

# Managing line installations

*Only users with an "Administrator" role in a project can access these tools.*

Note: The line needs to exist in your project before any installation can be added to it. You can learn how to [create lines here](#).

Managing line installations can be done at the individual level by setting the Line field while [editing an installation](#), however in many cases it makes more sense to do this via [bulk editing](#).

## Adding a single installation to a line

To add a new installation to a line:

When you're adding an installation to your project, you can add them to a line at this stage by selecting the line from the dropdown menu labelled "Line" on the Create Installation form.

e.g. When creating a new Bait Station

**trap.nz**

My projects Find projects Forums Help My account Log out

Current project: **Demo Project** Lines Traps Bait stations Monitoring Points of Interest Reports

Add a new bait station Add bait station records Import bait stations Import bait station records Manage bait stations Manage bait station records

## Create Bait Station

**Please enter the details for this bait station. Need help?**

**Bait station number / code \***

**Date installed \*** 31 May 2022

**Location \***

**Installed by**

**Type \*** - Select a value -

**Sub type**

**Line** - None -

☐ **Report** The trap line this bait station is associated with (optional). Check this box if the bait station is no longer associated with a line.

**Map:** trap.nz. Shows various bait stations (NBS01, NBS02, NBS03, NBS04, NBS05, NBS06, NBS07, NBS08, COBS01, COBS02, COBS03, COBS04) and lines (Northern circuit, Central circuit).

## To add an existing installation to a line:

If you want to add an existing installation to a line, you can do this by editing the installation, and selecting the line from the "Line" dropdown menu.

## Adding multiple installations to a line

You can add multiple installations to a line from the "[Manage Traps](#) / [Manage Bait Stations](#) / [Manage Monitoring Stations](#)" menu.

While multiple installation types (e.g. Traps and Bait Stations) can be part of the same line, each installation type needs to be added one-by-one (e.g. you can add multiple traps to a line using the instructions below, then to add multiple bait stations, repeat the same steps in the Bait Stations section of the website).

## To add multiple installations to a line:

1. Select the project from your [My Projects](#) list.
2. Go to the [Manage Traps](#) / [Manage Bait Stations](#) / [Manage Monitoring Stations](#) section of your project.
3. (Optional) If you have a lot of installations, you can search for the particular installations that you want to edit using the filter bar. Click the green "Apply filter" button to show the filtered traps.
4. Select the checkboxes of the installations you want to edit.
5. From the Operations dropdown menu, select Change trap details / Change bait station details / Change station details.
6. Click the "Execute" button.
7. Select the "Line" checkbox, and select the line that you want to add the installations to.
8. Click the "Next" button.
9. Check your changes and click the green "Confirm" button to save your changes.

For video instructions click this link <https://www.youtube.com/watch?v=g4bkmiPNlqs>

## Removing installations from a line

To remove installations from a line, follow the instructions above, but instead of selecting a line, select "None".