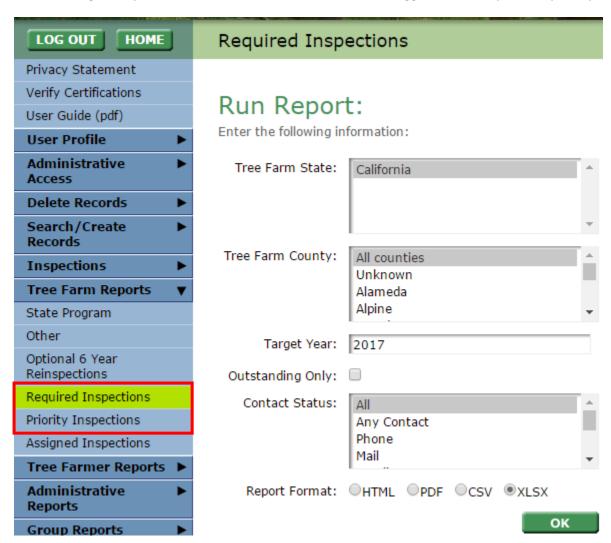# Downloading the Required and Priority Pioneer Sample List

Each year a set number of properties get randomly tagged for inspection, this is part of the ATFS internal monitoring and is a great way of reaching out to Tree Farmers. The size of the sample in your state is proportional to the size of your population relative to all other states. As a reminder, the priority pioneer sample is a random sample of your state's pioneer population (if any) to complete that year.

*Note: to see this report you need to be a district chair or state administrator*

1. Log into www.atfsdatabase.org
2. On the left menu, go to Tree Farm Reports ➜ Required inspections (Or priority inspections)
3. In the filter options select your state, all counties, and the current year. Be sure to uncheck outstanding only and all contact statuses.
4. Choose your output method.
    a. HTML= View results as a webpage
    b. PDF= Get results as a PDF
    c. CSV= Get results in a Comma separated file which can be opened in excel
    d. XLSX= Get results in an Excel 2007 or newer format
5. You will get a report of all of the tree farms that have been tagged for the required or priority

# Alternate Method

This is a different option that will work for all database users. This option does not allow you to download the results.

1. Log into www.atfsdatabase.org
2. On the left menu, go to Inspections ➜ view/edit/submit inspections
3. In the available search fields, the sample year is the yea of interest, and you can choose to display the national (required) or priority sample. You can also view any optional (scheduled) inspections.