Help

Toolkit 2004

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

You can also access the online Help from Toolkit 2004 by clicking the Help link.

The Online Help has a table of contents with Help Topics on the left. Click on one of the topics to view or expand the folder.

The Five-Step Process

With Toolkit you can develop, customize and revise conservation reports including plans, contract support documents (AD-1155e) and contract revisions (AD-1156e). Creating plans and contracts with Toolkit involves five steps:

1. Add or edit land unit information
2. Schedule practices
3. Develop plans and contracts with wizards
4. Customize plans and contracts
5. Print the documents

Add or Edit Land Unit Information

Access **mapped** or **unmapped land unit** information from the **Land Unit** tab.

- Land units are referred to as **unmapped** land units if they have no corresponding digitized boundary. Unmapped land units may be viewed, selected, added and deleted from the **Land Units** tab.
- Land units added in ArcGIS are called **mapped** land units because they have digitized boundaries. Mapped land units may ... must be made in ArcGIS (for

Continue to click to open folders until you see the Help Topic you need. Then click on the topic to display the information.

The **Practice Schedule** is accessed from **Practice Schedule** tab.

- Practices may be scheduled for both **unmapped** and **mapped** land units.
- After practices are scheduled, conservation plans and contracts may be developed with the **Plan** or **Contract Wizards**

Produce a Conservation Plan

The **Plan Wizard** assembles the plan information into an Excel spreadsheet, saves it in the customer's **Plan_Reports** folder and starts Excel. From Excel you may print the plan in the standard format or customize it. The standard format includes the following items:

- Practices grouped by land use
- A practice narrative for each practice (the narrative is the one you selected and customized in the Practice Schedule)
- Columns for applied practice amounts
- Signature blocks for each participant

The plan's appearance may also be customized, for example:

- Turn the display of practice narratives on or off
- Display a block for the customer's objectives
- Turn the display of signature blocks on or off
- Turn the display of applied practice amounts and dates on or off
- Display information by land use or by practice code
- Display system narratives when land use is displayed
- Display additional text when practice narratives are displayed

There is help on many topics, including producing a plan document.