**CATEGORY ARCHIVES:** **GEOFENCES**

# Create Geofence(s)

1. Click on "Geofence" icon on the toolbar
2. Click "Add New Geofences" bottom
3. Type in the Name of the Geofence
4. Locations for Geofence can be created by typing an address, (adding latitude and longitude) or by simply clicking the location in the map. Choose between the options at the top of the map to create the Geofence: "Add a marker", "Draw a shape", "Draw a circle", "Draw a rectangle", "Settings", and "Eraser"
5. Select a group.
6. Select yes or not to Create an Alert
7. Click "Add Geofence"

# Edit Geofence(s)

1. Click on "Geofence" icon on the toolbar
2. Select the Geofence to be edited and click on "edit"
3. Make desired changes
4. Click on "Save" or "Cancel"

# View a Geofence

1. Click on "Geofence" icon on the toolbar
2. Select the desire Geofence
3. Click on "Show" A pop up window will appear.

# Delete Geofence(s)

1. Click on "Geofence" icon on the toolbar
2. Select the Geofence to be deleted
3. Click on "Delete" A confirmation message will appear. Select "OK"

# Upload Geofence(s)

1. Click on "Geofence" icon on the toolbar
2. Click on "Upload Geofences" button
3. Click on "Choose file," select  the desire .csv file and click on "Open"

*The .csv file should contain eight columns titled:  Name, Street Address, City, State, ZIP, Latitude, Longitude, and Radius. Information in Radius column is not mandatory. Up to 100 records per file.*

## Geofences

Search: [Name]   [Search]   Page size [20 ▼]          [Upload Geofences] [Add New Geofence] [Geofence Groups]

| ID | Name | Geofence groups | Shape | Created By | Created At | Type | Actions |
|----|------|-----------------|-------|------------|-----------|------|---------|
| 94348 | cvvc | | Circle | ttr | 03/12/2014 11:37:02 | DBG - | ✂ ✖ |
| 94208 | 1 Testing Alert Geo 00005 | | Circle | qarecover | 01/24/2014 09:07:22 | Software | ✎ ✂ ✖ |
| 94263 | 1 Testing Geo Circular 000015 | | Circle | ttr | 02/14/2014 15:15:31 | Software | ✎ ✂ ✖ |

## Upload Geofences

**Please upload a CSV file for import:**   [Choose file] No file chosen          [Preview]

1. Click 'Choose File' to browse for file
2. Select .csv file
3. Click Open

### File Requirements:

- File must be a .csv file.
- File must have exactly eight columns formatted like the example below.
- Radius is not mandatory; by default it will be 0.1 mile.
- Either address or lat/long are required; if both values are given, the geomarker will use lat/long.
- Please include no more than 100 records.

Download sample