

# Pacific Islands Area - Toolkit Hints & Tips

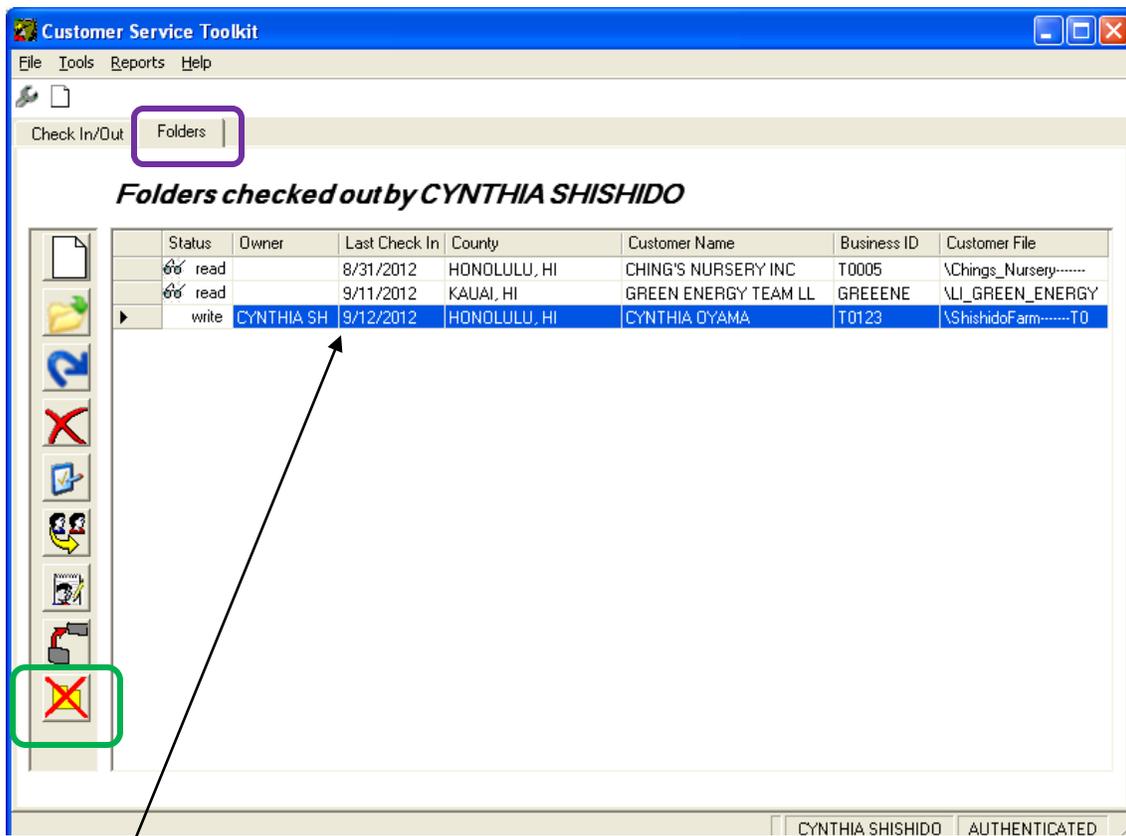
## 22. Deleting A Customer Folder or Consplan

*Note: You must have Toolkit User Basic All permissions to change counties or change endpoints. If you need these features and currently do not have this buttons on the Folders tab, contact your Toolkit Coordinator. (User permissions are maintained by your State Toolkit Coordinator.)*

To permanently delete a customer folder or plan from the National Conservation Plannind Database (NCPDB) (and also from your workstation), complete the following steps.

**Note: Folders or plans accidentally deleted will be re-instated on a case-by-case basis. In all cases, OCIO-ITS support will retrieve the folder from a back-up tape and Toolkit Support will restore the folder.**

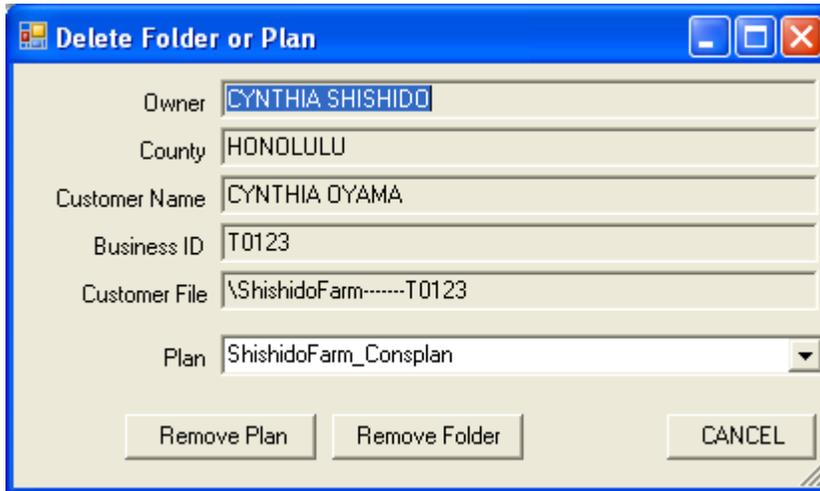
1. Check out the folder to be deleted.
2. Click the “**Folders**” tab



3. **Highlight** the customer folder that you wish to delete.
4. Click the “Delete Folders or Plans” icon



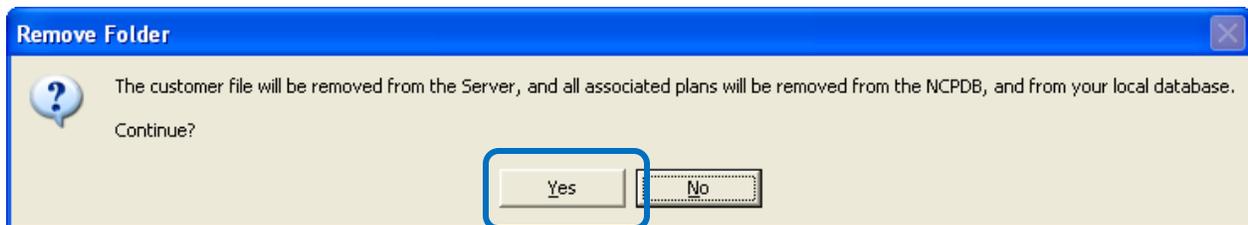
5. The Delete Folder or Plan window will appear.



6. Select “**Remove Plan**” or “**Remove Folder**”.

- If you wish to remove a single plan database from the NCPDB, select the plan you wish to remove from the drop-down list, then click “**Remove Plan**”. This will result in the plan database being permanently removed from both the local Toolkit geodatabase, and the NCPDB.
- If you wish to remove ALL plan databases for the customer, as well as the Customer File, click the “**Remove Folder**” button. This will result in ALL plan databases for the customer being permanently removed from both the local Toolkit geodatabase, and the NCPDB. It will also permanently delete the Customer File from the local C: drive and the server.

7. A message will inform that the plan/folder is about to be deleted



8. Click “**Yes**” to permanently delete the plan/folder.

Congratulations! You’ve successfully deleted a plan/folder!