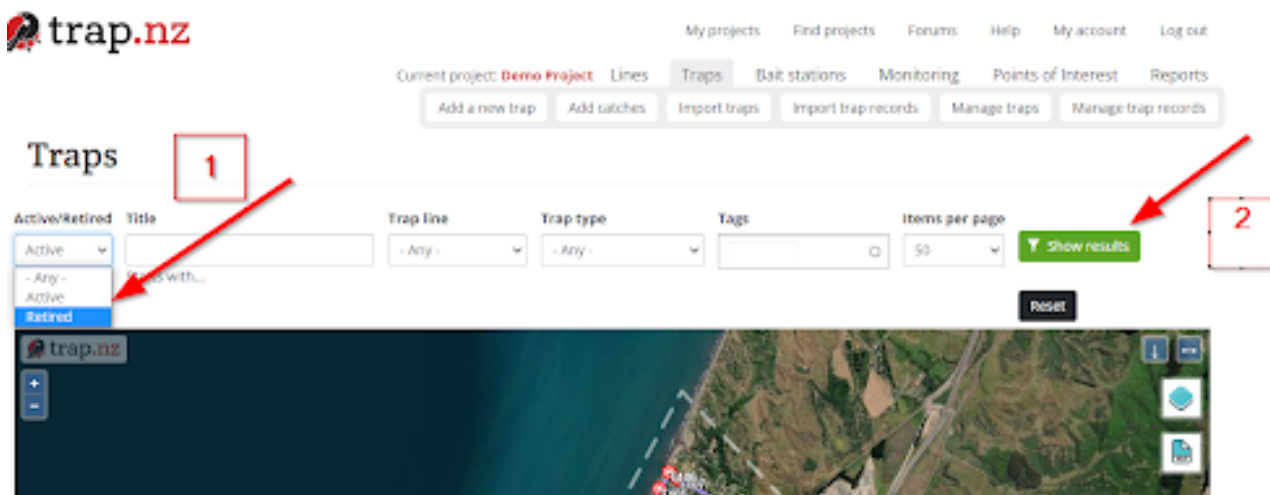


Unretiring a retired installation

There could be many reasons you would want to unretire an installation, a member may have accidentally retired it in the field, you may have retired it for a season, or you may have retired it then realised an installation was still needed in that site.

The instructions for unretiring an installation are the same but for this example, we have used traps

1. On your project page select [manage traps](#)
2. A pop-down option of retired or active will become available. Select retired and apply the filter, this will then show all the traps that have been retired.



Manage traps

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

Active/Retired: Title: Line: Type: Sub type: Installed (from / to): Tags: [Apply filter](#) [Reset](#)

Operations

[Execute](#)

<input type="checkbox"/>	Number/Code	Type	Line	Date installed	Installed by	Tags	Last Record	Assigned members
<input type="checkbox"/>	CT09 (retired)	DOC 250		27 Aug 2019	Scott		2022-06-03	2 member(s) assigned
<input type="checkbox"/>	T101	DOC 200		4 May 2021			2021-07-01	
<input type="checkbox"/>	T106 (retired)	DOC 200		4 May 2021			2021-05-04	
<input type="checkbox"/>	trap1 (retired)	DOC 200	Central circuit	8 Oct 2021	daniel			
<input type="checkbox"/>	to	AT220		7 Apr 2022	daniel			

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

3. Select the traps you are wanting to unretire, then choose operation - change trap details, press execute.

Manage traps

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

Active/Retired: Title: Line: Type: Sub type: Installed (from / to): Tags: [Apply filter](#) [Reset](#)

Operations

[Execute](#)

<input type="checkbox"/>	Number/Code	Type	Line	Date installed	Installed by	Tags	Last Record	Assigned members
<input checked="" type="checkbox"/>	R002	DOC 200	ridge	16 Jun 2022			2022-06-16	
<input type="checkbox"/>	R003	DOC 200	ridge	16 Jun 2022			2022-06-16	

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

4. You now have a page with a lot of options, choose retire, a second retire box will show do not check it , Next

trap.nz

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Current project: **Waihoanga demo** Lines Traps Bait stations Monitoring Points of Interest Reports

Add a new trap Add catches Import traps Import trap records Manage traps Manage trap records

Manage traps

☐ Tags ☐ Date installed ☐ Installed by ☐ Trap type ☐ Trap sub-type ☐ Sensor provider ☐ Send Meta Data about this trap to your sensor provider? ☐ Trap line

☐ Notes ☒ Retired ☐ Name ☐ Address ☐ Email ☐ Phone

☐ Retired

Check this box if the trap is retired (or moved to a different area). The trap will be removed from most displays but historical data will be retained.

Next Cancel

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5. It will then prompt you to confirm the details

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Current project: **Waihoanga demo** Lines Traps Bait stations Monitoring Points of Interest Reports

Add a new trap Add catches Import traps Import trap records Manage traps Manage trap records

Are you sure you want to perform *Change trap details* on the selected items?

You selected the following *item*:

- R003

Confirm Cancel

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