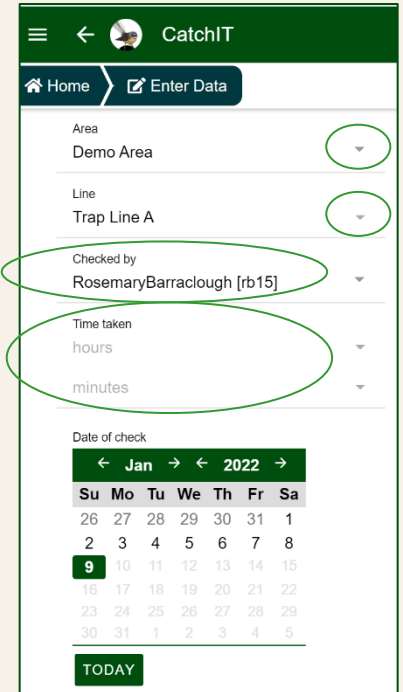
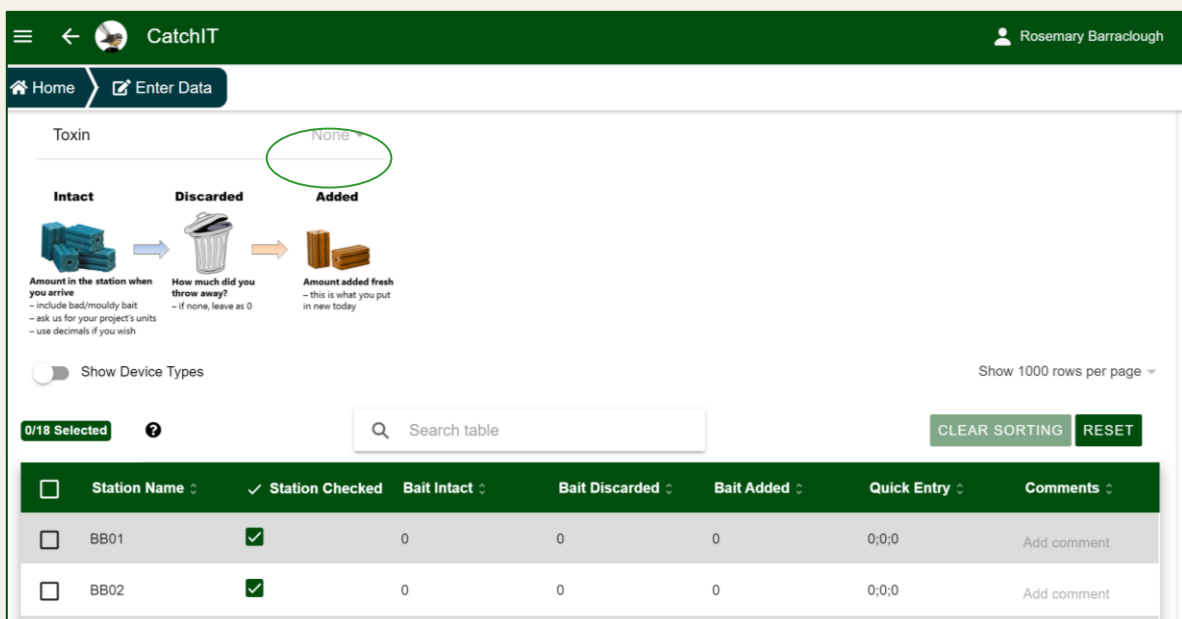


The three columns on the Bait-line forms enable you to keep track of how much toxic bait has been deployed in total, how much has been eaten by target animals, and how much has been thrown away. This information is important for project accounting, but it requires some care in data entry. The important principle is **always record what happened on every visit to the bait line**. This includes the initial visit to stock the bait stations for the first time, and the final visit to empty them before any breaks in baiting.

Enter Data:

- Go to the **Enter Data** tab. This should be set to load up with your usual Area and your preferred Line. You can **change lines** and other options in this table by clicking on the small downward arrows to the right of each heading.
- Make sure the right **Person** is specified as the field worker. If you are entering the data for someone else, click on the arrow to the right of your name, and either select or start typing the name of the person in the box that appears. If the right person does not appear, please contact us and we will add them to the database.
- If you wish, or if your project requires it, enter the **Time Taken** on your check. Otherwise, just leave this section blank.
- Choose the correct **Date** on which the check was made by clicking on the date in the calendar.
- Scroll down and press the **Confirm & Continue** button, to confirm your selections. The table that appears will look similar to the one below.

Station Name	Station Checked	Bait Intact	Bait Discarded	Bait Added	Quick Entry	Comments
BB01	✓	0	0	0	0;0;0	Add comment
BB02	✓	0	0	0	0;0;0	Add comment

- If you wish to record which **Toxin** you used for that day's bait-line check, select the required toxin from the drop-down menu, as shown in the picture. You will need to do this each time you enter a check, otherwise the toxin will be recorded as Unspecified. If you commonly use more than one toxin, you should specify the one that was deployed (added fresh) on that day's check.

The three columns on the Bait form are:

- **Bait Intact:** this is the amount of bait that was still in the station when you arrived.
- **Bait Discarded:** this is the amount that you removed for throwing away, because it had expired or gone bad.
- **Bait Added:** this is the amount of fresh bait that you added on that day's check.

Each of these amounts is measured in your chosen **units**.

Your units:

- Your project leaders decide what **units** you should use when recording how much bait you put in your bait stations. A common choice is the **number of bait blocks**. Some projects choose to use a number from 0 to 10, where 0 is empty and 10 is full. **You must keep the same units for all checks on this line**, otherwise the bait amounts will not be calculated correctly. Please contact us if you don't know what units you should be using, or need help with changing units or toxins.

Moving around the table and entering records:

<input type="checkbox"/>	Station Name	✓ Station Checked	Bait Intact	Bait Discarded	Bait Added	Quick Entry	Comments
<input type="checkbox"/>	S01	<input checked="" type="checkbox"/>	0	0	0	0;0;0	Add comment
<input type="checkbox"/>	S02	<input checked="" type="checkbox"/>	0	0	0	0;0;0	Add comment
<input type="checkbox"/>	S03	<input checked="" type="checkbox"/>	0	0	0	0;0;0	Add comment
<input type="checkbox"/>	S04	<input checked="" type="checkbox"/>	0	0	0	0;0;0	Add comment
<input type="checkbox"/>	S05	<input checked="" type="checkbox"/>	0	0	0	0;0;0	Add comment
<input type="checkbox"/>	S06	<input checked="" type="checkbox"/>	0	0	0	0;0;0	Add comment

0 selected / 6 total

On a first look, there are a lot of numbers to fill in on the bait form. You can fill these in quickly using only the keyboard: you do not need to click the mouse into each box on the form. For efficient data entry, follow these steps.

- Click the mouse in the first box in the **Bait Intact** column. This will make it live for entering a number.
- Enter the amount of bait, and then press your **Tab** key. This will make the box in the **Bait Discarded** column live for entering the next number. Press **Tab** again to move to the next column.

- If you want to move down a column, instead of across, press the **Shift** and **Down Arrow** keys at the same time. Likewise, to move up a column, press **Shift** and **Up Arrow**.
- To move one column to the left, use **Shift** and **Tab** at the same time.

<input type="checkbox"/>	Station Name	<input checked="" type="checkbox"/> Station Checked	Bait Intact	Bait Discarded	Bait Added	Quick Entry	Comments
<input type="checkbox"/>	S01	<input checked="" type="checkbox"/>	0	0	0	0;0;0	Add comment
<input type="checkbox"/>	S02	<input checked="" type="checkbox"/>	0	0	0	0;0;0	Add comment
<input type="checkbox"/>	S03	<input checked="" type="checkbox"/>	0	0	0	0;0;0	Add comment

- You can use the **Quick Entry** column for even faster data entry. In each Quick Entry box, enter the three numbers corresponding to the amounts of bait Intact, Discarded, and Added for this station. Separate the three numbers by **semi-colons** or **commas**. For example, if you wish to enter 6 baits intact, 0 baits discarded, and 2 baits added for a particular station, you would enter 6;0;2 in the Quick Entry box. Be sure to enter the three numbers in the correct order and separated by semi-colons or commas. You can then use the **Shift** and **Down Arrow** keys as before to move on to the next station.
- Once you have finished entering your bait data, enter a **Message** if you wish. Click the **Ready to Submit** button to review your entries. Pay special attention to whether you have entered the data in the right columns. If there are any errors, click **Cancel** to go back and edit your form. When you are happy with everything, **Submit** your check.
- You can see your submitted data on the **View Data** tab, under **Manage Data** on your Home menu.
- To view **Bait Maps and Summaries**, go to the **Graphs** tab and click the **Bait Maps** button. After you have clicked the green button to plot your map, you can also view overall **Summaries** of the amounts of bait deployed, discarded, and eaten by clicking on the corresponding tab.

Examples:

Here are some examples of common scenarios. We'll use an example where bait is measured in blocks from 0 (empty) to 8 (full).

- **Example 1:** you are making your first visit to the line for this season, and stocking each station with 8 blocks of bait. Enter Intact=0, Discarded=0, and Added=8 for each station. You can do this quickly by going down the Added column and entering 8 in each box using the **Shift** and **Down Arrow** keys.
- **Example 2:** you visit a station later and it is still full: nothing has been touched. You leave all the bait there for next time. Enter Intact=8, Discarded=0, Added=0.
- **Example 3:** the station only contains 6 blocks, but they are still good. You replace the missing 2 blocks with fresh bait. Enter Intact=6, Discarded=0, Added=2.
- **Example 4:** the station contains 6 blocks but they have gone mouldy and need to be replaced. You restock the station full of fresh bait. Enter Intact=6, Discarded=6, Added=8.

- **Example 5:** the station has 7 blocks left, but you can see that the missing block has been taken by slugs or other invertebrates and not by rodents or possums. The best solution is to record obvious non-target bait take as if it were intact but discarded. In this example, you would enter Intact=8, Discarded=1. If you then restock the station to make up for the missing bait, you can also enter Added=1.
- **Example 6:** you are emptying out all stations at the end of the baiting season. The Intact and Discarded columns should both contain the same numbers. For example, if you arrive at a station and see it has 6 blocks in it, then enter Intact=6, Discarded=6, Added=0. This means that you have removed all 6 blocks and left the station empty.

Important things to remember about Bait Station data:

- Make sure you record your data for **every** visit to the station, **including the very first visit** of the season where all stations are stocked full for the first time.
 - If the first check of the season is missing, all subsequent checks will appear to be errors, because CatchIT will not know there was any bait in the stations to start with.
- CatchIT runs an automatic error-detecting step to detect errors, and tries to correct them as best it can. However, it is always better to enter the data correctly in the first place. Small errors are inevitable, but larger errors like missing out whole line visits are harder to adjust for. To fix known errors, please contact us at r.fewster@auckland.ac.nz.
- Remember also to enter the final check of the season, when all stations are emptied out. See the examples above for how to enter the first and last checks of the season.

Questions:

- If you have any questions or problems, please contact Rachel Fewster at r.fewster@auckland.ac.nz, and one of the team will be in touch as soon as possible.