

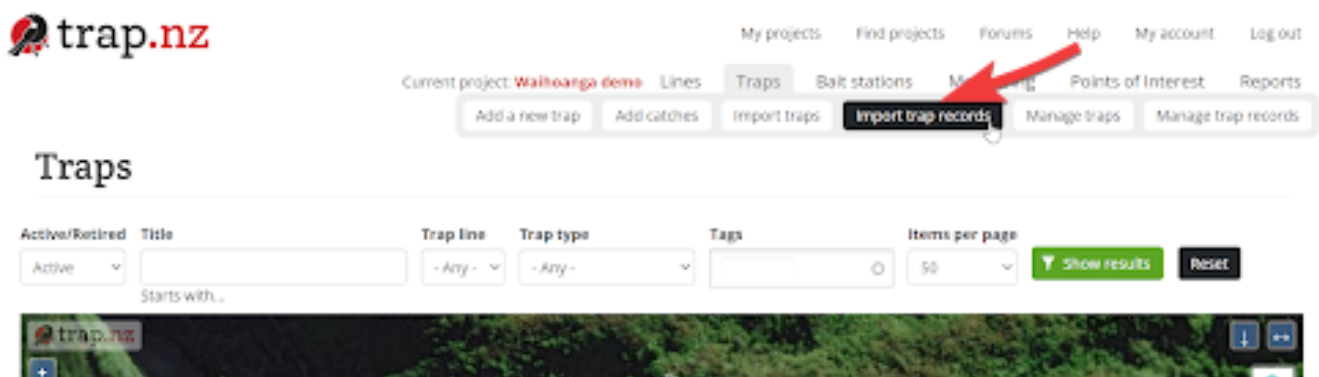
# Converting a spreadsheet to a CSV file for importing data to trap.NZ

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. Eg:

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 trapline 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, None, Other, Pheasant, Pig, Possum, Pukeko, Rabbit, Rat, Rat - Kiore, Rat - Norway, Rat - Ship, Stoat, 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 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 Blood, Goodnature Cinnamon pre-feed, Goodnature Nut Butter, Goodnature Rat and Mouse Lure, Goodnature Stoat Lure, Lure, Lure-it Salmon Spray, Mayo, Mustelid and Cat Lure, NARA Blocks, None, Nut, Nutella, Other (please specify), Peanut butter, Poutiki, Possum Dough, Rabbit oil, Rat and Possum Lure, Rat oil, Salmon, Salmon oil, Salted Possum, Salted Rabbit, Salted meat, Smooth, Terracotta Lures, Tinned Sardines, Whole egg

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

**trap condition** (required):

OK, Needs maintenance, Repaired, Regressed

**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.

← → ↻ doc.google.com/spreadsheets/d/1510Dix\_hBGEAwfCWC7yBauCaUHqduVcR8CKdHtE/vedrjgicv8

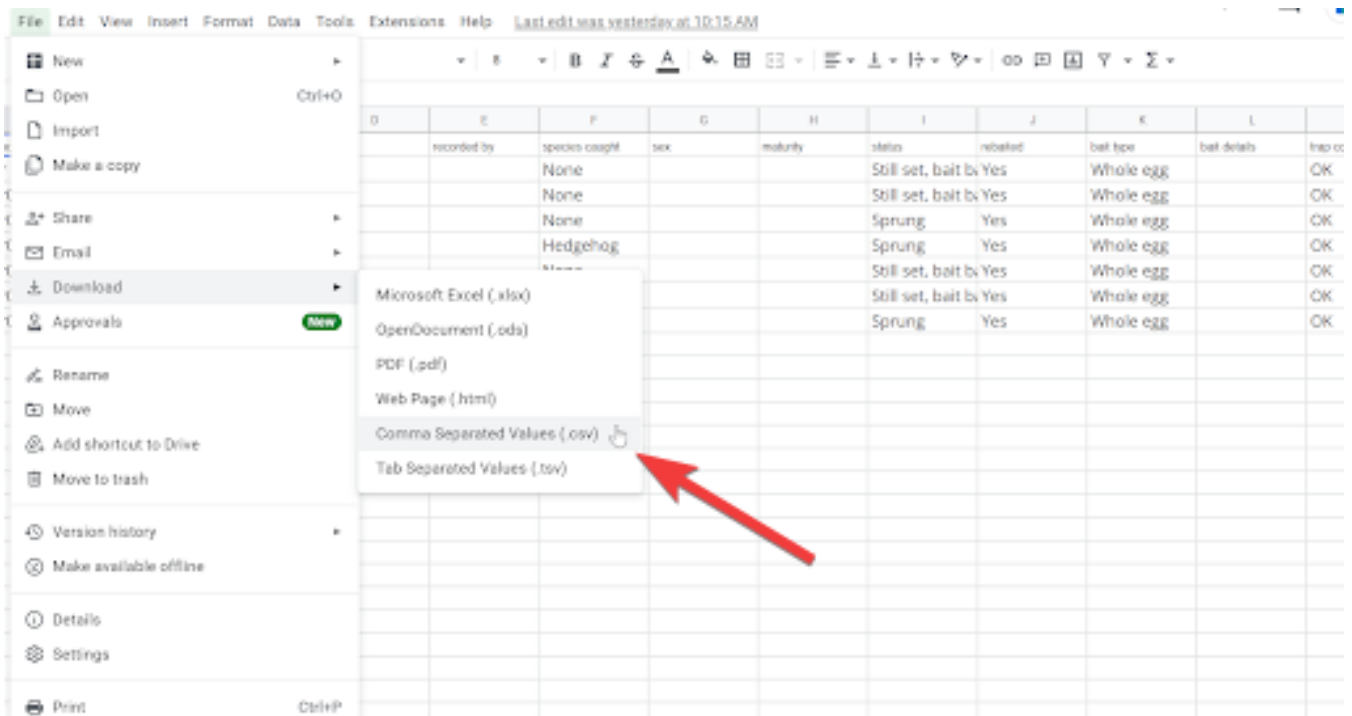
Untitled spreadsheet ☆ ⌵ ⌵

File Edit View Insert Format Data Tools Extensions Help Last edited: 10/10/2022 10:10:10

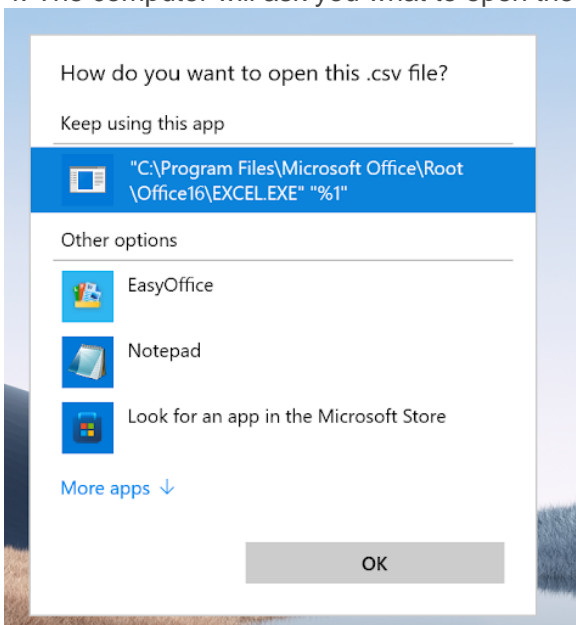
100% 123 = Default (A1) 10 =

	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	1-000	2022-0-10	ridge		Lemore	Rat			all set, bait bad	yes	(Whole egg)		ok	1	
3	1001	2022-0-10	ridge		Lemore	Rat			all set, bait bad	yes	(Whole egg)		ok	1	
4	1002	2022-0-10	ridge		Lemore	Rat			Sprung	yes	(Whole egg)		ok	1	
5	1003	2022-0-10	ridge		Lemore	Hedgehog			Sprung	yes	(Whole egg)		ok	1	
6	1004	2022-0-10	ridge		Lemore	Rat			all set, bait bad	yes	(Whole egg)		ok	1	
7	1005	2022-0-10	ridge		Lemore	Rat			all set, bait bad	yes	(Whole egg)		ok	1	
8	1006	2022-0-10	ridge		Lemore	Stoat			Sprung	yes	(Whole egg)		ok	1	
9															
10															
11															

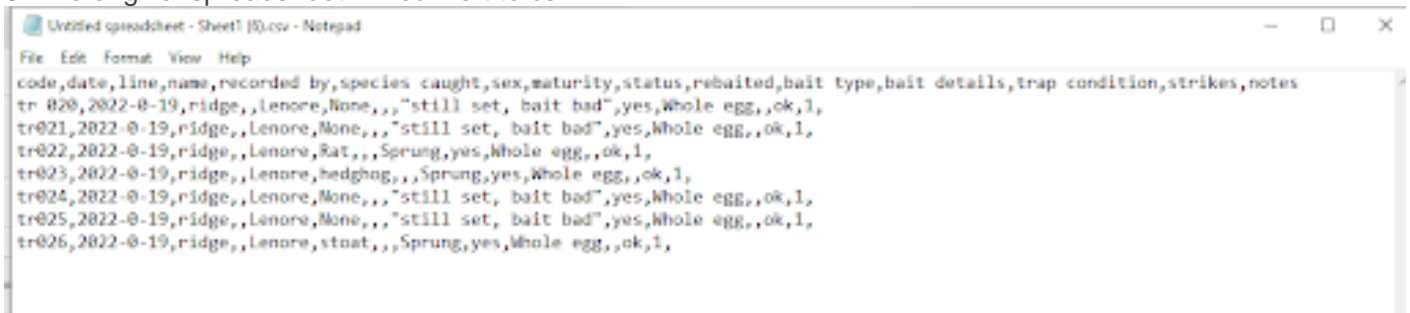
## 3. Download the file as a csv (comma separated values) file



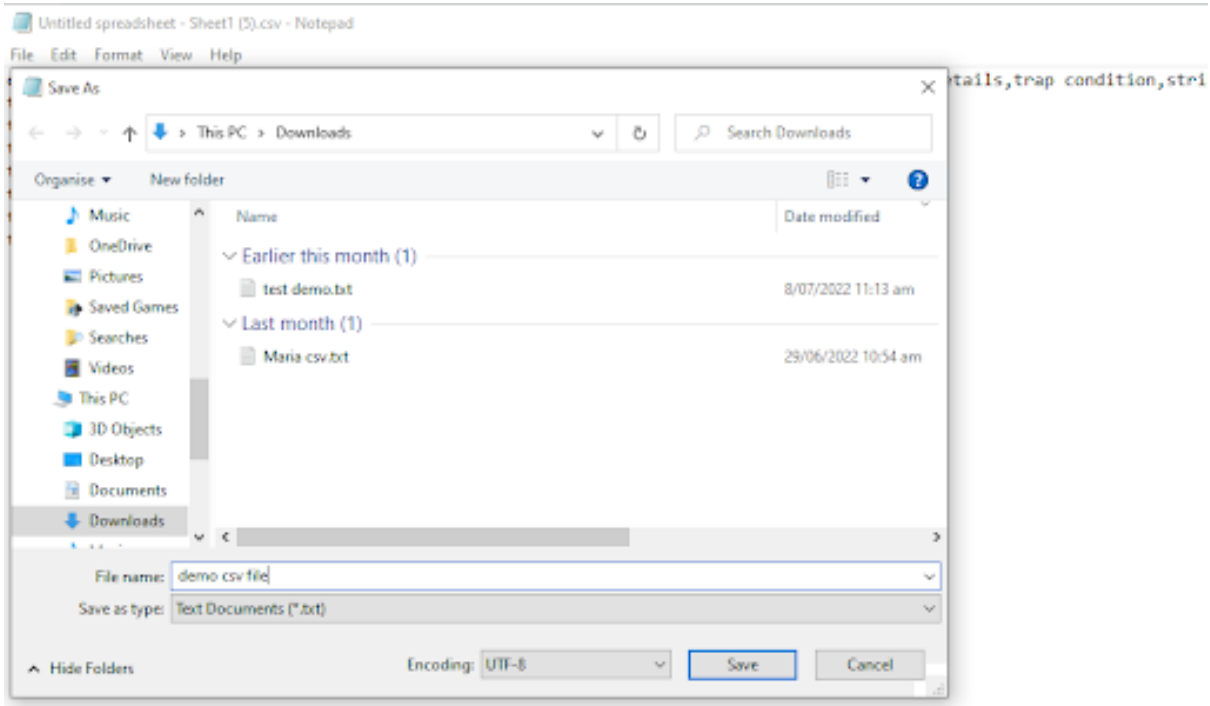
4. The computer will ask you what to open the file with, and make your selection. ( I chose notepad)



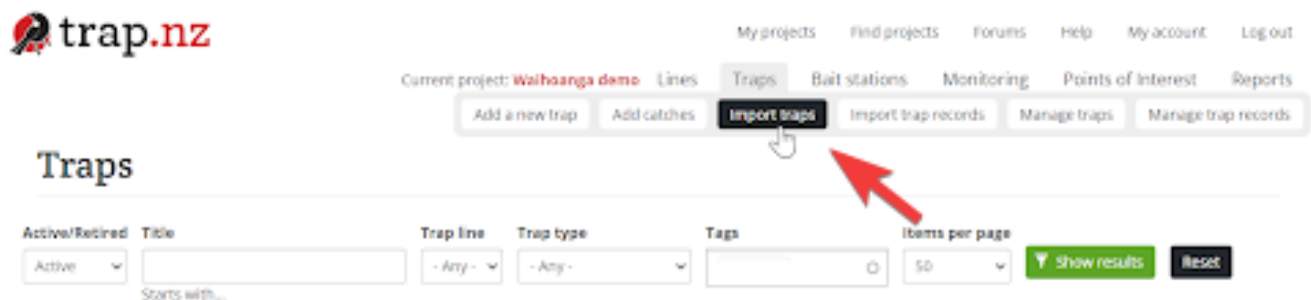
5. The original spreadsheet will convert to csv



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):**

A12, A24, AT220, BT200, Belsize, Blitz, Cage Trap, Chimney, Conc, G-Rot, DOC 150, DOC 200, DOC 250, Dominus, Enviromate100, Fenn, Flipping Timmy, Gorilla, Henry, Holden K80, K80 Tunnel, K80 Tunnel Trap, Ko mate, Log hold trap, Mander, Mouse trap, Nodaki, Pee See Myne Cage, Possum Master, Rat trap, SA Cat, SA Possum, Sentinel, Set & Forget, Smart Cage, Snap & Rot, Spigline, Supervisor Max, T-Rex Rat Trap, Tomes, Tropicator, Trapworks Magpie, Twinkl Cat, Unspecified, Victor, Warrior, Zaptrap, zapTRAP

**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

A12

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](#)

Open

← → ↶ ↷ > Lenore > Downloads >

Search Downloads

Organise > New folder

≡ ▢ ?

Desktop

> Documents

> Downloads

> Favourites

> Links

> Music

> OneDrive

> Pictures

> Saved Games

> Searches

> Videos

> This PC

> 3D Objects

> Desktop

> Documents

Name

Date modified

Type

▼ Today (3)

demo csv file.txt

21/07/2022 8:33 am

Text Document

Untitled spreadsheet - Sheet1 (5).csv

21/07/2022 8:29 am

Microsoft Excel

Untitled spreadsheet - Sheet1 (4).csv

21/07/2022 8:27 am

Microsoft Excel

▼ Yesterday (2)

trap\_record\_import\_template.csv

20/07/2022 3:28 pm

Microsoft Excel

map-1658267736241.png

20/07/2022 9:55 am

PNG File

▼ Last week (6)

WebLaunchRecorder.exe

15/07/2022 2:25 pm

Application

PIK DOC200 ONLY Trap NZ (1).csv

13/07/2022 8:30 am

Microsoft Excel

PIK SA2 ONLY Trap NZ (1).csv

13/07/2022 8:16 am

Microsoft Excel

PIK DOC200 ONLY Trap NZ.csv

13/07/2022 8:15 am

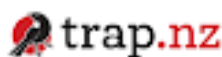
Microsoft Excel

PIK SA2 ONLY Trap NZ.csv

13/07/2022 8:12 am

Microsoft Excel

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



My projects Find projects Forums Help My account Log out

Current project: **Waiheke demo** Lines Traps Bait stations Monitoring Points of Interest Reports

Add a new trap Add catches Import traps Import trap records Manage traps Manage trap records

## 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, Removed for repair, Sprung, 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	line	gang	owner	date
+ Tdbi001	DOC 200	gully		4 Jul 2022
+ Tdbi002	DOC 200	gully		4 Jul 2022
+ double trap	DOC 200	gully		20 Jul 2022
+ tr020	DOC 200	track		21 Jul 2022
+ tr021	DOC 200	track		21 Jul 2022
+ tr022	DOC 200	track		21 Jul 2022
+ tr023	DOC 200	track		21 Jul 2022
+ tr024	DOC 200	track		21 Jul 2022
+ tr025	DOC 200	track		21 Jul 2022
+ tr026	DOC 200	track		21 Jul 2022
+ tr11	Times	ridge		14 Jul 2022
+ tr12	Times	ridge		14 Jul 2022

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Revision #3

Created 26 July 2022 02:03:45 by Lenore Winterburn

Updated 16 January 2025 01:40:01 by Lenore Winterburn