

CatchIT • Entering Trap Data

- Log in to catchit.co.nz using the username and password in your email.
 - You may change your password if you wish, using the Personal Options tab.
Please don't use a sensitive password, such as your bank password.
CatchIT passwords are encrypted, but it is always better to be safe.
- 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 on the Personal Options tab.
- Choose the correct **Date** on which the check was made: you'll see a table appear.
- Make sure the right **Person** is specified as the trapper. If you are entering the data for someone else, untick the "Check made by me" box above the table, and start typing the name of the trapper in the box that appears. A short list of people will appear. Select the right person by clicking the mouse on their name. If the right person does not appear, please contact us and we will add them to the database.
- **If a trap has made a catch**, select the species from the drop-down menu in the "Catch" column. Just leave Sex and Age blank, unless you know them.
- **If a trap was triggered without catch**, tick the Triggered box but leave "Catch" blank.
- The **Bait** columns on your form should be ticked with your usual baits. If not, tick and untick the different baits as needed, and contact us so we can reset the defaults. If too many baits are ticked, the line setup might not be complete: contact us to fix this.
 - Baits should be ticked if they are **available to make catches** in the next session. For example, Egg should be ticked if there was an egg in the trap when you left it, regardless of whether the egg was placed that day or on an earlier occasion.
- If you wish, or if your project requires it, enter the **Time Taken** on your check. Otherwise, just leave this section blank.
- 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 **Submit** to finish. Check all the details in the **pop-up summary**, and click Confirm 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.
- 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.

CatchIT • Entering Bait Station Data

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 and funders, 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.**

	Station Name	Station Checked	Bait Intact	Bait Discarded	Bait Added	Quick Entry
1	S01	<input checked="" type="checkbox"/>	0	0	0	0;0;0
2	S02	<input checked="" type="checkbox"/>	0	0	0	0;0;0
3	S03	<input checked="" type="checkbox"/>	0	0	0	0;0;0

1. Go to the **Enter Data** tab, select a bait **Line**, and enter the **Date** on which the check took place. The table will appear. The page should look similar to the one above.
2. Ensure the correct **Person** who made the check is specified. If you are entering data for somebody else, untick the "Check made by me" box, start typing the person's name, and select them from the list that appears, as described previously for trap-lines.
3. 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, and click the "Add Toxin" button as shown below. You 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.

	Station Name	Station Checked	Bait Intact	Bait Discarded	Bait Added	Quick Entry
1	S01	<input checked="" type="checkbox"/>	0	0	0	0;0;0
2	S02	<input checked="" type="checkbox"/>	0	0	0	0;0;0
3	S03	<input checked="" type="checkbox"/>	0	0	0	0;0;0

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4. Your project leaders need to decide what **units** you should use for the amount of bait you put in your bait stations. A common choice is the **number of blocks of bait**. Alternatively, you could use a continuous scale such as 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.

5. The three columns on the Bait form are:

Intact: this is the amount of bait that was still in the station when you arrived.

Discarded: this is the amount that you removed for throwing away, because it had expired or gone bad.

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 as in step 4.

To show how to use the form, here are some examples of common scenarios. We will use an example where bait is measured in blocks from 0 (empty) to 8 (full).

- **Example 1:** you are making the 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 keyboard entry described in step 6 below.
- **Example 2:** you visit a station later and it is still full: nothing has been touched. You leave it all 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, then enter Added=1 also.
- **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.

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6. 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. To enter data quickly for a particular column, follow these steps:
 - Double click the mouse in the first box in the column: this will make it “live” for entering a number.
 - Enter the amount of bait, press Enter, and then Down-Arrow. This will immediately make the box in the next row live for entering the next number.
 - Repeat for every station in the list: Number → Enter → Down-Arrow. This will enable you to enter the data quickly, one column at a time.
7. 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**. 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 only by semi-colons. You can then use the Enter and Down-Arrow keys as before to move on to the next station.
8. Once you have finished entering the bait data, enter a **Message** and **Time Taken** as usual. Check everything, and click the **Submit** button to submit your check. You should now be able to see it on the **View Data** tab.
9. 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 Results by Station or overall Summaries of the amounts of bait deployed, discarded, and eaten by clicking on the other tabs of the bait-map application.

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 much harder to adjust for. To fix known errors, 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.