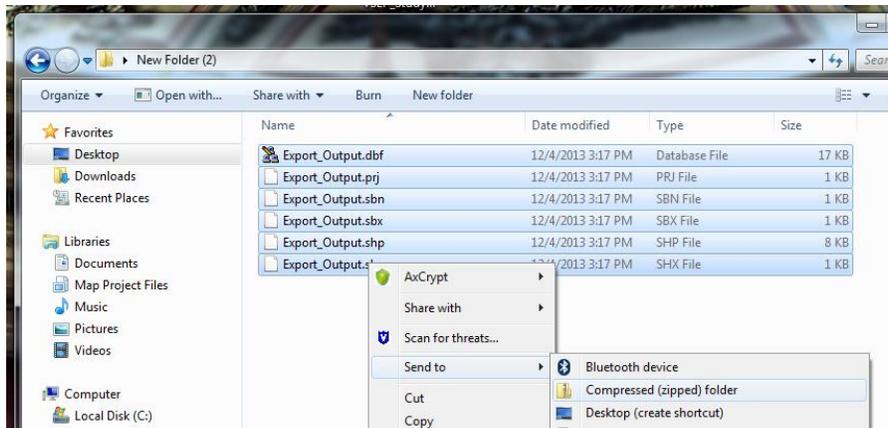


Import Shapefile to VCRIS

(Updated 4/16/14)

Step #1 Compress shapefile

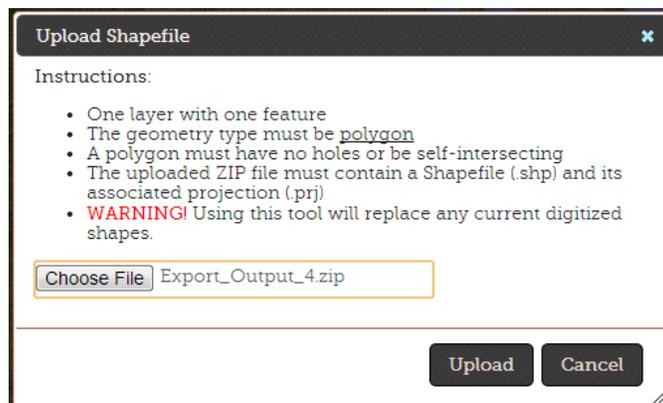
- In order to upload a shapefile, each shapefile must contain only one property or site.
- Once you have a single property or site in a shapress, compress the collection of files that create the shapefile (.prj, .dbf, .sbn, .sbx, .shp, .shx, .xml), but not the folder they are in.



- Select all the component files and right click, select **Send to** and then **Compressed (zipped) folder**. A compressed folder will appear in the folder. If you compress the folder the shapefile is in you will get an error.

Step #2 Upload Zipped File

- In V-CRIS, navigate to the property you want to map and click .
- Once in the mapper click on  in the upper right.
- Navigate to the location where the zipped data resides and click **Upload**



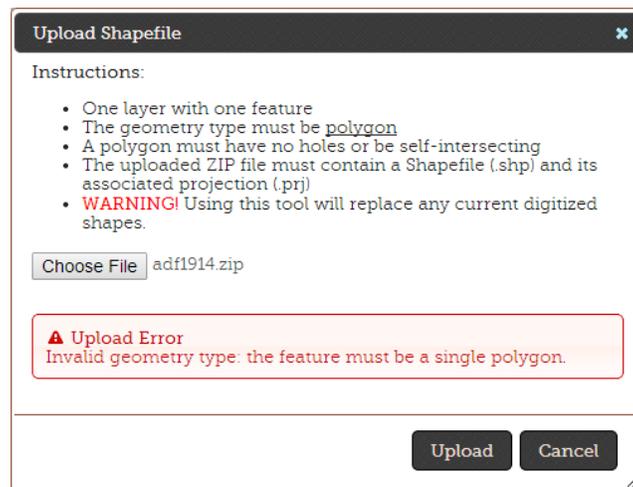
- Verify that the shape is in the right location and click **Save**.

Things to Note:

- Shapes must not have “donut holes”, multiple parts, or ZM values. These will be rejected automatically by the system.
- Shapefiles should only contain the one site you want to map.

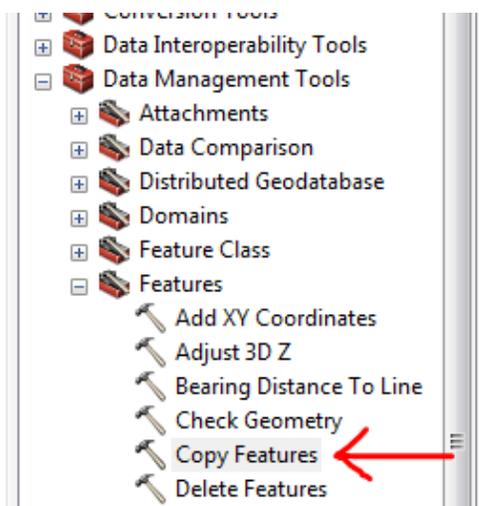
Error Message

Data that are polygons with ZM values will not load into V-CRIS. You will get the following error.

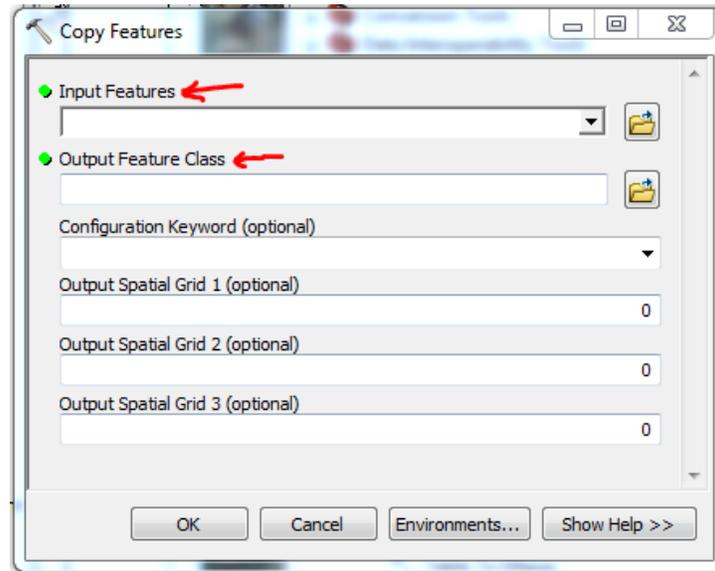


- To create a shapefile without Z and M values, open Toolbox, navigate to *Data Management Tools, Features*

Use the *Copy Features* function



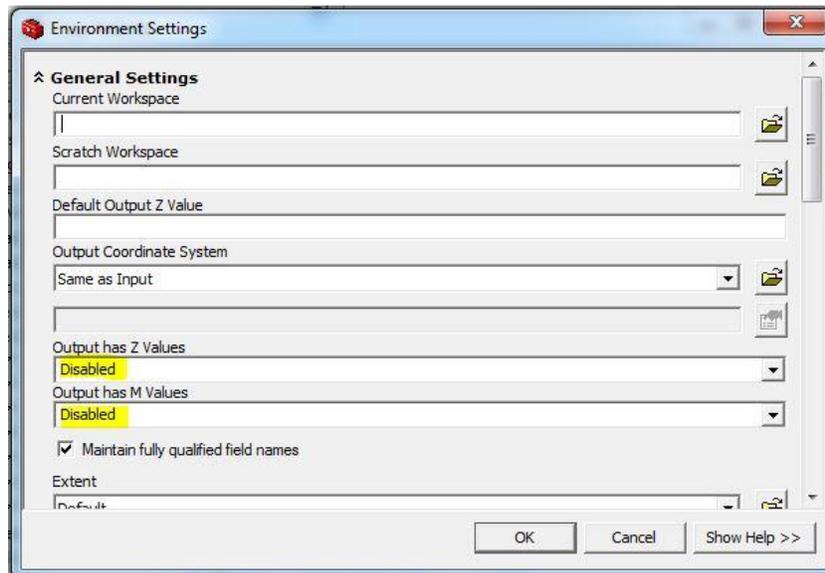
- Input field – add your shapefile
- Output field – select a location for the shapefiles created.



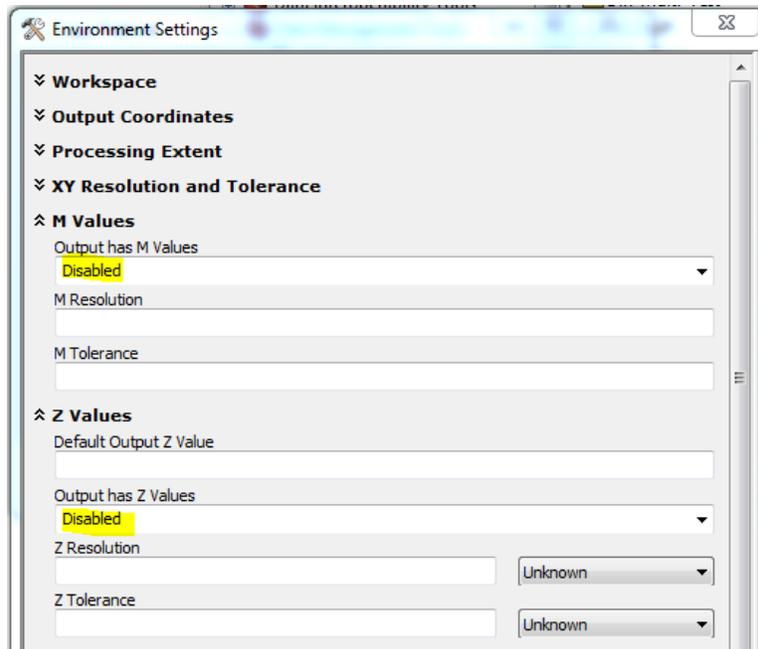
- Select the **Environments** button at the bottom of the tool window.

For ArcMap 9.3, click on the **General Settings**, select **Disable** for both the **Output has Z Values** and **Output has M Values** fields.

Select **OK** when complete



For ArcMap 10.1 in the **Environments Settings**, select **Disable** for both the **Output has Z values** and **Output has M values** as displayed below.



Select **OK** when complete.

Compress the file in the process above and the data should now load.