

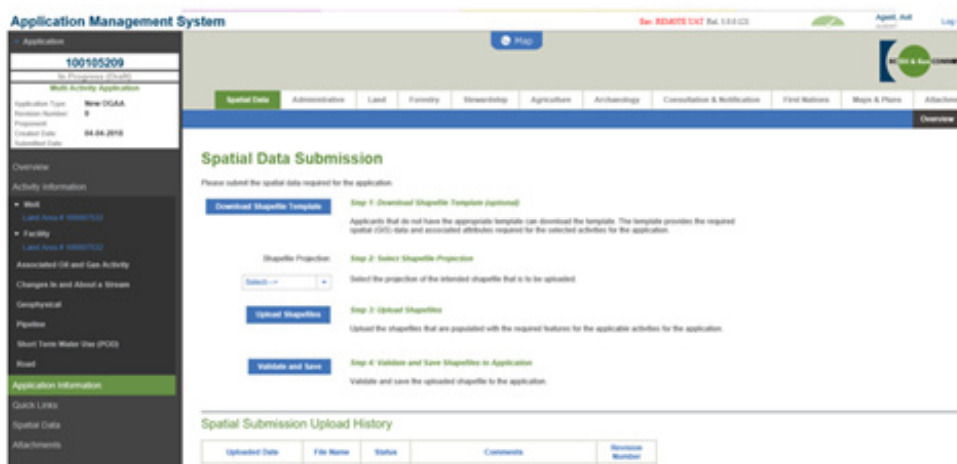
Application Management System Training

Uploading Spatial Data

Spatial data is a key component to how AMS functions as the shapefile populates many spatially derived components and attributes within the application. When creating a new or land amendment application, spatial data must be uploaded first in order for the tabs to become available and editable. This spatial data must meet the spatial submission data standards in order to be accepted by the system. In order to support this, shapefile templates are available for download and can be found in the Application Analysis Tool or within the application under the Spatial Data tab.

PREREQUISITE: Users must have ArcGIS Desktop to edit the shapefile templates and/or have created the spatial data required for the application. All shapefiles must be zipped into one file to upload into the AMS application.

When prompted to upload spatial data under the Spatial Data tab within an application follow the steps below:



Step 1. Select the appropriate *Shapefile Projection*

Select the appropriate projection of the intended shapefile that is to be uploaded.

Step 2. Click *Upload Shapefiles*

Choose the zipfile from the browser window and click Upload. All spatial data that has been uploaded (both failed and successful) will appear in the Spatial Submission Upload History section.

Step 3. Click *Validate and Save*

Users must click Validate and Save in order for the system to complete the geo-processing of the spatial data for the application. Shapefiles that are invalid will not be saved and users must re-upload a valid shapefile to continue with the application. Once the spatial data has been successfully uploaded, the system will auto populate the attributes from the shapefile into the application and compute the spatially derived values.

