How to Upload or Draw Field Boundaries

TopSoil® by Continuum Ag • topsoil.ag

Your fields have to exist in TopSoil before anything else can happen — a boundary is what every acre, crop assignment and CI Certification® enrollment hangs on. Part 1 gets you to the right page. Part 2 is where you **pick one of four ways** to add a field, depending on what you already use. Parts 3 and 4 then assign a crop and enroll the field.

PART 2 IS A CHOICE — YOU ONLY NEED ONE

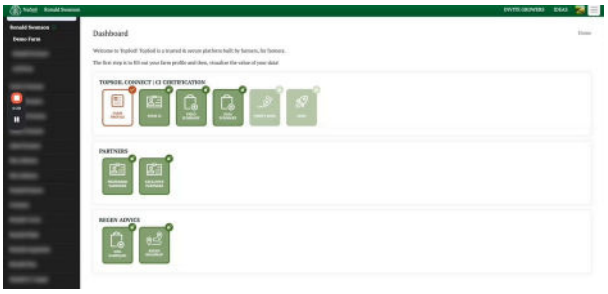
- **Option 1 — Draw it yourself**. No other software needed. Works for everyone.
- **Option 2 — John Deere Operations Center™**, if that's where your farm data lives
- **Option 3 — Climate FieldView™**, if that's where your farm data lives
- **Option 4 — Ag Leader® SMS™**, if that's where your farm data lives

Most growers use one of these platforms, not all three — so go to the one section that matches yours and skip the rest. Don't use any of them? Option 1 is for you.

PART 1 Open Field Summary

Log in at **topsoil.ag** and you land on your **Dashboard**.

Under **TOPSOIL CONNECT | CI CERTIFICATION**, click the **FIELD SUMMARY** tile — third from the left.

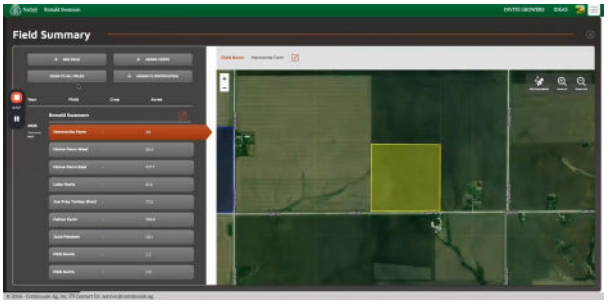


Dashboard — the FIELD SUMMARY tile is third along.

Field Summary is home base for everything in this guide: your fields are listed on the left with their crop and acres, and drawn on the map to the right.

The four buttons above the list are the ones you'll use — **ADD FIELD**, **ASSIGN CROPS**, **ZOOM TO ALL FIELDS** and **ASSIGN CI CERTIFICATION**.

Starting a new field always begins the same way: click **ADD FIELD**.



Field Summary — fields on the left, map on the right.

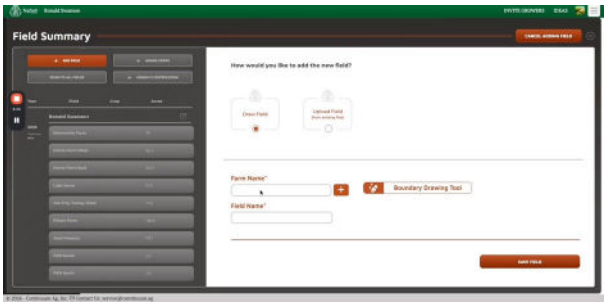
PART 2 Add Your Field — Pick One Option

OPTION 1 Draw the boundary yourself

Nothing else required — if you don't use a farm management platform, or an export is giving you trouble, this takes a couple of minutes per field.

After clicking **ADD FIELD**, choose **Draw Field**.

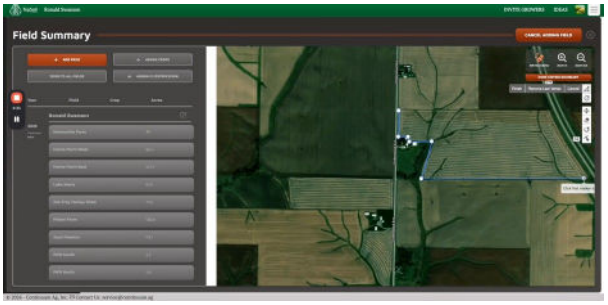
- **Farm Name** — pick an existing farm, or click the orange **+** to create a new one
- **Field Name** — whatever you call it day to day
- Then click **Boundary Drawing Tool**



Draw Field selected — name the farm and field first.

The map opens. Zoom and drag to your field — you can move around freely before you start drawing.

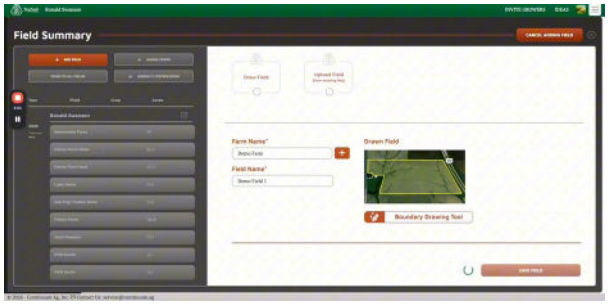
- Click **EDIT BOUNDARIES** to turn the drawing tool on
- Click once to start the shape, then click your way around the edge of the field
- Close the shape by clicking your **first marker** again
- Misclicked? Use **Remove Last Vertex** — or **Cancel** to start over



Clicking around the field edge; close it on the first marker.

Click **DONE DRAWING BOUNDARY**, then zoom out and give it a look — this is your chance to catch a boundary that didn't come out right.

Your shape appears as a **Drawn Field** thumbnail next to the name fields. When it looks right, click **SAVE FIELD**. You're done — skip to Part 3.



The drawn field, ready to save.

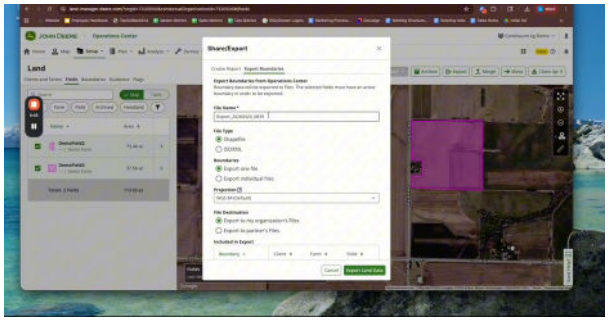
OPTIONS 2–4: WHAT TOPSOIL NEEDS FROM AN EXPORT

- A **zipped shapefile** — one zip file per field
- All four shapefile parts inside it: **.shp, .shx, .dbf and .prj**. Miss one and the upload won't work.
- **One field per zip.** Exports that bundle several fields together have to be split apart first — that's what the zipping step does in each section below, with steps for both **Mac** and **Windows PC**.

Whichever platform you export from, you finish the same way — see "Move the file into TopSoil" at the end of Part 2.

OPTION 2 Export from John Deere Operations Center™

- Go to **Land** → the **Fields** tab, and check the fields you want
- Click **Export**, then open the **Export Boundaries** tab
- File Type: **Shapefile**
- Exporting more than one field? Choose **Export individual files** — this matters. One combined file won't import correctly. A single field can use “Export one file.”
- Leave Projection on **WGS 84** and destination on your organization's Files, then click **Export Land Data**

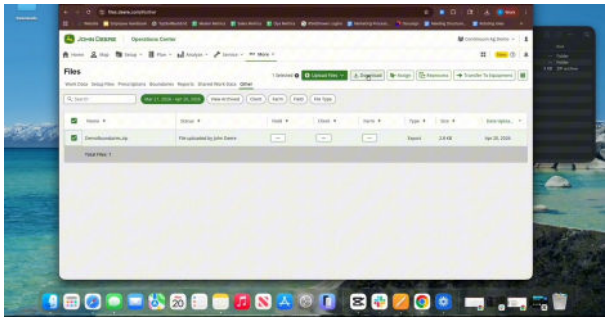


Export Boundaries — Shapefile, individual files.

John Deere tells you the file is being created. Click **Go to Files**, find it in the list, and click **Download** — keep it as a **zip**.

Unzip it on your computer. Inside you'll find the shapefile parts for every field you exported, all mixed together.

- **Mac:** double-click the zip — it opens as a regular folder.
- **Windows PC:** right-click the zip → **Extract All** → **Extract**.

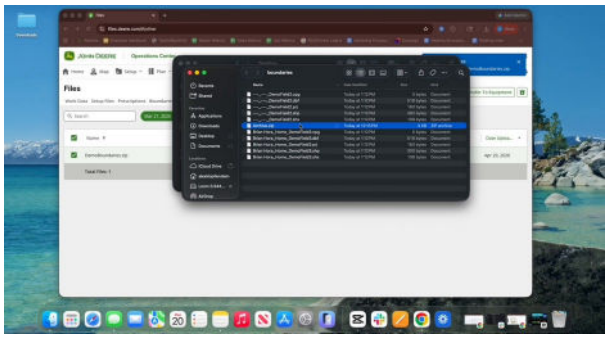


Download the export from Files as a zip.

Now separate them: select the **four parts belonging to one field** (.shp, .shx, .dbf, .prj) and zip them together:

- **Mac:** right-click → **Compress**.
- **Windows PC:** right-click → **Compress to ZIP file** (Windows 11) or **Send to** → **Compressed (zipped) folder** (Windows 10).

That new zip is what you upload. Repeat for each field, and rename the zips so you can tell them apart.

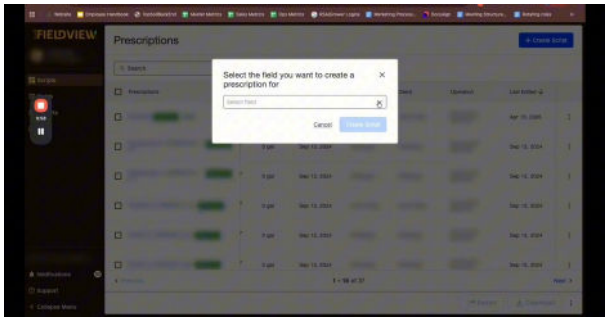


Select one field's four parts and compress them.

OPTION 3 Export from Climate FieldView™

FieldView has no direct boundary export, so this is a workaround: you create a prescription for the field, which produces a shapefile containing its boundary. It has to be done **one field at a time** — *tedious, but it works.*

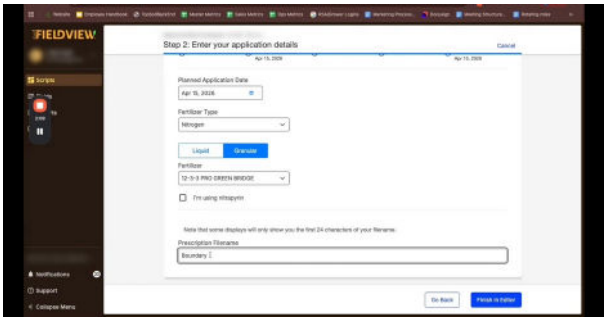
- Go to **Scripts** → **Create Script**
- Click **Single Field Create**, select the field, then click **Create Script**
- Choose **Planting** → **Manual Planting Prescription**
- Click **Draw Your Own Zones**



Select the field to create a prescription for.

Name it in **Prescription Filename** using the field name followed by “Boundary” — for example **North 80 - Boundary**. Then click **Finish in Editor**.

Type **0** for **bu/ac** — the rate doesn't matter, you're only doing this to get the boundary out. Press **Save**, then **Save** again.



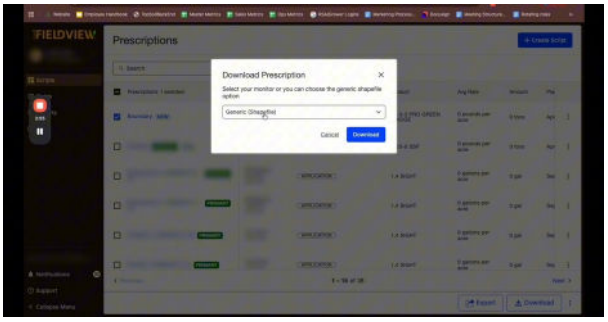
Details don't matter — the filename does.

Back on the Prescriptions list, check the box of the prescription you just created (it's at the top) and click **Download**.

Make sure it's set to **Generic (Shapefile)** — this is the important one — then press **Download** again. It saves to your Downloads folder as a **.zip**.

It's important to **unzip** it, then **zip** the four parts (.shp, .shx, .dbf, .prj) back up before you upload it into TopSoil.

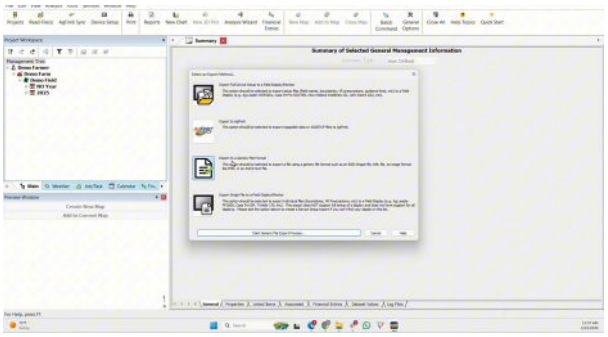
- **Mac:** double-click the zip to unzip it. Then select the four parts, right-click → **Compress**.
- **Windows PC:** right-click the zip → **Extract All** → **Extract**. Then select the four parts, right-click → **Compress to ZIP file** (Windows 11) or **Send to** → **Compressed (zipped) folder** (Windows 10).



Choose Generic (Shapefile), not a monitor.

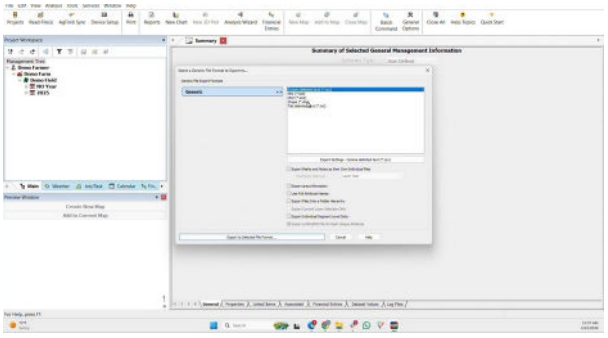
OPTION 4 Export from Ag Leader® SMS™

- Select the grower, farm and field you want in the Management Tree
- Start an export and choose **Export to a Generic File Format** — that's the option for shapefiles
- Click **Start Generic File Export Process**



Export to a Generic File Format.

- Leave the format family on **Generic** and choose **Shape (*.shp)** from the list
- Nothing else needs changing — click **Export to Selected File Format**
- Pick a folder you'll be able to find again, then zip that folder's contents:
  - **Mac:** select the files, right-click → **Compress**.
  - **Windows PC:** select the files, right-click → **Compress to ZIP file** (Windows 11) or **Send to** → **Compressed (zipped) folder** (Windows 10).

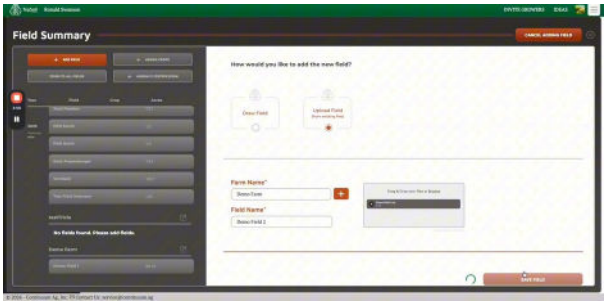


Shape (.shp) is the format you want.*

FINISHING OPTIONS 2–4 Move the file into TopSoil

Back in TopSoil, click **ADD FIELD** and choose **Upload Field** (from existing map).

- Fill in **Farm Name** and **Field Name**
- Drag and drop your zip onto the box — or click **Browse** and find it
- Click **SAVE FIELD**. The boundary appears on your map.

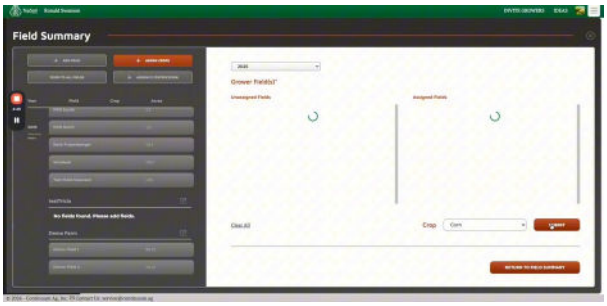


Drag and drop the zip, or browse to it.

PART 3 Assign a Crop

A boundary on its own isn't enough — every field needs a crop for the year before it can be scored.

- Click **ASSIGN CROPS** on the Field Summary page
- Check the crop year at the top — make sure it's the year you mean
- Tick your fields under **Unassigned Fields**
- Pick the crop from the **Crop** dropdown and click **SUBMIT**
- They move to **Assigned Fields** with the crop beside them. Click **RETURN TO FIELD SUMMARY** when you're done.

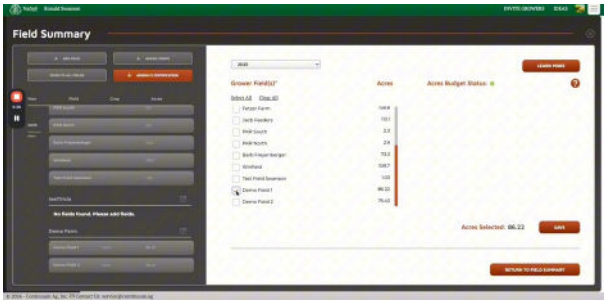


Fields assigned to Corn for the crop year.

PART 4 Assign CI Certification®

This is what actually enrolls a field. Click **ASSIGN CI CERTIFICATION** and confirm the crop year.

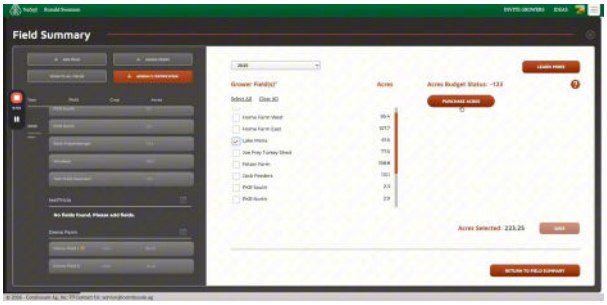
- Tick the fields you want certified — the acres for each are listed beside them
- **Acres Selected** adds up at the bottom as you go
- Watch **Acres Budget Status** at the top right: it's how many certification acres you have left
- Click **SAVE** once it looks right



Fields ticked, acres totalled, budget still green.

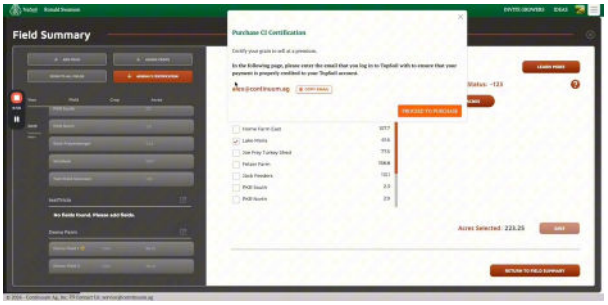
STEP 1 If you need more acres

Select more acres than your budget covers and **Acres Budget Status turns negative** — that's the number of acres you're short. A **PURCHASE ACRES** button appears.



Budget short by 123 acres — PURCHASE ACRES appears.

Clicking it opens a confirmation, then takes you to checkout. **Use the same email address you log into TopSoil with** — that's how the purchase gets credited to your account.



Confirm your TopSoil login email before purchase.

THINGS TO REMEMBER

- **Part 2 is a choice, not a sequence.** Use the one option that matches your software — or draw it yourself.
- **One zip per field**, containing all four shapefile parts (.shp, .shx, .dbf, .prj).
- In John Deere, choose **Export individual files** for more than one field. In FieldView, only **Generic (Shapefile)** and the filename matter.
- A field needs a boundary *and* a crop before it can be assigned to CI Certification®.
- **Use your TopSoil login email at checkout** so purchased acres land in the right account.

Questions? The Continuum Ag team is happy to help — **service@continuum.ag**