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| Spatial Temporal Activity Recorder (STAR) |

**How to upload a shapefile to STAR**

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| **How to upload a shapefile to STAR** | |
| **Context:**  Features can be drawn or uploaded in STAR Map and stored against a program, project or zone.  Features are spatial point, line or polygon records, with attached aspatial data relating to the program, project or zone.  When creating a spatial feature, the user can choose to draw a feature directly on the map or upload a feature in shapefile format.  **Only one feature can be uploaded at a time, and only spatial data will be uploaded, all spatial data must be entered directly into STAR following the spatial feature upload.** | |
| From your Program, Project or Zone form, press “Add Site” button in the left top corner of the map. |  |
| The Map and ‘Create feature’ form appear. Click on ‘Upload Shapefile’ button. |  |
| Click on ‘Choose Files’ button |  |
| Navigate to where you have stored your shapefile on your computer and **select all 4 main components of the shapfile (the .dbf, .prj, .shp and .shx files),** and press the ‘Open’ button |  |
| Press the ‘Upload’ button |  |
| Shapefile now uploads as a feature in STAR, you still need to add the aspatial data about the feature in the form. Enter the Site Name, and option to enter Site Description.  Press ‘Save Site’ button. |  |

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