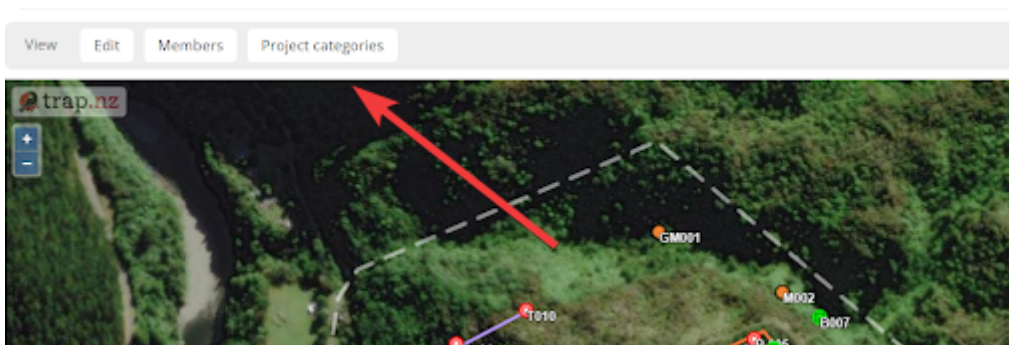


Adding your terms into Project categories

This helps with projects that need terms that are not offered under the default terms on Rappt.IO

1 On your [project home page](#) on the Rappt.IO website select **Project categories**



2 This will open up a default terms page

A screenshot of the 'Group terms for Bait Station Species detected' page. The page has a title bar with the title and a mouse cursor icon. Below the title bar is a navigation bar with tabs: 'View', 'Edit', 'Members', and 'Project categories'. The 'Project categories' tab is highlighted. Below the navigation bar is a sub-navigation bar with tabs: 'Bait Station Species detected', 'Monitoring bait', 'Monitoring protocol', 'Monitoring species', 'Monitoring survey event', 'Monitoring type', 'PD type', 'Project record type', and 'Trap bait type'. The 'Bait Station Species detected' tab is highlighted. Below the sub-navigation bar is a section titled 'Default terms'. This section contains a list of terms with checkboxes: 'None', 'Unknown', 'Insect', 'Mollusc', 'Mouse', 'Rat', and 'Other'. The 'Insect', 'Mollusc', 'Mouse', and 'Rat' terms are checked. Below the list is a green button labeled 'Save selection'. Below the 'Default terms' section is a section titled 'Your terms'. This section contains a text input field labeled 'Add a new term' and a green button labeled '+ Add term'. A red arrow points from the 'Monitoring species' tab to the 'Default terms' section.

3 You can now add your term needed. Write the term you would like to be added in the **Add a new term** section

☒ Insect
☒ Weta
☒ Bird
☒ Magpie
☒ Cat
☒ Dog
☐ Other

✓ Save selection

Your terms

Add a new term

wasps

+ Add term

4 Save your selection

☐ Insect
☐ Weta
☐ Bird
☐ Magpie
☐ Cat
☐ Dog
☒ Other

✓ Save selection

Your terms

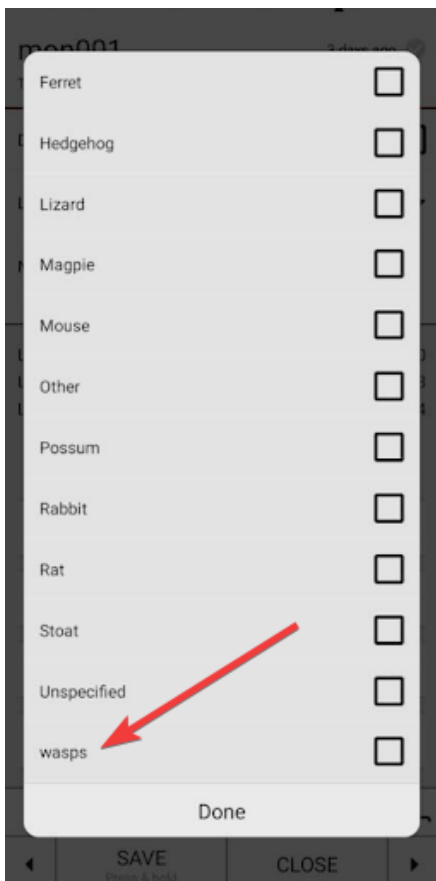
☐ wasps

Reassign terms to

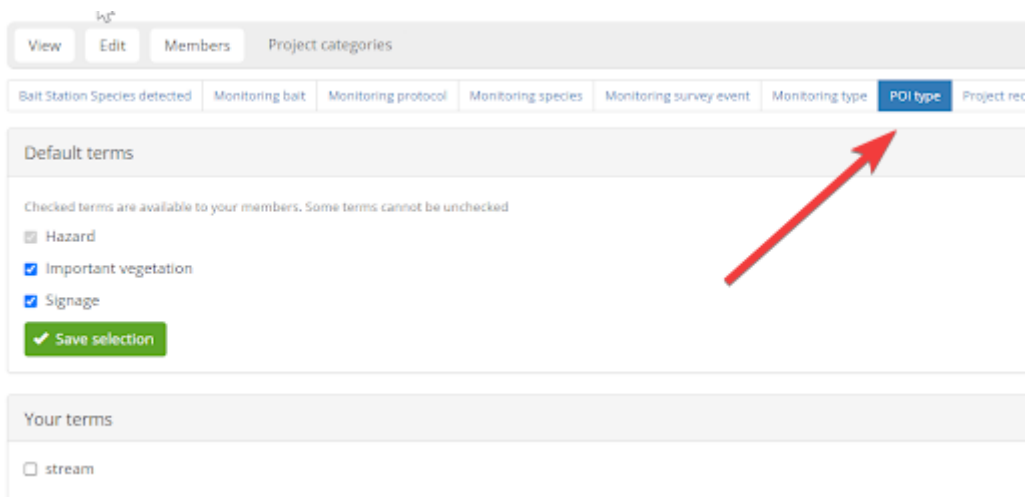
- Don't Reassign -

🗑 Delete/Reassign terms

5 The term will now show on both your Rappt.IO website and Rappt.IO App



This can also work for other categories




New Point of Interest

Hazard
Important vegetation
Signage
stream

Done

SAVE CANCEL



For video help, click the youtube link here <https://youtu.be/Zv90Q7fPGVE>