

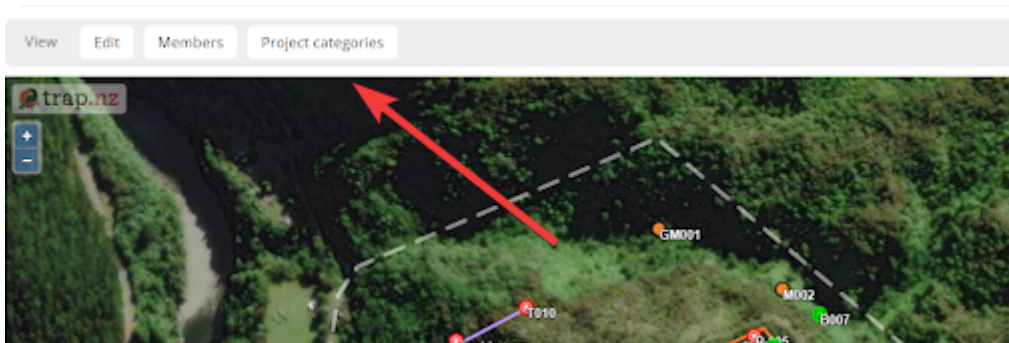
# Adding your terms into Project categories

This helps with projects that need terms that are not offered under the default terms on trap.NZ

You must be an administrator to access the project categories

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

1 On your [project home page](#) on the trap.NZ website select **Project categories**



2 This will open up a default terms page

A screenshot of the 'Group terms for Bait Station Species detected' page. The page has a title bar with a mouse cursor icon and the title 'Group terms for Bait Station Species detected'. Below the title bar is a navigation bar with tabs: 'View', 'Edit', 'Members', and 'Project categories'. The 'Project categories' tab is highlighted. Below the navigation bar is a sub-navigation bar with tabs: 'Bait Station Species detected', 'Monitoring bait', 'Monitoring protocol', 'Monitoring species', 'Monitoring survey event', 'Monitoring type', 'FDI type', 'Project record type', and 'Trap bait type'. The 'Monitoring species' tab is highlighted. Below the sub-navigation bar is a section titled 'Default terms'. This section contains a message: 'Checked terms are available to your members. Some terms cannot be unchecked'. Below this message is a list of terms with checkboxes: 'None', 'Unknown', 'Insect', 'Mollusc', 'Mouse', 'Rat', and 'Other'. The 'Insect', 'Mollusc', 'Mouse', and 'Rat' checkboxes are checked. Below the list is a green button labeled 'Save selection'. Below the 'Default terms' section is a section titled 'Your terms'. This section contains a text input field labeled 'Add a new term' and a green button labeled '+ Add term'. A red arrow points from the 'Monitoring species' tab to the 'Default terms' section.

3 You can now add your term needed. Write the term you would like to be added in the **Add a new term** section

☒ Insect  
☒ Weta  
☒ Bird  
☒ Magpie  
☒ Cat  
☒ Dog  
☐ Other

☒ Save selection

---

Your terms

---

Add a new term

wasps

☒ Add term

#### 4 Save your selection

☐ Insect  
☐ Weta  
☐ Bird  
☐ Magpie  
☐ Cat  
☐ Dog  
☒ Other

☒ Save selection

---

Your terms

☐ wasps

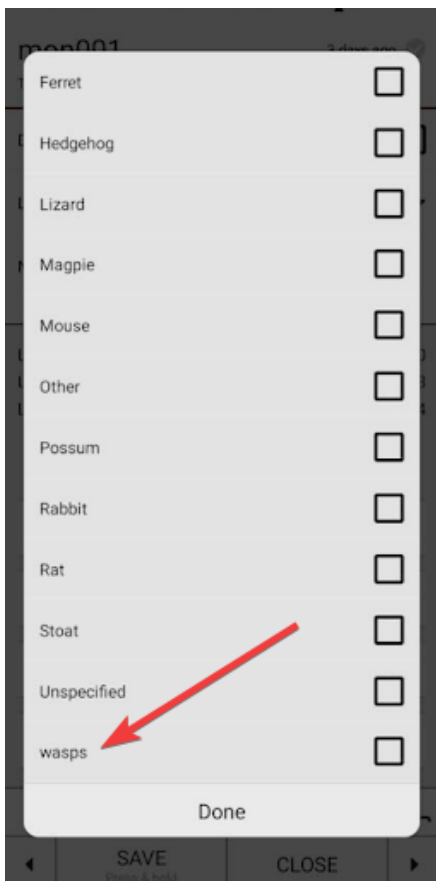
---

Reassign terms to

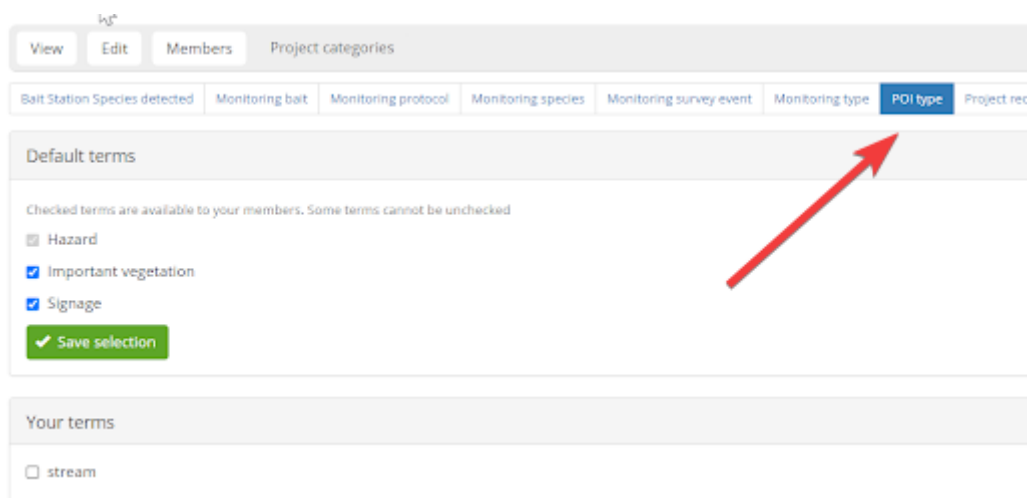
- Don't Reassign -

☒ Delete/Reassign terms

5 The term will now show on both your trap.NZ website and trap.nz App



This can also work for other categories



New Point of Interest

Hazard

Important vegetation

Signage

stream

Done

SAVE CANCEL

