

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

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.

File Type	File Path	Action	Filename
.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\CNPS.shx	Browse...	CNPS.shx

**UPLOAD NOW**

**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 → 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.”

from Input Field	to Database Field	Database Fields
seq_num		(none)
taxon	Taxon	Accuracy: Meter Radius
observers		Accuracy: Square Meters
observ_dat		Comments
county	County	Common Name
area_id		County
location_d		Cover Decimal
latitude	Latitude	Distribution
longitude	Longitude	Gross Area Count
source	Source	Gross Area Units
dataset	Dataset	GrossArea
doc_type		Habitat
observ_typ		Infested Area Count
data_sourc		Infested Area Units
latitude	Latitude	InfestedArea
longitude	Longitude	Latitude
		Location Description
		Longitude
		National Ownership
		Number of Plants
		Observation Date
		Observer
		Percent Cover
		Phenology
		Source
		Taxon
		Transcription Notes
		UTM Easting
		UTM Northing
		UTM Zone

**Constants**  
Enter values below for fields not present in the input data.

Metadata Catalog #

Observer

Observation Date

Taxon

Source Organization(s)

Integrator

Infested Area Units

Gross Area Units

National Ownership

Location Description

Habitat

Accuracy: Square Meters

Accuracy: Meter Radius

UTM Zone

On the right side of step 4 are more fields. Use the metadata that you entered in step 1 (<http://www.calflora.org/entry/metadata.html>) 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 [▶ EDITOR](#) and change access by other users to public:

Access by other users

public / published ▼