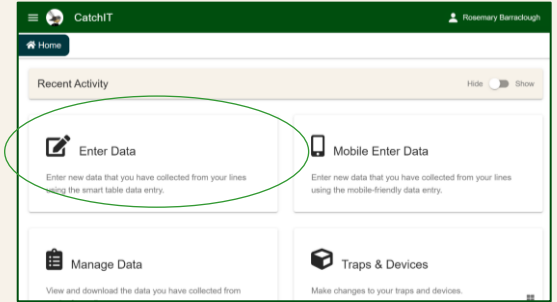# CatchIT • Entering Trap Data

Log in to **catchit.co.nz** using the username and password in your email.

Entering Trap Check Data:

- To enter your trapline check, use the **Enter Data** tab. This should be set to load up with your usual Area and your preferred Line. If you wish to change the Line you see when you first log in, you can do so via the **Account Settings** tab, on your Home menu.

Enter where, when, and who conducted the check:

- You can **change lines** and other options in this table by clicking on the small downward arrows to the right of each box.
- Make sure the right **Person** is specified as the trapper. 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 trapper 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 confirm this date where asked. The data entry table will appear once details are confirmed.
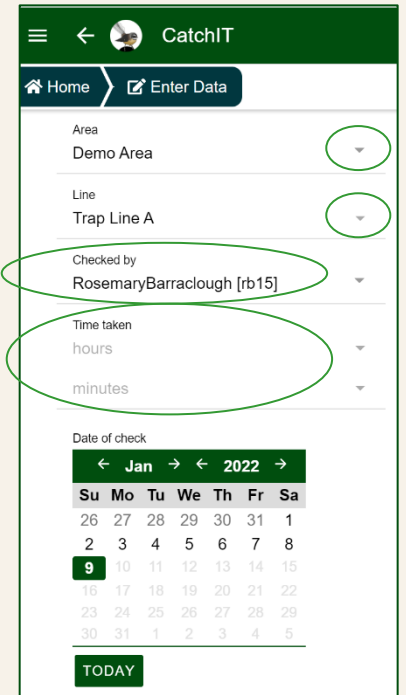
Enter catches:

- If a trap has made a catch, click in the **Catches** column and a pop-up window will appear.
- Click on **Species** or on the adjacent drop-down menu arrow, and the list of species for your Area will appear. Just leave Sex and Age blank unless you know them.
- Click **Save** to enter the catch and return to the main table to make further entries.
- If a trap was triggered without catch, tick the **Triggered** box but leave **Catches** blank.
- Click the **Tips for Data Entry** button for more pointers and animated instructions.
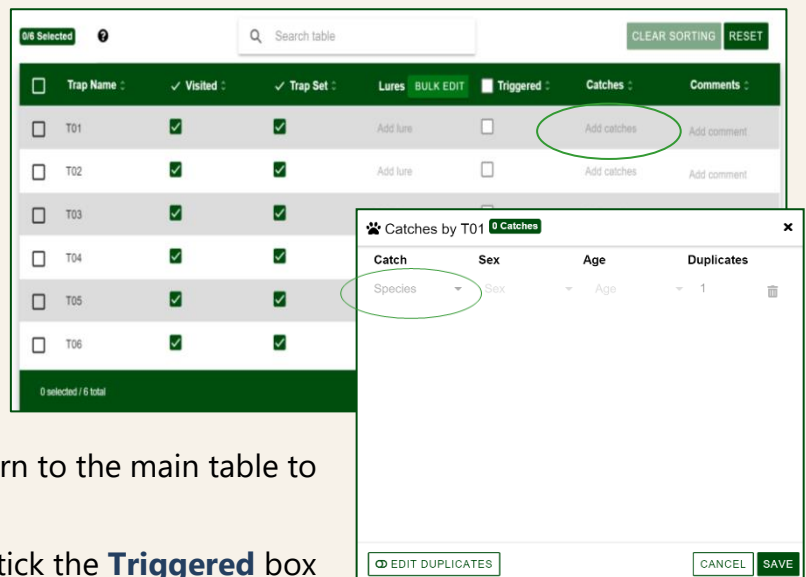
Entering or changing lures:

- You can add or remove lures for individual devices, for a subset of devices, or for every device on a line at once.
- You can change lures for an individual trap by clicking on its current lure, or on **Add Lure** if no lure is currently listed. The pop-up window should list your preferred lures at the top. If not, please contact us and we will adjust your default lures.
- If you don't see the lure you want, scroll down in the pop-up window and click the **All Lures** button, then scroll down further to see the full selection of lures.
- To **Bulk Edit** lures for all traps on the line at once, simply click the **Bulk Edit** button at the top of the **Lures** column on the main table. A pop-up menu will appear.
    - To add a lure to every trap, select the lure from the list and click the **Add To All** button.
    - To remove a lure from every trap with that lure, click the **Remove From All** button.
    - To swap all instances of one lure for another, click **Switch Lure** at the top right of the pop-up window. Select the lure you want to replace on the left, and the new lure on the right. The selections in the picture will replace all Apples with Peanut Butter. Click the **Switch** button to make the change.
    - If you want to use **Bulk Edit** on a subset of traps, rather than all of them, use the tick boxes on the left-hand side of the table to select the traps you want. Then, click **Bulk Edit** as above.
- Click the **Tips for Data Entry** button for more pointers about selecting lures.

To Submit:

- Type a **Message** if you wish. This is to keep in touch with your fellow trappers, report any maintenance issues, or just for your own interest.
- When you are ready, click **Ready to Submit** to finish. Check all the details in the **pop-up summary** and click **Submit** if everything is correct. If there are any errors, click **Cancel** to go back and edit your form.
- If you made **no catches**, leave the Catch column blank, but still click Submit. CatchIT will then record that the traps were checked and no catches were made.
- You can see your submitted data on the **View Data** tab, under **Manage Data** on your Home menu.

Questions:

- For any questions or problems, please contact Rachel Fewster: r.fewster@auckland.ac.nz