

# Project Categories

You must be a project **Administrator** have access to the "Project categories" section.

For video help click the you tube link here <https://youtu.be/Zv90Q7fPGVE>

Project categories allow Administrators to customise some aspects of their project, such as:

- Bait station species detected
- Monitoring bait
- Monitoring protocol
- Monitoring species
- Monitoring survey event
- Monitoring type
- POI type
- Project record type
- Trap bait type

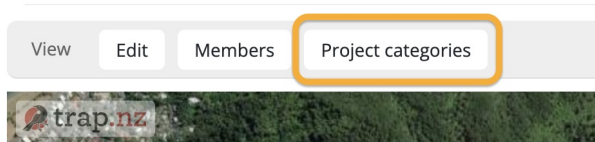
## Accessing the Project categories section

1. Select the project from your **My Projects** list
2. Click the "Project categories" button



Current project

### Demo Project A



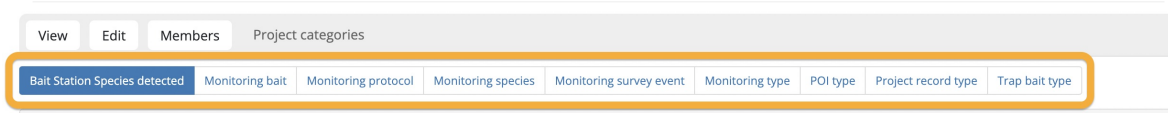
3. The Project categories section will load, with a submenu showing all the categories that can be customised



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Current project: **Demo Project A** Lines Traps Bait stations Monitoring Points of Interest Reports

### Group terms for Bait Station Species detected



4. Click on the section you wish to edit

## Project terms

Each Project categories section has two parts

1. Default terms
2. Your terms

### Default terms

Default terms are terms that Trap.NZ give you "out of the box". This section allows you to select which "Default terms" to show/hide in your project. The checkboxes next to each default term indicate which terms will be visible, and which terms will

be hidden, to all members of your project.

## Your terms

"Your terms" are terms that have been added by a Project Administrator, and are specific for each project. They do not need to be ticked like the Default terms above them - their mere presence means they will be visible to the members of your project. The checkbox for each custom term allows you to perform actions on them - reassign or delete.

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