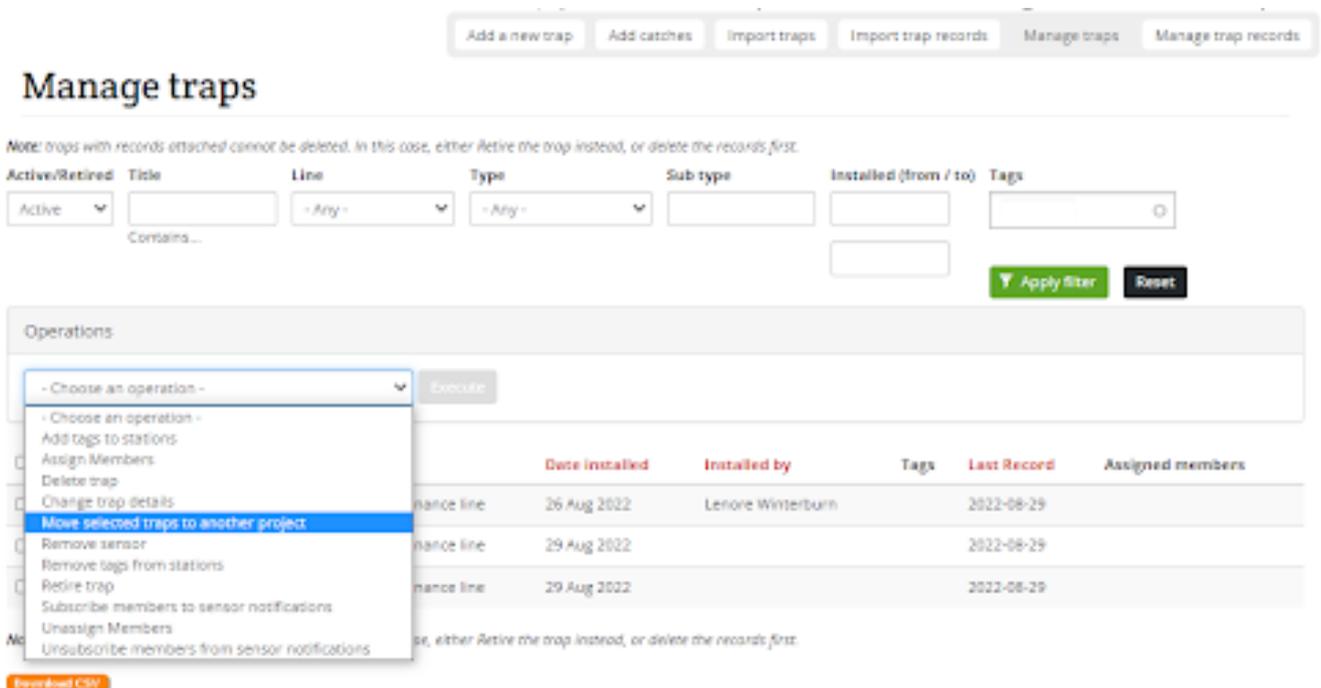


Merging two projects

Administrators only

Often when you have projects side by side it makes sense for maintenance and reporting to merge them together to create one larger project.

1. Open project A in a window and in **Manage traps** move all the traps in the project to Project B (you will need to repeat this process with all the different installation types)



The screenshot shows the 'Manage traps' interface. At the top, there are buttons for 'Add a new trap', 'Add catches', 'Import traps', 'Import trap records', 'Manage traps', and 'Manage trap records'. Below these is the title 'Manage traps' and a note: 'Note: traps with records attached cannot be deleted. In this case, either Retire the trap instead, or delete the records first.' There are several filter fields: 'Active/Retired' (set to 'Active'), 'Title' (with a 'Contains...' label), 'Line' (set to '- Any -'), 'Type' (set to '- Any -'), 'Sub type', 'Installed (from / to)', and 'Tags'. There are 'Apply filter' and 'Reset' buttons. Below the filters is an 'Operations' section with a dropdown menu open, showing options like 'Choose an operation -', 'Add tags to stations', 'Assign Members', 'Delete trap', 'Change trap details', 'Move selected traps to another project' (highlighted), 'Remove sensor', 'Remove tags from stations', 'Retire trap', 'Subscribe members to sensor notifications', 'Unassign Members', and 'Unsubscribe members from sensor notifications'. There is also a 'Download CSV' button. Below the operations is a table with columns: 'Date installed', 'Installed by', 'Tags', 'Last Record', and 'Assigned members'. The table contains three rows of data.

2. In Project A, **manage lines**, move all lines to project B



The screenshot shows the 'Lines' interface. At the top, there are buttons for 'Add line', 'Manage lines', and 'Import Lines'. Below these is the title 'Lines'. There is a 'Line' dropdown menu set to 'maintenance line', with 'Apply' and 'Reset' buttons. Below this is an 'Operations' section with a dropdown menu open, showing options like 'Choose an operation -', 'Delete line', 'Change line details', and 'Move to another project' (highlighted). Below the operations is a table with columns: 'Line Type' and 'Assigned members'. The table contains one row of data.

3. In project B select all the traps you have moved and ensure they are still associated with the line, If not assign them to the line through manage traps

4. Edit the project B boundaries to include that of project A creating project C

To edit your project boundaries, click inside your project polygon. It will turn blue making it ready for editing. Now shift the cursor over the edge of the polygon and a black circle will appear, you can now click and drag the polygon into its new dimensions

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