

Moving installations

See also: [Moving installations using the app](#)

In order to move an installation you must have either:

- been the one who added the installation to the project, or
- a Manager or Administrator role in the project

For video help, click the youtube link here <https://youtu.be/244cp2wbmSk>

Moving an installation that already has records associated with it

If you are physically moving an installation that already has records associated with it, best practice is to “retire” the installation and create a new one in the new location. This keeps old records correctly associated with the old location.

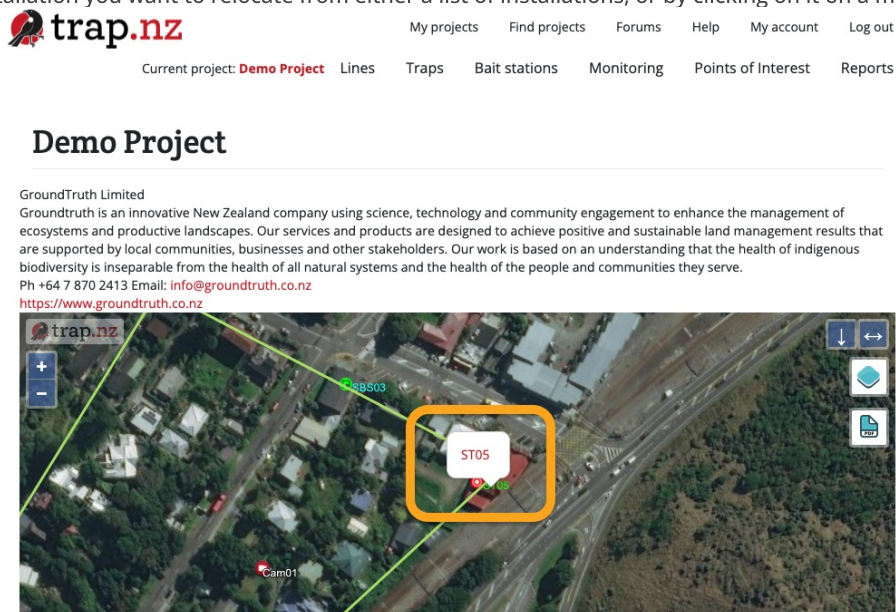
If you wish, you can create the new installation with the same name.

The retired locations can be viewed by setting the "retired" filter in map views and reports.

Moving an installation that has been incorrectly located on the project map

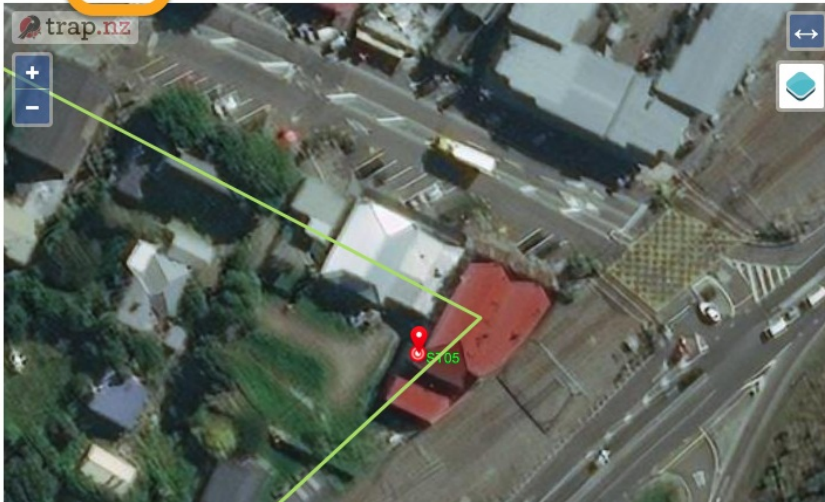
If an installation is incorrectly located on your project map (or you want to adjust the location for another reason):

1. Select the installation you want to relocate from either a list of installations, or by clicking on it on a map



2. The page for that installation will load
3. Click the "Edit" button

ST05

[View](#) [Edit](#)


Trap type: DOC 250
Date installed: 27 Aug 2019
Installed by: Scott
Total kills: 3
Trap line: Southern circuit
Lat: -40.988651410851
Lon: 174.951724559070

[Add a supplementary trap](#)
[Add a new trap record](#)

- The "Edit installation" page will load
- Zoom in on the trap on the map, so that its current location and the location you want to move it to, are both visible.

Edit Trap ST05

[View](#) [Edit](#)

Please enter the details for this trap.
[Need help?](#)

Trap number / code *

Date installed *

Installed by

Trap type *

Trap sub type

Trap line

☐ Retired

Check this box if the trap is no longer used (or moved to a different area). The trap will be removed from most displays but historical data will be retained.

Location *


- Click the "Draw a point" icon on the map
- Click on the new location for this installation on the map
- A dialog box will appear, asking you to confirm that you want to move the installation's location on the map
- Click "OK" to confirm
- The map will now show a green square where the installation will be moved to



11. Click the green "Save" button at the bottom of the page to save your changes
12. The page for that installation will load, showing the installation at the new location on the map

🕒Revision #1

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