

# Adding installation records

In order to add a record to an installation, you need to have the correct [permissions](#).

<https://youtu.be/VvXMLNcDMpw>

## Adding records to a single installation

You can [add a record to an installation using the Trap.NZ app](#). If you wish to add a record using the website:

1. Select the installation you want to add a record to (from one of your project maps, or the lists of installations in the respective sections of your project).
  - If selecting from a map, click first on the icon for the installation, then click on the link that appears in red font.

2. The page for that installation will load, showing the installation on a map, some information about it, and a table of records (if any) below the map.

e.g.

# TGo10

ViewEdit

trap.nz

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TG010

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Trap type: A12

Date installed: 5 May 2021

Installed by: Sarah

Total kills: 5

Notes:  
supp trap added 14/12/21

Trap line: Line 001

Lat: -41.293371725574

Lon: 174.923477583360

Supplementary traps:  
TG010 supplementary [edit](#)

Add a supplementary trap

Add a new trap record

Select Users to assign \*

Assign Users

Name	Email	
sarah-admin	sarah+admin@groundtruth.co.nz	<a href="#">Unassign this user</a>

Trap record date	Status	Condition	Strikes	Species caught	Images
5 Oct 2021 - 11:44	Sprung	OK	5	Possum	<a href="#">edit</a> <a href="#">delete</a>
5 Aug 2021 - 13:55	Still set, bait OK	OK	4	None	<a href="#">edit</a> <a href="#">delete</a>

3. Click the green "Add a new (trap/bait station/monitoring) record" button, which will be to the right or below the map, depending on your screen size.

4. The form to create a record for that installation will load.  
e.g.

## Create Trap record for trap: TGo10

<b>Date *</b> <div>28 Feb 202211:47</div>	<b>Status</b> <b>Status *</b> Still set, bait OK
<b>Recorded by</b> <div></div>	<b>Strikes *</b> 0
<b>Which trap</b> Main	<b>Trap condition *</b> OK
<b>Catch</b> <b>Species caught *</b> None	<b>Bait</b> <b>Rebaited *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Sex</b> - None -	<b>Bait type *</b> Fish Carrot Lure-it Salmon Spray Smooth
<b>Maturity</b> - None -	
<b>Notes</b>	
<b>Images</b>	
<input checked="" type="button" value="Save"/>	
<input checked="" type="button" value="Cancel"/>	

5. Enter in the details for this record. The starred fields are mandatory, the other fields are optional.
6. Click the green "Save" button when you are done.
7. The page for the updated installation will be displayed, and the record you created will be shown at the top of the table under the map.

## Adding records to multiple installations

You can use the [Add catches](#) page to quickly update multiple traps, as below. This method allows only one record per installation per day, so if you want to add multiple records on one day to an installation, use a different method. Similar instructions will also work for updating multiple stations.

1. Set the date for the updates you want to make.
2. (optional) If you only want to update some installations in your project, you can filter the installations by specifying a line, tags, or trap type  
e.g. only show DOC250 traps on the Southern circuit line

## Trap Filters

Selected values in this section will filter the traps that are listed when you click the **Apply** button.

**Date**

25 Jan 2024

**Line**

<Any>

**Trap type**

- Any -

**Tags**

3. (optional) In the grey box, you can select default record values.  
e.g. all traps caught a rat and were rebaited with cheese

## Default catch values

Selected values in this section will be entered as default values in unsaved rows when you click the **Apply** button.

**Species caught**

- Any -

**Status**

- Any -

**Rebaited**

- Any -

**Rebaited with**

feijoa  
pumpkin seeds  
Carrot  
Cheese

**Recorded by**

Apply

Reset

4. Click "Apply" and you will see a table appear showing the traps and default information you specified.

# Add catches

[Add a new trap](#)
[Add catches](#)
[Import traps](#)
[Import trap records](#)
[Manage traps](#)
[Manage trap records](#)

[Need help?](#)

## Trap Filters

Selected values in this section will filter the traps that are listed when you click the **Apply** button.

**Date** 
**Line** 
**Trap type**

Tags

## Default catch values

Selected values in this section will be entered as default values in unsaved rows when you click the **Apply** button.

**Species caught** 
**Status** 
**Rebaited**

Rebaited with

Recorded by

**Apply**

**Reset**

[Select all](#) / [Select none](#)

Save	Number / Code	Strikes ?	Species caught	Sex	Maturity	Status	Rebaited	Rebaited with	Bait details	Recorded by
<input checked="" type="checkbox"/>	A24 / A24 DOC 200	0	<input style="background-color: #f0f0f0;" type="text" value=" None "/>	<input style="background-color: #f0f0f0;" type="text" value=" Unknov "/>	<input style="background-color: #f0f0f0;" type="text" value=" Unknov "/>	<input style="background-color: #f0f0f0;" type="text" value=" Still set, bait ba "/>	<input style="background-color: #f0f0f0;" type="text" value=" Ye "/>	<div> <input type="text" value=" Dried fruit "/>  <input type="text" value=" Ferret bedding "/>  <input type="text" value=" Fish "/>  <input type="text" value=" Fresh Possum "/>  <input checked="" style="background-color: #f0f0f0;" type="text" value=" Fresh Rabbit "/> </div>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	R dbl 001 / R dbl 001 DOC 200	0	<input style="background-color: #f0f0f0;" type="text" value=" None "/>	<input style="background-color: #f0f0f0;" type="text" value=" Unknov "/>	<input style="background-color: #f0f0f0;" type="text" value=" Unknov "/>	<input style="background-color: #f0f0f0;" type="text" value=" Still set, bait ba "/>	<input style="background-color: #f0f0f0;" type="text" value=" Ye "/>	<div> <input type="text" value=" Dried fruit "/>  <input type="text" value=" Ferret bedding "/>  <input type="text" value=" Fish "/>  <input type="text" value=" Fresh Possum "/>  <input checked="" style="background-color: #f0f0f0;" type="text" value=" Fresh Rabbit "/> </div>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	R dbl 001 / R dbl 001 supplementary DOC 200	0	<input style="background-color: #f0f0f0;" type="text" value=" None "/>	<input style="background-color: #f0f0f0;" type="text" value=" Unknov "/>	<input style="background-color: #f0f0f0;" type="text" value=" Unknov "/>	<input style="background-color: #f0f0f0;" type="text" value=" Still set, bait ba "/>	<input style="background-color: #f0f0f0;" type="text" value=" Ye "/>	<div> <input type="text" value=" Dried fruit "/>  <input type="text" value=" Ferret bedding "/>  <input type="text" value=" Fish "/>  <input type="text" value=" Fresh Possum "/>  <input checked="" style="background-color: #f0f0f0;" type="text" value=" Fresh Rabbit "/> </div>	<input type="text"/>	<input type="text"/>

5. (optional) You can override the default values you set above by editing each installation separately.  
e.g. one of the traps didn't catch anything

[Select all](#) / [Select none](#)

Save	Number / Code	Strikes ?	Species caught	Sex	Maturity	Status	Rebaited	Rebaited with	Bait details	Recorded by
<input type="checkbox"/>	A24 / A24 DOC 200	0	<input style="background-color: #f0f0f0;" type="text" value=" None "/>	<input style="background-color: #f0f0f0;" type="text" value=" Unknow "/>	<input style="background-color: #f0f0f0;" type="text" value=" Unknow "/>	<input style="background-color: #f0f0f0;" type="text" value=" Still set, bait Ok "/>	<input style="background-color: #f0f0f0;" type="text" value=" Nc "/>	<div> <input type="text" value=" Lure-it Salmon "/>  <input type="text" value=" Mayo "/>  <input type="text" value=" Mustelid and C "/>  <input type="text" value=" NARA Blocks "/>  <input checked="" style="background-color: #f0f0f0;" type="text" value=" None "/> </div>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	R dbl 001 / R dbl 001 DOC 200	0	<input style="background-color: #f0f0f0;" type="text" value=" None "/>	<input style="background-color: #f0f0f0;" type="text" value=" Unknow "/>	<input style="background-color: #f0f0f0;" type="text" value=" Unknow "/>	<input style="background-color: #f0f0f0;" type="text" value=" Still set, bait Ok "/>	<input style="background-color: #f0f0f0;" type="text" value=" Nc "/>	<div> <input type="text" value=" Lure-it Salmon "/>  <input type="text" value=" Mayo "/>  <input type="text" value=" Mustelid and C "/>  <input type="text" value=" NARA Blocks "/>  <input checked="" style="background-color: #f0f0f0;" type="text" value=" None "/> </div>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	R dbl 001 / R dbl 001 supplementary DOC 200	0	<input style="background-color: #f0f0f0;" type="text" value=" None "/>	<input style="background-color: #f0f0f0;" type="text" value=" Unknow "/>	<input style="background-color: #f0f0f0;" type="text" value=" Unknow "/>	<input style="background-color: #f0f0f0;" type="text" value=" Still set, bait Ok "/>	<input style="background-color: #f0f0f0;" type="text" value=" Nc "/>	<div> <input type="text" value=" Lure-it Salmon "/>  <input type="text" value=" Mayo "/>  <input type="text" value=" Mustelid and C "/>  <input type="text" value=" NARA Blocks "/>  <input checked="" style="background-color: #f0f0f0;" type="text" value=" None "/> </div>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	R004 / R004 Unspecified	1	<input style="background-color: #f0f0f0;" type="text" value=" Rat "/>	<input style="background-color: #f0f0f0;" type="text" value=" Unknow "/>	<input style="background-color: #f0f0f0;" type="text" value=" Adult "/>	<input style="background-color: #f0f0f0;" type="text" value=" Sprung "/>	<input style="background-color: #f0f0f0;" type="text" value=" Ye "/>	<div> <input type="text" value=" Lure-it Salmon "/>  <input checked="" style="background-color: #007bff; color: white;" type="text" value=" Mayo "/> <input type="text" value=" Mustelid and C "/>  <input type="text" value=" NARA Blocks "/>  <input style="background-color: #f0f0f0;" type="text" value=" None "/> </div>	<input type="text"/>	<input type="text"/>

6. (optional) You can deselect the checkbox in the "Save" column of any installation you don't wish to update.
7. Check all the information is correct, the click the green "Save" button at the bottom of the page when you're done.

1. The rows will turn green to show that the records have been saved for the listed traps.

## Add catches

• 1 Records Saved!

### Trap Filters

Selected values in this section will filter the traps that are listed when you click the **Apply** button.

**Date**

**Line**

**Trap type**

**Tags**

### Default catch values

Selected values in this section will be entered as default values in unsaved rows when you click the **Apply** button.

**Species caught**

**Status**

**Rebaited**

**Rebaited with**

**Recorded by**

**Apply** **Reset**

Select all / Select none

Save	Number / Code	Strikes ?	Species caught	Sex	Maturity	Status	Rebaited	Rebaited with	Bait details	Recorded by
<input type="checkbox"/>	A24 / A24 DOC 200	0	None	Unknow	Unknow	Still set, bait OK	Ni	Mayo Mustelid and C NARA Blocks None		
<input type="checkbox"/>	R dbi 001 / R dbi 001 DOC 200	0	None	Unknow	Unknow	Still set, bait OK	Ni	Mayo Mustelid and C NARA Blocks None		
<input type="checkbox"/>	R dbi 001 / R dbi 001 supplementary DOC 200	0	None	Unknow	Unknow	Still set, bait OK	Ni	Mayo Mustelid and C NARA Blocks None		
<input checked="" type="checkbox"/>	R004 / R004 Unspecified	1	Rat	Unknow	Adult	Sprung	Ye	Goodnature S Lure Lure-it Salmon Mayo		

2 sec edit delete

2. If you have made a mistake, you can simply change the values of the appropriate record and click "Save" again. You can also delete individual records or edit them to add more details, such as trap condition or notes.

## Adding bait station records

You can use the [Add bait station data](#) page to quickly add records to multiple bait stations.

1. Apply a filter to select the bait stations you want to enter records for. Mostly you will be filtering by line, but you can also select individual bait stations by entering the first characters of the bait station number

or code. By default the filter is set to show active bait stations only - use the dropdown to select retired bait stations.

2. Set the date and time to be logged with each record you add. You will need to press the Apply date button whenever you change the date.
3. For each bait station, put in the appropriate details and press the Save button.

The first time you add a record you will need to fill in all details. Put in 0 for Bait remaining and Bait removed. For subsequent records these details will be inserted automatically based on the previous record.

For the Active ingredient, Target species, and Formulation fields, a list of predefined values will be displayed once you start typing. Please select values from the list if possible.

Each row in the table shows the last record added (if there are any). You can click the edit button alongside the record to edit the full bait station record. You can edit or delete a record you've just added this way, or you can add notes to the record. The bait station row will turn green when a record has been recently added so that you keep track of where you are up to.

### Adding Monitoring station records

You can use the page, Add monitoring station records to quickly add records to multiple monitoring stations.

1. Apply a filter to select the monitoring stations you want to enter records for. Mostly you will be filtering by line, but you can also select individual monitoring stations by entering the first characters of the monitoring station number or code.
2. Set the start and end date to be logged with each record you add. You will need to press the Apply date button whenever you change the date.
3. For each monitoring station, put in the appropriate details and press the Save button.

The screenshot shows the 'Add monitoring records' page. At the top, a navigation bar includes buttons for 'Add station', 'Add monitoring records' (highlighted with a red arrow), 'Import stations', 'Import records', 'Manage stations', and 'Manage records'. Below this is the title 'Add monitoring records'. A instruction text says: 'Click the "Apply" button to see all monitoring stations listed as a table below. You can use the filters to narrow the results.'

The form contains several filter sections:

- Line:** A dropdown menu currently set to '- Any -'.
- Recorded between:** Two date input fields, both set to '1 Aug 2022'.
- Survey Event:** A dropdown menu currently set to '- Any -'.
- Bait / Lure:** A dropdown menu currently set to '- Any -'.
- Recorded by:** A text input field.

Below these filters is a green 'Apply' button and a black 'Reset' button. A red arrow points to the 'Apply' button. A note below the filters states: 'Selected values in this section will be entered as default values, not used to filter the results.'

Below the filters is a 'Tags' section with a text input field and a search icon. A red arrow points to this section.

Below the tags is a table of monitoring stations. The table has columns: 'Save', 'Line', 'Station', 'Type', 'Species tracked', 'Disturbed', and 'Notes'. The first row is highlighted in green. The 'Species tracked' column has a dropdown menu open, showing a list of species: 'Rat', 'Stoat', 'Unspecified', 'wings', 'Hedgehog', 'Lizard', 'Magpie', 'Mouse', and 'None'. A red arrow points to this dropdown menu.

At the bottom left of the form is a green 'Save' button with a checkmark icon.

4. Check all the information is correct, then click the green "Save" button at the bottom of the page when you're done.

5. The rows will turn green to show that the records have been saved for the listed monitoring stations.

Add station

Add monitoring records

Import stations

Import records

Manage stations

Manage records

## Add monitoring records

Click the 'Apply' button to see all monitoring stations listed as a table below. You can use the filters to narrow the results.

Line  
- Any -

Recorded between  
1 Aug 2022

And  
1 Aug 2022

Survey Event  
- Any -

Bait / Lure  
- Any -

Recorded by

Apply

Reset

Tags

Select all / Select none

Save	Line	Station	Type	Species tracked	Disturbed	Notes	
<input checked="" type="checkbox"/>	m1		Chew card	<div>None Other Possum Rabbit Rat</div>	<input checked="" type="checkbox"/>	<input type="text"/>	<div>delete</div> <div>edit</div>
<input checked="" type="checkbox"/>	ridge	mon001	Tracking tunnel	<div>Bat Ferret Hedgehog Lizard</div>	<input checked="" type="checkbox"/>	<input type="text"/>	<div>delete</div> <div>edit</div>

Save

6. The records will now show the changes you have made.

Add station

Add monitoring records

Import stations

Import records

Manage stations

Manage records

## Manage monitoring records

Date  
Start date  
  
End date

Species  

None  
wasps  
Bat  
Lizard  
Unspecified  
Rat  
Mouse  
Ferret

Line  

track  
gully  
ridge

Monitoring type  

Bird Count  
Camera  
Chew card  
Tracking tunnel  
Wax block

Tags

Records per page  
20

Apply

Reset

Operations  

- Choose an operation -

Execute

<input type="checkbox"/>	Date	Monitoring station	Line	Monitoring type	Recorded by	Disturbed	Bait / Lure	Species
<input type="checkbox"/>	1 Aug 2022	m1		Chew card		disturbed		Rat
<input type="checkbox"/>	1 Aug 2022	mon001	ridge	Tracking tunnel		disturbed		Lizard
<input type="checkbox"/>	25 Jul 2022	m1		Chew card		disturbed	Fresh meat	Rat



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