## Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.0.1</td>
<td>05/21/2018</td>
<td>Updated content and new format to cover the FOTG v5.0 software</td>
</tr>
<tr>
<td>5.0.2</td>
<td>06/01/2018</td>
<td>Revised for Section 508 compliance</td>
</tr>
<tr>
<td>5.0.3</td>
<td>08/14/2018</td>
<td>Revised with 5.0 UI screens and updated content.</td>
</tr>
</tbody>
</table>
Accessibility

At the United States Department of Agriculture, we are committed to making all our documents on our World Wide Web servers accessible to everyone. For our statement on accessibility, visit https://www.usda.gov/accessibility-statement.

We are continually reviewing our web sites and changing pages to ensure that they meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973.

Many documents on our web pages are in ASCII or HTML format, generally accessible to people who use screen reading software and to those with other vision or mobility impairments. We typically use Hypertext Markup Language (HTML) to create pages and documents that are accessible to all people, and we follow Section 508 standards in doing so.

We also have many documents in Adobe Acrobat PDF (Portable Document Format) format, and currently this format is not compatible with some screen-reading software. However, there are significant improvements in the accessibility of PDF documents, and Adobe’s accessibility web page (http://access.adobe.com/) has more information about accessibility initiatives and products.

Accessibility Notes

This section provides information on how to navigate and use controls in FOTG using only keyboard input. Information specific to FOTG is listed first, followed by general keyboard navigation instructions.

FOTG-Specific Keyboard Navigation of the Document Tree

To select folders in a document tree using keyboard input:

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enter or Space</strong></td>
<td>Performs the default action (e.g. onclick event) for the focused folder</td>
</tr>
<tr>
<td><strong>Down Arrow</strong></td>
<td>Moves focus to the next folder that is focusable without opening or closing a folder</td>
</tr>
<tr>
<td></td>
<td>If focus is on the last folder, does nothing</td>
</tr>
<tr>
<td><strong>Up Arrow</strong></td>
<td>Moves focus to the previous folder that is focusable without opening or closing a folder</td>
</tr>
<tr>
<td></td>
<td>If focus is on the first folder, does nothing</td>
</tr>
<tr>
<td><strong>Right Arrow</strong></td>
<td>When focus is on a closed folder, opens the folder; focus does not move</td>
</tr>
<tr>
<td>Key</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Left Arrow** ← | When focus is on an open folder, moves focus to the first child folder  
                  When focus is on an end folder, does nothing |
| **Home**    | Moves focus to first folder without opening or closing a folder             |
| **End**     | Moves focus to the last folder that can be focused without expanding any folders that are closed |
| **a-z, A-Z** | Focus moves to the next folder with a name that starts with the typed character  
                  Search wraps to first folder if a matching name is not found among the folders that follow the focused folder  
                  Search ignores folders that are descendants of closed folders |
| *** (asterisk)** | Expands all closed sibling folders that are at the same level as the focused folder  
                  Focus does not move. |
## General Keyboard Navigation

<table>
<thead>
<tr>
<th>Interaction</th>
<th>Keystrokes</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigate to most</td>
<td>Tab</td>
<td>When the focus is on a tab:</td>
</tr>
<tr>
<td>elements</td>
<td>Shift + Tab</td>
<td>- Press the <strong>Left Arrow</strong> to move to and activate the previous tab. (If the focus is on the first tab, the <strong>Left Arrow</strong> moves focus to and activates the last tab.)</td>
</tr>
<tr>
<td></td>
<td>- Press the <strong>Right Arrow</strong> to move</td>
<td>- Press the <strong>Right Arrow</strong> to move to and activate the next tab. (If the focus is on the last tab, the <strong>Right Arrow</strong> moves focus to and activates the first tab.)</td>
</tr>
<tr>
<td></td>
<td>tab key to navigate through</td>
<td>- Press the <strong>Tab</strong> key to navigate through the elements on the tab. (Press the Space or Enter key to activate a tab if it was not automatically activated upon focus using the Arrow keys.)</td>
</tr>
<tr>
<td></td>
<td>the elements on the tab. (Press the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Space or Enter key to activate a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>tab if it was not automatically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>activated upon focus using the Arrow</td>
<td></td>
</tr>
<tr>
<td></td>
<td>keys.)</td>
<td></td>
</tr>
<tr>
<td>Link</td>
<td>Enter</td>
<td>Enter supported in some contexts/browsers</td>
</tr>
<tr>
<td>Button</td>
<td>Spacebar</td>
<td></td>
</tr>
<tr>
<td>Checkbox</td>
<td>Spacebar</td>
<td>To check/uncheck a checkbox</td>
</tr>
<tr>
<td>Radio buttons</td>
<td>⩓/ ⩔ or ⩕/ ⩖ or Tab - move to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the next element.</td>
<td></td>
</tr>
</tbody>
</table>
# Table of Contents

## Accessibility
- Accessibility Notes ........................................................................................................................................................... 3
- FOTG-Specific Keyboard Navigation of the Document Tree............................................................................................. 3
- General Keyboard Navigation ......................................................................................................................................... 5

1 **Introduction** .................................................................................................................................................... 7
   - 1.1 Overview of FOTG .......................................................................................................................................... 7
     - 1.1.1 Databases .......................................................................................................................................... 7
   - 1.2 Getting Started with FOTG ............................................................................................................................ 8

2 **Working with FOTG** ......................................................................................................................................... 9
   - 2.1 Viewing, Saving, and Printing Documents ..................................................................................................... 9
   - 2.2 Viewing Document Information (metadata) ............................................................................................... 10
   - 2.3 Document Types .......................................................................................................................................... 11
   - 2.4 Searching for Documents ............................................................................................................................ 11
   - 2.5 Recently Changed Documents ..................................................................................................................... 12

3 **Managing Documents and Folders** ................................................................................................................ 13
   - 3.1 About Content Management ....................................................................................................................... 13
   - 3.2 Logging In ..................................................................................................................................................... 13
   - 3.3 Roles ............................................................................................................................................................ 14
   - 3.4 State Scope .................................................................................................................................................. 14
   - 3.5 Managing Folders ........................................................................................................................................ 15
     - 3.5.1 Adding a Folder ............................................................................................................................... 15
     - 3.5.2 Editing a Folder ............................................................................................................................... 15
     - 3.5.3 Moving a Folder .............................................................................................................................. 15
     - 3.5.4 Deleting a Folder ............................................................................................................................. 15
   - 3.6 Managing Documents .................................................................................................................................. 16
     - 3.6.1 Adding a New Document ................................................................................................................ 16
     - 3.6.2 Editing a Document ......................................................................................................................... 16
     - 3.6.3 Moving a Document ........................................................................................................................ 17
     - 3.6.4 Archiving a Document ....................................................................................................................... 17

Appendix A. **Frequently Asked Questions** ............................................................................................................ 18
1 Introduction

FOTG is a web-based application which provides access to Technical Guides used in local NRCS field offices.

1.1 Overview of FOTG

Technical guides are the primary scientific references for NRCS. They contain technical information about the conservation of soil, water, air, and related plant and animal resources.

Technical guides used in each field office are localized to the geographic area for which they are prepared. These documents are referred to as Field Office Technical Guides (FOTGs).

The Field Office Technical Guides have been digitized and made available online as documents and other electronic-based materials. FOTG content is divided into the following sections:

Section I - General References

In this section are general state maps, descriptions of Major Land Resource Areas, watershed information, and links to NRCS reference manuals and handbooks. Section I contains links to researchers, universities, and agencies we work with. Section I also contains conservation practice costs, agricultural laws and regulations, cultural resources, and information about protected plant and animal species.

Section II - Natural Resources Information

In this section are detailed information about soil, water, air, plant, and animal resources. NRCS Soil Surveys, Hydric Soils Interpretations, Ecological Site Descriptions, Forage Suitability Groups, Cropland Production Tables, Wildlife Habitat Evaluation Guides, Water Quality Guides, and other related information can be found here as it becomes available.

Section III - Conservation Management Systems

In this section is information on NRCS Quality Criteria, which establish standards for resource conditions that help provide sustained use.

Section IV - Practice Standards and Specifications

In this section are the NRCS Conservation Practices. Practice Standards define the practice and where it applies. Practice specifications are detailed requirements for installing the practice in the state.

Section V - Conservation Effects

In this section is background information on how Conservation Practices affect each identified resource concern in the state.

1.1.1 Databases

FOTG interacts with the following databases:

- CPD-DMS database – System of record for conservation documents
- NRT database – System of record for field office data contained within CPD-DMS
- eFOTG and eFOTG-FT databases – System of record for field office data not contained within CPD-DMS
- zRoles database – System of record for user authorization data.
1.2 Getting Started with FOTG

1. Open FOTG by navigating to https://efotg.sc.egov.usda.gov in a browser window. When FOTG loads, the “Welcome to NRCS Field Office Technical Guide” is shown.

2. Select a State and click SUBMIT to get started:

3. Navigate the Document Tree by clicking on a Section and subsections of interest. Documents contained in the selected subsection or folder are listed to the right of the Document Tree:

4. Click on a Document Title to display or access the document.

Note: Public users (users who are not logged in) see only public documents and non-empty public folders. Users who log in will see all documents and folders for the State or States for which they have document view/management rights.
2 Working with FOTG

The FOTG toolbar is displayed above the Document Tree:

<table>
<thead>
<tr>
<th>Document Tree</th>
<th>Document Search</th>
<th>Recently Changed</th>
</tr>
</thead>
</table>

These three functions are covered in the sections that follow.

2.1 Viewing, Saving, and Printing Documents

1. Navigate to a folder of interest in the Document Tree. Documents contained in that folder are shown to the right. Click on a Document Title.

2. The titled file opens in a browser window:
3. You may be prompted to open the file in an application that can display it. See Section 2.4 below for more information. Here is an example of opening a document in MS Word:

![Opening CO321_e8r.doc.png](attachment:Opening_CO321_e8r.doc.png)

4. From the browser window, you can print or download the document. Here is an example of the Download icon in Firefox (appearance may differ in other browsers):

![Download icon in Firefox.png](attachment:Download_icon_in_Firefox.png)

5. Unless you are prompted to choose a location to save the download, most browsers save by default to a Downloads folder. After downloading, you can save the document to a different location on your computer if desired.

2.2 Viewing Document Information (metadata)

Information that describes a document or file is called metadata.

1. Navigate to a folder or subsection of interest in the Document Tree. Documents are shown to the right.

2. For the title you want to know more about, under Actions, click the Information icon.

![Document Title.png](attachment:Document_Title.png)

The document information form for the highlighted document opens. It may contain any or all of the following:

- Display Title
- FileName
- Abstract
- Publication Date
- Point of Contact
- Author(s)
- Keywords
- Subject(s)
- Practice
3. Click Close when finished reading the metadata.

### 2.3 Document Types

Documents can be one of several types:

<table>
<thead>
<tr>
<th>Type</th>
<th>To View…</th>
<th>To Save…</th>
<th>To Print…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Link</td>
<td>Opens in the browser</td>
<td>Save in the browser</td>
<td>Print from the browser</td>
</tr>
<tr>
<td>PDF</td>
<td>Opens in the browser</td>
<td>Download and save</td>
<td>Download and print</td>
</tr>
<tr>
<td>MS Word/Excel/et.</td>
<td>Opens in application</td>
<td>Save in application</td>
<td>Print from application</td>
</tr>
<tr>
<td>Other</td>
<td>Browser offers a Save As dialog box</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2.4 Searching for Documents

FOTG offers a powerful search function.

1. Click on the **Document Search** tab.

2. Enter a **Keyword**, use the **Subject Search** drop down menu, or a combination. Click **Search**.

   **Note:** *Keyword searches will find documents that contain the entered keyword in the Document Title, Keywords list, or Abstract. Subject searches will find documents having the chosen subject assigned. Using both together will find only those documents that meet both criteria.*

3. Documents that meet your search criteria are listed in the documents table. Click on a **Document Title** to open or access the document:
2.5 Recently Changed Documents

1. To view documents that have recently been added or refreshed in FOTG, click on the Recently Changed tab:

2. Select your desired Time Range:

   Time Range: 
   [Last 30 days]

3. Click on the document title of a document you want to view or access.
3 Managing Documents and Folders

3.1 About Content Management

With appropriate authorization, FOTG Content Management allows State and National Content Managers to customize FOTG by adding, removing, and arranging content. Content is arranged in broad categories known as subsections or folders.

In FOTG, State and National Content Managers can:
- Add a Folder
- Add a Document
- Edit, Move, Archive, or Remove information.

**Note:** A State Content Manager can manage content only within their own state’s scope.

Content Management displays structure in the left frame and subsection information or content information in the right frame.

3.2 Logging In

With administrative privileges, you can manage Documents and Folders in FOTG. To expose the Content Management tools, log in to FOTG:

1. In the upper right corner of the browser window, click **Login**:

   ![Login Button](image)

2. Log in with your LincPass, or under **User ID & Password** enter your login credentials:

   ![User Login](image)

Once you are logged in, the Content Management tabs and controls are available.

**Note:** You may see empty folders as well as those that contain documents.
Content Management tools are shown circled in orange below:

### 3.3 Roles

FOTG provides read-only access to publicly-available information to all users. Administrative access (content management) in FOTG is granted through zRoles authentication.

The following table lists FOTG roles and their corresponding access privileges.

<table>
<thead>
<tr>
<th>FOTG Role</th>
<th>Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Content Manager</td>
<td>Add, Edit, Delete (Archive), and Move for all legacy content for one state</td>
</tr>
<tr>
<td>National Content Manager</td>
<td>Add, Edit, Delete (Archive), and Move for all legacy content for all states</td>
</tr>
<tr>
<td>Technical Support Role</td>
<td>Same privileges as Nat’l Content Manager but read-only. Has access to AIMS logging info.</td>
</tr>
</tbody>
</table>

**Note:** *Content Managers have read-write privileges for all legacy content in all FOTG Sections (I-V), but read-only privileges for new Section IV folder structure and content.*

### 3.4 State Scope

<table>
<thead>
<tr>
<th>Region or Territory</th>
<th>Contains these…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pacific Basin</td>
<td>Hawaii, Guam, American Samoa, Northern Mariana Islands</td>
</tr>
<tr>
<td>Caribbean</td>
<td>Puerto Rico, U.S. Virgin Islands</td>
</tr>
<tr>
<td>Maryland</td>
<td>Maryland and District of Columbia</td>
</tr>
</tbody>
</table>
3.5 Managing Folders

You can add, edit, move, or delete folders.

Note: When logged in, you can see empty folders for the State or States for which you have viewing/management rights. Public users (users who are not logged in) see only non-empty public folders.

3.5.1 Adding a Folder

Use Add a Folder to place a new folder under an existing one.

1. Click on the folder in the left frame you wish to add a subsection under.
   Note: Select the folder immediately above the folder you wish to add. For example, you must click the secondary level folder to add a third level folder.

2. Click Add a Folder or press ALT + N on your keyboard.

3. Complete the FOTG Subsection form.
   - Enter the Subsection Title (required)
   - Enter the Subsection Definition

4. Click Save to add the subsection, or Cancel to exit without making any changes.

3.5.2 Editing a Folder

1. Click the title of the folder in the left frame you want to edit.

2. Click the pencil Edit icon or press ALT + E on your keyboard.

3. Enter or edit the Folder Details.

4. A Subsection Title is mandatory; you can optionally provide a brief definition of the subsection.

5. Click Save, or Cancel to exit without making any changes.

3.5.3 Moving a Folder

1. Click the title of the folder for the subsection you want to move.

2. Click the Move icon or press ALT + M on your keyboard.

3. Pick a target location. First click on the target Section, then on subsequent subsections if desired. The selected folder will be moved under the selected section or subsection.

4. Click Move to move the folder, or Cancel to exit without making any changes.

3.5.4 Deleting a Folder

1. Click on the folder in the left frame you want to remove.

2. Click Delete or press ALT + D on your keyboard.

3. Confirm that the folder is to be deleted.

4. Click Delete in the dialog box to delete the folder, or Cancel to exit without making any change.
Note: A folder can only be deleted if it is empty (it contains neither child folders nor documents).

3.6 Managing Documents
You can add, edit, move, or archive documents.

Note: When logged in, you can manage all documents for the State or States for which you have document viewing/management rights.

3.6.1 Adding a New Document
Use **Add New Document** to add a document to a folder or subsection.

1. Select a folder in the Document Tree.
2. In the right frame, click **Add New Document**.
3. Complete the Add New Document form (required fields are marked with a *):
   - Enter the Display Title (*)
   - Enter the URL for the document or upload it (*)
   - Enter an Abstract (*)
   - Select a Point of Contact
   - Enter Keywords and Author(s)
   - Enter a Publication Date (*)
   - Enter a STGC Review Date (*)
   - Select a Practice and a Document Type (**Note:** These fields are applicable to pre-v5.0 FOTG Section IV documents; the recommended process is to **not** add new documents to the existing (pre-v5.0) Section IV folder using FOTG.)
   - Use the Add>>, <<Remove, or <<Remove all buttons to add and remove Subject(s).
4. Click **Create** to add the document or **Cancel** to exit without making any changes.

3.6.2 Editing a Document
1. Select a folder in the Document Tree.
2. In the right frame, click the pencil edit icon in the desired row of the document list.
3. Complete the Edit Document form (required fields are marked with a *):
   - Edit the Display Title (*)
   - Enter or edit the document’s URL or upload it (*)
   - Enter or edit the Abstract (*)
   - Confirm the Point of Contact
   - Enter or edit Keywords and Author(s)
   - Enter or edit the Publication Date (*)
   - Confirm or enter a STGC Review Date (*)
   - Confirm or select a Practice and a Document Type
• Use the Add>>, <<Remove, or <<Remove all buttons to add and remove Subject(s).

4. Click Save to save your edits, or Cancel to exit without making any changes.

3.6.3 Moving a Document


2. In the right frame, click the move icon in the desired row of the document list.

3. Pick a target location. First click on the target Section, then on subsequent subsections if desired. The selected document will be moved under the selected section or subsection.

4. Click Move to move the document or Cancel to exit without making any changes.

3.6.4 Archiving a Document

1. Select a folder in the Document Tree.

2. In the right frame, click the archive icon in the desired row of the document list.

3. Confirm the document is to be archived.

4. Click Archive in the Confirm Archive File dialog box to confirm or click Cancel to exit without making any changes.
Appendix A.  Frequently Asked Questions

Which browsers work well with FOTG? – FOTG has been optimized to work with Internet Explorer 11 and higher. FOTG has been tested with and works well with Google Chrome and with Firefox.

Documents and organization are not always the same from State to State, why? – NRCS provides overall guidance on general information and organization for FOTG. Each individual State has leeway in choosing format, exact content, and organization within their State’s FOTG. Specific questions regarding detailed content or organization should be directed to the State Technical Guide Committee, generally the State Resource Conservationist.

NRCS National Standards are posted on the internet in addition to the State Standards in FOTG, should I use National or State Standards? – Always use State Standards for the State you are working in. The National Standards are guides, and States generally modify these to include specific conditions and requirements for their state and local conditions.

The public view shows Archived documents in Search. Is that expected? – In some cases, yes. Legacy FOTG data contains much manually “archived” data; that is, data manually moved to a manually created folder with the name "Archive" in it, rather than using the application's Archive functionality. If these are visible in Old FOTG, they will be visible in New FOTG.

I can see folders as an SCM (or NCM) that I cannot see in the public-facing view. Why? – Any folders that are empty, and content that is properly archived is visible only to the Content Managers. For Section IV, much of that section will not be visible in the public-facing UAT, because there is very little data there from CPD-DMS as yet. Over time, as documents are migrated from Old Section IV to the new Section IV via CPD-DMS, this will become more populated.

I archived a document, then wanted to unarchive it, but found that I could not. Why? – The application is designed to disallow un-archiving. However, if an archived document truly needs to be restored, you can download it, and re-upload it as a new version.

I changed/replaced a file (changed metadata), and the original was archived. Is this normal? – Yes. When a change is made, the original is made into an archive and the new information saved with the document as the now current copy.

In the 365 days date range, all standards, etc. that were loaded a few months ago showed up, even though the document date (Publication Date) was the last revision several years back. Why is this? The query on this page is based on the last modification date—which for newly uploaded documents will be the date of upload. Therefore, they showed up in the results, even though the publication date may be quite earlier.