

# VBA – Upload a Shapefile

## How to upload a shapefile into the Victorian Biodiversity Atlas

This is a basic step by step guidance document to help you upload a shapefile. You can upload a shapefile to create a site boundary or to create a search area. Please note that the shapefile must be an ESRI shapefile and all relevant files associated with the shapefile must be in a zip file.

### Tips


Throughout the VBA each window has a ? in the top right hand corner – this is window-specific help that will provide further details about how to complete the fields.

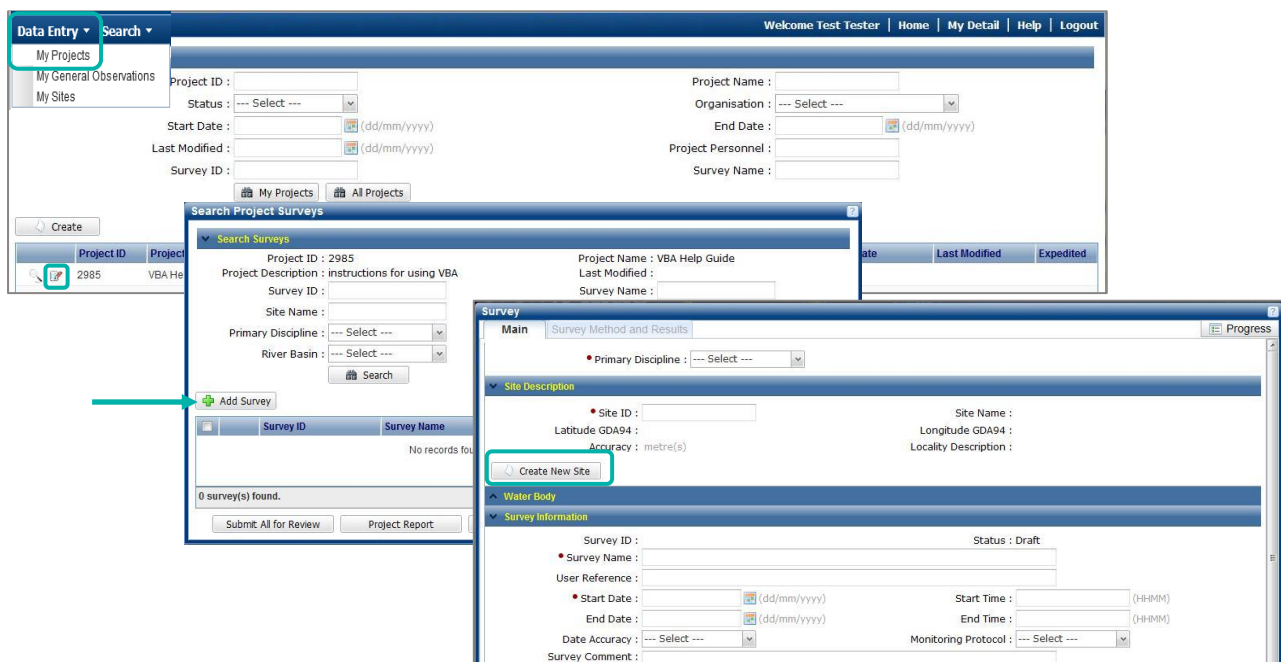
Make sure that you have allowed pop-ups from your browser (you will need to allow these from the VBA site)

Also, throughout the VBA fields marked with a red dot (●) are mandatory fields and must be completed. The fields marked with a yellow dot (●) are conditional - if you complete one you must complete the others.

1. Visit VBA (<https://vba.dse.vic.gov.au/vba/>) and Login using your Login Name & Password.

### Upload a shapefile to create a site boundary

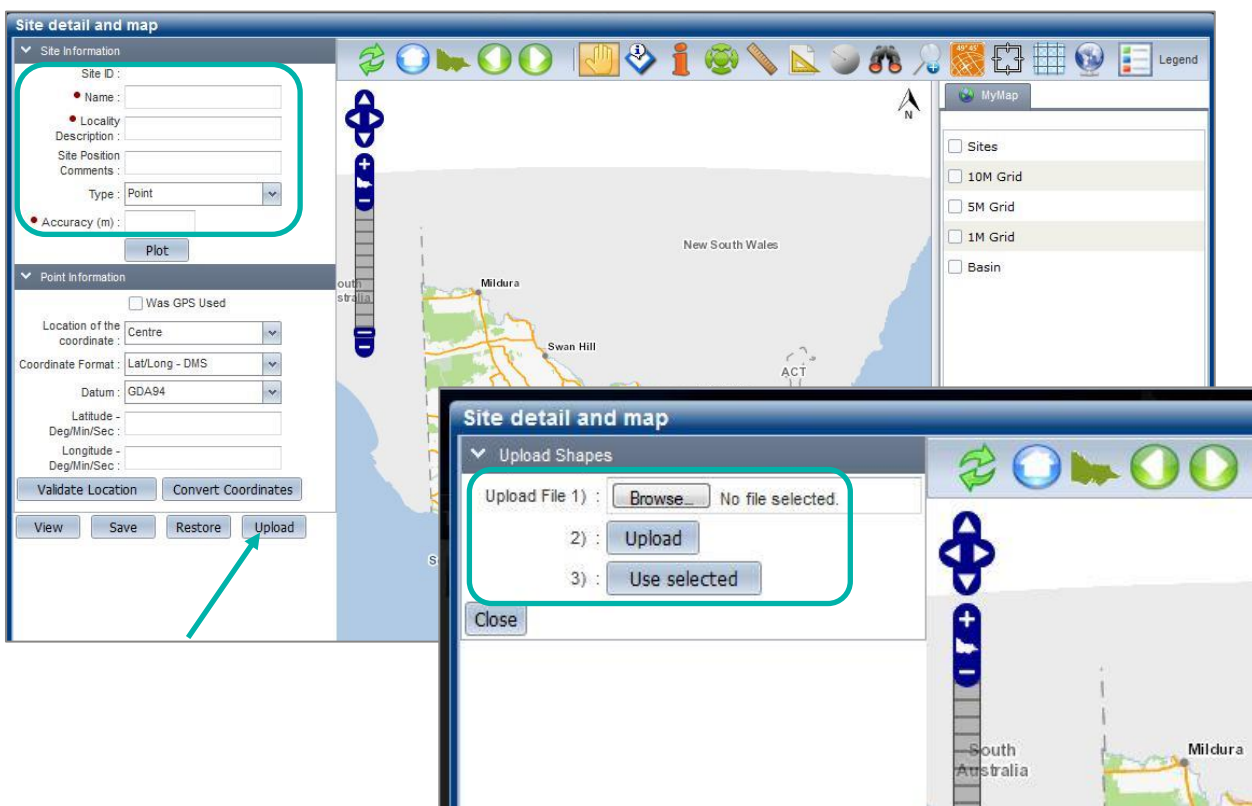
2. Go to **Data Entry** in the top left screen, and select **My Projects**. Select an existing project from your list of Projects by clicking  for the relevant Project, or create a new Project (see [Create a Project Help Guide](#)). Click **Create New Site**.



The screenshot illustrates the VBA web application interface. The 'Data Entry' menu is open, showing 'My Projects'. A 'Search Project Surveys' dialog is open, showing a table with one project (ID 2985). The 'Add Survey' button is highlighted. A 'Survey' form is open, showing the 'Create New Site' button highlighted.

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3. Complete the mandatory Site fields: site **Name**, **Locality** and **Accuracy** (in metres).
4. Click **Upload**.
5. Click **Browse** and navigate to your zip file containing all the relevant files for your ESRI shapefile.
6. Click **Upload** and your points, lines or polygons will appear on the map. Select the 1 relevant point, line or polygon to apply to this Site by clicking on it on the map – it will highlight in red when selected. Then click **Use Selected**.
7. This will centre in on your selected shapefile and you can now click **Save**. Once the Site ID has been populated **Close** this screen.



8. Continue to complete the required Survey details and save, or record the Site ID for later use or for use in your Batch Upload file

## Upload a shapefile to create a search area

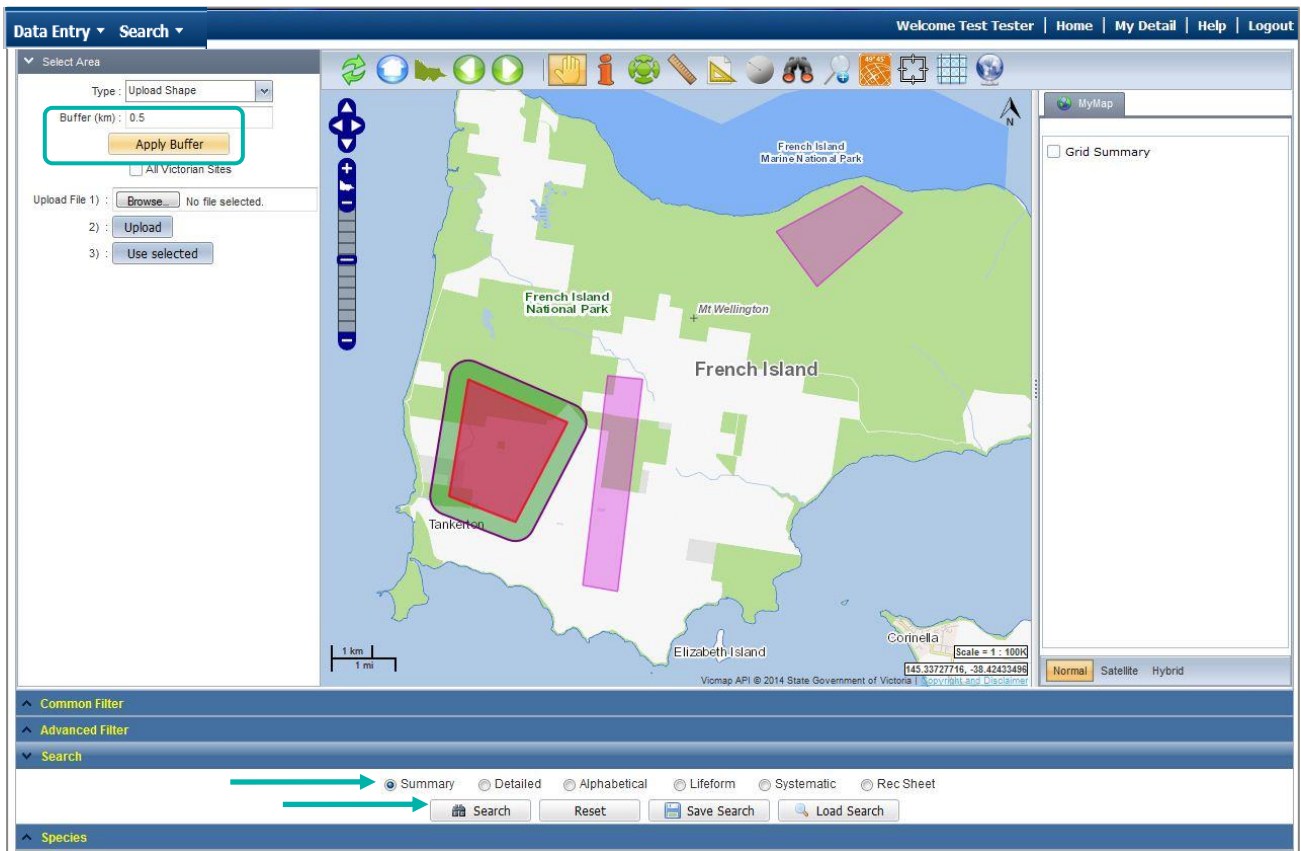
9. Navigate to the **Search** section in the top left of the main page and then select **Species and Surveys > Species Lists & Maps**.
10. From the **Select Area** pane on the left, click on the drop-down list for **Type** and select **Upload Shape**.
11. Click **Browse** and navigate to your zip file containing all the relevant files for your ESRI shapefile.

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- Click **Upload** and your points, lines or polygons will appear on the map. Select the 1 relevant point, line or polygon to apply to this search by clicking on it on the map – it will highlight in red when selected. Then click **Use Selected**.
- If you'd like to apply a buffer, enter the buffer size (in km) and click **Apply Buffer**. Continue on with your search by applying any filters you'd like, select your report type and click **Search**.

The image displays two screenshots of the Victorian Biodiversity Atlas (VBA) web application interface. The top screenshot shows the 'Data Entry' menu with 'Search' selected, and a dropdown menu listing options like 'Species and Surveys', 'Contributor Reports', and 'Download Species Checklist'. The 'Upload Shape' option is highlighted in the 'Type' dropdown of the 'Select Area' panel. The bottom screenshot shows the 'Upload Shape' process in progress, with a 'Browse...' button highlighted in a red box, and 'Upload' and 'Use selected' buttons visible below it. The map shows a region of Victoria, Australia, with various locations labeled.

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