

# Importing installations using a csv file

This function may be helpful if you have a large project that you are wanting to import into trap.NZ.

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. And if you attach it to a line. The line must show first on your map. (the traps can also be placed on the line retrospectively)

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

Current project: **Waihoanga 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 traps

**You can import traps from a CSV file with the following columns:**

<b>Code</b> (required): The name or ID of the trap. If the trap code is not unique you will also need to include a unique <b>line</b> .	<b>Sensor provider and Sensor ID</b> (optional): For sensor traps with network communication. The sensor provider and ID combo must be unique on the site.
<b>Lat and Long or Easting and Northing</b> (required): Point coordinates of the installation in decimal degrees or NZTM Easting & Northing.	<b>Date installed</b> (optional): The date the trap was installed, in ISO 8601 date format. Defaults to the current date.
<b>Trap type</b> (required): A12, A24, AT200, BT200, Belsie, Bitez, Cage Trap, Chimney, Cone, D-Rat, DOC 150, DOC 200, DOC 250, Dominus, Enviromate100, Fenn, Flipping Timmy, Gorilla, Henry, Holden KIX, KBL Tunnel, KBL Tunnel Trap, Ki mate, Leg hold trap, Monster, Mouse trap, Nooski, Pee Gee Myna Cage, Possum Master, Rat trap, SA Cat, SA Possum, Sentinel, Set & Forget, Smart Cage, Snap E Rat, Spigline, Supervisor Max, T-Rex Rat Trap, Timms, Trapinator, Trapworks Maggie, Twizel Cat, Unspecified, Victor, Warrior, Zaptrap, podTRAP	<b>Installed by</b> (optional): Who installed this trap.
<b>Double</b> (optional): If value is "Yes" then a second trap of the same type will be created at the same location. Yes, No	<b>Line</b> (optional): The name of the line this trap belongs to. The line must have already been created in the <b>Lines</b> section.
	<b>Tags</b> (optional): A list of words separated by commas that can be used to group and filter your traps in reports.
	<b>Notes</b> (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.

2. Choose the spreadsheet file you want to import of your current traps and locations

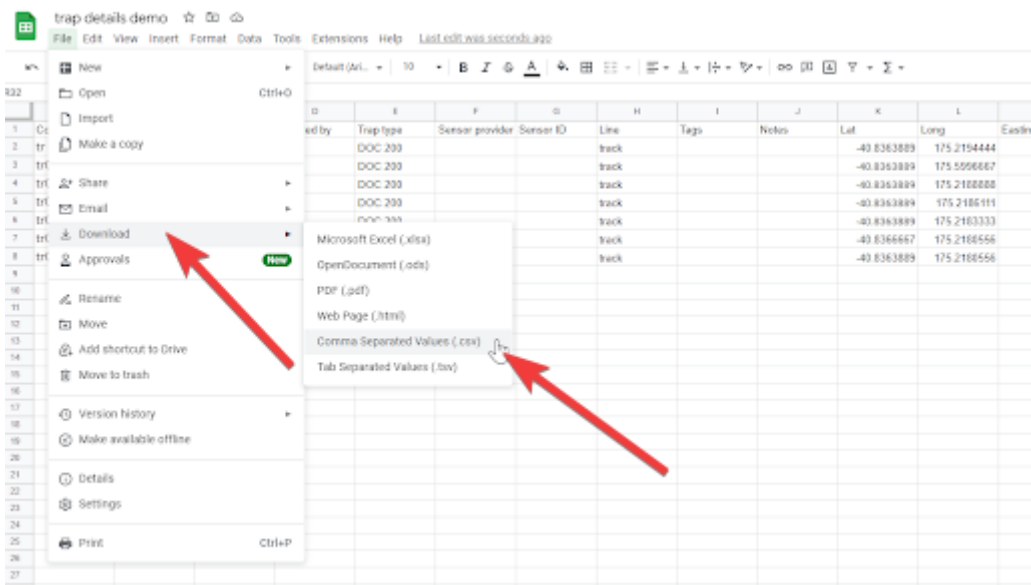
trapdetails demo

File Edit View Insert Format Data Tools Extensions Help Last edit: 2024-09-20

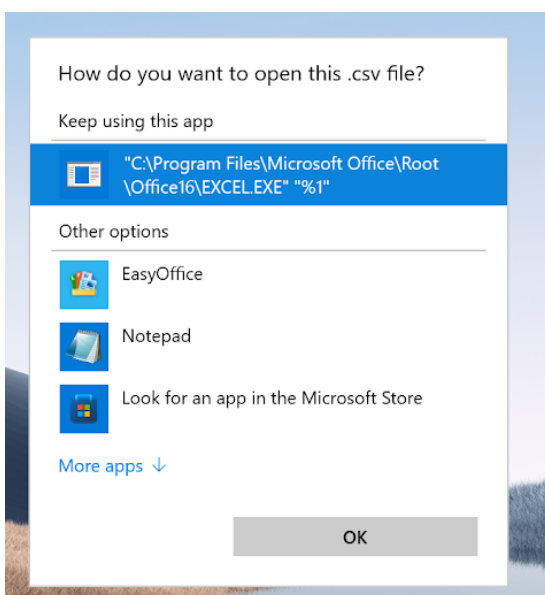
100% 123+ Default (Ctrl+Z) 10 B I U A

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Code	Double	Date installed	Installed by	Trap type	Sensor provider	Sensor ID	Line	Tags	Notes	Lat	Long	Easting	Nothing		
2	tr020				DOC 200			back			-40.8363889	175.2154444				
3	tr021				DOC 200			back			-40.8363889	175.2154444				
4	tr022				DOC 200			back			-40.8363889	175.2154444				
5	tr023				DOC 200			back			-40.8363889	175.2154444				
6	tr024				DOC 200			back			-40.8363889	175.2154444				
7	tr025				DOC 200			back			-40.8363889	175.2154444				
8	tr026				DOC 200			back			-40.8363889	175.2154444				

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



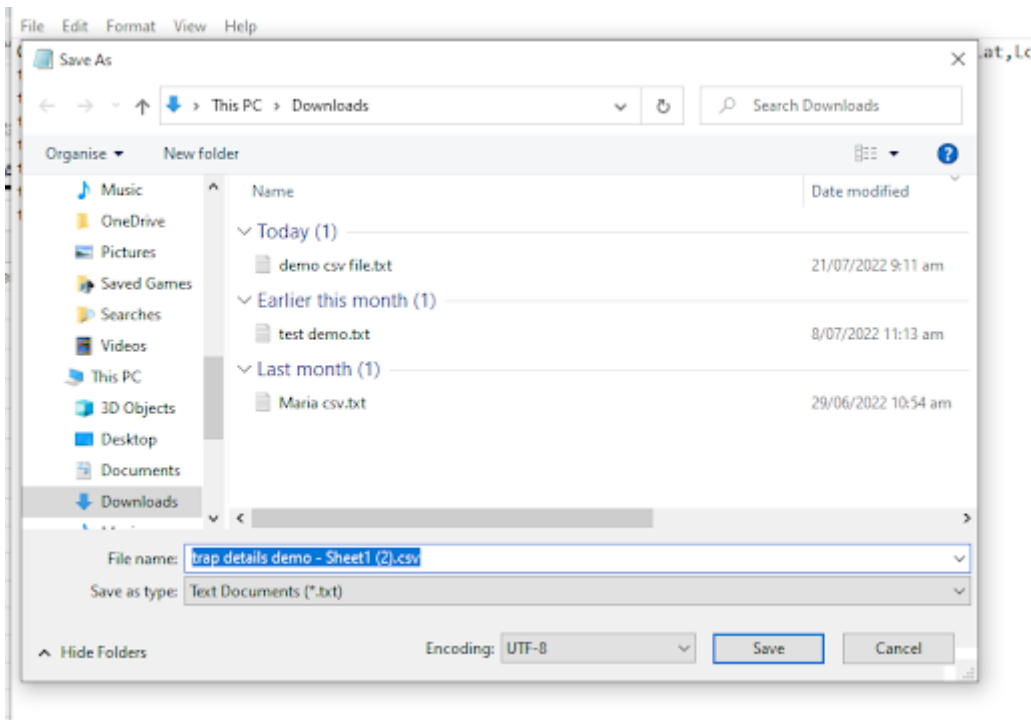
4. The computer will ask you what to open the file with, and make your selection. ( I chose notepad)



5. The original spreadsheet will convert to csv

```
trap details demo - Sheet1 (1).csv - Notepad
File Edit Format View Help
Code,Double,Date installed,Installed by,Trap type,Sensor provider,Sensor ID,Line,Tags,Notes,Lat,Long,Easting,Northing
tr 020,,,,DOC 200,,,track,,,,-40.8363889,175.2194444,,
tr021,,,,DOC 200,,,track,,,,-40.8363889,175.5996667,,
tr022,,,,DOC 200,,,track,,,,-40.8363889,175.2189888,,
tr023,,,,DOC 200,,,track,,,,-40.8363889,175.2186111,,
tr024,,,,DOC 200,,,track,,,,-40.8363889,175.2183333,,
tr025,,,,DOC 200,,,track,,,,-40.8366667,175.2189556,,
tr026,,,,DOC 200,,,track,,,,-40.8363889,175.2189556,,
```

6. Save this file



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

## Import traps

**You can import traps 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 unique line.

**Lat and Long or Easting and Northing (required):** Point coordinates of the installation in decimal degrees or N2TM Easting & Northing.

**Trap type (required):**

A12, A24, AT220, BT200, Bellie, Blitz, Cage Trap, Chimney, Cont, D-Rot, DOC 150, DOC 200, DOC 250, Dominus, Envenomate100, Fern, Flipping Tinsy, Gorilla, Honey, Midden Kili, KBL Tunnel, KBL Tunnel Trap, Kilmatic, Log hold trap, Monitor, Mouse trap, Nooki, Per-Gee Myra Cage, Possum Master, Rat trap, SA Cit, SA Possum, Sentinel, Set & Avigat, Smart Cage, Snap E Rot, Spiggle, Superior Max, T-Rex Rat Trap, Tinsy, Trapsmaster, Trapsmaster Magpie, Twister Cit, UnspecTest, Victor, Warrior, Zogtrap, 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.  
2022-07-22

**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**  
22 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**  
 no file chosen

i shot: tallatic aults	 trap details demo - Sheet1 (2).csv	21/0
	 trap details demo - Sheet1 (1).csv	21/0
	 trap details demo - Sheet1.csv	21/0
	 import_traps_template.csv	21/0
	 demo csv file.txt	21/0

8. Your traps will now display on your project map ready for the records to be added

