

# ATFS Database Basics



GROWING STEWARDSHIP FROM THE ROOTS

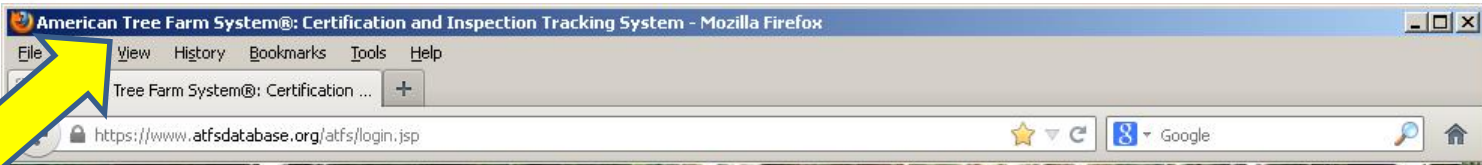
This powerpoint is available on leader's only

# Agenda

- Accessing Database website
- Privacy/non-disclosure agreement
- Views & Levels of Access
- How to:
  - *Reinspections*
  - *Initial inspections*
  - *Updating inspection records*
  - *Do it yourself at <https://stage-aff.jws.com/atfs>*



## • Questions



Mozilla Firefox and Chrome are the optimized browsers, also works well on Internet Explorer



**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®](#).



American Forest Foundation



Atfsdatabase.org

# Privacy Statement

## Privacy Statement

American Tree Farm System® Database  
www.atfsdatabase.org  
Nondisclosure Agreement

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.

Therefore, User agrees that:

- 1) User will not share any information contained in the ATFS Database with third party organizations or businesses not directly affiliated with ATFS without National Director approval.
- 2) User will not sell any information contained in the ATFS Database under any circumstance without National Director approval.
- 3) User will use Tree Farmer mailing lists only for the purpose of communication between ATFS and Tree Farmers.
- 4) User will not disclose his/her specific login or password to another party. Those Users with authority to permit other Users` access to the ATFS Database will exercise caution and use proper judgment in doing so.

AFF may monitor User actions. Access to the ATFS Database may be revoked by AFF at any time.

This Nondisclosure Agreement may be modified in the future. You will be directed to the new Nondisclosure Agreement at such time.

Questions should be directed to:  
American Forest Foundation  
Manager, ATFS Database  
2000 M Street, NW; Suite 550  
Washington, DC 20036  
[operations@treefarmssystem.org](mailto:operations@treefarmssystem.org)

Confidentiality of Tree Farmer data is very important. Be respectful, diligent, and only use the data as it relates to the Tree Farm program. If you are unsure, just ask!

# Views and Levels of Access



GROWING STEWARDSHIP FROM THE ROOTS

**Inspectors** can see and get to individuals, inspections, and training

**Area Chairs** can also assign and approve inspections, and have limited access to Reports

**Administrators** have all previous access plus reporting capabilities

The screenshot shows a web application interface with a navigation menu on the left and a main content area on the right. Three callout boxes are overlaid on the image, each with a yellow arrow pointing to a specific menu item.

- Callout 1 (top left):** "Inspectors can see and get to individuals, inspections, and training". A yellow arrow points to the "Inspections" menu item in the left sidebar.
- Callout 2 (top middle):** "Area Chairs can also assign and approve inspections, and have limited access to Reports". A yellow arrow points to the "Assign Inspector" menu item in the left sidebar.
- Callout 3 (top right):** "Administrators have all previous access plus reporting capabilities". A yellow arrow points to the "Tree Farm Reports" menu item in the left sidebar.

The main content area on the right shows a "Training D" section with a "What's New!" announcement about the 2016 Required Inspections. Below this, there are sections for "Inspection Reminders" and "Inspector Refreshers".

The left sidebar menu includes the following items (from top to bottom):

- LOG OUT
- HOME
- Privacy Statement
- User Manual (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 Form - 2010 Standards
- Writable Blank 004 Form - 2010 Standards
- Training
- Take On-Line Training

The right sidebar menu includes the following items (from top to bottom):

- Tree Farm Reports
- State Program
- Other
- Optional 6 Year Reinspections
- Required Inspections
- Priority Inspections
- Assigned Inspections
- Tree Farmer Reports
- State Program
- Mailing List
- Administrative Reports
- Inspectors
- Inspector Activity
- Facilitators
- Duplicate Tree Farms
- Tree Farm Owners/Contacts Except Decerts
- Tree Farm Owners/Contacts
- Everyone
- Group Reports
- Tree Farms
- Tree Farmers
- Training
- Take On-Line Training

# How To:

*Do it yourself now at*

<https://stage-aff.jws.com/atfs>

First Name	Last Name	Access Level	userID	Password
District	Captain	Area Chair	dcaptain	4demo
Any	Forester	Inspector	aforester	4demo
Admin	Access	State Administrator	ATFSadmin	4demo



# User Guide Always Available



American Forest Foundation



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

### Signing into ATFS

The webpage where the ATFS database is housed is [www.atfsdatabase.org](https://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.

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



# Leader's Only Also Available



- ATFS Technology HelpDesk
  - Tutorials
  - FAQ
  - Webinars
  - Shareable docs
- Continuously updated

## ATFS Technology Helpdesk

This information is for [www.atfsdatabase.org](http://www.atfsdatabase.org)

What are you looking for?

- [Database FAQ](#)
- [Updated Database User Manual](#)
- [Database Training Powerpoints](#)
- [Database Clean-up Help](#)
- [App Help](#)
- [How to Upload 004 PDF](#)
- [Tips and Tricks](#)
- [Webinars](#)
- [Database Updates Blog Archive](#)



### UPDATED USER MANUAL

The user manual was updated to reflect improved functionality of the database and improved instructions. With more visuals and step by step instructions this can answer most database questions.

[Download the ATFS Database user manual here.\[PDF\]](#)

Alternatively, database [tutorial powerpoints are available here.](#)

### DATABASE TRAINING POWERPOINTS

Feel free to download the [database training powerpoints](#) used during NLC trainings. These powerpoints include step by step instructions for the most common database activities and the latest information of recent changes to the database.

[Database Basics](#) [PDF] Focuses on the main actions done in the database

[Entering Inspections Made Easy](#) [PDF] Learn the different methods to [enter inspections](#)

### DATABASE CLEAN UP

Sometimes the database get a bit messy and requires a massive clean up. If you state committee is embarking on this task

# Completing a Reinspection Overview

1. Assign inspection
2. Inspector submits inspection to you or directly into the database
3. Approve inspection
4. Done!



GROWING STEWARDSHIP FROM THE ROOTS

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

## Search Records:

Tree Farm State: Arkansas

Tree Farm Number: 8010

Tree Farm County: All counties  
Unknown  
Arkansas  
Ashley

Farm District: All districts  
1  
2  
3

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

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

1

2

2 Sections where you can assign

3 results found:

Tree Farm	Owner	County	Acres	Status	Opt	Pri	NS	Inspection Date	Inspector	Inspection Status	Version	Editable?
<a href="#">AR-8010</a>	<a href="#">Bobby Johnson</a>	Cross	167	Certified	2018		2013	11/29/2012	Oaks, David	Approved	0310	Yes
<a href="#">AR-8010</a>	<a href="#">Bobby Johnson</a>	Cross	167	Certified	2018		2013	08/13/2008	Oaks, David	Approved	0104	No
<a href="#">AR-8010</a>	<a href="#">Bobby Johnson</a>	Cross	167	Certified	2018		2013	08/02/2002	Knight, Jim	Approved	0699	No

CREATE PDF

VIEW

ASSIGN INSP.

3

NEXT

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



GROWING S

3 results found:

Tree Farm	Owner	County	Acres	Status	Opt	Pri	NS	Inspection Date	Inspector	Inspection Status	Version	Editable?
<input type="radio"/> <a href="#">AR-8010</a>	<a href="#">Bobby Johnson</a>	Cross	167	Certified	2018		2013	11/29/2012	Oaks, David	Approved	0310	Yes
<input type="radio"/> <a href="#">AR-8010</a>	<a href="#">Bobby Johnson</a>	Cross	167	Certified	2018		2013	08/13/2008	Oaks, David	Approved	0104	No
<input checked="" type="radio"/> <a href="#">AR-8010</a>	<a href="#">Bobby Johnson</a>	Cross	167	Certified	2018		2013	08/02/2002	Knight, Jim	Approved	0699	No

CREATE PDF

VIEW

ASSIGN INSP.

NEXT

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

To assign inspections, select an inspector from the list below:

Inspector:

Oaks, David D

Choose inspector from Dropdown

located in a

Form Version:

2015 Standards Form - 0115

Date Due:

02/22/2019



ASSIGN

Can set a due date for inspector

Don't forget to hit assign!



- [LOG OUT](#) [HOME](#)
- [Privacy Statement](#)
- [User Manual \(pdf\)](#)
- [User Profile](#) ▶
- [Search/Create Records](#) ▶
- [Inspections](#) ▼
- [Assign Inspector](#)
- [View/Edit/Submit Inspections](#)
- [Print/Create Inspection Forms](#)
- [Blank 004 Form - 2010 Standards](#)
- [Writable Blank 004 Form - 2010 Standards](#)
- [Training](#) ▶

Owner State:

Owner County:

Sample Year:

National Sample Only:

Inspector Last Name:

Inspector First Name:

Inspection Status:

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

**SEARCH**

Select the inspection then click next.

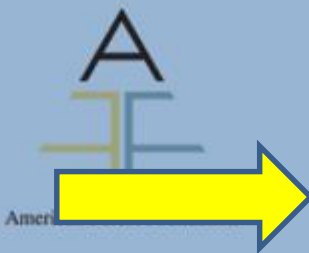
Tree Farm	Owner	County	Acres	Status	NS	Inspection Date	Inspector	Inspection Status	Version	Editable
<input type="radio"/> <a href="#">AR-8010</a>	<a href="#">Bobby Johnson</a>	Cross	127	Certified	2013	11/29/2012	Oaks, David	Approved	0310	Yes
<input type="radio"/> <a href="#">AR-8010</a>	<a href="#">Bobby Johnson</a>	Cross	127	Certified		08/13/2008	Oaks, David	Approved	0104	No
<input type="radio"/> <a href="#">AR-8010</a>	<a href="#">Bobby Johnson</a>	Cross	127	Certified		08/02/2002	Knight, Jim	Approved	0699	No
<input checked="" type="radio"/> <a href="#">AR-8010</a>	<a href="#">Bobby Johnson</a>	Cross	127		2013		Oaks, David	Assigned	0115	Yes

**CREATE PDF**

**VIEW**

**NEXT**

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



LOG OUT

HOME

# View/Edit/Submit Inspections

Privacy Statement

User Manual (pdf)

User Profile ▶

Search/Create Records ▶

Inspections ▼

Assign Inspector

View/Edit/Submit Inspections

Print/Create Inspection Forms

Blank 004 Form - 2010 Standards

Writable Blank 004 Form - 2010 Standards

Training ▶



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1. Search   2. **Tree Farm & Owner Info**   3. Inspection Details   5. Authorization   6. Review

CANCEL

BACK

NEXT

## Tree Farm AR-8010 [\(Edit\)](#)

### Tree Farm Information:

State: Arkansas  
County: Cross  
Ownership Type: Family  
Status: Certified  
Last Inspection: 11/29/2012  
Required Sample Year(s): 2013  
Acres: 127.0  
Tree Farm Type: State Program - Certification

### Location Information:

Location: Section

### Primary Owner:

Name: Bobby Johnson [\(Edit\)](#)  
Organization:  
ID: 63723  
State: Arkansas  
Absentee Owner? No  
Owns Multiple Tree Farms? No

DO NOT use your browsers back and forward buttons during this process! You will lose your progress. Use the green back and next buttons only!

You can edit the Landowner and property information form within the inspection now. Click edit to open the appropriate fields to edit

# Inspection Details 0115:

CANCEL

SAVE

BACK

NEXT

\* = Required Field

## Inspection Type

Inspection Status: Assigned

\*Inspecting Forester: Oaks, David

+Initial Inspection:  Certified/Recognition  Pioneer

-or- +Reinspection:  Recertification/Renewal  Pioneer

Decertification:

+Field Inspection Date:  MM/DD/YYYY

-or- +Tree Farmer Interview Date:  MM/DD/YYYY

Type:  Field  Phone  Email

Select Type as "Field" if any field visit took place during the execution of the interview, even if it was followed by a phone call for the interview.

Enter the inspection status, date, and type, along with filling out all other relevant fields, then click next.

## Notes/Updates

CANCEL

SAVE

BACK

NEXT



## Standards Checklist:

CANCEL

SAVE

YES TO ALL

BACK

NEXT

\* = Required question

+ = Follow up question (required if parent question's answer is Yes)

### STANDARD 1. COMMITMENT TO PRACTICING SUSTAINABLE FORESTRY (MANAGEMENT PLAN)

**PM 1.1** Landowner has and implements a management plan that is consistent with the size of the forest and the scale of the operation.  Yes  No \*

Location of management plan, including a map of the forest, is consistent with the management plan.  Yes  No \*

#### Indicator

**1.1.1.** Management plan is current and remains appropriate for the landowner's current objectives, knowledge about natural resources and sustainable forestry.  Yes  No \*

**1.1.2.(a)** Management plan describes current forest conditions, landowner's objectives; management activities aimed at achieving landowner's objectives, documents a feasible strategy for activity implementation and includes a map accurately depicting significant forest-related resources.  Yes  No \*

**1.1.2.(b)** Management plan demonstrates consideration of the following resource elements: forest health, soil, water, wood and fiber production, threatened and endangered species, special sites, invasive species and forests of recognized importance (FORI).  Yes  No \*

**1.1.2.(c)** Where present and relevant to the property, the plan describes management activities related to the following elements: fire, wetlands, desired species, recreation, forest aesthetics, biomass, and/or carbon.  Yes  No \*

**1.1.3** The landowner should monitor for changes that could interfere with the management objectives as stated in management plan. When problems are found, are reasonable actions taken?  Yes  No \*

If this is a recertification, complete the standards checklist with as much detail as available.

Inspection that lead to decertification or pioneer to do not need to fill this checklist.

Click next to proceed.





# View/Edit/Submit Inspections

1. Search   2. Tree Farm & Owner Info   3. Ins   **5. Authorization**   6. Review

## Authorization:

Sign and date the inspection, click next to review what you've entered.

**CANCEL**   **SAVE**

**BACK**   **NEXT**

\* = Required Field

### Authorization

**Landowner:**

MM/DD/YYYY

Bobby Johnson

9/9/2015



Landowner legal signature confirmation

\* **Qualified ATFS Inspector:**

Oaks, David

9/9/2015

\* **Recommendation:**

Certification/Recognition    Pioneer    Decertification

**Regional Approval:**

**Recommendation:**

Certification/Recognition    Pioneer    Decertification

**State Approval:**

State admin

9/9/2015

**Recommendation:**

Certification/Recognition    Pioneer    Decertification

If you are the state approval this where you would enter your name.

DOTS

# View/Edit/Submit Inspections

1. Search   2. Tree Farm & Owner Info   3. Inspection Details   4. Standards Checklist   5. Authorization   6. Review

## Review:

CANCEL

SUBMIT AS APPROVED

BACK

### Inspection Type

Inspection Status: Assigned  
Inspecting Forester: David D Oaks  
Reinspection: Pioneer  
Field Inspection Date: 09/09/2015  
Interview Type: Field  
Owns Multiple Tree Farms: No

If this inspection is completed with all the approvals, hit submit as approved.

And you're done!

### Notes

### Performance Measure/Indicator

#### STANDARD 1. COMMITMENT TO PRACTICING SUSTAINABLE FORESTRY (MANAGEMENT PLAN)

**PM 1.1** Landowner has and implements a written forest management plan consistent with the size of the forest and the scale and intensity of the forest activities.

Location of management plan, maps and other related documents?

#### Indicator

**1.1.1.** Management plan is active, adaptive and embodies the landowner's current objectives, remains appropriate for the land certified and reflects the current state of knowledge about natural resources and

# Certification and Inspection Tracking System

LOG OUT

HOME

## View/Edit/Submit Inspections

Privacy Statement

User Manual (pdf)

User Profile ▶

Search/Create Records ▶

Inspections ▼

Assign Inspector

View/Edit/Submit Inspections

Print/Create Inspection Forms

Blank 004 Form - 2010 Standards

Writable Blank 004 Form - 2010 Standards

Training ▶

1. Search   2. Tree Farm & Owner Info   3. Inspection Details   4. Standards Checklist   5. Authorization   6. Review

## Email Request for Approval:

\* = Required Field

### State Administrator or Approver Selection

\* State Admin or Approver: Jennifer Lambert (State Admin) ▼

SUBMIT



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The database will prompt you to submit the inspection to the state administrator. An email notifying the approver will automatically be generated.

If you are the administrator you will have the option to approve the inspection on this page

# Certification and Inspection Tracking System

LOG OUT

HO

Success

Privacy Statement

User Manual (pdf)

User Profile

Search/Create Records

Inspections

Assign Inspector

View/Edit/Submit Inspections

Print/Create Inspection Forms

Blank 004 Form - 2010 Standards

Writable Blank 004 Form - 2010 Standards

Training



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1. Home & Owner Info 3. Inspection Details 4. Standards Checklist 5. Authorization 6. Review

The inspection, along with any changes made, was successfully submitted for approval.

OK

Success! You have submitted an inspection. Give yourself a pat on the back. Thank you for using the ATFS Database.

**But is there an easier way? Yes!**

# Entering Inspections, 2 ways

- The old fashioned way, we just saw
- PDF uploader method
  - Inspector or admin emails the PDF form to [inspectors@forestfoundation.org](mailto:inspectors@forestfoundation.org) with subject upload004
- Inspectors can do both of these methods on their own
- More details available at Leader's Only



# Entering a *New* Tree Farm

1. Create new landowner(s)
2. Create new Tree Farm
3. Tie the landowner to the tree farm
4. Assign inspection
5. Enter inspection
6. Approve inspection
7. Done!

Note: Inspectors cannot create new Tree Farms so they will need district chair or admin's help!



LOG OUT HOME

Sea

1. Search for the individual. Please confirm their information is correct

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

Sea

Last Name:   
 First Name:   
 Organization Name:   
 Member ID:   
 City:   
 State:   
 County:

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

SEARCH

Not the Bobby Johnson you're looking for?

3 results found:

Need to share these search results?

Select to view the record

	Name	City	State	ID	Owner?	Inspector?	Facilitator?	Tree Farm
<input type="radio"/>	<a href="#">Bobby Johnson</a>	Cherry Valley	AR	63723	Yes	No	No	<a href="#">AR-801</a>
<input type="radio"/>	<a href="#">Bobby Johnson</a>	Daingerfield	TX	83952	Yes	No	No	<a href="#">TX-77</a>
<input type="radio"/>	<a href="#">Bobby R Johnson</a>	Santa Fe	TX	0	No	No	No	

VIEW

EXPORT CSV

EMAIL

UPDATE

CREATE NEW

American Fore... Association



## Name/Organization

Member ID: 63723

Prefix:

+ First Name:

Middle Initial:

+ Last Name:

Suffix:

Nickname:

\*Type: Person

\*Preferred Contact Method:

++ Organization:

+ "First Name" and "Last Name" required for a Person.

++ "Organization" name required for an Organization.

Fill in all the details.  
Database will let you  
know if something is  
missing.

## Status

Deceased:

Contact Information Status:

## Primary Address

No Mail:

\*Type:

\*Address Line 1:

Address Line 2:

Address Line 3:

Getting email when  
possible is important



How did landowner learn about ATFS?:

- My Inspector
- Currently a Tree Farmer
- ATFS Sign
- Referred by Tree Farmer
- Website
- Brochure
- Landowners Assn
- Magazine
- Forestry Association
- Field Day/Education Event

This info comes from the 004 inspection form

Conservation Organizations:

- State Forestry Assn
- State Landowner Assn
- County/Local Forestry Assn
- Ducks Unlimited
- Nat Wild Turkey Fed
- QDMA

Other

Be sure to click CREATE to save your work!



CANCEL

CREATE

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

- User Profile** ▶
- Administrative Access** ▼
- User
- Disable User
- Delete Records** ▶
- Search/Create Records** ▼
- Individual
- Facilitator
- Inspector
- Tree Farm Properties** ←
- Inspections** ▶
- Tree Farm Reports** ▶
- Tree Farmer Reports** ▶
- Facilitator Reports** ▶
- Administrative Reports** ▶
- National Reports** ▶
- Group Reports** ▶
- Group Reports** ▶
- Training** ▶

## Search Tree Farms:

Tree Farm State:

Tree Farm Number:

Tree Farm County:

Owner Last Name:

Owner First Name:

Owner Organization:

Member ID:

Owner State:

Owner County:

To select  
Mac: Ap  
PC: Ctrl-

T  
M  
P

**SEARCH**

Now create the Tree Farm

**Or create a new Tree Farm:**

**CREATE NEW** ←

Member ID:

City:

State:

County:

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

**SEARCH**

**Select an individual to assign as an owner or contact for the Tree Farm:**

Name	City	State	ID	Owner?	Inspector?	Facilitator?
<input checked="" type="radio"/> Bobby Johnson	Cherry Valley	AR	63723	Yes	No	No

**ADD TO OWNERS**

**ADD TO CONTACTS**

**Manage Owners of the Tree Farm**

Name	City	State	ID	Absentee	Primary
<input type="radio"/> Bobby Johnson	Cherry Valley	AR	63723	<input type="checkbox"/>	<input checked="" type="radio"/>

**DELETE**

**Manage Contacts of the Tree Farm**

Name	City	State	ID	Primary
<input type="radio"/> Bobby Johnson	Cherry Valley	AR	63723	<input checked="" type="radio"/>

**DELETE**

Tie the property to the owners you just created in prev. step

Designate a Primary Owner and Contact for all properties



GROWING S...

# Creating New Tree Farm 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

Property Notes:

Is Action Item

Landscape Management Plan:

Provide TF # here, must be unique

The status and date fields will automatically fill themselves when you enter the inspection

Scroll down...  
All of this  
comes from  
the 004 form



### Programs Property Is Enrolled In

- Conservation Easement
- Forest Tax Law / Tax Abatement
- State Forest Stewardship Program
- Cost Share Federal
- Cost Share Federal
- Cost Share State
- Cost Share Local

Other

### Manage Tree Farm Locations

	Acres	County Name	Location	IsPrimaryLocation
<input type="radio"/>	127.0	Cross	Section	Yes

To enter the  
location and  
acreage  
information



## Viewing to Confirm Record Update

# Tree Farm AR-8010

### Tree Farm Information:

State: Arkansas  
Ownership Type: Non-Industrial Private  
Status: Certified  
Initial Certification Date: 08/02/2002  
Last Inspection:  
Required Sample Year(s):  
Acres: 127.0  
Tree Farm Type: State Program

### Location Information:

County: Cross  
Location: Section  
Acres: 127.0  
Primary: Yes

### Primary Owner:

Name: Bobby Johnson  
Organization:  
ID: 63723  
State: Arkansas  
Absentee Owner? No  
Owns Multiple Tree Farms? No

### Primary Contact

The primary contact is the same as the owner.

Always  
**<CONFIRM>**  
to save changes

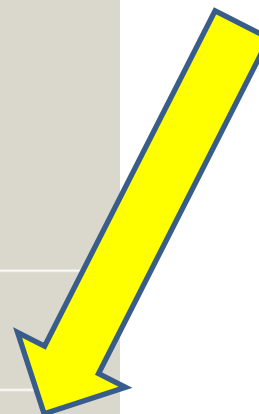


GROWIN

CANCEL

BACK

CONFIRM



And now repeat the steps for a re-inspection.

Can email inspection at this point.

Questions?



GROWING STEWARDSHIP FROM THE ROOTS

# Updating Inspector's Training



GROWING STEWARDSHIP FROM THE ROOTS



# Updating Inspector Trainings

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

## Search Records:

Last Name:

First Name:

Organization Name:

Member ID:

City:

State:

County:

SEARCH

To update and inspector's training, first search for the inspector

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

One result found:

Name	City	State	Member ID	Owner?	Inspector?	Facilitator?	Tree Farms
<input checked="" type="radio"/> <a href="#">Any Forester</a>	Washington	DC	147602	No	Active	No	

VIEW EXPORT CSV EMAIL CREATE / UPDATE

Can export search results again...

## User account information for Any Forester

\*Username:

\*Password:

\*Retype Password:

\*Password Hint:

\*Hint Answer:

You can also reset inspector passwords here!

## Inspector Information

\*State(s):

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):

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

**GET COUNTIES**

If the inspector has preferred counties to work in, that can be specified here

[Update Contact Information](#)

Student:

Graduation Date:

If you train forestry students who want to become an inspector upon graduation, they can be entered in advance

## 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:

	<u>Training Type</u>	<u>Course Name</u>	<u>Training Date</u>	<u>Facilitator</u>
<input type="checkbox"/>	Classroom	Inspector Training	11/21/2002	
<input type="checkbox"/>	Classroom	Inspector Training	07/24/2007	
<input type="checkbox"/>	On-Line	Inspector Refresher	05/19/2010	
<input type="checkbox"/>	On-Line	Inspector Refresher	04/06/2015	

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

### Add Training:

Training Type:  \*Training Date:

\*Facilitator: Filter  Select Name

Please select the facilitator of this classroom training. Use the filter drop down to shorten the facilitator's list by last name.

**ADD**

### Add Training Application:

Training Application:  \*Activity Date:

**ADD**

Trained Date: 04/06/2015

Last Inspection Date: 05/30/2018

Expiration Date: 03/15/2020

Status:  Active  
 Inactive  
 Archived

Archive Reason:

**\*NEW\***

Identify the facilitator of the training

Add classroom and training applications here

**ADD**

Archived status for retired ATFS inspectors



# Questions?



GROWING STEWARDSHIP FROM THE ROOTS