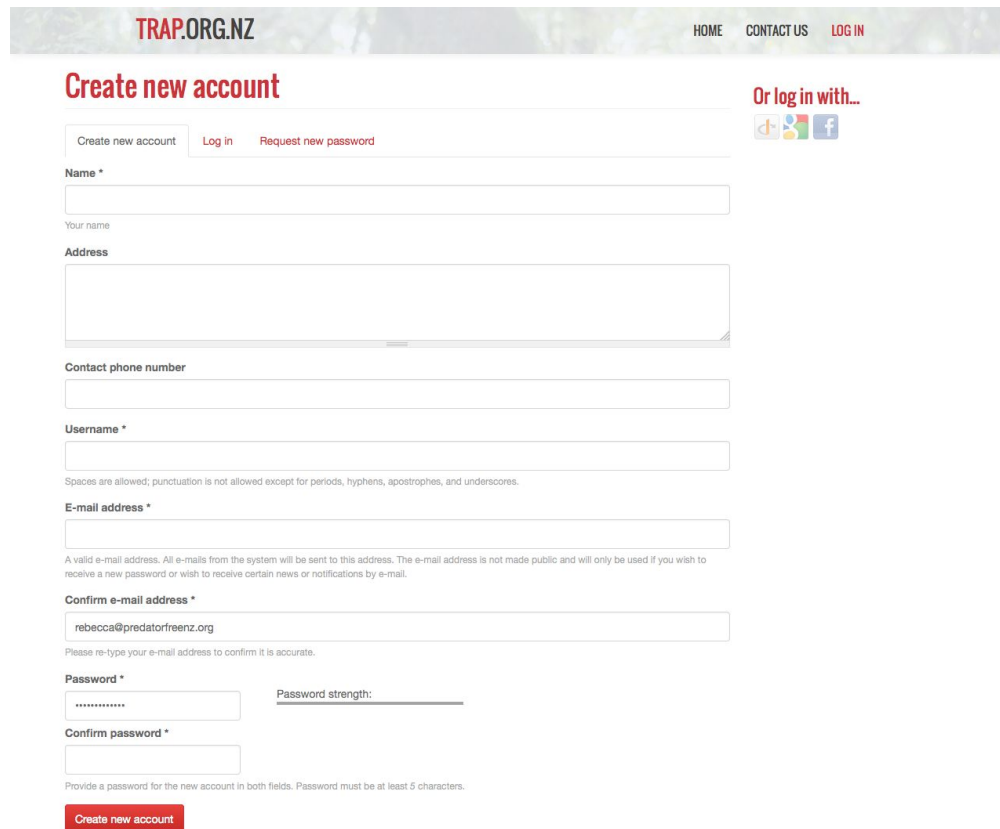


Getting started with TRAP.NZ

Welcome to the Trap.NZ website. If you are new to the site, you will need to create an account by clicking on the Register button.

1. Register

Registration on Trap.NZ is free. There is a simple registration form which we require you to fill in before you can start using the site. Click the **LOG IN** link and then the **Create new account** tab:



The screenshot shows the registration page for TRAP.ORG.NZ. At the top, there is a navigation bar with the logo and links for HOME, CONTACT US, and LOG IN. The main heading is "Create new account" in red. Below this, there are three tabs: "Create new account" (selected), "Log in", and "Request new password". To the right, there is a section "Or log in with..." with icons for OpenID, Google, and Facebook. The registration form consists of several fields: "Name *" (with a sub-label "Your name"), "Address", "Contact phone number", "Username *" (with a note: "Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores."), "E-mail address *" (with a note: "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail."), "Confirm e-mail address *" (with the example email "rebecca@predatorfreenz.org" and a note: "Please re-type your e-mail address to confirm it is accurate."), "Password *" (with a "Password strength:" indicator), and "Confirm password *". At the bottom, there is a red "Create new account" button.

We will send you a confirmation email as part of the registration process. Click the link in the email to activate your membership. You may also login using your existing Google, OpenID, or Facebook account if you have one.

2. Create a project

You can create your own trapping project by clicking on the 'Add a new project' in the 'My Projects' section. Use this form to create your trapping project.

Create Trap Project

 Please enter the details for your project.
[Need help?](#)

Project name *

Organisation

Description

[Show row weights](#)

Links

Title	URL
<input type="text"/>	<input type="text"/>

[Add another item](#)

Contact details

List this project publicly?

Location



The area your trap project covers. When adding traps, bait stations, etc., the map will be zoomed into the area you specify here. If you make your project publicly visible it will also be displayed on the homepage map. [Help](#)



[Save](#) [Cancel](#)

Once you've created your project you can start adding lines, traps and bait stations. The organisation and contact details are optional but please put them in if you want other people to be able to find your project. You can choose to list the project publicly and this lets other people see the location of your project so that they can apply to be a member if they want to.

Listing a project does not show other details (such as locations of traps and bait stations). See other public projects on the Other Projects tabs.

Use the mapping tool to outline the area your project covers.

When adding traps, bait stations, etc., the map will be zoomed into the area you specify here.

Click on the polygon tool  and then click around your area (or shift and drag to draw freehand), double click to finish drawing. Use the  tool to edit project boundaries.

3. Lines

3.1 Create a line

Use trap lines to map the route or circuit along which a series of traps or bait stations are set. When adding traps or bait stations you can associate them with a particular line. Records and reports can be filtered by line. Enter the details for this line. Required fields are indicated by *

Current project: **Whareoro** [Lines](#) [Traps](#) [Bait stations](#) [Reports](#)

[Add a new line](#)

Create Trap line

 Please enter the details for your trap line.
[Need help?](#)

Line name *

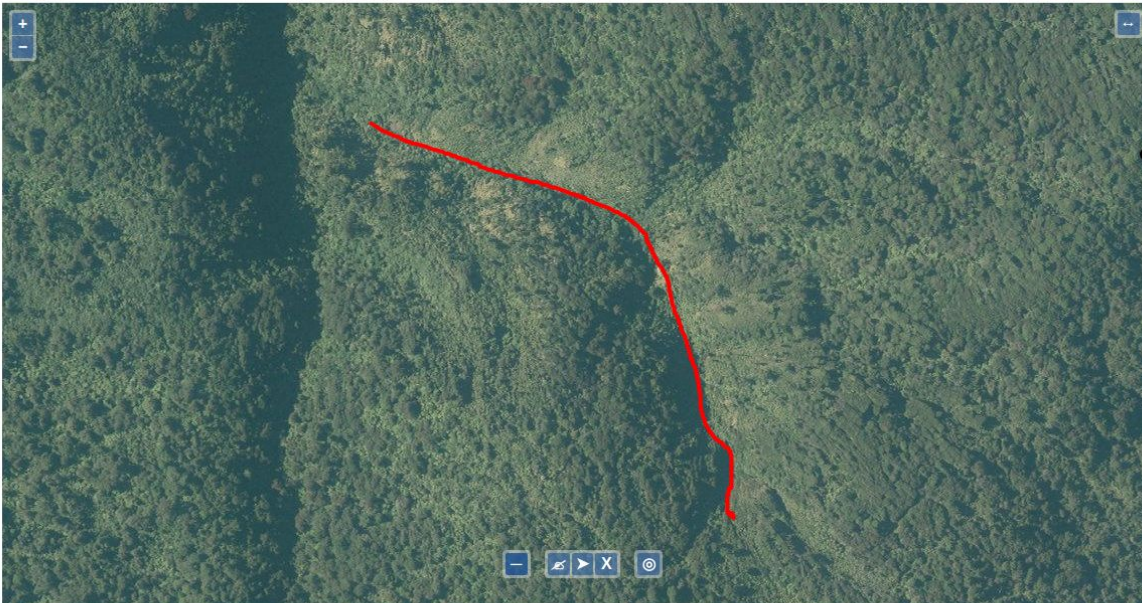
Bells line

Select colour



Choose a colour for this line's display on the map

Location



[Place line using GPX file](#)

Use the line tool  to draw your trap line. Double-click to finish.

GPX

[Choose file](#) No file chosen

[Upload](#)

If you have a GPX file for the line you can upload it then click the "Place line using GPX file" button to place the line on the map.

Files must be less than 100 KB.

Allowed file types: gpx.

[Save](#)

[Cancel](#)

Line name: your reference for this line. The text you enter will be displayed on the map.

Select colour: Choose a colour for this line's display on the map

Location: Draw the line using the  tool and double-click to finish drawing. If the line is not in the right place simply re-draw the line.

GPX: If you have a GPX file for the line you can upload it then click the "Place line using GPX file" button to place the line on the map.

4. Traps

4.1 Create a trap

Enter the trap details for this trap. Required fields are indicated by *

[Add a new trap](#) [Add catches](#)

Create Trap

Please enter the details for this trap. [Need help?](#)

Trap number / code *
DT01

Date installed *
30 Aug 2016
E.g., 30 Aug 2016

Installed by
|

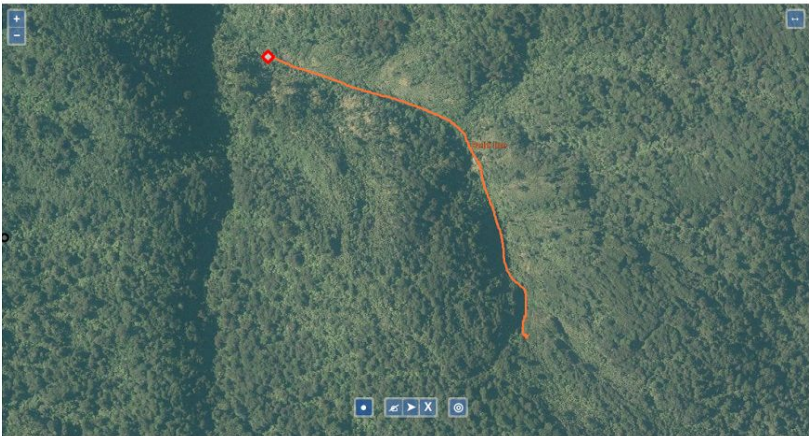
Trap type *
- Select a value -

Trap sub type
|

Double trap?

Trap line
- None -

Location



Find using Manual coordinates field
Use the pen tool to select the location for this trap.

Manual coordinates
|

Images
Upload photos of the trap for reference

Add a new file
Choose file No file chosen [Upload](#)

Files must be less than 2 MB.
Allowed file types: png gif jpg jpeg.

Notes
|

Retired
Check this box of the trap is no longer used (or moved to a different area). The trap will be removed from most displays but historical data will be retained.

[Save](#) [Cancel](#)

Trap number/code: your reference for this trap. These numbers/codes will be displayed on the map.

Date installed: defaults to today's date.


Installed by: the name of the person who installed this trap.

Trap type: select the trap type from the drop-down list. If the trap type is not listed select "other" and use the Trap sub type field to describe it.

Trap sub type: optionally enter any information such as modifications.

Trap line: select from list of lines you have set up (default is none). This can be used to filter the traps when entering trap records.

Double trap?: if checked this will add a supplementary trap attached to this trap. Useful for double trap set, or for example if have an additional mouse trap inside a trap box.

Location: use the  tool to locate the trap on the map. Click on + or - to zoom in and out.

Manual coordinates: you can enter latitude and longitude (degrees or decimal) separated by a space or comma here. Click on the "Find using Coordinates field" button to pinpoint the location on the map.

Images: you can upload one or images of this trap

Notes: enter any other information you want to keep with this trap (access, location description, etc.).

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

4.2 Add catches

Use this page to quickly add trap records to multiple traps.

Step one: select the date and optionally the line you want enter records for.

Step two: select the default values you want to have in each trap record. In most cases you will only need to set the bait type as the other fields will have default values set (“None” for Species caught, “Still set and bait OK” for trap status, and “No” for rebaited). Click [Apply](#) to generate the record values.

Add catches

Date Line

E.g., 31 Aug 2016

Species caught Status Rebaited Bait type Recorded by

Optionally apply these values

[Select all](#) / [Select none](#)

Save	Number/Code	Species caught	Status	Rebaited	Bait type	Recorded by
<input checked="" type="checkbox"/>	CW-01	<input type="text" value="None"/>	<input type="text" value="Still set, bait OK"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="None"/>	<input type="text"/>
<input checked="" type="checkbox"/>	CW-02	<input type="text" value="None"/>	<input type="text" value="Still set, bait OK"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="None"/>	<input type="text"/>
<input checked="" type="checkbox"/>	CW-03	<input type="text" value="None"/>	<input type="text" value="Still set, bait OK"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="None"/>	<input type="text"/>
<input checked="" type="checkbox"/>	CW-04	<input type="text" value="None"/>	<input type="text" value="Still set, bait OK"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="None"/>	<input type="text"/>
<input checked="" type="checkbox"/>	CW-05	<input type="text" value="None"/>	<input type="text" value="Still set, bait OK"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="None"/>	<input type="text"/>
<input checked="" type="checkbox"/>	CW-06	<input type="text" value="None"/>	<input type="text" value="Still set, bait OK"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="None"/>	<input type="text"/>

Step three: change any values of records that are different from the defaults and click **Save**. The records will turn green to show that the records have been created for the listed traps for that day. If you have made a mistake you can simply change the values of the appropriate record and click save again. You can also delete individual records or edit them to add more details to the such as trap condition or notes.

Add catches

Date Line

E.g., 31 Aug 2016

Species caught Status Rebaited Bait type Recorded by

Optionally apply these values

Select all / Select none

Save	Number/Code	Species caught	Status	Rebaited	Bait type	Recorded by	
<input checked="" type="checkbox"/>	CW-01	<input type="text" value="None"/>	<input type="text" value="Still set, bait OK"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="Whole egg"/>	<input type="text" value="James"/>	delete edit
<input checked="" type="checkbox"/>	CW-02	<input type="text" value="None"/>	<input type="text" value="Still set, bait OK"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="Whole egg"/>	<input type="text" value="James"/>	delete edit
<input checked="" type="checkbox"/>	CW-03	<input type="text" value="Stoat"/>	<input type="text" value="Sprung"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Whole egg"/>	<input type="text" value="James"/>	delete edit
<input checked="" type="checkbox"/>	CW-04	<input type="text" value="None"/>	<input type="text" value="Still set, bait OK"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="Whole egg"/>	<input type="text" value="James"/>	delete edit
<input checked="" type="checkbox"/>	CW-05	<input type="text" value="None"/>	<input type="text" value="Still set, bait OK"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="Whole egg"/>	<input type="text" value="James"/>	delete edit
<input checked="" type="checkbox"/>	CW-06	<input type="text" value="None"/>	<input type="text" value="Still set, bait OK"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="Whole egg"/>	<input type="text" value="James"/>	delete edit

5. Bait stations

5.1 Add a new bait station

Enter the details for this bait station. Required fields are indicated by *

[Add a new bait station](#) [Add bait station data](#)

Create Bait Station

 Please enter the details for this bait station.
[Need help?](#)

Bait station number / code *

Date installed *

E.g., 31 Aug 2016

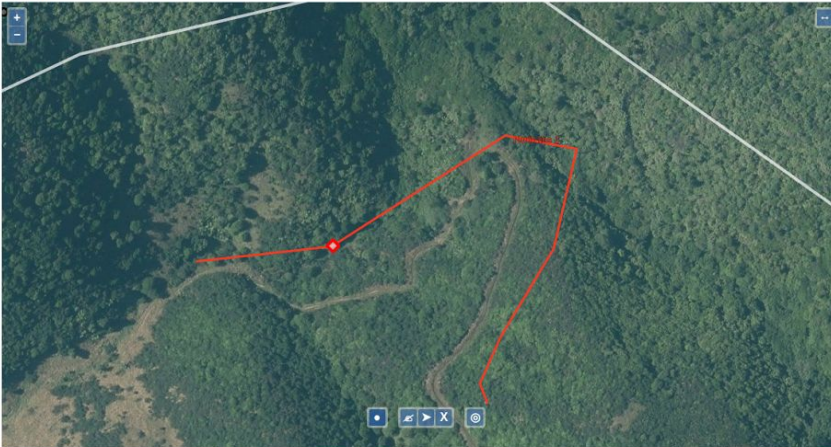
Installed by

Type *

Sub type

Trap line

Location



[Find using Manual coordinates field](#)

Manual coordinates

Images

Add a new file

 No file chosen

Files must be less than 2 MB.
Allowed file types: png gif jpg jpeg

Notes

Retired

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

Bait station number/code: your reference for this bait station. These numbers/codes will be displayed on the map.


Date installed: defaults to today's date.

Installed by: the name of the person who installed this bait station

Type: select the type of bait station from the drop-down list. If the type is not listed select "other" and use the sub type field to describe it.

Sub type: optionally enter any information such as modifications.

Trap line: select from list of lines you have set up (default is none). This can be used to filter the bait stations when entering records.

Location: use the  tool to locate the trap on the map. Click on + or - to zoom in and out.

Images: you can upload one or images of this bait station.

Manual coordinates: you can enter latitude and longitude (degrees or decimal) separated by a space or comma here. Click on the "Find using Coordinates field" button to pinpoint the location on the map.

Notes: enter any other information you want to keep with this bait station (access, location description, etc.)

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

5.2. Adding bait station data

Use this page to quickly add records to multiple bait stations.

Add a new bait station

Add bait station data

Add bait station data

Active/Retired Title Line

[Need help?](#)

Select a date & time (applied to all new bait station data)

Number/ Code	Active ingredient	Target species	Formulation	Concentration	Bait remaining	Bait removed	Bait added	
BS1	<input type="text" value="Brodifacoum"/> <input type="button" value="↻"/>	<input type="text" value="Rat"/> <input type="button" value="↻"/>	<input type="text" value="Pellet"/> <input type="button" value="↻"/>	<input type="text" value="0.002"/>	<input type="text" value="0.008"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="✓ Save"/>
Last Record: 17 Aug 16	Brodifacoum	Rat	Pellet	0.002	0	0	0.008	<input type="button" value="Edit"/>
BS2	<input type="text" value="Brodifacoum"/> <input type="button" value="↻"/>	<input type="text" value="Rat"/> <input type="button" value="↻"/>	<input type="text" value="Pellet"/> <input type="button" value="↻"/>	<input type="text" value="0.002"/>	<input type="text" value="0.008"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="✓ Save"/>
Last Record: 17 Aug 16	Brodifacoum	Rat	Pellet	0.002	0	0	0.008	<input type="button" value="Edit"/>
BS3	<input type="text" value="Brodifacoum"/> <input type="button" value="↻"/>	<input type="text" value="Rat"/> <input type="button" value="↻"/>	<input type="text" value="Pellet"/> <input type="button" value="↻"/>	<input type="text" value="0.002"/>	<input type="text" value="0.008"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="✓ Save"/>
Last Record: 17 Aug 16	Brodifacoum	Rat	Pellet	0.002	0	0	0.008	<input type="button" value="Edit"/>

Step one: apply a filter to select the bait stations you want enter records for. Mostly you will be filtering by line, but you can also select individual bait stations by entering the first characters of the bait station number or code. By default the filter is set to show active bait stations only - use the dropdown to select retired bait stations.

Step two: set the date and time to be logged with each record you add. You will need to press the Apply date button whenever you change the date.

Step three: for each bait station, put in the appropriate details and press the add button. The first time you add a record you will need to fill in all details. Put in 0 for Bait remaining and Bait removed. For subsequent records these details will be inserted automatically based on the previous record.

For the Active ingredient, Target species, and Formulation fields, a list of predetermined values will be displayed once you start typing. Please select values from the list if possible.

Each row in the table shows the last record added (if there are any). You can click the edit button alongside the record to edit the full bait station record. You can edit or delete a record you've just added this way, or you can add notes to the record. The bait station row will turn green when a record has been recently added so that you keep track of where you are up to.

6. Reports

You are able to produce reports including the ability to view/download trap records.

Current project: **Mana Is** Lines Traps Bait stations **Reports**

Reports

Trap records

View/Download trap records. Optionally filter by date, species caught, etc.

Trap records with map

As above showing traps the filter applies to. Heatmaps are available via the layer switcher (top right of the map)

Monthly catch totals

Generate a chart showing monthly catch counts for each species.

Catches over time

Generate a chart showing number of catches for the days you have records for.

Trap date last checked.

Show the date each trap was last checked.

Trap date last checked with map.

As above showing showing the traps on the map with number of days since last check.

Trap counts

Summary of the number of traps of each type.

Bait Station records

View/Download bait station records. Optionally filter by date, target species, etc.