QGIS/GUPS instructions on how to pad the VTD Code (VTDST) field to six digits to import your shapfile for creating or verifying your VTDs

1. Add a shapefile to a QGIS Session by closing Map Management and selecting Add Vector Layer

2. Open the attribute table and then select Field Calculator

3. Select Create New Field

4. Enter the field name of VTDST (or VTDST1 if it already exists) in Output field name.

5. Select Text (string) for Output field type

6. Enter 6 for Output field length

7. Enter the following expression: `lpad("VTDCODE",6,'0')`. Note use the field of your unpadded VTD Code in the expression above. In this example, it was VTDCODE.

8. Click OK and check for new field and 6 digit values
Arc Map instructions on how to pad the VTD Code (VTDST) field to import your shapfile for creating or verifying your VTDs

1. Add a field to your attribute table named VTDST (or VTDST1 if it already exists).

2. Field should be text with 6 character length

3. Once the field is added, start an editing selection

4. Select the field from the attribute table, right click, and select Field Calculator

5. Select Python, String, and then .zfill()

6. Enter !fieldname!.zfill(6)

7. Click OK

8. Check for the 6 digit VTD Codes