

VIRGINIA NRCS RUSLE2 QUICK GUIDE

2015 RUSLE2 Database & Hard Drive Update for USDA Computers in Virginia

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These instructions are for VIRGINIA USDA COMPUTERS ONLY. If you want to complete this update on a non-USDA computer, look for a separate update document for non-USDA Virginia RUSLE2 users.

OVERVIEW OF THE TWO-PART PROCESS

- 1. The 2015 DATABASE UPDATE (Part A) must be done ONCE and ONLY ONCE per NRCS Field Office!**
 - a. The primary RUSLE2 user in each VA NRCS Field Office should carry out Part A before anyone else in the office starts Part B. Part A can be complex, especially if you wish to transfer local files from your old database to your new database. For this reason, you are encouraged to contact Chris Lawrence for assistance with Part A. However, you may also complete Part A on your own. Full instructions are provided below. Following them can take as little as 10 minutes.
- 2. The 2015 HARD DRIVE UPDATE must be done ONCE for every RUSLE2 workstation!**
 - b. Every RUSLE2 user in every VA NRCS Field Office should carry out Part B under their own log-in. Do not start Part B until Part A has been completed for the Field Office. Part B is simple and typically no special help should be needed. This part can take as little as 3 minutes per RUSLE2 user. Nevertheless, do not hesitate to contact Chris Lawrence for assistance if you have questions.

WHY IS THIS NECESSARY?

- 1. Overview of the 2015 Database Update (Part A):**
 - a. **New soils.** Each time RUSLE2 soils are updated, we receive all new soils data for every county in VA. We do not have a list of which K or T factors changed for which soils. Our only option is to replace all our RUSLE2 soils data in every office. In most cases, the new RUSLE2 soils data files also have new names, which means they will not link up with existing RUSLE2 calculations (plans, etc.). Thus, we suggest archiving old calculations and “starting fresh” with no saved calculations in your moses database after each soils update. We will try to ensure that these updates occur no more than once per year.
 - b. **Same crop managements.** Your new moses database will be dated January 2015. It replaces a database from November 2012. The new database contains the same “Single year/single crop” and “Multi-year Rotation” template files you were using previously. This includes the same simplified, uniform set of eight management files for running RUSLE2 on permanent pastures in Virginia. However, your customized “Other Local Mgmt Records” will not transfer to the new database unless you take special steps. The instructions below tell you how to make that transfer happen (see Part A, Steps 2 and 10).
 - c. **Database name change.** Every Virginia NRCS office will now have the same database contents as other offices within your NRCS Area. You must customize the name of your new database for your office.

2. Overview of the 2015 Hard Drive Update (Part B):

- a. **New printing templates.** The Hard Drive update will put 2015 VA Print Templates in the correct location on your hard drive. These new printing templates don't produce garbled tables, which is a big improvement. A few other less significant RUSLE2-related files on your hard drive will also get updates.
- b. **Resetting RUSLE2 to recognize your new moses name.** Changing your database name triggers the need to change various settings related to the check-in/check-out process. That is also part of this update.

PART A. ARCHIVE YOUR OLD MOSES, ACTIVATE YOUR NEW 2015.JAN MOSES

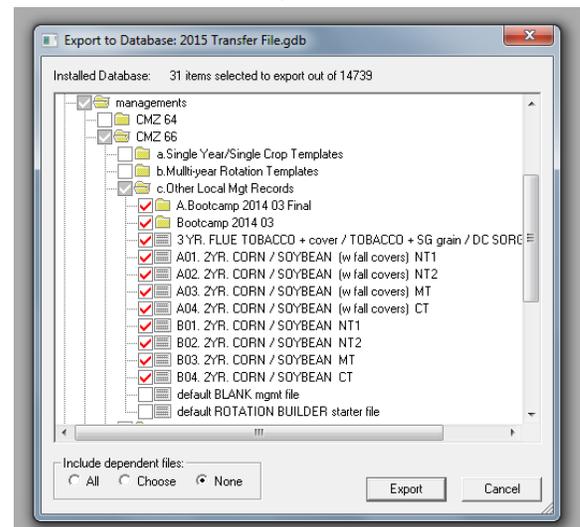
1. Get ready.

- a. Make sure you are mapped to your local Field Office F: or data drive.
- b. Make sure the current shared Field Office moses database file has been checked in properly. If something is wrong with your current "2012.Nov" shared moses file, the steps below will not work. Contact Chris Lawrence for help if needed.
- c. Make sure you have completed the "[2014 RUSLE2 'Check-Out' Script \(R2goF\) Update for USDA Computers in Virginia](#)". You have completed it if you have the following icon on your desktop:



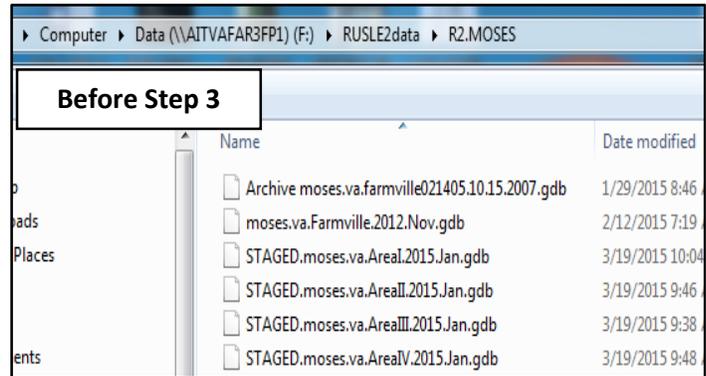
2. OPTIONAL STEP. If you wish to transfer files from your old database to your new database, do the following. Otherwise, skip this step and go right to Step 3.

- a. Use the R2goF_2014.cmd script to check out your current "2012.Nov" moses database and start RUSLE2.
- b. Think about the files you wish to transfer. The main files you should consider are customized "Other Local Mgmt Records". Don't forget to look in "c." subfolders for all CMZs in which you've been working. I discourage you from transferring your saved calculations (more on that below). Remember, all of your old files (including plans and other calculations) will be archived, not discarded. So if you really need to get back to them in the future, you will be able to do so.
- c. From the "Database" menu, select "Export with templates, access..."
- d. When "Begin Export" window appears, put a check in the box for "Database records," then hit "Next".
- e. In the next window, type in the name "2015 Transfer File", then hit "Next".
- f. Then hit "Finish" (although you are not really finished).
- g. In the next window, carefully select files that you want to transfer by putting a red check in the associated boxes. See screenshot below. I strongly recommend that you only select management files from the "c. Other Local Mgmt Records" folder(s). DO NOT select management files starting with the word "default", regardless of their location. Although I discourage it, you can also select calculations (plans, worksheets, or profiles). Just remember that calculation files will likely have broken lines. Broken links can be repaired, just be aware that you will need to do that before you can use those old calculation files in your new database. **NO MATTER WHAT, do not select any files to transfer other than "Other Local Mgmt Records" and/or plans, worksheets, or profiles.** When you have selected all files to be transferred, be sure to choose option "None" under "Include dependent files" in the bottom left-hand corner (see screenshot to right).
- h. Hit "OK" if a warning dialog box comes up.
- i. You have now created a RUSLE2 file that contains the items you wish to transfer into your new database. You will use that file in a later step.
- j. Close RUSLE2 and check in your current "2012.Nov" moses database using the R2goF_2014.cmd script.



3. Navigate to F:\RUSLE2data\R2.MOSES and archive your “2012.Nov” database.

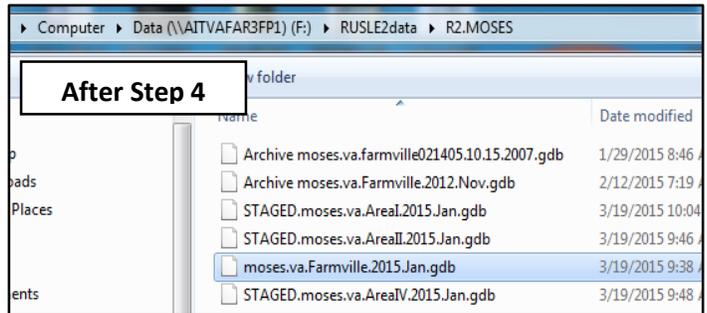
Go to F:\RUSLE2data\R2.MOSES. The folder should look similar to the screenshot at right (“Before Step 3”). Rename your current shared Field Office moses database file (ends in “.gdb”) by adding the word “Archive” at the beginning of the file name. If necessary, do the same for all other backup copies of moses databases, or delete those old files to reduce clutter. Make sure that you do not yet rename or modify the four files with names that start with the word “STAGED.” When this step is complete, there should not be any files left in this folder with names that start with the words “moses.va”.



4. Activate your new “2015.Jan” shared Field Office moses database.

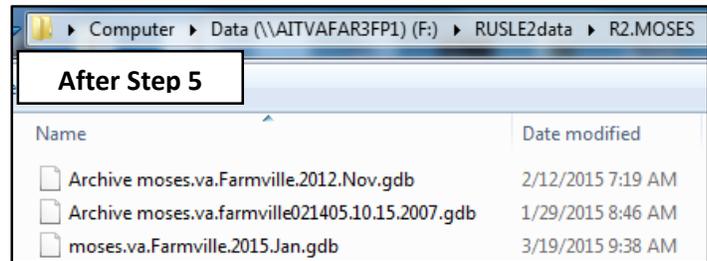
You should still be in F:\RUSLE2data\R2.MOSES. You should see four 2015 moses database files with names starting with the word “STAGED”. See screenshot above for “Before Step 3”. IF YOU DON’T SEE THESE FOUR FILES, CONTACT CHRIS LAWRENCE.

Select the appropriate Staged 2015 database for your Area. Modify the file name as follows: (a) Eliminate “STAGED.” at the beginning of the name and (b) change the Area name to your office name (for example, change “Area III” to “Farmville”). When finished this step the folder should look like the screenshot to the right (“After Step 4”). Make sure your new Field Office moses file name starts with the words “moses.va”.



5. Delete three unnecessary Staged 2015 moses files to reduce clutter.

Delete the three remaining Staged 2015 Area moses files that you didn’t use. When Step 5 is complete, you folder should look like the screenshot to the right (“After Step 5”). Now close the F: drive and return to your desktop.



6. Verify that the checkout script works.

- a. From your desktop, double-click on the shortcut to “R2goF_2014.cmd” (see picture to right).
- b. Watch black box to verify that your new shared moses database is being checked out.
- c. After RUSLE2 opens, you may see a warning dialog box. Cancel, close, or say “no”. Now look for the name of the active moses database in the bottom right-hand corner of your gray RUSLE2 screen – this will probably NOT be your desired “2015.Jan” database.



7. Select the new “2015.Jan” moses as your active database.

- a. From the Database menu (top left), choose “Open Alternate”.
- b. Select your new “2015.Jan” shared Field Office moses.
- c. Check that the name of correct database now shows in bottom right-hand corner of gray RUSLE2 screen.

8. Make your new “2015.Jan” moses your Startup database.

Go back to the Database menu (top left) and select “Startup Database”. From this point forward, RUSLE2 should automatically look for the new database whenever you start the program.

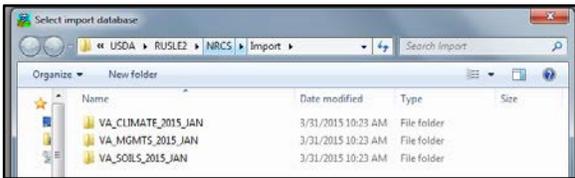
9. Verify that User Template selection is VA Basic User Template 2012 Nov.

The RUSLE2 User Template controls the appearance of your screen (how simple or complex it is). The name of the active User Template is shown just to the left of the active moses database name in the bottom right-hand corner of the RUSLE2 screen. If it does not say “VA Basic User Template 2012 Nov,” follow these steps:

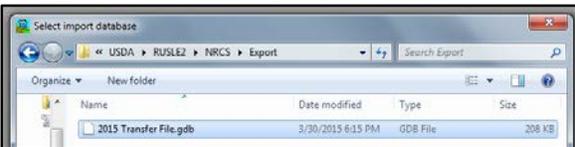
- a. Right-click on the active User Template name, then select “Load”.
- b. Choose “VA Basic User Template 2012 Nov”.
- c. Verify that User Template selection is now VA Basic User Template 2012 Nov.

10. OPTIONAL STEP. If you wish to transfer files from your old database to your new database, do the following. Otherwise, skip this step and go right to Step 11.

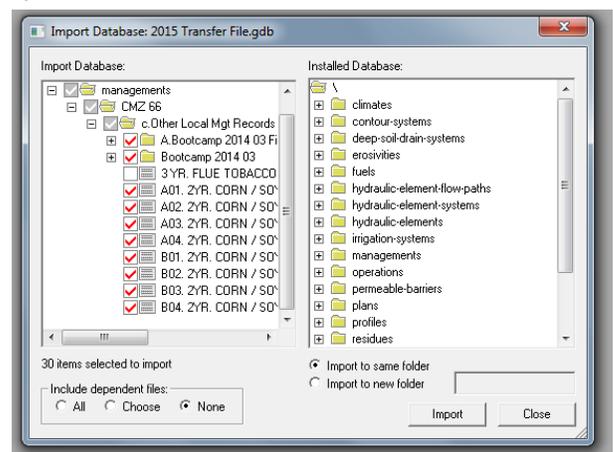
- a. You will now transfer (or “import”) into your new moses database the contents of the “2015 Transfer File” that you created in Step 2 above.
- b. From the “Database” menu, select “Import RUSLE2 Database...”
- c. When the “Select Import Database” window appears, you will be in the following default location: C:\ProgramData\USDA\RUSLE2\NRCS\Import (see screenshot below).



- d. You want to navigate to the following location to select your database to import: C:\ProgramData\USDA\RUSLE2\NRCS\Export. This folder is where you will find the “2015 Transfer File” that you created in Step 2 (see screenshot below).



- e. Select the “2015 Transfer File” as the file to import into your new shared moses database. After the next window appears, use the left-hand box to select exactly which items you want to transfer. Put a red check in the little boxes adjacent to each item you want to transfer. This is basically a “second chance” to check that you did Step 2 properly and to screen out any unwanted items before you import them. **NO MATTER WHAT, do not select any items to transfer other than customized “Other Local Mgmt Records” and/or plans, worksheets, or profiles.** When you have selected all items to be transferred, make sure you choose option “None” under “Include dependent files” in the bottom left-hand corner (see screenshot the right).



- f. Hit “OK” if a warning dialog box comes up about unresolved links. Various other warnings may come up. Read each box carefully and respond as needed. When in doubt, contact Chris Lawrence.

- g. You have now transferred key items from your old 2012 NRCS Field Office shared moses database into your new 2015 NRCS Field Office shared moses database. Explore your new 2015 database to make sure the transferred items are where you would expect them to be.

11. Close RUSLE2 and check in the shared “2015.Jan” moses database properly.

PART B. CARRY OUT THE 2015 HARD DRIVE DATA UPDATE

1. Get ready.

- a. Make sure you are mapped to your local Field Office F: or data drive.
- b. Make sure the new moses database file for your office (created in Part A) has been checked in.
- c. Make sure you have completed the [“2014 RUSLE2 ‘Check-Out’ Script \(R2goF\) Update for USDA Computers in Virginia”](#). You have completed it if you have the following icon on your desktop:



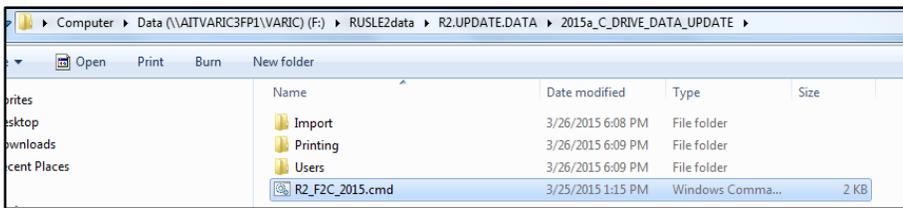
2. Navigate to F:\RUSLE2data\R2.UPDATE.DATA.

3. Open folder “2015a_C_DRIVE_DATA_UPDATE”.

- a. If you can’t find this folder, contact Chris Lawrence ASAP!

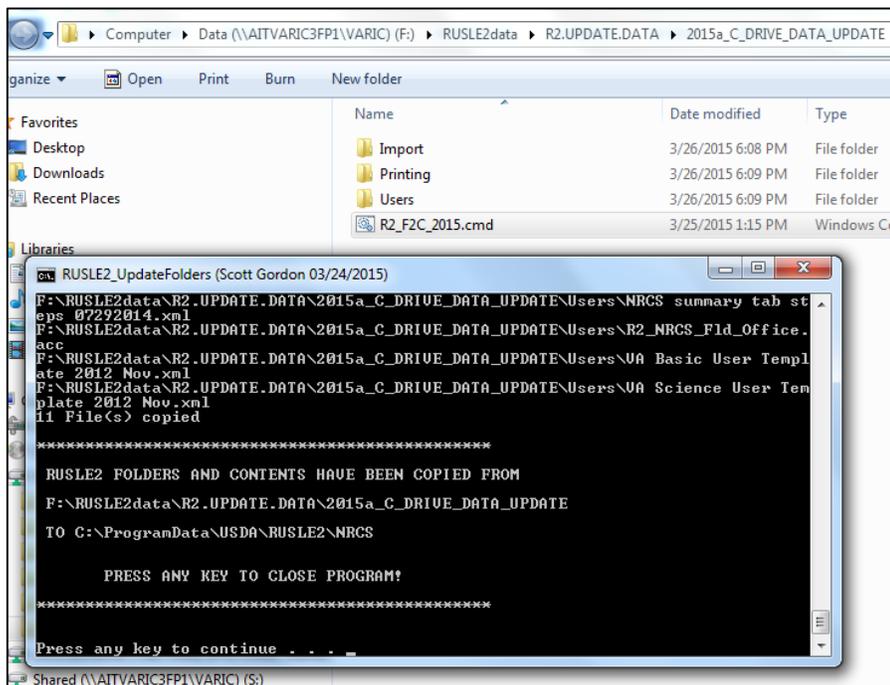
4. Double-click on the script “R2_F2C_2015.cmd” (see screenshot below).

- a. You will get a security warning. Tell the program to “Run”.



5. Watch the script run in the black box that pops up.

- a. When the script stops running, follow the instructions in the black box, which say to hit any key to continue. See screen shot below.



6. Close the F: drive windows and return to your desktop.

7. Verify that the checkout script works.



- a. From your desktop, double-click on the shortcut to "R2goF_2014.cmd"
- b. Watch black box to verify that your moses database is being checked out.
- c. After RUSLE2 opens, you may see a warning dialog box. Cancel, close, or say "no". Now look for the name of the active moses database in the bottom right-hand corner of your gray RUSLE2 screen – this will probably NOT be your desired "2015.Jan" database.

8. Select the new "2015.Jan" moses as your active database.

- d. From the Database menu (top left), choose "Open Alternate".
- e. Select your new "2015.Jan" Field Office moses.
- f. Check that name of correct database now shows in bottom right-hand corner of gray RUSLE2 screen.

9. Make your new "2015.Jan" moses your Startup database.

Go back to the Database menu (top left) and select "Startup Database". From this point forward, RUSLE2 should automatically read the new database whenever you open the software.

10. Verify that User Template selection is VA Basic User Template 2012 Nov.

The RUSLE2 User Template controls the appearance of your screen (how simple or complex it is). The name of the active User Template is shown just to the left of the active moses database name in the bottom right-hand corner of the RUSLE2 screen. If it does not say "VA Basic User Template 2012 Nov," follow these steps:

- a. Right-click on the active User Template name, then select "Load".
- b. Choose "VA Basic User Template 2012 Nov".
- c. Verify that User Template selection is now VA Basic User Template 2012 Nov.

11. Close RUSLE2 and check in the shared "2015.Jan" moses database properly.