## How to use the Calflora shapefile upload tool to add data in a shapefile format to Calflora <a href="http://www.calflora.org/entry/upload.html">http://www.calflora.org/entry/upload.html</a>

- 1. Uploading a shapefile means that you have a dataset that likely represents a project or a timeframe that has a protocol and multiple contributors. There is now a popup that suggests that you create a metadata catalog record to describe your data before you begin. We recommend that you do this step.
- 2. Next, load 4 pieces of your shapefile. They must have the same prefix, e.g. CNPS.dbf, CNPS.prj, CNPS.shp, CNPS.shx. On Windows the .prj may be hidden (in which case check Folder Options / 'show hidden files' to see it). Or, the .prj may be listed as .aux, but when you load the file, it shows up as a .prj.

1. Paste inpubelow, or up		2. Choose format	an input	3. Parse input data	4. Assign input fields to database fields	
▼ UPLOAD FILES			•	PARSE	► ASSIGN	
UPLOAD FILES Upload the components of a shapefile. All four components are needed.						
.dbf	F:\data\CNPS.dbf		Browse_	CNPS.dbf		
.prj	F:\data\CNPS.prj		Browse_	CNPS.prj		
.shp	F:\data\CNPS.shp		Browse_	CNPS.shp		
.shx	F:\data\CN	PS.shx	Browse_	(	CNPS.shx	
UPLOAD NOW						
OI LOAD	NOII					

Job #1: CNPS

Text extracted from the uploaded files is available and has been divided into 3 sections to conserve browser memory.

SECTION 1: copy text into the Input Area

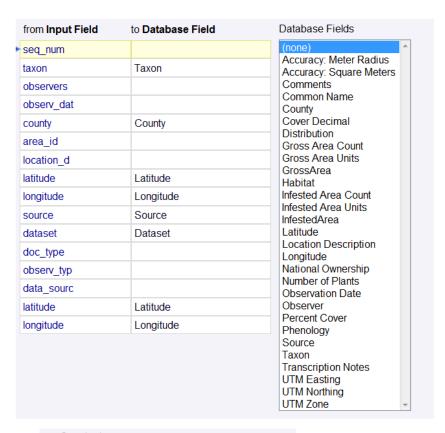
Large files may take up to 5 minutes to upload. A large file may also be automatically divided into pieces for you, then click on SECTION 1.

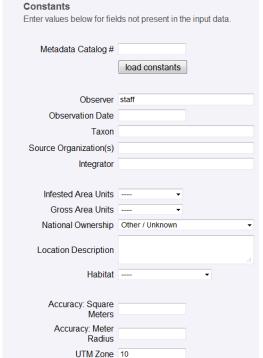
- 3. I always choose Bar delimited input format; sometimes it is chosen for me automatically. The other options (tab delimited, CSV) may be useful if you are cutting and pasting out of a spreadsheet or HTML page.
- 4. The tool parses your data (divides it into pieces) and all you need to do is make sure it looks like your data.

5. Assigning the names for the fields you use to the names that Calflora uses.

Use Save Data Profile and Restore Data Profile for large datasets so you don't need to repeat this step. Latitude and longitude are automatically filled in, as are some fields that don't need translation (taxon  $\rightarrow$  taxon). If you make a mistake, use the database field "(none)" to leave that field blank.

In the example below, you would click on "observ\_dat" and then Observation Date in the database field column. Also, "location\_d" would be "Location Description."





On the right side of step 4 are more fields. Use the metadata that you entred in step 1 (<a href="http://www.calflora.org/entry/metadata.html">http://www.calflora.org/entry/metadata.html</a>) to enter that catalog # so users know more about your data. Everything below "Integrator" (you) is optional unless you have infested or gross area as database fields.

- 6. Validates all plant names. If they are incorrectly spelled, you can correct them.
- 7. Converts data to a form that can be saved to the database. Here you can adjust incorrect fields, such as dates written in different formats.
- 8. Save data. Then either go back to step #1 again for large datasets or view saved records. Before your data are public, you need to view them, go to the editor other users to public:

Access by other users	
public / published	•