

## How to Enter Inspections Inspector's Version


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: [Assignment](#), [Entering inspection](#) and [Approval](#).


**Phase 1 Assignment:** If the inspector has not been assigned yet, this will need to be done before an inspection can be entered. **Note:** An inspector will only be able to assign themselves to a property if they are listed as the last inspector. If the inspector cannot assign themselves to a property, they will need a district chair or state admin to do it for them.

1. Under the Inspections menu, go to 'Assign Inspector'
2. Search for the property to be inspected
3. Select your Tree Farm(s) in the results
4. Click Assign Inspector in the lower right corner. Choose the appropriate name and click assign.
5. Confirm your choice.

- User Profile ▶
- Administrative Access ▶
- Delete Records ▶
- Search/Create Records ▶
- Inspections ▼
  - Assign Optional Inspection
  - Assign Inspector 1
  - 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 ▶



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

3

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 the inspection for approval by selecting the appropriate committee member's name from 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

Verify Certifications

User Manual (pdf)

**User Profile** ▶

**Administrative Access** ▶

**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** ▶


**Administrative Reports** ▶

**National Reports** ▶


**Group Reports** ▶

**Group Reports** ▶

**Training** ▶



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### 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?
<a href="#">AL-1017</a>	<a href="#">Henry J Dunlap</a>	Coosa	156	Certified		11/13/2007	Butler, Terry	Approved	0104	No
<a href="#">AL-1017</a>	<a href="#">Henry J Dunlap</a>	Coosa	156	Certified		02/01/2001	Inspector, Unidentified	Approved	0699	No
<a href="#">AL-1017</a>	<a href="#">Henry J Dunlap</a>	Coosa	156				Chavez, Nephtali	<b>Assigned</b>	0115	Yes

CREATE PDF VIEW **NEXT**

3

Phase 3 Approving the Inspection: You can approve an inspection only if you are an approval person for your state committee and have that level of access. The designated person in your state committee will sign off on the form and that marks the completion of that inspection.