How to Submit Mass Tree Farm Detail Changes

During database cleanup projects many landowners will provide updated property information which can be tedious to change for many properties. A mass change can be implemented the national office, but the information must be submitted in a specific way.

1. Download the mass Tree Farm Information Changes sheet and save it onto your computer. The columns in this sheet are from the State Program Tree Farm report, but with the unnecessary columns removed.
2. As you are going through your cleanup process, if someone has contact information changes, enter them in this sheet and make sure to fill each column. In the end, this whole list will be uploaded into ATFS and will replace the contact information that was in there. If a field is left blank, it will erase what is in the database and leave it blank.
3. If someone has deceased you can create a column at the end of this report titled “deceased” and mark that person as “Y” if they have died.
4. **What to do with duplicates Tree Farms?** You may find out that 2 Tree Farms are the same property and these need to manually deleted by staff at the national office. Please use the duplicates tab within the sheet for a list of all the duplicate.

What you cannot do with this report

* You cannot create new people with this process. That still needs to be done manually in ATFS.
* You cannot change ownership of properties with this. That still needs to be done manually in ATFS.
* **Do not change anything in the following columns of the report:**
	+ State
	+ Tree Farm number
	+ Tree Farm Status
	+ Any Date fields (CertDecert, InitialCert, etc.)
	+ Any Inspection information.
	+ Member ID. If you’re trying to change the ownership, that needs to be done manually in ATFS.
* You won’t be able to enter a new inspection for a property using this form. That still needs to be done manually in ATFS.
* You cannot delete people with this form. Deleting someone from this excel list won’t delete them from the database.

Feel free to contact staff with questions.