Organisations

Organisations are a way of grouping multiple projects together. Members who are added to an organisation automatically gain access to all of the projects in that organisation (to view, edit, and report on data).

- [Organisations overview](#)
- [Creating an organisation](#)
- [Editing Organisation details](#)
- [Organisation roles](#)
- [Adding and removing organisation members](#)
- [Adding and removing Organisation projects](#)

Organisations overview

Trap.NZ organisations are used by groups who trap in multiple geographic regions but want easier ways to:

- manage members across their projects
- run reports across their projects

Organisations are usually used by government departments and councils, however they are available to be used by any group that would find them helpful.

By going to your **My projects** page you can see which organisations you belong to. Your list of projects will include projects which you now have access to via your organisation membership.

My Organisations

Project name ⌃	Members	Your role
Groundtruth	1	

You can see which projects belong to an organisation by clicking on the name of the organisation on your **My projects** page.

Organisation projects

Title
Demo Project
Dans Demo Project
Test

Creating an organisation

The tech team at Trap.NZ can create an Organisation for you. There's no way of a user doing this themselves at the moment.

If you'd like us to setup an Organisation for you, please email support@trap.nz with this information:

- what you'd like to call your Organisation

- the Trap.NZ account email address of one person to add as the Org Admin

- one project that the above person is Administrator of, that you want added to the Organisation

Editing Organisation details

Only users with the Org Admin role are able to edit access these tools.

As an Org Admin, you can edit the details of your existing Organisation, including the Organisation's name and description.
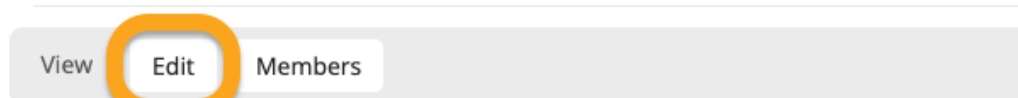
To edit Organisation details:

1. From your My Projects page, under the "My Organisations" heading, click on the name of the Org that you wish to edit.

2. Click the "Edit" button

3. A form will load, where you can edit the Org title/name and description

4. Click the green "Save" button to save your changes

Organisation roles

In addition to the four project roles, organisations provide an additional **two** roles: **Org member** and **Org admin**.

- **Org members** can:
    - Add lines, stations and records to all projects within the organisation
    - View records and stations in all projects within the organisation
    - Run reports against all projects within the organisation

- **Org admins** can:
    - Do everything a project administrator can do, to any project within the organisation
    - Add and remove people from the organisation (and thus the member projects)
    - Change an organisation members role

Adding and removing organisation members

Adding members to your organisation, and removing members from your organisation works the same as it does for projects.

1. Go to **My projects** and click on the name of the organisation to go to your organisation homepage

2. Follow the instructions for adding and removing project members.

INVITE NEW MEMBERS TO *GROUNDTRUTH*

User email(s) *

adam@groundtruth.co.nz
dan@groundtruth.co.nz

Use commas or new lines to split email addresses. The new users will be created and invited as members of this group. A one time login link will be sent to the invitees' email. Limited to *10* invites at a time

Assign roles

administrator member ▾

Choose a role you would like to assign to the users:

- **administrator member**: Can see and edit all installations and manage members.
- **editor**: Can see and edit all installations.
- **readonly member**: Can see all installations, but only edit the ones assigned to them.
- **no role**: Can see and edit only installations assigned to them.

Adding and removing Organisation projects

In order to add or remove projects to an Organisation, you must be both the project's Administrator, and a member of the Organisation.

Adding a project to an Organisation

For each of the projects you want to add to an Organisation:

1. Go to the "Edit project" page

2. In the "Extra (optional)" section, is a field where you can select which Org(s) you want to add that project to. See the bottom right of the screenshot below, where I'm editing "Demo Project A"

3. Select the Org(s) you want this project to belong to from this section

4. Click the green "Save" button at the bottom of the page

5. This project is now part of the Org you selected

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Removing a project from an Organisation

Follow the steps above, and de-select the Org from the "Your Organisations" field that you want to remove your project from. If you want to remove the project from all Orgs, select "None"