

# Moving installations

See also: [Moving installations using the app](#)

In order to move an installation you must have either:

- been the one who added the installation to the project, or
- a Manager or Administrator role in the project

## Moving an installation that already has records associated with it

If you are physically moving an installation that already has records associated with it, best practice is to “retire” the installation and create a new one in the new location. This keeps old records correctly associated with the old location.

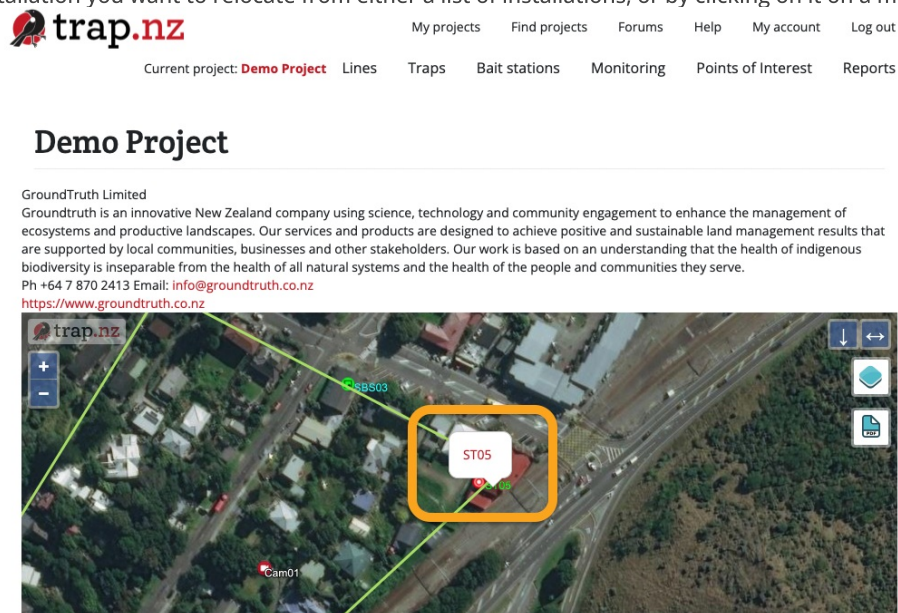
If you wish, you can create the new installation with the same name.

The retired locations can be viewed by setting the “retired” filter in map views and reports.

## Moving an installation that has been incorrectly located on the project map

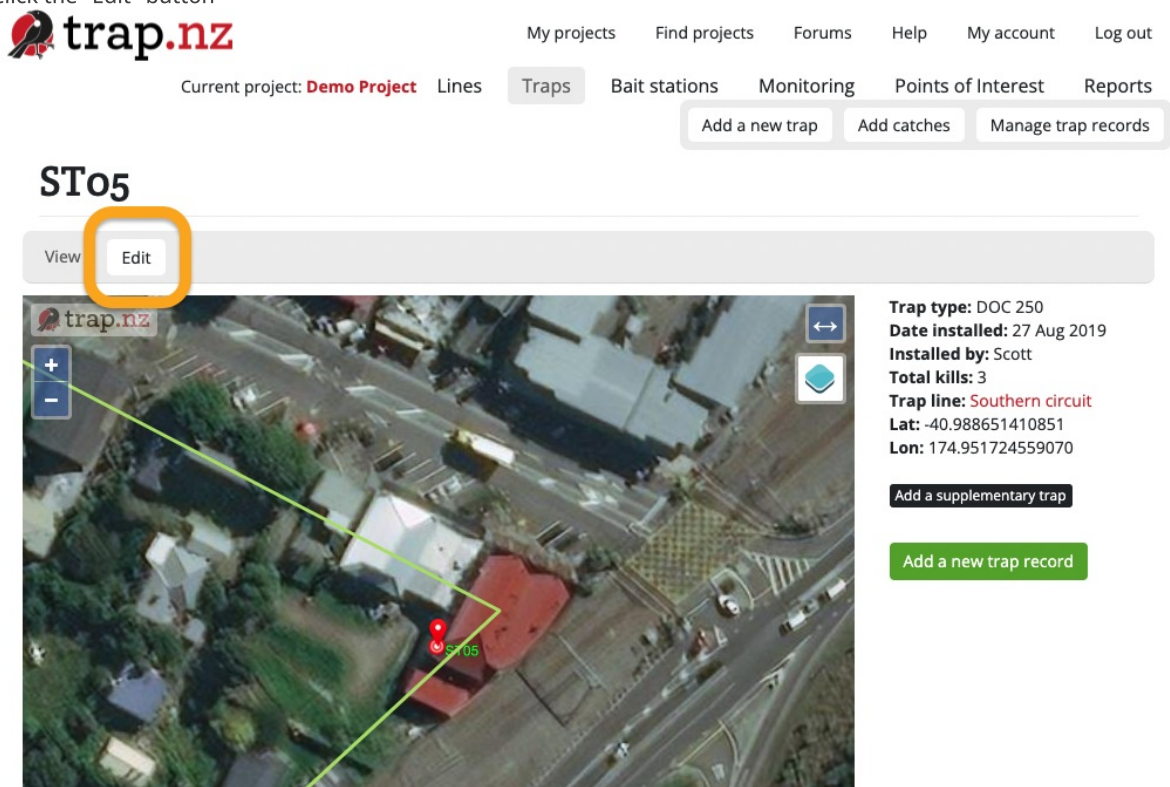
If an installation is incorrectly located on your project map (or you want to adjust the location for another reason):

1. Select the installation you want to relocate from either a list of installations, or by clicking on it on a map



2. The page for that installation will load

3. Click the “Edit” button



- The "Edit installation" page will load
- Zoom in on the trap on the map, so that its current location and the location you want to move it to, are both visible.

trap.nz

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

Add a new trap Add catches Manage trap records

## Edit Trap ST05

View Edit

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

Trap number / code \*  
ST05

Location \*

Date installed \*  
27 Aug 2019

Installed by  
Scott

Trap type \*  
DOC 250

Trap sub type

Trap line  
Southern circuit

☐ 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.

- Click the "Draw a point" icon on the map
- Click on the new location for this installation on the map
- A dialog box will appear, asking you to confirm that you want to move the installation's location on the map
- Click "OK" to confirm
- The map will now show a green square where the installation will be moved to



- Click the green "Save" button at the bottom of the page to save your changes
- The page for that installation will load, showing the installation at the new location on the map

For video help, click the youtube link here <https://youtu.be/244cp2wbmSk>

Revision #21

★ Created 2 August 2021 04:10:21

✍ Updated 20 June 2023 19:37:41 by Lenore Winterburn