

## Managing and Accessing Your Personal Data:

To add your personal data or to fix a broken link to personal data in an ArcView10.X map document on Citrix, you must make your data accessible in the Citrix environment. **You should have all your data and map documents on your Citrix Home drive or H: drive.** The H: drive is backed up daily. You should only use your V: drive (client C: drive) as a bridge or link to copy data between your local network and the LOJIC Citrix network.

### Moving Your Data to the Citrix Environment

Create a directory in your local C: drive called **mygisfiles**. Copy your local PC environment data into it. Feel free to create any kind of subdirectory structure in the directory. When you have your data in the the C:\mygisfiles directory, log into Citrix and start ArcMap. Open ArcCatalog and copy the V:\mygisfiles (client C: drive) directory to your H: drive.

### **Example: The Wafflehouse map document and data**

If it is not yet created, **Open** Windows Explorer and **create** a directory in your C: drive called **mygisfiles**. [Download the Exercise Data](#). **Save As exercises.zip** to your **mygisfiles** directory and open or unzip it. You should see a directory called **exercises**.

**Open ArcMap** in a Citrix connection. Start using ArcMap with a **new Blank Map**.

**Click** on the **ArcCatalog**  button to open an ArcCatalog window. If necessary, make a connection to the **V:\mygisfiles** and the **H:** drive using the **Connection to Folder**  button.

Create a **New Folder** in the **H:** drive called **CitrixTraining**. **Copy** the **V:\mygisfiles\exercises** to the **H:\CitrixTraning** directory. **Exit** ArcCatalog.

In **ArcMap**, go to **File** Menu, **Open** option and navigate to **H:\CitrixTraining\exercises\lesson 3\wafflehouse.mxd**. **Log into** the Oracle Database when the Spatial Database Connection window appears. Remember, only complete the User Name and Password form fields. Keep the Database form field **blank**.

When the wafflehouse map document data view opens, you will see that the link to the data source for the wafflehouse locations is broken (!).

The source data has moved from its original location which is saved in the map document. A new link to the data source must be re-established.

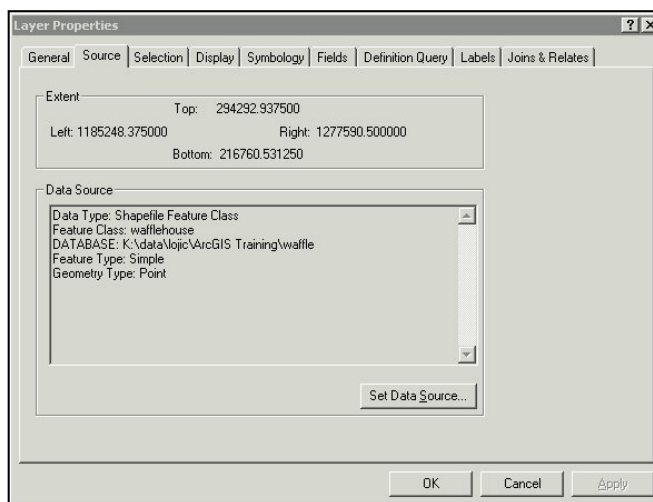


Figure 1 – Source Layer Properties window for Wafflehouse layer.

**Right click** on the wafflehouse layer and select the **Properties** option. Click on the **Source** tab. In the Layer Properties window, (Figure 1) information about a layer can be viewed. The DATABASE

pathname to the wafflehouse shapefile is no longer valid. It is a pathname on the client's PC network which is no longer accessible in the Citrix environment. A new pathname needs to be established to the location of the data in the Citrix environment. **Click the SET DATA SOURCE... button.**

In the Data Source window, (Figure 2) navigate to **H:\CitrixTraining\exercises\Lesson 3** and select **wafflehouse.shp**. Click **ADD**. Click **APPLY** in the Layer Properties window. (Figure 2) The data source information is now updated to the correct pathname. Click **OK**.

**Save** the map document as **H:\CitrixTraining\exercises\lesson3.mxd** and **exit** the ArcMap.

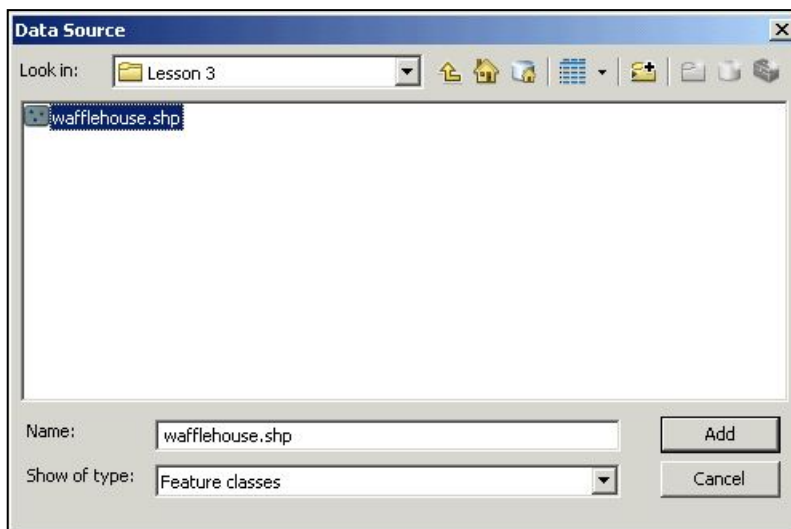


Figure 2 – Data Source window.