

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.

The screenshot shows the 'Geofences' section of the application. At the top, there is a toolbar with several icons. A blue circle with the number '1' highlights the 'Geofence' icon. Below the toolbar, there is a search bar with the text 'Search: Name' and a 'Search' button. To the right of the search bar, there is a 'Page size' dropdown set to '20'. Further right, there are three buttons: 'Upload Geofences' (highlighted with a blue circle and the number '2'), 'Add New Geofence', and 'Geofence Groups'. Below these buttons is a table with the following columns: ID, Name, Geofence groups, Shape, Created By, Created At, Type, and Actions. The table contains three rows of data.

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](#)

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