

Print, cut, laminate, and use to jog your memory with key steps for eTRAP field use.

eTRAP Login

- Ensure internet connection
- Enter eAuth username and password



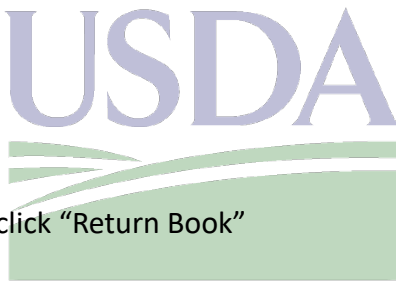
Downloading Books

- Ensure no books are already checked out (make sure trap books is not blue hyperlinked)
- Go to "Get Books"
- Select your office
- Check the boxes of the books to download
- Click "Download"



Returning Books

- Ensure internet connection
- Go to "Return Books"
- Select the book to return
- Review the information then click "Return Book"



Placing a Trap in a "New Grid"

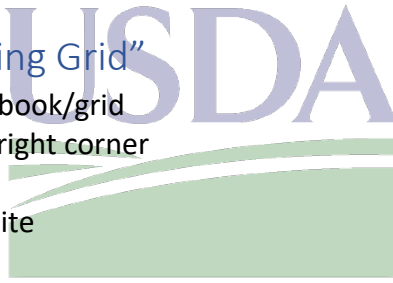
- Click "Trap Sites"
- Click "Place Traps"



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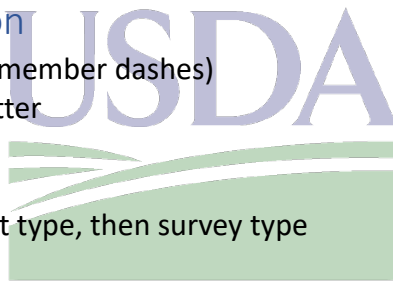
Placing a Trap in a “Existing Grid”

- Ensure you are in the correct book/grid
- Click “More...” in the bottom right corner
- Click “Place Trap(s)”
- Select a new or existing trap site



Entering Trap Information

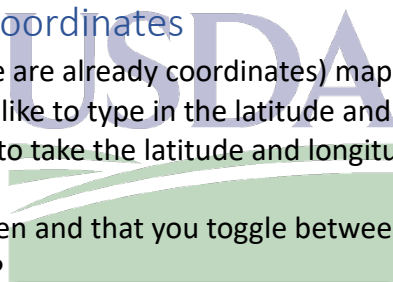
- Type in the grid you are in (remember dashes)
- Enter the trap number and letter
- Enter the trap name
- Select the county then town
- Select the trap type, then host type, then survey type
- Click “Place”



Setting/Re-setting GPS Coordinates

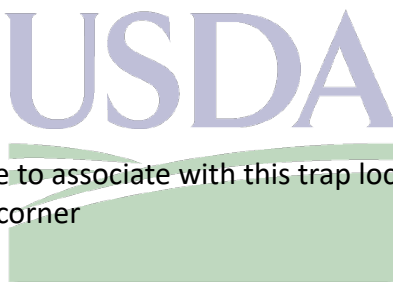
- Click the red (or green if there are already coordinates) maps place mark symbol
- Select “Manual” if you would like to type in the latitude and longitude yourself
- Select “Yes” if you would like to take the latitude and longitude of the location you are currently standing

Note: Ensure Google Maps is open and that you toggle between google maps and eTRAP before getting the coordinates in eTRAP



Entering/Editing Notes

- Click the notepad icon
- Enter the notes you would like to associate with this trap location
- Click “Back” in the upper left corner



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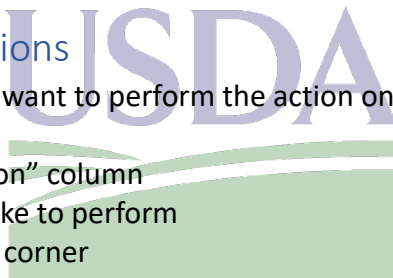
Edit Address/Trap Name Information

- Click “More...” in the bottom right
- Select “Correct address of ...”
- Enter the new name/address of the trap



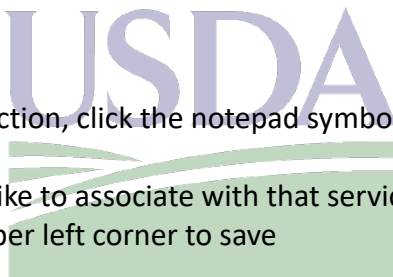
Performing Trapping Actions

- Ensure you have the trap you want to perform the action on selected
- Click “Perform Activities”
- Click “Select” under the “Action” column
- Select the Action you would like to perform
- Press “Back” in the upper left corner



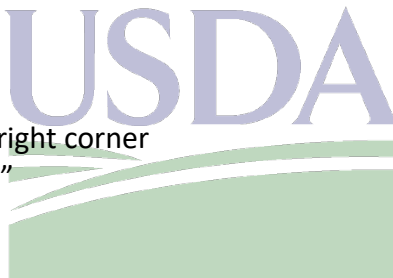
Adding Servicing Notes

- Once you have selected the action, click the notepad symbol in the bottom right corner of the same box
- Type in the notes you would like to associate with that servicing
- Click the trap name in the upper left corner to save



Show Retired Trap Sites

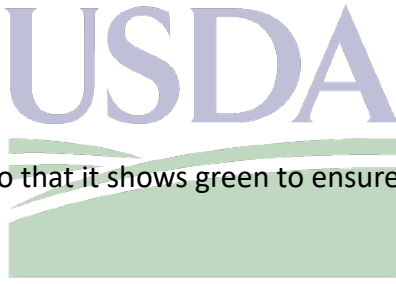
- Click “More...” in the bottom right corner
- Click “Show Retired Trap Sites”



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Battery Saving Mode

- Go to Settings
- Slide the button to the right so that it shows green to ensure Airplane Mode is on



Improving GPS Accuracy

- Open google Maps
- Before placing a trap and/or when searching for a trap, minimize eTRAP and go to Google Maps
- Allow a few seconds for the GPS to sync
- Minimize Google Maps then go back to eTRAP
- Ensure the blue tracker on the eTRAP map screen re-oriens itself
- Repeat when necessary

