# Importing Tree Inventory Data to HTHC

If you have existing, accurate tree inventory data, it can be imported to the HTHC database, allowing your organization to set up tree health monitoring and stewardship Projects using HTHC tools through the HTHC Web-Based Project Management Dashboard.

To begin the import process, first contact Rachel Holmes ([rholmes@tnc.org](mailto:rholmes@tnc.org)) to begin a discussion about your specific needs and available data. HTHC team members are happy to discuss what will work best for your organization and its needs.

When ready to start the import process, your data must be formatted according to the Importing into HTHC Format Dictionary document, included in the Managing Projects resource packet.

While HTHC’s database will generate a unique identification number for each record, it is highly recommended you include identification specific to your organization in the ‘name’ field. This will ensure that your organization can, after data collection, export the data from HTHC and re-import the added information (Health Check data, Stress Index values, records of Tree Care visits, etc) into your own database.

It is highly recommended that only *recent*, *accurate* tree inventory data be imported to HTHC’s database. It is common for some tree inventories to recur on 5 – 10 year schedules, and given tree mortality and growth, a 10 year old inventory may not be a good reflection of a current tree canopy present in any location.

Once your data is formatted, it will be sent to Bugwood’s developers to add it to the HTHC database. If they have any questions or need clarification, they will contact you directly.