United States Department of Agriculture

Natural Resources Conservation Service

FOTG 5.8.0 User Guide

January 4, 2024

For Official Use Only

UNITED STATES DEPARTMENT OF AGRICULTURE
Natural Resources Conservation Service
Production Systems Operations
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Revision History Table

Version	Date	Who	What
5.0.1	05/21/2018	Mark Andre	• Updated content and new format to cover the FOTG v5.0 software
5.0.2	06/01/2018	Mark Andre	• Revised for Section 508 compliance
5.0.3	06/29/2018	Mark Andre	• Revised with 5.0 UI screens and updated content.
5.1.0	05/26/2021	Nathan Lindsey	• Revised with features implemented in PI 12
5.2.0	08/09/2021	Will Cummings	• Revised with features implemented in PI 13. • Added a “What’s New” section. • Updated some of the screenshots.
5.3.0	10/22/2021	Will Cummings	• Revised with features implemented in PI 14.
5.4.0	01/24/2022	Will Cummings	• Restructured and reformatted. • Revised with features implemented in PI 15, including all new screenshots. • Added Section 508 Compliant content, including Alt Text, etc. • Updated release date.
5.4.0	02/22/2022	Will Cummings	• Cleaned up Tree Navigation Table to correctly describe keyboard operation within the Tree, in line with the new interface and NRCS Design System. • Removed Hot-Keys from descriptions. No longer relevant.
5.5.0	04/19/2022	Will Cummings	• Revised with features implemented in PI 17 (PI 16 skipped), including multi-document upload with drag-n-drop, moving, and archiving. • Added reference table for MIME types recognized by FOTG and updated icon representations. • Added content to the Accessibility Section (1.3) and the CM Document Management Section (3.6) regarding what to do with non-508 resources.
5.5.0	05/03/2022	Will Cummings	• Final Review & Proofread. • Tweaks to table alt text for Section 508 compatibility. • Update document date to projected release date: 6/14/22.
5.6.0	10/20/2022	Will Cummings	• Updated for features implemented in PI-18 & 19, excluding Advanced Search (not yet released). • Modified Section 1.3 regarding new link to generate 508 email requests. • Added paragraphs regarding Contact Email link to generate an email to a resource’s Contact.
5.6.0	11/22/2022	Will Cummings	• Added section on how to use the “Copy Metadata” and auto archive features in Document Uploads (missed in 5.5.0 document). • Updated to include new Help button design.
5.6.0	11/23/2022	Will Cummings	• Added paragraph on the file validation rules to Section 3.6.1.
5.7.0	02/23/2023	Will Cummings	• Begin updates for 5.7.0, which includes features implemented in PI-20 & 21 and Advanced Search powered by Elasticsearch.
5.7.0	03/01/2023	Will Cummings	• Updated CAD icon.
5.7.0	03/03/2023	Will Cummings	• Updated Tech Support & Elasticsearch pages and screenshots.
5.7.0	05/02/2023-06/05/2023	Will Cummings	• Re-worked all images and verbiage to accommodate: ○ New Buttons ○ Card vs. Table (Grid) toggle • Added: Multi-Doc Download • Added: New System Error Messaging Enhancement
5.8.0	10/04/2023	Will Cummings	• Updated for 5.8.0 which includes features implemented in PI-22 & 23. Includes Archive Curation, Responsive UI, and SharePoint vs. FileNet. Expected Release Date: Approximately 1/4/2024.

1 Introduction

1.1 Audience

The audience for this document consists of three broad categories – *Content Managers* (CMs), who curate or manage the content within FOTG; Application Tech Support (Helpdesk) personnel; and all others (non-CMs or TS), who consume that content. While this User Guide does have a section on managing the content, which is directed specifically to the Content Managers, and another section devoted to the Tech Support page, all audiences will benefit from the first two sections as therein lies content which applies to everyone.

1.2 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. These guides are localized to the geographic area for which they are prepared. Collectively, they are referred to as Field Office Technical Guides (FOTGs).

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

Section 1 – General Resource 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 NRCS works with. Section I also contains conservation practice costs, agricultural laws and regulations, cultural resources, and information about protected plant and animal species.

Section 2 - Natural and Cultural Resources Information
In this section is detailed information about soil, water, air, plant, and animal resources, as well as cultural resources and information about protected plant and animal species. 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 3 – Resource Concerns and Planning Criteria
This section contains information on NRCS Quality Criteria, which establishes standards for resource conditions that help provide sustained use.

Section 4 - Practice Standards and Supporting Documents
The NRCS Conservation Practice Standards are contained in this section. Practice Standards define the practice and where it applies. Practice specifications are detailed requirements for installing the practice in the state.

Section 5 - Conservation Effects
This final section contains background information on how Conservation Practices affect each identified resource concern in the state.

1.3 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, please visit the USDA 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 by visiting Adobe`s accessibility web page to learn more information about accessibility initiatives and products.

The following sections provide information on how to navigate and use controls in FOTG using only keyboard input, and what a user should do if a particular document served up by FOTG is not accessible. Navigation information specific to FOTG is listed first, followed by general keyboard navigation instructions.

1.3.1 Two User Interfaces

Starting with **FOTG 5.8.0**, there will be two UIs available. The primary UI serves up the standard web pages that one would see on a large monitor using a PC or laptop. The new *Responsive UI* will allow users to operate FOTG in a Read-Only fashion (that is, no Content Management or Tech Support functionality) on a Tablet or Smartphone. This facilitates bringing FOTG into the field for Planners, Producers, and the General Public for reference purposes.

The FOTG User Guide is written with the original, legacy UI in mind, and the steps and instructions herein reflect that. The Responsive UI version will have a button on the main screen that will open an abbreviated User Guide (a Quick Reference) specifically focused on the basic operation of the Responsive UI, covering navigation, searching, filtering, and viewing.

1.3.2 FOTG-Specific Keyboard Navigation of the Document Tree

To select nodes (folders) in a Document Tree using keyboard input:

Key	Function
Enter or **Space**	Performs the default action (e.g., onclick event) for the focused node.
Tab	Changes focus to next visible node. Skips over hidden nodes of a collapsed node. If focus is on the last node, changes focus to next element on the page.
Shift + **Tab**	Changes focus to previous visible node. Skips over hidden nodes of a collapsed node. If focus is on the first node, changes focus to next previous element on the page.
↑ (up arrow), ↓ (down arrow)	If tree is not large enough to be in scroll mode, simply scrolls the page up or down. Otherwise, scrolls the tree up or down to its end, then scrolls the page. Focus does not change
← (left arrow), → (right arrow)	When focus is on an interior node, toggles the node open/closed; focus does not change. When focus is on an end node, does nothing.
Home	If tree is not large enough to be in scroll mode, scrolls the page to the top. Otherwise, scrolls to the top of the tree, then to the top of the page. Focus does not change.
End	If tree is not large enough to be in scroll mode, scrolls the page to the bottom. Otherwise, scrolls to the bottom of the tree, then to the bottom of the page. Focus does not change.

1.3.3 General Keyboard Navigation

UI Element	Keystrokes	Notes
Navigate to most elements	Tab - navigate forward Shift + Tab - navigate backward	When the focus is on a tab: - Press **Shift Tab** to move to and activate the previous tab. If the focus is on the first tab, **Shift Tab** moves focus to the previous screen element, which is the **Change State** control. - Press **Tab** to move to and activate the next tab. If the focus is on the last tab, the **Tab** moves focus to the next screen element, which is the *Keyboard Navigation Instructions*.
Link	Enter	Navigates to target of the link, which may be in a new tab or window.
Button	Spacebar	Activates the button. Enter supported in some contexts/browsers
Checkbox	Spacebar	To check/uncheck a checkbox.
Radio buttons	↑ (up), ↓ (down), ← (left), → (right), or Tab	Moves to the next element.

1.3.4 What To Do if a Resource is Not Accessible

While all of FOTG and this User Guide is Section 508 compliant, the resources served up by FOTG may not be. Think of FOTG as a library of resource material. The library itself is compliant, but the individual books in the library are the responsibility of their respective authors.

If you use accessibility software, such as a screen reader or other adaptive technology, and find that a given resource is not accessible to you, please reach out to the FOTG Help Desk for assistance. For example, if you've opened a PDF file, but your screen reader cannot read it, the Help Desk may be able to put you in touch with your state's **State Resource Conservationist** for further support.

By clicking the Accessibility icon (♿) of any resource in the right column of the Document Grid or at the bottom of an expanded Document Card, a new, pre-filled email form will be created that you can send to the FOTG Help Desk. This email will contain identifying details about the document. Please include your own contact information and tell the Help Desk what the issue is, so they can route the ticket to the correct place.

This link is also available on the Document Details pop-up:

Report accessibility issues

1.4 States and Territories

In addition to the usual "50 states", FOTG includes three that consist of multiple areas, as shown below:

Region or Territory	Contains these…
Pacific Basin (HI)	**Hawaii**, Guam, American Samoa, Northern Mariana Islands, et. al.
Caribbean Region (CR)	Puerto Rico, U.S. Virgin Islands
Maryland (MW)	**Maryland** and District of Columbia

1.5 What's New in FOTG 5.8.0

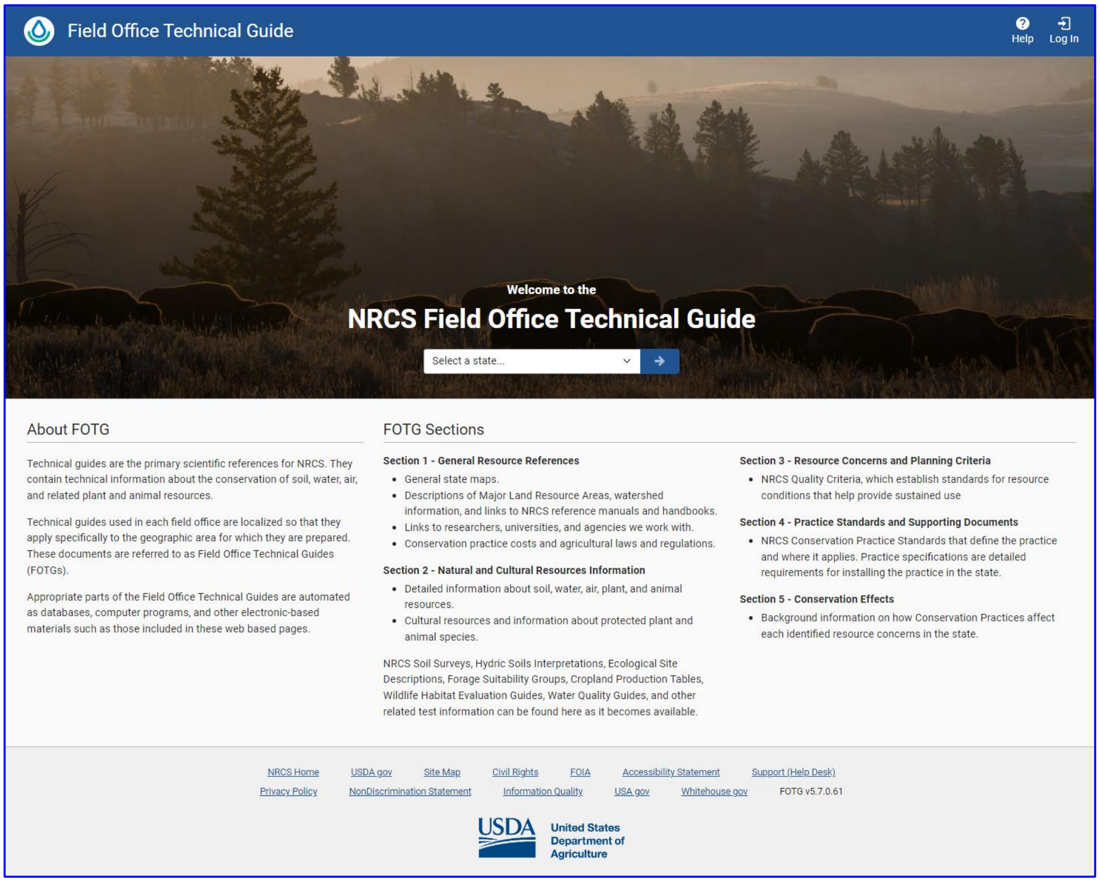
FOTG 5.8.0 contains the following new or modified functionality:

Feature	Audience	Description
Content Management of non-Section 4 Archives	NCM, SCM	Content Managers now have the ability, through a new tab, to permanently delete obsolete archived material. See the section on *Removing Obsolete Archived Documents* for details.
Responsive UI	All	A device-responsive User Interface has been created for the FOTG website, which renders the site more readily for Smartphone and Tablet use. This interface is Read Only – no Content Management features are available. However, this allows users to bring FOTG out into the field for reference usage.
FileNet vs. SharePoint	TS	CPD-DMS (the Authoritative Source Application for Section 4 documents) has changed repositories from a FileNet instance to a SharePoint instance. This is all behind-the-scenes and does not affect the user; however, is mentioned here in this section for completeness.
Validate all user input	All	All user input fields have been reviewed to ensure correct data entry, and to provide feedback to the user if invalid data is given.

Bug Fixes & Maintenance
• Retired Feature Flags from version 5.6, making those features now permanent.

1.6 Getting Started with FOTG

Open FOTG by navigating to *https://efotg.sc.egov.usda.gov* in a browser window. When FOTG loads, the Home Page is displayed: "Welcome to the NRCS Field Office Technical Guide". This page contains a brief description of the application and each section within. Use the State Selection list to select a State and click on the blue arrow.


Field Office Technical Guide
Help
Log In
Welcome to the
NRCS Field Office Technical Guide
Select a state...

About 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 so that they apply specifically to the geographic area for which they are prepared. These documents are referred to as Field Office Technical Guides (FOTGs).

Appropriate parts of the Field Office Technical Guides are automated as databases, computer programs, and other electronic-based materials such as those included in these web based pages.

FOTG Sections

Section 1 - General Resource References

- General state maps.
- Descriptions of Major Land Resource Areas, watershed information, and links to NRCS reference manuals and handbooks.
- Links to researchers, universities, and agencies we work with.
- Conservation practice costs and agricultural laws and regulations.

Section 2 - Natural and Cultural Resources Information

- Detailed information about soil, water, air, plant, and animal resources.
- Cultural resources and information about protected plant and animal species.

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 test information can be found here as it becomes available.

Section 3 - Resource Concerns and Planning Criteria

- NRCS Quality Criteria, which establish standards for resource conditions that help provide sustained use

Section 4 - Practice Standards and Supporting Documents

- NRCS Conservation Practice Standards that define the practice and where it applies. Practice specifications are detailed requirements for installing the practice in the state.

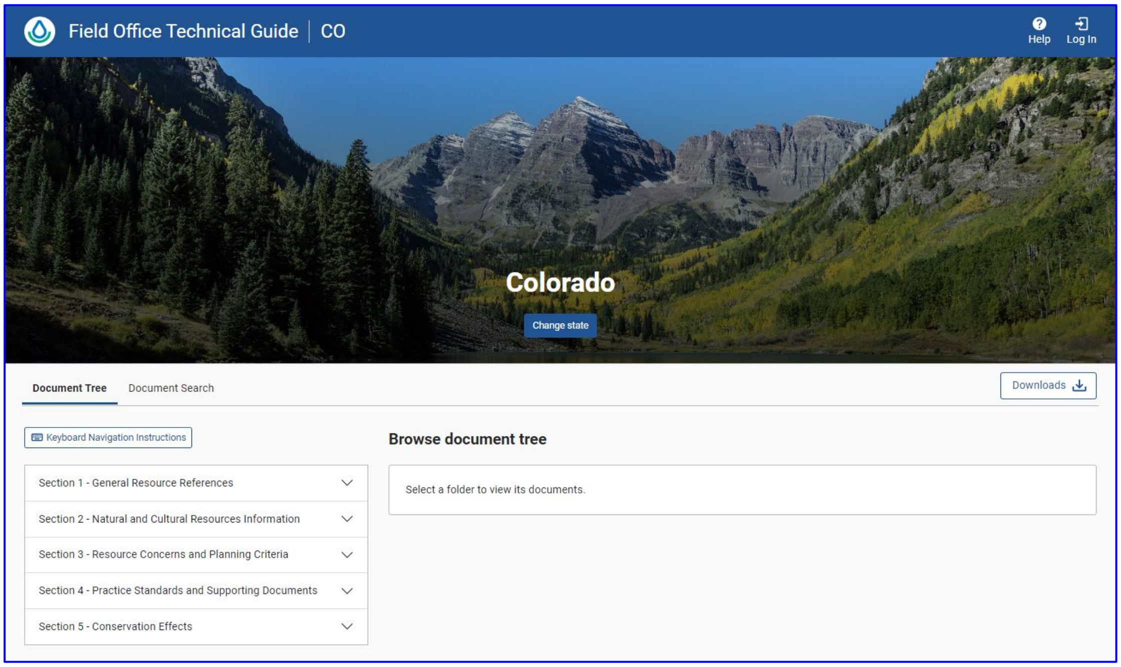
Section 5 - Conservation Effects

- Background information on how Conservation Practices affect each identified resource concerns in the state.

TIP: *Use the URL, https://efotg.sc.egov.usda.gov/#/state/**ST**, where **ST** represents your state, to open FOTG directly to your State. For example, https://efotg.sc.egov.usda.gov/#/state/**CO** for Colorado.*

TIP: *State Content Managers (SCMs) will automatically be routed to the state corresponding to their duty station upon loading the Home Page URL, https://efotg.sc.egov.usda.gov, and logging in.*

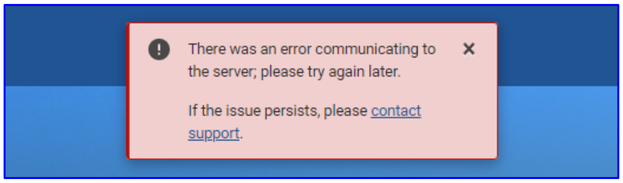
The page for your State will be displayed, with the Document Tree tab chosen as the default. The tree is collapsed to the Section level, awaiting your selection. Navigation of this tree, and what you can do with the Document Grid/Document Card views are described in **Section 2, *Using FOTG as a Resource***, in this document.


Field Office Technical Guide | CO
Help
Log In
Colorado
Change state
Document Tree
Document Search
Downloads
Keyboard Navigation Instructions
Section 1 - General Resource References
Section 2 - Natural and Cultural Resources Information
Section 3 - Resource Concerns and Planning Criteria
Section 4 - Practice Standards and Supporting Documents
Section 5 - Conservation Effects
Browse document tree

Select a folder to view its documents.

1.6.1 System Error Messages

Occasionally, a condition will arise that prevents FOTG from operating properly. This could be a network issue, the sudden unavailability of a back-end service, or a host of other issues. When this occurs, an error message will be displayed near the top banner giving a brief, high-level description of the issue, and a link to allow the user to generate an email to the Help Desk reporting it.



There was an error communicating to the server; please try again later.

If the issue persists, please contact support.

If such an error is received, there is not much the user can do except wait a short time and try again, as many of these could be caused by transient network issues. If the error persists, the user should click the "contact support" link to generate an email that can be sent to the Help Desk to report the condition. This email will contain more technical information useful to the Support Team. Any additional information that the user can add would also be helpful.

In addition, whether or not the user generates an email, FOTG also tracks these errors in the Google Analytics metrics to determine whether there is a pattern or a latent problem, allowing a future version of FOTG to perhaps mitigate the condition.

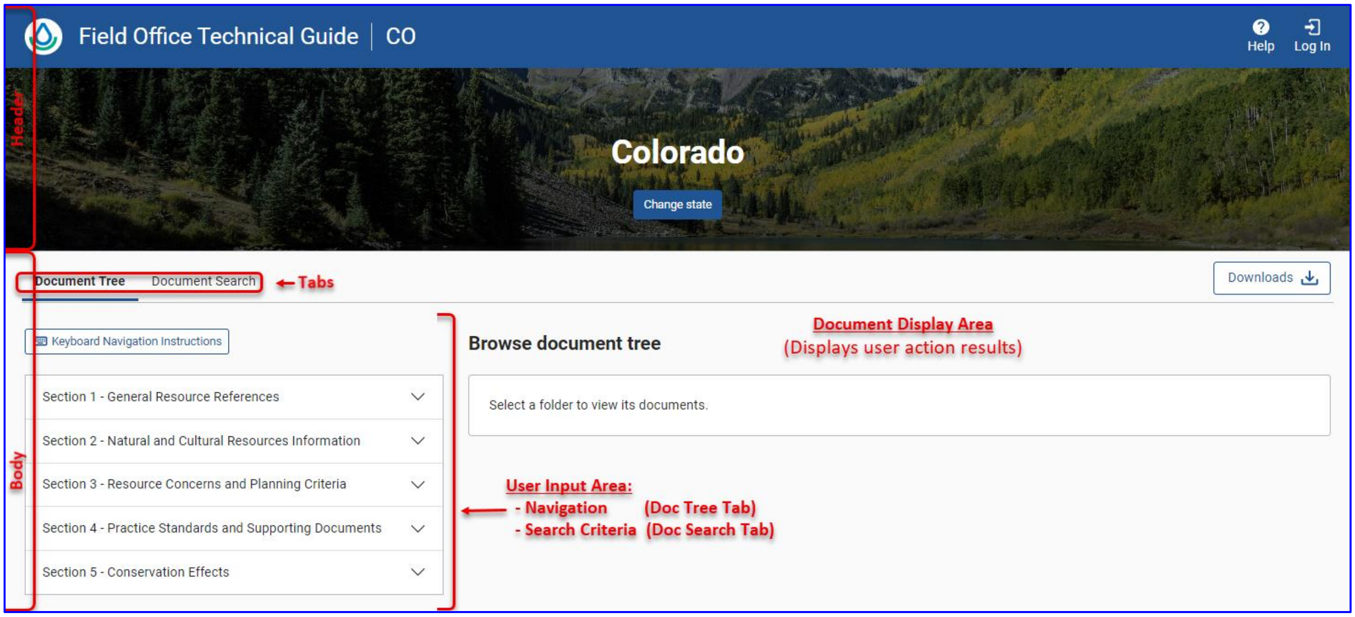
2 Using FOTG as a Resource

2.1 State Page Layout

The State pages follow a layout pattern that are consistent and should allow for easy navigation. Each page has a header, body, and footer.

The header contains a state-specific image related to the State, the State name, a button to change States, and a banner across the top with controls to go back to the landing page (💧), get help, or log in (nonpublic use only). The footer (not pictured) contains the USDA Logo, some USDA hotlinks, and the FOTG version currently running.

The body of the page contains tabs at the top and two areas split roughly 1/3 and 2/3. The left side is for user input to control the content displayed on the right side. The right side is the Document Display Area, where the documents are listed. Details regarding the controls (buttons, tabs, etc.) available on the State pages are described below.


Field Office Technical Guide | CO
Help
Log In
Colorado
Change state
Header
Document Tree
Document Search
Tabs
Downloads
Keyboard Navigation Instructions
Section 1 - General Resource References
Section 2 - Natural and Cultural Resources Information
Section 3 - Resource Concerns and Planning Criteria
Section 4 - Practice Standards and Supporting Documents
Section 5 - Conservation Effects
Body
Browse document tree
Document Display Area
(Displays user action results)
User Input Area:
- Navigation (Doc Tree Tab)
- Search Criteria (Doc Search Tab)

Select a folder to view its documents.

The Document Tree tab allows you to navigate the contents using the hierarchical structure of the resources as defined by your State's Content Manager, following the national guidelines. Once a folder with documents has been selected in the User Input Area, the collection of resources (documents and/or web links) will be displayed in the Document Display Area on the right.

Similarly, the Document Search tab will allow you to enter search criteria on the left, and the results of the search will be displayed on the right.

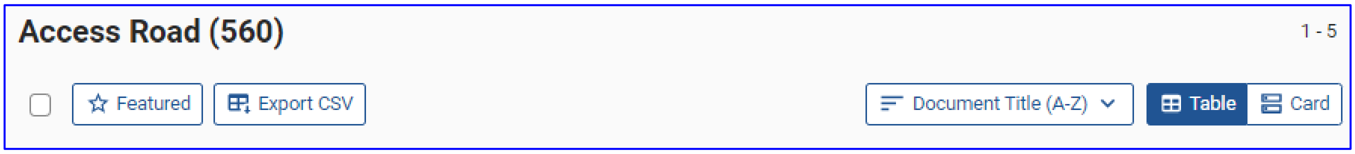
The Document Display Area will list the resources in either a Grid (Table) view or a Card view. The functionality available related to accessing the resources is the same in either view, though the content layout is different.

2.2 Legacy Grid View vs. New Card View

The resources available in FOTG have traditionally been presented in a Document Grid (Table) View. Beginning with Release 5.7.0, resources can also be presented in a "Card" format, which is a more modern approach. To accommodate all users, a toggle button has been provided to allow switching between each format on both the Document Tree and Search tabs, facilitating use of the format that is most convenient.

2.2.1 Commonality of the Views

Both the Grid and Card views have similar headers, button layouts, and page controls. Above the Document Display Area, the folder name appears in a large bold font. At the right-hand edge of the display, on the same line as the folder name, is the document count. If there are sufficient resources to require more than one page, then the page control will also appear here.

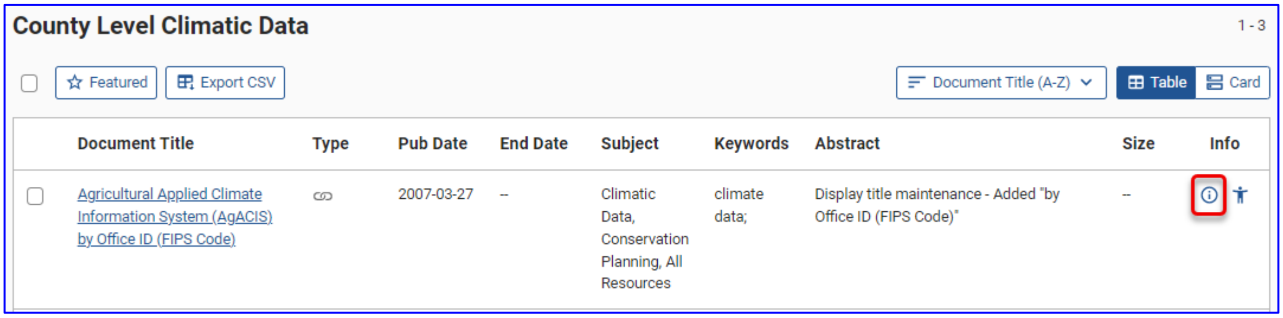


Between the folder name and the Document Display Area, there are buttons that control the display of, or allow the manipulation of, the resources in the Grid or Card stack below them. The user can perform each of the following actions, each of which will be described in the following sections of this document:

- Select / Deselect all resources on the page.
- Turn On / Off the "Featured" filter.
- Export the list of all resources in the folder along with all their metadata.
- Change the sort order for the resources displayed.
- Change the format of the view between Grid and Card.

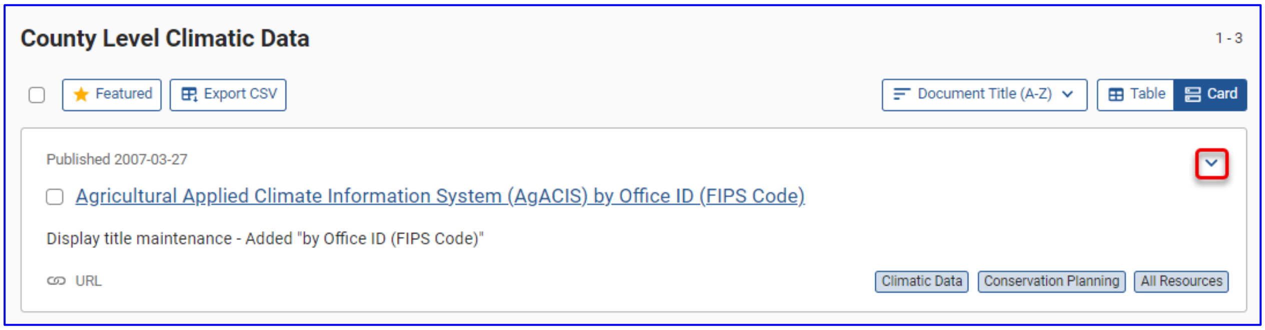
2.2.2 Differences in the Views

The Grid view contains certain document metadata in a tabular format, giving the Display Title, Resource Type, Publication Date, End Date, Subject, Keywords, Abstract, Size, and Informational Icons. Pressing the Information icon on a resource row will display a popup with all the metadata for that resource.



	Document Title	Type	Pub Date	End Date	Subject	Keywords	Abstract	Size	Info
☐	Agricultural Applied Climate Information System (AgACIS) by Office ID (FIPS Code)		2007-03-27	--	Climatic Data, Conservation Planning, All Resources	climate data;	Display title maintenance - Added "by Office ID (FIPS Code)"	--	ⓘ

The Card view contains slightly different metadata in its initial display, and a different means of showing additional metadata. The cards show the Publication Date, Display Title, Abstract, Resource Type, and Subjects. Instead of an Information icon, there is a **Down-Caret** (⌄) icon in the upper right of the card, which will expand the card to show all the metadata.



Published 2007-03-27

☐ Agricultural Applied Climate Information System (AgACIS) by Office ID (FIPS Code)

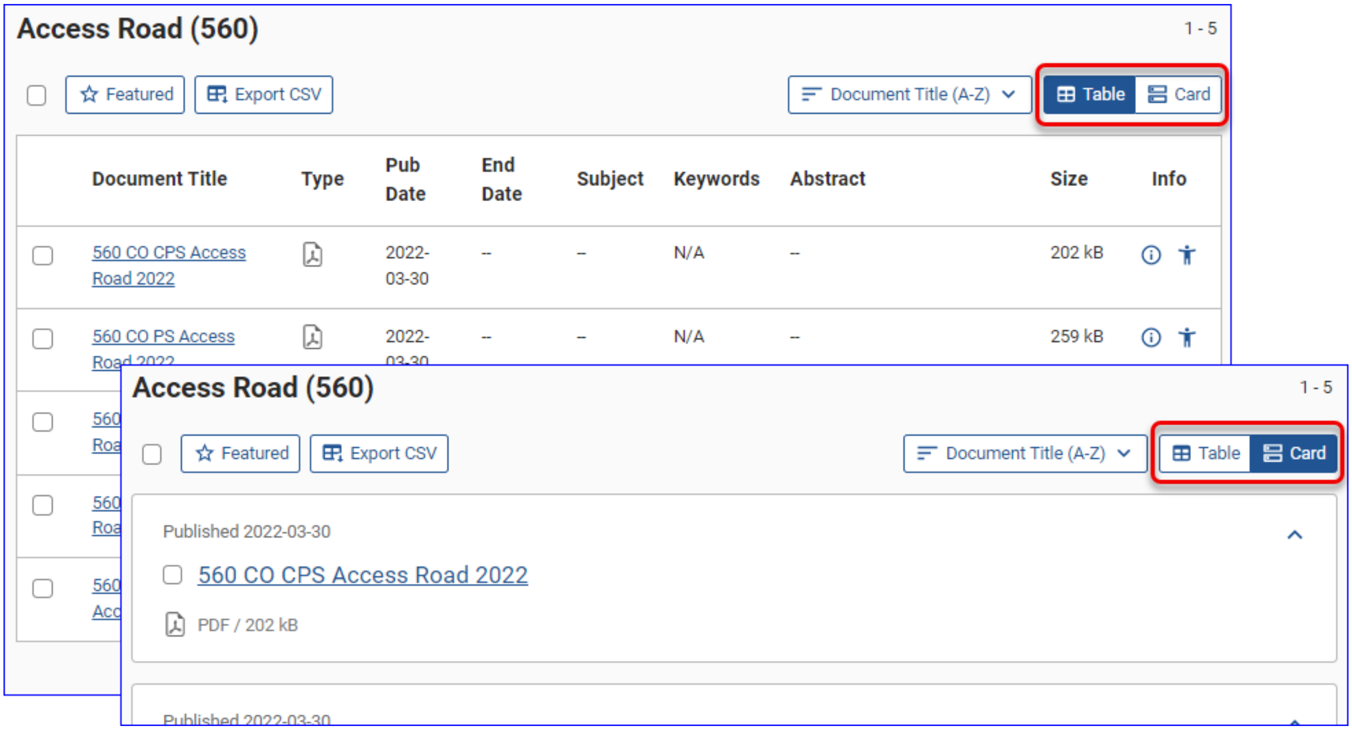
Display title maintenance - Added "by Office ID (FIPS Code)"

URL

Climatic Data | Conservation Planning | All Resources

2.2.3 Display View Toggle Button

The toggle button is located near the upper right, directly above the Document Display Area. While on the Grid View, the "Table View" portion is highlighted to indicate the current format. Similarly, in the Card View, the "Card" portion is highlighted. Clicking anywhere on the toggle will switch the view to the other format.


Access Road (560)
1 - 5
☐
Featured
Export CSV
Document Title (A-Z)
Table
Card

	Document Title	Type	Pub Date	End Date	Subject	Keywords	Abstract	Size	Info
☐	560 CO CPS Access Road 2022		2022-03-30	--	–	N/A	–	202 kB	
☐	560 CO PS Access Road 2022		2022-03-30	--	–	N/A	–	259 kB	

Published 2022-03-30

☐ 560 CO CPS Access Road 2022

PDF / 202 kB

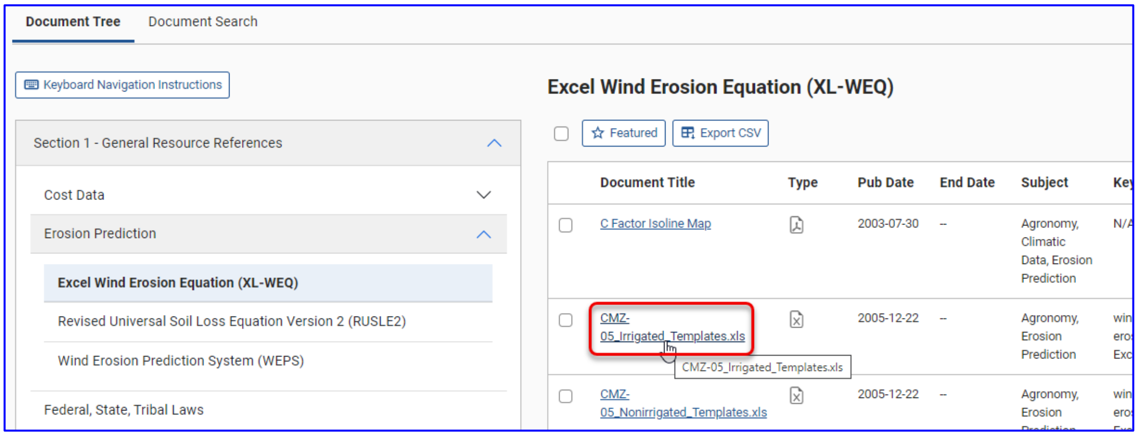
Published 2022-03-30

2.3 Viewing, Saving, and Printing Documents

Viewing, Saving, and Printing Documents can be performed from either the Document Tree or the Document Search tab, and in either view. The descriptions below follow the Document Tree tab in the Grid View; however, once a document is located, the steps are the same regardless of tab or view.

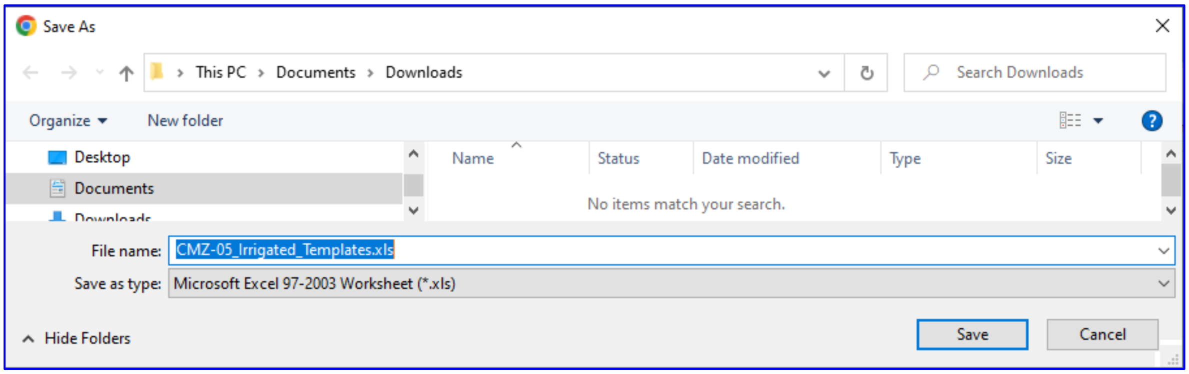
TIP *Each folder in the Document Tree has a unique URL. Bookmark those used most often for faster navigation.*

1. Select the **Document Tree** tab.
2. Navigate to a folder of interest in the Document Tree. Documents contained in that folder are shown to the right, in the Document Display Area.
3. Click on a **Document Title**.


Document Tree
Document Search
Keyboard Navigation Instructions
Section 1 - General Resource References
Cost Data
Erosion Prediction
Excel Wind Erosion Equation (XL-WEQ)
Revised Universal Soil Loss Equation Version 2 (RUSLE2)
Wind Erosion Prediction System (WEPS)
Federal, State, Tribal Laws
Excel Wind Erosion Equation (XL-WEQ)
☐
Featured
Export CSV
CMZ-05_Irrigated_Templates.xls

	Document Title	Type	Pub Date	End Date	Subject
☐	C Factor Isoline Map		2003-07-30	--	Agronomy, Climatic Data, Erosion Prediction
☐	CMZ-05_Irrigated_Templates.xls		2005-12-22	--	Agronomy, Erosion Prediction
☐	CMZ-05_Nonirrigated_Templates.xls		2005-12-22	--	Agronomy, Erosion

4. If the browser can natively open the document (for example, a PDF), the titled file opens in your browser's window. Otherwise, you will be prompted to save it to a download location for later opening in the appropriate application where you can view or print the document.


Save As
This PC > Documents > Downloads
Search Downloads
Organize
New folder
Desktop
Documents
Downloads
Name
Status
Date modified
Type
Size
Hide Folders
Save
Cancel

No items match your search.

File name: CMZ-05_Irrigated_Templates.xls

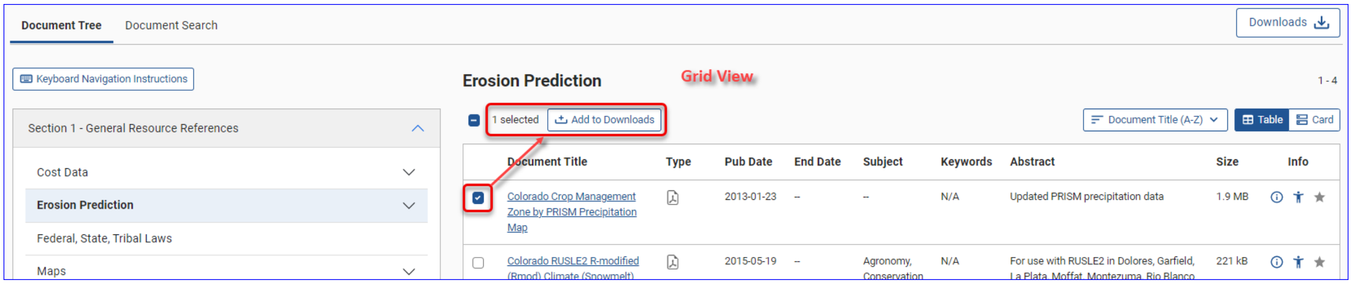
Save as type: Microsoft Excel 97-2003 Worksheet (*.xls)

TIP: *If the resource is a web link (🔗) instead of a document, a new browser tab will open to the associated URL.*

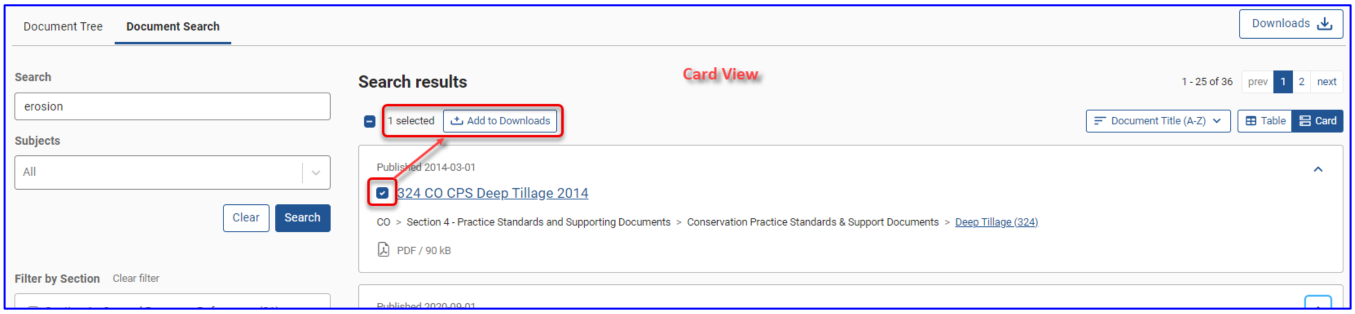
2.4 Downloading Multiple Documents

Beginning with version 5.7.0, you can now select multiple documents to be downloaded all at once in a zip file, rather than opening and saving them one at a time. This feature is available on both the Document Tree and Document Search tabs, and in either Grid or Card view. Once documents are displayed on a page, the remainder of the process is essentially the same.

1. Locate the document(s) you wish to download, whether by browsing the Document Tree, or by using the Document Search tab.
2. Select the documents you wish to download by clicking on the check box to the left of the Document Title. As you do, the **Featured** and **Export** buttons disappear and the **Add to Downloads** button appears. To the left of it will be a counter showing the cumulative count of documents currently selected.


Document Tree
Document Search
Downloads
Keyboard Navigation Instructions
Section 1 - General Resource References
Cost Data
Erosion Prediction
Federal, State, Tribal Laws
Maps
Erosion Prediction
Grid View
1 - 4
1 selected
Add to Downloads
Document Title (A-Z)
Table
Card

	Document Title	Type	Pub Date	End Date	Subject	Keywords	Abstract	Size	Info
☑	Colorado Crop Management Zone by PRISM Precipitation Map		2013-01-23	–	–	N/A	Updated PRISM precipitation data	1.9 MB	
☐	Colorado RUSLE2 R-modified (Rmod) Climate (Snowmelt)		2015-05-19	–	Agronomy, Conservation	N/A	For use with RUSLE2 in Dolores, Garfield, La Plata, Moffat, Montezuma, Rio Blanco	221 kB	


Document Tree
Document Search
Downloads
Search
Subjects
Clear
Search
Filter by Section
Clear filter
Search results
Card View
1 - 25 of 36
prev
1
2
next
1 selected
Add to Downloads
Document Title (A-Z)
Table
Card

Search: erosion

Subjects: All

Published 2014-03-01

☑ 324 CO CPS Deep Tillage 2014

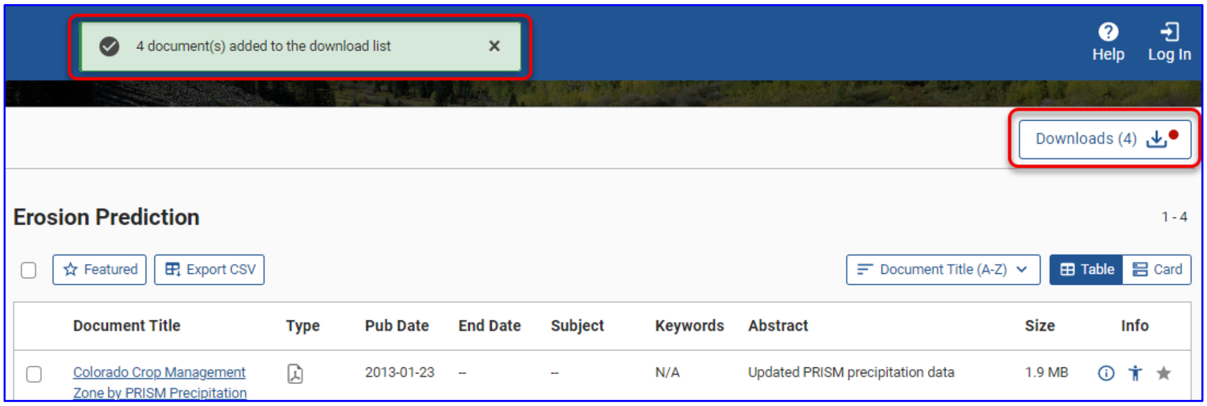
CO > Section 4 - Practice Standards and Supporting Documents > Conservation Practice Standards & Support Documents > Deep Tillage (324)

PDF / 90 kB

Published 2020-09-01

TIP: *You can select/deselect all the documents on the page by clicking on the checkbox to the left of the Selected Documents counter just above the Document Display Area.*

3. Press the **Add to Downloads** button to add the documents to the Document List. The **Downloads** button in the upper right corner of the page will then show the number of documents in the list that have been collected so far, and a red dot to indicate that documents have been added. At the top of the page, you will see a success message.



4 document(s) added to the download list

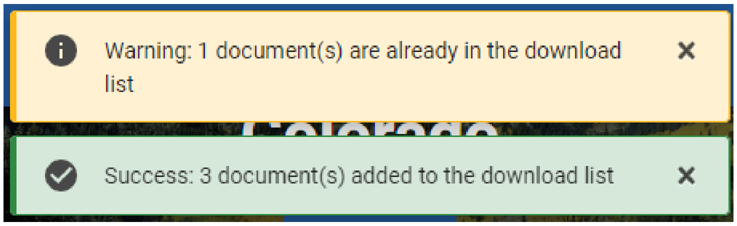
Erosion Prediction

1 - 4

	Document Title	Type	Pub Date	End Date	Subject	Keywords	Abstract	Size	Info
☐	Colorado Crop Management Zone by PRISM Precipitation		2013-01-23	--	--	N/A	Updated PRISM precipitation data	1.9 MB	

4. Repeat steps **1** through **3** as necessary to gather documents from different folders (and/or search criteria), as desired. As documents are added to the list, the total count on the Downloads button will increase.

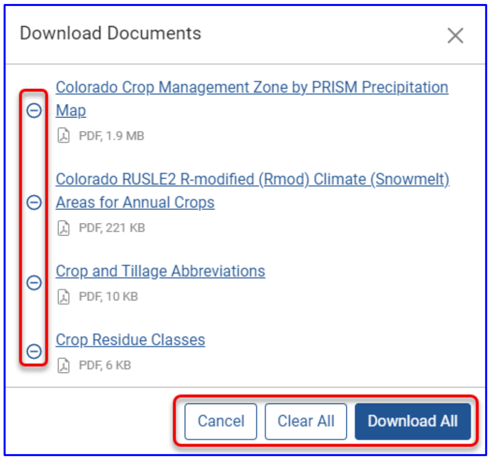
   Any selected documents that may already be in the list will not be added twice; rather, you will get a warning that these documents are already in the list and will not be added again.



Warning: 1 document(s) are already in the download list

Success: 3 document(s) added to the download list

5. Once all the documents you wish to download have been selected and placed on the list, click the **Downloads** button. You will get a confirmation popup with the list of documents to be downloaded. From here, you have several options:



Download Documents

Colorado Crop Management Zone by PRISM Precipitation Map
PDF, 1.9 MB

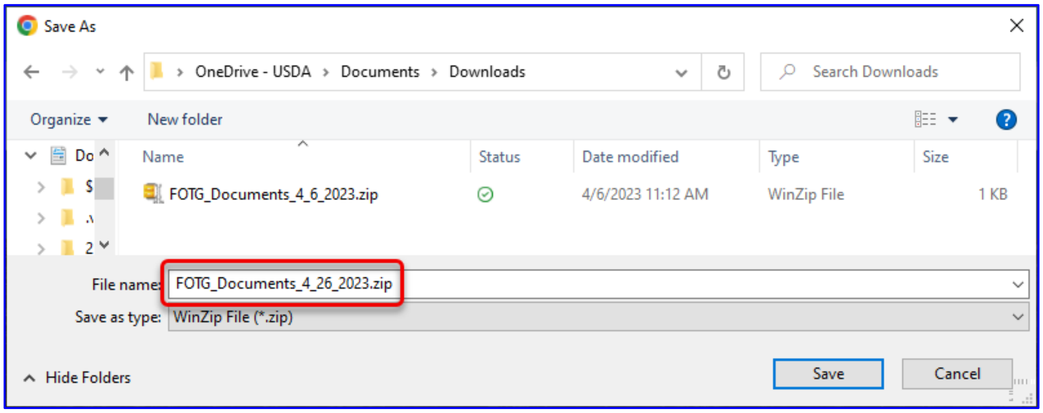
Colorado RUSLE2 R-modified (Rmod) Climate (Snowmelt) Areas for Annual Crops
PDF, 221 KB

Crop and Tillage Abbreviations
PDF, 10 KB

Crop Residue Classes
PDF, 6 KB

   a. Click the **Delete** icon (⊖) next to the Document Title to remove a given document from the list.
   b. Click **Cancel** to close the popup and pick more documents.
   c. Click **Clear All** to remove all the documents from the list.
   d. Click **Download All** to download all the documents in the list.

6. Clicking **Download All** on the popup will place all the documents into a Zip file. Depending on your browser's settings, you may be asked where to place the Zip file, or it may automatically be placed into your Downloads folder. The name of the Zip file will be *FOTG_Documents_<**date**>.zip*, where <***date***> is of the form, ***M_D_YYYY***. For example, *FOTG_Documents_4_26_2023.zip*.

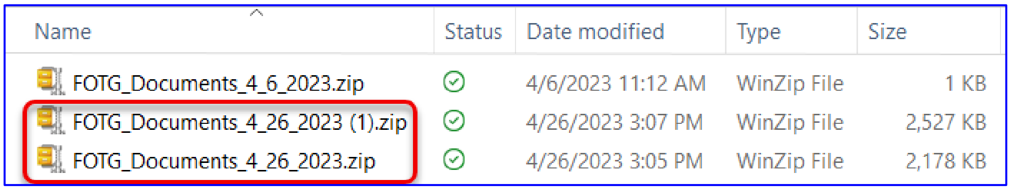


Name	Status	Date modified	Type	Size
FOTG_Documents_4_6_2023.zip	✓	4/6/2023 11:12 AM	WinZip File	1 KB

File name: FOTG_Documents_4_26_2023.zip

Save as type: WinZip File (*.zip)

If more than one download is performed in a given day, each zip file will have a parenthetical number appended to the name, so that the download files will not overwrite each other.



Name	Status	Date modified	Type	Size
FOTG_Documents_4_6_2023.zip	✓	4/6/2023 11:12 AM	WinZip File	1 KB
FOTG_Documents_4_26_2023 (1).zip	✓	4/26/2023 3:07 PM	WinZip File	2,527 KB
FOTG_Documents_4_26_2023.zip	✓	4/26/2023 3:05 PM	WinZip File	2,178 KB

2.5 Viewing Document Information (metadata)

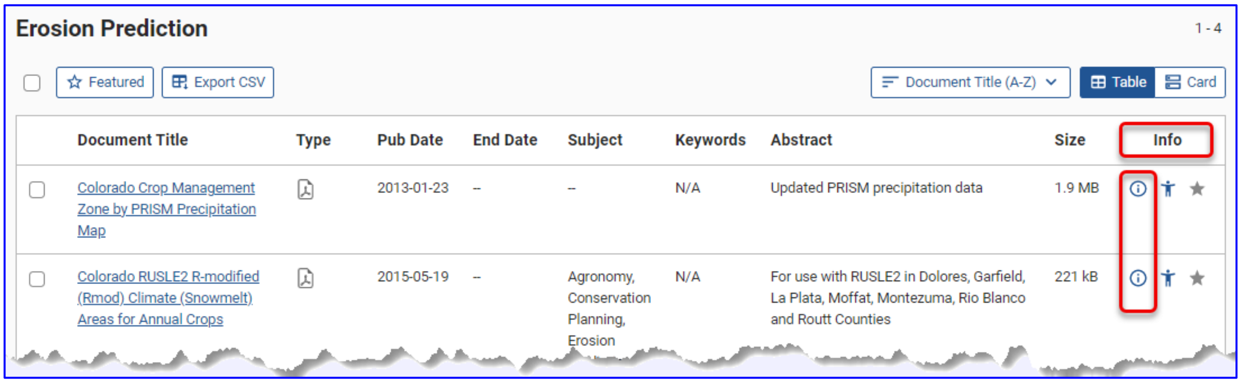
Information that describes aspects of a document or file is called metadata. For example, the Publication Date, or the Author of a document. Some metadata is initially displayed in the Document Grid or on a Document Card. More information, including the resource's point of contact and an email hotlink, is also available.

2.5.1 Metadata in the Grid View

In the Document Grid View, more metadata is available under the **Information icon** ⓘ, located in the right-hand column of the grid.

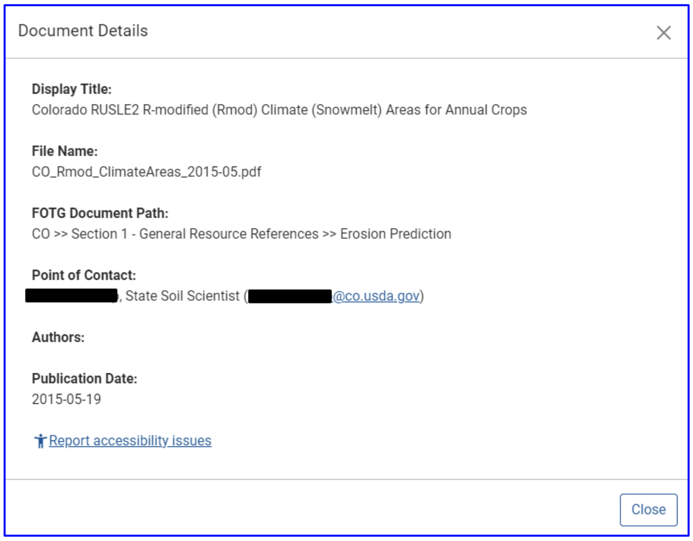
1. Navigate to a folder of interest in the Document Tree. Documents are shown to the right in the Grid. Alternatively, you can search for documents on the Document Tree tab, where the results are shown to the right of the search criteria.

2. For the title you want to know more about, under the **Info** column, click the **Information** icon ⓘ.



	Document Title	Type	Pub Date	End Date	Subject	Keywords	Abstract	Size	Info
☐	Colorado Crop Management Zone by PRISM Precipitation Map		2013-01-23	–	–	N/A	Updated PRISM precipitation data	1.9 MB	ⓘ ★
☐	Colorado RUSLE2 R-modified (Rmod) Climate (Snowmelt) Areas for Annual Crops		2015-05-19	–	Agronomy, Conservation Planning, Erosion	N/A	For use with RUSLE2 in Dolores, Garfield, La Plata, Moffat, Montezuma, Rio Blanco and Routt Counties	221 kB	ⓘ ★

The document information form for the associated document opens.



Document Details

Display Title:
Colorado RUSLE2 R-modified (Rmod) Climate (Snowmelt) Areas for Annual Crops

File Name:
CO_Rmod_ClimateAreas_2015-05.pdf

FOTG Document Path:
CO >> Section 1 - General Resource References >> Erosion Prediction

Point of Contact:
[redacted], State Soil Scientist ([redacted]@co.usda.gov)

Authors:

Publication Date:
2015-05-19

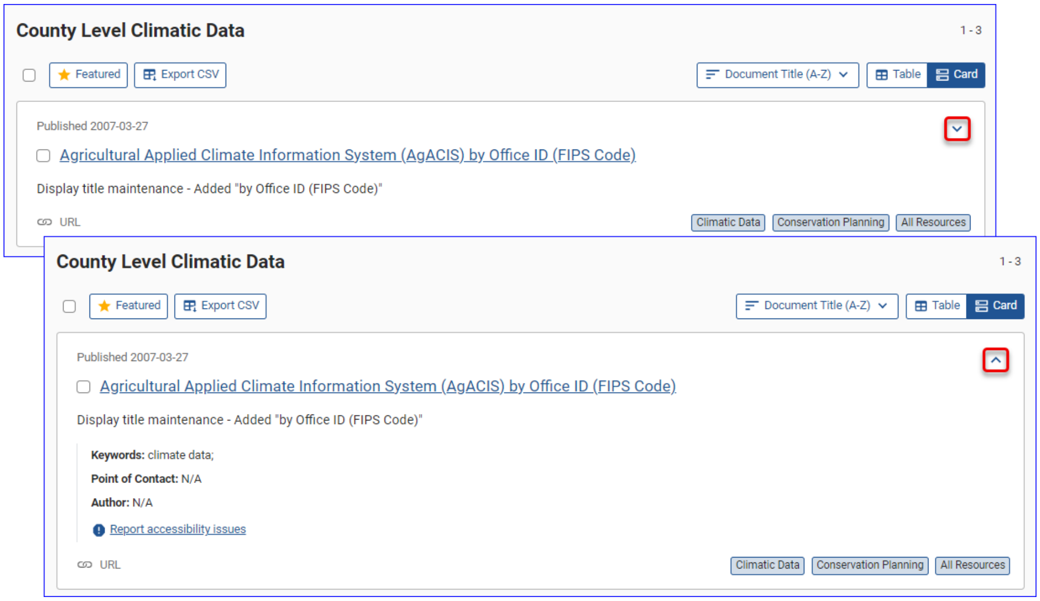
3. Click **Close** when finished reading the metadata.

TIP: *National and State Content Manager roles will see an **Actions** column instead of **Info**. Additional actions will be available for Content Managers. See Section 3, Managing Documents and Folders.*

2.5.2 Metadata in the Card View

In the Document Card View, more metadata is available by clicking the **Caret** icon located in the upper right corner of the card.

1. Navigate to a folder of interest in the Document Tree. Documents are shown to the right on the Cards. Alternatively, you can search for documents on the Document Tree tab, where the results are shown to the right of the search criteria.
2. For the title you want to know more about, click the **Down-Caret** (⌄) icon. The card is expanded and the icon changes to a **Caret** (⌃). Additional metadata is displayed.



County Level Climatic Data

Published 2007-03-27

☐ Agricultural Applied Climate Information System (AgACIS) by Office ID (FIPS Code)

Display title maintenance - Added "by Office ID (FIPS Code)"

County Level Climatic Data

Published 2007-03-27

☐ Agricultural Applied Climate Information System (AgACIS) by Office ID (FIPS Code)

Display title maintenance - Added "by Office ID (FIPS Code)"

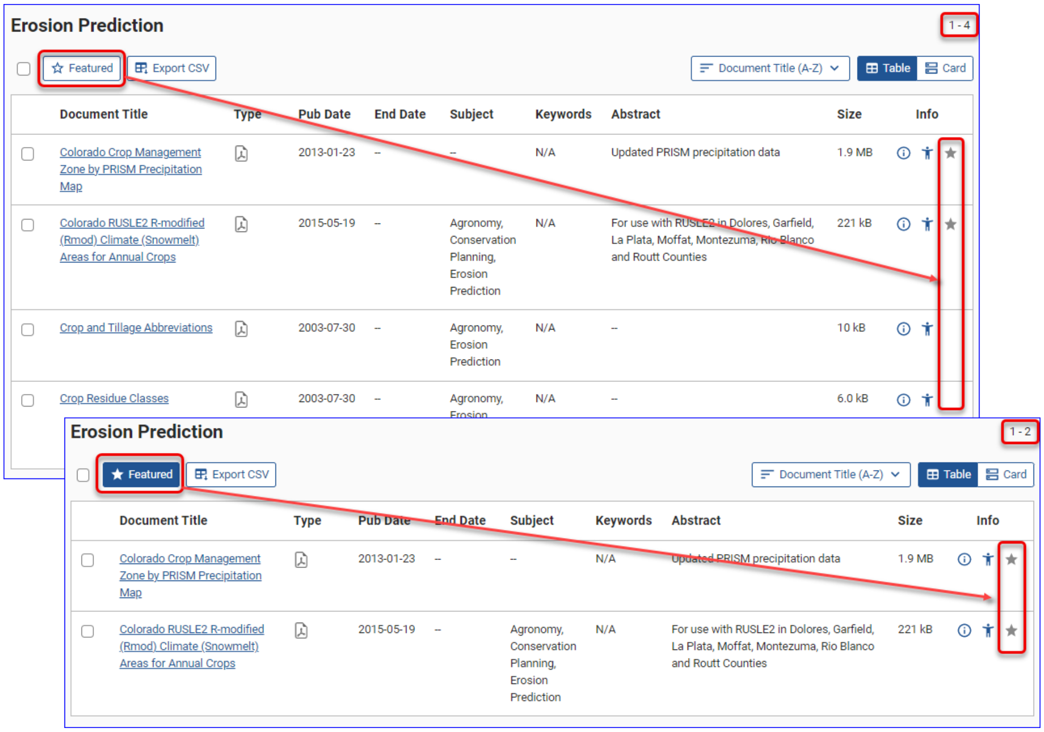
Keywords: climate data;
Point of Contact: N/A
Author: N/A

3. Click the icon again to collapse the card back to its original size.

***NOTE**: On the Search Tab, the Card View will include the Folder Path to the resource with a hot link in the last segment. See Folder Shortcuts in Search Results.*

2.6 Viewing Featured Documents

The State Content Manager has the ability to feature certain documents to call attention to them. These documents will appear with a **Star** icon ★ at the right of each resource's entry. By clicking the ***Featured*** button above the Document display, the user can see either all documents in the folder (or search results) or filter to just the featured ones. Clicking the toggle again will switch back to the previous content. The toggle button will change between an outline and filled-in, indicating the current state of the filter (☆ Featured = off; ★ Featured = on). This mechanism is the same whether in Grid or Card view and on either tab.



Erosion Prediction

1 - 4

	Document Title	Type	Pub Date	End Date	Subject	Keywords	Abstract	Size	Info
☐	Colorado Crop Management Zone by PRISM Precipitation Map		2013-01-23	–	–	N/A	Updated PRISM precipitation data	1.9 MB	ⓘ ★
☐	Colorado RUSLE2 R-modified (Rmod) Climate (Snowmelt) Areas for Annual Crops		2015-05-19	–	Agronomy, Conservation Planning, Erosion Prediction	N/A	For use with RUSLE2 in Dolores, Garfield, La Plata, Moffat, Montezuma, Rio Blanco and Routt Counties	221 kB	ⓘ ★
☐	Crop and Tillage Abbreviations		2003-07-30	–	Agronomy, Erosion Prediction	N/A	–	10 kB	ⓘ
☐	Crop Residue Classes		2003-07-30	–	Agronomy, Erosion	N/A	–	6.0 kB	ⓘ

Erosion Prediction

1 - 2

	Document Title	Type	Pub Date	End Date	Subject	Keywords	Abstract	Size	Info
☐	Colorado Crop Management Zone by PRISM Precipitation Map		2013-01-23	–	–	N/A	Updated PRISM precipitation data	1.9 MB	ⓘ ★
☐	Colorado RUSLE2 R-modified (Rmod) Climate (Snowmelt) Areas for Annual Crops		2015-05-19	–	Agronomy, Conservation Planning, Erosion Prediction	N/A	For use with RUSLE2 in Dolores, Garfield, La Plata, Moffat, Montezuma, Rio Blanco and Routt Counties	221 kB	ⓘ ★

2.7 Sorting Documents

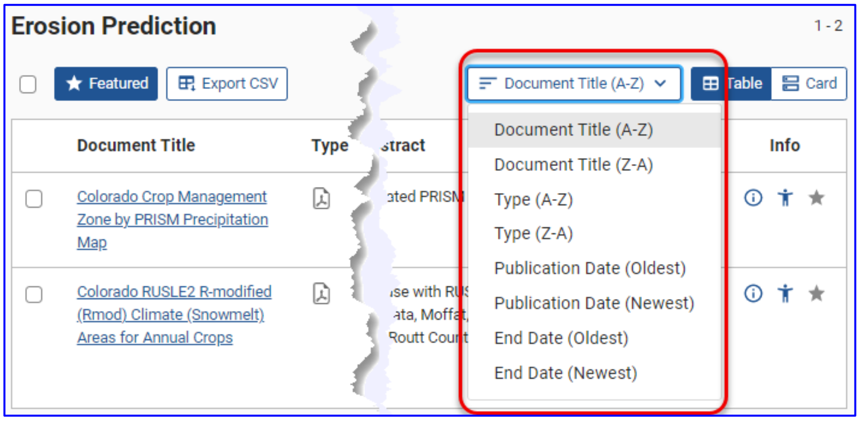
You can change the order in which the documents appear in both the Grid and the Cards. The choices are to sort by Document Title, Document Type, Publication Date, or End Date; all in either ascending or descending order. The default display is by Document Title in ascending order.

While you can only sort on one criterion at a time, if sorting by something other than the Document Title, the results will feature Document Title (ascending) as a secondary sort.

For example, if sorting by Document Type in descending order, all the PDFs will be lumped together above the Excel files, but within each group the documents will be sorted by Title in ascending order.

The mechanism for sorting is the same on either tab in in both views. The Sort button is located above the Document Display Area towards the right of the space. Clicking it will display a drop-down menu with all available sort options listed.

The current selection is displayed in the button title, and highlighted in the drop-down menu when it is displayed. Selecting a sort order will close the list, re-order the resources in the desired order, and change the name of the button to the current selection.

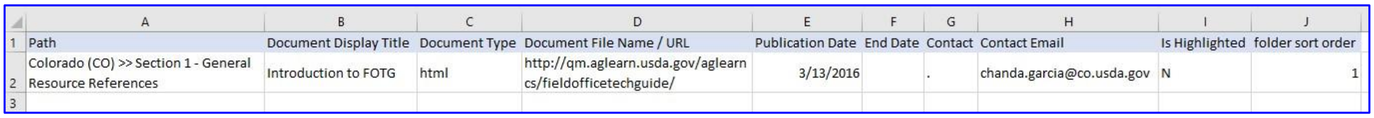

Erosion Prediction
1 - 2
☐
Featured
Export CSV
Document Title (A-Z)
Table
Card
Document Title
Type
stract
Info
Colorado Crop Management Zone by PRISM Precipitation Map
ated PRISM
Colorado RUSLE2 R-modified (Rmod) Climate (Snowmelt) Areas for Annual Crops
ıse with RUS
ata, Moffat,
Routt Coun
Document Title (A-Z)
Document Title (Z-A)
Type (A-Z)
Type (Z-A)
Publication Date (Oldest)
Publication Date (Newest)
End Date (Oldest)
End Date (Newest)

TIP: *If you pick a different folder, navigate to another State, or chose a different tab (Search, for example), the Documents will revert to the default sort order in both the Grid and Card views.*

2.8 Exporting Document Lists

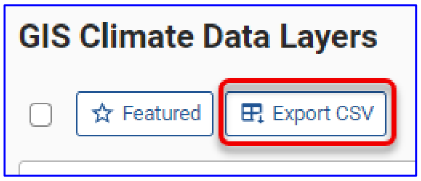
On the Document Tree tab, you can export the list of documents within a given folder to a CSV file, which could then be opened by an Excel Spreadsheet or another application that takes in a Comment Separated Values (CSV) file. This file contains the following metadata information:

- Path - The folder path through the Document Tree to the document.
- Document Display Title - The title displayed in the Document Grid.
- Document Type - The document type classification: Doc, Spreadsheet, Web Link, etc.
- Document File Name / URL - The filename of the document, or URL if a Web Link.
- Publication Date - Publication Date of the document.
- End Date - End Date of the document (for archived documents).
- Contact - The Contact associated with the document.
- Contact Email - The Contact's email address.
- Is Highlighted - Indicates whether the resource is featured in the grid (is "starred").
- Folder Sort Order - For Content Managers, this shows the folder's rank among its siblings.



	A	B	C	D	E	F	G	H	I	J
1	Path	Document Display Title	Document Type	Document File Name / URL	Publication Date	End Date	Contact	Contact Email	Is Highlighted	folder sort order
2	Colorado (CO) >> Section 1 - General Resource References	Introduction to FOTG	html	http://qm.aglearn.usda.gov/aglearncs/fieldofficetechguide/	3/13/2016		.	chanda.garcia@co.usda.gov	N	1
3										

1. Navigate to a folder of interest in the Document Tree. Documents are shown in the area to the right.
2. Click on the "Export Grid" button above the document display area:

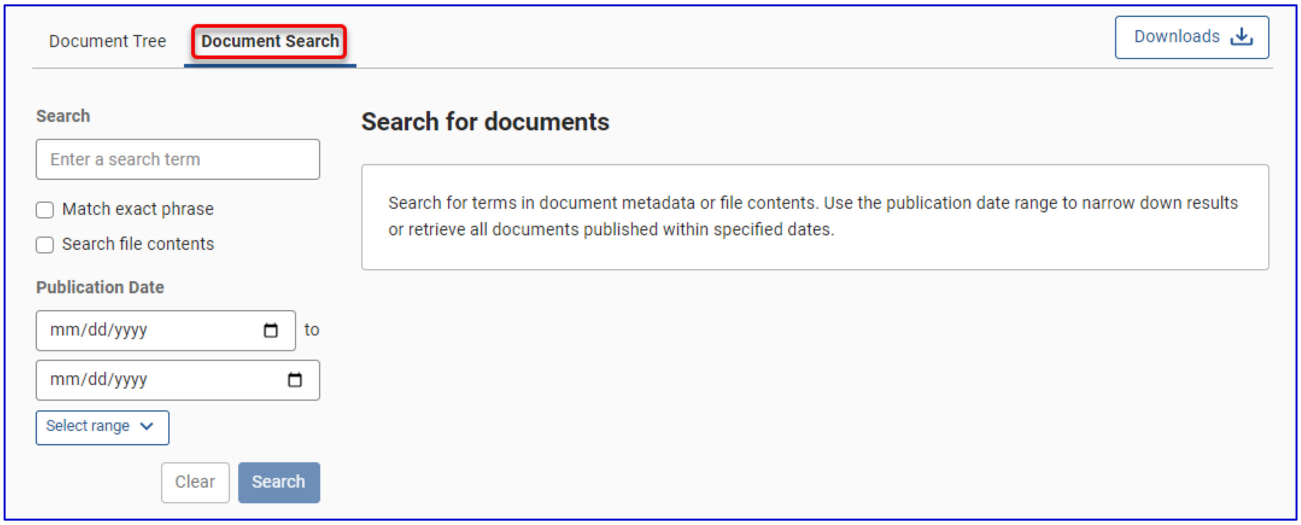

GIS Climate Data Layers
☐
Featured
Export CSV

3. When prompted, save the CSV file to your desired location. Depending on your browser's configuration, it may automatically be sent to your "Downloads" folder.

NOTE: *This functionality is not available on the Search tab, as the "folder structure" concept doesn't exist in that context.*

2.9 Searching for Documents

FOTG offers a search function via the ***Document Search*** tab. Starting with FOTG 5.7.0, the Search functionality has been enhanced, and the *Search* and *Recently Uploaded* tabs have been combined by adding the Publication Date to the search criteria.

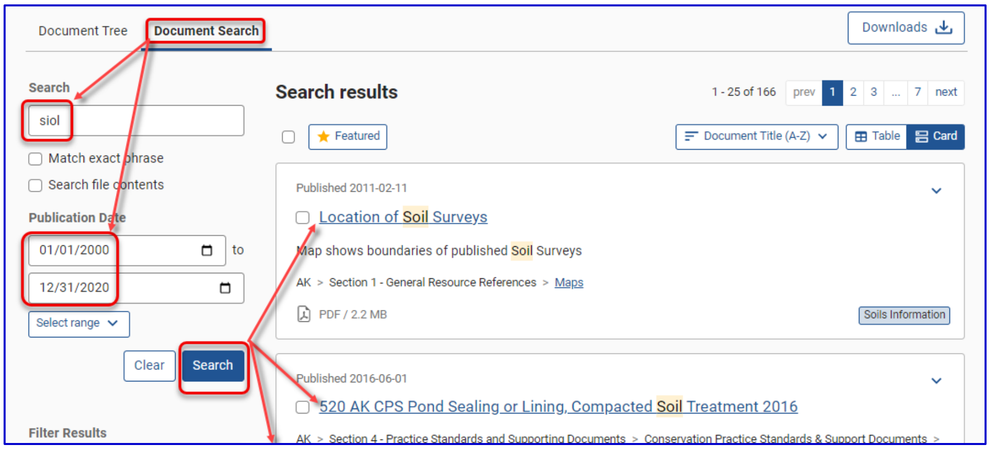


Search for terms in document metadata or file contents. Use the publication date range to narrow down results or retrieve all documents published within specified dates.

1. Click on the Document Search tab.
2. Enter the search criteria:
   - Text Searches
     - Enter one or more words into the Search textbox; only *Document Titles*, *Filenames*, *Abstracts*, *Subjects*, and *Keywords* will be examined for matches on *any* of the words in the search box. For example, "Water Purification" will match with either "Water" or "Purification" or both.
     - "Fuzzy" searching is automatic – results will include misspellings and synonyms. Likewise, misspelled search words return results that include the correct spelling.
     - For exact phrase, check the "Match exact phrase" checkbox. Thus, "Water Purification" with the checkbox marked will match *only* on "Water Purification", and not on the individual terms. This will also turn off "Fuzzy" searching.
     - If you want to include searching the document contents (may take longer), select the "Search file contents" checkbox. Only resources with textural content (.doc, .pdf, .txt, etc.) will be searched in this manner.
   - Publication Date Searches
     - Enter a Start and End date for a custom range or click on the "Select Range" dropdown to select the most recent 30, 90, or 365 days.

TIP: *You can do **both** – for example, search for resources referencing "Hydrology" published within the last month.*

3. Click on the Search button. Documents that meet your search criteria are listed in the Document Display Area on the right. Use the pagination controls at the top and bottom right of the Display Area to navigate through pages of results. Click on a document's title to open or access the document:


Document Tree
Document Search
Downloads
Search
Match exact phrase
Search file contents
Publication Date
to
Select range
Clear
Search
Filter Results
Search results
1 - 25 of 166
prev
1
2
3
...
7
next
Featured
Document Title (A-Z)
Table
Card
Soils Information

siol

01/01/2000 to 12/31/2020

Published 2011-02-11

☐ Location of Soil Surveys

Map shows boundaries of published Soil Surveys

AK > Section 1 - General Resource References > Maps

PDF / 2.2 MB

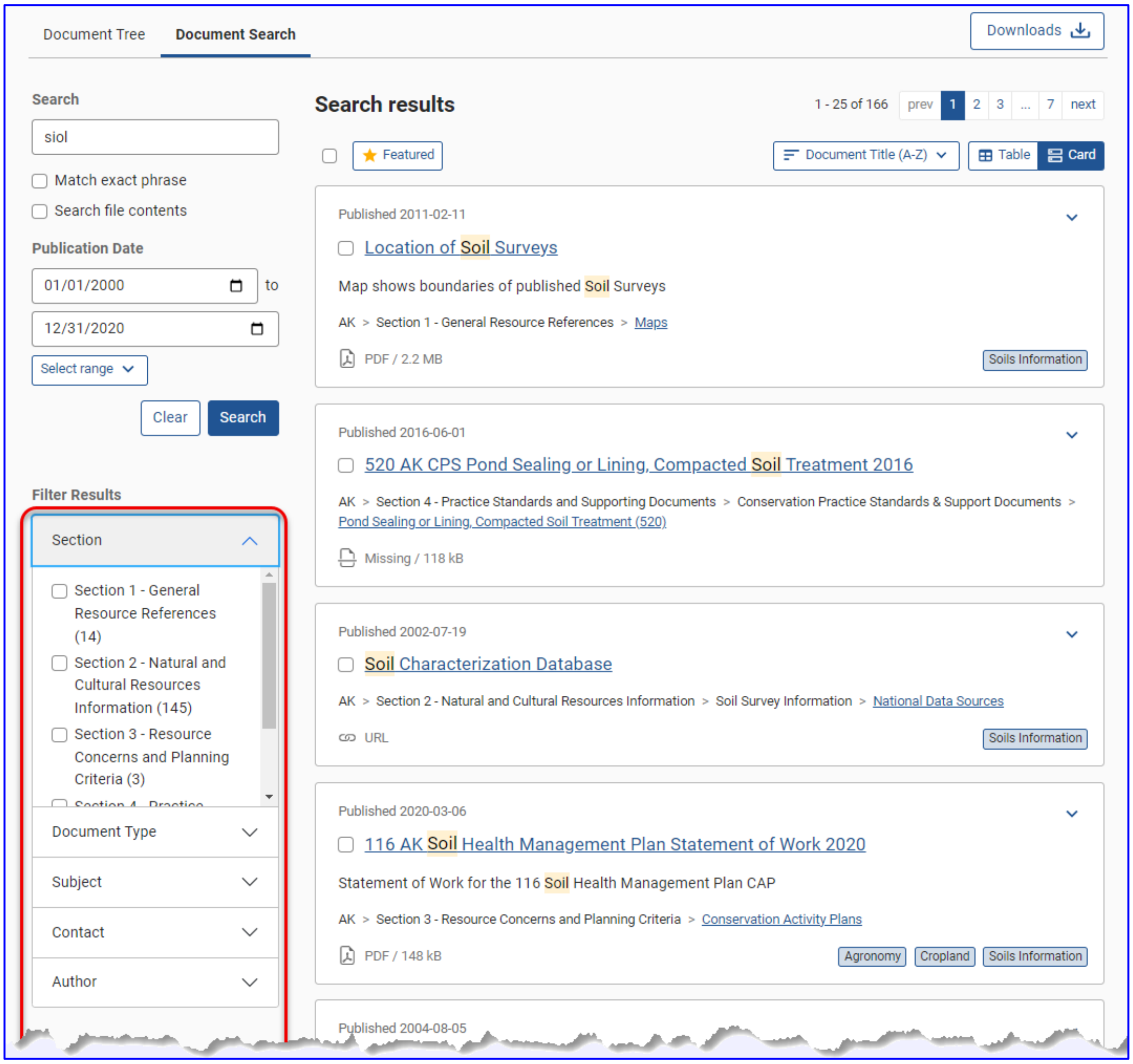
Published 2016-06-01

☐ 520 AK CPS Pond Sealing or Lining, Compacted Soil Treatment 2016

AK > Section 4 - Practice Standards and Supporting Documents > Conservation Practice Standards & Support Documents >

2.9.1 Filtering Search Results

Once initial search results have been obtained, a list of filters based on the results will be displayed to the left of the Document display area. These filters will allow you to further narrow your results by Section, Document Type, related Subject, Contact, and Author. Simply click one of the filters to reveal the available choices for that filter.


Document Tree
Document Search
Downloads
Search
Match exact phrase
Search file contents
Publication Date
to
Select range
Clear
Search
Filter Results
Section
Document Type
Subject
Contact
Author
Search results
1 - 25 of 166
prev
1
2
3
...
7
next
Featured
Document Title (A-Z)
Table
Card
Soils Information
Agronomy
Cropland

siol

01/01/2000 to 12/31/2020

☐ Section 1 - General Resource References (14)
☐ Section 2 - Natural and Cultural Resources Information (145)
☐ Section 3 - Resource Concerns and Planning Criteria (3)
☐ Section 4 - Practice

Published 2011-02-11

☐ Location of Soil Surveys

Map shows boundaries of published Soil Surveys

AK > Section 1 - General Resource References > Maps

PDF / 2.2 MB

Published 2016-06-01

☐ 520 AK CPS Pond Sealing or Lining, Compacted Soil Treatment 2016

AK > Section 4 - Practice Standards and Supporting Documents > Conservation Practice Standards & Support Documents > Pond Sealing or Lining, Compacted Soil Treatment (520)

Missing / 118 kB

Published 2002-07-19

☐ Soil Characterization Database

AK > Section 2 - Natural and Cultural Resources Information > Soil Survey Information > National Data Sources

URL

Published 2020-03-06

☐ 116 AK Soil Health Management Plan Statement of Work 2020

Statement of Work for the 116 Soil Health Management Plan CAP

AK > Section 3 - Resource Concerns and Planning Criteria > Conservation Activity Plans

PDF / 148 kB

Published 2004-08-05

After completing an initial search, click the slider control (﹀) to open a filter, then mark one or more of the checkboxes on the left. Upon each selection, the list of filters and options will re-populate to show only those choices that remain relevant.

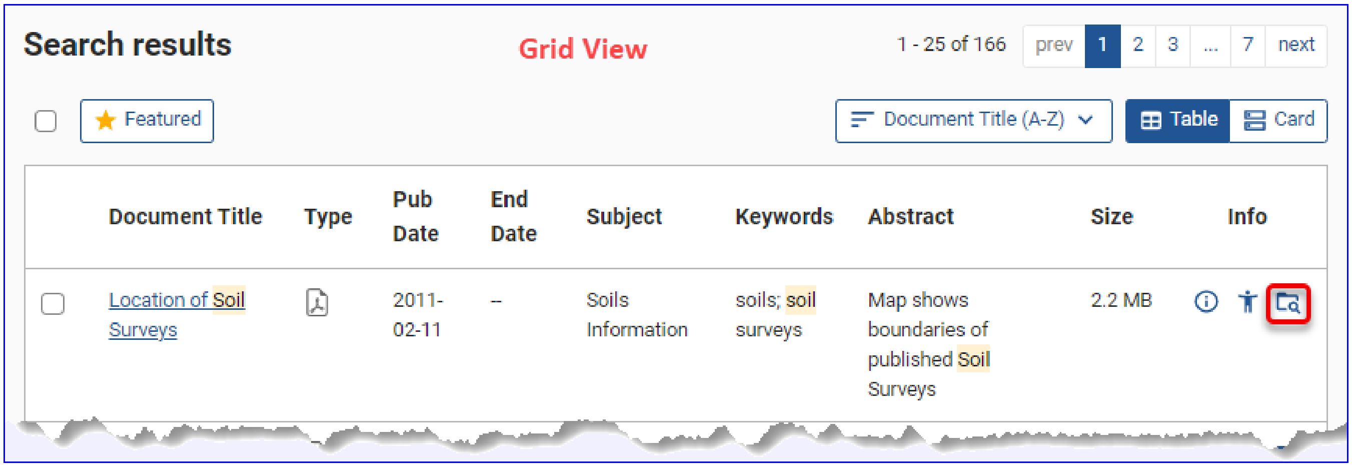
Each filter selection option includes a count of the number of documents with that particular option. For example, in the image above, there are 14 documents in the current result set that are from Section 1, 145 documents in Section 2, and so on.

To clear the set of Filter selections, click on **Reset All** above the filter groups.
To clear the entire Search and start over, click the **Clear** button that is to the left of the **Search** button.

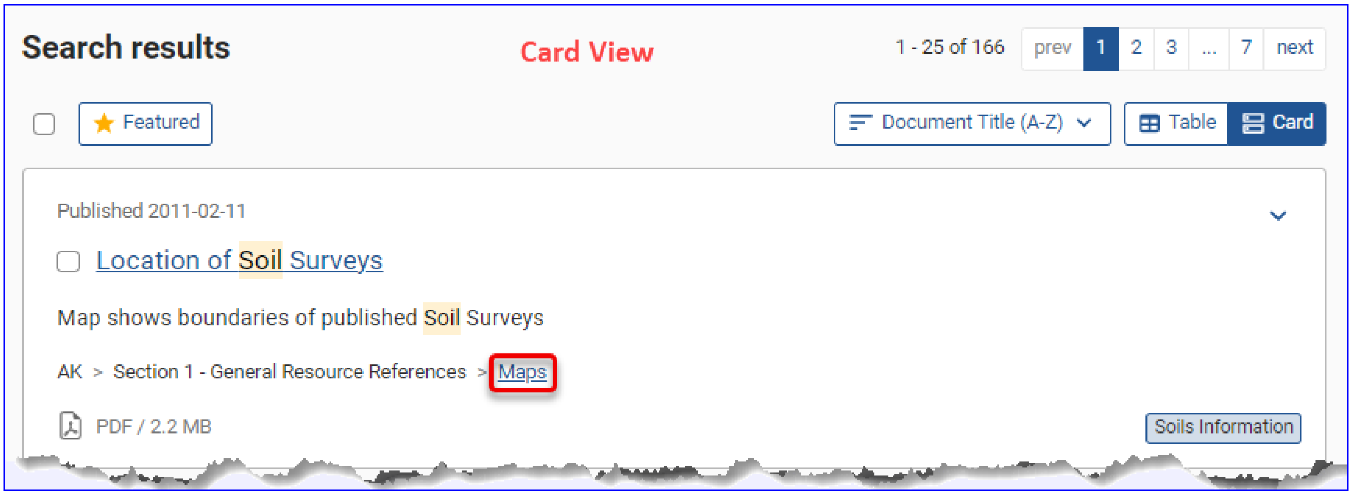
2.9.2 Folder Shortcut in Search Results

For each resource in the search results, there is a link which takes the user to the folder on the Document Tree Tab where this resource is located.

The location of this link differs between the Grid and Card views. On the Grid View, there is a "Go to Folder" icon (🗀) at the right side of each document's row; on the Card View this is the last segment of the folder path listed on the card.



	Document Title	Type	Pub Date	End Date	Subject	Keywords	Abstract	Size	Info
☐	Location of Soil Surveys		2011-02-11	--	Soils Information	soils; soil surveys	Map shows boundaries of published Soil Surveys	2.2 MB	



Published 2011-02-11

☐ Location of Soil Surveys

Map shows boundaries of published Soil Surveys

AK > Section 1 - General Resource References > Maps

PDF / 2.2 MB

Soils Information

Likewise, the Document Details popup (when activated from the Search Tab in Grid View) has an active hot link to the resource's folder in the last segment of the Folder Path for the resource.

In either case, once the user is taken to the correct folder, the Document Display Area will display the page containing the resource in the case where multiple pages are present (more than 25 resources in the folder).

2.10 Resource Types

The resources handled by FOTG are classified into 11 groups, as given in the following table:

Classification	Icon	Description
Text	🗎	Text Files – RTF, TXT, etc.
Adobe Portable Document Format	📄	PDFs
Microsoft Word	W	DOC, DOCX, DOT, etc.
Microsoft Excel	X	XLS, XLSX, XLSM, etc.
Microsoft Power Point	P	PPT
Compressed Archive	🗜	ZIP files
Computer Automated Drawings	CAD	CAD, DWG, DWT, ROT, etc.
Image Files	🖼	JPG, BMP, TIFF, etc.
Web Page	<>	HTLM pages themselves
Web Link	🔗	URL to a website (website address)
Unknown / Miscellaneous	🗋	Anything not included above.

A complete set of extensions recognized by FOTG, which Classification they belong to, and what icon represents them, are all listed in *Appendix C – Recognized Document Extensions*.

FOTG displays an Icon in the Document Grid (Grid View) and on each document's Card (Card View) indicating the type of resource. Most are actual documents of one sort or another, but an entry could also be a web link (that is, a URL) to an offsite webpage. The behavior of FOTG upon clicking on a resource will depend on the type of document.

Resource Type	To View...	To Save...	To Print...
🔗 (Web Link)	Click on the resource's title. The resource's website will be displayed in a new tab or window, depending on your browser.	Create a bookmark for the website that is displayed.	Use browser's **Print** functionality; typically, ***Ctrl-P***.
📄 🖼 (PDF & Image Files)	Click on the resource's title. The PDF or image will be either be displayed in the browser, or in their respective applications, depending on your browser's configuration and compatibility.	Download and Save.	Download and Print.
W X P (MS Office Docs)	Click on the resource's title. Either a **Save As** dialog box will be presented, or the corresponding Microsoft application will open with the document, depending on your browser's configuration and compatibility.	Download and Save from Application.	Download and Print from Application.
(All Other Files)	Click on the resource's title. A **Save As** dialog box will be presented. Save the file, then view using the appropriate application.	Download and Save from Application.	Download and Print from Application.

3 Managing Documents and Folders – State and National Content Managers

3.1 About Content Management

FOTG Content Management allows you to customize FOTG for your state by adding, removing, and arranging content. Content is arranged under each of the Sections (representing the original 5 binders) in categories known as folders.

In FOTG, as a Content Manager, you can:

- Add, Edit, Move, Rank (set the display order), or Delete a Folder.
- Add, Edit, Move, or Archive a Document.
- Export the entire Document Tree or Subtree to a CSV file.
- Export the list of documents associated with one or more Subjects.
- Export the list of documents associated with one or more Contacts.
- Curate Archived documents by permanently deleting resources archived before the 10-year threshold.

In addition, National Content Managers can also manage the Home (Landing) Page content.

You must have appropriate authorization (a FOTG zRole) to do so.

3.2 Roles

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

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

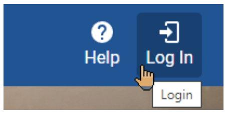
FOTG Role		Privileges
State Content Manager	(SCM)	Add, Edit, Archive, and Move for all non-Section 4 content for one state. View-only access to the *AppHealth* page.
State Content Viewer	(SCV)	Same privileges as State Content Manager but read-only. View-only access to the *AppHealth* page.
National Content Manager	(NCM)	Add, Edit, Archive, and Move for all non-Section 4 content for all states. View-only access to the *AppHealth* page.
Technical Support Role	(TS)	Same privileges as NCM but read-only. Also has access to AIMS logging info. Read/Write access to the *AppHealth* page.

TIP: *Content Managers have read-write privileges for all content in FOTG Sections 1, 2, 3, and 5, but have only read privileges for the Section 4 folder structure and content. CPD-DMS is the sole source of Section 4 content.*

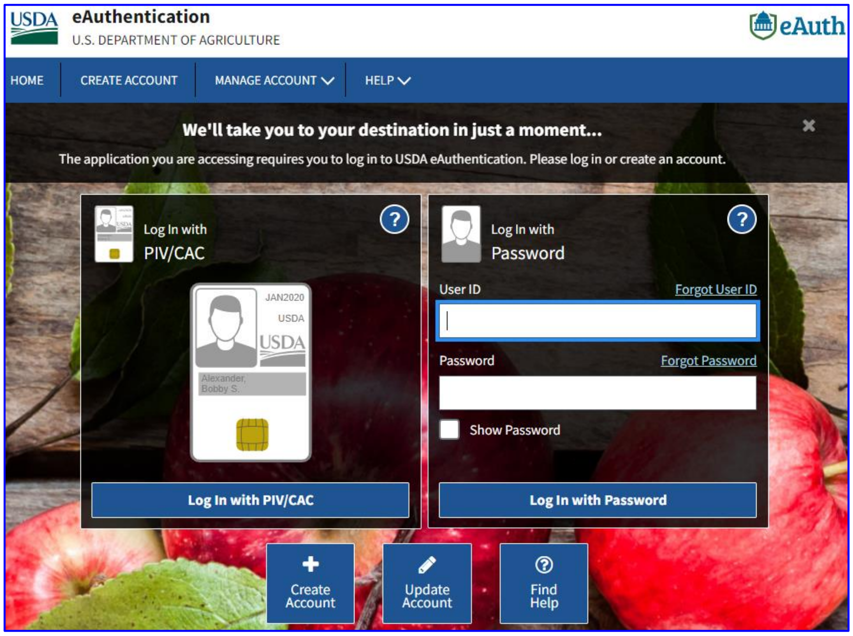
3.3 Logging In

The *National Content Manager* and *State Content Manager* are roles that allow you to manage Documents and Folders in FOTG. To expose the Content Management tools, log in to FOTG:

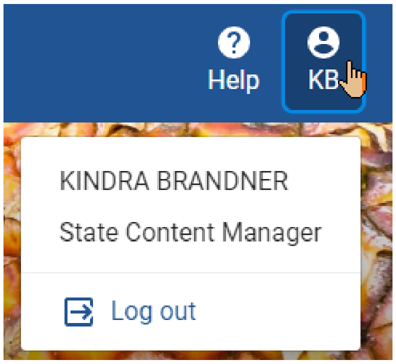
1. In the upper right corner of the browser window, click **Login**:



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


USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE
eAuth
HOME
CREATE ACCOUNT
MANAGE ACCOUNT
HELP
We'll take you to your destination in just a moment...
The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.
Log In with PIV/CAC
Log In with Password
User ID
Forgot User ID
Password
Forgot Password
Show Password
Log In with PIV/CAC
Log In with Password
Create Account
Update Account
Find Help

Once you are logged in, the Content Management tabs and controls are displayed, and your state document list appears. Clicking on the person icon on the top right will display your name and role. This is also where you are able to log out when you are finished with your session.


Help
KB
KINDRA BRANDNER
State Content Manager
Log out

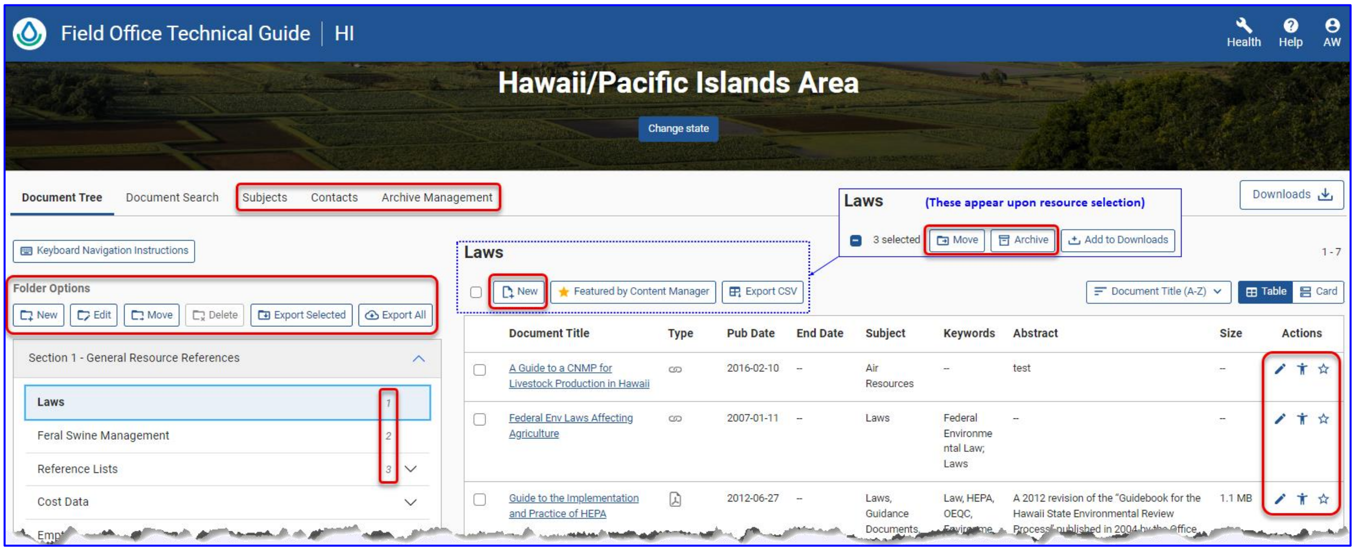
TIP: *Content Managers (CMs) may see empty folders in Sections 1, 2, 3, and 5, to allow for the uploading of content to those folders. However, in Section 4, only folders for which the CM's state has adopted a practice standard will be visible. Folders for practice standards that have not been adopted by the CM's state will be empty and hidden.*

When you log in as a State Content Manager, FOTG will automatically begin on the Document Tab of the State for which you have jurisdiction, saving you the steps to navigate there.

3.4 Content Management Tools

The Content Management tools for a given state are shown below. These controls allow a Content Manager to manage folders, manage documents, and export lists of documents associated with those folders. In addition, Content Managers are able to manage Subjects and State Contacts and remove obsolete archived resources.

Resource and Folder management is restricted to the Document Tree tab. This functionality is not available on the Search tab.

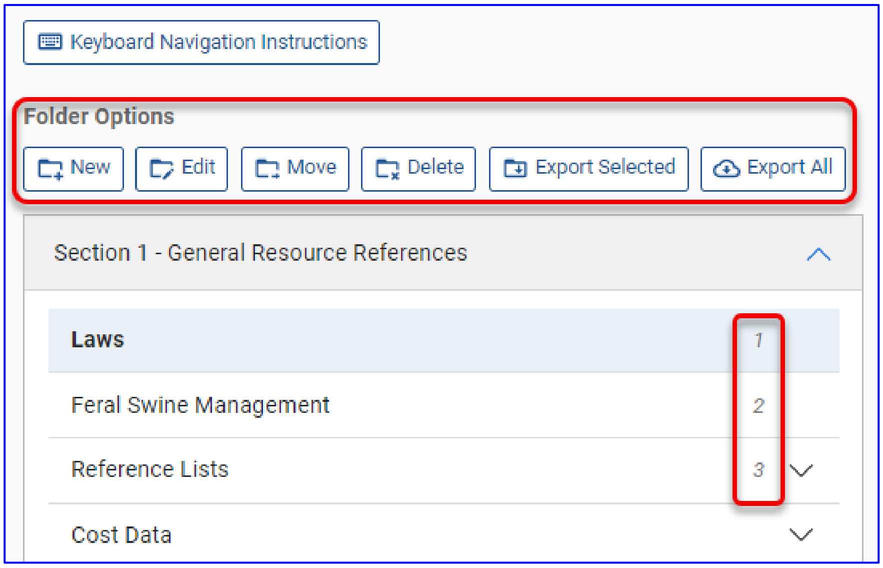

Field Office Technical Guide | HI
Health
Help
AW
Hawaii/Pacific Islands Area
Change state
Document Tree
Document Search
Subjects
Contacts
Archive Management
Downloads
Laws
(These appear upon resource selection)
3 selected
Move
Archive
Add to Downloads
1 - 7
Keyboard Navigation Instructions
Laws
New
Featured by Content Manager
Export CSV
Document Title (A-Z)
Table
Card
Folder Options
New
Edit
Move
Delete
Export Selected
Export All
Section 1 - General Resource References
Laws
1
Feral Swine Management
2
Reference Lists
3
Cost Data
Empt

	Document Title	Type	Pub Date	End Date	Subject	Keywords	Abstract	Size	Actions
☐	A Guide to a CNMP for Livestock Production in Hawaii		2016-02-10	--	Air Resources	--	test	--	
☐	Federal Env Laws Affecting Agriculture		2007-01-11	--	Laws	Federal Environmental Law; Laws	--	--	
☐	Guide to the Implementation and Practice of HEPA		2012-06-27	--	Laws, Guidance Documents,	Law, HEPA, OEQC, Environme	A 2012 revision of the "Guidebook for the Hawaii State Environmental Review Process" published in 2004 by the Office	1.1 MB	

The content control buttons are available in both Grid and Card views.

3.5 Managing Folders

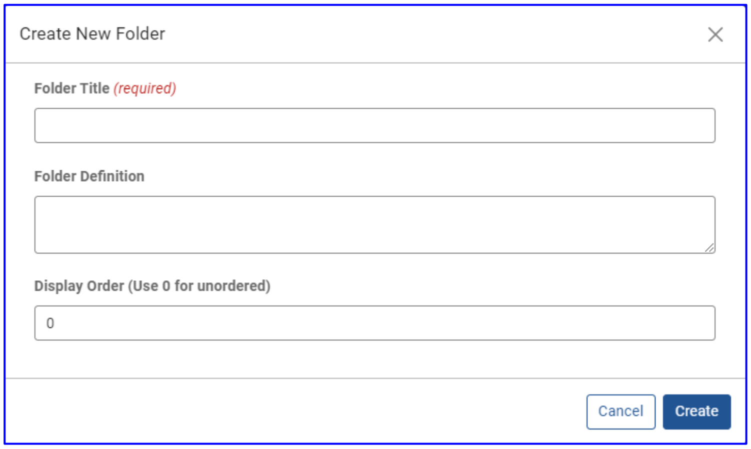
You can add, edit, move, or delete folders. You can also manage the order in which certain folders appear in the tree, and export lists of documents associated with a given folder and all the folders under it in the tree. Each of these activities is available under the **Folder Options** area and are explained below.


Keyboard Navigation Instructions
Folder Options
New
Edit
Move
Delete
Export Selected
Export All
Section 1 - General Resource References
Laws
1
Feral Swine Management
2
Reference Lists
3
Cost Data

3.5.1 Adding a Folder

Use the **New** button to place a new folder under an existing one.

1. Click on the folder in the left frame under which you wish to add the new folder. New folders are always added *as children* (subordinate to) the currently selected folder.
2. Click the **New** button.
3. Complete the FOTG Folder Details form:


Create New Folder
Folder Title (required)
Folder Definition
Display Order (Use 0 for unordered)
0
Cancel
Create

a. Enter the Folder Title (required). This is the name of the Folder.

b. Enter the optional Folder Definition. This is a short description of the folder.

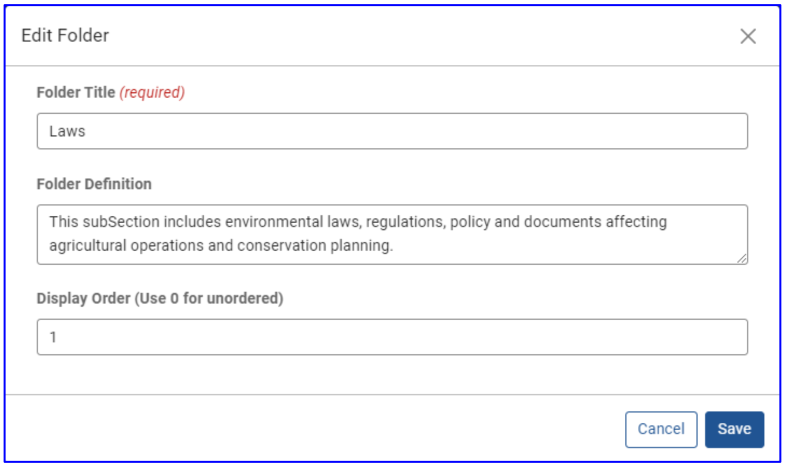
c. Enter the Display Order. This is also optional but allows you to specify folder ranking. See Section 3.5.4 for more details.

4. Click **CREATE** to add the folder 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 **Edit** button. The Folder Details dialog will pop up.


Edit Folder
Folder Title (required)
Folder Definition
Display Order (Use 0 for unordered)
Cancel
Save

Folder Title: Laws

Folder Definition: This subSection includes environmental laws, regulations, policy and documents affecting agricultural operations and conservation planning.

Display Order: 1

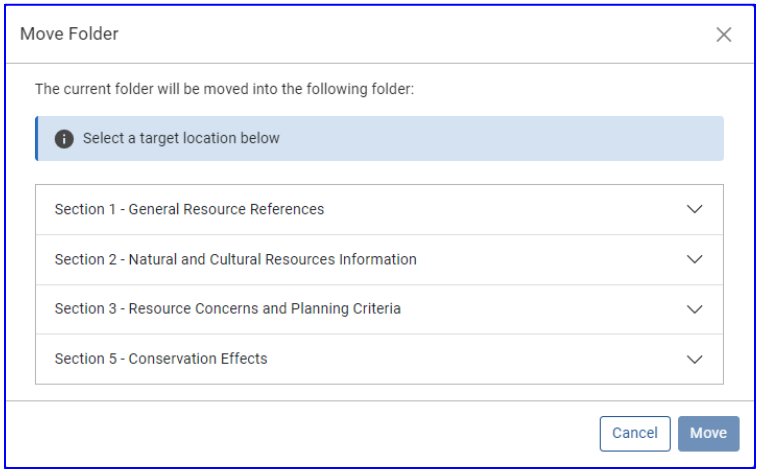
3. Enter or edit the Folder Details. A Folder Title is mandatory; remaining values are optional.

4. Click **SAVE** to save your changes or **CANCEL** to exit without making any changes.

3.5.3 Moving a Folder

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

2. Click the **Move** button. A Move Folder dialog pops up.



Move Folder

The current folder will be moved into the following folder:

Select a target location below

Section 1 - General Resource References
Section 2 - Natural and Cultural Resources Information
Section 3 - Resource Concerns and Planning Criteria
Section 5 - Conservation Effects
Cancel
Move

3. Pick a target location by drilling down through the appropriate Section until the desired target folder is located. The folder you are moving will be added as a child folder under the target folder.
4. Click **MOVE** to move the folder or **CANCEL** to exit without making any changes.

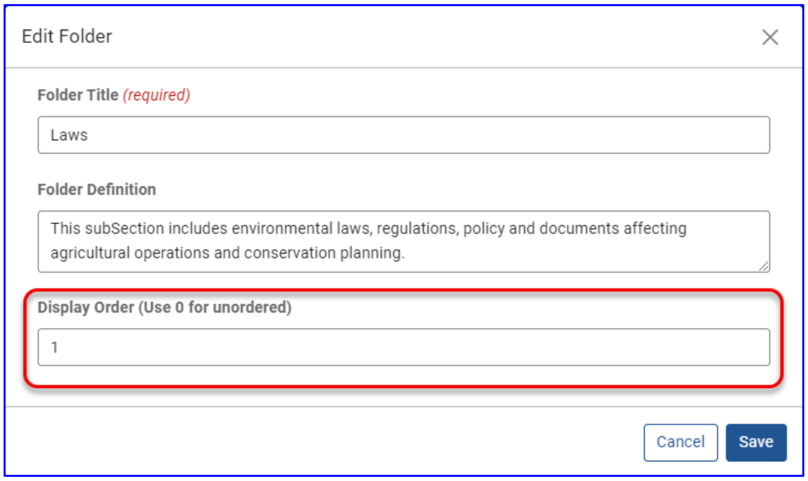
TIP: *Moving a folder will not change its assigned Display Order value. If it lands in the wrong sequence within the new parent folder, you will have to modify this via an Edit of the moved folder.*

3.5.4 Controlling Folder Order

Folders can be ranked to control their appearance relative to their siblings (folder order). All folders of the same rank (including unranked folders) will be sorted alphanumerically by folder name, allowing you to "group" folders together by giving sets of them the same order value. Ranked folders appear above unranked ones.

To change a folder's rank:

1. Click the title of the folder in the left frame you want to rank.
2. Click the **Edit** button.
3. Edit the Folder Details – specifically the Folder Order value.



Edit Folder

Folder Title (required)
Laws

Folder Definition
This subSection includes environmental laws, regulations, policy and documents affecting agricultural operations and conservation planning.

Display Order (Use 0 for unordered)
1

4. Click **SAVE** to save your changes or **CANCEL** to exit without making any changes.

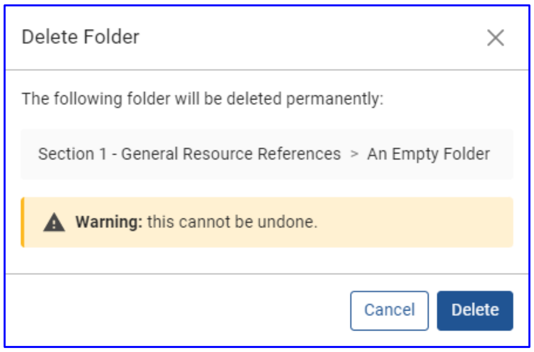
TIP: *It is suggested to use values by 10s or 100s initially. Thus, if you later need to insert a folder in-between, you can do so without renumbering the entire set.*

TIP: *The folder display order (rank) can also be set at the time a folder is created (see Adding a Folder).*

TIP: *Folder display order (rank) cannot be set for the Section folders themselves, nor for anything in Section 4.*

3.5.5 Deleting a Folder

1. Click on the folder in the left frame you want to remove.
2. Click the **Delete** button.
3. Confirm that the folder is to be deleted.



The following folder will be deleted permanently:

Section 1 - General Resource References > An Empty Folder

Warning: this cannot be undone.

4. Click **DELETE** in the dialog box to delete the folder or **CANCEL** to exit without making any change.

TIP: *A folder can only be deleted if it is empty (it contains neither child folders nor documents).*

3.5.6 Exporting a Folder or Subfolder

You can export a folder and all of its subfolders, which will contain a list of documents under each folder according to their path in the tree. If you start with a given Section, then all folders within that Section will be exported.

Note that the export is a list of documents, by folder, in the Document Tree. It is not a "download" of all the document content for those documents. To download a set of documents, see Downloading Multiple Documents. The list of documents will include all metadata for each document.

1. Click the Section or folder you want to export. This will be the "root" of the subtree you will be exporting.
2. Click on the **Export Selected** button (Export Selected).
3. When the export is ready, you may be presented with a dialog box asking where to save the file, depending on your browser's configuration. Otherwise, it will be written to your download folder.
4. The export file will be a ".csv" file.

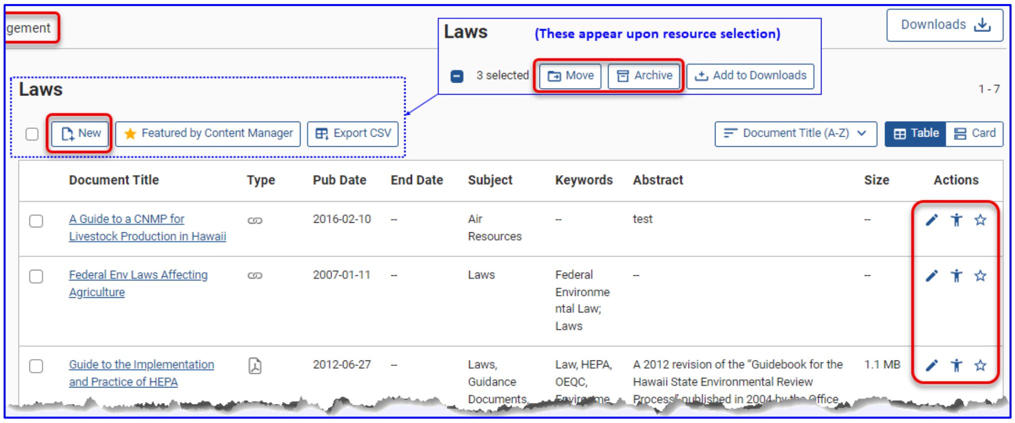
3.5.7 Exporting All Sections

You can also export the entire Document Tree for the State. This could be a rather large file if your State has many documents.

1. Click on the **Export All** button (Export All).
2. When the export is ready, you may be presented with a dialog box asking where to save the file, depending on your browser's configuration. Otherwise, it will be written to your download folder.
3. The export file will be a ".csv" file.

3.6 Managing Documents

You can add, edit, move, or archive documents. You can also call attention to documents by marking them as "Featured" so that they will show up in the "Featured Documents" filter.

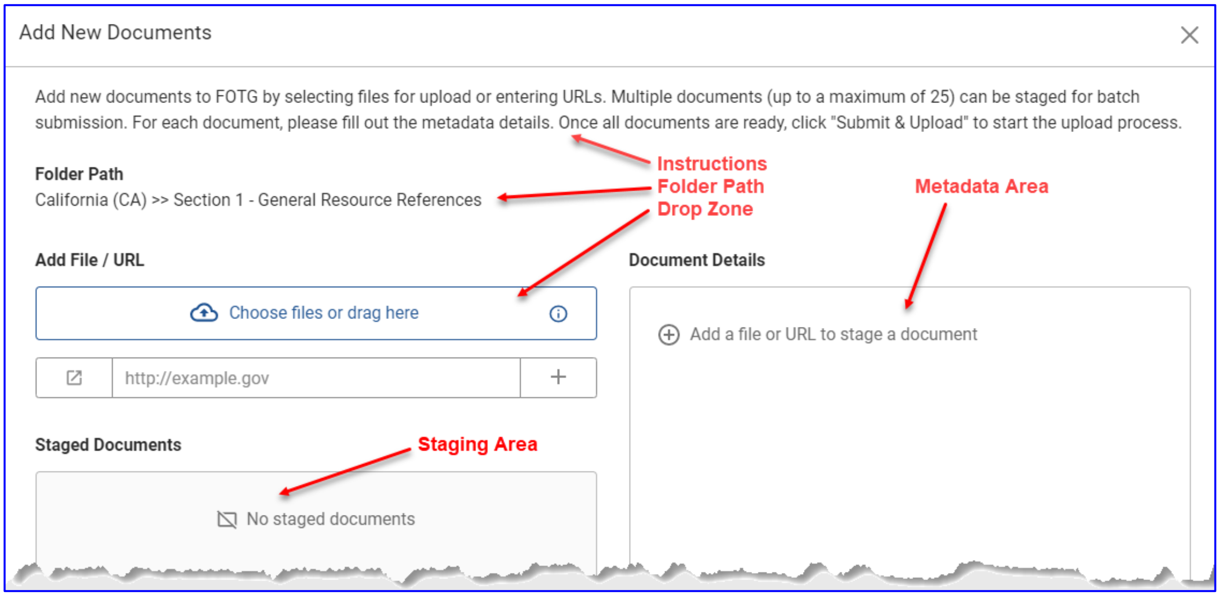

gement
Laws
(These appear upon resource selection)
Downloads
3 selected
Move
Archive
Add to Downloads
1 - 7
Laws
New
Featured by Content Manager
Export CSV
Document Title (A-Z)
Table
Card

	Document Title	Type	Pub Date	End Date	Subject	Keywords	Abstract	Size	Actions
☐	A Guide to a CNMP for Livestock Production in Hawaii		2016-02-10	--	Air Resources	--	test	--	
☐	Federal Env Laws Affecting Agriculture		2007-01-11	--	Laws	Federal Environmental Law; Laws	--	--	
☐	Guide to the Implementation and Practice of HEPA		2012-06-27	--	Laws, Guidance Documents	Law, HEPA, OEQC,	A 2012 revision of the "Guidebook for the Hawaii State Environmental Review	1.1 MB	

3.6.1 Adding New Documents

Use the **New** button to add one or more documents to a folder. Only one folder can be populated at a time.

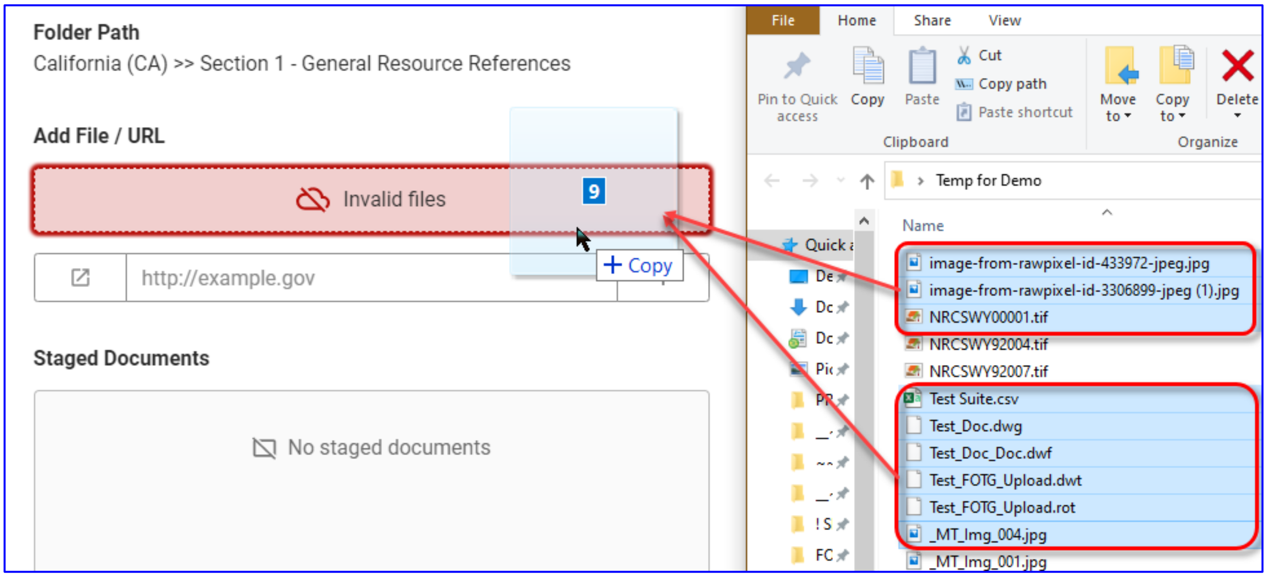
1. Select the desired folder in the Document Tree to which you want to add the document(s).
2. In the right frame, above the Document display area, click the **New** button.
3. The Add New Documents form will be displayed. It will include the following:
    - Short instructions on how to add documents to FOTG.
    - The folder path to which the resources will be uploaded, as a reference.
    - A "Drop Zone" area for adding files via drag and drop, or, if desired, you can click on this area and browse for one or more documents.
    - A Staging Area that will list the documents to be processed.
    - A Document Details area where the metadata for a given document can be entered or edited before upload.


Add New Documents
Instructions
Folder Path
Drop Zone
Metadata Area
Add File / URL
Choose files or drag here
http://example.gov
Document Details
Add a file or URL to stage a document
Staged Documents
Staging Area
No staged documents

Add new documents to FOTG by selecting files for upload or entering URLs. Multiple documents (up to a maximum of 25) can be staged for batch submission. For each document, please fill out the metadata details. Once all documents are ready, click "Submit & Upload" to start the upload process.

Folder Path
California (CA) >> Section 1 - General Resource References

4. Add documents to the staging area by either clicking on the field that reads "*Choose files or drag here*" (a.k.a. the "Drop Zone") to browse for files to upload, or by dragging and dropping documents into this Drop Zone. You can upload a single document or multiples in this fashion.



Folder Path
California (CA) >> Section 1 - General Resource References

Add File / URL

Invalid files

http://example.gov

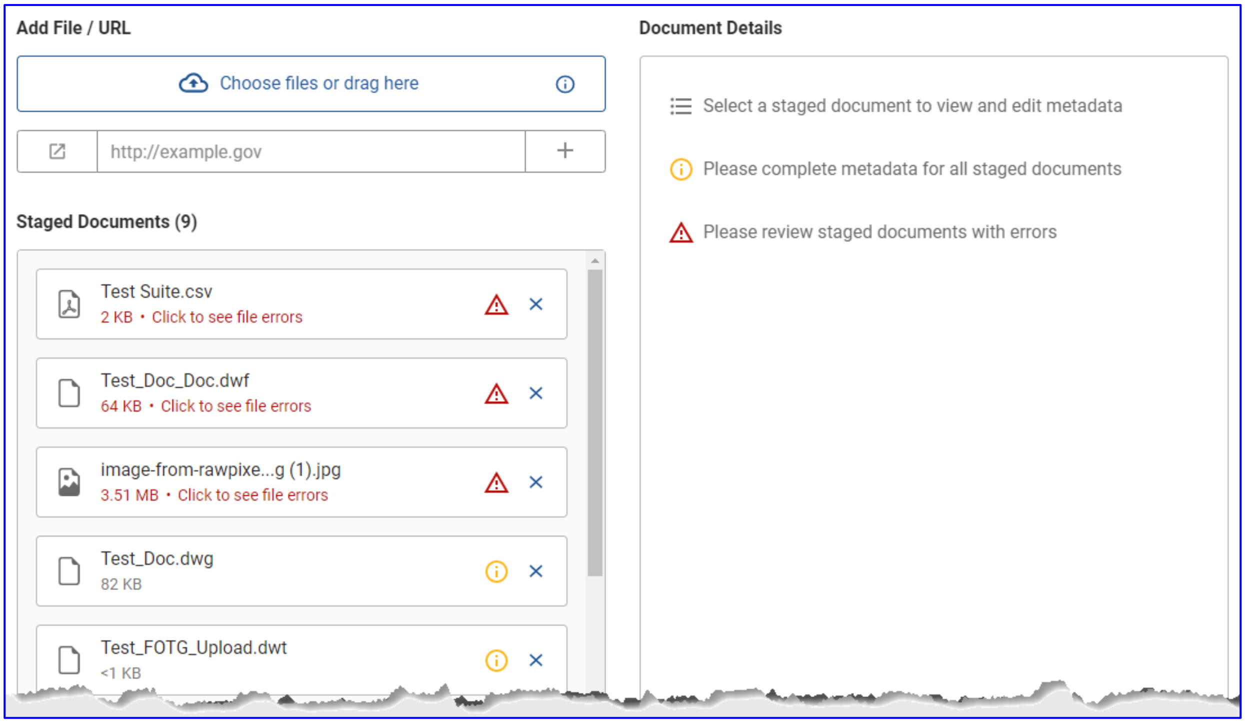
Staged Documents

No staged documents

9
+ Copy
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Move to
Copy to
Delete
Clipboard
Organize
Temp for Demo
Quick a
Name
image-from-rawpixel-id-433972-jpeg.jpg
image-from-rawpixel-id-3306899-jpeg (1).jpg
NRCSWY00001.tif
NRCSWY92004.tif
NRCSWY92007.tif
Test Suite.csv
Test_Doc.dwg
Test_Doc_Doc.dwf
Test_FOTG_Upload.dwt
Test_FOTG_Upload.rot
_MT_Img_004.jpg
_MT_Img_001.jpg

You may also add URLs, one at a time, via the URL field.

5. As documents and URLs are added, they will appear in the "Staged Documents" area. Ultimately, this will be the list of documents to be uploaded, once all the required metadata is entered, and the files are validated.



Add File / URL

Choose files or drag here

http://example.gov

Staged Documents (9)

Test Suite.csv
2 KB • Click to see file errors

Test_Doc_Doc.dwf
64 KB • Click to see file errors

image-from-rawpixe...g (1).jpg
3.51 MB • Click to see file errors

Test_Doc.dwg
82 KB

Test_FOTG_Upload.dwt
<1 KB

Document Details

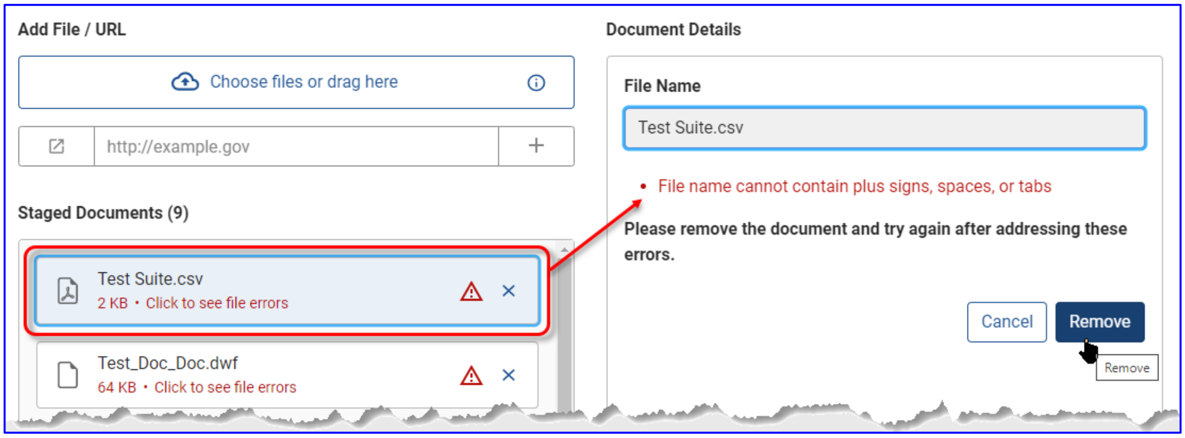
Select a staged document to view and edit metadata

Please complete metadata for all staged documents

Please review staged documents with errors

6. Once all the desired resources (documents and URLs) are staged, review each resource listed in the Staging Area.

7. Correct or remove any that have errors indicated. Clicking on a resource with an error will display what the issue is in the Document Details area. You can remove the resource by either clicking on the "**X**" next to the resource name or clicking the **Remove** button in the Document Details area.


Add File / URL
Choose files or drag here
http://example.gov
+
Document Details
Cancel
Remove
Remove

Staged Documents (9)

Test Suite.csv
2 KB • Click to see file errors

Test_Doc_Doc.dwf
64 KB • Click to see file errors

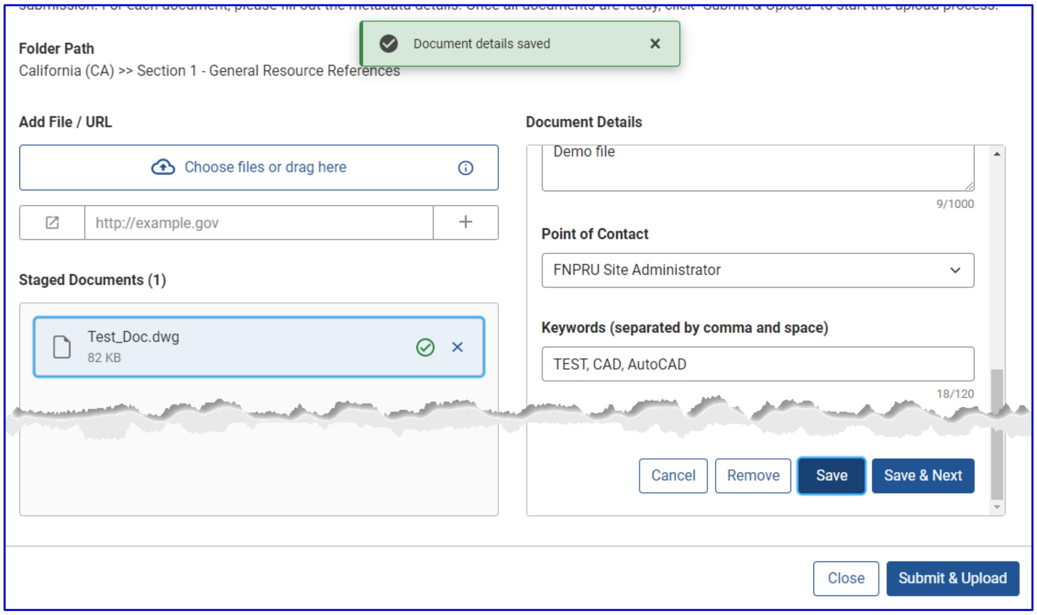
File Name: Test Suite.csv

- File name cannot contain plus signs, spaces, or tabs

Please remove the document and try again after addressing these errors.

***TIP**: Using the "**X**" to remove a resource from the staging area will simply remove that entry from the list. Using the **Remove** button will likewise remove it from the list, but also advance the selection to the next entry in the list, saving a step as you walk through it.*

8. For those resources with no errors, click on the resource to fill in the metadata for the resource in the Document Details area:
   - Enter the Display Title (required)
   - Choose whether this will be a featured item or not (select the checkbox to mark "Featured")
   - Enter an Abstract
   - Select a Point of Contact
   - Enter Keywords and Author(s)
   - Use the Subject dropdown list to add and remove Subject(s). Multiple subjects can be added one at a time.
   - Click **Save** to save the metadata or **Save & Next** to save the metadata and move to the next resource in the Staging Area list. The resource you just added metadata to will show a hollow green checkmark to indicate it is ready for upload.


Add File / URL
Choose files or drag here
http://example.gov
+
Document Details
Cancel
Remove
Save
Save & Next
Close
Submit & Upload

Document details saved

Folder Path
California (CA) >> Section 1 - General Resource References

Staged Documents (1)

Test_Doc.dwg
82 KB

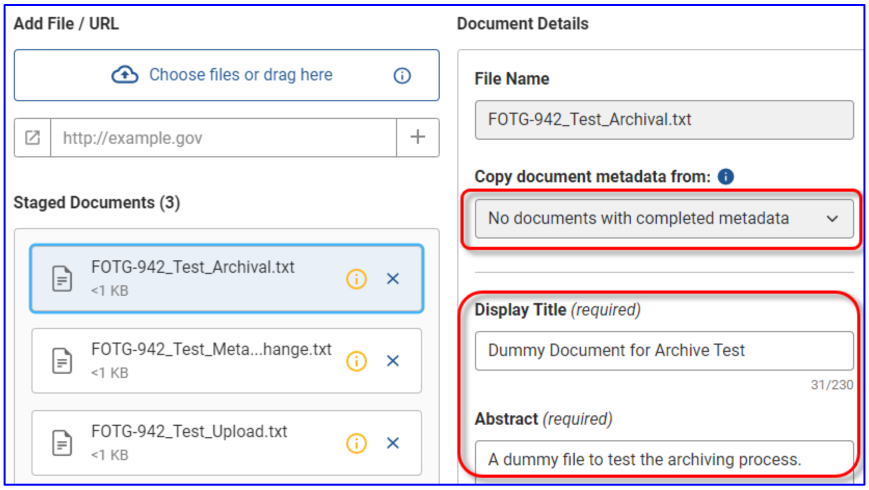
Demo file
9/1000

Point of Contact: FNPRU Site Administrator

Keywords (separated by comma and space): TEST, CAD, AutoCAD
18/120

9. Once you begin filling in metadata for a resource, that metadata is available for you to copy to other resources *in the same upload batch*, to speed the process of uploading many similar documents.

10. Start by filling out and saving the metadata of the first resource. Notice that the Copy document metadata feature is not available for the first one.



Add File / URL

Choose files or drag here

http://example.gov

Staged Documents (3)

- FOTG-942_Test_Archival.txt <1 KB
- FOTG-942_Test_Meta...hange.txt <1 KB
- FOTG-942_Test_Upload.txt <1 KB

Document Details

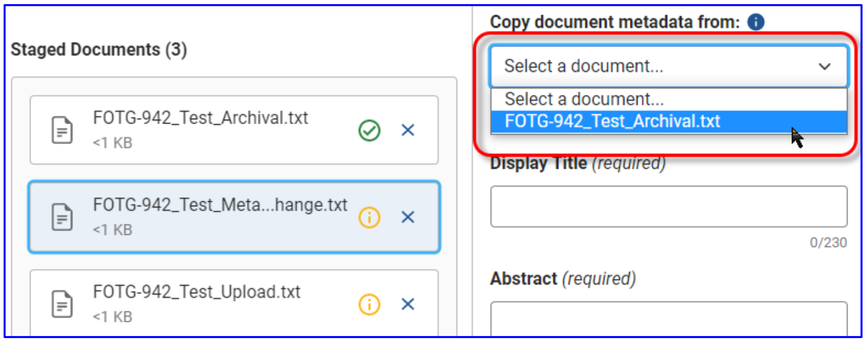
File Name: FOTG-942_Test_Archival.txt

Copy document metadata from: No documents with completed metadata

Display Title (required): Dummy Document for Archive Test (31/230)

Abstract (required): A dummy file to test the archiving process.

11. On the next resource, the Copy document metadata feature becomes enabled. As you progress through the staging area, documents will be added to this list. Chose the document you wish to copy from.



Staged Documents (3)

- FOTG-942_Test_Archival.txt <1 KB
- FOTG-942_Test_Meta...hange.txt <1 KB
- FOTG-942_Test_Upload.txt <1 KB

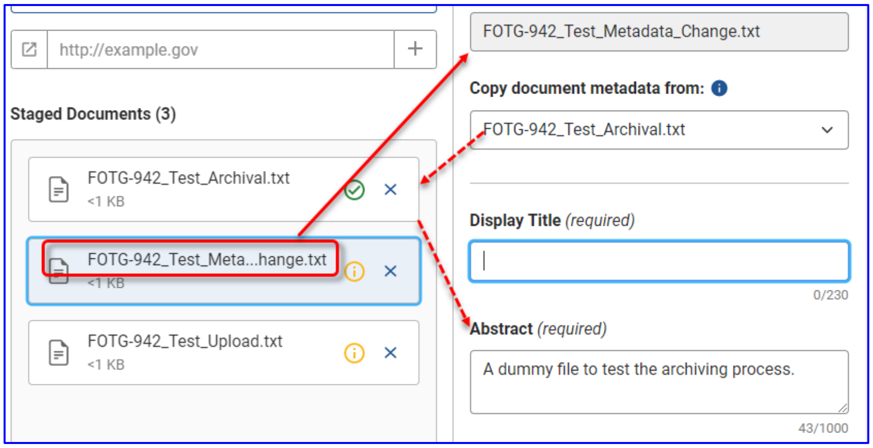
Copy document metadata from: Select a document...

- Select a document...
- FOTG-942_Test_Archival.txt

Display Title (required) (0/230)

Abstract (required)

12. When you select a document from this list, all the metadata from the chosen document, *except for the Display Title* (which must be unique), will be populated into the form, allowing you to edit as needed before saving.



http://example.gov

Staged Documents (3)

- FOTG-942_Test_Archival.txt <1 KB
- FOTG-942_Test_Meta...hange.txt <1 KB
- FOTG-942_Test_Upload.txt <1 KB

FOTG-942_Test_Metadata_Change.txt

Copy document metadata from: FOTG-942_Test_Archival.txt

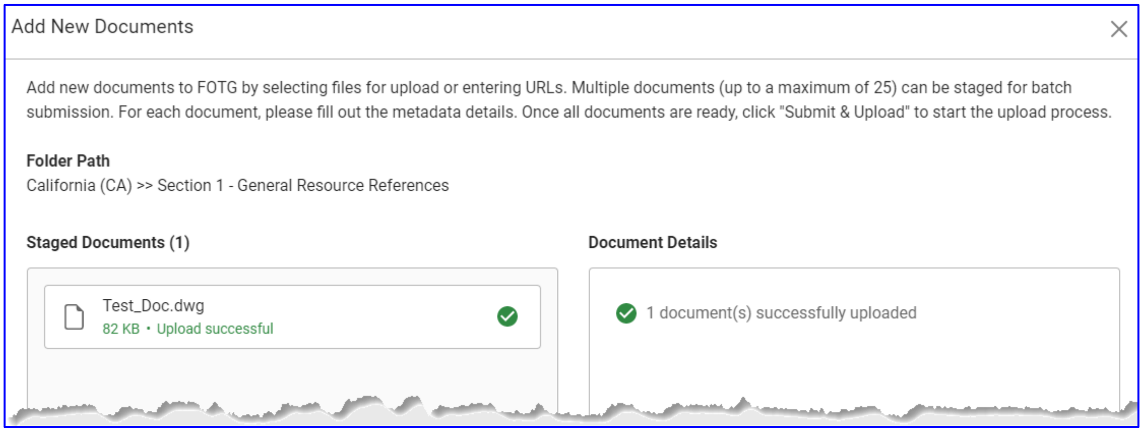
Display Title (required) (0/230)

Abstract (required): A dummy file to test the archiving process. (43/1000)

TIP: *The size limit for uploads is **500 MB** for text-based documents, and **2 GB** for non-textural documents. However, since large files may take an extended amount of time to upload, anything over 100 MB will generate a warning message indicating that it could take a while.*

13. Once all the resources in the Staging Area are ready for upload, the **Submit & Upload** button will become enabled. Click this button to add the documents.

14. Alternatively, click **Close** to exit without making any changes. If you **Close**, you will be prompted to confirm that you want to lose **all** the data you've entered on the form.
15. As each resource is uploaded, each one will receive a solid green checkmark indicating it has successfully uploaded. Once all resources are uploaded, click **Close** to close the form and go back to the Document Tree.



Add New Documents

Add new documents to FOTG by selecting files for upload or entering URLs. Multiple documents (up to a maximum of 25) can be staged for batch submission. For each document, please fill out the metadata details. Once all documents are ready, click "Submit & Upload" to start the upload process.

Folder Path
California (CA) >> Section 1 - General Resource References

Staged Documents (1)

Test_Doc.dwg
82 KB • Upload successful

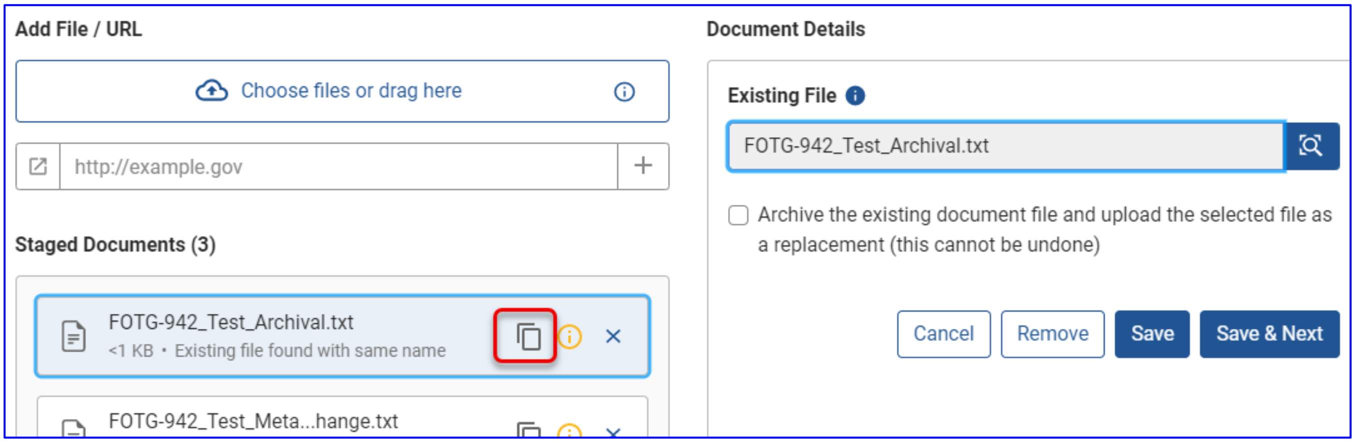
Document Details

1 document(s) successfully uploaded

3.6.1.1 Auto-Archiving Feature during Upload

If any of the resources you are uploading already exist as active resources within FOTG, you will have the opportunity to automatically archive them during the upload process. This eliminates the need to first archive the resource(s) manually before uploading replacements.

Any such resources in the staging area will have a "duplicate file" icon (⧉) next to it, and when the file is selected for metadata entry, the document details area will indicate that the resource already exists within FOTG and give you a range of choices to resolve the issue.



Add File / URL

Choose files or drag here

http://example.gov

Staged Documents (3)

FOTG-942_Test_Archival.txt
<1 KB • Existing file found with same name

FOTG-942_Test_Meta...hange.txt

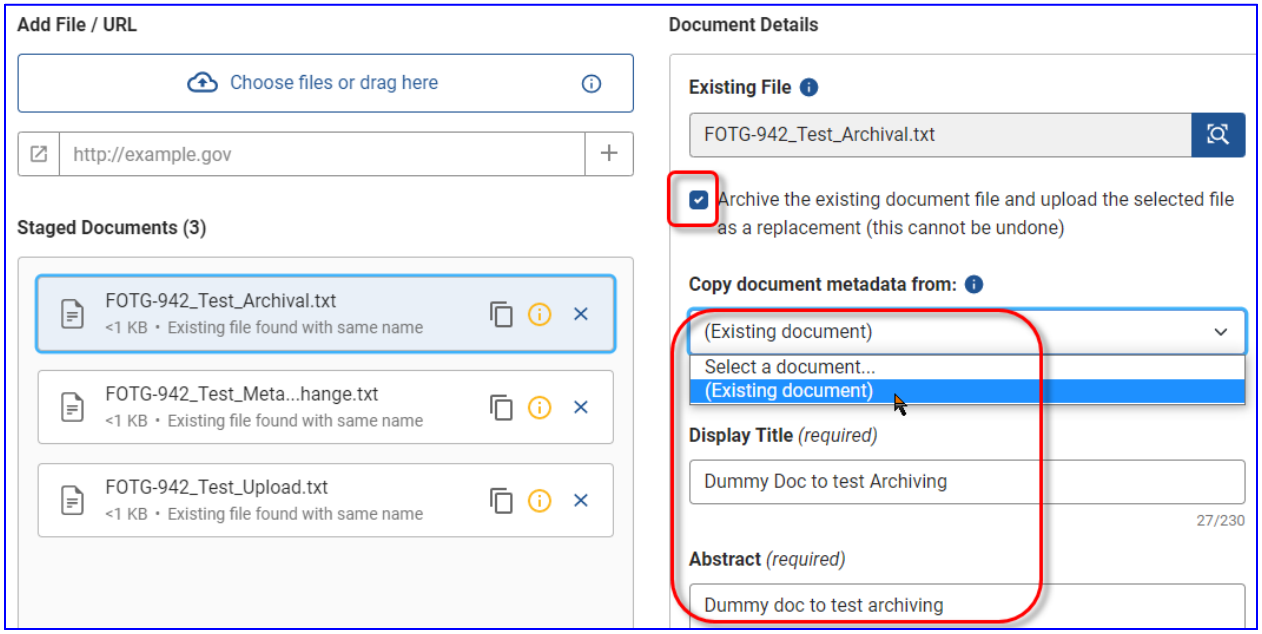
Document Details

Existing File
FOTG-942_Test_Archival.txt

☐ Archive the existing document file and upload the selected file as a replacement (this cannot be undone)

To see the metadata associated with this document, click the little magnifying glass icon (🔍) next to the existing file's name.

Click on the "Archive the existing document..." checkbox to enable the auto-archive feature. Doing so will also add the existing resource to the list of resources you can copy metadata from, giving you a means to simply update the document without changing any metadata, or updating the metadata as needed (such as for a FY designation). In this instance only, the copied metadata will include the original resource's Display Title, since the entry is being replaced, rather than a new entry being added.



Add File / URL

Choose files or drag here

http://example.gov

Staged Documents (3)

- FOTG-942_Test_Archival.txt — <1 KB • Existing file found with same name
- FOTG-942_Test_Meta...hange.txt — <1 KB • Existing file found with same name
- FOTG-942_Test_Upload.txt — <1 KB • Existing file found with same name

Document Details

Existing File

FOTG-942_Test_Archival.txt

☑ Archive the existing document file and upload the selected file as a replacement (this cannot be undone)

Copy document metadata from: (Existing document)

Select a document...
(Existing document)

Display Title *(required)*

Dummy Doc to test Archiving

27/230

Abstract *(required)*

Dummy doc to test archiving

***Tip**: This is a fast way to upload a replacement document where only the content of the document has changed, and the metadata stays relatively constant; for example, a resource that is published every Fiscal Year. This ability to copy metadata from an existing (previously uploaded) resource is only available in the auto-archive scenario.*

PLEASE NOTE:

*As in the manual case, **the Archiving process is irreversible**. Once performed, it **cannot** be undone!*

3.6.1.2 Document Validity Requirements

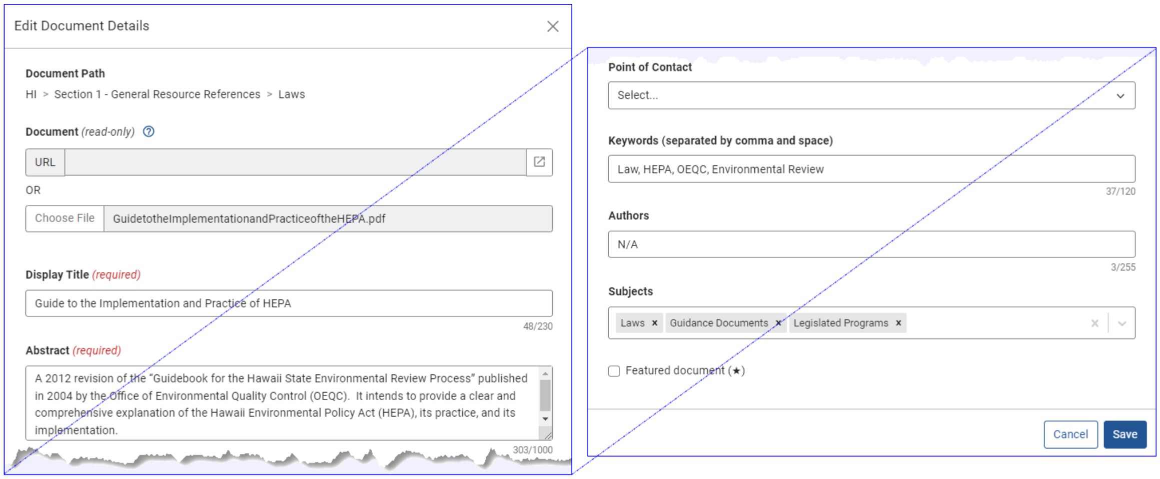
The document upload functionality has some restrictions on file size, types of characters allowed in the filename, etc. The rules are as follows:

- **Maximum file size** is **2 GB**; however, anything over **100 MB** will generate a warning that the upload could take significant time. All text-based documents are limited to **500 MB**.
- **File name** cannot exceed 128 characters or contain plus signs (+), tildes (~), spaces, or tabs.
- **Supported file types** are (See *Appendix C* for descriptions of each):
  - **100 MB Limit:** .doc, .docx, .htm, .html, .pdf, .ppt, .pptx, .rtf, .txt, .xls, .xlsx.
  - **2 GB Limit:** .acad, .bmp, .css, .csv, .dgf, .dgn, .docm, .dot, .dotm, .dotx, .dwg, .dwt, .dxf, .gif, .giff, .jpeg, .jpg, .png, .rot, .tif, .tiff, .xlsb, .xlsm, .xlt, .xltm, .xltx, .xml, .xtp, .zip, .zipx.

3.6.2 Editing a Document's Metadata

Metadata can only be edited on the Document Tree tab. This functionality is not available on the Search Tab. However, on the Document Tree tab, both the Grid and Card views support editing a document's metadata.

1. Select a folder in the Document Tree.
2. In the right frame, click the edit icon (✎) on the document whose metadata you wish to edit.
3. Complete the Edit Document form:



Document Path
HI > Section 1 - General Resource References > Laws

Document *(read-only)*

GuidetotheImplementationandPracticeoftheHEPA.pdf

Display Title *(required)*
Guide to the Implementation and Practice of HEPA
48/230

Abstract *(required)*
A 2012 revision of the "Guidebook for the Hawaii State Environmental Review Process" published in 2004 by the Office of Environmental Quality Control (OEQC). It intends to provide a clear and comprehensive explanation of the Hawaii Environmental Policy Act (HEPA), its practice, and its implementation.
303/1000

Point of Contact

Keywords (separated by comma and space)
Law, HEPA, OEQC, Environmental Review
37/120

Authors
N/A
3/255

Subjects
Laws × Guidance Documents × Legislated Programs ×

☐ Featured document (★)

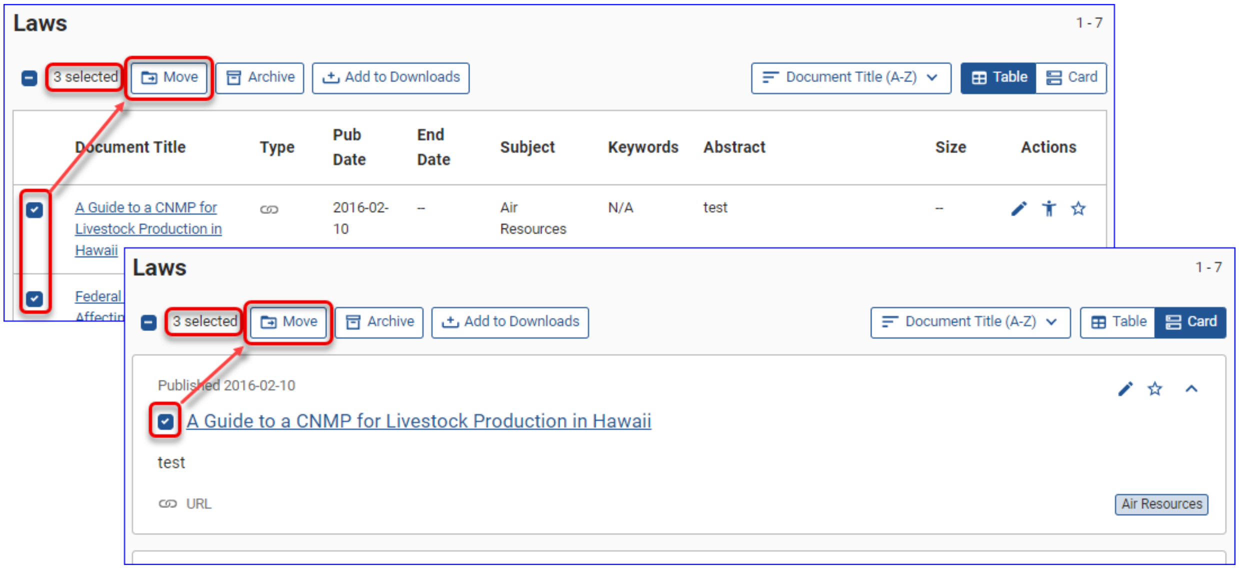
- Edit the Display Title as needed. This is a required field, so cannot be left blank.
- Enter or edit the Abstract.
- Confirm the Point of Contact.
- Enter or edit Keywords and Authors.
- Use the Down Caret to in the Subjects list box to add and remove Subjects.
- Choose whether this will be a featured item or not (select the checkbox to mark "Featured").

4. Click **SAVE** to save your edits or **CANCEL** to exit without making any changes.

3.6.3 Moving a Document

Moving one or more resources from one folder to another can only be accomplished on the Document Tree tab. This functionality is not available on the Search Tab. However, the steps are the same for both the Grid and Card views.

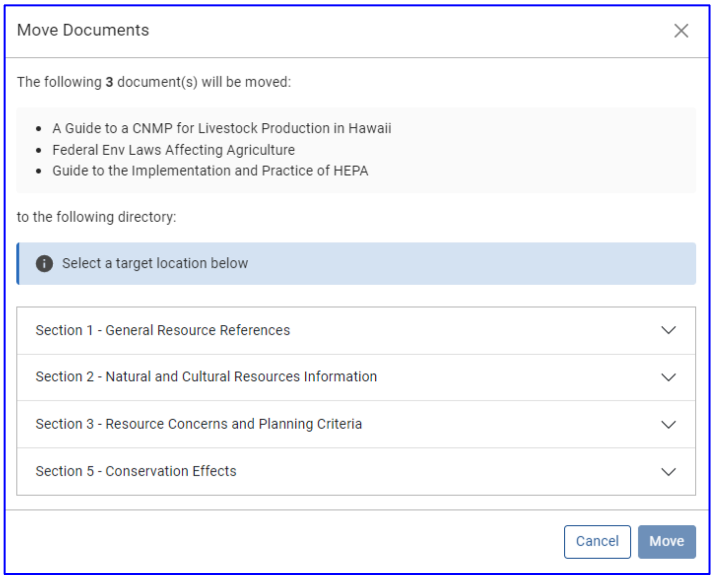
1. Select the folder in the Document Tree containing the resource(s) you wish to move. As you select resources, the Move button will be displayed and the number of resources currently selected will be shown.



	Document Title	Type	Pub Date	End Date	Subject	Keywords	Abstract	Size	Actions
☑	A Guide to a CNMP for Livestock Production in Hawaii		2016-02-10	–	Air Resources	N/A	test	–	
☑	Federal Affectin								

Published 2016-02-10
☑ A Guide to a CNMP for Livestock Production in Hawaii
test
URL
Air Resources

2. Click the Move button ( ) at the top of the Document Display Area. A **Move Documents** dialog box will be displayed. The dialog box will provide you with the number of resources to be moved, a scrolling list of their Display Titles, and a target tree to allow selection of the target folder.


Move Documents

The following **3** document(s) will be moved:

- A Guide to a CNMP for Livestock Production in Hawaii
- Federal Env Laws Affecting Agriculture
- Guide to the Implementation and Practice of HEPA

to the following directory:

Select a target location below

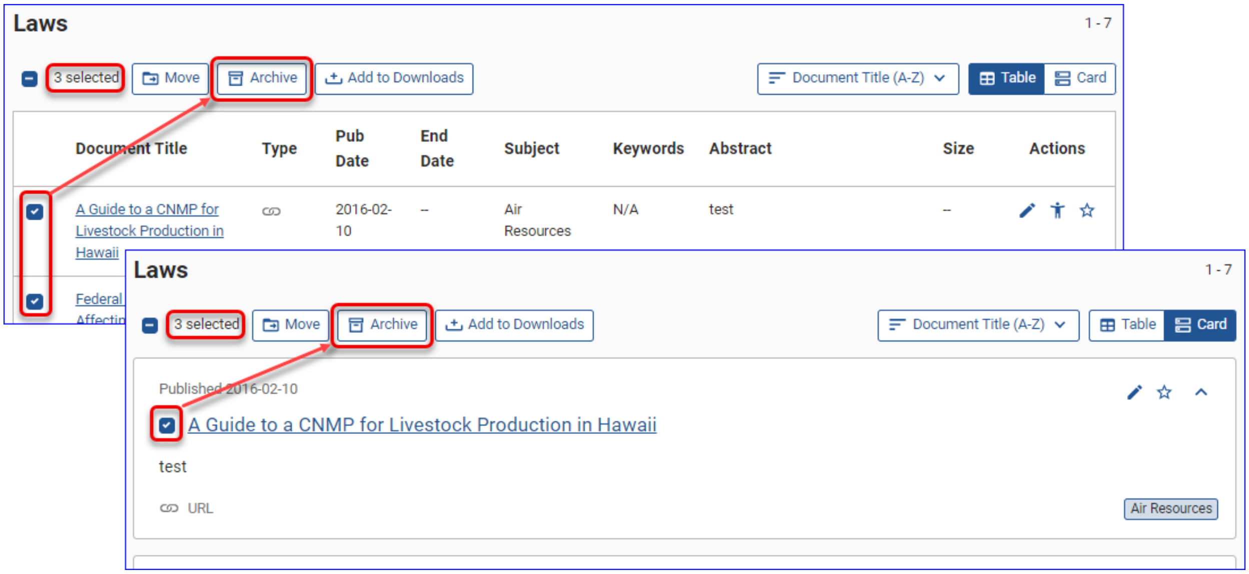
Section 1 - General Resource References
Section 2 - Natural and Cultural Resources Information
Section 3 - Resource Concerns and Planning Criteria
Section 5 - Conservation Effects
Cancel
Move

3. Pick a target location by drilling down through the appropriate Section until the desired target folder is located. The resource(s) you are moving will be moved to a position *within* the target folder. If you have more than one resource selected, all selected resources will move to this location.
4. Click **MOVE** to move the resource(s) or **CANCEL** to exit without making any changes. If you **Cancel**, the resources you selected will remain selected.

3.6.4 Archiving a Document

Archiving a document can only be accomplished on the Document Tree tab. This functionality is not available on the Search Tab. However, the steps are the same for both the Grid and Card views.

1. Select the folder in the Document Tree containing the resource(s) you wish to archive. As you select resources, the Archive button will be enabled and show the number of resources currently selected.


Laws
1 - 7
3 selected
Move
Archive
Add to Downloads
Document Title (A-Z)
Table
Card

	Document Title	Type	Pub Date	End Date	Subject	Keywords	Abstract	Size	Actions
☑	A Guide to a CNMP for Livestock Production in Hawaii		2016-02-10	--	Air Resources	N/A	test	--	
☑	Federal Affectin								

Laws
1 - 7
3 selected
Move
Archive
Add to Downloads
Document Title (A-Z)
Table
Card

Published 2016-02-10

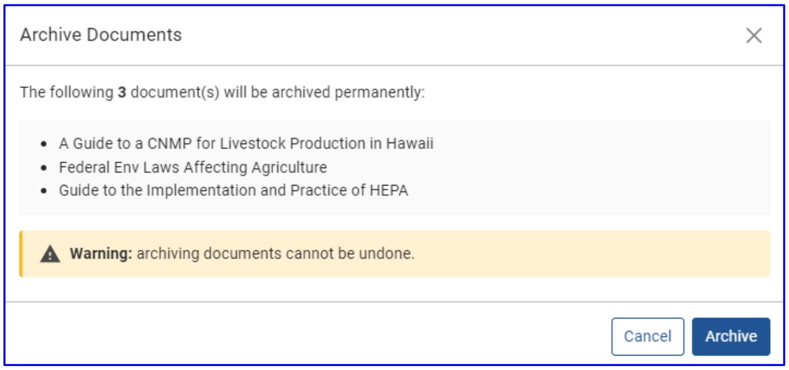
☑ A Guide to a CNMP for Livestock Production in Hawaii

test

URL

Air Resources

2. Click the Archive Button ( ) at the top of the Document Display Area. An **Archive Document** dialog box will be displayed. The dialog box will provide you with the number of resources to be moved, a scrolling list of their Display Titles, and a warning that this action cannot be undone.



The following **3** document(s) will be archived permanently:

- A Guide to a CNMP for Livestock Production in Hawaii
- Federal Env Laws Affecting Agriculture
- Guide to the Implementation and Practice of HEPA

⚠ **Warning:** archiving documents cannot be undone.

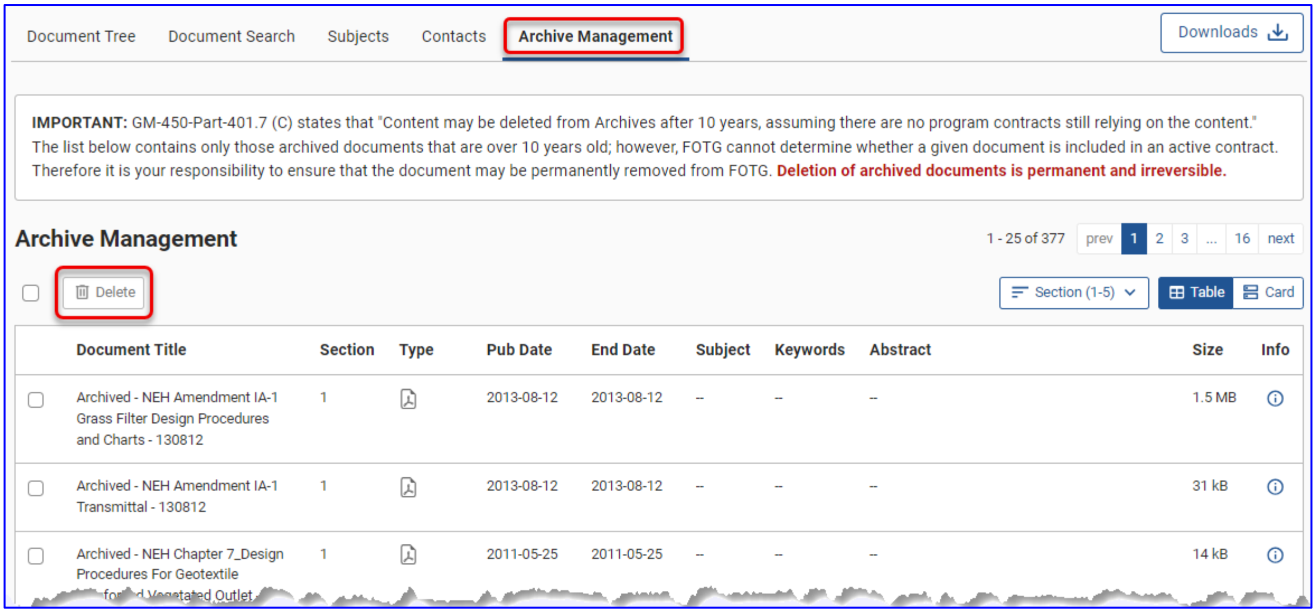
3. Click **Archive** in the **Archive Documents** dialog box to confirm or click **Cancel** to exit without archiving.

PLEASE NOTE: *The Archiving process is irreversible. Once performed, it cannot be undone!*

3.6.5 Removing Obsolete Archived Documents

FOTG 5.8.0 provides a means for Content Managers to permanently delete archived resources more than 10 years old. The Retention Policy GM-450-Part-401.7 (C) states that "*Content may be deleted from Archives after 10 years, assuming there are no program contracts still relying on the content*." Since FOTG cannot determine which resources are still associated with active contracts, it will be up to the Content Manager to determine this part of the requirement. FOTG will simply display resources that were archived more than 10 years prior to the current date.

Begin the process by selecting the Archive Management tab. A table of documents archived 10 or more years prior to the current date will be displayed. As with the other tabs, you can change the sort order of the display, switch between Table and Card view, and if enough archived resources exist to span multiple pages, you can select which page of contents to display.



IMPORTANT: GM-450-Part-401.7 (C) states that "Content may be deleted from Archives after 10 years, assuming there are no program contracts still relying on the content." The list below contains only those archived documents that are over 10 years old; however, FOTG cannot determine whether a given document is included in an active contract. Therefore it is your responsibility to ensure that the document may be permanently removed from FOTG. **Deletion of archived documents is permanent and irreversible.**

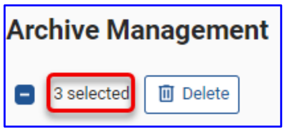
Archive Management

☐	Document Title	Section	Type	Pub Date	End Date	Subject	Keywords	Abstract	Size	Info
☐	Archived - NEH Amendment IA-1 Grass Filter Design Procedures and Charts - 130812	1		2013-08-12	2013-08-12	--	--	--	1.5 MB	ⓘ
☐	Archived - NEH Amendment IA-1 Transmittal - 130812	1		2013-08-12	2013-08-12	--	--	--	31 kB	ⓘ
☐	Archived - NEH Chapter 7_Design Procedures For Geotextile fo[illegible]d Vegetated Outlet	1		2011-05-25	2011-05-25	--	--	--	14 kB	ⓘ

A warning banner is displayed at the top of the page reiterating the Retention Policy and emphasizing that it is up to the Content Manager to determine whether a given document listed is still part of an active contract. It also emphasizes that *this step is indeed permanent and cannot be reversed*. Once an archived document is deleted, it is removed from FOTG's file table and internal record keeping.

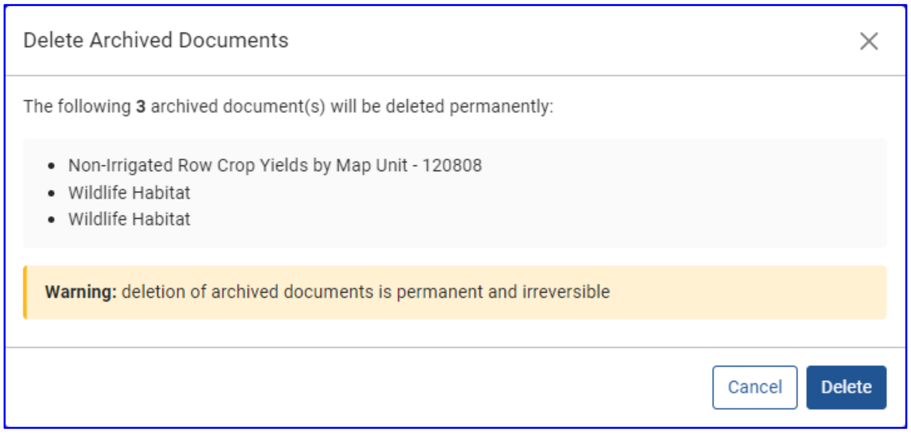
3.6.5.1 Permanent deletion of an archived document

1. Select the document(s) you wish to delete by clicking on the check box to the left of the Document Title. As you select documents, the count of documents selected will appear next to the Delete button and increase upon each selection.



***Tip**: You can also select/deselect all the documents on the page by clicking on the checkbox to the left of the Delete button just above the Document Display Area.*

2. Press the Delete (🗑) button. A confirmation popup will appear listing all the documents to be deleted and reiterating the warning:



The following **3** archived document(s) will be deleted permanently:

- Non-Irrigated Row Crop Yields by Map Unit - 120808
- Wildlife Habitat
- Wildlife Habitat

Warning: deletion of archived documents is permanent and irreversible

3. Click **DELETE** to permanently delete the listed documents or **CANCEL** to exit without making any changes.

3.6.6 Featuring a Document

Featuring a document can only be accomplished on the Document Tree tab. This functionality is not available on the Search Tab. However, on the Document Tree tab, both the Grid and Card views support featuring a document.

1. Select a folder in the Document Tree.
2. In the Document Display Area, click the star (☆/★) icon at the right end of the row or card for the desired resource. This will toggle the state of the "Featured" star. (☆= off; ★= on).

3.6.7 Handling Documents that are not Section 508 Compliant

As a Content Manager, you or one of your staff may be contacted by the Help Desk when a user encounters a resource (typically a document) that is not compliant with Section 508 Accessibility rules. Though FOTG itself is 508 Compliant, the documents it serves up may or may not be.

3.6.7.1 508 Compliance Resolution Process

When a user encounters such a document, they should reach out to the FOTG Help Desk, which will collect information such as which document and its location, the user's contact information, what the problems are (for example, screen reader cannot read the document), etc. The Help Desk will then reach out to the user's **State Resource Conservationist** to alert him/her of the issue and ask that the user be contacted.

FOTG provides a "Report Accessibility Issues" hotlink for each resource that generates an email template for the user to fill out and send to the Help Desk. See also *Section 1.3.3, What to Do if a Resource is Not Accessible*.

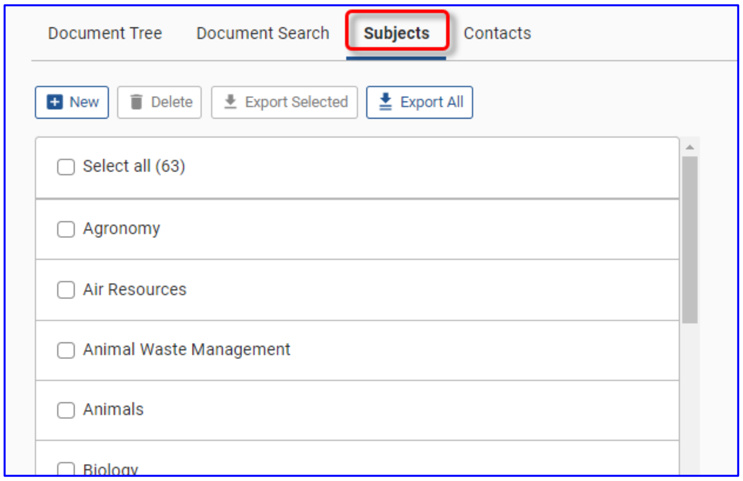
It is typically up to the author(s) of the resource to ensure it is 508 Compliant. However, the following websites may be of assistance:

- USDA Section 508 Coordinator Listing (look for FPAC or NRCS):
  https://www.section508.gov/tools/coordinator-listing/#usda
- Google Search for WCAG Standards:
  https://www.google.com/search?q=wcag
- WCAG Standards and Guidelines to render documents 508 compliant:
  https://www.w3.org/WAI/standards-guidelines/wcag/

If you need additional assistance, you could try sending an email to *FPAC.Section.508@usda.gov* for guidance.

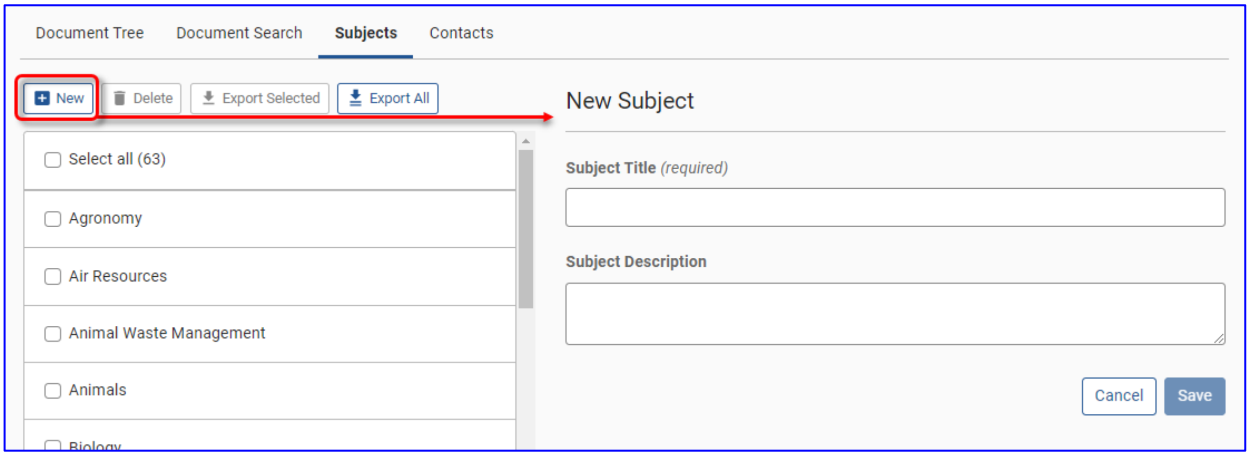
3.7 Subjects

Subjects can be associated with a resource to give users a searchable set of values to associate with the resource. You can add, edit, and delete subject information as needed, by accessing the **Subjects** tab. You can also generate a CSV file listing all the resources associated with a given subject or set of subjects. A resource can be associated with more than one subject.



3.7.1 Adding a New Subject

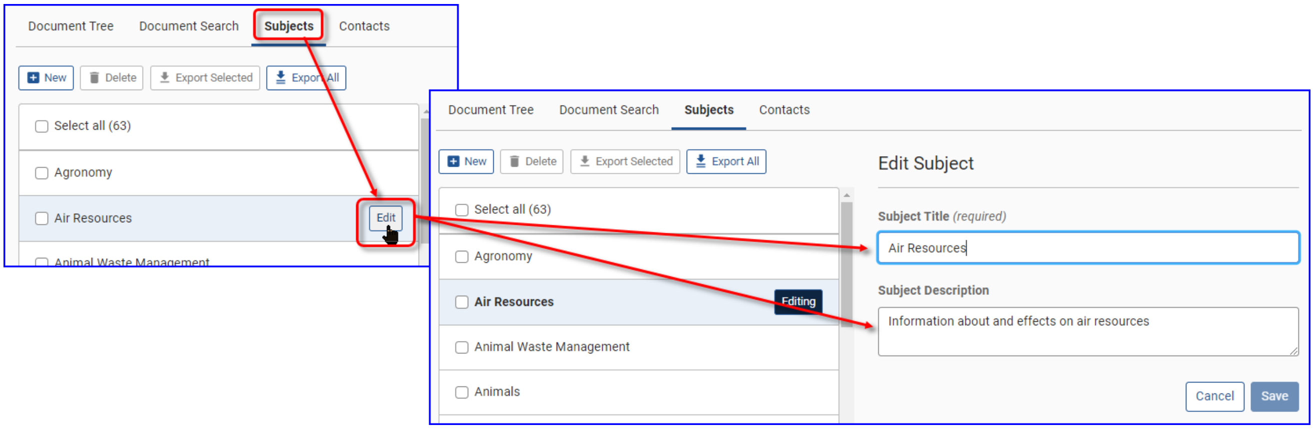
1. Click ⊞ **New**. A "*New Subject*" form will appear to the right.


Document Tree
Document Search
Subjects
Contacts
New
Delete
Export Selected
Export All
Select all (63)
Agronomy
Air Resources
Animal Waste Management
Animals
Biology
New Subject
Subject Title (required)
Subject Description
Cancel
Save

2. In the Subject Title field, enter the title of your new subject. For example, *Agronomy*.
3. In the Subject Description field, enter a brief description of your new subject.
4. Click the **SAVE** button or click **CANCEL** to close the form without adding a new Subject.

3.7.2 Editing a Subject

1. Select the Subject you wish to edit by hovering over it, then clicking on the **Edit** button that appears (*not* the checkbox to the left of it). The **Edit** button will turn to "**Editing**" and the *Edit Subject* form will appear to the right.


Document Tree
Document Search
Subjects
Contacts
New
Delete
Export Selected
Export All
Select all (63)
Agronomy
Air Resources
Edit
Animal Waste Management
Editing
Animals
Edit Subject
Cancel
Save

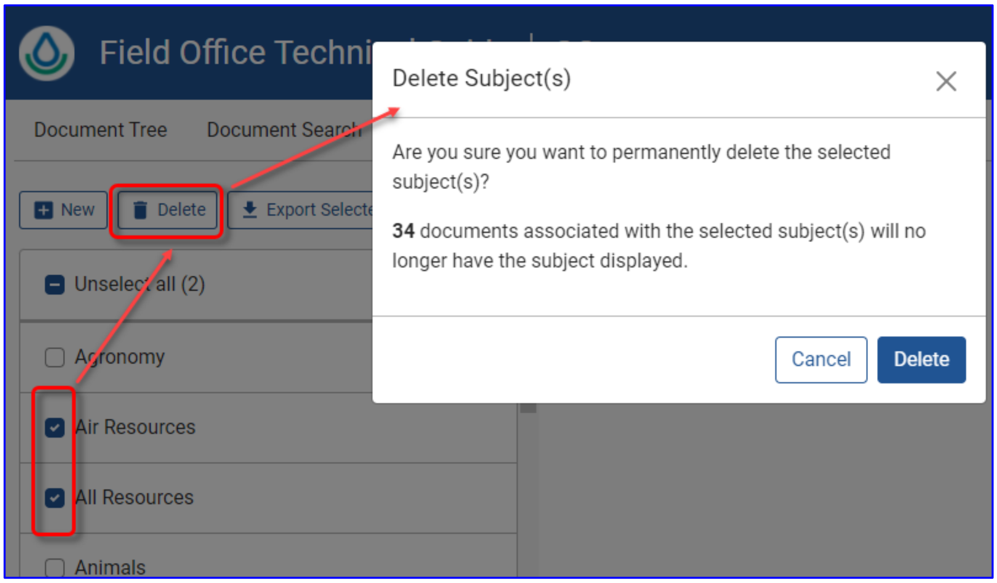
Subject Title (required): Air Resources

Subject Description: Information about and effects on air resources

2. In the Subject Title field, edit the title of your subject.
3. In the Subject Description field, edit the description of your subject.
4. Click the **SAVE** button. All documents associated with the original subject will now be associated with this newly edited subject. Alternatively, click **CANCEL** to close the form without making any changes.

3.7.3 Deleting one or more Subjects

1. Mark the Subject(s) you wish to delete by checking the checkboxes in the left column.
2. Click the **Delete** button. A confirmation box will pop up, showing the number of affected resources.


Field Office Techni
Document Tree
Document Search
New
Delete
Export Selecte
Unselect all (2)
☐ Agronomy
☑ Air Resources
☑ All Resources
☐ Animals
Cancel
Delete

Delete Subject(s)

Are you sure you want to permanently delete the selected subject(s)?

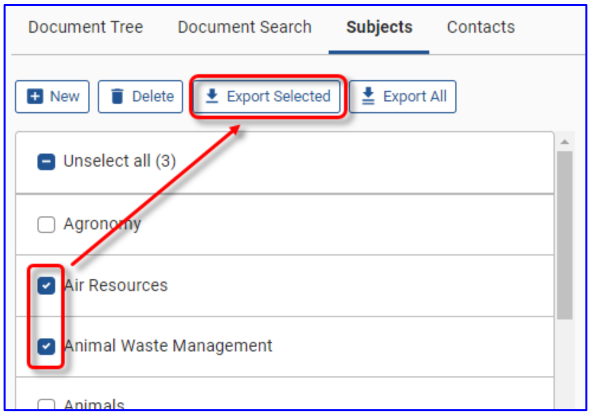
34 documents associated with the selected subject(s) will no longer have the subject displayed.

3. Click **DELETE** to remove the subject(s) from the list and update all the associated documents or click **CANCEL** to not make any changes. *Deletion (and the associated document link removal) is irreversible*.

3.7.4 Export one or more Subjects

You can export a list of documents associated with one or more subjects. This export will generate a CSV file listing each Subject Title, and the Document Title and Folder Path for all documents associated with that subject. Documents associated with more than one of the selected subjects will be listed under each subject.

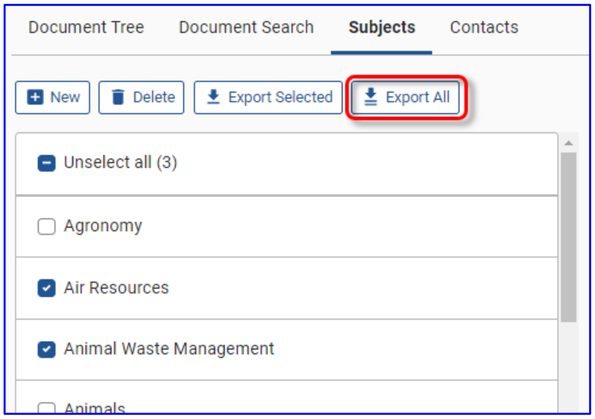
1. Mark the Subject(s) you wish to export by checking the checkboxes in the left column.
2. Click on the ⤓ **Export Selected** button.


Document Tree
Document Search
Subjects
Contacts
New
Delete
Export Selected
Export All
Unselect all (3)
☐ Agronomy
☑ Air Resources
☑ Animal Waste Management
☐ Animals

3. When the export is ready, you may be presented with a dialog box asking where to save the file, depending on your browser's configuration. Otherwise, it will be written to your download folder.
4. The export file will be a ".csv" file.

3.7.5 Exporting All Subjects

1. On the Subjects page, click the ⤓ **Export All** button. This will export all subjects defined in the state, regardless of any selections made.

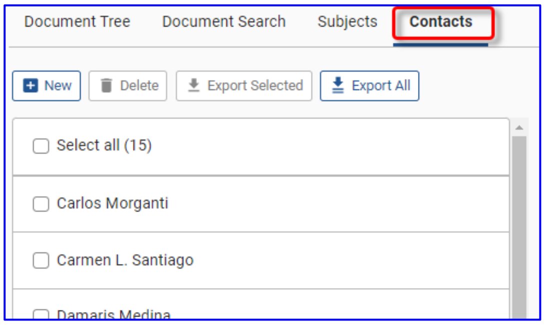

Document Tree
Document Search
Subjects
Contacts
New
Delete
Export Selected
Export All
Unselect all (3)
☐ Agronomy
☑ Air Resources
☑ Animal Waste Management
☐ Animals

2. When the export is ready, you may be presented with a dialog box asking where to save the file, depending on your browser's configuration. Otherwise, it will be written to your download folder.
3. The export file will be a ".csv" file.

TIP: *Exporting All Subjects will also pick up those documents not associated with any Subject, providing a way to determine which documents do not have Subjects assigned.*

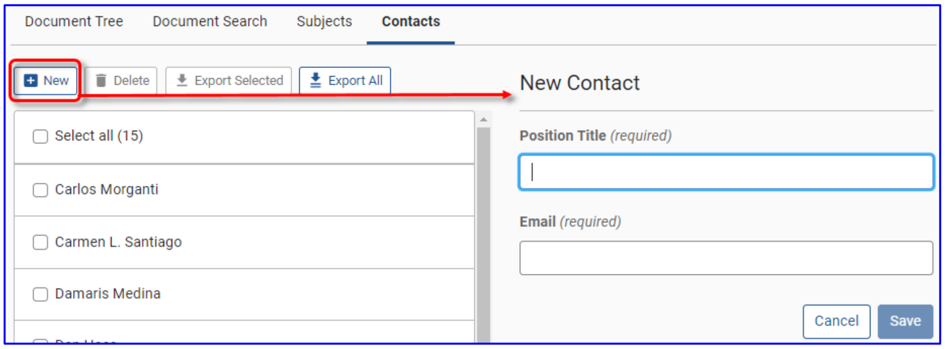
3.8 Contacts

Contact information can be associated with a resource to give users a point of contact for more information. You can add, edit, and delete contact information as needed on the **Contacts** tab. You can also generate a CSV file listing all the resources associated with a given contact or set of contacts. A given resource can be associated with at most one contact.


Document Tree
Document Search
Subjects
Contacts
New
Delete
Export Selected
Export All
☐ Select all (15)
☐ Carlos Morganti
☐ Carmen L. Santiago
☐ Damaris Medina

3.8.1 Adding a New Contact

1. Click ⊞ **New**. A "*New Contact*" form will appear to the right.

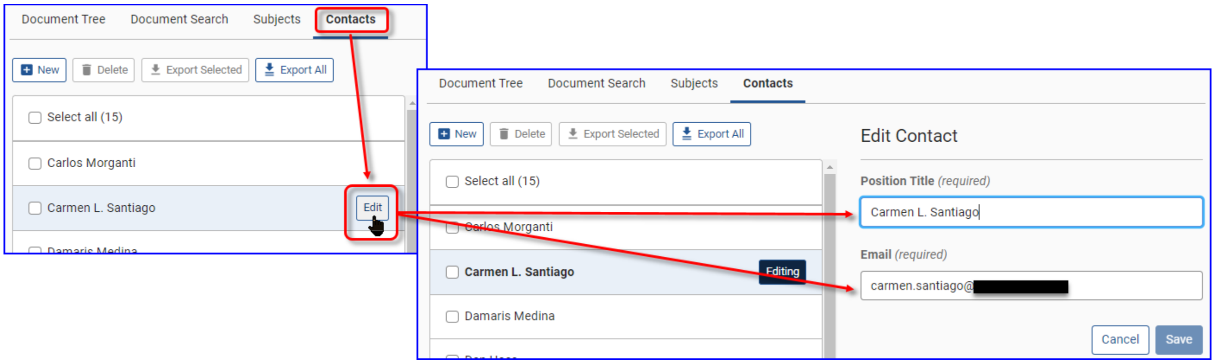

Document Tree
Document Search
Subjects
Contacts
New
Delete
Export Selected
Export All
☐ Select all (15)
☐ Carlos Morganti
☐ Carmen L. Santiago
☐ Damaris Medina
New Contact
Position Title (required)
Email (required)
Cancel
Save

2. In the Position Title field, enter the position title of your new contact. For example, *State Geologist*.

3. In the Email field, enter the email address of your new contact.
4. Click the **SAVE** button or click **CANCEL** to close the form without adding a new Contact.

3.8.2 Editing a Contact

1. Select the Contact you wish to edit by hovering over it, then clicking on the **Edit** button that appears (*not* the checkbox to the left of it). The **Edit** button will turn to "**Editing**" and the *Edit Contact* form will appear to the right.


Document Tree
Document Search
Subjects
Contacts
New
Delete
Export Selected
Export All
☐ Select all (15)
☐ Carlos Morganti
☐ Carmen L. Santiago
Edit
☐ Damaris Medina
Editing
☐ Dan Hass
Cancel
Save

Edit Contact

Position Title (required)

Carmen L. Santiago

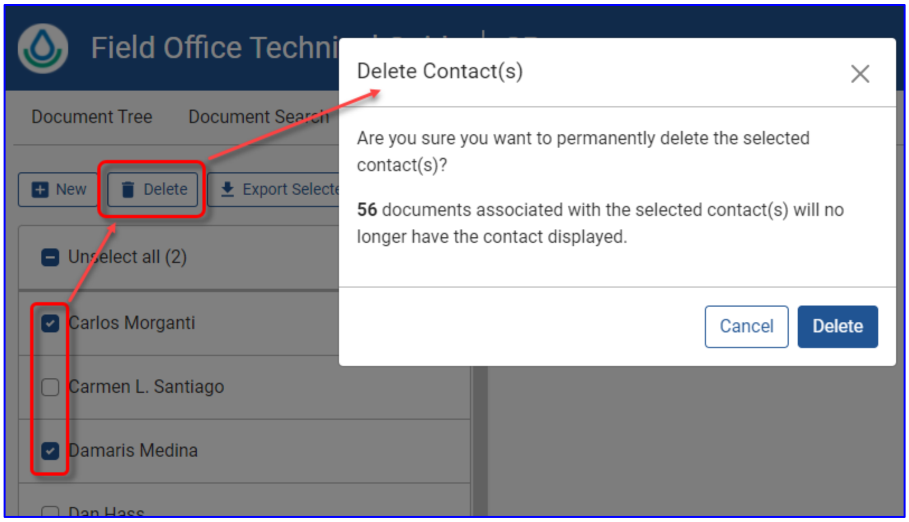
Email (required)

carmen.santiago@[redacted]

2. In the Position Title field, edit the position title of your contact.
3. In the Email field, edit the email address of your contact.
4. Click the **SAVE** button. All documents associated with the original contact will now be associated with this newly edited contact. Alternatively, click **CANCEL** to close the form without making any changes.

3.8.3 Deleting one or more Contacts

1. Mark the Contact(s) you wish to delete by checking the checkboxes in the left column.
2. Click the **Delete** button. A confirmation box will pop up listing the number of affected resources.
3. Click **DELETE** to remove the contacts from the list and update the associated documents or click **CANCEL** to not make any changes. *Deletion (and the associated document link removal) is irreversible.*


Field Office Techni
Document Tree
Document Search
New
Delete
Export Selecte
Unselect all (2)
☑ Carlos Morganti
☐ Carmen L. Santiago
☑ Damaris Medina
☐ Dan Hass
×
Cancel
Delete

Delete Contact(s)

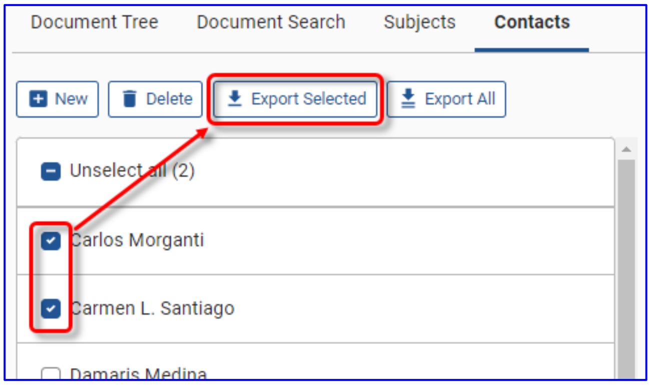
Are you sure you want to permanently delete the selected contact(s)?

56 documents associated with the selected contact(s) will no longer have the contact displayed.

3.8.4 Export one or more Contacts

You can export a list of resources associated with one or more contacts. This export will generate a CSV file listing the Contact, the Contact Email, and the Document Title and Folder Path for all resources associated with the chosen Contact(s).

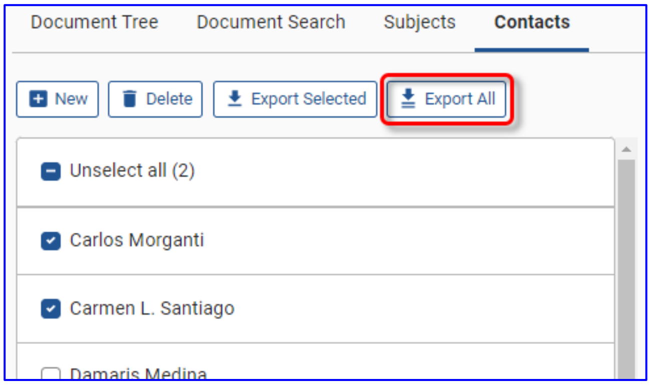
1. Mark the Contact(s) you wish to export by checking the checkboxes in the left column.
2. Click on the ⤓ **Export Selected** button.


Document Tree
Document Search
Subjects
Contacts
New
Delete
Export Selected
Export All
Unselect all (2)
Carlos Morganti
Carmen L. Santiago
Damaris Medina

3. When the export is ready, you may be presented with a dialog box asking where to save the file, depending on your browser's configuration. Otherwise, it will be written to your download folder.
4. The export file will be a ".csv" file.

3.8.5 Exporting All Contacts

1. On the Contacts page, click the ⤓ **Export All** button. This will export all contacts defined in the state, regardless of any selections made.

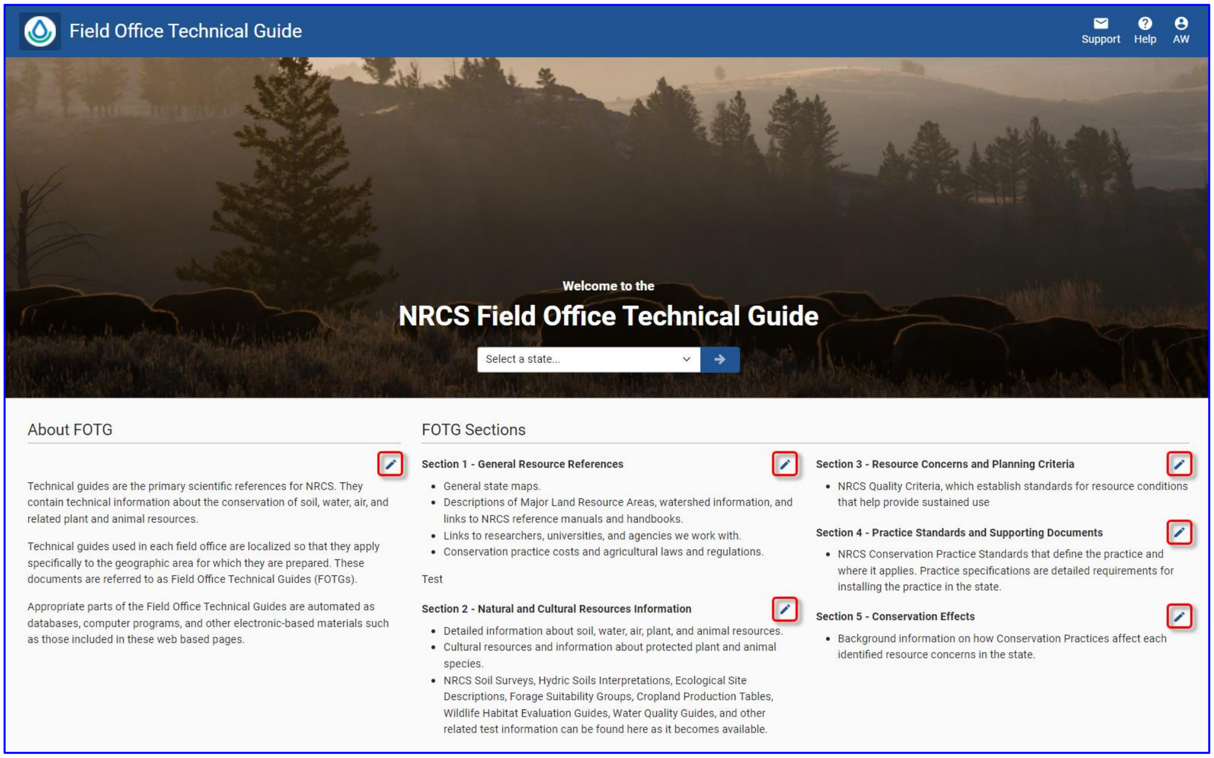

Document Tree
Document Search
Subjects
Contacts
New
Delete
Export Selected
Export All
Unselect all (2)
Carlos Morganti
Carmen L. Santiago
Damaris Medina

2. When the export is ready, you may be presented with a dialog box asking where to save the file, depending on your browser's configuration. Otherwise, it will be written to your download folder.
3. The export file will be a ".csv" file.

TIP: *Exporting All Contacts will also pick up those documents not associated with a Contact, providing a way to determine which documents do not have Contacts.*

3.9 Editing Home Page – National Content Managers

Only National Content Managers can edit content on the Home (Landing) Page. After logging in, little pencil "***Edit***" icons (✎) will appear in the upper right of the areas that can be edited. The areas that can be edited are: "***About FOTG***", and each of the Section descriptions. The headings of the sections cannot be edited, only the content.



Welcome to the

NRCS Field Office Technical Guide

About 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 so that they apply specifically to the geographic area for which they are prepared. These documents are referred to as Field Office Technical Guides (FOTGs).

Appropriate parts of the Field Office Technical Guides are automated as databases, computer programs, and other electronic-based materials such as those included in these web based pages.

FOTG Sections

Section 1 - General Resource References

- General state maps.
- Descriptions of Major Land Resource Areas, watershed information, and links to NRCS reference manuals and handbooks.
- Links to researchers, universities, and agencies we work with.
- Conservation practice costs and agricultural laws and regulations.

Test

Section 2 - Natural and Cultural Resources Information

- Detailed information about soil, water, air, plant, and animal resources.
- Cultural resources and information about protected plant and animal species.
- 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 test information can be found here as it becomes available.

Section 3 - Resource Concerns and Planning Criteria

- NRCS Quality Criteria, which establish standards for resource conditions that help provide sustained use

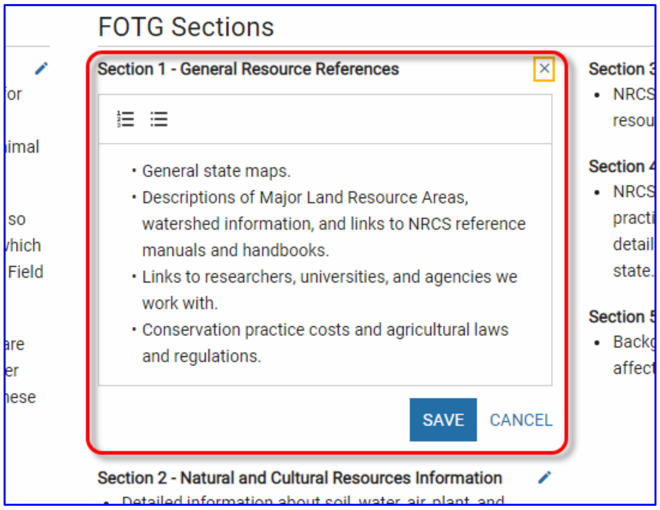
Section 4 - Practice Standards and Supporting Documents

- NRCS Conservation Practice Standards that define the practice and where it applies. Practice specifications are detailed requirements for installing the practice in the state.

Section 5 - Conservation Effects

- Background information on how Conservation Practices affect each identified resource concerns in the state.

1. Invoke FOTG via the home URL: https://efotg.sc.egov.usda.gov, or, if already in FOTG but not on the Home Page, click the raindrop icon (💧) on the left edge of the top banner.
2. If needed, log in as a National Content Manager.
3. Click on the edit icon (✎) of the area you wish to edit. A modal will window pop up over the area to be edited. You can add bullets and numbering to your text if desired.



FOTG Sections

Section 1 - General Resource References

- General state maps.
- Descriptions of Major Land Resource Areas, watershed information, and links to NRCS reference manuals and handbooks.
- Links to researchers, universities, and agencies we work with.
- Conservation practice costs and agricultural laws and regulations.

Section 2 - Natural and Cultural Resources Information

4. When finished, click **SAVE**. Click **CANCEL** to discard your changes.

4 Application Health and Synchronizing Elasticsearch Index – Tech Support

4.1 About Tech Support

The FOTG Tech Support role allows you to view the overall health of FOTG and the systems it connects to. It also allows you to view (read-only) everything a National Content Manager (NCM) can access, to enable you to assist any user.

Finally, you will also be able to initiate a manual synchronization of the Elasticsearch Index to the FOTG database, should the need arise. FOTG has several automated mechanisms that should keep the Elasticsearch Index and FOTG data in sync, but in case one system or another is offline for a period of time, it may be necessary to manually initiate the synchronization function. The Elasticsearch Index is what FOTG uses to provide the advanced searching capabilities on the Document Search page.

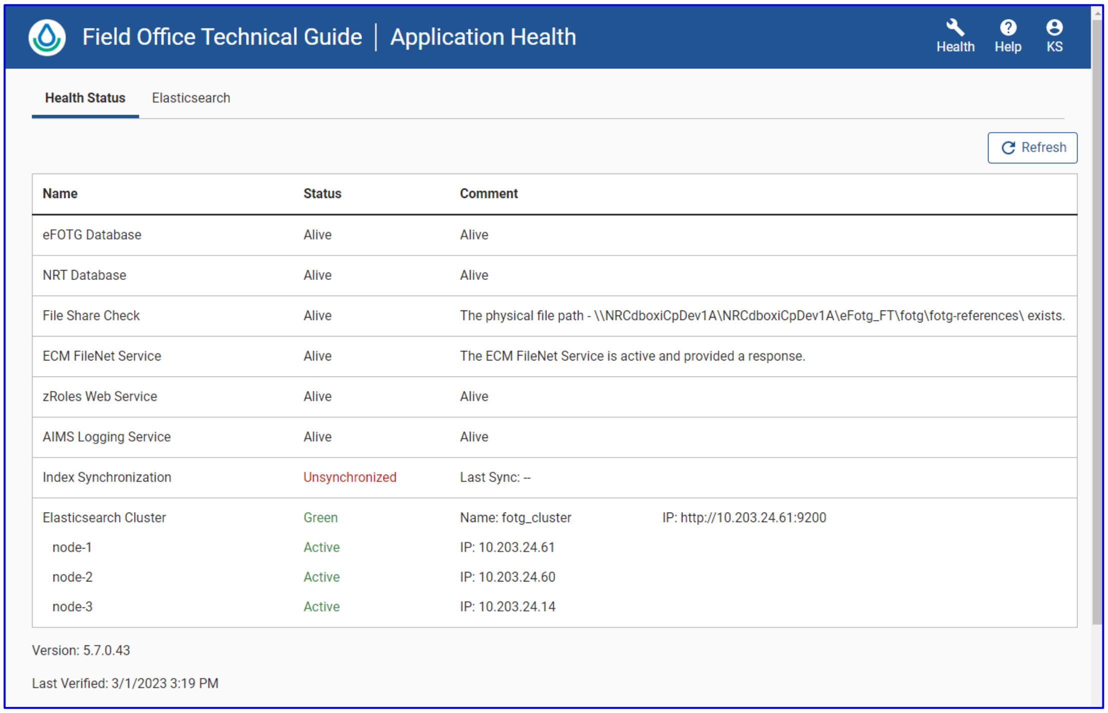
You must have the appropriate authorization (FOTG zRole) to do so; namely, FOTG_TS.

4.2 Logging In

To access the Application Health page, log in to FOTG. The process is the same as for Content Managers; see Section 3.3, *Logging In* for reference.

4.3 Application Health - Health Status Tab

When you log in with a Tech Support role, FOTG will automatically display the Health Status tab of the Application Health page.



Name	Status	Comment
eFOTG Database	Alive	Alive
NRT Database	Alive	Alive
File Share Check	Alive	The physical file path - \\NRCdboxiCpDev1A\NRCdboxiCpDev1A\eFotg_FT\fotg\fotg-references\ exists.
ECM FileNet Service	Alive	The ECM FileNet Service is active and provided a response.
zRoles Web Service	Alive	Alive
AIMS Logging Service	Alive	Alive
Index Synchronization	Unsynchronized	Last Sync: --
Elasticsearch Cluster	Green	Name: fotg_cluster IP: http://10.203.24.61:9200
node-1	Active	IP: 10.203.24.61
node-2	Active	IP: 10.203.24.60
node-3	Active	IP: 10.203.24.14

Version: 5.7.0.43

Last Verified: 3/1/2023 3:19 PM

This tab shows the connection and/or health status of the servers and services FOTG makes use of, including Databases, File Shares, Logging, and Elasticsearch. It also shows the current FOTG version and last refresh date/time.

If you click the Teardrop icon (💧) in the upper left to navigate to other areas of the application, you can always return here by clicking the **Health** icon (🔧) on the right, next to the Help and User icons.

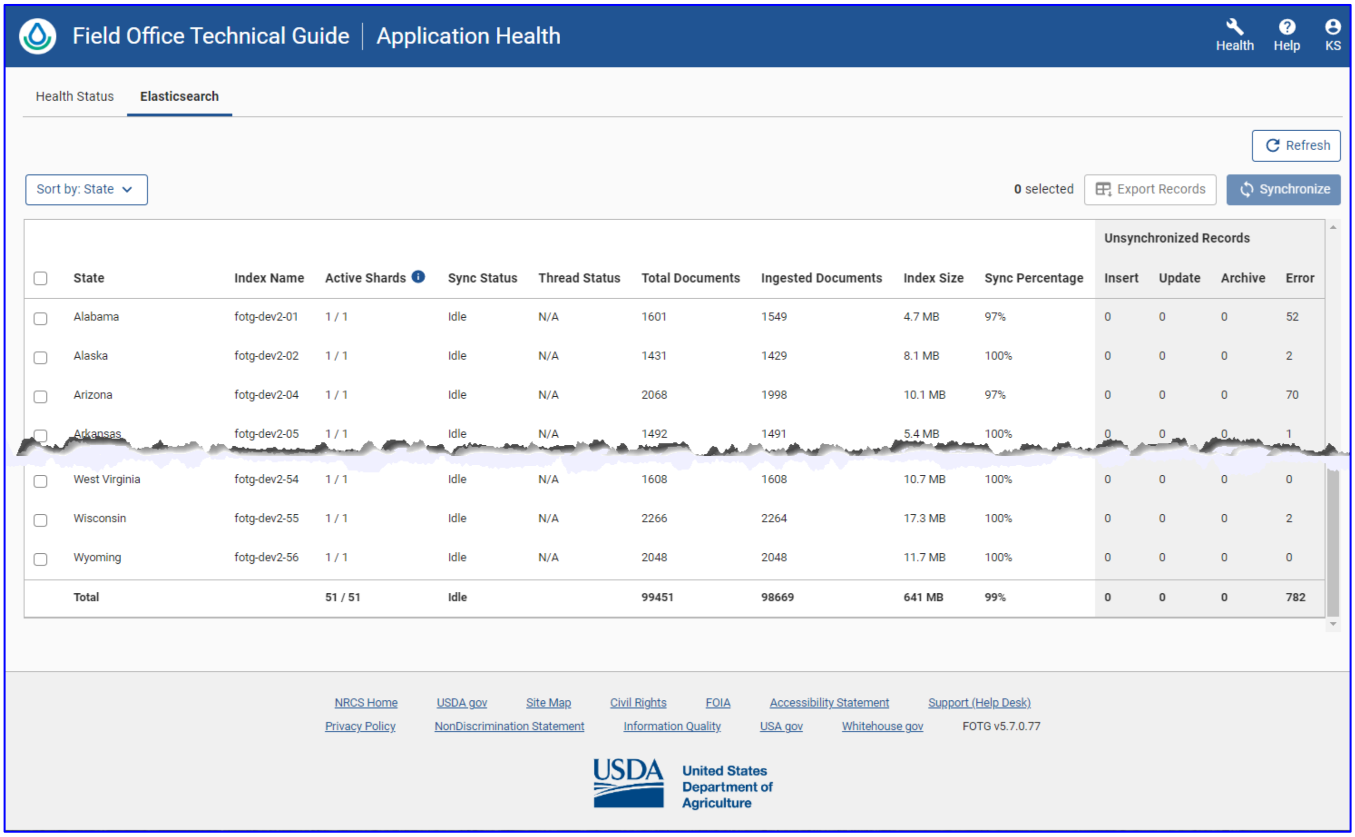
Tip: *Content Managers (both State and National) can also see and click this Health icon to navigate to the Application Health page and view either tab; however, this page is view-only for CMs.*

4.4 Application Health - Elasticsearch Tab

This tab shows the status and various statistics related to each Elasticsearch Index in use. It also facilitates the re-synching of a State's Index in case the two sides (FOTG and Elasticsearch) get out of sync with each other. This may occur if the Elasticsearch server is down or otherwise unreachable while FOTG (and/or CPD-DMS) is online and Content Management actions take place.

4.4.1 Index Status and Statistics

The Elasticsearch tab contains a grid of information and several buttons to perform various actions. Each row in the grid contains specific synchronization information about each State's Index.


Field Office Technical Guide | Application Health
Health
Help
KS
Health Status
Elasticsearch
Refresh
Sort by: State
0 selected
Export Records
Synchronize
NRCS Home
USDA.gov
Site Map
Civil Rights
FOIA
Accessibility Statement
Support (Help Desk)
Privacy Policy
NonDiscrimination Statement
Information Quality
USA.gov
Whitehouse.gov
FOTG v5.7.0.77
USDA United States Department of Agriculture

☐										Unsynchronized Records			
☐	State	Index Name	Active Shards	Sync Status	Thread Status	Total Documents	Ingested Documents	Index Size	Sync Percentage	Insert	Update	Archive	Error
☐	Alabama	fotg-dev2-01	1 / 1	Idle	N/A	1601	1549	4.7 MB	97%	0	0	0	52
☐	Alaska	fotg-dev2-02	1 / 1	Idle	N/A	1431	1429	8.1 MB	100%	0	0	0	2
☐	Arizona	fotg-dev2-04	1 / 1	Idle	N/A	2068	1998	10.1 MB	97%	0	0	0	70
☐	Arkansas	fotg-dev2-05	1 / 1	Idle	N/A	1492	1491	5.4 MB	100%	0	0	0	1
☐	West Virginia	fotg-dev2-54	1 / 1	Idle	N/A	1608	1608	10.7 MB	100%	0	0	0	0
☐	Wisconsin	fotg-dev2-55	1 / 1	Idle	N/A	2266	2264	17.3 MB	100%	0	0	0	2
☐	Wyoming	fotg-dev2-56	1 / 1	Idle	N/A	2048	2048	11.7 MB	100%	0	0	0	0
	Total		**51 / 51**	**Idle**		**99451**	**98669**	**641 MB**	**99%**	**0**	**0**	**0**	**782**

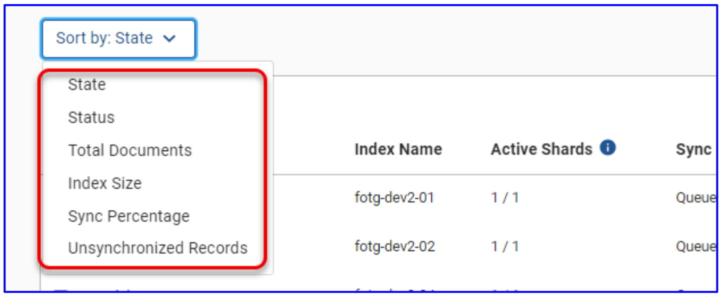
Each state has its own Index. The first few columns show the State Name, Index Name, and the number of Primary and Replica shards defined. These are followed by the Sync Status, Thread Status, Number of Documents in FOTG for the State, Number of Documents ingested into the Index, Storage Size, and the Synchronization Percentage.

The grey-shaded section at the right contains the breakdown statistics for any unsynchronized documents in the State, giving the count of those records needing *Insert*, *Update*, or *Delete* (for Archived resources), or that have *Errors* from a previous synchronization effort.

A summary line for all the states combined is listed at the bottom of the table.

4.4.1.1 Sorting Index Statistics

The display can be sorted by State in ascending order (the default), Sync Status (descending), Total Records (descending), Index Size (descending), Synchronization Percentage (ascending), and Total Unsynchronized (descending).



Index Name	Active Shards	Sync
fotg-dev2-01	1 / 1	Queue
fotg-dev2-02	1 / 1	Queue

4.4.2 Index Synchronization

4.4.2.1 Synchronizing an Index

Within this tab, you can select States for which the Index data is to be manually synchronized by selecting the checkboxes next to the desired States. After selecting the desired States, click on the **Synchronize** button.

Alternatively, you can synchronize the data for all States at once by clicking the checkbox in the column header (to the left of the *State* column header). This will select/de-select all the States at once. Then, click on the **Synchronize** button, as before.

The synchronization process is asynchronous – meaning, you will get a message that synchronization has begun, but control immediately returns to you, so you can perform other tasks. The synchronization process will continue to run in the background. Periodically, you can "check back" by clicking the Refresh button in the upper right of the tab or by reloading the page.

4.4.2.2 Sync and Thread Status Values

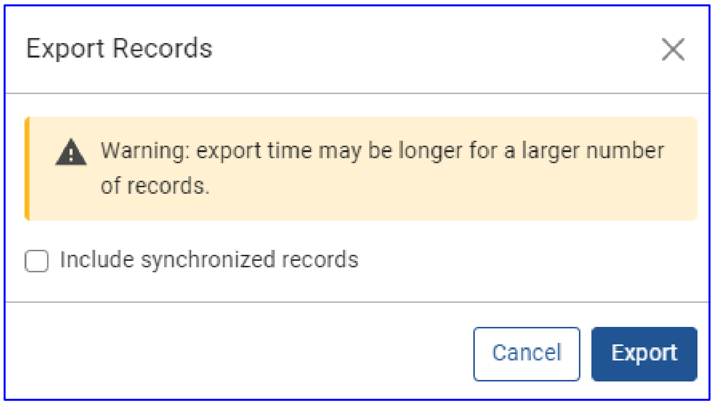
The two status columns describe the current synchronization condition of each State and of the background synchronization process. The **Sync Status** indicates whether a given State is currently undergoing synchronization, is in the queue to be synchronized, or is/has been synchronized. The **Thread Status** indicates the status of the Synchronization Thread that runs in the background for a given State. See the following table for the possible combinations and what they mean.

Sync Status	Thread Status	Interpretation
Idle	N/A	**Normal**. The State is not in queue nor actively being synchronized. No background process thread should be running.
Idle	Active	**Error**. This is unlikely to occur, but if it does, further investigation is needed.
Queued	N/A	**Normal**. Indicates that the State is in the queue to be synchronized by the background process, however, no process thread is running yet.
Queued	Active	**Error**. This is unlikely to occur, but if it does, further investigation is needed.
In Process	N/A	**Error**. This is unlikely to occur, but if it does, further investigation is needed.
In Process	Active	**Normal**. Indicated that the State is actively being synchronized by a background process thread, and the thread is running.

4.4.2.3 Exporting Synchronization Data

Before synchronizing the records for a given state or states, it may be desirable to export the synchronization data beforehand into a CSV file for further analysis. As in synchronization, first select the State(s) you wish to export, then press the **Export Records** button. This generates a CSV file of *unsynchronized* records by default.

Upon clicking the Export Records button, you will be presented with a confirmation popup, because the export process can take a significant amount of time, depending on how much data there is to export. On this popup, you will also have the opportunity to export all the records (both synchronized and unsynchronized) for the chosen States.



Warning: export time may be longer for a larger number of records.

☐ Include synchronized records

4.4.2.4 A Word About Data Migration

The synchronization mechanism also provides the means to migrate document metadata and content into the index. A “migration” is simply a large-scale synchronization, wherein all the records to be synchronized are “inserts”. This can be used for partial migrations in the case of data corruption or other issues that ultimately result in the need for a portion (or all) of the data to be re-migrated. However, this will necessarily also involve the FOTG development team as certain database tables and even the Elasticsearch Index itself may need some surgical deletions, depending on the situation.

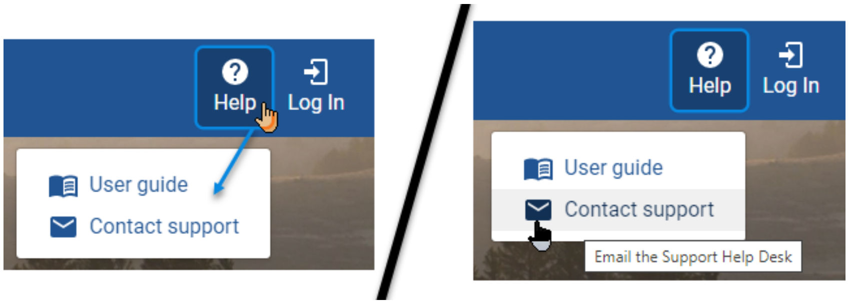
Appendix A Frequently Asked Questions

Which browsers work well with FOTG? – Google Chrome is the officially supported browser for use with FOTG; however, FOTG has been tested with and works well with Internet Explorer 11 and Firefox.

Documents and folder organization are not always the same from State to State, why? – NRCS provides overall guidance on general information and organization for FOTG. However, 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; States generally modify these to include specific conditions and requirements for their state and local conditions.

Where can I get additional help? – There are several ways to get help within FOTG. One is through this User Guide; another is by submitting a support request email to the Help Desk. Both are reachable by clicking the "Help" button in the upper right of the screen:



Where can I get Section 508 help? – If you need Section 508 Accessibility help for a given resource, each resource has an accessibility icon next to it (♿) that, when clicked, will open up your email application with a pre-populated message you can customize and send to the Help Desk for document-specific Section 508 issues.

The Document Search page does not look like the images in the User Guide. Why does it look and act like the old legacy search? – FOTG uses an ancillary server (from Elasticsearch) to index search information to facilitate the new Advanced Search features. If this server is down, or there are network issues between FOTG and the Elasticsearch server, FOTG is designed to continue operating and will revert to using the legacy search functionality until the issue can be resolved. This condition is usually temporary. Contact support if you have questions about this.

Appendix B Databases Used

FOTG interacts with multiple databases, as shown in the following list:

- **CPD-DMS Database (FileNet)*** – System of record for conservation practice standard documents (Section 4).
- **NRT Database** – System of record for field office data and DMS document types (Source: DOD Database).
- **FOTG & FOTG_FT Databases** – System of record for non-Section 4 documents and web links.
- **Elasticsearch Index** – A service and database containing index information into FOTG data for fast searches.
- **USDA FSA SCIMS Database** – System of record for NRCS client profile data.
- **zRoles Database** – System of record for user authorization and jurisdiction data.

***** At the time of this writing, CPD-DMS is in the process of replacing the FileNet repository with a SharePoint repository. It is unclear whether that will be completed before publication of FOTG 5.8.0. When it does occur, the new SharePoint repository will be the System of Record for Conservation Practice Standard documents.

Appendix C Recognized Document Extensions

FOTG recognizes over 40 different file extensions. It now detects an unrecognizable extension and will not allow the upload of that document. However, there may be legacy resources that have unrecognized extensions, so FOTG will not be able to download them. Please reach out to the Help Desk if you need to retrieve one of these documents.

Icon	Classification	Extension	Description
🗋	Unknown	<other>	File Extensions Unknown to FOTG. Anything not in this table.
🗋	Miscellaneous	.dwt	Dreamweaver File
🗋	Miscellaneous	.rot	Home World 2 Graphics file
🖹	Text	.css	Cascading Style Sheet (CSS)
🖹	Text	.rtf	Rich Text File
🖹	Text	.txt	Plain Text
🗋	Adobe PDF	.pdf	Adobe Portable Document Format (PDF)
W	Microsoft Word	.doc	Microsoft Word 97 to 2003 document template
W	Microsoft Word	.docm	Microsoft Word Version 2007 and above with macros
W	Microsoft Word	.docx	Microsoft Word Version 2007 and above with xml
W	Microsoft Word	.dot	Microsoft Word 97 to 2003 template
W	Microsoft Word	.dotm	Microsoft Word 2007 and 2010 document macro template
W	Microsoft Word	.dotx	Microsoft Word 2007 and 2010 document xml template
X	Microsoft Excel	.csv	Microsoft Excel CSV File
X	Microsoft Excel	.xls	Microsoft Excel 97-2003 Worksheet file
X	Microsoft Excel	.xlsb	Microsoft Excel Binary File
X	Microsoft Excel	.xlsm	Microsoft Excel 2007 or newer macro spreadsheet
X	Microsoft Excel	.xlsx	Microsoft Excel 2007 or newer open xml spreadsheet
X	Microsoft Excel	.xlt	Microsoft Excel template
X	Microsoft Excel	.xltm	Microsoft Excel 2007 and later macro template
X	Microsoft Excel	.xltx	Microsoft Excel 2007 and later with zip compression
P	Microsoft Power Point	.ppt	Microsoft PowerPoint Presentation
P	Microsoft Power Point	.pptx	Microsoft PowerPoint Presentation
🗜	Compressed Zip Archive	.zip	Compressed ZIP archive
🗜	Compressed Zip Archive	.zipx	Compressed zip archive with updated compression
CAD	CAD	.acad	AutoCAD Drawing Mime Type
CAD	CAD	.dgf	MicroStation CAD file

Icon	Classification	Extension	Description
CAD	CAD	.dgn	MicroStation CAD file
CAD	CAD	.dwg	AutoCAD Drawing Mime Type
CAD	CAD	.dxf	CAD Vector Image file
CAD	CAD	.xtp	AutoCAD palette data file
🖼	Image	.bmp	Microsoft bitmap image file format
🖼	Image	.gif	Image file in Graphical Interchange Format
🖼	Image	.giff	Custom Image file in Graphical Interchange Format
🖼	Image	.jpeg	Compressed Image Format
🖼	Image	.jpg	Compressed Image Format
🖼	Image	.png	Image Portable Network Graphic
🖼	Image	.tif	Tag Image File Format (stores GPS coordinates as metadata)
🖼	Image	.tiff	Tag Image File Format (stores GPS coordinates as metadata)
<>	Web Page	.htm	Hypertext Markup Language extension (HTM)
<>	Web Page	.html	Hypertext Markup Language (HTML)
<>	Web Page	.xml	eXtensible Markup Language (XML)
🔗	Web Link	<none>	Weblink (URL)

Appendix D For Tech Support: Synchronization Background/Overview

FOTG makes use of a third-party mechanism named Elasticsearch to drive the advanced Document Search capabilities within FOTG.

Elasticsearch (ES) works by keeping a digested copy of document metadata and content in a structure referred to as an Index. When operations such as new document upload, modification of metadata, or archival of a document occur within FOTG or CPDDMS, there are mechanisms in place to keep the application data and ES data synchronized.

There are 5 main entry points into the synchronization processes. These are described briefly below:

Deployment	This is the initial loading of the Index during the first deployment. It is loosely referred to as "Migration", although data is not being moved but rather copied into the Index.
Daily Sync	This is a process that runs once daily at 1:00 am Central Time to pick up any changes in FOTG that may not have been covered in real time, plus any changes made via CPD-DMS (Section 4 documents).
Application Start	When FOTG first starts up, it will also run a Daily Sync over all States.
Manual Sync	This is available to those users with the FOTG Tech Support zRole, to allow the forced sync of any State's documents at any time, to cover the unforeseen. See Section 4 in this document.
Real-time sync	There are processes within FOTG that will keep FOTG and ES in sync in real time, during normal content management operations.

Each of the first four in the list above invoke a synchronization by placing the State on a queue that is continuously monitored by a synchronization process. When a State's code is detected in the queue, it is picked up by the sync process and synchronized. If more than one State is in the queue, the oldest entry is taken first.

More technical detail is included in the document, *FOTG Elasticsearch Sync Mechanisms – Overview.docx*. A copy may be obtained from the FOTG Team Confluence pages.