ATFS Database Basics

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®.
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
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
How To:

Do it yourself now at

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

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Access Level</th>
<th>userID</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>Captain</td>
<td>Area Chair</td>
<td>dcaptain</td>
<td>4demo</td>
</tr>
<tr>
<td>Any</td>
<td>Forester</td>
<td>Inspector</td>
<td>aforester</td>
<td>4demo</td>
</tr>
<tr>
<td>Admin</td>
<td>Access</td>
<td>State Administrator</td>
<td>ATFSadmin</td>
<td>4demo</td>
</tr>
</tbody>
</table>
User Guide Always Available

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

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Leader’s Only Also Available

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

- Continuously updated
Completing a Reinspection
Overview

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

1

2

3
Choose inspector from Dropdown

Can set a due date for inspector

Don’t forget to hit assign!
Select the inspection then click next.
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.
Enter the inspection status, date, and type, along with filling out all other relevant fields, then click next.
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.
Sign and date the inspection, click next to review what you’ve entered.

If you are the state approval this where you would enter your name.
If this inspection is completed with all the approvals, hit submit as approved.
And you’re done!
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.
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 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!
1. Search for the individual. Please confirm their information is correct

Select to view the record

Not the Bobby Johnson you’re looking for?

Need to share these search results?

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

Getting email when possible is important.
Be sure to click CREATE to save your work!

This info comes from the 004 inspection form.
Now create the Tree Farm

Or create a new Tree Farm:

CREATE NEW
Designate a Primary Owner and Contact for all properties

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

- Name: Bobby Johnson
- City: Cherry Valley
- State: AR
- ID: 63723
- Owner?: Yes
- Inspector?: No
- Facilitator?: No

Manage Owners of the Tree Farm

- Name: Bobby Johnson
- City: Cherry Valley
- State: AR
- ID: 63723

Manage Contacts of the Tree Farm

- Name: Bobby Johnson
- City: Cherry Valley
- State: AR
- ID: 63723

Tie the property to the owners you just created in prev. step
Creating New Tree Farm Record

- Status and date fields will automatically fill themselves when you enter the inspection.

Provide TF # here, must be unique.

- **State:** Arkansas
- **Tree Farm Number:** 8010
- **Ownership Type:** Non-Industrial Private/Family
- **Tree Farm Type:** State Program - Certification
- **Tree Farm Status:** Unknown
- **Initial Certification Date:**
- **Certification/Decertification Date:**
- **Property Notes:**
- **Landscape Management Plan:** None
- Is Action Item

The status and date fields will automatically fill themselves when you enter the inspection.
To enter the location and acreage information, scroll down...
All of this comes from the 004 form.

Manage Tree Farm Locations

<table>
<thead>
<tr>
<th>Acres</th>
<th>County Name</th>
<th>Location</th>
<th>IsPrimary/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>127.0</td>
<td>Cross</td>
<td>Section</td>
<td>Yes</td>
</tr>
</tbody>
</table>

To enter the location and acreage information.
**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.

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Always `<CONFIRM>` to save changes.
And now repeat the steps for a re-inspection.

Can email inspection at this point.

Questions?
Updating Inspector’s Training
Updating Inspector Trainings

To update and inspector’s training, first search for the inspector.

Can export search results again...
You can also reset inspector passwords here!

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

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

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.
*NEW* Identify the facilitator of the training

Add classroom and training applications here

Archived status for retired ATFS inspectors
Questions?