

## 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](http://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

The screenshot shows the 'Required Inspections' page in the ATFS database. On the left is a navigation menu with 'Required Inspections' highlighted in green. The main content area is titled 'Run Report:' and contains the following fields:

- Tree Farm State:** A dropdown menu with 'California' selected.
- Tree Farm County:** A dropdown menu with 'All counties' selected. Other options include 'Unknown', 'Alameda', and 'Alpine'.
- Target Year:** A text input field containing '2017'.
- Outstanding Only:** An unchecked checkbox.
- Contact Status:** A dropdown menu with 'All' selected. Other options include 'Any Contact', 'Phone', and 'Mail'.
- Report Format:** Radio buttons for 'HTML', 'PDF', 'CSV', and 'XLSX'. The 'XLSX' option is selected.

An 'OK' button is located at the bottom right of the form.

## 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](http://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 year of interest, and you can choose to display the national (required) or priority sample. You can also view any optional (scheduled) inspections.

**LOG OUT** **HOME**

### View/Edit/Submit Inspections

## Search Records:

Tree Farm State:

Tree Farm Number:

Tree Farm County:   
Unknown  
Alameda  
Alpine

Owner Last Name:

Owner First Name:

Owner Organization:

Member ID:

Owner State:

Owner County:

Sample Year:

Scheduled Sample Type:   
Priority  
Optional

Inspector Last Name:

Inspector First Name:

Inspection Status:

**SEARCH**

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**Administrative Access** ▶

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**Search/Create Records** ▶

**Inspections** ▼

Assign Optional Inspection

Assign Inspector

**View/Edit/Submit Inspections**

Review/Approve Inspections

Print/Create Inspection Forms

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**Tree Farm Reports** ▶

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