

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: 'Add a new trap', 'Add catches', 'Import traps', 'Import trap records', 'Manage traps', and 'Manage trap records'. Below these is the title 'Manage traps'. A note states: 'Note: traps with records attached cannot be deleted. In this case, either Retire the trap instead, or delete the records first.' Below the note are filters for 'Active/Retired' (set to 'Active'), 'Title', '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. The dropdown menu is open, showing options: '- 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'. Below the dropdown is a table with columns: 'Date installed', 'Installed by', 'Tags', 'Last Record', and 'Assigned members'. The table contains three rows of data.

Date installed	Installed by	Tags	Last Record	Assigned members
26 Aug 2022	Lenore Winterburn		2022-08-29	
29 Aug 2022			2022-08-29	
29 Aug 2022			2022-08-29	

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

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

Line Type	Bait station, Monitoring station, Trap

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

