

# Merging two projects

## Administrators only

Often when you have projects side by side it makes sense for maintenance and reporting to merge them together to create one larger project.

1. Open project A in a window and in **Manage traps** move all the traps in the project to Project B (you will need to repeat this process with all the different installation types)

Add a new trapAdd catchesImport trapsImport trap recordsManage trapsManage trap records

## Manage traps

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

Active/RetiredTitleLineTypeSub typeInstalled (from / to)Tags

ActiveContains...- Any - - Any -

Apply filterReset

Operations

- Choose an operation -

- Choose an operation -

Add tags to stations

Assign Members

Delete trap

Change trap details

Move selected traps to another project

Remove sensor

Remove tags from stations

Retire trap

Subscribe members to sensor notifications

Unassign Members

Unsubscribe members from sensor notifications

Execute

	Date installed	Installed by	Tags	Last Record	Assigned members
<input type="checkbox"/>	mance line	26 Aug 2022	Lenore Winterburn	2022-08-29	
<input type="checkbox"/>	mance line	29 Aug 2022		2022-08-29	
<input type="checkbox"/>	mance line	29 Aug 2022		2022-08-29	

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

Download CSV

2. In Project A, **manage lines**, move all lines to project B

Add lineManage linesImport Lines

## Lines

Line

maintenance line

ApplyReset

Operations

- Choose an operation -

- Choose an operation -

Delete line

Change line details

Move to another project

Execute

	Line Type
<input type="checkbox"/>	maintenance line
	Bait station, Monitoring station, Trap

3. In project B select all the traps you have moved and ensure they are still associated with the line, If not assign them to the line through manage traps

4. Edit the project B boundaries to include that of project A creating project C

To edit your project boundaries, click inside your project polygon. It will turn blue making it ready for editing. Now shift the cursor over the edge of the polygon and a black circle will appear, you can now click and drag the polygon into its new dimensions

---

Revision #3

Created 31 August 2022 02:07:13 by Lenore Winterburn

Updated 19 December 2022 02:21:45 by Lenore Winterburn