

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).

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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.

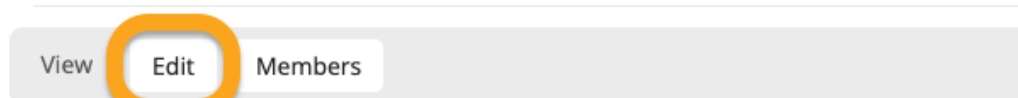
To edit Organisation details:

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



Current project: **Groundtruth**

Groundtruth



Groundtruth staff org

Organisation projects

Title

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 a Project to an Organisation

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.

Joining an Organisation

If you are the administrator for the project you can select the project (via the trap.NZ website) and select edit



Once the edit window opens up select extra

Edit Trap Project Waihoanga demo

The screenshot shows the 'Edit Trap Project Waihoanga demo' form. The form has tabs for 'View', 'Edit', 'Members', and 'Project categories'. Below the tabs is a blue bar with the text 'Please enter the details for your project. Need help?'. The form includes the following fields and options:

- Project name ***: Waihoanga demo
- Location ***: A map showing the project area.
- ☐ List this project publicly?
- ☐ Share summary data?
- Extra (optional)**: A button with a red arrow pointing to it.

Now select Your Organisations

Project name *

Location *


☐ List this project publicly?
☐ Share summary data?

Extra (optional)

Project Type

Optionally tag your project - e.g. rural, reserve, etc. This can be useful if you manage many projects. Tags will be lowercased.

Enabled features
☒ Traps
☒ Bait stations
☒ Monitoring
☒ Points of Interest

Your Organisation

Spec **Members of the selected organisations will become members of this project**

☐ Use project top 5 species

We show a catch summary on the project landing page. You can choose between showing counts from the PF2050 species list (Musselds, Rats, Possums and Hedgehogs) or the top 5 species caught by your project. Note that Cats are counted as "Other" in the project top 5 to discourage public targeting.

You can now select the Organisation you want the project to be part of.

Non-admin request to become part of an Organisation

If wanting a project that you are not an administrator for to be part of an Organisation you will need to go to your **My account** and select the Organisation

After doing this you need to then select members -


test organisation

Unable to send e-mail. Contact the site administrator if the problem persists.

Organisation test organisation has been created.

View Edit **Members** Devel

Enforce NZSMP compliance projects:
 No
 Enforce password rotation for organisation admins:
 No

powered by  groundtruth

Contact us Privacy

email invites, the invite will have to be to the administrator of each project and they will have to accept that they are wanting to be part of the Organisation

INVITE NEW MEMBERS TO TEST ORGANISATION

User email(s) *

Use commas or new lines to split email addresses. 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

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

- Org Administrator: Can see and modify all installations and manage members.
- Org Member: Can see all installations, but can't modify them.

Invite user(s)

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

?



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"