



American Forest Foundation



American Tree Farm System® Certification and Inspection Tracking System User Guide

For more tutorials and guidance visit Leader's Only on <http://www.treefarmystem.org/leadersonly>

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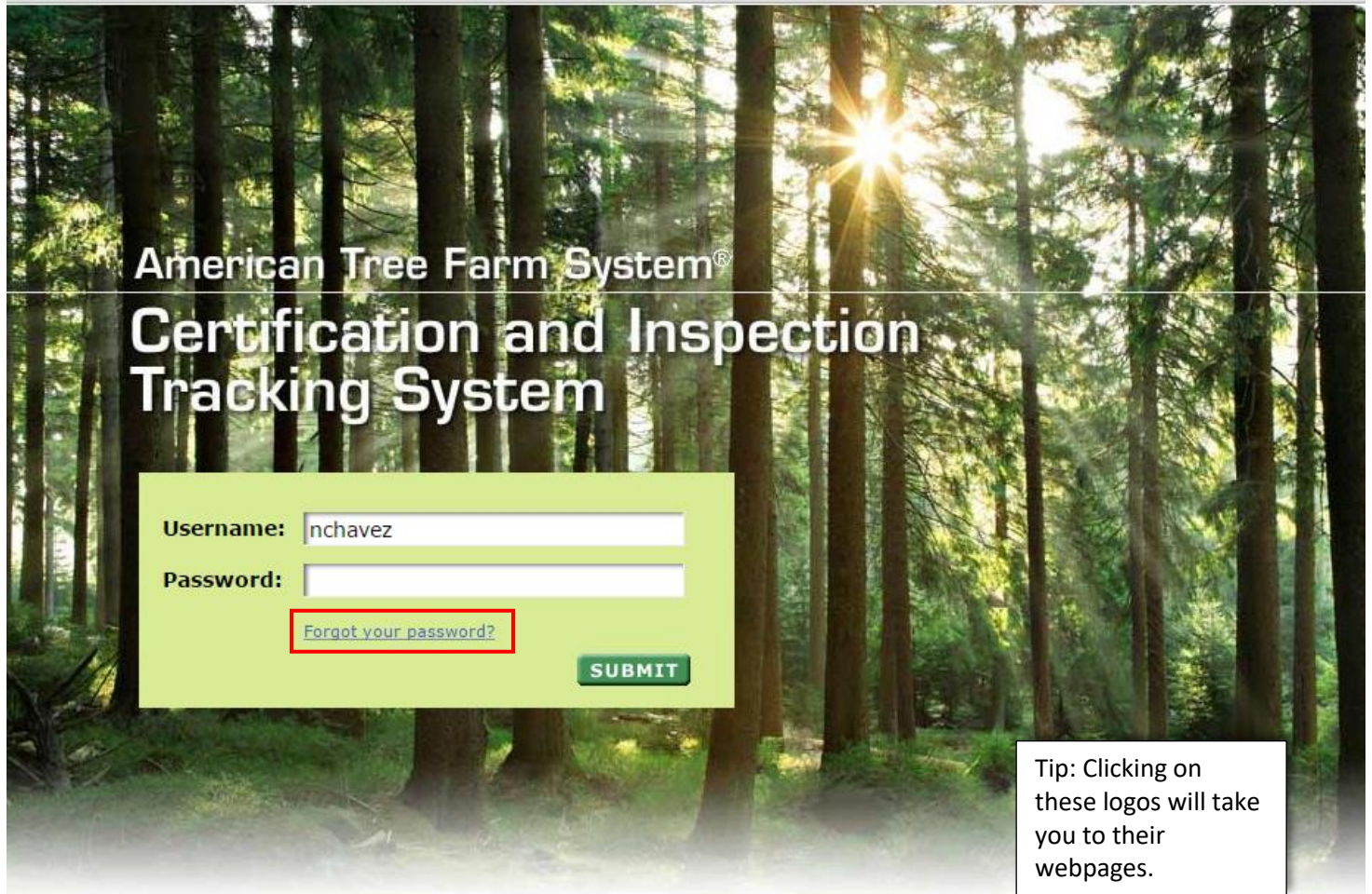
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Signing into ATFS

The webpage where the ATFS database is housed is www.atfsdatabase.org. In order to use this page you must have your own username and password. Do NOT use someone else's login information.

- If you need an account, please reach out to an ATFS national staff member.
- If you know that you have an account, but cannot remember your password, you can click "Forgot your password?" This will display your hint question and you must answer your hint question correctly to get a new password.
- If you cannot remember the answer to your hint, get in touch with your state committee or an ATFS staff member.



About this site: This website (ATFS Database) is owned and operated by the American Forest Foundation (AFF). The ATFS Database is intended to provide useful information to those individuals (users) managing records of the American Tree Farm System® (ATFS) in their respective state(s). AFF is committed to ensuring the privacy of persons (Tree Farmers) participating in ATFS and will take every precaution to protect Tree Farmer information, both online and offline. Users of the ATFS Database must exercise caution to protect Tree Farmer information.

For more information, visit the [American Forest Foundation](#) or the [American Tree Farm System®](#).



Introduction to ATFS Home Page

When logging into www.atfsdatabase.org, this is the home page that you will see. If you are logging in for the very first time, you will need to agree to comply with our non-disclosure agreement.

Based on the level of access that you have (inspector, district chair, state administrator, etc.) you will be able to see more or less options.

The screenshot shows the ATFS Home Page in a browser. The address bar displays <https://www.atfsdatabase.org/atfs/welcome.jsp#top>. The page features a header with the title "Certification and Inspection Tracking System" and a navigation menu on the left. The main content area includes a welcome message, version information, and several news items. Annotations with arrows point to specific elements: a callout box identifies the navigation menu; another callout box points to the user's name and access level in the welcome message; a third callout box points to the email address for reporting problems.

This is the menu area where you navigate throughout the database

LOG OUT HOME

Welcome!

Version 1.0.5.4

Welcome, **Nephtali Chavez**.

You are registered as a State Administrator in District Of Columbia.

What's New!

Data entry for new inspections using the 2015-2020 Standard is now available! You may now download the new PDF form and assign and enter inspections using the new standard.

The App is Back! The app has undergone some updates in order to complement our [new and improved 004 form](#). If you are not familiar with this tool which streamlines the inspection process, reduces the chance for error, and allows inspection forms to be completed in the field from your smartphone, [please visit our App Page](#) for more information and a link to download. Inspectors can contact Nephtali Chavez at nchavez@forestfoundation.org to get their log-in information and assistance with the app.

New and Improved Inspector Refresher Training Now Available! The online refresher training that is housed in this database is now up and running. With the new 2015-2020 Standards of Sustainability, all inspectors will need to be retrained either online or in classroom. Inspectors who have been trained since January 1, 2013 or are currently trained to the 2010-2015 Standards, and have done an inspection in the last 2 years (since Jan. 1, 2013) may do the online refresher training (they will need their username and password). All others must complete the in-person training workshop.

Know What's in your reports Ahead of Time! Do you wish you knew what fields were in your ATFS report before creating it? Well now you can, with a handy cheat sheet that Nephtali has created. The document explains what fields are in each report and what that field means. Contact Nephtali Chavez at nchavez@forestfoundation.org to get one!

For general questions on using the database, email inspectors@forestfoundation.org
To report problems with the ATFS database, send an email to: atfs.support@jws.com

Need help?
Is the database broken?
Email these people.

Capabilities of Each User Access Role

Everyone who has a login for the database has a certain access role that will determine what features of the database are available. The roles in the table below are the most common and roles can change at any time.

Capabilities of each role	State Viewer	Approver	Facilitator	Inspector	District Chair	State Admin
Verify certifications	✓	✓		✓	✓	✓
Create Database Users						
Disable Users						✓
Delete Records						
Search Records	✓	✓		✓	✓	✓
Create Records					✓	✓
Edit Individuals/Properties				✓ ^{**}	✓	✓
Edit Insp. Training & Password			✓	(change Pw)	✓	✓
Assign Inspections		✓		**	✓	✓
View/Edit/Submit Inspections	(Can view)	(Can view)		✓	✓	✓
Approve Inspections		✓			✓	✓
Print/Create Inspection Forms				✓	✓	✓
Tree Farm Reports					✓	✓
Tree Farmer Reports						✓
Inspector Reports				✓		✓
Administrative Reports						✓
Access Online Training			✓	✓	✓	✓

****Inspectors can edit/assign themselves to a property if they were the last person to inspect that property (according to the database). They can edit any individual's contact information.**

How to update your profile and password

Your contact information is stored in the ATFS database and can be updated at any time. If you are granted access to www.atfsdatabase.org, you will be given a username and password that can be changed at any time.

To update your profile or password:

1. On the menu to the left side of the screen, click user profile so that it expands. You will see “Update My Profile” and “Change My Password” underneath
2. To update contact information, click “Update My Profile”
 - a. When updating your profile, you may erase and replace any relevant contact information.
 - b. Fields marked with asterisk (*) are required.
 - c. Be sure to hit the update button, followed by the confirm button in order for changes to be saved.
3. To change your password or login hint, click “Change My Password”
 - a. You will need to type in your current password followed by the new password.
 - b. Update your hint question and answer, if needed. You will need to know the answer of your hint in order to retrieve your forgotten password.
 - c. Click Update in order to save the changes.

American Tree Farm System®
Certification and Inspection Tracking System

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Version 1.0.5.4

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New and Improved Inspector Refresher Training Now Available! The online refresher training that is housed in the database is now up and running. With the new 2015-2020 Standards of Sustainability, all inspectors will need to be

How to Search for Records

A large portion of work done in the database is just being able to find a person or property. Under Search/Create Records, you have the option to search for individuals (any person or organization), inspectors, and properties.

Each search menu has many optional fields to begin your search by. In the example below, I am searching for a landowner with the last name Peters who lives in Tennessee. If I just enter the last name Peters, in the last name field, I would get 250 results (this is the max number of displayable results), but if I include Tennessee as the state, my results are narrowed down significantly. *The number of results returned depends on the level of detail entered in the search.*


Search Tips

1. The name text fields use an automatic “wildcard” or “wild character” meaning partial information can be used. When searching for a name or organization, the full name does not need to be entered. The Tree Farm Number does not automatically have a wildcard, but you can use the % symbol around the number being searched.
2. Keep in mind that many people have nicknames when searching for someone. Searching by nickname in the first name field will also search for that person by their nicknames.
3. Anything typed in to the last name field, will also search within organizations, because many organizations use the last name of the owner and vice versa.
4. Sometimes, individuals live in one state and own property in another. When doing a search for a record, “All States” should be left in the search field. For example, if you search for John Smith who has a property in Alabama, you may not find him if he lives in Florida.
5. Keep your searches **broad**. The less information you enter the more likely you will find the person with the weird nickname or shortened name (Tom vs Thomas.)

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American Forest Foundation



Searching For Individuals

Search Records:

Last Name: ←

First Name:

Organization Name:

Owner ID:

City:

State: ←

County:
Unknown
Anderson
Bedford
Benton

To select multiple counties..
Mac: Apple+Click
PC: Ctrl+Click

SEARCH

2 results found:

Name	City	State	Owner ID	Owner?	Inspector?
<input type="radio"/> J. W. Peters	Maryville	TN	1834	Yes	No
<input type="radio"/> Noel M Peterson	Lake City	TN	59379	Yes	No

VIEW **EMAIL** **UPDATE**

Here we are searching for a person; organizations can also be searched in this section as well. Contact information can be updated on this page.

Searching for an Inspector

State administrators and district chairs that are interested in determining when an inspector was trained or what their username and password are will need to find the inspector record first. Other types of user roles would not be able to see this level of detail (see [Capabilities of each role](#)).

1. Under Search/Create Records, choose inspector
2. Search for the inspector by any of the available fields. If you know the inspector's ID number that can be used in the Member ID field.
3. When your result(s) appear, choose the inspector of interest, by clicking the circle next to their name.
4. Click the green Create/Update button. This will expand the page and open the record (see image below). Be sure to save any changes made.

User account information for

*Username:

*Password:

*Retype Password:

*Password Hint:

*Hint Answer:

As a state administrator or district chair you can, change usernames, passwords & hints for inspectors.

Inspector Information

Organization:

*State(s):

To select multiple states...

The highlighted are states the inspector is eligible to inspect in. If they would like to inspect in more states, just ask a national staff member to add them to those states.

Inspector Training

If you wish to delete this inspector, please get in touch with National staff. If you just want to mark this person as inactive, simply check the Inactive box below.

Inspector Training Completed:

Training Type	Course Name	Training Date
<input type="checkbox"/> Classroom	Inspector Training	01/01/2015

DELETE There must be at least one training record present for an inspector

Add Training:

Training Type: *Training Date:

Trained Date: 01/01/2015
Expiration Date: 01/01/2017
Inactive:

This is the history of this inspector's training. If the inspector should not appear on your lists, you may mark them as inactive.

Searching for a Tree Farm

Reasons for searching for a Tree Farm:

- Updating property information including acreage, location, ownership, contacts (only certain users can do this)
- Need property information
- Assign the property to an inspector (only certain users can do this)
- Determine certified status
- View the last inspection or last inspector

To search for a Tree Farm:

1. Under Search/Create Records, choose Tree Farm Properties
2. Several search field options will appear. The easiest way to find a property is by entering the state and that unique number associated with the property. You can also search by the owner's name.
3. When your result(s) appear, choose the property of interest by clicking on the property number.

LOG OUT **HOME** **Searching Tree Farms**

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American Forest Foundation
WOOD WATER RECREATION WILDLIFE
CERTIFIED FAMILY FOREST

Search Tree Farms:

Tree Farm State: Colorado
Tree Farm Number: 101
Tree Farm County: All counties
Owner Last Name:
Owner First Name:
Owner Organization:
Owner ID:
Owner State: All States
Owner County: All counties

To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

SEARCH

One result found:

Tree Farm	Owner	County	Acres	Type	Status	NS	Last Inspection
CO-101	Royce Walz; Patsy Walz	Boulder	190	State Program - Certification	Certified	2008	10/21/2008

VIEW **UPDATE**

The Tree Farm Number field can be more broadly searched by using the % symbol to activate the wildcard feature. In this example, if I entered the TF Number as %101% the search results would return all Colorado properties that contained the number 101 in the overall Tree Farm number.

Tip: Click on links highlighted in blue to see more information about that field.

How to Edit Records

Once you have found the record that needs adjustment you can edit it several ways. Hyperlinks to editing records can be found throughout the database. Clicking on these links opens a new window that allows you to edit the record.

What can be edited:

- Contact information
- Marking individuals as deceased
- Property details
- Inspection (004) details if done within 6 months of submission
- Inspector's training details
- Marking an inspector as inactive

Keep in mind editing is different from deleting. You cannot delete anything in the database, to do that get in touch with national staff.

Editing Individuals

1. Search for the individual or organization you'd like to edit by going to Search/Create records → individual. Keep in mind that people sometimes have several nicknames they could be under. **Search Tips**
2. Once located, select the record to edit by clicking the circle next to their name.
3. Click update to access and update their contact information, be sure to confirm changes.
4. *Alternative method: Once the record is located, click on their name to open the editable contact information.

LOG OUT **HOME** **Searching For Individuals**

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Search Records: 2

Last Name: ←
First Name:
Organization Name:
Owner ID:
City:
State: ←
County:
All counties
Unknown
Anderson
Bedford
Benton

To select multiple counties..
Mac: Apple+Click
PC: Ctrl+Click

SEARCH

2 results found:

Name	Inspector?
<input checked="" type="radio"/> J. W. Peters	No
<input type="radio"/> Noel M Peterson	No

VIEW **EMAIL** **UPDATE** 3

Tip: You update can update the deceased checkbox by click on their name and checking "deceased". If someone need to be unchecked you will need to contact the national office.

Editing Tree Farms Method 1

Under Search/Create Individuals → individuals you search for people or organizations. In the search results you will see what Tree Farm properties the individual is listed as the owner of.

1. Search for the individual that is owner of the property of interests
2. In the search results, click the Tree Farm linked to their name. This will open the details of the property that can be edited.
3. Confirm changes

Name	City	State	Owner ID	Owner?	Inspector?	Facilitator?	Tree Farms
<input checked="" type="radio"/> J. W. Peters	Maryville	TN	1834	Yes	No		TN-435
<input type="radio"/> Noel M Peterson	Lake City	TN	59379	Yes	No	No	TN-3060

VIEW **EMAIL** **UPDATE** **CREATE NEW**

Editing Tree Farms Method 2

1. Under Search/Create Records, click on Tree Farm Properties.
2. Find the Tree Farm of interest by using any of available search fields. Remember the search tips.
3. Select the specific property of interest by clicking on the circle next to the Tree Farm number.
 - a. Here you could also just click on the Tree Farm number directly, this is a hyperlink.
4. Hit Update

Editing Inspections

Inspections can only be edited within 6 months of the inspection. If an inspection needs to be editing after that time frame, get in touch with staff at national.

1. Under Inspections → View/Edit/Submit inspections search for the property that was inspected
2. Once found, select the inspection by clicking the circle next to the Tree Farm number.
3. Hit next to open up the inspection details.

2 results found:

Tree Farm	Owner	County	Acres	Status	NS	Inspection Date	Inspector	Inspection Status	Version	Editable?
<input checked="" type="radio"/> Tompkins		Waldo	33.0	Certified		05/21/2015	Chavez, Nephtali	Approved	0115	Yes
<input type="radio"/> ME-55	Ellen W Tompkins	Waldo	33.0	Certified		11/01/1996	Potter, Harry	Approved	0699	No

CREATE PDF **VIEW** **NEXT**

Click to download Inspection Forms in PDF Format for **Assigned** inspections only (only edit using Adobe Reader)

Editing Inspector Training Details

1. Search for the inspector under Search/Create Records → Inspector.
2. Once found, select the inspector by clicking the circle next to their name.
3. Click Create/Update next to their name and enter or update their training.

How to Create Records

Only State Administrators or District Chairs can create new records.

Information needed to create a new Person/Organization:

- Contact information
- Keep in mind creating is different from replacing/deleting. You cannot delete anything in the database, to do that get in touch with national staff.
- Do not overwrite an existing record with a new person's name that leads to issues with the database.

Information needed to create new inspectors:

- Inspector's training details
- Their contact information

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2. [Creating Individuals](#)
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Creating Inspectors or updating their training

1. Search for the inspector under Search/Create Records → Inspector. Note: the person has to exist in the database already, if they don't [create the individual first](#).
2. Once found, select the inspector by clicking the circle next to their name.
3. Click Create/Update to enter or update their training.
4. *If it's a brand new inspector, you will need to create a username and password for them.*
5. Save your changes.
6. Be sure to update any contact information changes.

Creating Individuals

1. Search for the individual or organization you'd like to edit by going to Search/Create records → individual. Keep in mind that people sometimes have several nicknames they could be under, so doing a broad search is best.
2. You shouldn't be able to locate the person of interest, because they don't exist yet.
3. Hit Create New enter the individual or organization's contact information.
4. Tip: Do not put multiple people in the same record (Joe & Mary) and try to avoid nicknames or shorthand names for the first name. If you'd like to address multiple people in 1 record for mailing purposes, you can use the organization line (The Pearson Family, or Joe, Mary, & Beth) so that when mailing are done, that option is available.

LOG OUT **HOME** Searching For Individuals

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Inspector
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Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶
Training ▶

American Forest Foundation
WOOD WATER CERTIFIED FAMILY 3

Search Records:

Last Name: crowle 2
First Name: c
Organization Name:
Owner ID:
City:
State: All States
County: All counties

To select:
Mac: Apple+Click
PC: Ctrl+Click

SEARCH

Keeping searches broad gives me a better chance of finding the right person/organization. This search will return anyone with “crowle” in their last name and “c” in their first name, this helps find people with nicknames. No other search fields filled.

6 results found:

Name	City	State	Owner ID	Owner?	Inspector?	Facilitator?	Tree Farms
Francis Crowley	Falcon Heights	MN	57195	Yes	No	No	MN-6116
Jessica Crowley	Dallas	TX	0	No	No	No	
Jessica Crowley	Elma	NY	0	No	No	No	
Lawrence W Crowley	Dodgeville	WI	104821	Yes	No	No	WI-WIMFL-25-041-2000
Michael Crowley	Friendship	ME	26226	Yes	No	No	NH-1395
Nancy Crowley	Stone Mountain	GA	0	No	No	No	

VIEW **EMAIL** **UPDATE** **CREATE NEW**

Duplicating an Individual’s record

If you have multiple owners or contacts for a Tree Farm, it can be very repetitive to create a new record for all of them. There is a “duplicate” button that can copy an existing individual’s contact information and associated Tree Farms. This allows for quick additions of spouses, siblings, etc. who have the same or very similar contact information. This feature will work even if there are no associated Tree Farms and you have the option to not copy Tree Farms.

VIEW **EXPORT CSV** **EMAIL** **UPDATE** **DUPLICATE** **CREATE NEW**

1. Search for the record you want to duplicate un the search/create records → individuals menu
2. Select the record to duplicate by hitting the circle next to their name
3. Click duplicate and Fill in the name of the new person/organization you want to create. The contact information will be prefilled for you, but you can edit it.
4. Hit create

Tree Farms

Make this person a secondary owner/contact for the following Tree Farms:

Tree Farm Acres
MN-6116 121

CANCEL **CREATE**

Information needed to create new Tree Farms:

- Property details such as acreage, ownership type, location.
- Owner needs to already exist in database

Creating Tree Farms

Under Search/Create Individuals → Tree Farm Properties you can immediately create a new property if you know for sure that it doesn't exist yet. If unsure, you can do a search by owner's name and see if anything comes up.

Name	City	State	Owner ID	Owner?	Inspector?	Facilitator?	Tree Farms
<input checked="" type="radio"/> J. W. Peters	Maryville	TN	1834	Yes	No	No	TN-435
<input type="radio"/> Noel M Peterson	Lake City	TN	59379	Yes	No	No	TN-3060

1. On the first page of creating new Tree Farm you will need to identify who the owners and contact persons are. Search for them in the available search fields.
2. Second page: enter the TF # and details about the property. Acreage and location must be added in the sub table at the bottom of the page, by clicking "create new"
3. Save any changes.

Information needed to create new inspections:

- Inspection details (004 form)

Creating Inspections

4. Assign inspector to property.
5. Under inspections → view/edit/submit inspections, search for the property that was inspected.
6. Select that property by clicking the circle next to the TF#, and the hit next.
7. From there, all 004 information can be entered. If you save and exit midway, the inspection will remain as a draft.
8. Submit inspection for approval when complete.

2 results found:

Tree Farm	Owner	County	Acres	Status	NS	Inspection Date	Inspector	Inspection Status	Version	Editable?
<input checked="" type="radio"/> ME-55	Ellen W Tompkins	Waldo	33.0	Certified		05/21/2015	Chavez, Nephtali	Approved	0115	Yes
<input type="radio"/> ME-55	Ellen W Tompkins	Waldo	33.0	Certified		11/01/1996	Potter, Harry	Approved	0699	No

Click to download Inspection Forms in PDF Format for **Assigned** inspections only (only edit using Adobe Reader)

How to Assign Inspections

Each ATFS inspection must be completed by a qualified inspector who has received the latest training and has had this training entered into the database. There is more than 1 way to assign an inspector a Tree Farm.

Assigning Inspections Method 1

1. Under inspections, click on Assign Inspector
2. Search for the Tree Farm you wish to be inspected with the available search fields.
3. If multiple Tree Farms fit into your search criteria you will get multiple results, check off the Tree Farm(s) of interest.
4. Click Assign Inspector in the lower right corner. If an inspector is already assigned to the property, remove that inspector by clicking Remove Inspector.
5. A drop down list will appear with the names of eligible inspectors. Choose the appropriate name and click assign.
6. Confirm your choice.
7. Now you may create a pre-populated 004 form(s) for distribution.

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- Tree Farm Reports ▶
- Tree Farmer Reports ▶
- Administrative Reports ▶
- National Reports ▶
- Group Reports ▶
- Group Reports ▶
- Training ▶

Tree Farm State: 2

Tree Farm Number:

Tree Farm County:
To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

Owner Last Name: ←

Owner First Name:

Owner Organization:

Owner ID:

Owner State:

Owner County:
To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

Sample Year:

National Sample Only:

Assigned Inspector Last Name:

Assigned Inspector First Name:

In this example, I am searching for a properties in California whose owners have the last name 'Wilson'. This search has given me 5 results that I must choose from.

Tip: It's easiest to find a property by its number.

5 results found:

Tree Farm	Owner	County	Acres	Status	Opt	NS	Last Inspection	Last Inspector	Version	Assigned Inspector
<input checked="" type="checkbox"/> CA-1975	Charles Wilson	Placer	47	Decertified	2016		11/09/2010	Amy M Yambor		
<input type="checkbox"/> CA-2257	Jack Wilson	Siskiyou	290	Certified	2014		09/08/2008	Hal F Bowman		
<input checked="" type="checkbox"/> CA-2265	Betty C Wilson	Plumas	170	Certified	2013		11/16/2007	Steven W Andrews		
<input type="checkbox"/> CA-2576	Larry T Wilson	Yuba	40	Decertified	2015	2009	10/14/2009	Steven W Andrews		
<input type="checkbox"/> CA-2671	Margaret Wilson John Hughes	Placer	360	Certified	2014	2015	10/29/2008	Steven W Andrews	0115	Amesbury, Tom



Assigning Inspections Method 2

This method is quicker when assigning inspections one at a time. [Method 1](#) allows you to assign multiple inspections to an individual at a time.

1. Under Search/Create Records, select Tree Farm Properties
2. Search for the Tree Farm of interest
3. In the last column of your search results, you will see if the property is currently assigned. The inspector can be assigned by clicking the linked 'Assign' text. This will open a smaller window (make sure your pop up blocker isn't preventing the new window from appearing).
4. Choose from the eligible inspectors in the drop down list, click Assign and confirm your choice

13 results found:

Tree Farm	Owner	County	Acres	Type	Status	NS	Last Inspection	Last Inspector	Assigned Inspector
<input type="radio"/> AL-12112	Merle Wilson	De Kalb	279	State Program - Certification	Certified		02/11/2011	Joann M Cox	None - Assign
<input type="radio"/> AL-12113	Chris Wilson	Barbour	314	State Program - Certification	Certified		02/11/2011	Joann M Cox	None - Assign
<input type="radio"/> AL-12114	Warren Wilson	Crenshaw	80	State Program - Certification	Certified		02/11/2011	Joann M Cox	None - Assign
<input type="radio"/> AL-12115	Bruce Wilson	Walker	15	State Program - Certification	Certified		02/11/2011	Joann M Cox	None - Assign
<input type="radio"/> AL-12167	Mayton-Wilson Farm	Marengo	700	State Program - Certification	Decertified		12/06/2013	Sarah Crow	None - Assign
<input type="radio"/> AL-12360	John Wilson	Baldwin	614	State Program - Certification	Unknown				Fields, Richard -

How to Assign Multiple Properties to One inspector

Multiple Tree Farms can be assigned to one inspector, **BUT** the Tree Farms all have to have a field in common in order for them to appear in the same search result. This field can be a common owner, county, previous inspector or that all are tagged as required inspections.

1. Under 'Inspections' select 'Assign inspector'
2. Search for the properties you are looking for.
 - a. Example: You want to assign a specific inspector to properties in certain counties you'd search for all the Tree Farms in those counties. To select multiple counties, hold the CTRL key and click the county names.
 - b. Example 2: Searching by owner name would allow all properties owned by that person to appear and these can all be assigned to one inspector.
 - c. **Note:** If you leave all of the search fields blank the results will display the first 250 Tree Farms in your state.
3. Select the Tree Farms you would like to assign the inspector to, click 'Assign Inspector' in the lower right.
4. A drop down list of inspectors will appear. Select the inspector and confirm your choice.

Tree Farm Number:

1 Tree Farm County:

Owner Last Name:

Owner First Name:

Owner Organization:

Owner ID:

Owner State:

Owner County:

Sample Year:

National Sample Only:

Assigned Inspector Last Name:

Assigned Inspector First Name:

In this example, I am searching for properties that exist in certain counties of Maine. To select multiple counties, hold the CTRL key and click the counties.

To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

227 results found:

Tree Farm	Owner	County	Acres	Status	Opt	NS	Last Inspection	Last Inspector	Version	Assigned Inspector
<input type="checkbox"/> ME-0000	Peter J Hill	Androscoggin	501.0	Certified			05/04/2011	Amy M Yambor		
<input checked="" type="checkbox"/> ME-10	David A Bowie	Androscoggin	77.0	Certified	2018		03/09/2015	Nephtali Chavez		
<input checked="" type="checkbox"/> ME-107	Mary Leavitt	Androscoggin	107.0	Certified	2018		08/23/2007	David K Harvey		
<input type="checkbox"/> ME-108	Century Elm Farms Inc.	Androscoggin	800.0	Certified	2018	2012	06/12/2012	Harold F Dwyer		
<input checked="" type="checkbox"/> ME-109	A. T. Barker & Sons	Androscoggin	180.0	Certified	2015		04/16/2009	John W Starrett		
<input type="checkbox"/> ME-110	Perry Lamb	Franklin	1500.0	Decertified	2017		12/01/2011	John W Starrett		

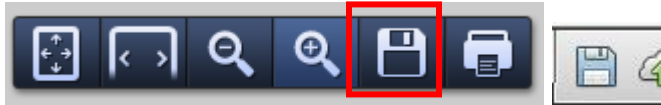
How to Save the PDF 004 Form on Your Computer

The new writable PDF 004 can be found in many locations and the file can be saved on your computer for easy access. These instructions will vary by browser. Places where the PDF can be found include:

- Inspectors Corner: <https://www.treefarmssystem.org/inspectorscorner>
- ATFS database: www.atfsdatabase.org

When downloading the form online you can click on the link and in some browser the PDF will open in a new window. If you PDF opens in a new window you can save it by:

1. Search for the save icon (see examples below). sometimes you will need to hover your mouse in bottom left corner of the page until you see these icons:



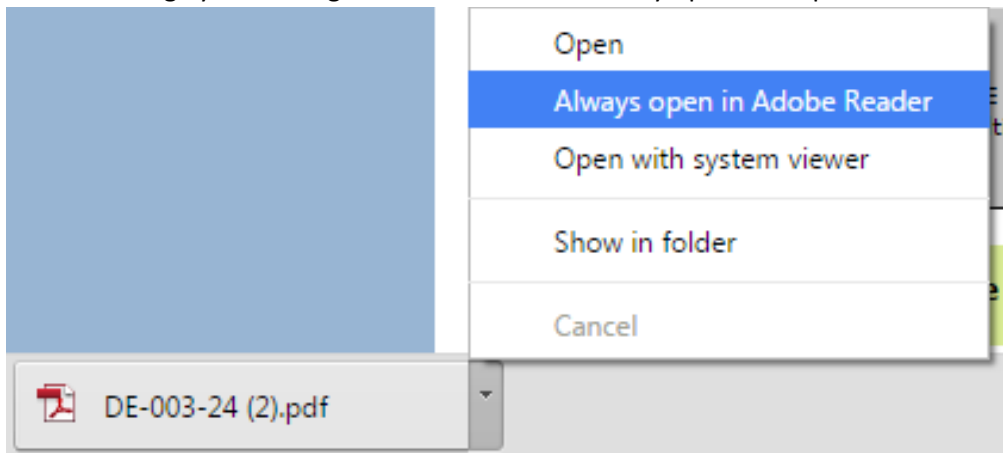
2. Click the Save (5th) Icon to open a saving window. Choose the location of where you want to save your file.

If the PDF doesn't open within your browser but instead opens automatically in adobe you can save it by:

1. Clicking on File → save as.
2. This will open a saving window. Choose the location of where you want to save your file.

If the PDF is downloaded by your browser but hasn't opened automatically, you may find it waiting to be clicked on in the bottom left corner of the page, this applies mainly to google chrome.

1. Click on the file on the bottom left and it will open.
2. Save the file
3. You can change your settings so that files automatically open. Example:



How to Download Multiple 004 PDFs from ATFS

The ATFS database now has the capability of downloading multiple assigned or unassigned pre-populated 004s straight to your computer. If you are downloading more than one of these forms at a time, it will be downloaded as a zip folder that once opened will contain all your files.

Method 1:

1. Log into ATFS database
2. Assign the inspections to the inspector(s) needed by going to “assign inspectors” under “Inspections”
3. One that same page, click Create PDF. You will find this create PDF button in several areas of the database.

	Tree Farm	Owner	County	Acres	Status	Opt	NS	Last Inspection	Last Inspector	Version	Assigned Inspector
<input checked="" type="checkbox"/>	AL-1001	B.M. Green	Pike	480	Decertified	1994		09/01/1988	Jim Solvason		
<input checked="" type="checkbox"/>	AL-1017	Henry J Dunlap	Coosa	156	Certified	2013		11/13/2007	Terry A Butler		
<input checked="" type="checkbox"/>	AL-1038	W Z Gafford	Butler	400	Decertified	2013		10/10/2007	Paul E Hudgins		
<input type="checkbox"/>	AL-1040	Lewis Headley	Chilton	150	Member	2003		04/01/1997	Unidentified Inspector		
<input type="checkbox"/>	AL-1056	Marshall Martin	Crenshaw	908	Decertified	1995		06/01/1989	Van O Gillem		
<input type="checkbox"/>	AL-1063	J. T. Hurst, II	Fayette	660	Decertified	1996		09/01/1990	Unidentified Inspector		

Method 2

1. Log into ATFS database.
2. Go to Print/Create inspection forms
3. Enter the search criteria for the types of forms you are looking for. For example if you want to download all of the required inspections for that year your search criteria would be:
 - a. Tree Farm State= your state
 - b. Target year= current year
 - c. National/Optional= national
 - d. This would pull up the national sample for the year and you can download them all at once in a zip. If you wanted to download the optional samples that were designated for a year, then you would choose optional as your criteria
 - e. If you want to pull pre-populated forms for all of the properties that a certain person/organization owned then you would just search for that person/organization select all the results.
 - f. If you leave all of the search fields blank the results will display the first 250 Tree Farms in your state.

4. The image below shows the 2015 optional inspections for Delaware. I searched for Target year 2015, Optional.

Target Year:

National/Optional:
 To select multiple...
 Mac: Apple+Click
 PC: Ctrl+Click

Tree Farm Status:

 To select multiple status...
 Mac: Apple+Click
 PC: Ctrl+Click

Assigned Inspections Only:

SEARCH

5 results found:

Tree Farm	Owner	County	Acres	Type	Status	Opt	NS	Last Inspection	Last Inspector	Version	Assigned Inspector
<input checked="" type="checkbox"/> DE-003-24	Bonney T Eggleston	Sussex	63.0	State Program - Recognition	Recognition	2015	2009	02/19/2009	James Olson	0115	Chavez, Nephtali
<input checked="" type="checkbox"/> DE-030-00	Joseph S Hughes	Kent	195.0	State Program - Recognition	Recognition	2015		06/15/2009	William T Seybold		None
<input checked="" type="checkbox"/> DE-038-02	Charles D. Carey Trust	Sussex	148.0	State Program - Recognition	Recognition	2015	2009	04/23/2009	Sam Topper		None
<input checked="" type="checkbox"/> DE-075-00	Delema Callaway	Sussex	15.0	State Program - Recognition	Recognition	2015	2009	04/23/2009	Sam Topper		None
<input checked="" type="checkbox"/> DE-075-00	Delema Callaway	Sussex	15.0	State Program - Recognition	Recognition	2015	2009	04/23/2009	Sam Topper		None

1 **SELECT ALL** **UNSELECT ALL**

Select the Form Version: NOTE: On Tree Farms with an "Assigned Inspector", the version from the assignment will override this selection.

2 **CREATE PDF** Select ONE Tree Farm to create an editable/writable PDF (only edit using Adobe Reader). Select multiple Tree Farms to print multiple forms.

5. Once the search results appear, Click select all, or the individual properties you need forms for.
6. Click create PDF
7. Save to your computer.
8. Open the zip.

How to Assign Optional Inspections

To assign an optional inspection year to a Tree Farm property

1. Click Inspections, which is located on the left side of your screen.
2. Click Assign Optional Inspection.
3. Type the Tree Farm Number, the name of the owner of the Tree Farm or any other available information of the Tree Farm that you would like to search for.
4. Click the Search button.
5. If the desired result is found, select the Tree Farm(s) by clicking on the boxes next to the
1. Tree Farm property and click the Assign Year button.
2. Note: If the desired result is not found, repeat the search using different search criteria or create a new record for the Tree Farm property.
6. To schedule an inspection of a Tree Farm property, consider the current inspection due date and select a new inspection due date from the drop-down list. Repeat this procedure for each Tree Farm property in the list.
7. Click the Assign button.

How to Enter Inspections

Each ATFS inspection must be completed by a qualified inspector who has received the latest training. The database will not allow an unqualified inspector to be assigned or enter an inspection in the database.

There are 3 phases of the inspection process.

Phase 1 Assignment: if the inspector has not been assigned yet, this will need to be done before an inspection can be entered. **Note:** If an inspector is doing the assigning, she/he will only be able to assign themselves to a property if they were the last inspector.

1. Under inspections, click on Assign Inspector and search for the property that was inspected.
2. Select the correct Tree Farm(s) in the results
3. Click Assign Inspector in the lower right corner. Choose the appropriate name and click assign.
4. Confirm your choice.

User Profile ▶

Administrative Access ▶

Delete Records ▶

Search/Create Records ▶

Inspections ▼

Assign Optional Inspection 1

Assign Inspector

View/Edit/Submit Inspections

Review/Approve Inspections

Print/Create Inspection Forms

Blank 004 Forms - 2015 Standards

Tree Farm Reports ▶

Tree Farmer Reports ▶


Administrative Reports ▶

National Reports ▶

Group Reports ▶

Group Reports ▶

Training ▶



American Forest Foundation

Tree Farm State:

Tree Farm Number:

Tree Farm County:
To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

Owner Last Name: ←

Owner First Name:

Owner Organization:

Owner ID:

Owner State:

Owner County:
To select Mac: Ap PC: Ctrl-

Sample Year:

National Sample Only:

Assigned Inspector Last Name:

Assigned Inspector First Name:

SEARCH

2

In this example, I am searching for a properties in California whose owners have the last name 'Wilson'. This search has given me 5 results that I must choose from.

Tip: It's easiest to find a property by its number.

3

5 results found:

	Tree Farm	Owner	County	Acres	Status	Opt	NS	Last Inspection	Last Inspector	Version	Assigned Inspector
<input checked="" type="checkbox"/>	CA-1975	Charles Wilson	Placer	47	Decertified	2016		11/09/2010	Amy M Yambor		
<input type="checkbox"/>	CA-2257	Jack Wilson	Siskiyou	290	Certified	2014		09/08/2008	Hal F Bowman		
<input checked="" type="checkbox"/>	CA-2265	Betty C Wilson	Plumas	170	Certified	2013		11/16/2007	Steven W Andrews		
<input type="checkbox"/>	CA-2576	Larry T Wilson	Yuba	40	Decertified	2015	2009	10/14/2009	Steven W Andrews		
<input type="checkbox"/>	CA-2671	Margaret Wilson; John Hughes	Placer	360	Certified	2014	2015	10/29/2008	Steven W Andrews	0115	Amesbury, Tom

SELECT ALL
UNSELECT ALL

ASSIGN INSP.
REMOVE INSP.

Phase 2 Entering 004 information: Note: you can only enter the 004 information for one property at a time.

1. Under inspections → View/Edit/Submit Inspections, search for the property that was inspected
2. If this property has been inspected multiple times you will see its past inspections, choose the record with an 'assigned' status.
3. Click next and begin entering the 004 information. Be sure to save your progress along the way.
4. On the final page, submit to the approvals person from your committee with the drop down list. This person will receive an email letting them know to approve the inspection.

LOG OUT
HOME
View/Edit/Submit Inspections

Privacy Statement

No Harassment Policy

Verify Certifications

User Guide (pdf)

User Profile ▶

Administrative ▶

Delete Records ▶

Search/Create Records ▶

Inspections ▼

Assign Optional Inspection

Assign Inspector

View/Edit/Submit Inspections 1

Review/Approve Inspections

Print/Create Inspection Forms

Blank 004 Forms - 2015 Standards

Tree Farm Reports ▶

Tree Farmer Reports ▶

Facilitator Reports ▶


Administrative Reports ▶

National Reports ▶


Group Reports ▶


Group Reports ▶

Training ▶



American Forest Foundation





Search Records:

Tree Farm State:

Tree Farm Number:

Tree Farm County:
To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

Tree Farm District:
To select multiple districts...
Mac: Apple+Click
PC: Ctrl+Click

Owner Last Name:

Owner First Name:

Owner Organization:

Owner Member ID:

Owner State:

Owner County:
To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

Sample Year:

Scheduled Sample Type:
To select multiple...
Mac: Apple+Click
PC: Ctrl+Click

Inspector Last Name:

Inspector First Name:


Inspector Member ID:

Inspection Status:

Regional Approval:

SEARCH

2



3 results found:

Tree Farm	Owner	County	Acres	Status	Opt	Pri	NS	Inspection Date	Inspector	Inspection Status	Version	Editable?
AL-11041	James D Baker	Tallapoosa	268	Pioneer			2017	12/04/2017	Conway, David	Approved	0115	Yes
AL-11041	James D Baker	Tallapoosa	268	Certified			2017	02/11/2011	Cox, Joann	Approved	0310	Yes
AL-11041	James D Baker	Tallapoosa	268							Assigned	0115	Yes

CREATE PDF

VIEW

ASSIGN INSP.

NEXT


3

You can also assign inspectors here

Phase 3 Approving the Inspection: You can approve only if you are an approval person for your state committee and have that level of access.

1. Under Inspections → Review/Approve inspections, search for the Tree Farm that needs an inspection approved.
2. In the search results, choose the correct property. It will have an inspection status of ‘submitted’.
3. Click next to review the information that was entered.
4. If everything was entered correctly, then approve the inspection. This completed the process.

- User Manual (pdf)
- User Profile ▶
- Administrative Access ▶
- Delete Records ▶
- Search/Create Records ▶
- Inspections ▼
- Assign Optional Inspection
- Assign Inspector
- View/Edit/Submit Inspections
- Review/Approve Inspections
- Print/Create Inspection Forms
- Blank 004 Forms - 2015 Standards
- Tree Farm Reports ▶
- Tree Farmer Reports ▶
- Administrative Reports ▶
- National Reports ▶
- Group Reports ▶
- Group Reports ▶
- Training ▶



Search Records:

Tree Farm State:

Tree Farm Number:

Tree Farm County:
To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

Owner Last Name:

Owner First Name:

Owner Organization:

Owner ID:

Owner State:

Owner County:
To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

Sample Year:

National Sample Only:

Inspector Last Name:

Inspector First Name:

Inspection Status:

SEARCH

One result found:

Tree Farm	Owner	County	Acres	Status	NS	Inspection Date	Inspector	Inspection Status	Version
AL-7244	Julia I Thomas	Chambers	158			03/28/2013	Ervin, Chris	Submitted	0310

NEXT

How to Edit Inspections

After an inspection has been completely entered and approved in the database, you may find that there was something filled incorrectly in the standards checklist. This would require that the inspection be edited. Only state administrators and district chairs with database access can edit inspections *and* inspections can no longer be edited 6 months after being approved.

1. Within the database, go to Inspections → view/edit/submit and search for the property with the inspection of interest.
2. The last column in the search result tells you if that inspection is editable (see image).
3. Select the inspection and click “next” to edit the inspection. Save any changes.

View/Edit/Submit Inspections

Search Records:

Tree Farm State: (2)

Tree Farm Number:

Tree Farm County: (To select multiple counties... Mac: Apple+Click PC: Ctrl+Click)

Owner Last Name:

Owner First Name:

Owner Organization:

Owner ID:

Owner State:

Owner County: (To select multiple counties... Mac: Apple+Click PC: Ctrl+Click)

Sample Year:

National Sample Only:

Inspector Last Name:

Inspector First Name:

Inspection Status:

SEARCH

3 results found:

Tree Farm	Owner	County	Acres	Status	NS	Inspection Date	Inspector	Inspection Status	Version	Editable?
AL-1017	Henry J Dunlap	Coosa	156	Certified		11/13/2007	Butler, Terry	Approved	0104	No
AL-1017	Henry J Dunlap	Coosa	156	Certified		02/01/2001	Inspector, Unidentified	Approved	0699	No
AL-1017	Henry J Dunlap	Coosa	156				Chavez, Nephtali	Assigned	0115	Yes

CREATE PDF **VIEW** **NEXT**

Generating Reports

State administrators, district chairs, and facilitators have access to certain reports. Of the list below, State admins can see all of the reports, while district chairs can only see Tree Farm Reports.

There are 4 overarching types of reports:

- Tree Farm Reports: A list of all properties in the database
- Tree Farmer Reports: List of all landowners in the database
- Administrative Reports: List of inspectors, facilitators, and miscellaneous info.
- Group Reports: List of the properties that belong in our Independently Managed Group (IMG) in your state. This will not apply to most states.

Facilitators can see a section called Facilitators reports. Here they can download reports on:

- Inspectors: See the roster of active, inactive and recently expired inspectors.
- Inspectors Activity: View inspector activities completed by inspector.
- Facilitators: Download a list of active facilitators.

There are also many ways to filter the report before downloading it. There may be more or less filters depending on the report, but in general, you can filter by:

- State
- County
- District Region
- Status
- Contact status

In this example, we will look at generating a list of all pioneer Tree Farmers in Wyoming. There are several filters where you can narrow down the report output.

1. Got to Tree Farm reports → state program
2. The filters applied here are State= Wyoming, county= all counties, District=2, Tree Farm status= pioneer, contact status = any contact, Report format= CSV.
 - a. CSV is just like excel format except without any font formatting. You cannot save any special fonts or colors using CSV, it will just be the pure numbers and words.
3. Click okay. From here the report can be further narrowed down using excel.

LOG OUT **HOME** State Program

Privacy Statement
No Harassment Policy
Verify Certifications
User Guide (pdf)

User Profile ▶
Administrative ▶
Delete Records ▶
Search/Create Records ▶
Inspections ▶
1 **Tree Farm Reports** ▼
State Program
Other
Optional 6 Year Reinspections
Required Inspections
Priority Inspections
Assigned Inspections
Tree Farmer Reports ▶
Facilitator Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶
Training ▶

Run Report:

Enter the following information:

Tree Farm State:
Washington
West Virginia
Wisconsin
Wyoming

Tree Farm County:
Unknown
Albany
Big Horn

Tree Farm District:
1
2
3

Tree Farm Status:
Recognition
Pioneer
Prospect

Contact Status:
Any Contact
Phone
Mail

Report Format: HTML PDF CSV XLSX

2 To select multiple items:
Mac: Apple+Click
PC: Ctrl+Click

To select multiple items:
Mac: Apple+Click
PC: Ctrl+Click

To select multiple items:
Mac: Apple+Click
PC: Ctrl+Click

To select multiple items:
Mac: Apple+Click
PC: Ctrl+Click

To select multiple items:
Mac: Apple+Click
PC: Ctrl+Click

3 **OK**

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

LOG OUT **HOME** **Required Inspections**

Privacy Statement
No Harassment Policy
Verify Certifications
User Guide (pdf)
User Profile ▶
Administrative ▶
Delete Records ▶
Search/Create Records ▶
Inspections ▶
Tree Farm Reports ▼
State Program
Other
Optional 6 Year Reinspections
Required Inspections
Priority Inspections
Assigned Inspections
Tree Farmer Reports ▶
Facilitator Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶

Run Report:

Enter the following information:

Tree Farm State: T M P
Delaware
District Of Columbia
Florida
Georgia

Tree Farm County: T M P
Unknown
Appling
Atkinson

Tree Farm District: T M P
1
10
11

Target Year:

Outstanding Only:

Contact Status: T M P
Any Contact
Phone
Mail

Report Format: HTML PDF CSV XLSX

OK

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

The screenshot shows the ATFS database website interface. On the left is a navigation menu with the following items: Privacy Statement, No Harassment Policy, Verify Certifications, User Guide (pdf), User Profile, Administrative, Delete Records, Search/Create Records, Inspections (highlighted in red), Assign Optional Inspection, Assign Inspector, Review/Approve Inspections, Print/Create Inspection Forms, Blank 004 Forms - 2015 Standards, Tree Farm Reports, Tree Farmer Reports, Facilitator Reports, Administrative Reports, National Reports, Group Reports, Group Reports, and Training. The main content area is titled 'Search Records:' and contains the following search fields: Tree Farm State (California), Tree Farm Number, Tree Farm County (All counties, Unknown, Alameda, Alpine), Tree Farm District (All districts), Owner Last Name, Owner First Name, Owner Organization, Owner Member ID, Owner State (All States), Owner County (All counties), Sample Year (2018), Scheduled Sample Type (National, Priority, Optional), Inspector Last Name, Inspector First Name, Inspector Member ID, Inspection Status (All), and Regional Approval. A green 'SEARCH' button is located at the bottom right of the form.

Understanding Various Reports

Tree Farm Reports: These reports will give you various pieces of information regarding properties that are in various programs of Tree Farm and stages of our program.

Note: The owner that is associated with each Tree Farm that is in this report is only the primary owner, not all associated owners.

Details that will be list in these reports include:

- Property information such as: State, Number, Tree Farm Name, Tree Farm Status, County, Acres, Location, Ownership Type, Action, Notes
- Inspection information: Cert Decert Date, Initial Cert Date, Approval Date, Inspect Date, Inspector, Inspect Status, Opt, NS, Assigned Inspector, Assigned Date, Decert Reason
- Owner's Information: Member ID, Name, Organization, Contact Information, County, Contact status, Absentee
- Optional 6 Year reinspection's: Highlights the properties that are due for a 6 year reinspection
- Required Inspections: Highlights the properties that have been tagged for the annual required sample
- Priority Inspections: Highlights the priority pioneer properties that have been tagged as part of the annual optional sample. If your state does not have any pioneer properties, this list will be empty.
- Assigned inspections: See which inspections have an inspector currently assigned.
- Overdue inspections: List inspections that have not been approved in over 60 days. This report displays inspections that have been in 'draft' or 'submitted' state and it has been more than 60 days since they were last created or modified in the database.

Tree Farmer Reports: These will give you information about the people who own and manage the lands. These reports can be used for mailings or calculating how many people are in your program.

Note: The State Program Tree Farmer report will only pull the primary owner's name. The Mailing list report will only pull the primary contact person's name. If you want a list that will pull all associated owners and contact's names you will need to go to administrative reports.

Details that will be list in these reports include:

- Owner's information: Member ID, Name, Organization, Contact Information, Contact status, Tree Farms they are associated with, Absentee, Total Acres they own

Administrative Reports: These provide information about inspectors, facilitators, and all Tree Farm owners and contact people

Details that will be list in these reports include:

- Inspectors: Inspector contact information, training information, Inspections associated with inspector.
- Inspector Activity: Information around how many inspections have been completed by inspectors.
- Facilitators: Facilitator contact information, training information .
- Tree Farm owners/contacts: Contact information, if the person is a Tree Farm Owner and/or Tree Farm contact.
- Duplicates: This report helps identify potentially duplicated individuals/organizations for your state based on naming or address similarities.
- Data issues: Identifies any potential data quality issues around invalid address, non-contiguous parcels, deceased landowners, ineligible properties.

Glossary of Column Headings and Sources

State: State that property is in or could be the state the landowner resides in. Source: 004 Form.

Tree Farm Number: Tree Farm number that has been given to the property. Source: 004 Form.

Tree Farm Name: Property name that landowner has given to their farm. Source: 004 Form.

Tree Farm Status: Certified or recognition status that that the property is currently at. Source: 004 Form.

County: County that property is in or that landowner resides in. Source: 004 Form.

Tree Farm Acres: Acreage of property. Source: 004 Form.

Location: Location of property. Source: 004 Form.

Ownership Type: Type of ownership of the property. Most properties are non-industrial, private. Source: 004 Form.

Action: If checked, there is an action item to be done for this property in the property notes. Source: The action item checkbox is located on property information.

Notes: Tree Farm notes that have written about this property for additional back ground information. Source: The Tree Farm notes are located in the property information.

Prefix: Name prefix for landowner such as Mr., Mrs., etc. Source: 004 Form

First Name: First Name of landowner. Source: 004 Form

MI: Middle initial of landowner. Source: 004 Form

Last Name: Last name of landowner. Source: 004 Form

Suffix: Suffix of landowner. Source: 004 Form

Organization: Organization affiliated with landowner or that owns/manages the property.

AddressLine1: Main address of primary contact person tied to the property. Source: 004 Form

AddressLine2: Second address line (Apt or suite) of primary contact person tied to the property. Source: 004 Form

AddressLine3: Third address line primary contact person tied to the property. Could be used to add family name. Source: 004 Form

City: City of mailing address primary contact person tied to the property. Source: 004 Form

Zip: Zip code of mailing address of primary contact person tied to the property. Source: 004 Form

Phone: Phone number of primary contact person tied to the property. Source: 004 Form

Email: Email address of primary contact person tied to the property. Source: 004 Form

Contact Status: Indicator of validity of contact information. Source: Individual person in database.

Absentee: Indicator if landowner lives on property or not. Source: 004 Form

Cert Decert Date: Date in which latest inspection action was taken. Usually date when latest inspection was approved. Source: Inspection record in database.

Initial Cert Date: When property was initially certified. Source: Inspection record in database.

Approval Date: When last inspection was approved. Source: Inspection record in database.

Inspect Date: When property was inspected. Source: 004 form; Inspection record in database.

Inspector: Authorized forester who visited the property. Source: 004 Form; inspection record in database.

Inspect Status: Current status of inspection as it relates to completion. I.e., assigned, draft, submitted, or approved. Source: inspection record in database.

Opt: year in which property is due for optional reinspection, usually every 5-6 years.

NS: Year in which property is due for required reinspection.

Assigned Inspector: Authorized forester who is currently assigned to property.

Assigned Date: Date in which authorized forester was assigned to property.

Decert Reason: Reason for which property was decertified. Source: 004 form.

Member ID: Unique number identifier given to all Tree Farmers. Also referred to as Owner ID.

Is Owner: Marked yes, if person is tied to a property as an owner.

Is Contact: Marked yes, if person is tied to a property as a contact person.

Training Date: Date in which an authorized forester received training to become an inspector.

Training Exp Date: Date in which an authorized forester's received will expire.

Company: Organization that inspector is affiliated with.


Inspection Type: Type of inspection a property has received, either initial inspection or reinspection. Source: 004 form

How to change a Properties Tree Farm Number


The TF number for any property in the ATFS database can be changed at any time to any unique alphanumeric combination. If the number is already in use, you will be prompted to use another number by the database to prevent duplication of Tree Farm numbers.

6. Log into www.atfsdatabase.org
7. Search for the Tree Farm whose number you want to change:
8. Click the blue link with the Tree Farm number or you can also hit update (red box)

Verify Certifications
User Manual (pdf)
User Profile ▶
Administrative Access ▶
Delete Records ▶
Search/Create Records ▼
Individual
Facilitator
Inspector
Tree Farm Properties
Inspections ▶
Tree Farm Reports ▶
Tree Farmer Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶
Training ▶



American Forest Foundation



Search Tree Farms:

Tree Farm State:

Tree Farm Number:

Tree Farm County:
To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

Owner Last Name:

Owner First Name:

Owner Organization:

Owner ID:

Owner State:

Owner County:
To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

One result found:

Tree Farm	Owner	County	Acres	Type	Status	NS	Last Inspection	Last Inspector	Assigned Inspector
IL-IL 2175	John Hamilton	Cumberland	35.0	State Program	Certified		05/12/2014	Robert J Wagoner	None - Assign

9. A page will appear where you can change owners, you want to hit next.
10. The next page will take you to TF number which can be adjusted
11. You will get an error if you try to use a number that is already used. Once you change number, hit next and confirm your change. It is now changed in the database.

Updating Record

* = Required fields

Tree Farm Information

*State:

*Tree Farm Number:

*Ownership Type:

Tree Farm Name:

*Tree Farm Type:

Individual 3rd Party Certification:

Group Name:

Tree Farm Status:

Decertification Reason:

Initial Certification Date: MM/DD/YYYY

Certification/Decertification Date: MM/DD/YYYY

Notes:

Is Action Item

Manage Tree Farm Locations

Acres	County Name	Location	IsPrimaryLocation
<input type="radio"/>	35.0	Cumberland	Yes

Changing the Ownership of a Tree Farm

When the ownership or the contact person of a Tree Farm needs to be modified, you need to make sure that the person already exists in the ATFS database. Once that person has been entered into the database you can add them as an owner or contact to a Tree Farm.

Editing Tree Farms Method 1

1. Click Search/Create Records → Farm Properties
2. Search for the Tree Farm by its Tree Farm number or ownership
3. Click the Tree Farm number to open the edit Tree Farm page.

Tree Farm	Owner	County	Acres	Type	Status	NS	Last Inspection	Last Inspector	Assigned Inspector	Certificate Number
<input checked="" type="radio"/> LA-3753	Henry D Thrash	Bienville	900	State Program - Certification	Certified		02/01/2003	Unidentified Inspector	None - Assign	PWC-AFF-341

VIEW **EXPORT CSV** **CREATE PDF** **UPDATE** **CREATE NEW**

4. The first page you will see, in the new window, is the ownership and contact page. To add a new owner/contact, search for the person first using the search fields at the top of the page.
5. After a few seconds you will see your search results in the first box
6. Choose the person you want to be the new owner/contact by clicking the circle next to their name
7. Click add to owner or add to contacts

Name	City	State	ID	Owner?	Inspector?	Facilitator?	Tree Farms
<input checked="" type="radio"/>	Santa Fe	TX	0	No	No	No	
<input type="radio"/> Bobby Johnson	Cherry Valley	AR	63723	Yes	No	No	AR-8010
<input type="radio"/> Bobby Johnson	Daingerfield	TX	83952	Yes	No	No	TX-7765

ADD TO OWNERS **ADD TO CONTACTS**

8. You can remove the former owner/contact by clicking the circle next to their name and then delete. Keep in mind you cannot delete someone who is a primary owner or contact.

Name	City	State	ID	Absentee	Primary Owner
<input checked="" type="radio"/> Henry D Thrash	Jamestown	LA	26807	<input type="checkbox"/>	<input checked="" type="radio"/>

DELETE

Editing Tree Farms Method 2

Under Search/Create Individuals → individuals you search for people or organizations. In the search results you will see what Tree Farm properties the individual is listed as the owner of.

4. Search for the individual that is owner of the property of interests
5. In the search results, click the Tree Farm linked to their name. This will open the details of the property that can be edited.

- 6. Repeat steps 4-8 above.
- 7. Confirm changes

Name	City	State	Owner ID	Owner?	Inspector?	Facilitator?	Tree Farms
<input checked="" type="radio"/> J. W. Peters	Maryville	TN	1834	Yes	No		TN-435
<input type="radio"/> Noel M Peterson	Lake City	TN	59379	Yes	No	No	TN-3060

How to Update Tree Farm Acreage

The TF acreage for any property in the ATFS database can be changed at any time to reflect property changes.

12. Log into www.atfsdatabase.org

13. Search for the Tree Farm whose number you want to change. Here we are doing LA-1002:

Verify Certifications
User Manual (pdf)
User Profile ▶
Administrative Access ▶
Delete Records ▶
Search/Create Records ▼
Individual
Facilitator
Inspector
Tree Farm Properties
Inspections ▶
Tree Farm Reports ▶
Tree Farmer Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶
Training ▶

Search Tree Farms:

Tree Farm State: Louisiana ▼
Tree Farm Number: 1002
Tree Farm County: All counties
Owner Last Name:
Owner First Name:
Owner Organization:
Owner ID:
Owner State: All States ▼
Owner County: All counties

To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

SEARCH

One result found:

Tree Farm	Owner	County	Acres	Type	Status	NS	Last Inspection	Last Inspector	Assigned Inspector
LA-1002	John Allen Phares	East Feliciana	260.0	State Program - Certification	Certified		07/01/2002	Mark Hurst	None - Assign

VIEW **UPDATE** **CREATE NEW**

14. Click the blue link with the Tree Farm number or you can also hit update (red box)

15. A page will appear where you can change owners, click next.

16. The next page will take you to the property details, all of which can be updated. At the bottom of the page you will see the acreage information. See image below

17. Hit update and this portion of the page will expand so you can change acreage. Once finished, hit okay then next.

18. Hit confirm so that the information is saved.

Acres	County Name	Town	Location	IsPrimaryLocation
260.0	East Feliciana		SEC.88,T1S,R3E	Yes

Tree Farm Location

*Acres: Is Primary

County:

Town:

Location:

Location (legal):

Latitude:

Longitude:

Quarter:

Section:

Township:

Range:

How to Update Inspector's Training

Committee members with District Chair or State Administrator access to the database have the capability of entering an inspector training record and subsequently update it. Updating training also includes marking an inspector from active to inactive or vice versa.

Other things that can be done in this section:

- Adding an inspectors preferred inspection county
- Adding in a forestry student who will become an inspector upon graduation
- Adding a [training application](#) for an inspector that can extend their credentials.

Inspector training updates can be done easily:

1. Search for the inspector by name or ID. The image below shows a search for an inspector by their ID

LOG OUT **HOME** Searching Inspectors and Individuals

Privacy Statement
Verify Certifications
User Manual (pdf)
User Profile ▶
Administrative Access ▶
Delete Records ▶
Search/Create Records ▶ **1**
Individual
Facilitator
Inspector ▶ **2**
Tree Farm Properties
Inspections ▶
Tree Farm Reports ▶
Tree Farmer Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶
Training ▶

Search Records:

Last Name: **3**
First Name:
Organization Name:
Member ID:
City:
State:
County: To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

SEARCH

One result found: **4**

Name	City	State	Member ID	Owner?	Inspector?	Facilitator?	Tree Farms
Nephtali Chavez	Washington	DC	147590	No	Active	No	

VIEW **EMAIL** **CREATE / UPDATE**

2. Hit Create/ Update in the lower right
3. You will see fields for their username, password, and hint. Below that you will see training related information. You may change any of these fields.

Inspector Information

*State(s):
Alabama
Alaska
Arizona
Arkansas

To select multiple states...
Mac: Apple+Click
PC: Ctrl+Click

If your inspector has counties that they prefer to work in, retrieve the counties with the "Get Counties" button and select them below. This will prioritize this inspector for those counties.

State - County(s):
AK - Aleutians East
AK - Aleutians West
AK - Anchorage
AK - Bethel

To select multiple counties...

Mac:

PC:

PC:

PC:

PC:

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[Update Contact Information](#)

Student:

Graduation Date: MM/

If your inspector has identified counties that they prefer to be assigned to, that can be specified here.

If your training had forestry students who will become inspectors upon graduation, check the box here and enter grad date.

Inspector Training

If you wish to delete this inspector, please get in touch with National staff. If you just want to mark this person as inactive, simply check the Inactive box below.

Inspector Training Completed:

Training Type	Course Name	Training Date
<input type="checkbox"/> Classroom	Inspector Training	03/20/2015
<input type="checkbox"/> On-Line	Inspector Refresher	04/05/2017
<input type="checkbox"/> Classroom	Inspector Training	10/02/2017

DELETE There must be at least one training record present for an inspector

Add Training:

Training Type: *Training Date: MM/DD/YYYY **ADD**

Add Training Application:

Training Application: *Activity Date: MM/DD/YYYY **ADD**

Trained Date: 10/02/2017

Last Inspection Date: 03/12/2018

Expiration Date: 03/12/2020

Status: Active
 Inactive
 Archived

Archive Reason:

Can mark as inactive or archived with this box. Archived means they have permanently left the program.

CANCEL **UPDATE**

4. Hit update

How to Enter a Future Inspector (Student forester)

Committee members with District Chair or State Administrator access to the database have the capability of entering an inspector training record and can do this for students who plan on becoming inspectors upon graduation. The benefit of creating the student and entering them into the database is that upon graduation, their training will allow them to automatically become an active inspector in our database. This eliminates the need for state admins to enter the person upon graduation.

1. Search for the student by name or ID. If they do not already exist in the database, create them under search/create individual then proceed to step 2.
2. Under search/create inspector, search for the student. The image below shows a search for an existing student by their ID.

LOG OUT **HOME** Searching Inspectors and Individuals

Privacy Statement
Verify Certifications
User Manual (pdf)
User Profile ▶
Administrative Access ▶
Delete Records ▶
Search/Create Records ◀ 1
Individual
Facilitator
Inspector ◀ 2
Tree Farm Properties
Inspections ▶
Tree Farm Reports ▶
Tree Farmer Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶
Training ▶

Search Records:

Last Name: 3
First Name:
Organization Name:
Member ID:
City:
State:
County: To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

SEARCH

One result found: 4

Name	City	State	Member ID	Owner?	Inspector?	Facilitator?	Tree Farms
Nephtali Chavez	Washington	DC	147590	No	Active	No	

VIEW **EMAIL** **CREATE / UPDATE**

3. Hit Create/ Update in the lower right
4. You will see fields for their username, password, and hint. These are required for you to fill, if they don't exist. Below that you will see the student area and training related information.

Inspector Information

*State(s):
Alabama
Alaska
Arizona
Arkansas

To select multiple states...
Mac: Apple+Click
PC: Ctrl+Click

If your inspector has counties that they prefer to work in, retrieve the counties with the "Get Counties" button and select them below. This will prioritize this inspector for those counties.

State - County(s):
AR - Arkansas
AR - Ashley
AR - Baxter
AR - Benton

To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

GET COUNTIES

[Update Contact Information](#)

Student:

Graduation Date:

If your student has identified counties that they prefer to be assigned to in the future, that can be specified here.

Check the "student" box and enter their graduation date. After that date passes, the student automatically becomes an ATFS inspector and will get a certificate.

Inspector Training

If you wish to delete this inspector, please get in touch with National person as inactive, simply check the Inactive box below.

Inspector Training Completed:

Training Type	Course Name	Training Date
<input type="checkbox"/> Classroom	Inspector Training	03/14/2018

DELETE There must be at least one training record present for an inspector

Add Training:

Training Type: *Training Date: **ADD**

Trained Date: 03/14/2018

Last Inspection Date:

Expiration Date: 03/14/2020

Status: Student

CANCEL

CREATE

5. Hit update

How to Update Inspector's Training Applications

An inspector can keep their ATFS inspector status "active" by completing inspections or other approved [training applications](#). For more information on the most current qualifying applications visit the [inspector's corner](#).

Committee members with District Chair or State Administrator access to the database have the capability of entering an inspector training application.

NOTE: Only training applications that have been completed within the last year will update the expiration date. Anything older than that can be stored, but will not count toward extending the expiration date.

Other things that can be done on this page:

- Adding in a classroom training record
- Adding an inspectors preferred inspection county
- Adding in a forestry student who will become an inspector upon graduation

Inspector training application updates can be done easily:

1. Search for the inspector by name or ID. The image below shows a search for an inspector by their ID

LOG OUT **HOME** Searching Inspectors and Individuals

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Verify Certifications
User Manual (pdf)
User Profile ▶
Administrative Access ▶
Delete Records ▶
Search/Create Records ▶ 1
Individual
Facilitator
Inspector 2
Tree Farm Properties
Inspections ▶
Tree Farm Reports ▶
Tree Farmer Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶
Training ▶

Search Records:

Last Name: 3
First Name:
Organization Name:
Member ID:
City:
State:
County: To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

SEARCH

One result found: 4

Name	City	State	Member ID	Owner?	Inspector?	Facilitator?	Tree Farms
Nephtali Chavez	Washington	DC	147590	No	Active	No	

VIEW **EMAIL** **CREATE / UPDATE**

2. Hit Create/ Update in the lower right
3. You will see fields for their username, password, and hint. Below that you will see training related information. You may change any of these fields.

Inspector Training

If you wish to delete this inspector, please get in touch with National staff. If you just want to mark this person as inactive, simply check the Inactive box below.

Inspector Training Completed:

	Training Type	Course Name	Training Date
<input type="checkbox"/>	Classroom	Inspector Training	03/20/2015
<input type="checkbox"/>	On-Line	Inspector Refresher	04/05/2017
<input type="checkbox"/>	Classroom	Inspector Training	10/02/2017

DELETE There must be at least one training record present for an inspector

Add Training:

Training Type: *Training Date: **ADD**

Add Training Application:

Training Application: *Activity Date: **ADD**

Trained Date: 10/02/2017

Last Inspection Date: 03/12/2018

Expiration Date: 03/12/2020

Status: Active
 Inactive
 Archived

Archive Reason:

Choose the appropriate training application and enter the date it was completed. This will automatically update the expiration date field. Only training applications that have been completed within the last year will update the expiration date.

CANCEL **UPDATE**

4. Enter the application and the date, then click "Add".
5. Hit "update"

How to Update Inspector's Training Status

Within the database an inspector will automatically be marked as active, inactive or expired depending on their training record. An inspector can be manually changed to inactive or archived.

The different inspector status designations are:

Status	Meaning	How it gets updated
Active	Individual is current with the training requirements of the ATFS program.	By entering a training record or training application .
Expired	Inspector's training credentials have expired within the last 6 months	Automatically updated in the database, cannot be manually changed.
Inactive	Inspector's training credentials have expired over 6 months ago. This person may want to come back in to the program.	Automatically updated in the database, can also be manually changed.
Archived	Inspector's has permanently left the ATFS program because of no interest, death, etc.	The person is automatically archived if they have not had any ATFS activity (training or inspection) in over 5 years. They can also be manually archived.

Committee members with District Chair or State Administrator access to the database have the capability of entering an inspector training record and subsequently updating it.

Other things that can be done on this page:

- Adding an inspectors preferred inspection county
- Adding in a forestry student who will become an inspector upon graduation
- Adding a [training application](#) for an inspector that can extend their credentials.

Inspector training updates can be done easily:

1. Search for the inspector by name or ID. The image below shows a search for an inspector by their ID

LOG OUT **HOME** Searching Inspectors and Individuals

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Verify Certifications
User Manual (pdf)
User Profile ▶
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Delete Records ▶
Search/Create Records ▼ **1**
Individual
Facilitator
Inspector **2**
Tree Farm Properties
Inspections ▶
Tree Farm Reports ▶
Tree Farmer Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶
Training ▶

Search Records:

Last Name: **3**
First Name:
Organization Name:
Member ID:
City:
State:
County: To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

SEARCH

One result found: **4**

Name	City	State	Member ID	Owner?	Inspector?	Facilitator?	Tree Farms
Nephtali Chavez	Washington	DC	147590	No	Active	No	

VIEW **EMAIL** **CREATE / UPDATE**

- Hit Create/ Update in the lower right
- You will see fields for their username, password, and hint. Below that you will see training related information. You may change any of these fields.

Inspector Information

*State(s):
 Alaska
 Arizona
 Arkansas

To select multiple states...
 Mac: Apple+Click
 PC: Ctrl+Click

If your inspector has counties that they prefer to work in, retrieve the counties with the "Get Counties" button and select them below. This will prioritize this inspector for those counties.

State - County(s):
 AK - Aleutians West
 AK - Anchorage
 AK - Bethel

[Update Contact Information](#)

Student:

Graduation Date:

If your inspector has identified counties that they prefer to be assigned to, that can be specified here.

If your training had forestry students who will become inspectors upon graduation, check the box here and enter grad date.

Inspector Training

If you wish to delete this inspector, please get in touch with National staff. If you just want to mark this person as inactive, simply check the Inactive box below.

Inspector Training Completed:

Training Type	Course Name	Training Date
<input type="checkbox"/> Classroom	Inspector Training	03/20/2015
<input type="checkbox"/> On-Line	Inspector Refresher	04/05/2017
<input type="checkbox"/> Classroom	Inspector Training	10/02/2017

DELETE There must be at least one training record present for an inspector

Add Training:

Training Type: *Training Date:

MM/DD/YYYY **ADD**

Add Training Application:

Training Application: *Activity Date:

MM/DD/YYYY **ADD**

Trained Date: 10/02/2017
 Last Inspection Date: 03/12/2018
 Expiration Date: 03/12/2020

Status: Active
 Inactive
 Archived

Archive Reason:

Can mark as inactive or archived with this box. Archived means they have permanently left the program.

- Hit update

How to Change an Inspector's ATFS Password

Committee members with District Chair and State Administrator access to the database have the capability of entering inspector training and subsequently creating inspector usernames and passwords.

Usernames usually follow the format of first name initial+ last name EX) Robert Frost would be Rfrost. Passwords given to inspectors should be consistent throughout so that inspectors can be easily told what their password is, i.e. changeme.

If an inspector needs to get their password change for some reason this can be done easily:

1. Search for the inspector by name or ID. The image below shows a search for an inspector by their ID

LOG OUT **HOME** Searching Inspectors and Individuals

Privacy Statement
Verify Certifications
User Manual (pdf)
User Profile ▶
Administrative Access ▶
Delete Records ▶
Search/Create Records ▶ **1**
Individual
Facilitator
Inspector ▶ **2**
Tree Farm Properties
Inspections ▶
Tree Farm Reports ▶
Tree Farmer Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶
Training ▶

Search Records:

Last Name: **3**
First Name:
Organization Name:
Member ID:
City:
State:
County: To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

SEARCH

One result found: **4**

Name	City	State	Member ID	Owner?	Inspector?	Facilitator?	Tree Farms
Nephtali Chavez	Washington	DC	147590	No	Active	No	

VIEW **EMAIL** **CREATE / UPDATE**

2. Hit Create/ Update in the lower right
3. You will see fields for their username, password, and hint. You may change any of these fields.
4. Hit update

What an Inspector Can Do in the ATFS Database

All inspectors have a username and password to ATFSdatabase.org, it is assigned to them when their training records are first entered. Once logged in an inspector can do a variety of things in the database.

What does an inspector see? This is what it looks like to be logged in as an inspector. There are some of the same menu items that higher access roles have. Below is the anatomy of an inspector access role.

American Tree Farm System®
Certification and Inspection Tracking System

Main Menu

- Privacy Statement
- No Harassment Policy
- Verify Certifications
- User Guide (pdf)
- User Profile**
- Update My Profile
- Change My Password
- Search/Create Records**
- Individual
- Inspector
- Tree Farm Properties
- Inspections**
- Assign Inspector
- View/Edit/Submit Inspections
- Print/Create Inspection Forms
- Blank 004 Forms - 2015 Standards
- Training**
- Take On-Line Training

Welcome!

Version 1.0.5.54 ([Release notes](#))

Welcome, **Any Forester**.

You are registered as an Inspector in District Of Columbia and [New York State](#).

Inspector training expiration: 01/01/2020
Last training: 01/01/2018

What's New!

New Database Functions Released

The latest improvements to this database include adding the preferred counties for inspectors, the ability for student inspectors to be entered, and general bug fixes. To see the full list of improvements, visit our Technology Blog at www.treefarmssystem.org/database-updates.

2018 Required and Pioneer Sample Available

The annual required and priority pioneer sample is now available for viewing in the database. Annually, a small set of pioneer properties are randomly selected for inspection. The respective lists can be downloaded under Tree Farm Properties by state administrators and district chairs.

New Module On 004 Form Now Added to Online Inspector Refresher

Under the "Training" section of this webpage you can now access the newest module of the inspector training. This optional module is separate from the 4 required modules needed to refresh inspector credentials. Lessons cover proper use of the inspection (004) form and how to submit the form properly. There are 2 lessons that take 20 minutes each. This course has been approved for 1.0 Cat 1 CFE Credit Hours in addition to the 1.0 Cat 1 CFE Credit for the refresher training.

Contact information for your state committee can be found at: www.treefarmssystem.org/state-tree-farm-program

For general questions on using the database, email inspectors@forestfoundation.org
To report problems with the ATFS database, send an email to: atfs.support@jws.com

American Forest Foundation

CERTIFIED FAMILY FOREST
WOOD WATER RECREATION WILDLIFE

What can an inspector do? See the chart below!

Additional notes:

- Inspectors cannot create a new individual/organization, just edit them.
- Inspectors also cannot create a new Tree Farm and can only edit properties if they are assigned to them.
- Inspectors can assign themselves if they are listed as the last inspector of that property.
- Inspectors will receive an error message if they try to do anything out of their permissions.
- Inspectors do not see any type of reports.
- Inspectors can create their own pre-populated 004s and enter their own inspections for submission. Whoever they submit the inspection to will get an email notification asking for approval.
- Inspectors can view all past inspections even if they did not perform them.

Capabilities of each role	State Viewer	Approver	Inspector	District Chair	State Admin	Nat'l Admin
Verify certifications	✓	✓	✓	✓	✓	✓
Create Database Users						✓
Disable Users					✓	✓
Delete Records						✓
Search Records	✓	✓	✓	✓	✓	✓
Create Records				✓	✓	✓
Edit Individuals/Properties			✓**	✓	✓	✓
Edit Insp. Training & Password			(change Pw)	✓	✓	✓
Assign Inspections		✓	**	✓	✓	✓
View/Edit/Submit Inspections	(Can view)	(Can view)	✓	✓	✓	✓
Approve Inspections		✓		✓	✓	✓
Print/Create Inspection Forms			✓	✓	✓	✓
Tree Farm Reports				✓	✓	✓
Tree Farmer Reports					✓	✓
Administrative Reports					✓	✓
Access Online Training			✓	✓	✓	✓

**Inspectors can edit/assign themselves to a property if they were the last person to inspect that property (according to the database). They can edit individual's contact information.

Downloading or Reprinting a Landowner's Tree Farm Certificate

All new Tree Farmers enrolled in either the certified or recognition category will receive a welcome packet with a certificate in the mail. This process of mailing welcome packets occurs monthly, but a certificate can be reprinted at any time for a landowner through the ATFS database. This can be helpful if the landowner needs additional copies of the certificate, misplaces their copy, etc.

1. Go to the "Verify Certifications" menu on the left side
2. Search for the property of interest
3. Click the hyperlink under the certificate number column and a certificate will begin to automatically download as a PDF. This PDF can be saved, printed, emailed, etc.

LOG OUT **HOME** Searching Tree Farms

Privacy Statement
No Harassment Policy
Verify Certifications ← 1
User Guide (pdf)
User Profile ▶
Administrative ▶
Delete Records ▶
Search/Create Records ▶
Inspections ▶
Tree Farm Reports ▶
Tree Farmer Reports ▶
Facilitator Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶
Training ▶

Search Tree Farms:

Tree Farm State: All States ▼
Tree Farm Number:
Tree Farm County: All counties ▲
To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

Owner Last Name: hamblin ← 2
Owner First Name:
Owner Organization:
Membership ID:
Owner State: All States ▼
Owner County: All counties ▲
To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

SEARCH

8 results found:

Tree Farm	Owner	County	Acres	Type	Status	Approval	Certificate Number
MS-012747	Randy Hamblin (48235-1)	Clay	105.0	State Program - Certification	Certified	01/07/2009	PWC-AFF-341
MS-013866	Brad Hamblin (230205-1)	Pontotoc	15.0	State Program - Certification	Certified	12/05/2012	PWC-AFF-341

3

Introduction to Spatial Functionality in ATFS Database

In recent years, the ATFS program has been facilitating collection of spatial data for committees, through grants and creation of tools that facilitate outreach and data updates. Through 2017-2018, ATFS worked with several states to do massive landowner outreach and capture spatial data points, as well. Starting in early 2019, adding functionality to the ATFS database to capture and store spatial data began. With these new features, active ATFS volunteers will be able to draw boundaries to map out ATFS Tree Farms.

Having high-quality data and spatial data benefit the entire system in several ways:

- Facilitates location of property for regular re-inspections and during assessments.
- In the future, this information can be overlaid with landscape management plans or other tools to streamline the entry of inspections.
- Allows for GIS analysis on Tree Farms for more effective outreach, field days, determining Tree Farm hot spots or dead zones, implementation of conservation initiatives, etc.
- Prevents duplicate enrollment of the same property.
- Prevents enrollment of noncontiguous parcels.

What if Our State Has Spatial Data Readily Available?

With the help of our database programmer, shapefiles with digitized Tree Farms can be imported. If you have added new fields to your spatial data, there is no guarantee that additional data and fields will be imported, as well, but those situations will be handled individually. The main data of interest are the Tree Farm boundaries. Please contact Nephtali Chavez at nchavez@forestfoundation.org to begin the process and to ask any questions.

Required Fields:

- State
- Tree Farm number

Formatting Details:

- Zipped shapefile or geodatabase.
- Projection must be defined for the dataset.
- Each Tree Farm should only have one contiguous boundary. If a Tree Farm boundary is duplicated, or a Tree Farm number is repeated but has different boundaries, that property boundary will not be imported.

Instructions:

1. Please email Nephtali Chavez at nchavez@forestfoundation.org a zipped shapefile with the dataset.
2. Provide an estimate of when the dataset was last updated.
3. Folder can be shared through a file sharing site, such as drop box or google drive, if it is too large for email.

Permissions

The ATFS database is gaining spatial capabilities that will allow state committee members and ATFS inspectors to input Tree Farm boundaries. The same permission rules that exist currently for Tree Farm editing will apply for viewing, creating, and modifying Tree Farm boundaries.

For example, state program administrators can make edits and create new Tree Farms in their state, but not for other states. The same will apply to boundary creation/editing.

For example, inspectors cannot create new Tree Farms, but can edit/enter Tree Farm property information as part of an inspection. Inspectors will not be able to create boundaries for properties they are not assigned to.

To view the permissions of various roles, please look at this document:

https://www.treefarmssystem.org/stuff/contentmgr/files/2/3105c7731a9ca78986fdc7faa9c655b3/files/capabilities_of_each_role.pdf

Privacy Concerns

Information held within the ATFS database is closely guarded and only authorized users can access this information. This website (ATFS Database) is owned and operated by the American Forest Foundation (AFF) and is intended to provide useful information to those individuals managing records of the American Tree Farm System® (ATFS) in their respective state(s). AFF is committed to ensuring the privacy of persons (Tree Farmers) participating in ATFS and will take every precaution to protect Tree Farmer information, both online and offline. Each user of the ATFS database is required to agree to the ATFS nondisclosure agreement before being able to access the information within.

Troubleshooting

Please clear your browser's cache to ensure that all the new features can be used without issue.

If you continue to have technical issues please contact Nephtali Chavez at nchavez@forestfoundation.org or ATFS support at atfs.support@jws.com. In your message, please include the following information:

- Browser being used and version.
- What the issue is and what you are trying to achieve.
- Step that were taken that caused the issue.

Searching for Spatial Data

The boundary for a Tree Farm is stored along with the other property details—such as acreage, location, status—that you are familiar with. You can view/edit boundary information by searching for a Tree Farm and clicking on the Tree Farm number or Display on Map.

Searching from the [Search/Create](#) → [Tree Farm Properties Menu](#) (Preferred):

Quickly Viewing all Locations of Tree Farms in Your State:

From this menu, you can view the location of all the Tree Farms (all that have had boundaries drawn) in your state for a quick review:

LOG OUT **HOME** Searching Tree Farms

Privacy Statement
No Harassment Policy
Verify Certifications
User Guide (pdf)
User Profile ▶
Administrative ▶
Delete Records ▶
Search/Create Records ▼
Individual
Facilitator
Inspector
Tree Farm Properties 1
Inspections ▶
Tree Farm Reports ▶
Tree Farmer Reports ▶
Facilitator Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶
Training ▶

Search Tree Farms:

Tree Farm State: Montana 2

Tree Farm Number:

Tree Farm County: All counties
Unknown
Beaverhead
Big Horn

Tree Farm District: All districts

Owner Last Name:

Owner First Name:

Owner Organization:

Owner Member ID:

Owner State: All States

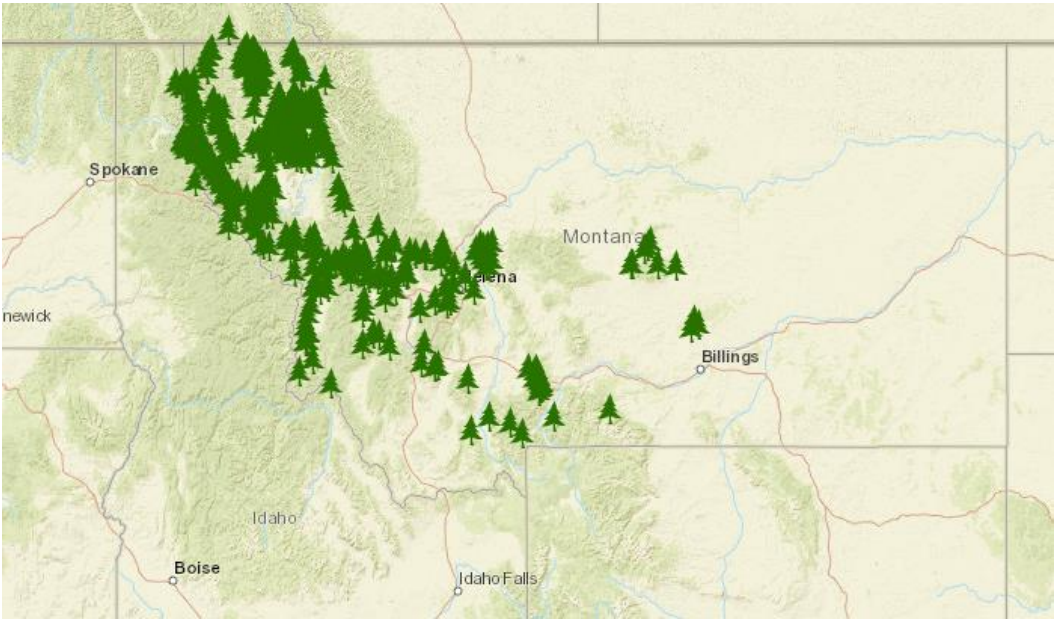
Owner County: All counties

To select multiple counties,
Mac: Cmd+Click
PC: Ctrl+Click

SEARCH **DISPLAY MAP** 3

1. Go to **Search** → **Tree Farm Properties**.
2. Choose the Tree Farm State.
3. Click **Display Map**.

Clicking Display Map will launch the Tree Farm Viewer window showing the location of each Tree Farm:



Finding the Locations of Specific Properties:

1. Go to **Search/Create Records** → **Tree Farm Properties**.
2. Search for the Tree Farm(s) of interest.
3. From the search results select the Tree Farm(s) to view with the checkboxes.

Tree Farm	Owner	County	Acres	Type	Last	Last	Assigned	Certificate
<input checked="" type="checkbox"/> ME-10**	David Bowie	Androscoggin	3	State Program - Certification				
<input type="checkbox"/> ME-1062	James Steele; Agnes Steele	York	308	State Program - Certification				
<input checked="" type="checkbox"/> ME-107**	Mary Leavitt	Androscoggin	107	State Program - Certification	Certified	05/31/2016	Mark W Rabon	None - Assign
<input type="checkbox"/> ME-120	Fred Stone; Laura Stone	York	35	State Program - Certification	Member	11/01/1997	Joel F Tripp	None - Assign

In this example, I searched for all properties in Maine. The properties with boundaries have a double asterisk: **

From the **Tree Farm Properties** menu, I can view a single Tree Farm boundary or multiple Tree Farm boundaries (by using the checkboxes to the left of the Tree Farm number).

VIEW **DISPLAY MAP** **EXPORT CSV** **CREATE PDF** **CREATE NEW**

** Indicates presence of GIS spatial data for the Tree Farm location

Although users can view multiple properties at once, nobody can edit or create multiple boundaries at the same time through the online database. View, [submitting multiple boundaries at once](#).

When specific properties have been selected for viewing, the **Tree Farm Viewer** will only display the properties that were checked in the search results. You can toggle between viewing all properties in your state and the selected properties with the **Show All/Show Selected** Button.

https://stage-aff.jws.com/atfs/apps/gis/viewer.jsp

Tree Farm Viewer

In this example, I selected two properties in Maine. I can toggle between viewing only these two properties or all of the properties in my state with the **Show All** Button.

Searching from Other Menus

1. Search for Property normally.

2. Click on the Tree Farm number hyperlink to view property details in pop-up pop-up window

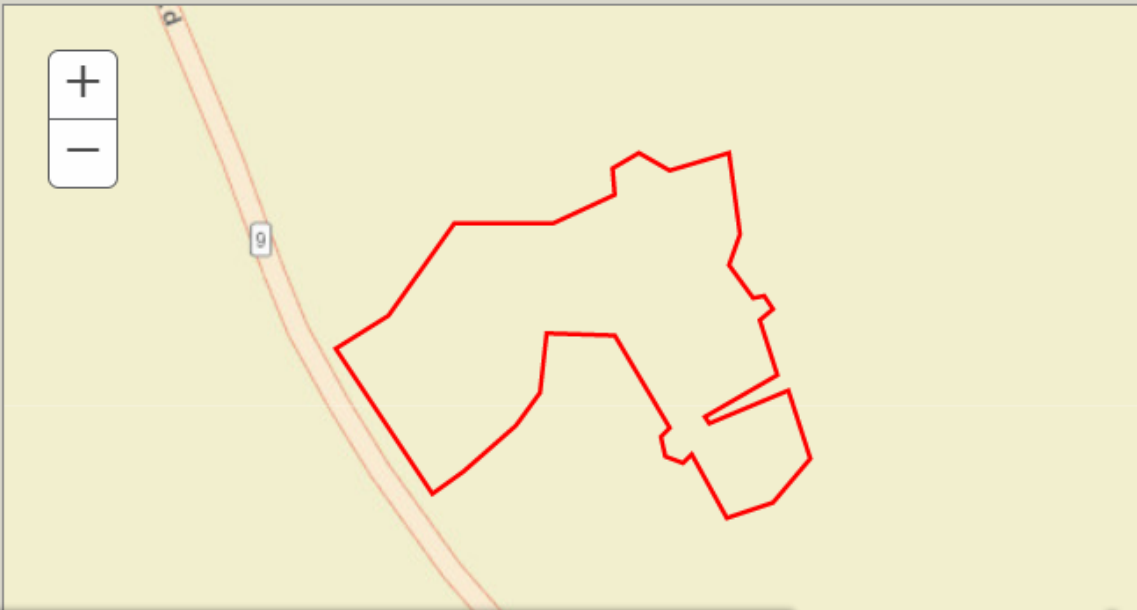
One result found:

Name	City	State	ID	Owner?	Inspector?	Facilitat	Tree Farms
David Bowie	Lisbon Falls	ME	610	Yes	No	No	ME-10

VIEW EXPORT CSV EMAIL UPDATE DUPLICATE CREATE NEW

Anywhere that the Tree Farm number is hyperlinked, you can view the boundary (if it exists). In the resulting pop-up window, click the **Next** button at the bottom of the page *twice* to get to the **third page**, where the boundary is stored. If the boundary exists, the third page will look something like the image below. Otherwise, you would see an outline of the entire state.

Tree Farm Location



If you are a district chair, state administrator or are the assigned inspector of this property, you will be able to edit the boundary. Clicking **Create/Update** will open the **Editor Window**.

INCREMENT ... esri

CREATE / UPDATE

Note that Forested Acres will be automatically updated from the spatial geometry whenever a spatial change is made. The value may be manually changed below if needed.

*Forested Acres:

County:

Viewing Spatial Data

The quickest method to view existing Tree Farm boundaries is to search for a Tree Farm property.

1. Go to **Search/Create Records** → **Tree Farm Properties**.
2. Search for the Tree Farm of interest.
3. From the search results select the Tree Farm(s) to view through the checkboxes.
 - a. Alternatively, you can select one Tree Farm and click the **View** button. This will display property details and a quick spatial overview in a new webpage that can be printed. Do not proceed with the next steps.
4. Click **Display Map**.
 - a. A pop-up will open; make sure you allow pop-ups.

2 results found:

Tree Farm	Owner	County	Acres	Type	Status	NS	Last Inspection	Last Inspector	Assigned Inspector	Certificate Number
<input checked="" type="checkbox"/> AL-1562 **	Paul Highbarger	Bullock	129	State Program - Certification	Certified	2008	07/17/2008	David A Schneider	None - Assign	
<input type="checkbox"/> WV-1441 **	Paul Highbarger; K. S Highbarger	Upshur	136	State Program - Recognition	Pioneer		04/05/2007	Charles R. Copeland, Jr.	None - Assign	

You can view multiple selected Tree Farms with the **Display Map** button and create simple maps.

VIEW **DISPLAY MAP** **EXPORT CSV** **CREATE PDF** **CREATE NEW**

** Indicates presence of GIS spatial data for the Tree Farm location

5. This is the **Viewer Window**; here, you can:
 - a. Create and print a basic map.
 - b. Zoom in and out (Keyboard short cuts: - +)
 - c. Pan around an area (Keyboard short cuts: arrow keys)
 - d. Select a Tree Farm to view details about it, such as last inspection, owner, status, etc.
 - e. Select a Tree Farm(s) and download the shapefile for further analysis.
 - f. Take measurements.
 - g. Overlay layers over properties

Note: You cannot make edits in the **Viewer Window**. This must be done in the **Editor Window** and can only be done by authorized users. [See Permissions](#).

Spatial Viewer Example

The image below demonstrates a Tree Farm Viewer Window, showing the location of each Tree Farm with spatial boundaries drawn.

1. This is the **Viewer Window**, here you can:
 - a. Create and print a basic map.
 - b. Zoom in and out (Keyboard short cuts: - +)
 - c. Pan around an area (Keyboard short cuts: arrow keys)
 - d. Select a Tree Farm to view details about it, such as last inspection, owner, status, etc.
 - e. Select a Tree Farm(s) and download the shapefile for further analysis.
 - f. Take measurements.
 - g. Overlay layers over properties

Tree Farm Viewer

Select
Measurements Tool
Create Map
Display basemap

Pan (arrow keys)
Zoom (+, -)
Previous/Next extent
 Change Basemap


Layers

- ATFS - Tree Farm Locations
- ATFS - Tree Farm Boundaries
 - Certified/Recognition
 - Pioneer
 - Decertified
 - Member
 - Others
- Parks
- Federal and Indian Land Areas
- Counties


Available Layers for Viewing

Quick Access Basemaps

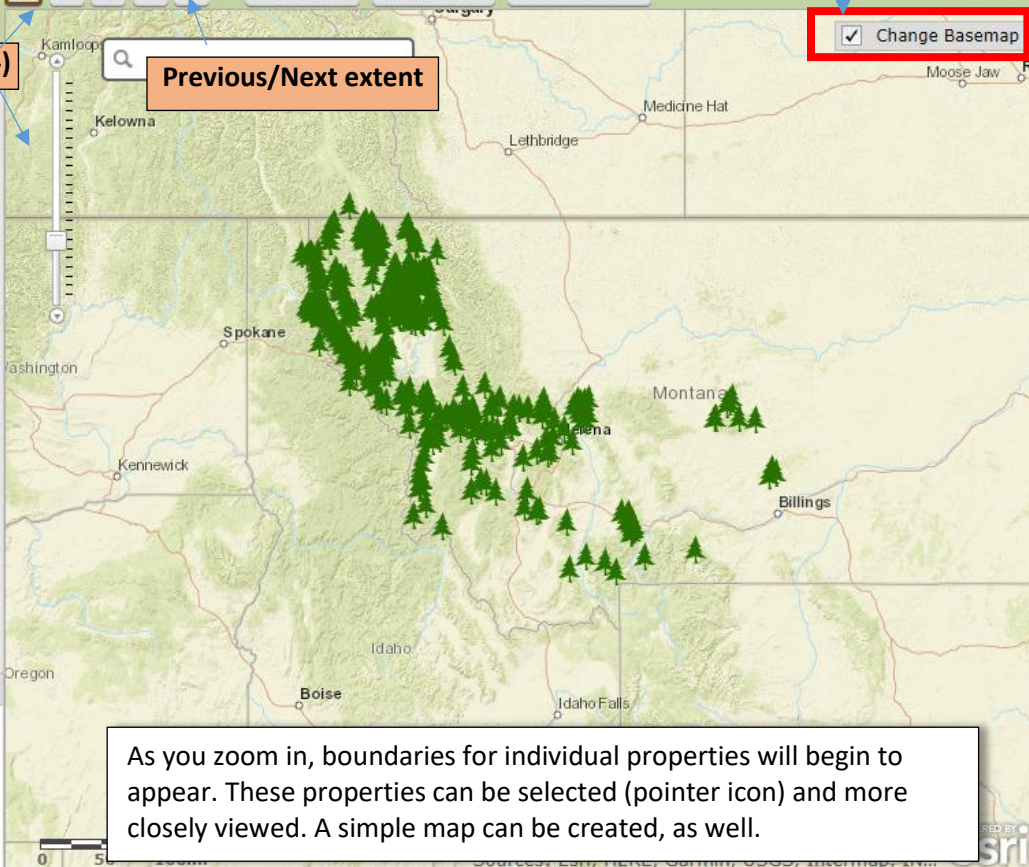
▼ Basemaps



Imagery with Labels



Streets



As you zoom in, boundaries for individual properties will begin to appear. These properties can be selected (pointer icon) and more closely viewed. A simple map can be created, as well.

Tree Farm Viewer

1
3

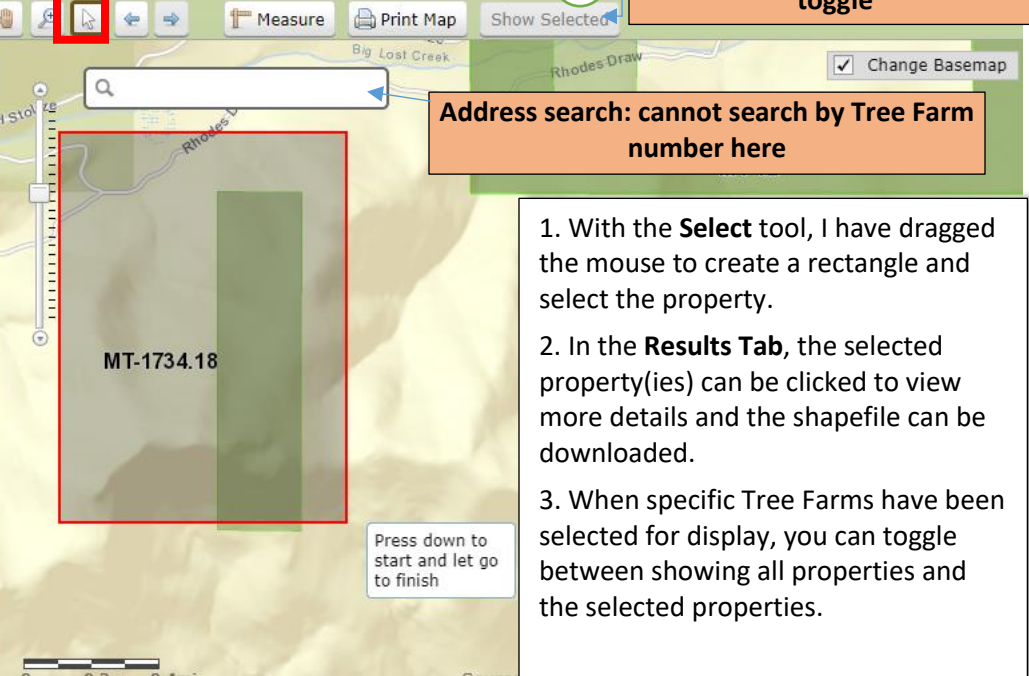
2

Layers **Results**

Download Clear All

ATFS - Tree Farm Boundaries (1)

Tree Farm	✕
MT-3017	✕



Address search: cannot search by Tree Farm number here

1. With the **Select** tool, I have dragged the mouse to create a rectangle and select the property.

2. In the **Results Tab**, the selected property(ies) can be clicked to view more details and the shapefile can be downloaded.

3. When specific Tree Farms have been selected for display, you can toggle between showing all properties and the selected properties.

Creating a Single Tree Farm Boundary

The boundary for a Tree Farm is stored with the other property details, such as acreage, location, etc., that you are familiar with. A Tree Farm boundary can only be created by users with [certain permissions](#) and in the **Editor Window**.

To access the **Editor Window**:

1. The Tree Farm must already exist.
2. [Search for the Tree Farm Property](#)
3. In the search results, open the property of interest.
4. In the resulting pop-up window, click the **Next** button at the bottom of the page *twice* to get to the **third page**, where the boundary is stored.

250 results found:

Tree Farm	Owner	County	Acres	Program - Certification	Member	11/01/1997	Joel F Tripp	None - Assign
<input type="checkbox"/> ME-10 **	David Bowie	Androscoggin	3					Assign
<input type="checkbox"/> ME-1062	James Steele; Agnes Steele	York	308					
<input type="checkbox"/> ME-107 **	Mary Leavitt	Androscoggin	107					
<input type="checkbox"/> ME-120	Fred Stone; Laura Stone	York	35	State Program - Certification	Member	11/01/1997	Joel F Tripp	None - Assign

The search results generated by the **Search/Create → Tree Farm Properties** menu allow you to select multiple properties, but only one property boundary can be created at a time.

To create a boundary for ME-1062, I would click on the **Tree Farm number**, navigate to the last page of the pop-up window. Then click **Create/Update** to open the Editor.

The properties with boundaries have a double asterisk: **

VIEW **DISPLAY MAP** **EXPORT CSV** **CREATE PDF** **CREATE NEW**

** Indicates presence of GIS spatial data for the Tree Farm location

Anywhere that the Tree Farm number is hyperlinked, you can get to the Editing window. If there is no boundary you will see a general outline of the state:

Create or Update Tree Farm Location

* = Required fields

Tree Farm Location

CREATE / UPDATE

After clicking **Create/Update**, the **Editor** will pop up and zoom into the county where the property is located.

Tree Farm GIS Editor

3 Hold the Ctrl-key to enable snapping (Cmd-key on Mac)

2

1

1. The map will start zoomed in on the county where the property is listed as being located. Here I have turned on the county layer.

2. If you know the address/coordinates of the property or a landmark to get you zoomed in close to the property, enter it in the **Search** bar to start.

3. When ready to start drawing, click the **Create New** icon in the top bar.

Tree Farm GIS Editor

2 Hold the Ctrl-key to enable snapping (Cmd-key on Mac)

3 Click to start drawing

1

1. I have changed the basemap to Imagery with Labels to get a better view of the forest boundary.

2. Once you are zoomed in enough, to start drawing, click the **Create New** icon. Your mouse pointer will say "click to start drawing."

3. Begin clicking to drop a vertex point. Double click to close the polygon.

4. Snapping is available on the layers while they are tuned on, with the CTRL key

Tree Farm GIS Editor

1. The vertices can be refined with the **Edit Vertices** tool.

2. Click and drag each vertex to the desired position.

3. When finished, click **Save and Exit**. Clicking **Exit** without saving will prompt you to save first.

4. The lat/long and acreage of the property will be updated to reflect what has been drawn.

Create or Update Tree Farm Location

Back in the Tree Farm record: The location and acreage of the property will be updated to reflect what has been drawn. This can be overwritten. Be sure to save this record, as well.

Note that Forested Acres will be automatically updated from the spatial geometry whenever a spatial change is made. The value may be manually changed below if needed.

* Forested Acres:

Editing a Single Tree Farm Boundary

A Tree Farm boundary can only be edited by users with [certain permissions](#) and in the **Editor Window**.

To access the **Editor Window**:

1. The Tree Farm must already exist.
2. [Search for the Tree Farm Property](#)
3. In the **Search** results, open the property of interest
4. In the resulting pop-up window, click the **Next** button at the bottom of the page *twice* to get to the **third page**, where the boundary is stored.
5. Click the **Create/Update** button to launch the **Editor Window**.
6. Once in the **Editor**, there are a few tools to edit a polygon:
 - a. **Edit Vertices**: Allows you to drag and adjust the location of vertices.
 - b. **Add Part**: Allows you add on a polygon to the existing polygon. This may lead to non-contiguous parcels if the two parts don't overlap.
 - c. **Remove Part**: Removes part of the existing polygon. This is good for when part of a property has been removed from the ownership.

Tree Farm GIS Editor

Hold the Ctrl-key to enable snapping (Cmd-key on Mac)

Once in the **Editor**, there are a few tools to edit a polygon:
Edit Vertices: Allows you to drag and adjust the location of vertices.
Add Part: Allows you add on a polygon to the existing polygon. Good for when the acreage has increased. This may lead to non-contiguous parcels if the two parts don't overlap.
Remove Part: Removes part of the existing polygon. This is good for when part of a property has been removed from the ownership.

Hover over each icon to see the name of the icon you need.

Layers

- ATFS - Tree Farm Location
- US - Counties
- PLSS from BLM.GOV
 - State Boundaries
 - PLSS Township
 - PLSS Section
 - PLSS Intersected

Basemaps

- Imagery with Labels
- Streets

2mi

Source: Esri, DigitalGlobe, GeoEye,

Viewing All Tree Farms for Your State

From the Tree Farm **Properties** menu, you can view the location of all the Tree Farms (all that have had boundaries drawn) in your state for a quick review:

LOG OUT **HOME** Searching Tree Farms

Privacy Statement
No Harassment Policy
Verify Certifications
User Guide (pdf)
User Profile ▶
Administrative ▶
Delete Records ▶
Search/Create Records ▼
Individual
Facilitator
Inspector
Tree Farm Properties 1
Inspections ▶
Tree Farm Reports ▶
Tree Farmer Reports ▶
Facilitator Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶
Training ▶

Search Tree Farms:

Tree Farm State: Montana 2

Tree Farm Number:

Tree Farm County: All counties
Unknown
Beaverhead
Big Horn

Tree Farm District: All districts

Owner Last Name:

Owner First Name:

Owner Organization:

Owner Member ID:

Owner State: All States

Owner County: All counties

To select multiple counties..
Mac: Cmd+Click
PC: Ctrl+Click

1. Go to **Search** → Tree Farm Properties.
2. Choose the Tree Farm State.
3. Click **Display Map** to launch viewer.

SEARCH **DISPLAY MAP** 3

Clicking **Display Map** will launch the **Tree Farm Viewer** window showing the location of each Tree Farm. This map can be printed for sharing. The shapefile can also be downloaded for further spatial analysis or edits. [See Downloading Shapefile.](#)

Tree Farm Viewer

1

3

2

1. The **Select Tool** lets you see more details about the selected properties.

2. The selection results are in the **Results Tab**. From here, you can also download the .SHP files for the selected properties.

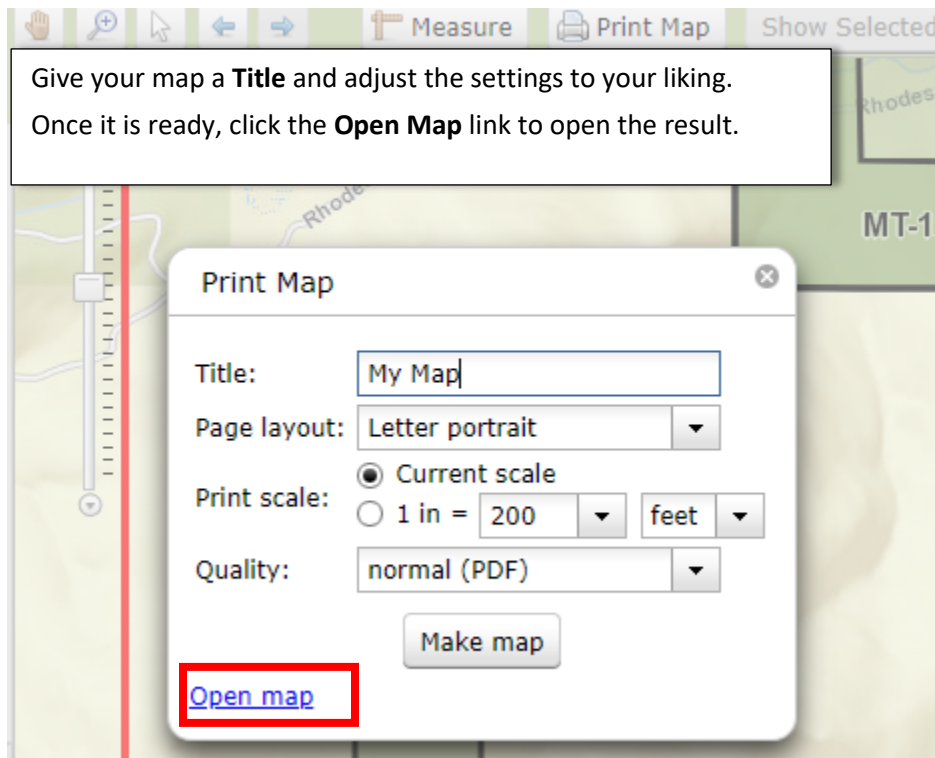
3. You can also create a basic map of what is being displayed with the **Print Map** button.

As you zoom in closer, you will start to see boundary lines and the status of each Tree Farm.

Creating a Basic Map for a Single Property

The simplest way to create a basic map for a single property in particular is to search for the property of interest and open its boundary through the Tree Farm record.

1. The Tree Farm must already exist.
2. [Search for the Tree Farm Property](#)
3. In the Search results, open the property of interest.
4. In the resulting pop-up window, click the **Next** button at the bottom of the page *twice* to get to the **third page**, where the boundary is stored.
5. Click the **Create/Update** button to launch the **Editor Window**.
6. Once in the **Editor**, the basemap, shading of the property, and layers visible can be changed to customize the map.
7. click the **Print Map** button to get the following window:



Creating a Basic Map for Multiple Tree Farms

If you want to create a map that contains multiple Tree Farms, it is easiest if they have something in common, such as a common owner, but not required.

Note: If the properties are far apart from each other, their boundaries may not be visible. If that is the case, separate maps are suggested. Some guidelines:

1. The Tree Farms must already exist.
2. [Search for the Tree Farm Property](#), in the **Search** → **Tree Farm Properties** menu.
 - a. Search by the feature that they have in common, such as owner, county, etc.
3. In the **Search** results, select the properties that you want to display using the check boxes.
4. Click **Display Map**.
5. Use **Print Map** button to create a basic map.



American Forest Foundation



1. In this example, I searched by the owner's Member ID. This person has two properties in different states.
2. Select the properties to display. In this case, I wanted to see all the properties this person owns.
3. Click **Display Map**

Owner Organization:

1 Owner Member ID:

Owner State:

Owner County:

To select Mac: Cmc PC: Ctrl+

SEARCH

2 results found:

2

Tree Farm	Owner	County	Acres	Type	Status	NS
<input checked="" type="checkbox"/> AL-1562 **	Paul Highbarger	Bullock	129	State Program - Certification	Certified	2008
<input checked="" type="checkbox"/> WV-1441 **	Paul Highbarger; K. S Highbarger	Upshur	136	State Program - Recognition	Pioneer	

3

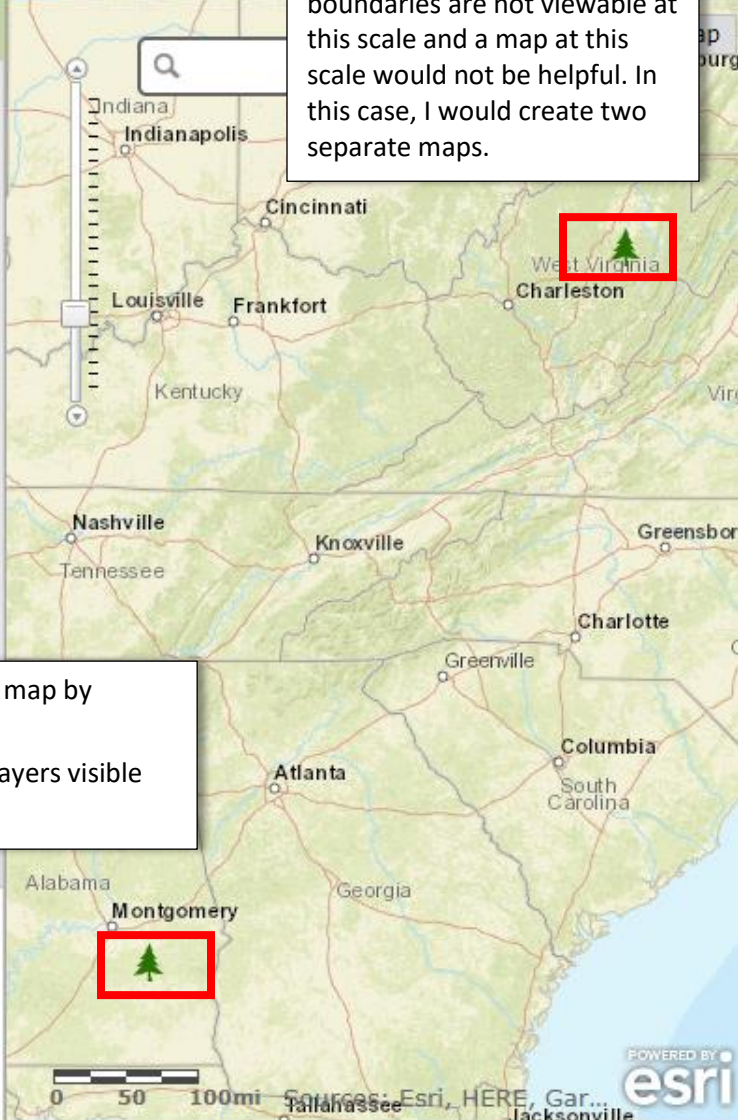
VIEW **DISPLAY MAP** **EXPORT CSV** **CREATE PDF**

** Indicates presence of GIS spatial data for the Tree Farm location

Tree Farm Viewer

Layers **Results**

- ATFS - Tree Farm Locations
- ATFS - Tree Farm Boundaries
 - Certified/Recognition
 - Pioneer
 - Decertified
 - Member
 - Others
- Parks
- Federal and Indian Land Areas
- Counties
- PLSS from BLM.GOV
 - State Boundaries
 - PLSS Township
 - PLSS Section

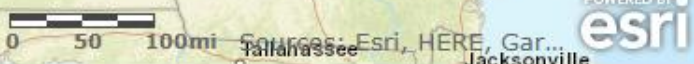


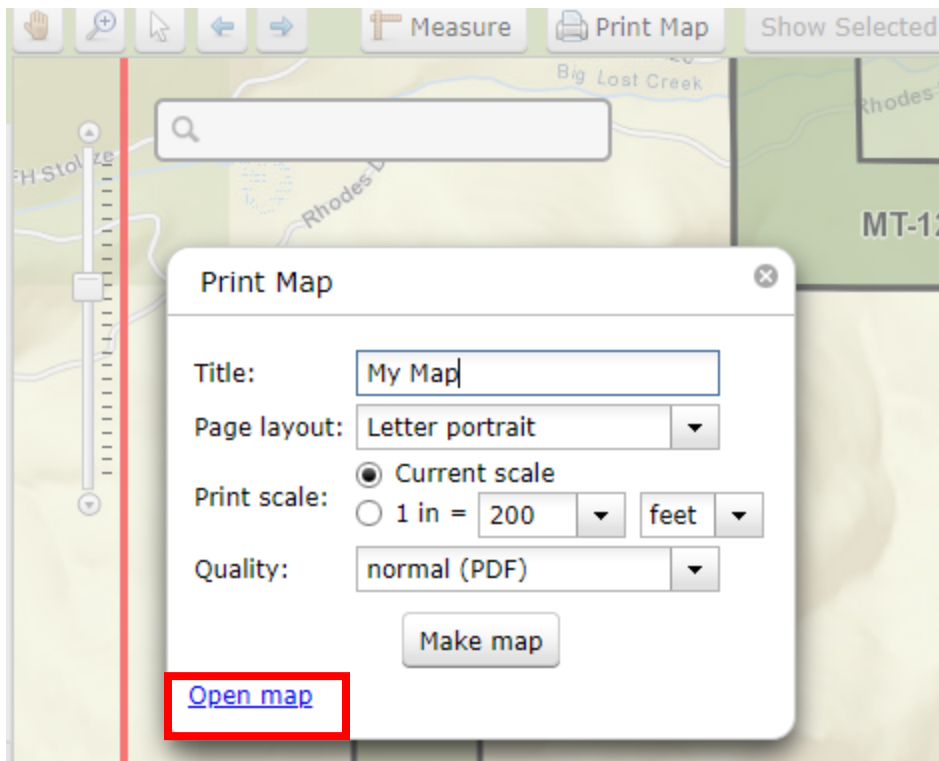
This example has two properties that are very far from each other. As such, the boundaries are not viewable at this scale and a map at this scale would not be helpful. In this case, I would create two separate maps.

If the scale was appropriate, I could create a map by clicking the **Print Map** button.
The basemap, shading of the property, and layers visible can be changed to customize the map.

Basemaps

- Imagery with Labels
- Streets





Downloading Layer Data for Your State (Shapefiles)

1. Go to **Search/Create Records** → **Tree Farm Properties**.
2. **Search** for the Tree Farm(s) of interest.
3. From the **Search** results, select the Tree Farm(s) to view with the checkboxes.
4. Click **Display Map** to launch **Tree Farm Viewer**.
5. Use the **Select Tool** to refine or select all the Tree Farms of interest.
6. In the **Results Tab** click the **Download** button to begin download.

