

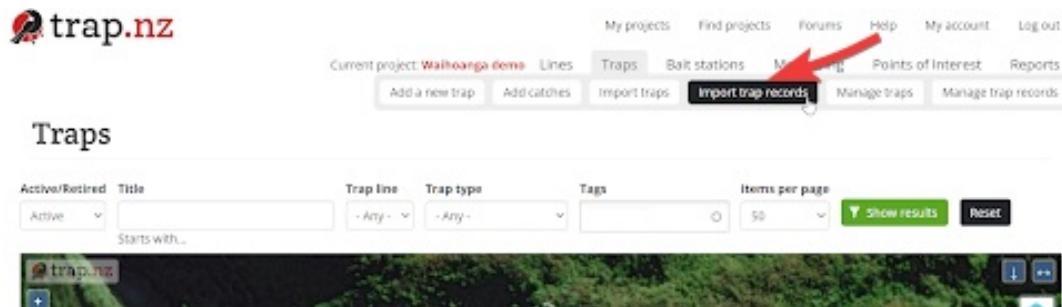
Converting a spreadsheet to a CSV file for importing data to trap.NZ

This is a good option when you have a large number of records kept in spreadsheets that you would like to import to your trap.NZ project

The same process is used for traps, bait stations, and monitoring stations. But for this exercise, I have used traps

It is important to note that the required fields must be tagged correctly.

1. On your project page select the **import trap records** option, this will display all the fields available in the import trap records settings and ensure all of the required fields are completed on your spreadsheet



Import trap records

You can import trap records from a CSV file with the following columns:

code (required): The name or ID of the trap. If the trap code is not unique you will also need to include a **line** and/or an **owner**.

date (required): The date and time of the record. Dates must be in ISO 8601 format.
e.g:
2022-08-03 12:57

line (optional): The trap line the trap is associated with. You will need to include the line if you use the same trap code on different lines.

name (optional): The trap.nz username of the person who created the trap. This should only be used if you have multiple traps with the same code but different creators. If the names don't match the import will fail, so if in doubt, leave it out.

recorded by (optional): Person who recorded this record.

species caught (required):
Bird, Canadian goose, Cat, Deer, Dog, Ferret, Goat, Hare, Hedgehog, Magpie, Mouse, Myna, Noddy, Other, Peafowl, Pig, Possum, Pukeko, Rabbit, Rat, Rat - Noddy, Rat - Norway, Rat - Ship, Stout, Turkey, Unspecified, Weasel, Weka

sex (optional):
Male, Female

maturity (optional):
Juvenile, Adult

status (required):
initial set, Removed for Repair, Sprung, Still set, bait OK, Still set, bait box, Still set, bait missing, Trap Replaced, Trap gone, Trap interfered with

rebaited (required):
Yes, No

bait type (required):
Carrot, Cereal, Cheese, Chocolate, Dehydrated Rabbit, Dried fruit, Ferret bedding, Fish, Fresh Possum, Fresh Rabbit, Fresh fruit, Fresh meat, Golf ball, Goodnature Blood, Goodnature Cinnamon pre feed, Goodnature Nut Butter, Goodnature Rat and Mouse Lure, Goodnature Stout Lure, Lure, Lure-it Salmon Sprag, Mayo, Mustelid and Cat Lure, NABA Blocks, Noddy, Nut, Nutella, Other please specify, Peanut butter, Poulaka, Poissam Dough, Rabbit oil, Rat and Possum Lure, Rat oil, Salmon, Salmon oil, Salted Possum, Salted Rabbit, Salted meat, Smoothie, Terracotta Lures, Tinned Sardines, Whole egg

bait details (optional): Additional baits used, lures, etc.

trap condition (required):
OK, Needs maintenance, Repaired, Regassed

strikes (required): You can use the strikes field to record the number of times a self resetting trap has been triggered since the last visit. For conventional traps the strike count would normally be 1 if the trap has sprung and caught something (0 if nothing as been caught), but you can also use this to record multiple kills.

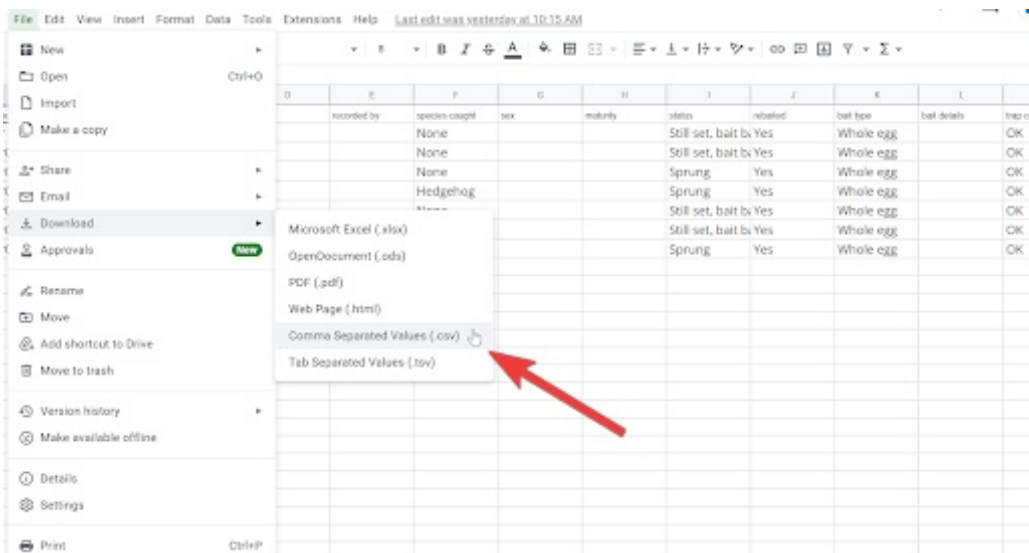
notes (optional).

2. Choose the spreadsheet file you want to import your current trap records from.

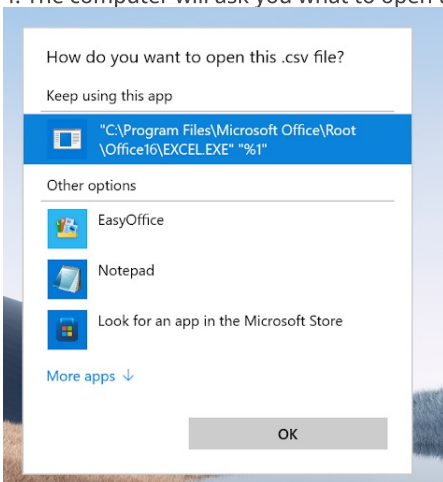
A screenshot of a Google Spreadsheet titled 'Untitled spreadsheet'. The spreadsheet contains a table with columns labeled A through O. The data rows show trap records with fields like 'code', 'date', 'line', 'name', 'recorded by', 'species caught', 'sex', 'maturity', 'status', 'rebaited', 'bait type', 'bait details', 'trap condition', 'strikes', and 'notes'. The first few rows of data are as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	code	date	line	name	recorded by	species caught	sex	maturity	status	rebaited	bait type	bait details	trap condition	strikes	notes
2	14-020	2022-08-09	ridge	Lansdown	None	None			still set, bait lost	yes	chocolate eggs		ok	1	
3	14-021	2022-08-09	ridge	Lansdown	None	None			still set, bait lost	yes	chocolate eggs		ok	1	
4	14-022	2022-08-09	ridge	Lansdown	None	None			Spring	yes	chocolate eggs		ok	1	
5	14-023	2022-08-09	ridge	Lansdown	None	None			Spring	yes	chocolate eggs		ok	1	
6	14-024	2022-08-09	ridge	Lansdown	None	None			still set, bait lost	yes	chocolate eggs		ok	1	
7	14-025	2022-08-09	ridge	Lansdown	None	None			still set, bait lost	yes	chocolate eggs		ok	1	
8	14-026	2022-08-09	ridge	Lansdown	None	None			Spring	yes	chocolate eggs		ok	1	

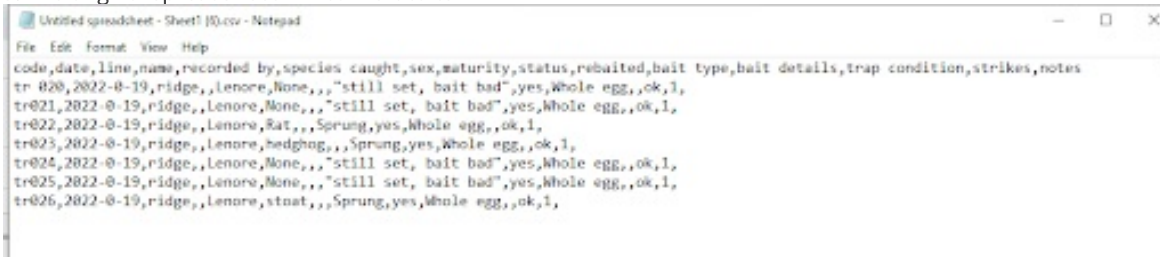
3. Download the file as a csv (comma separated values) file



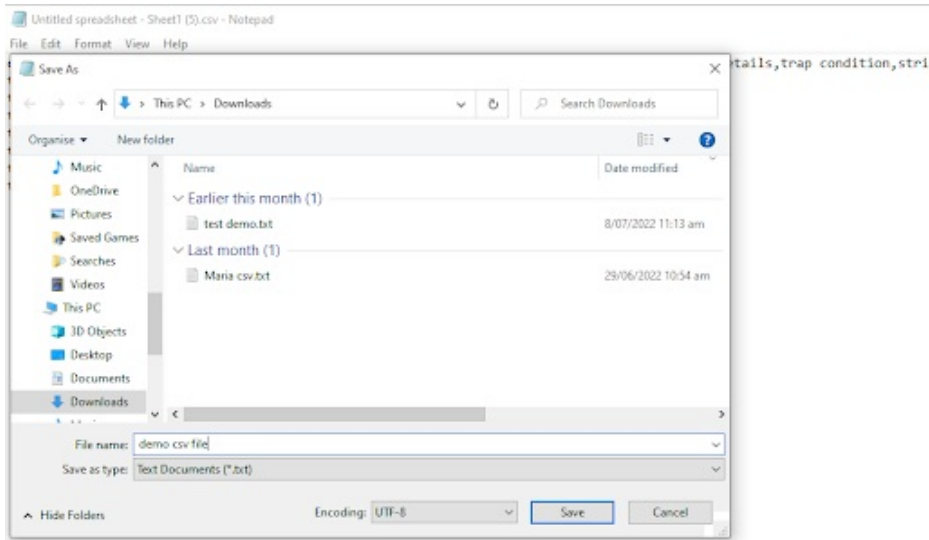
4. The computer will ask you what to open the file with, and make your selection. (I chose notepad)



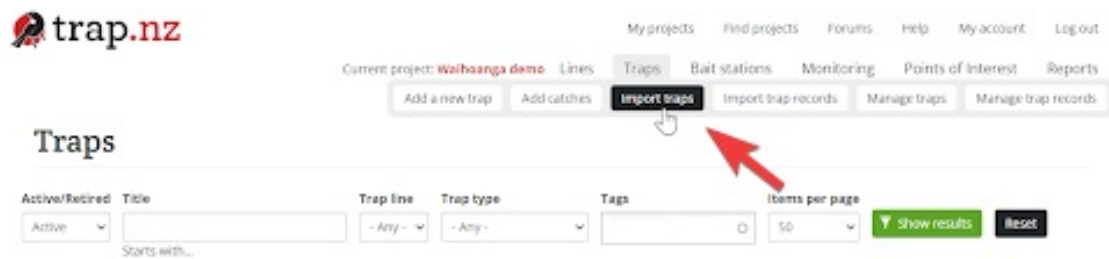
5. The original spreadsheet will convert to csv



6. Save this file



7. Using the **import trap records** tab, Select choose file tab at the bottom and browse for the csv file you have saved, select the file and click import



Code (required): The name or ID of the trap. If the trap code is not unique you will also need to include a unique line.

Lat and Long or Easting and Northing (required): Point coordinates of the installation in decimal degrees or NZTM Easting & Northing.

Trap type (required):

AT2, A24, AT220, BT200, Belole, Blitz, Cage trap, Chimney, Conc, D-Rot, DOC 150, DOC 200, DOC 250, Dominus, Envinromote100, Fenn, Flapping Timmy, Gorilla, Henry, Holder K8L, K8L Tunnel, K8L Tunnel Trap, Kiwi mate, Leg hold trap, Monster, Mouse trap, Noddy, Pee See Myra Cage, Poodum Master, Rat trap, SA Cat, SA Poodum, Sentinel, Set & Forget, Smart Cage, Snap & Rot, Spigline, Supervisor Max, T-Rex Rat Trap, Tunnys, Tropicator, Trapworks Megale, Twinkl Cat, Unspecified, Victor, Warrior, Zopris, podTRAP

Double (optional): If value is "Yes" then a second trap of the same type will be created at the same location.

Yes, No

Sensor provider and Sensor ID (optional): For sensor traps with network communication, The sensor provider and ID combo must be unique on the site.

Date installed (optional): The date the trap was installed, in ISO 8601 date format. Defaults to the current date.

2022-07-21

Installed by (optional): Who installed this trap.

Line (optional): The name of the line this trap belongs to. The line must have already been created in the **Lines** section.

Tags (optional): A list of words separated by commas that can be used to group and filter your traps in reports.

Notes (optional): Any notes you want recorded about this trap

Note: If the import button is disabled and a progress % is displayed please refresh this page after a few minutes and try again. If the import button remains disabled, please contact us.

Default values: The form items below can be used to set default values for the traps if they are not set in the CSV.

Date installed

21 Jul 2022

Installed by

Trap type

AT2

Line

<None>

Import

Import CSV files with one or more of these columns: Code, Double, Date installed, Installed by, Trap type, Sensor provider, Sensor ID, Line, Tags, Notes, Lat, Long, Easting, Northing.

- No columns are unique. The Import will only create new items, no items will be updated.
- [Download a template](#)

Delimiter

,

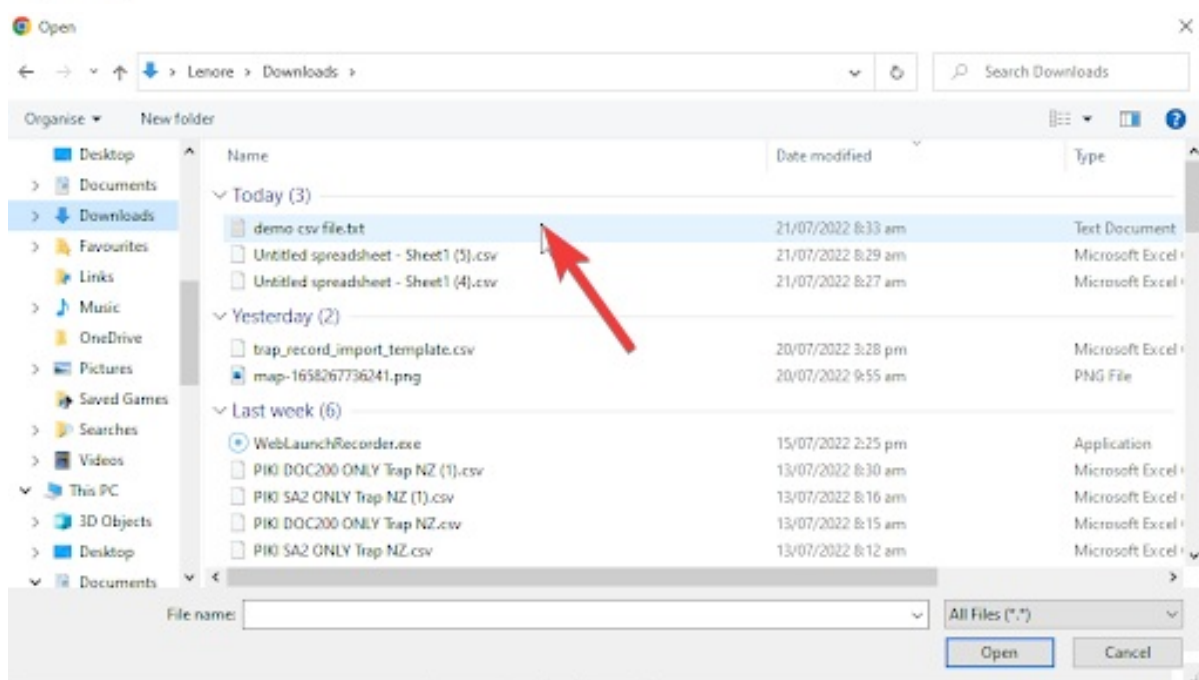
File encoding

UTF-8

File

[Choose File](#) No file chosen

Import



8. Your trap records will now display on your project map

Import trap records

Created 7 nodes.



You can import trap records from a CSV file with the following columns:

code (required): The name or ID of the trap. If the trap code is not unique you will also need to include a **line** and/or an **owner**.

date (required): The date and time of the record. Dates must be in ISO 8601 format. e.g:

2022-07-21 11:06

line (optional): The trap line the trap is associated with. You will need to include the line if you use the same trap code on different lines.

name (avoid): The trap.nz username of the person who created the trap. This should not be used if you have multiple traps with the same code but different owners. If

status (required):

Initial set, Resolved for Repair, Spring, Still set, bait OK, Still set, bait bad, Still set, bait missing, Trap Replaced, Trap gone, Trap interfered with

rebaited (required):

Yes, No

bait type (required):

Carrot, Cereal, Cheese, Chocolate, Dehydrated Rabbit, Dried fruit, Ferret bedding, Fish, Fresh Possum, Fresh Rabbit, Fresh fruit, Fresh meat, Golf ball, Goodnature

code	owner	line	date	status
+ Tds001	DOC 200	gully	4 Jul 2022	2022-07-04
+ Tds002	DOC 200	gully	4 Jul 2022	2022-07-04
+ double trap	DOC 200	gully	20 Jul 2022	
+ tr020	DOC 200	track	21 Jul 2022	2021-12-19
+ tr021	DOC 200	track	21 Jul 2022	2021-12-19
+ tr022	DOC 200	track	21 Jul 2022	2021-12-19
+ tr023	DOC 200	track	21 Jul 2022	2021-12-19
+ tr024	DOC 200	track	21 Jul 2022	2021-12-19
+ tr025	DOC 200	track	21 Jul 2022	2021-12-19
+ tr026	DOC 200	track	21 Jul 2022	2021-12-19
+ tr11	Timms	ridge	14 Jul 2022	2022-07-20
+ tr12	Timms	ridge	14 Jul 2022	2022-07-20