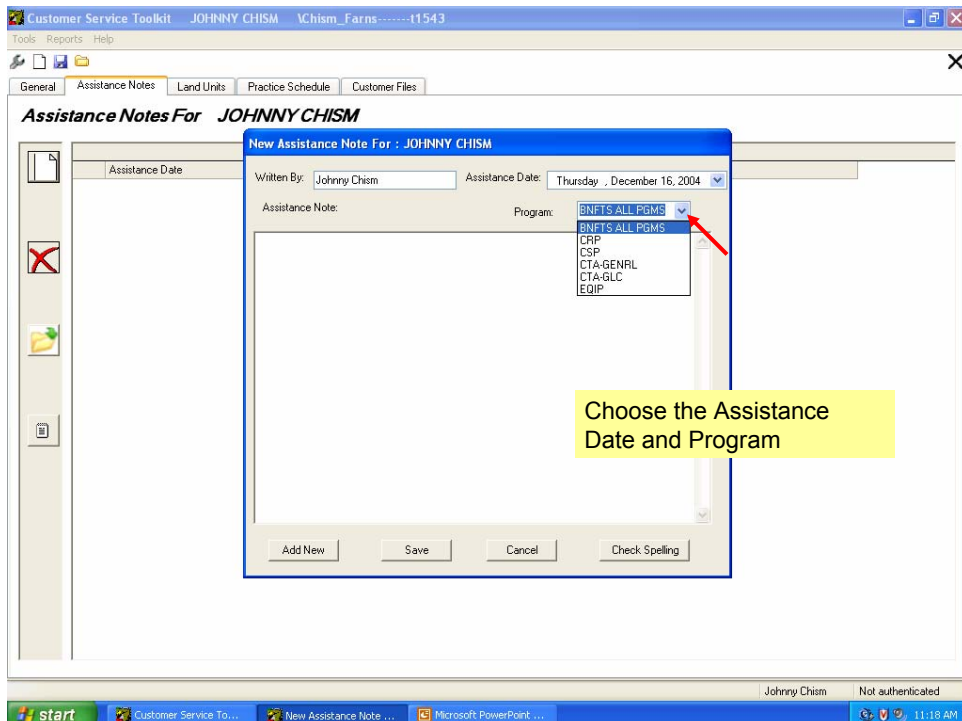
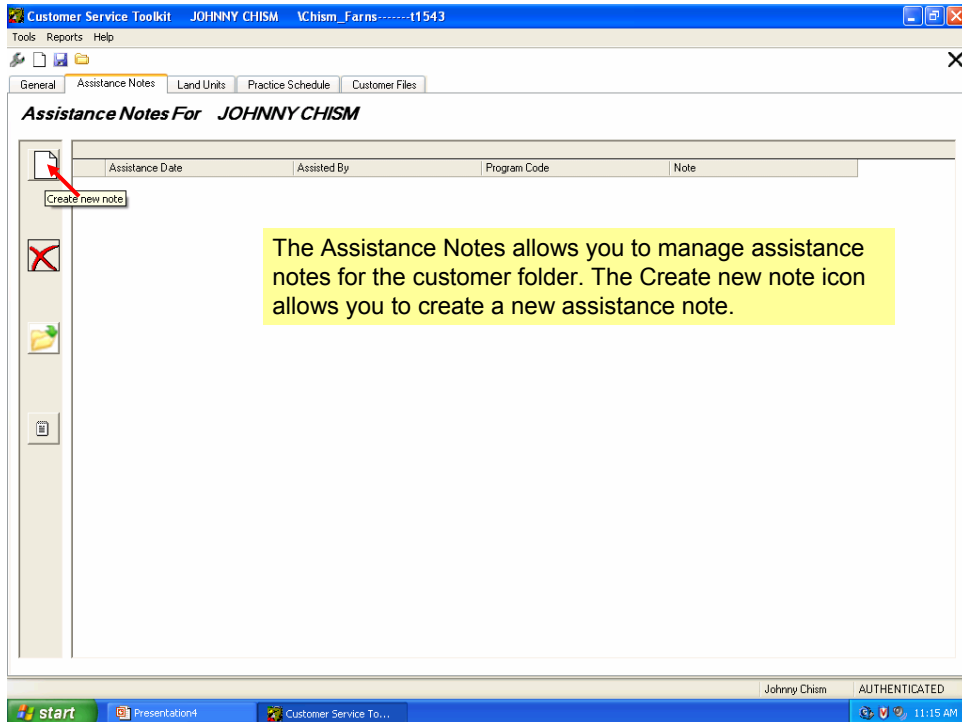
SCIMS Customer Selected:

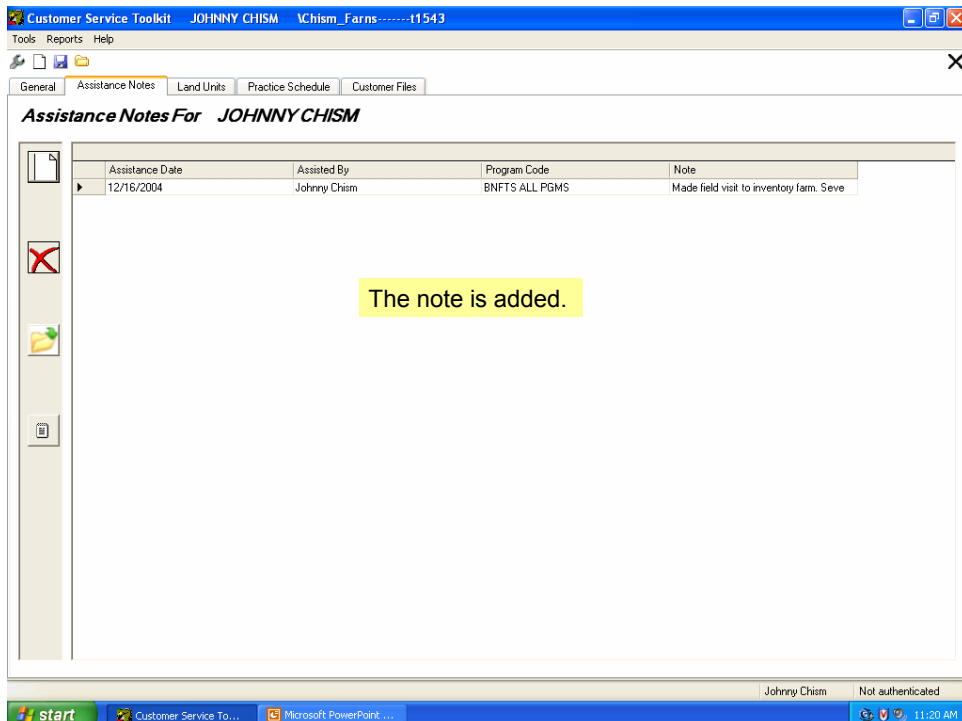
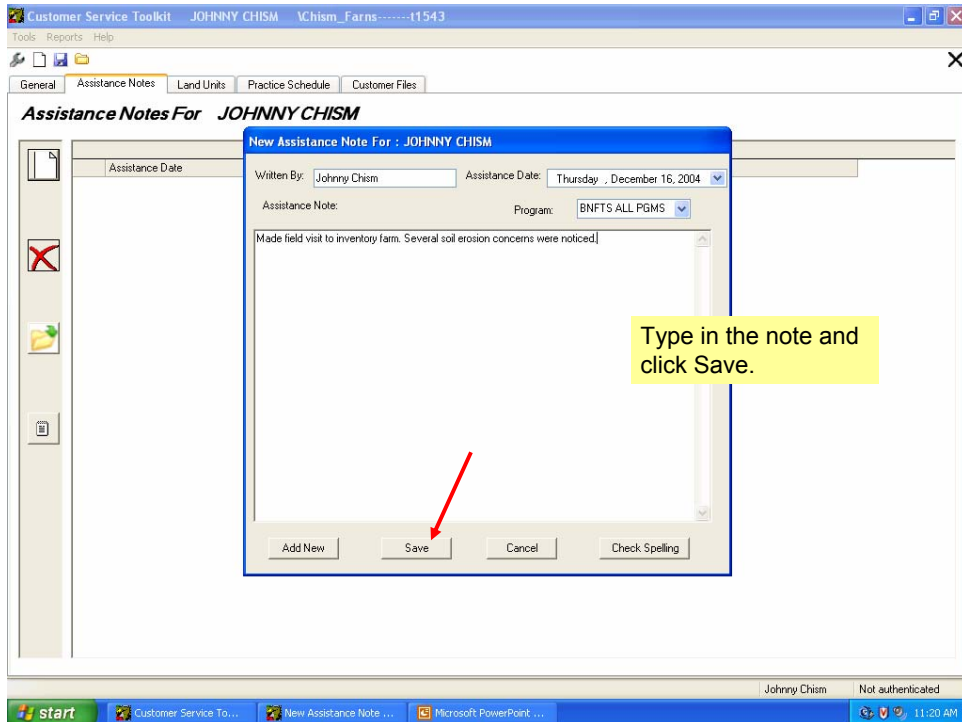
Make this participant Decision Maker

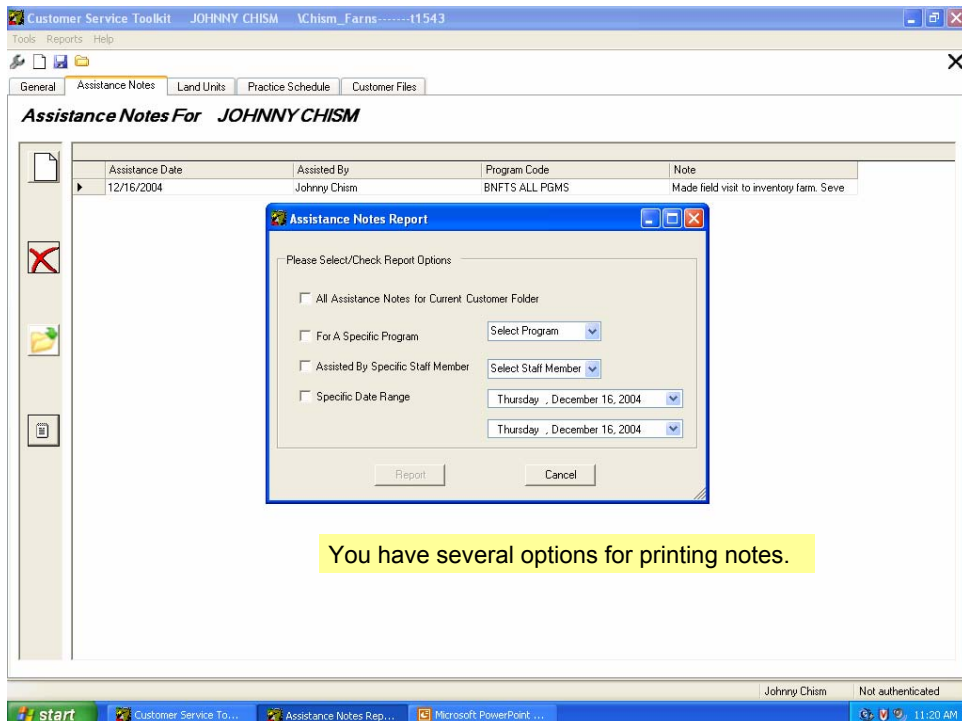
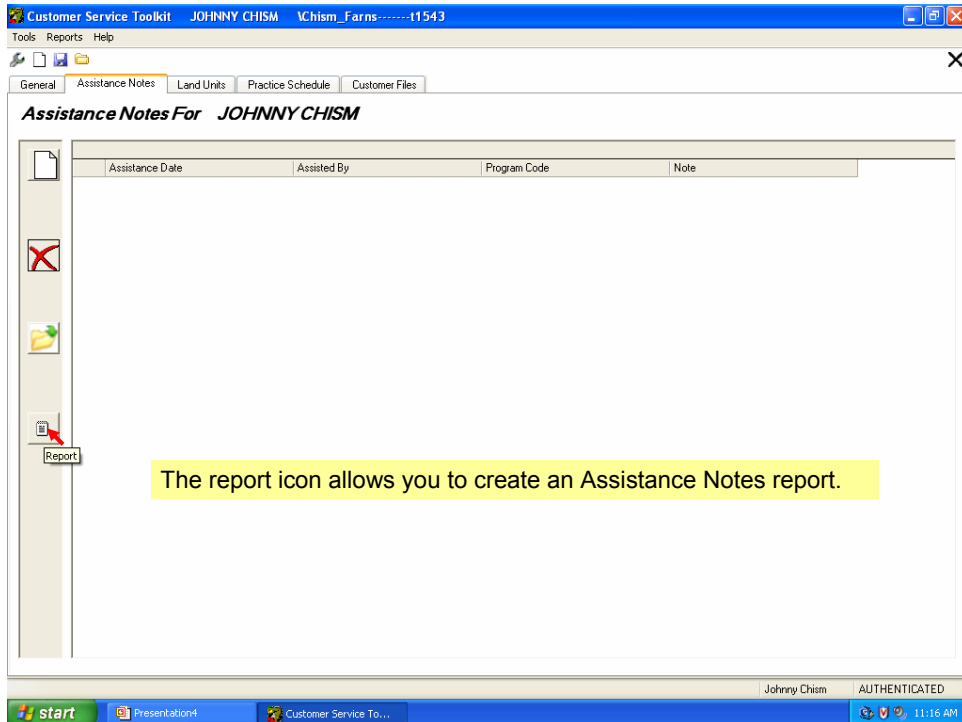
A message appears allowing you to confirm the addition of the customer. You also have the option of making the new customer the decision maker. Click OK to accept the customer or click Return to SCIMS to search again, or click Close to cancel the addition of the customer.

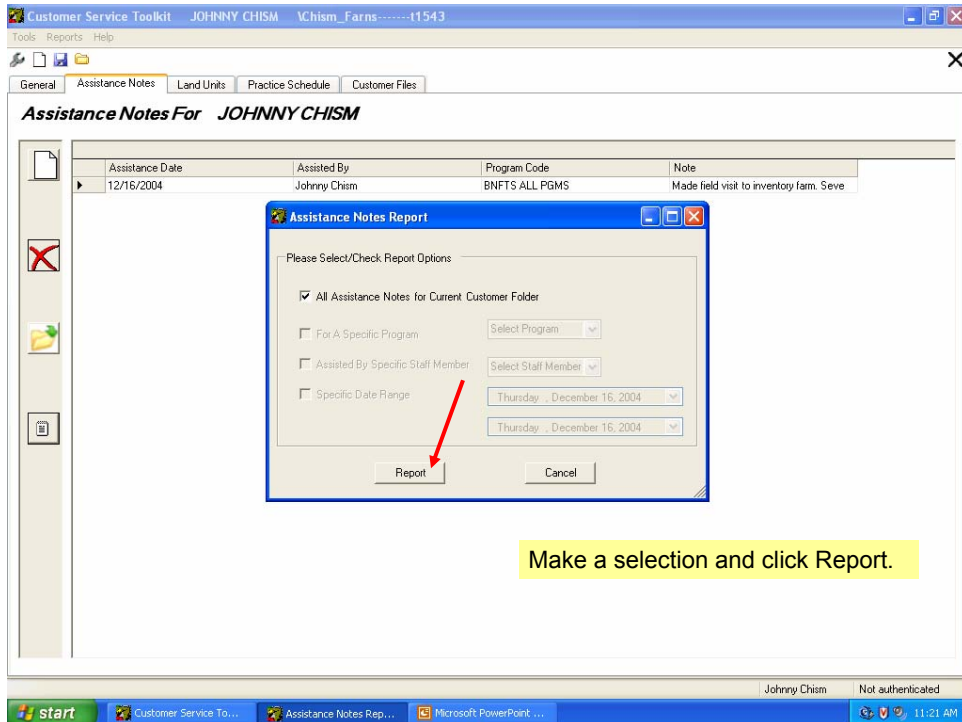
Johnny Chism AUTHENTICATED



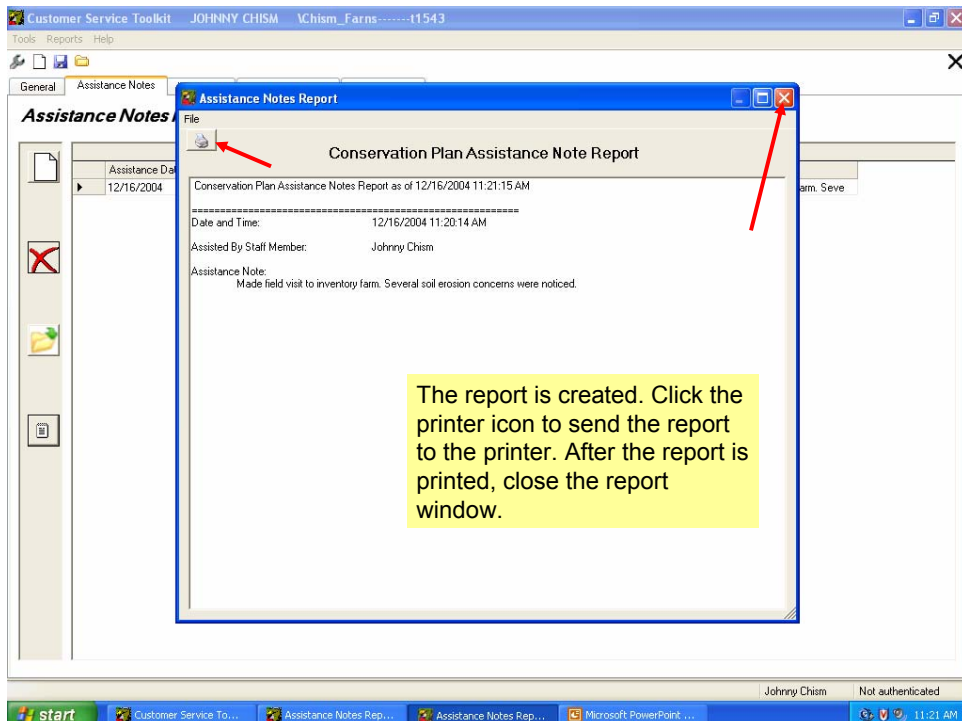




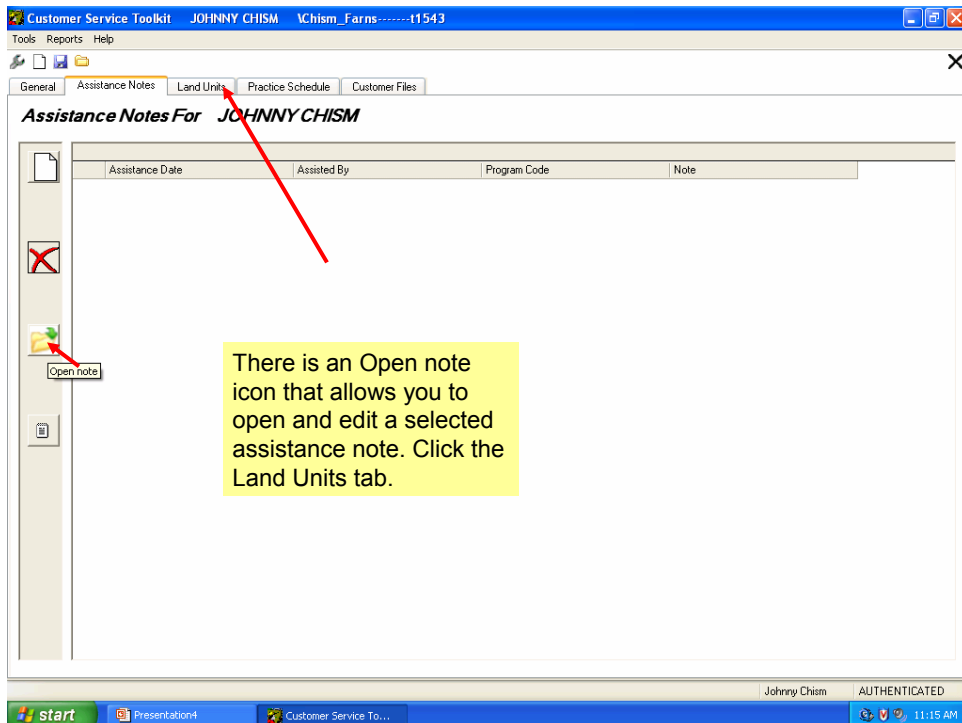
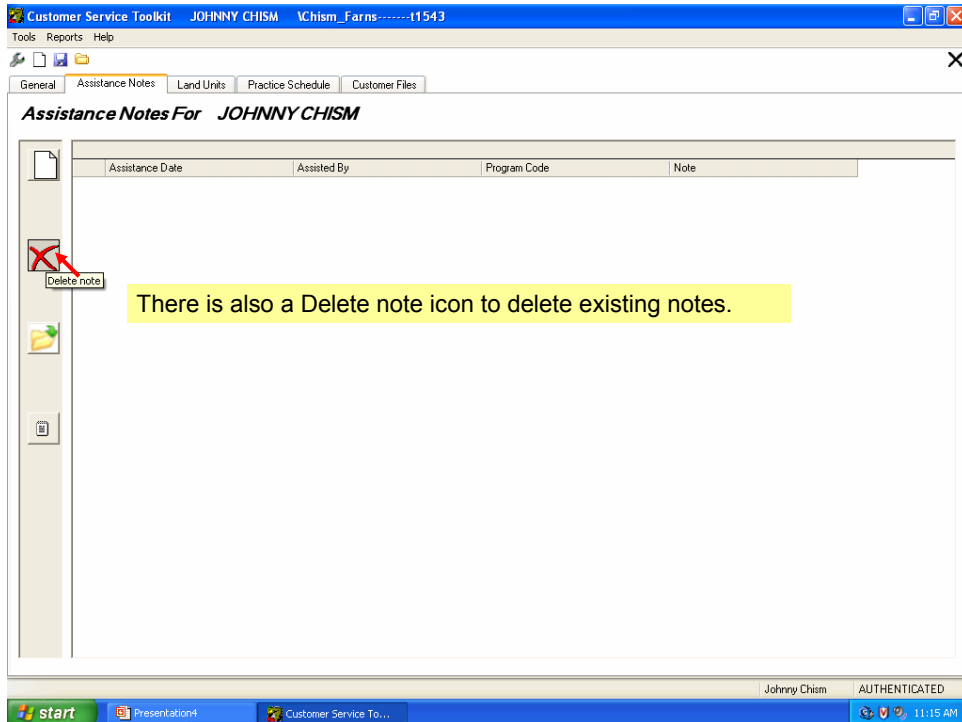


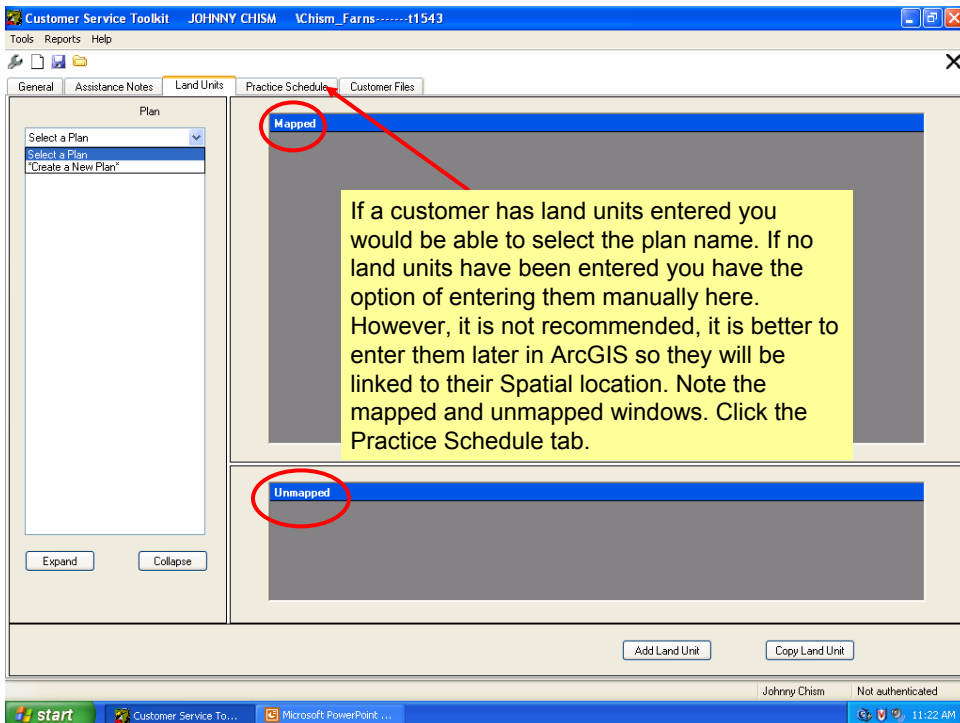
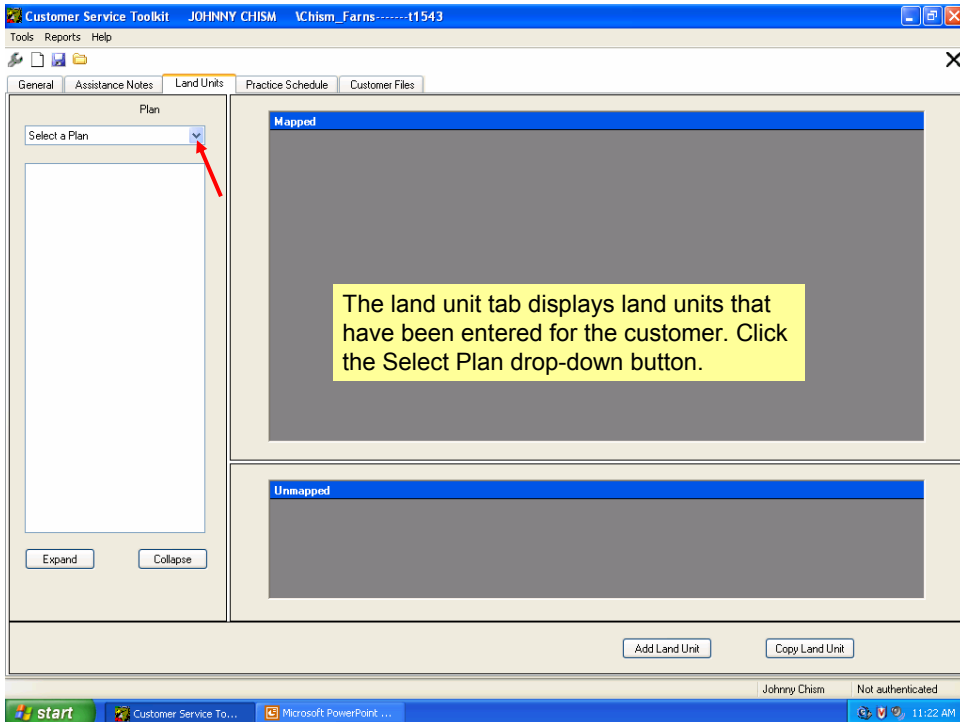


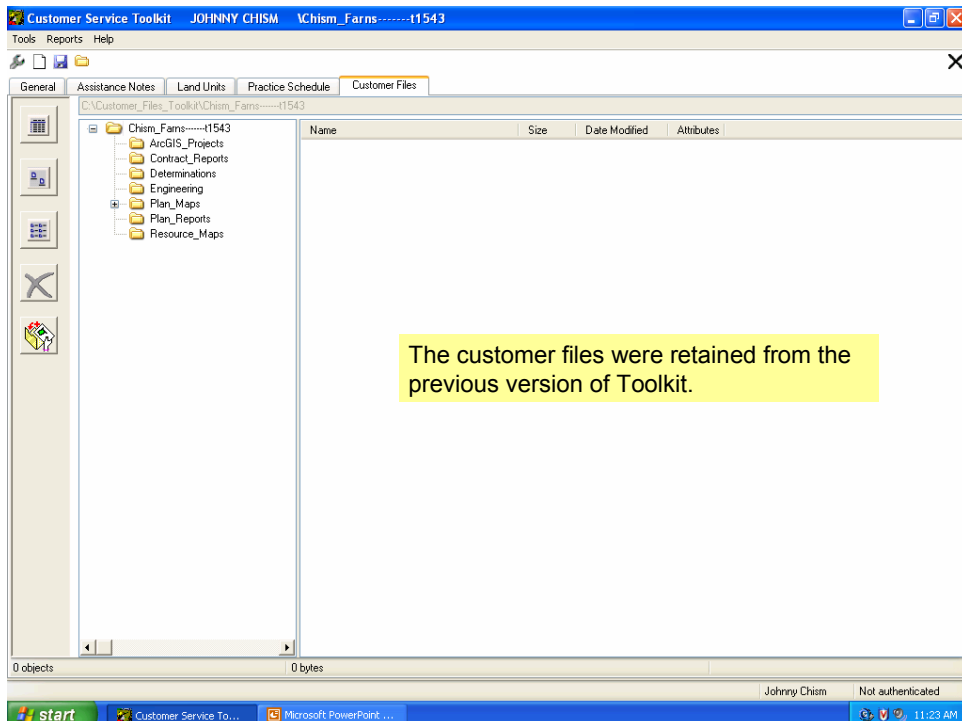
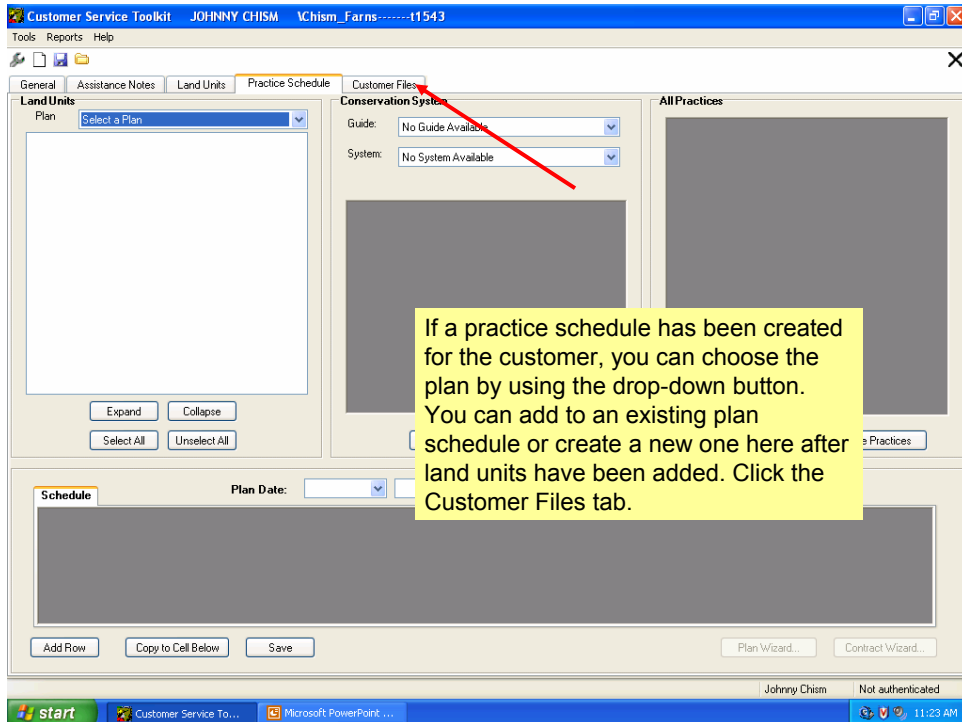
Make a selection and click Report.

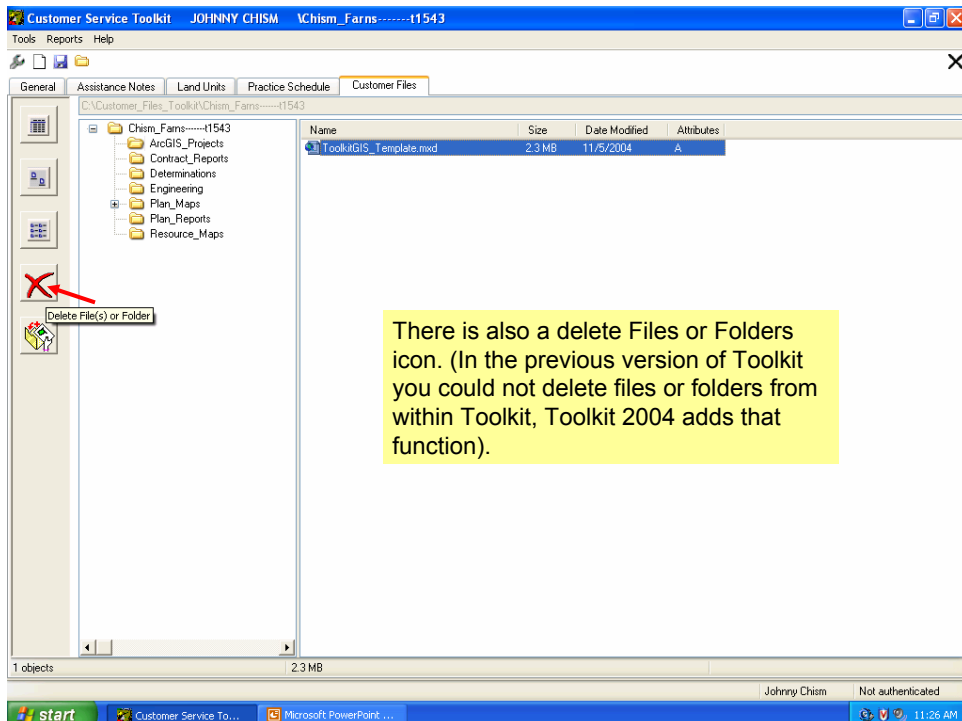
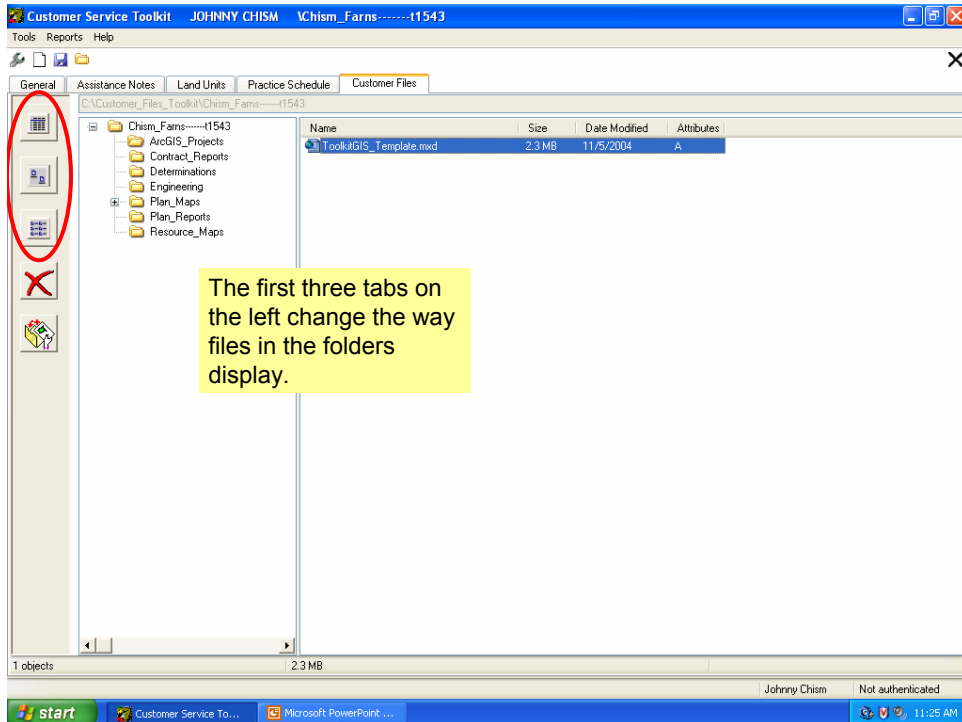


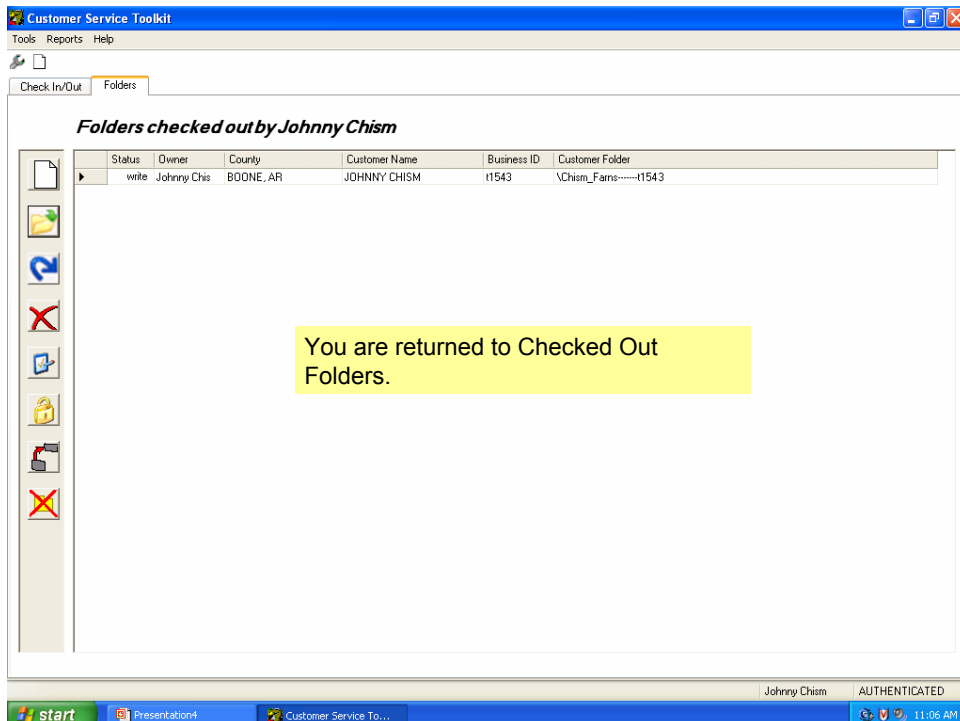
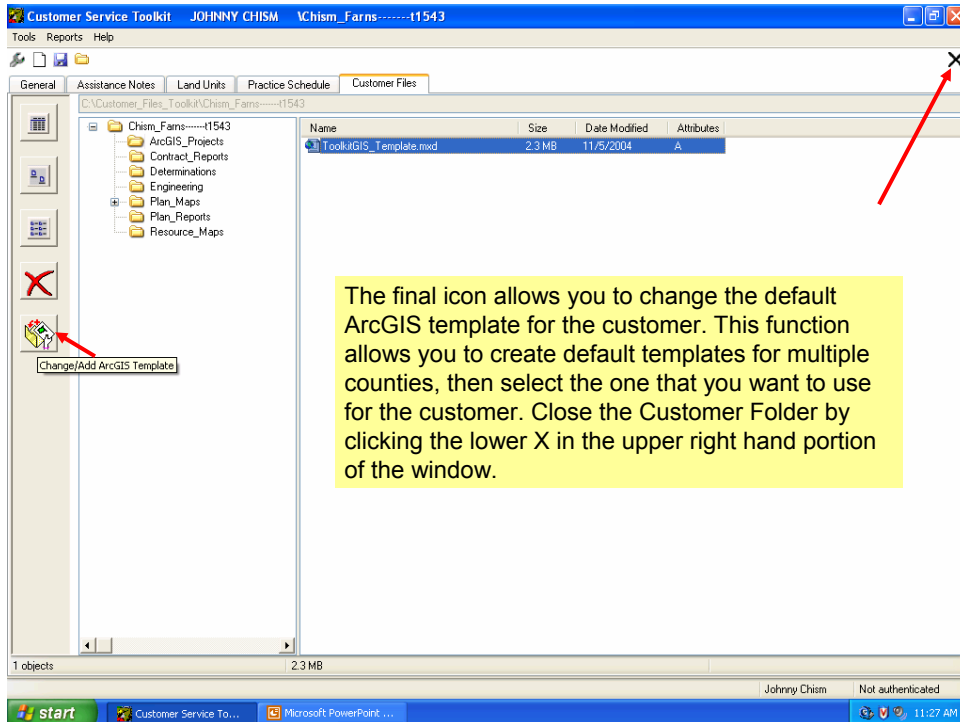
The report is created. Click the printer icon to send the report to the printer. After the report is printed, close the report window.











Creating a New Customer Folder

Toolkit 2004

Customer Service Toolkit

Tools Reports Help

Check In/Out Folders

Search the National Conservation Planning Database for your service area

County: BOONE Customer or Business Name: Clear GO

Business ID: BOONE
NEWTON Tract Number:

If you work in multiple counties, select the county for which you wish to add a new customer folder. Check to see if the customer is already present in the NCPDB, click Go.

start Microsoft PowerPoint... Customer Service To... Johnny Chism Not authenticated 10:54 AM

Customer Service Toolkit

Tools Reports Help

Check In/Out Folders
 Create New Customer Folder

Search the National Conservation Planning Database for your service area

County: **BOONE** Customer or Business Name: Clear GO

Business ID: Tract Number:

National Conservation Planning Database

Status	Owner	Customer Name	Customer Folder
free	ALBERT MCFARL	albert_mcfarlan-----mcf a	
free	ARKANSAS SHE	ar_sheffls_youth_ranchshefflss	
free	CLIFFORD BARN	lbarnett_clifford-----barc	
free	BOB PADFIELD	lbob_padfield-----padb	
free	RUSSELL TRENT	lrussell_trent-----bustc	
free	CALVIN DEES	lcalvin_dees-----deescal	
free	LINDA CATON	lcaton_linda-----catol	
free	ARTHER W BARR	lcocky_barrett-----barc	
free	TOM COLLINS	lcollins_tom-----coll	
free	COURTNEY HUS	lcourtney_hussercourtneyhus	
free	DALE G HARDMA	ldale_hardman-----hard	
free	DAVID A BARNES	ldavid_barnesbarnesdavid	
free	DEAN CURBOW	ldean_curbow-----curde	
free	JESSIE DEES	ldees_jessie-----deej	
free	DENNIS W NORT	ldennis_norton-----nord	
free	CHARLES E DIXO	ldixon_charles-----dixc	
free	MICHAEL DIXON	ldixon_mike-----dixm	
free	DON PERSON	ldon_person-----perd	
free	DONNIE M JONE	ldonnie_jonesjonesdonnie	
free	DOUGLAS HOLT	ldoug_holtkampdougholtk amp	
free	DOYAL E TURNE	ldoyle_e_turner-----turd	

67 records returned

Johnny Chism AUTHENTICATED

start Presentation3 Customer Service To... 11:01 AM

Customer folders presently in the NCPDB appear in the left window. If the customer is not present, click the Create New Customer Folder icon.

SCIMS Browser

USDA Service Center Information Management System
 Customer Search Page

Location State: ARKANSAS Service Center: HARRISON SERVICE CENTER

National Search: Service Center Details

Type: Individual Business Both

Active: Active and Inactive

Tax ID: ID: ID Type: Select One Whole ID

Name: Starts With Exact Mat

Last or Business: chism First: Other:

Common Name: Zip Code: Phone No.:

Search Reset

Johnny Chism AUTHENTICATED

start Presentation3 Customer Service To... SCIMS Browser 11:02 AM

You will be taken to the SCIMS application to select the customer. Note: if you are not already authenticated through WebCAAF you will have to enter your WebCAAF credentials. Enter information about the customer to search the SCIMS database. If the customer has not been added to SCIMS, you will have to go to SCIMS to enter the customer information.

USDA Service Center Information Management System

Search Results

Based on selected Servicing Site HARRISON SERVICE CENTER

Select a customer:

Common Name	Tax Id	Tax Id Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County
JOHNNY CHISM		Social Security		HARRISON, AR 72601-1851	(870)741-8600		

Page 1 of 1

Search Again End

Once the customer is found in SCIMS, the information will display on the screen. Click on the customer's name.

Customer Service Toolkit

Tools Reports Help

Check In/Out Folders

Search the National Conservation Planning Database for your service area

County: BOONE Customer or Business Name: Tract Number: Business ID: Clear GO

Enter Customer Information for JOHNNY CHISM

County: BOONE

Customer Root Folder: \\199.152.5.15\data\Customer Files Training

Company/Business: Identifier: Identifier characters may not include: \, * ? < > | . ,

ArcGIS Template: C:\Program Files\USDA\Toolkit5\Templates\ToolkitG

OK Cancel

Enter information above, then click OK button.

My Checked Out Folders

Status Owner County Customer Name Customer Folder

Enter the name of the business.

67 records returned

Customer Service Toolkit

Tools Reports Help

Check In/Out Folders

Search the National Conservation Planning Database for your service area

County: BOONE Customer or Business Name: Tract Number: Clear GO

Business ID: Tract Number:

Enter Customer Information for JOHNNY CHISM

County: BOONE

Customer Root Folder: \\199.152.5.15\data\Customer Files Training

Company/Business: Chism Farms

Identifier: r1543

Identifier characters may not include \\'/:?<?>!\'

ArcGIS Template: C:\Program Files\USDA\Toolkit5\Templates\ToolkitG

OK Cancel

Enter information above, then click OK button.

National Conservation Planning Database

My Checked Out Folders

67 records returned

Johnny Chism AUTHENTICATED

Customer Service Toolkit

Tools Reports Help

Check In/Out Folders

Search the National Conservation Planning Database for your service area

County: BOONE Customer or Business Name: Tract Number: Clear GO

Business ID: Tract Number:

National Conservation Planning Database

Status	Owner	Customer Name	Customer Folder
free		ALBERT MCFARL	valbert_mcfarlan-----mcfar
free		ARKANSAS SHE	var_sheiffs_youth_ranchsheriffs
free		CLIFFORD BARN	vbarmet_clifford-----t
free		BOB PADFIELD	vbob_padfield-----pa
free		RUSSELL TRENT	vbusch_trent-----busc
free		CALVIN DEES	vcalvin_dees-----dees
free		LINDA CATON	vcaton_linda-----cat
free		ARTHER W BARR	vcooky_barrett-----ba
free		TOM COLLINS	vcollins_tom-----coll
free		COURTNEY HUS	vcourtney_hussercour
free		DALE G HARDMA	vdale_hardman-----hard
free		DAVID A BARNES	vdavid_barnes-barnesdavid
free		DEAN CURBOW	vdean_curbow-----curde
free		JESSIE DEES	vdees_jessie-----deej
free		DENNIS W NORT	vdennis_norton-----nord
free		CHARLES E DIX	vdixon_charles-----dixc
free		MICHAEL DIXON	vdixon_mike-----dixm
free		DON PERSON	vdon_person-----perd
free		DONNIE M JONE	vdonnie_jones-jonesdonnie
free		DOUGLAS HOLT	vdoug_holtkampdougholtkamp
free		DOYALE TURNE	vdoyle_e_turner-----turd

My Checked Out Folders

Status	Owner	County	Customer Name	Customer Folder
write	Johnny Chis	BOONE, AR	JOHNNY CHISM	\\Chism_Farms---

Information Message - New Customer

New Customer has been created.

OK Cancel

A message confirming the addition of the customer folder appears. Click OK.

67 records returned

Johnny Chism AUTHENTICATED

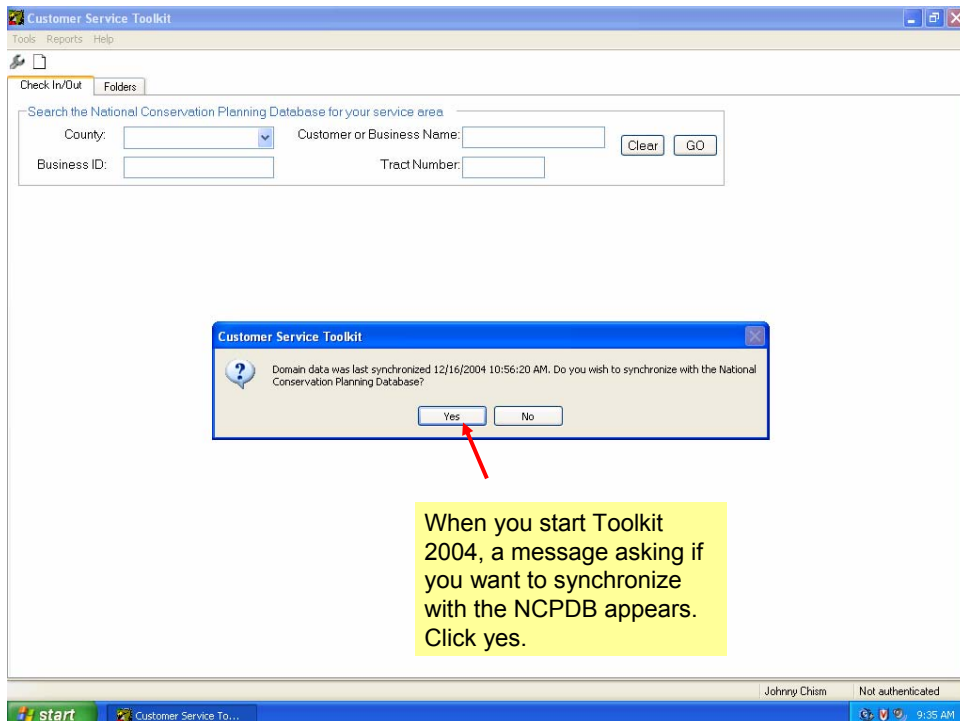
The screenshot displays the 'Customer Service Toolkit' application window. The 'Folders' tab is active, showing a search interface for the National Conservation Planning Database. The search criteria are County: BOONE, Customer or Business Name: (empty), Business ID: (empty), and Tract Number: (empty). The search results are split into two panes: 'National Conservation Planning Database' and 'My Checked Out Folders'. The 'National Conservation Planning Database' pane shows a list of 67 records with columns for Status, Owner, Customer Name, and Customer Folder. The 'My Checked Out Folders' pane shows a single record for 'JOHNNY CHISM' in 'BOONE, AR' with a status of 'write'. A red arrow points to this record, and a yellow callout box states: 'The new customer folder appears on your workstation.' The bottom status bar shows 'Johnny Chism AUTHENTICATED' and the time '11:04 AM'.

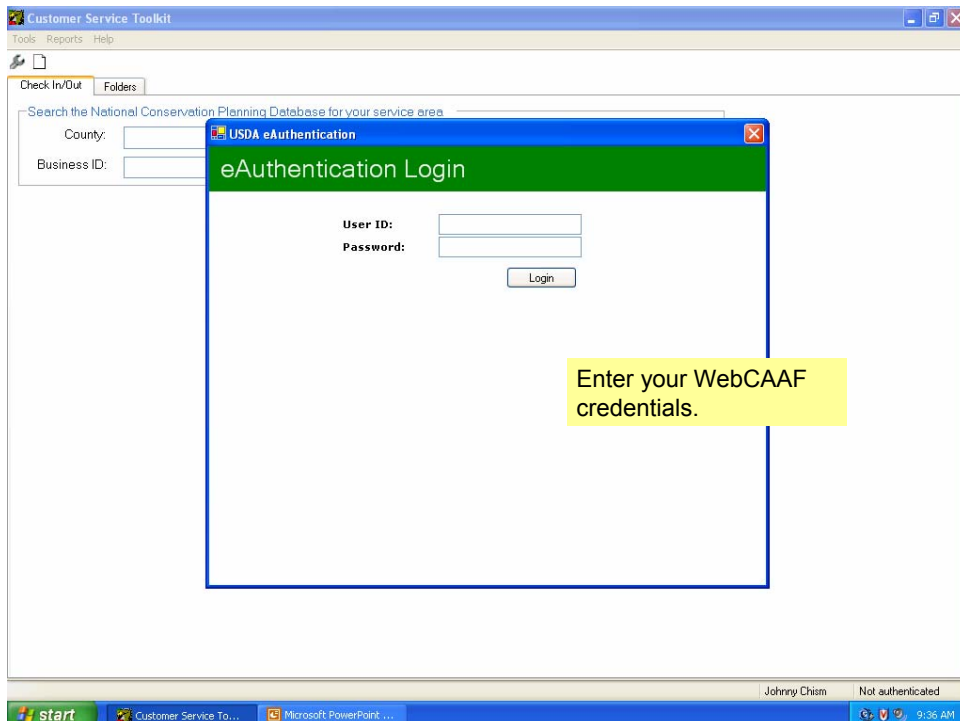
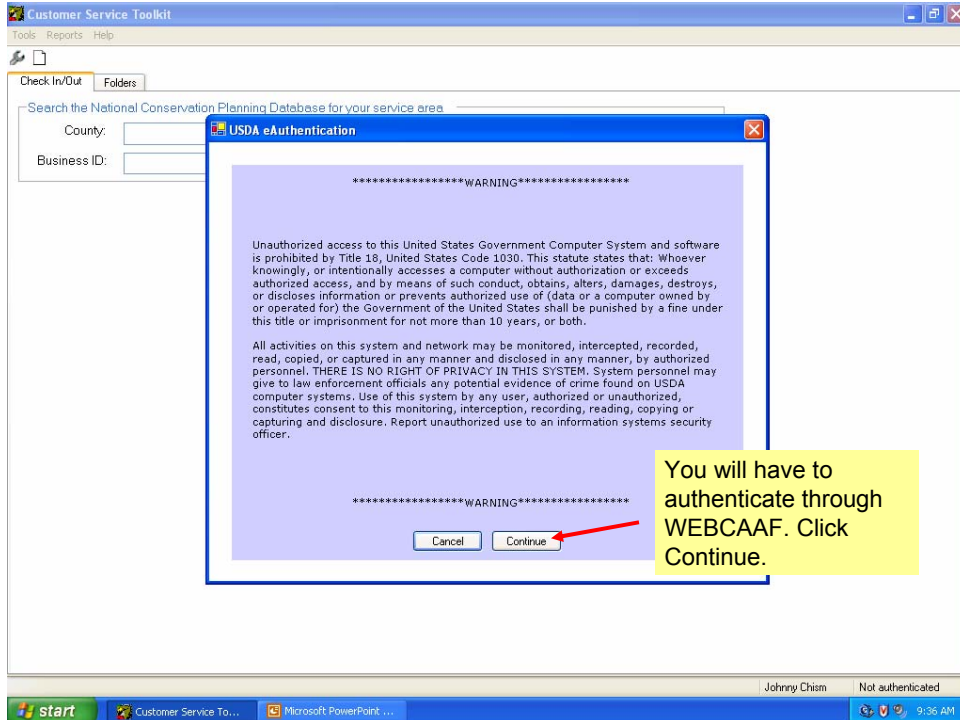
Status	Owner	County	Customer Name	Customer Folder
write	Johnny Chis	BOONE, AR	JOHNNY CHISM	\\Chism_Fams---

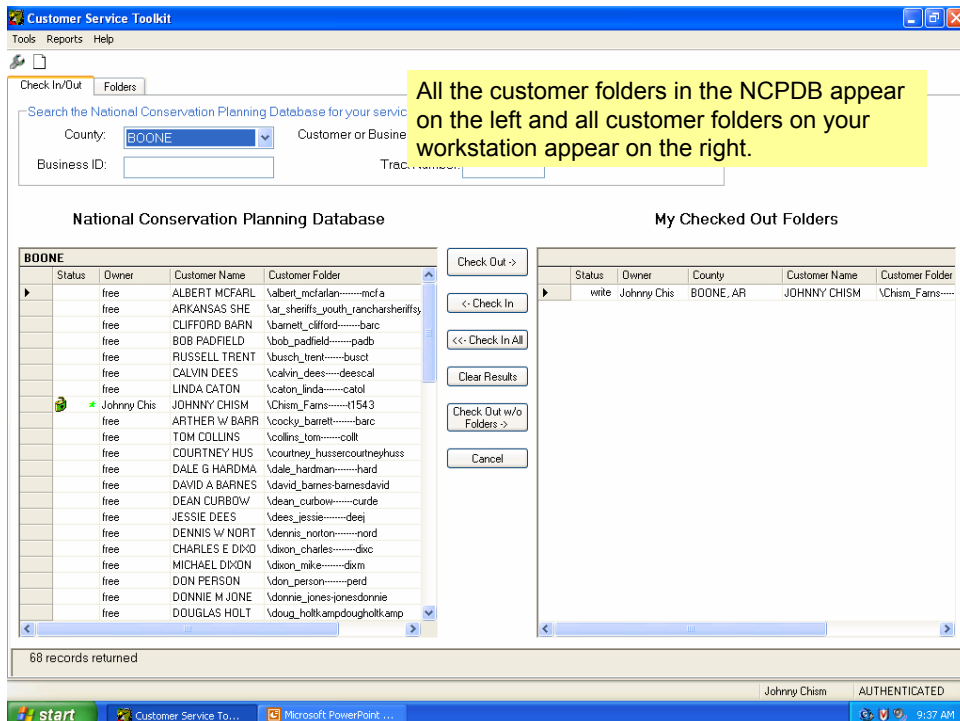
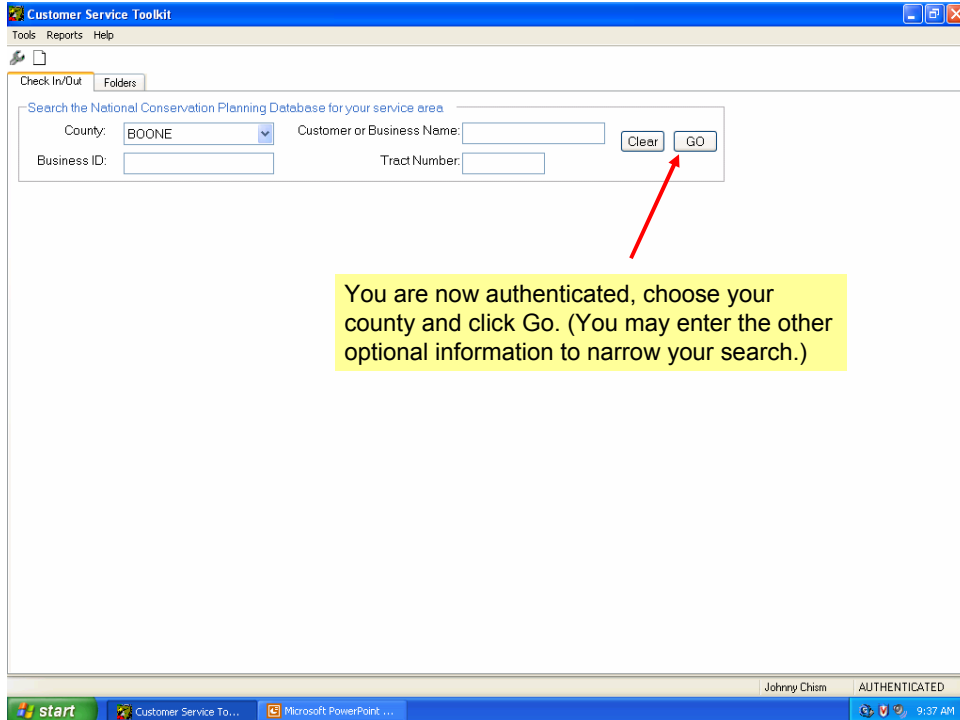
67 records returned

Checking Out/In an Existing Customer

Toolkit 2004







Customer Service Toolkit

Tools Reports Help

Check In/Out Folders

Search the National Conservation Planning Database for your service area

County: **BOONE** Customer or Business Name: Clear GO

Business ID: Tract Number:

National Conservation Planning Database

Status	Owner	Customer Name	Customer Folder
free		ALBERT MCFARL	\albert_mcfarlan-----mcf a
free		ARKANSAS SHE	\ar_sheiffs_youth_rancharsheriffs
free		CLIFFORD BARN	\bamett_clifford-----barc
free		BOB PADFIELD	\bob_padfield-----padb
free		RUSSELL TRENT	\busch_trent-----busc
free		CALVIN DEES	\calvin_dees-----deesc
free		LINDA CATON	\calton_linda-----catl
free	Johnny Chis	JOHNNY CHISM	\Chism_Fans-----f1543
free		ARTHER W BARR	\cocky_barrett-----barc
free		TOM COLLINS	\collins_tom-----coll
free		COURTNEY HUS	\courtney_hussercourtneyhus
free		DALE G HARDMA	\dale_hardman-----hard
free		DAVID A BARNES	\david_barnes-barnesdavid
free		DEAN CURBOW	\dean_curbow-----curc
free		JESSIE DEES	\dees_jessie-----deej
free		DENNIS W NORT	\dennis_norton-----nord
free		CHARLES E DIXO	\dixon_charles-----dixc
free		MICHAEL DIXON	\dixon_mike-----dixm
free		DON PERSON	\don_person-----perd
free		DONNIE M JONE	\donnie_jones-jonesdonnie
free		DOUGLAS HOLT	\doug_holtkampdougholtk

68 records returned

My Checked Out Folders

Status	Owner	County	Customer Name	Customer Folder
write	Johnny Chis	BOONE, AR	JOHNNY CHISM	\Chism_Fans-----
write	Johnny Chis	BOONE, AR	DEAN CURBOW	\dean_curbow-----

Click on the customer that you wish to check out to select the customer folder. Click the Check Out button.

Customer Service Toolkit

Tools Reports Help

Check In/Out Folders

Search the National Conservation Planning Database for your service area

County: **BOONE** Customer or Business Name: Clear GO

Business ID: Tract Number:

National Conservation Planning Database

Status	Owner	Customer Name	Customer Folder
free		ALBERT MCFARL	\albert_mcfarlan-----mcf a
free		ARKANSAS SHE	\ar_sheiffs_youth_rancharsheriffs
free		CLIFFORD BARN	\bamett_clifford-----barc
free		BOB PADFIELD	\bob_padfield-----padb
free		RUSSELL TRENT	\busch_trent-----busc
free		CALVIN DEES	\calvin_dees-----de
free		LINDA CATON	\calton_linda-----ca
free	Johnny Chis	JOHNNY CHISM	\Chism_Fans-----
free		ARTHER W BARR	\cocky_barrett-----barc
free		TOM COLLINS	\collins_tom-----co
free		COURTNEY HUS	\courtney_husserc
free		DALE G HARDMA	\dale_hardman-----
free		DAVID A BARNES	\david_barnes-bar
free	Johnny Chis	DEAN CURBOW	\dean_curbow-----
free		JESSIE DEES	\dees_jessie-----d
free		DENNIS W NORT	\dennis_norton-----
free		CHARLES E DIXO	\dixon_charles-----dixc
free		MICHAEL DIXON	\dixon_mike-----dixm
free		DON PERSON	\don_person-----perd
free		DONNIE M JONE	\donnie_jones-jonesdonnie
free		DOUGLAS HOLT	\doug_holtkampdougholtk

68 records returned

My Checked Out Folders

Status	Owner	County	Customer Name	Customer Folder
write	Johnny Chis	BOONE, AR	JOHNNY CHISM	\Chism_Fans-----
write	Johnny Chis	BOONE, AR	DEAN CURBOW	\dean_curbow-----

The customer folder is checked out to the local workstation. Notice the copy on the on the NCPDB is locked and can only be checked out as read-only by other users. The write copy is now present on your workstation. Click on the Folders tab.

Customer Service Toolkit
Tools Reports Help

Check In/Out Folders

Folders checked out by Johnny Chism

Status	Owner	County	Customer Name	Business ID	Customer Folder
write	Johnny Chis	BOONE, AR	JOHNNY CHISM	t1543	\Chism_Farms-----t1543
write	Johnny Chis	BOONE, AR	DEAN CURBOW	curde	\dean_curbow-----curde

The Folders tab shows only the customer folders present on your workstation. Click the customer folder to select it.

Johnny Chism AUTHENTICATED

Customer Service Toolkit
Tools Reports Help

Check In/Out Folders

Folders checked out by Johnny Chism

Status	Owner	County	Customer Name	Business ID	Customer Folder
write	Johnny Chis	BOONE, AR	JOHNNY CHISM	t1543	\Chism_Farms-----t1543
write	Johnny Chis	BOONE, AR	DEAN CURBOW	curde	\dean_curbow-----curde

Click the Open Folder icon.

Open folder Johnny Chism AUTHENTICATED

Customer Service Toolkit DEAN CURBOW \dean_curbow-----curde

Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer Files

Name: DEAN CURBOW Business: None available
This is the decision maker Home: (870) 426 - 5265
Business: Business Fax: None available
Mobile: None available
Address: 13376 PINECREST RD Email: None available
13376 PINECREST RD
OMAHA, AR
72662

Add Associated Customer Edit/Delete Associated Customer Update Outlook Contact

Johnny Chism AUTHENTICATED

start Customer Service To... Microsoft PowerPoint ... 9:39 AM

The customer folder is opened on the General tab. (This data is not editable from within Toolkit 2004, Edits must be made in SCIMS) Click on the Assistance Notes tab.

Customer Service Toolkit DEAN CURBOW \dean_curbow-----curde

Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer Files

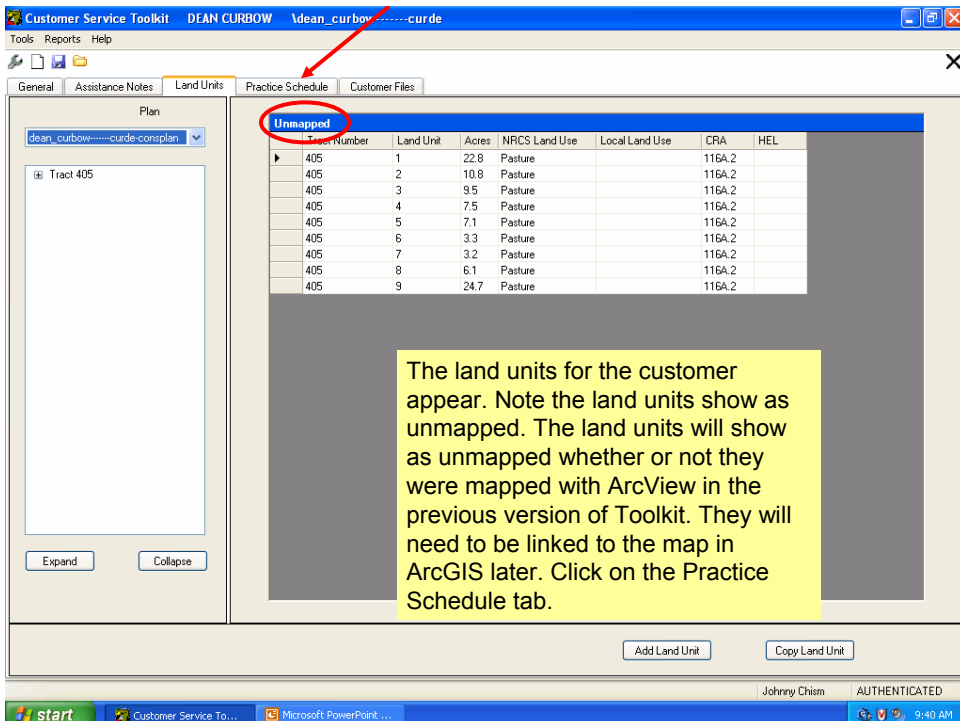
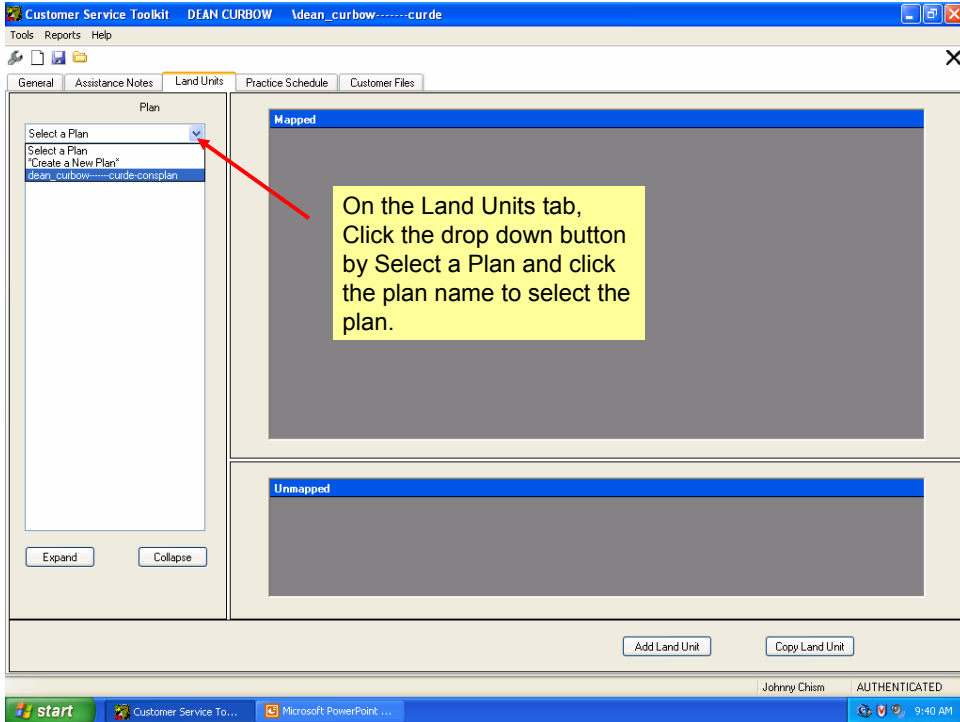
Assistance Notes For DEAN CURBOW

Assistance Date	Assisted By	Program Code	Note
-----------------	-------------	--------------	------

There are no assistance notes for this customer, click the Land Units tab.

Johnny Chism AUTHENTICATED

start Customer Service To... Microsoft PowerPoint ... 9:39 AM



Conservation System

Guide: AR 116A,2-PA-PDH-FA

System:

All Practices

Code	Practice Name
316	Animal Mortality Facility
317	Composting Facility
328	Conservation Crop Rotation
338	Prescribed Burning
342	Critical Area Planting
	Pond
	Fence
	Riparian Forest Buffer

Schedule

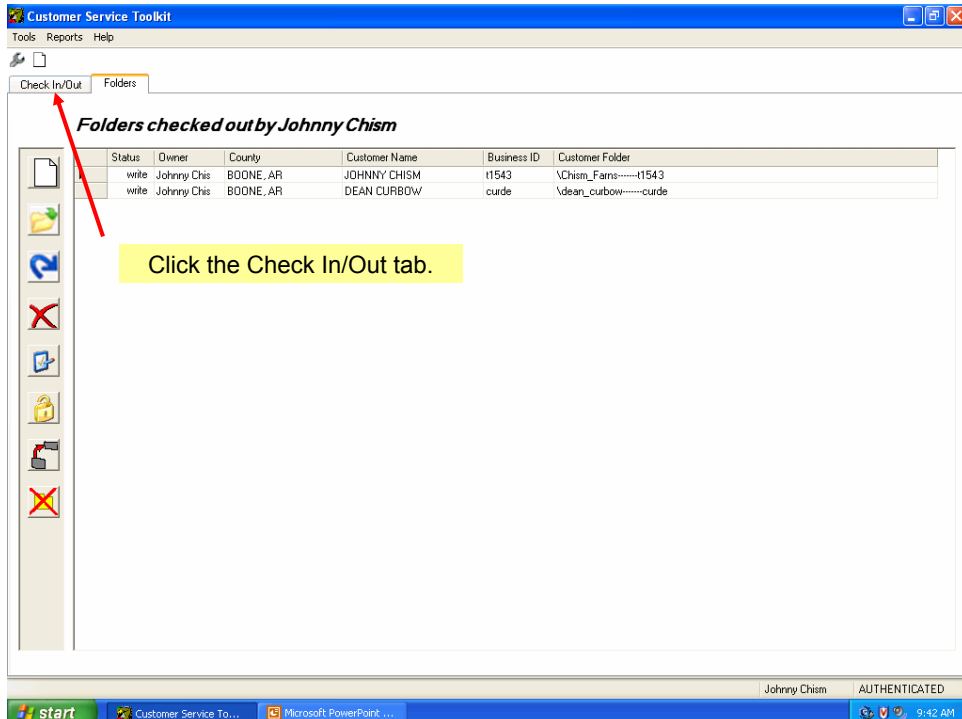
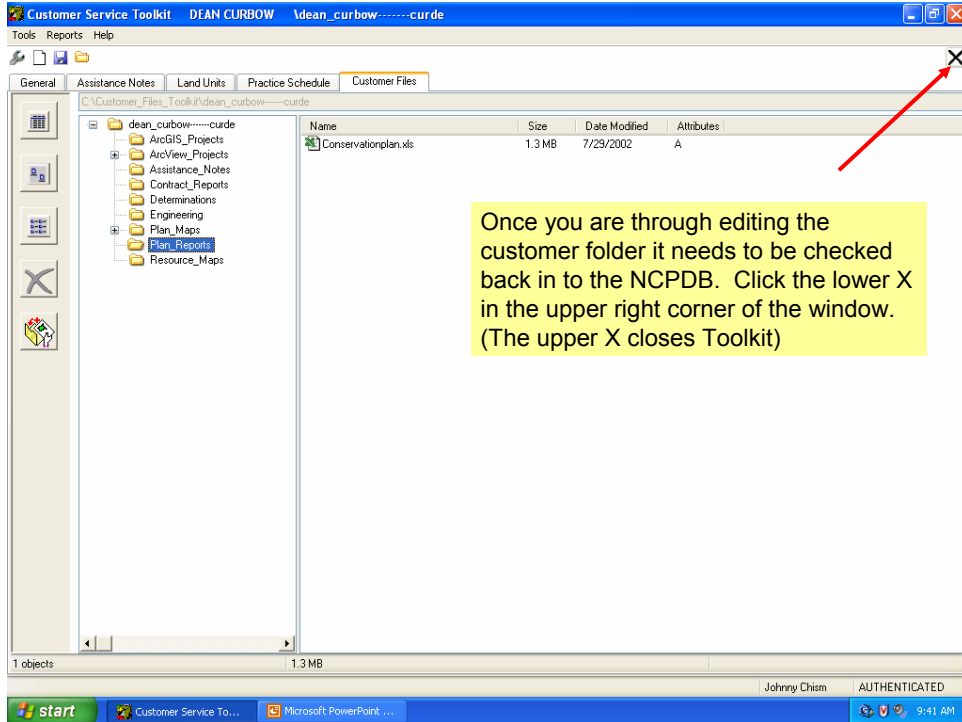
Plan Date: Jul 2003

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amou	Applied Date	Program	Source
405	1	528A		22.8	ac	08	2002			CTA-GENRL	Toolkit
405	1	590	001	22.8	ac	08	2002	22.8	06/30/2004	EQIP	Toolkit
405	1	595A	001	22.8	ac	08	2002			CTA-GENRL	Toolkit
405	1	633		22.8	ac	08	2002	22.8	06/30/2004	EQIP	Toolkit
405	1	991	001	22.8	ac	08	2002			CTA-GENRL	Toolkit
405	2	378	4	1	no	08	2002			CTA-GENRL	Toolkit
405	2	528A		10.8	ac	08	2002			CTA-GENRL	Toolkit
405	2	590	001	10.8	ac	08	2002	10	06/30/2004	EQIP	Toolkit
405	2	595A	001	10.8	ac	08	2002			CTA-GENRL	Toolkit
405	2	633		10.8	ac	08	2002			EQIP	Toolkit
405	2	991	001	10.8	ac	08	2002			CTA-GENRL	Toolkit
405	3	528A		9.5	ac	08	2002			CTA-GENRL	Toolkit
405	3	590	001	9.5	ac	08	2002	9.5	06/30/2004	EQIP	Toolkit
405	3	595A	001	9.5	ac	08	2002			CTA-GENRL	Toolkit

Customer Files

C:\Customer_Files_Toolkit\dean_curbow-----curde

Name	Size	Date Modified	Attributes
consplan.apr	321.4 KB	4/14/2004	A
Toolkit2_template.apr	49 KB	7/16/1999	A



Customer Service Toolkit

Tools Reports Help

Check In/Out Folders

Search the National Conservation Planning Database for your service area

County: **BOONE** Customer or Business Name: Clear GO

Business ID: Tract Number:

National Conservation Planning Database

Status	Owner	Customer Name	Customer Folder
free		ALBERT MCFARL	\albert_mcfarlan-----mcf a
free		ARKANSAS SHE	\ar_sheiffs_youth_rancharsheriffs
free		CLIFFORD BARN	\bamett_clifford-----barc
free		BOB PADFIELD	\bbob_padfield-----padb
free		RUSSELL TRENT	\busch_trent-----busct
free		CALVIN DEES	\calvin_dees-----deescal
free		LINDA CATON	\caton_linda-----catol
★	Johnny Chis	JOHNNY CHISM	\Chism_Fans-----t1543
free		ARTHER W BARR	\cocky_barrett-----barc
free		TOM COLLINS	\collins_tom-----collt
free		COURTNEY HUS	\courtney_hussercourtneyhuss
free		DALE G HARDMA	\dale_hardman-----hard
free		DAVID A BARNES	\david_barnesbarnesdavid
★	Johnny Chis	DEAN CURBOW	\dean_curbow-----curde
free		JESSIE DEES	\jessie_dees-----deej
free		DENNIS W NORT	\dennis_norton-----nord
free		CHARLES E DIXO	\dixon_charles-----dixc
free		MICHAEL DIXON	\dixon_mike-----dixm
free		DON PERSON	\don_person-----perd
free		DONNIE M JONE	\donnie_jones-jonesdonnie
free		DOUGLAS HOLT	\doug_holtkampdoughholt.kamp

68 records returned

My Checked Out Folders

Status	Owner	County	Customer Name	Customer Folder
write	Johnny Chis	BOONE, AR	JOHNNY CHISM	\Chism_Fans---
write	Johnny Chis	BOONE, AR	DEAN CURBOW	\dean_curbow---

Click the customer folder on the right to select it, then click the Check In button.

Customer Service Toolkit

Tools Reports Help

Check In/Out Folders

Search the National Conservation Planning Database for your service area

County: **BOONE** Customer or Business Name: Clear GO

Business ID: Tract Number:

National Conservation Planning Database

Status	Owner	Customer Name	Customer Folder
free		ALBERT MCFARL	\albert_mcfarlan-----mcf a
free		ARKANSAS SHE	\ar_sheiffs_youth_rancharsheriffs
free		CLIFFORD BARN	\bamett_clifford-----barc
free		BOB PADFIELD	\bbob_padfield-----padb
free		RUSSELL TRENT	\busch_trent-----busct
free		CALVIN DEES	\calvin_dees-----deescal
free		LINDA CATON	\caton_linda-----catol
★	Johnny Chis	JOHNNY CHISM	\Chism_Fans-----t1543
free		ARTHER W BARR	\cocky_barrett-----barc
free		TOM COLLINS	\collins_tom-----collt
free		COURTNEY HUS	\courtney_hussercourtneyhuss
free		DALE G HARDMA	\dale_hardman-----hard
free		DAVID A BARNES	\david_barnesbarnesdavid
free		DEAN CURBOW	\dean_curbow-----curde
free		JESSIE DEES	\jessie_dees-----deej
free		DENNIS W NORT	\dennis_norton-----nord
free		CHARLES E DIXO	\dixon_charles-----dixc
free		MICHAEL DIXON	\dixon_mike-----dixm
free		DON PERSON	\don_person-----perd
free		DONNIE M JONE	\donnie_jones-jonesdonnie
free		DOUGLAS HOLT	\doug_holtkampdoughholt.kamp

68 records returned

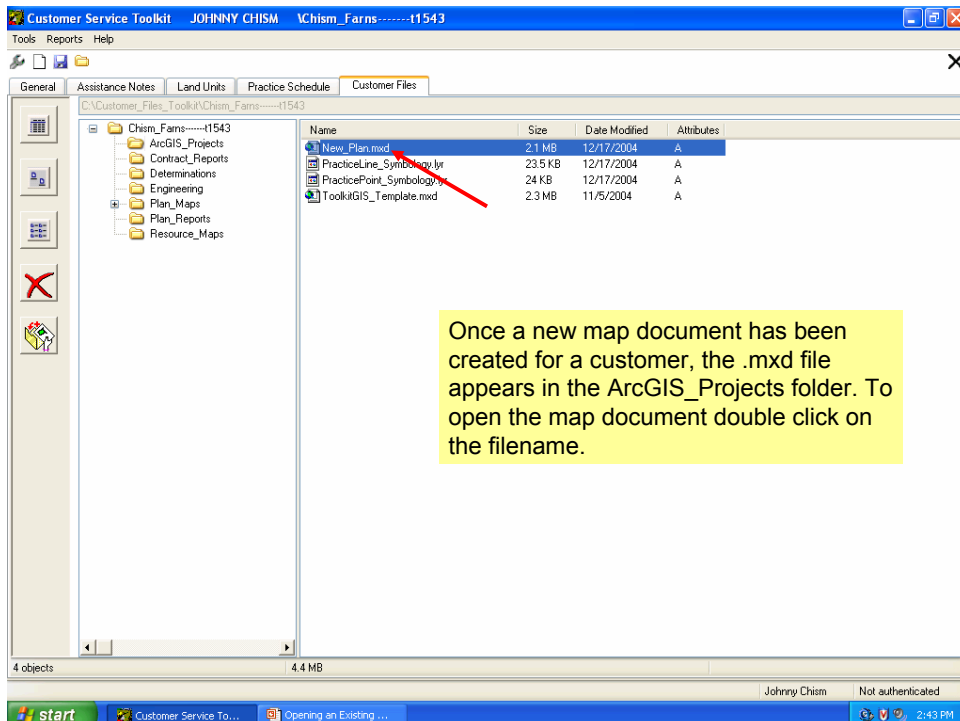
My Checked Out Folders

Status	Owner	County	Customer Name	Customer Folder
write	Johnny Chis	BOONE, AR	JOHNNY CHISM	\Chism_Fans---

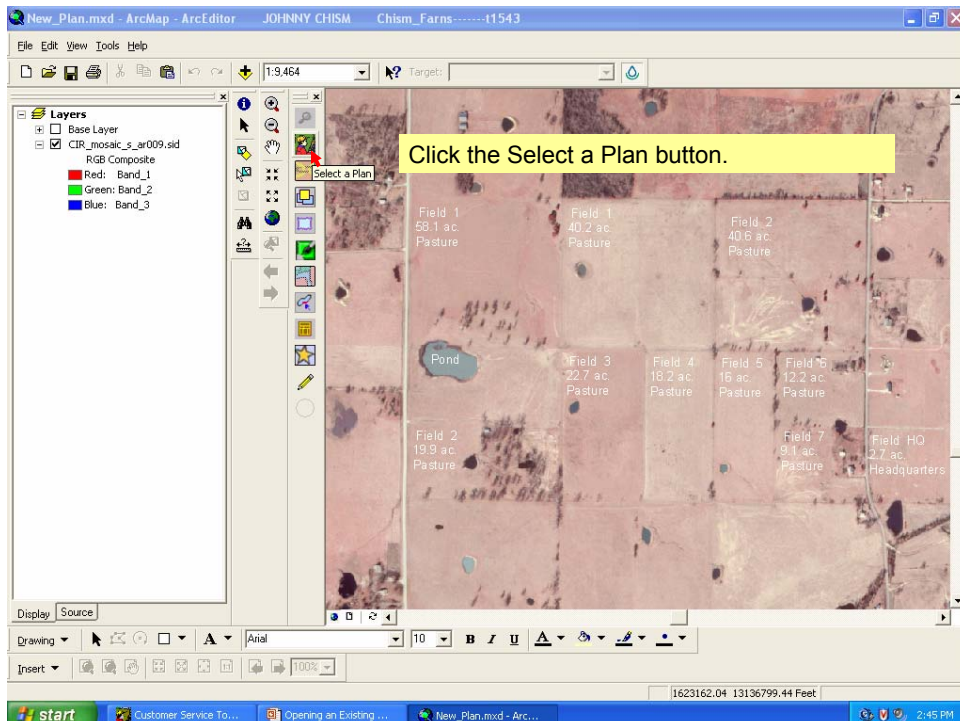
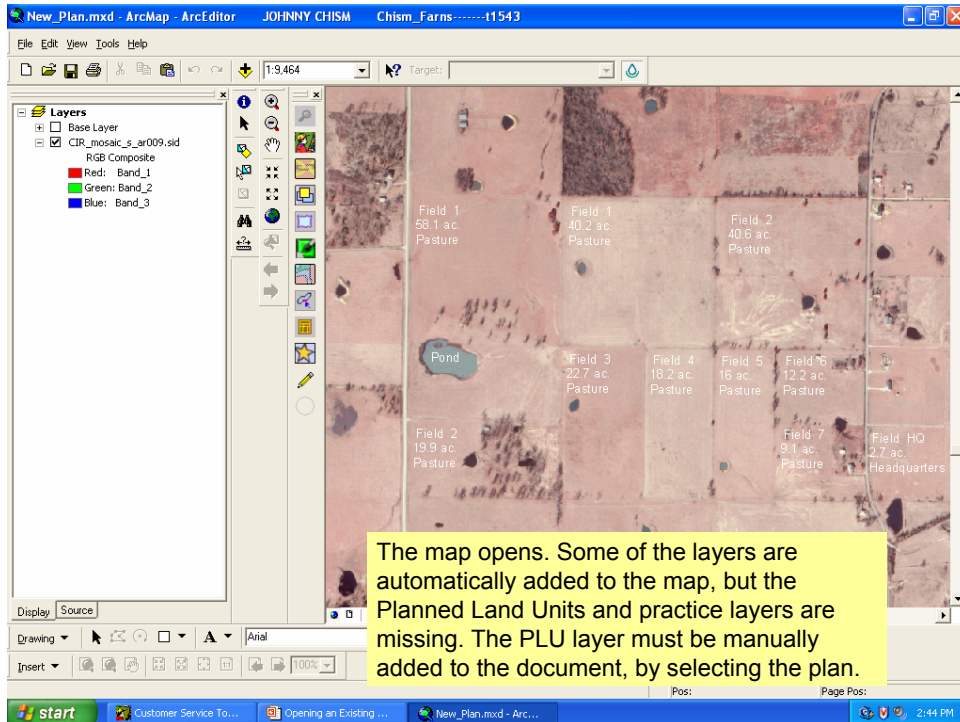
The customer folder is transferred back to the NCPDB. Notice the folder is now free to be checked out by other users.

Opening an Existing Map Document

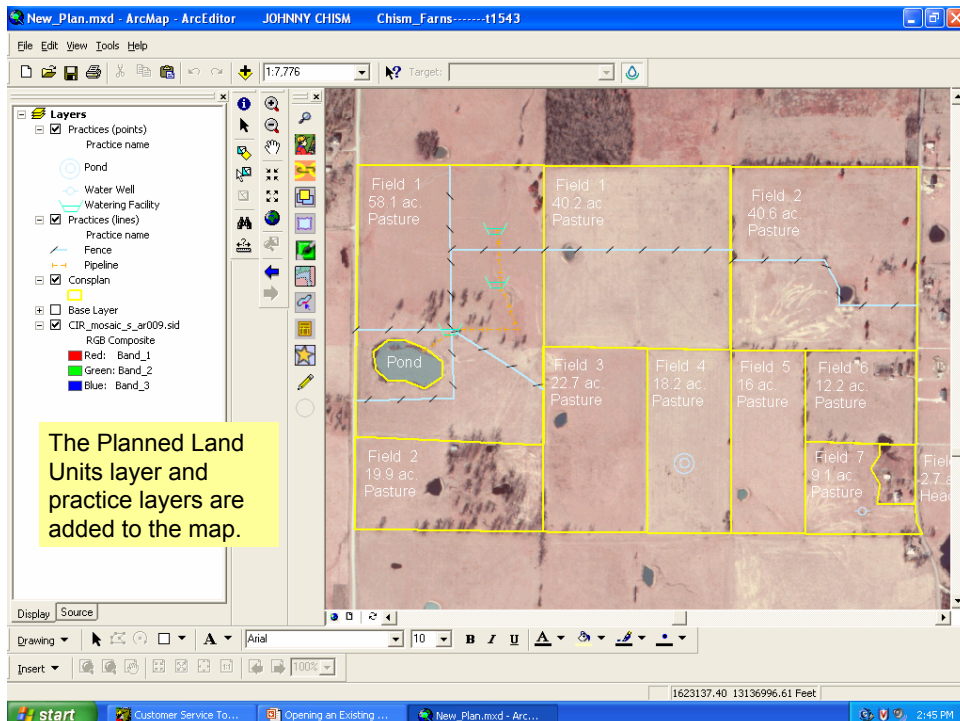
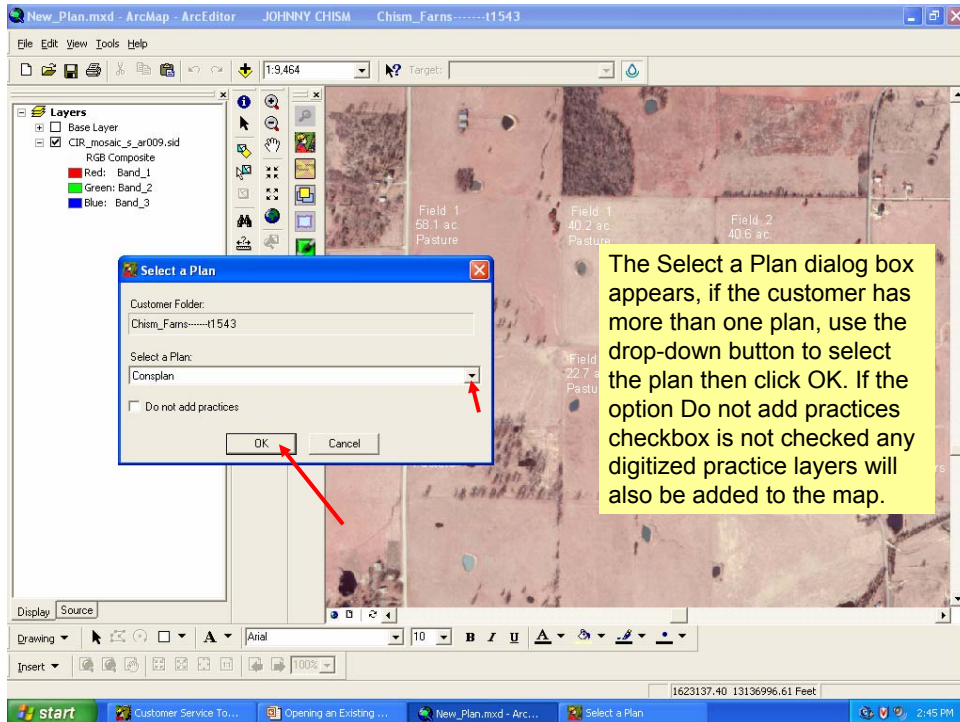
Toolkit 2004



Opening an Existing Map Document

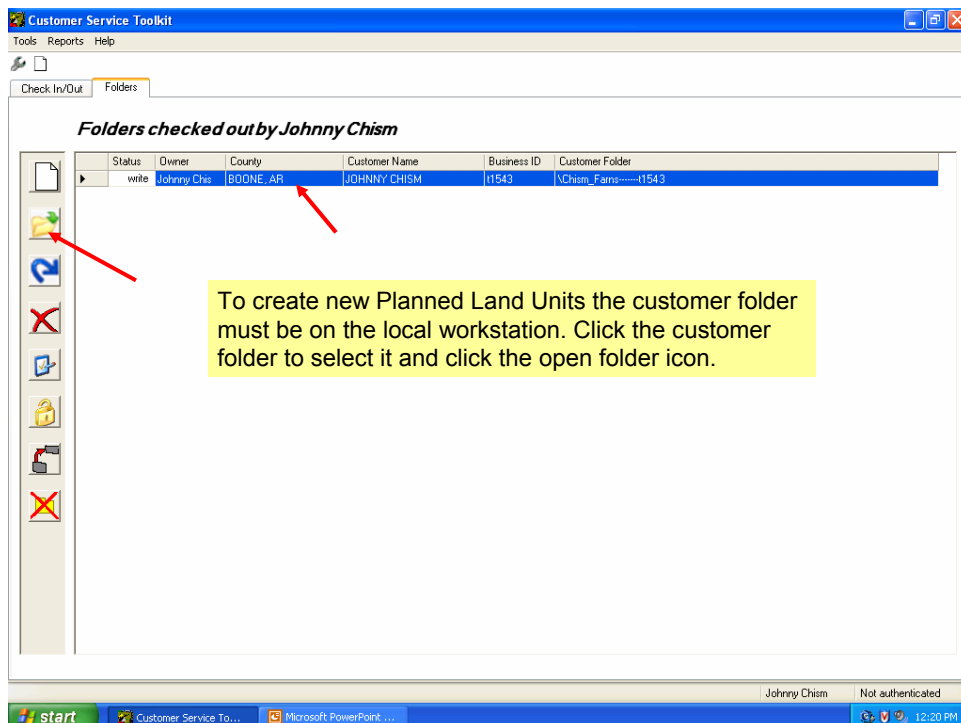


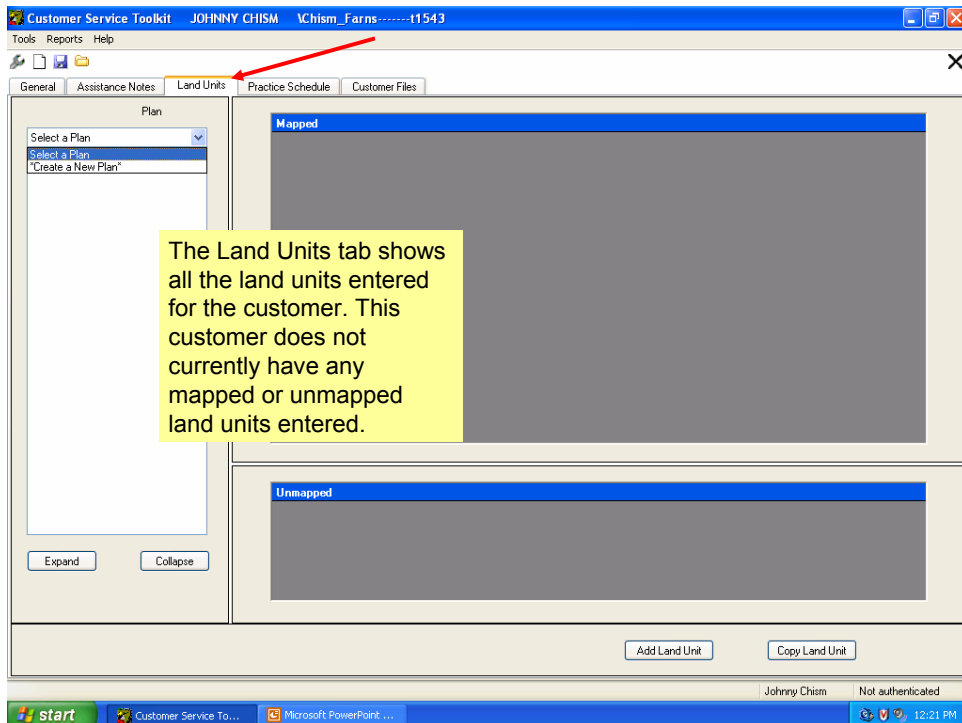
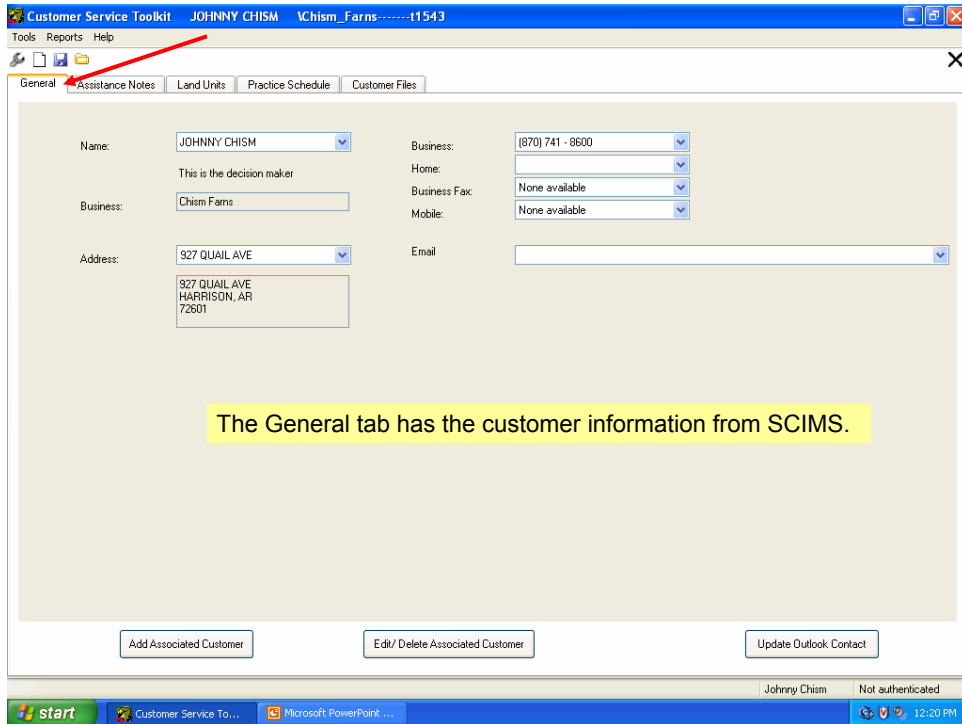
Opening an Existing Map Document

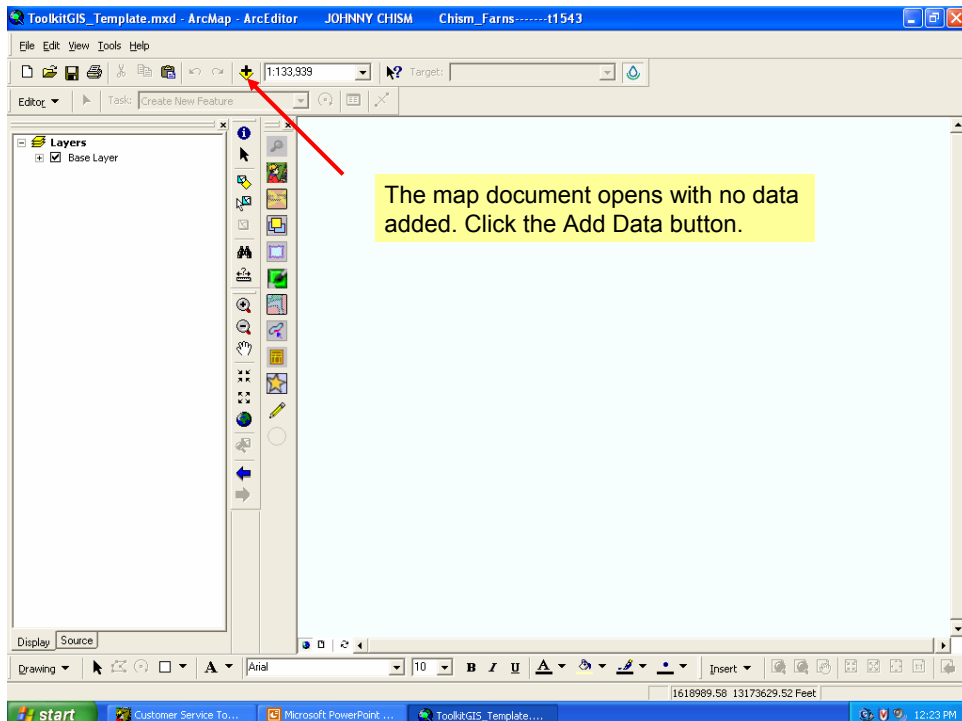
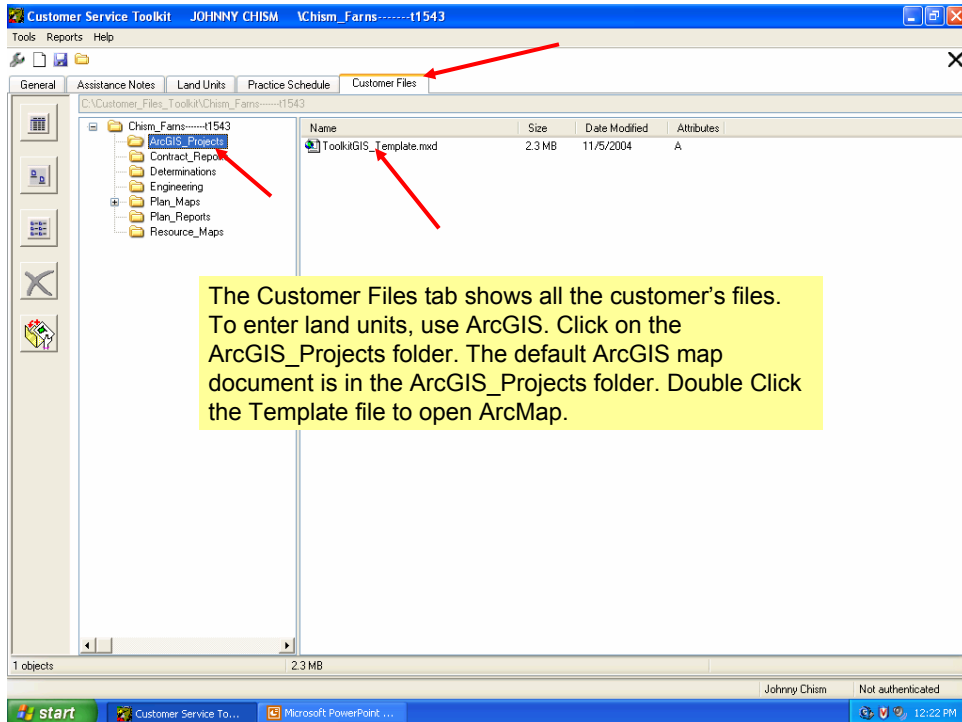


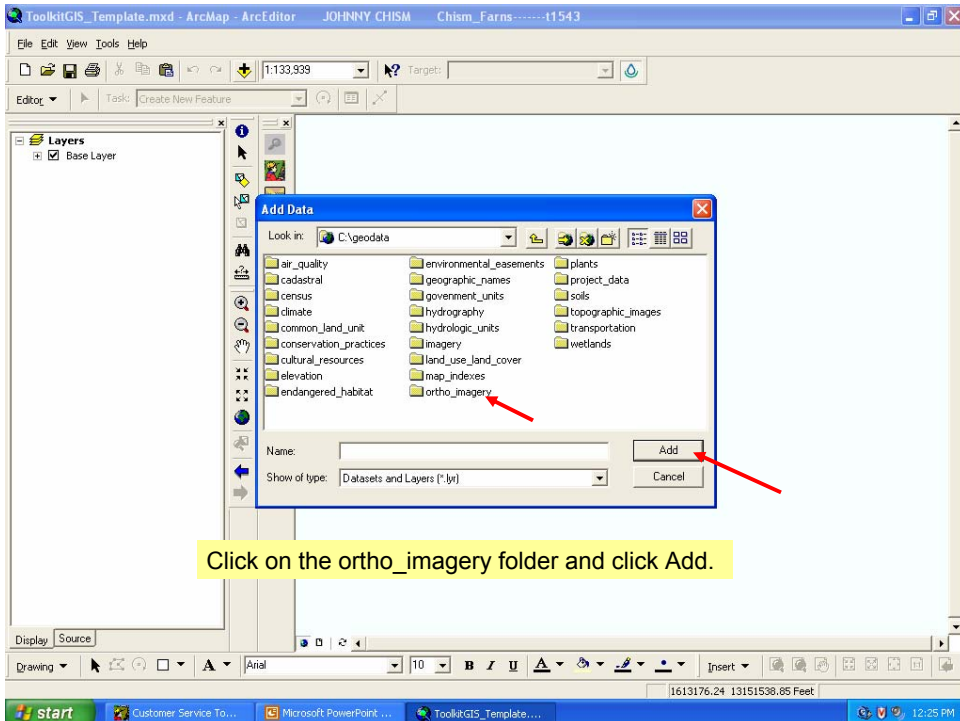
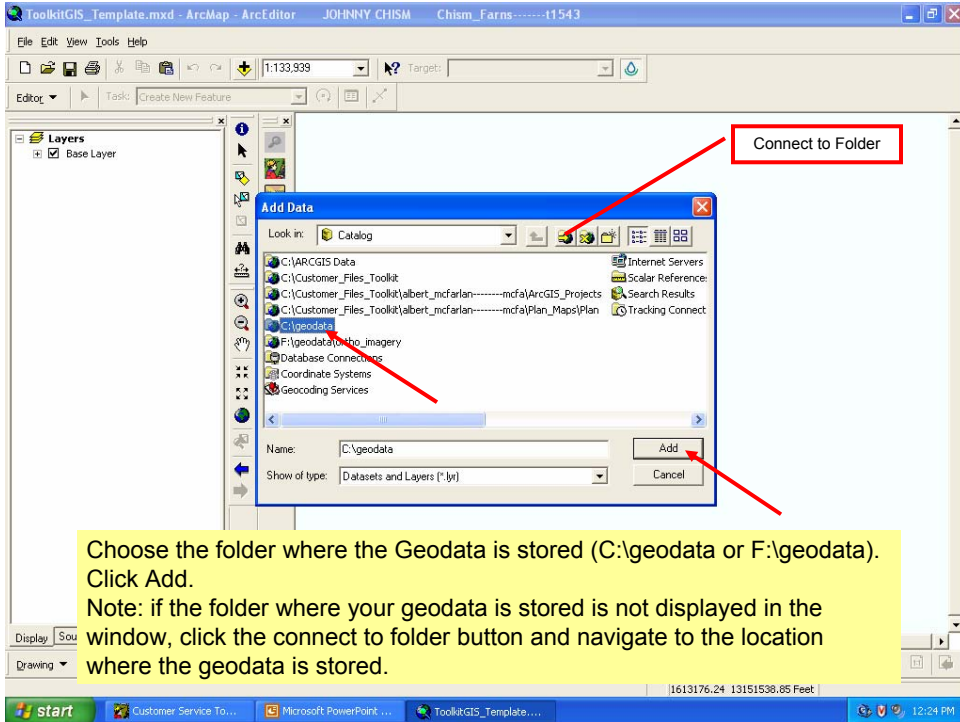
Creating New Planned Land Units

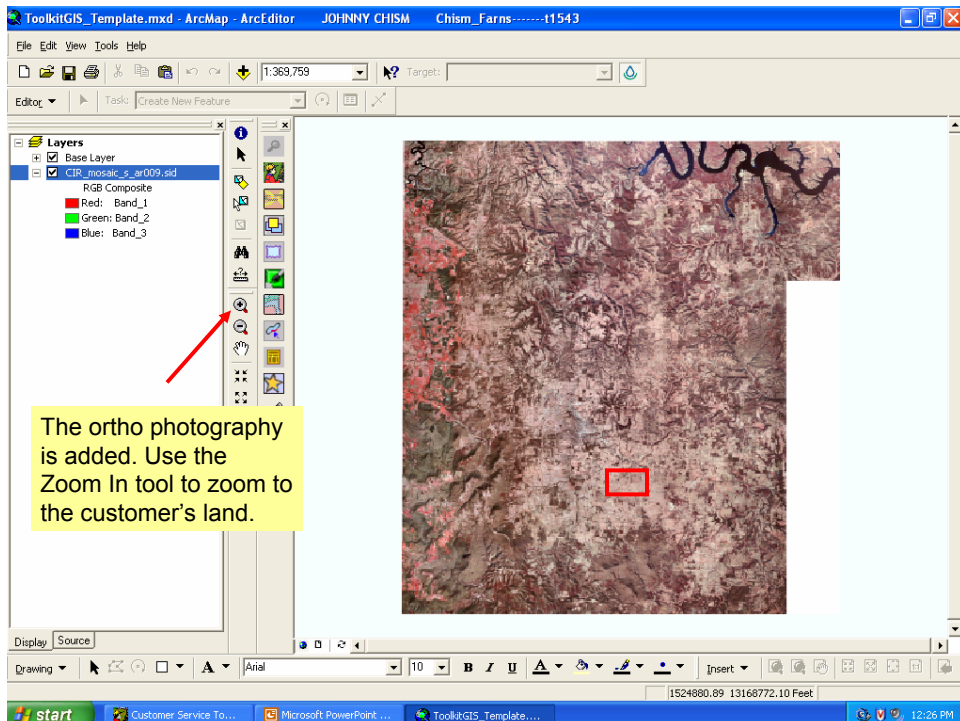
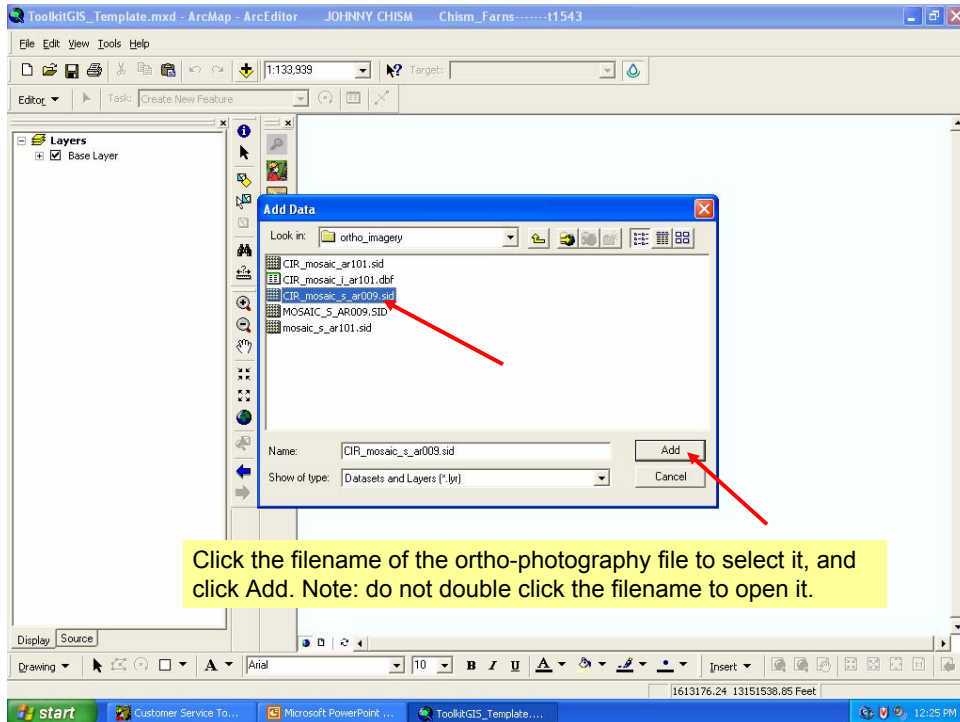
Toolkit 2004

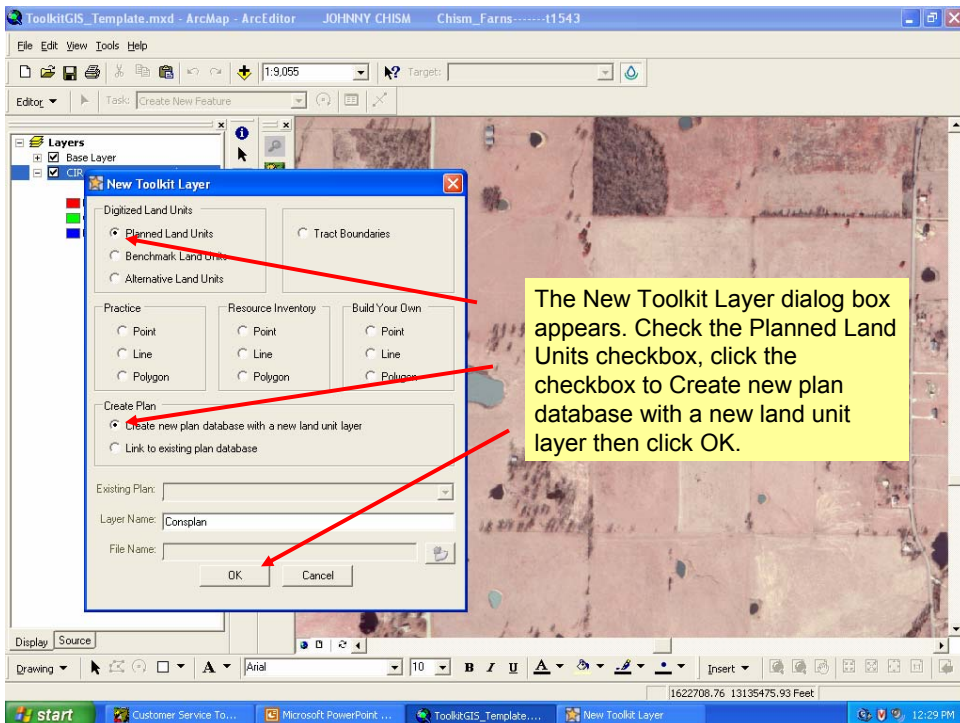
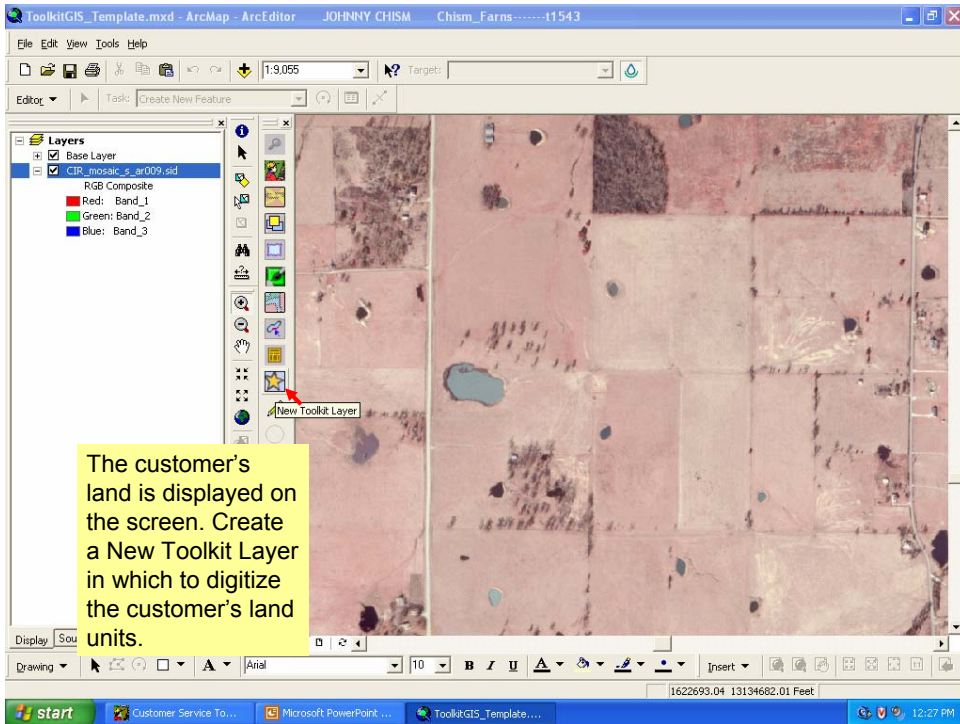


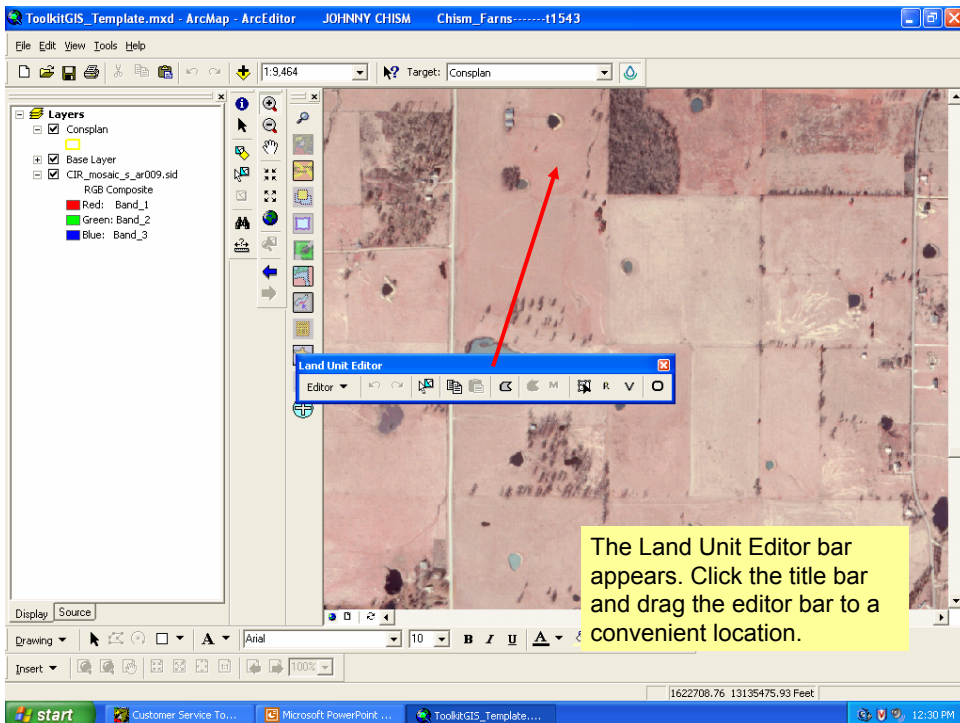
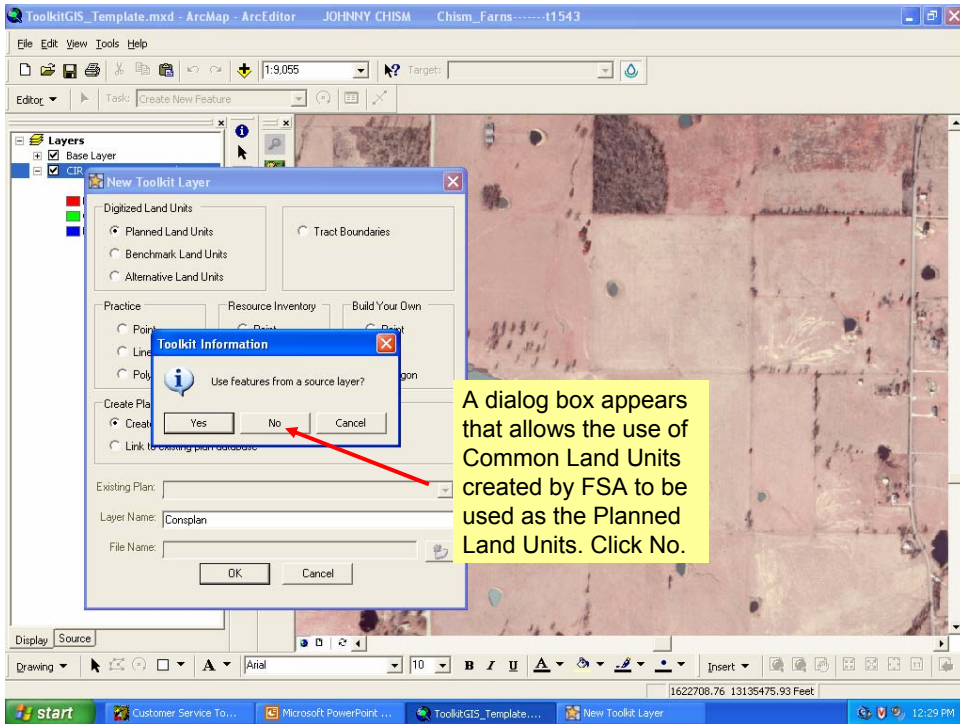


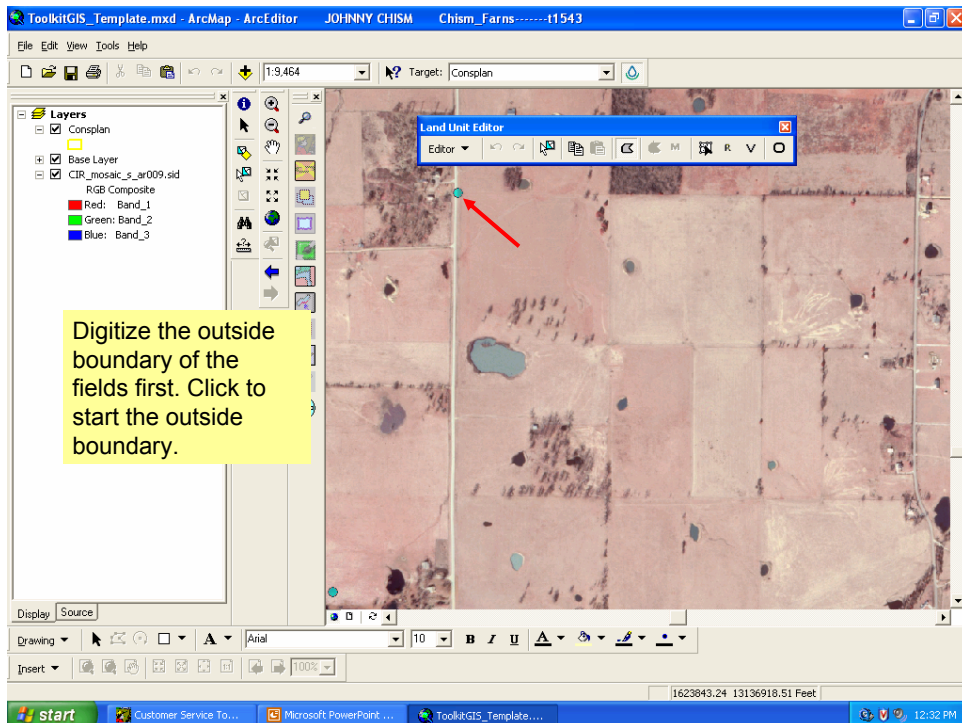
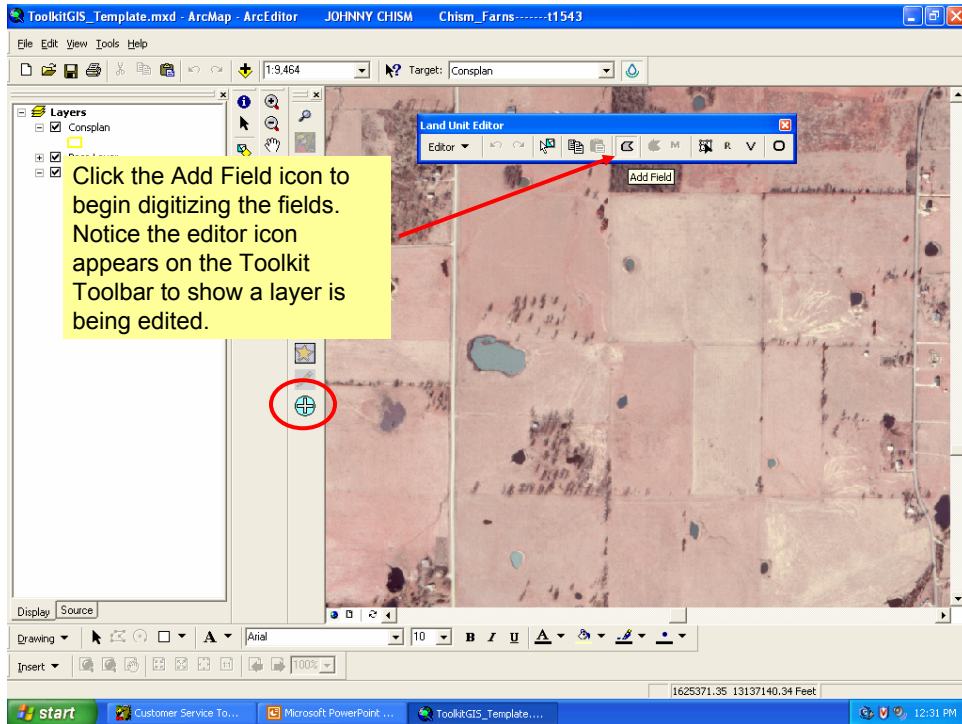


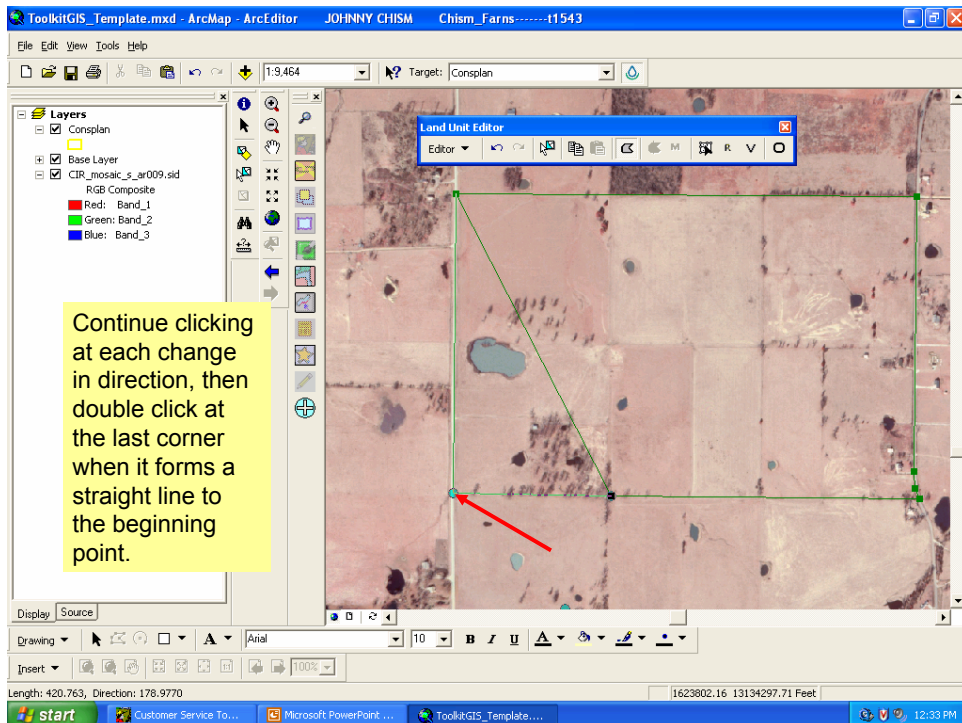
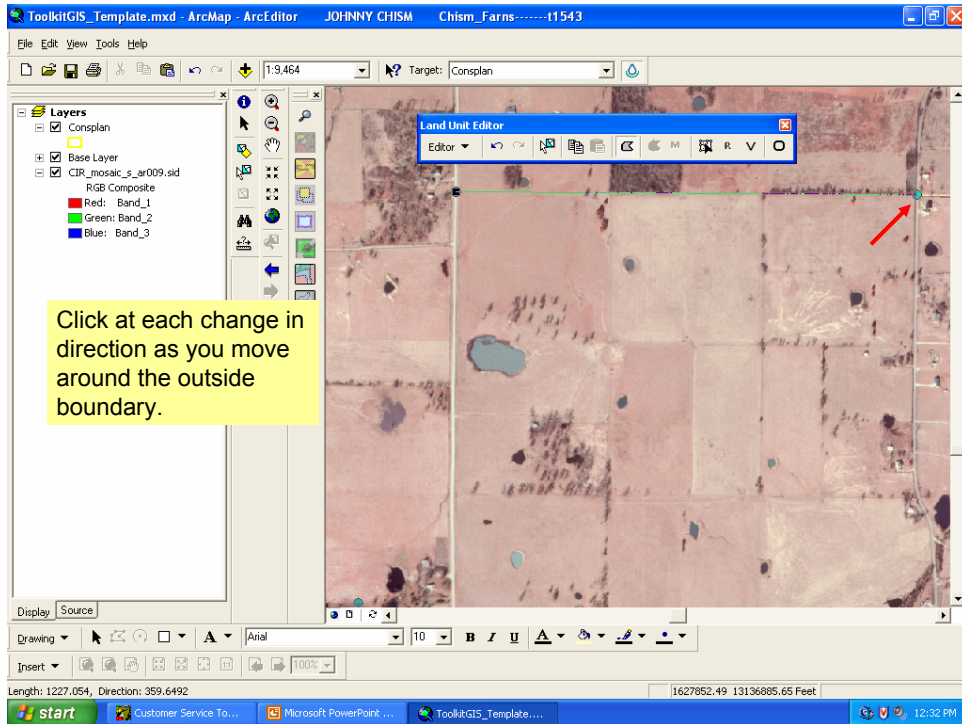


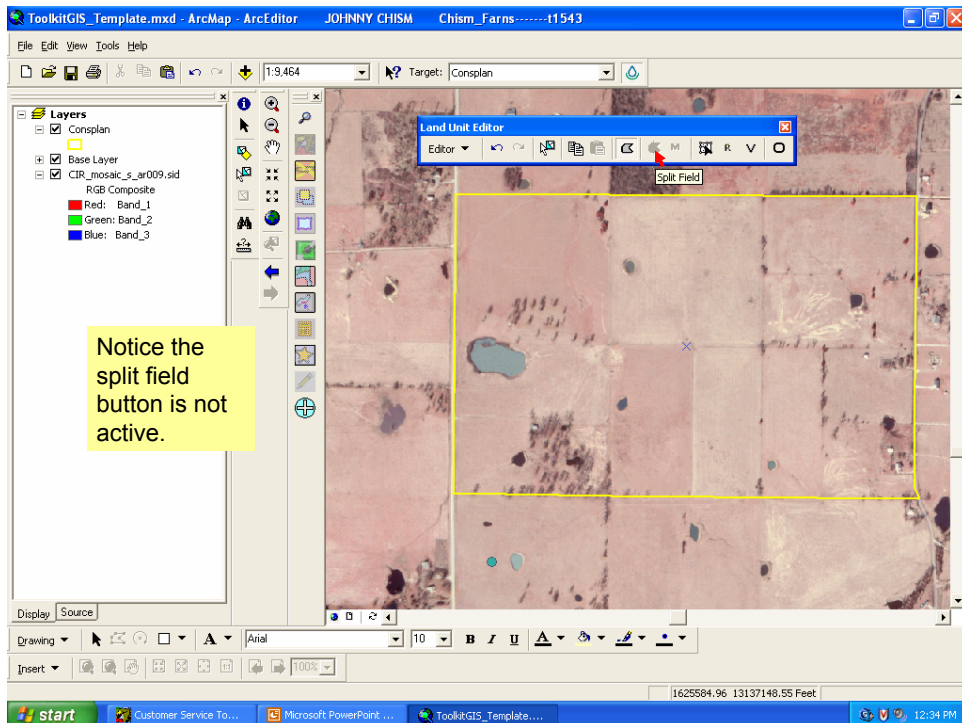
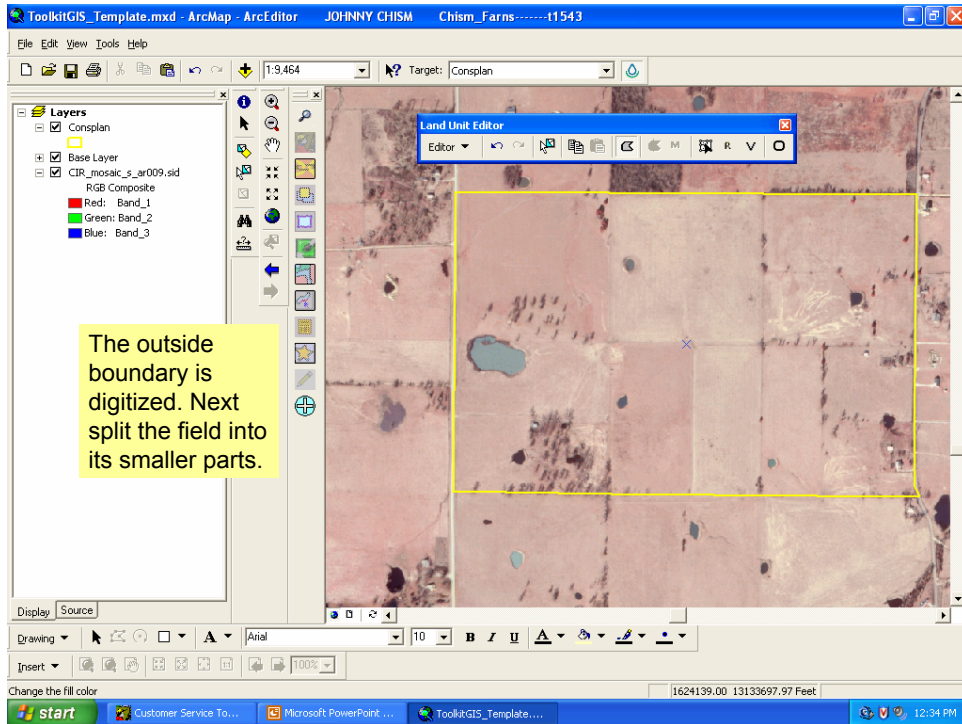


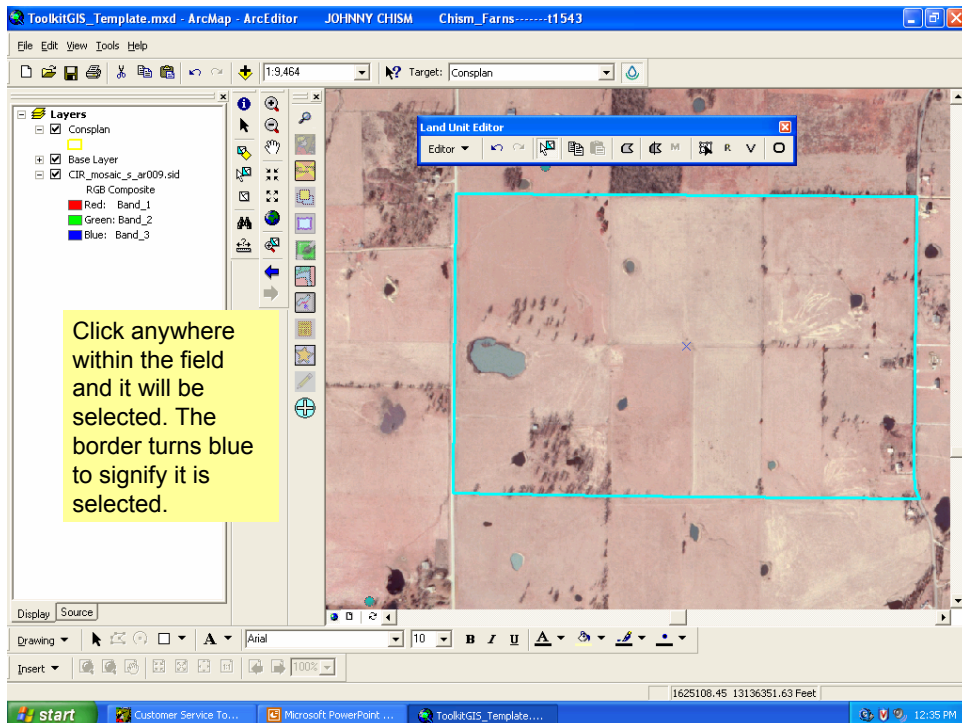
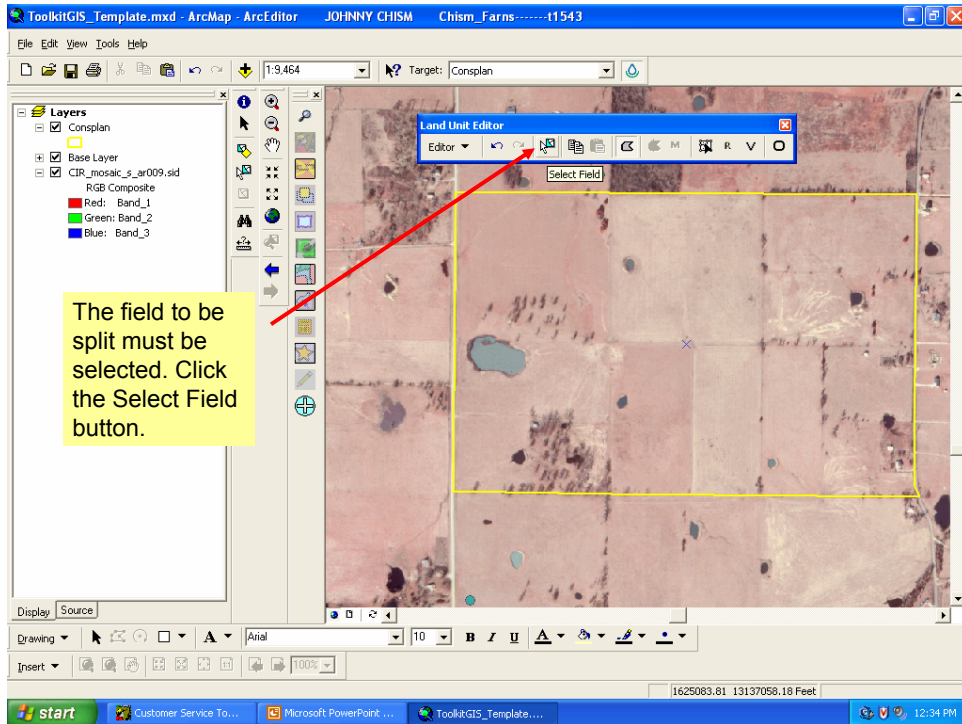


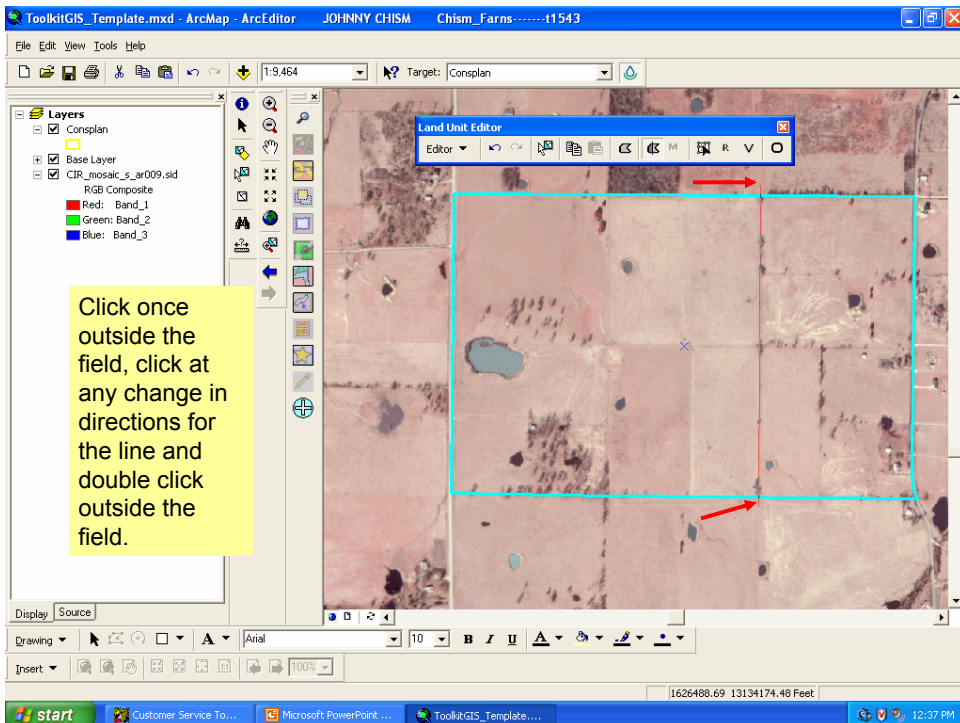
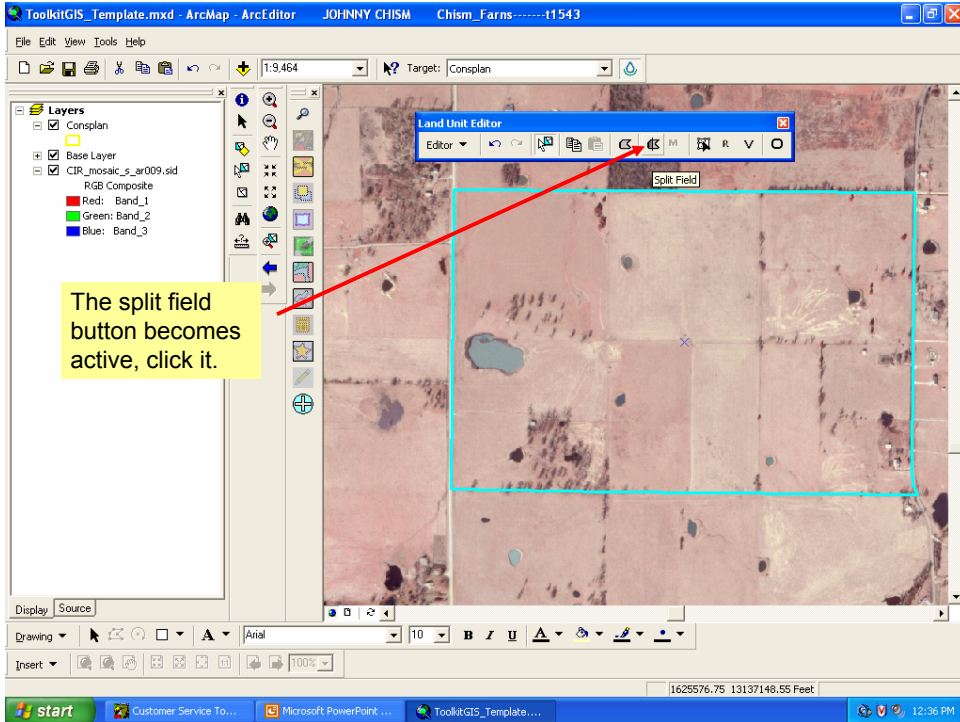


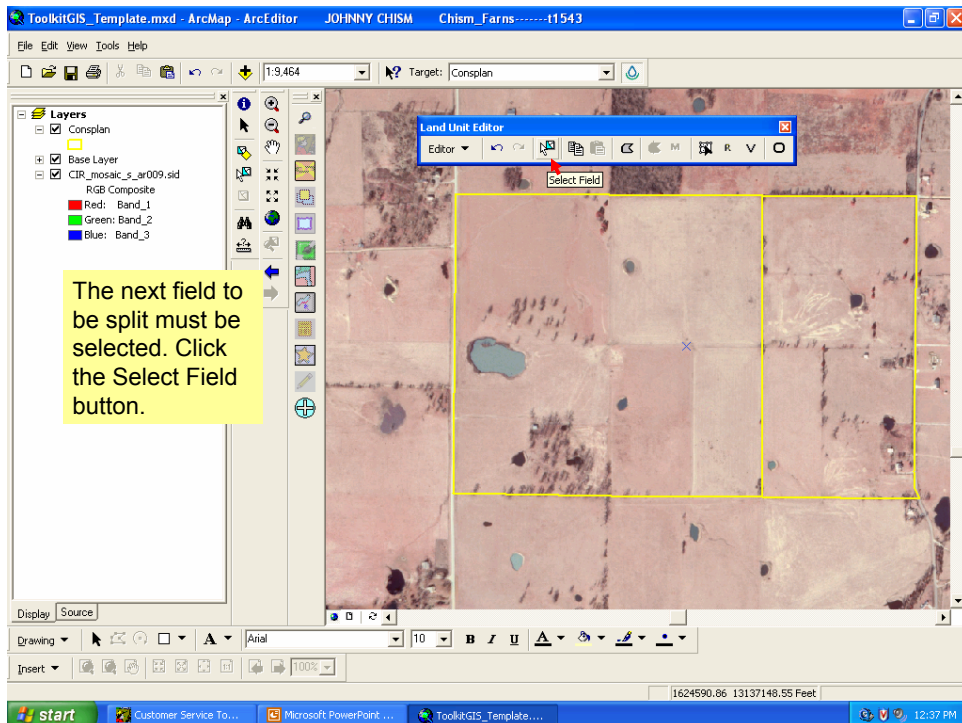
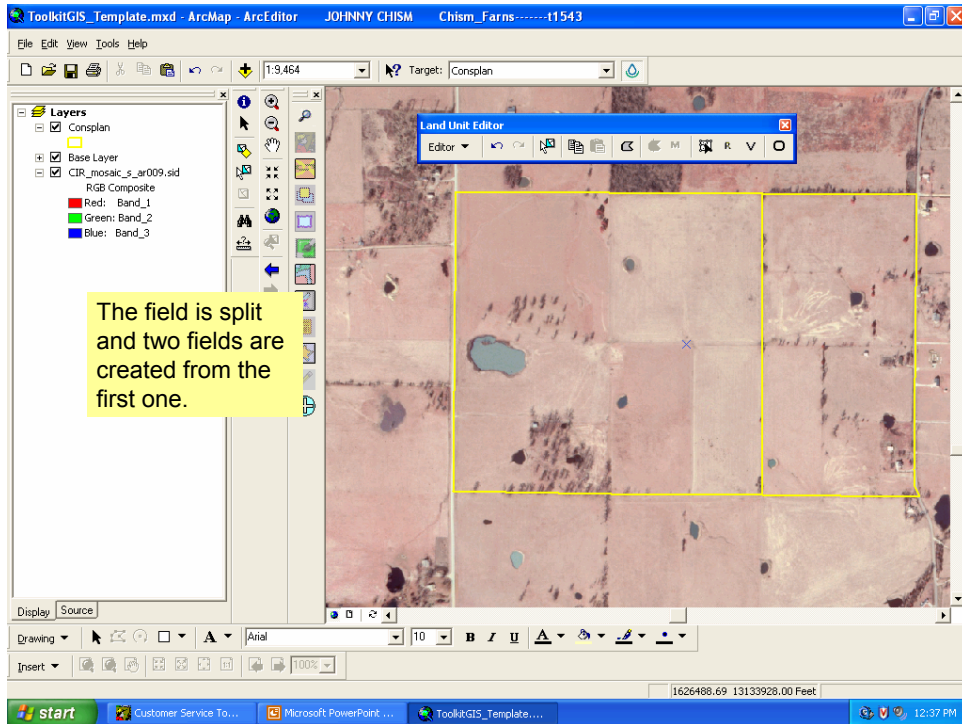


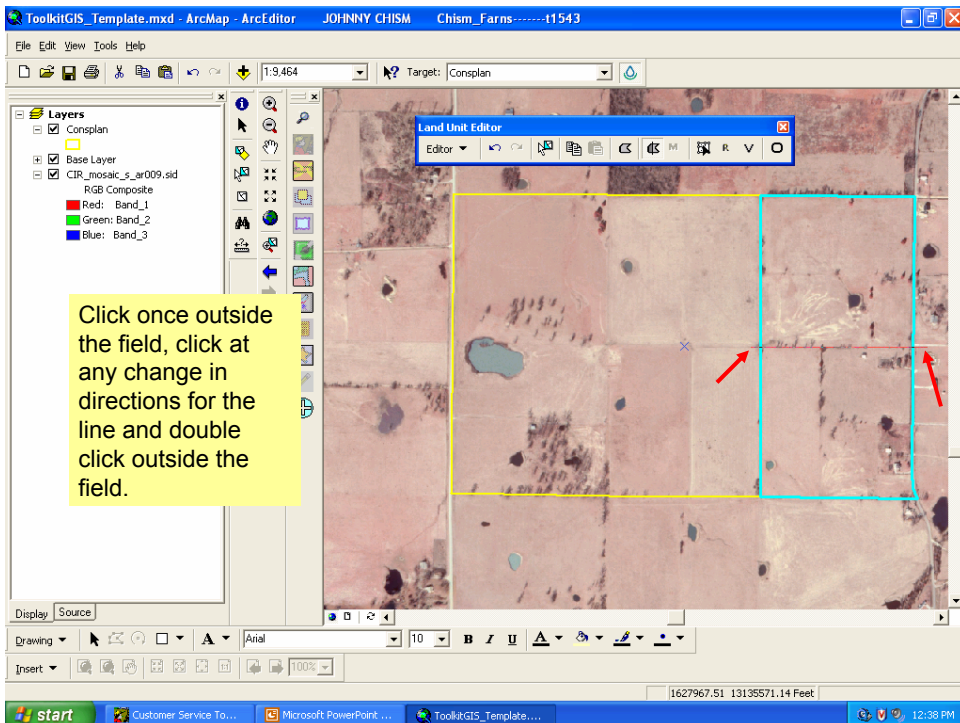
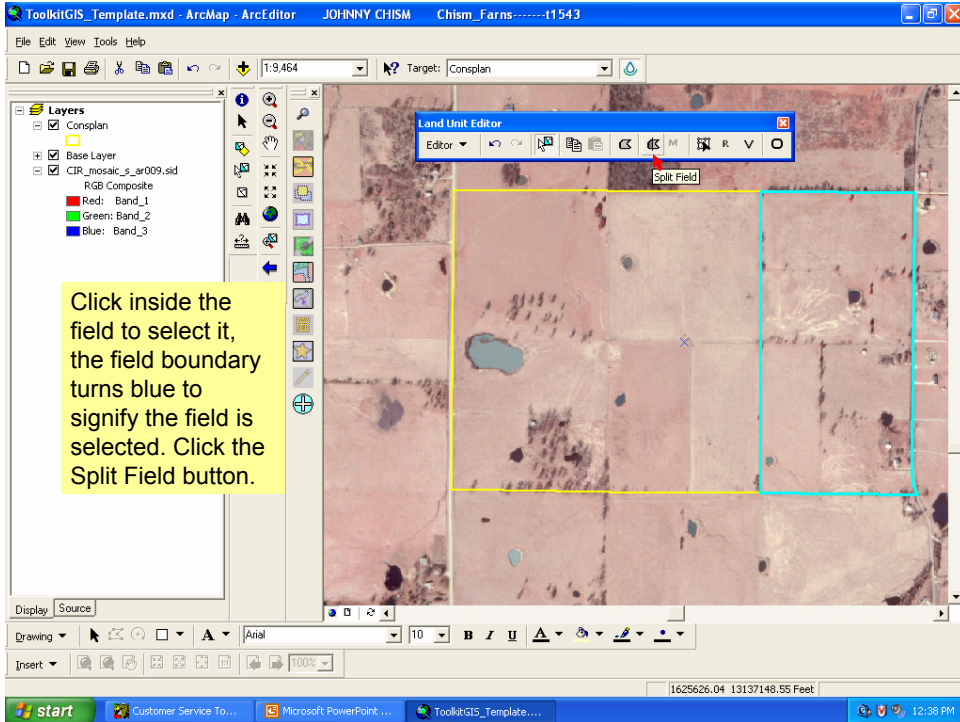


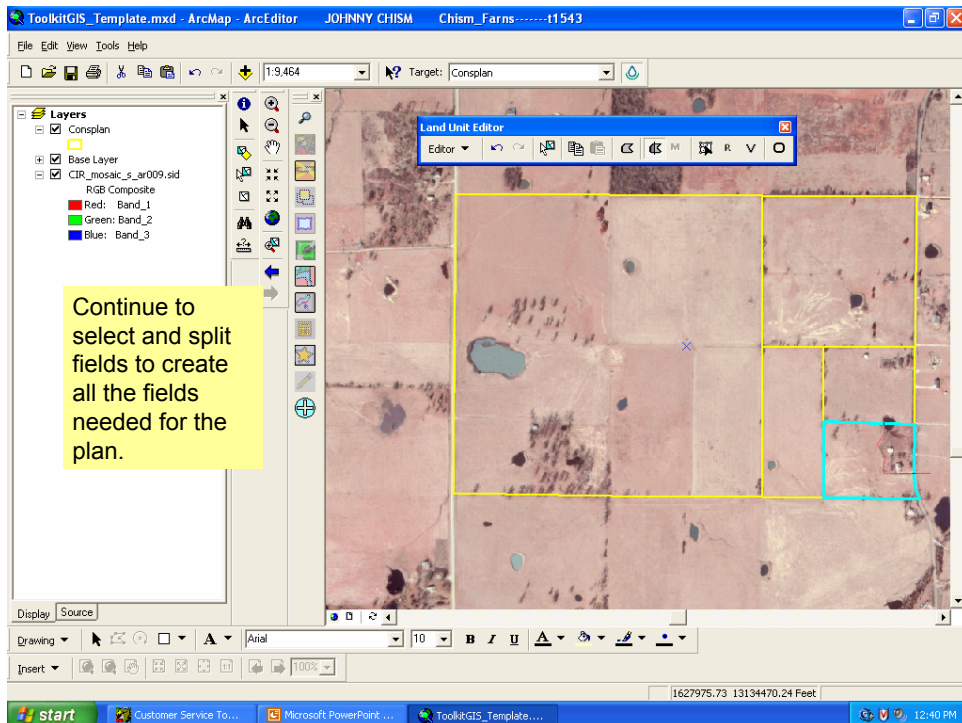
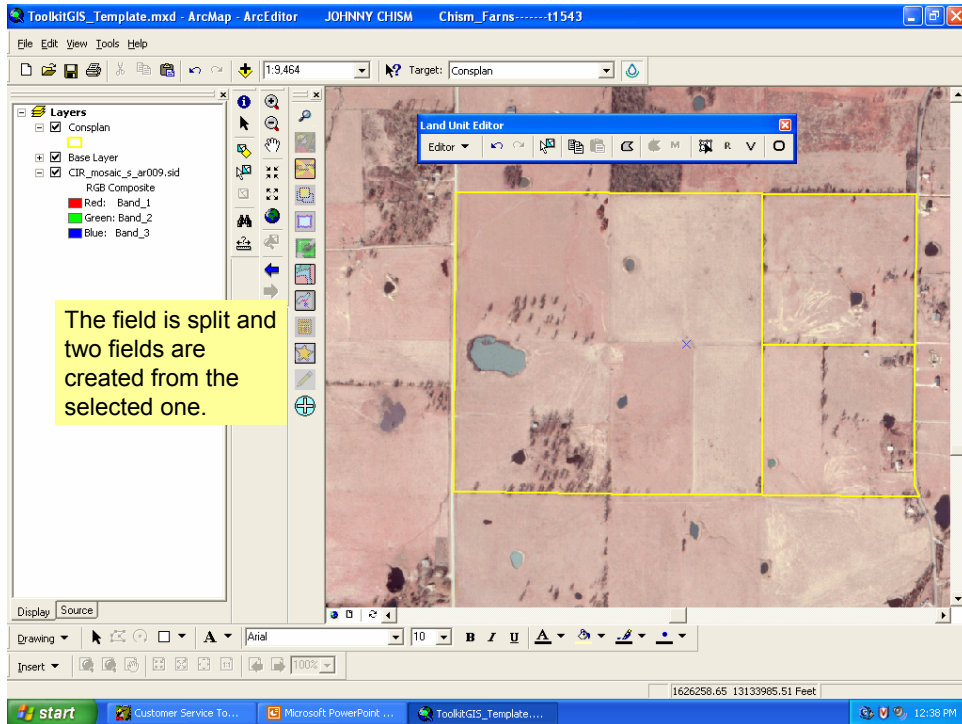


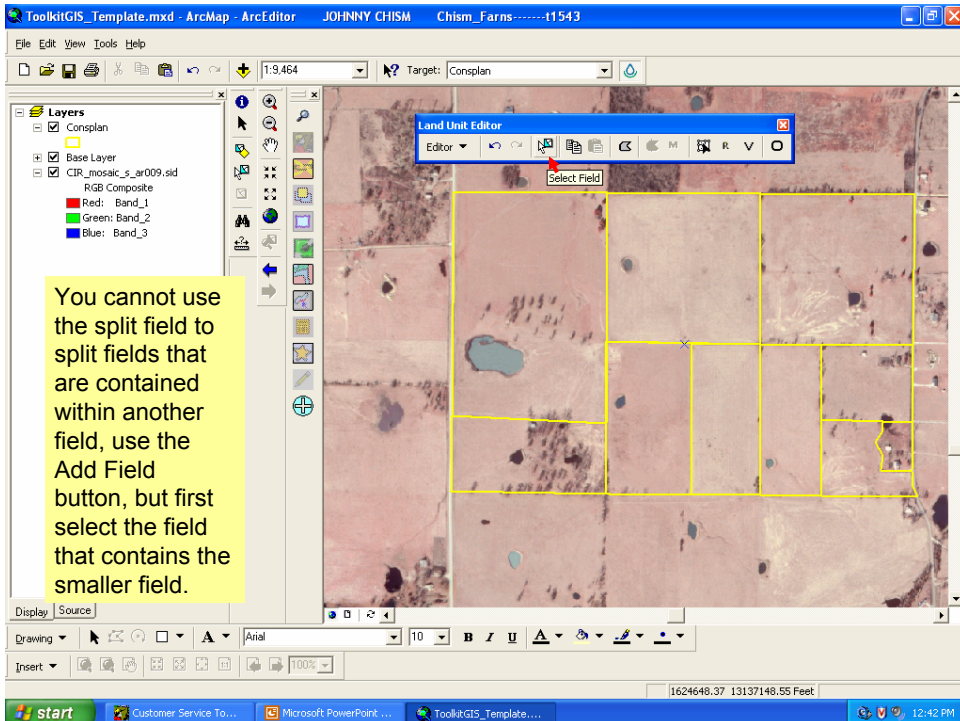
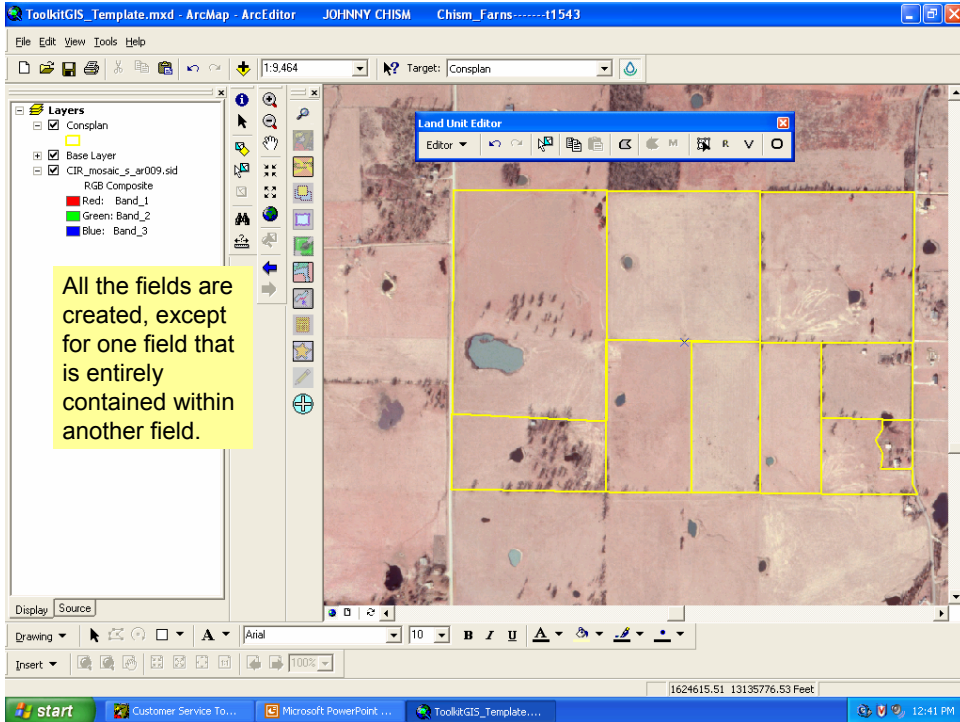


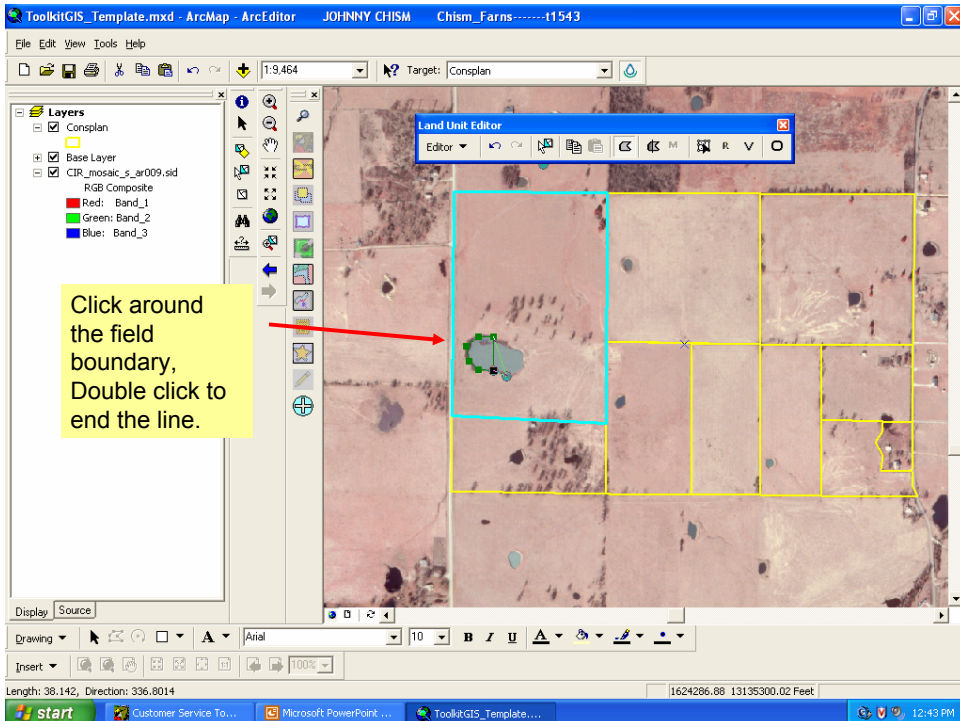
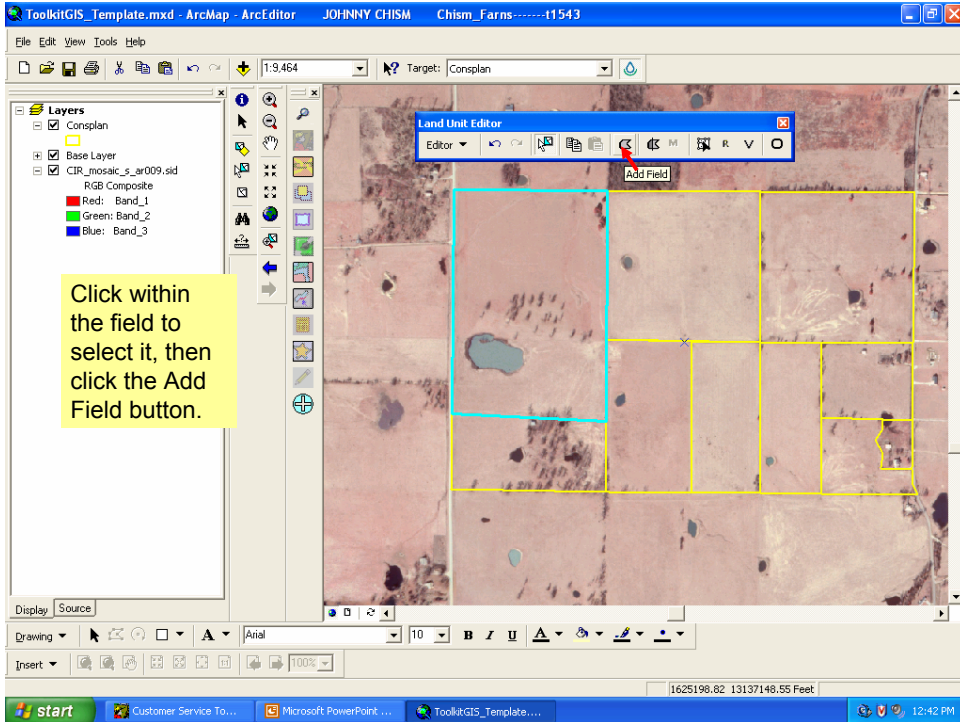


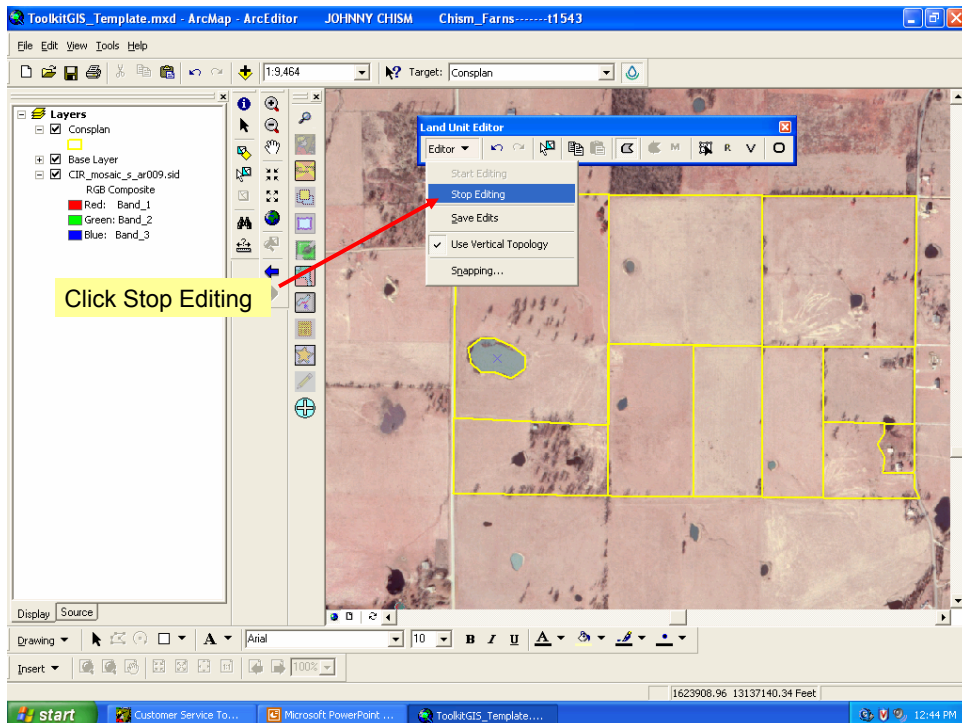
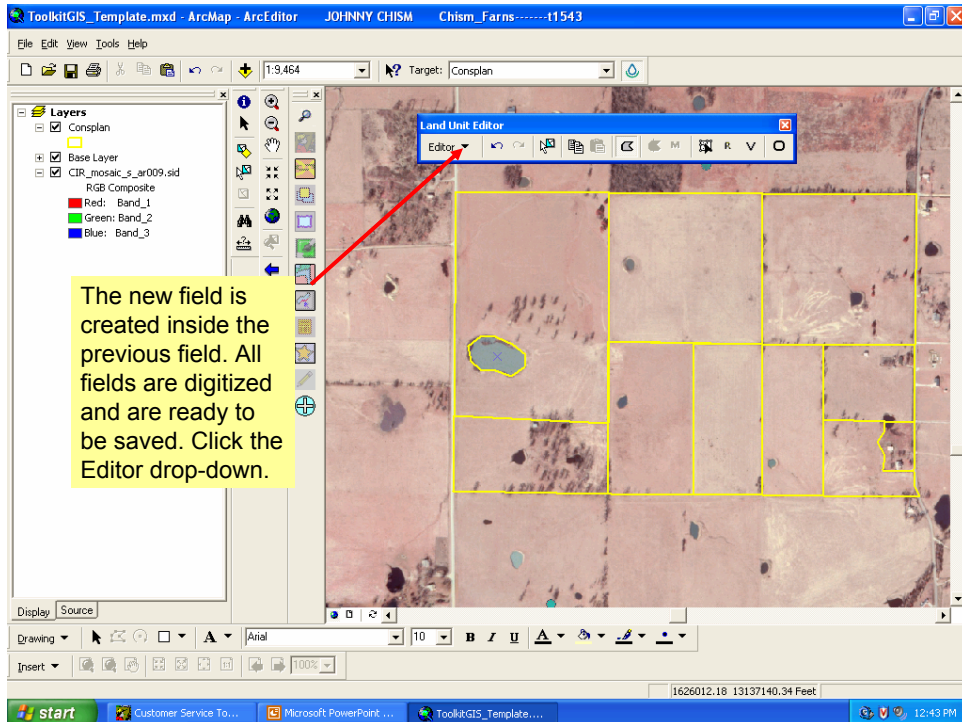


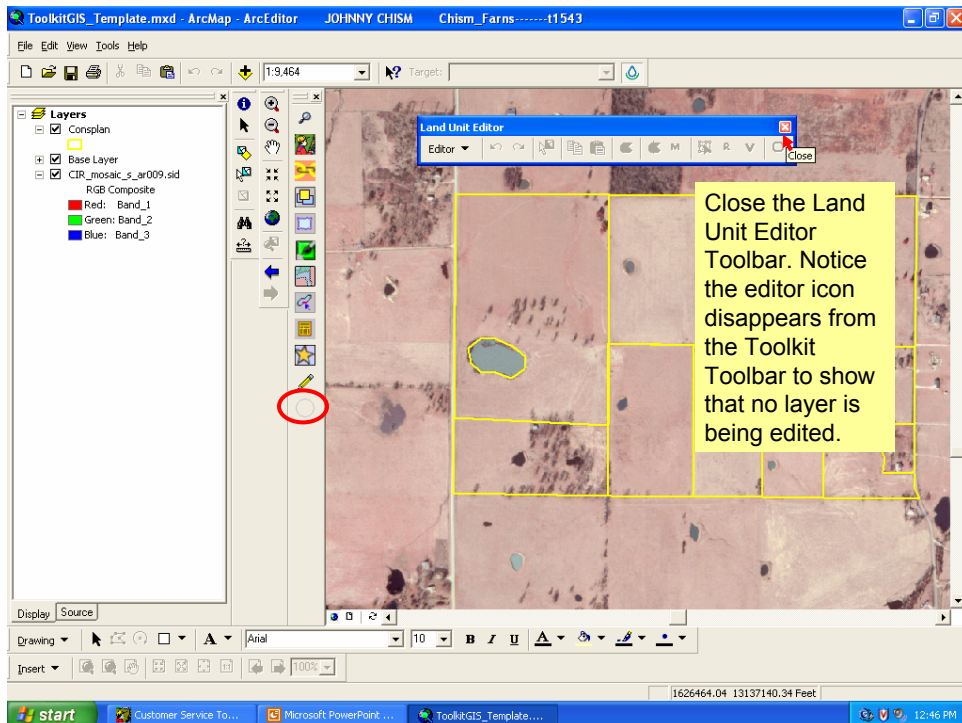
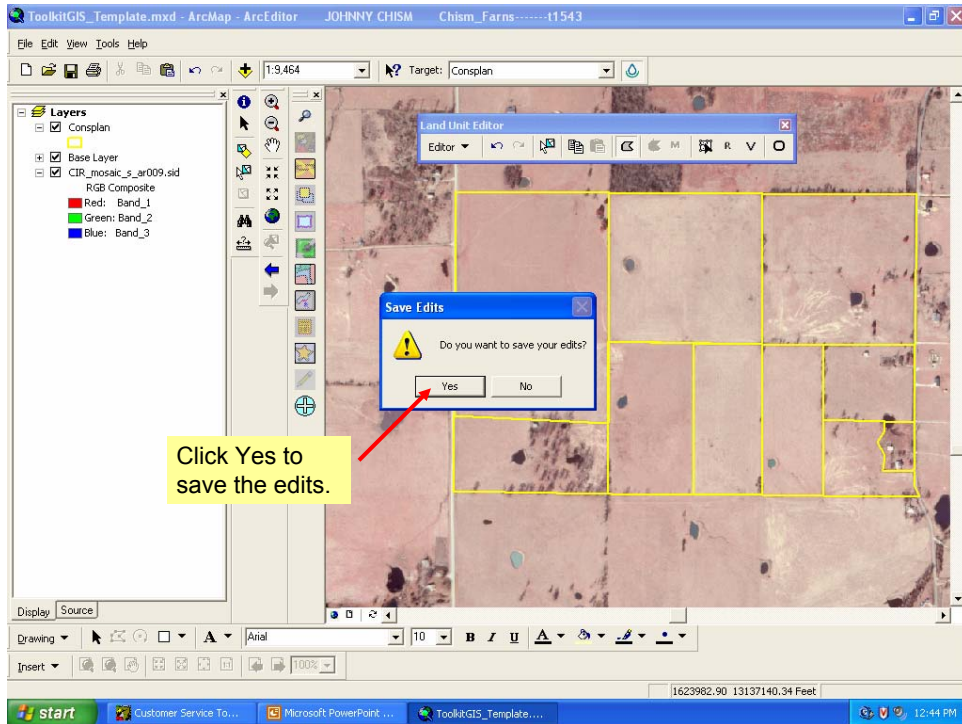


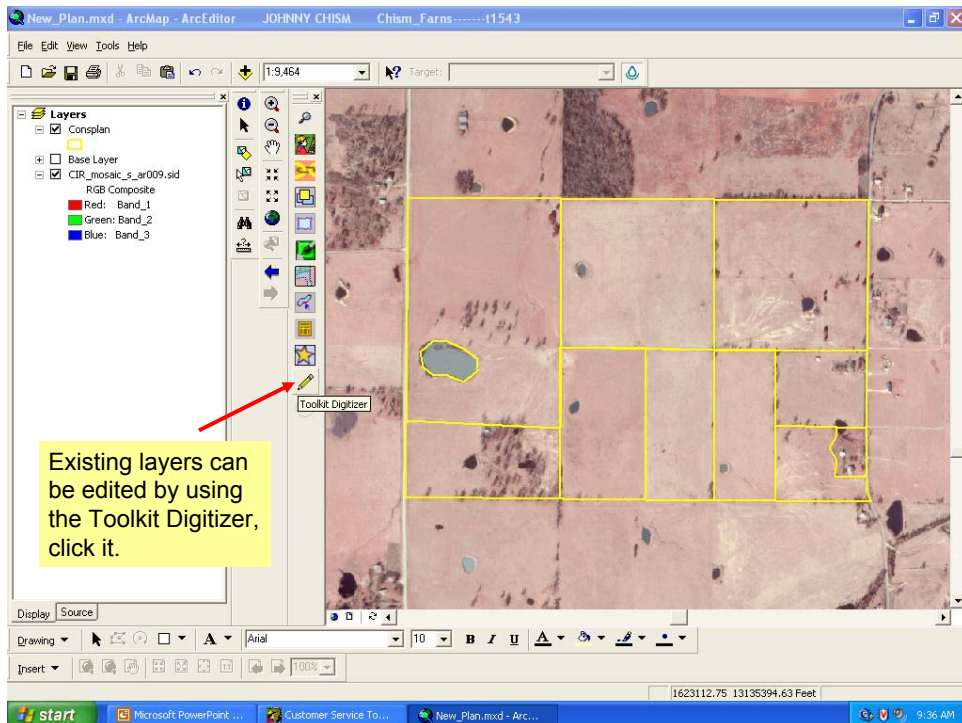
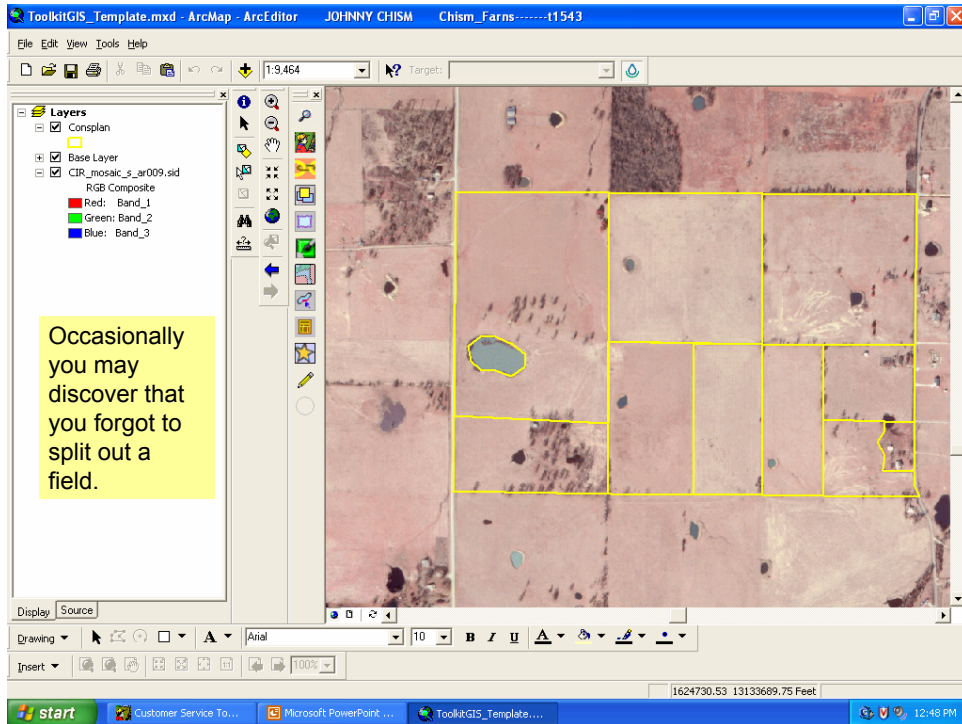


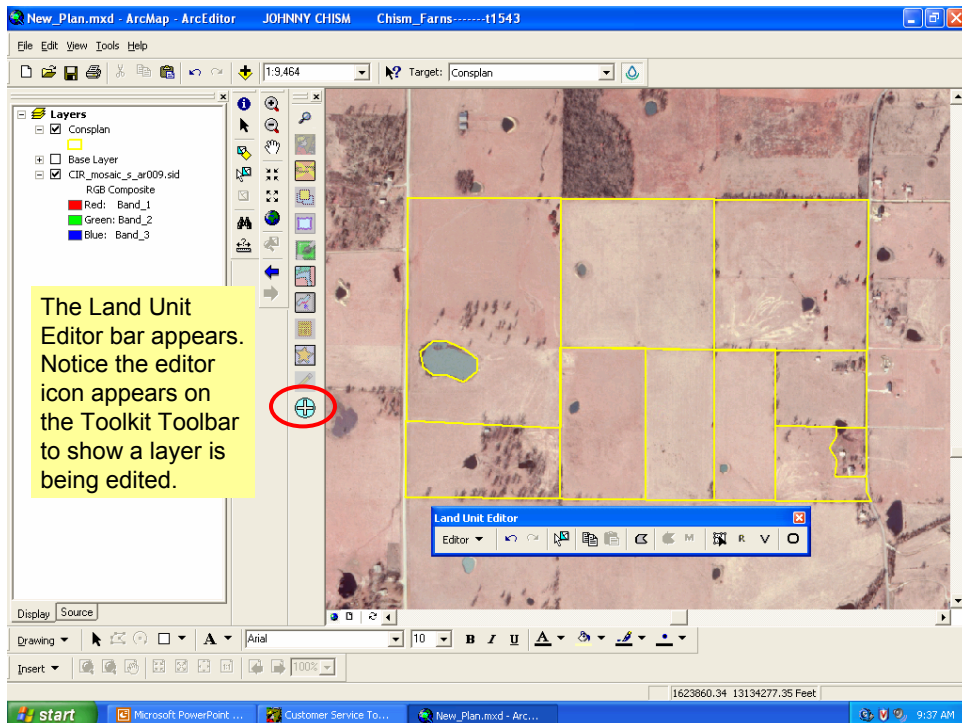
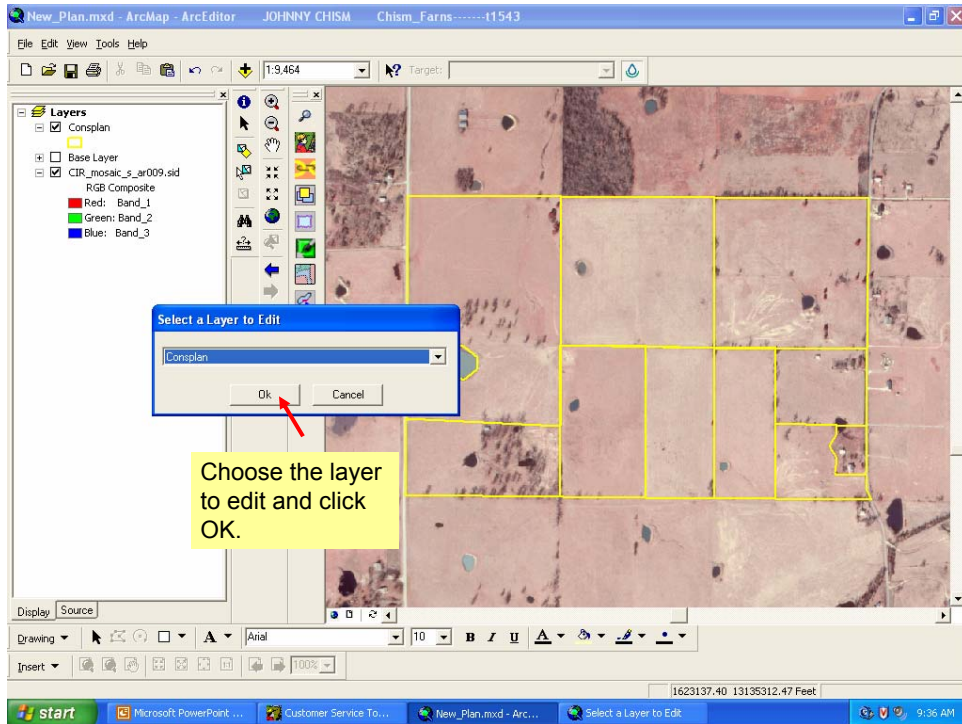


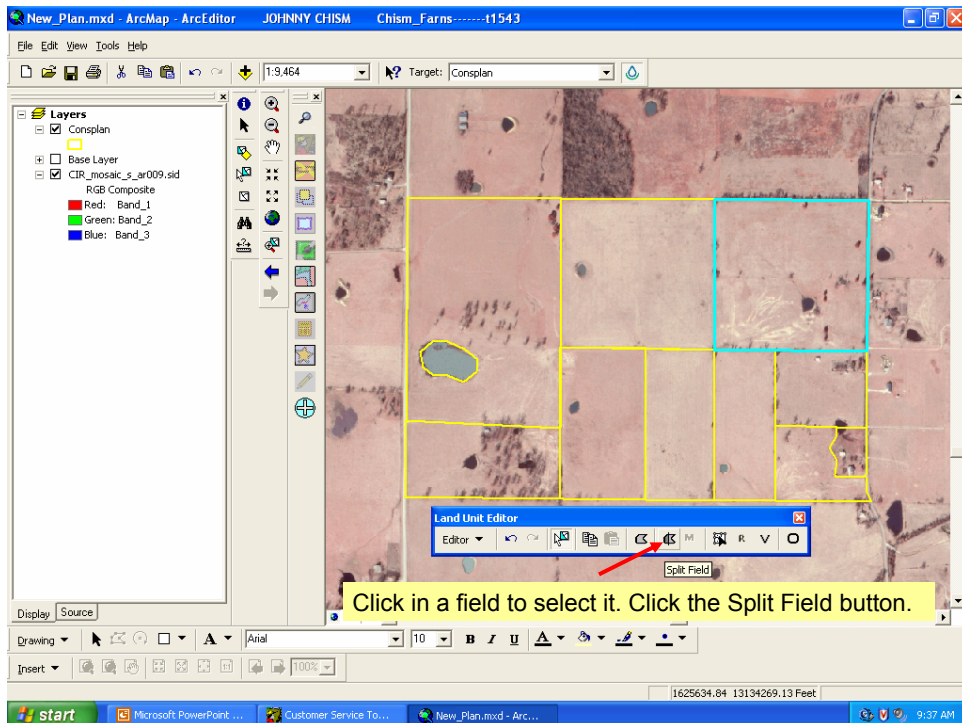
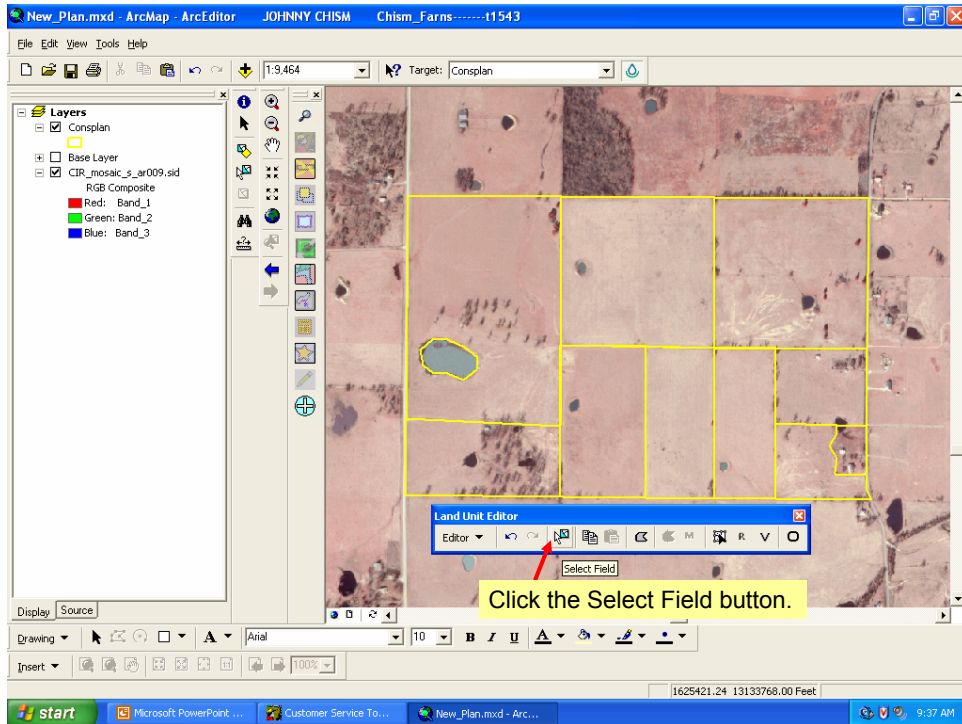


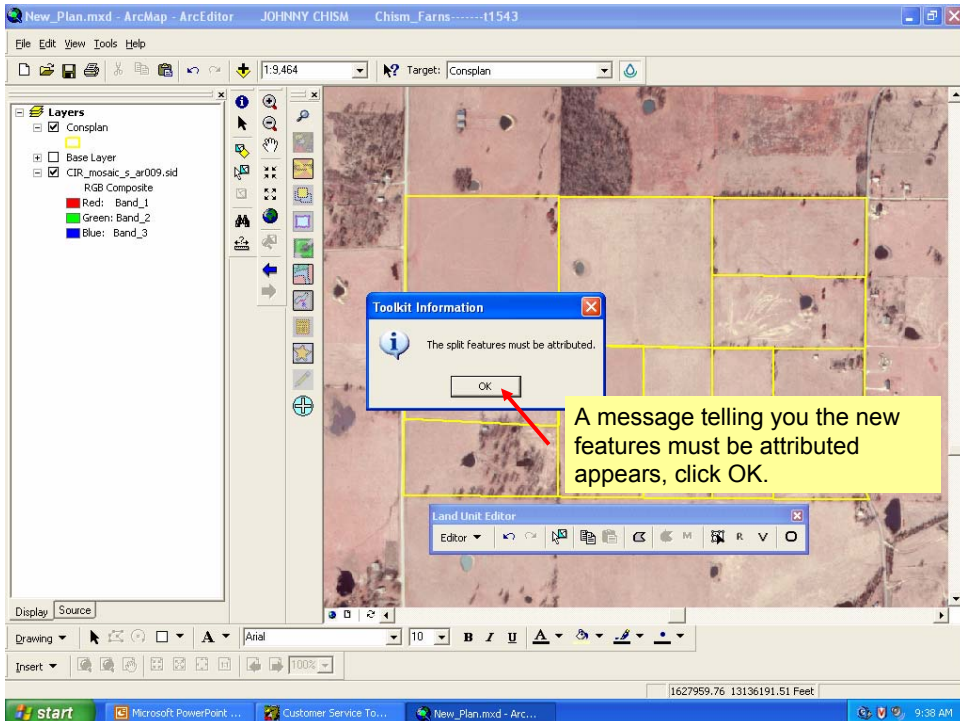
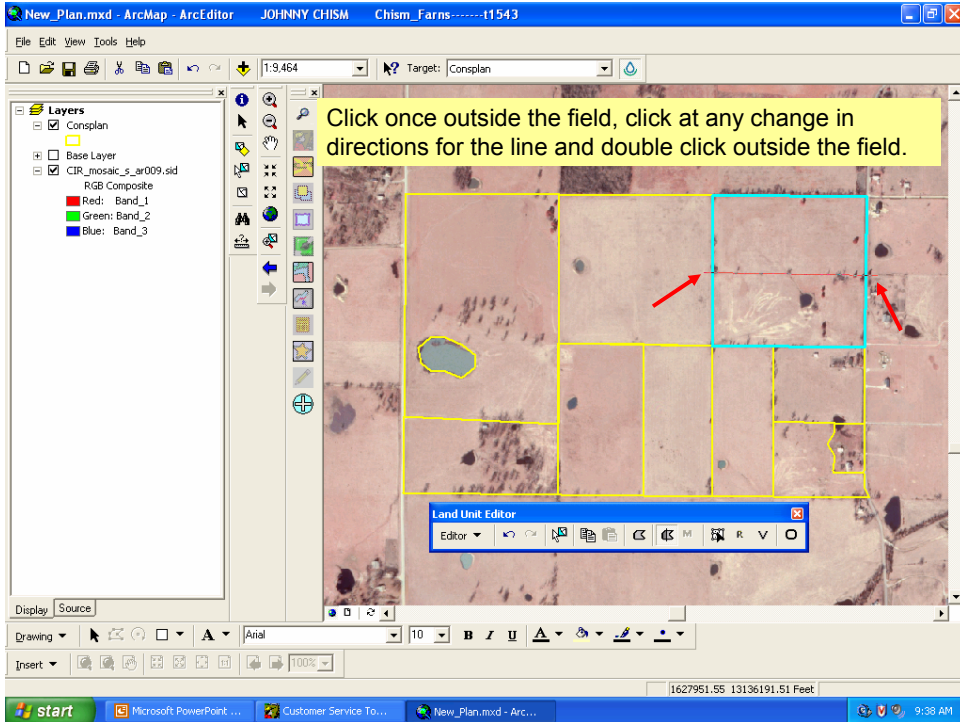


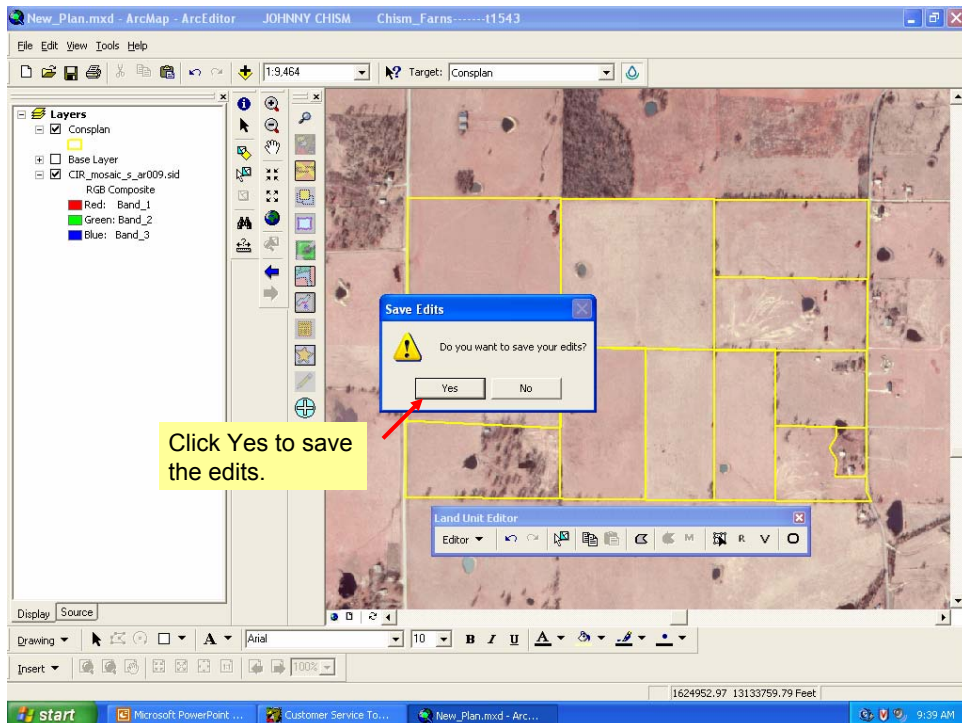
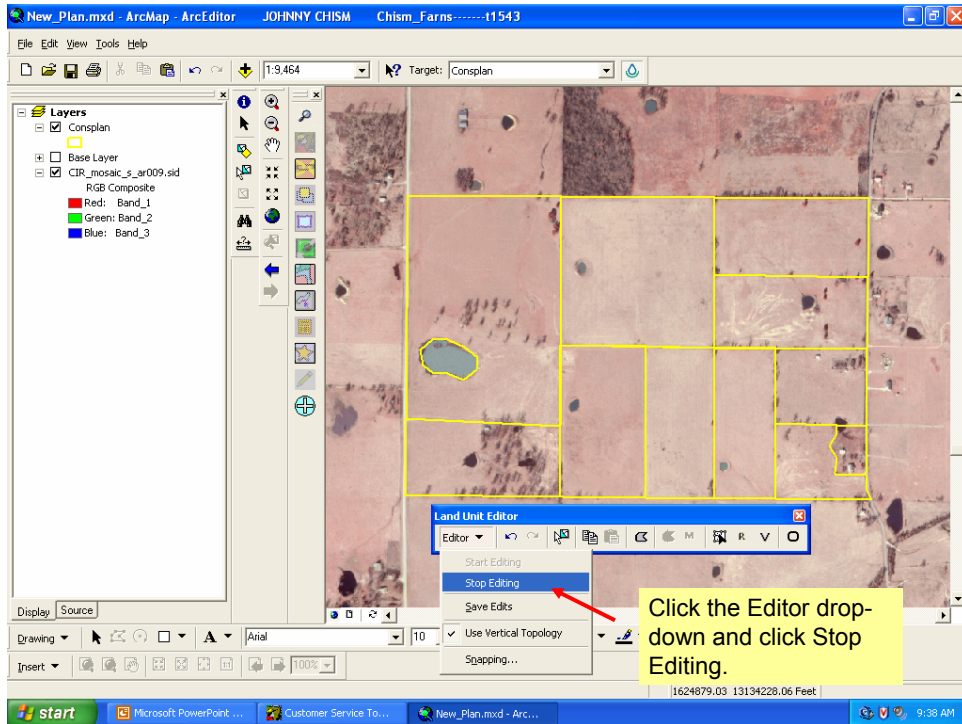


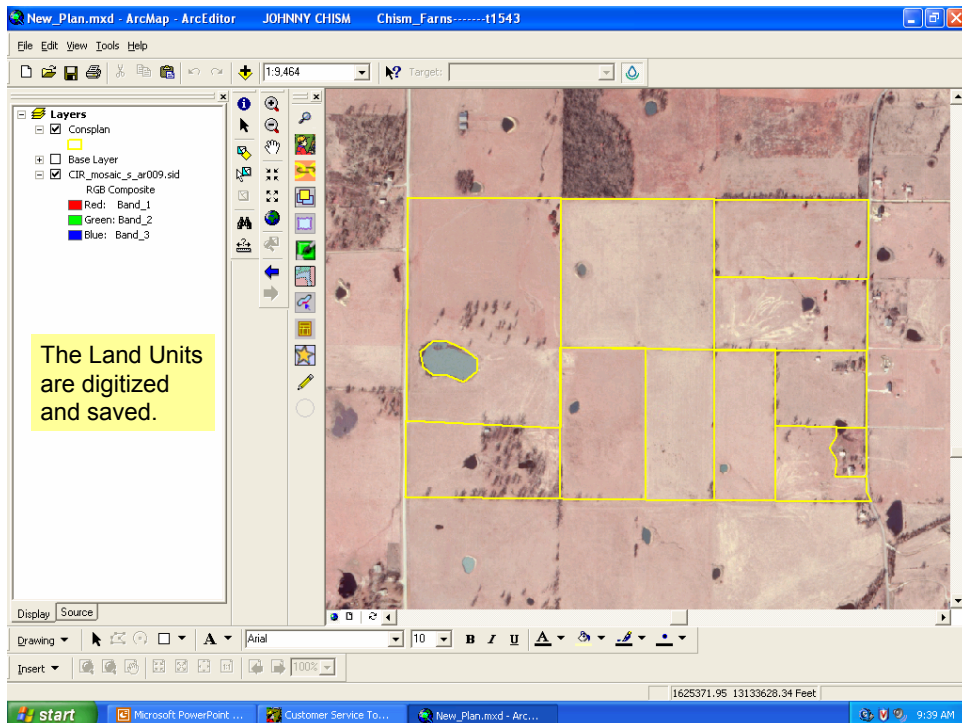
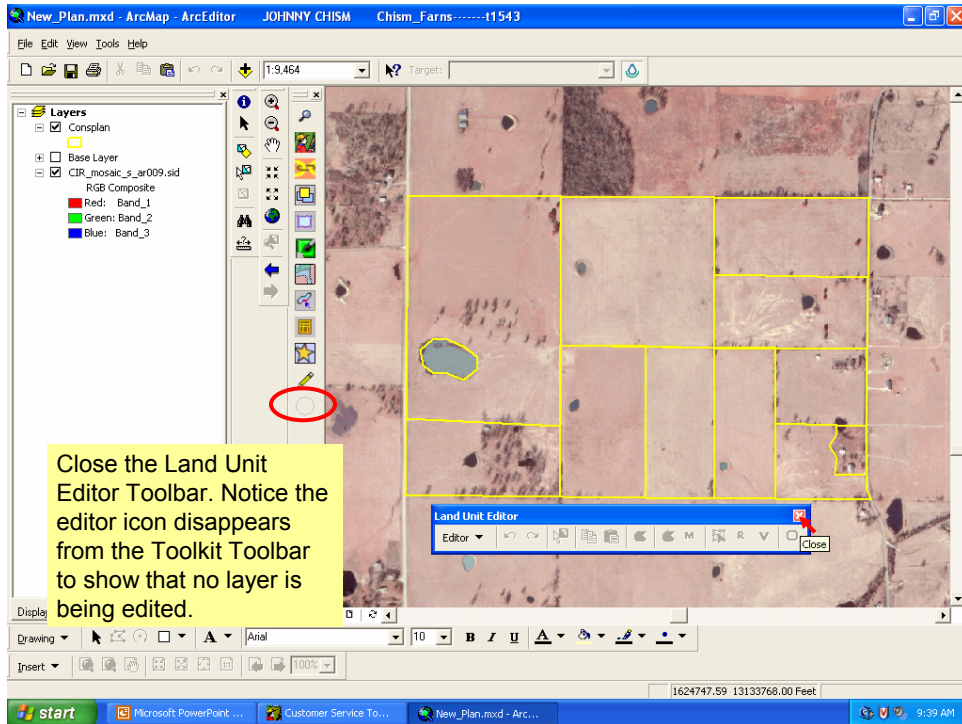


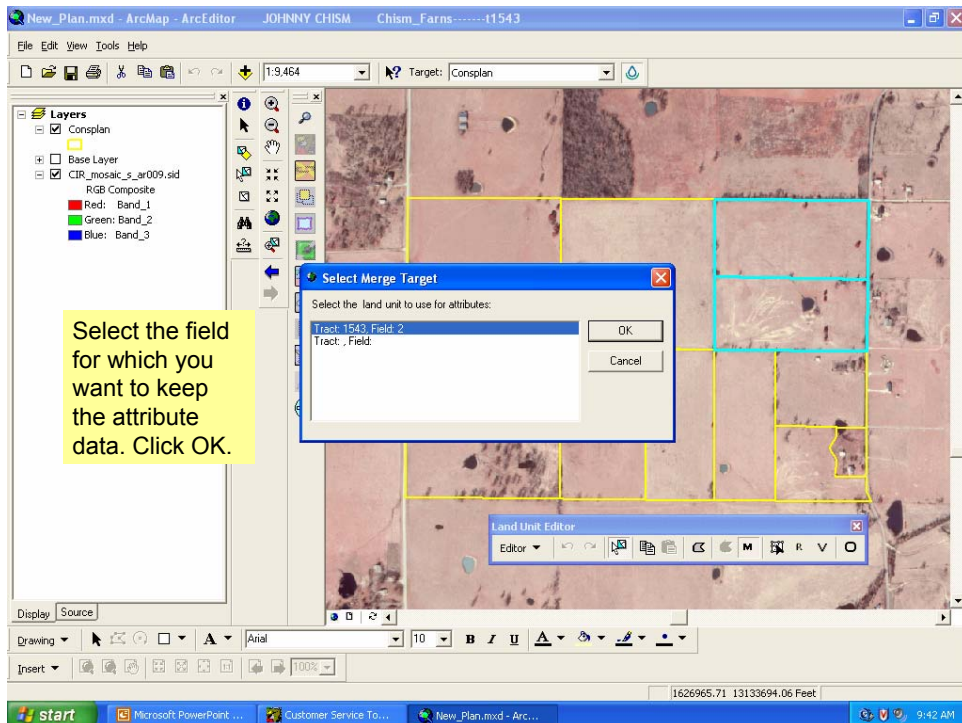
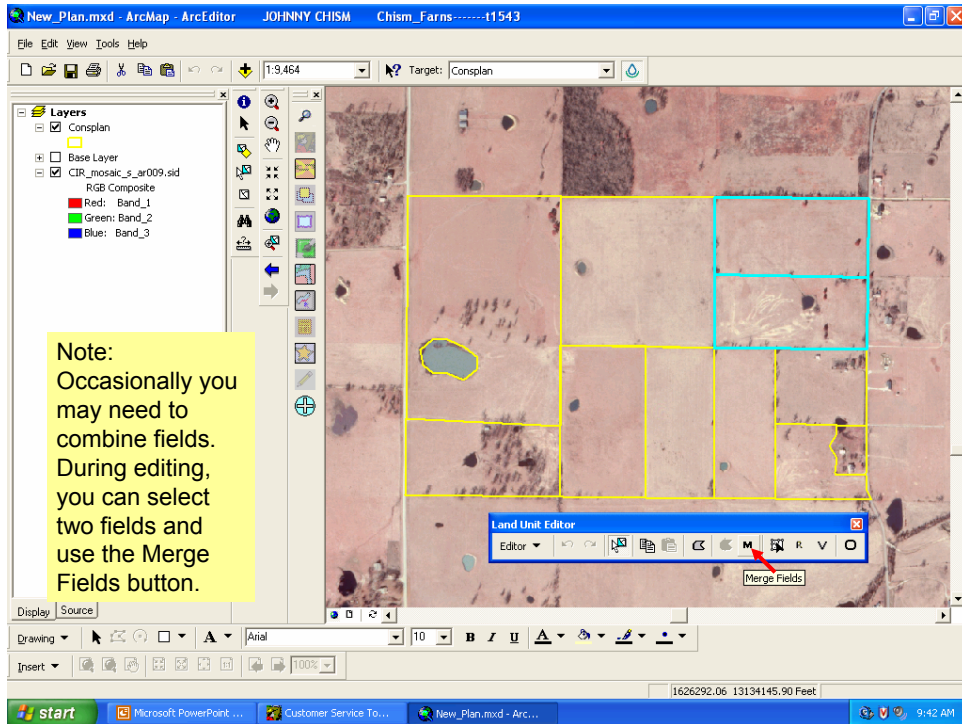


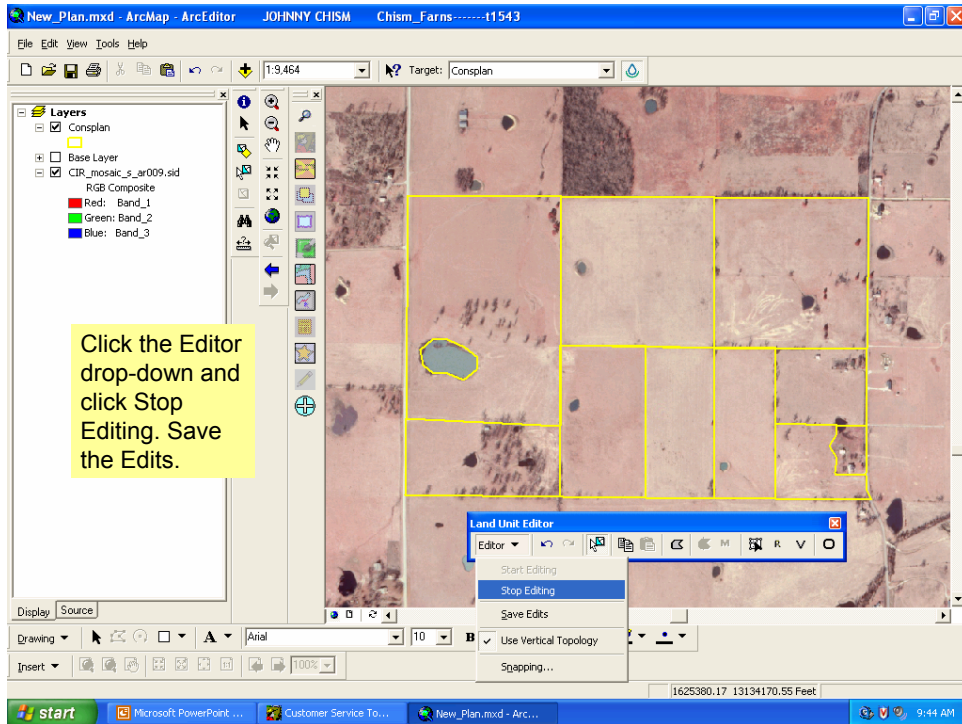






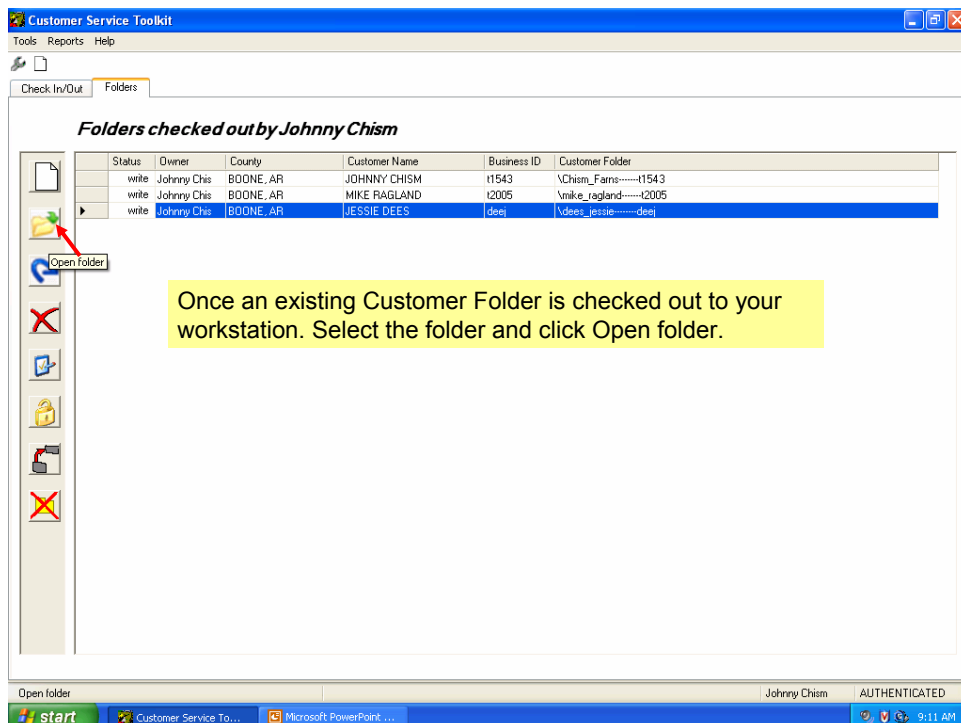






Linking Existing Tabular Land Units to a Map

Toolkit 2004



Customer Service Toolkit JESSIE DEES \dees_jessie-----deej

Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer Files

Plan

dees_jessie-----deej:Consplan

Tract 10160

Expand Collapse

Unmapped

Tract Number	Land Unit	Acres	NRCS Land Use	Local Land Use	CRA	HEL
10160	1	4	Pasture	pasture	116A.2	
10160	2	11	Pasture	pasture		
10160	3	33	Pasture	pasture		
10160	4	23	Pasture	pasture		
10160	HQ	4	Pasture	pasture		

Click the Land Units tab. Use the Drop-down button to select the plan. The customer's Land Units appear. Notice these land units show as unmapped. They need to be linked with the Plan in ArcGIS.

Add Land Unit Copy Land Unit

Johnny Chism AUTHENTICATED

Customer Service Toolkit JESSIE DEES \dees_jessie-----deej

Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer Files

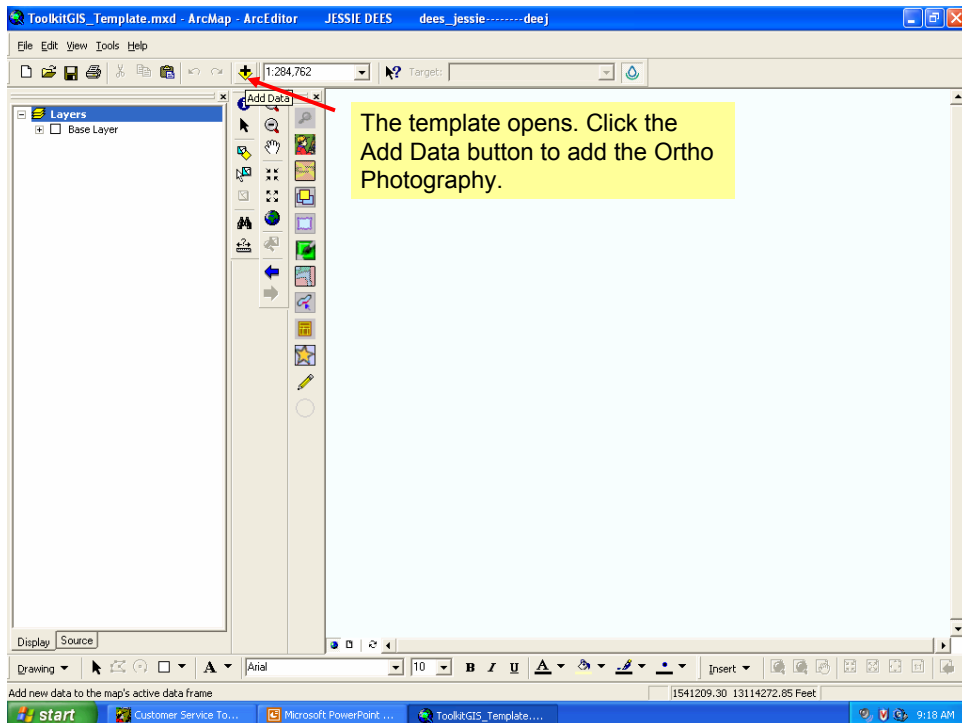
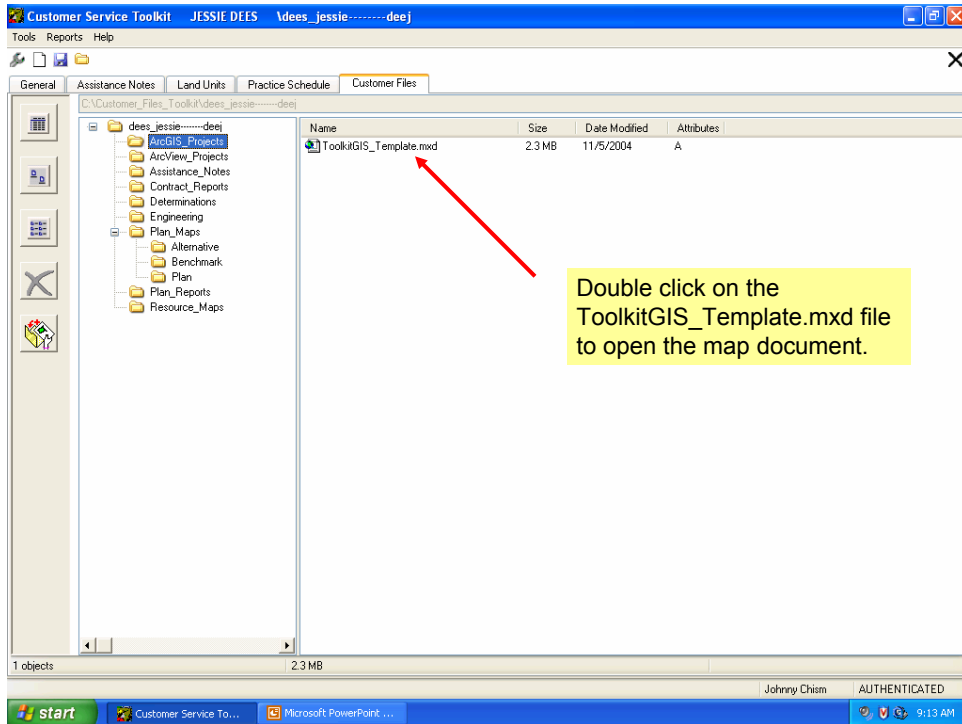
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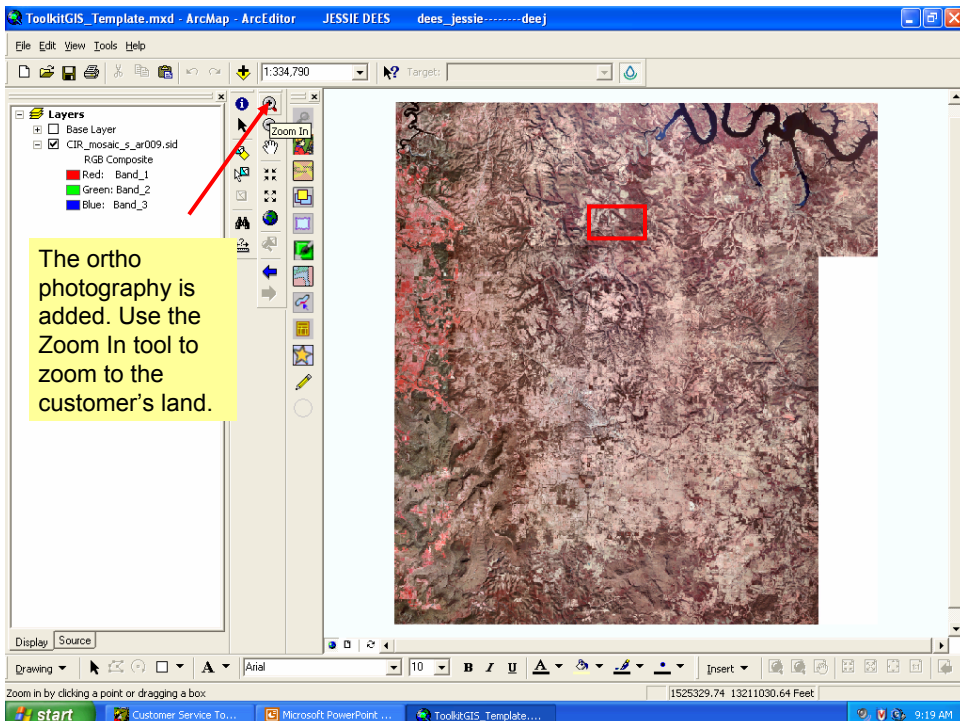
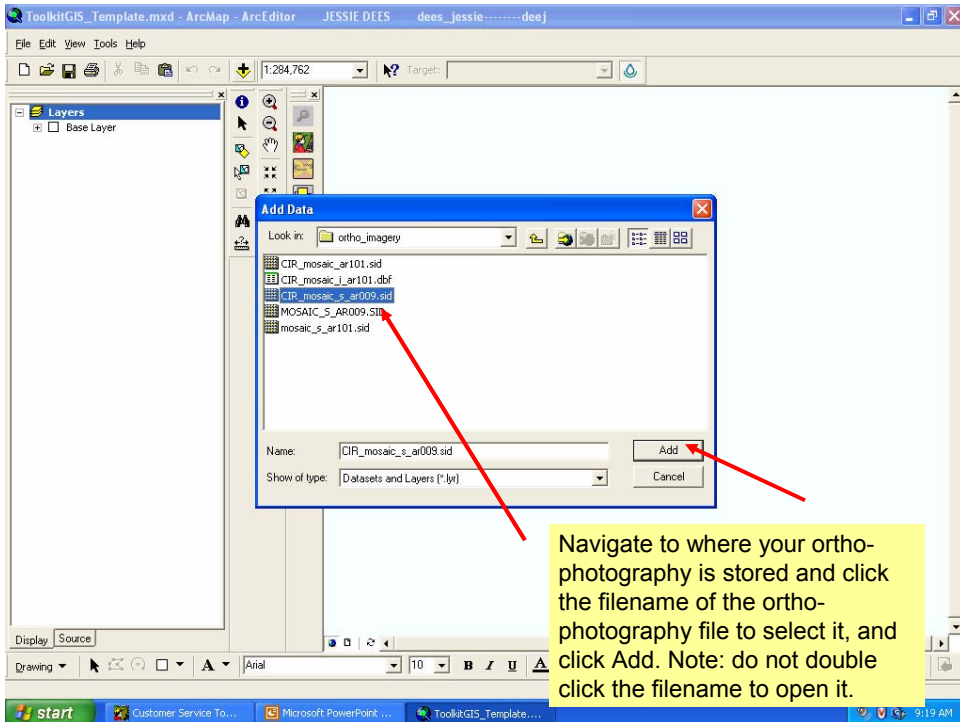
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scims.xml	188 bytes	6/30/2004	A

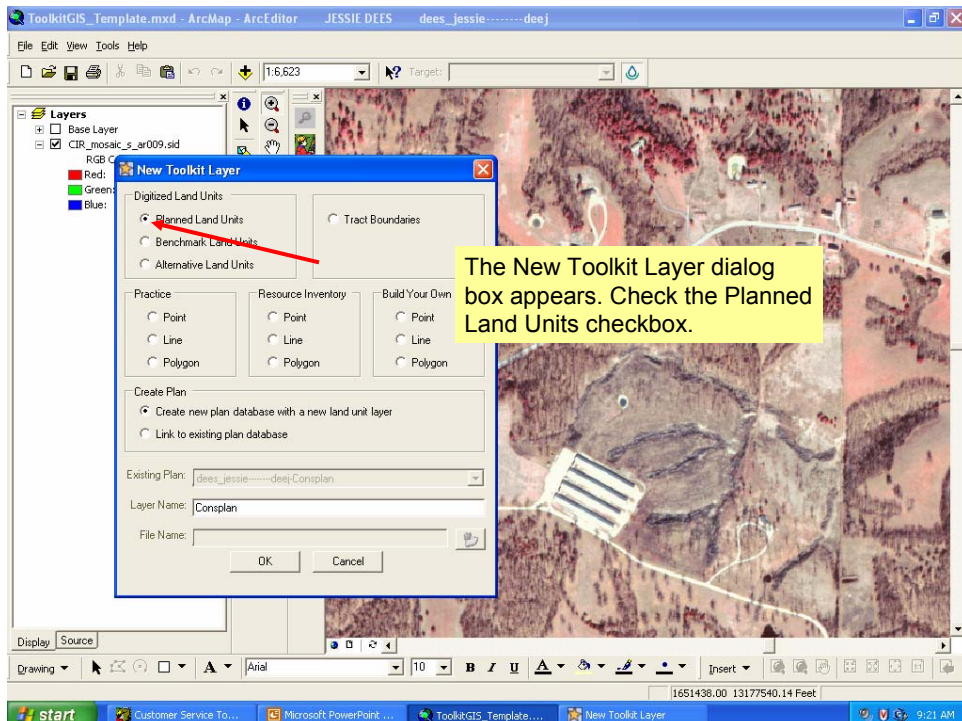
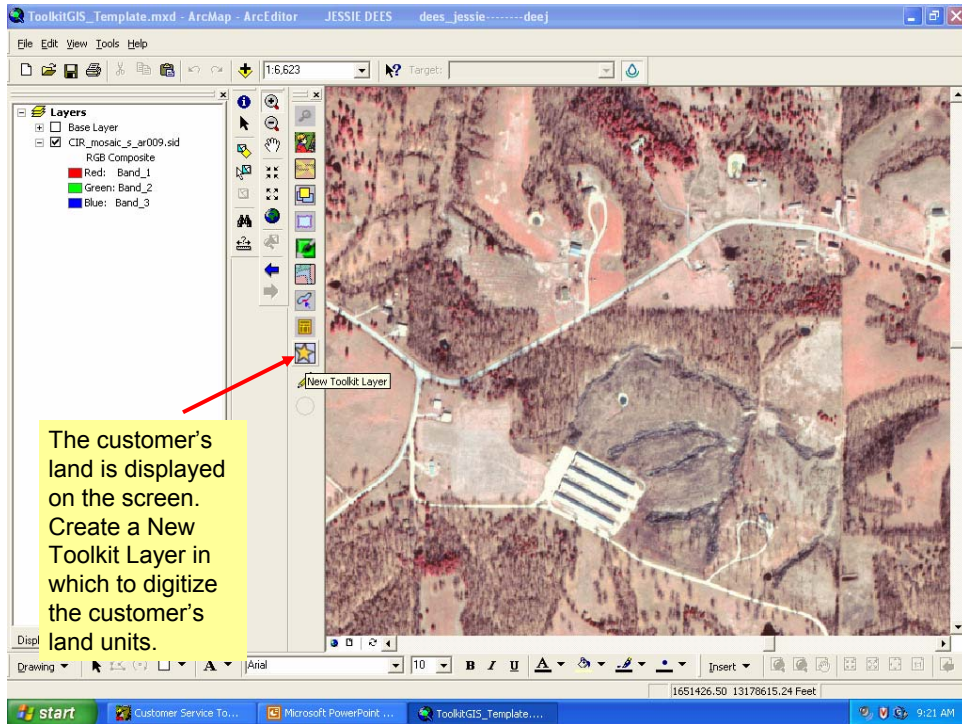
Click on the Customer Files tab. If you expand the Plan_Maps/Plan folder you will notice there is a consplan.mdb file but no consplan.shp, consplan.shx, consplan.dbf (shapefiles) files, which signifies that the land units were entered manually without digitizing them in ArcView.

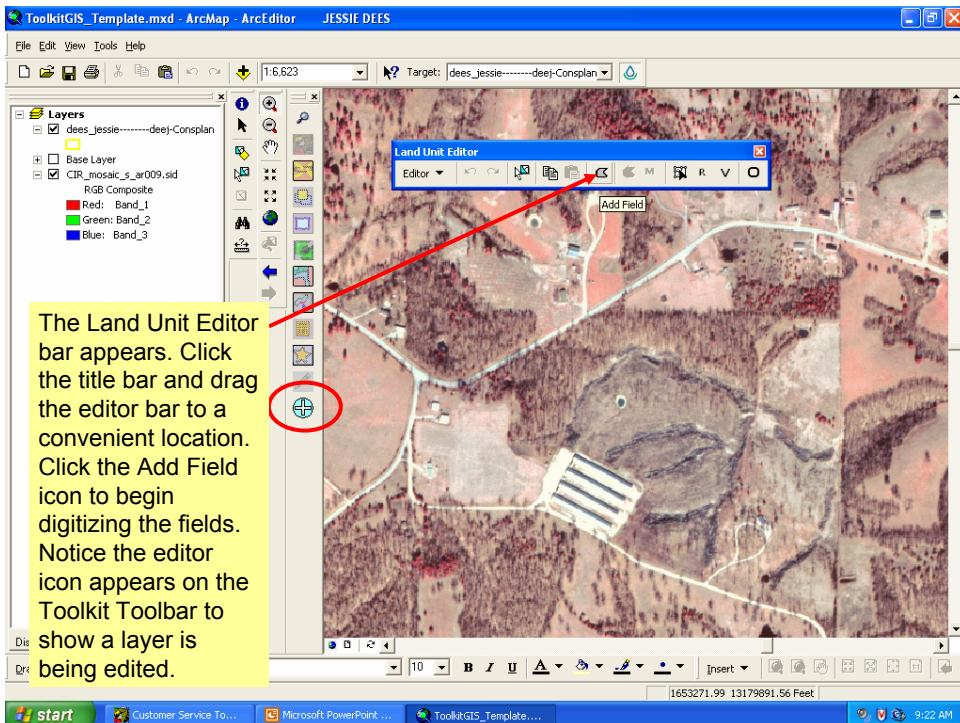
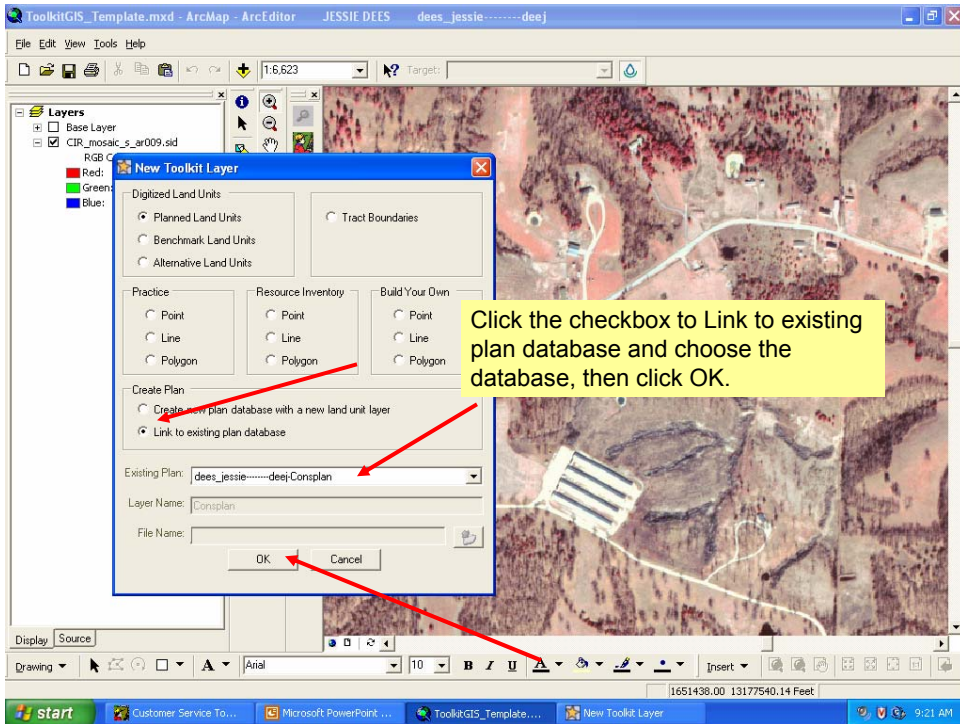
2 objects 174.2 KB

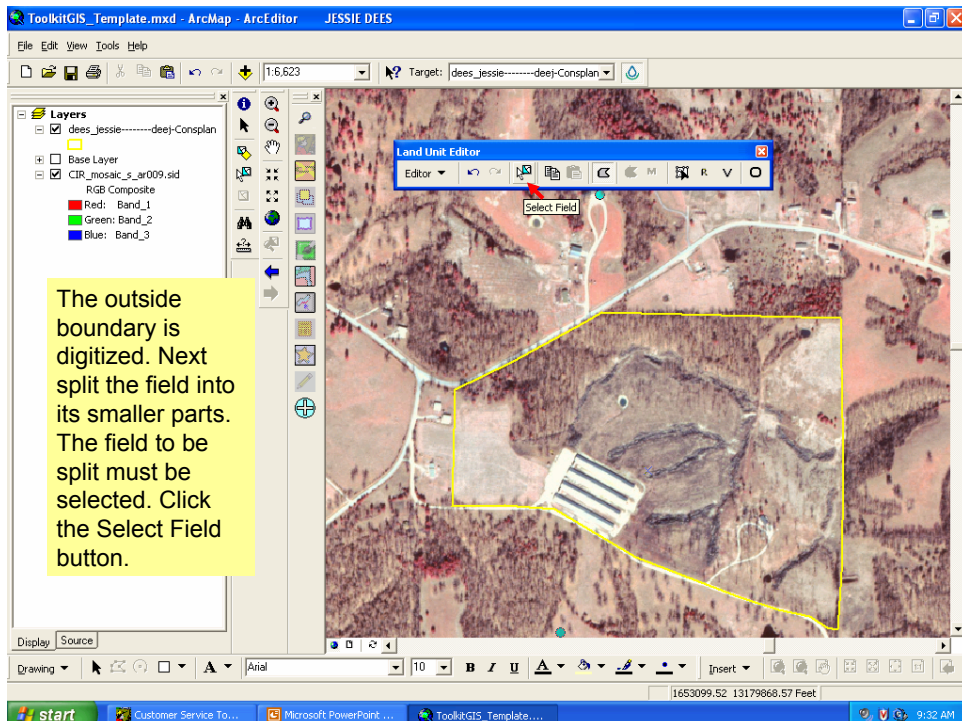
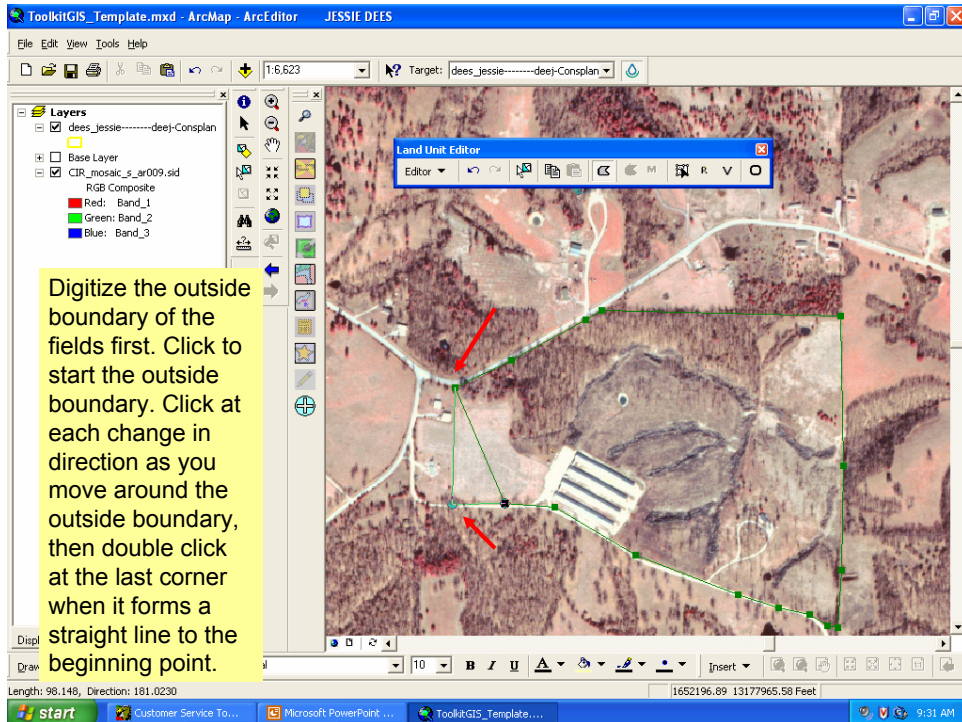
Johnny Chism AUTHENTICATED

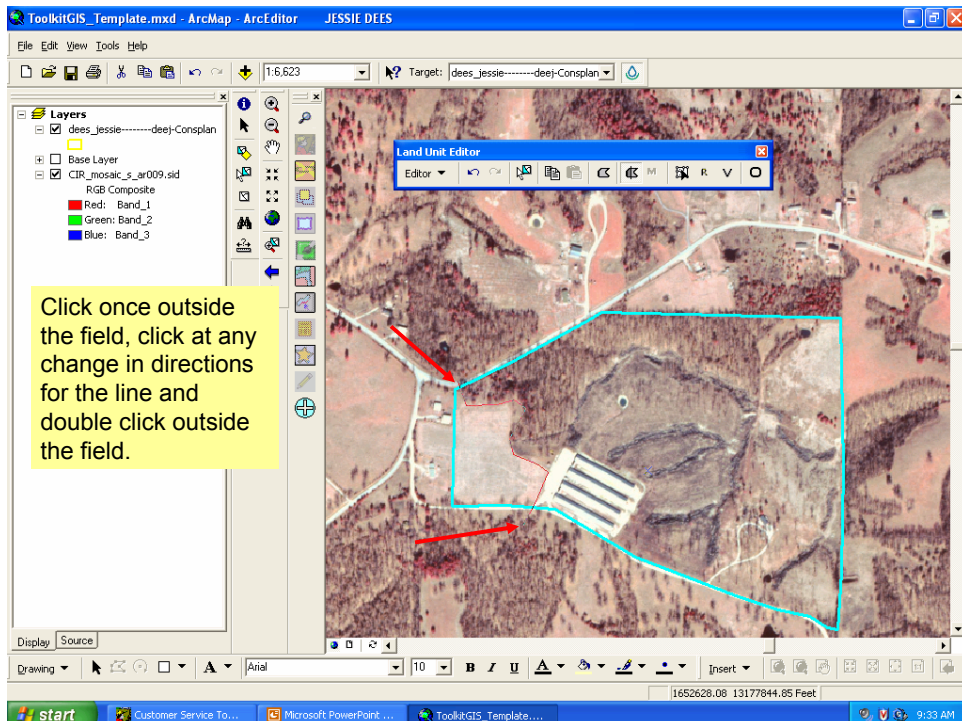
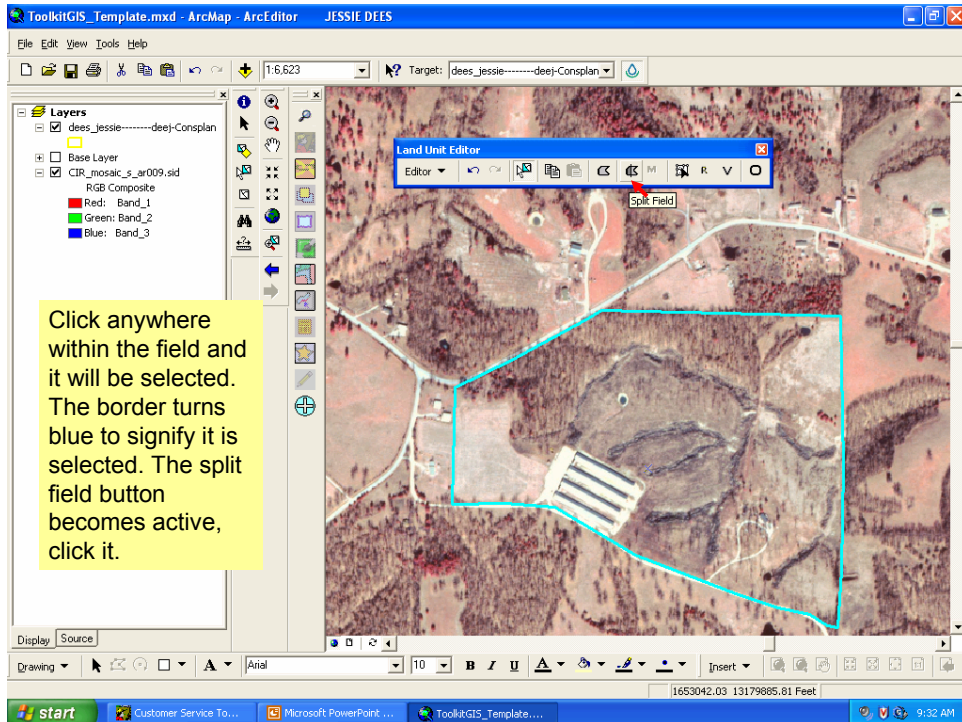


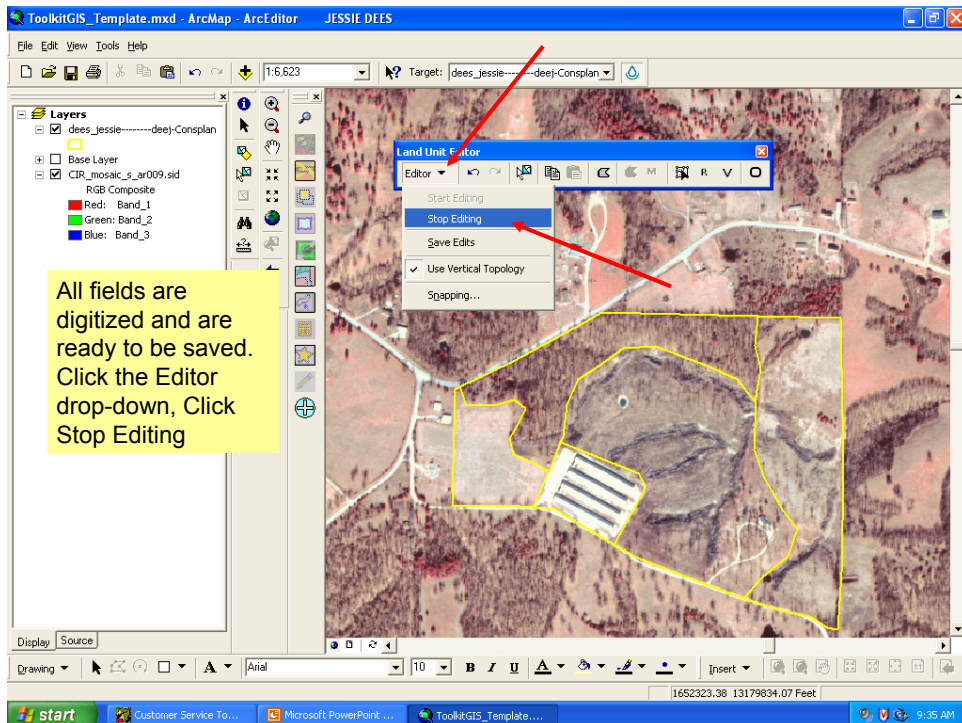
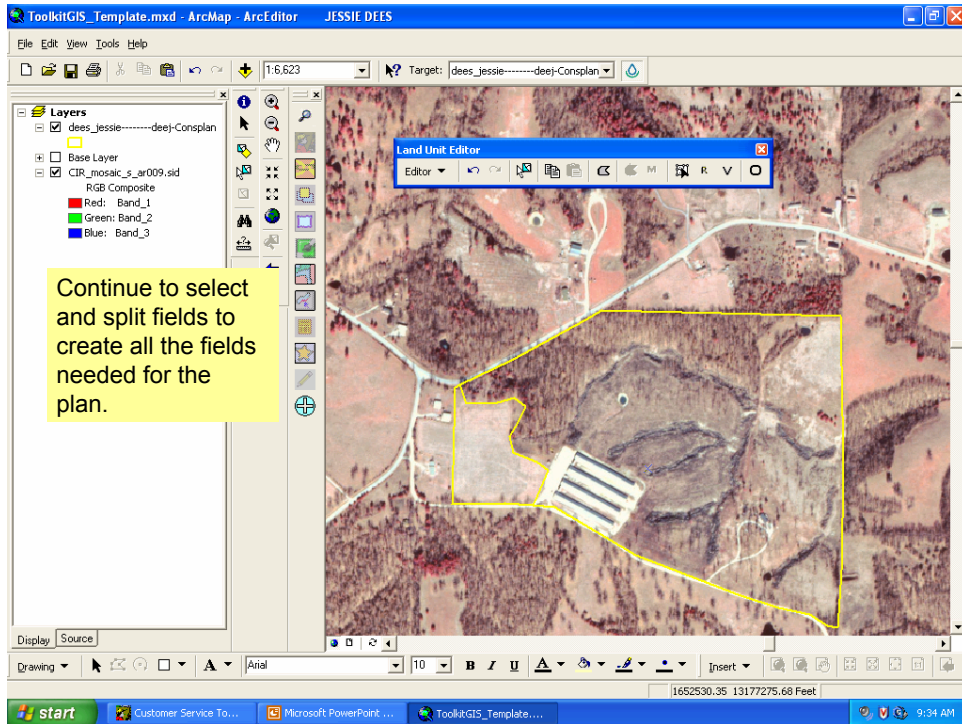


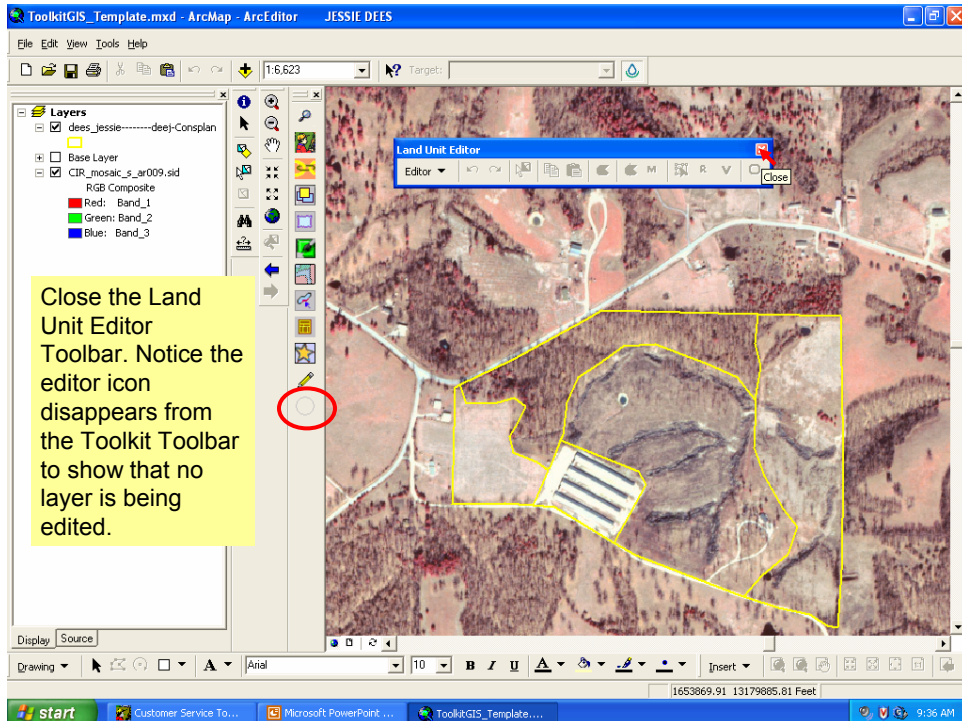
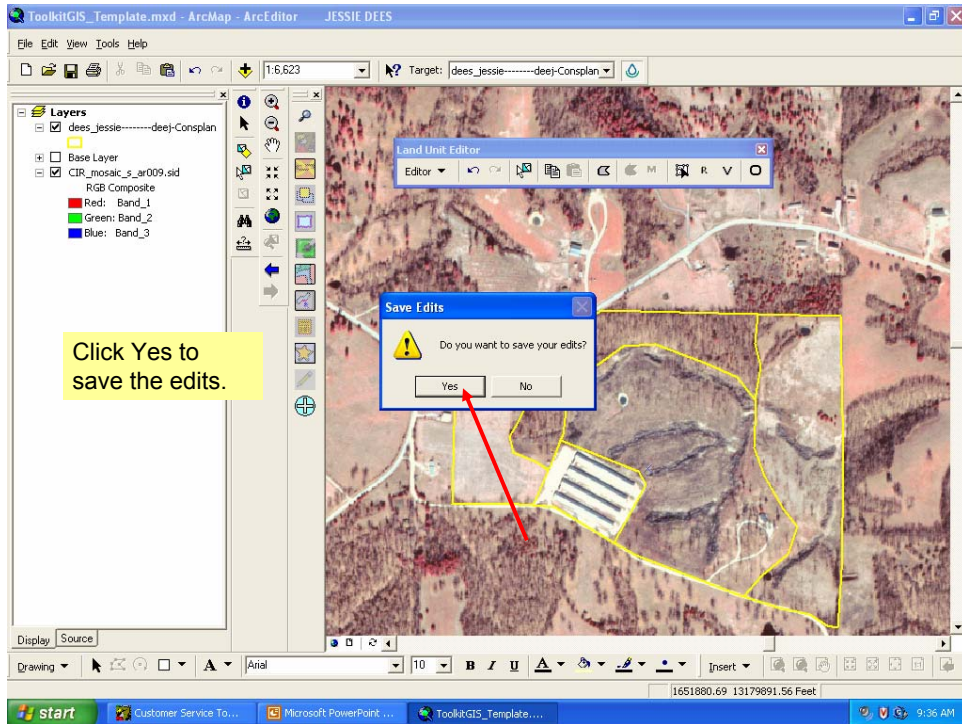


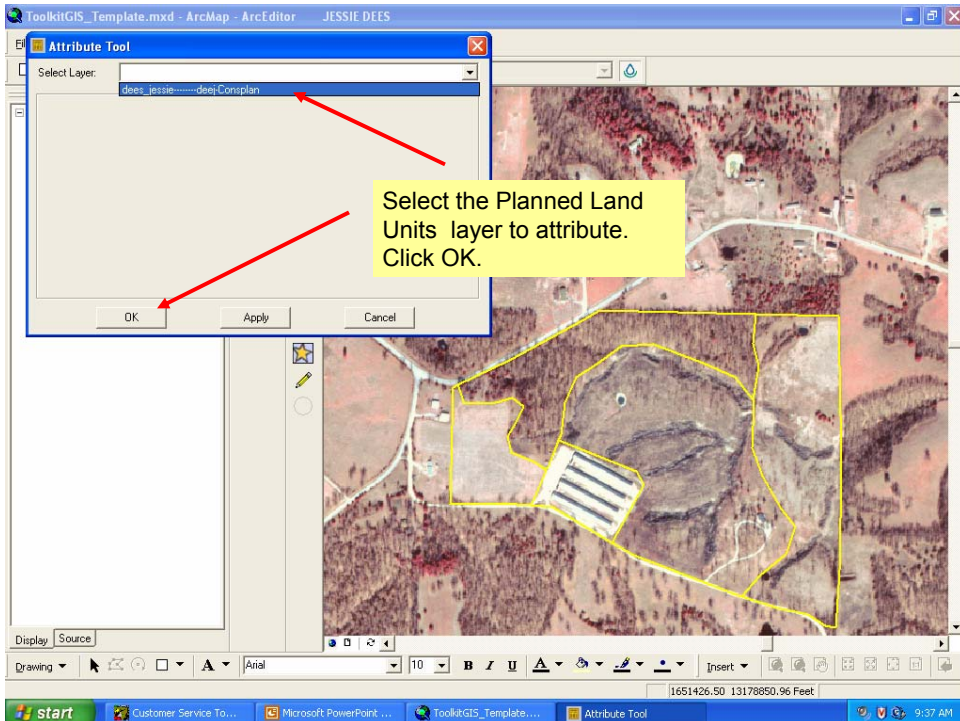
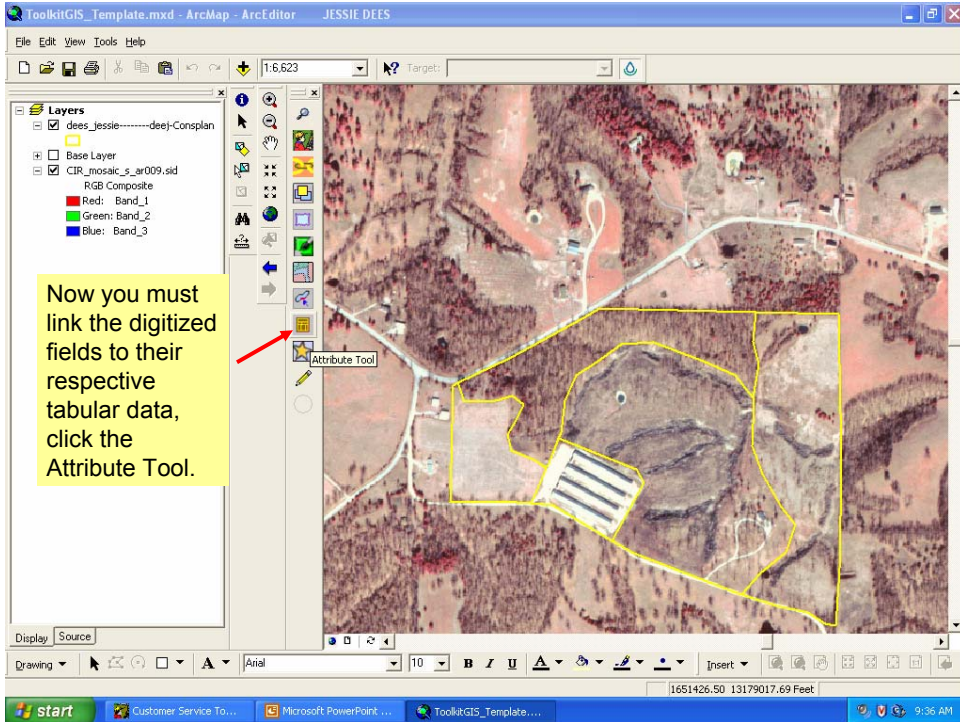


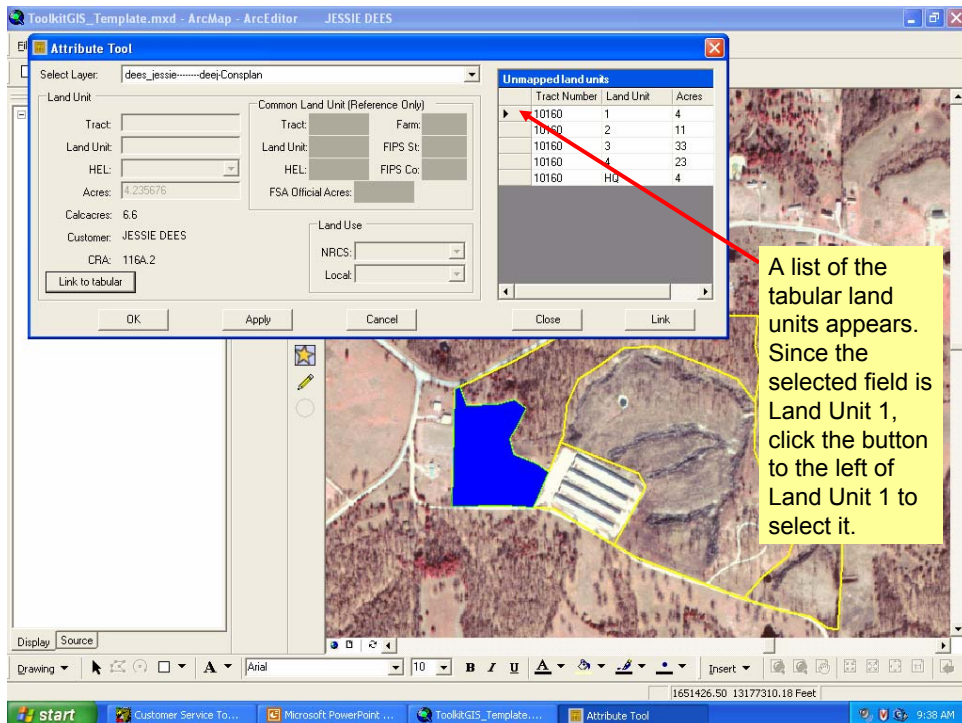
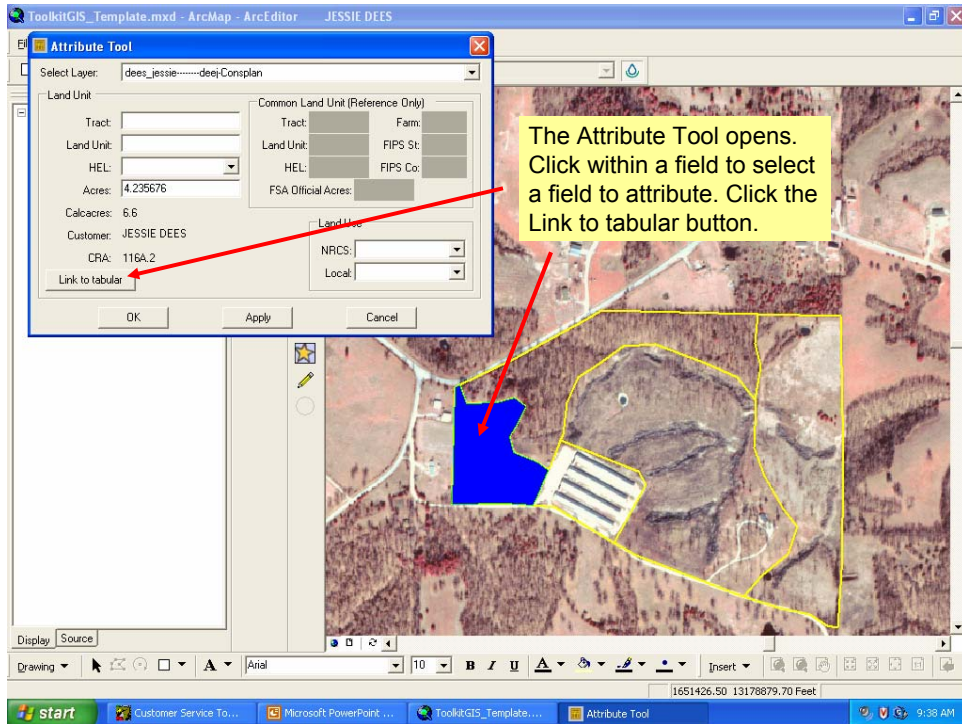


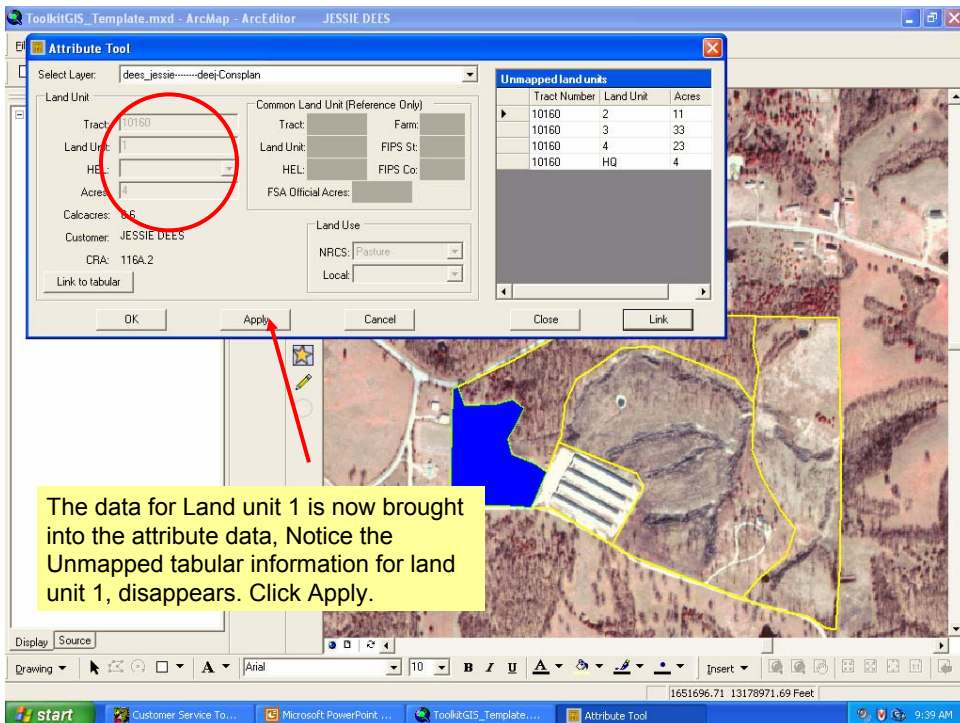
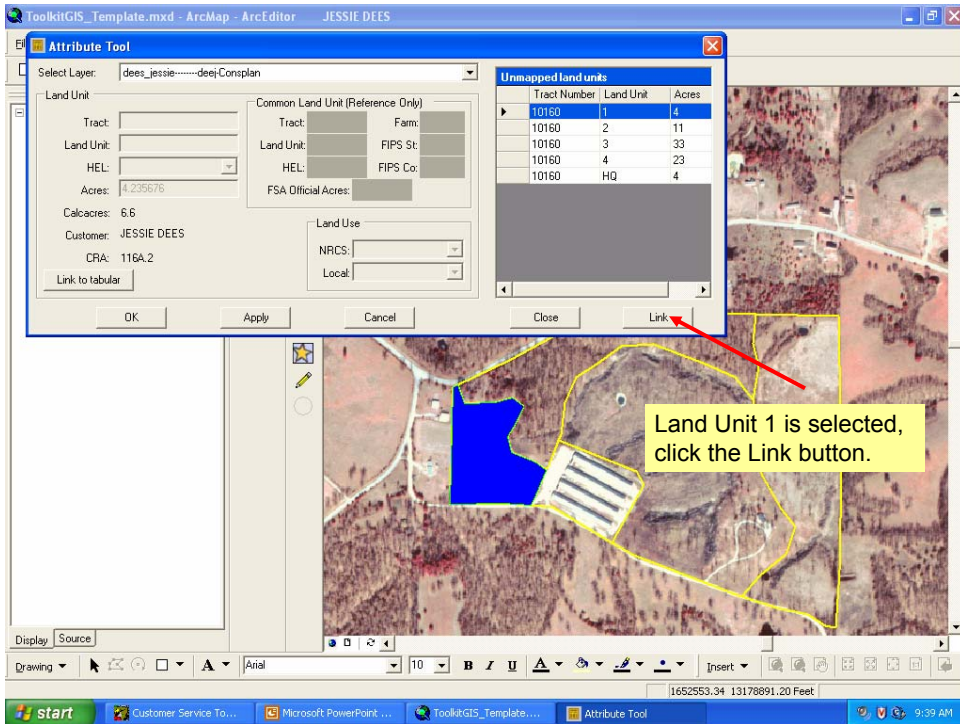


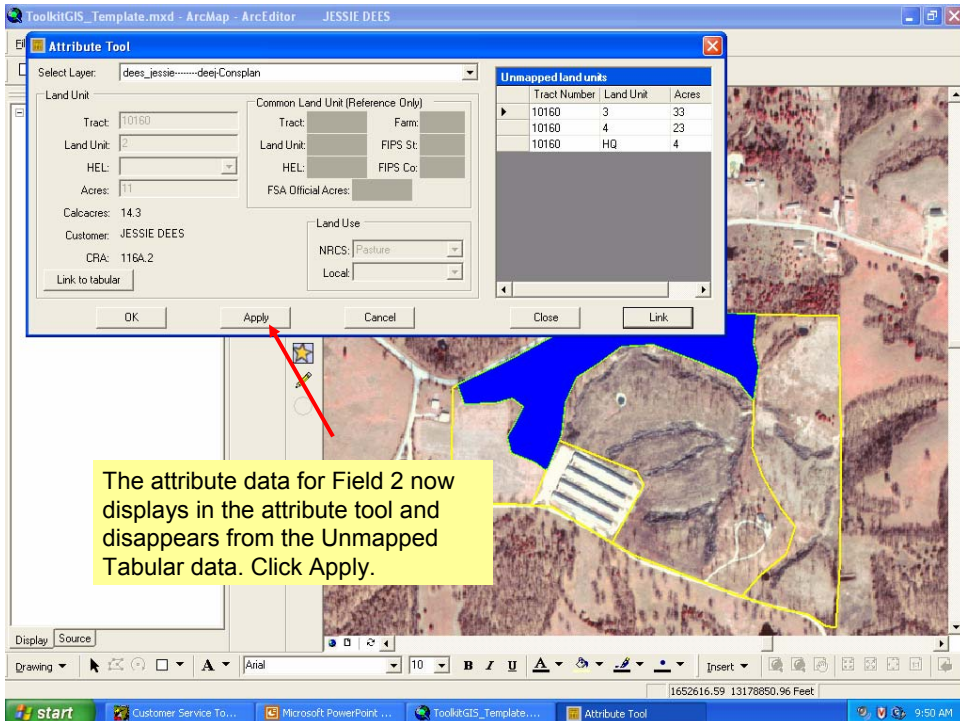
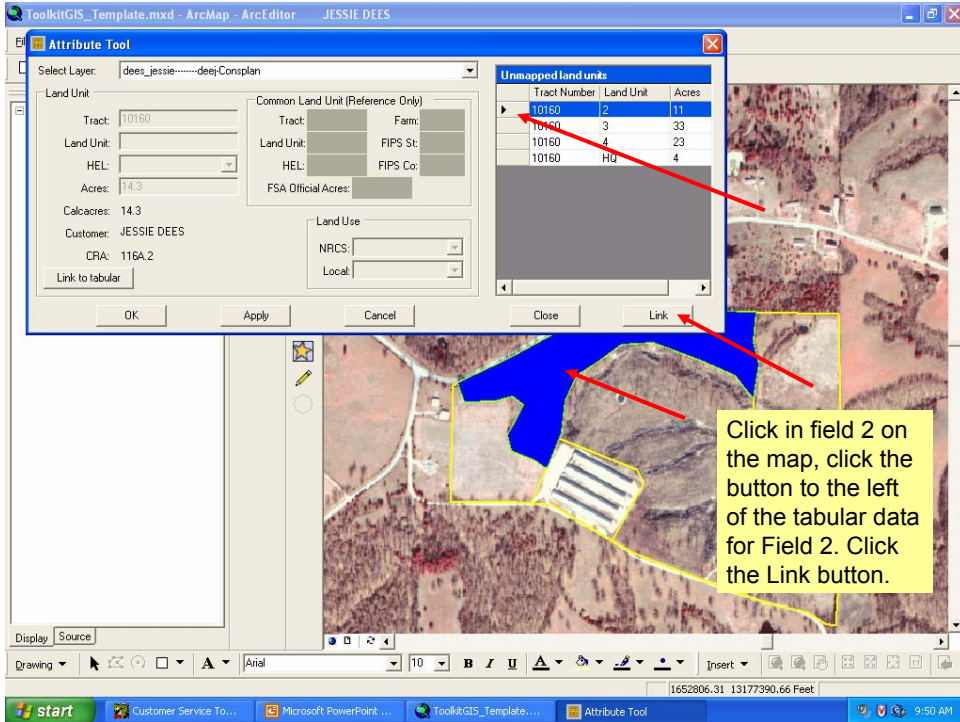


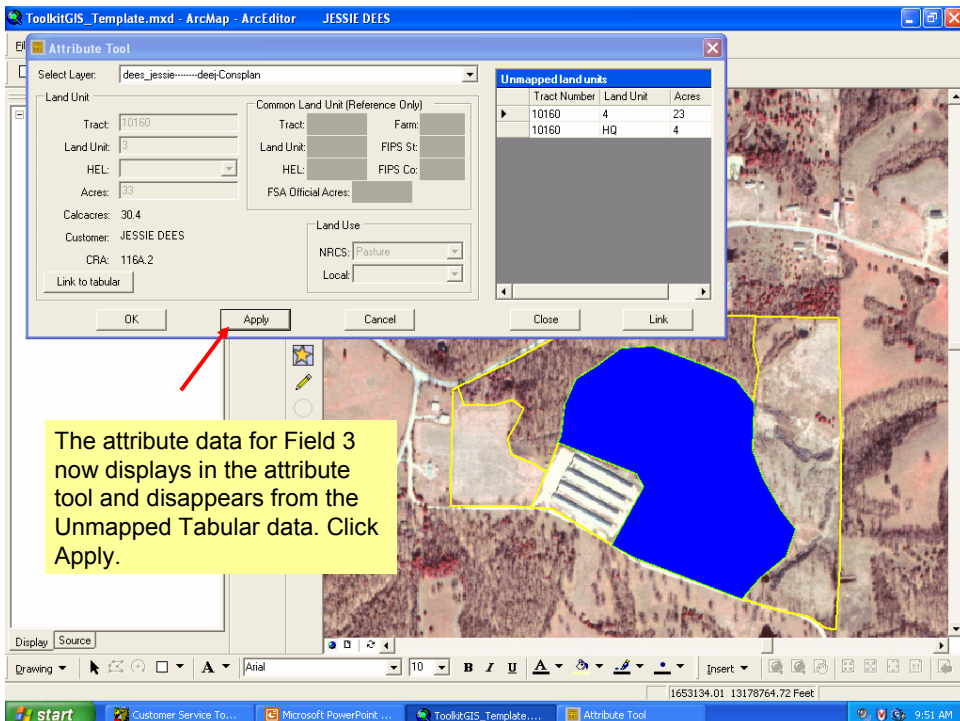
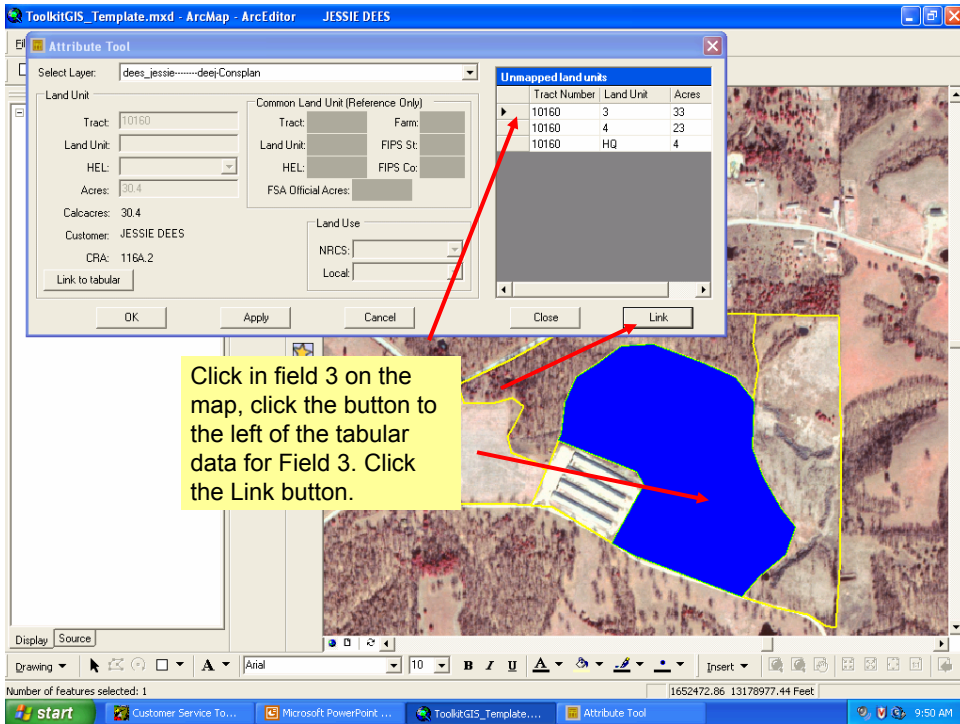


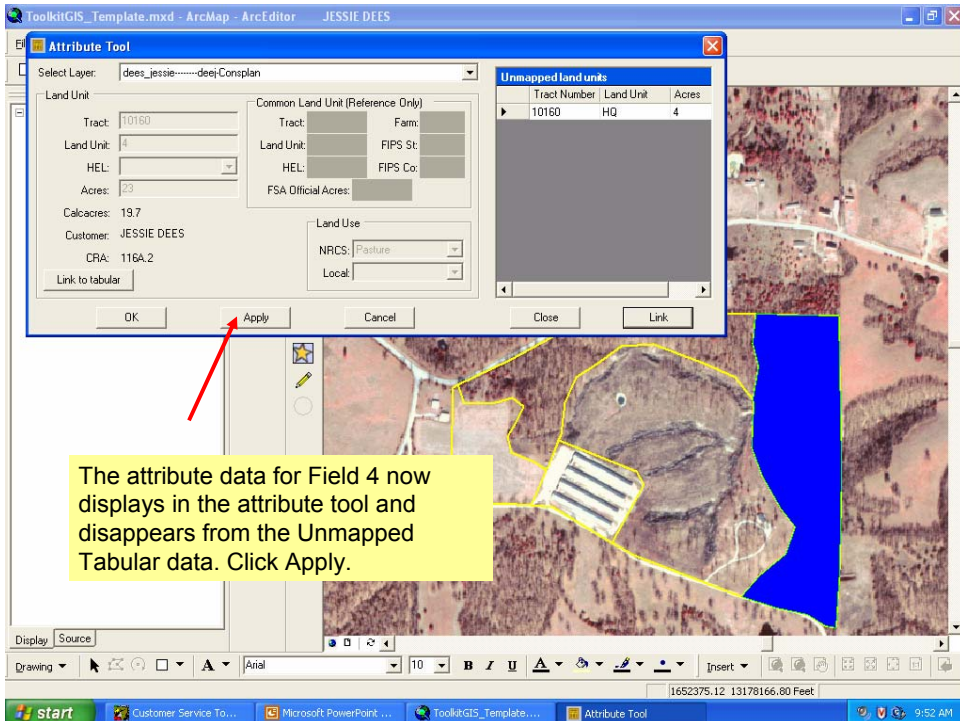
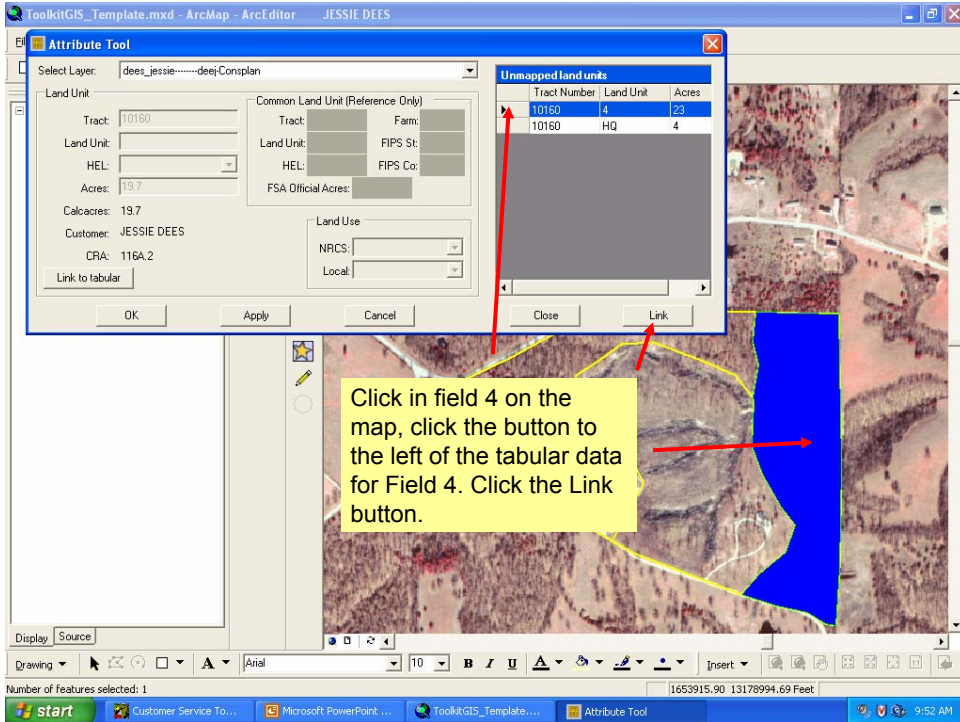


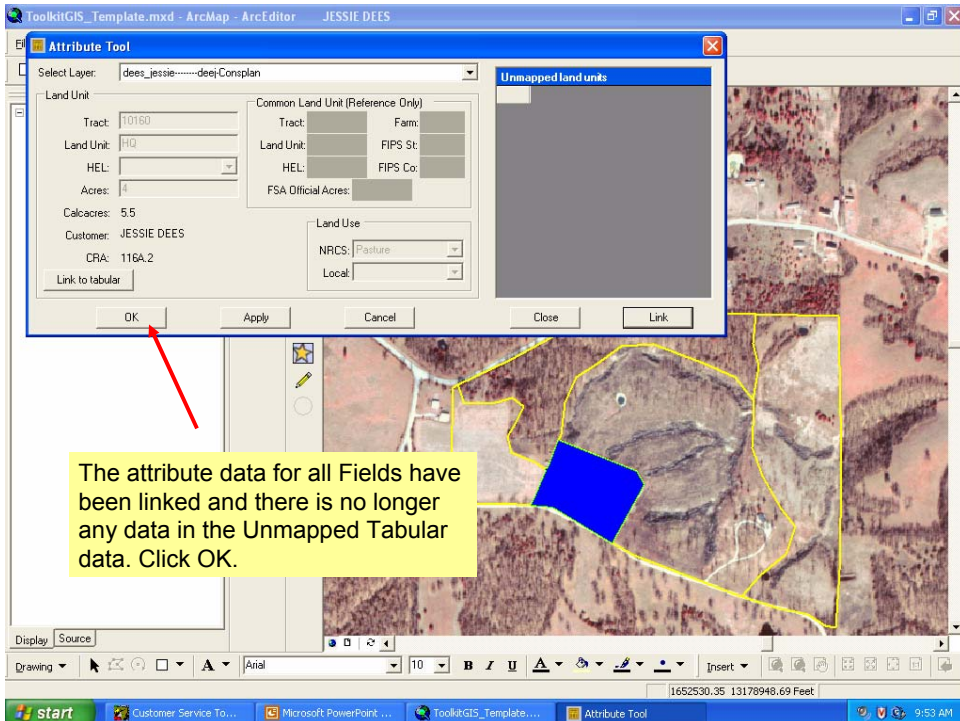
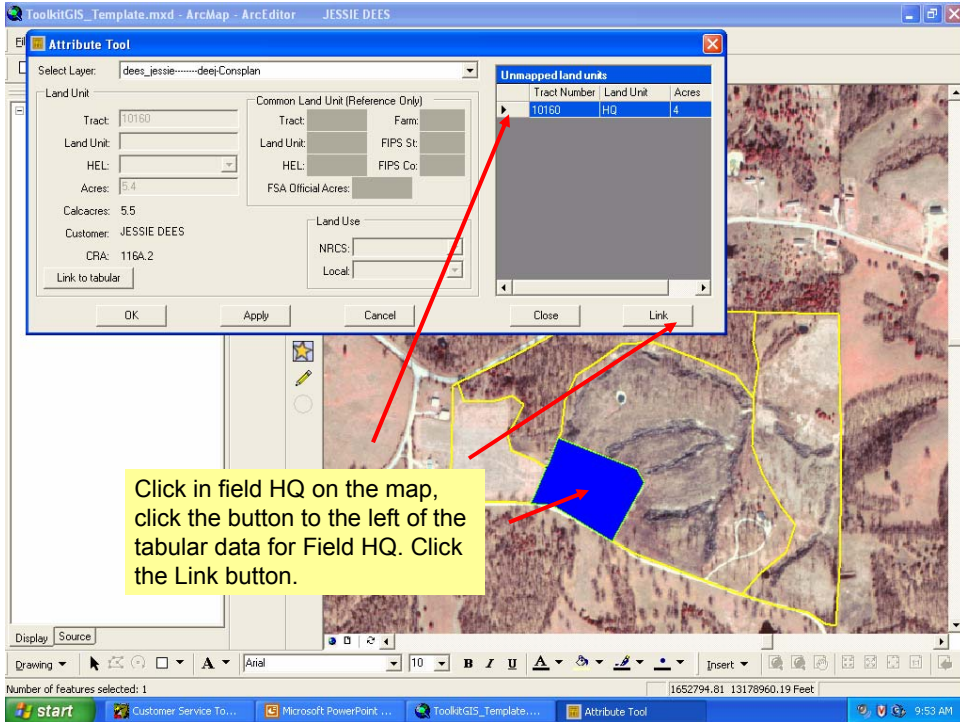


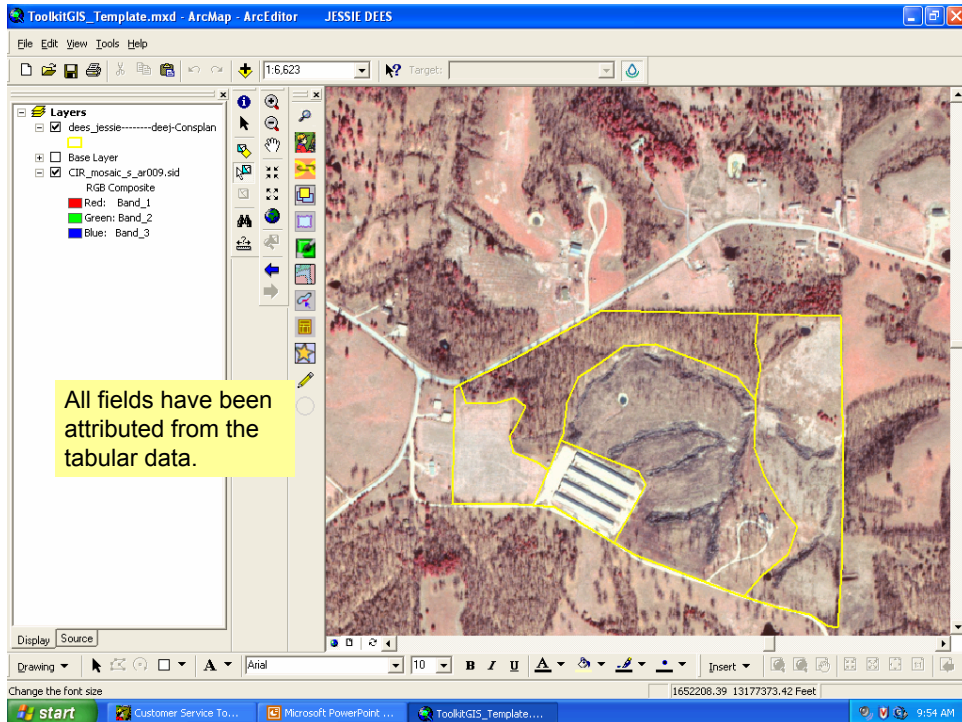






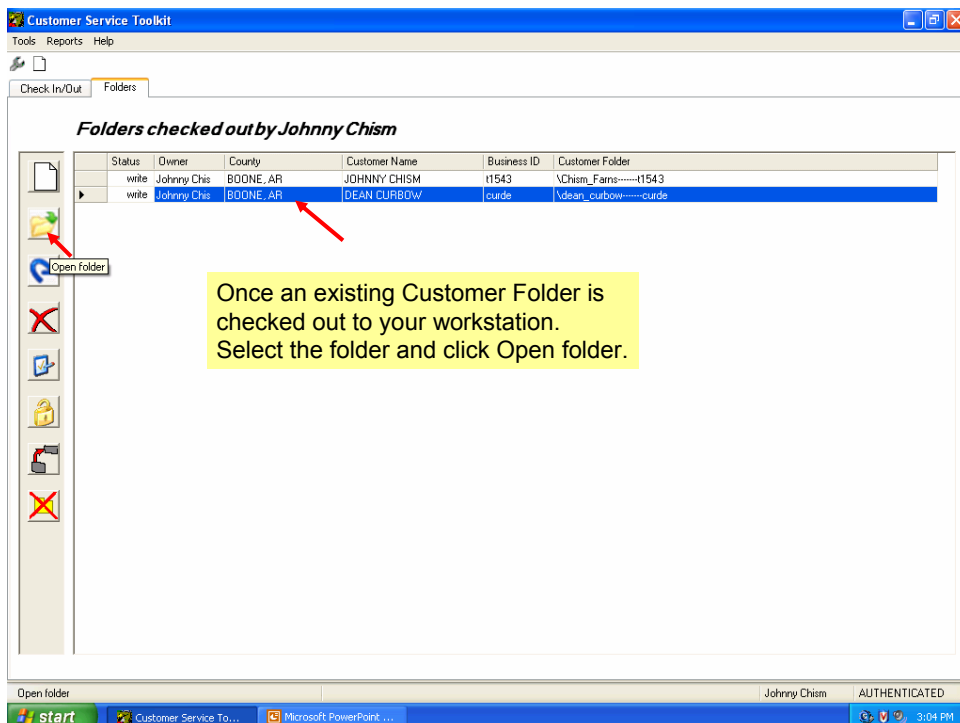


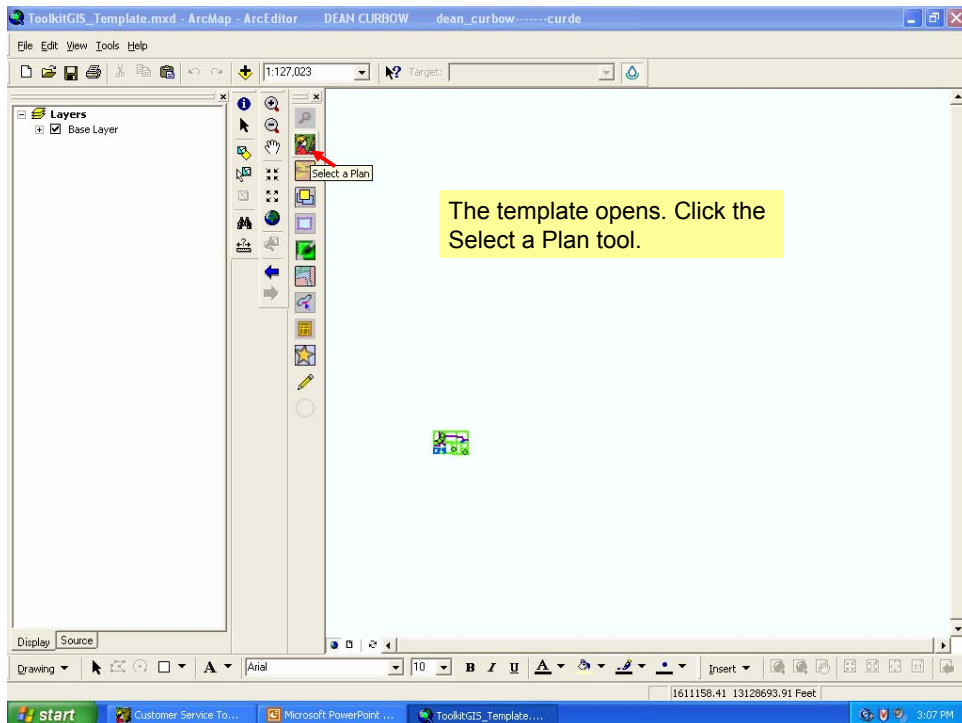
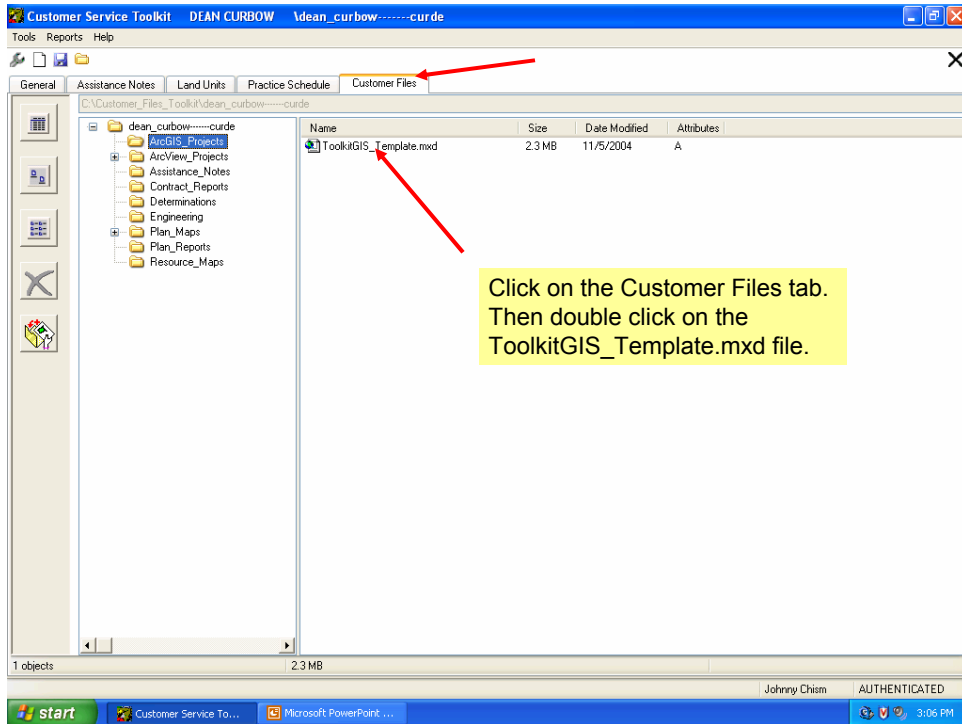


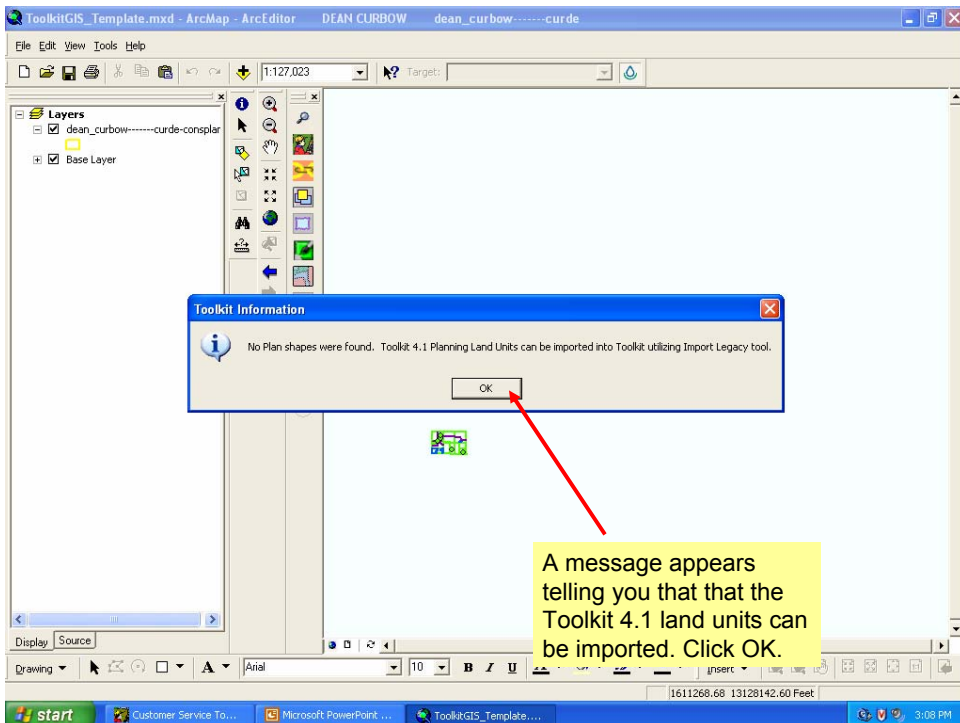
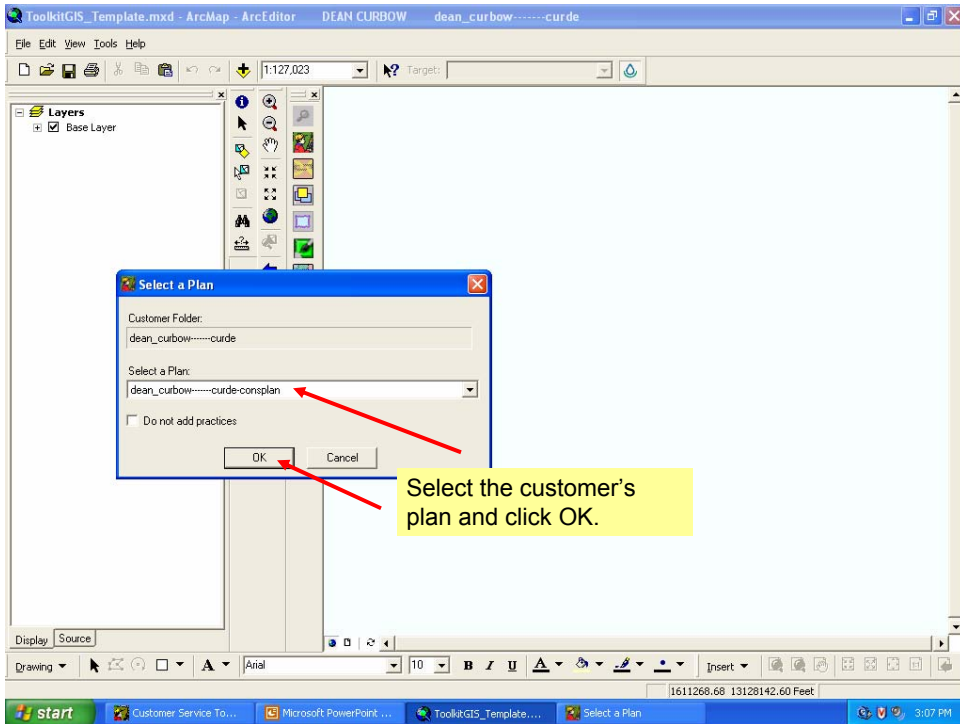


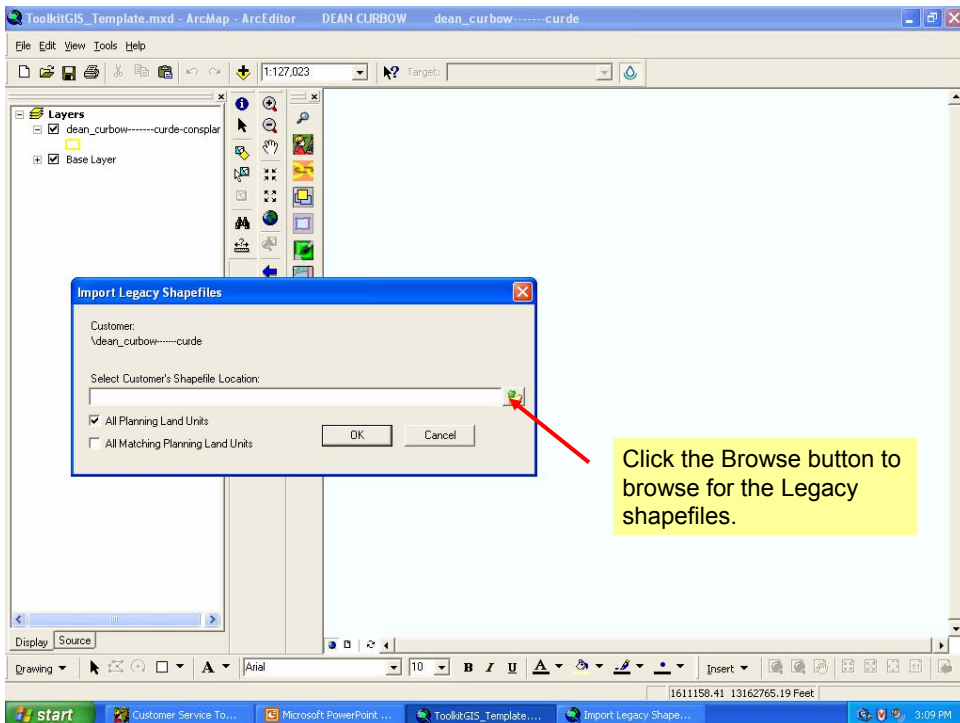
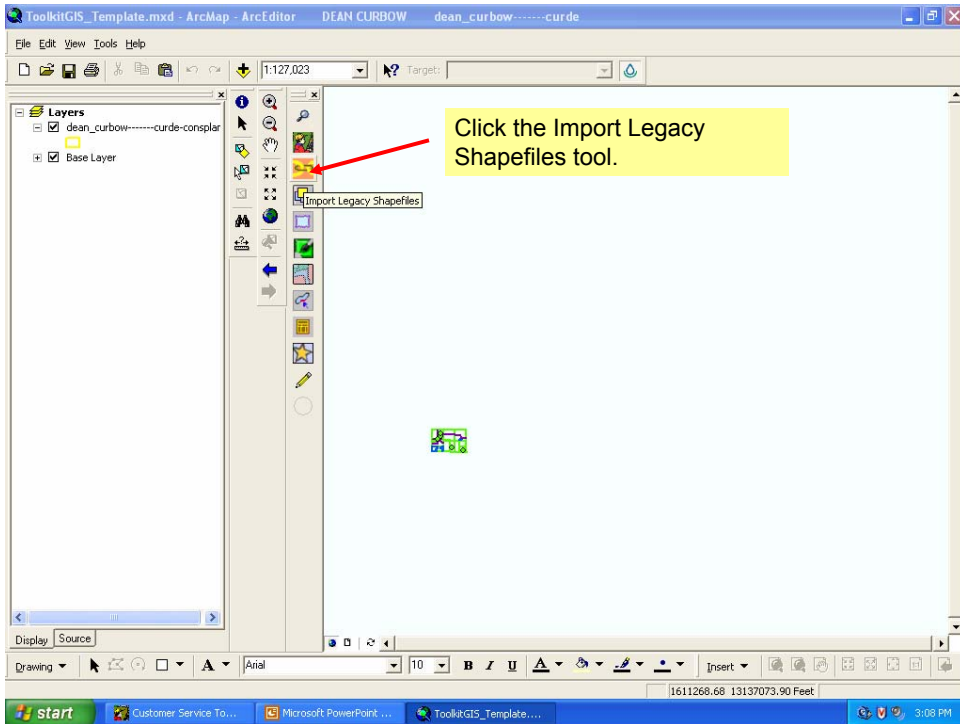
Linking Existing Digitized Land Units to a Map

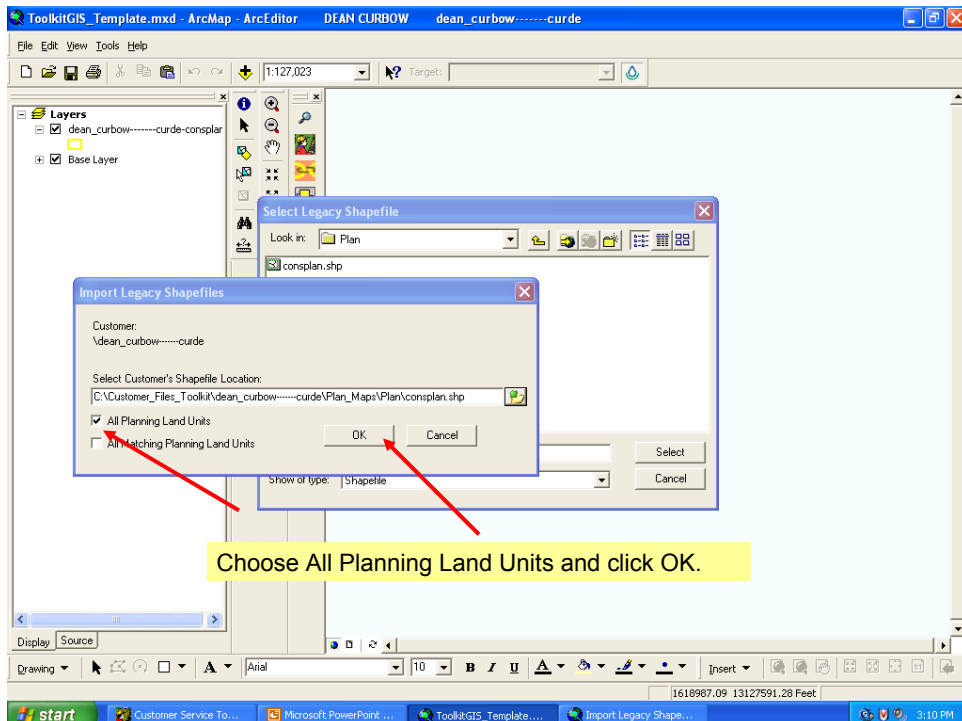
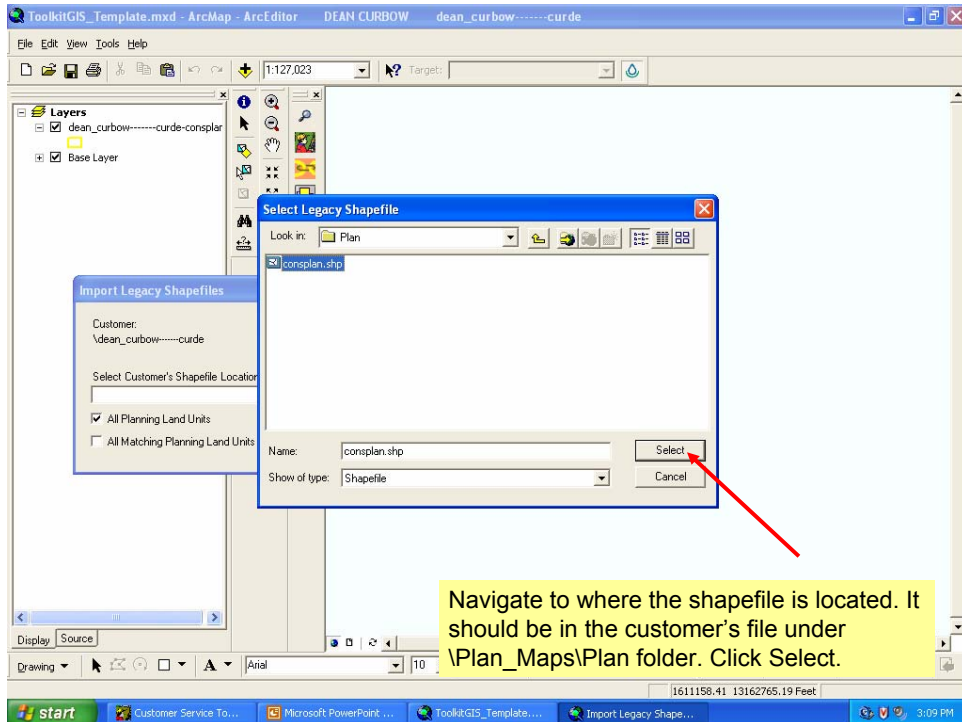
Toolkit 2004

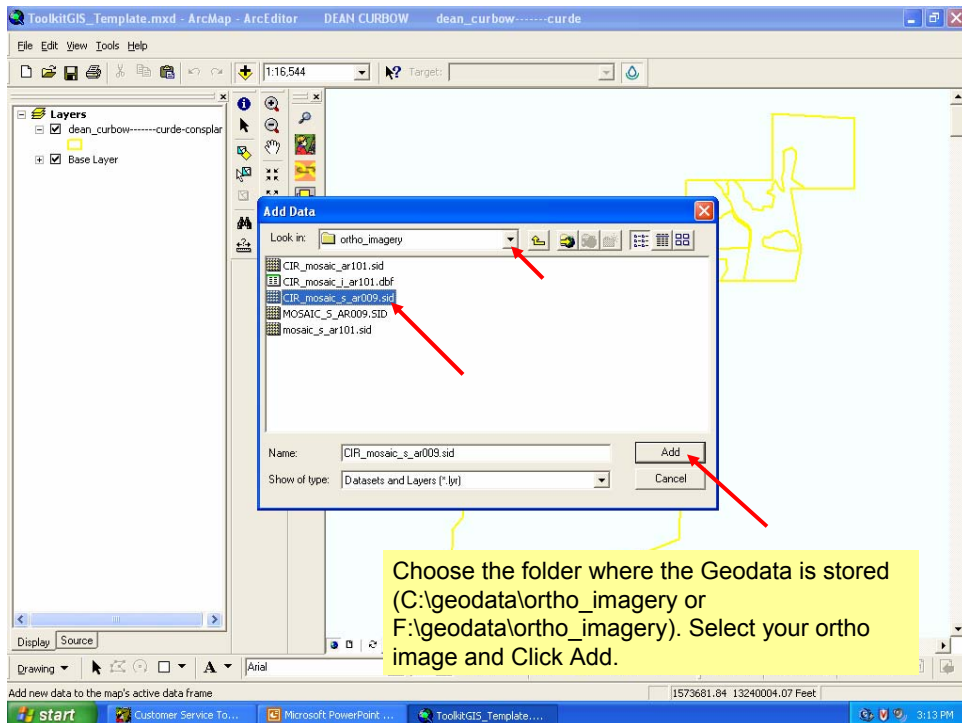
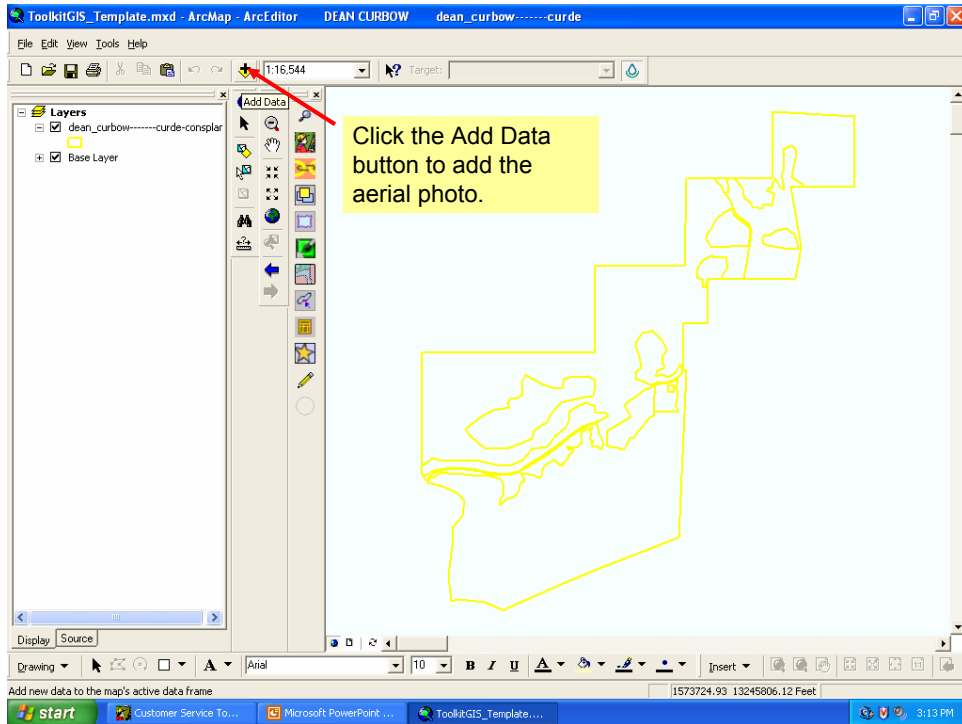


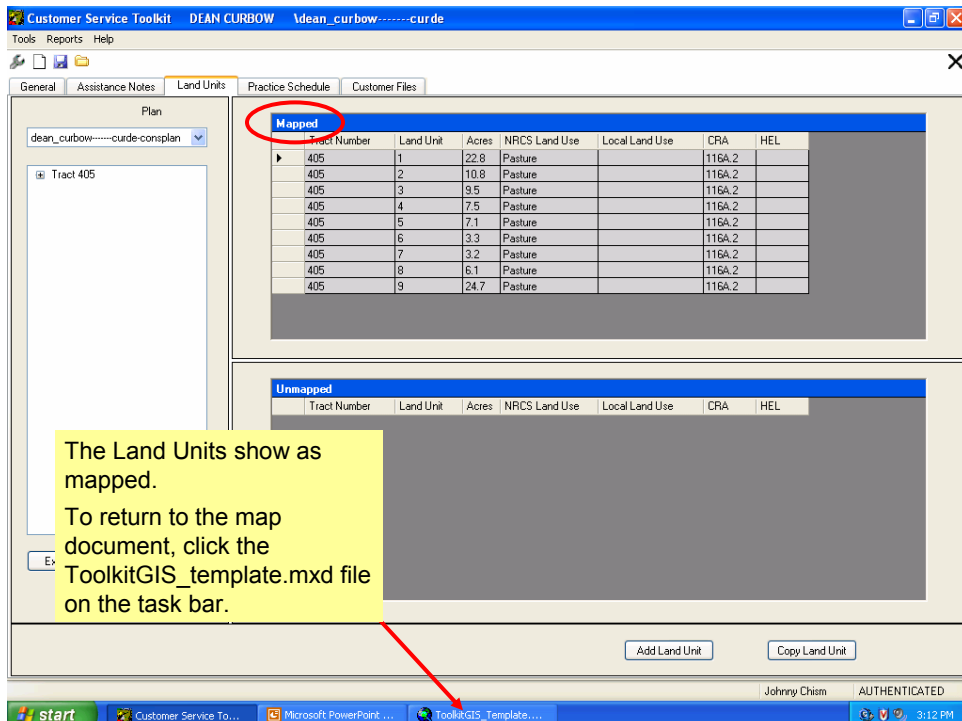
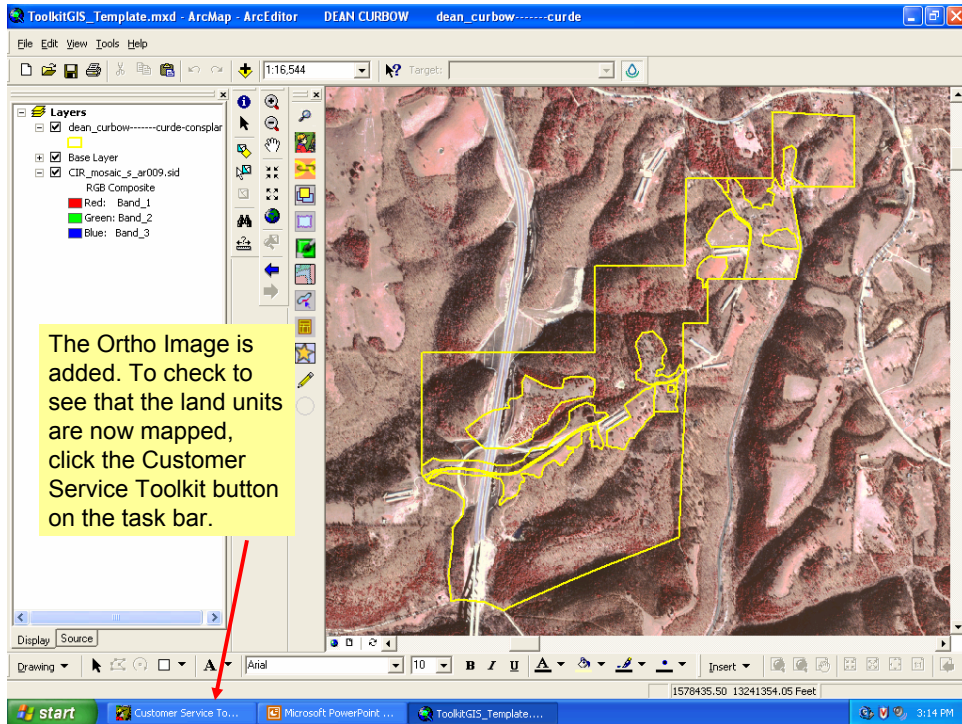


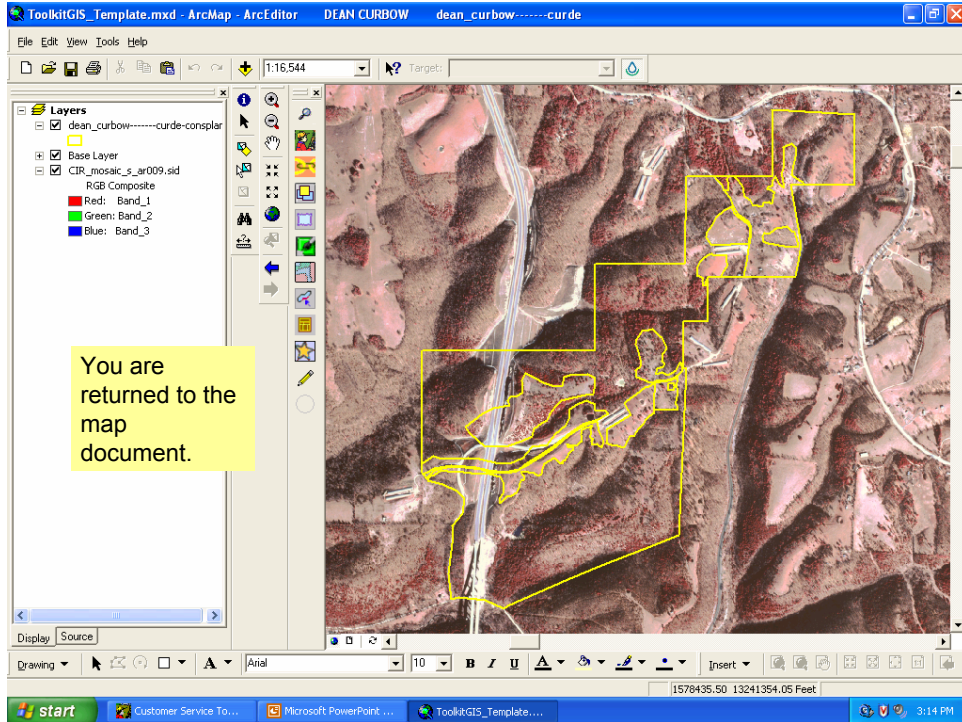






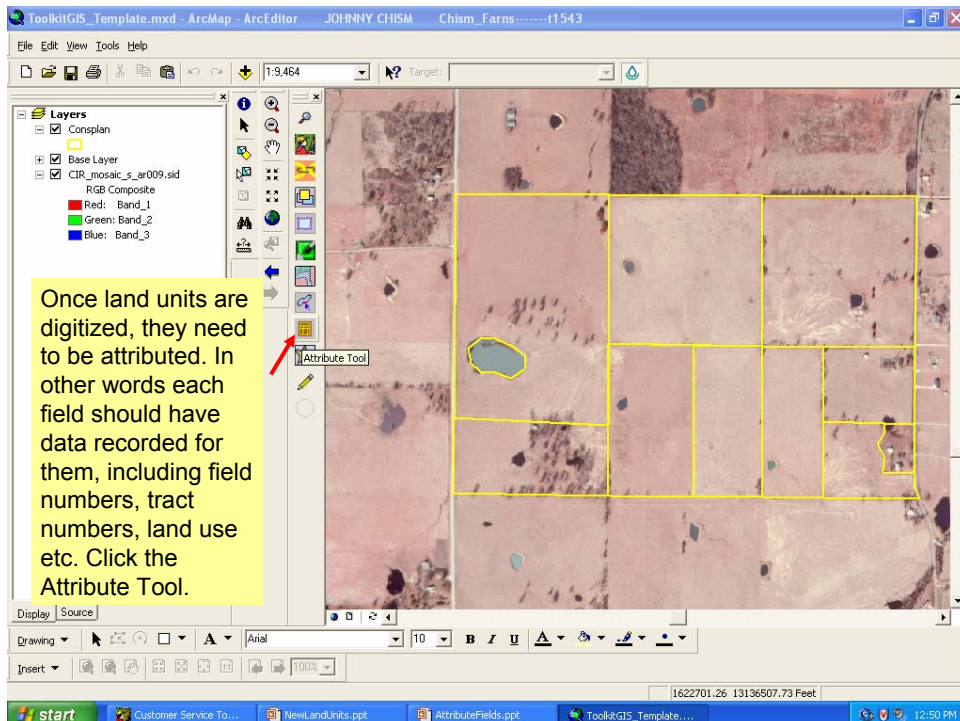


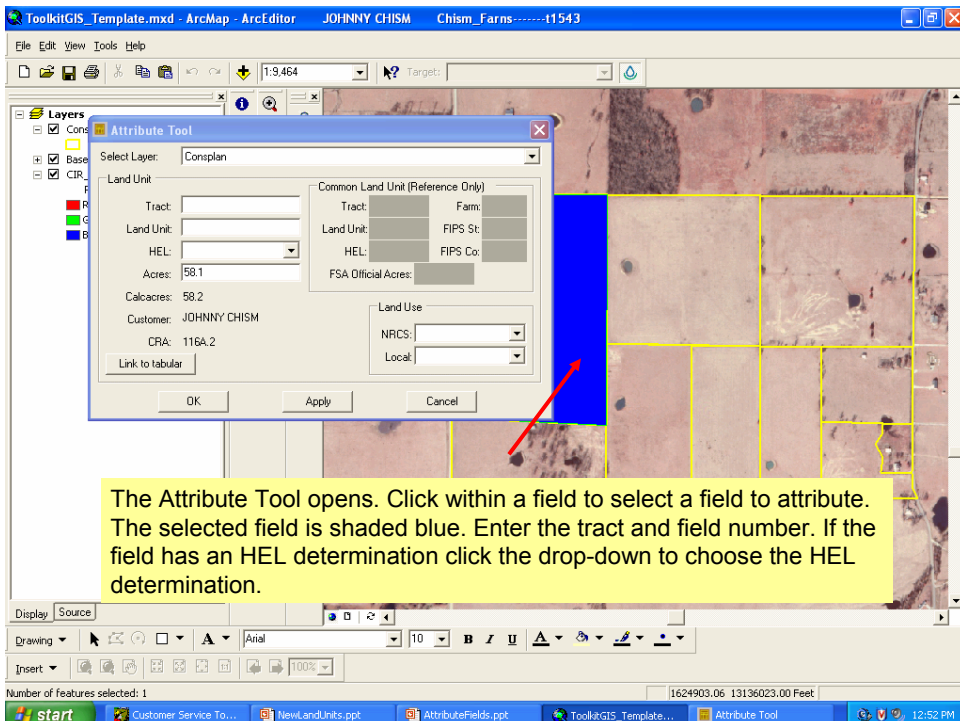
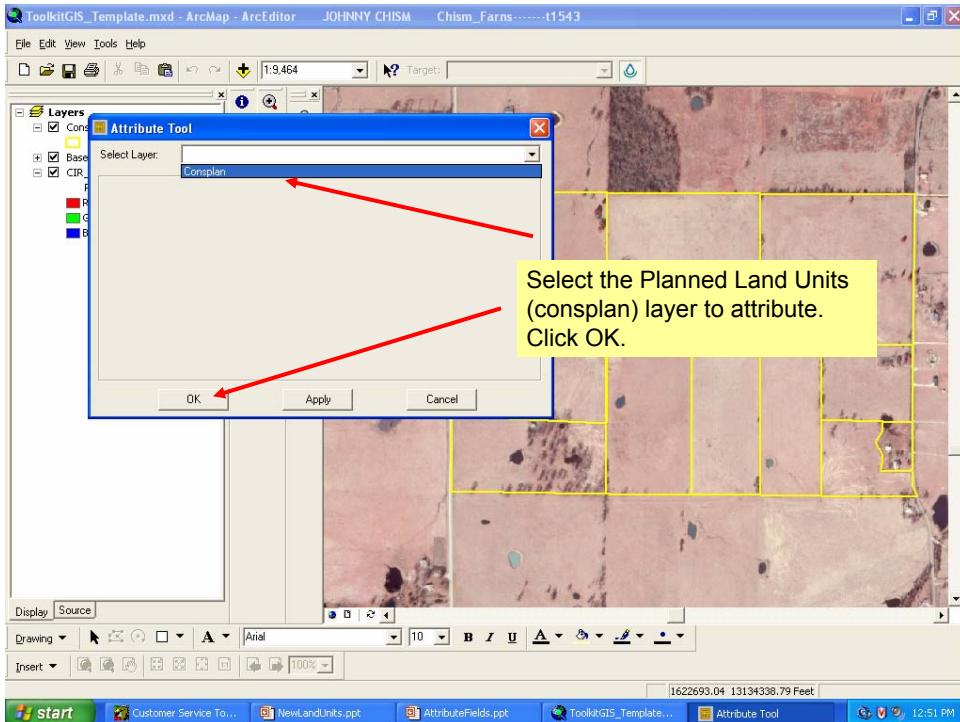


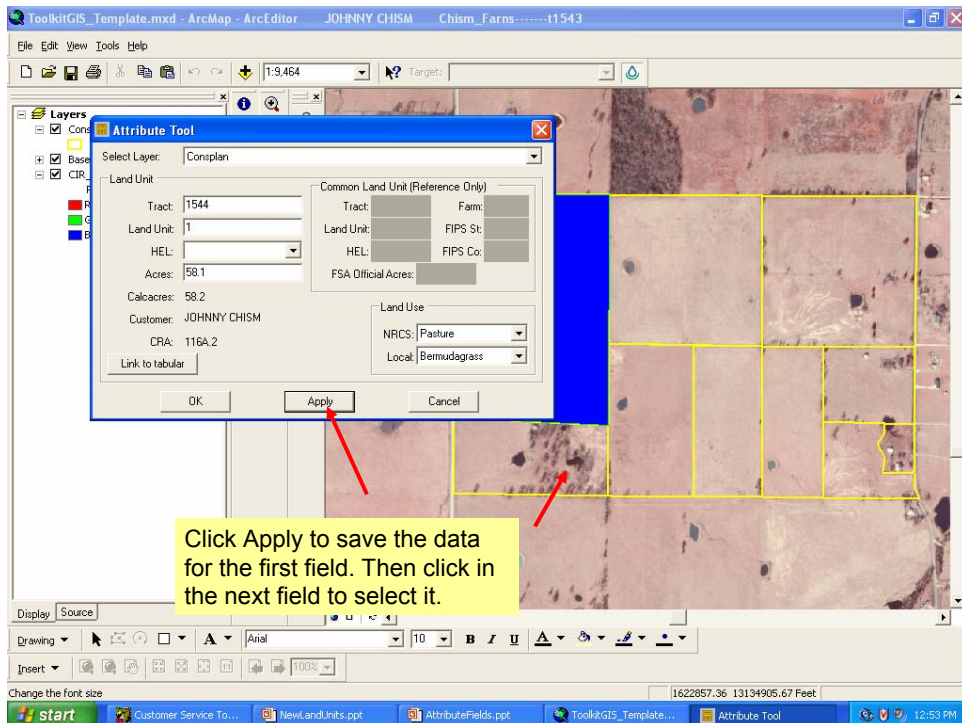
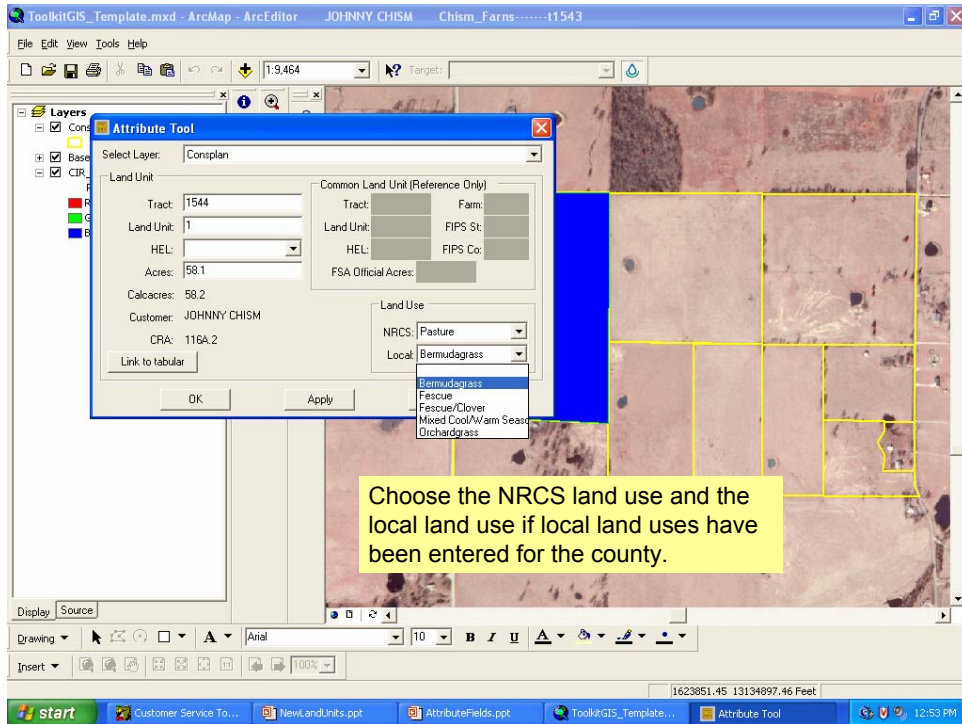


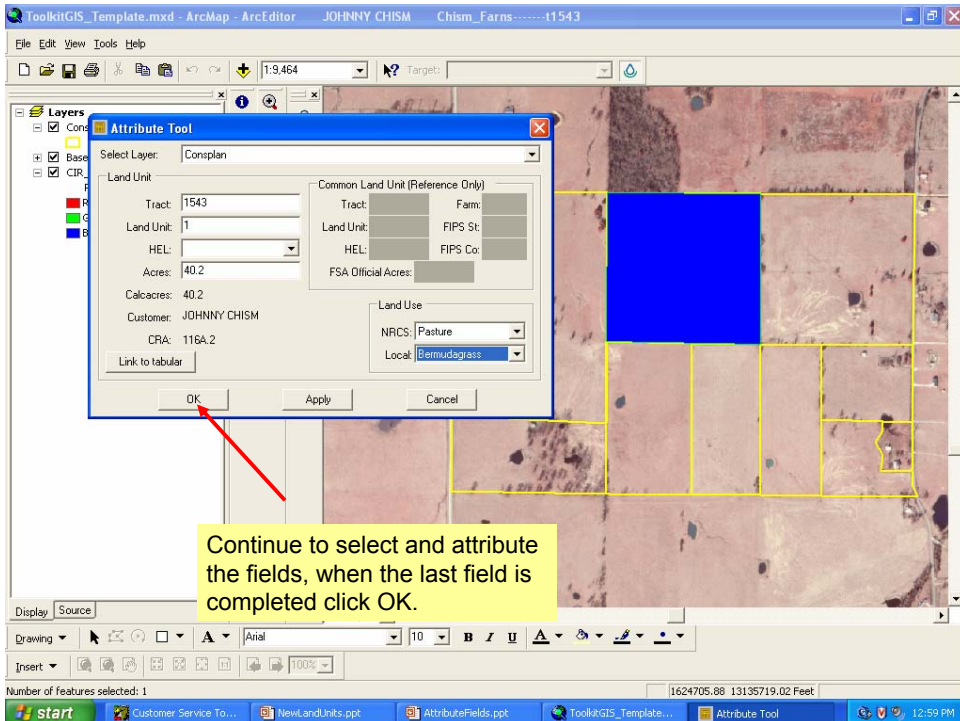
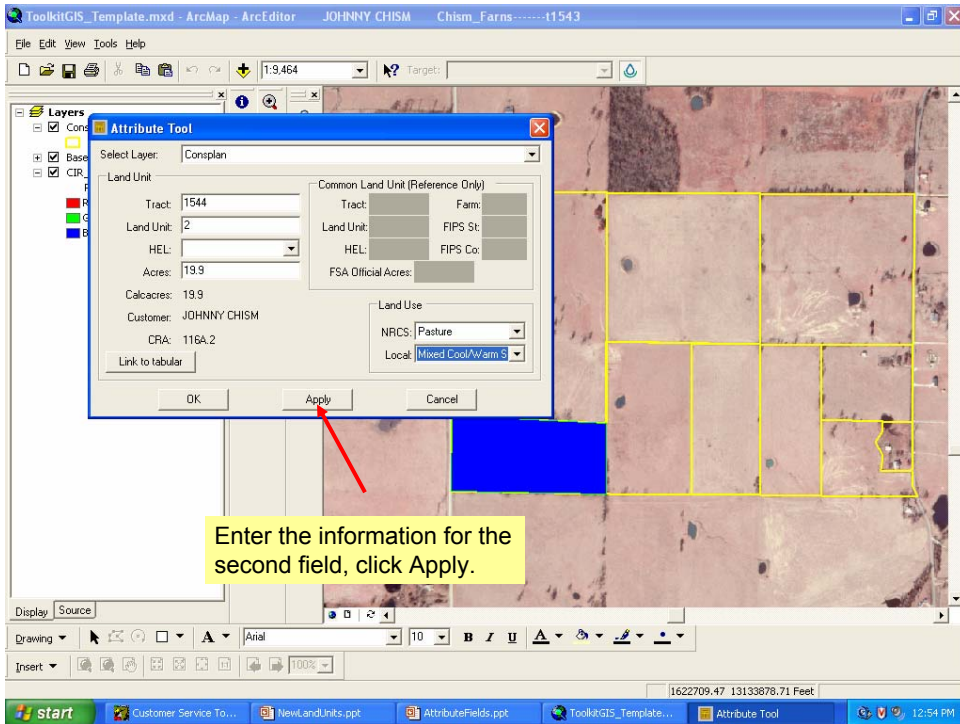
Adding Land Unit Attributes

Toolkit 2004



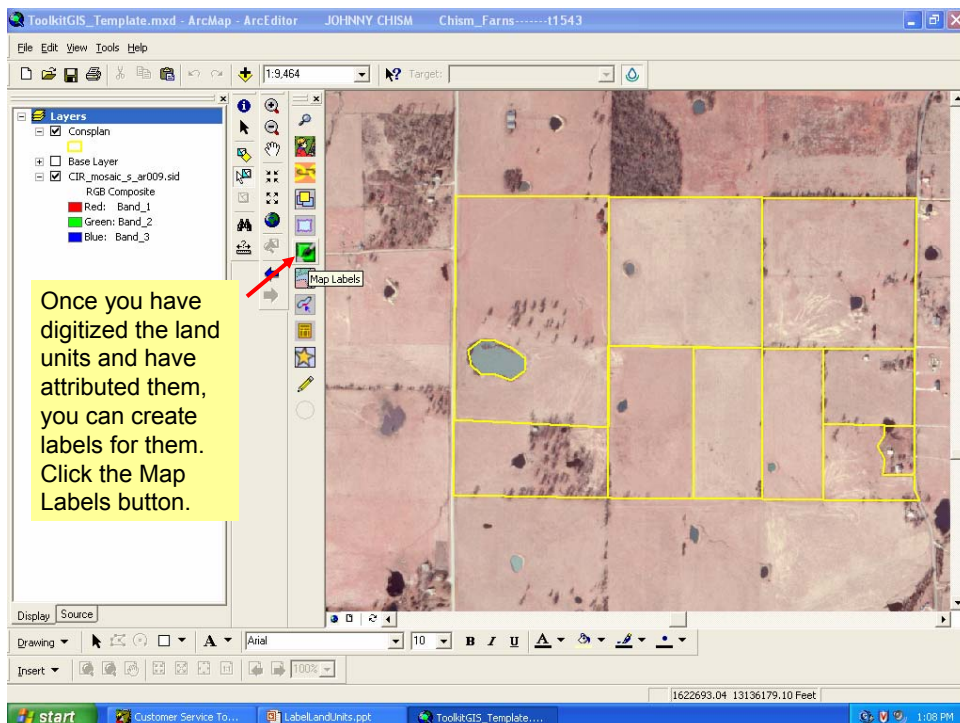


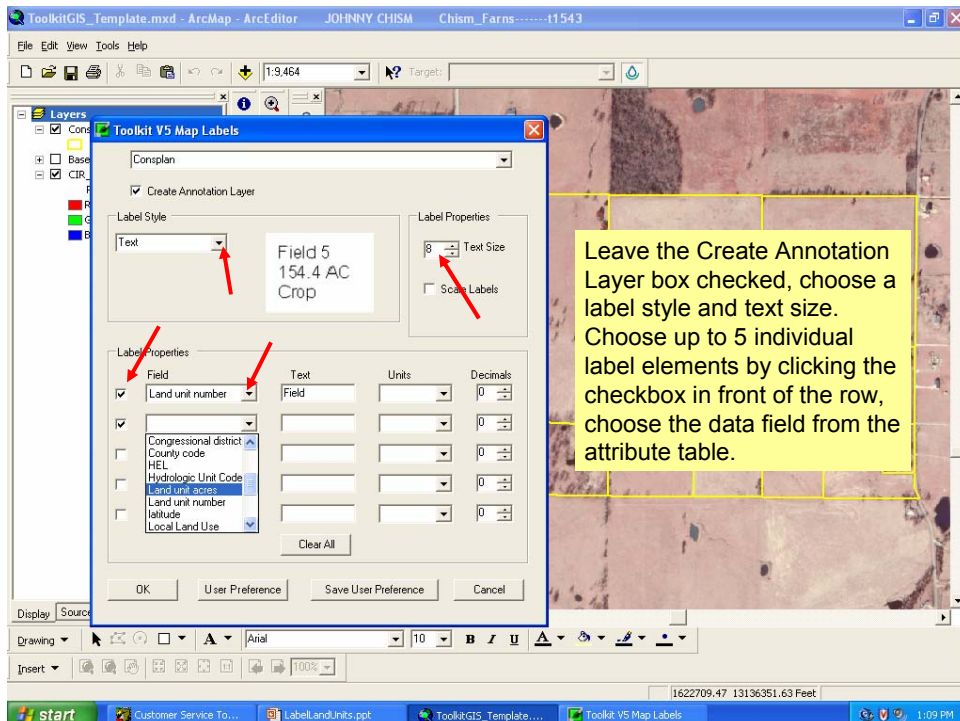
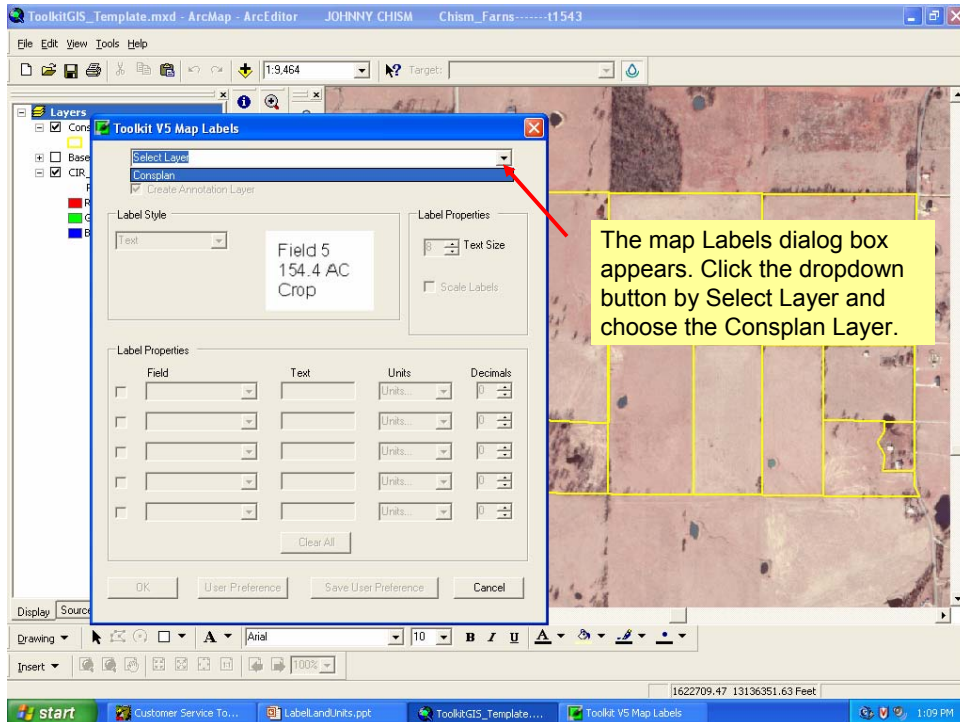


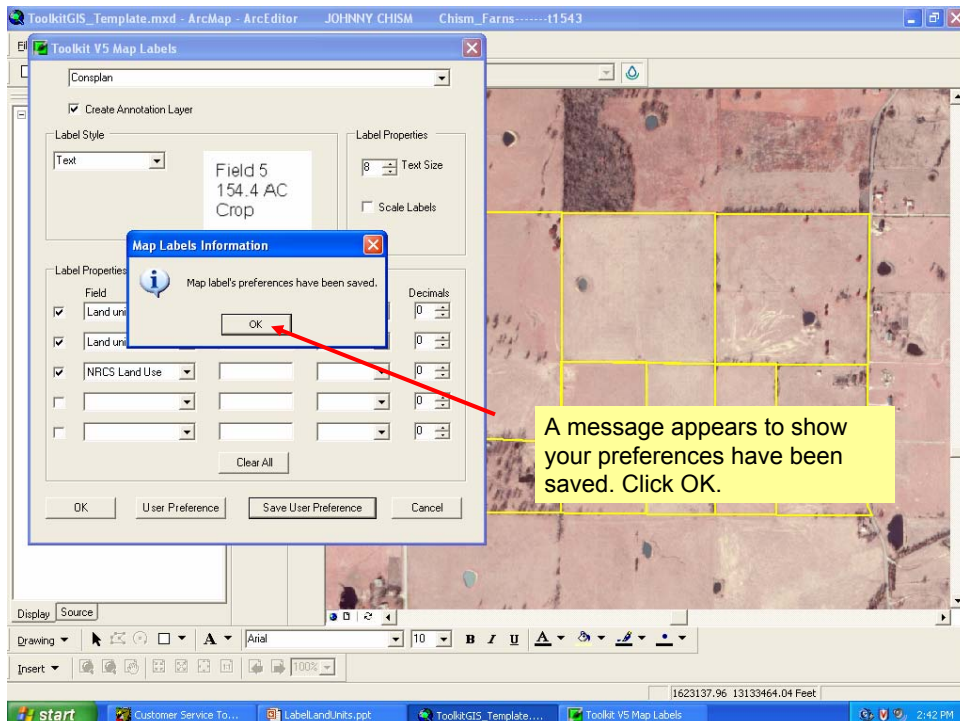
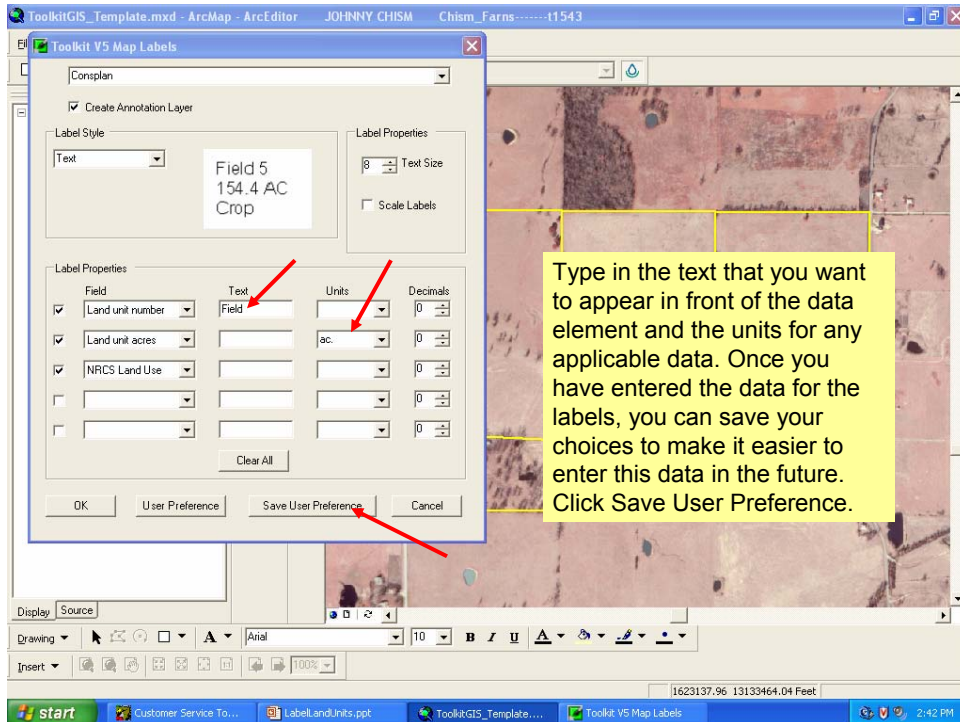


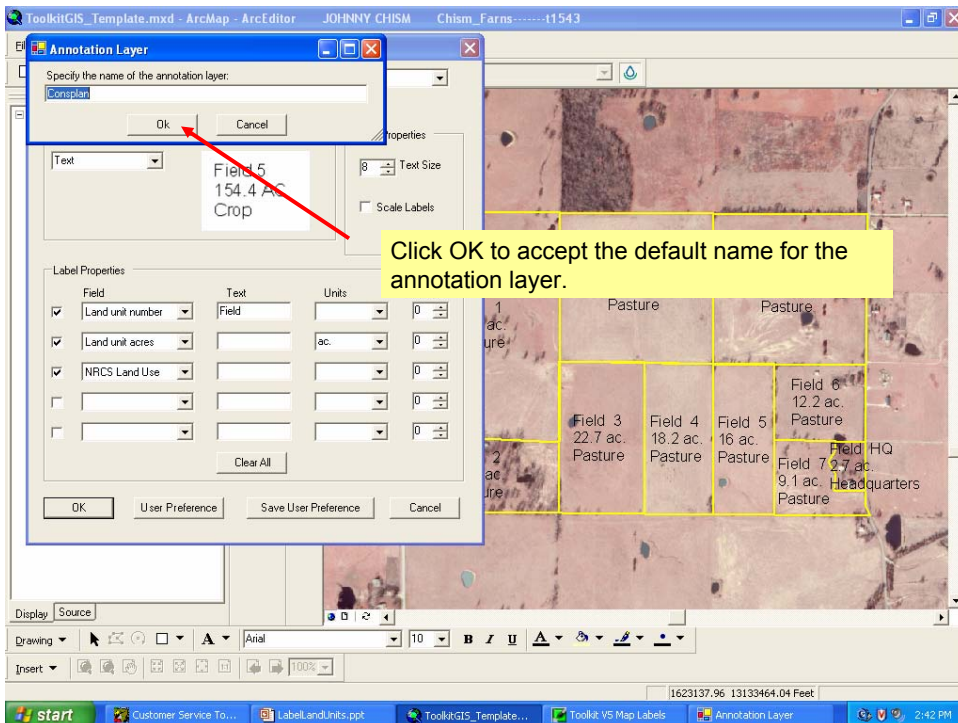
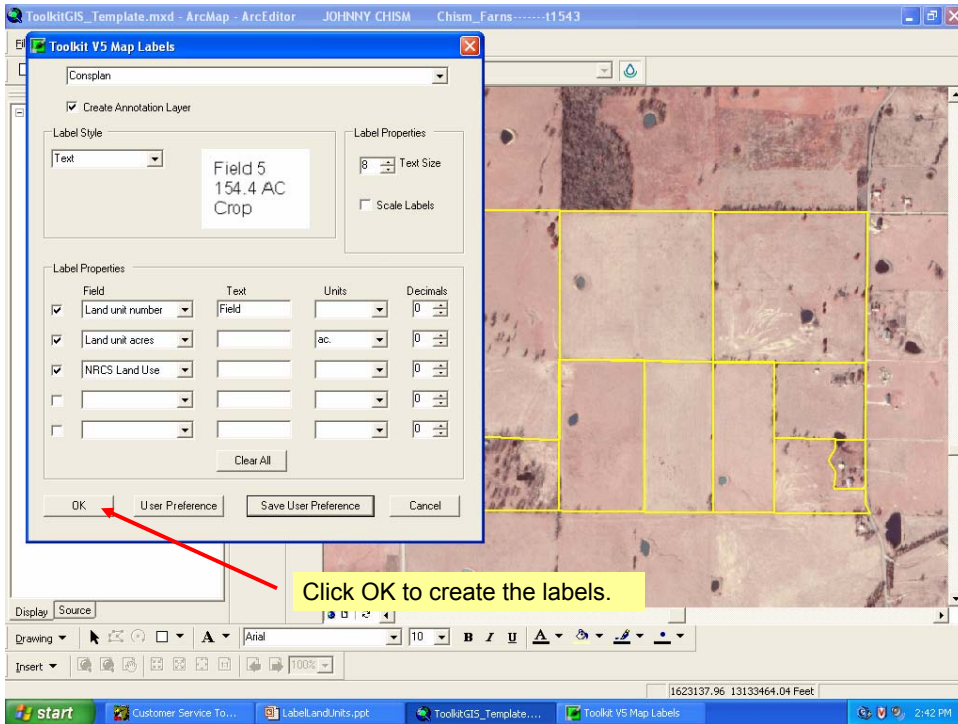
Creating Land Unit Labels

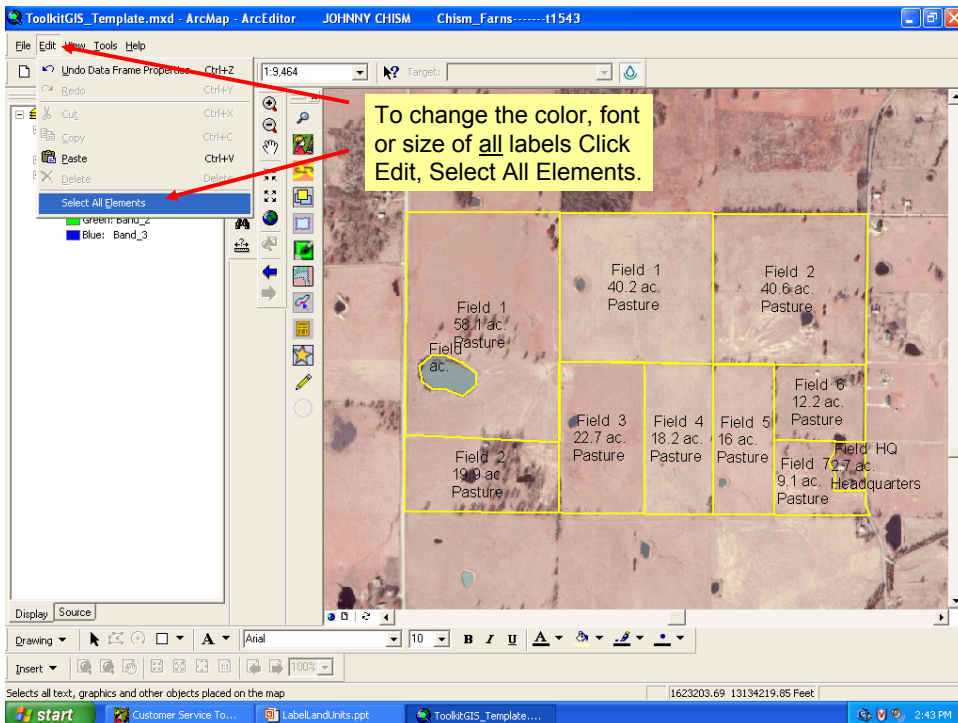
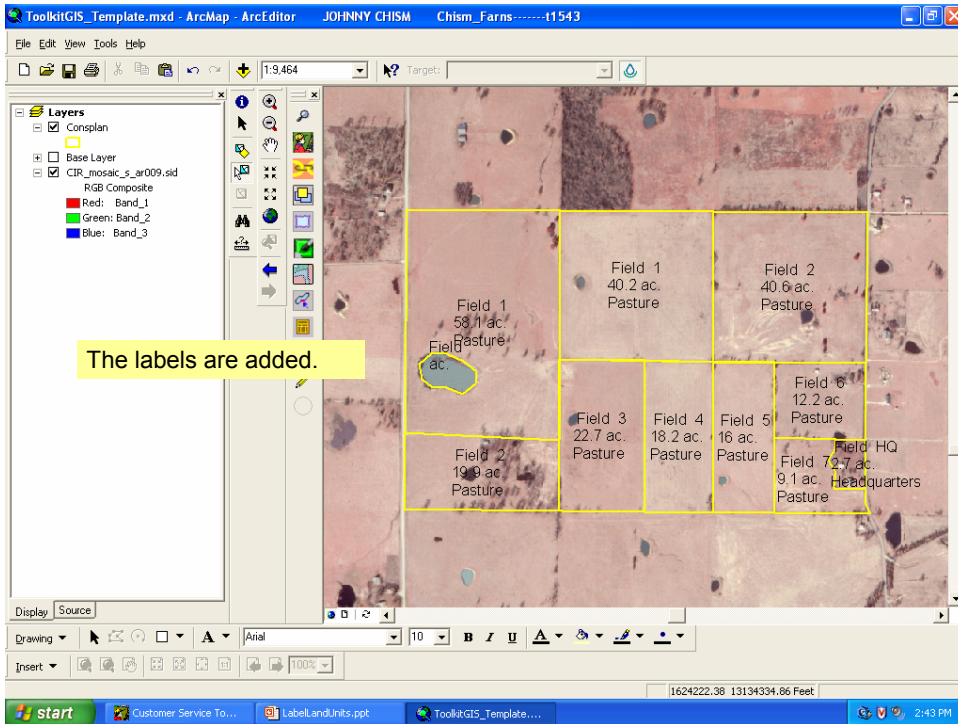
Toolkit 2004

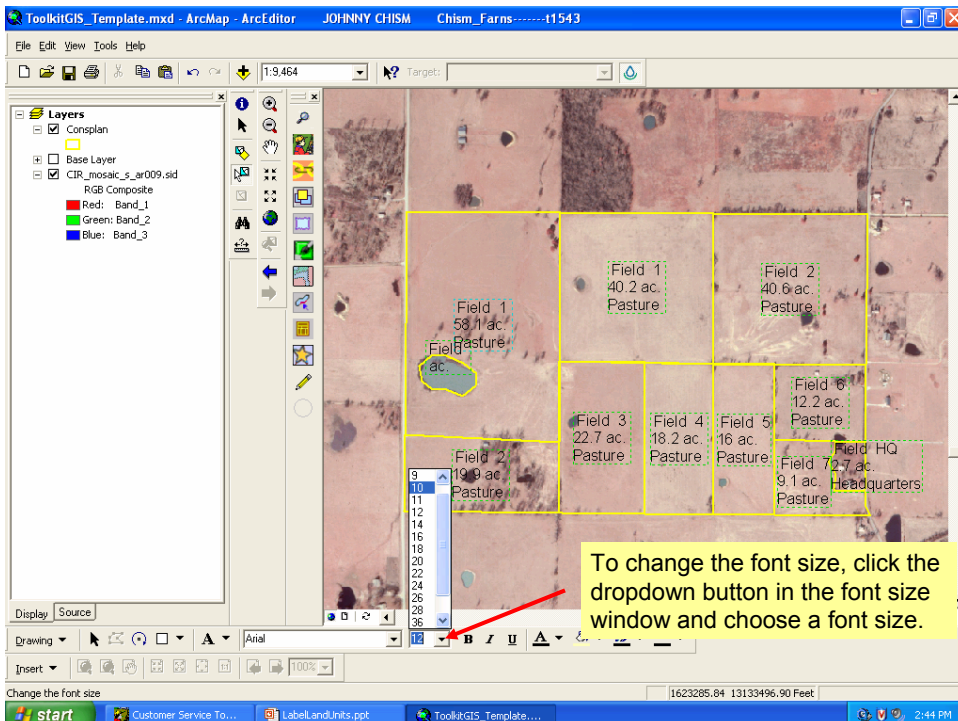
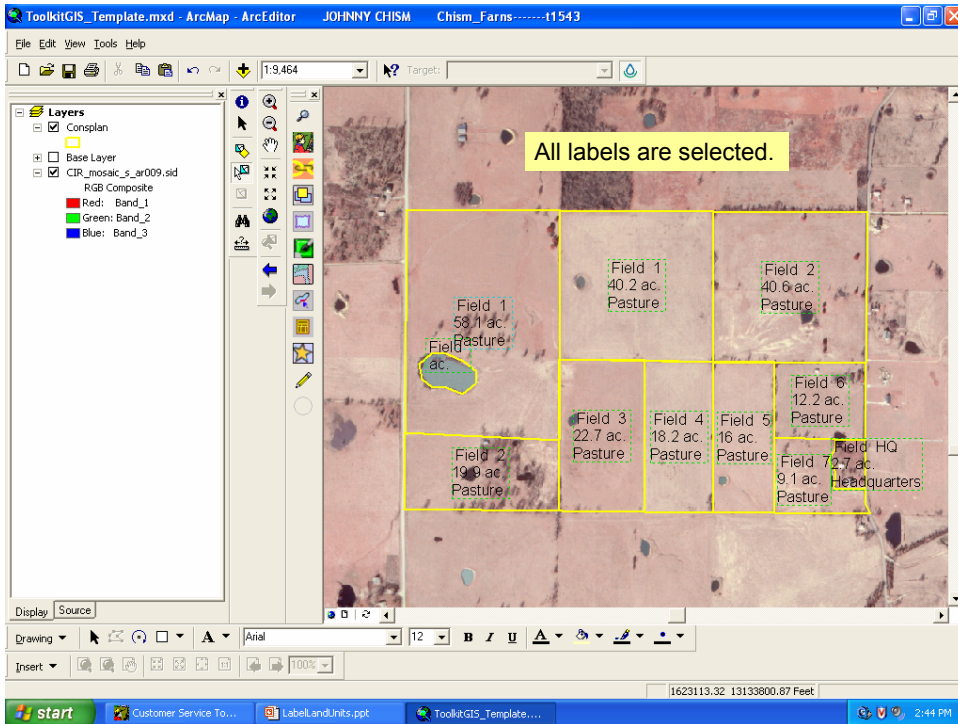


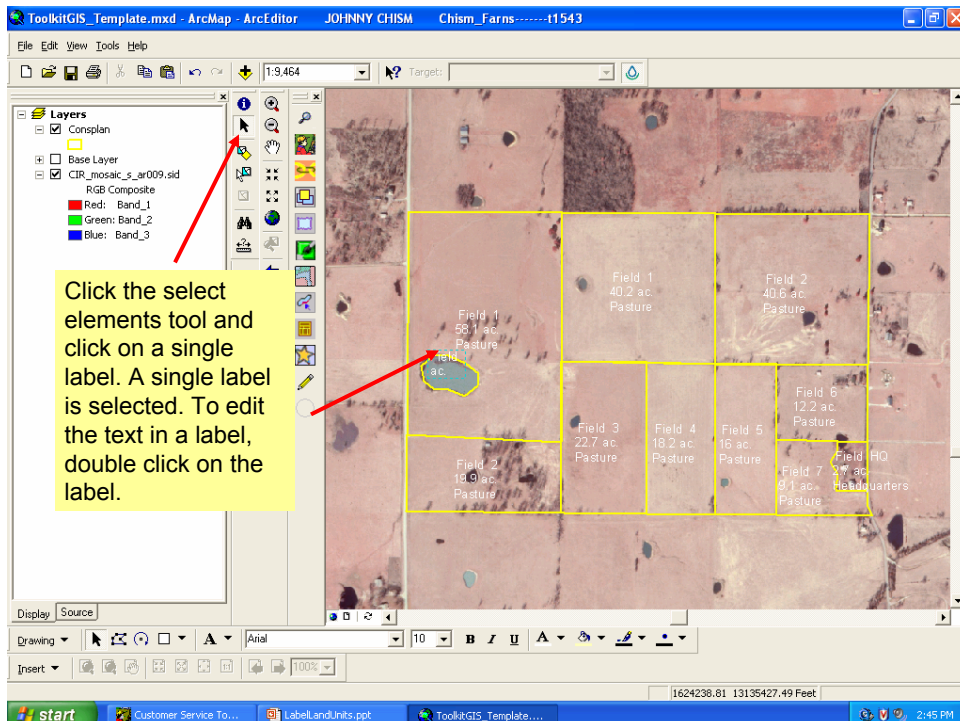
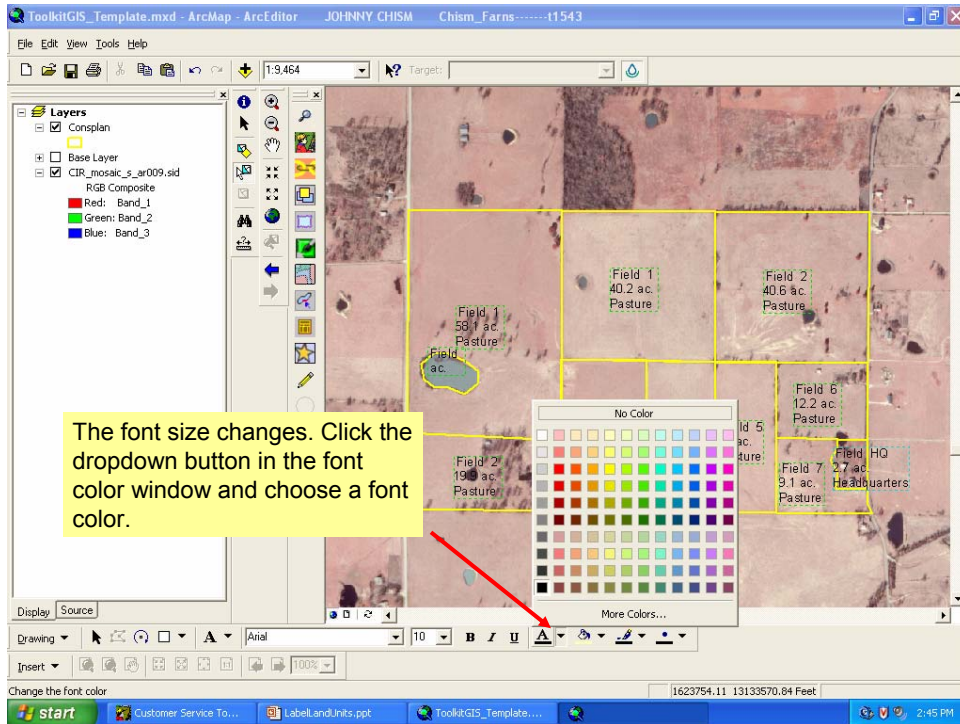


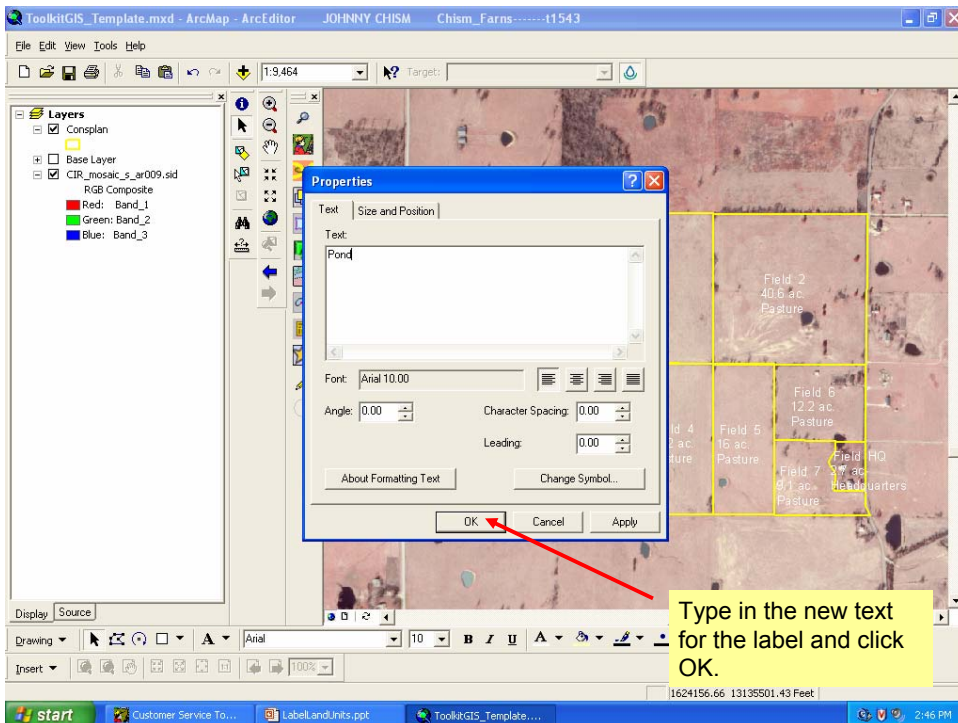
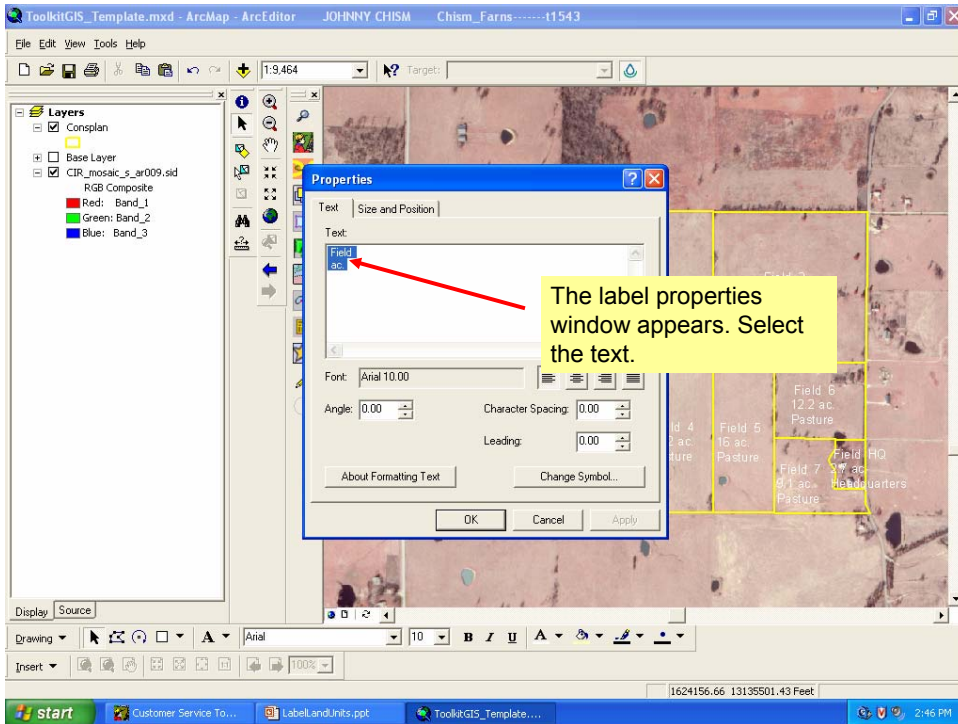


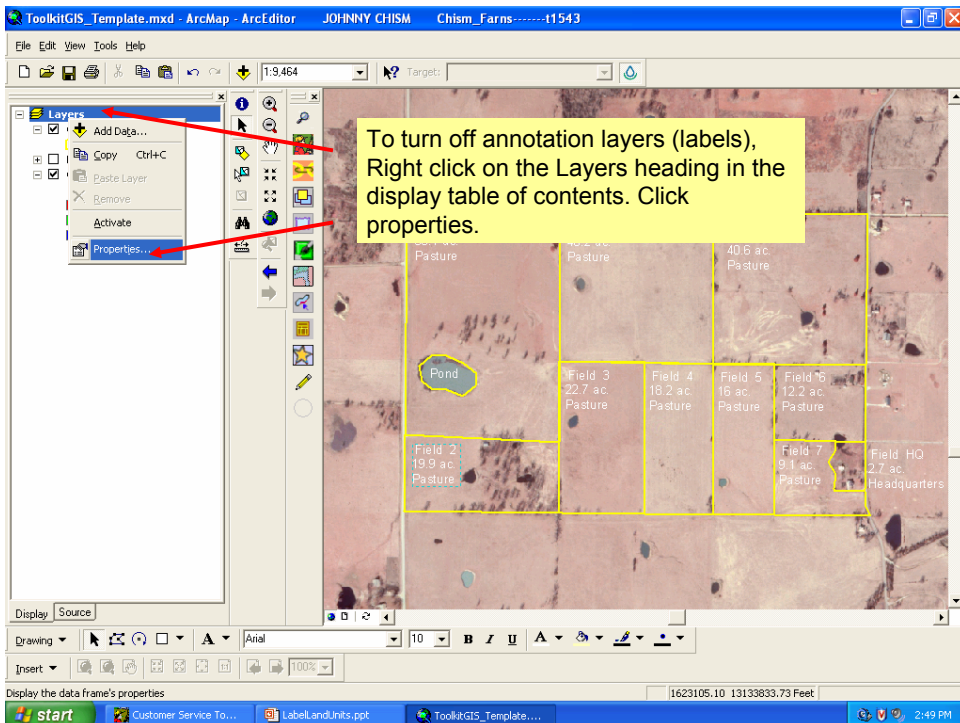
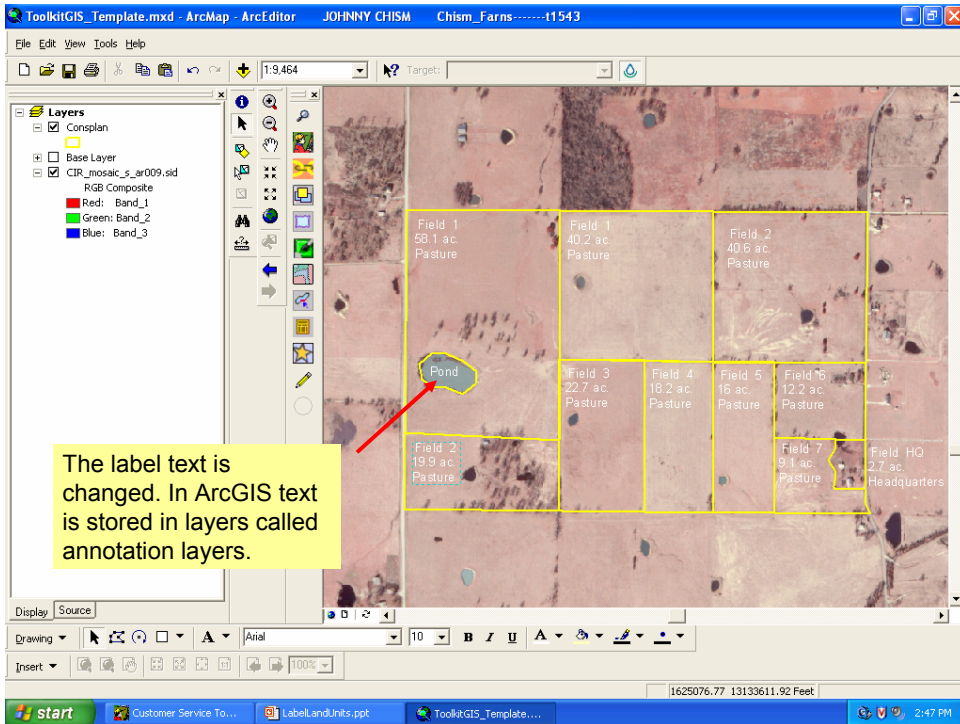


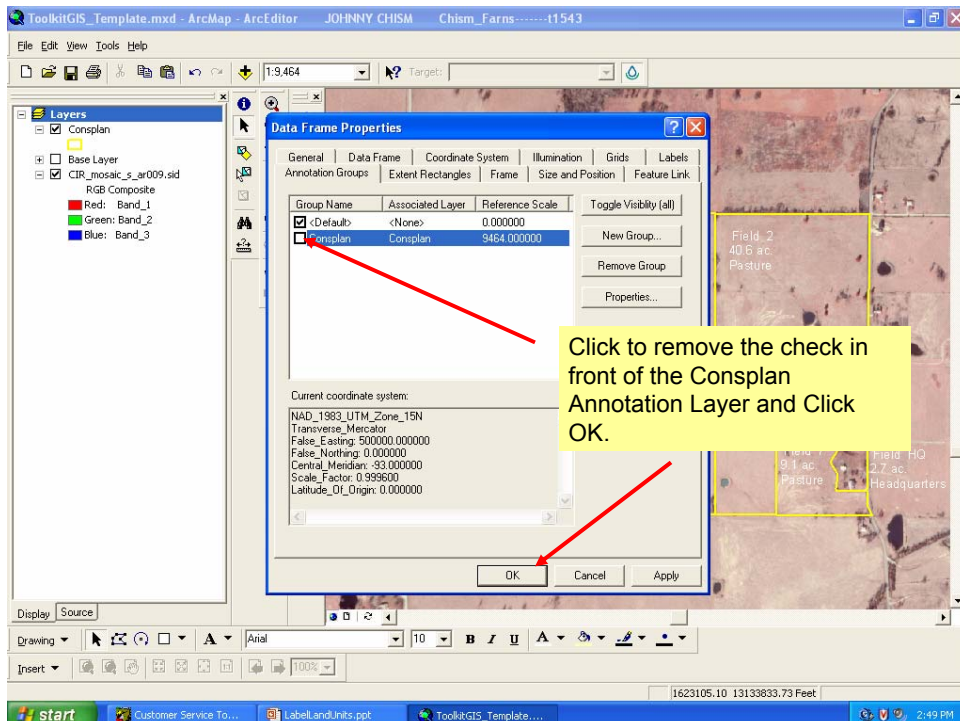
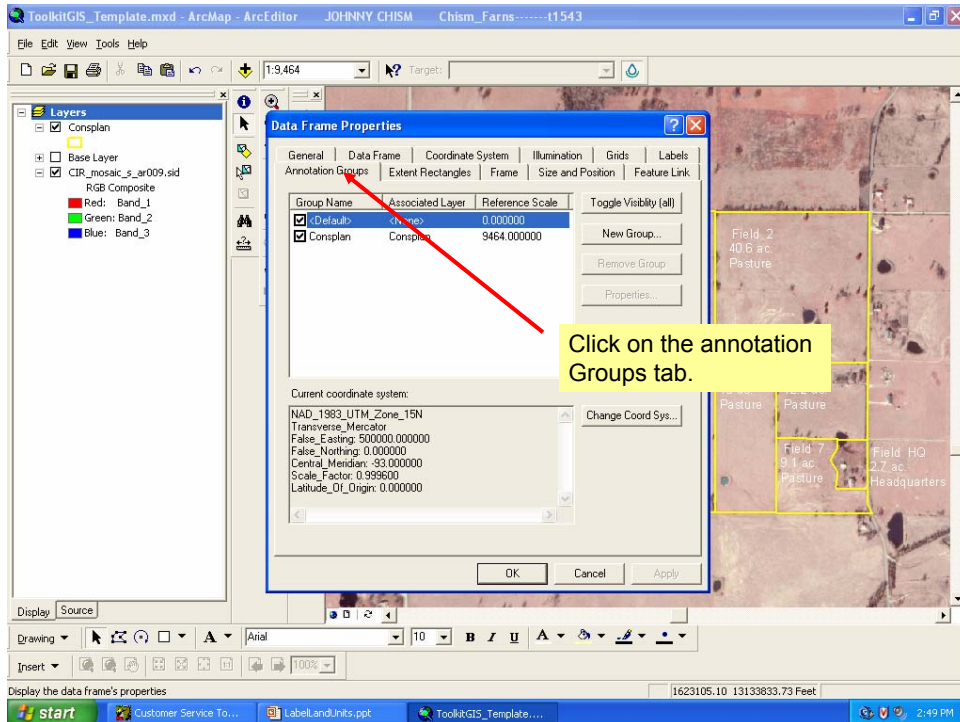


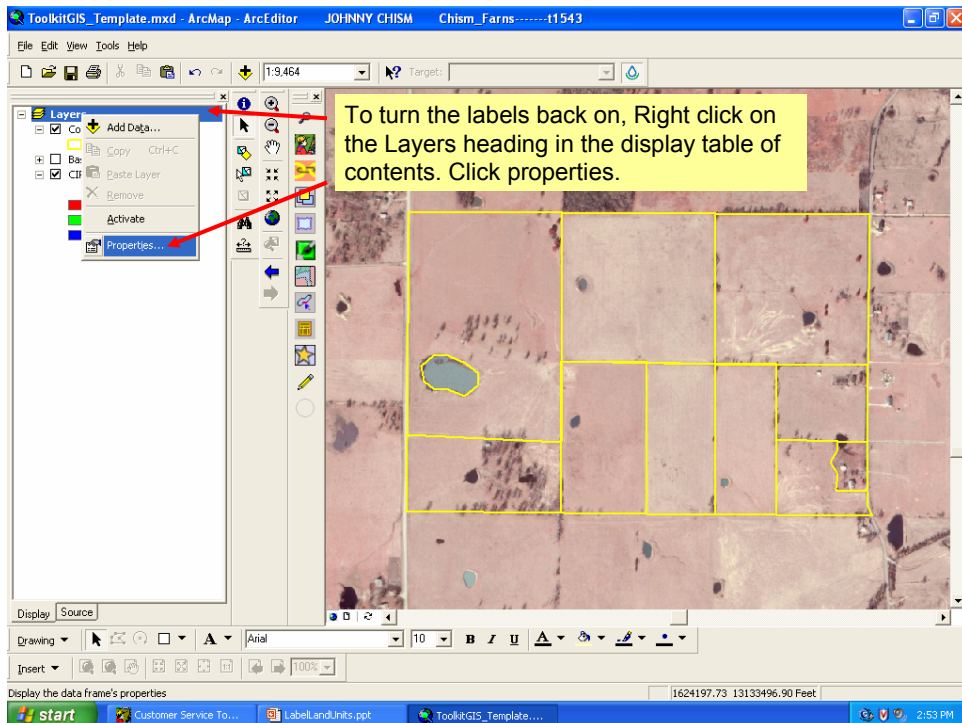
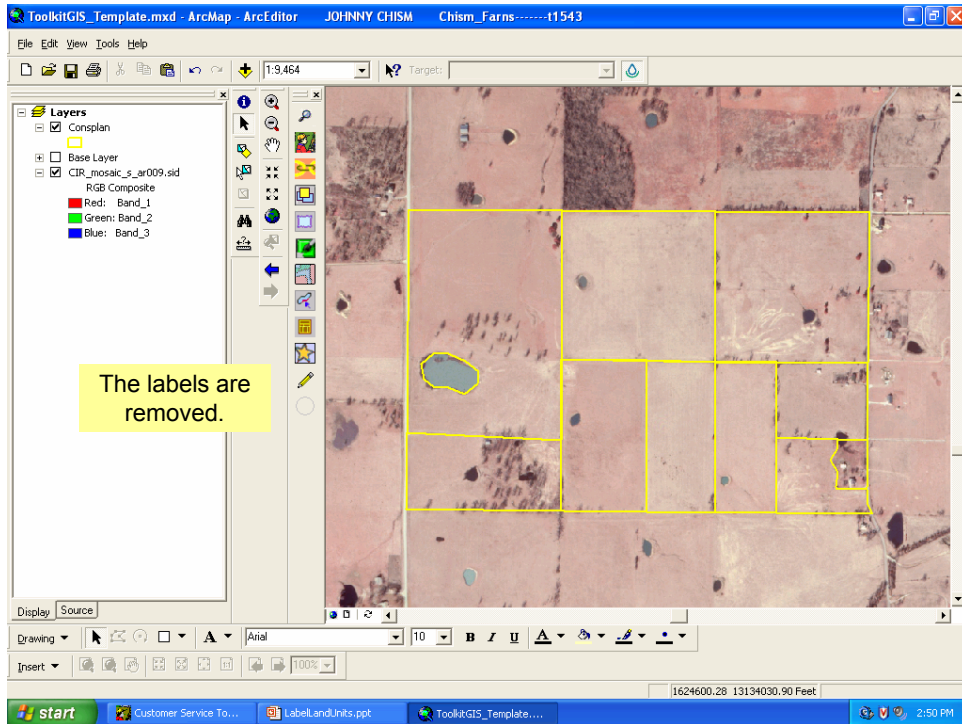


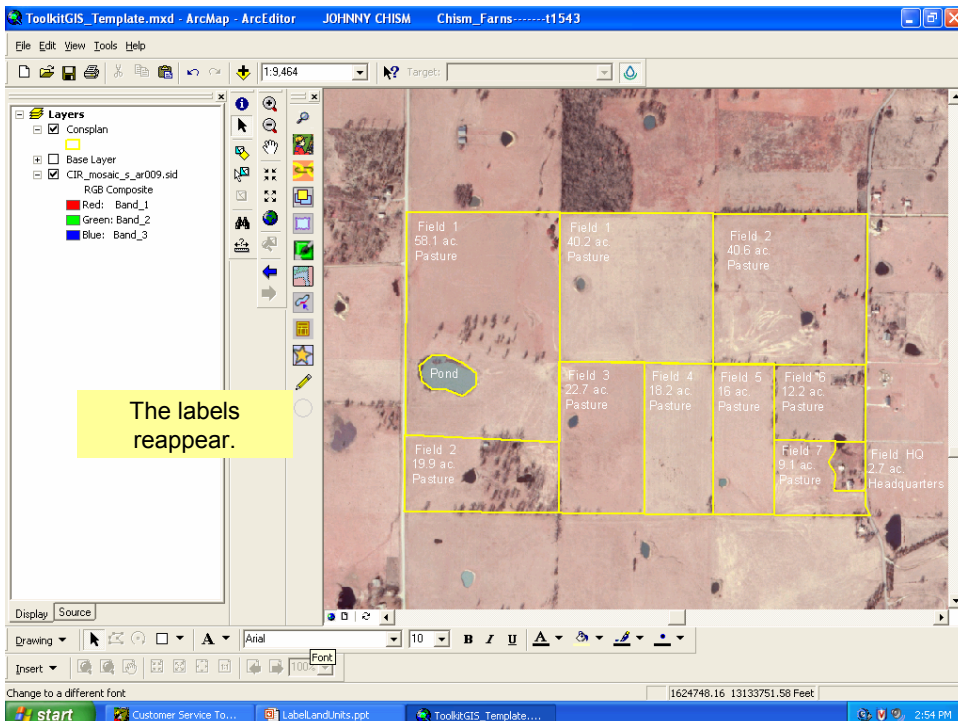
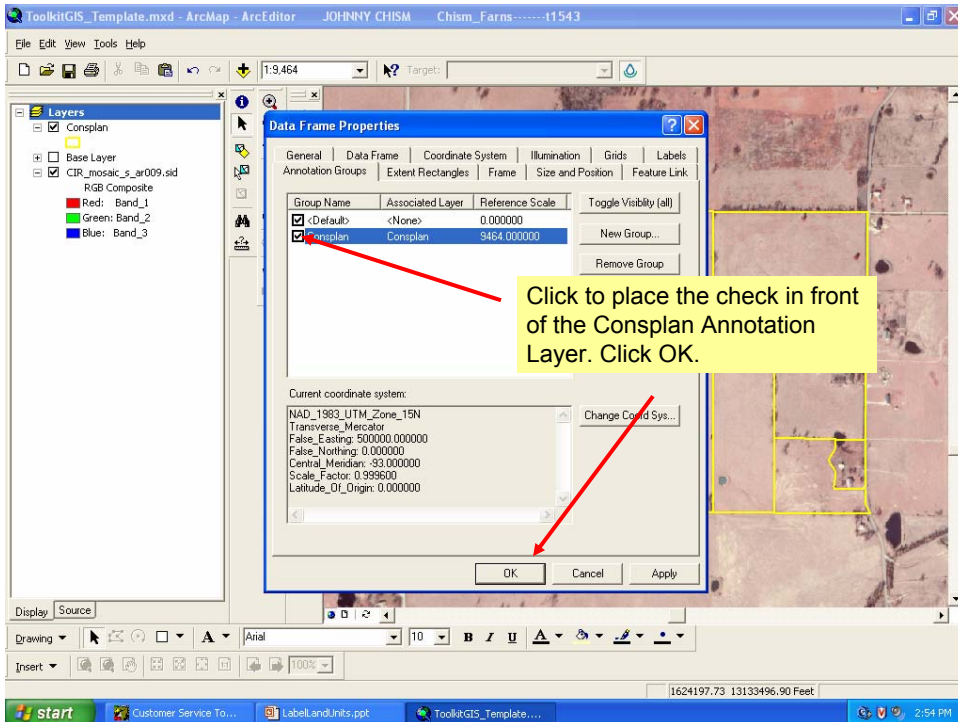






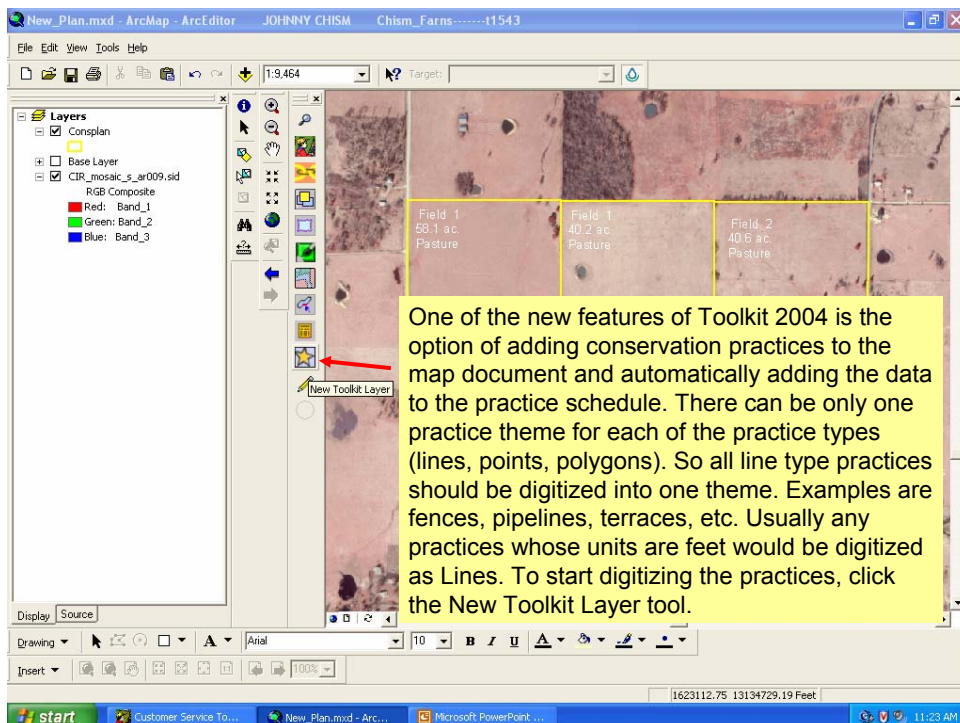


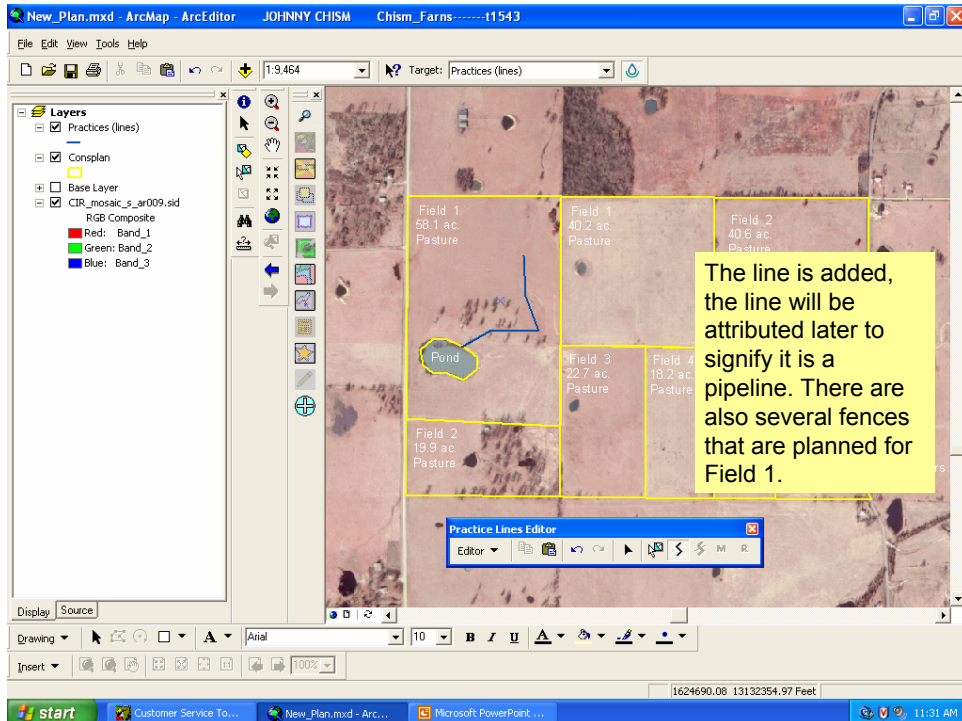
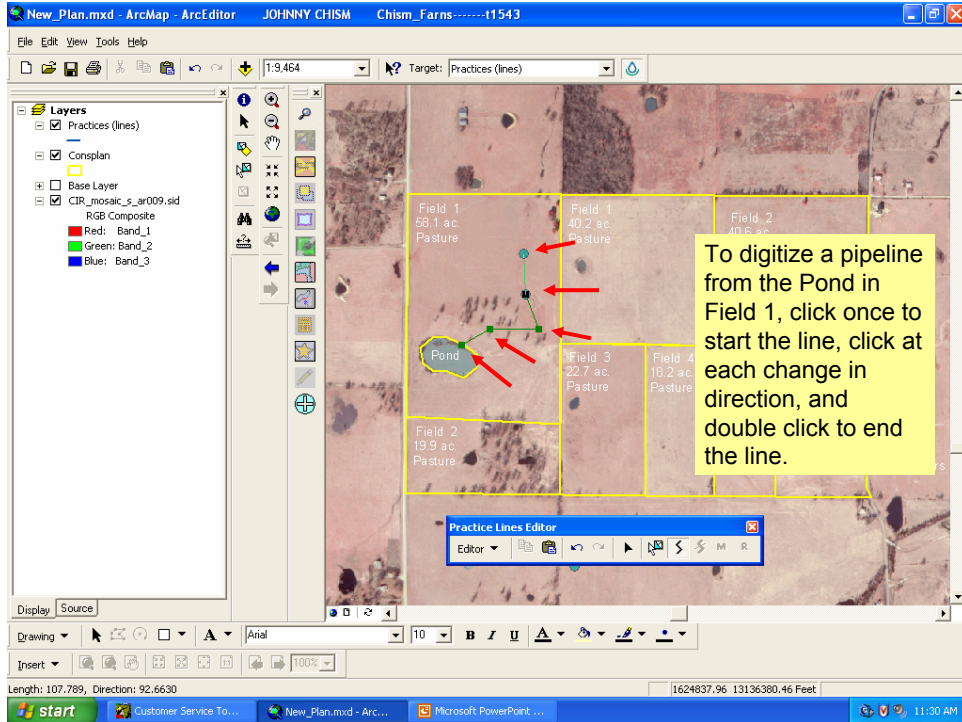


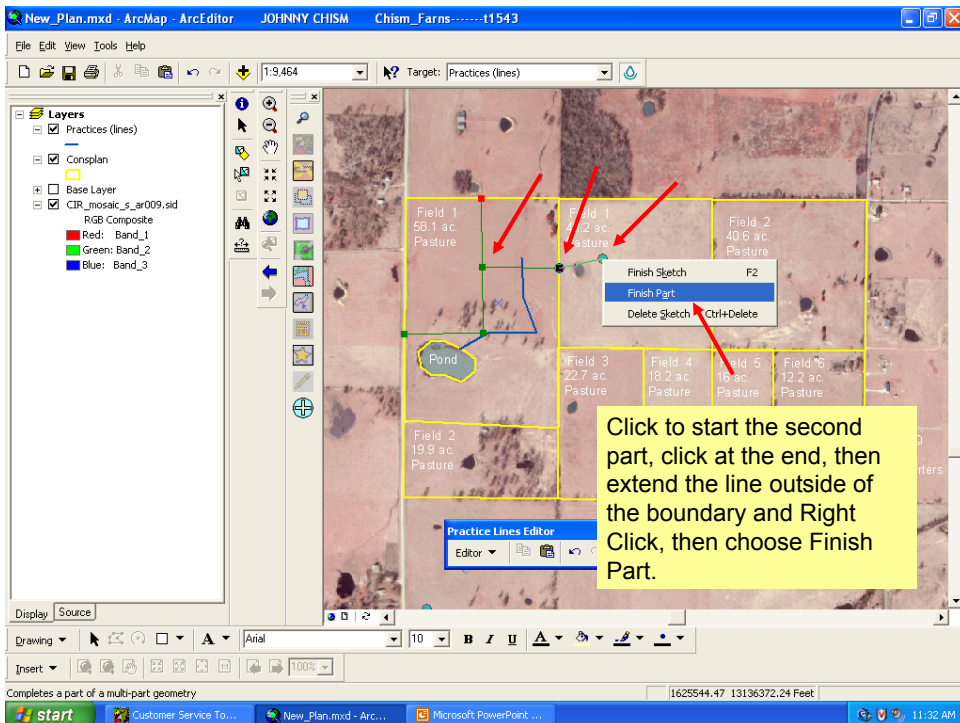
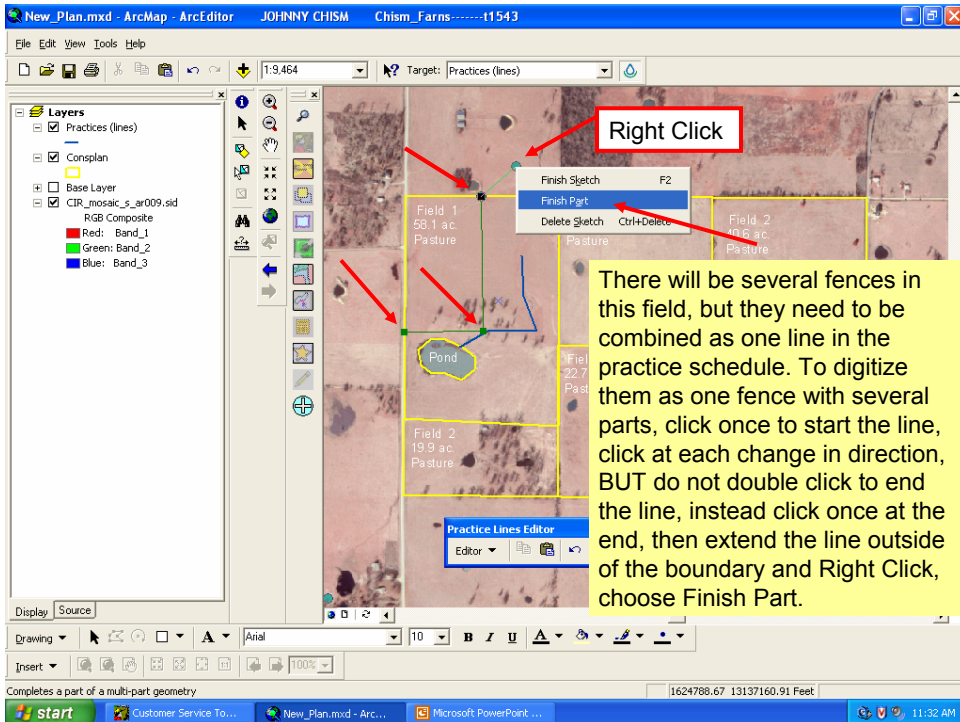


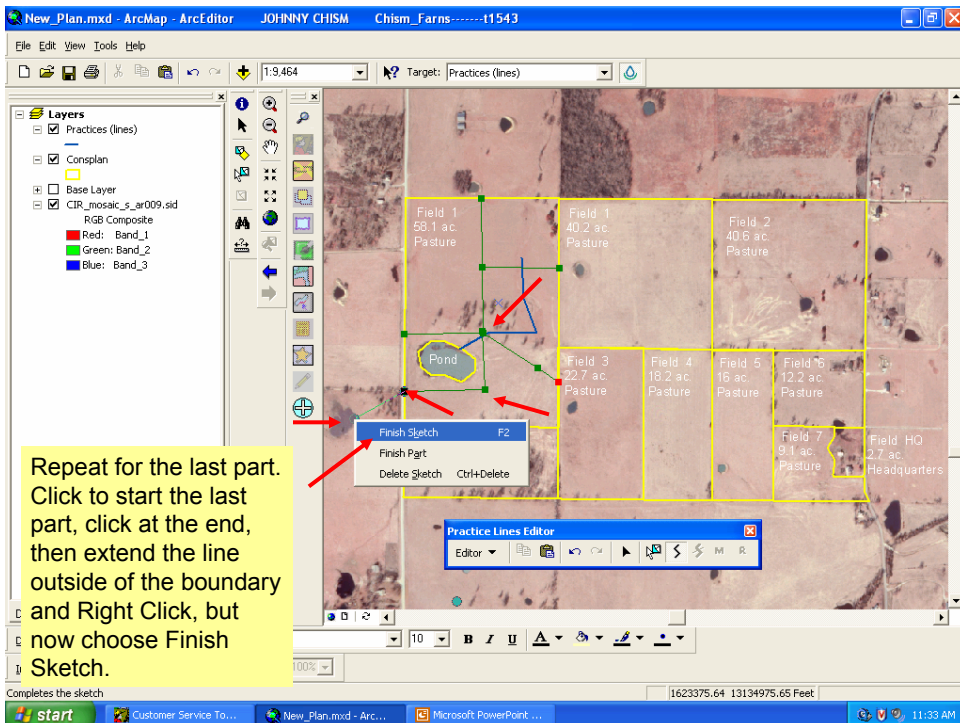
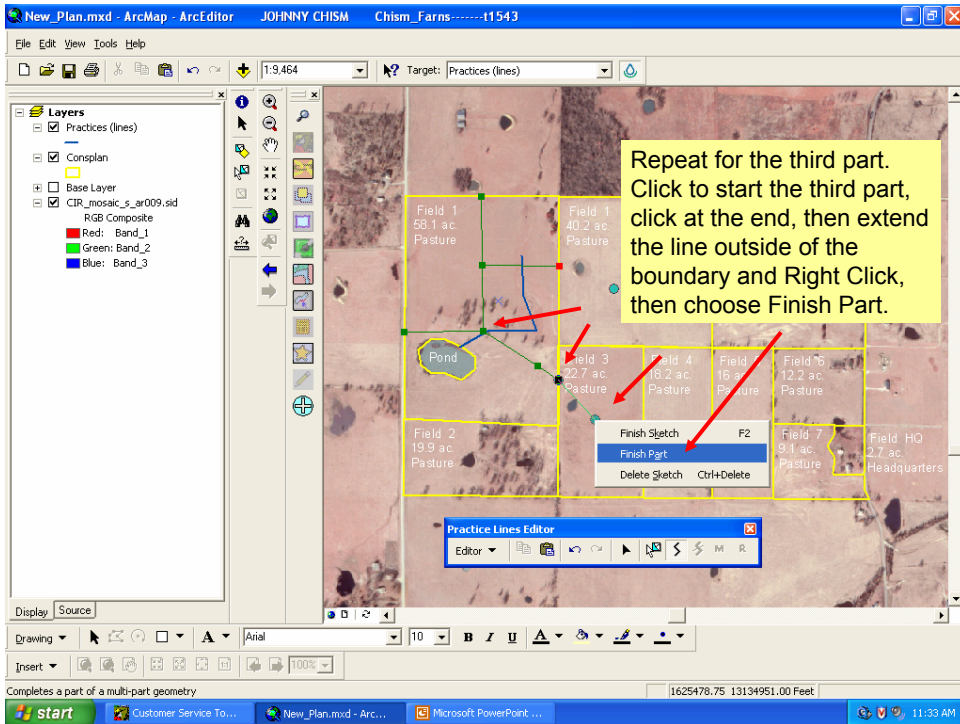
Digitizing Line Type Conservation Practices

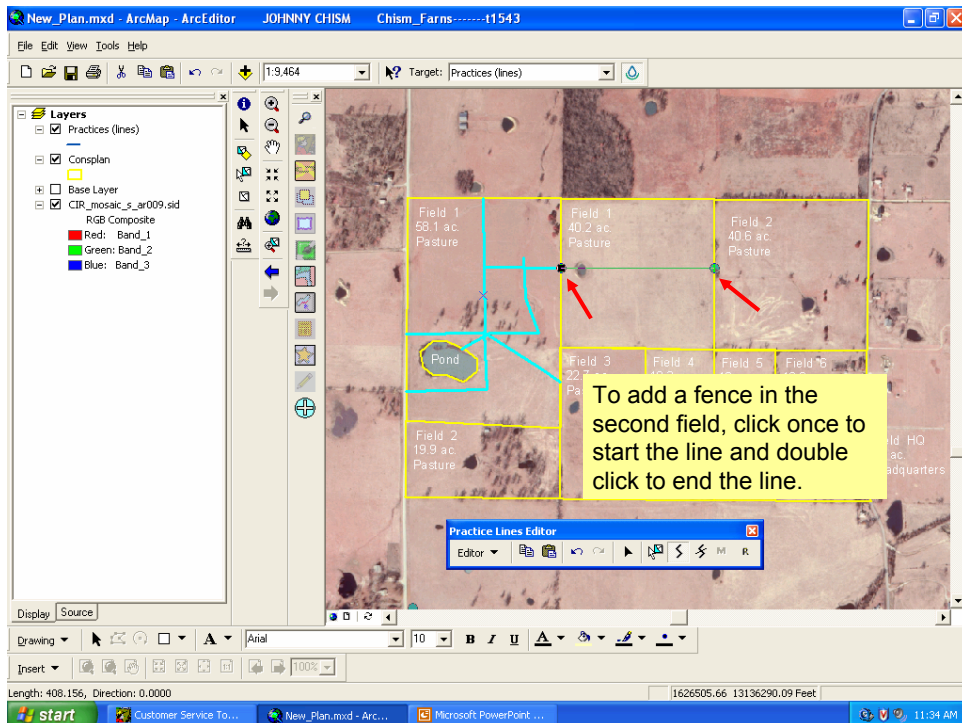
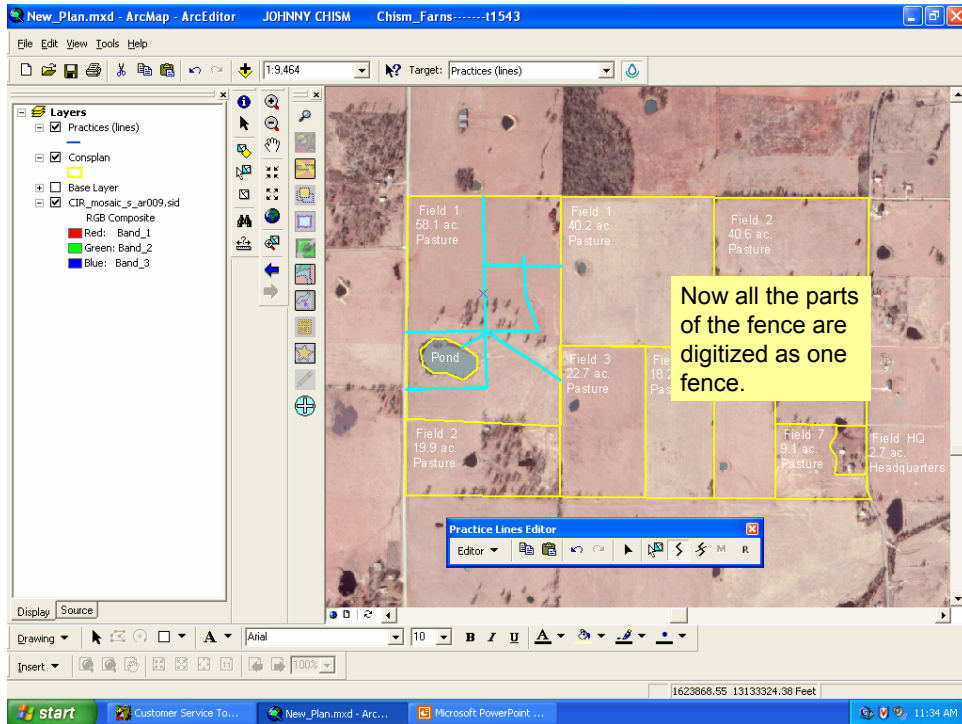
Toolkit 2004

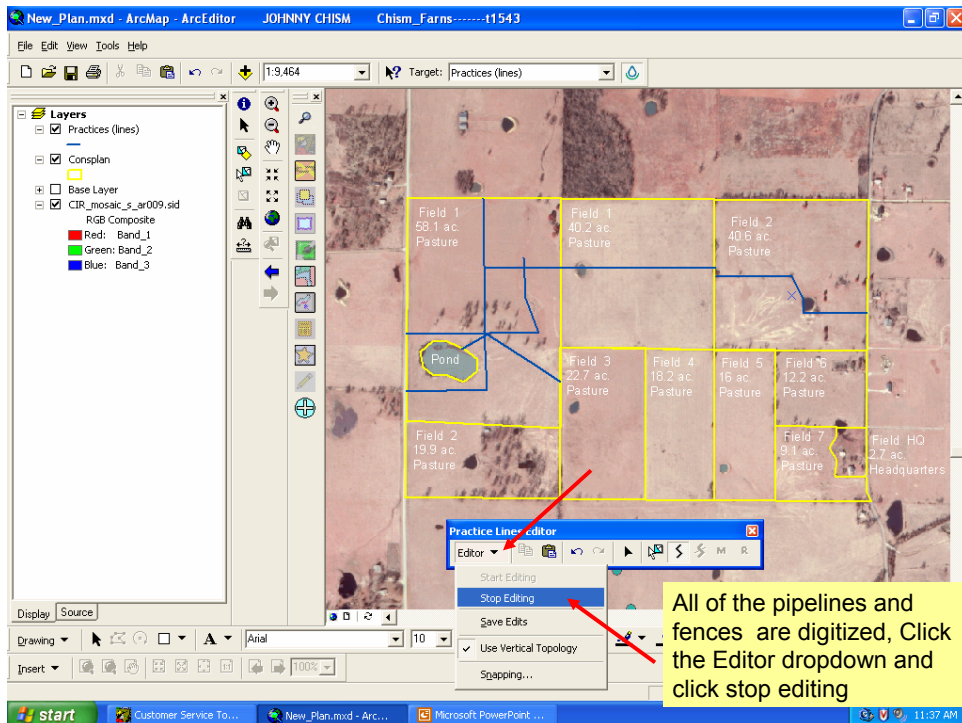
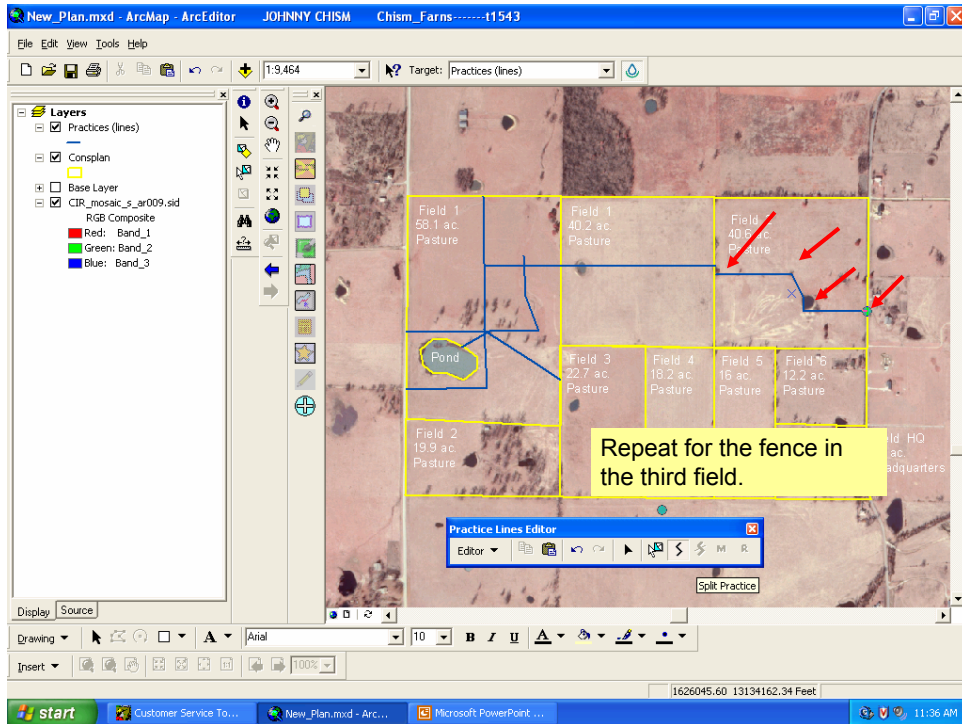


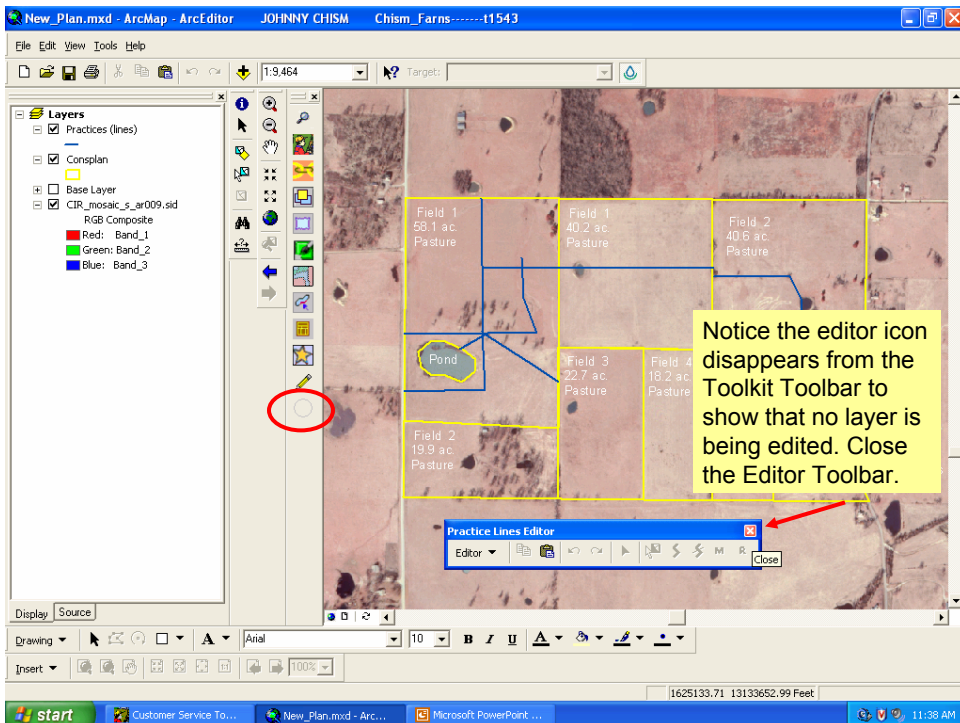
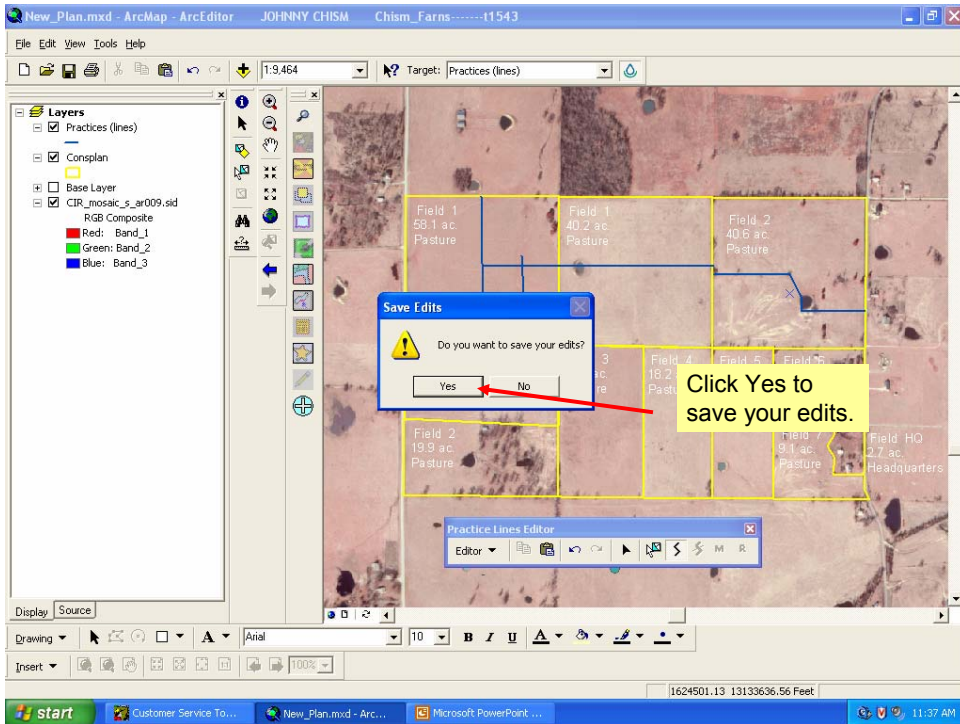


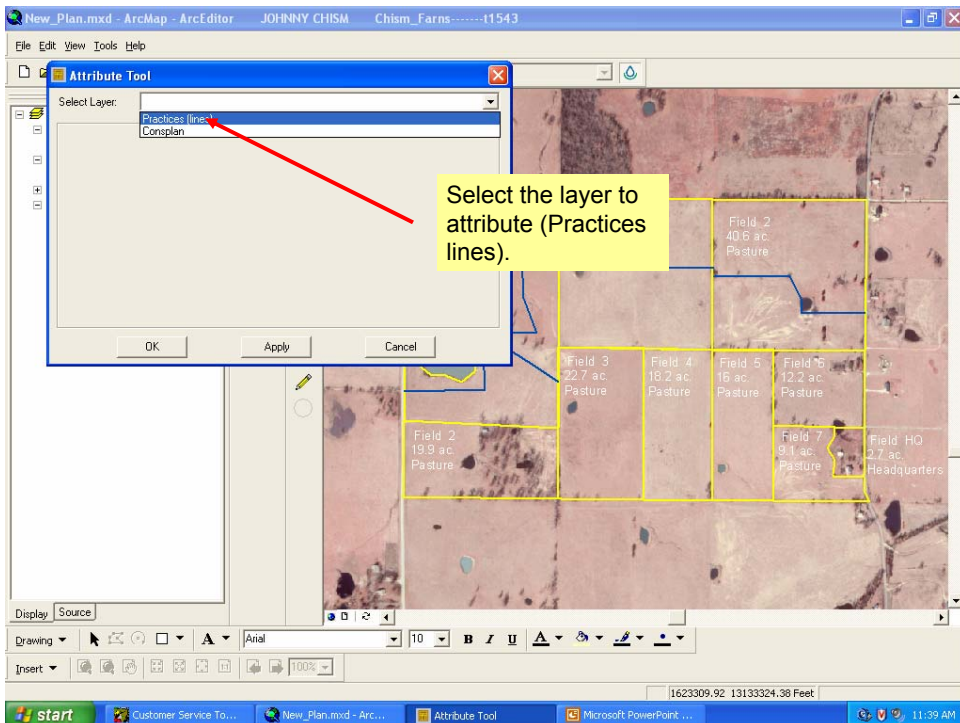
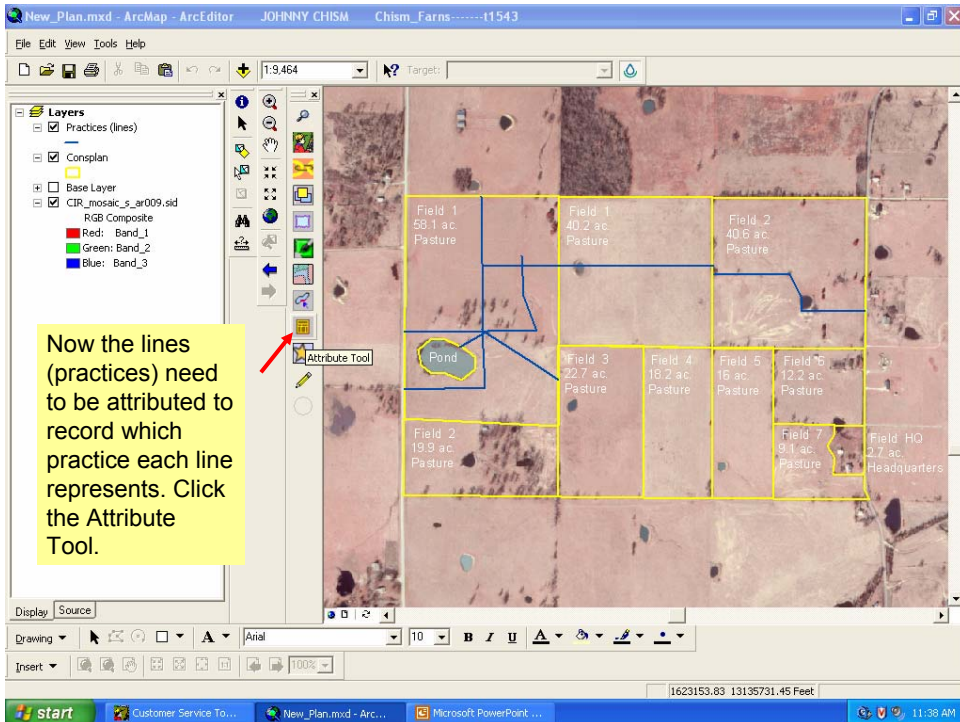


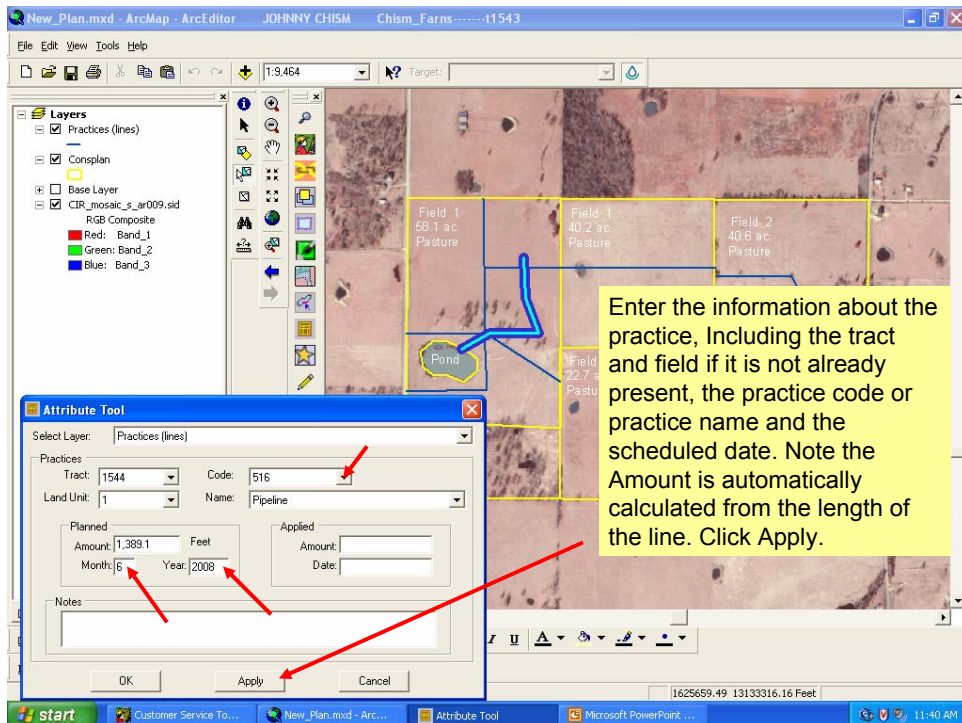
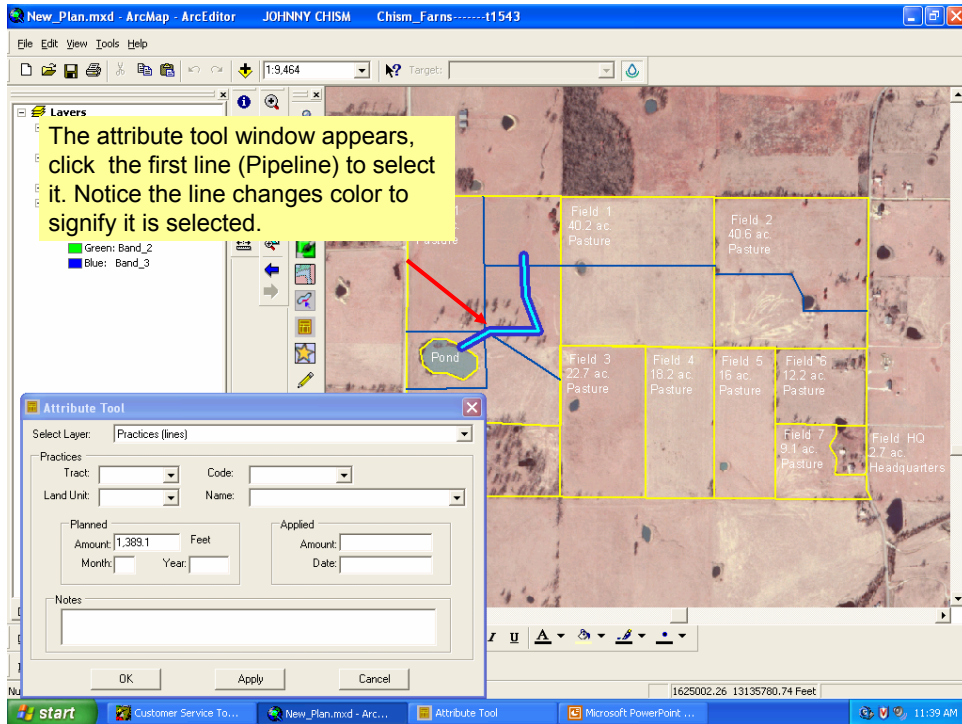


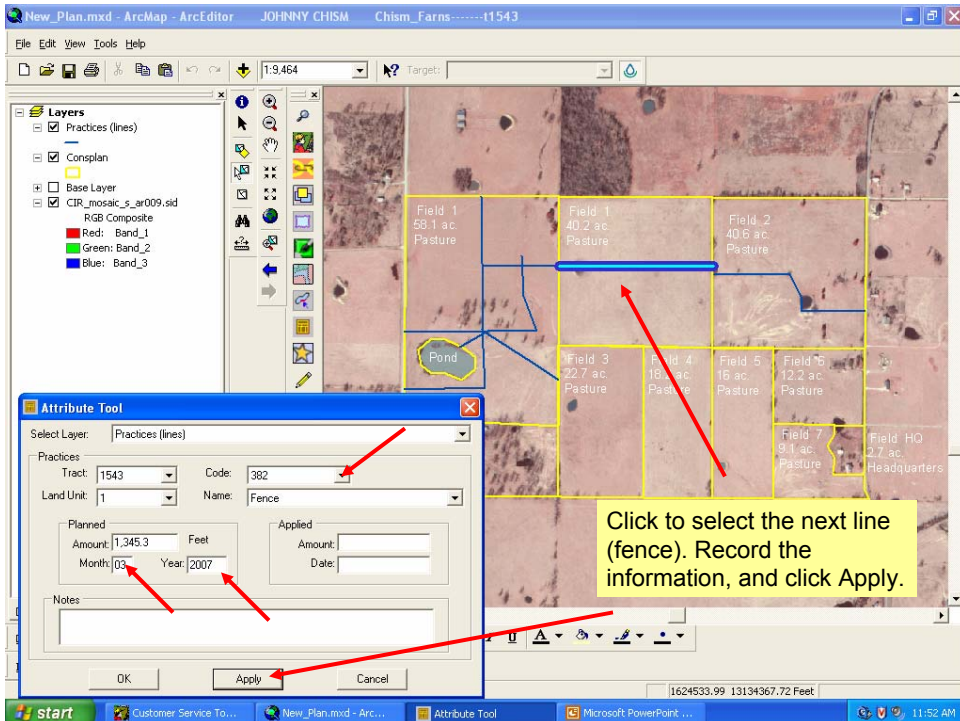
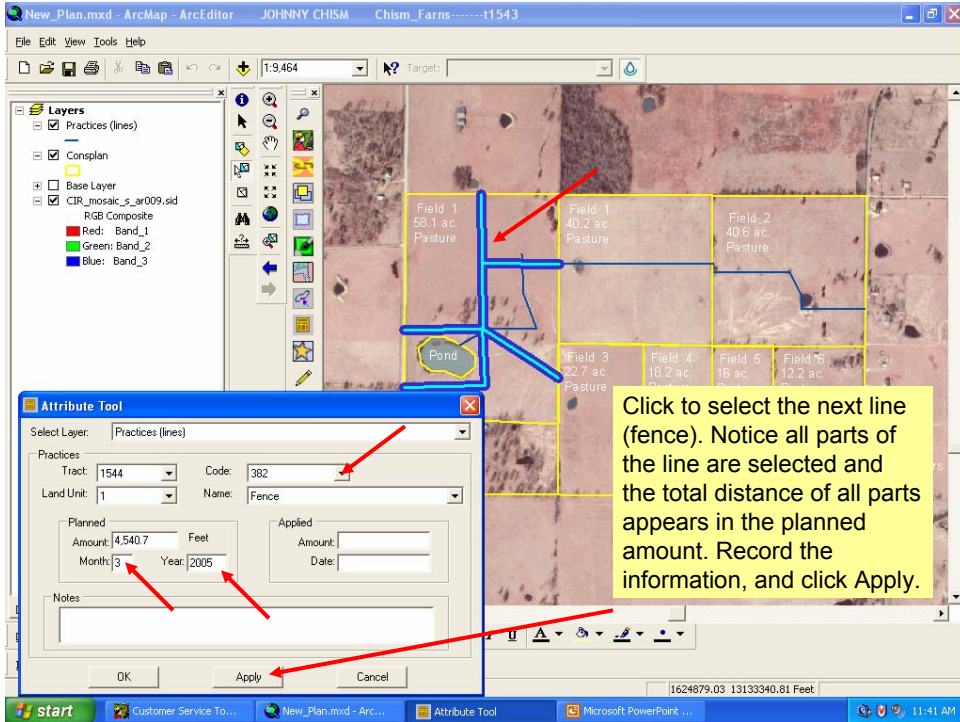


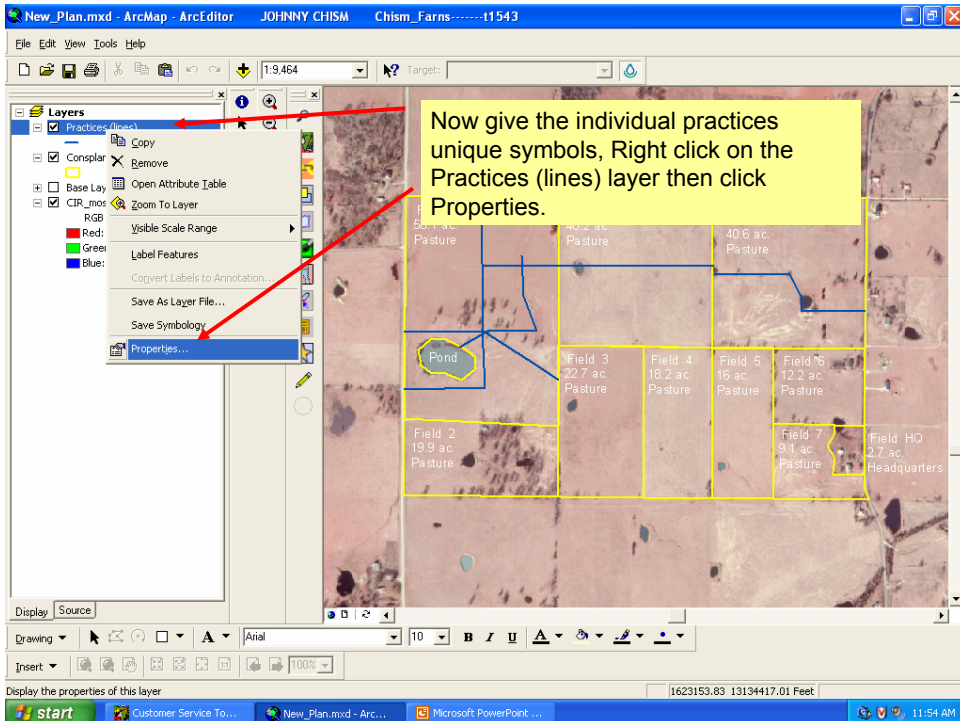
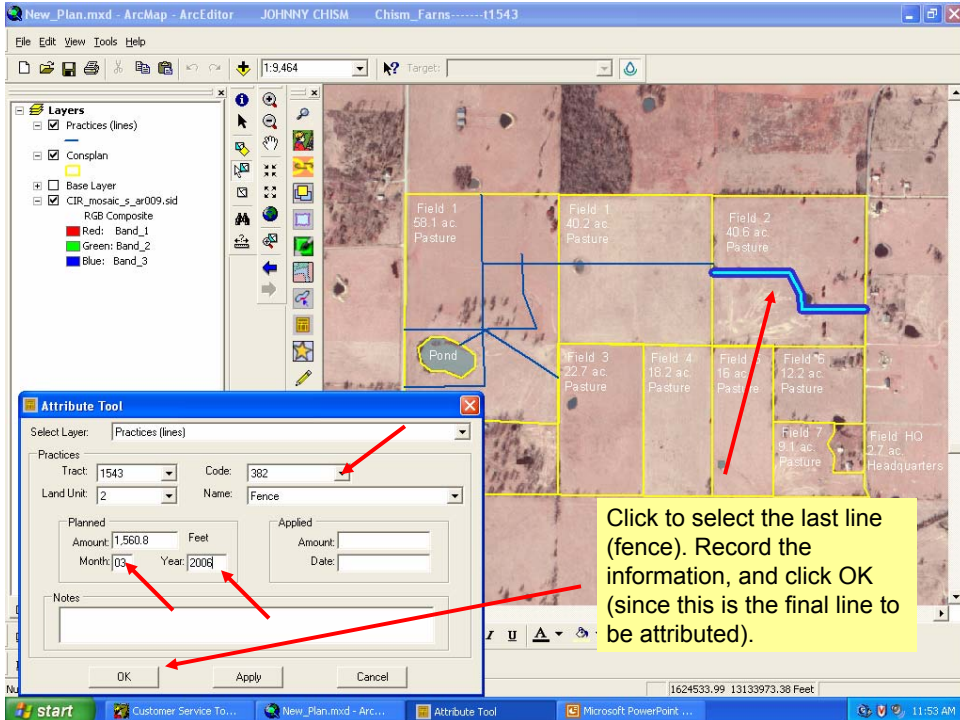


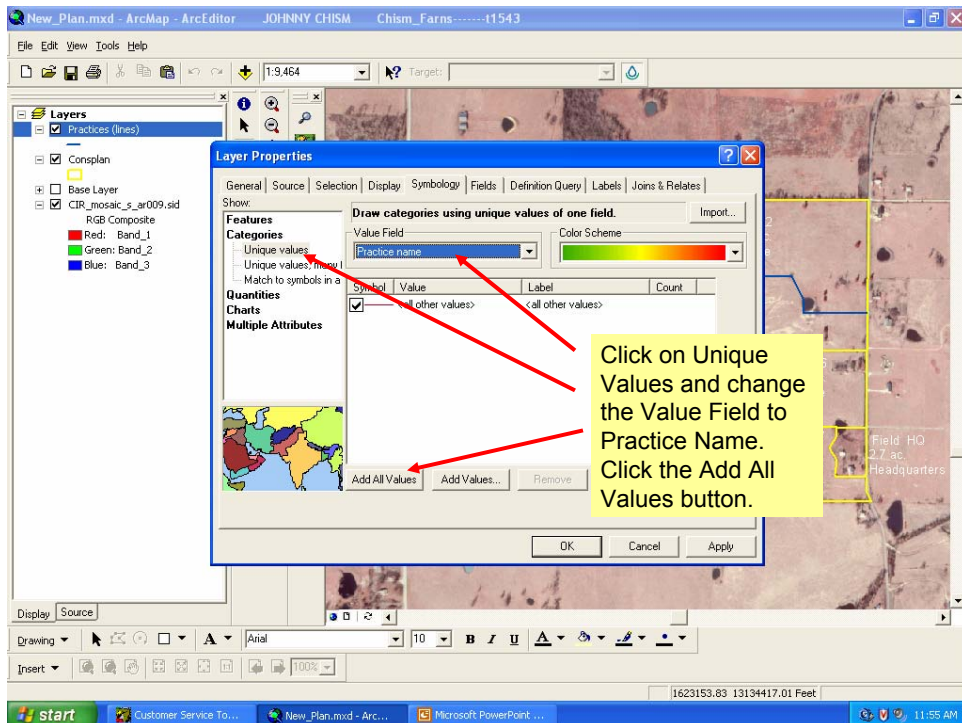
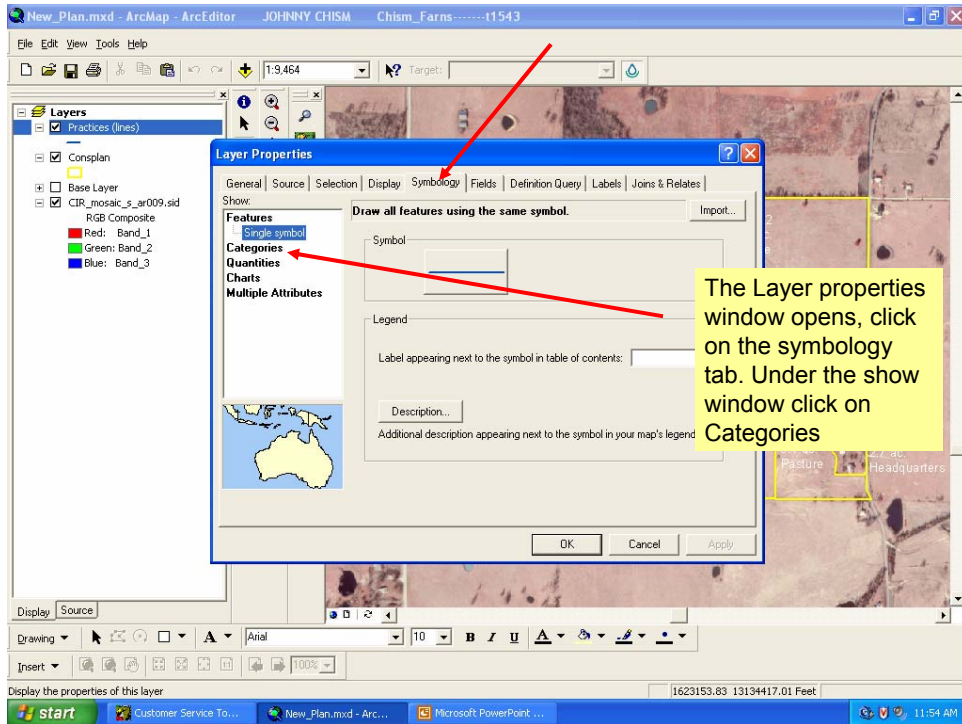


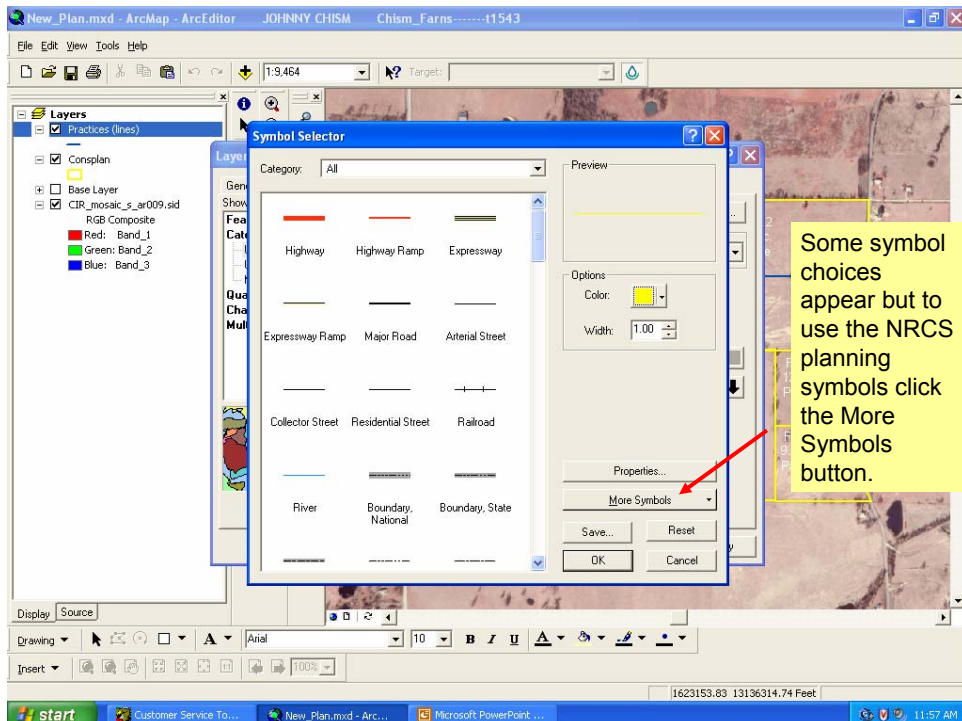
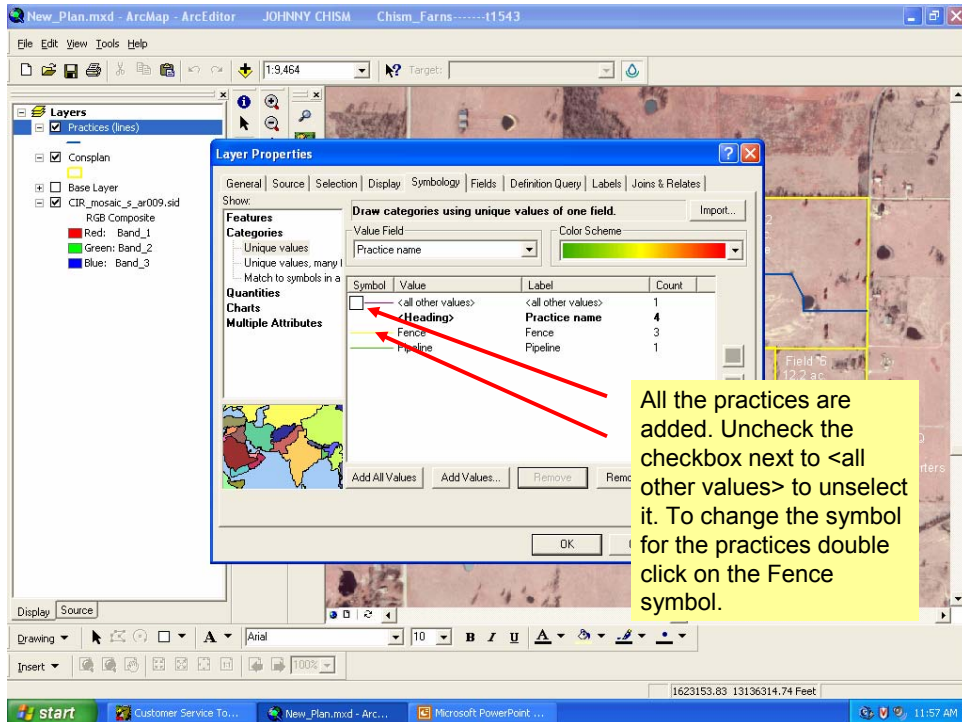


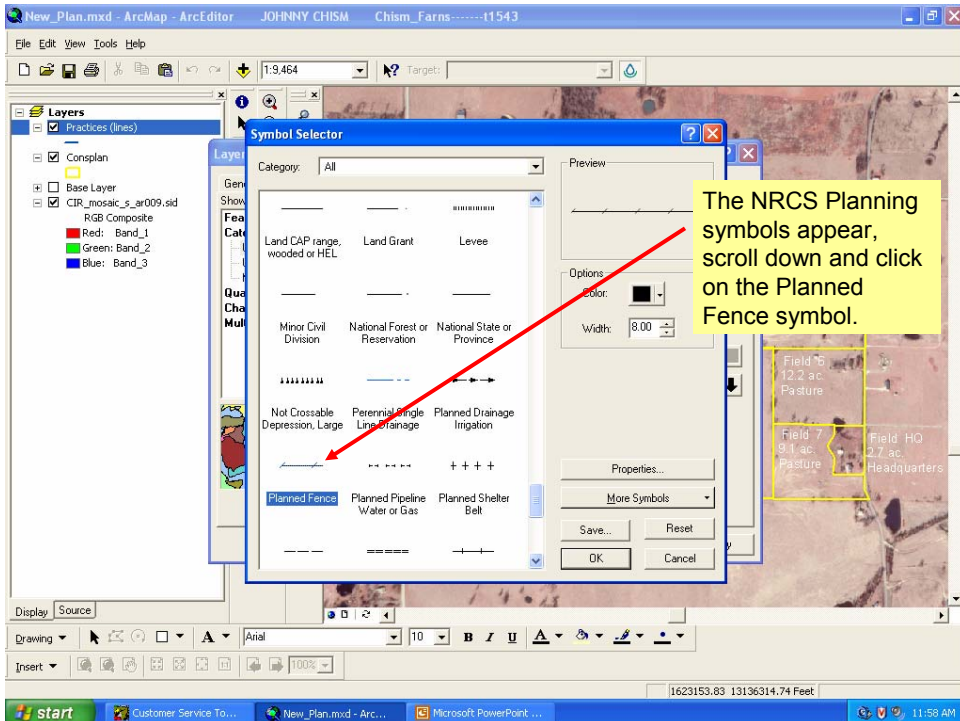
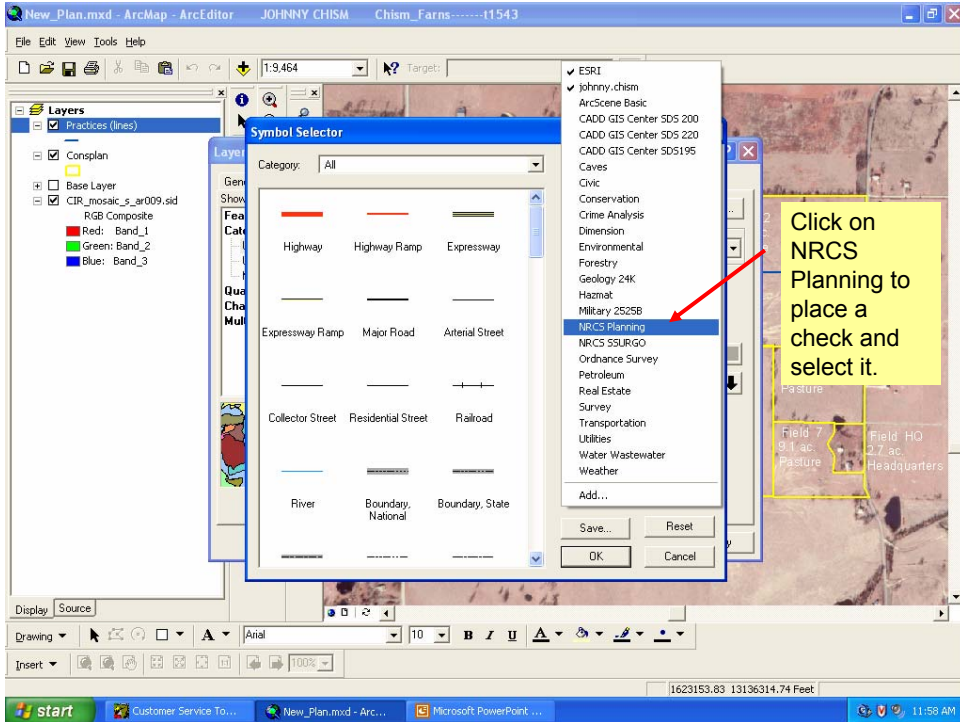


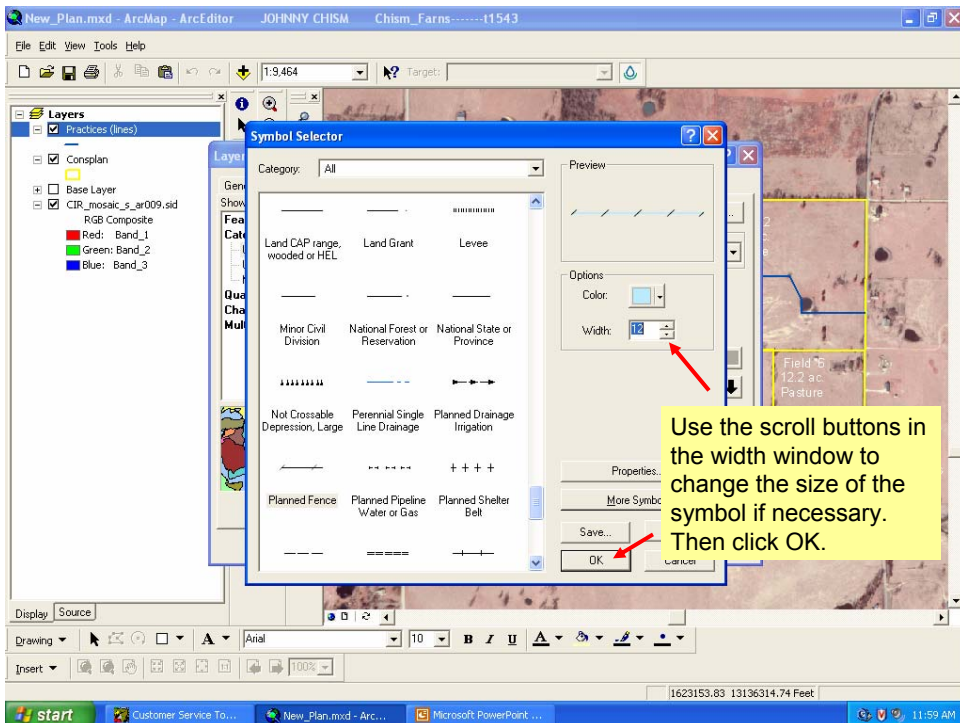
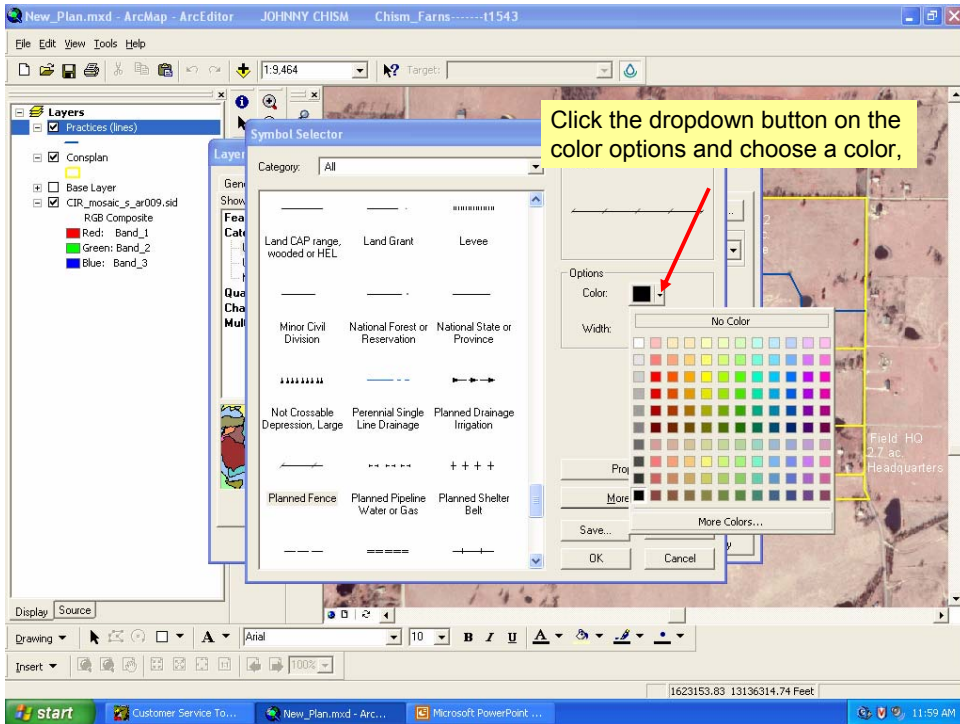


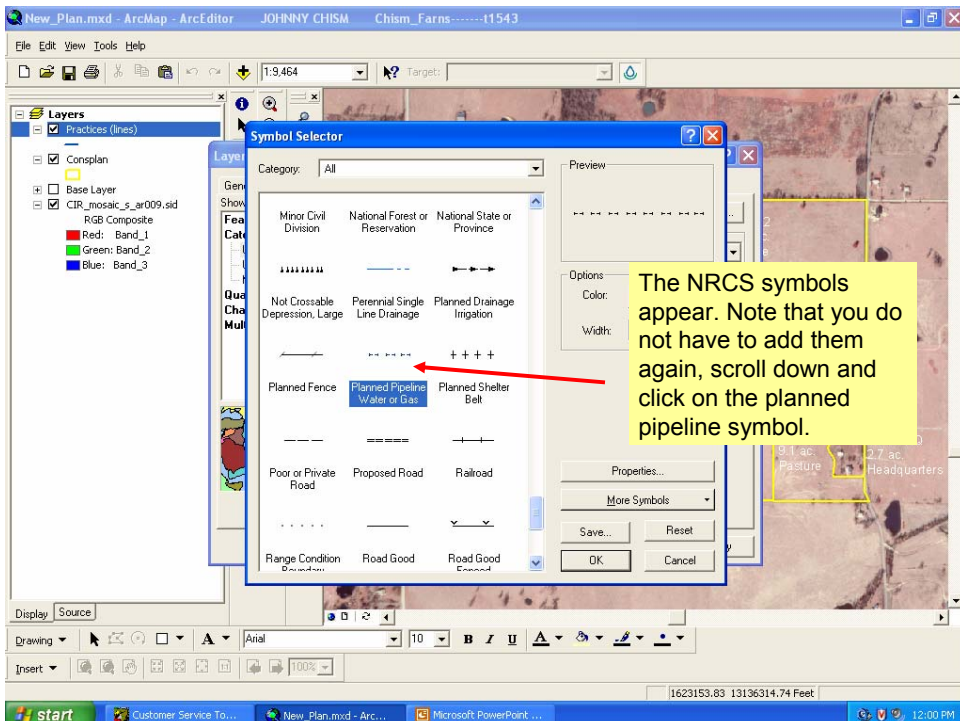
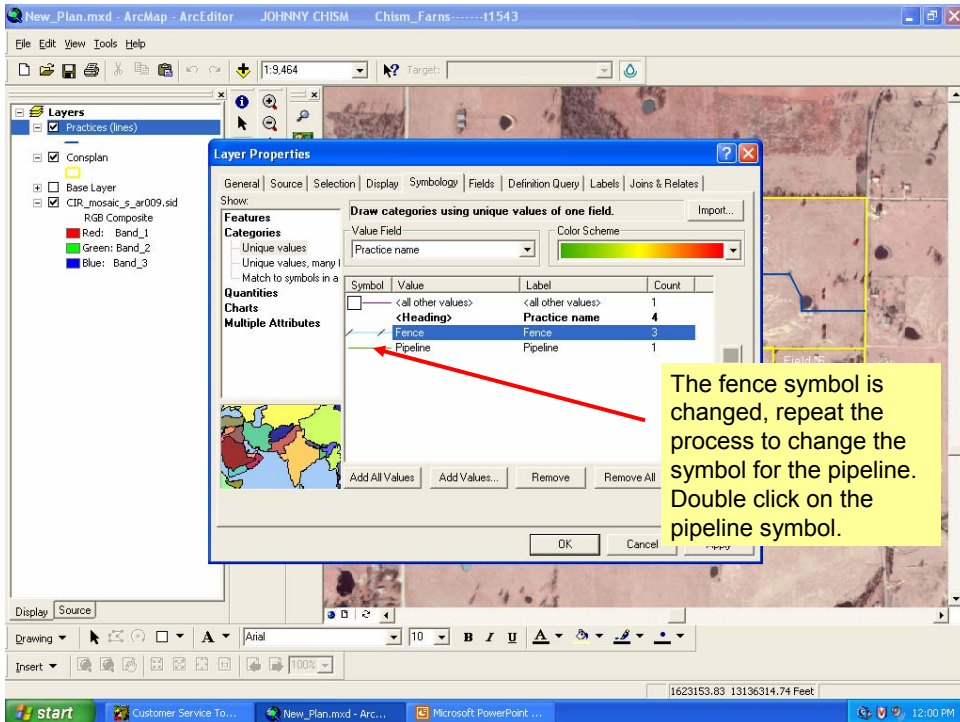


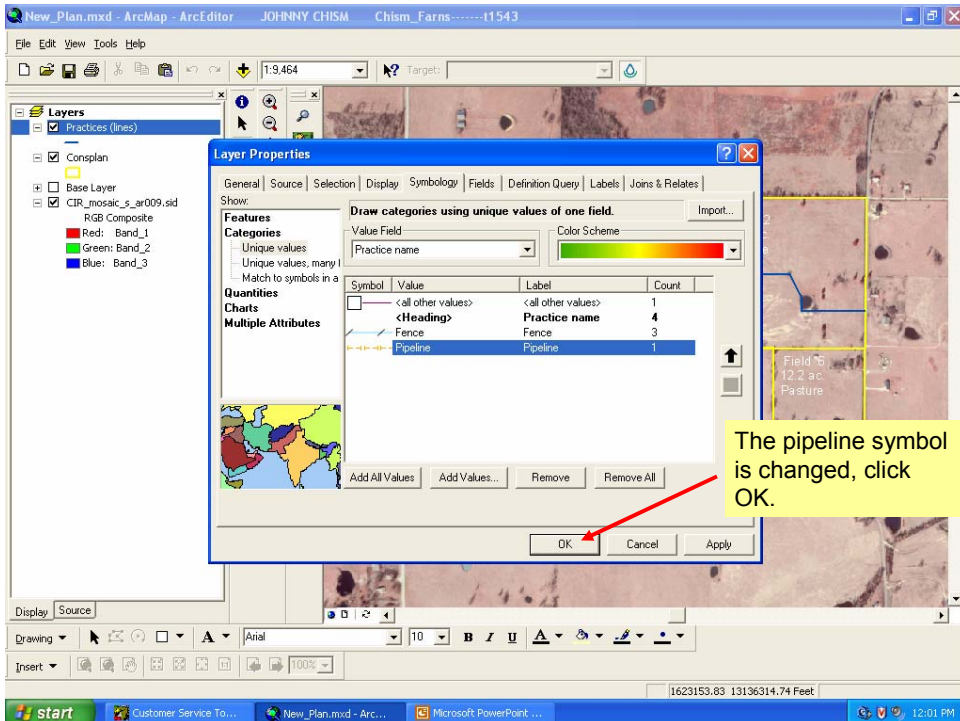
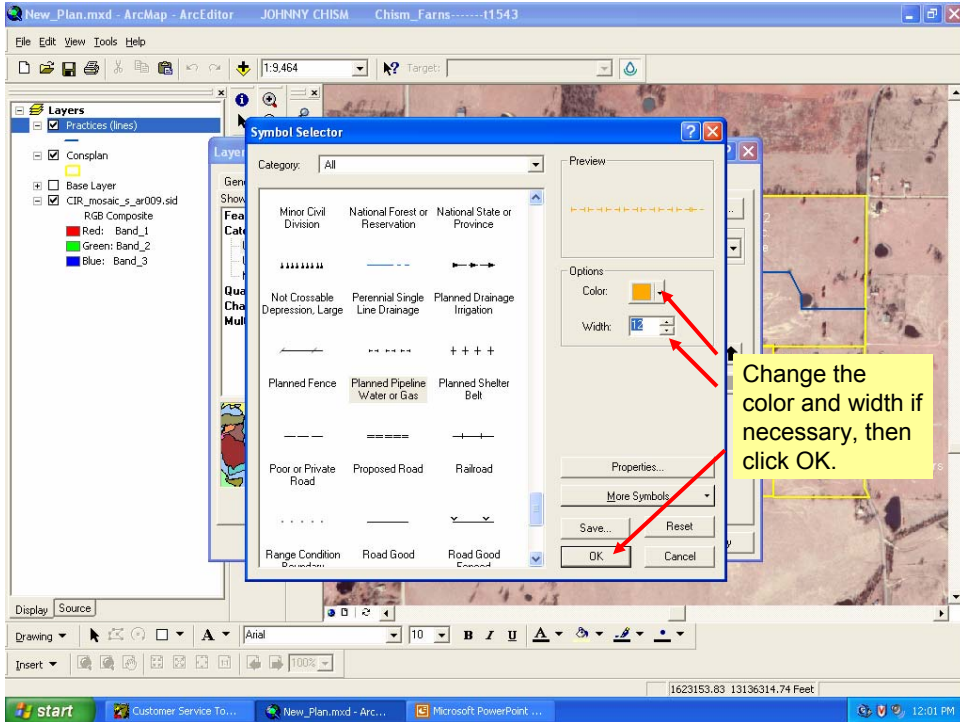


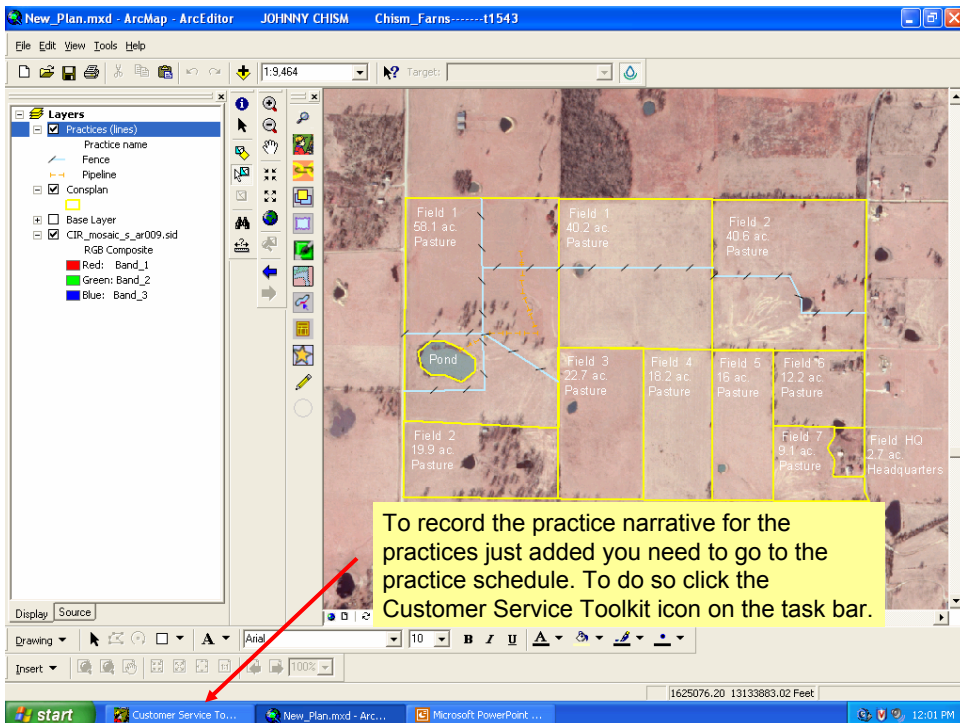
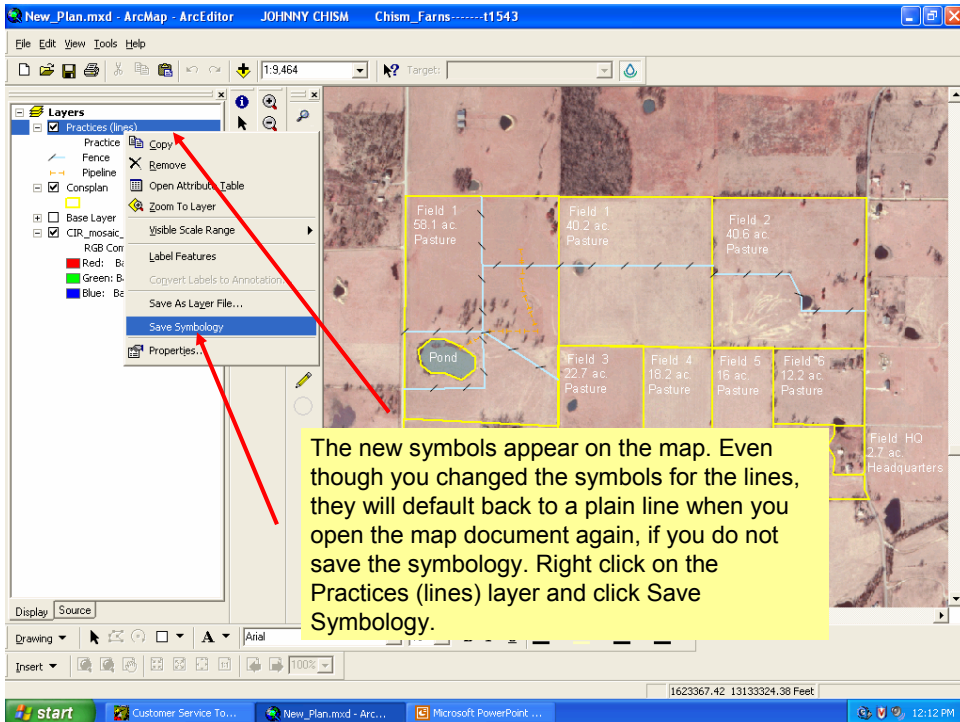












You are returned to Customer Service Toolkit, click the Practice Schedule tab if you are not already there. Select the plan by clicking the dropdown button in the Select a Plan window. The land units appear with the practices that were just digitized. Notice no narratives are entered for the practices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

Tract Number	Land Unit	Practice	Narrative	Planned Amou	Units	Month	Year	Applied Amou	Applied Date	Program	Source
1543	1	382		1345.3	lt	03	2007				Toolkit v5.0
1543	2	382		1560.8	lt	03	2006				Toolkit v5.0
1544	1	382		4540.7	lt	03	2005				Toolkit v5.0
1544	1	516		1389.1	lt	06	2008				Toolkit v5.0

The narrative window appears, choose a narrative and click OK.

ID	Text
00N	Construct a fence for use as a barrier to wildlife, livestock, or people.
00N1	Construct a fence around the pond to exclude livestock.
00N2	Construct a cross fence to better distribute grazing.
00N8	Construct a four wire barb fence at the location at the plan map. Follow the fencing specifications when constructing the fence.
00N9	Construct a crossfence to better distribute grazing. Follow the fencing specifications when constructing the fence.

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amo	Applied Date	Program	Source
1543	1	382	00N8	1345.3	it	03	2007				Toolkit v5.0
1543	2	382	00N8	1560.8	it	03	2006				Toolkit v5.0
1544	1	382	00N8	4540.7	it	03	2005				Toolkit v5.0
1544	1	516	1	1389.1	it	06	2008				Toolkit v5.0

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amo	Applied Date	Program	Source
1543	1	382	00N8	1345.3	it	03	2007				Toolkit v5.0
1543	2	382	00N8	1560.8	it	03	2006				Toolkit v5.0
1544	1	382	00N8	4540.7	it	03	2005				Toolkit v5.0
1544	1	516	1	1389.1	it	06	2008				Toolkit v5.0

Customer Service Toolkit JOHNNY CHISM \Chism_Farms-----11543

General Assistance Notes Land Units Practice Schedule Customer Files

Land Units
Plan: Conspan
Tract 1543
Tract 1544

Conservation System
Guide: No Guide Available
System: No System Available
CSG unavailable: multiple land uses selected

All Practices
316 Animal Mortality Facility
317 Composting Facility
328 Conservation Crop Rotation
338 Prescribed Burning
342 Critical Area Planting
378 Pond
382 Fence
201 Riparian Erosion Buffer

Schedule
Plan Date: Dec

Tract Number	Land Unit	Practice	Narrative	Plan	Applied Amou	Applied Date	Program	Source
1543	1	382	00N8	1345				Toolkit v5.0
1543	2	382	00N8	1561				Toolkit v5.0
1544	1	382	00N8	4541				Toolkit v5.0
1544	1	516	1	1383	06	2008		Toolkit v5.0

Toolkit Information
Practice Schedule has been saved.
OK

Click OK.
To return to ArcGIS click the New_plan.mxd icon on the task bar.

Task bar: Customer Service To..., New_Plan.mxd - Arc..., Microsoft PowerPoint ...

New_Plan.mxd - ArcMap - ArcEditor JOHNNY CHISM Chism_Farms-----11543

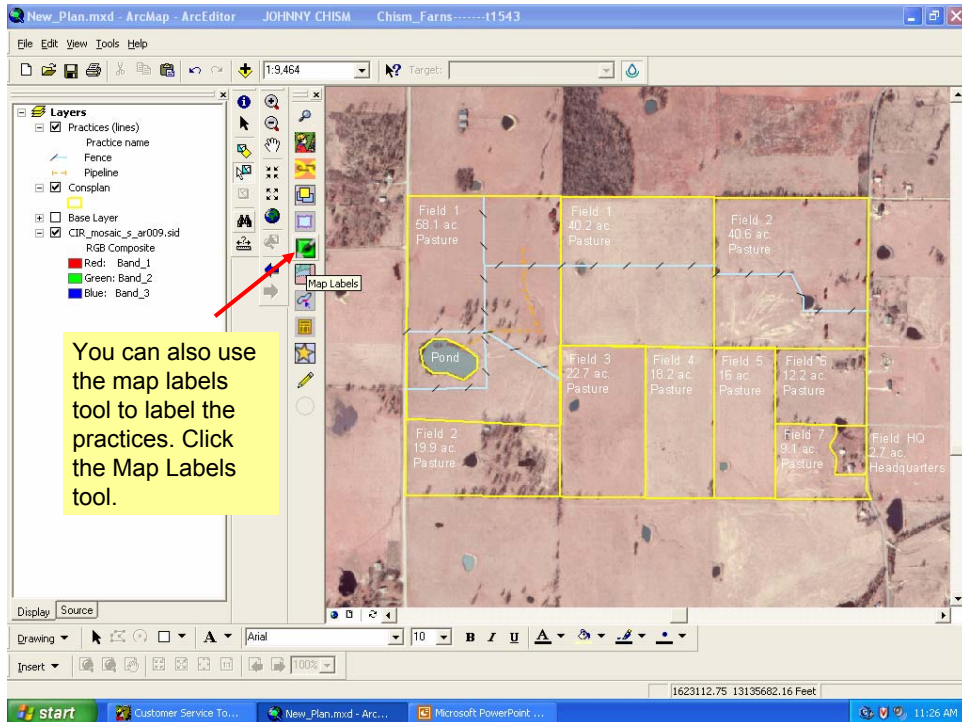
File Edit View Tools Help

Layers
Practices (lines)
Practice name
Fence
Pipeline
Conspan
Base Layer
CIR_mosaic_s_ar009.sid
RGB Composite
Red: Band_1
Green: Band_2
Blue: Band_3

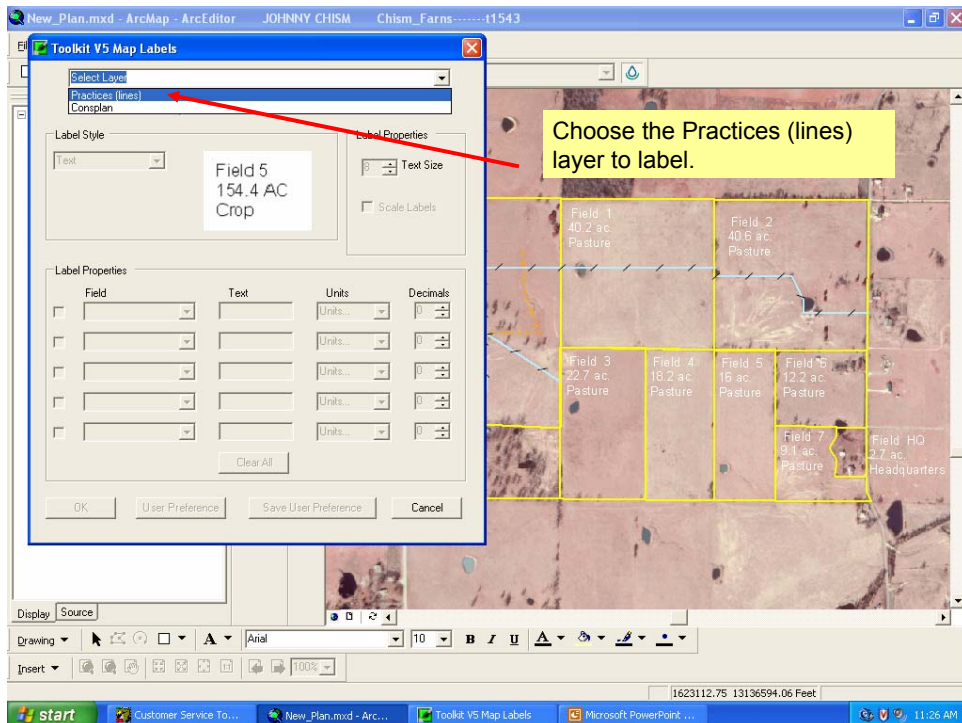
Field 1 58.1 ac Pasture
Field 1 40.2 ac Pasture
Field 2 40.6 ac Pasture
Field 3 22.7 ac Pasture
Field 4 10.2 ac Pasture
Field 5 16 ac Pasture
Field 6 12.2 ac Pasture
Field 7 9.1 ac Pasture
Field HQ 2.7 ac Headquarters
Pond

You are returned to the map document.

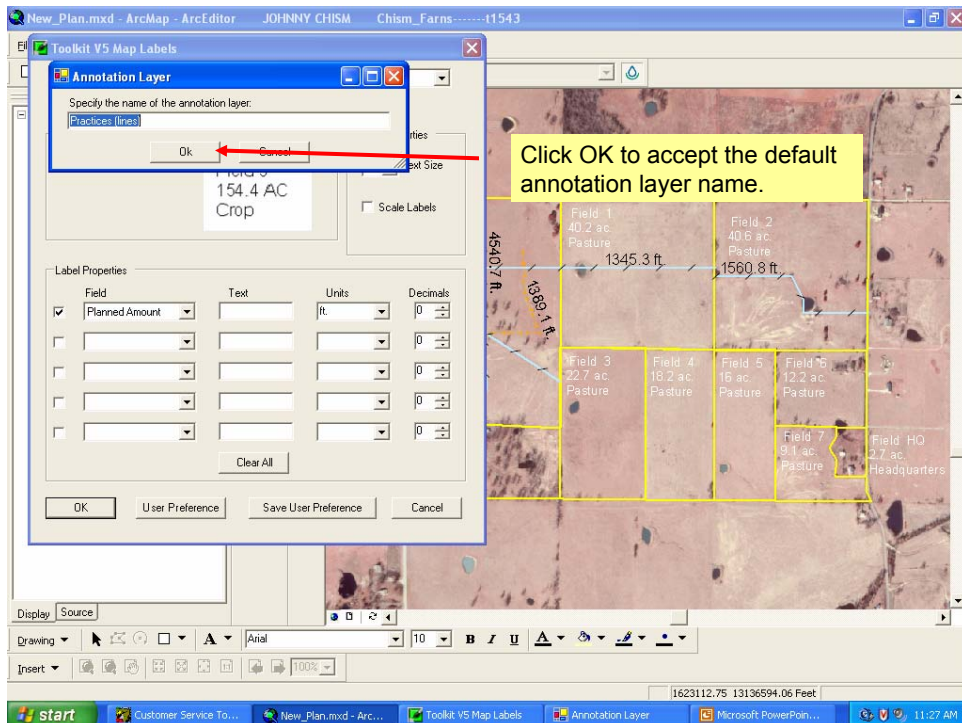
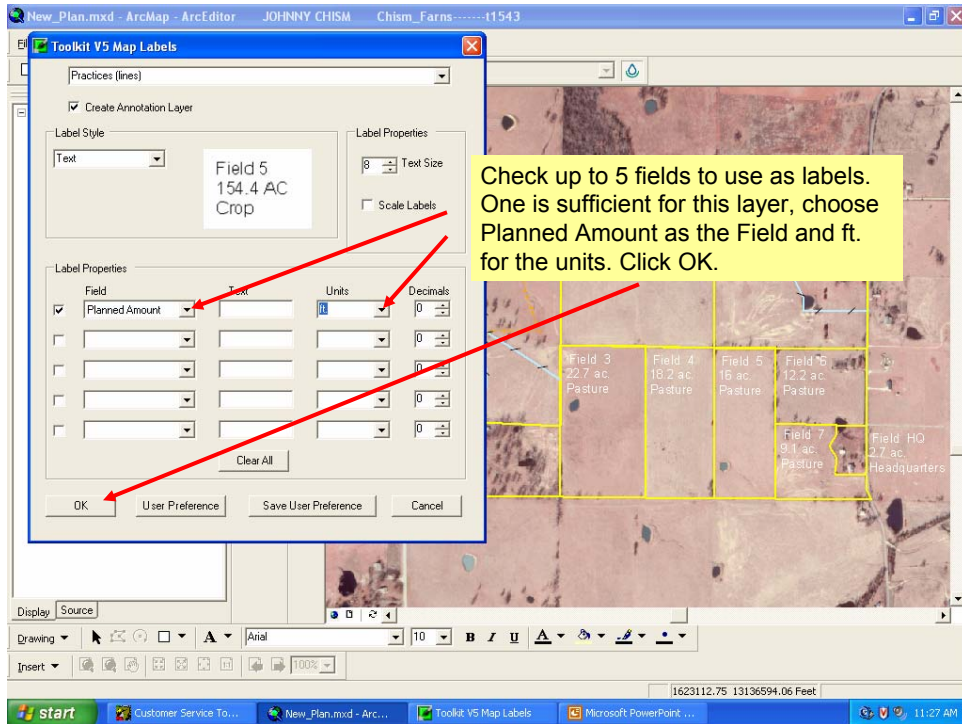
Task bar: Customer Service To..., New_Plan.mxd - Arc..., Microsoft PowerPoint ...

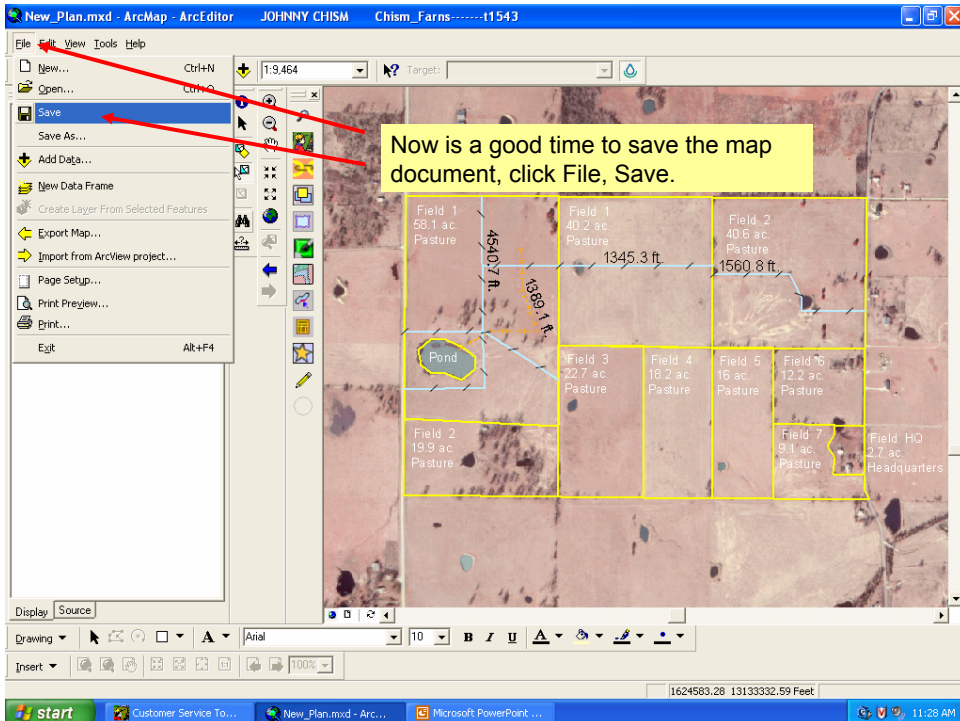
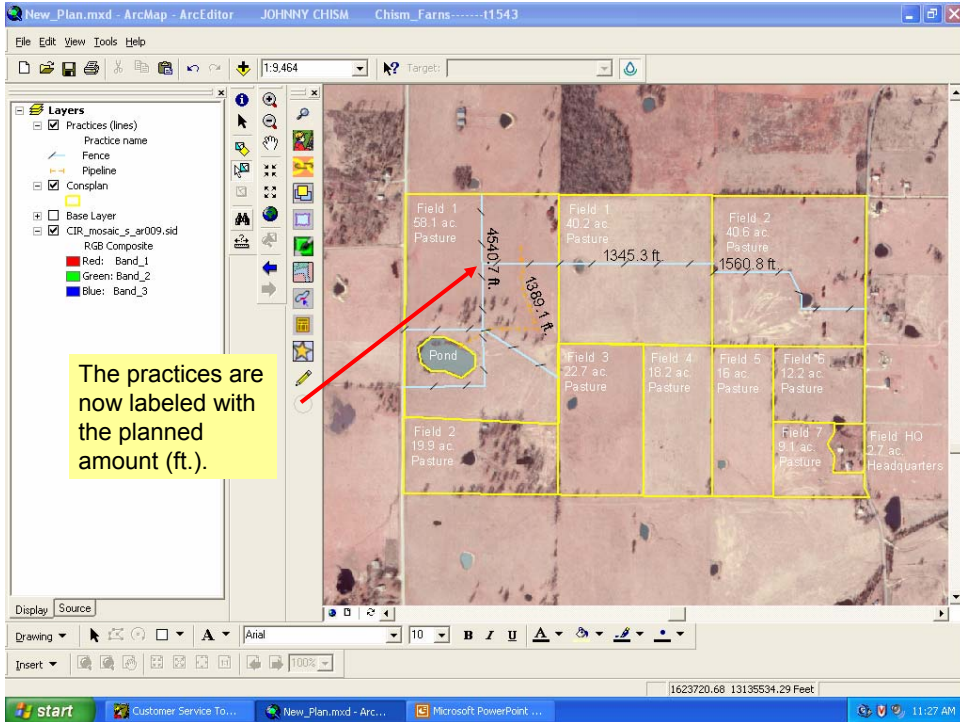


You can also use the map labels tool to label the practices. Click the Map Labels tool.



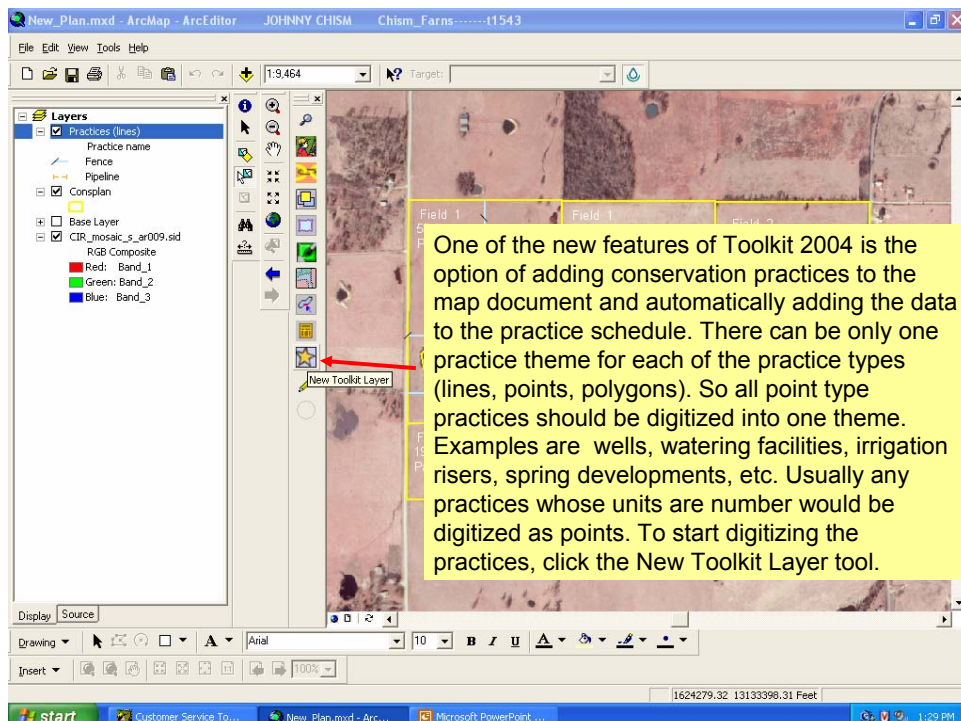
Choose the Practices (lines) layer to label.

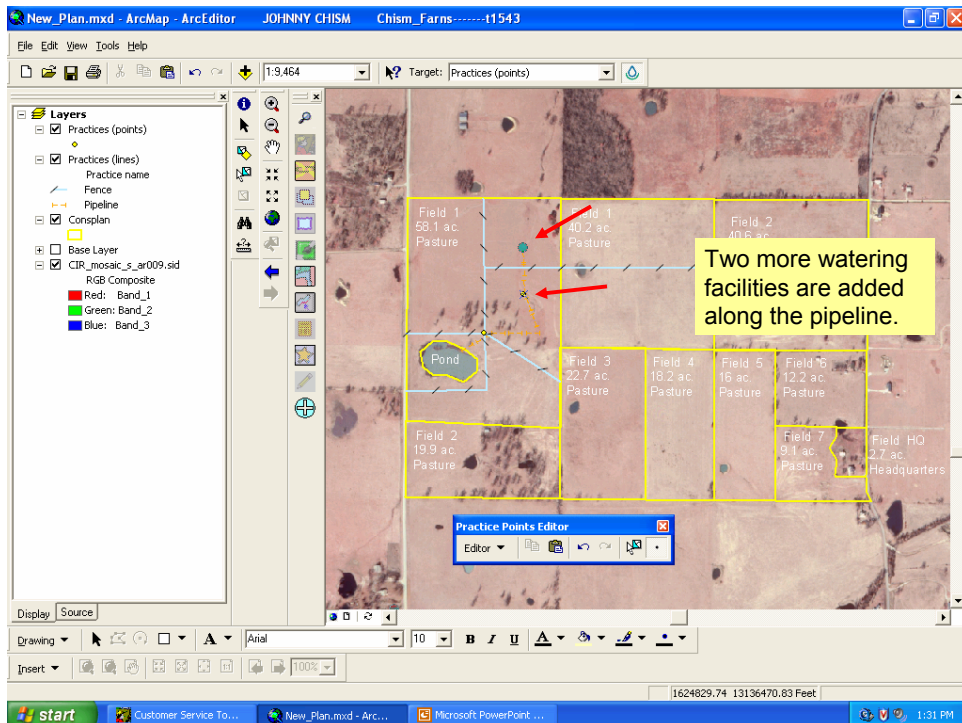
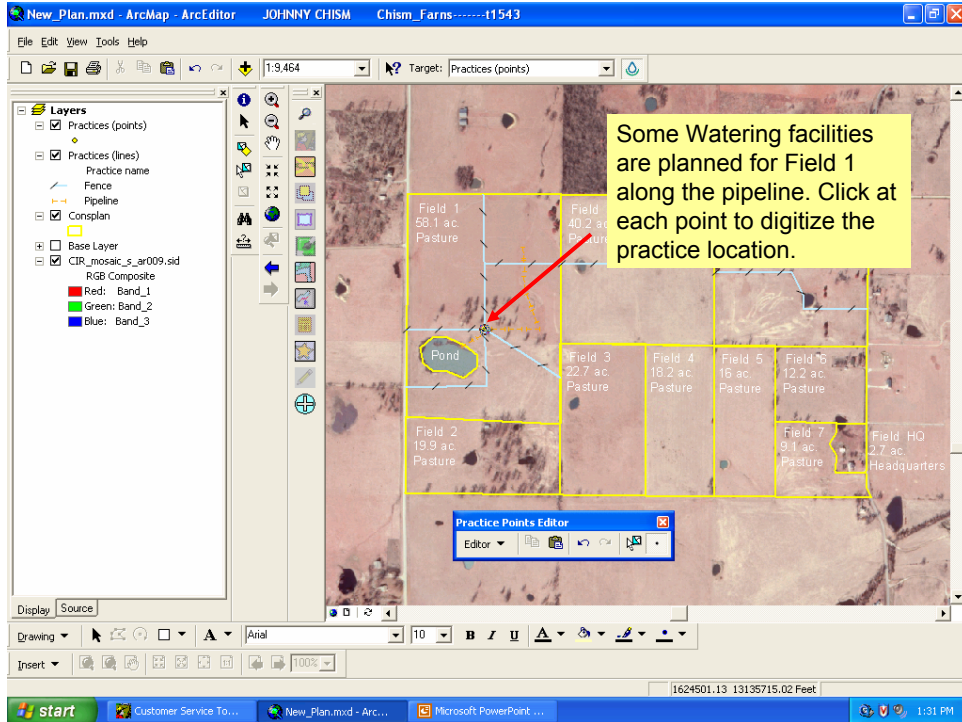


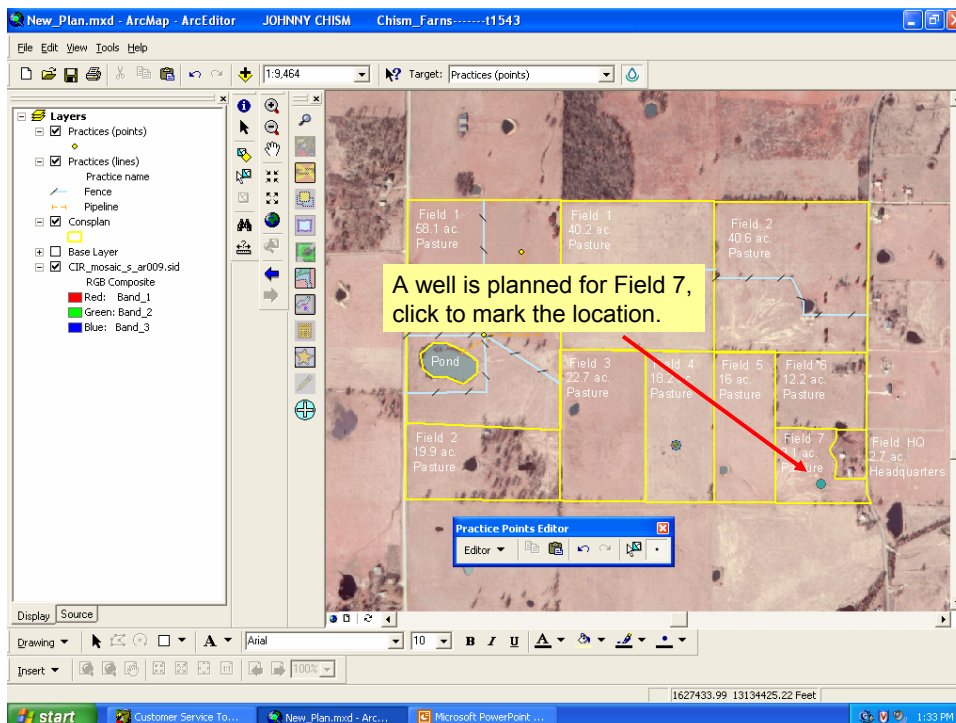
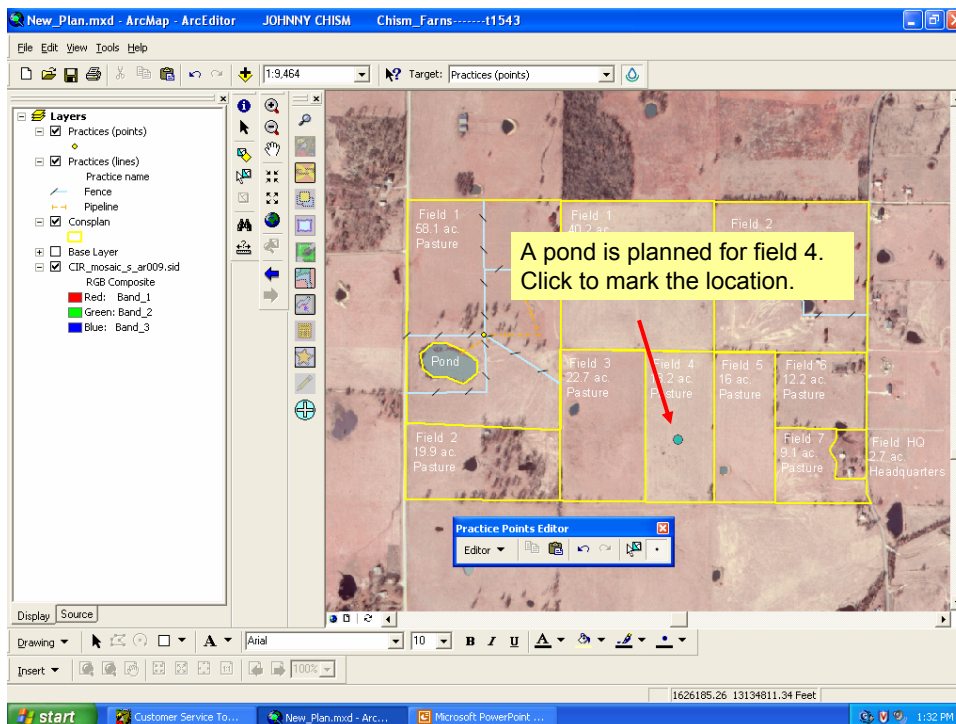


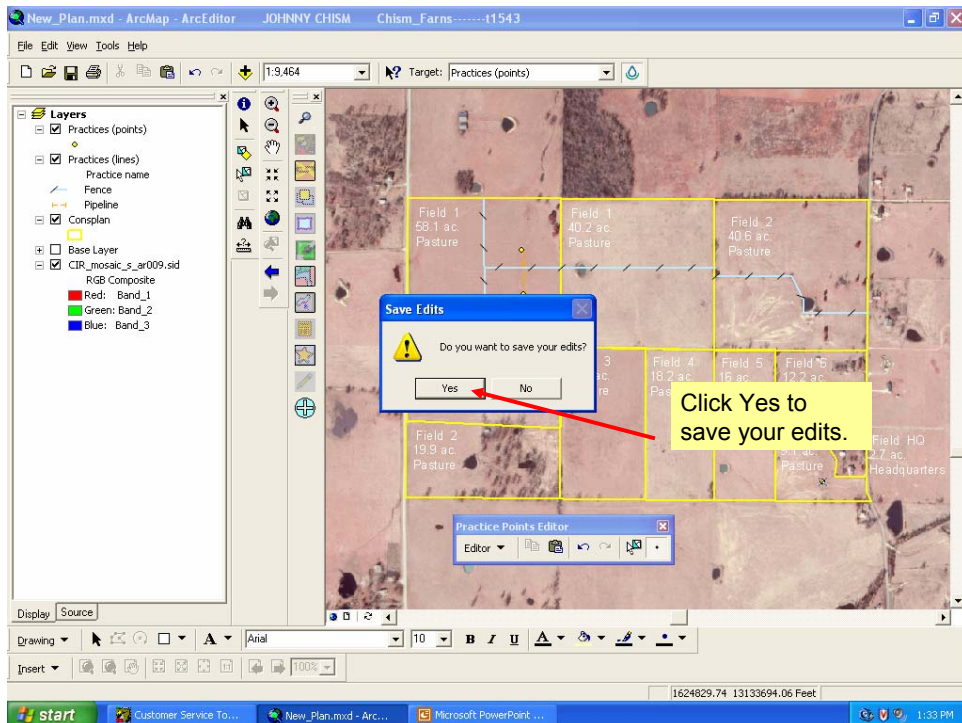
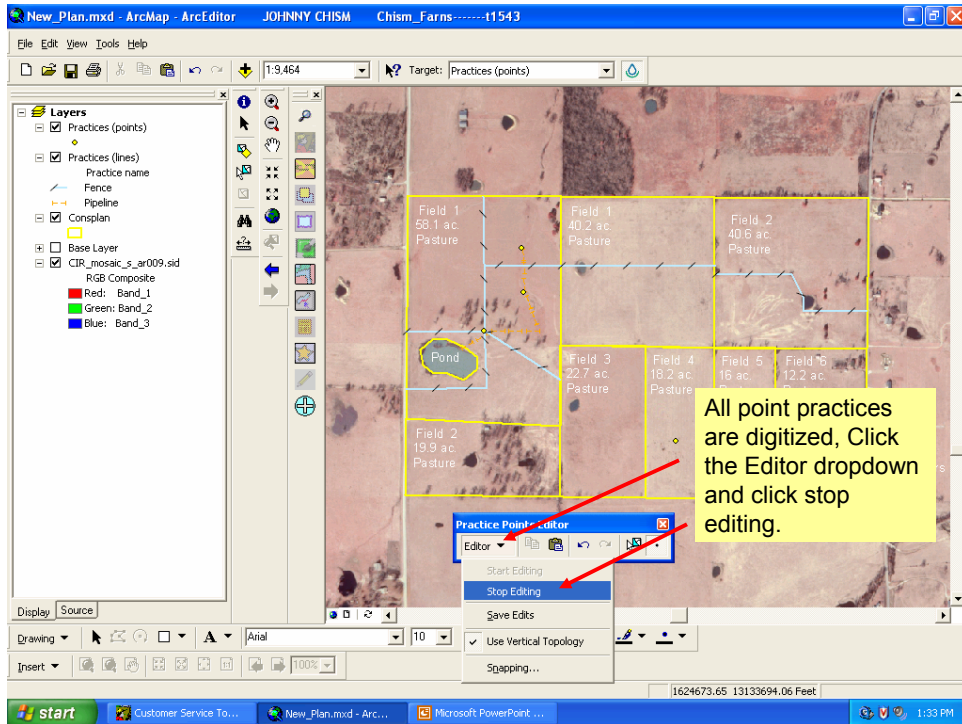
Digitizing Point Type Conservation Practices

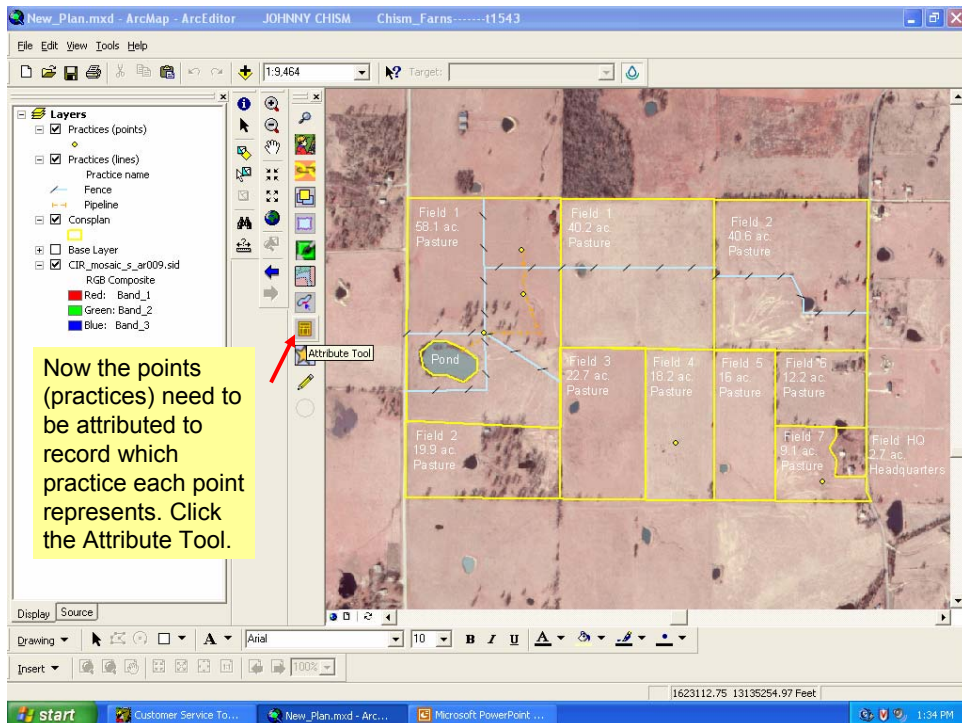
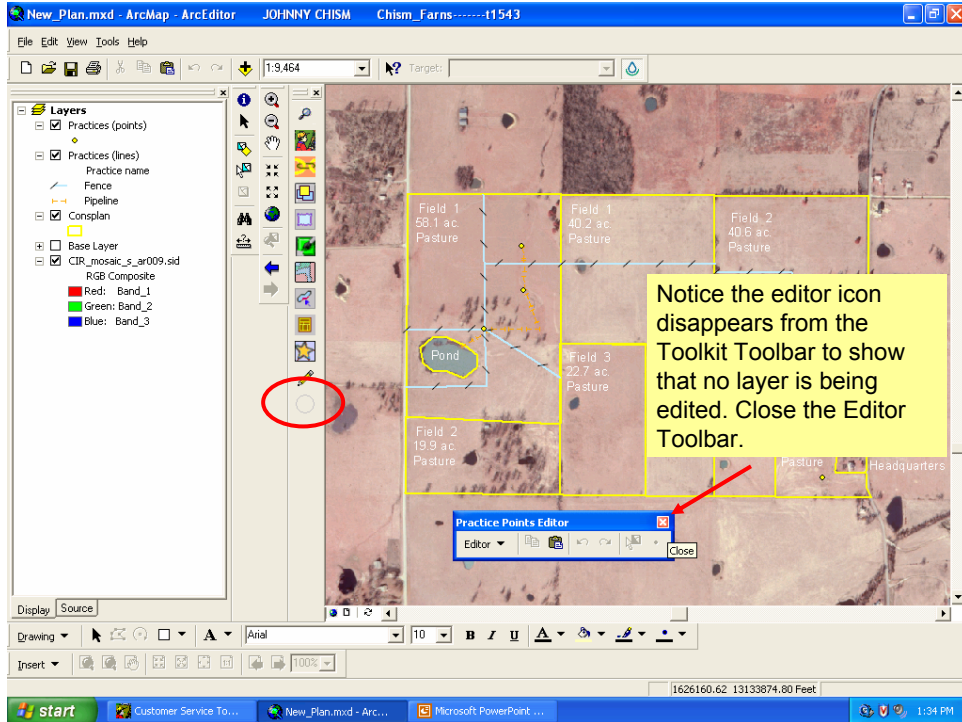
Toolkit 2004

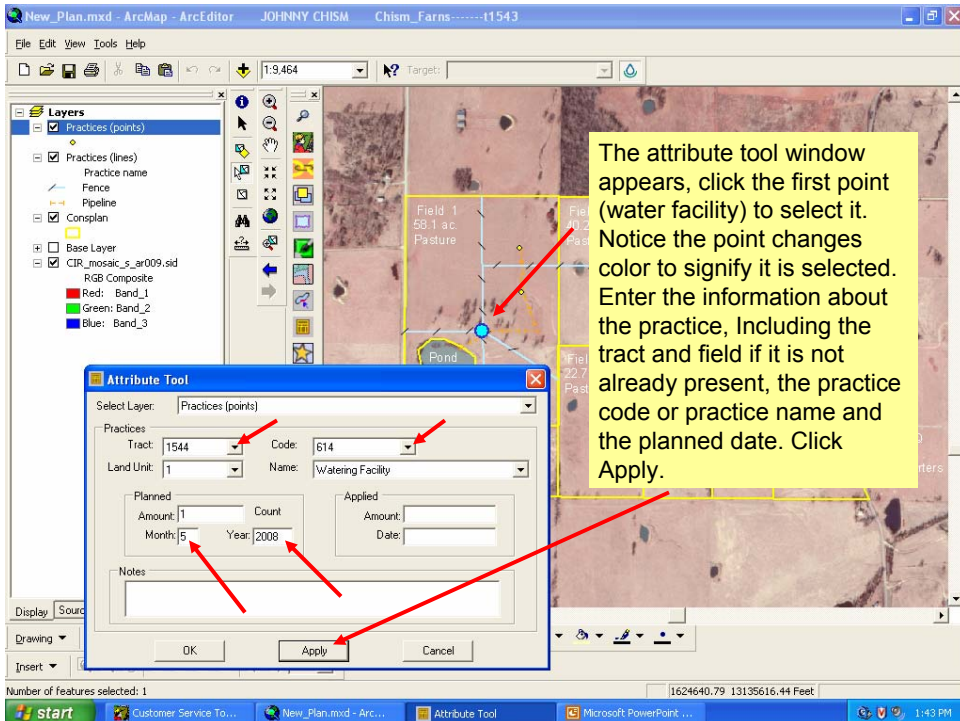
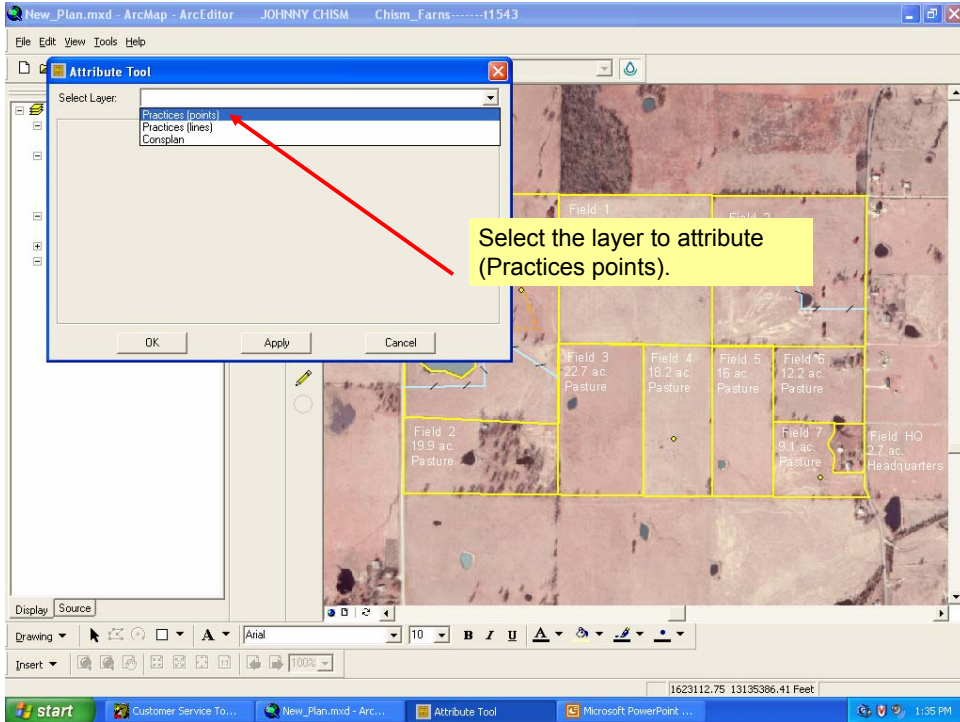


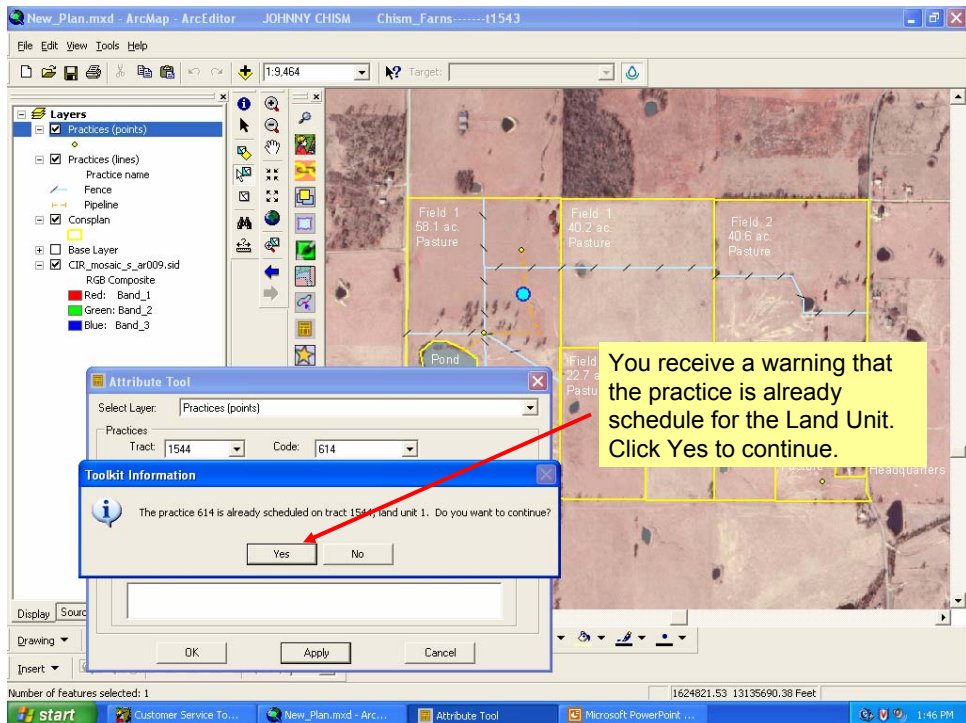
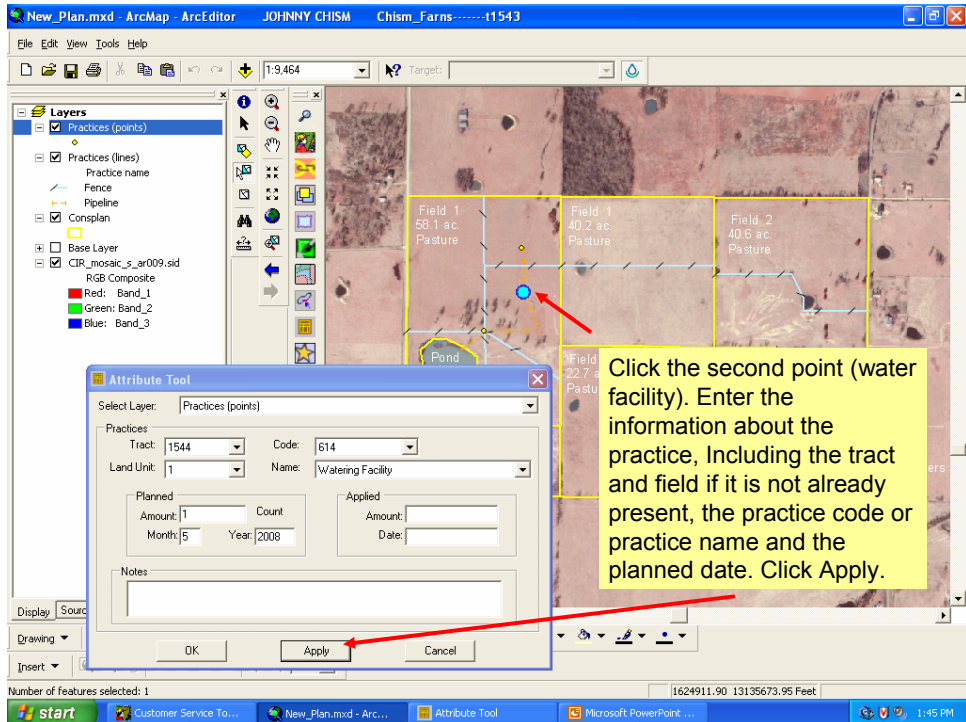


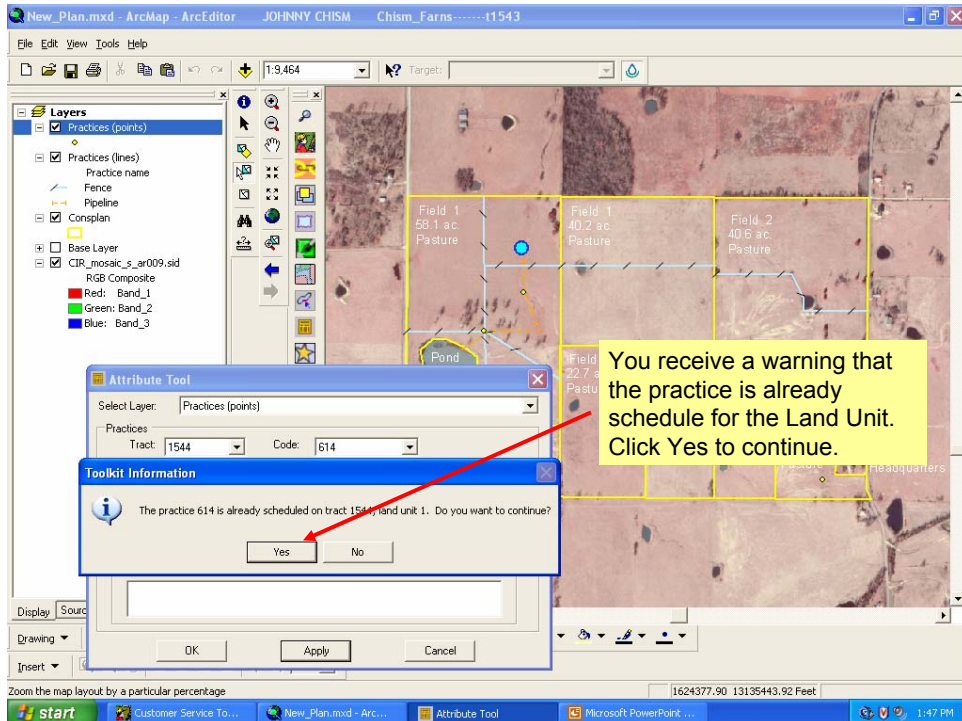
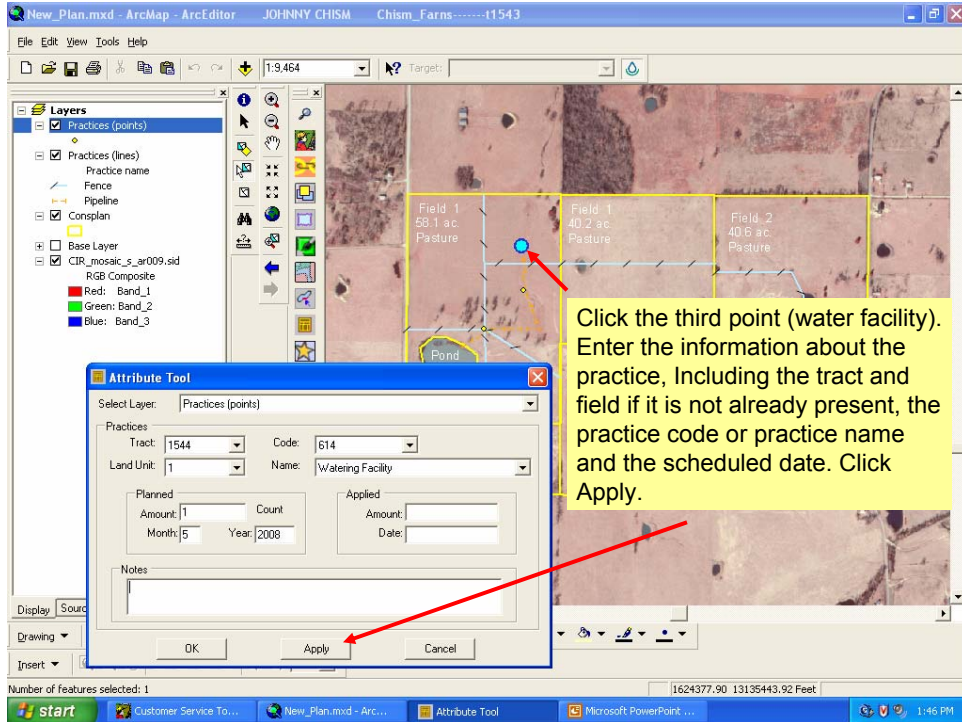


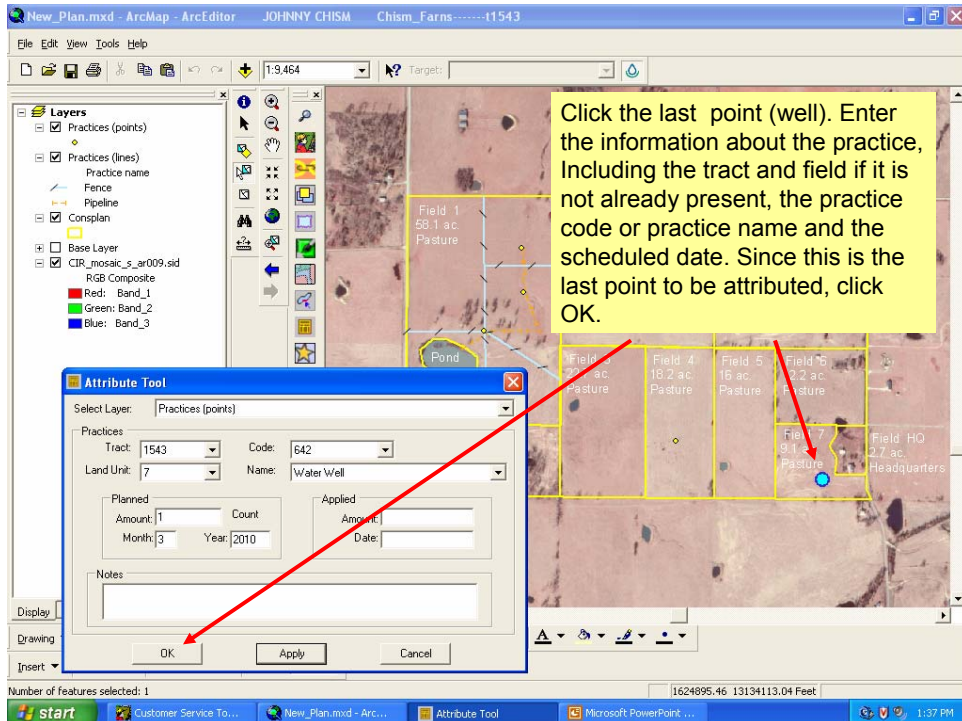
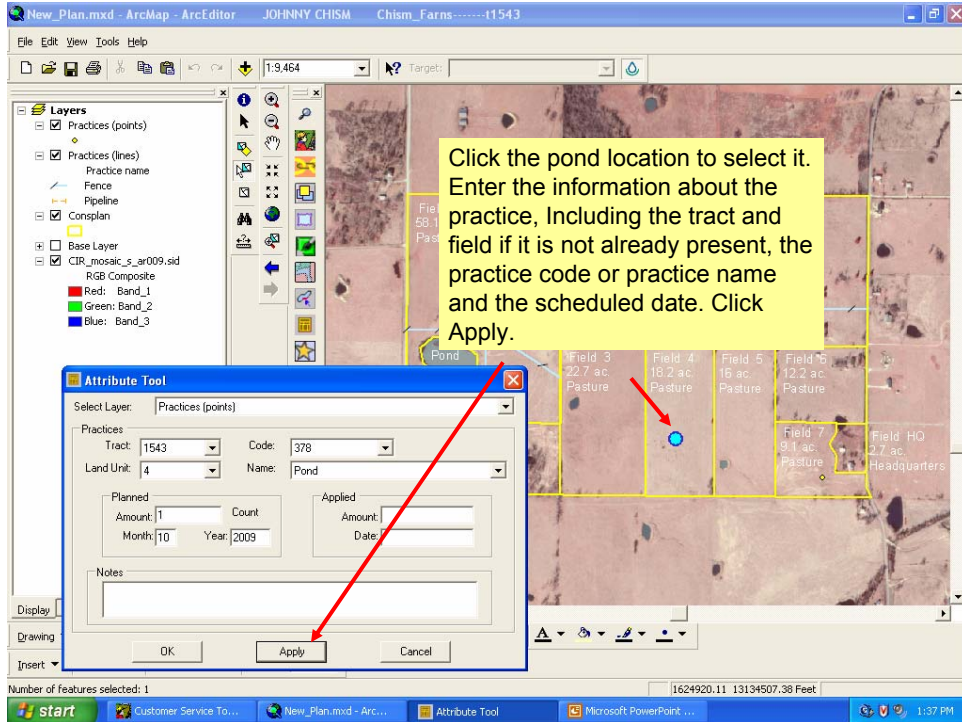


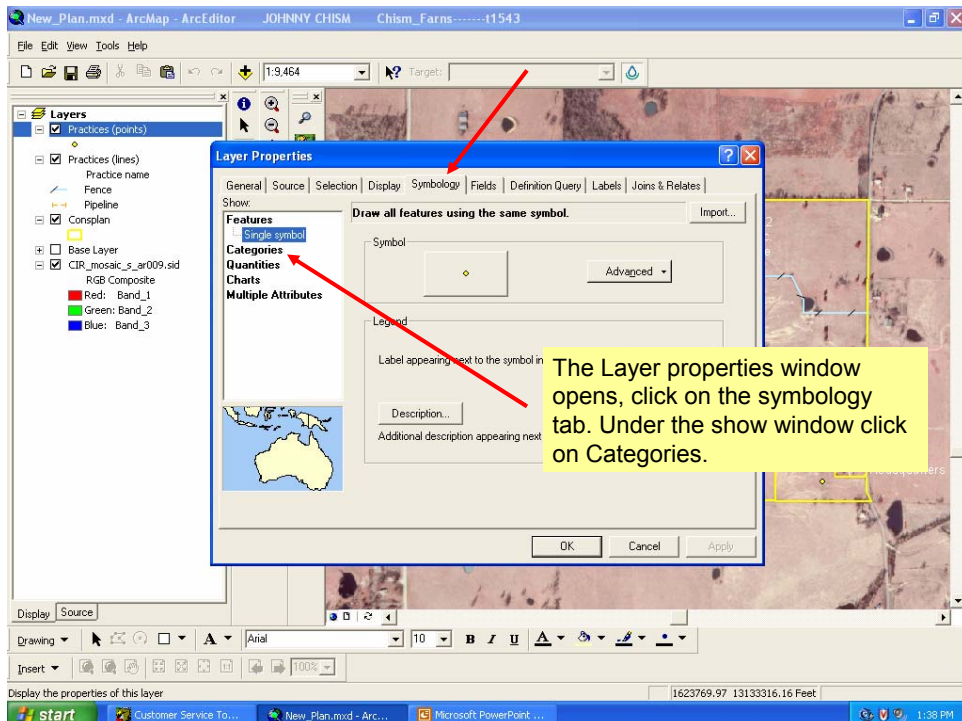
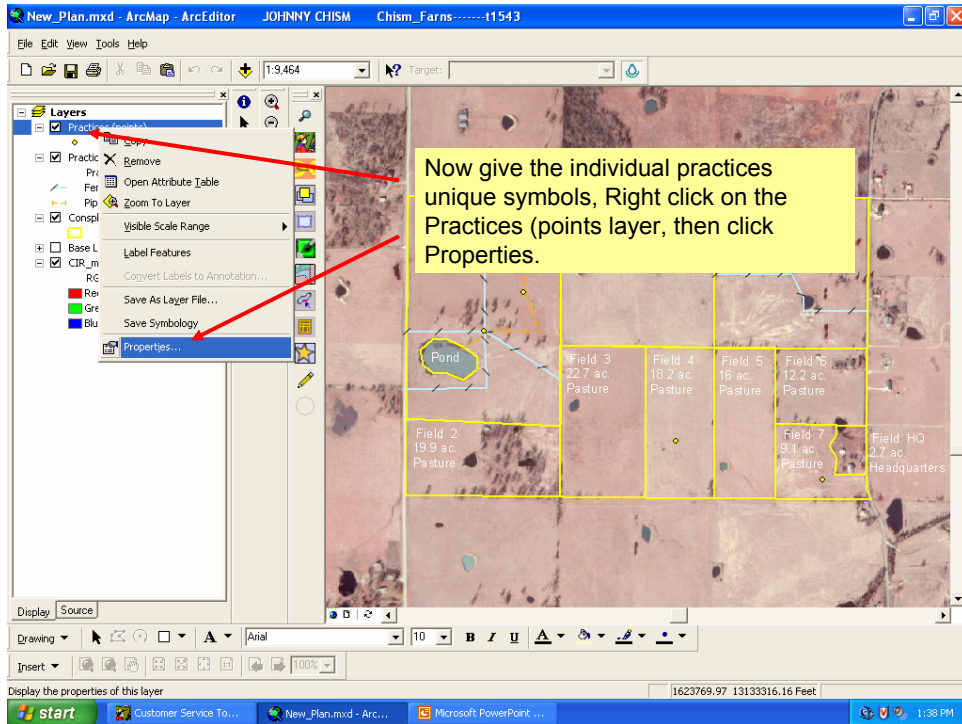


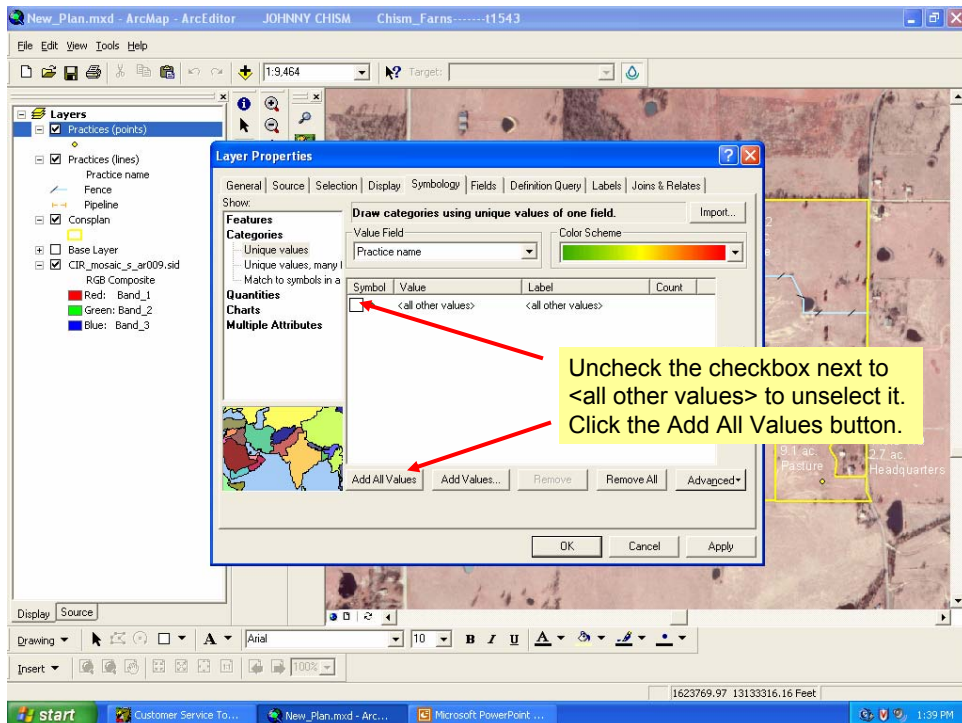
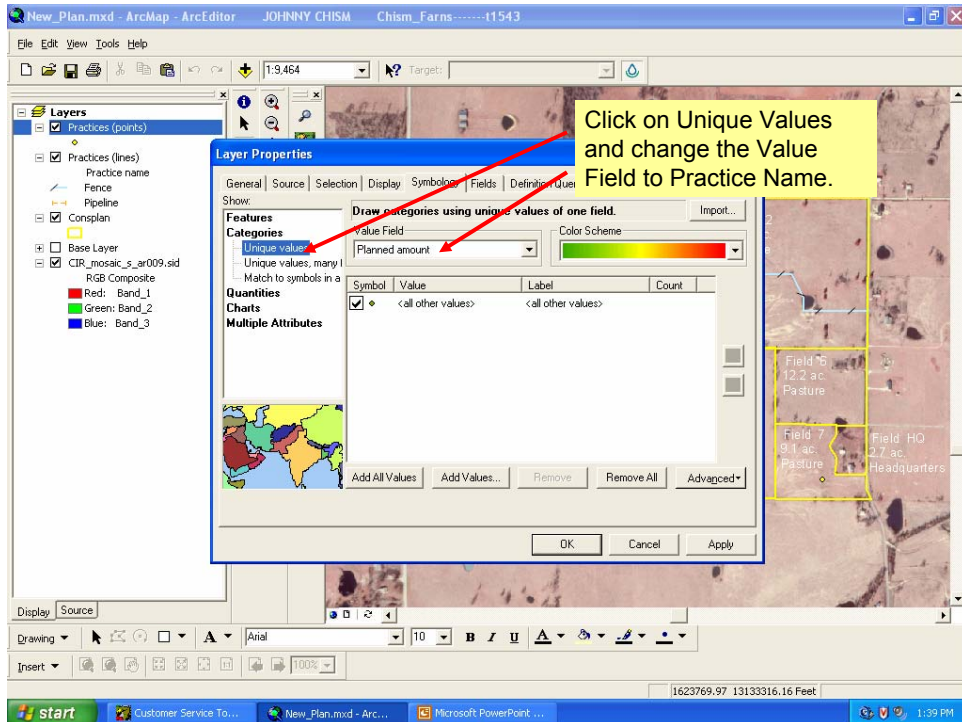


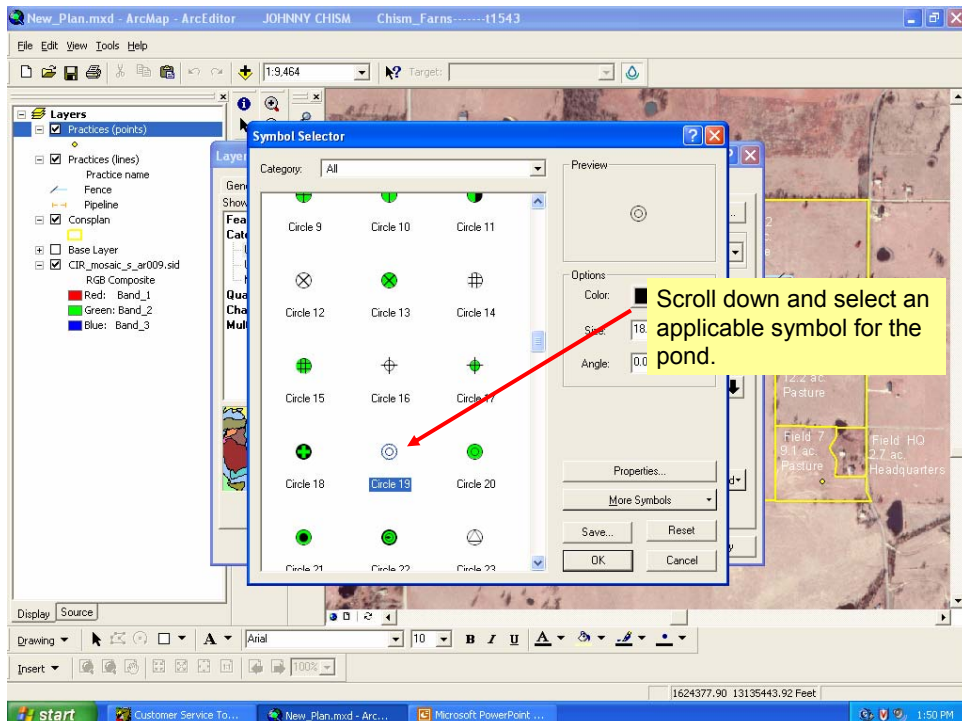
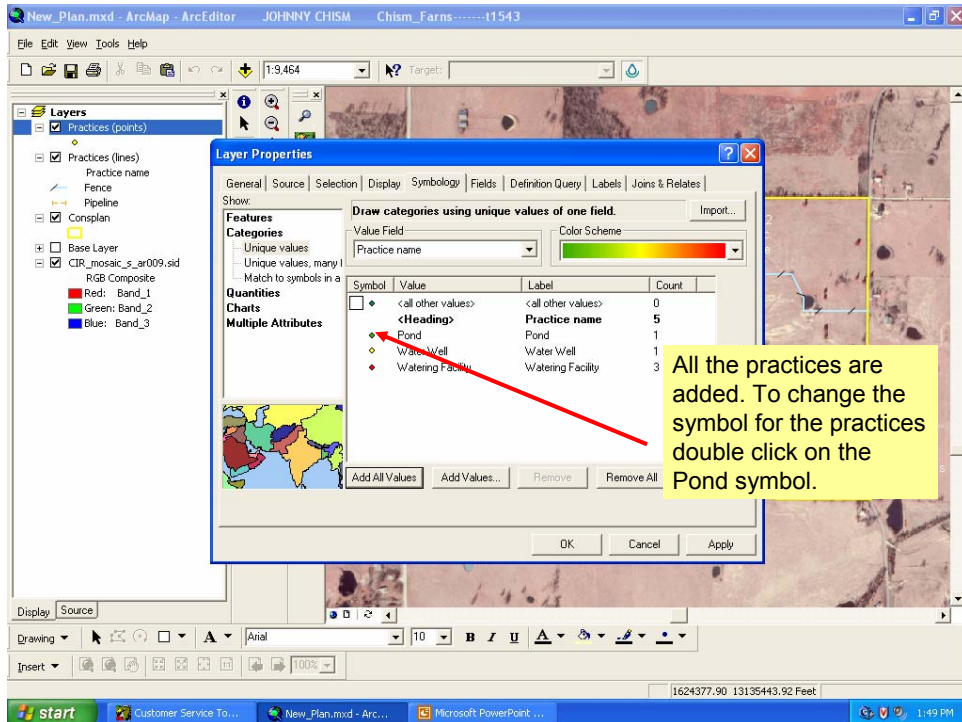


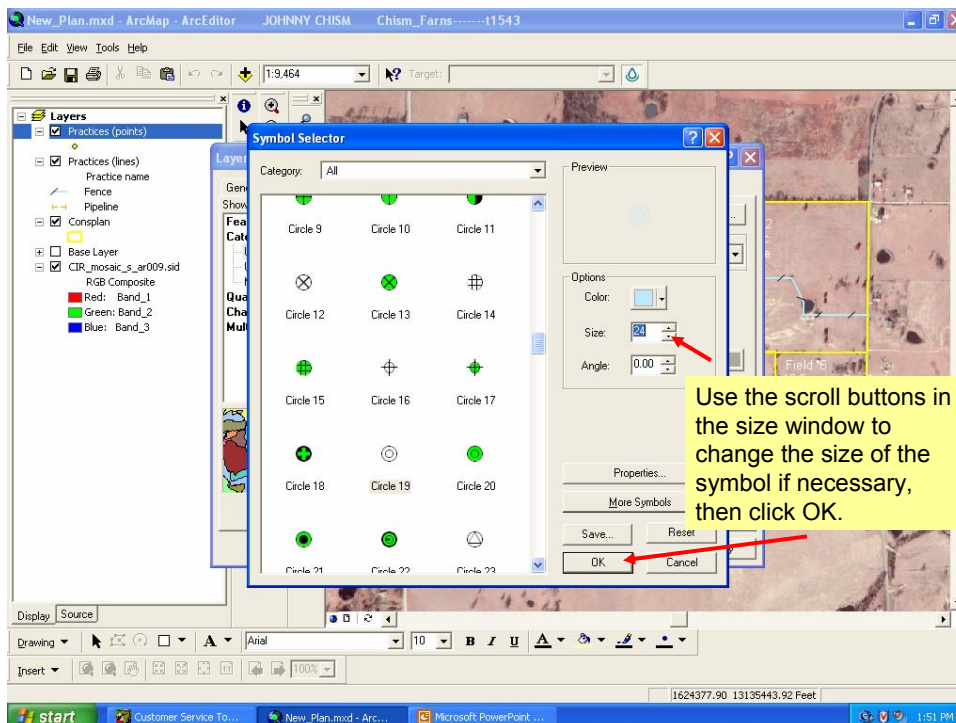
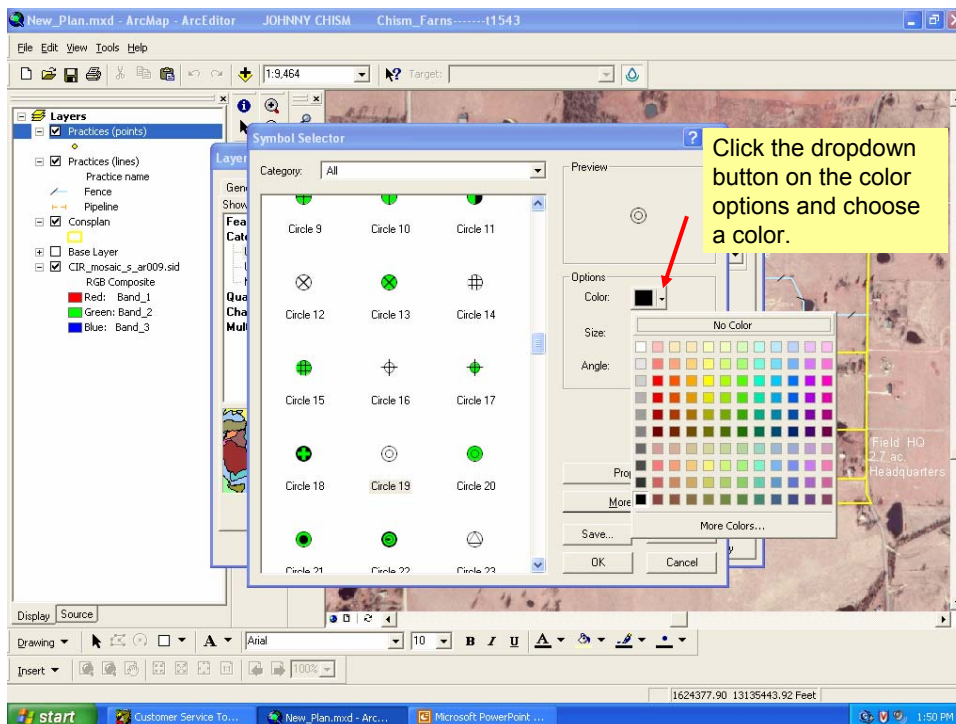


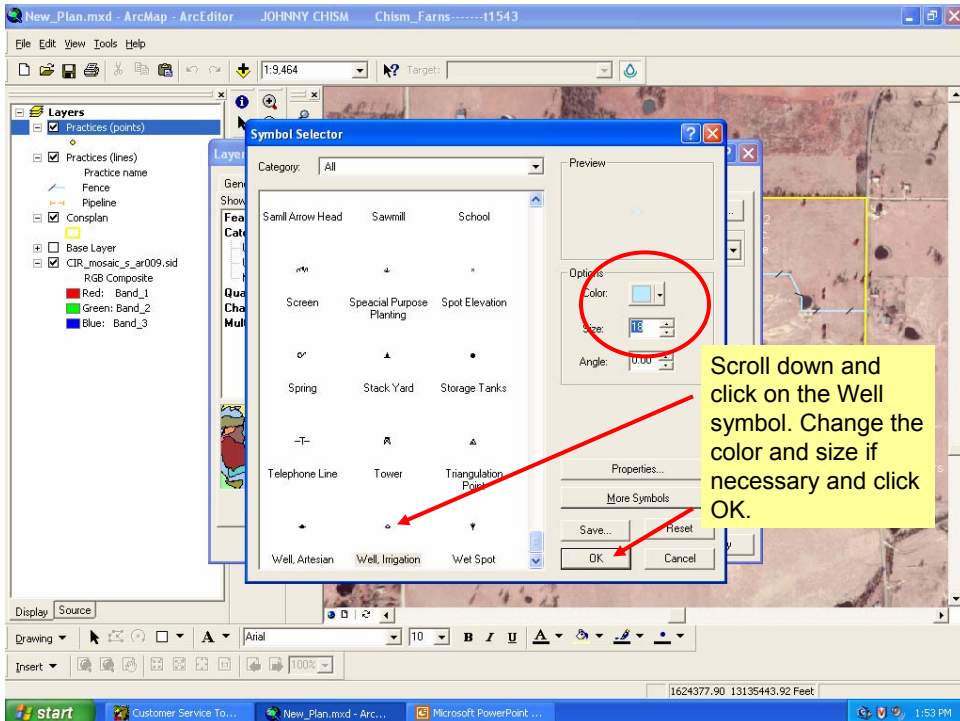
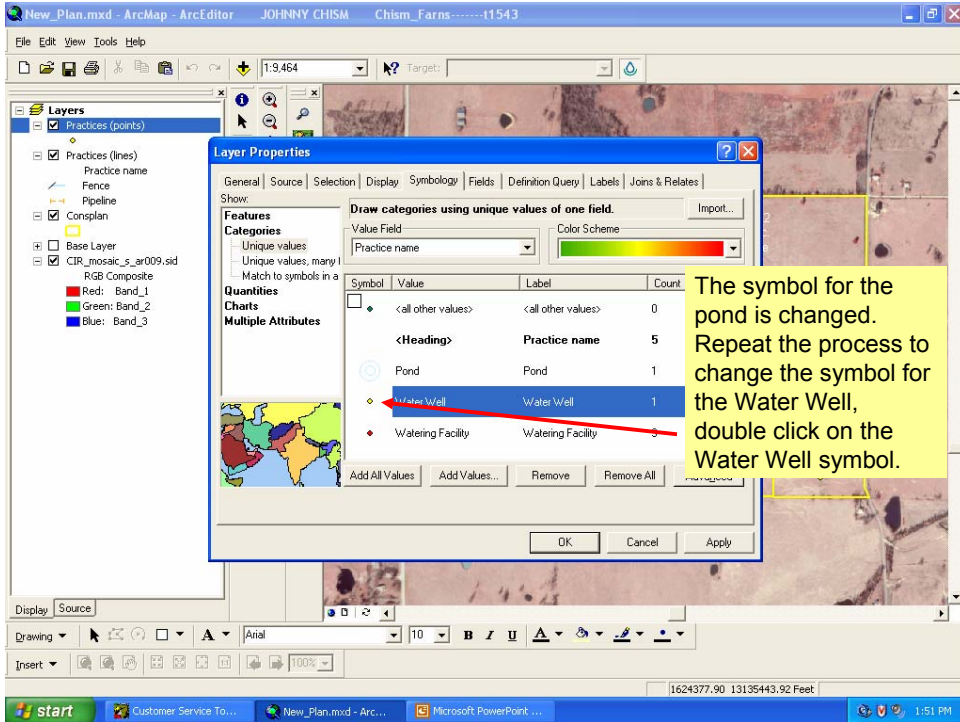


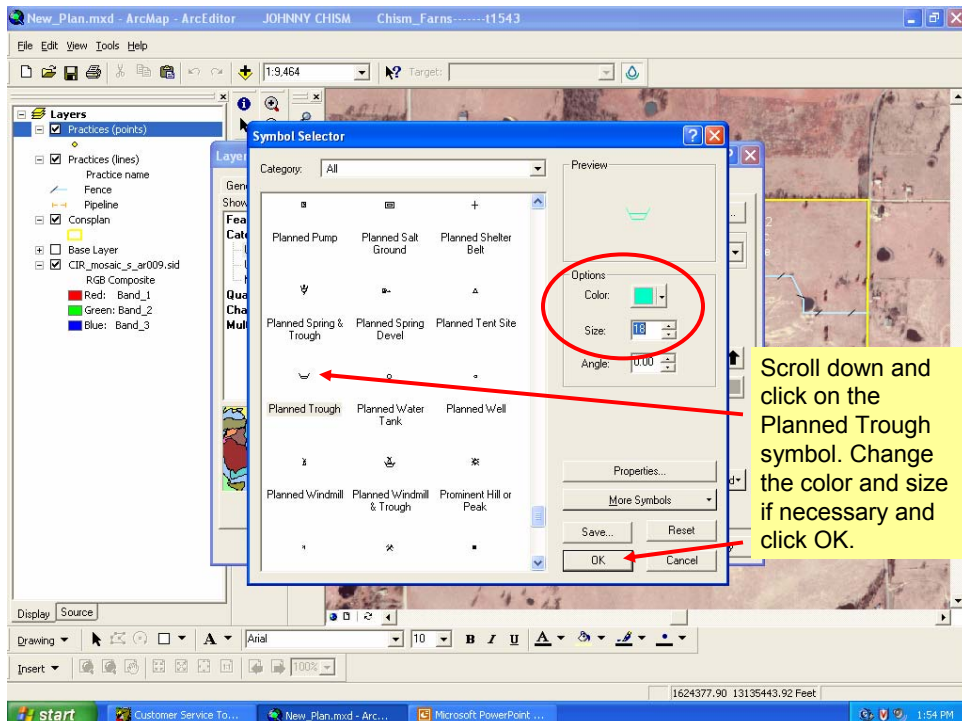
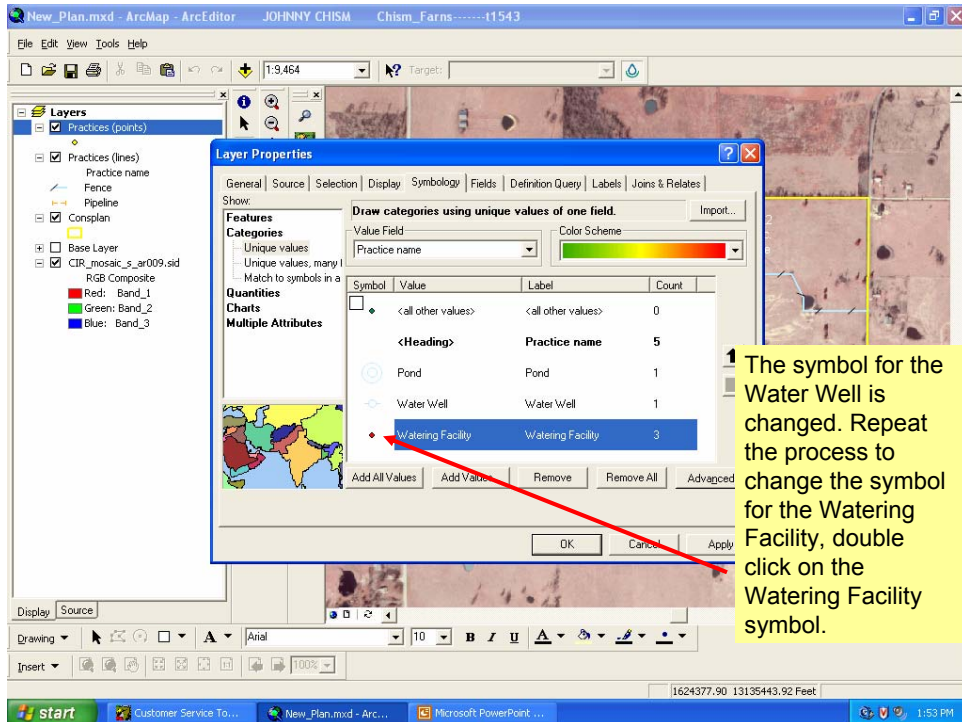


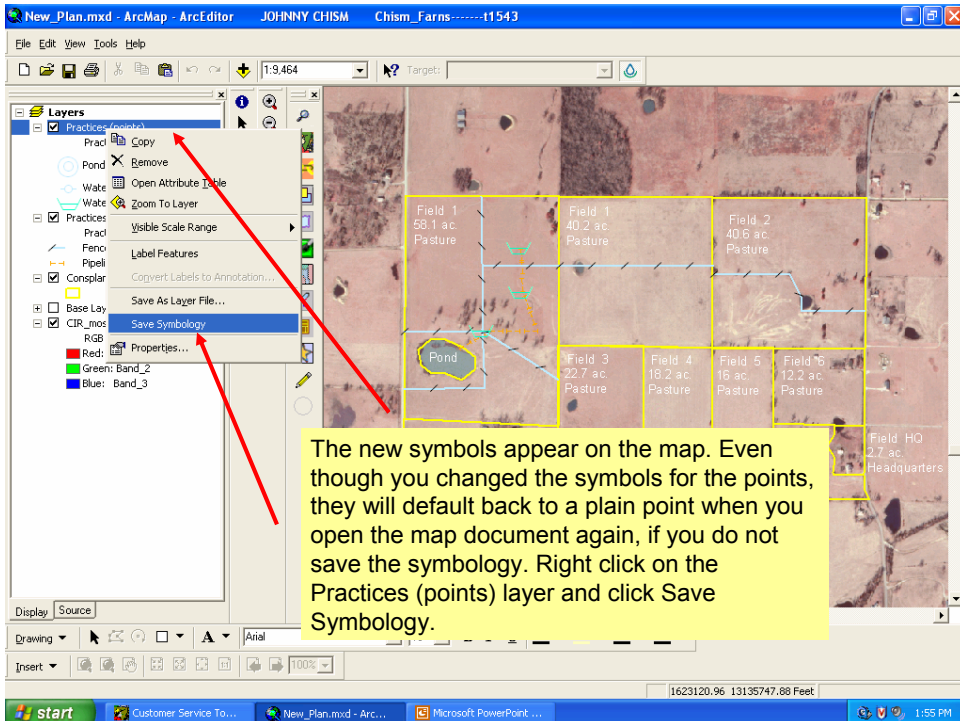
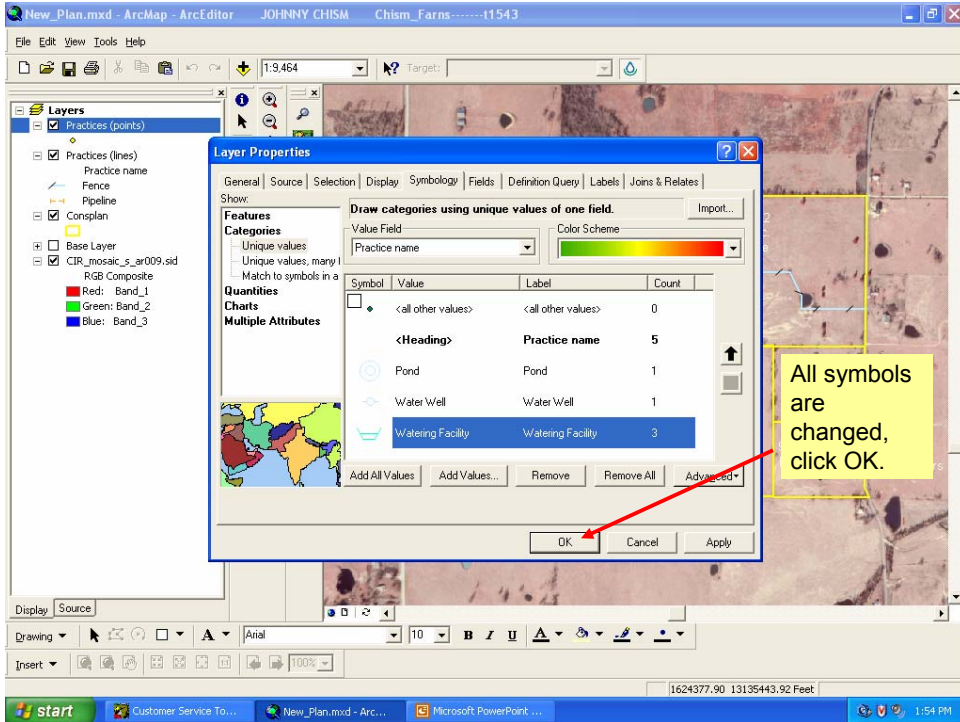


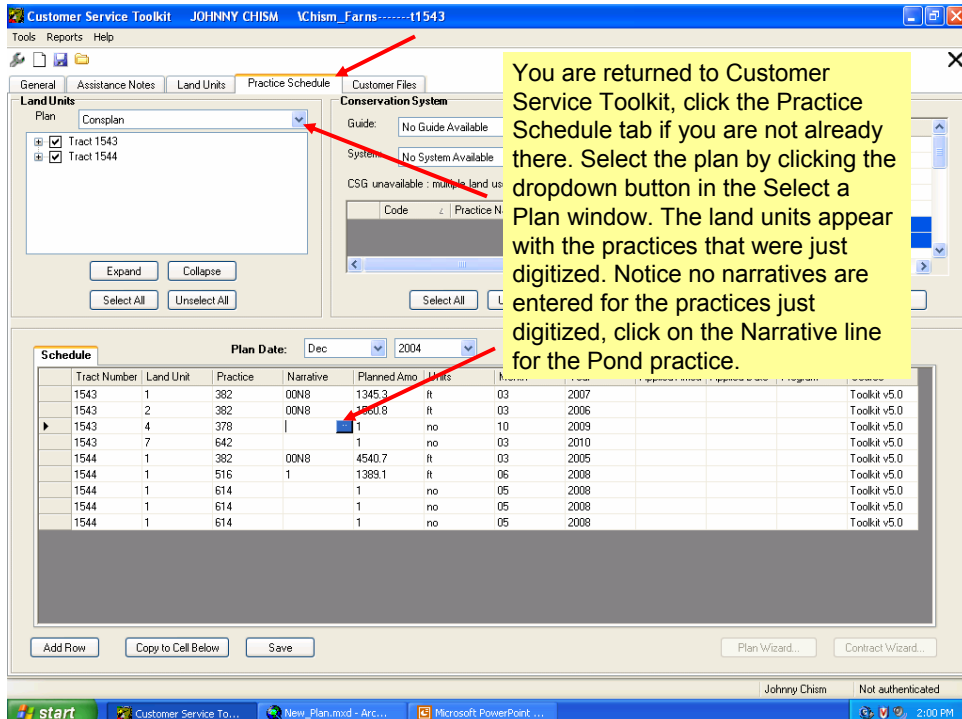
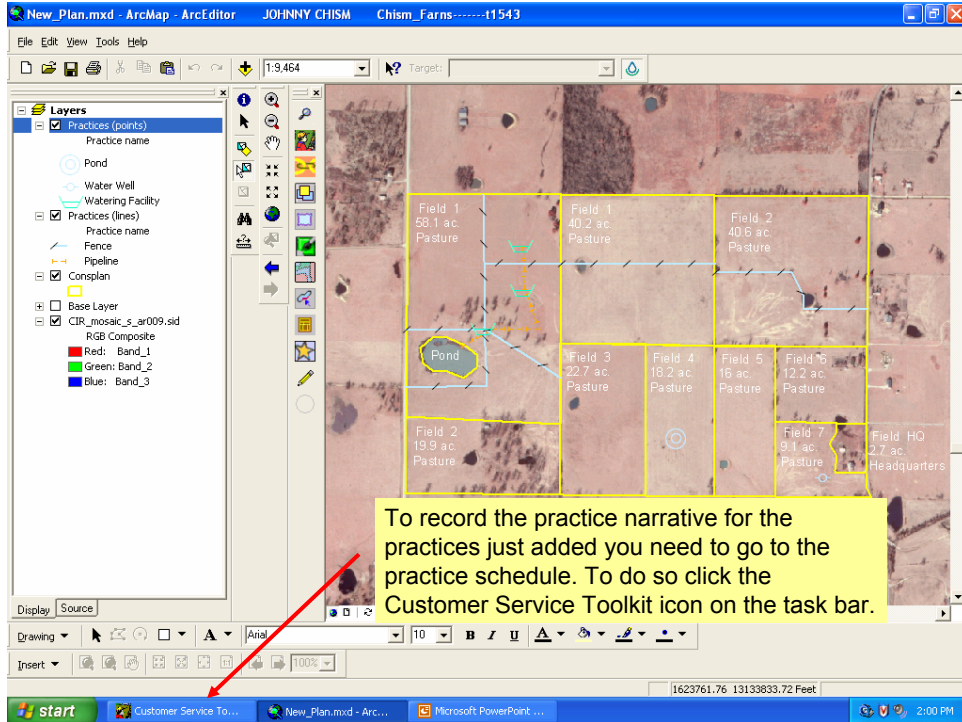












Practice Narratives

Practice Code: 378 Name: Pond

ID	Text
00N	Construct a water impoundment to provide water.
001	Construct pond at location indicated on the conservation plan map. The pond will be used primarily for livestock and water storage. Pond should be fenced to control livestock access to dam and water edge.
002	Construct pond at location indicated on the conservation plan map. The pond will be used primarily for livestock and water storage. Pond should be fenced to control livestock access to dam and water edge.
003	Construct pond at location indicated on the conservation plan map. The pond will be used primarily for livestock and water storage. Pond should be fenced to control livestock access to dam and water edge.

Modified Narrative: Construct pond at location indicated on the conservation plan map. The pond will be used primarily for livestock and water storage. Pond should be fenced to control livestock access to dam and water edge.

Buttons: Check Spelling, OK, Cancel

Callout: The narrative window appears, choose a narrative and click OK.

Practice Schedule

Plan Date: Dec 2004

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amo	Applied Date	Program	Source
1543	1	382	00N8	1345.3	lt	03	2007				Toolkit v5.0
1543	2	382	00N8	1560.8	lt	03	2006				Toolkit v5.0
1543	4	378	001	1	no	10	2009				Toolkit v5.0
1543	7	642	00N	1	no	03	2010				Toolkit v5.0
1544	1	382	00N8	4540.7	lt	03	2005				Toolkit v5.0
1544	1	516	1	1389.1	lt	03	2008				Toolkit v5.0
1544	1	614	002	3	no						Toolkit v5.0
1544	1	614		1	no						Toolkit v5.0
1544	1	614		1	no						Toolkit v5.0

Callout: 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..

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Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer Files

Land Units
Plan: Conspan
Tract 1543
Tract 1544
Expand Collapse
Select All Unselect All

Conservation System
Guide: No Guide Available
System: No System Available
CSG unavailable: multiple land uses selected
Code Practice Name
Select All Unselect All

All Practices
Code Practice Name
316 Animal Mortality Facility
317 Composting Facility
328 Conservation Crop Rotation
338 Prescribed Burning
342 Critical Area Planting
378 Pond
382 Fence
391 Riparian Forest Buffer
Show Scheduled Schedule Practices

Schedule Plan Date: Dec 2004

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amo	Applied Date	Program	Source
1543	1	382	00N8	1345.3	it	03	2007				Toolkit v5.0
1543	2	382	00N8	1560.8	it	03	2006				Toolkit v5.0
1543	4	378	001	1	no	10	2009				Toolkit v5.0
1543	7	642	00N	1	no	03	2010				Toolkit v5.0
1544	1	382	00N8	4540.7	it	03	2005				Toolkit v5.0
1544	1	516	1	1389.1	it	06	2008				Toolkit v5.0
1544	1	614	002	3	no	05	2008				Toolkit v5.0
1544	1	614	1	1	no	05	2008				Toolkit v5.0
1544	1	614	1	1	no	05	2008				Toolkit v5.0

Add Row Copy to Cell Below Save Plan Wizard... Contract Wizard...

Johnny Chism Not authenticated

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Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer Files

Land Units
Plan: Conspan
Tract 1543
Tract 1544
Expand Collapse
Select All Unselect All

Conservation System
Guide: No Guide Available
System: No System Available
CSG unavailable: multiple land uses selected
Code Practice Name
Select All Unselect All

All Practices
Code Practice Name
316 Animal Mortality Facility
317 Composting Facility
328 Conservation Crop Rotation
338 Prescribed Burning
342 Critical Area Planting
378 Pond
382 Fence
391 Riparian Forest Buffer
Show Scheduled Schedule Practices

Schedule Plan Date: Dec

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amo	Applied Date	Program	Source
1543	1	382	00N8								Toolkit v5.0
1543	2	382	00N8								Toolkit v5.0
1543	4	378	001								Toolkit v5.0
1543	7	642	00N	1	no	03	2010				Toolkit v5.0
1544	1	382	00N8	4540.7	it	03	2005				Toolkit v5.0
1544	1	516	1	1389.1	it	06	2008				Toolkit v5.0
1544	1	614	002	3	no	05	2008				Toolkit v5.0
1544	1	614	1	1	no	05	2008				Toolkit v5.0
1544	1	614	1	1	no	05	2008				Toolkit v5.0

Add Row Copy to Cell Below Save Plan Wizard... Contract Wizard...

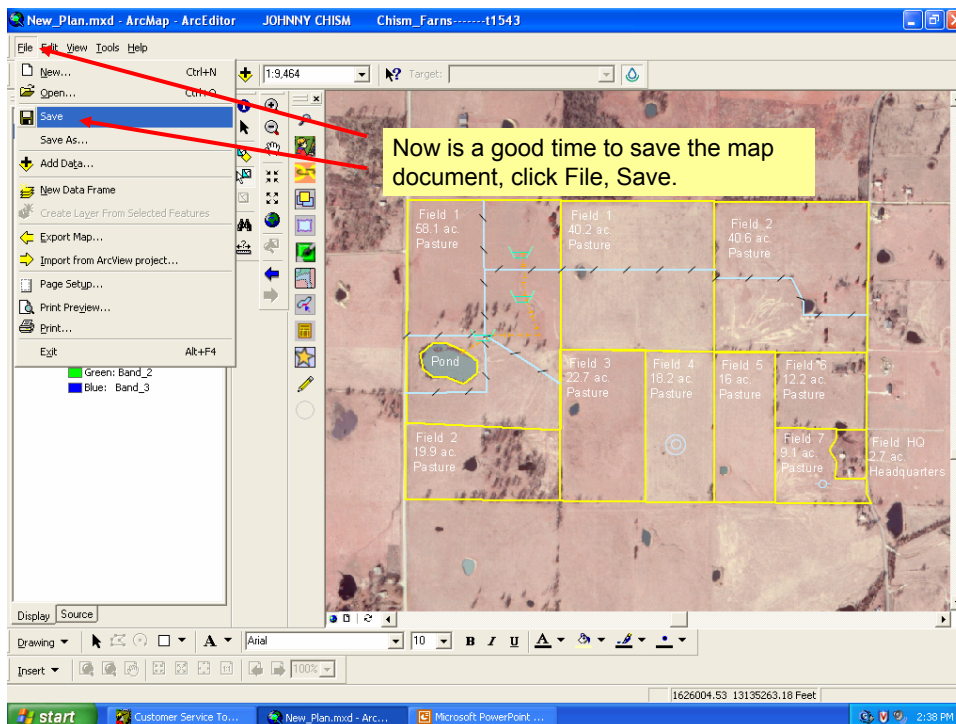
Johnny Chism Not authenticated

The screenshot shows the 'Practice Schedule' window in the Customer Service Toolkit. The 'Schedule' table is visible with the following data:

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amou	Applied Date	Program	Source
1543	1	382	00N8	1345.3	it	03	2007				Toolkit v5.0
1543	2	382	00N8	1560.8	it	03	2006				Toolkit v5.0
1543	4	378	001	1	no	10	2009				Toolkit v5.0
1543	7	642	00N	1	no	03	2010				Toolkit v5.0
1544	1	382	00N8	4540.7	it	03	2005				Toolkit v5.0
1544	1	516	1	1389.1	it	06	2008				Toolkit v5.0
1544	1	614	002	3	no	05	2008				Toolkit v5.0

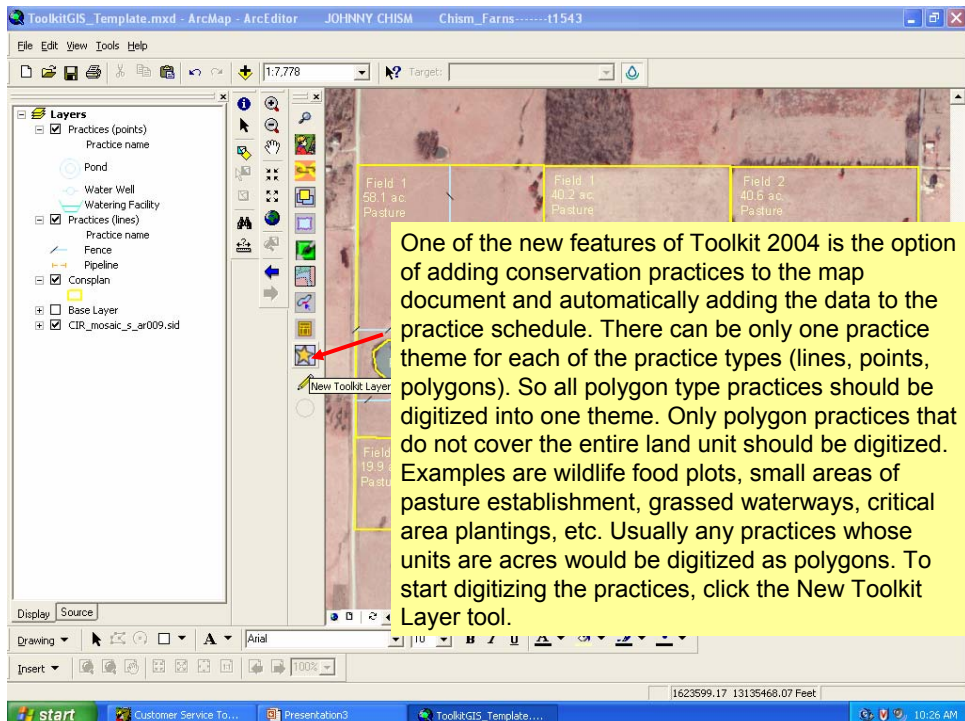
A yellow callout box with the text "The practice schedule is now correct, click Save." has a red arrow pointing to the "Save" button at the bottom of the window.

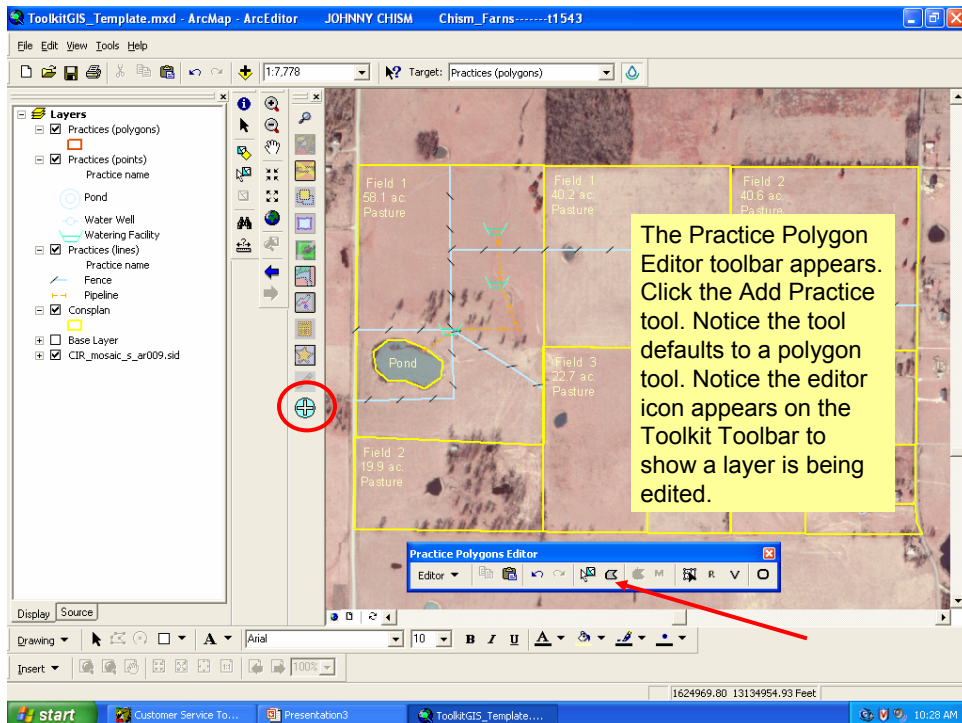
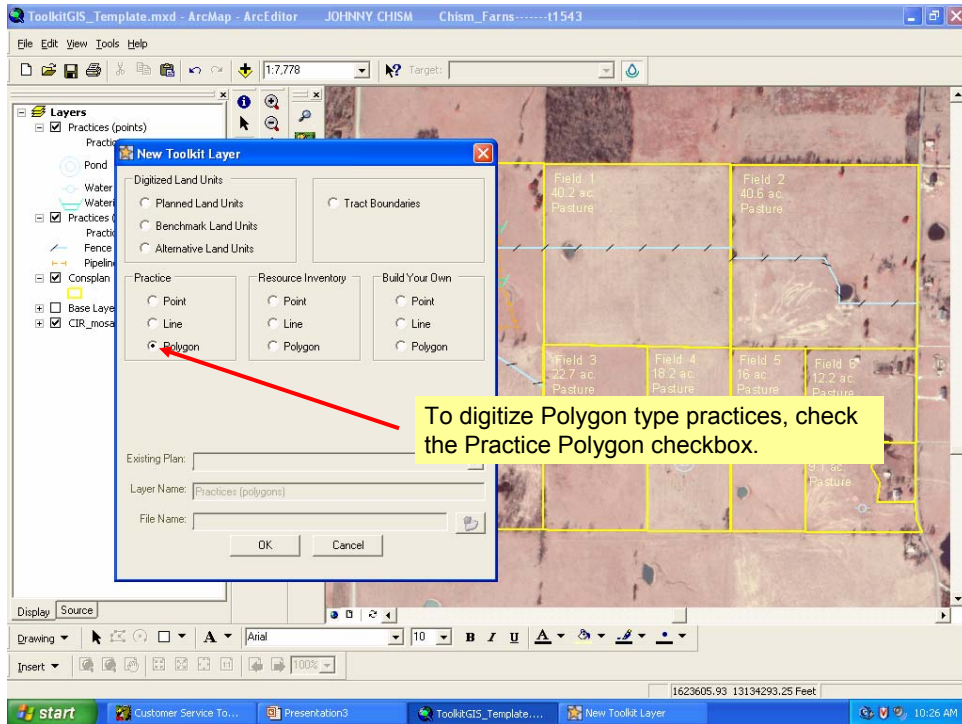
The screenshot shows the same software window after the 'Save' action. A 'Toolkit Information' dialog box is open, displaying the message "Practice Schedule has been saved." with an "OK" button. A yellow callout box with the text "Click OK. To return to ArcGIS click the New_plan.mxd icon on the task bar." has a red arrow pointing to the "New_plan.mxd - Arc..." icon on the Windows task bar.

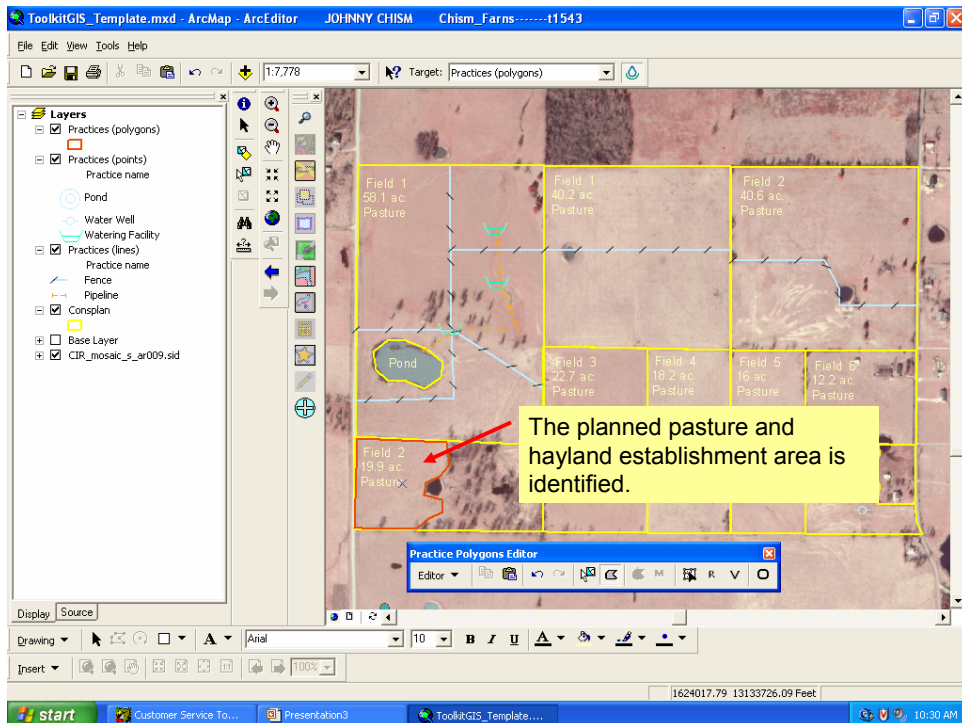
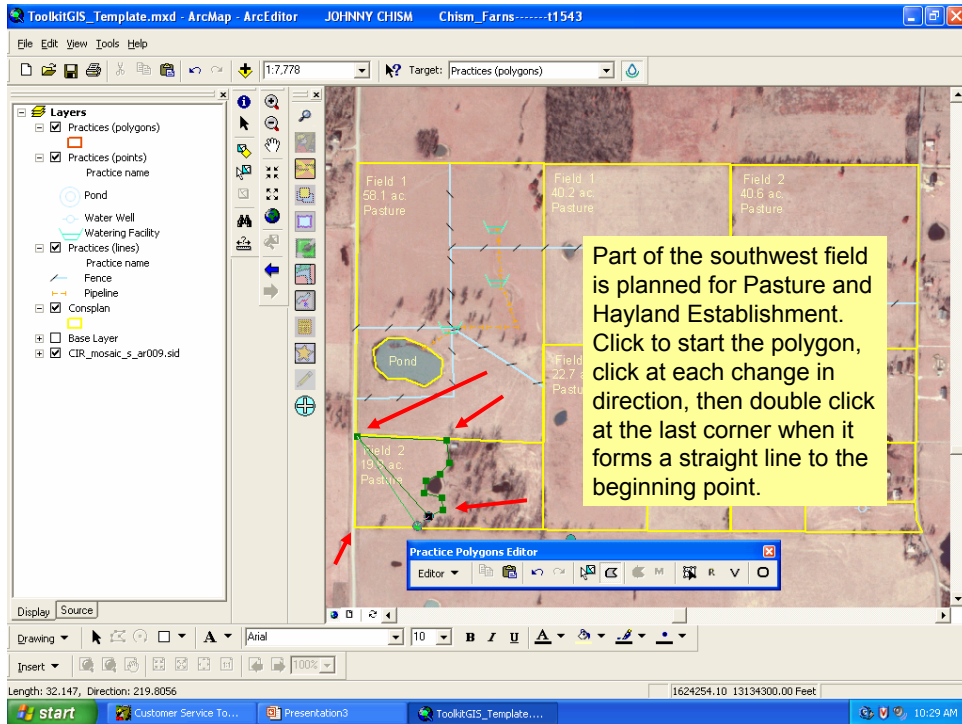


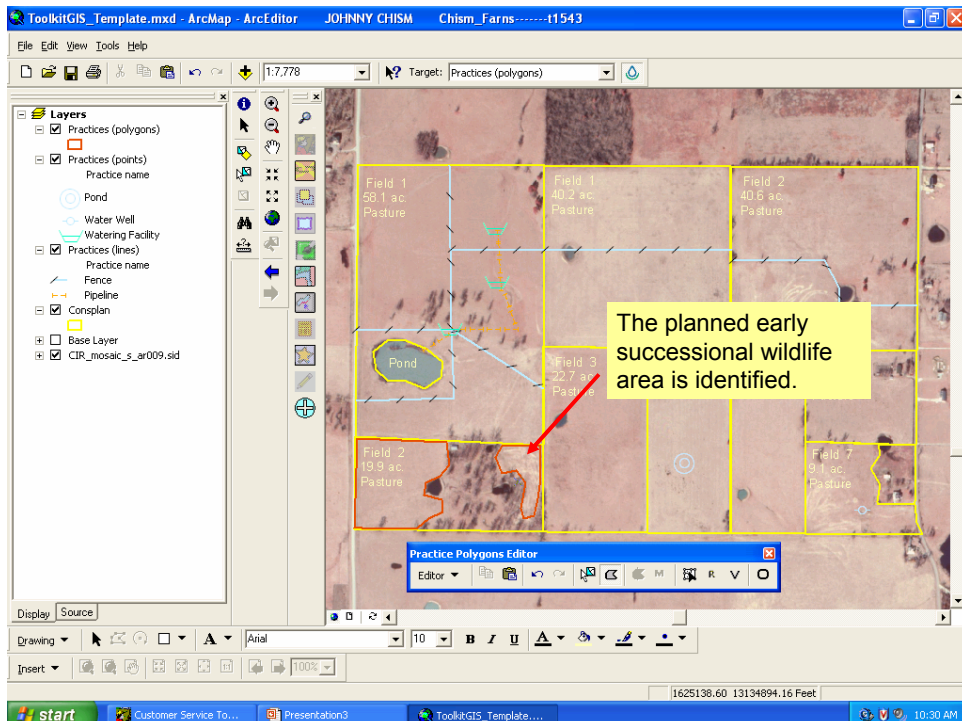
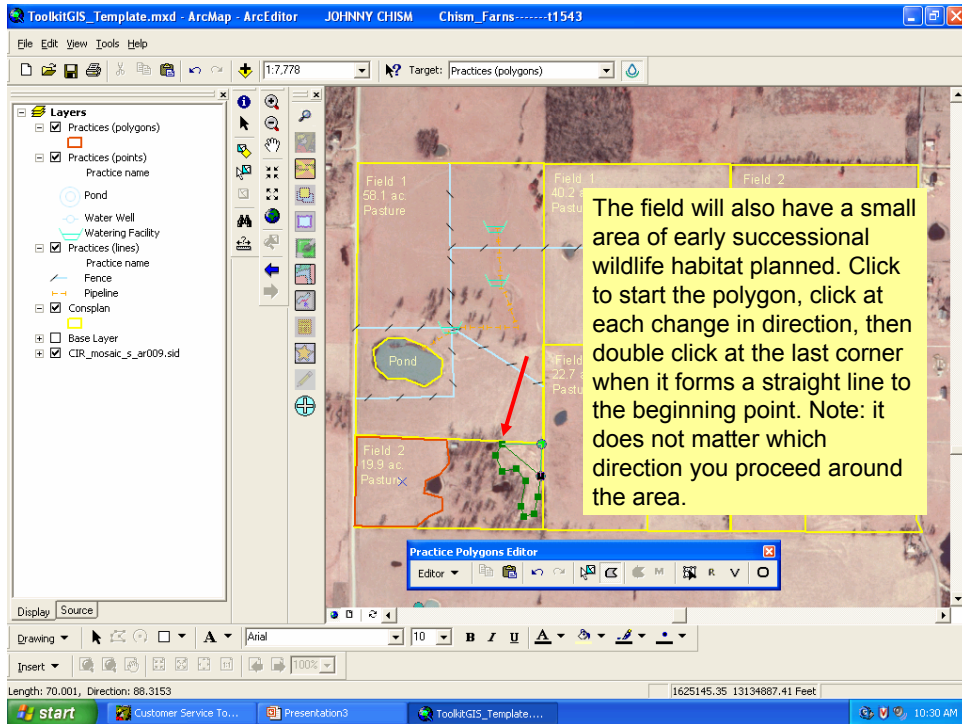
Digitizing Polygon Type Conservation Practices

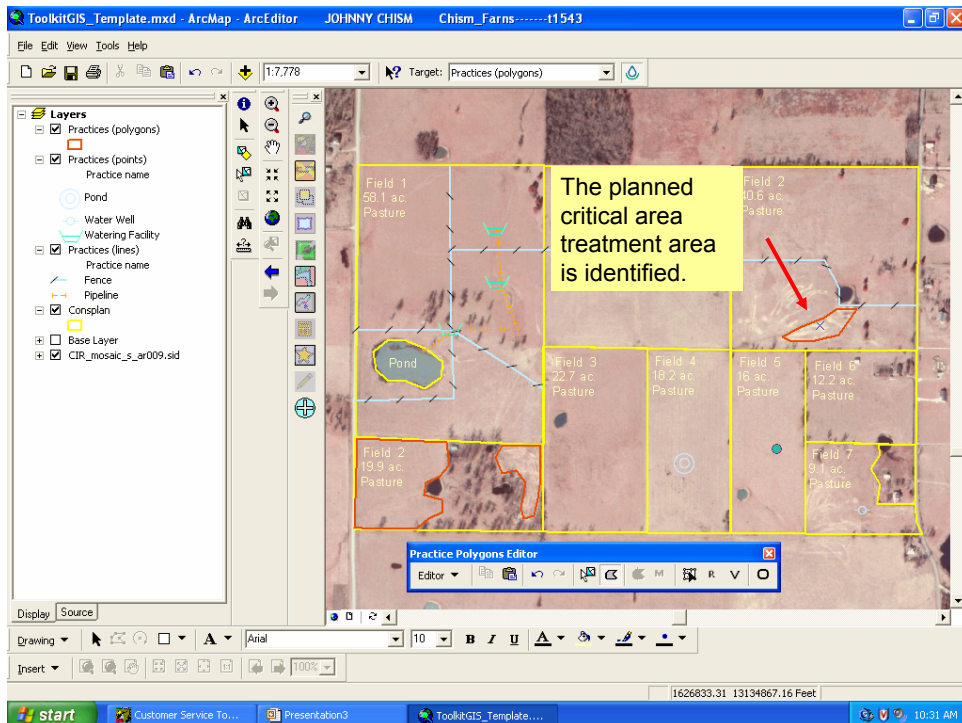
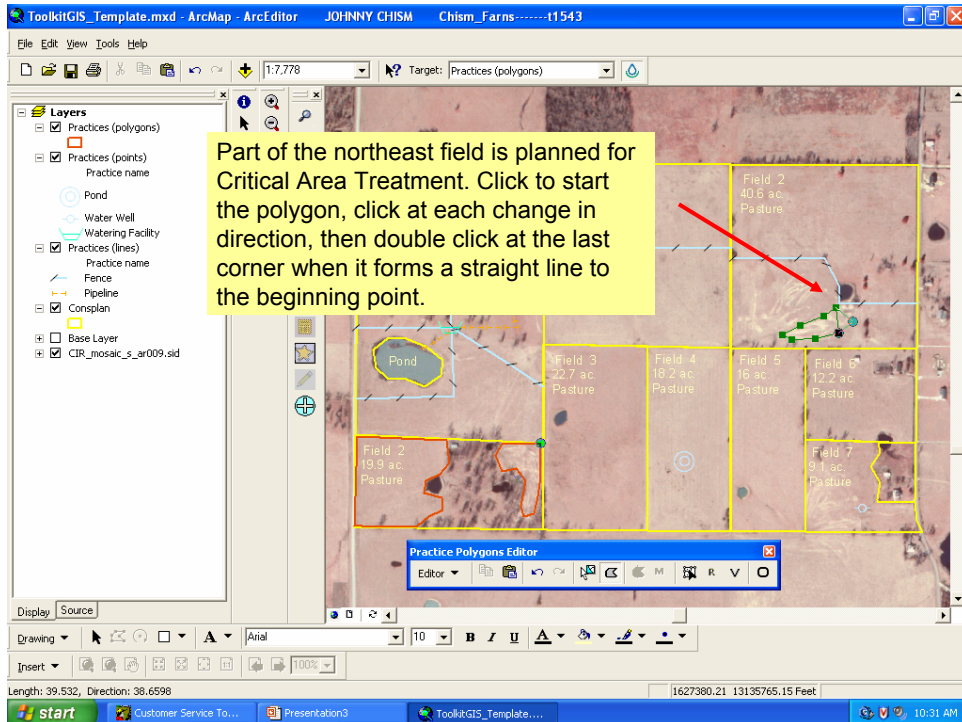
Toolkit 2004

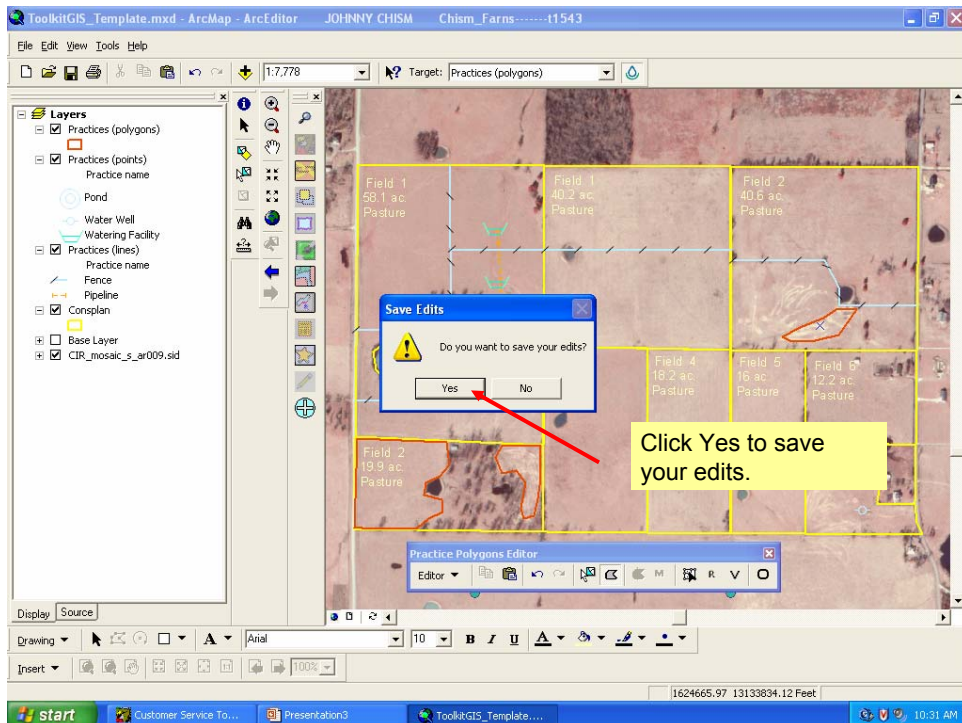
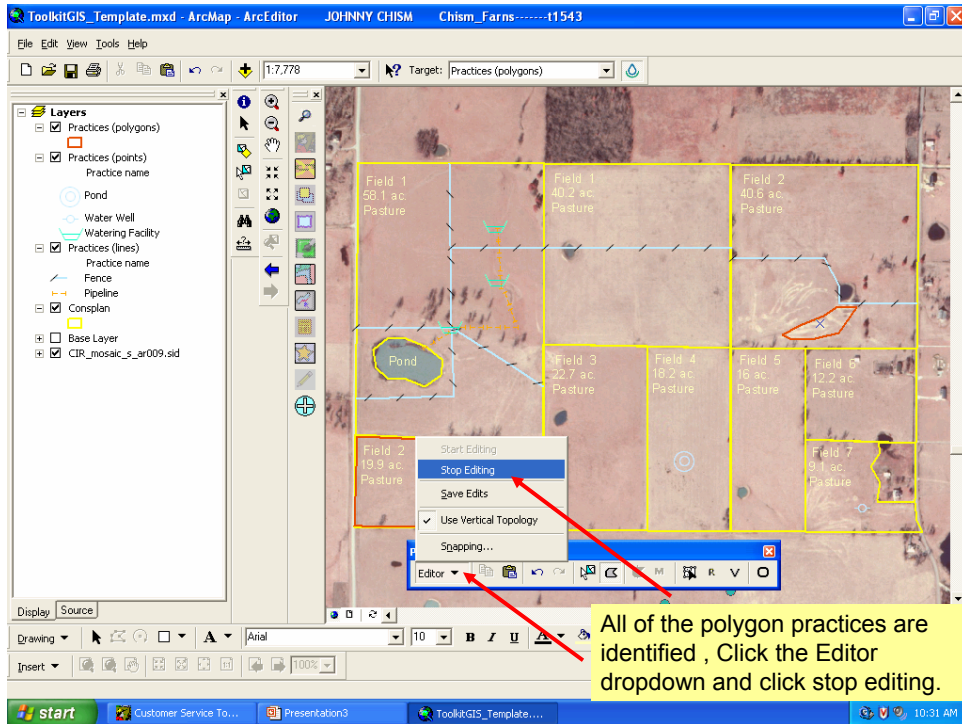


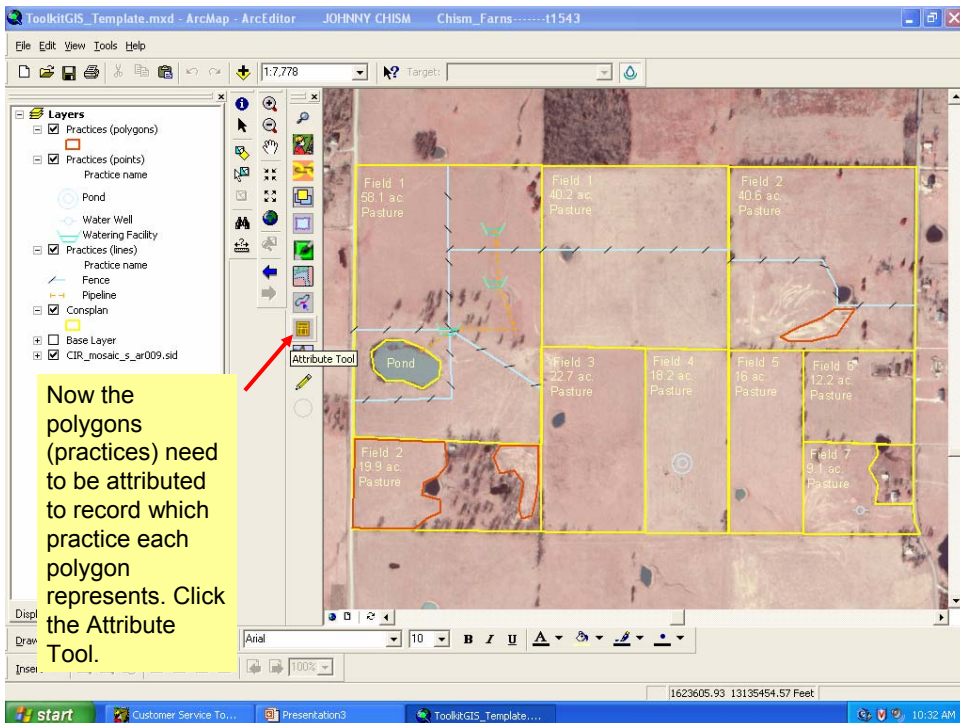
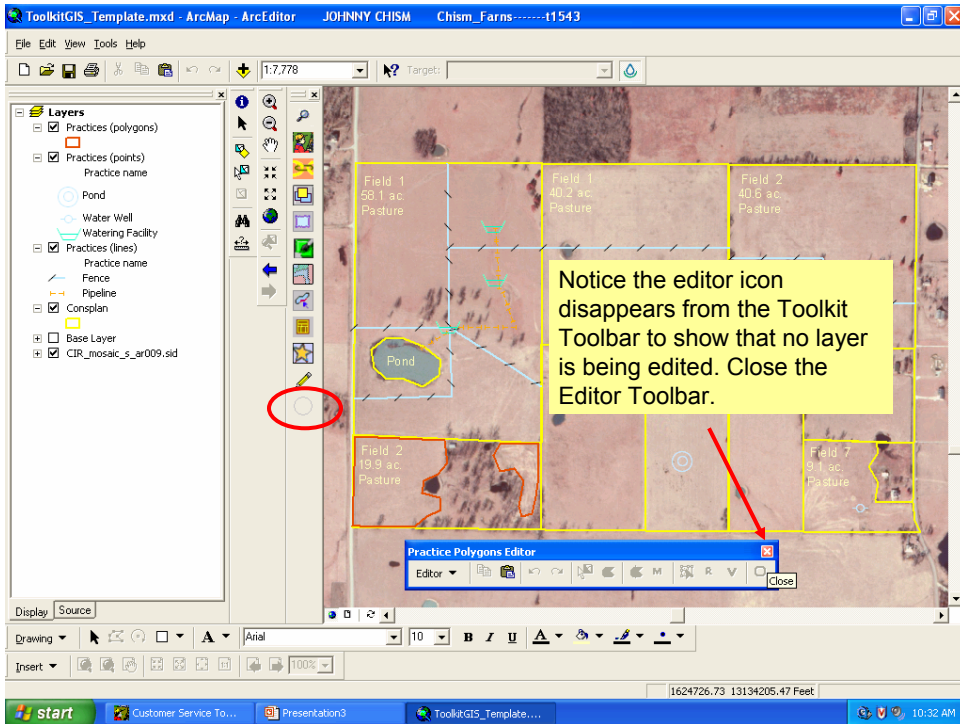


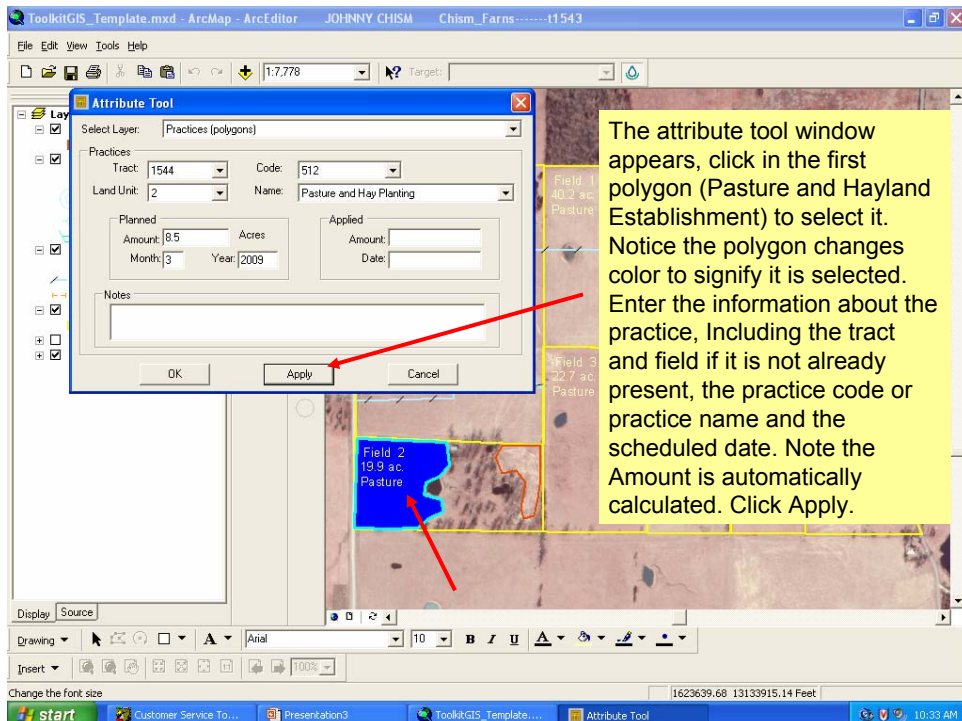
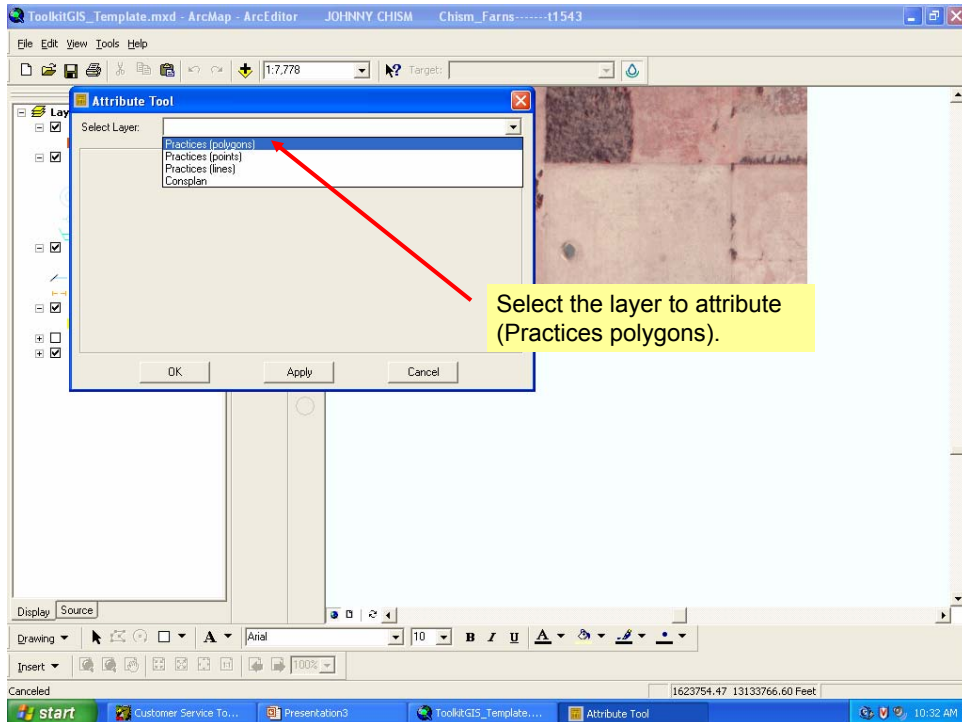


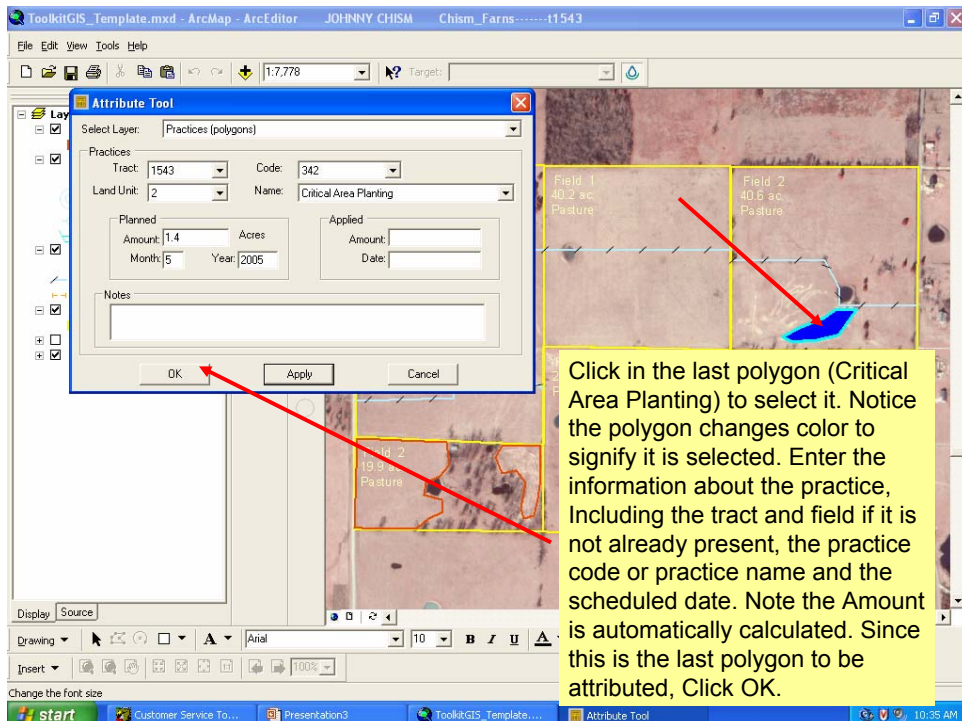
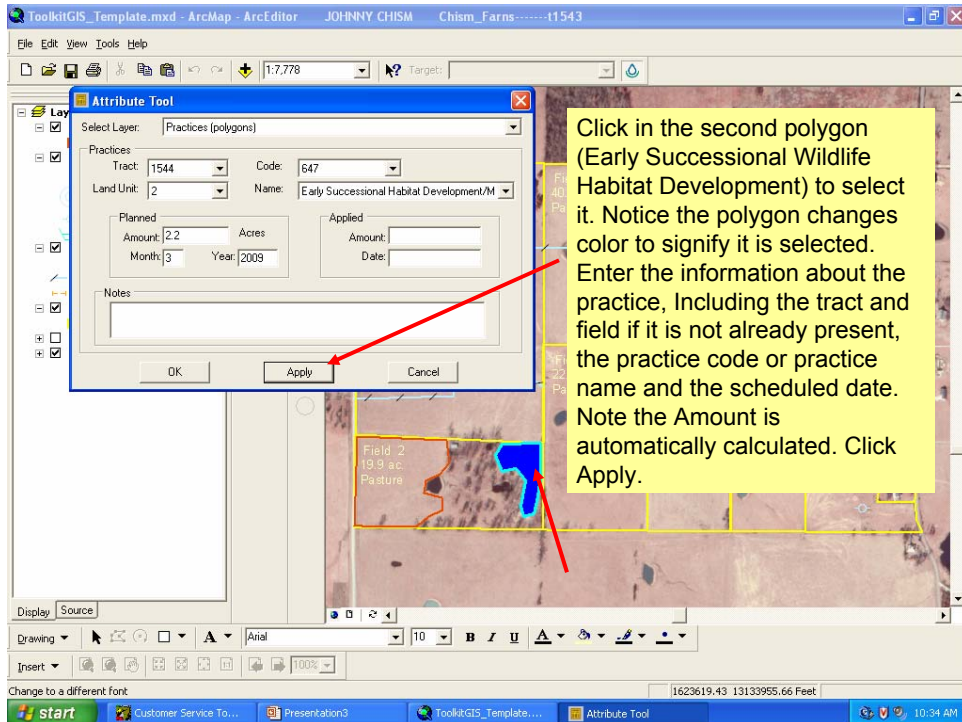


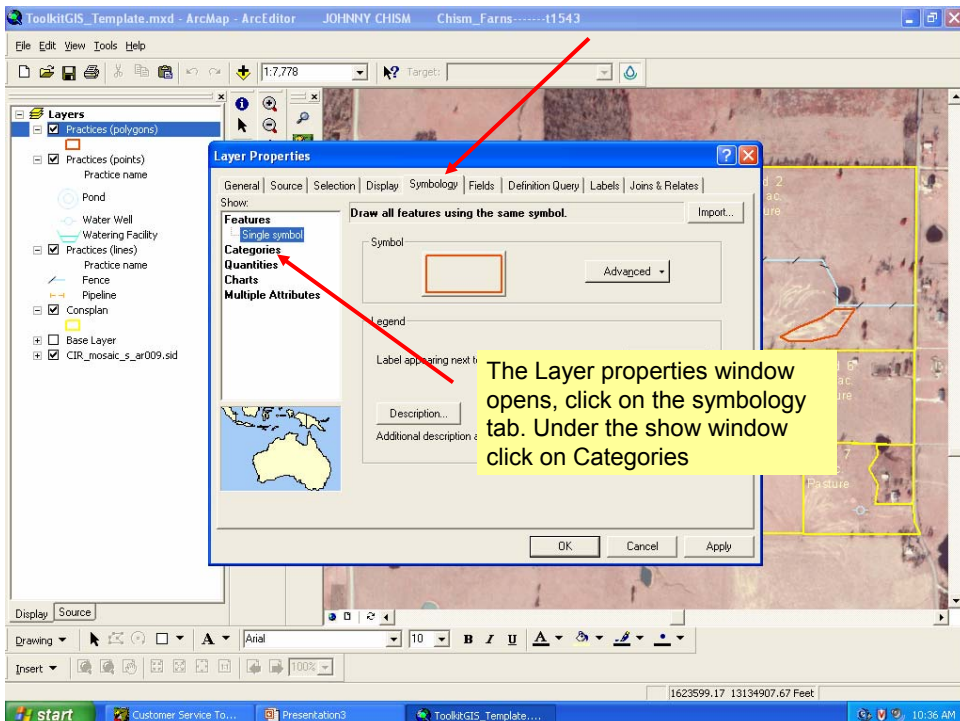
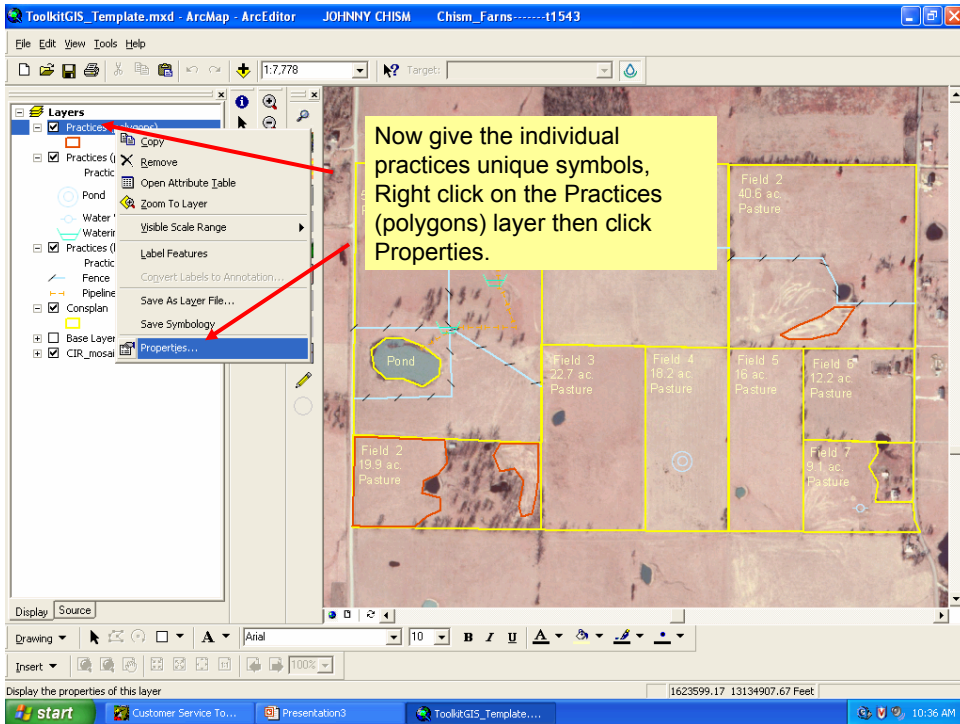


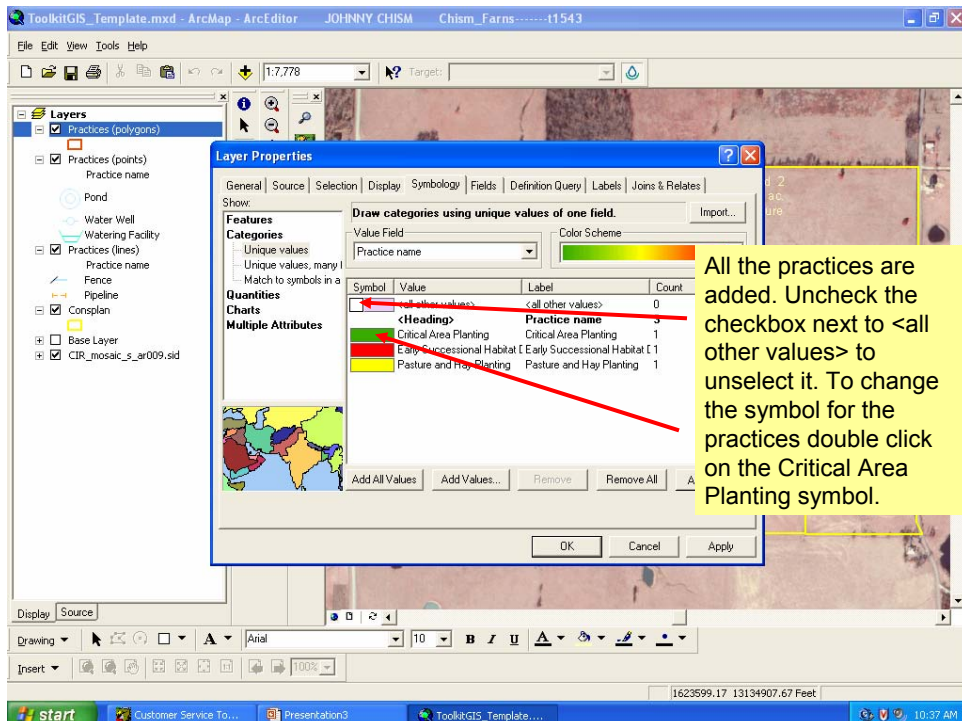
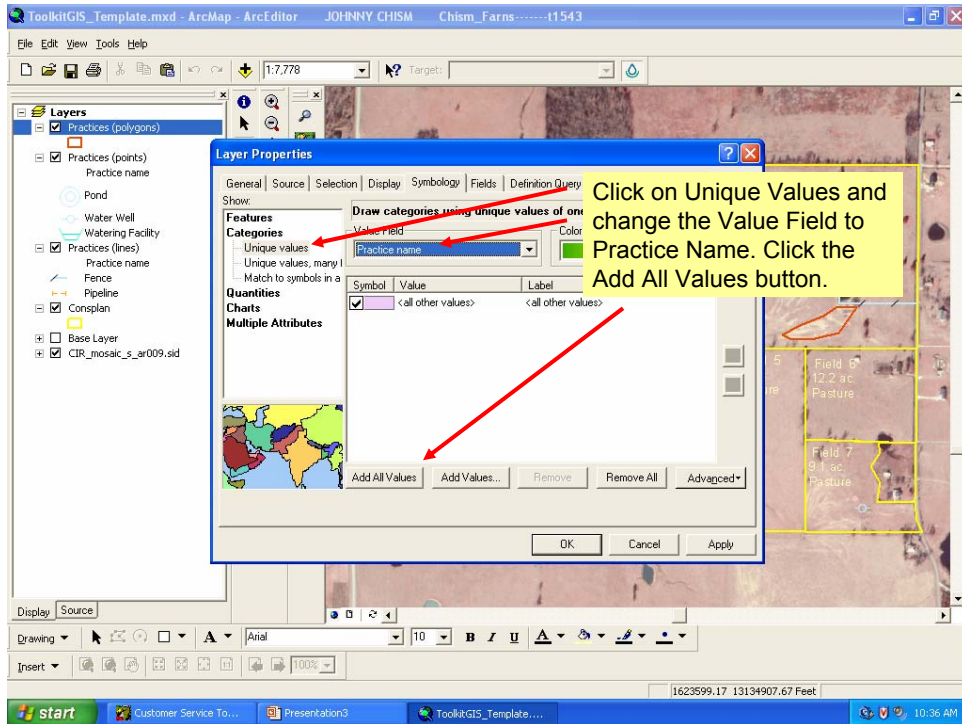


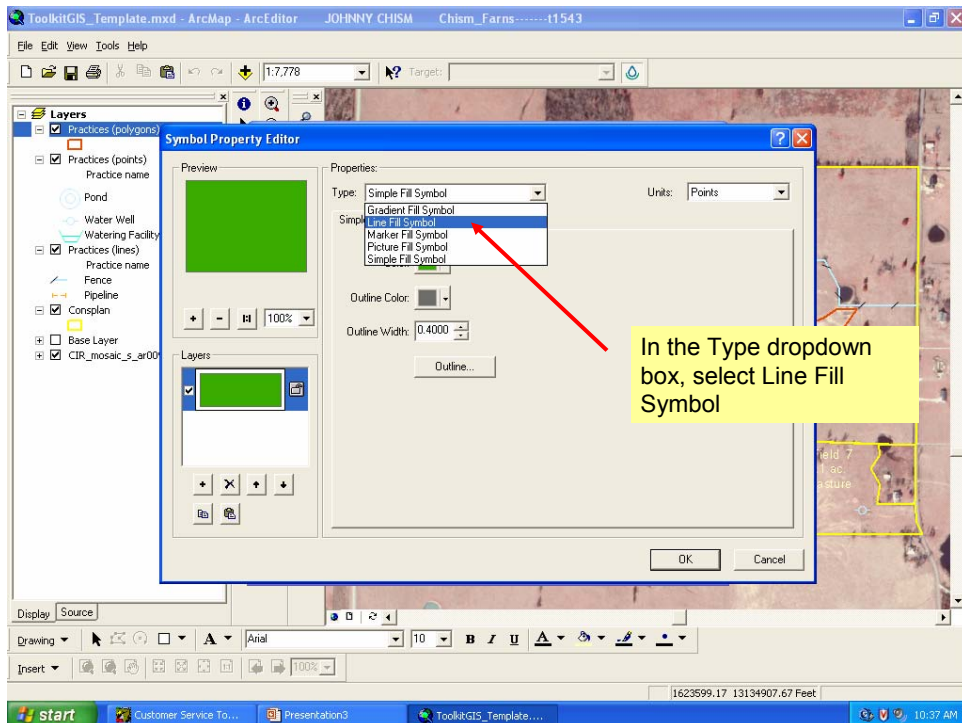
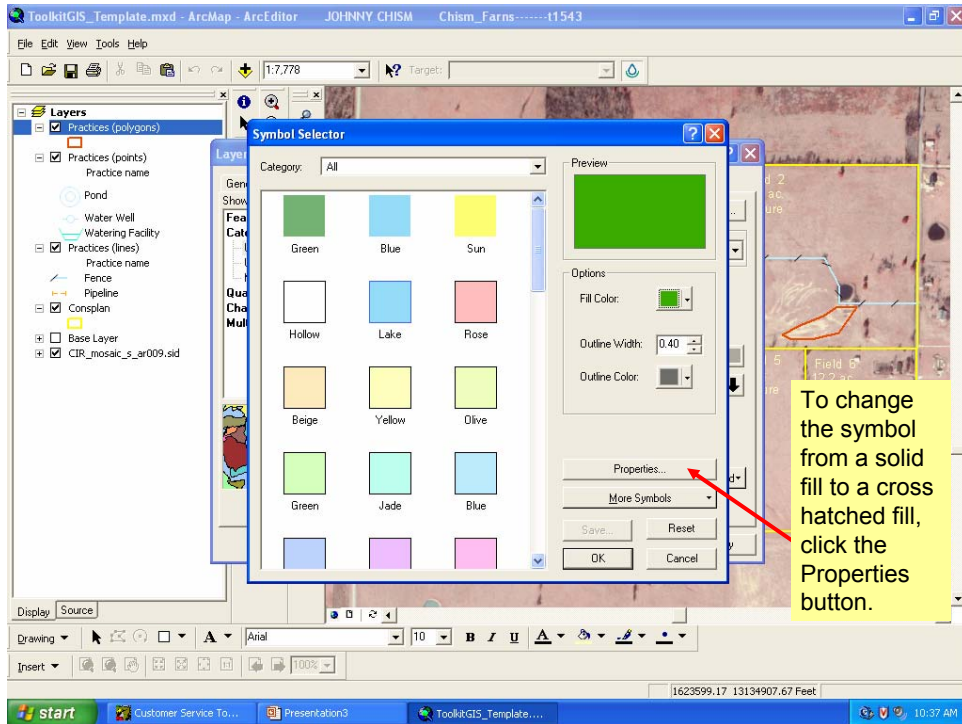


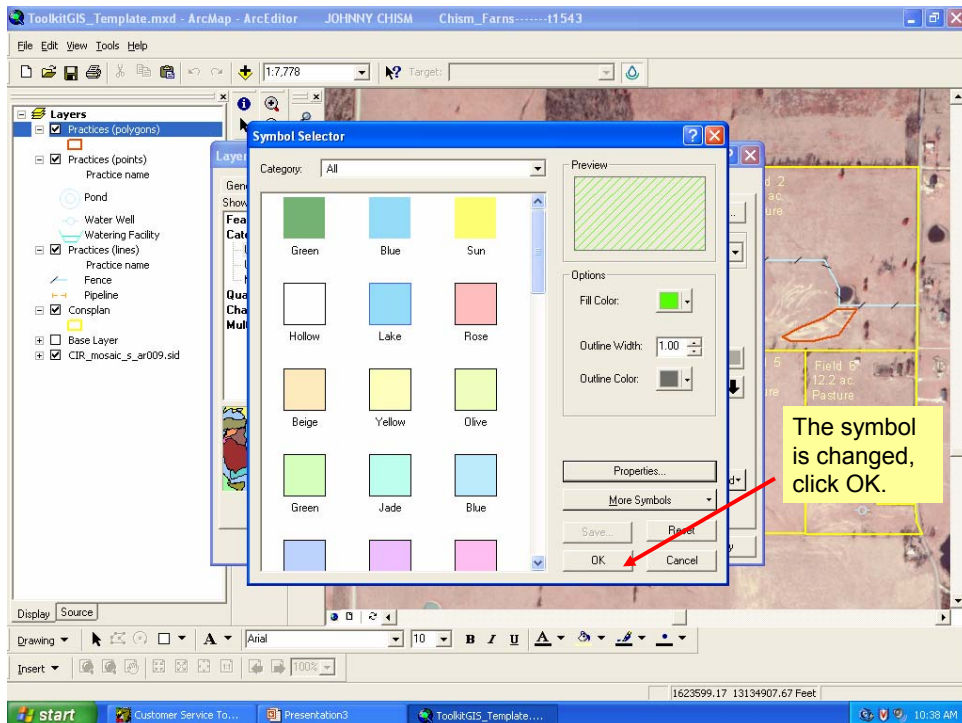
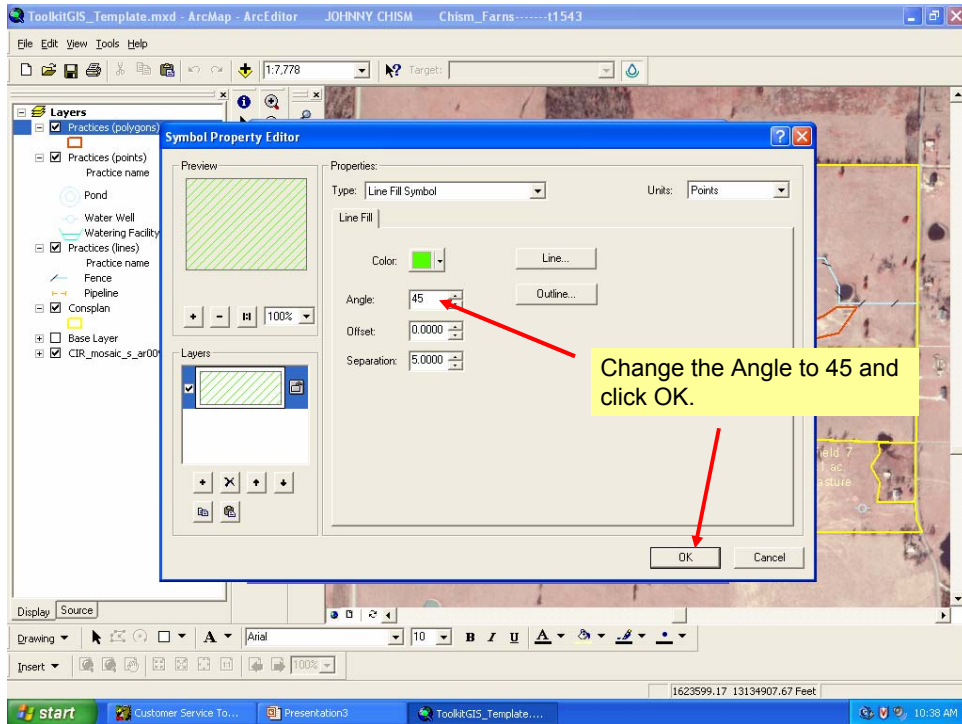


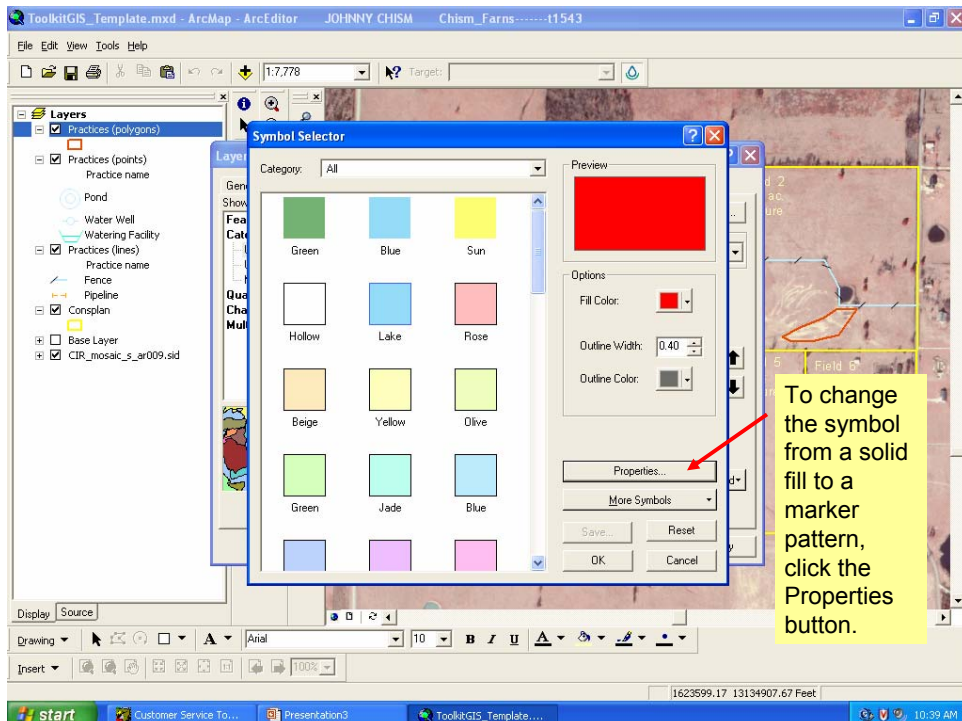
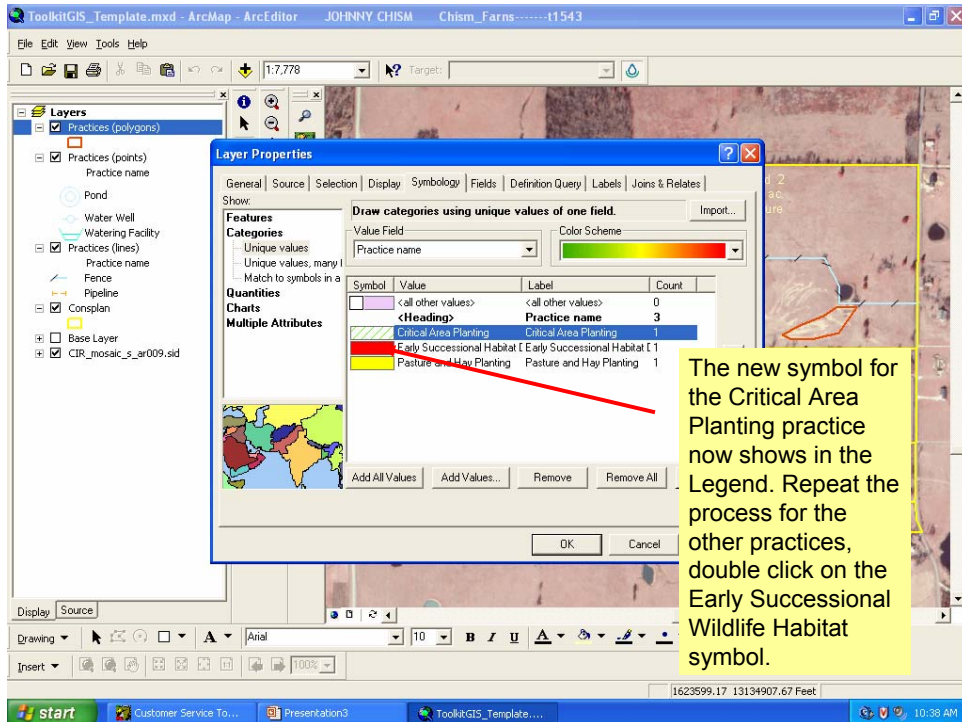


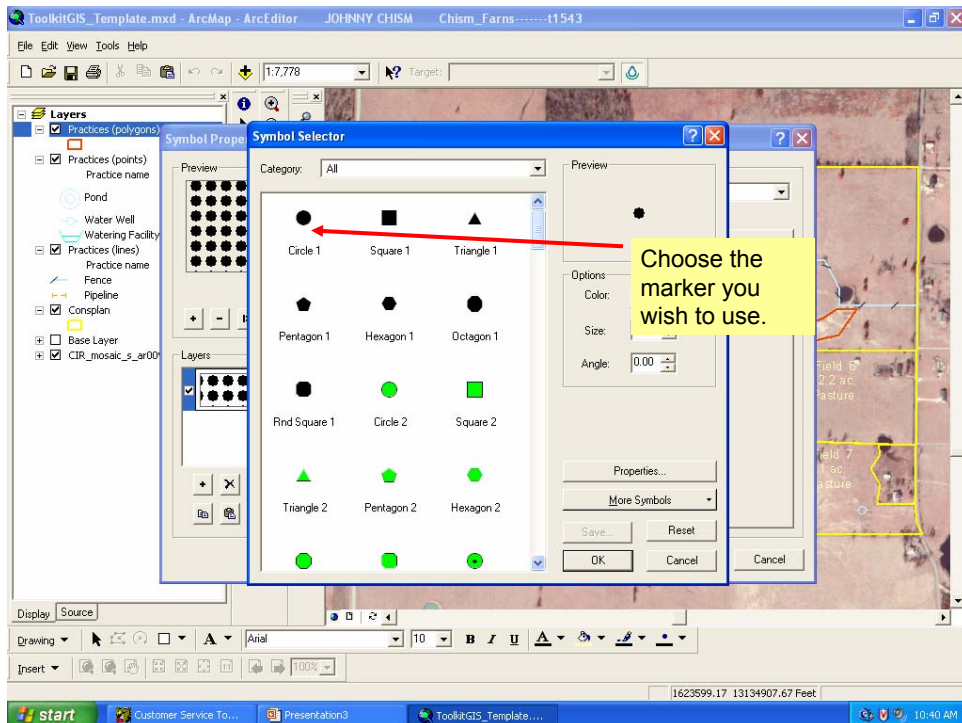
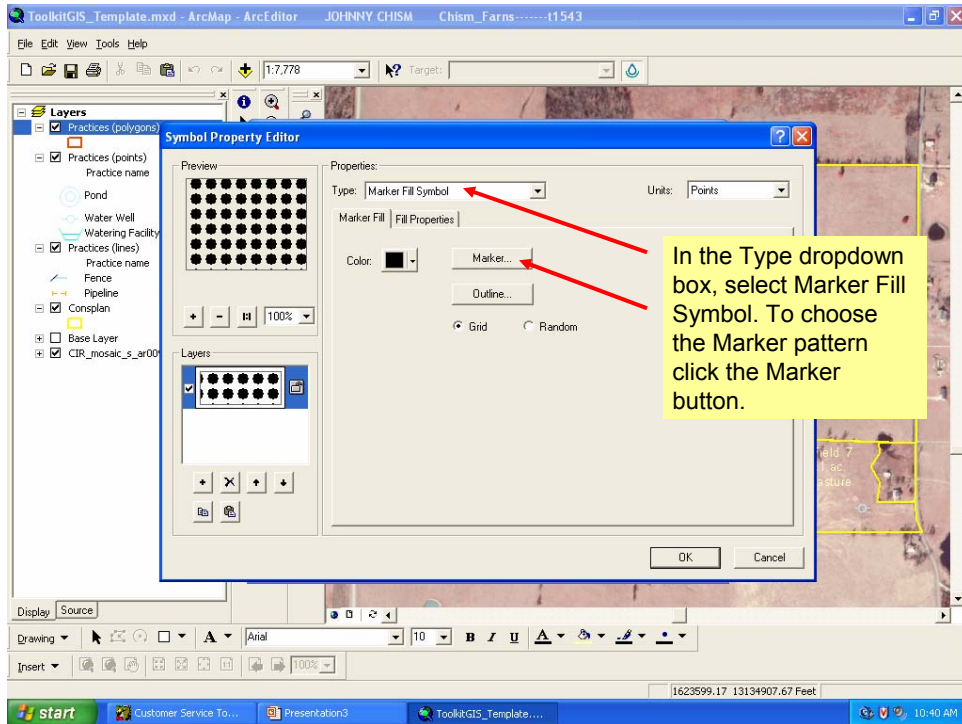


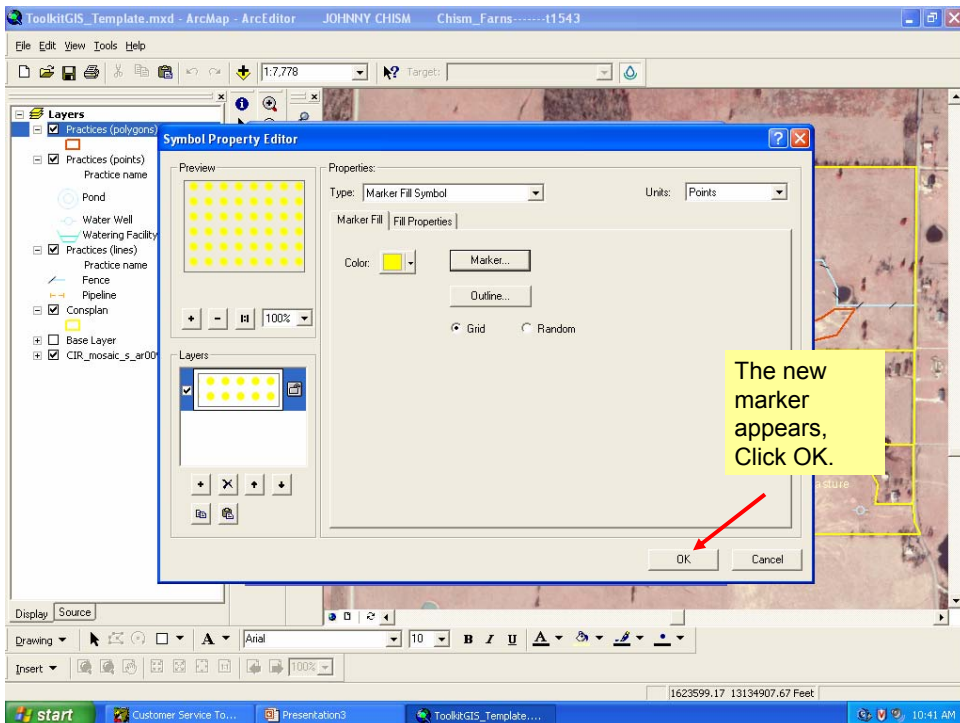
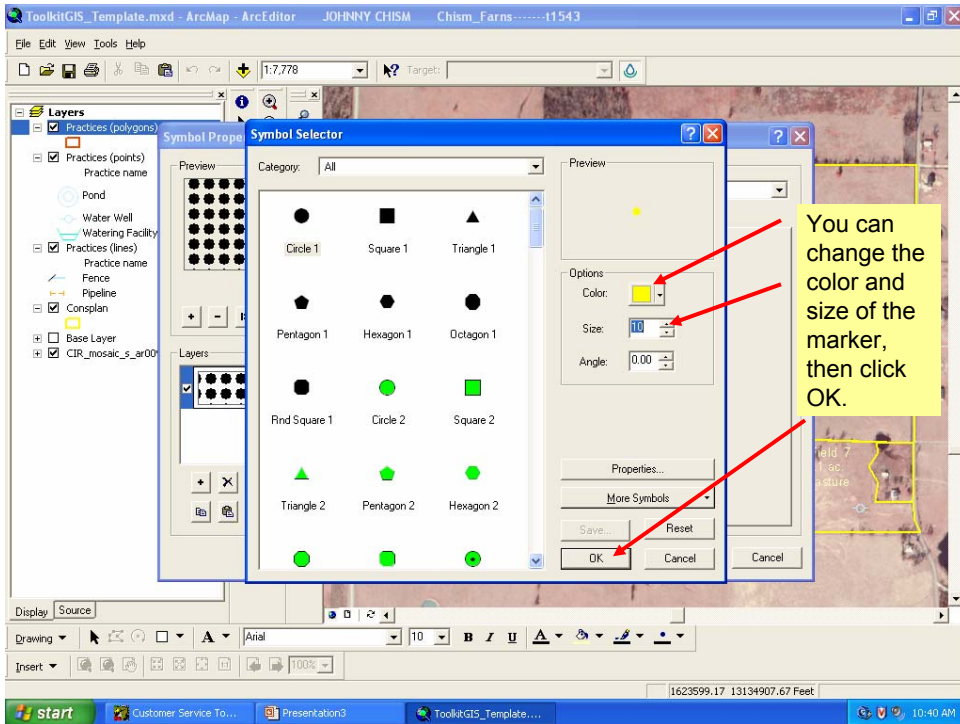


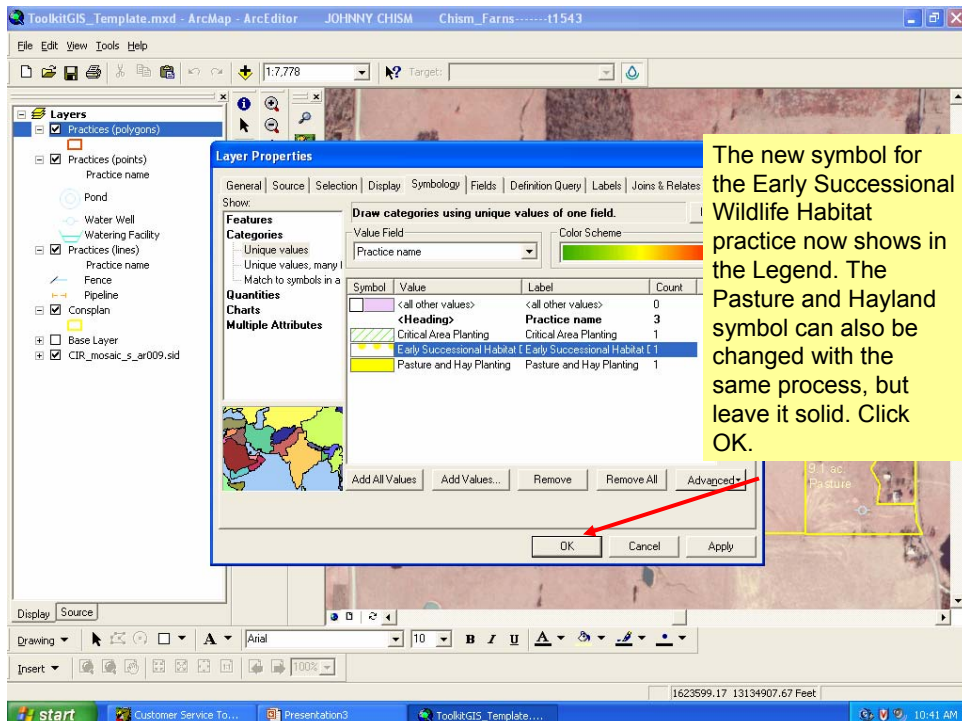
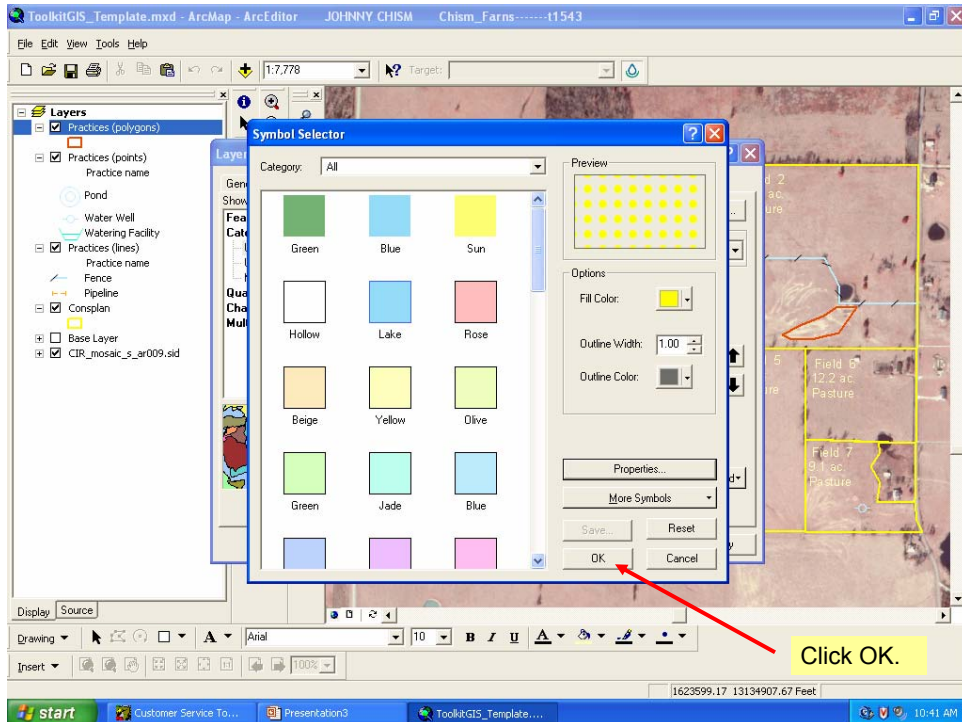


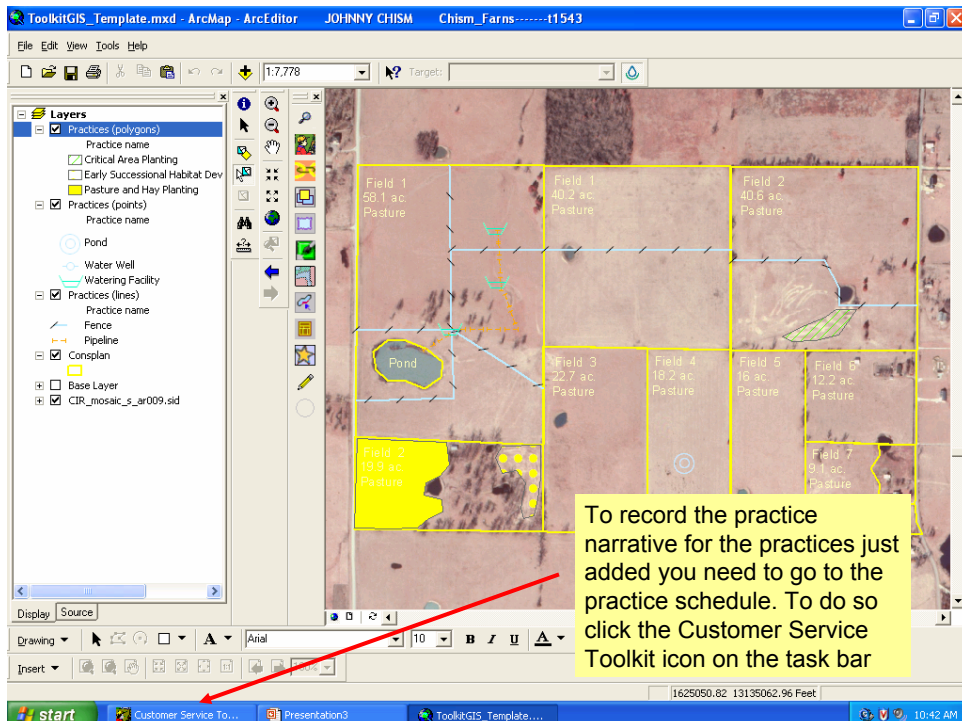
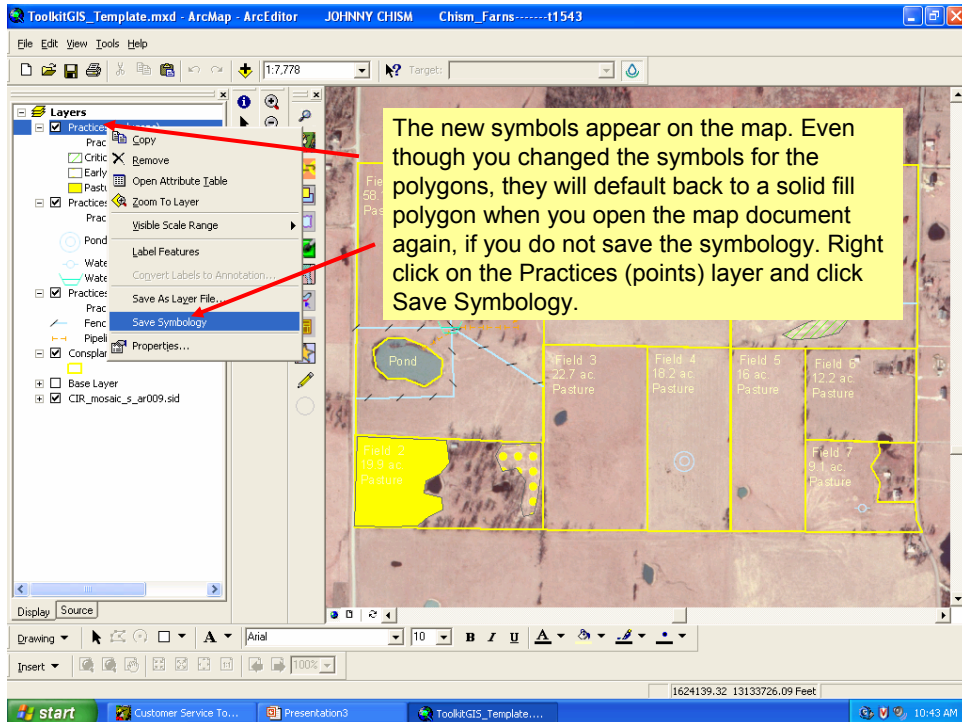












You are returned to Customer Service Toolkit, click the Practice Schedule tab if you are not already there. Select the plan by clicking the dropdown button in the Select a Plan window. The land units appear with the practices that were just digitized. Notice no narratives are entered for the practices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

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Unit	Month	
1543	1	382	00N8	1345.3	it	03	
1543	2	342		1.4	ac	05	
1543	2	382	00N8	1560.8	it	03	
1543	4	378	001	1	no	10	2009
1543	7	642	00N	1	no	03	2010
1544	1	382	00N8	4540.7	it	03	2005
1544	1	516	1	1389.1	it	06	2008
1544	1	614	002	3	no	05	2008
1544	2	512		8.5	ac	03	2009
1544	2	647		2.2	ac	03	2009

The narrative window appears, choose a narrative and click OK.

Practice Name: Critical Area Planting

Code: 342

ID	Text
00N	Vegetation will be established on severely eroding areas or other areas requiring extra ordinary means to establish vegetation.

Modified Narrative: Vegetation will be established on severely eroding areas or other areas requiring extra ordinary means to establish vegetation.

Narrative text size is 127

Buttons: Check Spelling, OK, Cancel

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Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer Files

Land Units
Plan: Conspan
 Tract 1543
 Tract 1544
 Expand Collapse
 Select All Unselect All

Conservation System
 Guide: No Guide Available
 System: No System Available
 CSG unavailable: multiple land uses selected
 Code Practice Name
 Select All Unselect All

All Practices
 Code Practice Name
 590 Nutrient Management
 595 Pest Management
 614 Watering Facility
 633 Waste Utilization
 642 Water/Wet
 645 Upland Wildlife Habitat Manager
 647 Early Successional Habitat Develop
 Show Scheduled Schedule Practices

Schedule Plan Date: Dec 2004

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amou	Applied Date	Program	Source
1543	1	382	00N8	1345.3	it	03	2007				Toolkit v5.0
1543	2	342	00N	1.4	ac	05	2005				Toolkit v5.0
1543	2	382	00N8	1560.8	it	03	2006				Toolkit v5.0
1543	4	378	001	1	no	10	2009				
1543	7	642	00N	1	no	03	2010				
1544	1	382	00N8	4540.7	it	03	2005				
1544	1	516	1	1389.1	it	06	2008				
1544	1	614	002	3	no	05	2008				
1544	2	512	00M2	8.5	ac	03	2009				
1544	2	647	esm1	2.2	ac	03	2009				

Add Row Copy to Cell Below Save Plan Wizard... Contract Wizard...

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Customer Service Toolkit JOHNNY CHISM \Chism_Farms-----11543

Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer Files

Land Units
Plan: Conspan
 Tract 1543
 Tract 1544
 Expand Collapse
 Select All Unselect All

Conservation System
 Guide: No Guide Available
 System: No System Available
 CSG unavailable: multiple land uses selected
 Code Practice Name
 Select All Unselect All

All Practices
 Code Practice Name
 590 Nutrient Management
 595 Pest Management
 614 Watering Facility
 633 Waste Utilization
 642 Water/Wet
 645 Upland Wildlife Habitat Manager
 647 Early Successional Habitat Develop
 Show Scheduled Schedule Practices

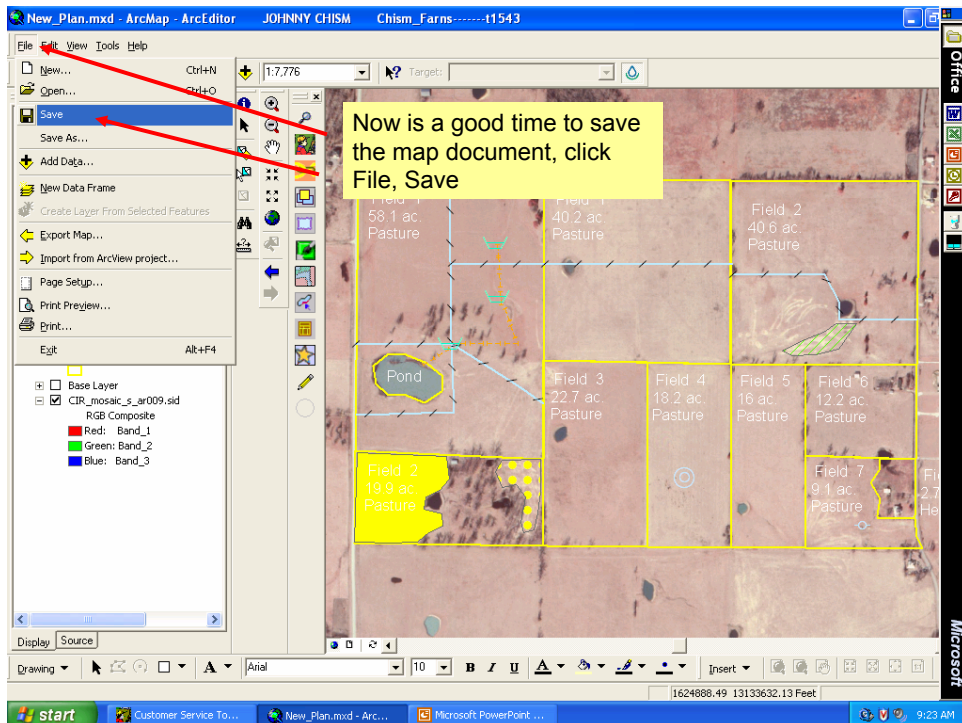
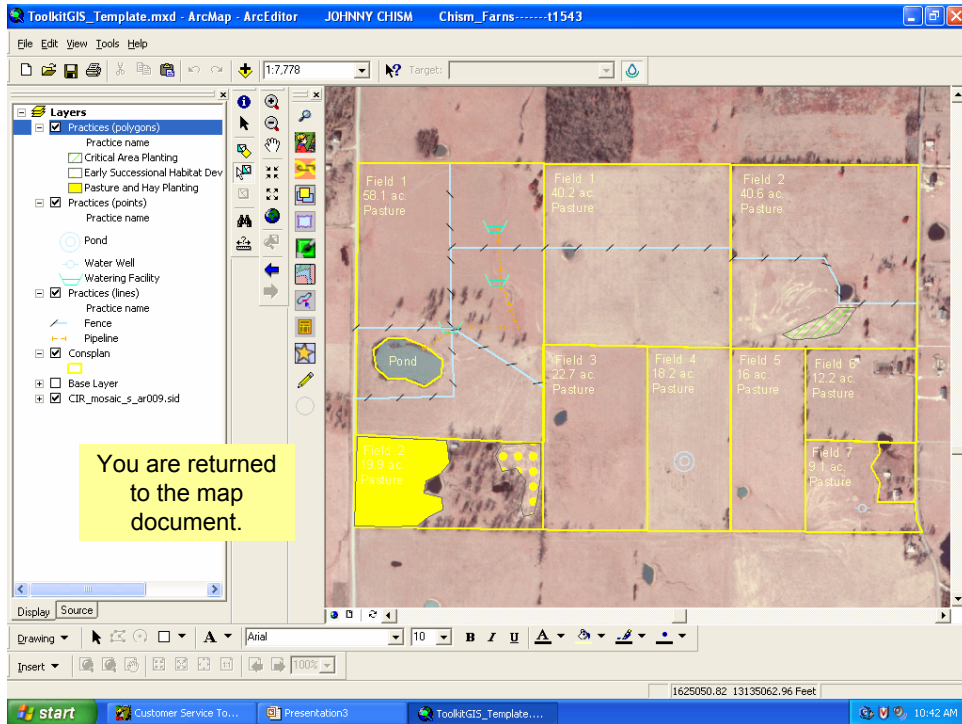
Schedule Plan Date: Dec

Tract Number	Land Unit	Practice	Narrative	Plan	Applied Amou	Applied Date	Program	Source
1543	1	382	00N8	1345.3				Toolkit v5.0
1543	2	342	00N	1.4				Toolkit v5.0
1543	2	382	00N8	1560.8				Toolkit v5.0
1543	4	378	001	1	no	10	2009	Toolkit v5.0
1543	7	642	00N	1	no	03	2010	Toolkit v5.0
1544	1	382	00N8	4540.7	it	03	2005	Toolkit v5.0
1544	1	516	1	1389.1	it	06	2008	Toolkit v5.0
1544	1	614	002	3	no	05	2008	Toolkit v5.0
1544	2	512	00M2	8.5	ac	03	2009	Toolkit v5.0
1544	2	647	esm1	2.2	ac	03	2009	Toolkit v5.0

Add Row Copy to Cell Below Save Plan Wizard... Contract Wizard...

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Toolkit Information
 Practice Schedule has been saved.
 OK



Scheduling Practices and Creating a Plan Report

Toolkit 2004

The practice schedule in Toolkit 2004 is similar to the previous version of Toolkit with some changes. To access the Practice Schedule click the Practice Schedule tab in the customer folder. To select a plan click the dropdown button in the plan window.

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amou	Applied Date	Program	Source
1543	1	382	00N8	1345.3	it	03	2007				Toolkit v5.0
1543	2	342	00N	1.4	ac	05	2005				Toolkit v5.0
1543	2	382	00N8	1560.8	it	03	2006				Toolkit v5.0
1543	4	378	001	1	no	10	2009				Toolkit v5.0
1543	7	642	00N	1	no	03	2010				Toolkit v5.0
1544	1	382	00N8	4540.7	it	03	2005				Toolkit v5.0
1544	1	516	1	1389.1	it	06	2008				Toolkit v5.0
1544	1	614	002	3	no	05	2008				Toolkit v5.0
1544	2	512	00M2	8.5	ac	03	2009				Toolkit v5.0
1544	2	647	esm1	2.2	ac	03	2009				Toolkit v5.0

Some changes to the new Practice Schedule you may notice are:
 The option of selecting a series of practices from a Conservation System Guide.
 A Plan Date window to identify when the plan was written for Progress Reporting.
 A column to signify what software was used to develop the plan.

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amou	Applied Date	Program	Source
1543	1	382	00N8	1345.3	it	03	2007				Toolkit v5.0
1543	2	342	00N	1.4	ac	05	2005				Toolkit v5.0
1543	2	382	00N8	1560.8	it	03	2006				Toolkit v5.0
1543	4	378	001	1	no	10	2009				Toolkit v5.0
1543	7	642	00N	1	no	03	2010				Toolkit v5.0
1544	1	382	00N8	4540.7	it	03	2005				Toolkit v5.0
1544	1	516	1	1389.1	it	06	2008				Toolkit v5.0
1544	1	614	002	3	no	05	2008				Toolkit v5.0
1544	2	512	00M2	8.5	ac	03	2009				Toolkit v5.0
1544	2	647	esm1	2.2	ac	03	2009				Toolkit v5.0

In this case some practices have already been added for the map document, Click the button to the left of other necessary practices in the All Practice window then click the Schedule Practices button. This action adds the practices to the Schedule.

Code	Practice Name
528A	Prescribed Grazing
574	Spring Development
580	Streambank and Shoreline Protectio
590	Nutrient Management
595	Pest Management
614	Watering Facility
633	Waste Utilization
642	Waste Util

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amou	Applied Date	Program	Source
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1543	2	342	00N	1.4	ac	05	2005				Toolkit v5.0
1543	2	382	00N8	1560.8	it	03	2006				Toolkit v5.0
1543	4	378	001	1	no	10	2009				Toolkit v5.0
1543	7	642	00N	1	no	03	2010				Toolkit v5.0
1544	1	382	00N8	4540.7	it	03	2005				Toolkit v5.0
1544	1	516	1	1389.1	it	06	2008				Toolkit v5.0
1544	1	614	002	3	no	05	2008				Toolkit v5.0
1544	2	512	00M2	8.5	ac	03	2009				Toolkit v5.0
1544	2	647	esm1	2.2	ac	03	2009				Toolkit v5.0
1543	1	528A		40.2	ac						Toolkit v5.0
1543	1	590		40.2	ac						Toolkit v5.0
1543	1	595		40.2	ac						Toolkit v5.0
1543	2	528A		40.6	ac						Toolkit v5.0

Another change is the ability to schedule practices as recurring. Click in the Year field for a practice, an R button appears, click it to recur the practice.

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amou	Applied Date	Program	Source
1544	2	512	00M2	8.5	ac	03	2009				Toolkit v5.0
1544	1	516	1	1389.1	ft	06	2008				Toolkit v5.0
1543	1	528A	00N	40.2	ac	06	2005				Toolkit v5.0
1543	2	528A	00N	40.6	ac						Toolkit v5.0
1543	3	528A	00N	22.7	ac						Toolkit v5.0
1543	4	528A	00N	18.2	ac						Toolkit v5.0
1543	5	528A	00N	16	ac						Toolkit v5.0
1543	6	528A	00N	12.2	ac						Toolkit v5.0
1543	7	528A	00N	9.1	ac						Toolkit v5.0
1543	HQ	528A	00N	2.7	ac						Toolkit v5.0
1544	1	528A	00N	58.1	ac						Toolkit v5.0
1544	2	528A	00N	19.9	ac						Toolkit v5.0
1543	1	590	00N	40.2	ac						Toolkit v5.0
1543	2	590	00N	40.6	ac						Toolkit v5.0

Enter information about the duration and interval of the recurring practice and click OK.

Practice: Prescribed Grazing (528A)
 Tract: 1543 Land Unit: 1
 Planned Amount: 40.2

Start: 2005 End: 2008

Interval:
 Annual Bi-Annual Specify Length

Buttons: Non Recurring, OK, Cancel

Customer Service Toolkit JOHNNY CHISM \Chism_Farms-----11543

Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer Files

Land Units
Plan: Conspan
 Tract 1543
 Tract 1544
 Expand Collapse
 Select All Unselect All

Conservation System
 Guide: No Guide Available
 System: No System Available
 CSG unavailable: multiple land uses selected
 Code Practice Name
 Select All Unselect All

All Practices
 Code Practice Name
 538A Prescribed Grazing
 574 Spring Development
 580 Streambank and Shoreline Protectio
 590 Nutrient Management
 595 Pest Management
 614 Watering Facility
 633 Waste Utilization
 642 Watering Facility
 Show Scheduled Schedule Practices

Schedule Plan Date: Dec 2004

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amou	Applied Date	Program	Source
1544	2	512	00M2	8.5	ac	03	2009				Toolkit v5.0
1544	1	516	1	1389.1	ft	06	2008				Toolkit v5.0
1543	1	528A	00N	40.2	ac	06	2005R				Toolkit v5.0
1543	2	528A	00N	40.6	ac	06	2005R				Toolkit v5.0
1543	3	528A	00N	22.7	ac	06	2005R				Toolkit v5.0
1543	4	528A	00N	18.2	ac	06	2005R				Toolkit v5.0
1543	5	528A	00N	16	ac	06	2005R				Toolkit v5.0
1543	6	528A	00N	12.2	ac	06	2005R				Toolkit v5.0
1543	7	528A	00N	9.1	ac	06	2005R				Toolkit v5.0
1544	1	528A	00N	58.1	ac	06	2005R				Toolkit v5.0
1544	2	528A	00N	19.9	ac	06	2005R				Toolkit v5.0
1543	1	590	00N	40.2	ac	06	2005R				Toolkit v5.0
1543	2	590	00N	40.6	ac	06	2005R				Toolkit v5.0
1543	3	590	00N	22.7	ac	06	2005R				Toolkit v5.0

Add Row Copy to Cell Below Save

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start Customer Service To... Microsoft PowerPoint ... 2:34 PM

An R appears next to the year to signify the practice is recurring.

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Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer Files

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1543	1	595	00N	40.2	ac	06	2005				Toolkit v5.0
1543	2	595	00N	40.6	ac	06	2005				Toolkit v5.0
1543	3	595	00N	22.7	ac	06	2005				Toolkit v5.0
1543	4	595	00N	18.2	ac	06	2005				Toolkit v5.0
1543	5	595	00N	16	ac	06	2005				Toolkit v5.0
1543	6	595	00N	12.2	ac	06	2005				Toolkit v5.0
1543	7	595	00N	9.1	ac	06	2005				Toolkit v5.0
1544	1	595	00N	58.1	ac	06	2005				Toolkit v5.0
1544	2	595	00N	19.9	ac	06	2005				Toolkit v5.0
1544	1	614	00N	3	no	05	2008				Toolkit v5.0

Add Row Copy to Cell Below Save

Plan Wizard... Contract Wizard...

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Once all the data is entered Click Save.

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Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer Files

Land Units
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Tract 1543
Tract 1544

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1543	7	528A	00N	9.1				Toolkit v5.0
1543	7	528A	00N	9.1	ac	06	2008R	Toolkit v5.0
1544	1	528A	00N	58.1	ac	06	2006R	Toolkit v5.0
1544	1	528A	00N	58.1	ac	06	2007R	Toolkit v5.0
1544	1	528A	00N	58.1	ac	06	2008R	Toolkit v5.0
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1543	1	590	00N	40.2	ac	06	2007R	Toolkit v5.0
1543	1	590	00N	40.2	ac	06	2008R	Toolkit v5.0

Toolkit Information
Practice Schedule has been saved.
OK

Click OK.

Plan Wizard... Contract Wizard...

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Customer Service Toolkit JOHNNY CHISM \Chism_Farms-----11543

Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer Files

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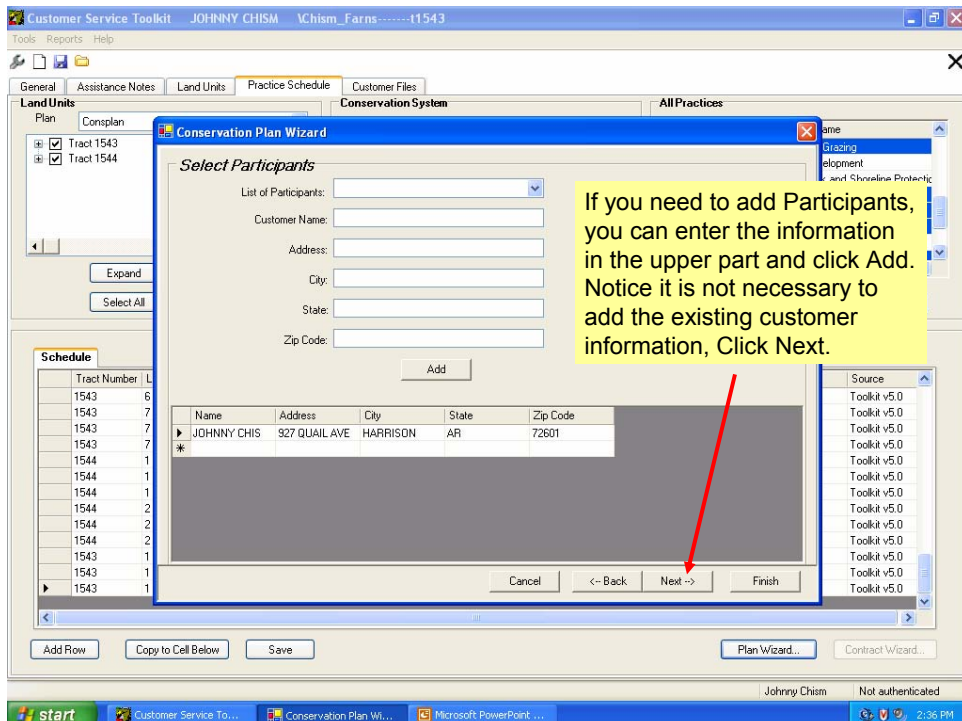
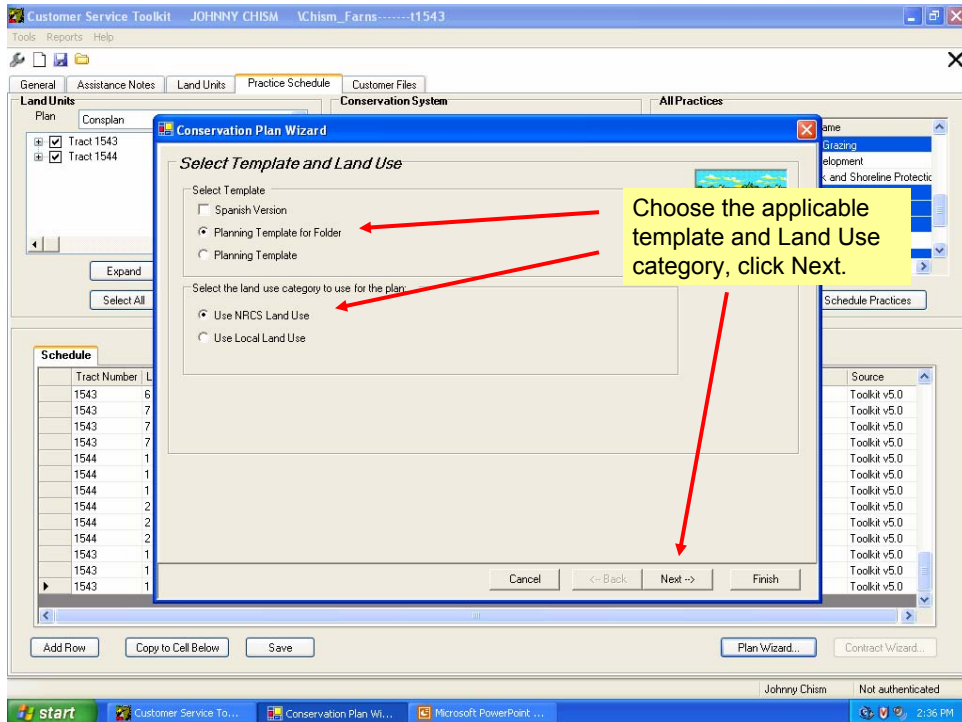
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1543	6	528A	00N	12.2	ac	06	2008R	Toolkit v5.0
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1543	7	528A	00N	9.1	ac	06	2007R	Toolkit v5.0
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1544	2	528A	00N	19.9	ac	06	2008R	Toolkit v5.0
1543	1	590	00N	40.2	ac	06	2006R	Toolkit v5.0
1543	1	590	00N	40.2	ac	06	2007R	Toolkit v5.0
1543	1	590	00N	40.2	ac	06	2008R	Toolkit v5.0

The Plan Wizard button becomes active, click it to develop the plan document.

Plan Wizard... Contract Wizard...

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You have several options to include in the plan document. Choose the ones that fit your needs.

You also have the option of including Standard Statements that you have saved in text files on your computer. To access a text file for the statement, click the Browse button.

You can also type in the client's objectives to be included in the plan document. Click Finish.

You have the option of choosing a name for the plan document, or accepting the default NewPlan.xls. Click Open.

Conservation Plan

JOHNNY CHISM
927 QUAIL AVE
HARRISON, AR 72601

Objective(s)
To control erosion and improve grazing management

Pasture
Tract: 1543

Critical Area Planting
Vegetation will be established on severely eroding areas or other areas requiring extra ordinary means to establish vegetation.

Field	Planned Amount	Month	Year	Applied Amount	Date
2	1.4 ac	5	2005		
Total:		1.4 ac			

Fence
Construct a four wire barb fence at the location at the plan map. Follow the fencing specifications when constructing the fence.

Field	Planned Amount	Month	Year	Applied Amount	Date
1	1345.3 ft	3	2007		

The plan document is creating in Excel. Use Excel to edit and print the document. When you are finished, close the file.

Customer Service Toolkit JOHNNY CHISM \Chism_Farms-----11543

Tools Reports Help

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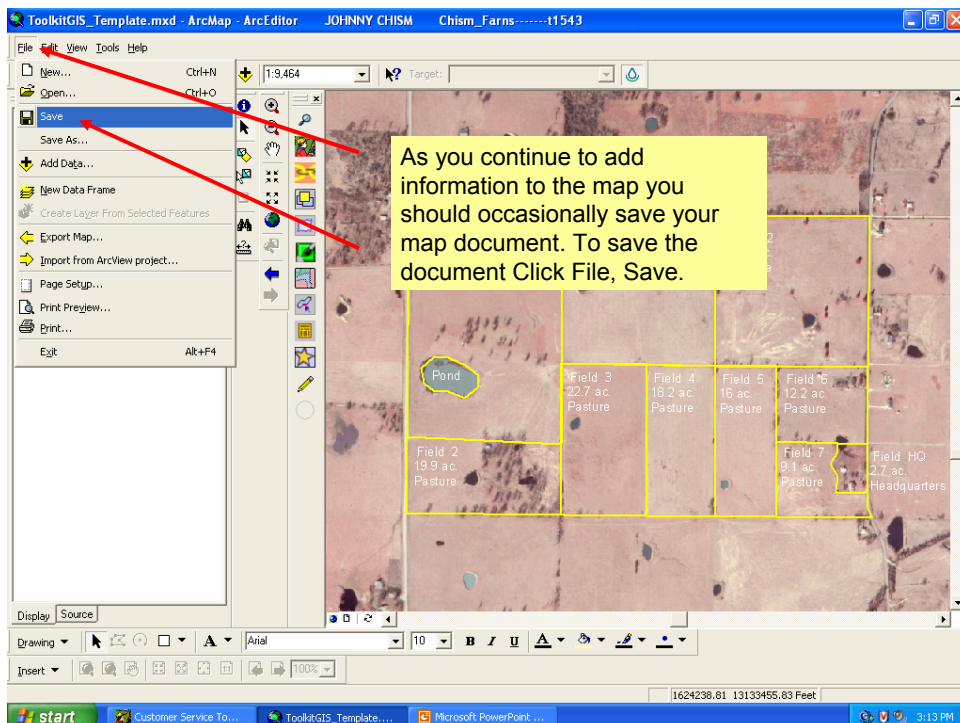
Schedule
Plan Date: Dec 2004

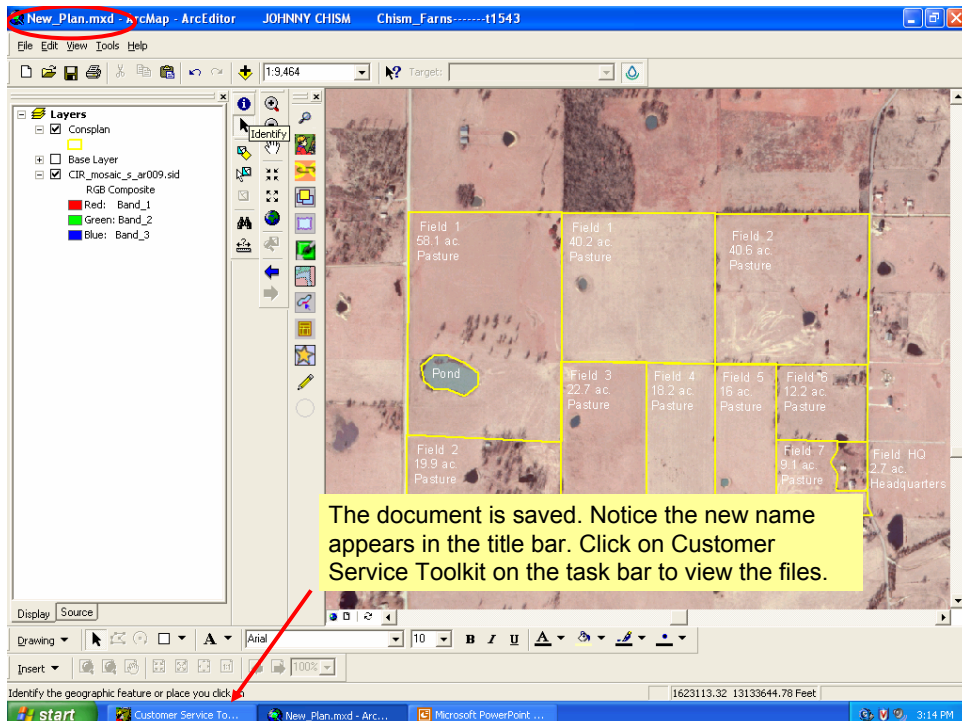
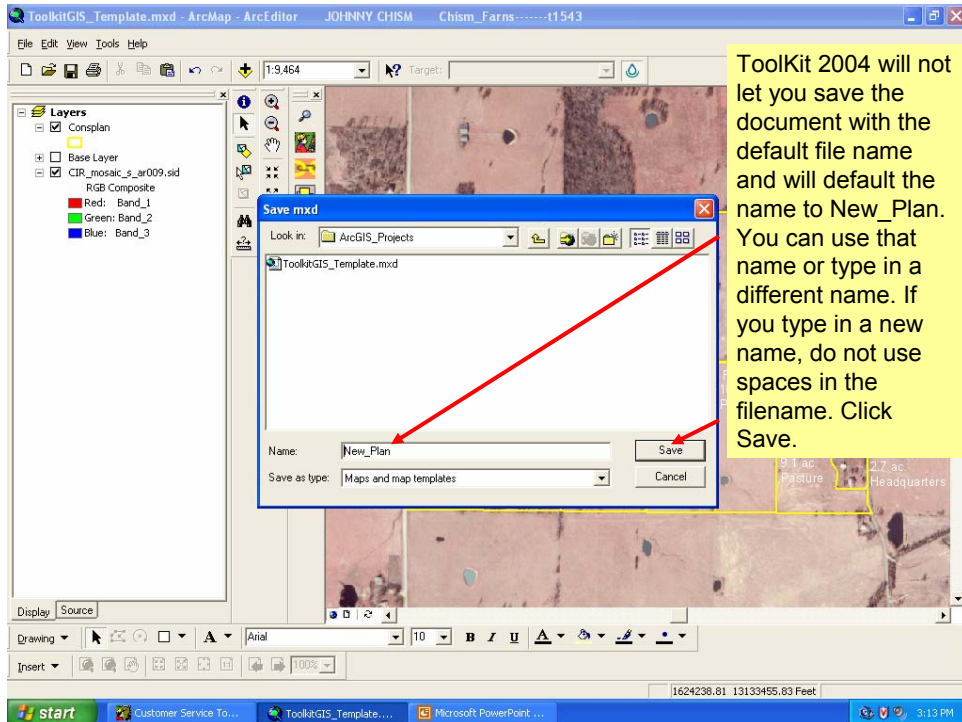
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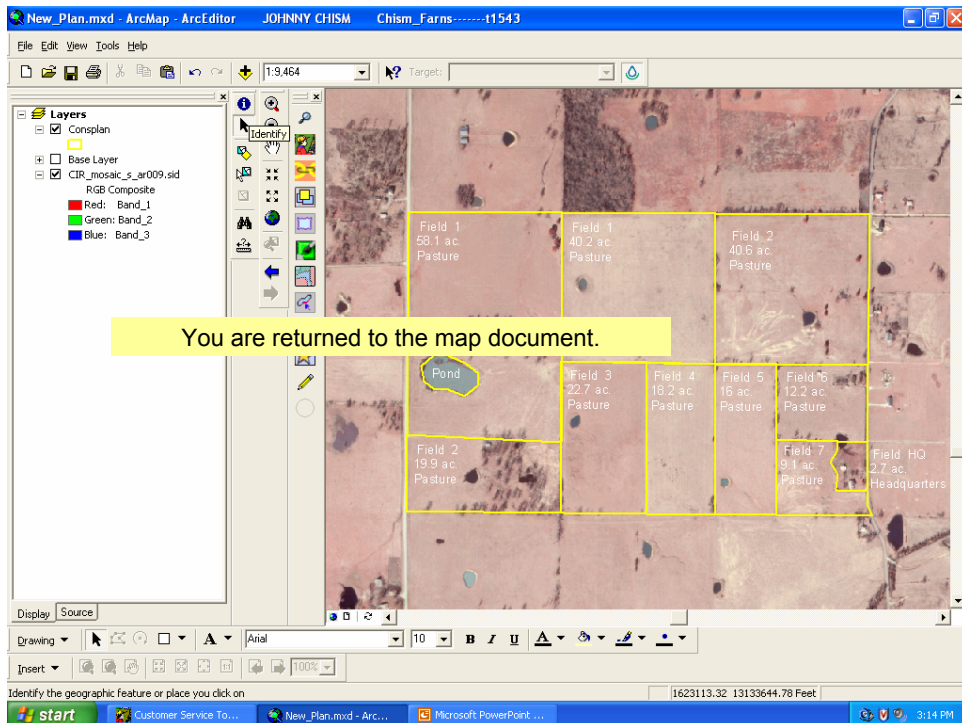
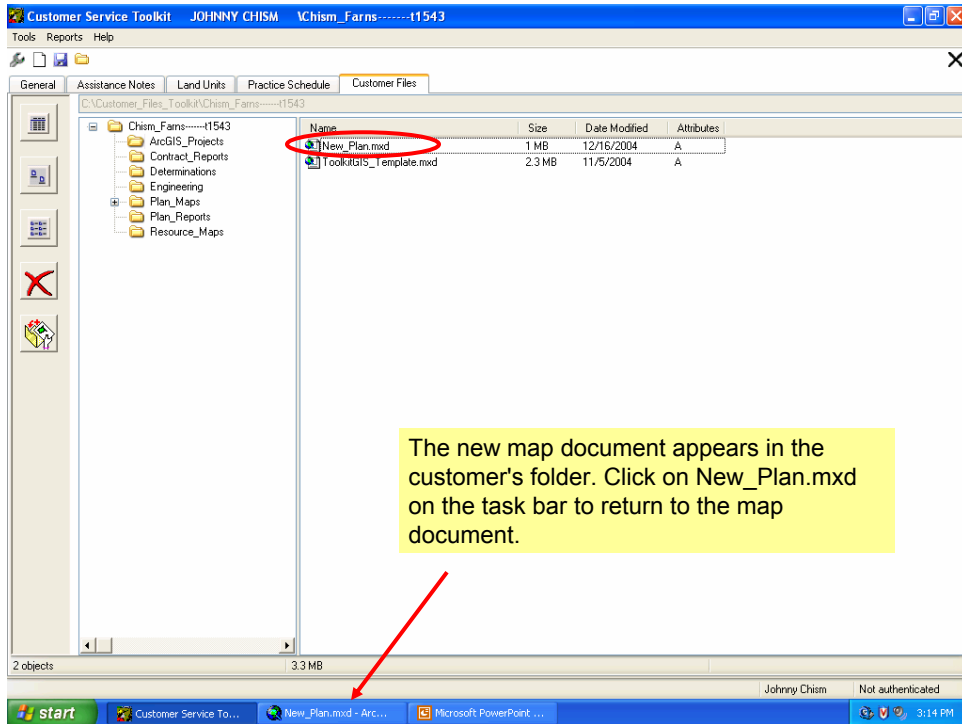
You are returned to the Practice Schedule.

Saving the Map Document

Toolkit 2004

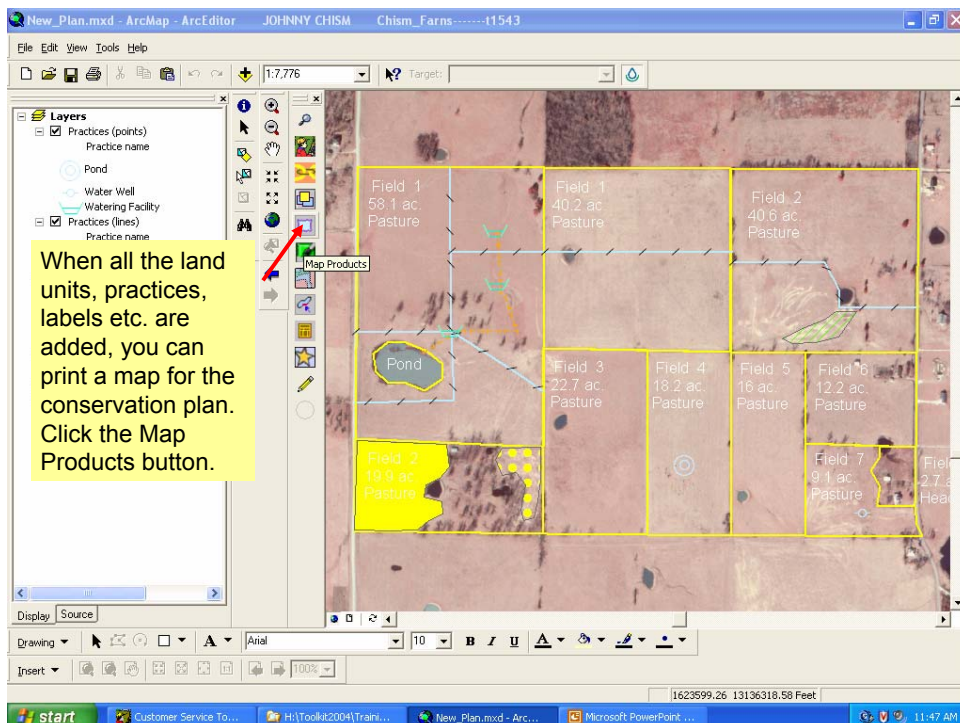


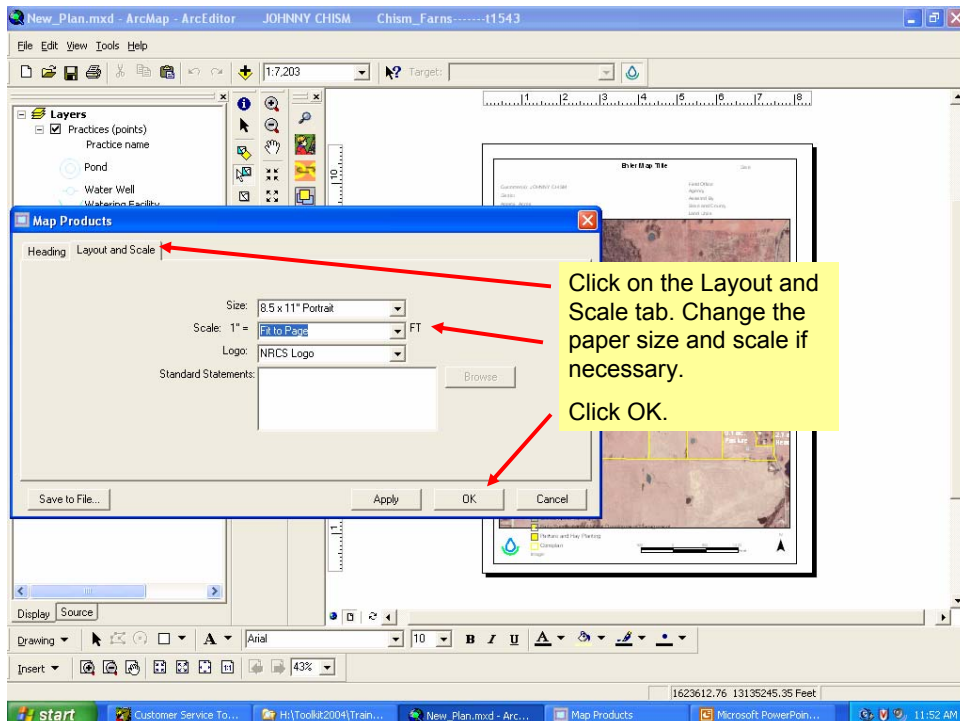
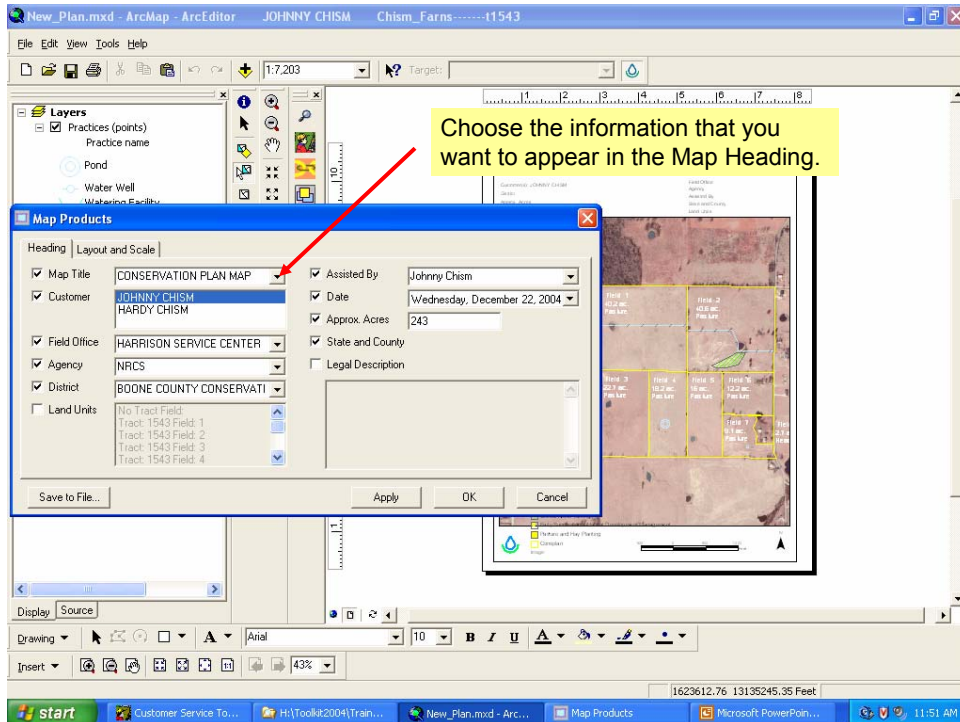


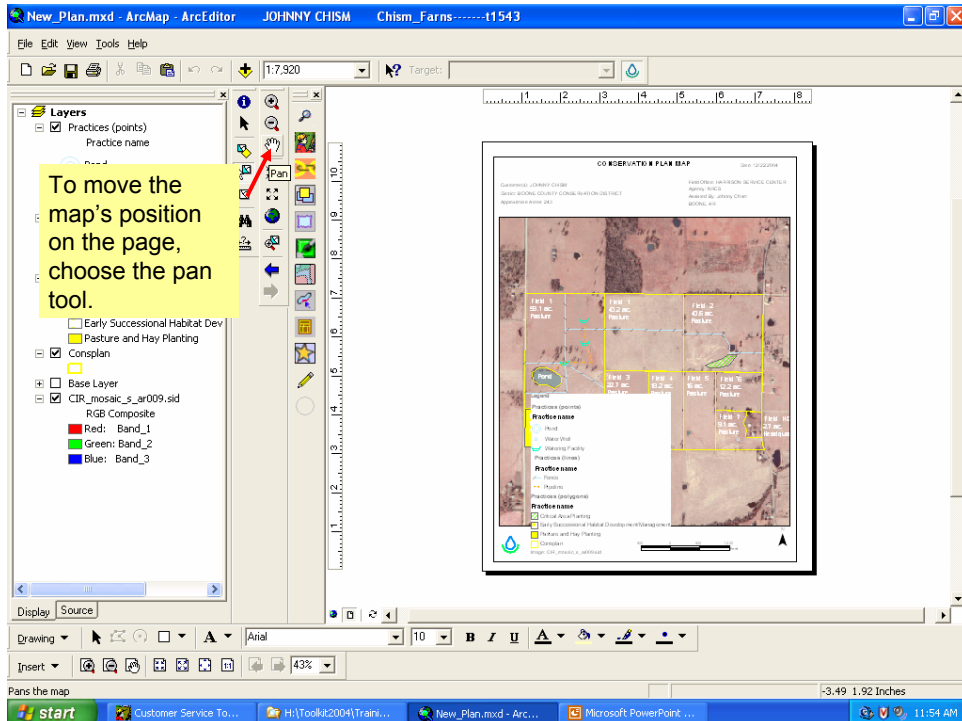
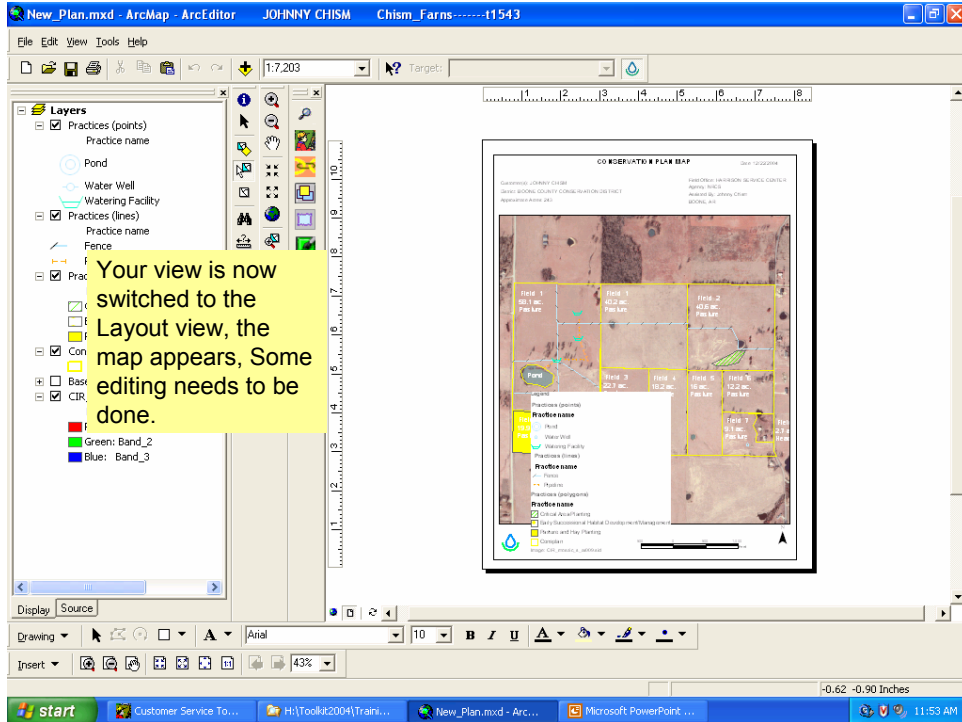


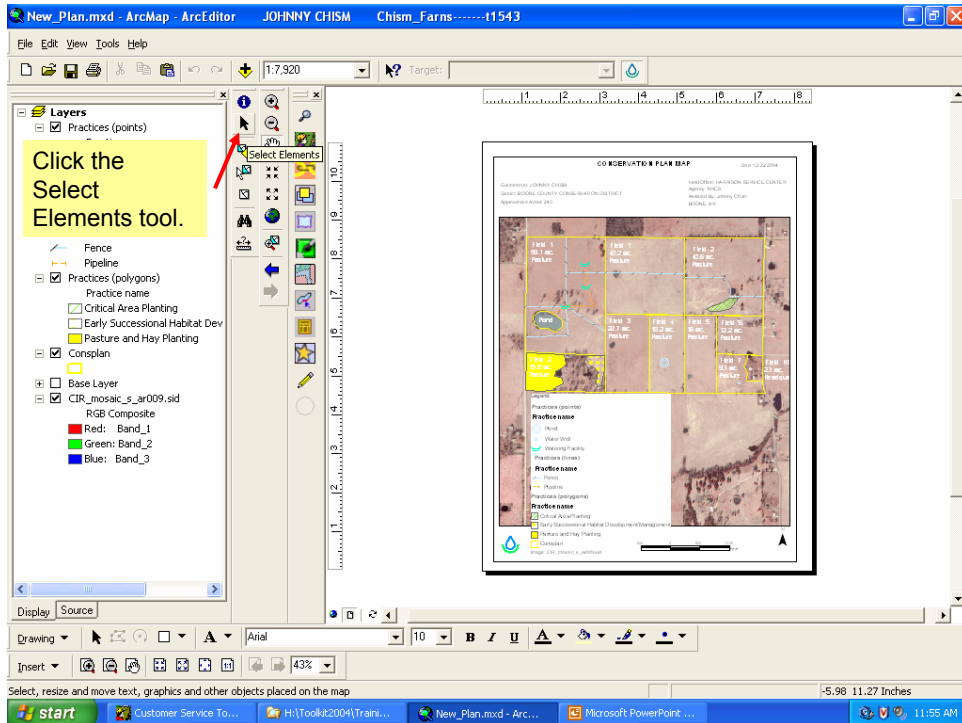
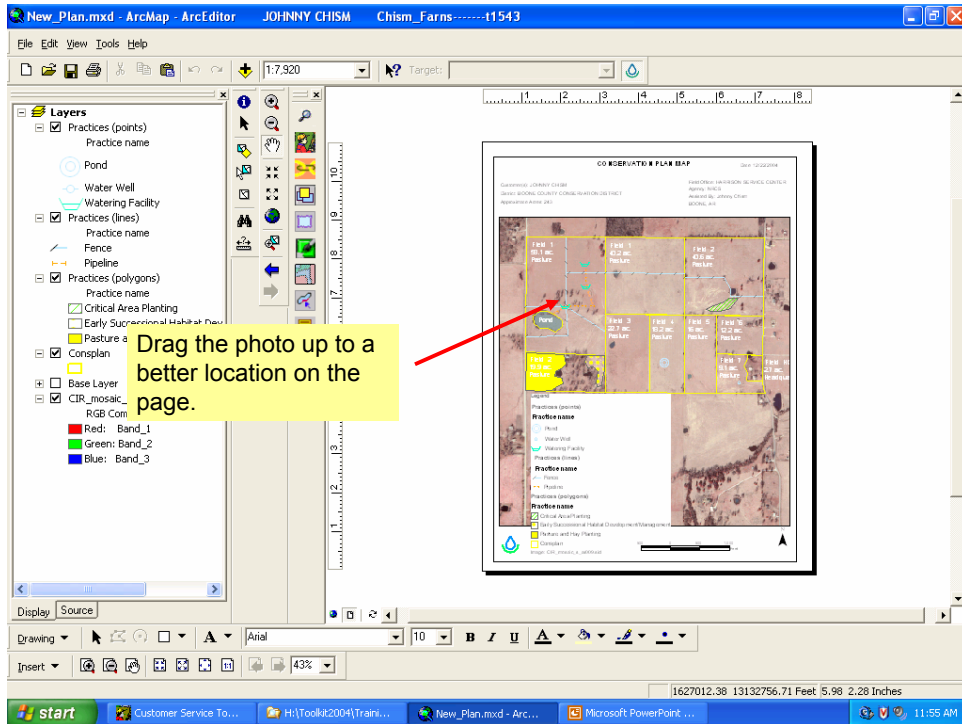
Creating a Plan Map

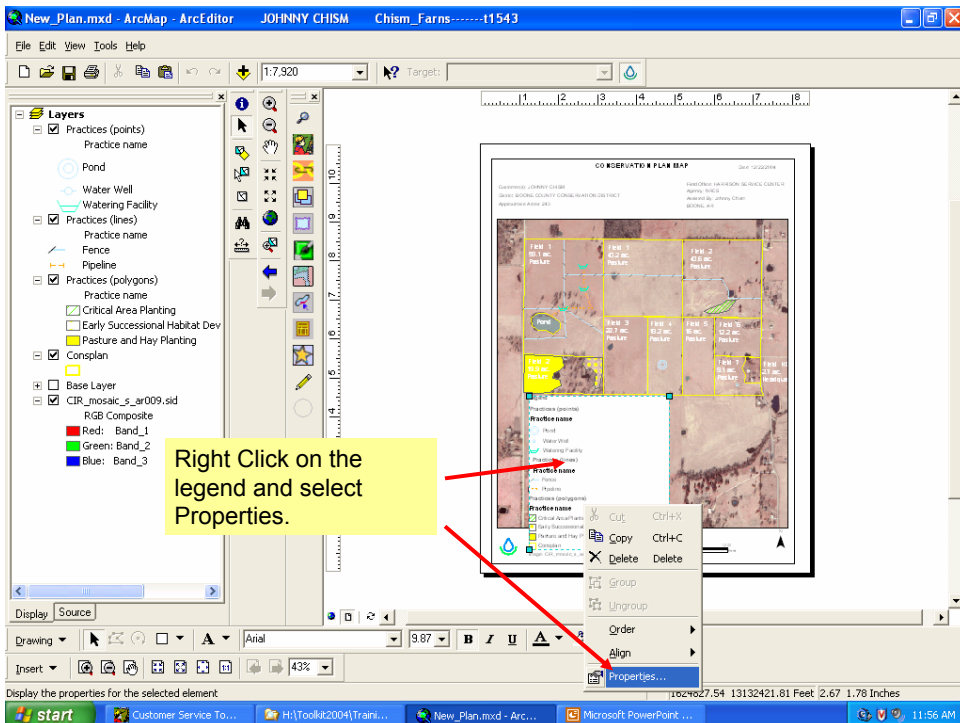
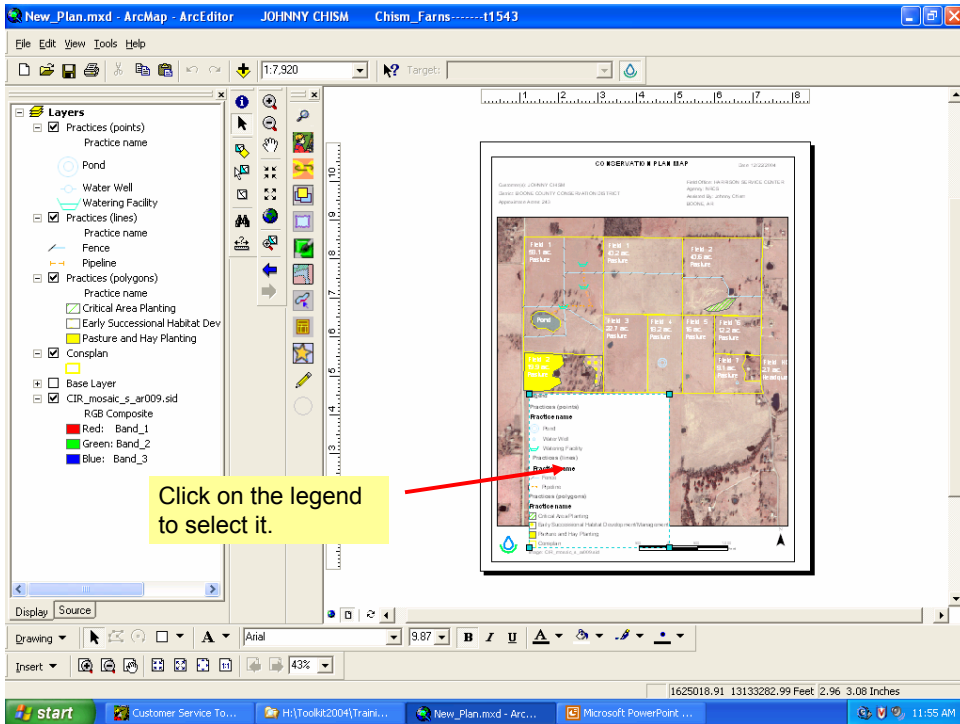
Toolkit 2004

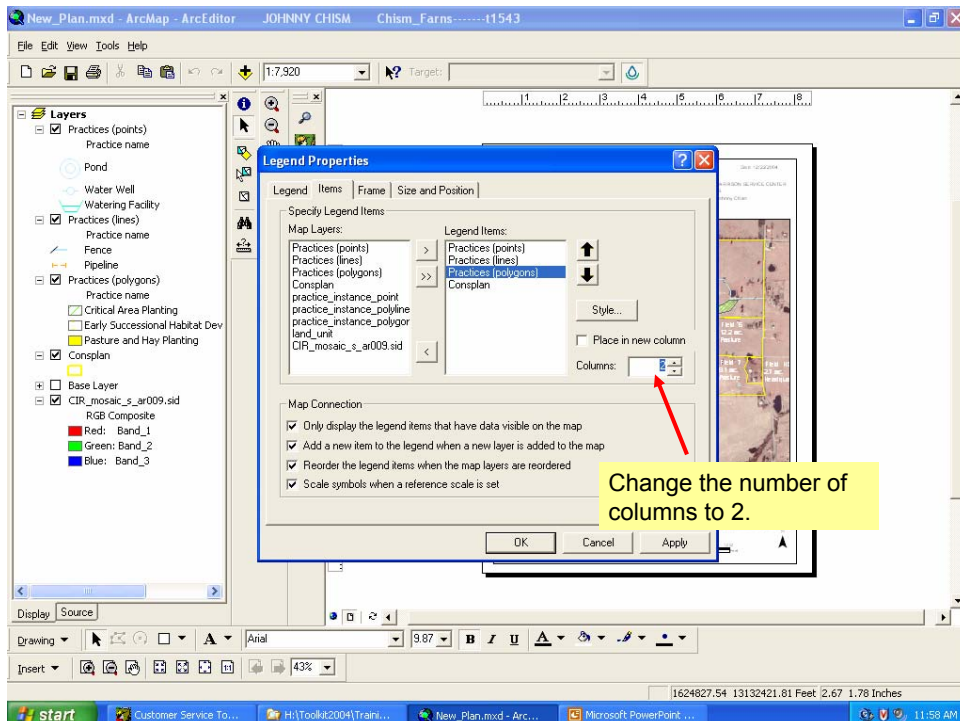
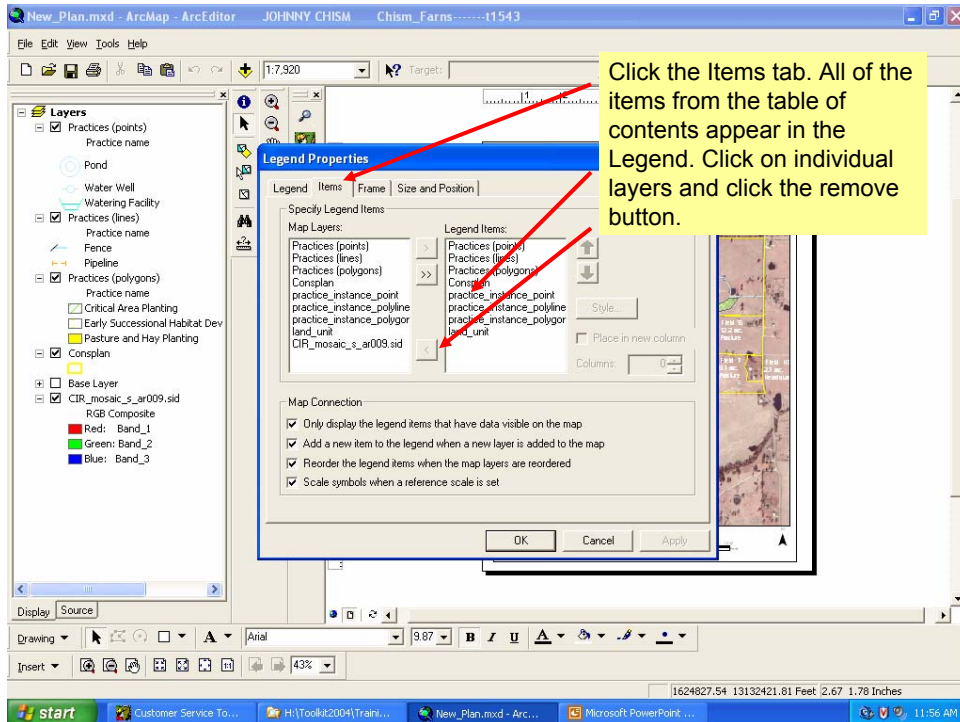


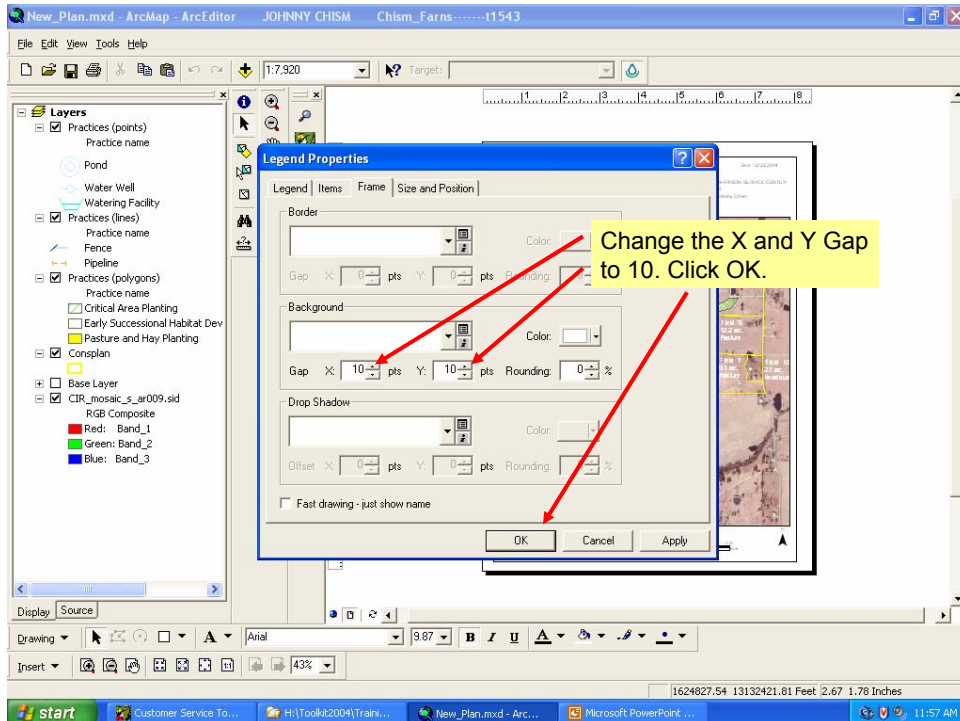
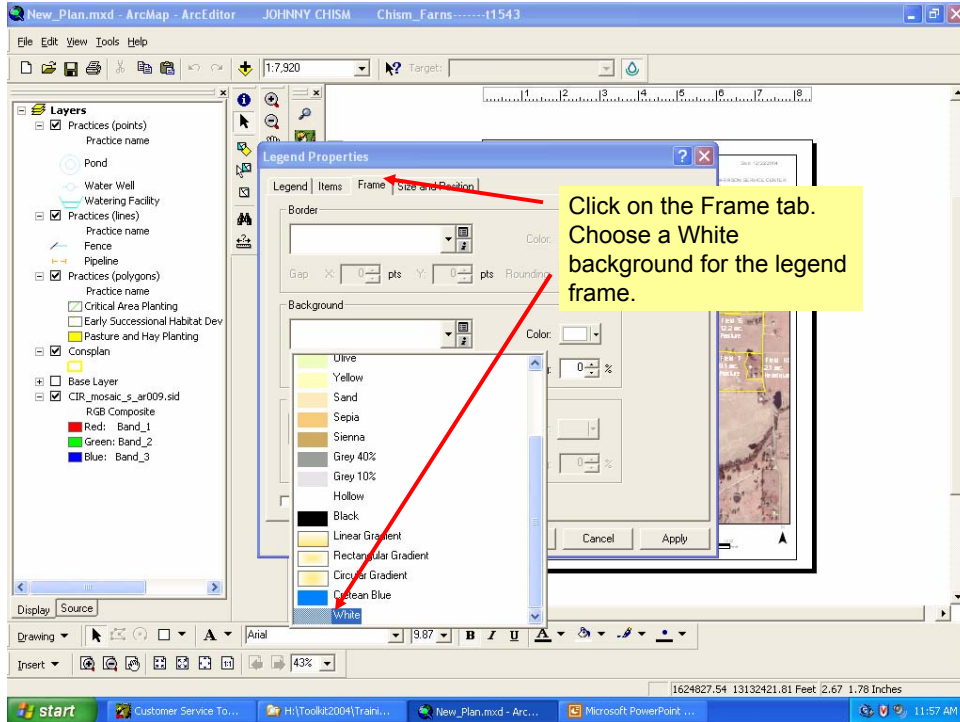


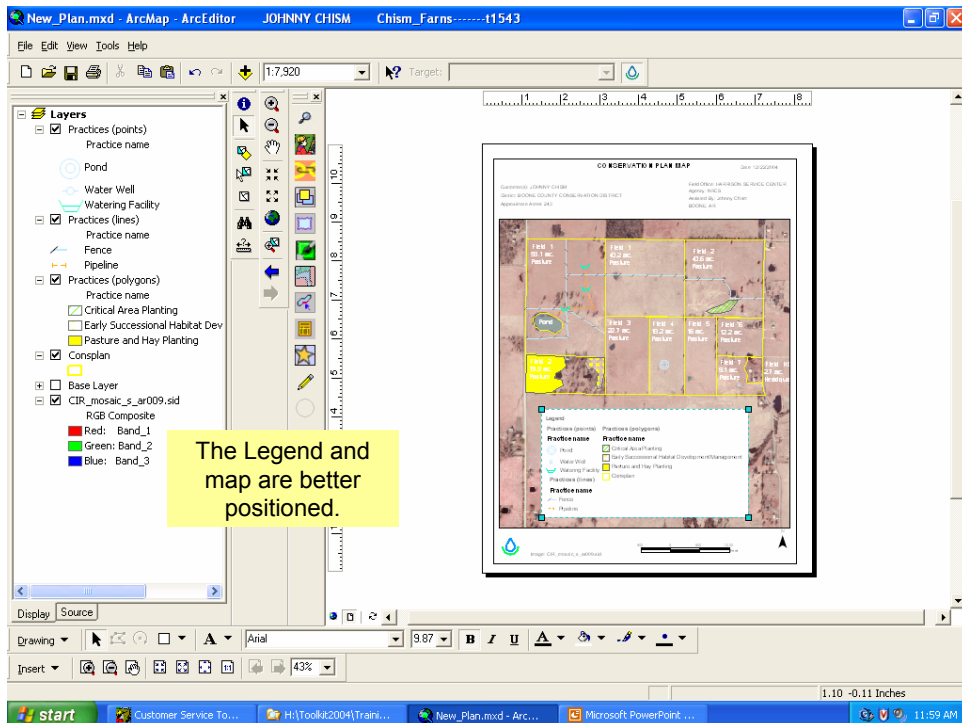
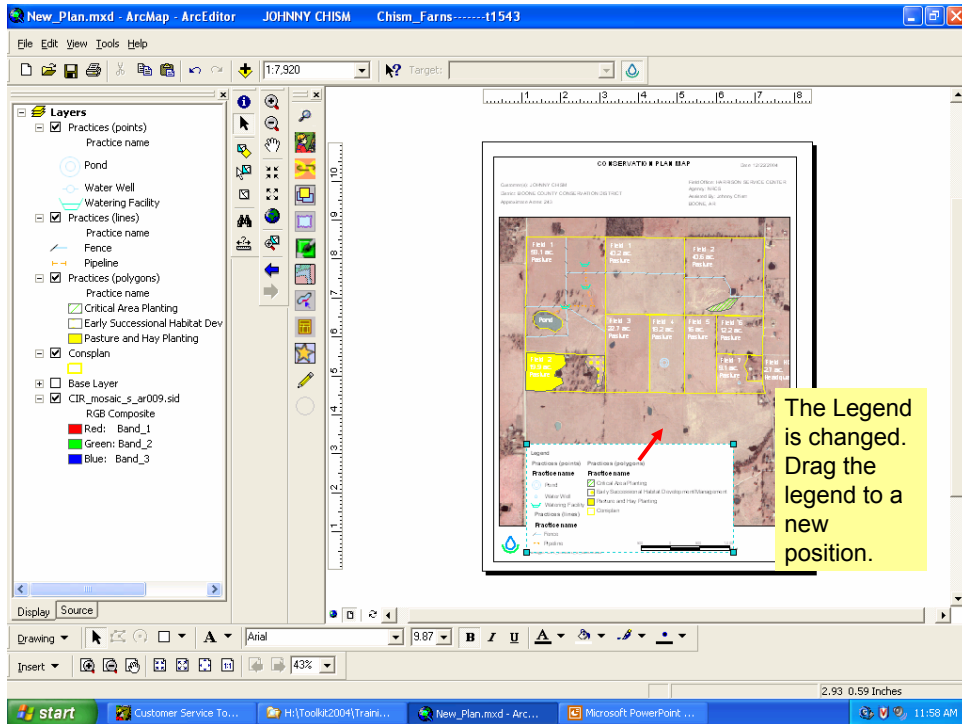


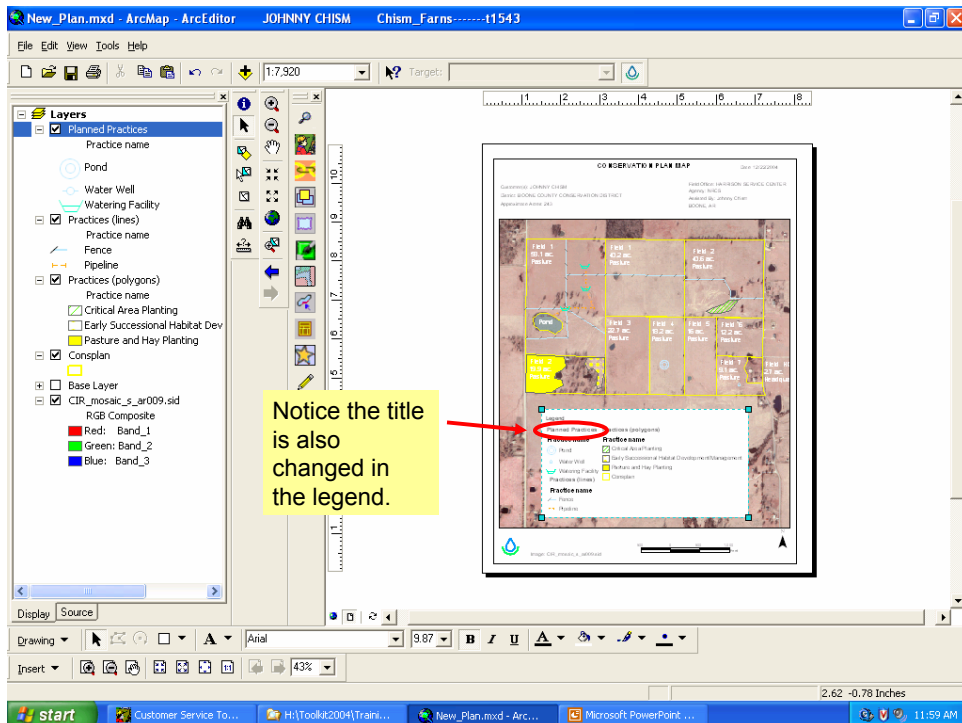
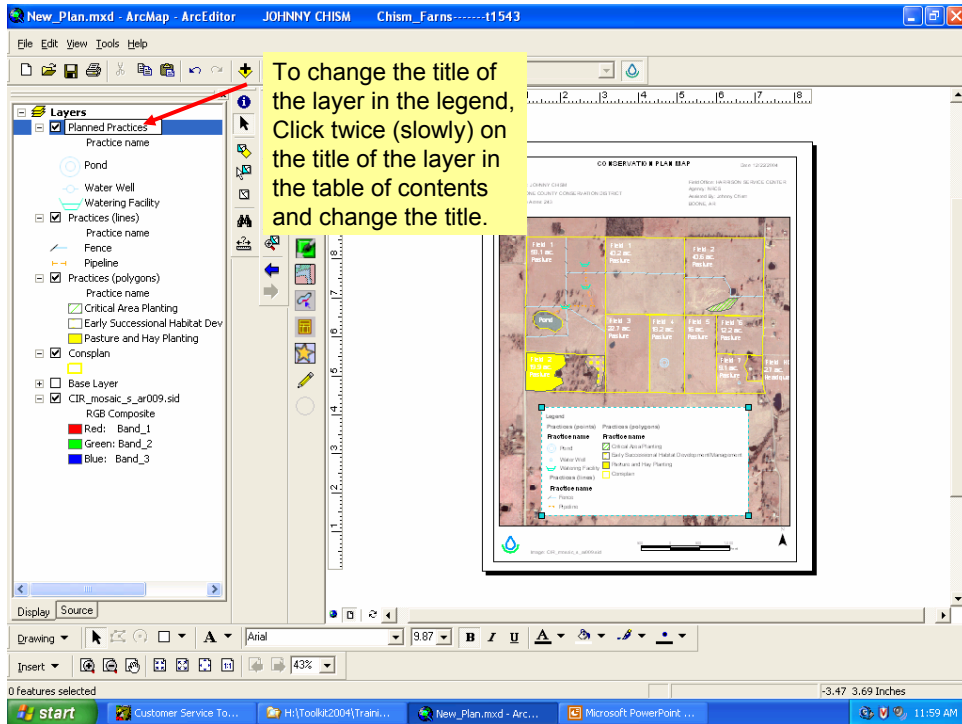


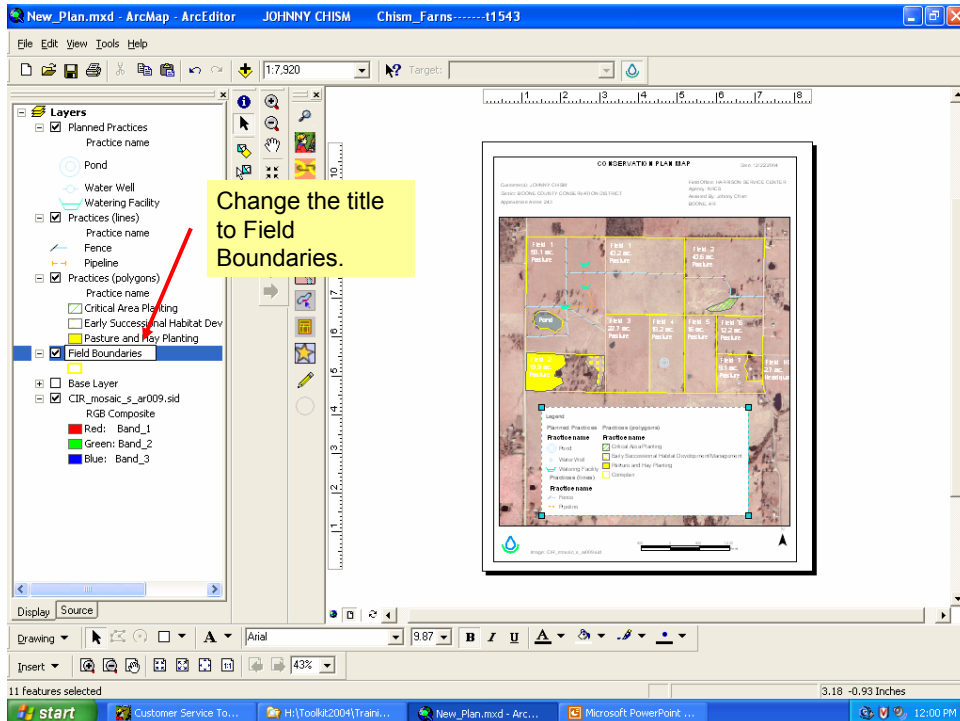
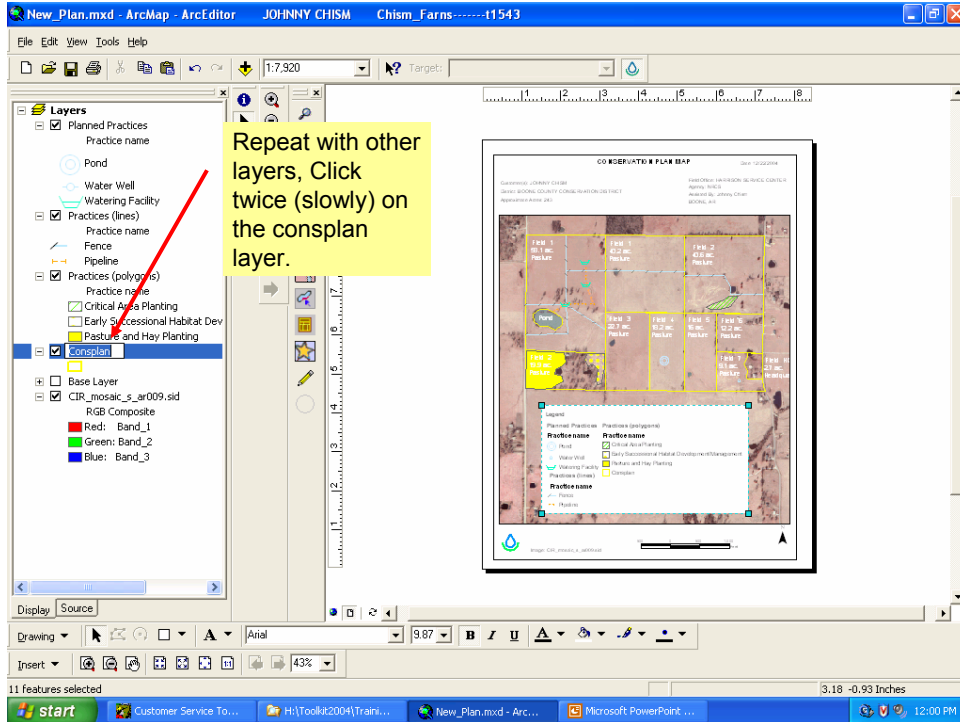


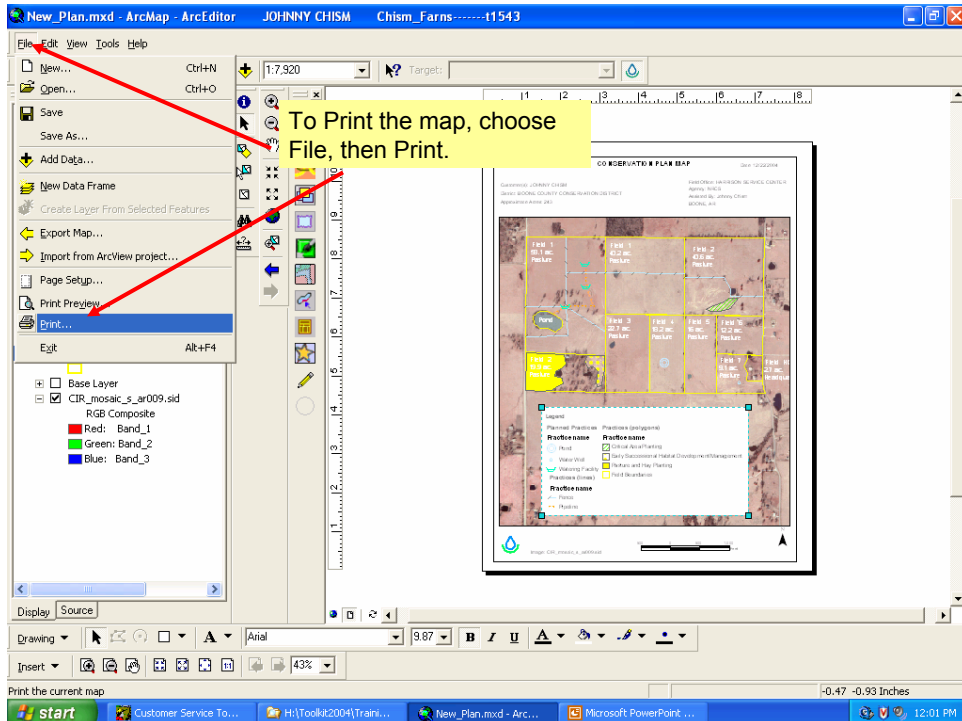
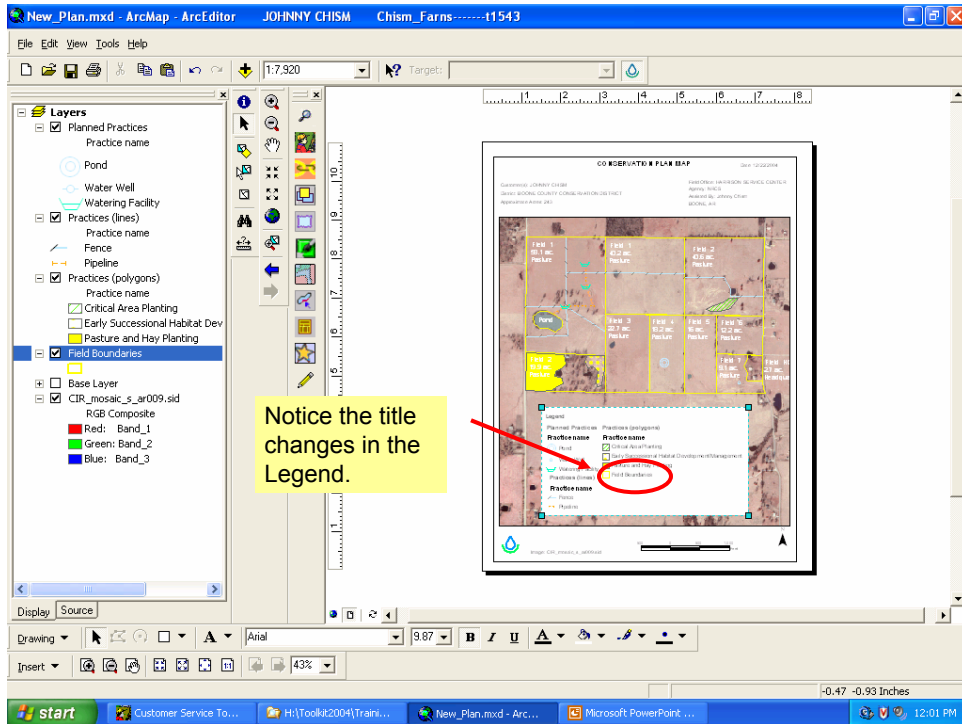


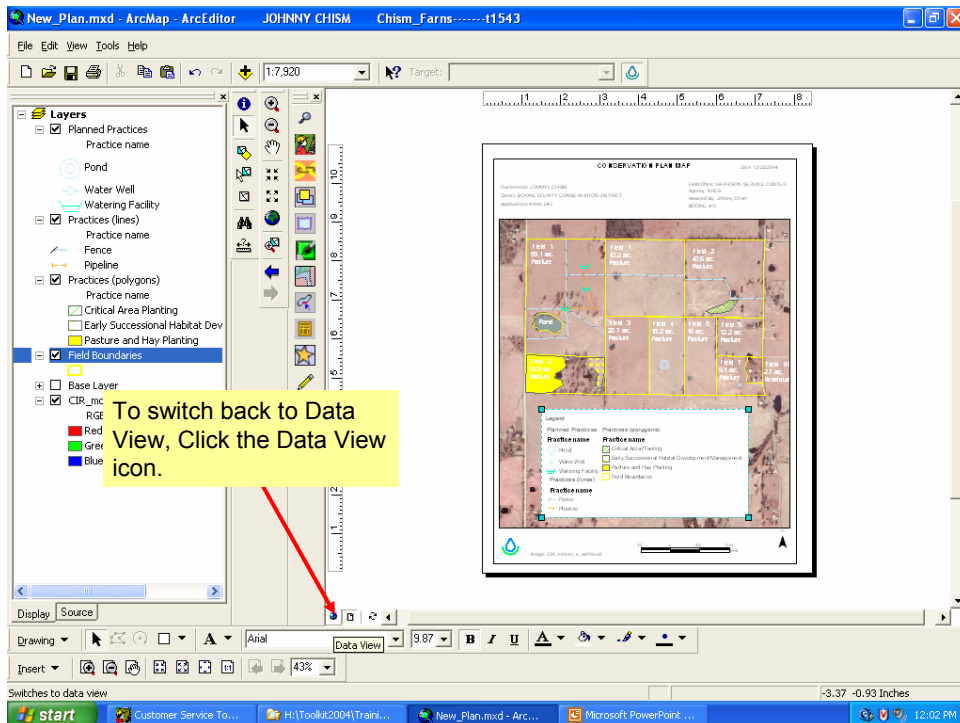
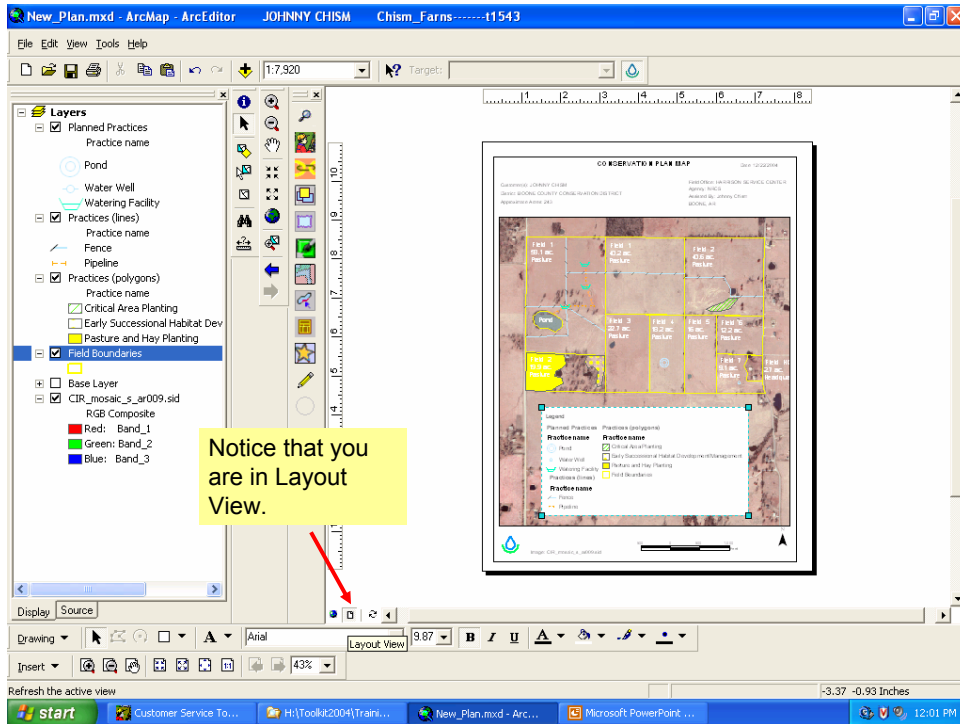


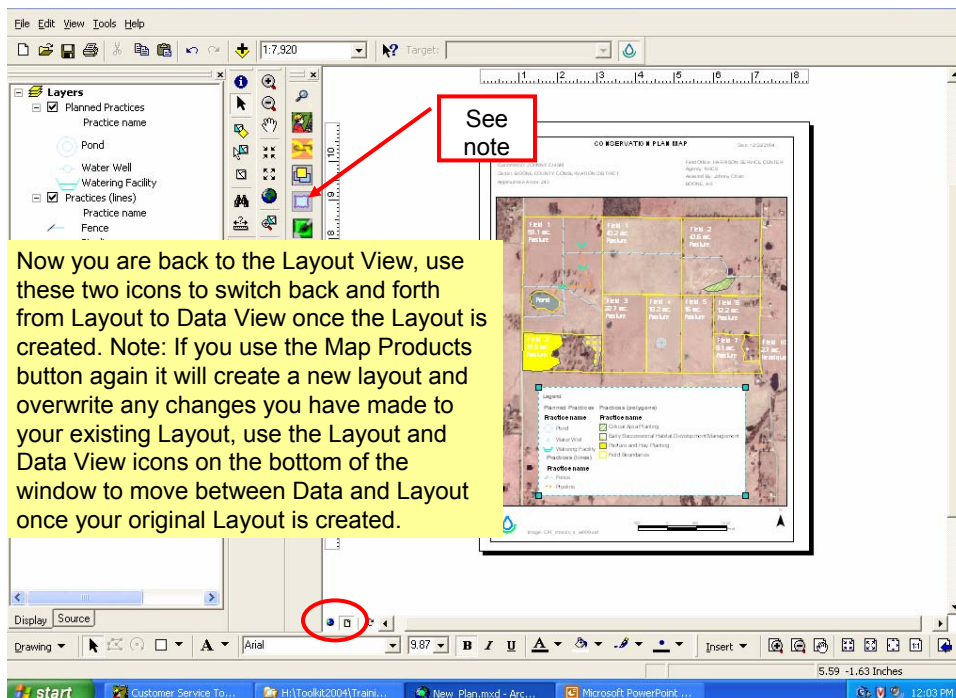
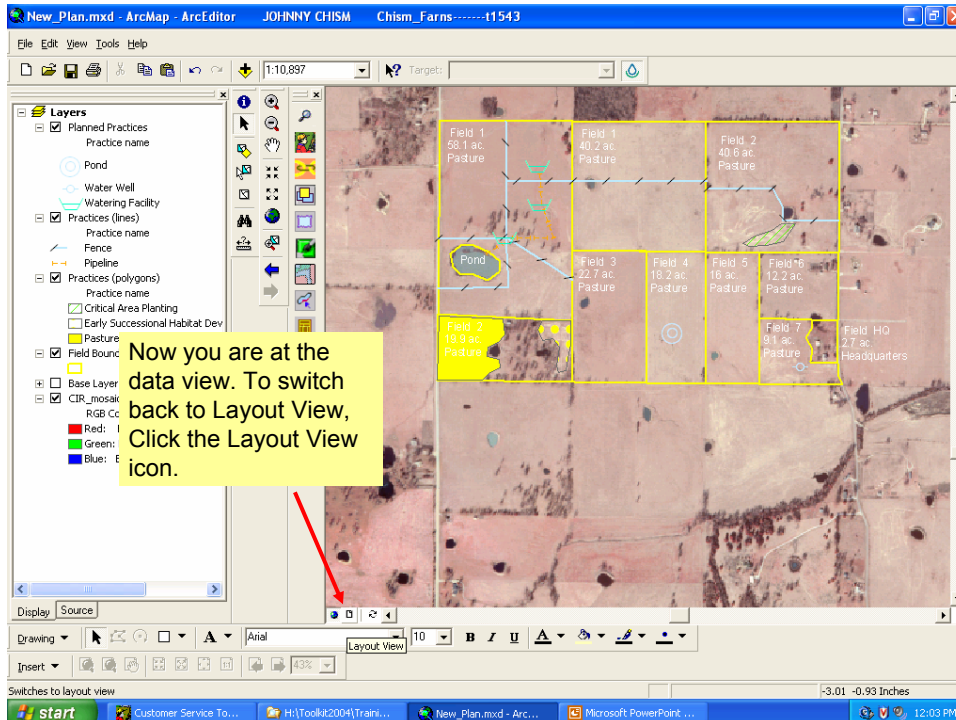






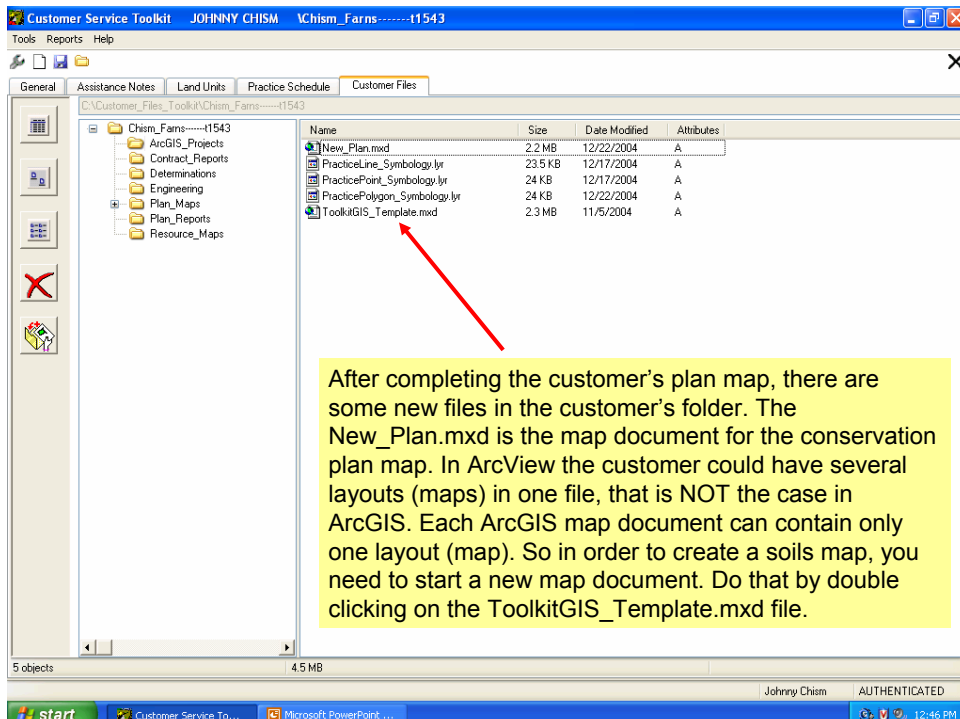


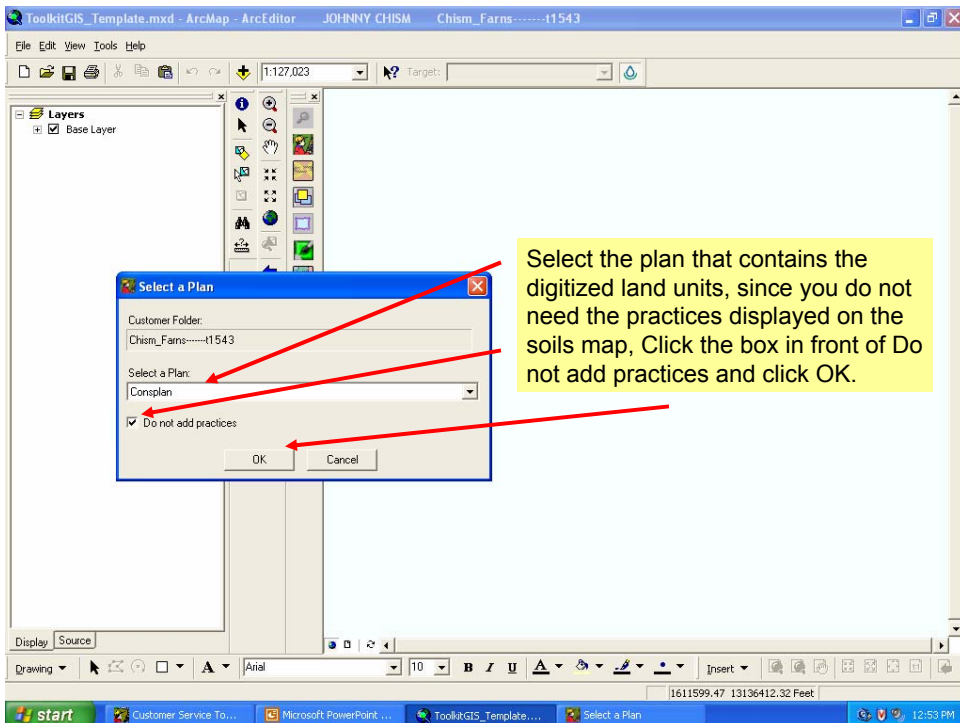
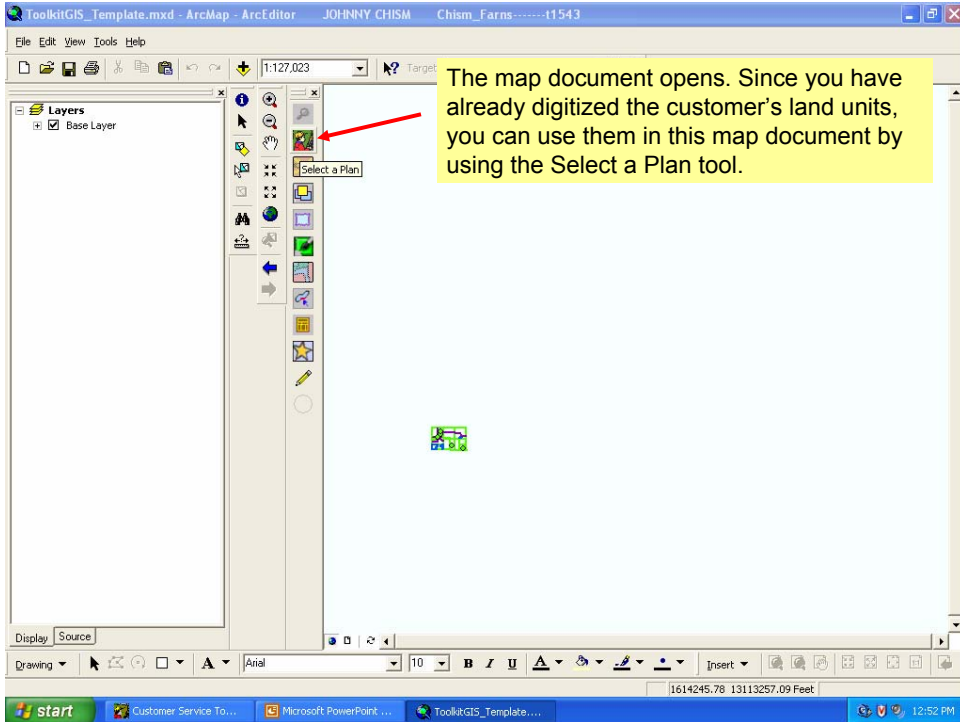


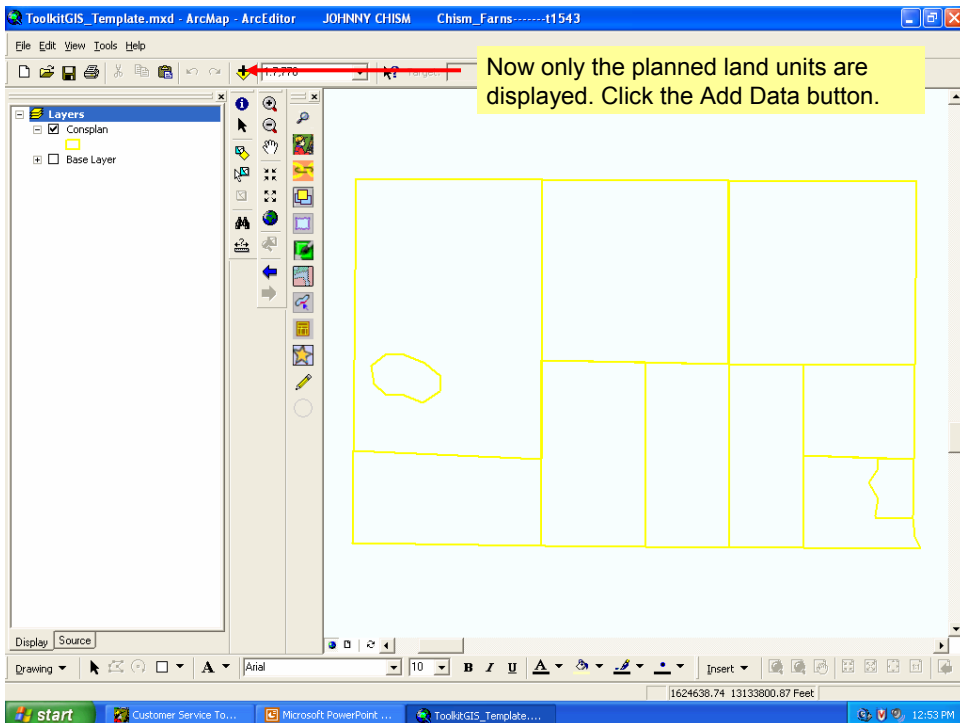
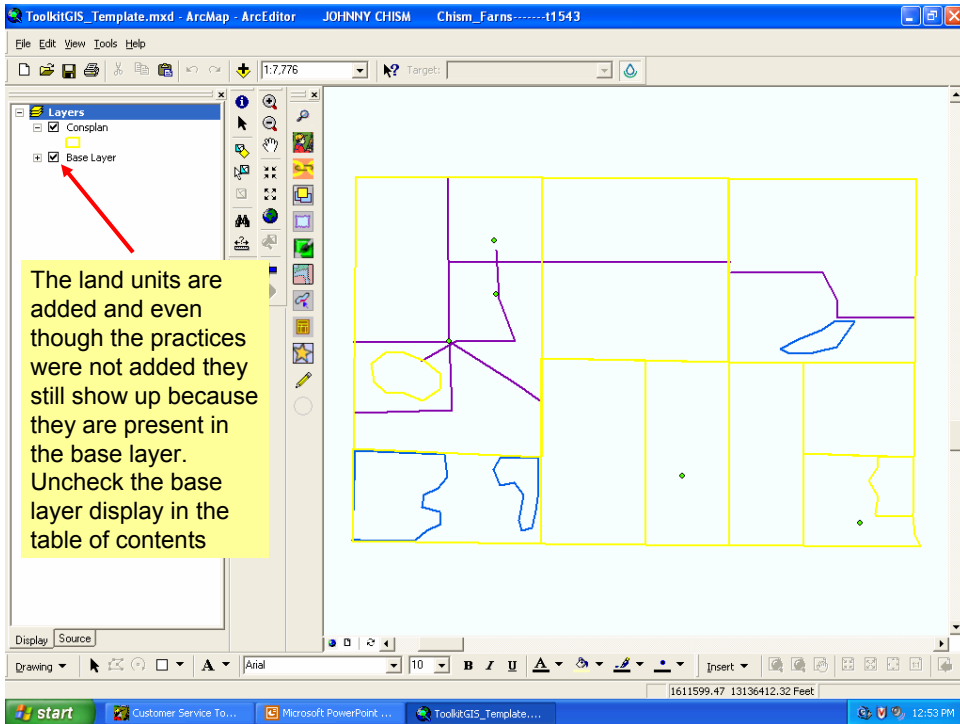


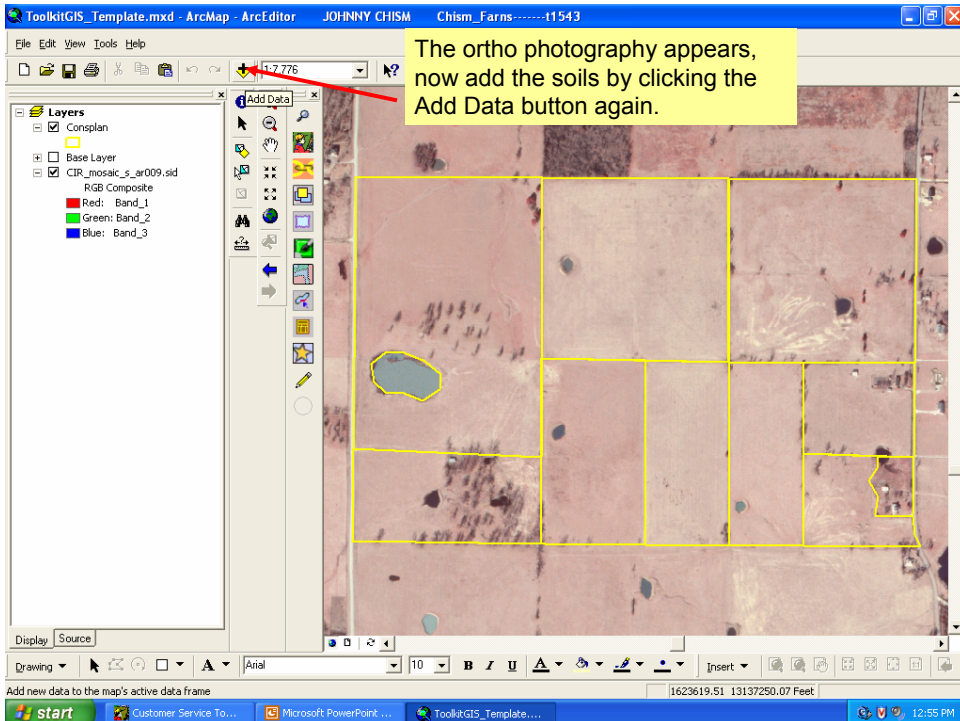
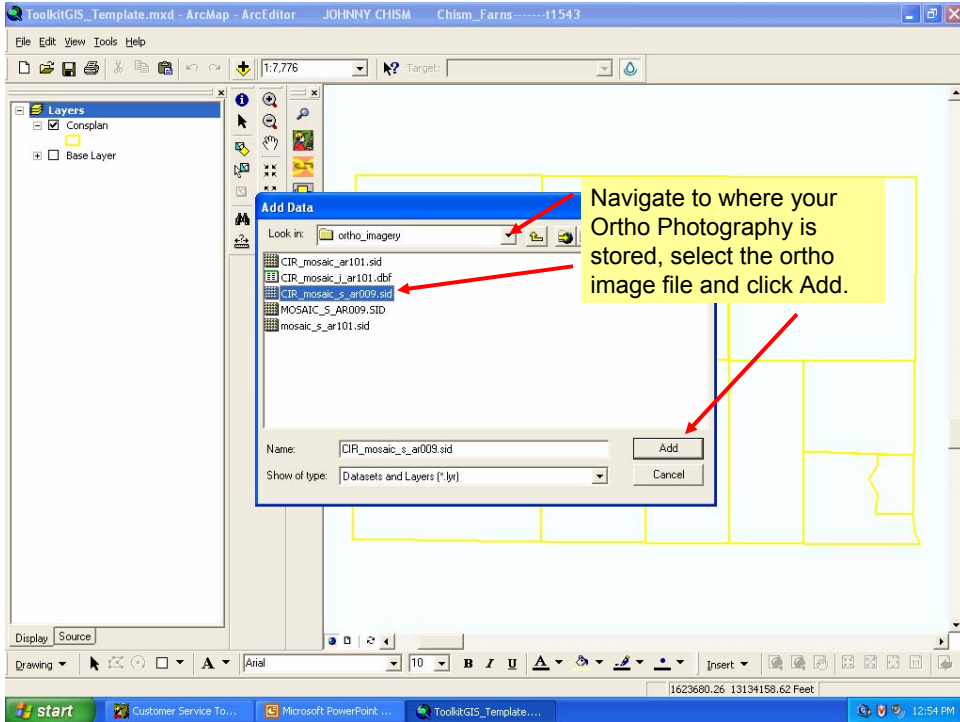
Creating a Soils Inventory and Map

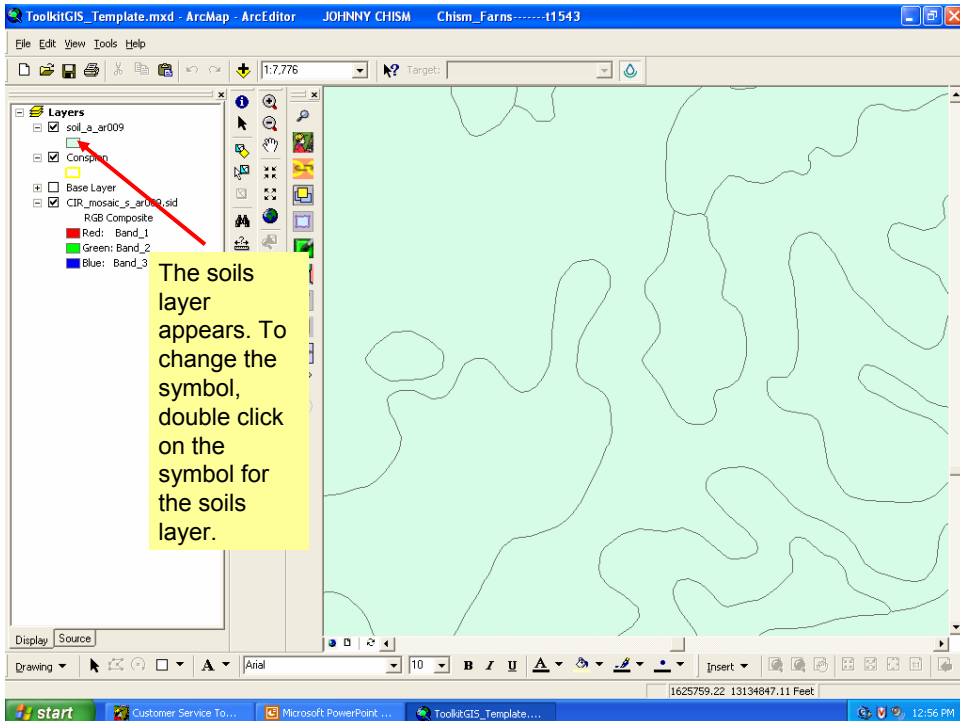
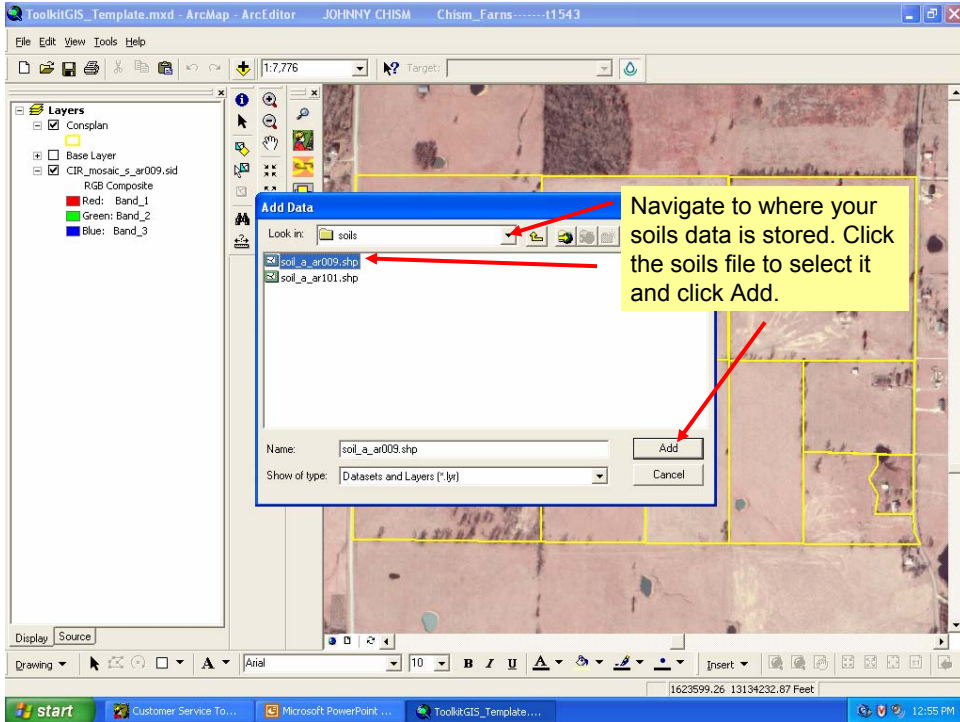
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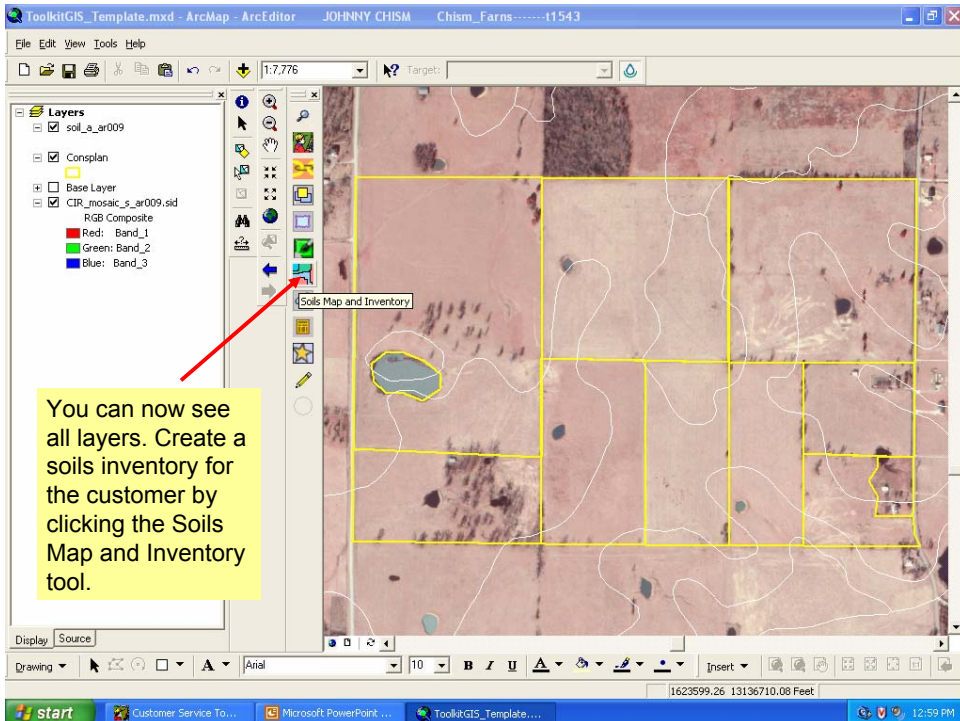
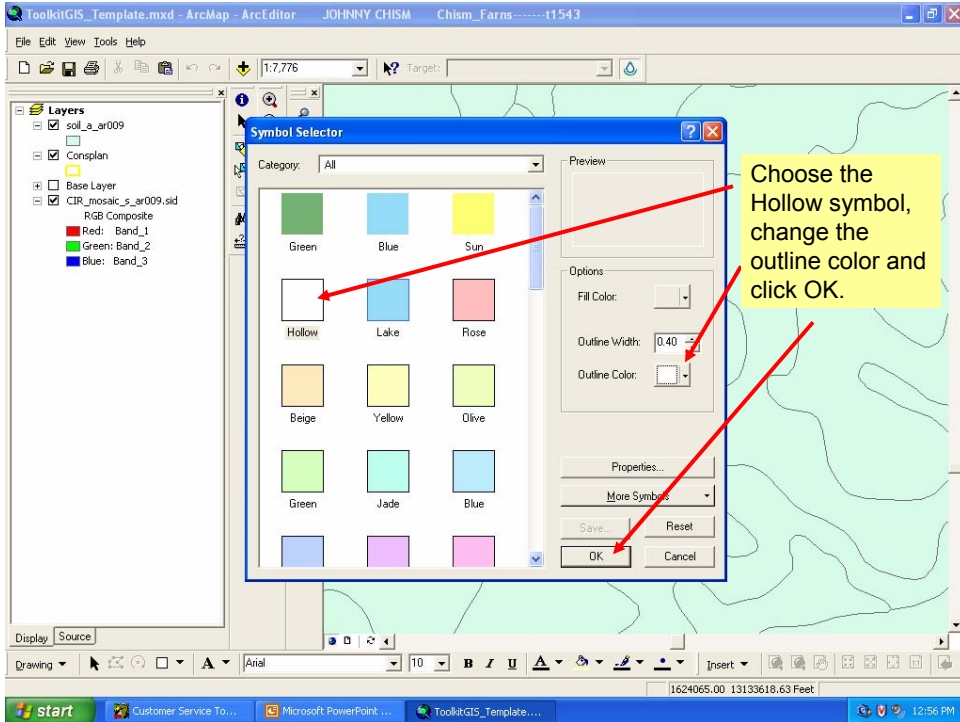


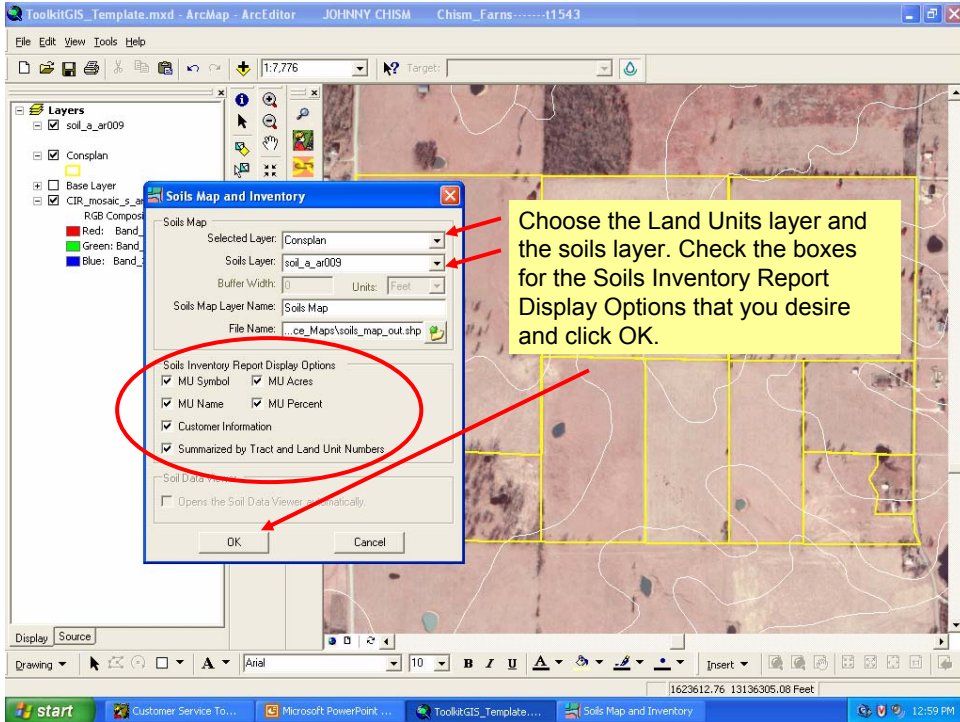




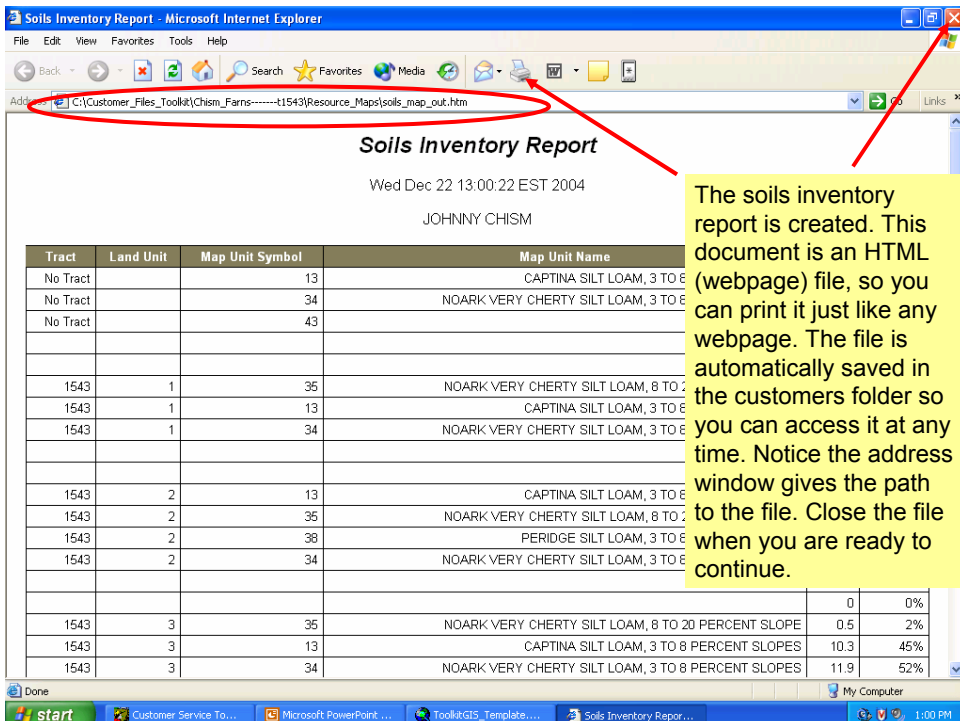




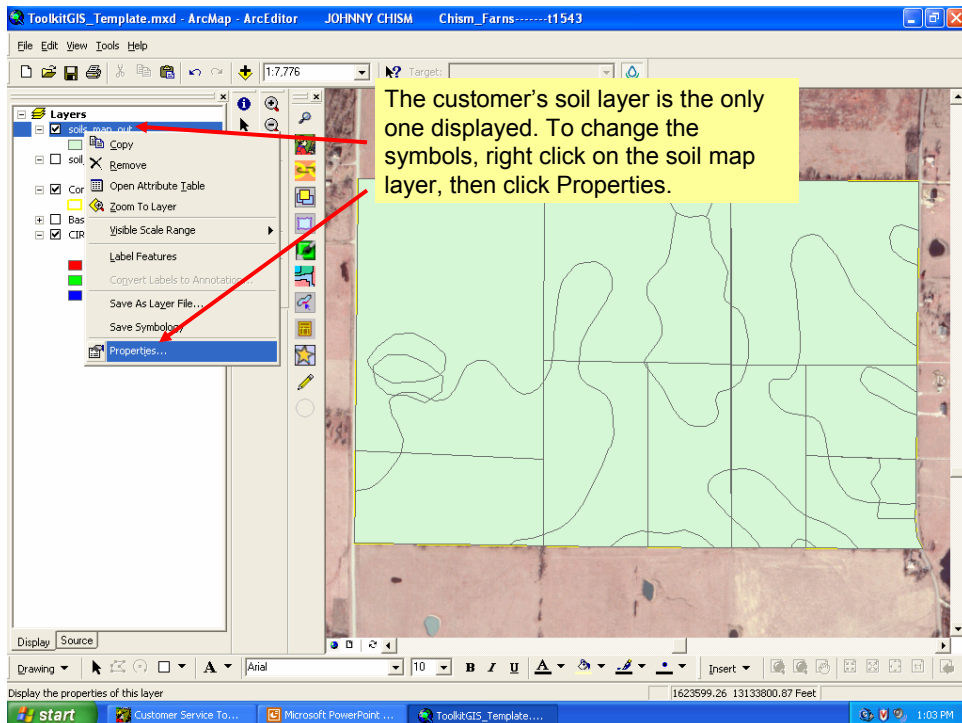
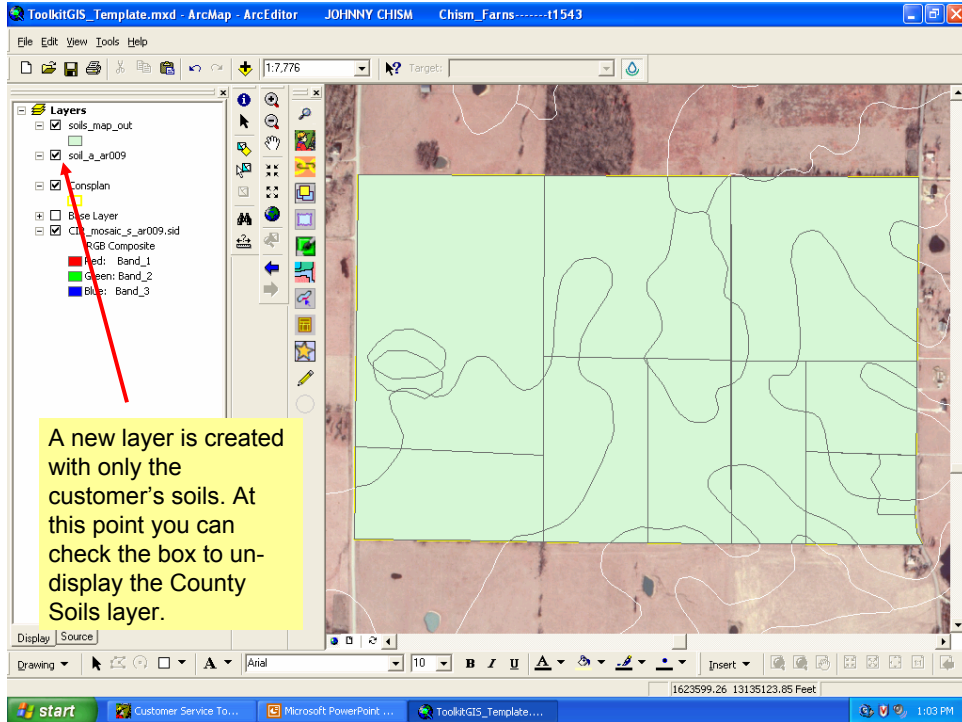


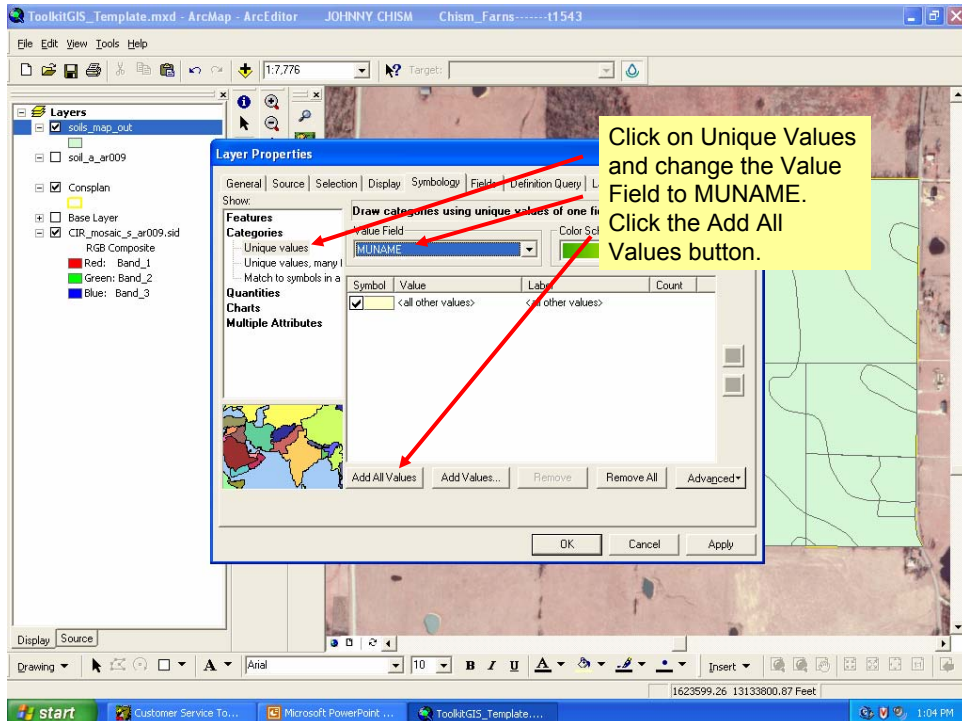
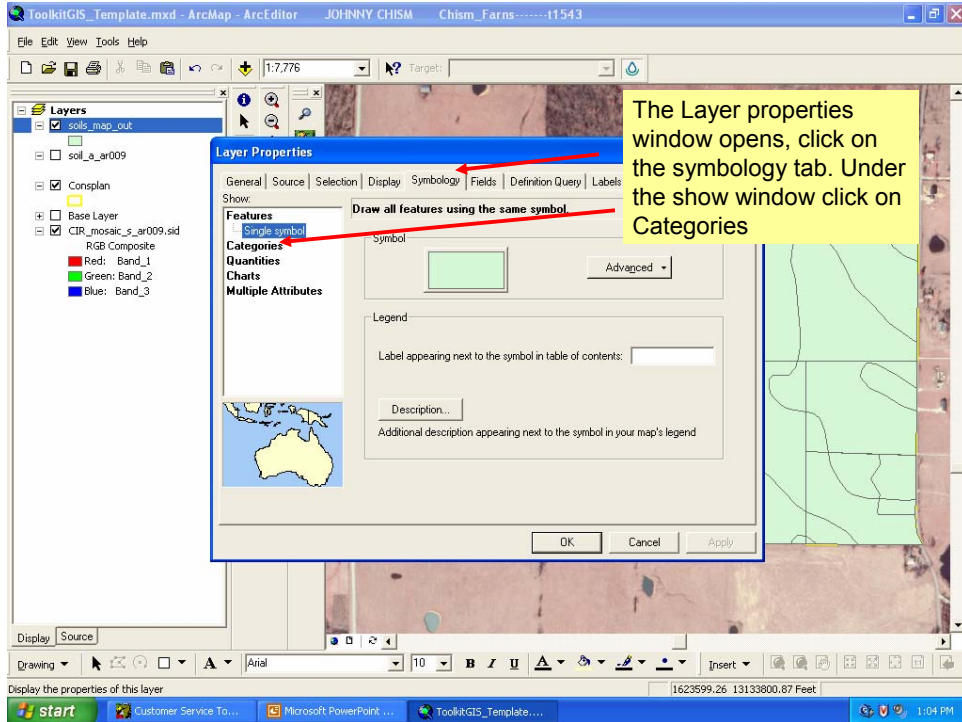


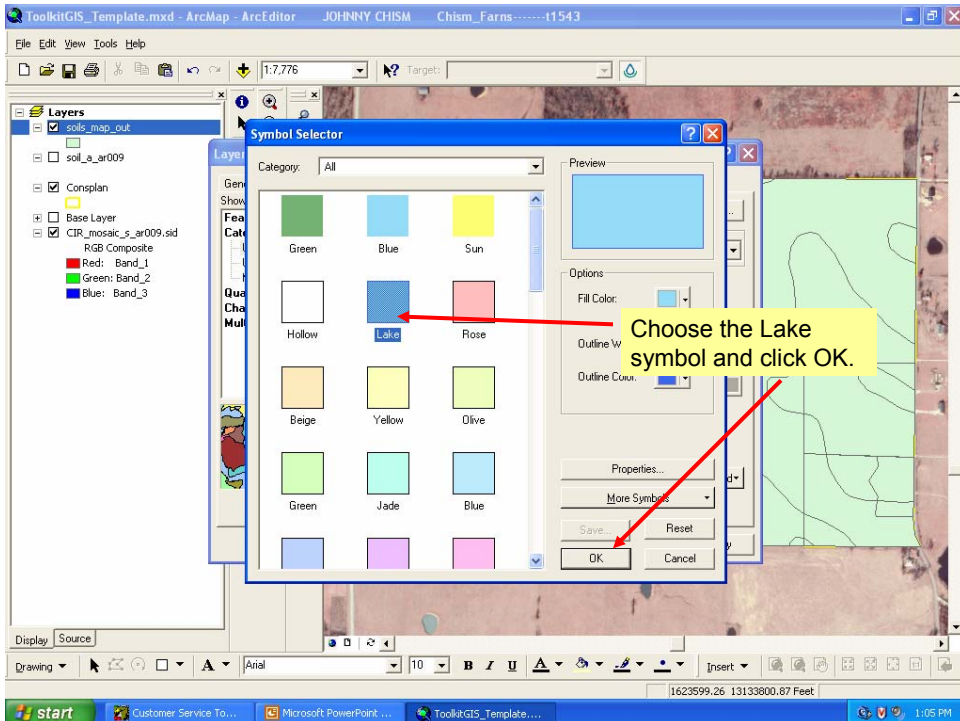
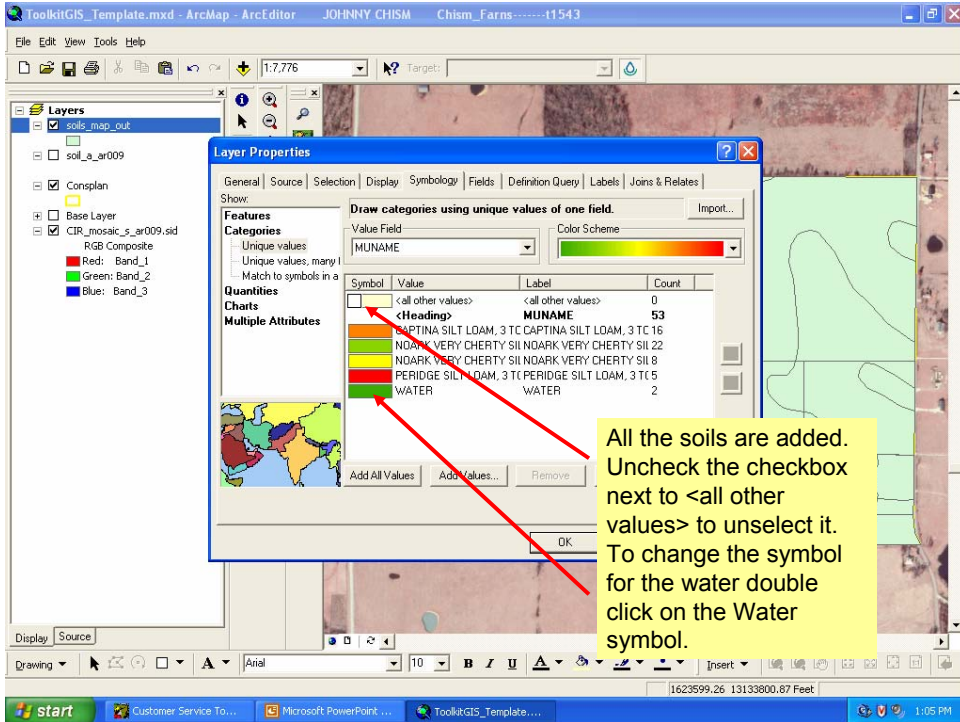
Choose the Land Units layer and the soils layer. Check the boxes for the Soils Inventory Report Display Options that you desire and click OK.

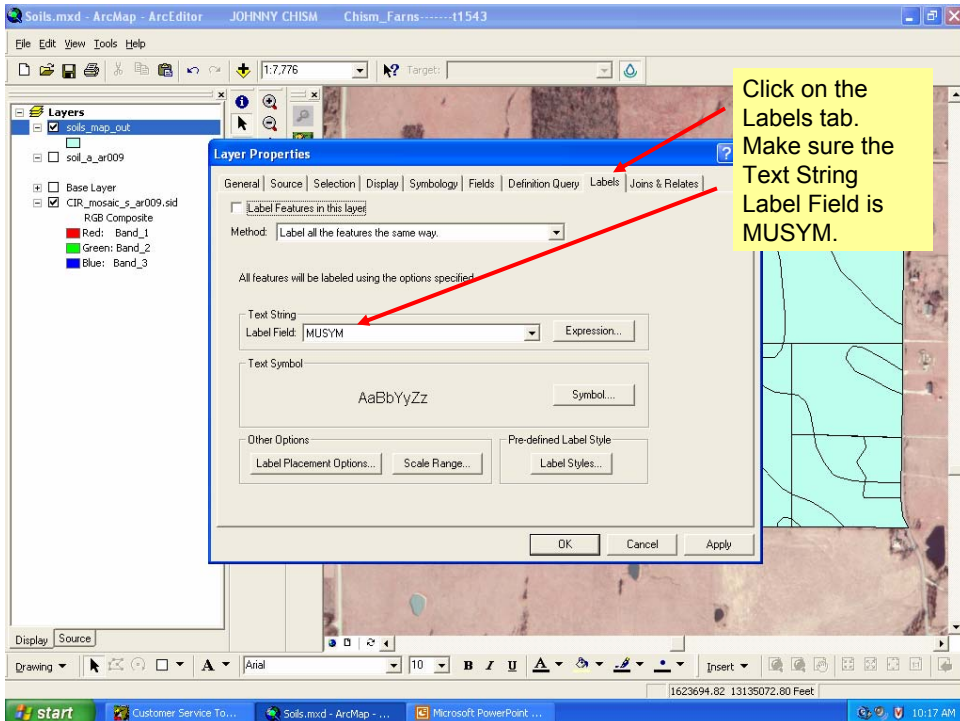
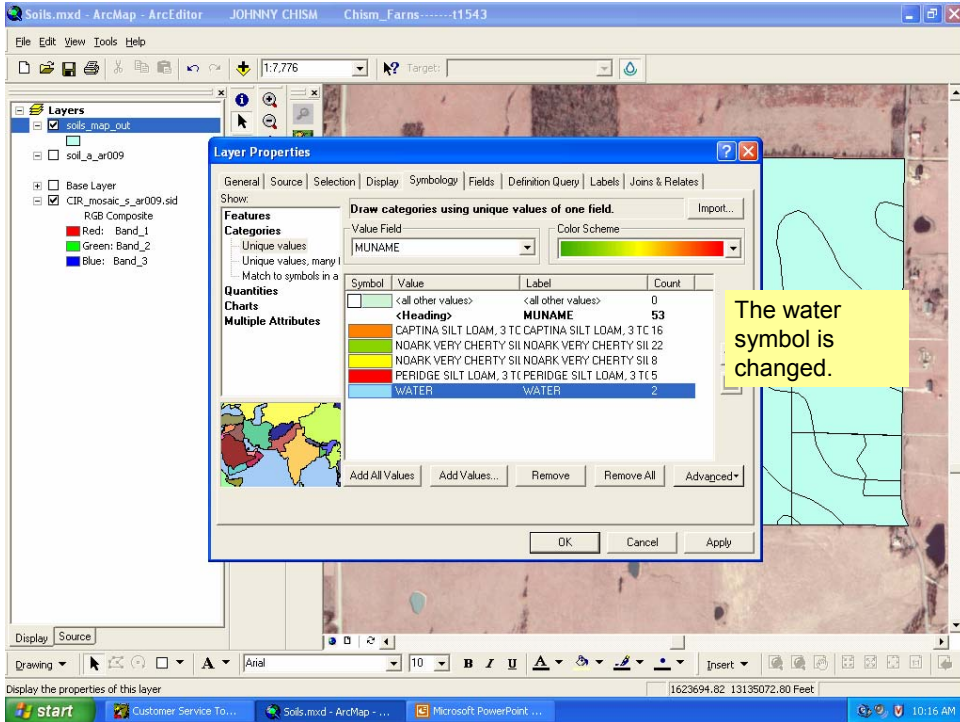


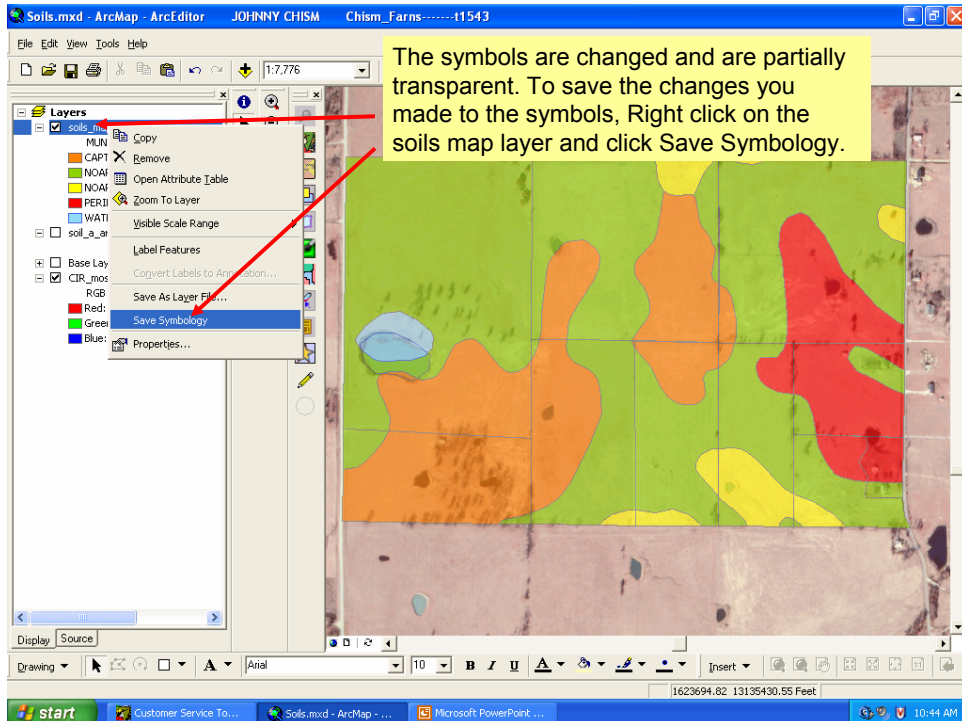
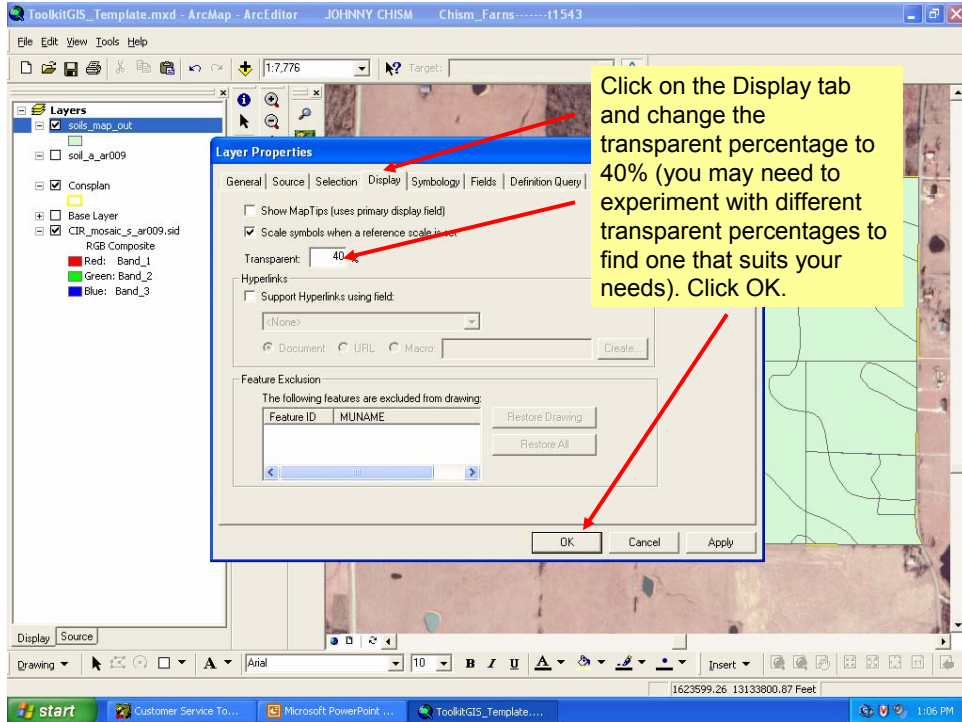
The soils inventory report is created. This document is an HTML (webpage) file, so you can print it just like any webpage. The file is automatically saved in the customers folder so you can access it at any time. Notice the address window gives the path to the file. Close the file when you are ready to continue.

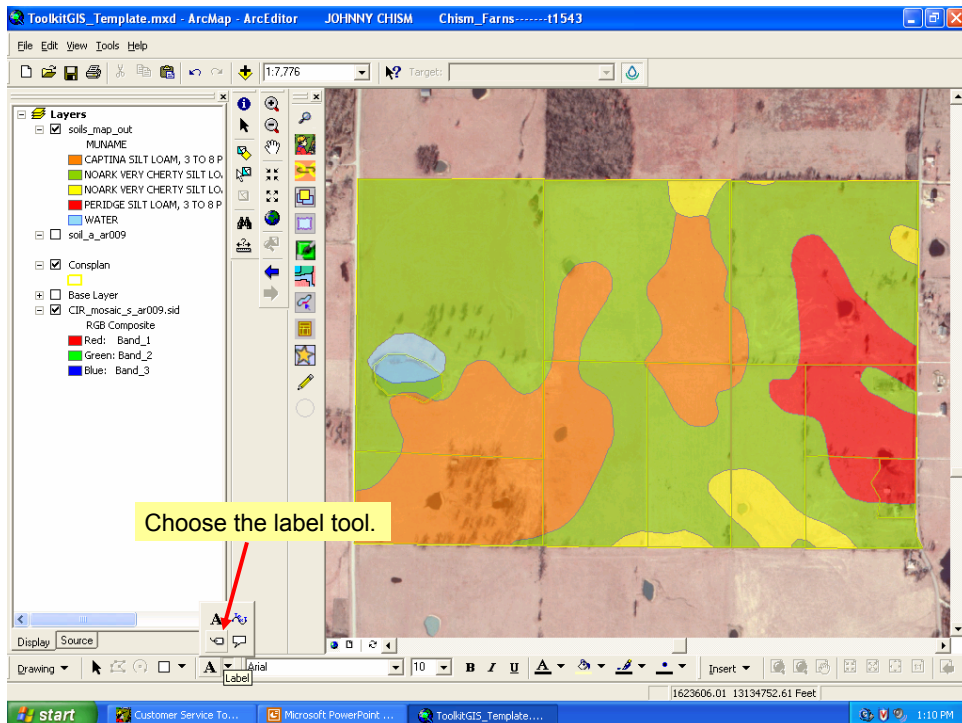
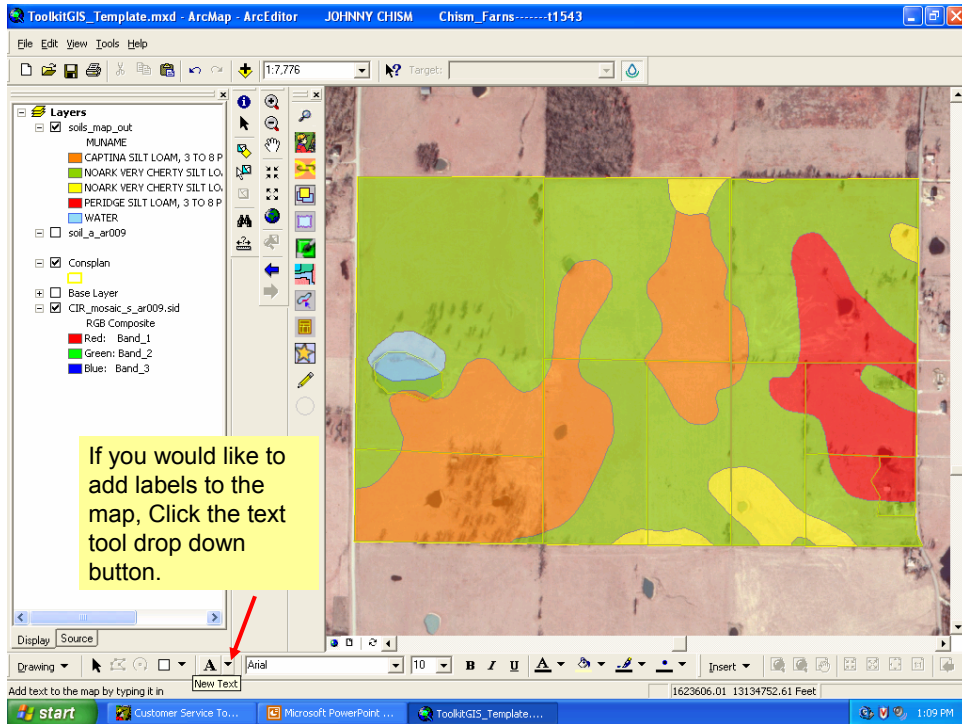


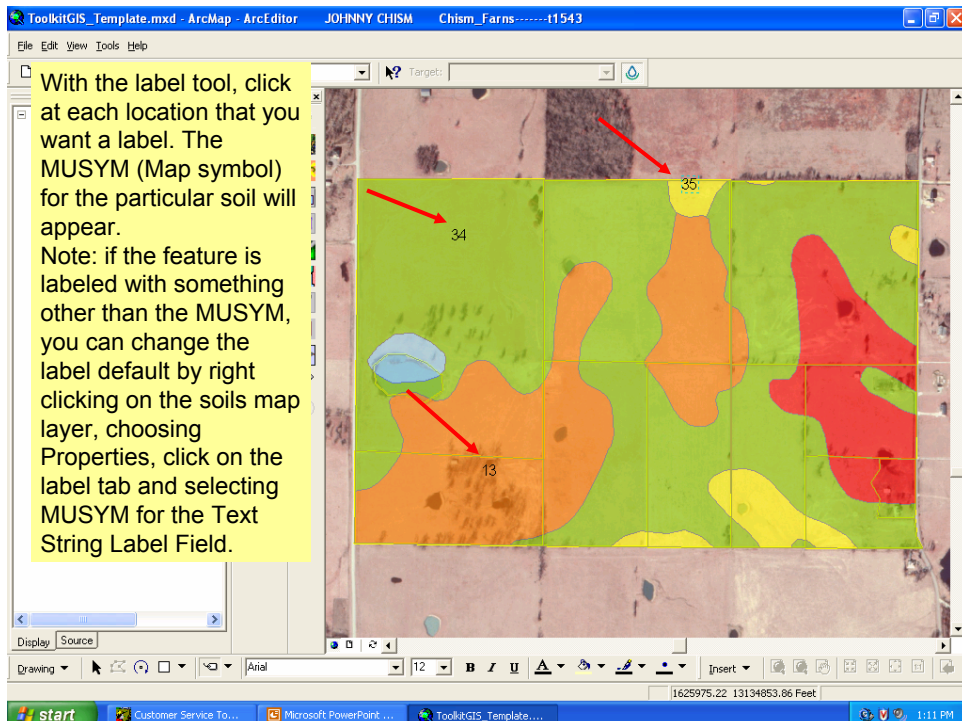
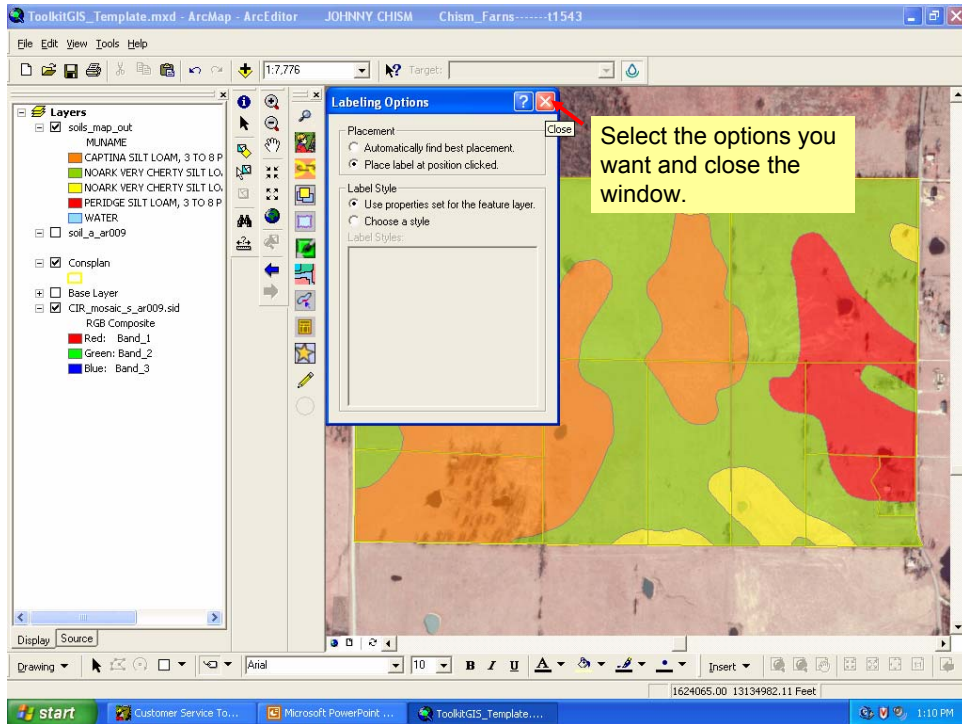


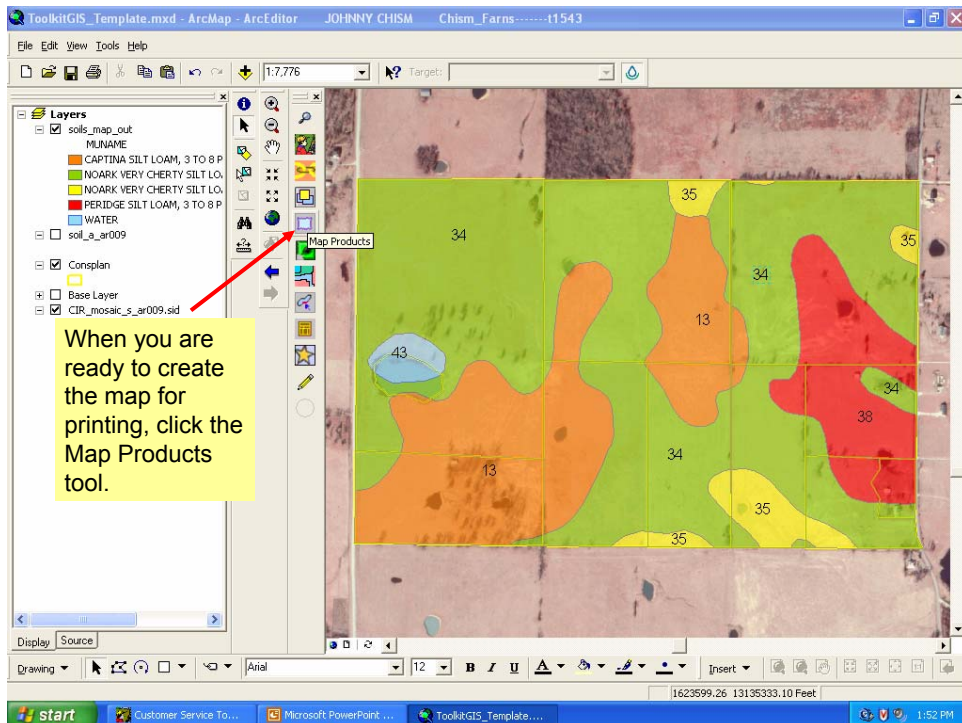
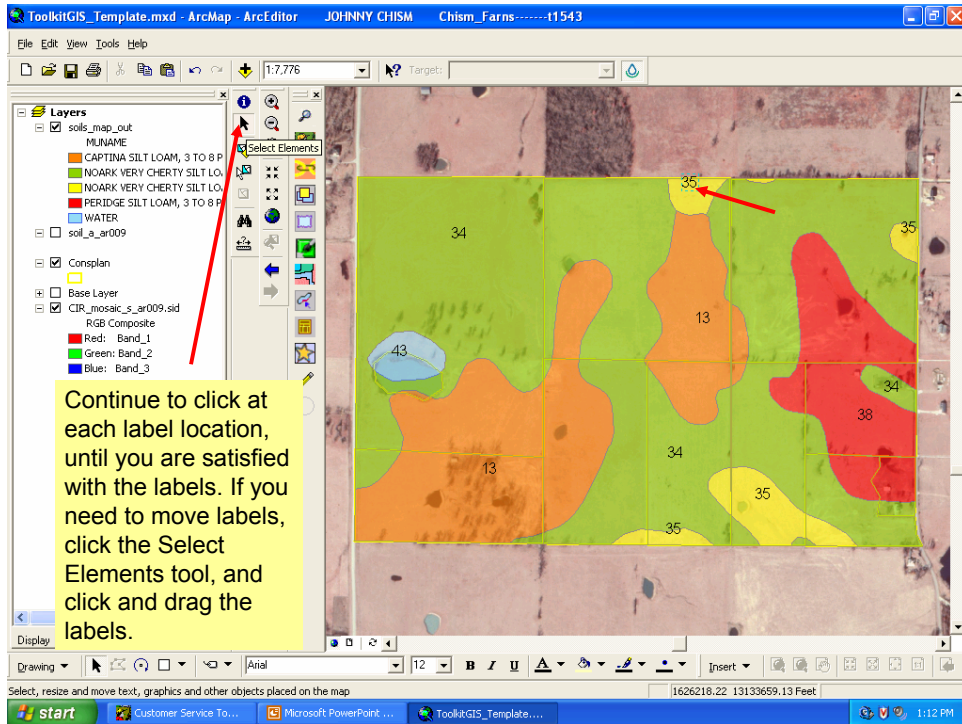


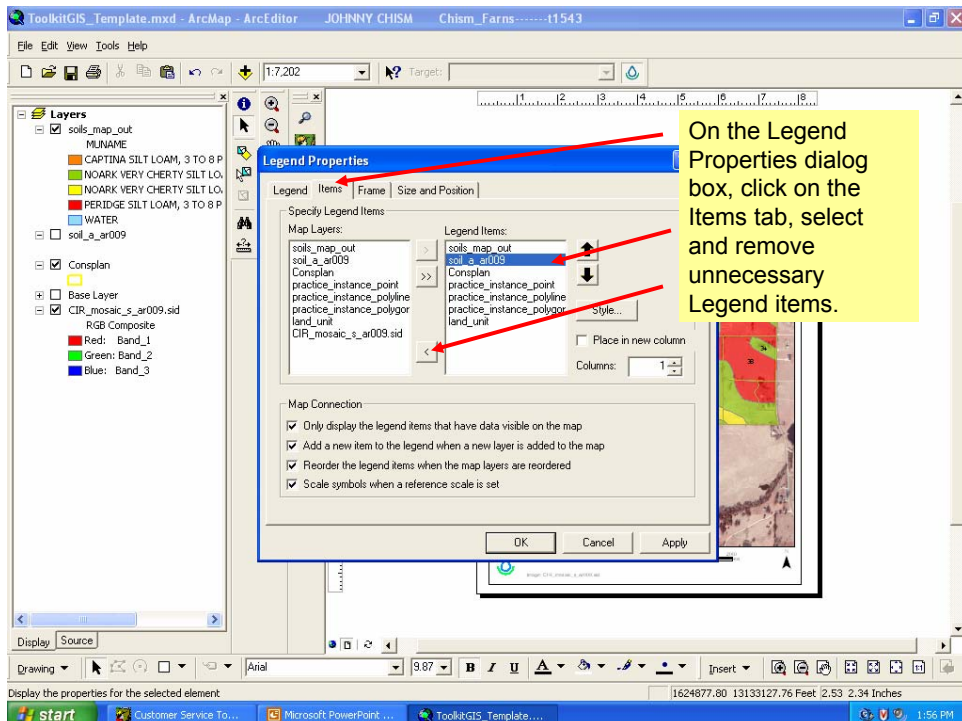
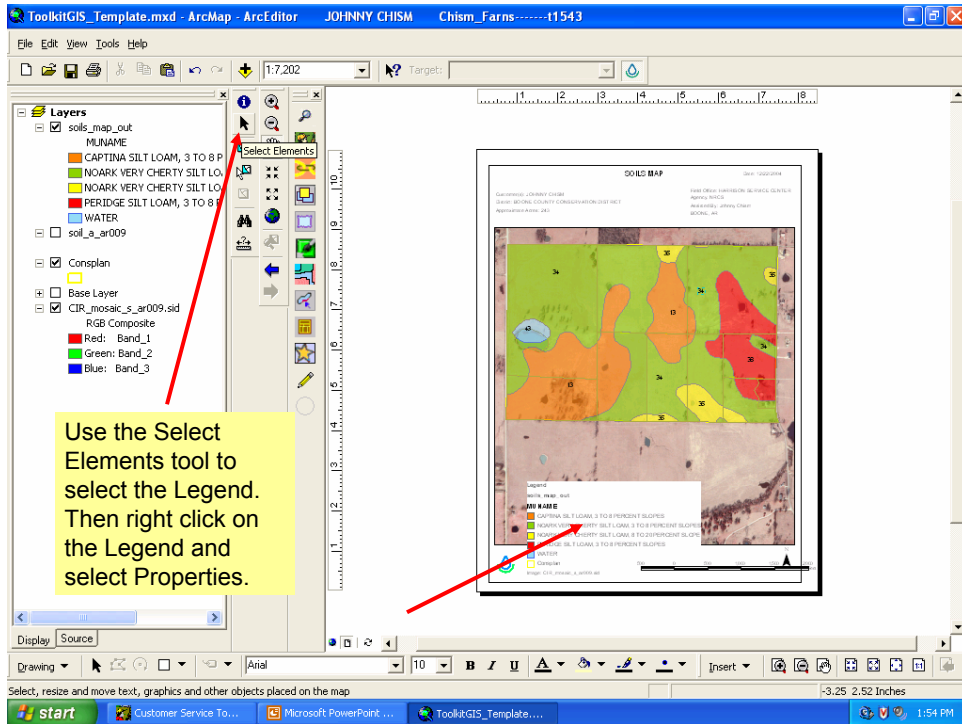


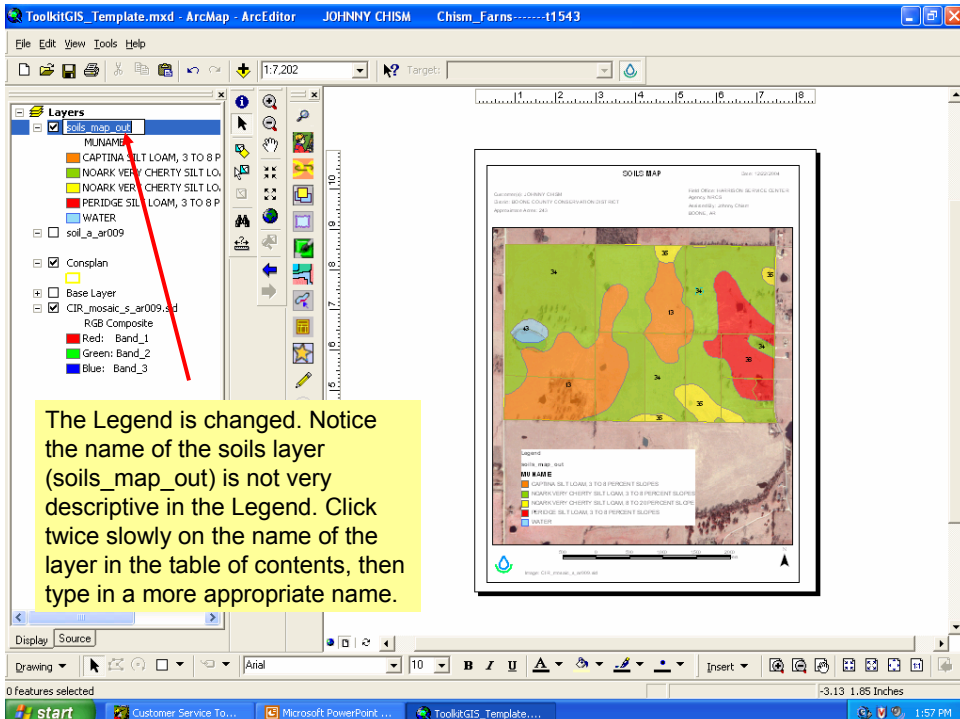
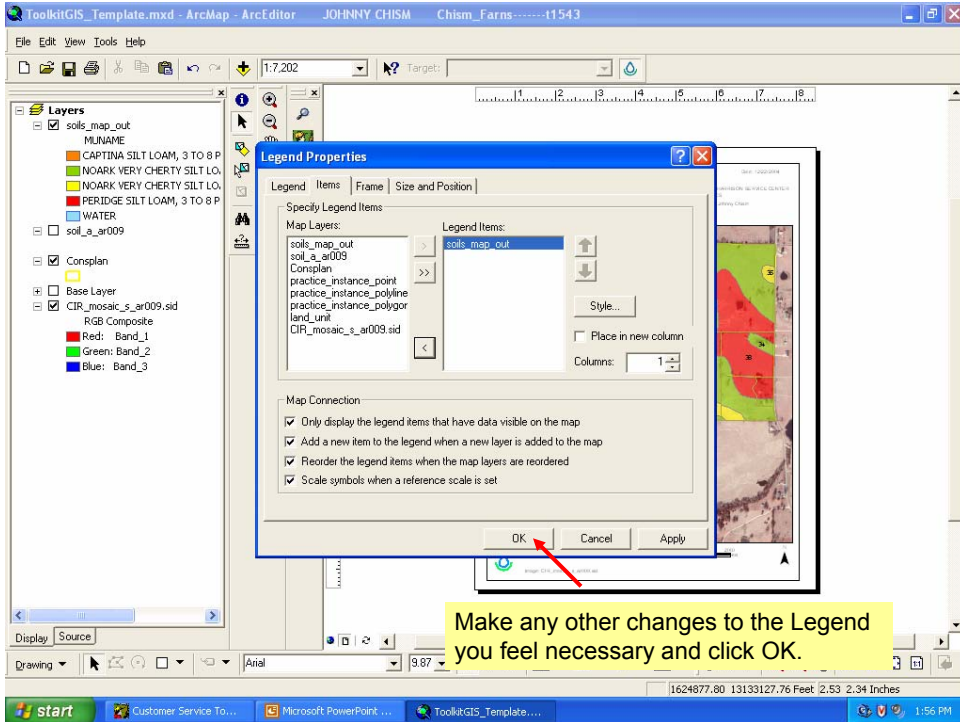


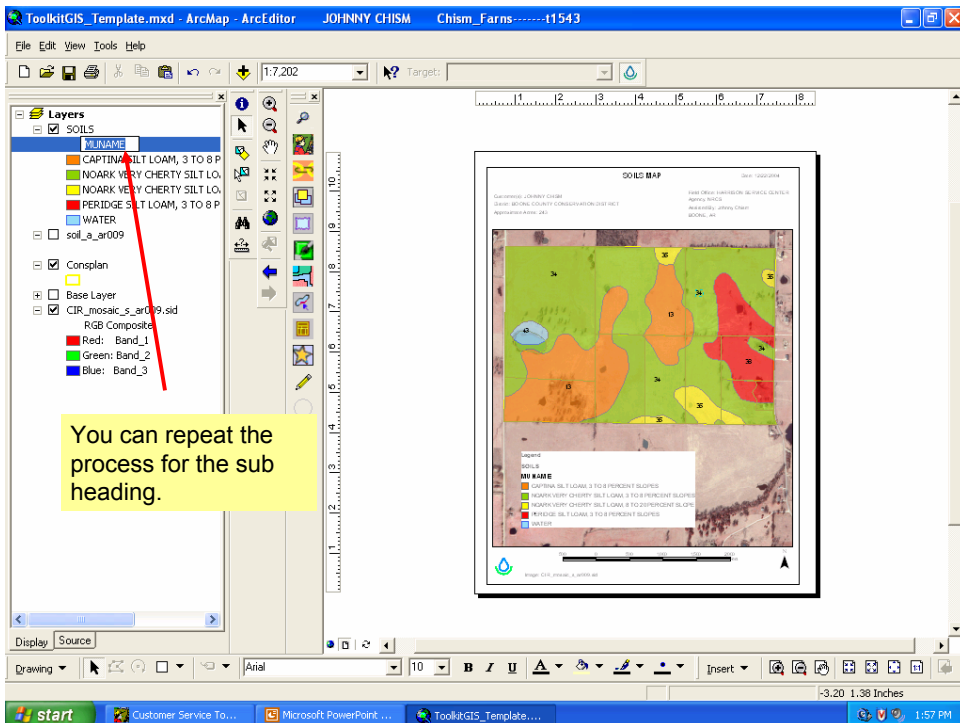
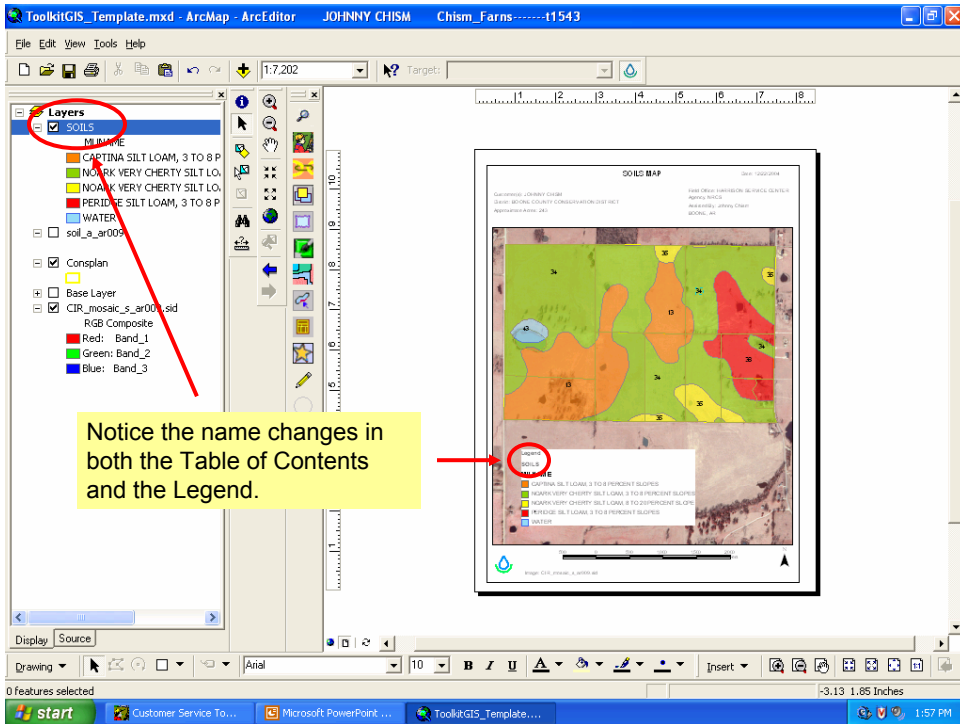


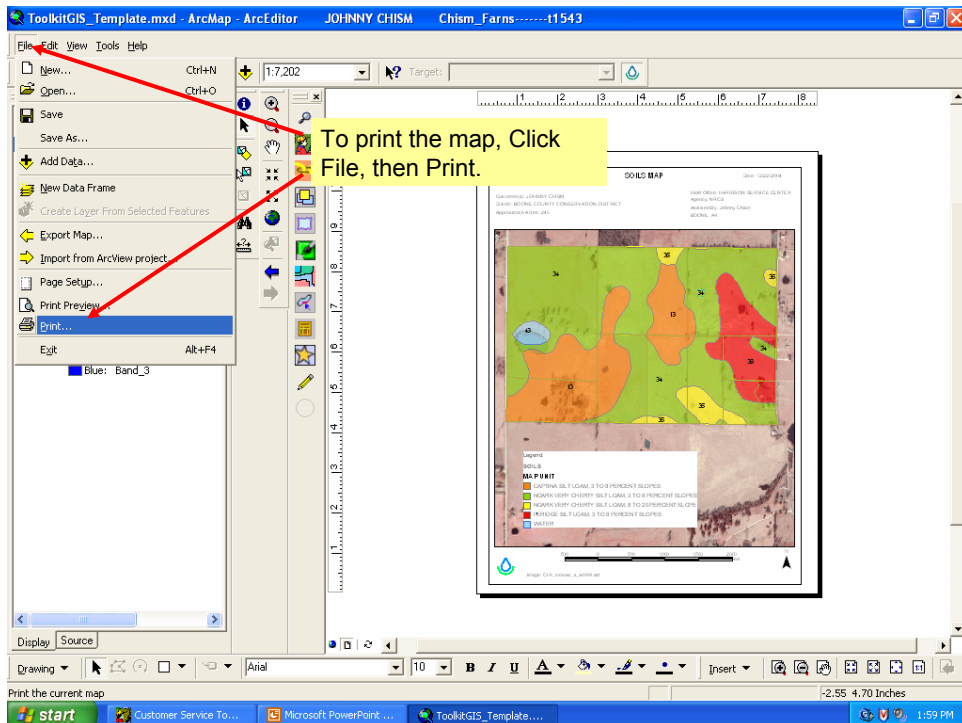
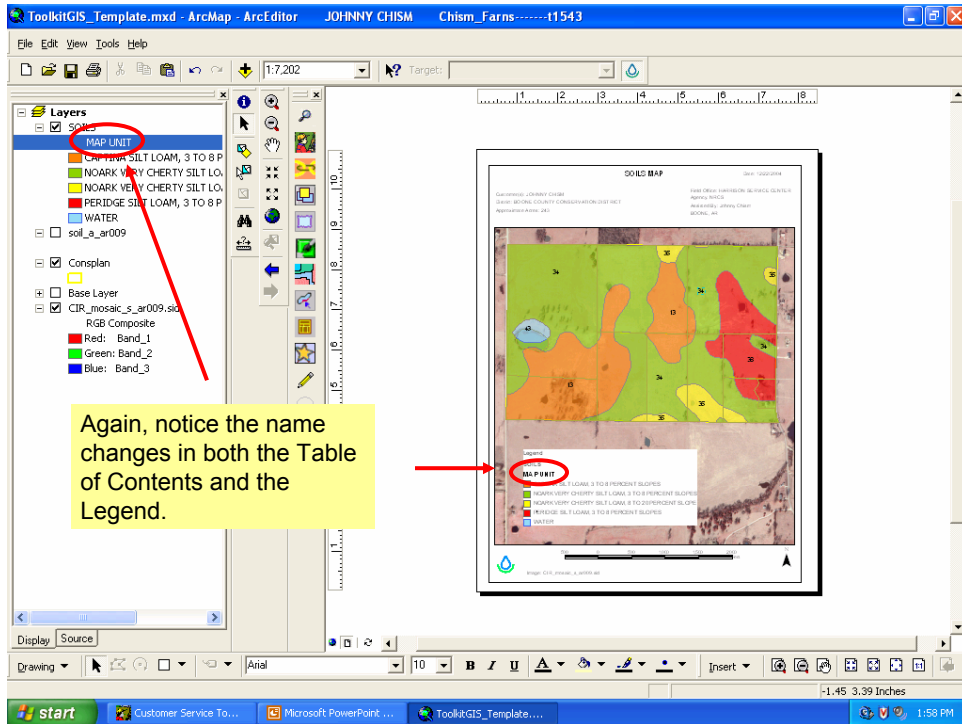


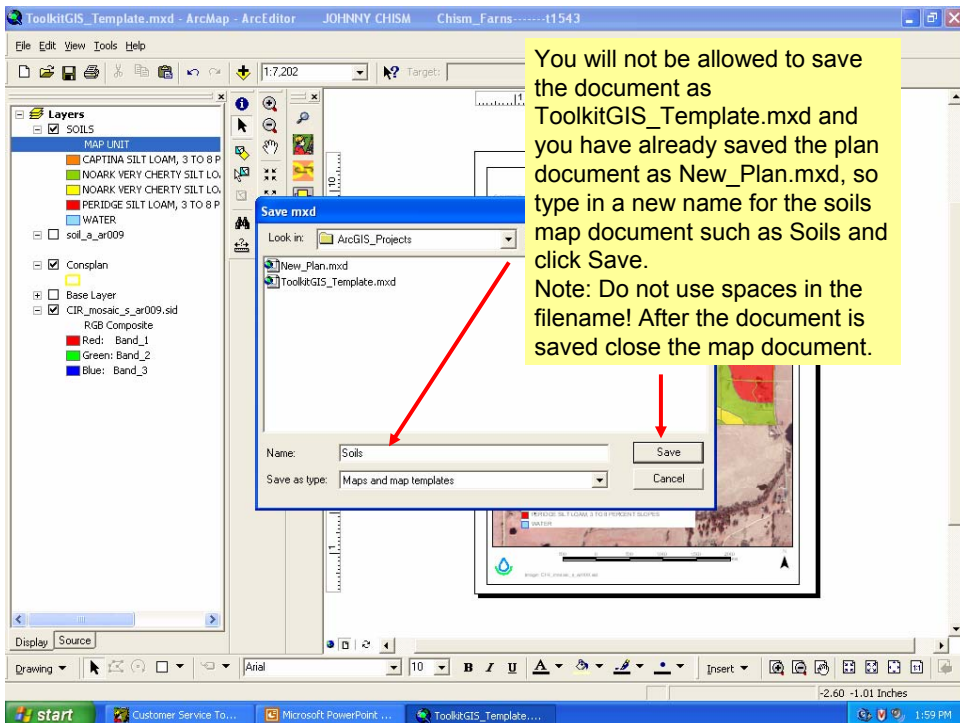
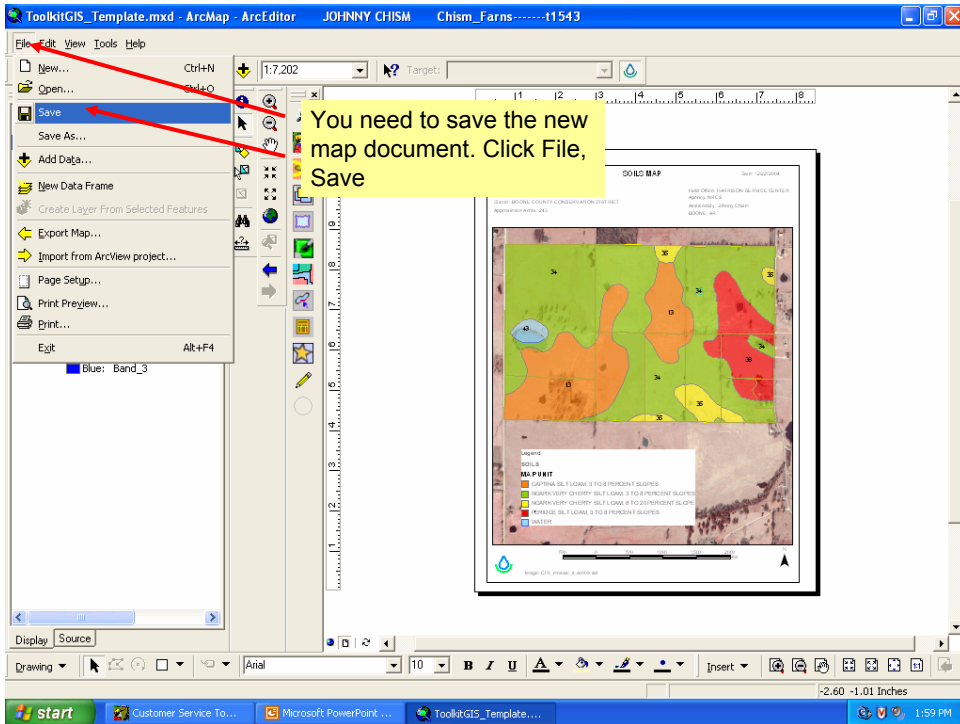


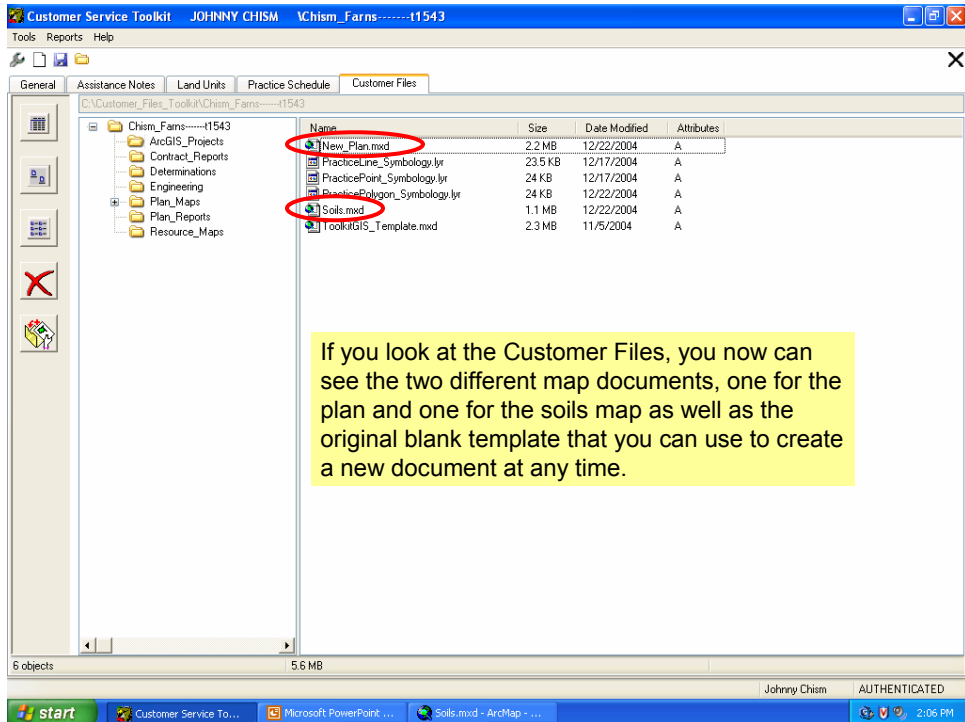












Help

Toolkit 2004

