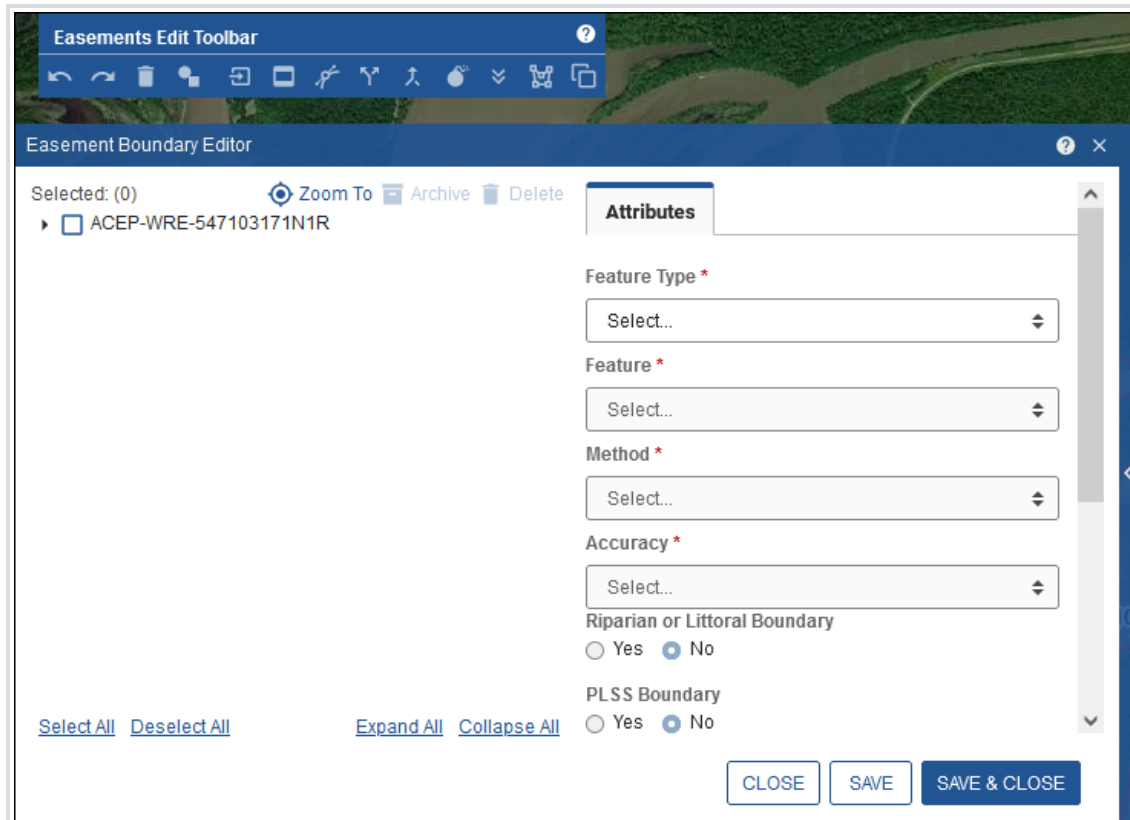


# 1 Easements Edit Toolbar

The **Easements Edit Toolbar** and its companion **Easement Boundary Editor** provide tools for creating and editing easement boundaries in Conservation Desktop (CD).



The following links take you to help topics that describe how to use the Easements Edit Toolbar and Easement Boundary Editor:

- [1.1 Easement Edit Tools Primary Users](#)
- [1.2 Permissions for Closed/Official Features](#)
- [1.3 Open the Easements Edit Toolbar and Editor](#)
- [1.4 Color and Outline Symbolology](#)

- 1.5 Easement Boundary Creation
- 1.6 Draw a Boundary
- 1.7 Import a Boundary
- 1.8 Archive a Boundary
- 1.9 Delete, Undo, or Redo an Unsaved Boundary
- 1.10 Reshaping Boundaries
- 1.11 Split a Boundary
- 1.12 Merge a Boundary
- 1.13 Explode a Boundary
- 1.14 Edit Vertices of a Boundary
- 1.15 Replacing a Boundary
- 1.16 Modifications



## 1.1 Easement Edit Tools Primary Users

- Certified Planner
- Easement State Program User
- Easement State Program Manager
- Easement National Program Manager
- Easement National Program User
- Easement National Approving Official
- Easement State Boundary Manager
- Easement National Boundary Manager
- Data Configuration Administrator

# 1.2 Permissions for Closed/Official Features

- All users have view access.
- Easement National Boundary Managers can create or edit; Easement State Boundary Managers can create or edit within their state jurisdiction.
- Easement National Boundary Managers can create modifications; Easement State Boundary Managers can create modifications within their state jurisdiction.
- Easement State Boundary Managers and Easement National Boundary Managers can withdraw their own modifications.
- Easement National Boundary Managers can edit any modifications set for follow-up; Easement State Boundary Managers can edit any modifications set for follow-up within their state jurisdiction.
- An Easement National Boundary Manager can approve, decline, or set a modification for follow-up if the modification was submitted by another Easement National Boundary Manager. An Easement National Boundary Manager cannot take an action, other than withdraw, on a modification that he or she submitted.



## 1.3 Open the Easements Edit Toolbar and Editor

1. On the CD Toolbar, select **Search**, then select **Case Files & Agreements**.
2. On the **Search Case Files and Agreements** page, select a valid **State**, **Service Center**, and **Case Name**. Select **SEARCH**.
3. Scroll to the second table under **Search Results** and select a case, application, contract, or easement.
4. In the Table of Contents, expand the **E** folder , then select **Create/Edit Easement Boundary**.  
The **Easements Edit Toolbar** and **Easement Boundary Editor** display.
5. (Optional) In the **Easement Boundary Editor** tree view, select a boundary, then click **Zoom To** .

The map zooms to the boundary you selected.

### 1.3.1 Set Layer Preferences to See Easement Boundary Features

If you open an easement case file and don't see easement boundary points, lines, or polygons on the map, check your selections in **Layer Preferences**:

1. Select **Open Map Tools**  and then select **Layer Preferences** .
2. Under **By Category**, expand **Other**, then select **Easement Boundary Lines**, **Easement Boundary Points**, and **Easement Boundary Polygons**.
3. Select **By Draw Order**, select **Feature Layers**, then select **Easement Boundary Lines**, **Easement Boundary Points**, and **Easement Boundary Polygons**.
4. Under **By Draw Order**, select **Reference Layers**, then select **Easements**.
5. Save your changes.

# 1.4 Color and Outline Symbolology

A combination of colors and outlines differentiates the feature types of boundaries.

**Note:** Regardless of feature type, archived boundaries appear with an orange outline.

The following table defines the feature types with their corresponding colors and outlines:

Feature Type	Color and Outlines
Easement Boundary	Red with solid outline
Legal Access Point	Coral with solid outline
Alternate Access Point	Violet with solid outline
Ingress/Egress	Red with dashed outline
Building Envelope	Green with dashed outline
Other Ownership Interest	Pink with dot-dash outline

Note the following information about color and outline symbolology:

- While you are drawing or importing a boundary, the boundary has a solid red outline. When you finish drawing or importing, the boundary updates to the appropriate color and outline for its feature type.
- If a boundary is a point, it appears in the appropriate color for its feature type, with no outline.
- If you import a boundary and don't see the expected color for the feature type, open **Map Contents** (from the Center Toolbar) and turn off other layers, such as Active PLUs.

## 1.5 Easement Boundary Creation

When NRCS acquires an easement, the easement boundary must be created in CD for future reference.

**Note:** Only one easement boundary is allowed per easement record.


If the easement is on stewardship land, you must import a shapefile from a legal survey to create the easement boundary. You can import multiple shapefiles, but you must merge the imported shapefiles into a single easement boundary.


If the easement is on non-stewardship land, you can draw the easement boundary or import a shapefile. You can draw multiple geometries or import multiple shapefiles, but you must use the Merge tool, so that the end result is a single easement boundary.

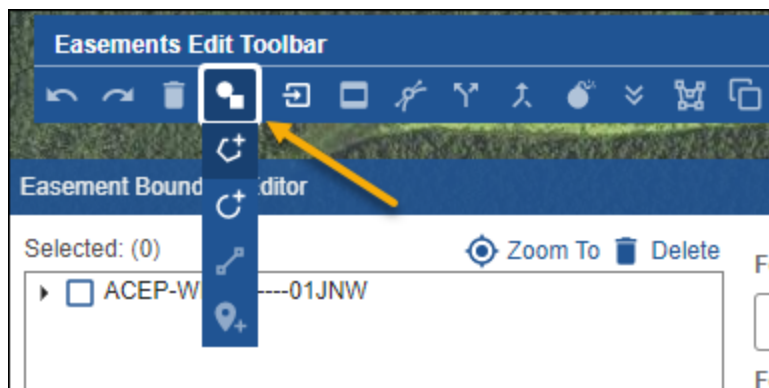
## 1.6 Draw a Boundary





1. On the **Easement Boundary Editor**, select a **Feature Type** and a **Feature**. Select a **Method** if necessary.

**Note:** On stewardship land, if you select **Easement Boundary**, **Ingress/Egress**, or **Building Envelope** for the **Feature Type**, and **Closed/Official** for the **Feature**, you can only import a boundary.

To view stewardship information for the selected casefile, in the Table of Contents, expand the **E** folder , and then select **Easement Information**.

2. On the **Easements Edit Toolbar**, select the **Draw** tool , and then select a shape to draw. Your selections in the previous step determine which shapes are available to draw.




3. Select one of the following to draw a boundary:
  - **Polygon** : On the map, click at the starting point of the polygon. Drag and left-click to add a vertex. Continue to drag and click to add vertices. Double-click to complete the polygon.
  - **Circle** : On the map, click and hold at the center point of the circle. Drag to set the circle size. Release to complete the circle.
  - **Line** : On the map, click where you want to start the line. Drag and click to add another vertex. If needed, continue to drag and click to add more vertices. Double-click to complete the line.
  - **Point** : On the map, click where you want to draw the point.

The **Easement Boundary Editor** tree view displays the boundary with an asterisk (\*).


4. Select **SAVE**.


## 1.7 Import a Boundary

**Note:** On stewardship land, if you select **Easement Boundary**, **Ingress/Egress**, or **Building Envelope** for the **Feature Type**, and **Closed/Official** for the **Feature**, you can only import a boundary.

To view stewardship information for the selected casefile, in the Table of Contents, expand the **E** folder , and then select **Easement Information**.

**Note:** Before using the following steps, you can import a geospatial file to **Map Contents**. Afterward, the geospatial file is available as a source that you can import as a boundary. See the topic [Import or Export Geospatial Data](#).

1. On the **Easement Boundary Editor**, select a **Feature Type** and a **Feature**.
2. On the **Easements Edit Toolbar**, select **Import** .
3. On the **Easement Boundary Import** dialog, in the **Import Layer** dropdown list, select an import layer.

4. Use the **Select tool**  on the Center Toolbar:
  - a. Select a boundary. Or click and hold, then drag to form a selection box around one or more boundaries.
  - b. If you selected multiple boundaries, the **Select Features** dialog displays. Select one or more features, and then select **OK**.
5. In the **Easement Boundary Import** dialog, select **IMPORT**.


**Note:** The program acres must be within one percent of the calculated acres, with a maximum difference of five acres. For example, if the value of the calculated acres is 1.85, then the value of the program acres must be from 1.83 to 1.86. If the value of the calculated acres is 660.74, then the five-acre limit applies, and the program acres must be from 655.74 to 665.74.


The imported boundaries display in the **Easement Boundary Editor** tree view with an asterisk (\*).

6. Select **SAVE**.

The **Easement Boundary Editor** tree view displays the boundary without an asterisk (\*).

## 1.8 Archive a Boundary

Use the **Archive**  to archive an existing Closed/Official boundary that is one of the following feature types:



- Legal Access Point
  - Alternative Access Point
  - Other Ownership Interests
1. In the **Easement Boundary Editor** tree view, select a boundary that is one of the following feature types: **Legal Access Point**, **Alternative Access Point**, or **Other Ownership Interests**.
  2. Select **Archive** .
- The **Easement Boundary Editor** tree view updates to show the boundary is archived.
3. Select **SAVE**.

After you save, the archived boundary appears with an orange outline.




# 1.9 Delete, Undo, or Redo an Unsaved Boundary


## 1.9.1 Delete

1. Use one of the following methods to select boundaries to delete:
  - In the **Easement Boundary Editor** tree view, select a boundary to delete.
  - On the Center Toolbar, click **Select**, and then on the map, select the boundaries to delete.
2. Use one of the following methods to delete the selected boundaries:
  - On the **Easements Edit Toolbar**, select **Delete** .
  - On the **Easement Boundary Editor**, select **Delete** .
3. Select **Delete** when prompted to confirm the deletion.

## 1.9.2 Undo

Undo an edit by selecting **Undo**  on the toolbar. Repeatedly selecting **Undo** lets you undo multiple edits. After you save, you can no longer undo edits.

## 1.9.3 Redo

You can redo an edit that was undone by selecting **Redo**  on the toolbar. Repeatedly selecting **Redo** restores subsequent edits. After you save, you can no longer redo edits.


# 1.10 Reshaping Boundaries

Use the **Reshape**  tool to change the shape of an unsaved line, polygon, or circle boundary.

## 1.10.1 Reshaping Line Boundaries

To reshape a line boundary, draw a line that intersects the line boundary at least twice. Segments of the original line that are between intersecting points are removed. The reshape line you drew between intersecting points replaces removed segments of the original line boundary.

### Reshape a Line Boundary

1. On the **Easement Boundary Editor**, select a line boundary.
2. On the **Easements Edit Toolbar**, select **Reshape** .
3. On the map:
  - a. Click on one side of the line boundary.
  - b. Drag to start drawing the reshape line, then cross the line boundary.
  - c. Click to add a vertex. If needed, continue to drag and click to add vertices to define the shape of the line.
  - d. Drag so that the reshape line crosses the line boundary a second time.



5. If needed, drag to make the reshape line cross the line boundary again, then add additional vertices.

6. Double-click to finish reshaping.



Line segments of the original line that are between intersecting points are removed, and the line boundary takes the shape of the line you drew. The **Calculated Acres** field updates to reflect the reshaped line boundary.


4. Select **SAVE**.

## 1.10.2 Reshaping Polygon and Circle Boundaries

You can reshape a polygon or circle boundary to add area or remove area. To reshape a polygon or circle boundary, draw a line that intersects the polygon or circle boundary at least twice. The reshape line you draw can be a straight line or a line with vertices.

If the reshape line defines an area outside of the polygon or circle boundary, that area is added to the polygon or circle boundary. If the reshape line defines an area inside of the polygon or circle boundary, that area is removed from the polygon or circle boundary.

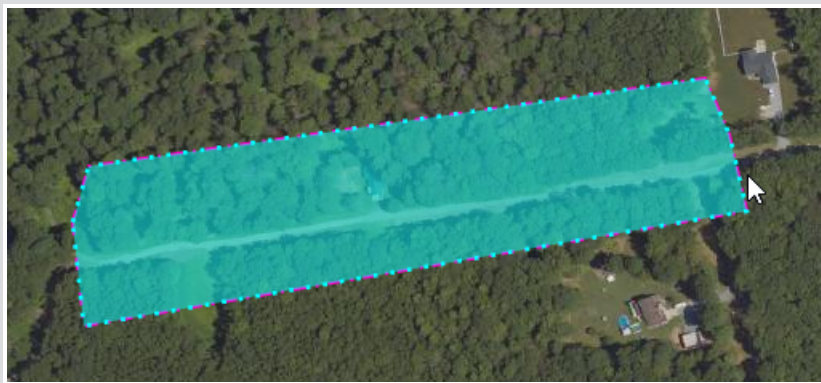
### Use Reshape to Add Area to a Polygon or Circle Boundary

1. On the **Easement Boundary Editor**, select a polygon or circle boundary.
2. On the **Easements Edit Toolbar**, select **Reshape** .

3. On the map:
  - a. Click outside of the boundary and drag, so that the reshape line crosses the boundary where you want to start adding area.
  - b. Click to add a vertex to define the area you are adding.
  - c. If needed, continue to drag and click to add vertices to define the shape you are adding.




4. Drag and cross the boundary again, then double-click to finish reshaping. The line you draw must cross the boundary at least twice.



The area you defined is added to the polygon or circle boundary, and the **Calculated Acres** field updates to reflect the reshaped boundary.

4. Select **SAVE**.

## Use Reshape to Remove Area from a Polygon or Circle Boundary

1. On the **Easement Boundary Editor**, select a polygon or circle boundary.
2. On the **Easements Edit Toolbar**, select **Reshape** .
3. On the map:
  - a. Click outside of the boundary and drag so that the reshape line crosses into the boundary where you want to start removing area.
  - b. Click to add a vertex to define the area you are removing.
  - c. If needed, continue to drag and click to add vertices and define the shape you are removing.




4. Drag to the outside of the boundary, then double-click to finish reshaping. The line you draw must cross the boundary at least twice.




The area you defined inside of the polygon or circle boundary is removed and the **Calculated Acres** field updates to reflect the reshaped boundary.

4. Select **SAVE**.

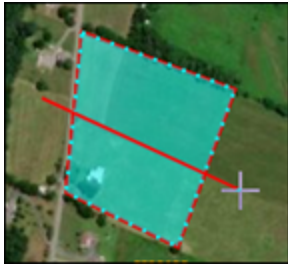
## 1.11 Split a Boundary

Use the **Split**  tool to split a polygon or circle boundary.

**Note:** Currently, the Easement Boundary Edit Tools only support drawing a straight line to split a boundary.  
Points can't be split with the **Split** tool.


1. In the **Easement Boundary Editor**, select a boundary to split.
2. On the **Easements Edit Toolbar**, select **Split** .
3. On the map, click outside of the boundary you want to split. Drag to draw a line that intersects the boundary twice.

**Note:** Press <Esc> to discard the line if needed.




4. Double-click outside of the boundary to finish drawing the line.
5. In the **Select Split Target** dialog, select the boundary that will retain the attributes of the original boundary. You can identify boundaries by selecting a boundary in the list; the boundary you select briefly flashes on the map.
6. Select **Split**.  
The **Easement Boundary Editor** updates and the split target you selected in the previous step is selected in the tree.
7. Select **SAVE**.

## 1.12 Merge a Boundary

Use **Merge**  to merge two or more boundaries of the *same feature and feature type*. When you merge boundaries, you select one boundary as the merge target. The merge target provides the attributes for the resulting merged boundary.


**Note:** Two building envelopes can't be merged if one is fixed and the other is floating. In addition, points can't be merged.

1. In the **Easement Boundary Editor**, select two or more saved boundaries to merge.
2. On the **Easements Edit Toolbar**, select **Merge** .
3. In the **Select Merge Target** dialog, select the boundary whose attributes you want to apply to the merged boundary. You can identify boundaries by selecting a boundary in the list; the boundary you select briefly flashes on the map.
4. Select **MERGE**.  
The **Easement Boundary Editor** updates and the merge target you selected in the previous step is selected in the tree. Boundaries you didn't select as the merge target are shown with a strikethrough.
5. Select **SAVE**.

## 1.13 Explode a Boundary

Use **Explode**  to divide two or more nonadjacent, merged boundaries.


**Note:** If you merged two overlapping boundaries, the **Explode** tool can't be used to divide them. Use the **Split** tool or re-create the boundaries.

1. In the **Easement Boundary Editor**, select a saved, merged boundary to explode.
2. On the **Easements Edit Toolbar**, select **Explode** .




3. In the **Select Explode Target** dialog, select the boundary that will retain the original attributes. You can identify boundaries by selecting a boundary in the list; the boundary you select briefly flashes on the map.
4. Select **Explode**.  
The **Easement Boundary Editor** updates and the explode target you selected in the previous step is selected in the tree.
5. Select **SAVE**.


## 1.14 Edit Vertices of a Boundary

Use **Edit Vertices**  to move or delete one or more vertices of an unsaved boundary.



Make note of the following considerations:

- For Closed/Official features on stewardship land, you cannot edit vertices if you select one of the following feature types:
  - **Easement Boundary**
  - **Ingress/Egress**
  - **Building Envelope**
- If you select one of the above feature types on stewardship land, can only import a boundary. To view stewardship information for the selected casefile, in the Table of Contents, expand the E folder , and then select **Easement Information**.
- The Edit Vertices tool doesn't support self-intersecting boundaries or boundaries with areas less than zero. The application removes these boundaries and displays an error message.


**Note:** On stewardship land, if you select **Easement Boundary**, **Ingress/Egress**, or **Building Envelope** for the **Feature Type**, and **Closed/Official** for the **Feature**, you can only import a boundary.

To view stewardship information for the selected casefile, in the Table of Contents, expand the E folder , and then select **Easement Information**.




1. In the **Easement Boundary Editor**, select a polygon, circle, or line boundary.
2. On the **Easements Edit Toolbar**, select **Edit Vertices** .  
Vertices (gray points) and midpoints (white points) display.
3. To move a vertex, click and drag a gray point or a white point to a different location, then release to set the vertex.  
The boundary and the **Calculated Acres** field update to reflect the edited vertex.
4. To delete a vertex, right-click the vertex and select **Delete**.
5. To finish, click outside of the boundary or select **Edit Vertices**  again.
6. Select **SAVE**.


## 1.15 Replacing a Boundary

Use the **Replace**  to replace a boundary by drawing or importing a new boundary.

**Note:** On stewardship land, you can only replace a boundary with a boundary that you import. On stewardship land, if you select **Easement Boundary**, **Ingress/Egress**, or **Building Envelope** for the **Feature Type**, and **Closed/Official** for the **Feature**, you can only import a boundary.

To view stewardship information for the selected casefile, in the Table of Contents, expand the **E** folder , and then select **Easement Information**.


### 1.15.1 Replace by Drawing

1. In the **Easement Boundary Editor**, select the boundary you want to replace.
2. On the **Easements Edit Toolbar**, select **Replace** .  
The **Replace Easement Boundary Geometry** dialog opens.
3. Select **Draw New Easement Boundary**, then select a shape and draw a new boundary.

**Note:** See [Draw a Boundary \(on page 6\)](#) for detailed instructions.

4. Select **Replace**.
5. Select **SAVE**.

## 1.15.2 Replace by Importing

1. In the **Easement Boundary Editor**, select the boundary you want to replace.
2. On the **Easements Edit Toolbar**, select **Replace** .  
The **Replace Easement Boundary Geometry** dialog opens.
3. Select **Import Easement Boundary from Layer**, then select a layer from the dropdown menu.
4. Click on a boundary to select the boundary, or click and drag to form a selection box around one or more boundaries.
5. If you selected multiple boundaries, the **Select Feature** dialog displays. Select a feature, then select **OK**.
6. Click **Replace**.
7. Select **SAVE**.

## 1.16 Modifications

Use a modification to request a change to an existing Closed/Official boundary of the following feature types:

- Easement Boundary
- Ingress/Egress
- Building Envelope

Only one easement boundary is allowed per easement record. However, you can use a modification to add additional Ingress/Egress or Building Envelope feature types.

The following Closed/Official feature types can be changed without a modification:

- Legal access point
- Alternative access point
- Other ownership interests

## 1.16.1 Modification Workflow

A requester initiates the modification workflow by creating a modification. Upon saving the modification, the modification is submitted for approval. However, the requester can continue to access and edit the submitted modification.

Submitted modifications appear in the Tasks module. When an Easement National Boundary Manager selects a modification to review, the status of the modification changes to “In-Review,” and the requester can no longer make edits to the modification.


When an Easement National Boundary Manager approves a modification, the original boundary is archived, and the modification becomes the Closed/Official boundary. If a modification is declined or set for follow-up, the requester, and anyone within the state jurisdiction, will see a task notification.

### Create a Modification

1. In the **Easement Boundary Editor**, select the boundary you want to modify.
2. At the bottom of the **Attributes** tab, select **CREATE MODIFICATION**.  
The **Easement Boundary Editor** updates and displays the **Modification** tab. The tree view displays the modification and the original boundary with asterisks (\*).
3. In the **Modification** tab:
  - a. Under **Modification Reason**, update the default if applicable.
  - b. In the **Modification Notes** field, enter notes about the modification.
  - c. Under **Method**, update the default if applicable.
  - d. If the **Program Acres** field is empty, enter a value that is within one percent of the **Calculated Acres**, with a maximum difference of five acres.
4. Select **SAVE**.  
After you save, the modification and the original boundary no longer display asterisks, and the tree view shows the modification as submitted.

## 1.16.2 Reshape a Boundary in a Modification



You can create a modification and change a boundary with the **Reshape**  tool.

1. In the **Easement Boundary Editor** tree view, select the boundary you want to modify.
2. At the bottom of the **Attributes** tab, click **CREATE MODIFICATION**.  
The **Easement Boundary Editor** updates and displays the **Modification** tab. The tree view displays the modification and the original boundary with asterisks (\*).
3. Under **Modification Reason**, update the default selection.
4. In the **Modification Notes** field, enter notes about your actions.
5. On the **Easements Edit Toolbar**, select **Reshape** .
6. On the map:
  - a. Click outside of the boundary and drag so that the reshape line crosses the boundary. To remove area, drag so that the reshape line crosses into the boundary.
  - b. Click to add a vertex to define the area you want to add or remove. Continue to drag and click to add vertices as needed.
  - c. Drag and cross the boundary again, then double-click to finish reshaping. The line you draw must cross the boundary at least twice.  
The boundary and the **Calculated Acres** field update to reflect the reshaping.
7. Select **SAVE**.

## 1.16.3 Edit Vertices in a Modification

You can create a modification and change a boundary with the **Edit Vertices** tool .


1. In the **Easement Boundary Editor** tree view, select the boundary you want to modify.
2. At the bottom of the **Attributes** tab, click **CREATE MODIFICATION**.  
The **Easement Boundary Editor** updates and displays the **Modification** tab. The tree view displays the modification and the original boundary with asterisks (\*).
3. Under **Modification Reason**, update the default selection.
4. In the **Modification Notes** field, enter notes about your actions.

5. On the **Easements Edit Toolbar**, select **Edit Vertices** .
6. To move a vertex, click and drag a gray point or a white point to a different location, then release to set the vertex.
7. To finish, click outside of the boundary or select **Edit Vertices**  again.
8. Select **SAVE**.  
After you save, the modification and the original boundary no longer display asterisks, and the tree view shows the modification as submitted.


## 1.16.4 Replacing a Boundary in a Modification

You can create a modification and replace one boundary with another boundary by drawing or importing a new boundary.

**Note:** On stewardship land, you can only replace a boundary with a boundary that you import. On stewardship land, if you select **Easement Boundary**, **Ingress/Egress**, or **Building Envelope** for the **Feature Type**, and **Closed/Official** for the **Feature**, you can only import a boundary.


To view stewardship information for the selected casefile, in the Table of Contents, expand the **E** folder , and then select **Easement Information**.

### Replace by Drawing

1. In the **Easement Boundary Editor** tree view, select the boundary you want to modify.
  2. At the bottom of the **Attributes** tab, click **CREATE MODIFICATION**.  
The **Easement Boundary Editor** updates and displays the **Modification** tab. The tree view displays the modification and the original boundary with asterisks (\*).
  3. Under **Modification Reason**, update the default selection.
  4. In the **Modification Notes** field, enter notes about the modification.
  5. In the **Easements Edit Toolbar**, select **Replace** .
- The **Replace Easement Boundary Geometry** dialog opens.

6. Select **Draw New Easement Boundary**, then select a shape and draw a new boundary as needed. See [Draw a Boundary \(on page 6\)](#) for detailed instructions.
7. Select **Replace**.
8. Select **SAVE**.  
After you save, the modification and the original boundary no longer display asterisks, and the tree view shows the modification as submitted.

## Replace by Importing

1. In the **Easement Boundary Editor** tree view, select the boundary you want to modify.
2. At the bottom of the **Attributes** tab, click **CREATE MODIFICATION**.  
The **Easement Boundary Editor** updates and displays the **Modification** tab. The tree view displays the modification and the original boundary with asterisks (\*).
3. Under **Modification Reason**, update the default selection.
4. In the **Modification Notes** field, enter notes about the modification.
5. In the **Easements Edit Toolbar**, select **Replace** .  
The **Replace Easement Boundary Geometry** dialog opens.
6. Select **Import Easement Boundary from Layer**, then select a layer from the dropdown menu.
7. Click on a boundary to select the boundary, or click and drag to form a selection box around one or more boundaries.
8. If you selected multiple boundaries, the **Select Feature** dialog displays. Select a feature, then select **OK**.
9. Select **Replace**.
10. Select **SAVE**.  
After you save, the modification and the original boundary no longer display asterisks, and the tree view shows the modification as submitted.

## 1.16.5 Withdraw a Modification

You can withdraw a modification you created before it's in review.

**Note:** Creating and withdrawing modifications at the same time is not supported. Withdraw any existing modifications that need to be withdrawn before creating new modifications.

1. In the **Easement Boundary Editor**, select all modifications.


**Note:** Withdrawing a single submitted modification out of multiple submitted modifications is not supported. To withdraw one modification, you must withdraw all modifications.

2. Enter the reason for withdrawing the modification in the **Modification Notes** field.
3. Select **Withdraw**.  
The **Easement Boundary Editor** tree view displays the withdrawn modifications with an asterisk and a strikethrough.
4. Select **SAVE**.  
After you save, the modification no longer appears in the Easement Boundary Editor tree view or on the map.

## 1.16.6 Approve, Decline, or Set a Modification for Follow-up

Easement National Boundary Managers can approve, decline, or set a modification for follow-up.

**Note:** If there are multiple modifications in the Easement Boundary Editor tree view, you must select all the modifications and take the same action on all of them.

1. On the CD Toolbar, select **Tasks**.
2. Change the view or sort the columns as needed to locate and select the appropriate task.  
The case opens and the map displays.
3. In the Table of Contents, under the **E** folder , select **Create/Edit Easement Boundary**.

**Important!** When the **Easement Boundary Editor** displays, a **Loading data** message displays, followed by a **Changes Saved** message. The **Changes Saved** message occurs when the status of submitted modifications changes to **In Review**. To avoid losing work, NRCS recommends that you don't take any actions until the **Changes Saved** message displays.

4. In the **Easement Boundary Editor** tree view, select the in-review modification. If there is more than one in-review modification, select all in-review modifications.

The **Modification** and **Mod. Approval** tabs display.

5. In the **Mod. Approval** tab:
  - a. In the **Modification Notes** field, enter notes about the modification.
  - b. Select **FOLLOW UP**, **DECLINE**, or **APPROVE**.

**Note:** You must select all in-review modifications and take the same action on all of them.  
If needed, use **Undo** to revert the actions **FOLLOW UP**, **DECLINE**, or **APPROVE** before taking another action.

The **Easement Boundary Editor** tree view displays the modification with an asterisk and the action taken is shown in parenthesis.

6. Select **SAVE**.

After you save, an approved modification becomes the Closed/Official boundary, and the original boundary is archived. A declined modification is removed from the **Easement Boundary Editor** tree view and from the map. A modification that is set for follow-up displays in the tree view as a modification with the status **(Follow-up)**.