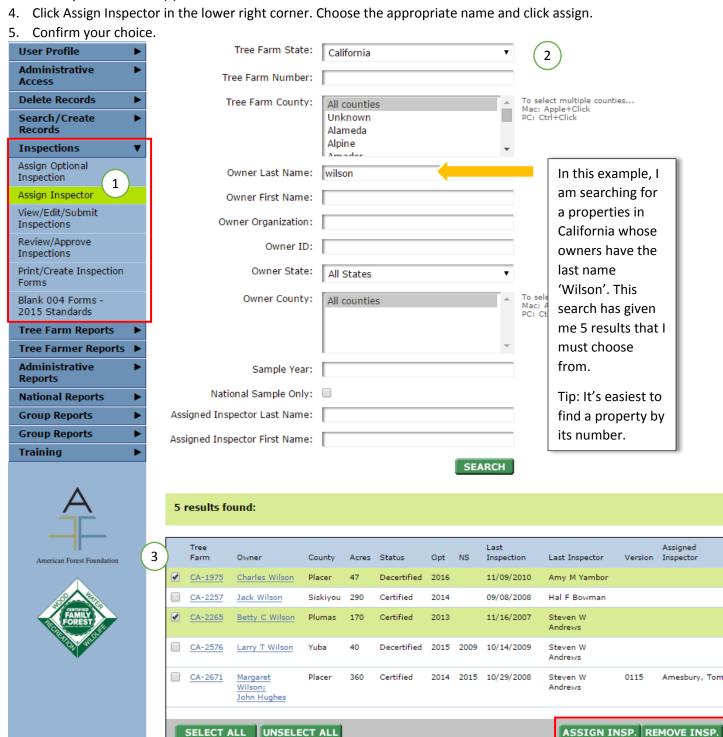
How to Enter Inspections Inspector's Version

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.

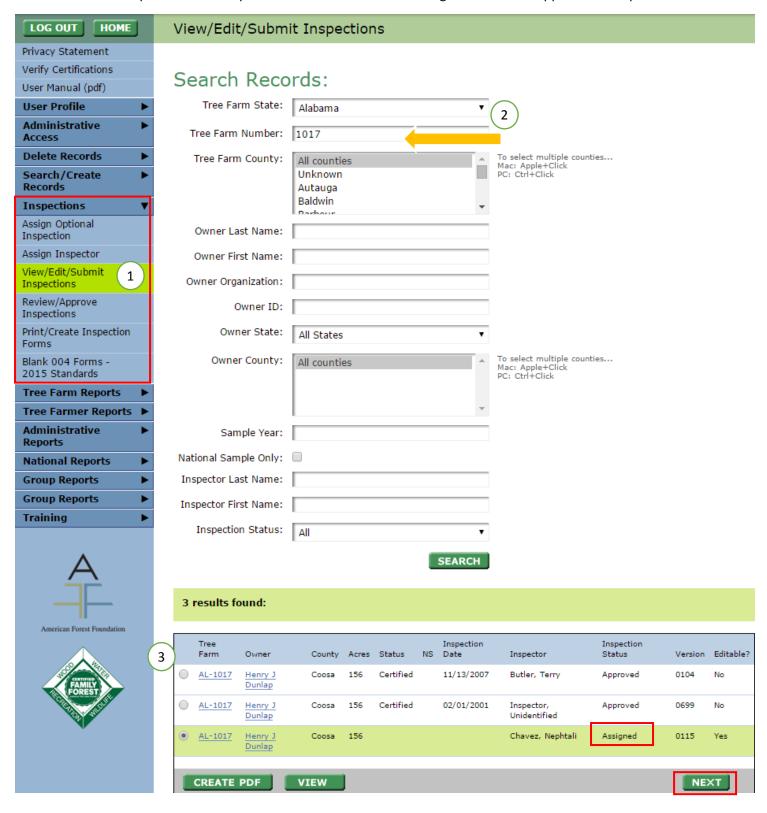
<u>Phase 1 Assignment</u>: If the inspector has not been assigned yet, this will need to be done before an inspection can be entered. **Note**: An inspector will only be able to assign themselves to a property if they are listed as the last inspector. If the inspector cannot assign themselves to a property, 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



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.



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.