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

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.
4. Hit update

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.

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.

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