

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

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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:

No file chosen

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](#)