



American Forest Foundation



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

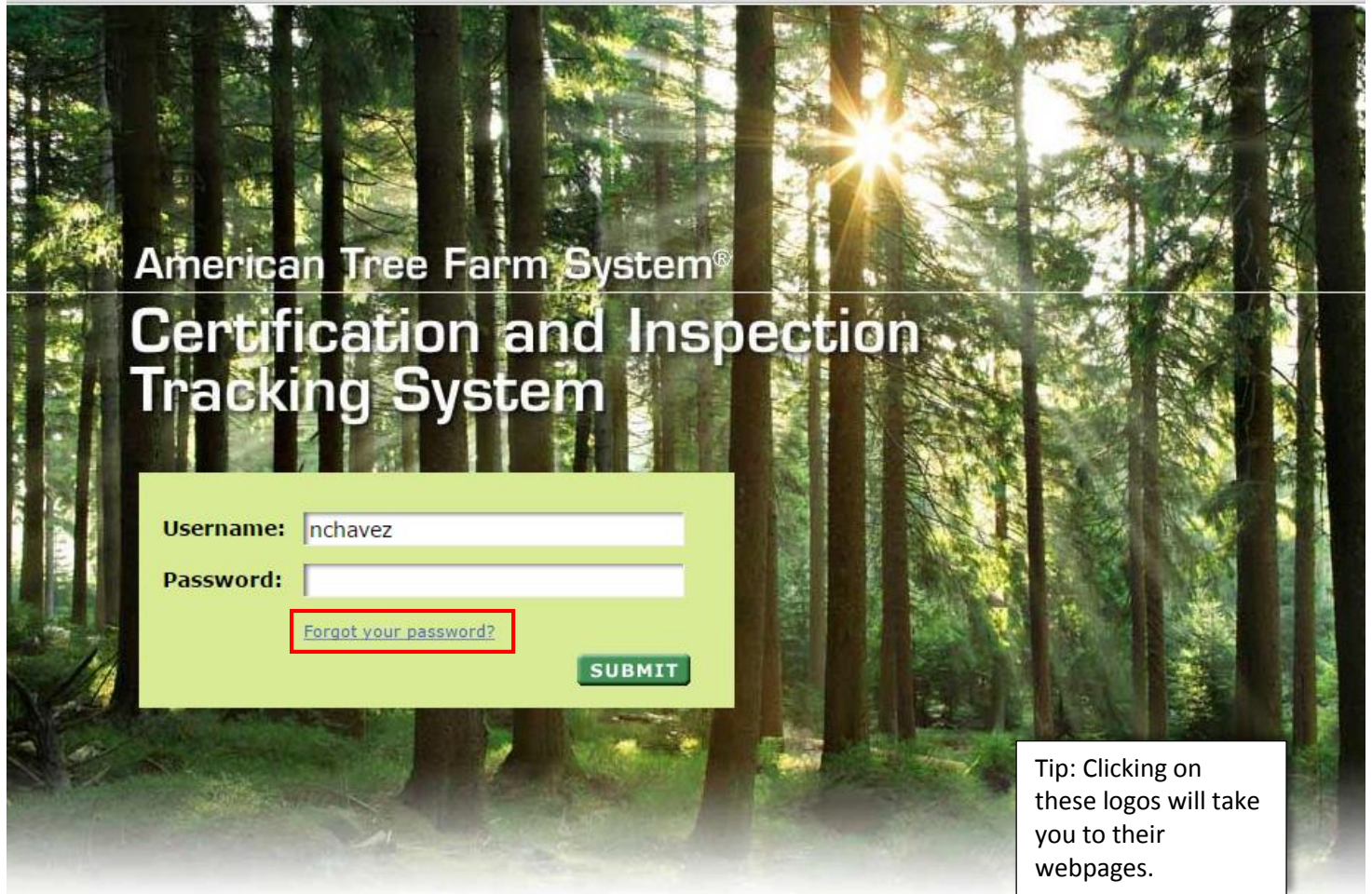
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Signing into ATFS

The webpage where the ATFS database is housed is 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.



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®](#).



Introduction to ATFS Home Page

When logging into www.atfsdatabase.org, this is the home page that you will see. If you are logging in for the very first time, you will need to agree to comply with our non-disclosure agreement.

Based on the level of access that you have (inspector, district chair, state administrator, etc.) you will be able to see more or less options.

The screenshot shows the ATFS Home Page in a web browser. The browser address bar displays <https://www.atfsdatabase.org/atfs/welcome.jsp#top>. The page features a green header with the title "Certification and Inspection Tracking System" and a "Welcome!" message. A left sidebar contains a menu with options like "LOG OUT", "HOME", "Privacy Statement", "Verify Certifications", "User Manual (pdf)", "User Profile", "Search/Create Records", "Inspections", "Tree Farm Reports", "Tree Farmer Reports", "Administrative Reports", "Group Reports", and "Training". The main content area includes a version number "1.0.5.4", a personalized welcome message for "Nephtali Chavez" identifying him as a State Administrator in District Of Columbia, and several news items under the heading "What's New!". A footer area contains logos for the American Forest Foundation and the Certified Family Forest program. Three callout boxes provide additional context: one points to the menu area, another points to the user's name and access level, and a third points to the support email addresses.

This is the menu area where you navigate throughout the database

You should see your name and what your level of access is here. If one of your levels of access has expired you will be notified of that here. Do NOT share your username and password with anyone.

Welcome, **Nephtali Chavez**.
You are registered as a State Administrator in District Of Columbia.

What's New!
Data entry for new inspections using the 2015-2020 Standard is now available! You may now download the new PDF form and assign and enter inspections using the new standard.
The App is Back! The app has undergone some updates in order to complement our [new and improved 004 form](#). If you are not familiar with this tool which streamlines the inspection process, reduces the chance for error, and allows inspection forms to be completed in the field from your smartphone, [please visit our App Page](#) for more information and a link to download. Inspectors can contact Nephtali Chavez at nchavez@forestfoundation.org to get their log-in information and assistance with the app.
New and Improved Inspector Refresher Training Now Available! The online refresher training that is housed in this database is now up and running. With the new 2015-2020 Standards of Sustainability, all inspectors will need to be retrained either online or in classroom. Inspectors who have been trained since January 1, 2013 or are currently trained to the 2010-2015 Standards, and have done an inspection in the last 2 years (since Jan. 1, 2013) may do the online refresher training (they will need their username and password). All others must complete the in-person training workshop.
Know What's in your reports Ahead of Time! Do you wish you knew what fields were in your ATFS report before creating it? Well now you can, with a handy cheat sheet that Nephtali has created. The document explains what fields are in each report and what that field means. Contact Nephtali Chavez at nchavez@forestfoundation.org to get one!

For general questions on using the database, email inspectors@forestfoundation.org
To report problems with the ATFS database, send an email to: atfs.support@jws.com

Need help?
Is the database broken?
Email these people.

Capabilities of Each User Access Role

Everyone who has a login for the database has a certain access role that will determine what features of the database are available. The roles in the table below are the most common and roles can change at any time.

Capabilities of each role	State Viewer	Approver	Inspector	District Chair	State Admin	Nat'l Admin
Verify certifications					✓	✓
Create Database Users						✓
Delete Records						✓
Search Records	✓	✓	✓	✓	✓	✓
Create Individuals				✓	✓	✓
Create TF Properties				✓	✓	✓
Edit Individuals/ Properties			✓**	✓	✓	✓
Assign Inspections			**	✓	✓	✓
View/Edit/Submit Inspections	(Can view)	(Can view)	✓	✓	✓	✓
Approve Inspections		✓		✓	✓	✓
Print/Create Inspection Forms			✓	✓	✓	✓
Tree Farm Reports				✓	✓	✓
Tree Farmer Reports					✓	✓
Administrative Reports					✓	✓
Online Training			✓	✓	✓	✓

****Inspectors can edit/assign themselves to a property if they were the last person to inspect that property (according to the database). They can edit individuals.**

How to update your profile and password

Your contact information is stored in the ATFS database and can be updated at any time. If you are granted access to www.atfsdatabase.org, you will be given a username and password that can be changed at any time.

To update your profile or password:

1. On the menu to the left side of the screen, click user profile so that it expands. You will see “Update My Profile” and “Change My Password” underneath
2. To update contact information, click “Update My Profile”
 - a. When updating your profile, you may erase and replace any relevant contact information.
 - b. Fields marked with asterisk (*) are required to be filled out.
 - c. Be sure to hit the update button, followed by the confirm button in order for changes to be saved.
3. To change your password or login hint, click “Change My Password”
 - a. You will need to type in your current password followed by the new password.
 - b. Update your hint question and answer, if needed.
 - c. Click Update in order to save the changes.

American Tree Farm System®
Certification and Inspection Tracking System

LOG OUT HOME Welcome!

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User Profile ▼
Update My Profile
Change My Password
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Tree Farm Reports ▶
Tree Farmer Reports ▶
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Group Reports ▶
Training ▶

Version 1.0.5.4

Welcome, **Nephtali Chavez**.
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What's New!

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New and Improved Inspector Refresher Training Now Available! The online refresher training that is housed in the database is now up and running. With the new 2015-2020 Standards of Sustainability, all inspectors will need to be

How to Search for Records

A large portion of work done in the database is just being able to find a person or property. Under Search/Create Records, you have the option to search for individuals (any person or organization), inspectors, and properties.

Each search menu has many optional fields to begin your search by. In the example below, I am searching for a landowner with the last name Peters who lives in Tennessee. If I just enter the last name Peters, in the last name field, I would get 250 results (this is the max number of results), but if I include Tennessee as the state, my results are narrowed down significantly. *The number of results returned depends on the level of detail entered in the search.*


Search Tips

1. The name text fields use an automatic “wildcard” or “wild character” meaning partial information can be used. When searching for a name or organization, the full name does not need to be entered. The Tree Farm Number field does not automatically have a wildcard, you can use the % symbol around the number being searched.
2. Keep in mind that many people have nicknames when searching for someone. Searching by nickname in the first name field will also search for that person by their nicknames.
3. Anything typed in to the last name field, will also search within organizations, because many organizations use the last name of the owner and vice versa.
4. Sometimes, individuals live in one state and own property in another. When doing a search for a record, “All States” should be left in the search field. For example, if you search for John Smith who has a property in Alabama, you may not find him if he lives in Florida.
5. Keep your searches **broad**. The less information you enter the more likely you will find the person with the weird nickname or shortened name (Tom vs Thomas). I.e., enter last name and first initial of first name.

LOG OUT **HOME**

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Inspections ▶
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Training ▶

American Forest Foundation



Searching For Individuals

Search Records:

Last Name: ←

First Name:

Organization Name:

Owner ID:

City:

State: ←

County:
Unknown
Anderson
Bedford
Benton

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

SEARCH

2 results found:

Name	City	State	Owner ID	Owner?	Inspector?
<input type="radio"/> J. W. Peters	Maryville	TN	1834	Yes	No
<input type="radio"/> Noel M Peterson	Lake City	TN	59379	Yes	No

VIEW **EMAIL** **UPDATE**

Here we are searching for a person; organizations can also be searched in this section as well. Contact information can be updated on this page.

Searching for an Inspector

State administrators and district chairs that are interested in determining when an inspector was trained or what their username and password are will need to find the inspector record first. Other users who search for an inspector will only be able to see contact information, any properties owned and if they are active inspectors or not.

1. Under Search/Create Records, choose inspector
2. Search for the inspector by any of the available fields. If you know the inspector's ID number that can be used in the Member ID field.
3. When your result(s) appear, choose the inspector of interest, by clicking the circle next to their name.
4. Click the green Create/Update button. This will expand the page and open the record (see image below). Be sure to save any changes made.

User account information for

*Username:

*Password:

*Retype Password:

*Password Hint:

*Hint Answer:

As a state administrator or district chair you can, change usernames, passwords & hints for inspectors.

Inspector Information

Organization:

*State(s):

These are the states the inspector is eligible to inspect in. If they would like to inspect in more states, just ask a national staff member to add them to those states.

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:

Training Type	Course Name	Training Date
<input type="checkbox"/> Classroom	Inspector Training	01/01/2015

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

Add Training:

Training Type: *Training Date:

Trained Date: 01/01/2015

Expiration Date: 01/01/2017

Inactive:

This is the history of this inspector's training. If the inspector should not appear on your lists, you may mark them as inactive.

Searching for a Tree Farm

Reasons for searching for a Tree Farm:

- Updating property information including acreage, location, ownership, contacts (only certain users can do this)
- Need property information
- Assign the property to an inspector (only certain users can do this)
- Determine certified status
- View the last inspection or last inspector

To search for a Tree Farm:

1. Under Search/Create Records, choose Tree Farm Properties
2. Several search field options will appear. The easiest way to find a property is by entering the state and that unique number associated with the property. You can also search by the owner's name.
3. When your result(s) appear, choose the property of interest by clicking on the property number.

LOG OUT **HOME** Searching Tree Farms

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Tree Farm Properties
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American Forest Foundation
WOOD WATER RECREATION WILDLIFE
CERTIFIED FAMILY FOREST

Search Tree Farms:

Tree Farm State: Colorado

Tree Farm Number: 101

Tree Farm County: All counties
Unknown
Adams
Alamosa
Arapahoe

Owner Last Name:

Owner First Name:

Owner Organization:

Owner ID:

Owner State: All States

Owner County: All counties

SEARCH

One result found:

Tree Farm	Owner	County	Acres	Type	Status	NS	Last Inspection
CO-101	Royce Walz Patsy Walz	Boulder	190	State Program - Certification	Certified	2008	10/21/2008

VIEW **UPDATE**

The Tree Farm Number field can be more broadly searched by using the % symbol to activate the wildcard feature. In this example, if I entered the TF Number as %101% the search results would return all Colorado properties that contained the number 101 in the overall Tree Farm number.

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

Tip: Click on links highlighted in blue to see more information about that field.

How to Edit Records

Once you have found the record that needs adjustment you can edit it several ways. Hyperlinks to editing records can be found throughout the database. Clicking on these links opens a new window that allows you to edit the record.

What can be edited:

- Contact information
- Marking individuals as deceased
- Property details
- Inspection (004) details if done within 6 months of submission
- Inspector's training details
- Marking an inspector as inactive

Keep in mind editing is different from deleting. You cannot delete anything in the database, to do that get in touch with national staff.

Editing Individuals

1. Search for the individual or organization you'd like to edit by going to Search/Create records → individual. Keep in mind that people sometimes have several nicknames they could be under. **Search Tips**
2. Once located, select the record to edit by clicking the circle next to their name.
3. Click update to access and update their contact information, be sure to confirm changes.
4. *Alternative method: Once the record is located, click on their name to open the editable contact information.

LOG OUT **HOME** **Searching For Individuals**

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Group Reports ▶
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Search Records: 2

Last Name: ←
First Name:
Organization Name:
Owner ID:
City:
State: ←
County:
All counties
Unknown
Anderson
Bedford
Benton

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

SEARCH

2 results found:

Name	Inspector?
<input checked="" type="radio"/> J. W. Peters	<input type="checkbox"/>
<input type="radio"/> Noel M Peterson	<input type="checkbox"/>

Tip: You update can update the deceased checkbox by click on their name and checking "deceased". If someone need to be unchecked you will need to contact the national office.

VIEW **EMAIL** **UPDATE**

Editing Tree Farms Method 1

Under Search/Create Individuals → individuals you search for people or organizations. In the search results you will see what Tree Farm properties the individual is listed as the owner of.

1. Search for the individual that is owner of the property of interests
2. In the search results, click the Tree Farm linked to their name. This will open the details of the property that can be edited.
3. Confirm changes

Name	City	State	Owner ID	Owner?	Inspector?	Facilitator?	Tree Farms
<input checked="" type="radio"/> J. W. Peters	Maryville	TN	1834	Yes	No		TN-435
<input type="radio"/> Noel M Peterson	Lake City	TN	59379	Yes	No	No	TN-3060

Editing Tree Farms Method 2

1. Under Search/Create Records, click on Tree Farm Properties.
2. Find the Tree Farm of interest by using any of available search fields. Remember the search tips.
3. Select the specific property of interest by clicking on the circle next to the Tree Farm number.
 - a. Here you could also just click on the Tree Farm number directly, this is a hyperlink.
4. Hit Update

Editing Inspections

Inspections can only be edited within 6 months of the inspection. If an inspection needs to be editing after that time frame, get in touch with staff at national.

1. Under Inspections → View/Edit/Submit inspections search for the property that was inspected
2. Once found, select the inspection by clicking the circle next to the Tree Farm number.
3. Hit next to open up the inspection details.

2 results found:

Tree Farm	Owner	County	Acres	Status	NS	Inspection Date	Inspector	Inspection Status	Version	Editable?
<input checked="" type="radio"/> Tompkins		Waldo	33.0	Certified		05/21/2015	Chavez, Nephtali	Approved	0115	Yes
<input type="radio"/> ME-55	Ellen W Tompkins	Waldo	33.0	Certified		11/01/1996	Potter, Harry	Approved	0699	No

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

Editing Inspector Training Details

1. Search for the inspector under Search/Create Records → Inspector.
2. Once found, select the inspector by clicking the circle next to their name.
3. Click Create/Update next to their name and enter or update their training.

How to Create Records

Only State Administrators or District Chairs can create new records.

Information needed to create a new Person/Organization:

- Contact information
- Keep in mind creating is different from replacing/deleting. You cannot delete anything in the database, to do that get in touch with national staff.

Creating Individuals

5. Search for the individual or organization you'd like to edit by going to Search/Create records → individual. Keep in mind that people sometimes have several nicknames they could be under, so doing a broad search is best.
6. You shouldn't be able to locate the person of interest, because they don't exist yet.
7. Hit Create New enter the individual or organization's contact information.
8. Tip: Do not put multiple people in the same record (Joe & Mary) and try to avoid nicknames or shorthand names for the first name. If you'd like to address multiple people in 1 record for mailing purposes, you can use the organization line (The Pearson Family, or Joe, Mary, & Beth) so that when mailing are done, that option is available.

LOG OUT **HOME** Searching For Individuals

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Search/Create Records ▶ **1**
Individual
Facilitator
Inspector
Tree Farm Properties
Inspections ▶
Tree Farm Reports ▶
Tree Farmer Reports ▶
Administrative Reports ▶
National Reports ▶
Group Reports ▶
Group Reports ▶
Training ▶

Search Records:

Last Name: crowle **2**
First Name: c
Organization Name:
Owner ID:
City:
State: All States
County: All counties

SEARCH

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

Keeping searches broad gives me a better chance of finding the right person/organization. This search will return anyone with "crowle" in their last name and "c" in their first name, this helps find people with nicknames. No other search fields filled.

6 results found:

Name	City	State	Owner ID	Owner?	Inspector?	Facilitator?	Tree Farms
Francis Crowley	Falcon Heights	MN	57195	Yes	No	No	MN-6116
Jessica Crowley	Dallas	TX	0	No	No	No	
Jessica Crowley	Elma	NY	0	No	No	No	
Lawrence W Crowley	Dodgeville	WI	104821	Yes	No	No	WI-WIMFL-25-041-2000
Michael Crowley	Friendship	ME	26226	Yes	No	No	NH-1395
Nancy Crowley	Stone Mountain	GA	0	No	No	No	

VIEW **EMAIL** **UPDATE** **CREATE NEW** **3**

American Forest Foundation
WOOD WATER
CERTIFIED FAMILY

Information needed to create new Tree Farms:

- Property details such as acreage, ownership type, location.
- Owner needs to already exist in database

Creating Tree Farms

Under Search/Create Individuals → Tree Farm Properties you can immediately create a new property if you know for sure that it doesn't exist yet. If unsure, you can do a search by owner's name and see if anything comes up.

Name	City	State	Owner ID	Owner?	Inspector?	Facilitator?	Tree Farms
<input checked="" type="radio"/> J. W. Peters	Maryville	TN	1834	Yes	No	No	TN-435
<input type="radio"/> Noel M Peterson	Lake City	TN	59379	Yes	No	No	TN-3060

1. On the first page of creating new tree farm you will need to identify who the owners and contact persons are. Search for them in the available search fields.
2. Second page: enter the TF # and details about the property. Acreage and location must be added in the sub table at the bottom of the page, by clicking "create new"
3. Save any changes.

Information needed to create new inspections:

- Inspection details (004 form)

Creating Inspections

1. Assign inspector to property.
2. Under inspections → view/edit/submit inspections, search for the property that was inspected.
3. Select that property by clicking the circle next to the TF#, and the hit next.
4. From there, all 004 information can be entered. If you save and exit midway, the inspection will remain as a draft.
5. Submit inspection for approval when complete.

2 results found:

Tree Farm	Owner	County	Acres	Status	NS	Inspection Date	Inspector	Inspection Status	Version	Editable?
<input checked="" type="radio"/> ME-55	Ellen W Tompkins	Waldo	33.0	Certified		05/21/2015	Chavez, Nephtali	Approved	0115	Yes
<input type="radio"/> ME-55	Ellen W Tompkins	Waldo	33.0	Certified		11/01/1996	Potter, Harry	Approved	0699	No

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

Information needed to create new inspectors:

- Inspector's training details
- Their contact information

Creating Inspectors or updating their training

1. Search for the inspector under Search/Create Records → Inspector. Note: the person has to exist in the database already, if they don't [create the individual first](#).

2. Once found, select the inspector by clicking the circle next to their name.
3. Click Create/Update to enter or update their training.
4. If it a brand new inspector, you will need to create a username and password for them.
5. Save your changes.
6. Be sure to update any contact information changes.

How to Assign Inspections

Each ATFS inspection must be completed by a qualified inspector who has received the latest training and has had this training entered into the database. There is more than 1 way to assign an inspector a tree farm.

Assigning Inspections Method 1

1. Under inspections, click on Assign Inspector
2. Search for the Tree Farm you wish to be inspected with the available search fields.
3. If multiple Tree Farms fit into your search criteria you will get multiple results, check off the Tree Farm(s) of interest.
4. Click Assign Inspector in the lower right corner. If an inspector is already assigned to the property, remove that inspector by clicking Remove Inspector.
5. Choose the appropriate name from the drop down list and click assign.
6. Confirm your choice.
7. Now you may create a pre-populated 004 form(s) for distribution.

- 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 ▶

Tree Farm State:

Tree Farm Number:

Tree Farm County:

- Unknown
- Alameda
- Alpine
- Amador

Owner Last Name: ←

Owner First Name:

Owner Organization:

Owner ID:

Owner State:

Owner County:

Sample Year:

National Sample Only:

Assigned Inspector Last Name:

Assigned Inspector First Name:

2

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

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

SEARCH

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:

SELECT ALL
UNSELECT ALL

ASSIGN INSP.
REMOVE INSP.

Assigning Inspections Method 2

This method is quicker when assigning inspections one at a time. [Method 1](#) allows you to assign multiple inspections to an individual at a time.

1. Under Search/Create Records, select Tree Farm Properties
2. Search for the Tree Farm of interest
3. In the last column of your search results, you will see if the property is currently assigned. The inspector can be assigned by clicking the linked 'Assign' text. This will open a smaller window (make sure your pop up blocker isn't preventing the new window from appearing).
4. Choose from the eligible inspectors in the drop down list, click Assign and confirm your choice

13 results found:

Tree Farm	Owner	County	Acres	Type	Status	NS	Last Inspection	Last Inspector	Assigned Inspector
<input type="radio"/> AL-12112	Merle Wilson	De Kalb	279	State Program - Certification	Certified		02/11/2011	Joann M Cox	None - Assign
<input type="radio"/> AL-12113	Chris Wilson	Barbour	314	State Program - Certification	Certified		02/11/2011	Joann M Cox	None - Assign
<input type="radio"/> AL-12114	Warren Wilson	Crenshaw	80	State Program - Certification	Certified		02/11/2011	Joann M Cox	None - Assign
<input type="radio"/> AL-12115	Bruce Wilson	Walker	15	State Program - Certification	Certified		02/11/2011	Joann M Cox	None - Assign
<input type="radio"/> AL-12167	Mayton-Wilson Farm	Marengo	700	State Program - Certification	Decertified		12/06/2013	Sarah Crow	None - Assign
<input type="radio"/> AL-12360	John Wilson	Baldwin	614	State Program - Certification	Unknown				Fields, Richard -

How to Assign Multiple Properties to One inspector

Multiple Tree Farms can be assigned to one inspector, **BUT** the Tree Farms all have to have a field in common in order for them to appear in the same search result. This field can be a common owner, county, previous inspector or that all are tagged as required inspections.

1. Under 'Inspections' select 'Assign inspector'
2. Search for the properties you are looking for.
 - a. Example: Searching by owner name would allow all properties owned by that person to appear and these can all be assigned to one inspector.
 - b. **Note:** Leave all search fields blank and the results will display the first 250 Tree Farms in your state.
3. Select the Tree Farms you would like to assign the inspector to, click 'Assign Inspector' in the lower right.
4. A drop down list of inspectors will appear. Select the inspector and confirm your choice.

Tree Farm Number:

1 Tree Farm County:
Androscoggin
Aroostook
Cumberland
Franklin
Hancock

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 properties that exist in certain counties of Maine. To select multiple counties, hold the CTRL key and click the counties.

227 results found:

Tree Farm	Owner	County	Acres	Status	Opt	NS	Last Inspection	Last Inspector	Version	Assigned Inspector
<input type="checkbox"/> ME-00000	Peter J Hill	Androscoggin	501.0	Certified			05/04/2011	Amy M Yambor		
<input checked="" type="checkbox"/> ME-10	David A Bowie	Androscoggin	77.0	Certified	2018		03/09/2015	Nephtali Chavez		
<input checked="" type="checkbox"/> ME-107	Mary Leavitt	Androscoggin	107.0	Certified	2018		08/23/2007	David K Harvey		
<input type="checkbox"/> ME-108	Century Elm Farms Inc.	Androscoggin	800.0	Certified	2018	2012	06/12/2012	Harold F Dwyer		
<input checked="" type="checkbox"/> ME-109	A. T. Barker & Sons	Androscoggin	180.0	Certified	2015		04/16/2009	John W Starrett		
<input type="checkbox"/> ME-1099	Perry Lamb	Franklin	1500.0	Decertified	2017		12/01/2011	John W Starrett		

Assigning Optional Inspections

To assign an optional inspection year to a Tree Farm property

1. Click Inspections, which is located on the left side of your screen.
2. Click Assign Optional Inspection.
3. Type the Tree Farm Number, the name of the owner of the Tree Farm or any other available information of the Tree Farm that you would like to search for.
4. Click the Search button.
5. If the desired result is found, select the Tree Farm(s) by clicking on the boxes next to the Tree Farm property and click the Assign Year button.

Note: If the desired result is not found, repeat the search using different search criteria or create a new record for the Tree Farm property.

6. To schedule an inspection of a Tree Farm property, consider the current inspection due date and select a new inspection due date from the drop-down list. Repeat this procedure for each Tree Farm property in the list.
7. Click the Assign button.


How to Enter Inspections

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.

Phase 1 Assignment: if the inspector has not been assigned yet, this will need to be done before an inspection can be entered. **Note:** If an inspector is doing the assigning, she/he will only be able to assign themselves to a property if they were the last inspector.

8. Under inspections, click on Assign Inspector and search for the property that was inspected.
9. Select the correct tree farm(s) in the results
10. Click Assign Inspector in the lower right corner. Choose the appropriate name and click assign.
11. Confirm your choice.



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"/> CA-1975	Charles Wilson	Placer	47	Decertified	2016		11/09/2010	Amy M Yambor		
<input type="checkbox"/> CA-2257	Jack Wilson	Siskiyou	290	Certified	2014		09/08/2008	Hal F Bowman		
<input checked="" type="checkbox"/> CA-2265	Betty C Wilson	Plumas	170	Certified	2013		11/16/2007	Steven W Andrews		
<input type="checkbox"/> CA-2576	Larry T Wilson	Yuba	40	Decertified	2015	2009	10/14/2009	Steven W Andrews		
<input type="checkbox"/> CA-2671	Margaret Wilson; John Hughes	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 to the approvals person from your committee with the drop down list. This person will receive an email letting them know to approve the inspection.

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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 ▶



American Forest Foundation



Search Records:

Tree Farm State: 2

Tree Farm Number:

Tree Farm County:

Unknown
 Autauga
 Baldwin
 Barbour

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?
AL-1017	Henry J Dunlap	Coosa	156	Certified		11/13/2007	Butler, Terry	Approved	0104	No
AL-1017	Henry J Dunlap	Coosa	156	Certified		02/01/2001	Inspector, Unidentified	Approved	0699	No
AL-1017	Henry J Dunlap	Coosa	156				Chavez, Nephtali	Assigned	0115	Yes

CREATE PDF
VIEW
NEXT

Phase 3 Approving the Inspection: You can approve only if you are an approval person for your state committee and have that level of access.

1. Under Inspections → Review/Approve inspections, search for the Tree Farm that needs an inspection approved.
2. In the search results, choose the correct property. It will have an inspection status of ‘submitted’.
3. Click next to review the information that was entered.
4. If everything was entered correctly, then approve the inspection. This completed the process.

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- Tree Farm Reports ▶
- Tree Farmer Reports ▶
- Administrative Reports ▶
- National Reports ▶
- Group Reports ▶
- Group Reports ▶
- Training ▶



Search Records:

Tree Farm State:

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

One result found:

Tree Farm	Owner	County	Acres	Status	NS	Inspection Date	Inspector	Inspection Status	Version
AL-7244	Julia I Thomas	Chambers	158			03/28/2013	Ervin, Chris	Submitted	0310

NEXT

How to Edit Inspections

After an inspection has been completely entered and approved in the database, you may find that there was something filled incorrectly in the standards checklist. This would require that the inspection be edited. Only state administrators and district chairs with database access can edit inspections *and* inspections can no longer be edited 6 months after being approved.

1. Within the database, go to Inspections → view/edit/submit and search for the property with the inspection of interest.
2. The last column in the search result tells you if that inspection is editable (see image).
3. Select the inspection and click “next” to edit the inspection. Save any changes.

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Group Reports ▶

Training ▶



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View/Edit/Submit Inspections

Search Records:

Tree Farm State:

Tree Farm Number: 2

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:

	3 ^e m	Owner	County	Acres	Status	NS	Inspection Date	Inspector	Inspection Status	Version	Editable?
<input type="radio"/>	AL-1017	Henry J Dunlap	Coosa	156	Certified		11/13/2007	Butler, Terry	Approved	0104	No
<input type="radio"/>	AL-1017	Henry J Dunlap	Coosa	156	Certified		02/01/2001	Inspector, Unidentified	Approved	0699	No
<input checked="" type="radio"/>	AL-1017	Henry J Dunlap	Coosa	156				Chavez, Nephtali	Assigned	0115	Yes

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Generating Reports

Only users with state administrator or district chair level of access can see reports. State admins can see all of the reports, while district chairs can only see Tree Farm Reports.

There are 4 overarching types of reports:

- Tree Farm Reports: A list of all properties in the database
- Tree Farmer Reports: List of all landowners in the database
- Administrative Reports: List of inspectors, facilitators, and miscellaneous info.
- Group Reports: List of the properties that belong in our Independently Managed Group (IMG) in your state. This will not apply to most states.

In this example, we will look at generating a list of all pioneer Tree Farmers in Wyoming. There are several filters where you can narrow down the report output.

1. Got to Tree Farm reports → state program
2. The filters applied here are State= Wyoming, county= all counties, Tree Farm status= pioneer, Report format= CSV.
 - a. CSV is just like excel format except without any font formatting. You cannot save any special fonts or colors using CSV, it will just be the pure numbers and words.
3. Click okay. From here the report can be further narrowed down using excel.

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State Program
Other
Optional 6 Year Reinspections
Required Inspections
Assigned Inspections
Tree Farmer Reports ▶
Administrative Reports ▶

Run Report:

Enter the following information:

Tree Farm State:
Washington
West Virginia
Wisconsin
Wyoming

Tree Farm County:
Unknown
Albany
Big Horn
Campbell

Tree Farm Status:
Recognition
Pioneer
Prospect
Member

Report Format: HTML PDF CSV XLS

OK

Understanding Various Reports

Tree Farm Reports: These reports will give you various pieces of information regarding properties that are in various programs of Tree Farm and stages of our program.

Note: The owner that is associated with each Tree Farm that is in this report is only the primary owner, not all of the associated owners.

Details that will be list in these reports include:

- Property information such as: State, Number, Tree Farm Name, Tree Farm Status, County, Acres, Location, Ownership Type, Action, Notes
- Inspection information: Cert Decert Date, Initial Cert Date, Approval Date, Inspect Date, Inspector, Inspect Status, Opt, NS, Assigned Inspector, Assigned Date, Decert Reason
- Owner's Information: Member ID, Name, Organization, Contact Information, County, Contact status, Absentee

Tree Farmer Reports: These will give you information about the people who own and manage the lands. These reports can be used for mailings or calculating how many people are in your program.

Note: The State Program Tree Farmer report will only pull the primary owner's name. The Mailing list report will only pull the primary contact person's name. If you want a list that will pull all associated owners and contact's names you will need to go to administrative reports.

Details that will be list in these reports include:

- Owner's information: Member ID, Name, Organization, Contact Information, Contact status, Tree Farms they are associated with, Absentee, Total Acres they own

Administrative Reports: These provide information about inspectors, facilitators, and all Tree Farm owners and contact people

Details that will be list in these reports include:

- Inspectors: Inspector contact information, training information, Inspections associated with inspector
- Facilitators: Facilitator contact information, training information
- Tree Farm owners/contacts: Contact information, if the person is a Tree Farm Owner and/or Tree Farm contact.

Glossary of Column Headings and Sources

State: State that property is in or could be the state the landowner resides in. Source: 004 Form.

Tree Farm Number: Tree Farm number that has been given to the property. Source: 004 Form.

Tree Farm Name: Property name that landowner has given to their farm. Source: 004 Form.

Tree Farm Status: Certified or recognition status that that the property is currently at. Source: 004 Form.

County: County that property is in or that landowner resides in. Source: 004 Form.

Tree Farm Acres: Acreage of property. Source: 004 Form.

Location: Location of property. Source: 004 Form.

Ownership Type: Type of ownership of the property. Most properties are non-industrial, private. Source: 004 Form.

Action: If checked, there is an action item to be done for this property in the property notes. Source: The action item checkbox is located on property information.

Notes: Tree Farm notes that have written about this property for additional back ground information. Source: The Tree Farm notes are located in the property information.

Prefix: Name prefix for landowner such as Mr., Mrs., etc. Source: 004 Form

First Name: First Name of landowner. Source: 004 Form

MI: Middle initial of landowner. Source: 004 Form

Last Name: Last name of landowner. Source: 004 Form

Suffix: Suffix of landowner. Source: 004 Form

Organization: Organization affiliated with landowner or that owns/manages the property.

AddressLine1: Main address of primary contact person tied to the property. Source: 004 Form

AddressLine2: Second address line (Apt or suite) of primary contact person tied to the property. Source: 004 Form

AddressLine3: Third address line primary contact person tied to the property. Could be used to add family name. Source: 004 Form

City: City of mailing address primary contact person tied to the property. Source: 004 Form

Zip: Zip code of mailing address of primary contact person tied to the property. Source: 004 Form

Phone: Phone number of primary contact person tied to the property. Source: 004 Form

Email: Email address of primary contact person tied to the property. Source: 004 Form

Contact Status: Indicator of validity of contact information. Source: Individual person in database.

Absentee: Indicator if landowner lives on property or not. Source: 004 Form

Cert Decert Date: Date in which latest inspection action was taken. Usually date when latest inspection was approved. Source: Inspection record in database.

Initial Cert Date: When property was initially certified. Source: Inspection record in database.

Approval Date: When last inspection was approved. Source: Inspection record in database.

Inspect Date: When property was inspected. Source: 004 form; Inspection record in database.

Inspector: Authorized forester who visited the property. Source: 004 Form; inspection record in database.

Inspect Status: Current status of inspection as it relates to completion. I.e., assigned, draft, submitted, or approved. Source: inspection record in database.

Opt: year in which property is due for optional reinspection, usually every 5-6 years.

NS: Year in which property is due for required reinspection.

Assigned Inspector: Authorized forester who is currently assigned to property.

Assigned Date: Date in which authorized forester was assigned to property.

Decert Reason: Reason for which property was decertified. Source: 004 form.

Member ID: Unique number identifier given to all Tree Farmers. Also referred to as Owner ID.

Is Owner: Marked yes, if person is tied to a property as an owner.

Is Contact: Marked yes, if person is tied to a property as a contact person.

Training Date: Date in which an authorized forester received training to become an inspector.

Training Exp Date: Date in which an authorized forester's received will expire.

Company: Organization that inspector is affiliated with.

Inspection Type: Type of inspection a property has received, either initial inspection or reinspection. Source: 004 form