

Updating the No Harassment Policy for a Volunteer

Starting in February of 2017, all active volunteers are required to sign the ATFS Volunteer No Harassment Policy, either online or on paper. This tutorial will go over both methods of signing and what to do if you need an exception made.

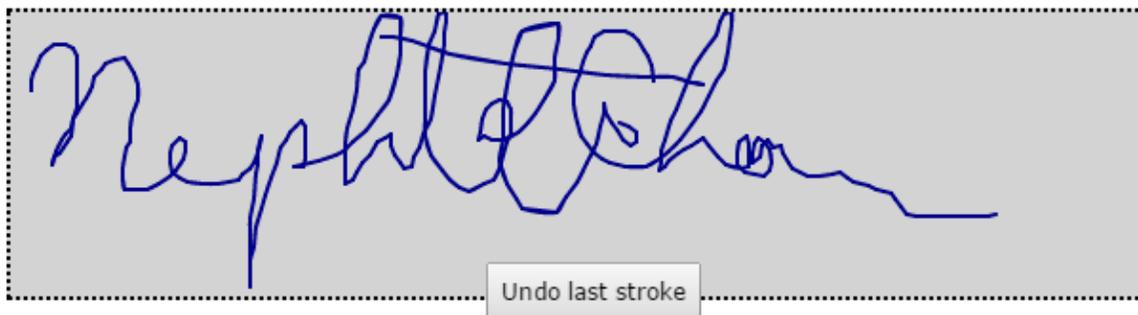
Signing Online

1. The volunteer who is signing goes to www.atfsdatabase.org where they can log into their account. If they do not know their username and password you can reset it for them, [using these instructions](#).
2. After signing in, they may see the database non-disclosure agreement (NDA) which all users agree to when using this particular database. They should click "agree" to proceed.
3. Then they will see the Policy (image below) which they can read through and sign at the bottom of the page.



To sign, click and drag your mouse pointer in the gray box. Once you have drawn your signature, click "AGREE" to submit.

Signature:



RESET

AGREE

DISAGREE

4. Once they hit agree, their signature is saved. The PDF can be later retrieved by the signer or by a state administrator.

Signing on Paper and then Scanning In. Only State Admins can do this part.

1. For those that prefer offline signatures, they can do so and send the PDF to their state administrator. **The document must come in PDF format in order for it to be uploaded into the database.**
2. When the administrator collects the PDF, they can sign into www.atfsdatabase.org and go to the Administrative section of the menu.

- Click on “No Harassment Policy” and search for the person who has signed (image below). You can search by any of the available search fields.

LOG OUT **HOME** Searching For Individuals

Privacy Statement
No Harassment Policy
Verify Certifications
User Guide (pdf)
User Profile ▶
Administrative ▼
Disable User
No Harassment Policy ◀ 1
Delete Records ▶
Search/Create Records ▶
Inspections ▶
Tree Farm Reports ▶
Tree Farmer Reports ▶
Administrative Reports ▶
Group Reports ▶
Training ▶

Search Records:

Last Name:
First Name:
Organization Name:
Member ID: 147590 2
City:
State: All States
County: All counties
To select multiple counties...
Mac: Apple+Click
PC: Ctrl+Click

Exclude Non-Volunteers:
Exclude Expired Users:

SEARCH

One result found:

Name	City	State	Member ID	Access Roles	Expiration Dates	Policy Signed?
<input checked="" type="radio"/> Nephtali Chavez	Washington	DC	147590	National Admin Facilitator Inspector	12/31/2020 01/01/2016 09/15/2020	Yes

DOWNLOAD **UPLOAD** 4

Select the desired person and click on **UPLOAD** to upload No Harassment Policy PDF file.

- Choose the person who will get the PDF uploaded for them by click the circle next to their name. Be sure to select the correct person so you aren't associating the signed document to the wrong person.
 - NOTE:** If you upload a PDF to a person that already had a signed PDF associated with their record, you will **overwrite** the previous PDF and it cannot be undone.
- Click “upload” to select the file that will get uploaded.
- Once uploaded the “Policy Signed?” column will read “yes” and you can view the document that was uploaded.

Seeing Who Has Signed

On the same search page you can adjust your search to see everyone that has signed in your state.

- Choose your state from the drop down box and leave all other search fields blank.
- Ensure that the 2 checkboxes are ticked so you only get active, volunteers in your results
 - Unchecking the Expired box will include people with expired access roles
 - Unchecking the Non-volunteers box will include landowners and people without database access.
 - If you cannot find someone, try unchecking these 2 boxes.
- You can export the search results as a CSV which will open in excel.

For more tutorials like this visit <https://www.treefarmssystem.org/atfs-tech>

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



American Forest Foundation



Search Records:

Last Name:

First Name:

Organization Name:

Member ID:

City:

State:

County:

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

Exclude Non-Volunteers:

Exclude Expired Users:

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SEARCH

12 results found:

Name	City	State	Member ID	Access Roles	Expiration Dates	Policy Signed?
Michael Bartlett	Pomfret Center	CT	5491	Inspector	10/08/2017	No
David Beers	Norfolk	CT	142759	Inspector	02/01/2018	No
Donald A DuBois	Brooklyn	CT	152610	Inspector	10/08/2017	No
Mike Ferrucci	North Branford	CT	155311	Inspector	07/20/2017	No
Ross P Hubacz	Pomfret Center	CT	152621	Inspector	10/08/2017	No
Robert Keelips	Redding	CT	159642	Inspector	08/24/2018	No
Eric Malchrodi	Wallingford	CT	155677	Inspector	10/28/2017	No
Michelle L Matteo	West Haven	CT	89026	Inspector	11/19/2018	No
Timothy Mingle	Branford	CT	155226	Inspector	10/30/2017	No

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