Using Shape Files in COMET-Farm™

Step 2: Uploading Shape Files

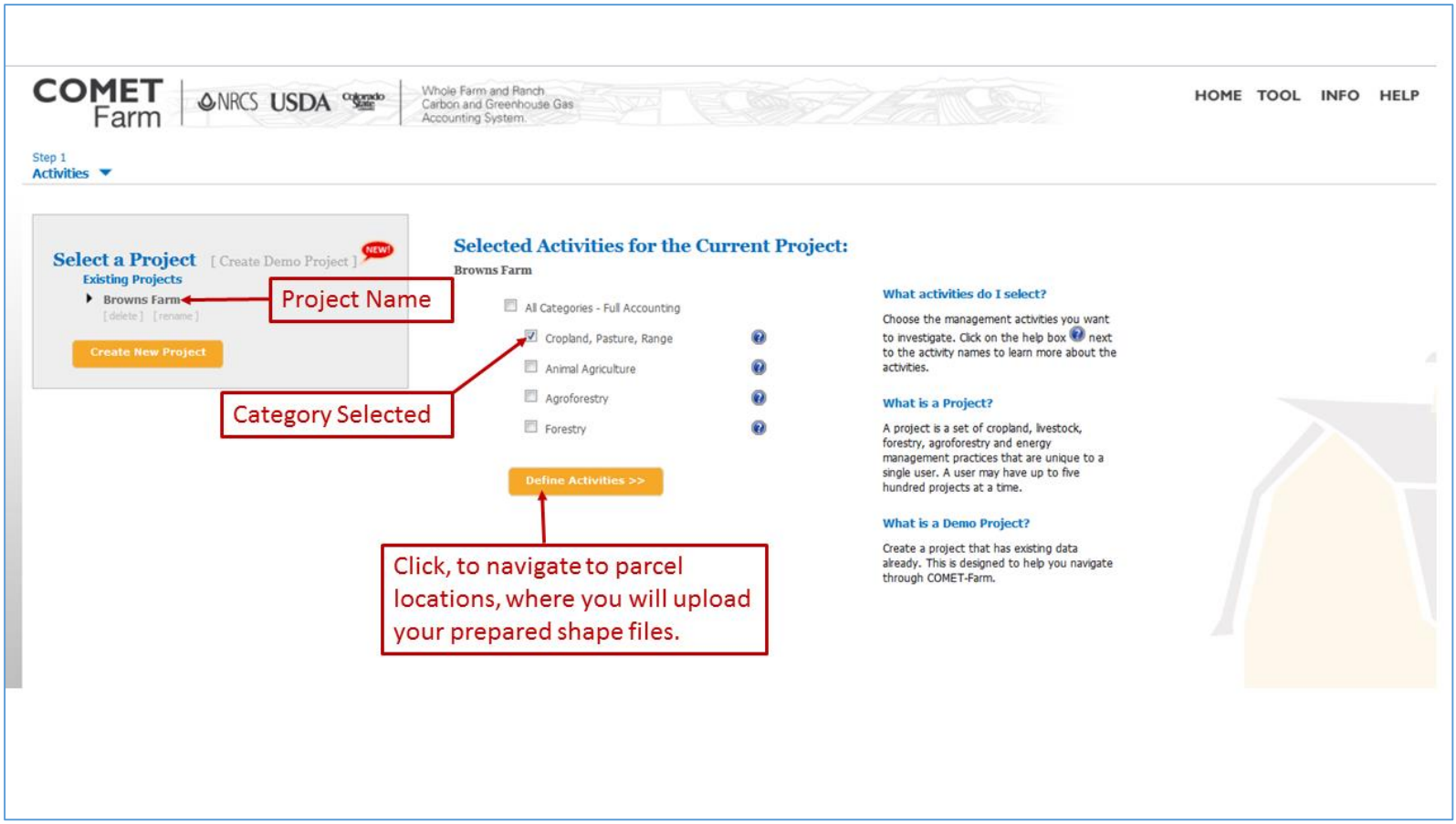
This document is intended to guide users through the process of uploading prepared GIS (shape) files to the Map page of the Cropland, Agroforestry and/or Forestry Modules in COMET-Farm™.

What resources will you need?

- GIS (Shape) file in Compressed (zipped) Format.
- Field Location Label (obtained from "Step 1: Preparing Files for Upload")

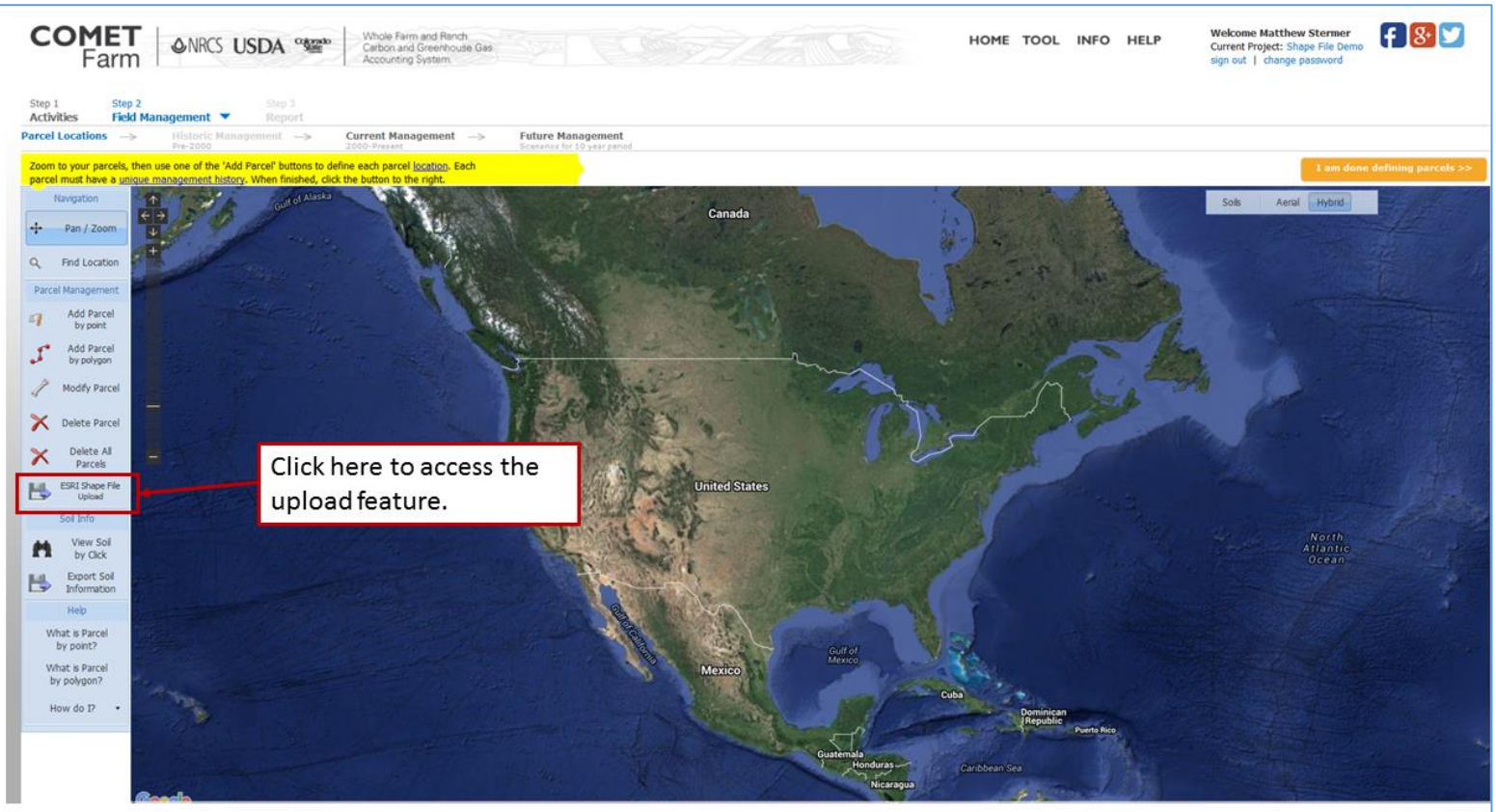
Uploading shape file

1. To begin open a new or preexisting project in either the "Cropland, Pasture, Range", "Agroforestry", or "Forestry" modules.
2. After you have selected the module you wish to use, click on the "Define Activates>>" to navigate to the "Parcel Locations" page.



3. To access the GIS shape file upload option, click on the "No Thanks, I'll Navigate Myself>>" option in the "Where are your parcels located?" window that opens first on the map page.

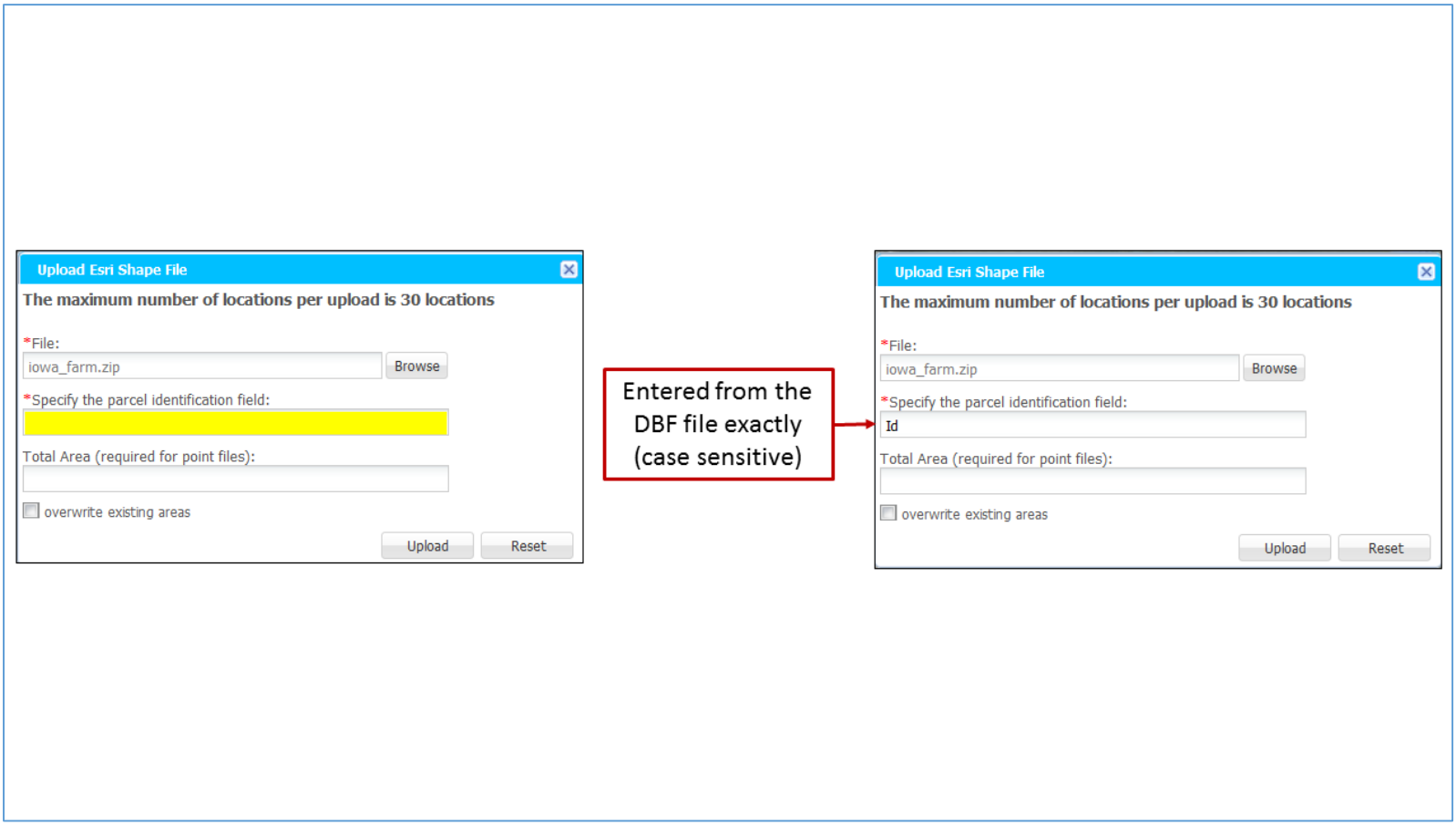
4. Located to the left of the map, you will find the parcel locations tool bar. Click on the "ESRI® Shape File Upload" button to open the shape file upload window.



5. After the "Upload ESRI® Shape File" window opens, click on the "Browse" button to navigate to the location of your saved Compressed (zipped) Folder containing the shape file.
    a. There are several files generated by ESRI® and other GIS software packages required by COMET-Farm for the upload process that must all be zipped up into a single .zip file for the upload process. The following file types must be included in the zip file:
        i. Shape file (.shp).
        ii. Attributes file (.dbf).
        iii. Projection file (.prj).
        iv. XML file (.shp.xml)
        v. SBN file (.sbn)
        vi. CPG file (.CPG)
        vii. sbx file (.sbx)
        viii. shx file (.shx)

b. Be sure that you select the Compressed (zipped) Folder to upload, the file has to be in zipped form it to be properly upload onto COMET-Farm.

6. After you have selected the file in the .zip format and the file name appears in the "File" box of the "Upload Esri Shape File" window, you need to enter the field identification label in the "Specify the parcel identification field:" box.



a. The field location identification label can be found in the .dbf file. If this information needs to be retrieved again follow steps 1 through 7 on "Using Shape Files in COMET-Farm, Step 1: Preparing Files for Upload.

b. You must enter the field identification label exactly as it appears in the .dbf file.

7. After you have selected the shape file in the .zip format, and entered the field identification as it appeared in the .dbf file, click on the "Upload" button in the bottom right corner of the "Upload Esri Shape File" window.

8. If any of the fields, pastures or parcels in your GIS file are identified as points, and not polygons, then you will need to enter the total area of all of the points in the text box labeled "Total Area (required for point files).

a. If you have a combination of polygons and points in the GIS file, only enter the total area of the points in the file.

9. If you wish to overwrite any existing polygons in your project, click on the check box labeled "overwrite existing areas". Please note! Doing so will delete all previously-entered land use and management data for existing fields, pastures or parcels already entered for this project.
10. Upon successfully uploading the file, the parcels will be added to the parcel map.

❖ ***Helpful tips***

- If an error occurs while uploading a shape file, verify that the field identification label matches the .dbf file.
- You can upload up to 30 unique fields per shape file.