

# Retiring an installation via the trap.NZ website

## Retiring an installation

Retiring an installation is used when you are no longer wanting an installation in its current position.

When you're moving an installation it's important to remember that the records stay with the installation, not the site (unless the installation is being moved a large distance then they will retire to the original site). To ensure that your records correctly report the information for that particular site you should retire them.

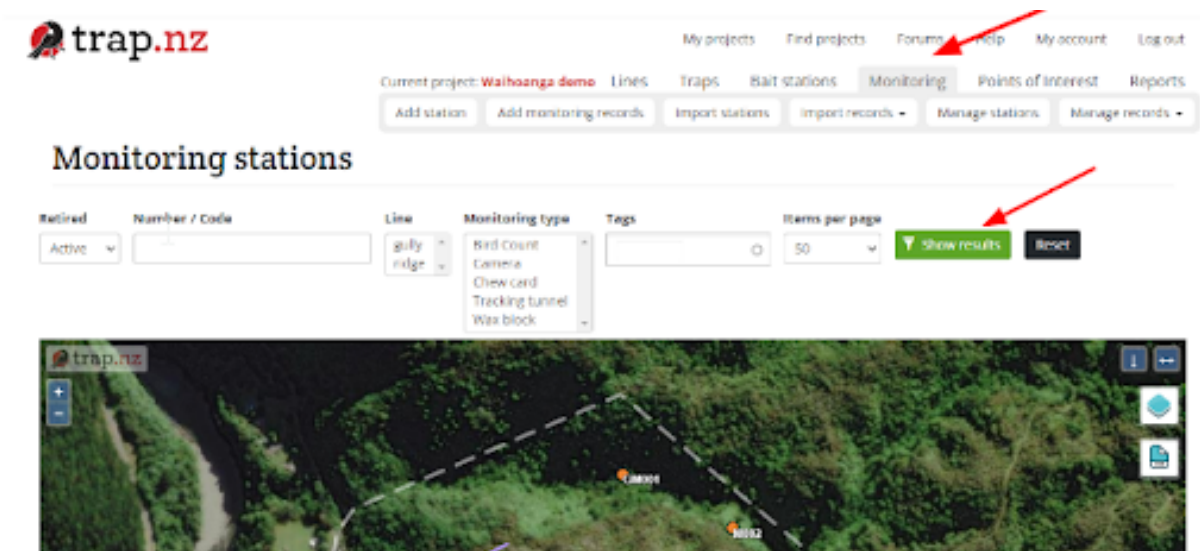
The following **retire** instructions apply for all installation types - Traps, Bait stations, and Monitoring stations. Points of interest have a time expiration so are not included.

Installations can be made **active** again using the same procedure.

There are two ways to retire an installation via the trap.NZ website


### Retiring a single installation

1. On your project page, select the type of installation you are wanting to retire and select **show results**



2. This will then show all the installations of the type you have selected in this project. Choose the installation you would like to retire

[Add station](#)
[Add monitoring records](#)
[Import stations](#)
[Import records](#)
[Manage stations](#)
[Manage records](#)



Note that you need to show all traps in the table if you want to set their sort order. You can click the table column names to quickly sort alphabetically. Click "Show/hide row weights" to switch between drag & drop or manual sort numbering.

[Show row weights](#)

Number / Code	Line	Type	Tags
GM001	gully	Bird Count	
M002		Bird Count	
bird	ridge	Bird Count	
m1		Chew card	
mon001	ridge	Tracking tunnel	


[Update sort order](#)
[Download CSV](#)
[Download KML](#)

3. This will open the installation page. You can now choose **Edit**

[Add station](#)
[Add monitoring records](#)
[Import stations](#)
[Import records](#)
[Manage stations](#)
[Manage records](#)

## mon001

[View](#)
[Edit](#)



Line: ridge  
 Monitoring type: Tracking tunnel  
 Date installed: Wednesday, July 13, 2022  
 Lat: -40.836231456151  
 Lon: 175.219883826430

[Add a new monitoring record](#)

4. On the Edit page you can now choose to retire the installation


### Edit Monitoring station mon001

[View](#)
[Edit](#)

Number / Code \*

mon001

Location \*



Monitoring type \*

Tracking tunnel

Date installed

13 Jul 2022

Installed by

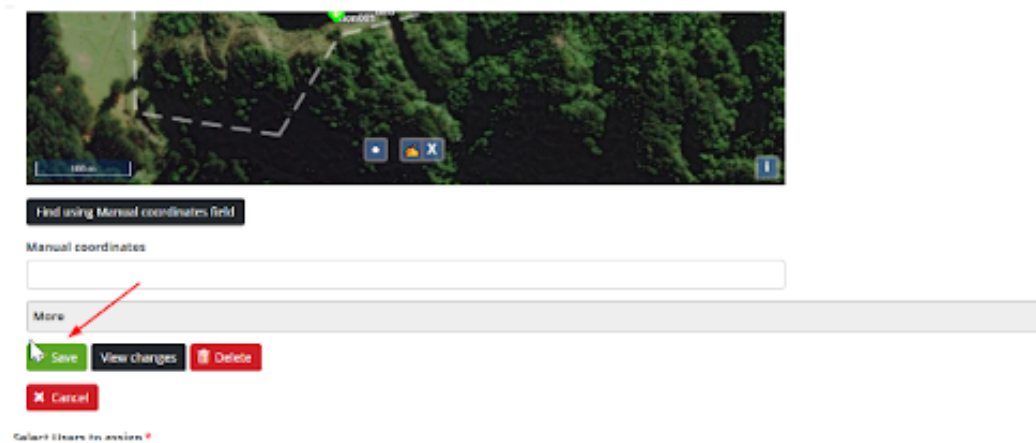
Line

ridge

☒ Retired

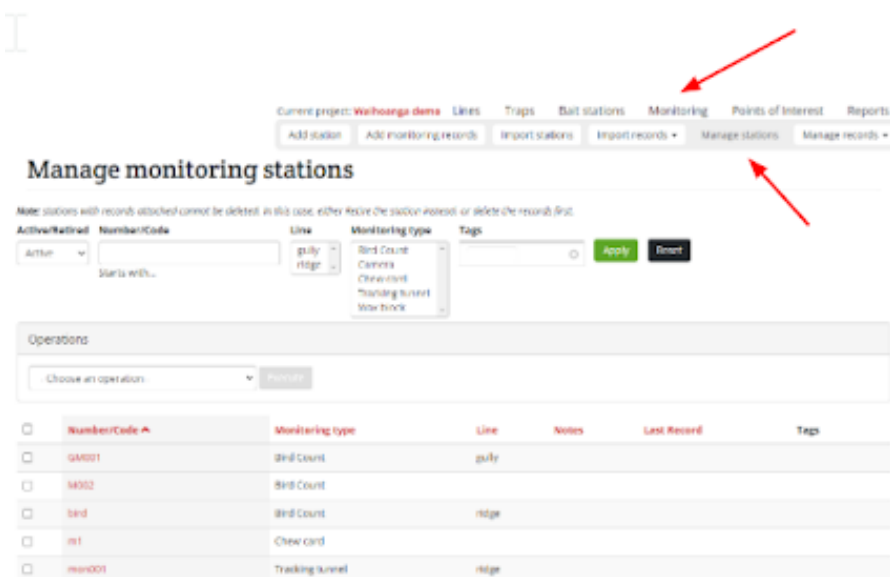
Click this box if the station is no longer used (or moved to a different area). The station will be removed from most displays but historical data will be retained.

5. Finally save your changes



## Retiring multiple installations

1. Choose the type of installations you are wanting to retire and select **manage stations** this will open the **operations box**



2. Select the installations you are wanting to retire by clicking next to them on the list they will then turn blue with a tick, select the operation **retire station**

## Manage monitoring stations

Note: stations with records attached cannot be deleted. In this case, either Retire the station instead, or delete the records first.

Active/Retired:  Number/Code:  Line:   Monitoring type:      Tags:

Operations

Choose an operation -

- Choose an operation -
- Add tags to stations
- Assign Members
- Delete station
- Change station details
- Move selected stations to another project
- Remove tags from stations
- Retire station**
- Unassign Members

	Monitoring type	Line	Notes	Last Record	Tags
<input type="checkbox"/>	Bird Count	gully			
<input type="checkbox"/>	Bird Count				
<input type="checkbox"/>	Bird Count	ridge			
<input type="checkbox"/>	Chew card				
<input checked="" type="checkbox"/>	Tracking tunnel	ridge			

Note: stations with records attached cannot be deleted. In this case, either Retire the station instead, or delete the records first.

### 3. Select **execute**

## Manage monitoring stations

Note: stations with records attached cannot be deleted. In this case, either Retire the station instead, or delete the records first.

Active/Retired:  Number/Code:  Line:   Monitoring type:      Tags:

Operations

Retire station

	Number/Code	Monitoring type	Line	Notes	Last Record	Tags
<input type="checkbox"/>	GA001	Bird Count	gully			
<input type="checkbox"/>	M002	Bird Count				
<input type="checkbox"/>	bird	Bird Count	ridge			
<input type="checkbox"/>	m1	Chew card				
<input checked="" type="checkbox"/>	mon001	Tracking tunnel	ridge			

Note: stations with records attached cannot be deleted. In this case, either Retire the station instead, or delete the records first.

### 4. You will be prompted to confirm your choice

Are you sure you want to perform **Retire station** on the selected items?

You selected the following item:

• mon001

powered by  groundtruth

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All the installations you have selected to retire are now no longer active

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