



Missouri Technical Note

Missouri SWCD Web App & CD Data Transfer User Manual

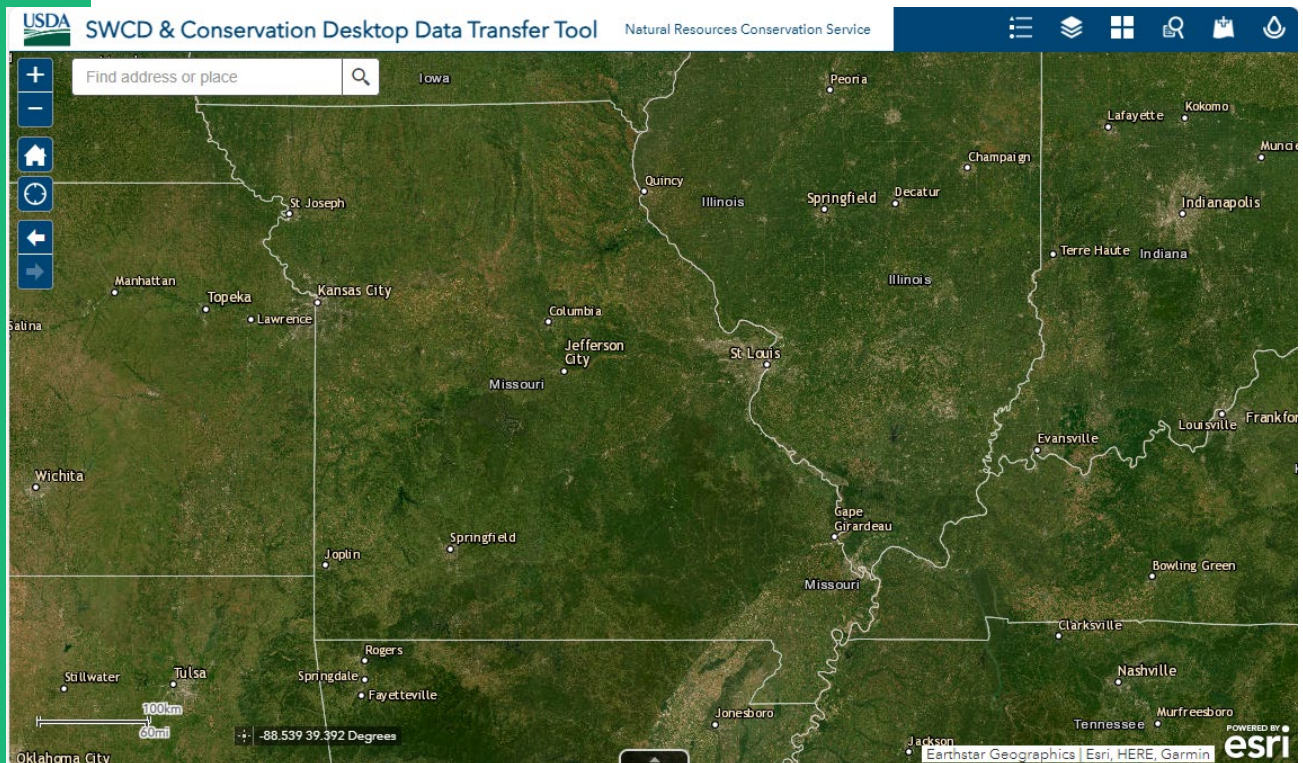


Table of Contents

Part 1: Copying Data into Transfer Layers for use in CD	2
Section 1: NRCS Geoportal.....	2
Section 2: Opening the Tool.....	5
Section 3: Copying Data to Transfer Layers	8
Section 4: Deleting Feature from Transfer Layers	11
Section 5: Copying data to practice and land unit layers.....	12
Part 2: Copying Data from CD/EFT into the SWCD App Layers.....	14
Section 6: Exporting Shapefiles from CD	14
Section 7: Exporting Shapefiles from EFT	16
Section 8: Copying Data from a Zipped Shapefile to SWCD Layers	17

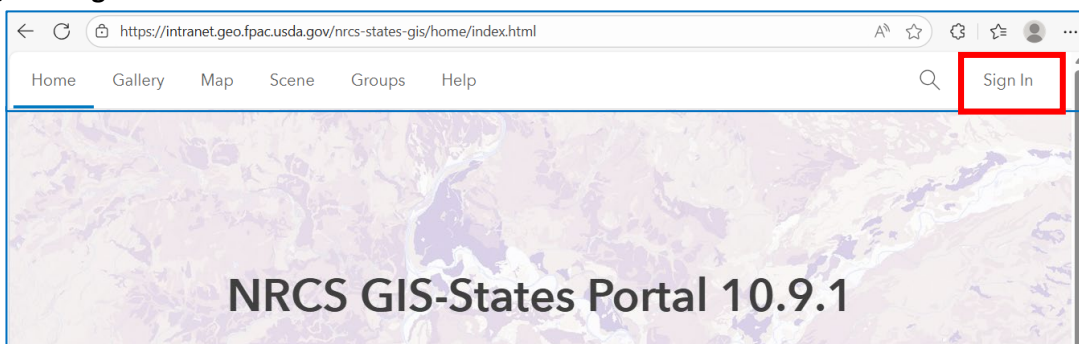
Part 1: Copying Data into Transfer Layers for use in CD

The SWCD & Conservation Desktop Data Transfer Tool is intended to allow for easier transfer of data between the Soil & Water Conservation District App and Conservation Desktop. It allows users to copy data back and forth between the two systems without having to redraw features. It should allow for easier and more accurate data sharing when data needs to be tracked in both systems. The app needs to be opened on an NRCS Shared computer or through Citrix or the needed layers will not be available. Any questions regarding these instructions should be directed to the State GIS Specialist, Katie Philbrick, at katie.philbrick@usda.gov

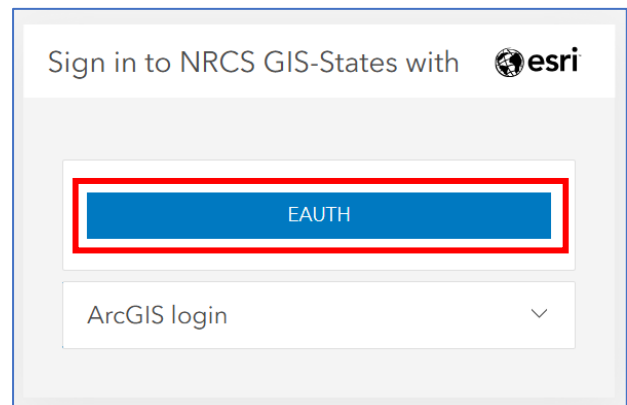
Section 1: NRCS Geoportal

If you have never been to the NRCS GIS-States portal page, you should do this before starting anything else. This only needs to be done once. You must do this from an NRCS shared computer or through Citrix.

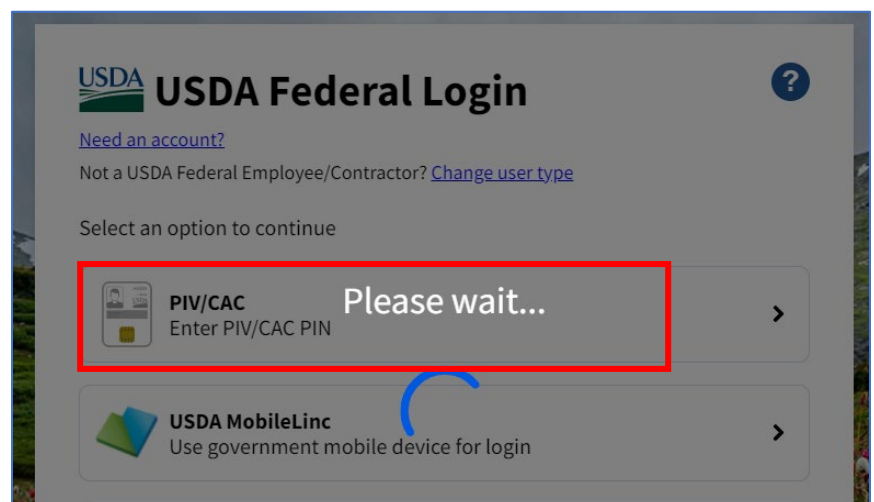
1. In **Chrome**, navigate to <https://intranet.geo.fpac.usda.gov/nrcs-states-gis/home/index.html>. In the upper right corner, click **Sign In**.



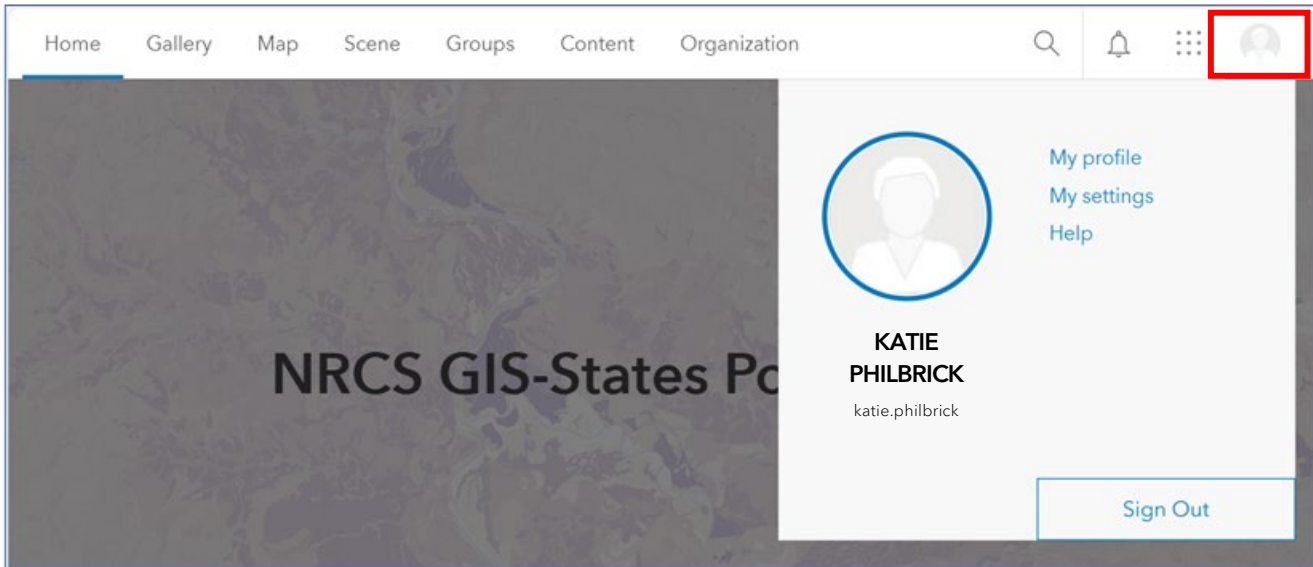
2. Click the blue button **EAUTH**.



3. Your browser should go the eAuth page and may automatically go through the single desktop sign on, or you may have to click **PIV/CAC** and login with your LincPass PIN.
4. Once you are logged into eAuth, your browser should take you back to the Geoportal home page.

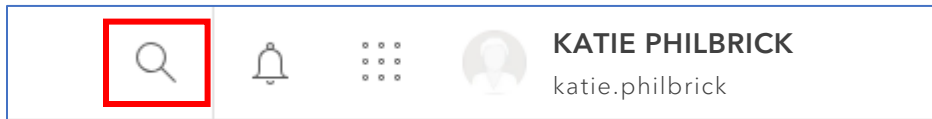


5. If you are logged in correctly, you should see your user information in the upper right-hand corner.

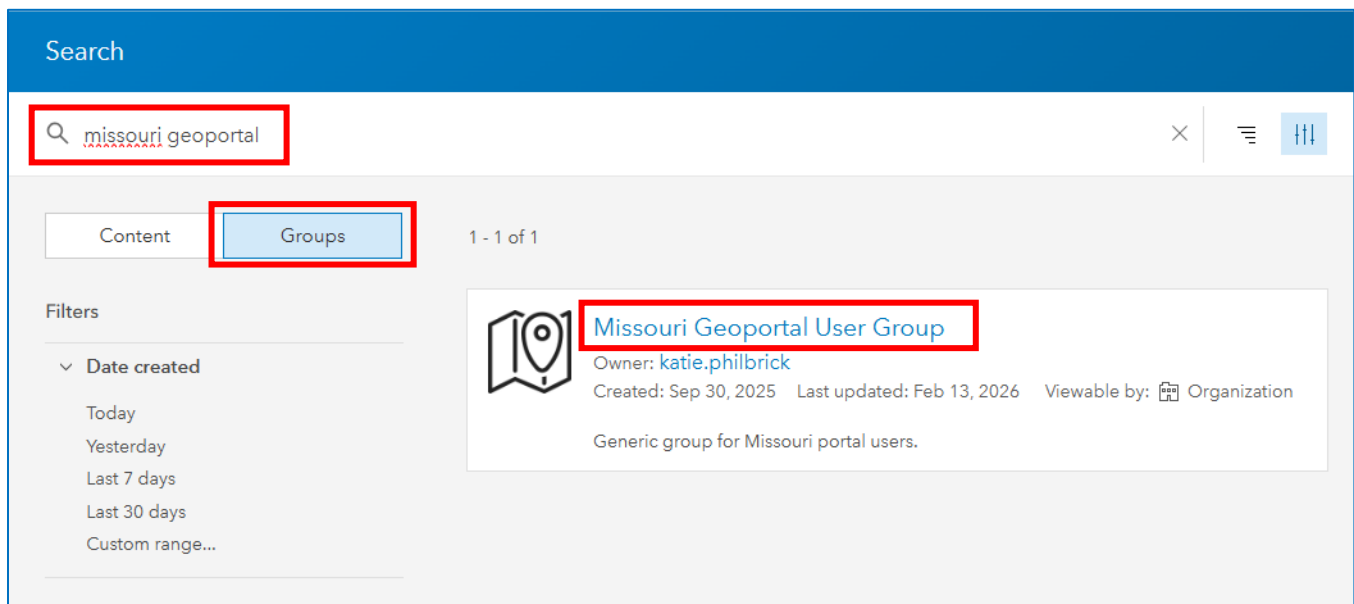


6. To be able to access the layers needed for the transfer app, you will need to request access to the user group. On the toolbar at the top, you should see a magnifying glass near your username. Clicking it will allow you to search Geoportals. Alternatively, you can go to the following link for direct access to the group.

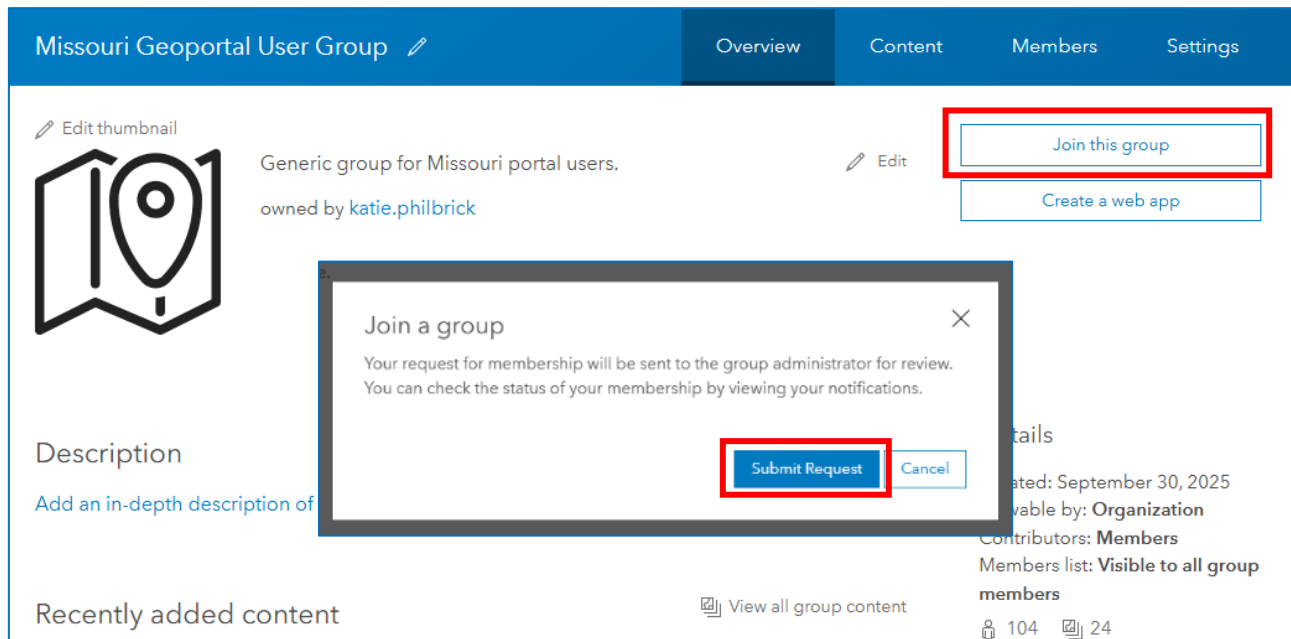
<https://intranet.geo.fpac.usda.gov/nrcs-states-gis/home/group.html?id=c16621605e5d46fcb77415c938e36953#overview>



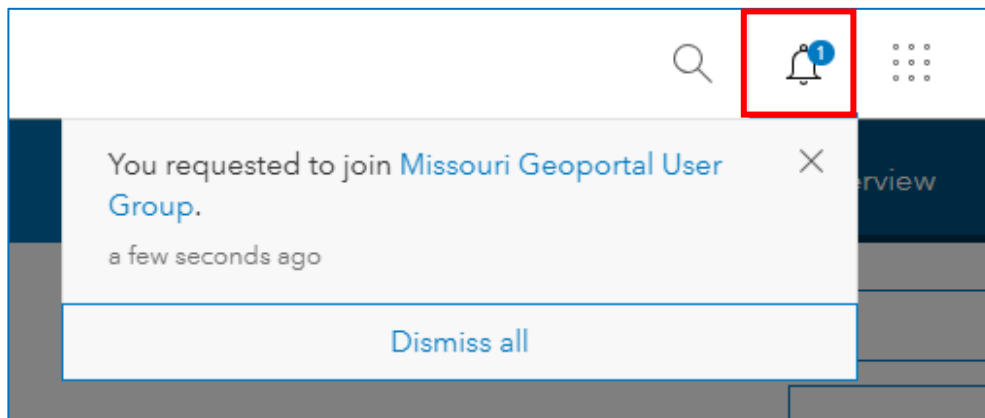
7. In the search box, type in **Missouri cultural** and press enter. The search results should show up. You may not have any content listed on this page at first. Click **Groups**. Then click **Missouri Cultural Resources Tool Users**.



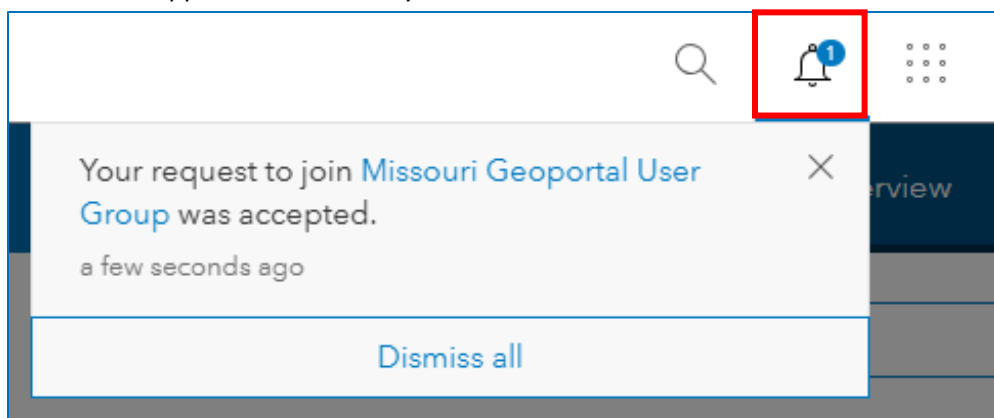
- When you login to the group for the first time, you need to put in a request to join the group. On the Group overview page, there should be a link on the right side of the page, click **Join This Group**. Then **Submit Request**.



- If you have done this correctly, the notification icon next to your username (it looks like a bell), should have a new notification indicating that your request has been sent. You may need to reload the page for this to show.

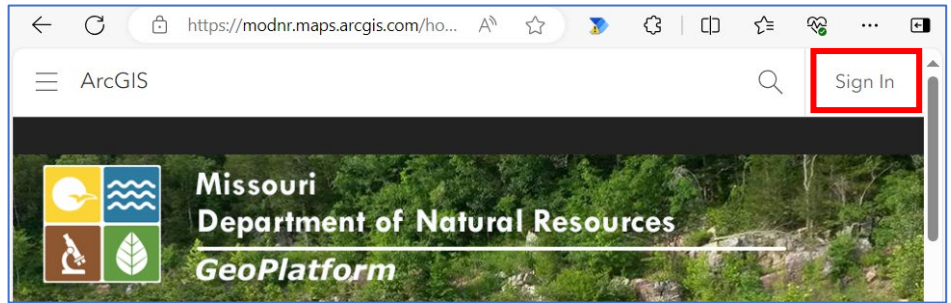


- The notification is then sent to the group manager for approval. When your request is approved, you will have a new notification in the notification window and you will have access to the full content of the group. At minimum, requests are checked and approved on a weekly basis.

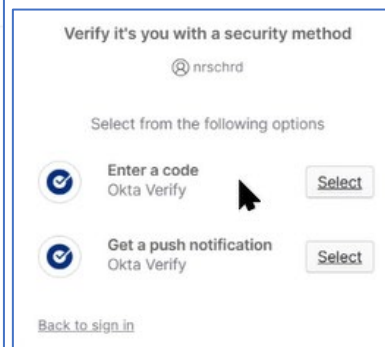
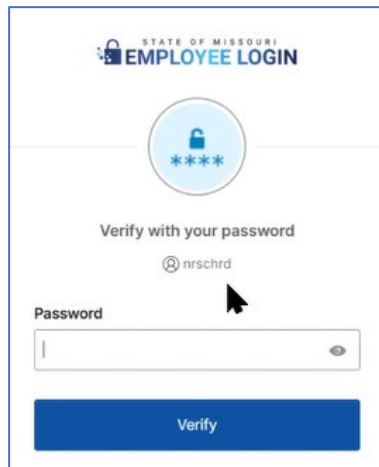
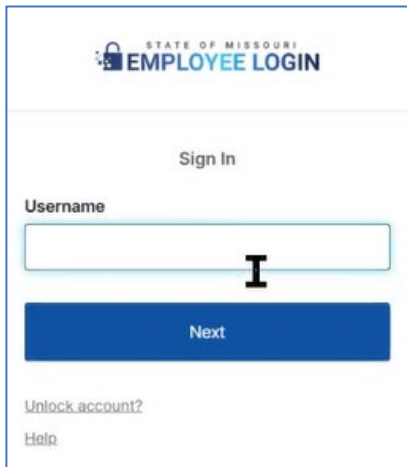
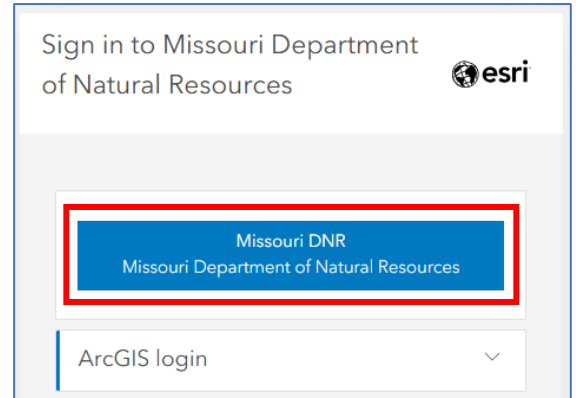


Section 2: Opening the Tool

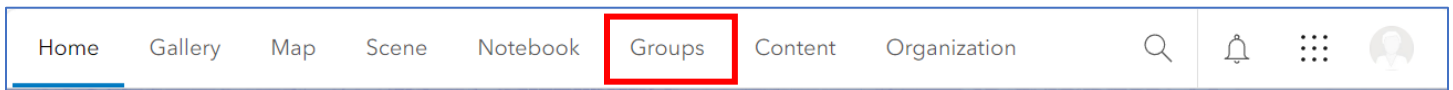
1. Go to <https://modnr.maps.arcgis.com/> and click **Sign In**.



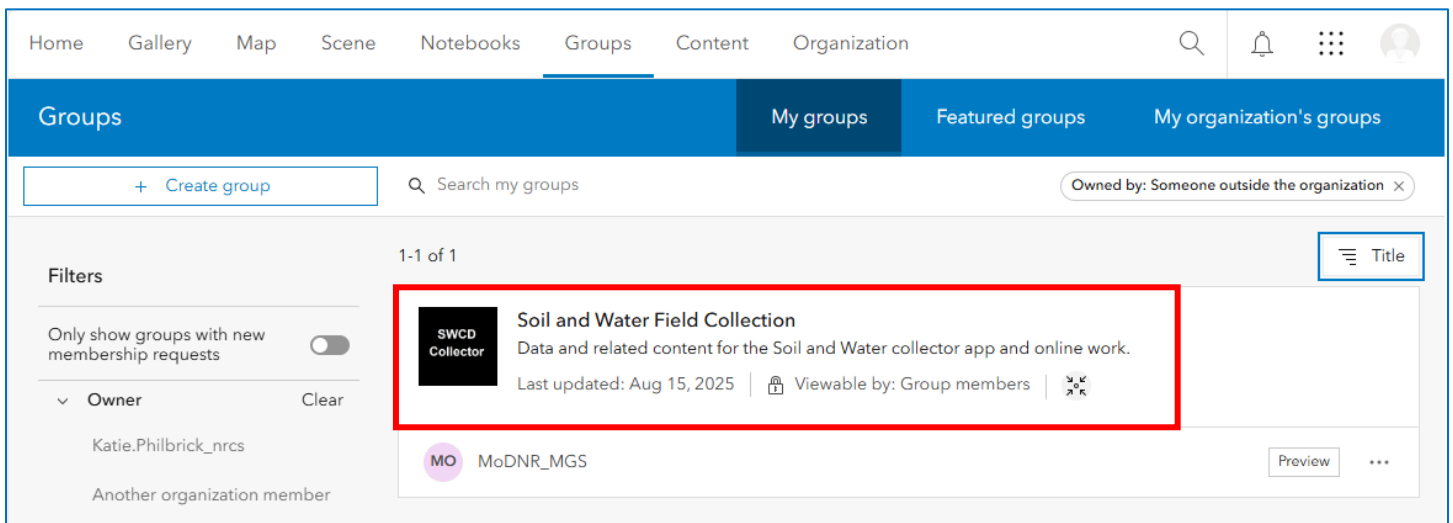
2. Select the **Missouri DNR** login button. Alternatively, if you have an ArcGIS Online Account, you can use the ArcGIS login section to enter username and password also.
3. Enter your DNR credentials to login. You must have set up okta two-factor authentication to be able to login via this method. Go to login.mo.gov to set this up or contact your DNR support.



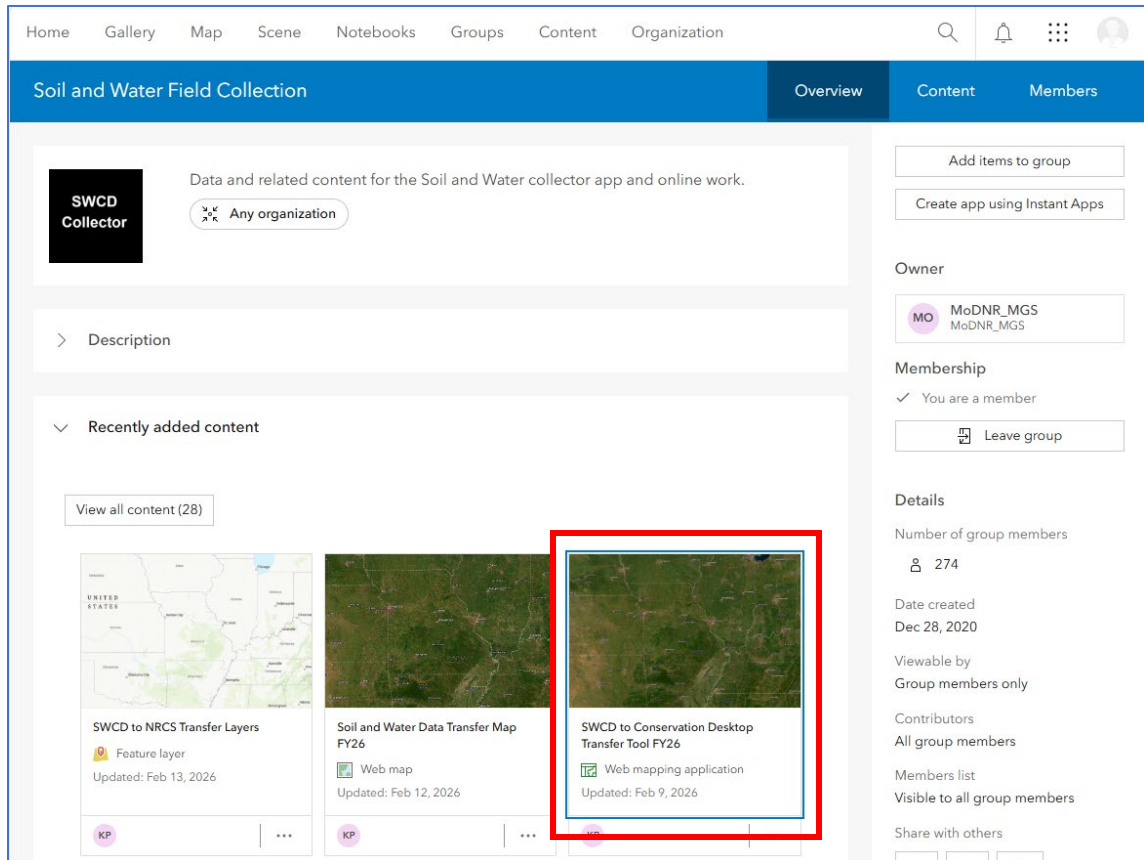
4. Once you are logged in to ArcGIS Online, select **Groups**.



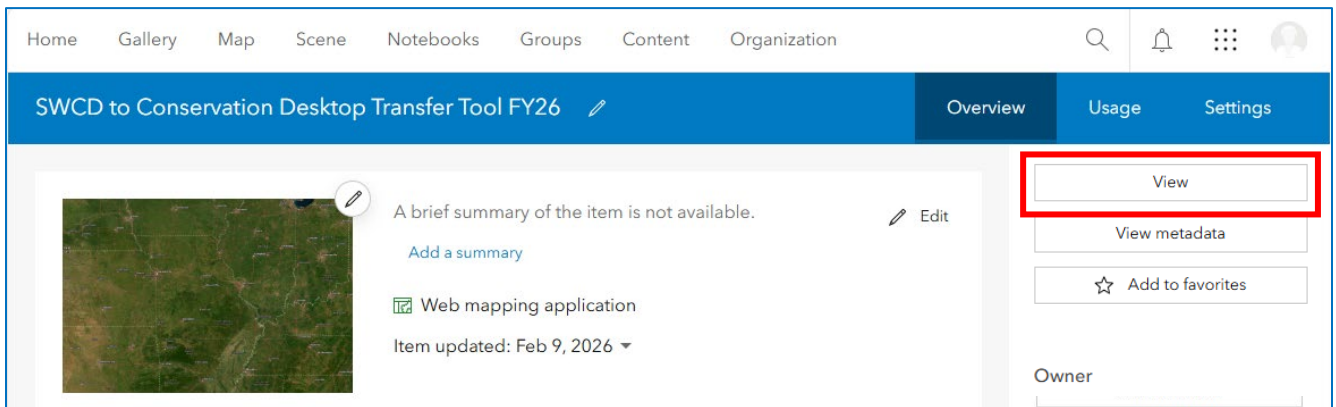
5. Locate the Soil and Water Field Collection Group and select it.



6. Under Recently Added Content, you should see an app called **SWCD to Conservation Desktop Transfer Tool**.



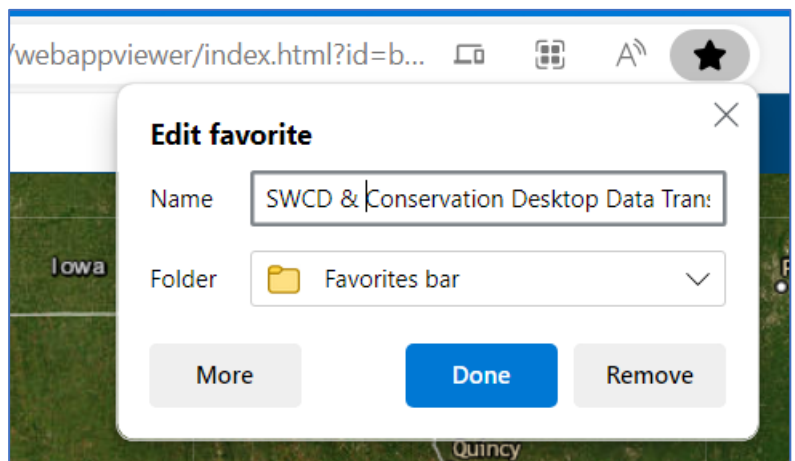
7. On the next page, click **View** to open the app.



8. Once you have gotten into the app the first time, you can bookmark the app and not have to go through the group pages. You can do this with the **star** at the right of the address bar.

Below is a direct link to the app:

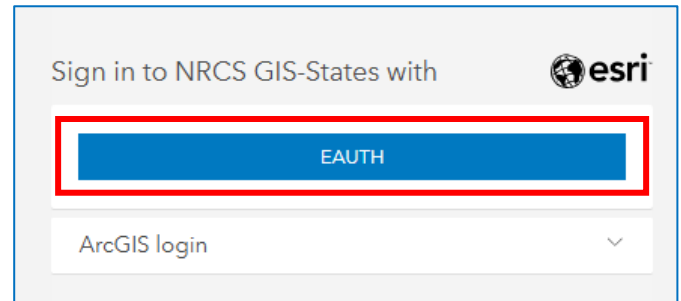
<https://modnr.maps.arcgis.com/apps/webappviewer/index.html?id=10b9c47e68b64c62b6c1d2974800ea62>



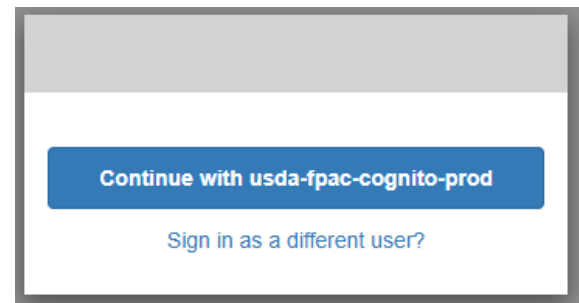
- When you first open the app, you may get a Sign In popup. You MUST click **OK** on this for the app to work properly.



- You may also need to enter your eAuth credentials here as well. If you get a login box, and select the blue **EAUTH** button. You may be sent to the Single Desktop Sign-in or you may have to go through the full eAuth credentials.

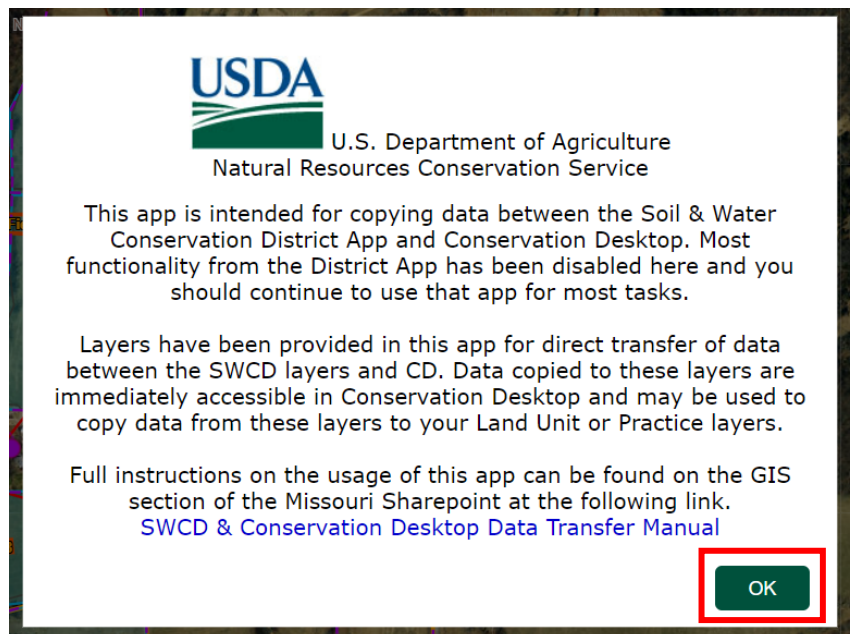


- After sign-in, you may also get another popup like the one shown below. If so, click the blue button and you should be taken back to the app page.



- If you've gotten in successfully, the app should load to a splash screen. This screen is to notify you that this app is meant **ONLY** for data transfer between CD and the full SWCD App. All other functionality that exists in the main SWCD app is disabled here. There is also a direct link to this guide on the splash screen for future access.

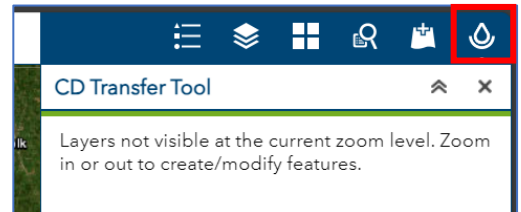
- Click **OK** to continue.



- If you get a message that says it could not open the CD Transfer layers or the tool fails to load completely, ensure you are either on the NRCS shared computer or working through Citrix. You will not be able to use the transfer layers if you are not connected to a USDA intranet resource.

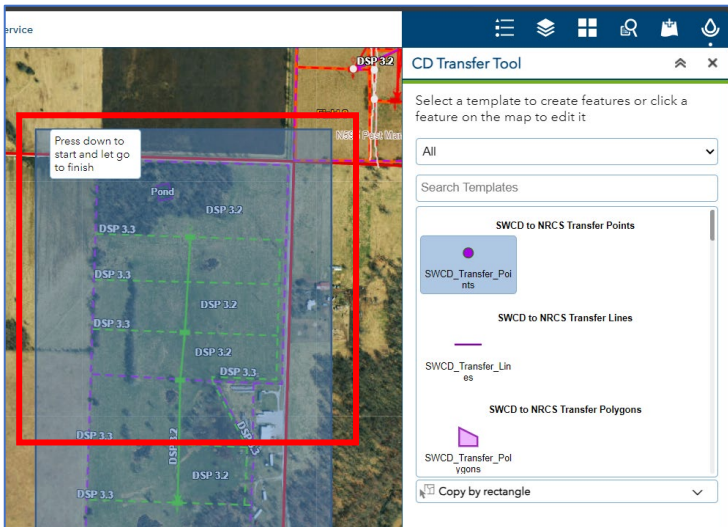
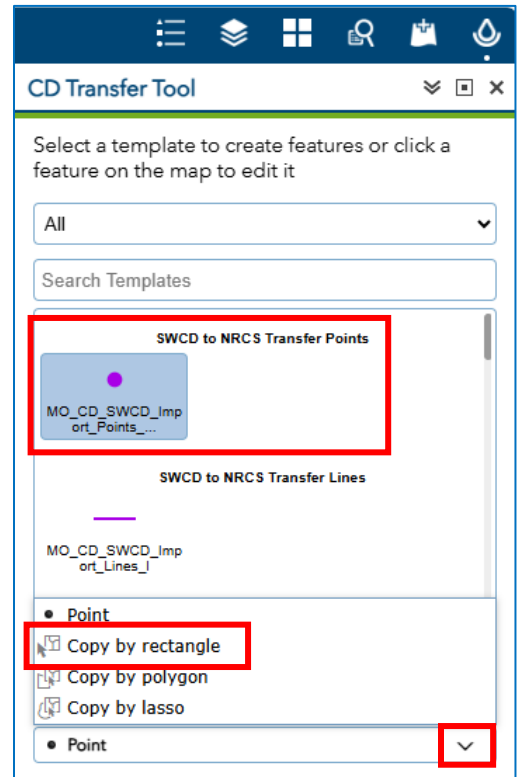
Section 3: Copying Data to Transfer Layers

1. Zoom into the area you need to transfer data for.
2. Open the **CD Transfer Tool**. If the tool says layers not visible, you need to be zoomed farther into the map to use the tool.



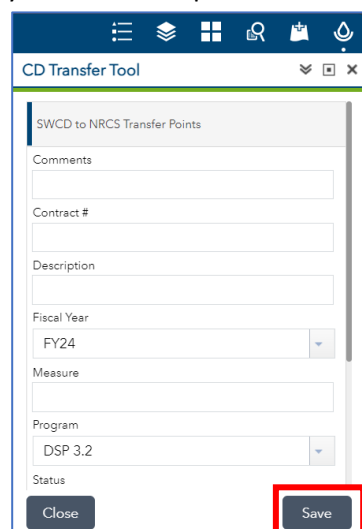
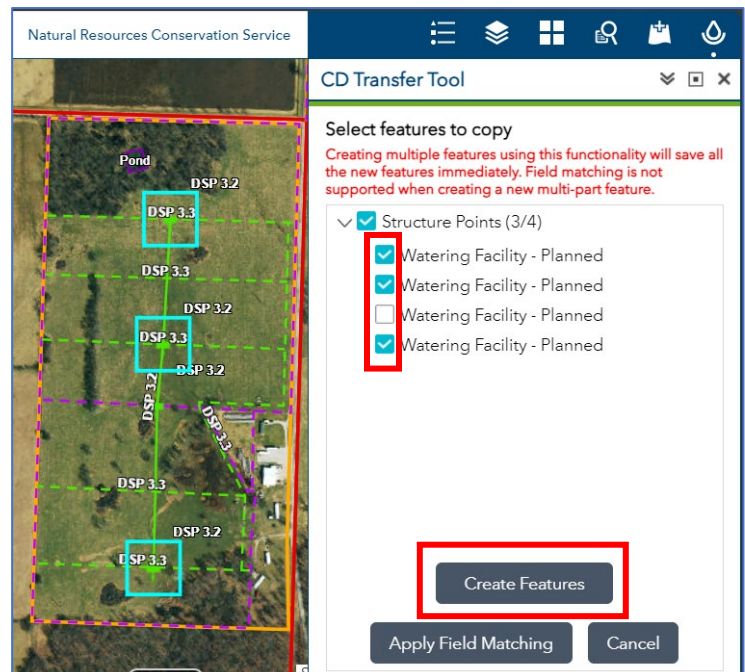
Transferring Points

1. Select **SWCD to NRCS Transfer Points**.
2. In the dropdown at the bottom of the Tool, select **Copy By Rectangle**.
3. **Drag** your cursor around features you wish to copy. These features will outline in Blue in the Map.



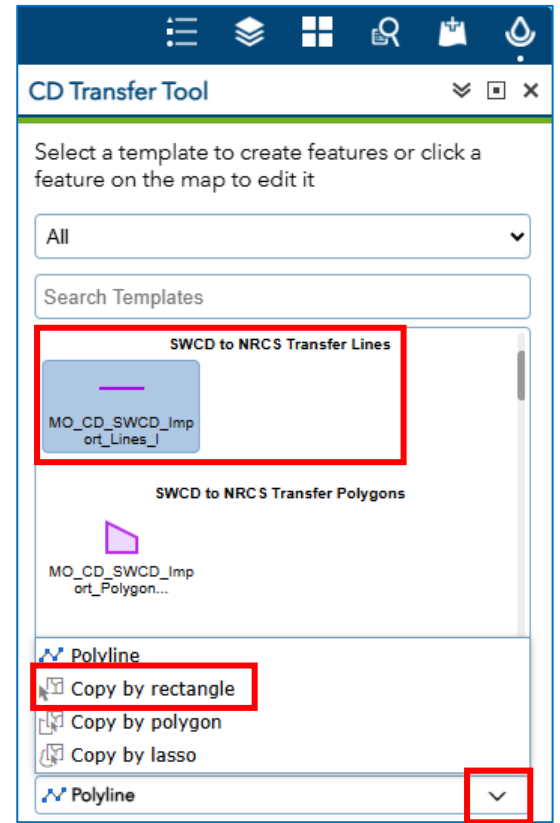
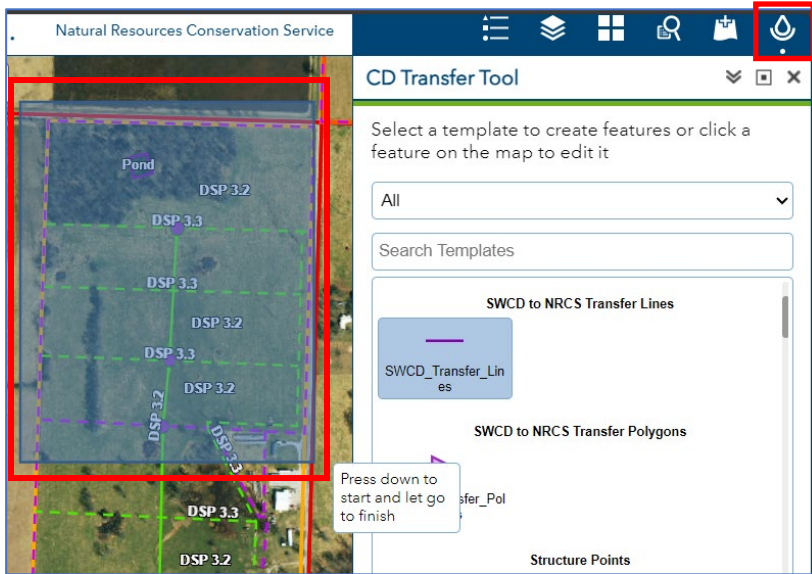
4. A list of selected features will appear. If there are features selected that you do not wish to copy, check them off.
5. Click **Create Features**.

6. If you copied multiple features, the tool will save automatically. If you have only copied one feature, you will get a box where you can enter optional additional information. Click Save to finish. These features are now accessible in Conservation Desktop.

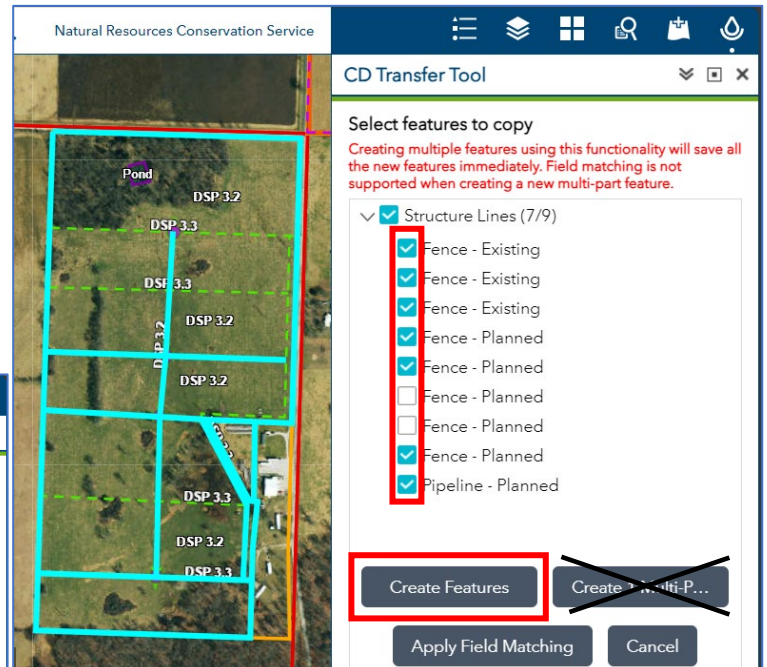
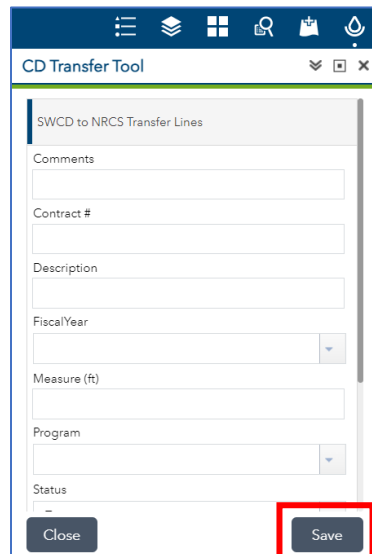


Transferring Lines

1. Select **SWCD to NRCS Transfer Lines**.
2. In the dropdown at the bottom of the Tool, select **Copy By Rectangle**.
3. **Drag** your cursor around features you wish to copy. These features will outline in Blue in the Map.

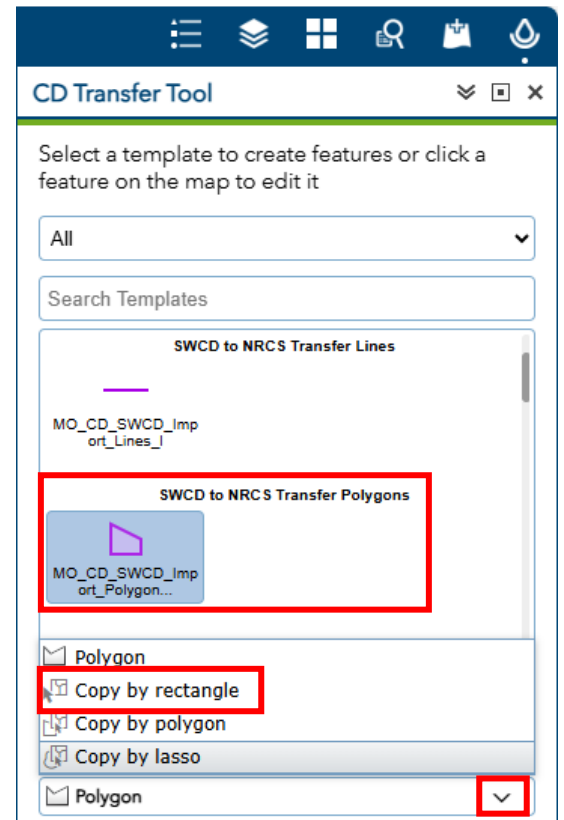
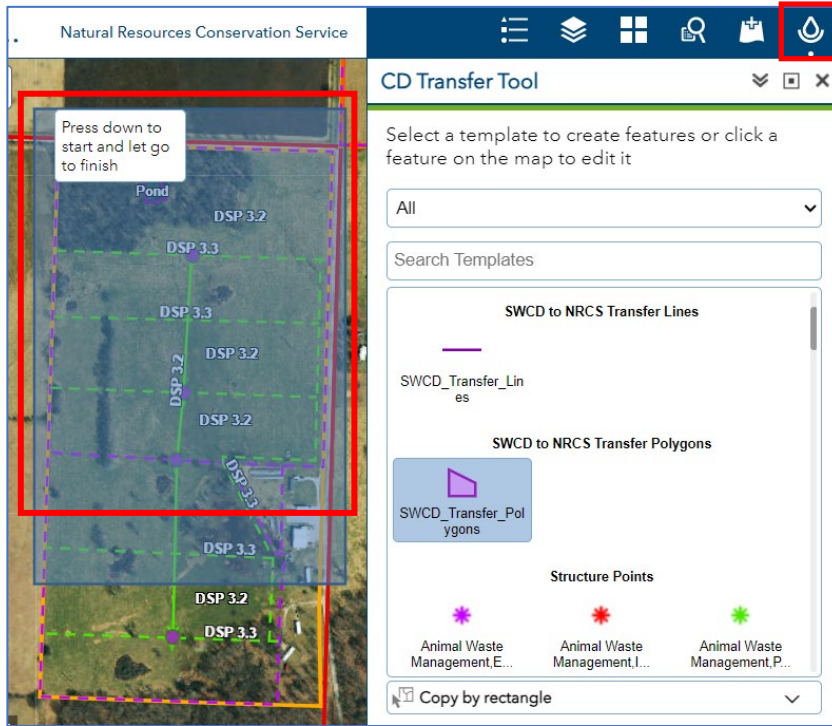


4. Check off any features you do not wish to copy, then select **Create Features**.
5. Important! If you are copying multiple features, there will be a second option available called Create 1 Multi-Part Feature. **DO NOT CHOOSE THIS OPTION. ALWAYS pick the Create Features button.**
6. If you copied multiple features, the tool will save automatically. If you have only copied one feature, you will get another box that you can attribute your new feature as needed. Click **Save** to finish. These features are now accessible in Conservation Desktop.



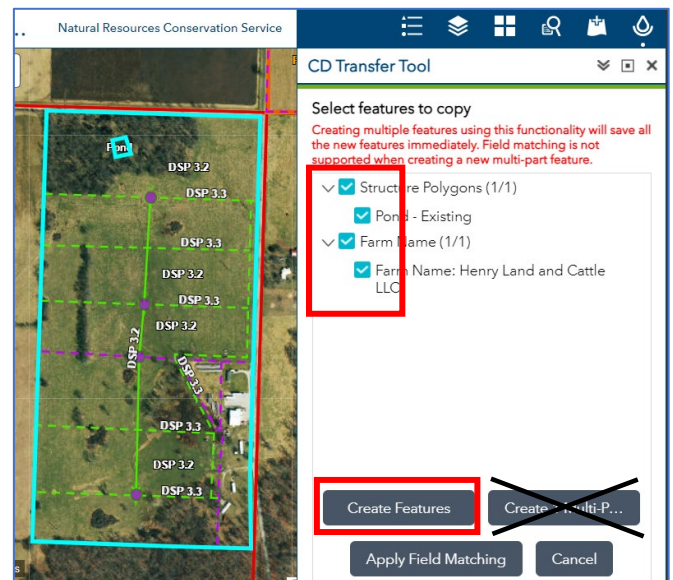
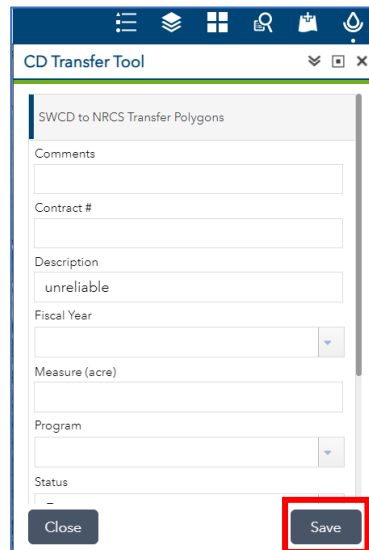
Transferring Polygons

7. Select SWCD to NRCS Transfer Polygons
8. In the dropdown at the bottom of the Tool, select **Copy By Rectangle**.
9. Drag your cursor around features you wish to copy. These features will outline in Blue in the Map.



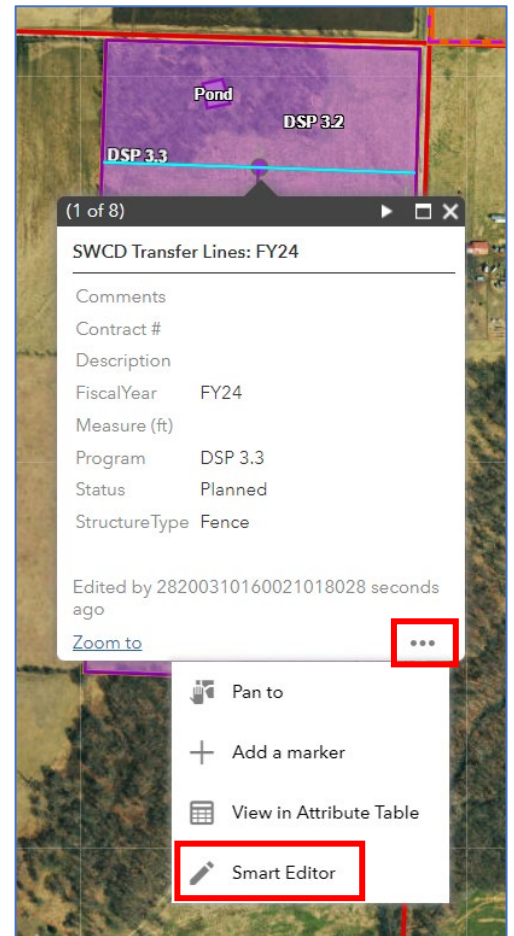
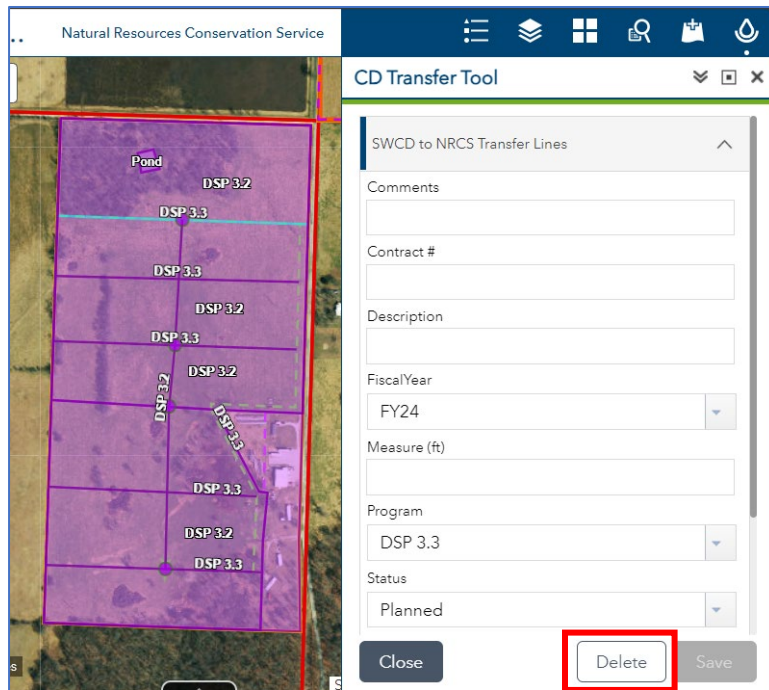
10. Check off any features you do not wish to copy, then select **Create Features**.
11. Important! If you are copying multiple features, there will be a second option available called Create 1 Multi-Part Feature. **DO NOT CHOOSE THIS OPTION. ALWAYS pick the Create Features button.**

12. If you copied multiple features, the tool will save automatically. If you have only copied one feature, you will get another box that you can attribute your new feature as needed. Click **Save** to finish. These features are now accessible in Conservation Desktop.

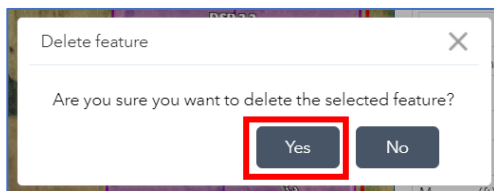


Section 4: Deleting Feature from Transfer Layers

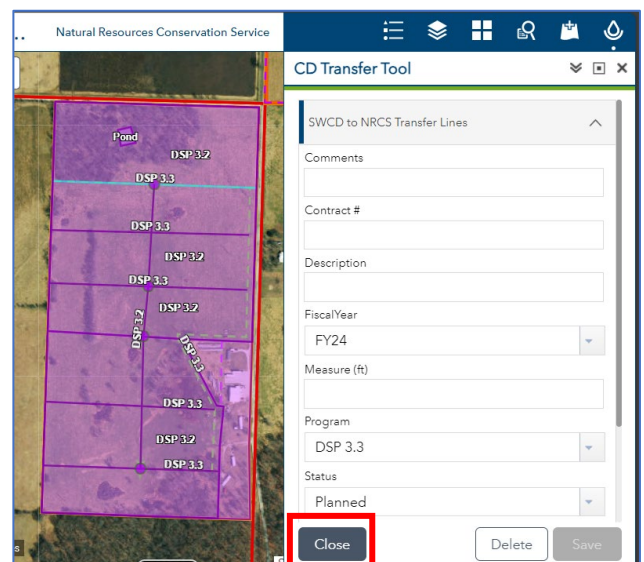
1. If you need to delete features you copied to the Transfer layers, you can do this from the **Transfer tool**.
2. Click on the feature you need to delete. In the popup window, click the **3 dot** menu in the lower right, then select **Smart Editor**.
3. The Transfer Tool will switch to the attributes of the selected feature. Click the **Delete** Button. If you do not see this button or it is grayed out, it means you do not have permissions to delete the feature you have selected, likely because it was not a feature you created. You can only delete your own data.



4. If the tool asks you if you wish to delete, Click Yes.

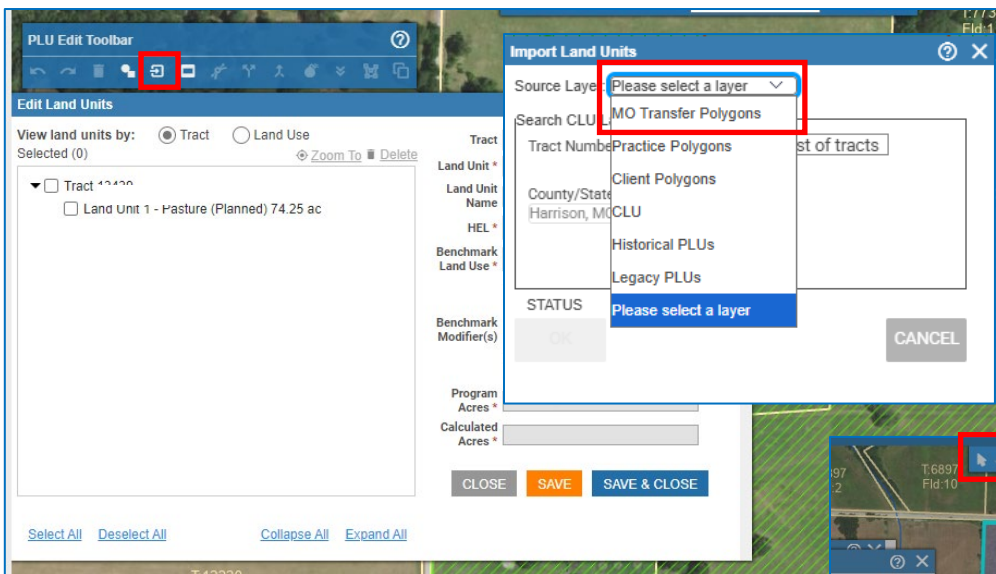
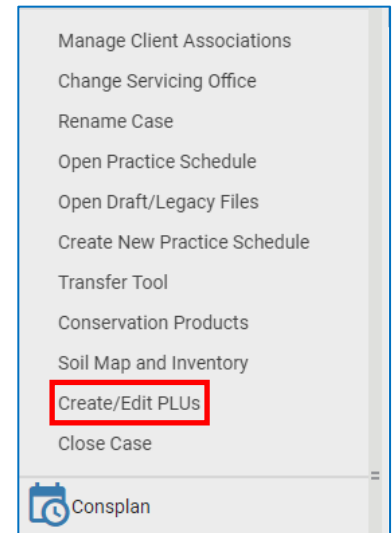
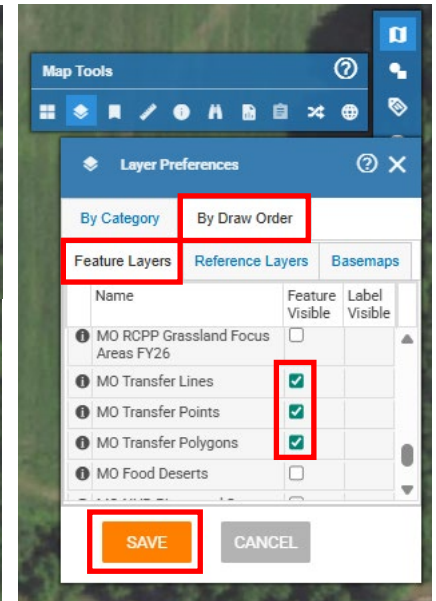
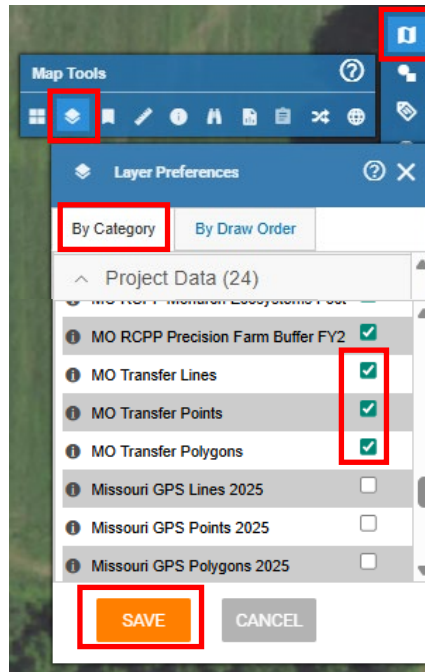


5. If you have other features you need to delete, click **Close**, then repeat the above steps again for each feature you need to delete.

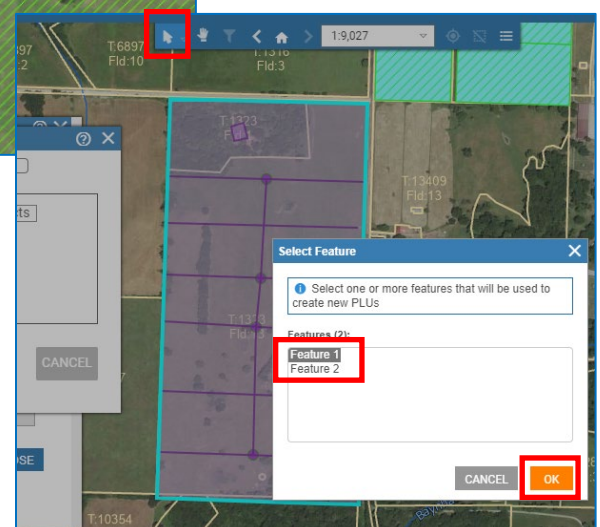


Section 5: Copying data to practice and land unit layers

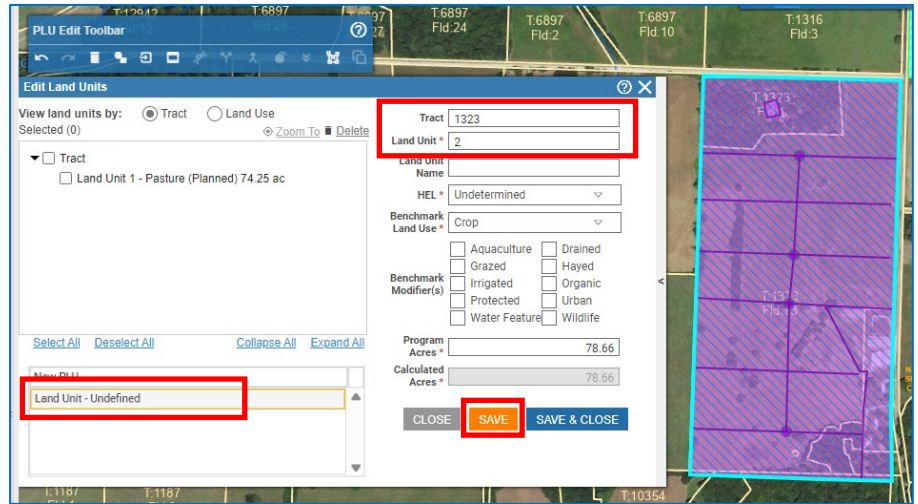
- To view your features in Conservation Desktop, In the **Layer Preferences** panel, click the **By Category** tab and scroll down and expand the **Project Data** folder.
- Turn on **MO Transfer Lines**, **MO Transfer Points**, and **MO Transfer Polygons** to make them available.
- Click the **By Draw Order** tab.
- Under the **Feature Layers** tab, scroll down to the MO Transfer layers and turn them on.
- They should now be visible when you zoom into your area.
- Open the case file of your choice.
- To create PLUs from the MO Transfer Polygons, select **Create/Edit PLUs** from the menu.
- Within the PLU edit menu, select the **import land units** icon.
- Select the dropdown box next to **Source layer** and select **MO Transfer Polygons**.



- Use the selection arrow tool and drag a box around features in the MO Transfer Polygons you wish to import. A **Select Features** dialog should appear. Select the Feature(s) you want to use. Clicking each one will highlight the feature on the map so you know which one you're importing. Once you have the polygon you need to import highlighted, click **OK**.

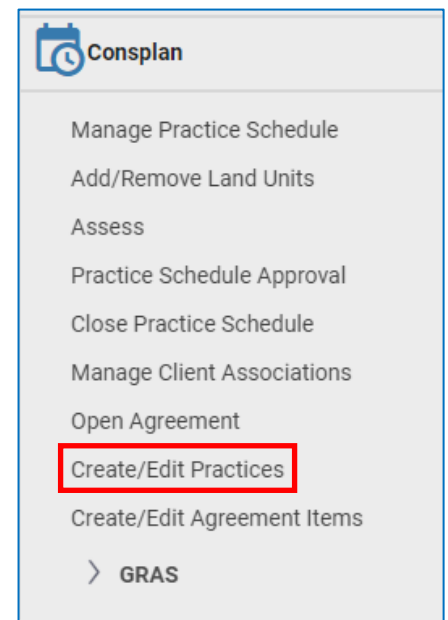
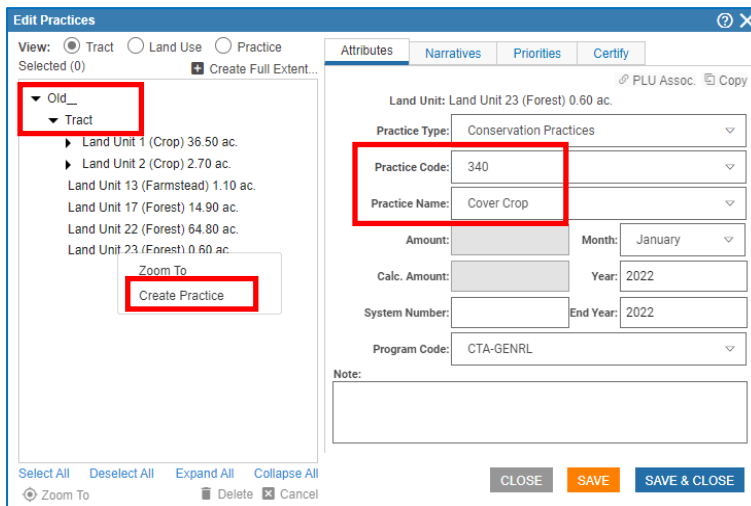


11. Once you've imported your shape, it will show up under New PLU as **Land Unit – Undefined** in the box at the bottom. Enter the **Tract** number and give it a **Land Unit** number, then click **Save**.

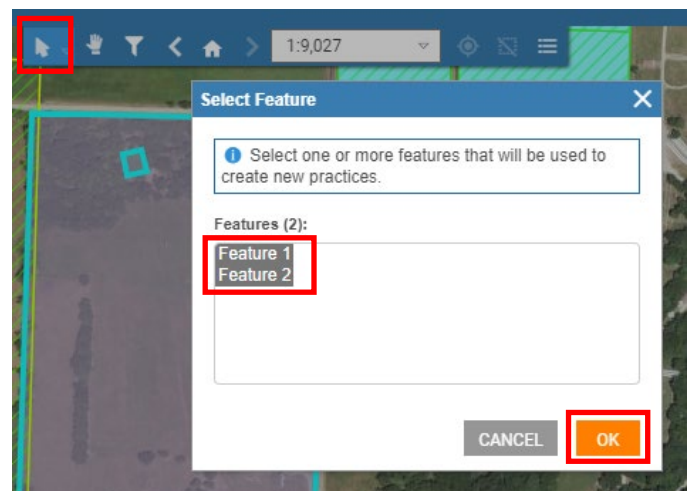
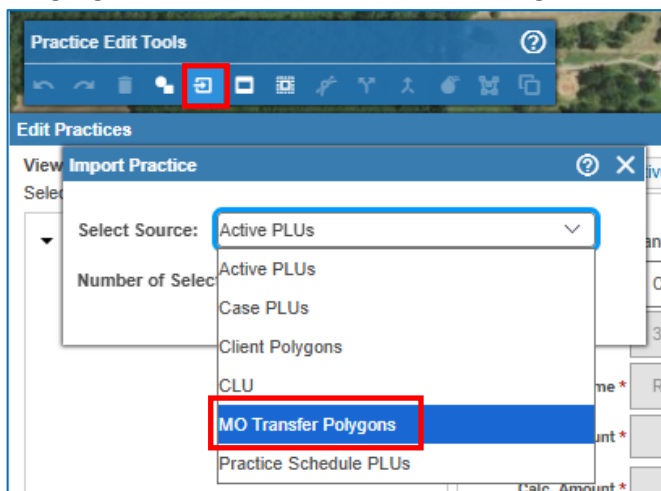


12. To copy features to practice layers, open the Conservation Plan, then select **Create/Edit Practices**.

13. In the **Edit Practices** menu, expand the casefile name and tract. Right-click the land unit you wish to add a practice to, then click **Create Practice**. Then select the **Practice Code/Name** from the dropdowns.



14. Select **Import Practice**, then select the **MO Transfer Points**, **MO Transfer Lines**, or **MO Transfer Polygons** layer (this will change based on the type of practice (i.e. point, line, or polygon) that you are creating). Then use the selection arrow tool to select the feature(s) from the MO Transfer layer you wish to import into the practice, highlight them in the **Select Features** dialog, then click **OK**.



Part 2: Copying Data from CD/EFT into the SWCD App Layers

This part goes through several methods for exporting data from either EFT or CD. Any other shapefile from any other sources can also be used as a data source for the transfer app.

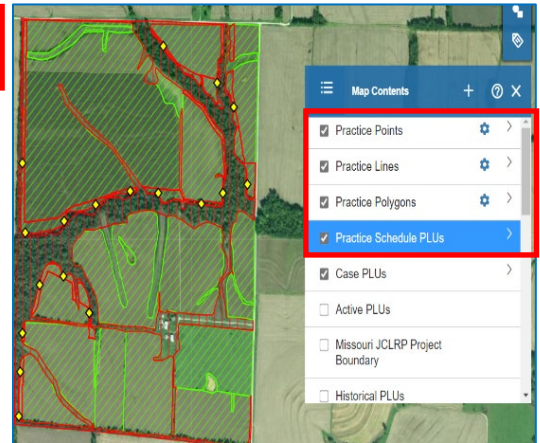
Section 6: Exporting Shapefiles from CD

This section describes the process of downloading data from CD for use as an import sources in the Data Transfer tool.

1. From the Center Toolbar, select Map Contents.



2. In Map Contents, highlight the layer that features you wish to export features from. This could be either Practice Schedule PLUs, or any of the Practice Points, Lines, or Polygons layers.



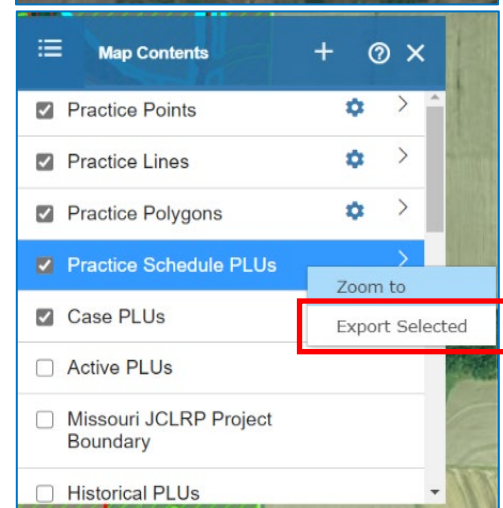
3. Select one or more features to export by clicking the **Select** button on the Center Toolbar and select the desired **Practice Schedule PLUs** or **Practice Points/Lines/Polygons** from the map.



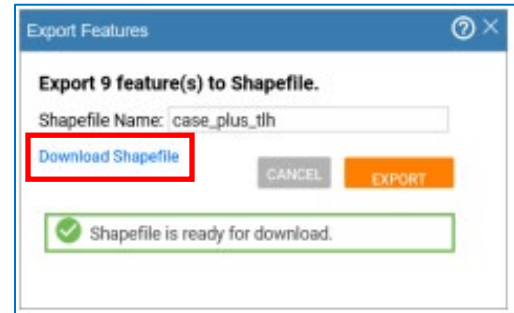
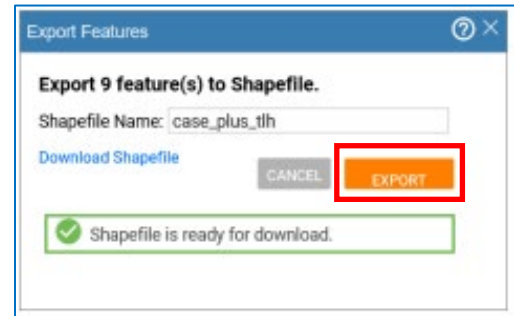
- a. To select a single feature to export, single-click on the feature you wish to select.
- b. To select multiple features to export, click and drag to draw a box.
- c. The **Select Feature** dialog should pop up. Select the desired features (they will highlight in blue when they have been selected).
- d. Click **OK**.



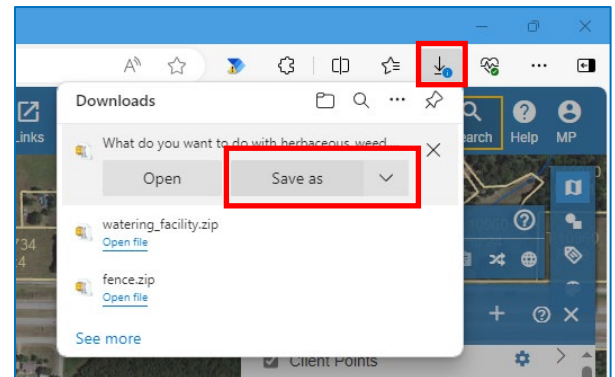
4. Open the **Map Contents** window again, then right-click on Practice Schedule PLUs and select **Export Selected**.



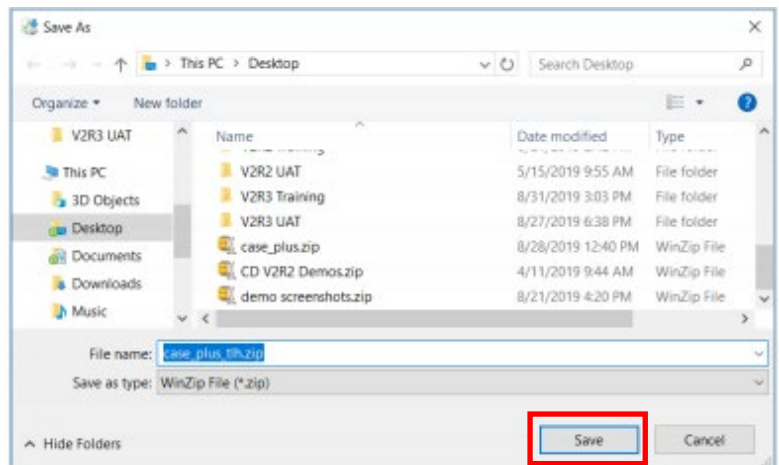
5. The Export Features dialog will open and display the number of features that will be exported. **Shapefile Name** will default to a generic name. Give it a descriptive name to be able to find it on your computer easier, e.g. client name, practice schedule name or practice name.
6. Click the **EXPORT** button.
7. CD prepares the shapefile for download. When the file is ready, a message is displayed along with a link to download the file.
8. Click the **Download Shapefile** hyperlink.



9. At the top of the browser window, a Downloads window should pop up. Click **Save as**. Note: this may look different depending on which web browser you are using.



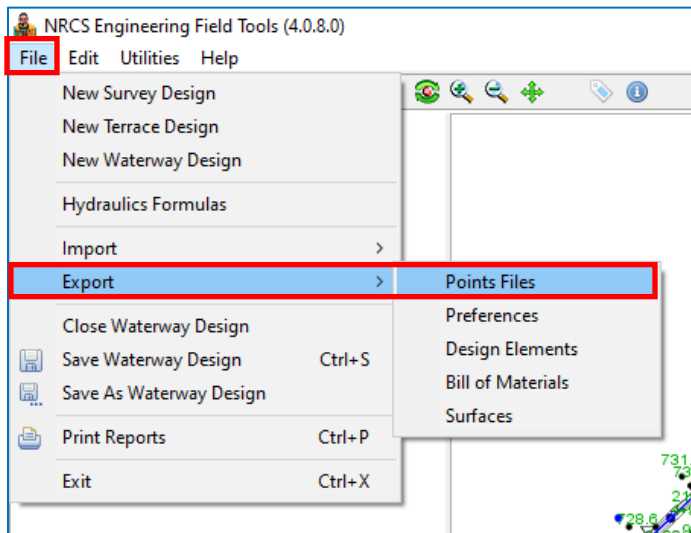
10. Navigate to a location to save the zipped shapefile and click **Save**. Remember where you saved the file. You do not need to unzip the file.



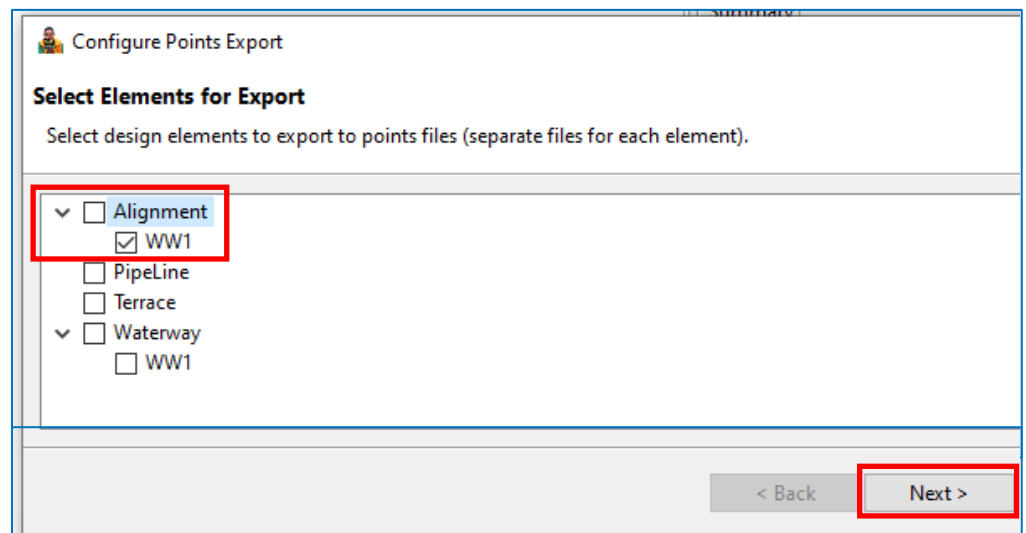
Section 7: Exporting Shapefiles from EFT

Section Description

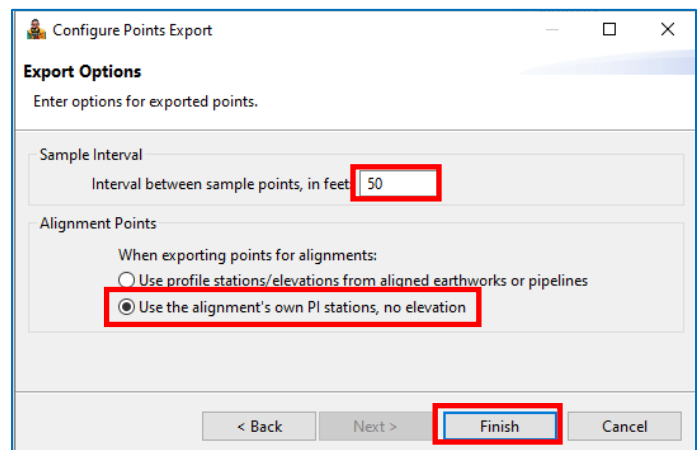
1. Click **File** hover over **Export >** and then click **Points File**.



2. Select each alignment to export by placing a checkmark in boxes for each alignment.
3. Click **Next**.



4. Make sure the **Interval between sample points** is set to 50. Choose **Use the alignment's own PI stations, no elevation**. Click **Finish**.
5. Make note of where point files are saved. C:\Users*(your name)*\MyEFTFiles\.eft*(customer folder)*\(EFT project name)\(EFT terrace design name).
6. You do not need to unzip this file to use it in the Transfer Tool, just remember where you saved it and follow instructions in the next section to copy data into any of the SWCD layers.



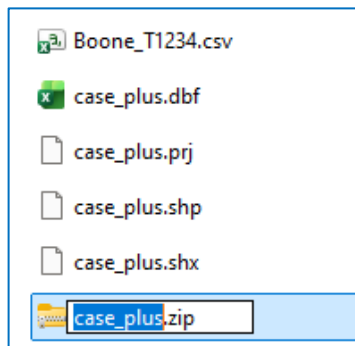
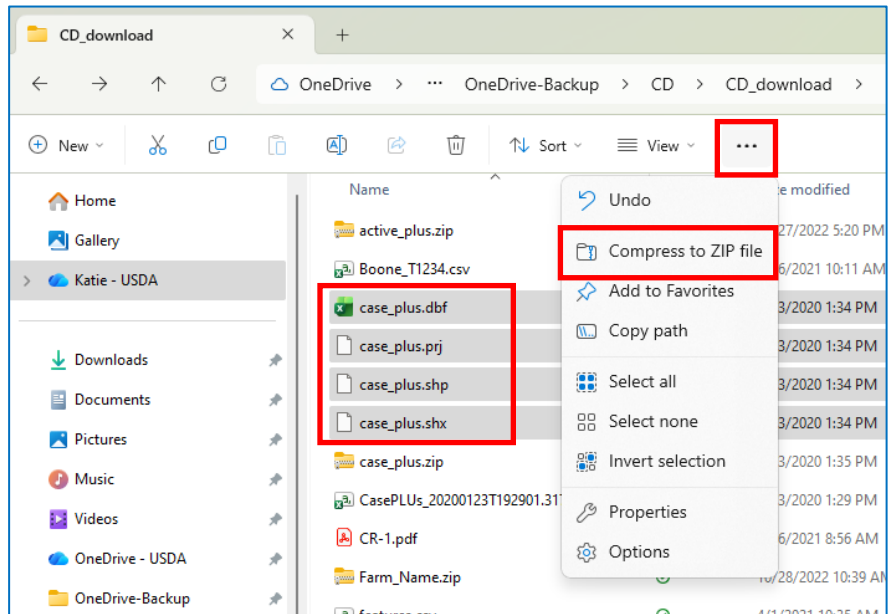
Section 8: Copying Data from a Zipped Shapefile to SWCD Layers

This section describes the method of importing a zipped shapefile or other geospatial data and copying the data into any of the SWCD App data layers.

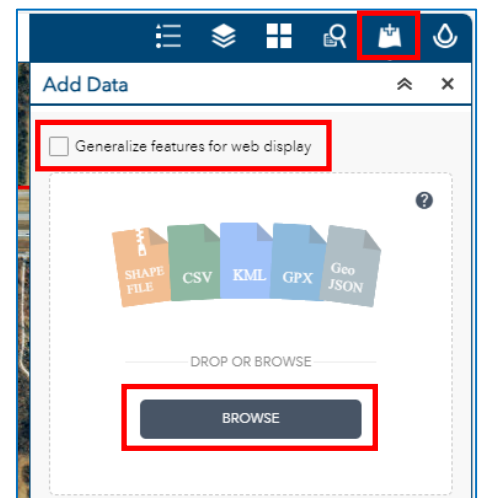
1. Exported shapefiles from CD and EFT are already in the zip format that the app requires, so skip on to Step 4 if your files are already zipped.

2. If you obtained or created a shapefile from any other data sources besides CD or EFT, you will need to zip them before you will be able to add the files to the Transfer Tool. You must at minimum zip the DBF, PRJ, SHP, and SHX files into one zip file, though any other files with the same name in the same folder should be zipped into this file as well.

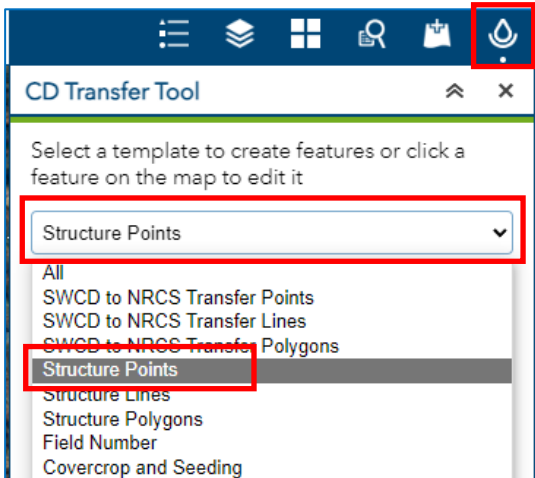
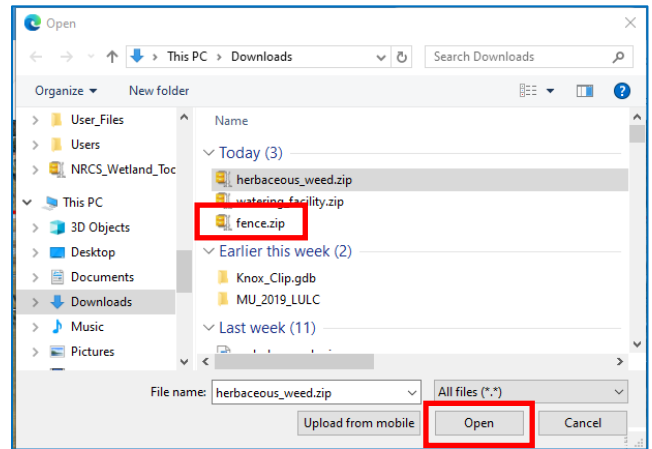
3. To zip a file, open the file folder on your computer where the shapefile is located. Select all the files with the same filename, then click the **Overflow (...)** menu and select **Compress to Zip File**. Give the file a name and press Enter.



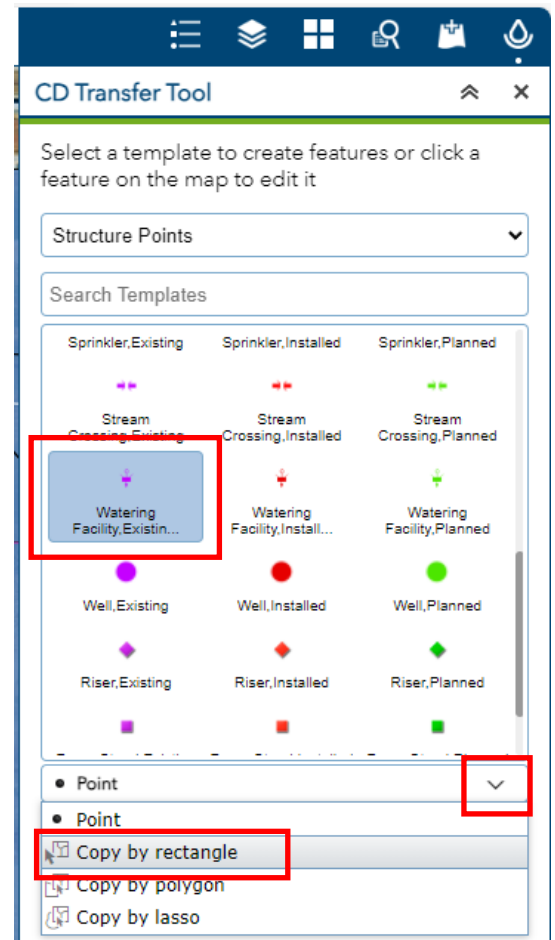
4. Open the SWCD & Conservation Desktop Data Transfer Tool. See Section 2 if you need to know where to find the app.
5. Select the **Add Data** button.
6. **Uncheck the Generalize Features checkbox. Important! If you do not uncheck this, your features will be generalized and will not have the same geometry and length/acreage totals as what was in CD. Make sure you check this OFF prior to adding your data.**
7. Click **Browse**.



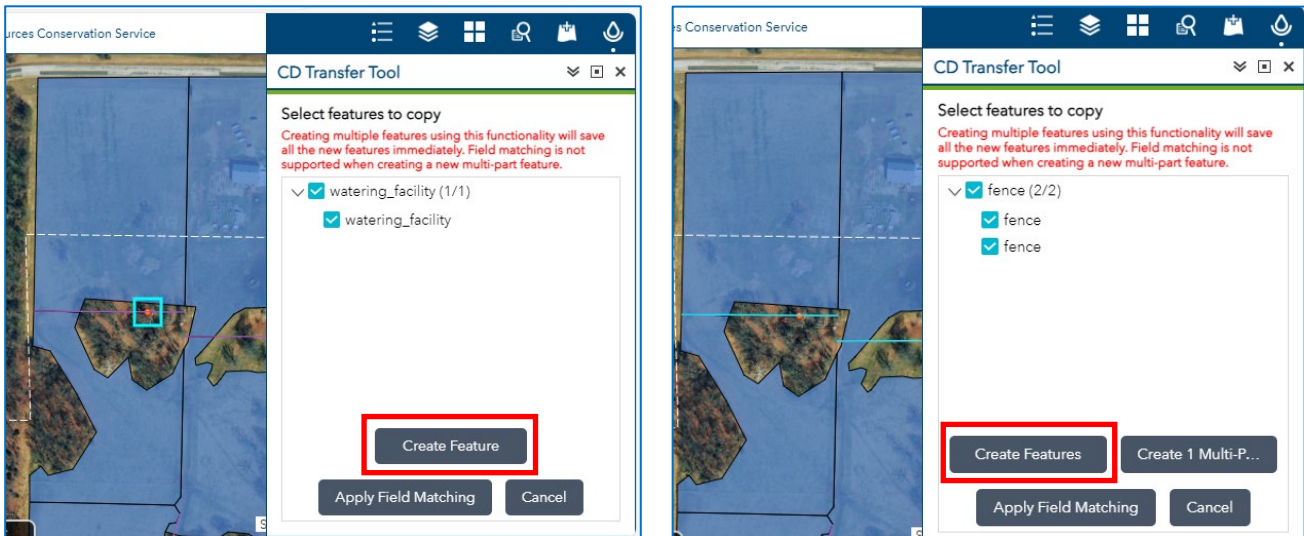
8. In the **Open** dialog, navigate to where your zipped shapefile is saved, select the file, and click **Open**. The app will add the layer and zoom into it in the map screen.
9. You also have the option here to add a GPX file that was created with a Garmin unit also if needed.
10. Open the **CD Transfer Tool** in the upper right.
11. You can use the dropdown list at the top to filter the feature you want to paste into, or you can just scroll down in the picker to find the feature you need.



12. Select the feature you wish to add data to.
13. In the dropdown at the bottom, select **Copy by Rectangle**.
14. Drag a box around the features you want to select. You can select one or many feature here.



15. For points or if you have only selected one line or polygon, you will only have the option for **Create Features**. Click this.
16. For lines or polygons, if you have selected multiple features, you will be given the option to Create Features or Create 1 Multi. **ONLY CHOOSE Create Features here.**



17. If you are copying multiple features, your features will be saved automatically after clicking Create Features.
18. If you have only copied one feature, you will be given the option of attributing your feature prior to saving. Add whatever attributes you need into the feature, then select **Save**.
19. These features should now be available in the main Soil & Water Conservation District App for use in the rest of your planning work.

