



Importing RPA boundaries into Gatekeeper

(England only)

These notes are not exhaustive and do not cover every possible situation: depending on your farm and business setup you may need to adapt or follow a different process. For further information please contact the Gatekeeper support team, who will be happy to advise you.

Updated: April 2020



Importing RPA boundaries

It is possible to import the field boundaries held by the RPA into Gatekeeper for all customers with the Mapping module.

There are a number of ways in which this information can be handled by Gatekeeper, and the approach you take will depend on how you are using the Mapping and/or Precision Farming modules. If you are in any doubt, please contact customer support before proceeding.

IMPORTANT – please note that the RPA boundaries are your registered field boundaries and therefore may not represent the area that you actually crop each season. If you have already taken the time to link field cropping boundaries to your fields in Gatekeeper then please proceed with caution to avoid them being overwritten. The option *Add to RPA Field Boundaries Cartographic layer* can be used by all Mapping module users as it creates a new map layer and does NOT Add/overwrite field boundaries.

Import options

RPA boundaries may be imported in the following ways:

Method	Description	Notes/Suitability
Add to RPA Field Boundaries Cartographic layer	<i>Adds a copy of your RPA boundaries to an RPA Field Boundaries cartographic layer</i>	<i>This option creates a map layer and does not link boundaries to your Gatekeeper fields. It is therefore very useful for creating a whole farm map that can be used for land management projects such as planning environmental schemes.</i>
Add new or replace existing field boundaries	<i>Imports the RPA boundaries as the cropping boundaries of each field, replacing any boundaries which were already in Gatekeeper</i>	<i>This option allows you to quickly link your Gatekeeper fields with their RPA field boundaries. It will replace any pre-existing field boundaries with your registered RPA boundaries. NOT recommended for users with existing field boundaries.</i>
Add new field boundaries – Ignore existing field boundaries.	<i>Imports the RPA boundaries as the cropping boundaries of any field which does not have a boundary, ignoring any that do have a boundary.</i>	<i>This option allows you to quickly link your Gatekeeper fields with their RPA field boundaries. Suitable for users who have some fields with boundaries and some fields without boundaries. With the option 'Ignore existing field boundaries' ticked, fields with an existing boundary will be ignored while those without a boundary will be added.</i>



Before you begin

-  Ensure you know the SBI number for each business that you wish to download boundaries for.
-  Be sure that you are using the correct import method for your requirements.
-  Synchronise your Gatekeeper and ensure you have a complete backup.

Import RPA boundaries as a cartographic mapping layer

To import the RPA mapping data as a new cartographic mapping layer into Gatekeeper:

1. Open the Publishing Centre
2. Select the 'Other' tab
3. Enter your SBI
4. In the 'Import RPA boundary data options' box, ensure the option 'Add to RPA Boundaries Cartographic layer' is ticked and all other boxes are not selected.



It is possible to select a different cartographic layer to import data onto. For example, If you have existing data on the cartographic layer 'RPA Field Boundaries' which you do not want to replace. To select or add a different cartographic layer:

- a. Select 'Setup Layers'
 - b. With the group 'RPA Field Boundaries' selected on the left hand side of the window that opens, select 'Add Layer'
 - c. Enter a name for the new layer
 - d. Click 'OK'
 - e. When you are returned to the import screen, select the newly added layer from the dropdown selector.
5. Select the appropriate end user statement.
 - a. If you tick *I am the business owner or am employed by the business owner*, you should view and read the Ordnance Survey Public Sector End User Licence before accepting the Ordnance Survey terms and conditions.
 - b. If you tick *I am an agent acting on behalf of the business owner, for example an Agronomist or Contract Farmer*, you will be directed to the Defra Data Services Platform where you must read the End User Licence and then tick *I am an agent* (at the bottom of the screen). You must then enter your Agent Details and accept the Terms and Conditions before clicking Continue. Once this is done you can return to Gatekeeper where you must confirm your actions before proceeding.
 6. Select 'Import'.



Publishing Centre

Inbox Outbox Other

RPA Boundaries Syngenta Partnership Plan Third Party

3 Single Business Identifier [dropdown]

Imported RPA boundaries will add new or replace existing boundaries and/or be added onto the selected Cartographic RPA Field Boundaries Layer

4 Import RPA Boundary Data Options

4a Add to RPA Field Boundaries Cartographic layer
RPA Field Boundaries [dropdown] Setup Layers

Add new or replace existing field boundaries
 Ignore existing field boundaries

5 End User

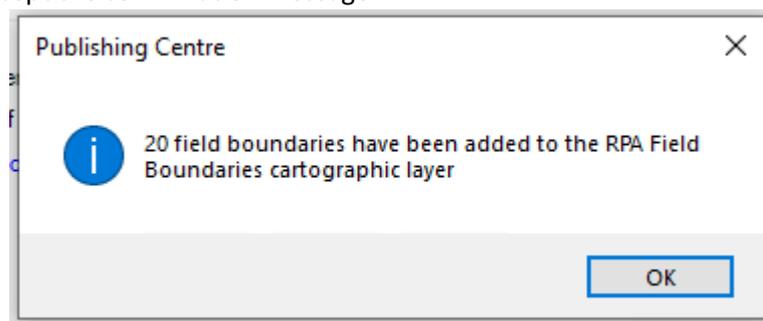
I am the business owner or am employed by the business owner
 I am an agent acting on behalf of the business owner, for example an Agronomist or Contract Farmer
Clicking 'I am an agent' will direct you to the Defra Data Services Platform Rural Payments Agency Land Parcels page.

I accept the terms and conditions of the Ordnance Survey Public Sector End User Licence
[View the Ordnance Survey Public Sector End User Licence](#)

6 Import

Delete Imported Customer Field Records Email Your Publishing Key Save Your Publishing Key Close ?

- Click 'OK' to accept the confirmation message



- Users with multiple SBI datasets only: return to step 3 and repeat process as necessary.

The imported data may be viewed in the usual way by opening the mapping module and selecting the appropriate layer.

For further information on using cartographic layers, including using a cartographic layer to add new field boundaries, please refer to our Gatekeeper support materials.



Import RPA boundaries to add new or replace existing cropping boundaries



Only use this option if you do not have any cropping record boundaries in Gatekeeper already, or you definitely want to replace any existing boundaries with the RPA boundaries.

It is only possible to use this option to import RPA boundaries to whole field cropping records (the import process will not work for split cropping records as the RPA do not hold boundaries for split fields).

To import the RPA mapping data as new cropping record boundaries into Gatekeeper:

1. First check that you have recorded a Map Sheet and NG number to each of your fields. This will make the import process much easier.

To do this:

- Go to the Fields Module.
 - Click Setup Fields.
 - Within one of the season columns, double click the first field. The Cropping Record window will appear.
 - At the bottom of the window click the Field Details button. The Field Details window will appear. Check that a Map Sheet and NG number are present.
 - Use the tree view on the left to go to the next and subsequent fields.
2. Open the Publishing Centre from the Module bar.
 3. Select the 'Other' tab.
 4. In the RPA Boundaries tab, enter your SBI.
 5. In the 'Import RPA boundary data options' box:
 - a. By default the option 'Add to RPA Field Boundaries Cartographic layer' will be ticked. If you do not wish to import the data as a cartographic layer, untick this box.
 - b. Tick the option 'Add new or replace existing field boundaries'
 - c. If you have existing boundaries, you can choose to keep all existing boundaries and only import boundaries for fields which do not currently have a field boundary by ticking the option 'Ignore existing field boundaries'. This will cause the option 'Add new or replace existing field boundaries' to change to 'Add new field boundaries'.
 6. Select the appropriate end user statement (refer to the previous section for full details).
 7. Select 'Import'.



Publishing Centre ×

Inbox Outbox Other

RPA Boundaries Syngenta Partnership Plan Third Party

4 Single Business Identifier

5 Import RPA Boundary Data Options

- Add to RPA Field Boundaries Cartographic layer
- Add new or replace existing field boundaries
- Ignore existing field boundaries

6 End User

- I am the business owner or am employed by the business owner
- I am an agent acting on behalf of the business owner, for example an Agronomist or Contract Farmer

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7

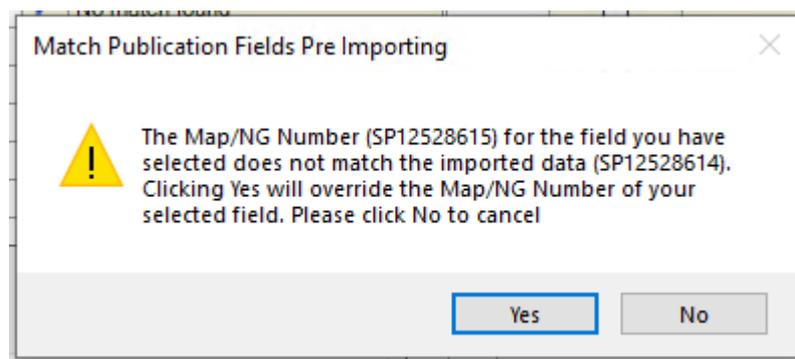


8. Any fields that can be matched by their Map/NG number will be matched automatically. Any fields which cannot be matched must be manually matched/aliased as follows:
 - a. Double click in the white 'Field' column
 - b. In the screen that opens, select the appropriate field from the left hand side. New fields can be added by clicking the 'Quick Add Field' button.
 - c. Click 'OK'

Match Publication Fields Pre Importing									
IMPORTANT - Please note that your RPA boundaries are your registered field boundaries and may not represent your cropped boundaries									
Match Publication Fields To Gatekeeper Fields									
RPA Boundary Data		Matching Action				Gatekeeper			
Map/NG Number	Area	Matched	Added	Ignore		Field	Clear Alias	Map/NG Number	Boundary Exists
SP12516693	3.14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	✘ Ignored	Field 01	<input type="checkbox"/>	SP12516693	<input checked="" type="checkbox"/>
SP12516781	0.49	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✔ Field matched by Map/NG Number	Field 02	<input type="checkbox"/>	SP12516781	<input type="checkbox"/>
SP12517477	0.61	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✔ Field matched by Map/NG Number	Field 03	<input type="checkbox"/>	SP12517477	<input type="checkbox"/>
SP12519188	0.17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✔ Field matched by Map/NG Number	Field 04	<input type="checkbox"/>	SP12519188	<input type="checkbox"/>
SP12528614	9.73	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	? No match found		<input type="checkbox"/>		<input type="checkbox"/>
SP12555999	8.10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	? No match found		<input type="checkbox"/>		<input type="checkbox"/>



If a field that is manually matched to an RPA boundary has a different Map or NG number already in the field record to the RPA boundary you have selected, you will be shown a warning message. Clicking 'Yes' will match the field to the boundary but will also cause the Map and NG number in the field record to be **replaced** by the numbers from the RPA boundary record.



- d. If there are any fields in the RPA data that you do not wish to import into Gatekeeper, you will need to tick the 'Ignore' column for each field to be ignored before you can proceed.
9. Click 'Import'
10. Click 'OK' to accept the confirmation message.

Field boundaries may now be viewed in the farm map or field map windows as usual.



Clear Alias - if a field has been manually matched/aliased, this matching can be removed by ticking its 'Clear Alias' check box. The field can then be re-matched/aliased as required.