Importing Field Boundaries Process

1. Select **Import** and choose **Upload Files**.
2. Choose *Field Boundary* as the *Data Type* and the appropriate template as the *Format Type* from the drop-down menus.
   - When selecting the *Data Type*, a *Supported File Types* bar displays illustrating file types that may be imported for the chosen type of data.
3. Browse to select a file(s) or drag and drop the file(s) in the designated area and choose **Upload**.
   Note: When importing files, all three file types included with a shape file – *.DBF*, *.SHX*, and *.SHP* – must be selected. Alternatively, a zip file containing several shape files may also be selected.
4. Once the boundary file(s) are loaded and ready for import, highlight a file and select the **Ellipsis** icon in the *Field Boundaries* area. Choose **Import Single File** or highlight multiple files, select the **Ellipsis** icon, and choose **Import Selected** to batch import boundary files.
5. Optionally select the **Ellipsis** icon for each Field and enter the information in the *Edit Field Boundary* window. This is only required if a Grower or Field is not present in the file or if changes need made.
   Note: File names displaying in black text indicate no overlapping issues. File names displaying in yellow text indicate a Field with an overlapping boundary which will need corrected. File names displaying in red indicate an issue with a value that needs addressed prior to proceeding.
6. Choose **Save**. An error message displays if required fields are not completed.
7. Select **Add Field**. The Field will be linked to the Agvance Hub as indicated by the checkmark in the *Mapping* column of the *Field Selection* window and is visible in the *Customer Field* list.
   Note: If using a template, the customer information autofills from Agvance and will not require adding *Customer Name*, *Farm Name*, and *Field Name(s)*.