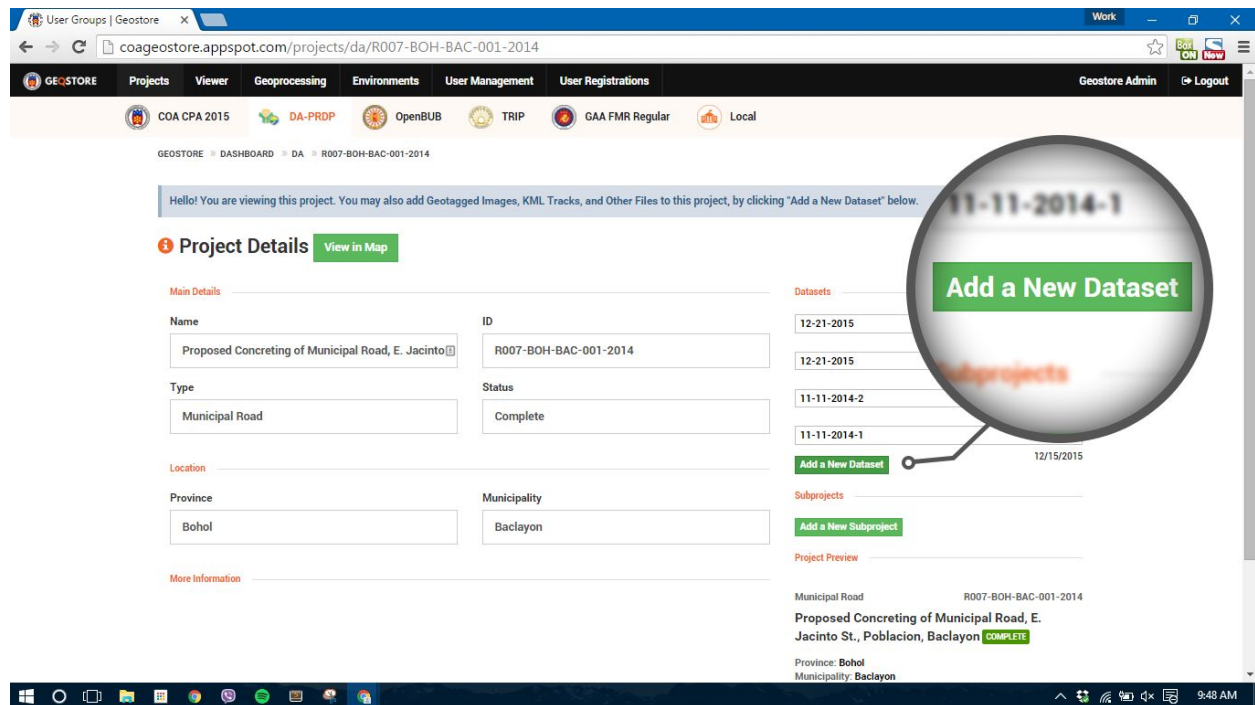# GEOSTORE

Quick Start Guide

Introduction

This quick start guide serves as the essential overview for auditors to make upload datasets to the Geostore. To read a more detailed guide and to know more about other Geostore features, please refer to the Geostore User Manual.

Uploading files to the Geostore

1. Select a project you want to update

2. Click "Add Dataset" on the right side of the page

3. Enter the details asked on the succeeding page.

Information required:

- **Environment**: Choose whether the dataset can be viewed by anyone in the Geostore or by a specific environment. A list of environments you belong in will appear. You can choose only one environment.

- **Title**: This is the name of the dataset to be uploaded. This must be unique. No two datasets in a project must have the same title.

Note: The Project Code is already filled in and can't be changed. This is so the dataset will be associated with the proper project.

4. In the succeeding page, you will be asked to input the names of the data collectors. You cannot proceed to uploading images, tracks and other files unless you fill in this field.

5. To add geotagged images and tracks (KML/KMZ files), drag the files to the box which says "Drop Image and KML Files here to upload".

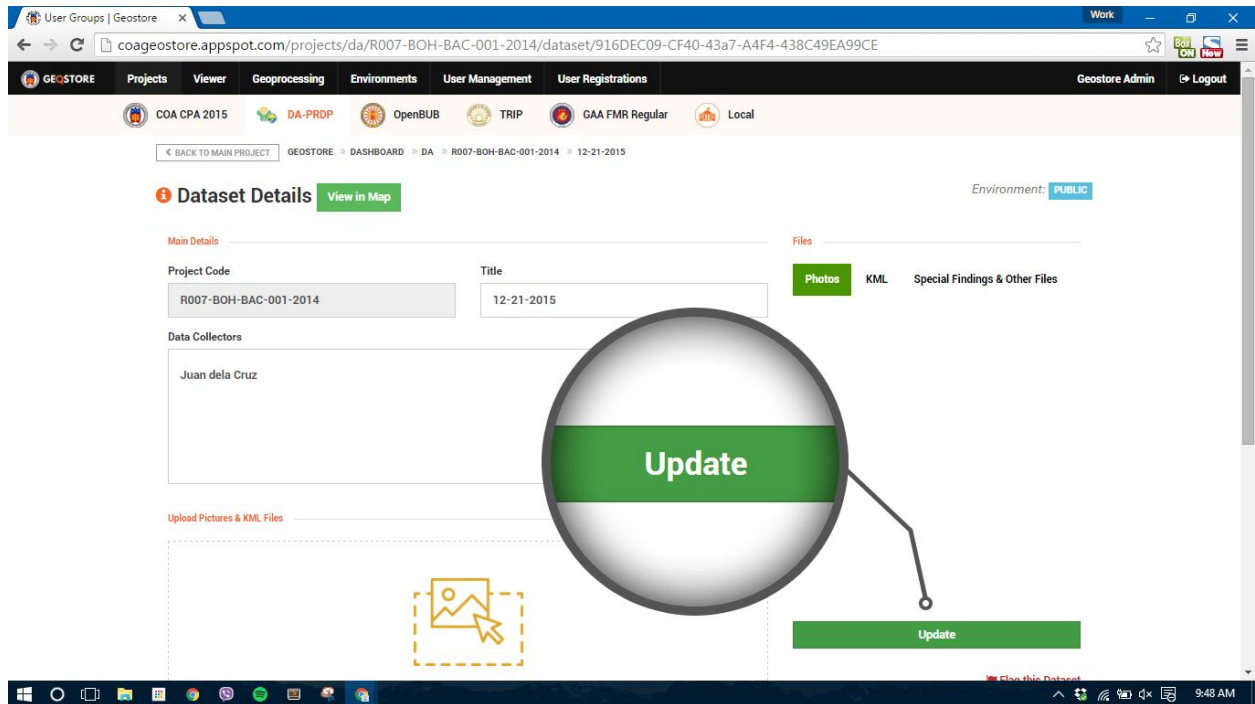6. To add images of findings and other supporting files such as inspection reports, etc., drag the files to the box which says "Drop Special Findings Images here to upload".

7. After making sure all the information you entered is correct, click "Update" on the right side of the page

The dataset can now be seen by members of the team and environment through the Geostore Viewer.