

# Adding a Project to an Organisation

Rappt.IO Organisations are used by groups who trap in multiple geographic regions but want easier ways to:

- manage members across their projects
- run reports across their projects

Organisations are usually used by government departments and councils, however, they are available to be used by any group that would find them helpful.

## Joining an Organisation

If you are the administrator for the project you can select the project (via the Rappt.IO website) and select edit



Once the edit window opens up select extra

### Edit Trap Project Waihoanga demo

View Edit Members Project categories

Please enter the details for your project.  
Need help?

Project name \*  
Waihoanga demo

Location \*

☐ List this project publicly?  
☐ Share summary data?

Extra (optional)

Now select Your Organisations

Project name \*

Location \*  


☐ List this project publicly?  
☐ Share summary data?

Extra (optional)

Project Type

Optionally tag your project - e.g. rural, reserve, etc. This can be useful if you manage many projects. Tags will be lowercased.

Enabled features  
☒ Traps  
☒ Bait stations  
☒ Monitoring  
☒ Points of Interest

Your Organisations

Species  
☒ Members of the selected organisations will become members of this project  
☐ Use project top 5 species

We show a catch summary on the project landing page. You can choose between showing counts from the PF2050 species list (Musselids, Rats, Possums and Hedgehogs) or the top 5 species caught by your project. Note that Cats are counted as "Other" in the project top 5 to discourage public targeting.

You can now select the Organisation you want the project to be part of.

## Non-admin request to become part of an Organisation

If wanting a project that you are not an administrator for to be part of an Organisation you will need to go to your **My account** and select the Organisation

After doing this you need to then select members -


test organisation

Unable to send e-mail. Contact the site administrator if the problem persists.

Organisation test organisation has been created.

View Edit **Members** Devel

Enforce NZSIS compliance projects:  
 No  
 Enforce password rotation for organisation admins:  
 No

powered by  groundtruth

Contact us Privacy

**email invites**, the invite will have to be to the administrator of each project and they will have to accept that they are wanting to be part of the Organisation

INVITE NEW MEMBERS TO TEST ORGANISATION

User email(s) \*

Use commas or new lines to split email addresses. New users will be created and invited as members of this group. A one time login link will be sent to the invitees' email. Limited to 10 invites at a time.


Assign roles

Org Member

Choose a role you would like to assign to the users:

- **Org Administrator:** Can see and modify all installations and manage members.
- **Org Member:** Can see all installations, but can't modify them.

Invite user(s)



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