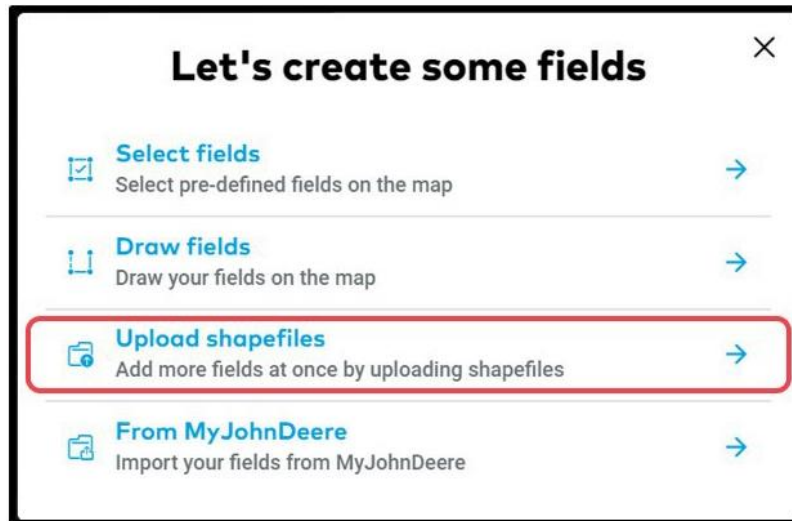


# Add fields – Upload shapefiles

There are 4 possibilities to add fields in FIELD MANAGER. With the third option, you can upload all your fields at once, using shapefiles.

- After logging into FIELD MANAGER, click on **Add fields** on the **Status** page.
- From the pop-up screen, select **Upload shapefiles**.

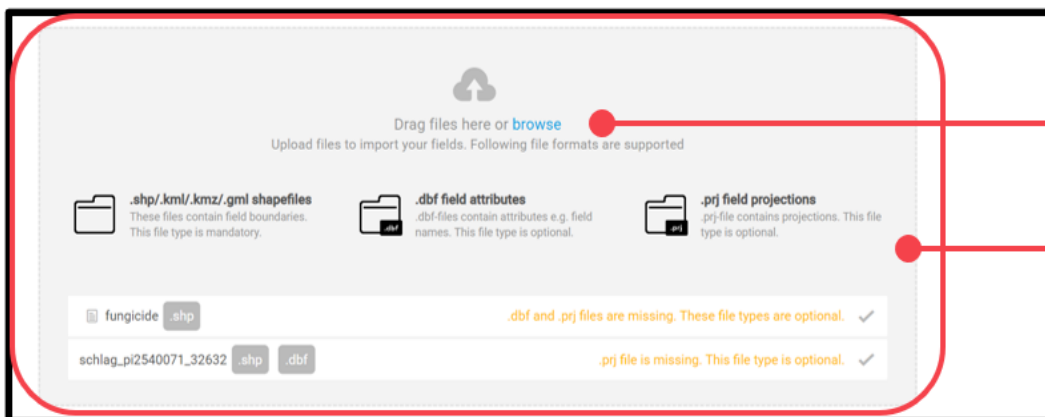


*Shapefiles are a group of files with various extensions. Some of the files contain field boundaries, others various information about your fields.*



**Mandatory shapefiles** - these contain the boundaries, ending with *.shp*, *.kml*, *.kmz*, *.gml*  
**Optional shapefiles** – these contain attributes, like field names (*.dbf*) or projections (*.prj*)

- Select the files you want to upload and drag them into the grey area or click on **browse**

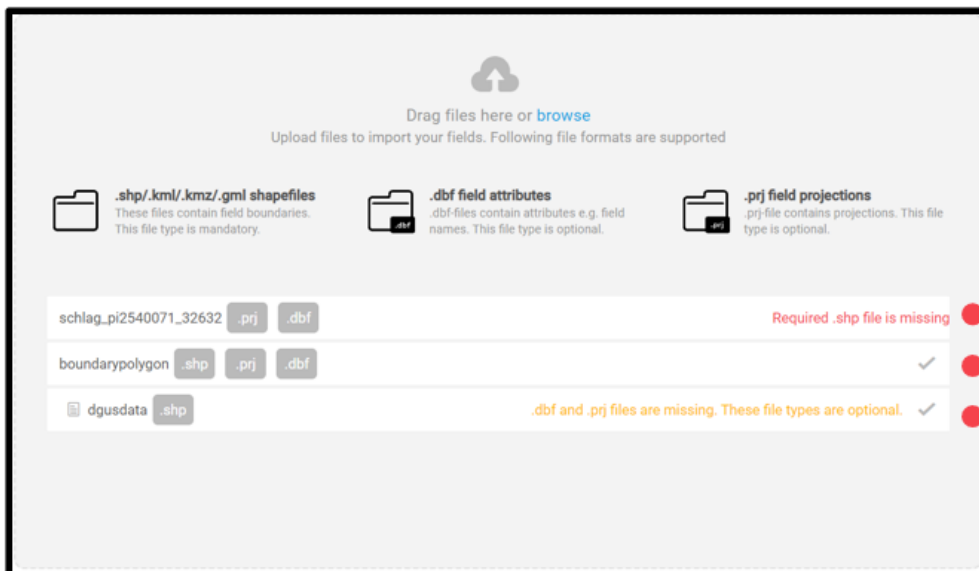


#### Upload files

Click on browse to select your files

Or drag files into the grey area

- You will see all the fields that got imported and you can rename or remove them if needed.



**Mandatory file missing**

There is not enough information to create the field

**All files are there**

This field can be created with the right names and projection

**Optional file missing**

This field can be created but not all information will be there

**!** If you uploaded your shapefile but it doesn't look right, the projection might be wrong. In this case you can change it in the **Projection mode** dropdown field.



- Click **Save** and you are done.



Have you got any questions?  
We are here for you!

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