



# NPPA INSPECTOR USER GUIDE

## Table of Contents

<b>Introduction and getting started</b>	<b>3</b>
Receiving the introductory email	3
What happens if I forget my password?	5
Contact us	6
Other links	6
<b>Creating inspections</b>	<b>7</b>
Checking to see if the inspection site already exists in the NPPA inspection database	7
Creating a new inspection for a site already in the NPPA inspection database	8
<b>Inputting inspection data</b>	<b>11</b>
Entering data against a site where no NPPA species were found (compliant)	11
Checking my assigned inspection sites by using the inspection register	14
Entering data against a site where NPPA species were found (non-compliant)	15
What do I enter into the database if the owner / operator destroys the NPPA plant while I am present?	21
Creating a follow up inspection	22
Conducting the follow up inspection	24
What do I enter if a suspected NPPA species requires identification by a laboratory?	28
How do I enter details of the supplier to the site I've just inspected (for trace back purposes)?	33
How do I view open and / or closed inspection sites that have been assigned to me?	36
<b>Reporting and site search</b>	<b>39</b>
Reporting	39
Site search	42

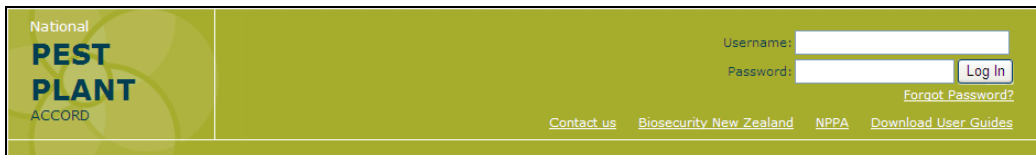
## Introduction to the User Guide

The National Pest Plant Accord (NPPA) inspection database was designed to store inspection results and to allow reporting at a regional and national level to help inform trends in compliance across the spectrum.

The NPPA inspection database user guide for Inspectors has been designed as a workbook to assist users to navigate and use inspection database.

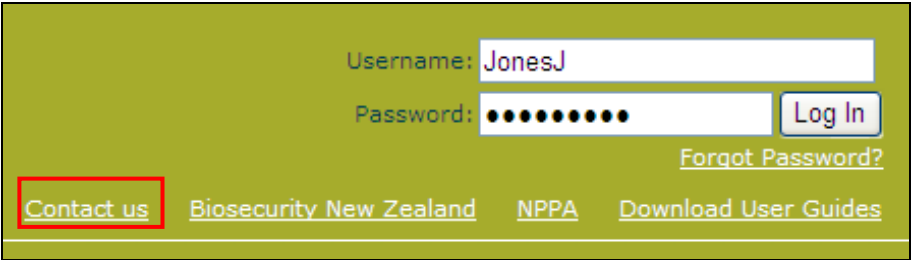
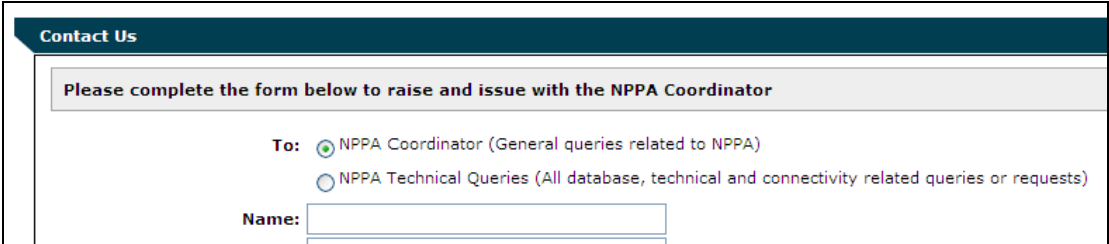
For any queries or suggestions (either general or technical), please contact the NPPA Coordinator at [nppa@mpi.govt.nz](mailto:nppa@mpi.govt.nz)

## Getting Started



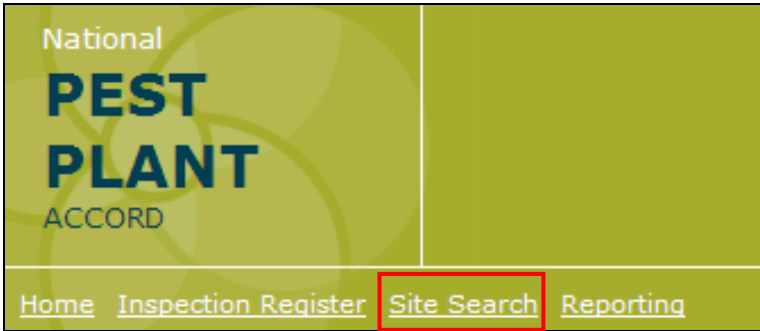
Step	Database action
<b>Receiving the introductory email</b>	
1	<p>Once your details have been entered into the NPPA inspection database for the first time by the MAF Administrator, you will receive an email that details your user name (login name) and password.</p> <p><b>Welcome JonesJ,</b></p> <p>Your login for the <a href="#">NPPA-Inspections Database</a> is now active:</p> <p>Login Name: JonesJ Password: JonesJ107</p> <p>You can now log in to the site: <a href="https://nppa-inspections.maf.govt.nz/">https://nppa-inspections.maf.govt.nz/</a></p> <p><b>What's next?</b></p> <p>Please change your password when you log in for the first time. For further assistance, please contact the NPPA Coordinator at <a href="mailto:nppa@mpi.govt.nz">nppa@mpi.govt.nz</a></p>
2	<p>Go to the NPPA inspection database (<a href="https://nppa-inspections.maf.govt.nz">https://nppa-inspections.maf.govt.nz</a>) by clicking on the link contained within your introductory email.</p> 
3	Enter the <b>user name</b> (login name) and <b>password</b> contained within the introductory email and click on the <b>Log In</b> button
4	The screen displays a privacy statement. Read the disclaimer text and click on the <b>I Accept</b> button if you accept the Privacy Act statement.

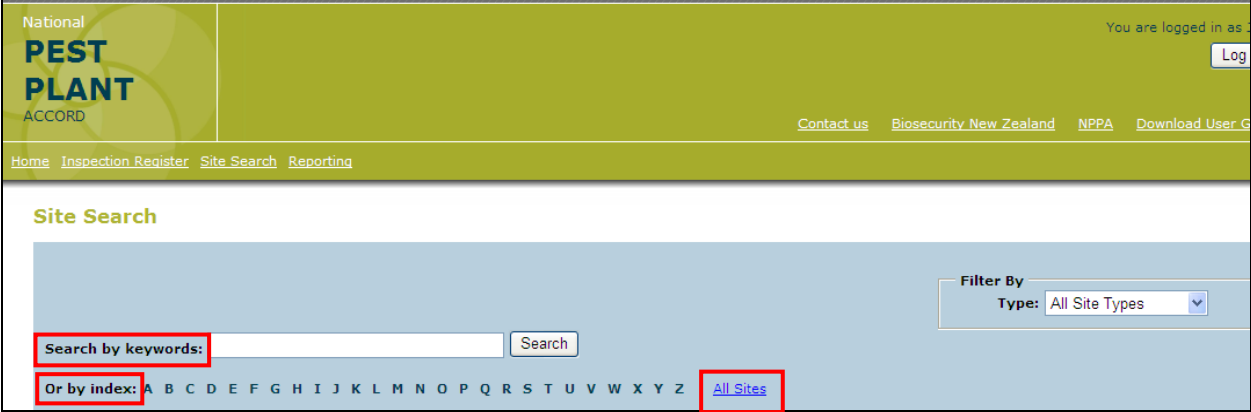



Step	Database action
	<div data-bbox="467 230 1254 409"> <p>Username: <input type="text" value="JonesJ"/></p> <p>Password: <input type="password" value="••••••••"/> <input type="button" value="Log In"/></p> <p><a href="#">Forgot Password?</a></p> <p><a href="#">Contact us</a> <a href="#">Biosecurity New Zealand</a> <a href="#">NPPA</a> <a href="#">Download User Guides</a></p> </div> <div data-bbox="244 465 477 499"> <h3>Privacy Act</h3> </div> <div data-bbox="244 521 1481 958"> <p>I accept that the information collected and stored in this database is confidential and is only to be used in the implementation of the National pest Plant Accord and for statistical or research purposes. I also agree that I will not release any of this information to any unauthorised person.</p> <p><input type="button" value="I Accept"/> <input type="button" value="I Decline"/></p> </div> <p><b>Please note:</b> This is the only time you will see this screen. Subsequent logins will take you directly to your NPPA inspection database home page.</p>
5	<p>The next screen you see displays your user details and prompts you to change your password.</p> <p>Enter the password you were provided with in the introductory email. In the boxes that appear below that enter in a new password that contains at least eight (8) characters.</p> <p>Click <b>Save</b>, a screen will appear that notifies you that your details were saved successfully.</p> <div data-bbox="443 1400 1295 1966"> <p><b>Edit My Details</b> Welcome to NPPAI Please change your password.</p> <p>First Name: <input type="text" value="Jane"/> *</p> <p>Last Name: <input type="text" value="Jones"/> *</p> <p>Email: <input type="text" value="nppa@maf.govt.nz"/> *</p> <p>Phone: <input type="text"/></p> <p><b>Physical Address</b></p> <p>Street: <input type="text"/></p> <p>Suburb: <input type="text"/></p> <p>City: <input type="text"/></p> <p>Post Code: <input type="text"/></p> <p><b>Postal Address</b></p> <p>P.O. Box/Street Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>Post Code: <input type="text"/></p> <div data-bbox="957 1783 1295 1921"> <p>Password must be at least 8 characters in length</p> <p>Current Password: <input type="password"/></p> <p>New Password: <input type="password"/></p> <p>Re-Type New Password: <input type="password"/></p> </div> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>

Step	Database action
6	<p>Complete or update your user details and click on the <b>Save</b> button.</p> <p>Once you have clicked on <b>Save</b>, a screen will appear that notifies you that your details were saved successfully.</p> <div data-bbox="316 376 1406 1077"> <p><b>Edit My Details</b></p> <p>First Name: <input type="text" value="Jane"/> *</p> <p>Last Name: <input type="text" value="Jones"/> *</p> <p>Email: <input type="text" value="nppa@maf.govt.nz"/> *</p> <p>Phone: <input type="text"/></p> <p><b>Physical Address</b></p> <p>Street: <input type="text"/></p> <p>Suburb: <input type="text"/></p> <p>City: <input type="text"/></p> <p>Post Code: <input type="text"/></p> <p><b>Postal Address</b></p> <p>P.O. Box/Street Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>Post Code: <input type="text"/></p> <p><a href="#">Change Password</a></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div> <p>Fields marked with an asterisk (*) are mandatory</p>
7	<p>To double check your password has changed properly, log out and then log back in using your new password.</p> <div data-bbox="403 1200 1318 1429"> <p>You are logged in as JonesJ</p> <p><input type="button" value="Log Out"/></p> <p><a href="#">Contact us</a> <a href="#">Biosecurity New Zealand</a> <a href="#">NPPA</a> <a href="#">Download User Guides</a></p> </div>
<h3>What happens if I forget my password?</h3>	
1	<p>If you forget your password, go to the NPPA inspection database (<a href="https://nppa-inspections.maf.govt.nz">https://nppa-inspections.maf.govt.nz</a>) and enter your <b>Username</b>. Then click on the <b>Forgot Password?</b> link.</p> <p>An email will be sent to your with your new temporary password.</p> <div data-bbox="403 1720 1318 1977"> <p>Username: <input type="text" value="JonesJ"/></p> <p>Password: <input type="password" value="••••••••"/> <input type="button" value="Log In"/></p> <p><input type="button" value="Forgot Password?"/></p> <p><a href="#">Contact us</a> <a href="#">Biosecurity New Zealand</a> <a href="#">NPPA</a> <a href="#">Download User Guides</a></p> </div>

Step	Database action
<b>Contact us</b>	
1	<p>Click on the <b>Contact us</b> link found on the login screen</p> 
2	<p>This screen allows you access to help.</p> <ol style="list-style-type: none"> <li>The link to the NPPA Co-ordinator is for general issues related to the National Pest Plant Accord.</li> <li>The link to the NPPA Technical Queries is for technical issues related to this database and its operation.</li> </ol> 
<b>Other links</b>	
	<p>The other links on the login screen at <a href="https://nppa-inspections.maf.govt.nz">https://nppa-inspections.maf.govt.nz</a> allow you to:</p> <ul style="list-style-type: none"> <li>Access the Biosecurity New Zealand website – <a href="http://www.biosecurity.govt.nz">www.biosecurity.govt.nz</a></li> <li>Access the NPPA-specific part of the Biosecurity New Zealand website - <a href="http://www.biosecurity.govt.nz/pests-diseases/plants/accord.htm">http://www.biosecurity.govt.nz/pests-diseases/plants/accord.htm</a></li> <li>Access the Inspector user guide for the NPPA inspection database</li> </ul>

## Creating Inspections

Step	Database action
	<p>Log in to the NPPA inspection database (<a href="https://nppa-inspections.maf.govt.nz">https://nppa-inspections.maf.govt.nz</a>).</p> <p>Your home page will display:</p> <ul style="list-style-type: none"> <li>All <b>Opened Inspections</b> assigned to you</li> <li><b>My Details</b> section</li> </ul>  <p>To view and edit your details in the <b>My Details</b> section, click on the accordion label </p>
<h3>Checking to see if the inspection site already exists in the NPPA inspection database</h3>	
1	<p>Click on <b>Site Search</b></p> 
2	<p>You can search for to see if the inspection site already exists in the database in several ways:</p> <ol style="list-style-type: none"> <li>Search by <b>keywords</b></li> <li>Search alphabetically (by <b>index</b>)</li> <li>Clicking on <b>all sites</b></li> </ol>

Step	Database action
	
3	<p>Regardless of which search type you use, a screen displaying your results will appear.</p> <p>If the site does not appear you will need to ask your SuperUser to create the new inspection site in the NPPA inspection database.</p>
<h3>Creating a new inspection for a site already in the NPPA inspection database</h3>	
1	<p>Once you have undertaken a site search and found the inspection site you are looking for, you can view the details by clicking on the accordion label .</p>  <p>The accordion label then allows you to view the site inspection details, including:</p> <ul style="list-style-type: none"> <li>Physical address of inspection site</li> <li>Planned inspection details</li> <li>All site inspections</li> <li>Contact details</li> </ul>
2	<p>If an inspection has not already been created for the inspection site, click on the accordion label  beside <b>New Inspection</b> (if you see <b>View Current Inspection</b> instead of <b>New Inspection</b> then an inspection has already been opened for that site).</p>



Step	Database action
	<div> <div>Struggling Dairy</div> <div>Tall Poppies</div> <div>Test Place</div> <div>Under the Sea</div> <div> Physical Address: 25 Daytime Ave Fishville  Type: Pet Shop  Agency: Training Regional Council  Planned Inspection Date: 28/10/2012  Active: Yes </div> <div> New Inspection  All Site Inspections  Contact Details </div> <div>Weeds Incorporated</div> </div>

3 The **new inspection** information screen will drop down. This allows you to enter in the information to create a new inspection.

Once you have entered in the planned inspection date and the type of inspection click on **create inspection**.

Test Place

Under the Sea

Physical Address: 25 Daytime Ave Fishville  
Type: Pet Shop  
Agency: Training Regional Council  
Planned Inspection Date: 28/10/2012  
Active: Yes

New Inspection

Date: 28/10/2012  
Type: Annual  
Assign To: Jane Jones  
Create Inspection

All Site Inspections

Contact Details

#### Please note:

You have already been assigned the inspection in the **Assign To** field.

The **date** field will display the same as the date beside **Planned Inspection Date** as a default setting.  
The date you assign cannot be a date in the past – it must be a date in the future.

To change the **date** you can either:


- manually type the date in using the format dd/mm/yyyy (where d = date; m = month; y = year)
- use the drop down calendar by clicking on the calendar icon

ion

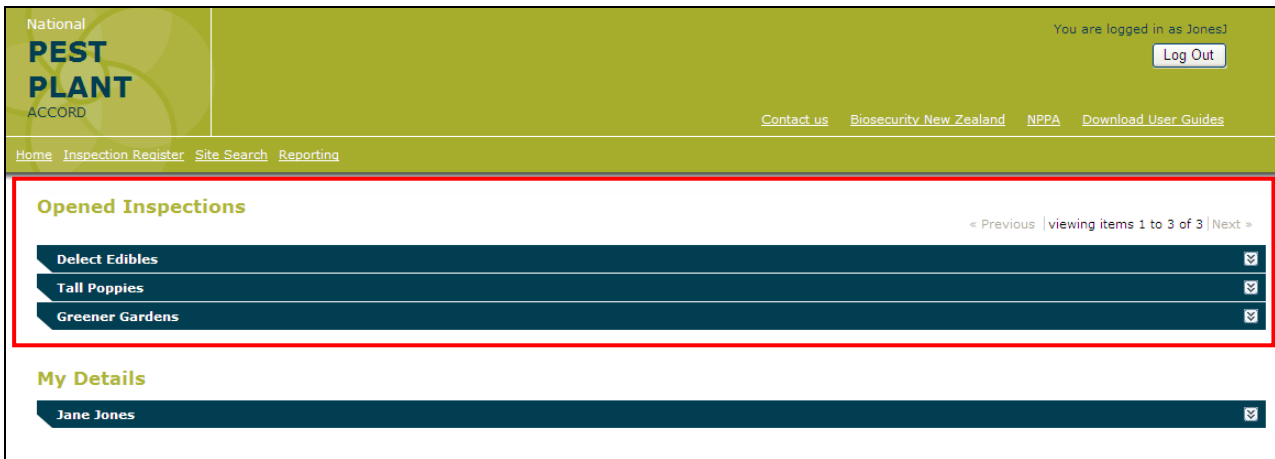
Date: 22/10/2011  
Type: October, 2011  
Assign To:


Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: July 27, 2011

Step	Database action
4	<p>The inspection has now been created and assigned. When you click on <b>Home</b>, you will see the new inspection sitting under <b>Opened Inspections</b>.</p>  <p>The screenshot shows the National Pest Plant Accord website interface. At the top, there is a header with the logo and navigation links: Home, Inspection Register, Site Search, and Reporting. Below the header, the 'Opened Inspections' section is displayed, listing several inspections: Delect Edibles, Daffodildilly, Harper's Hallows, Weeds Incorporated, Tall Poppies, and Under the Sea. The 'Under the Sea' inspection is highlighted with a red rectangular box.</p>

## Inputting Inspection Data

Step	Database action
1	<p>Once you have logged on to the NPPA inspection database (<a href="https://nppa-inspections.maf.govt.nz">https://nppa-inspections.maf.govt.nz</a>), your home screen will display. This screen will show any inspections that have been assigned to you.</p> 

- 2 Click on the accordion label  of the site you wish to enter data against.
- To enter your inspection data against the site, click on the **Edit>>** link beside **Inspection Details**.



**Opened Inspections**

**Delect Edibles**

**Tall Poppies**

**Site Details:**

**Physical Address:** 45 Hoiday Grove  
Daisytown

**Type:** Garden Centre

**Agency:** Training Regional Council

**Planned Inspection Date:** 7/12/2011

**Active:** Yes

**Inspection Details:** [Edit >](#)

**Inspection Date:** 7/12/2011

**Inspection Type:** Annual

**Inspected By:** Jane Jones (JonesJ)

**Status:** Open

**Inspection Result:** None

**Comments:**

**Laboratory Samples:** [Add >](#)

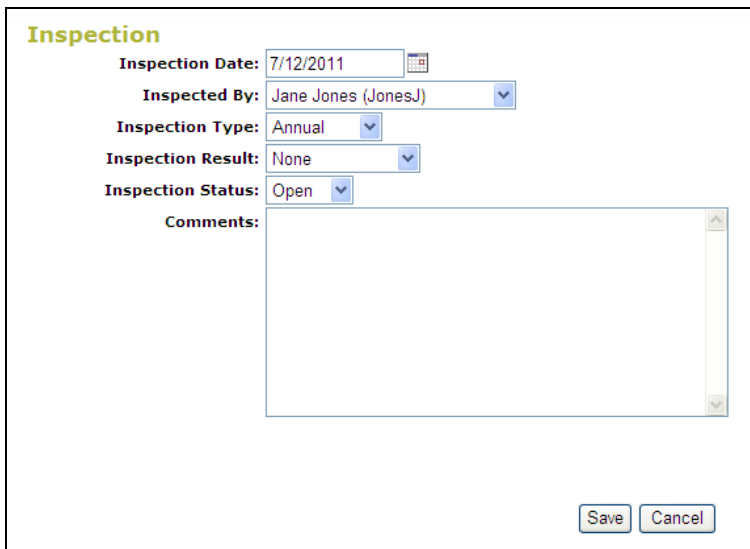

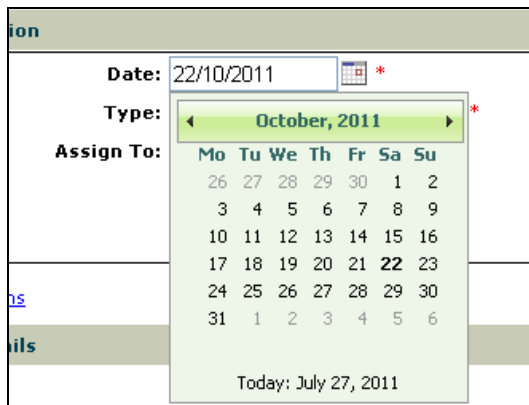
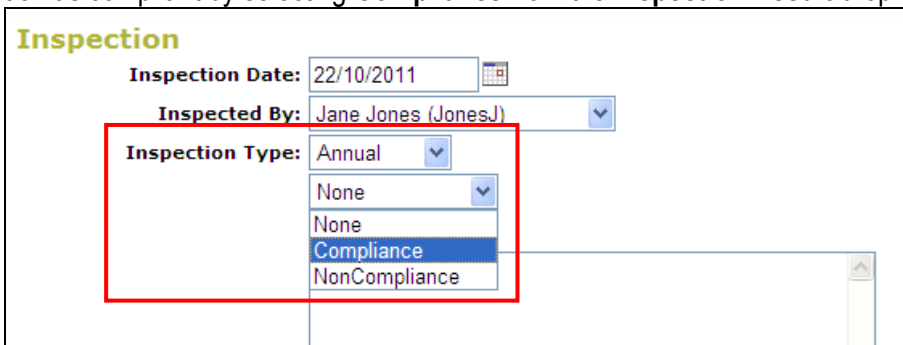
**Non-Compliance:** [Add >](#)

**Create Follow-Up Inspection**


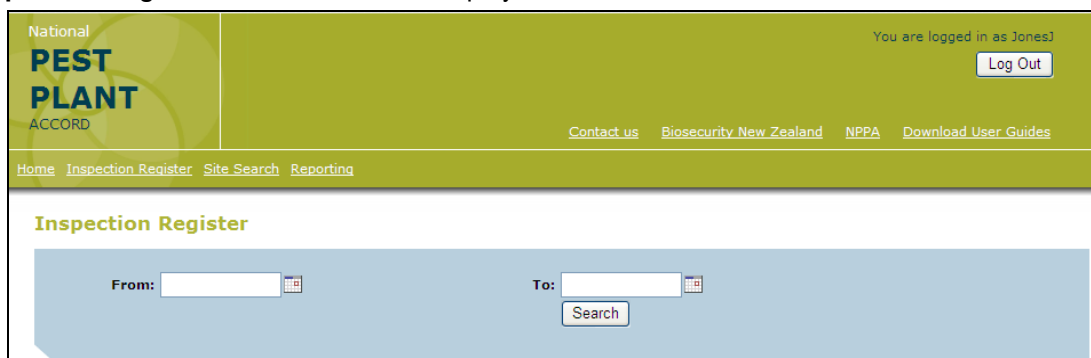
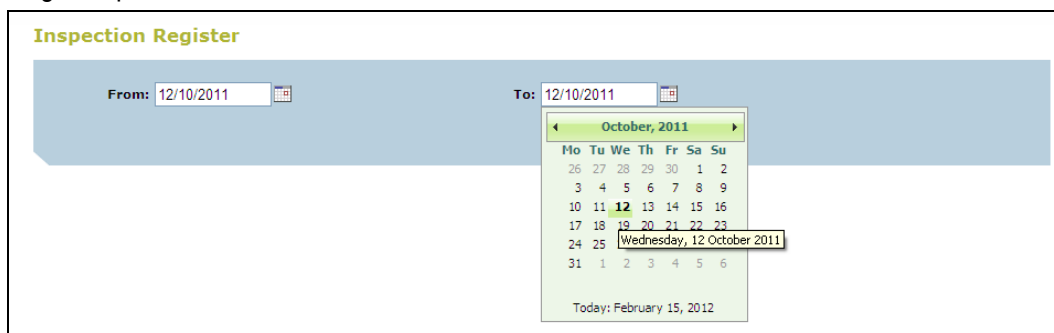
**Greener Gardens**


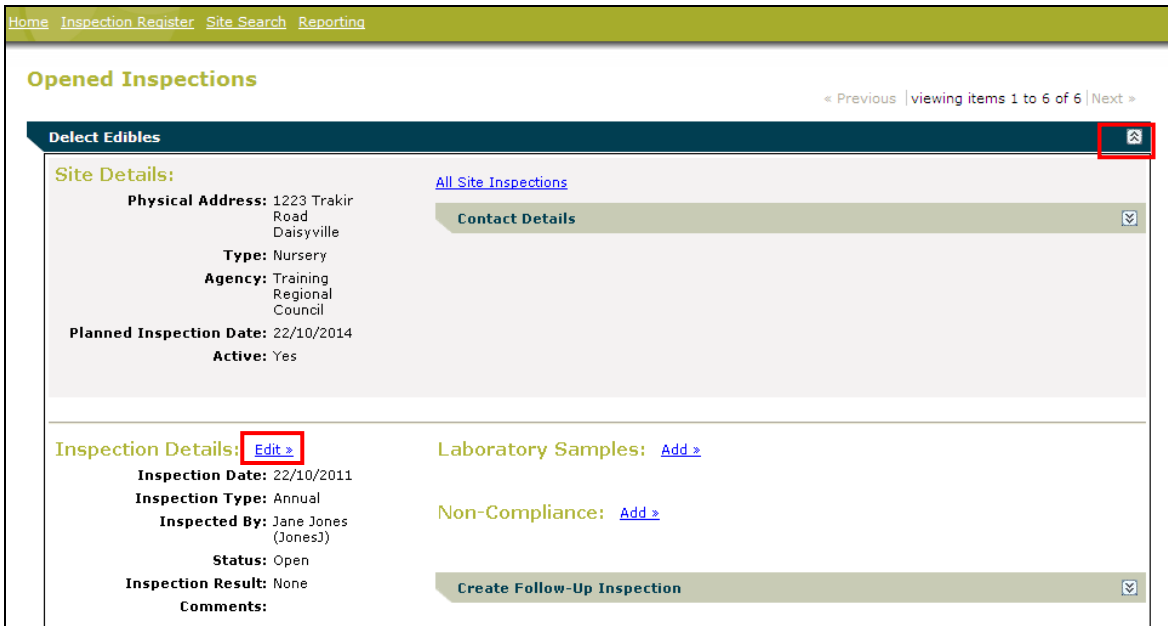

## Entering data against a site where no NPPA species were found (compliant)

- 1 Click on the **Edit** link beside **Inspection Details** to open the inspection details screen:

Step	Database action
	
2	<p>Edit the date that shows in the <b>Inspection Date</b> field to reflect when the inspection was actually carried out.</p> <p>To change the <b>date</b> you can either:</p> <ol style="list-style-type: none"> <li>manually type the date in using the format dd/mm/yyyy (where d = date; m = month; y = year)</li> <li>use the drop down calendar by clicking on the calendar icon </li> </ol>  <p><b>Please note:</b> You are not able to enter a date that falls before the date already in the <b>Inspection Date</b> field.</p>
3	<p>Mark the inspection as compliant by selecting <b>Compliance</b> from the <b>Inspection Result</b> drop down menu.</p> 
4	<p>Close the inspection by selecting <b>Closed</b> from the <b>Inspection Status</b> drop down menu.</p>

Step	Database action
	<div data-bbox="403 250 1318 577"> <p><b>Inspection</b></p> <p>Inspection Date: 22/10/2011</p> <p>Inspected By: Jane Jones (JonesJ)</p> <p>Inspection Type: Annual</p> <p>Inspection Result: Compliance</p> <p>Inspection Status: Closed</p> <p>Comments: Open</p> </div> <p><b>Please note:</b> Once an inspection status has been saved as <b>closed</b>, the data related to that specific inspection is <b>unable to be edited</b> and cannot be changed or deleted.</p>
5	<p>Include any comments in the <b>Comments</b> field (if needed) and then click on <b>Save</b>.</p> <div data-bbox="427 790 1294 1397"> <p><b>Inspection</b></p> <p>Inspection Date: 22/10/2011</p> <p>Inspected By: Jane Jones (JonesJ)</p> <p>Inspection Type: Annual</p> <p>Inspection Result: Compliance</p> <p>Inspection Status: Closed</p> <p>Comments: No NPPA species found at this site</p> <p><b>Save</b> <b>Cancel</b></p> </div>
6	<p>The <b>Inspection</b> screen will close and your home screen is displayed.</p> <div data-bbox="419 1525 1302 1984"> <p>National <b>PEST PLANT</b> ACCORD</p> <p><a href="#">Home</a> <a href="#">Inspection Register</a> <a href="#">Site Search</a> <a href="#">Reporting</a></p> <p><b>Opened Inspections</b></p> <p>Delect Edibles</p> <p>Greener Gardens</p> <p><b>My Details</b></p> <p>Jane Jones</p> </div>

Step	Database action
	<p><b>Please note:</b></p> <p>When you save a <b>closed</b> inspection, the inspection site disappears from under <b>Opened Inspections</b> on your home page. However, you are able to locate the inspection site by carrying out a <b>site search</b> (refer to section titled <b>Checking the inspection site already exists in the NPPA inspection database</b> under <b>Creating Inspections</b>) or by using the <b>Inspection Register</b> function (see below).</p>
<b>Checking my assigned inspection sites by using the inspection register</b>	
1	<p>The inspection register contains both open and closed inspections.</p> <p>Click on <b>Inspection Register</b>.</p> 
2	<p>The <b>Inspection Register</b> search screen will display.</p>  <p>There are three ways you are able to search for inspection dated within the register:</p> <p>a. via a single inspection date</p>  <p>b. inspections within a range of dates</p>

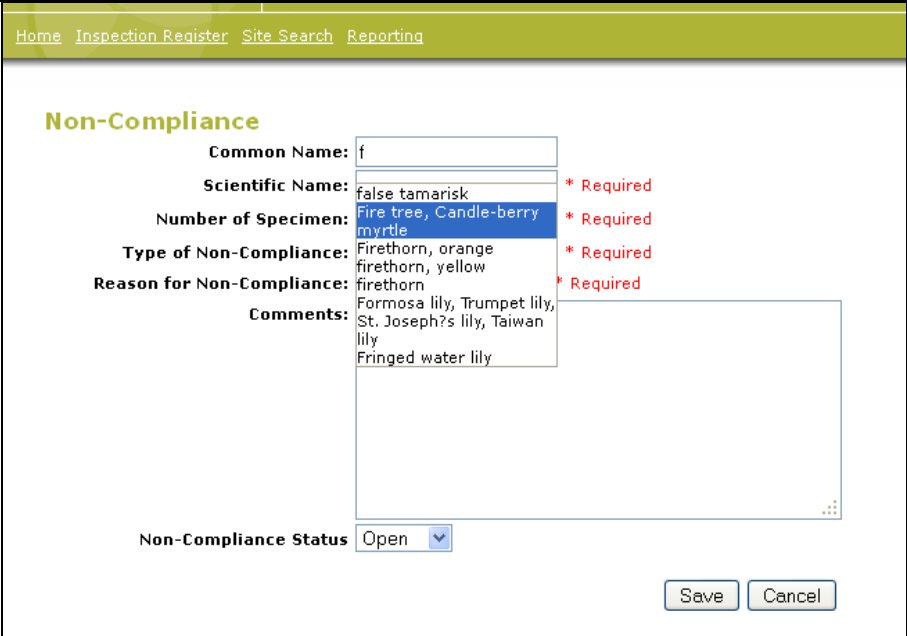
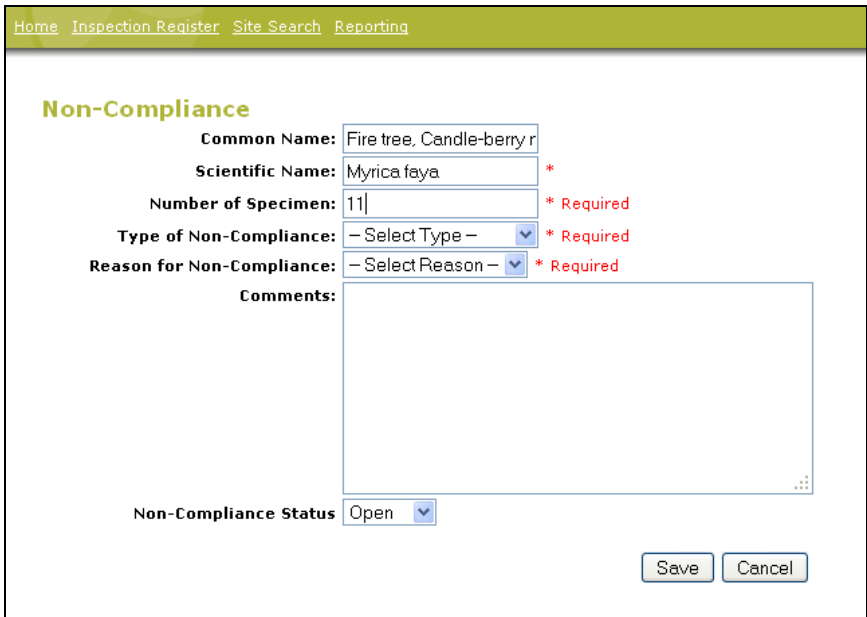
Step	Database action
	<div data-bbox="328 219 1394 400"> <p><b>Inspection Register</b></p> <p>From: 12/10/2012 To: 12/10/2011</p> <p>Search</p> </div> <p>c. all inspections (no date limit)</p> <div data-bbox="328 454 1394 667"> <p><b>Inspection Register</b></p> <p>From: To:</p> <p>Search</p> </div>
<b>Entering data against a site where NPPA species were found (non compliant)</b>	
1	<p>Once you have logged on to the NPPA inspection database (<a href="https://nppa-inspections.maf.govt.nz">https://nppa-inspections.maf.govt.nz</a>), your home screen will display. This screen will show any inspections that have been assigned to you.</p> <p>Click on the accordion label  of the site you wish to enter data against.</p> <p>To enter your inspection data against the site, click on the <b>Edit&gt;&gt;</b> link beside <b>Inspection Details</b></p> <div data-bbox="272 1070 1445 1693">  </div>
2	<p>Edit the date that shows in the <b>Inspection Date</b> field to reflect when the inspection was actually carried out.</p> <p>To change the <b>date</b> you can either:</p> <ol style="list-style-type: none"> <li>manually type the date in using the format dd/mm/yyyy (where d = date; m = month; y = year)</li> <li>use the drop down calendar by clicking on the calendar icon </li> </ol>

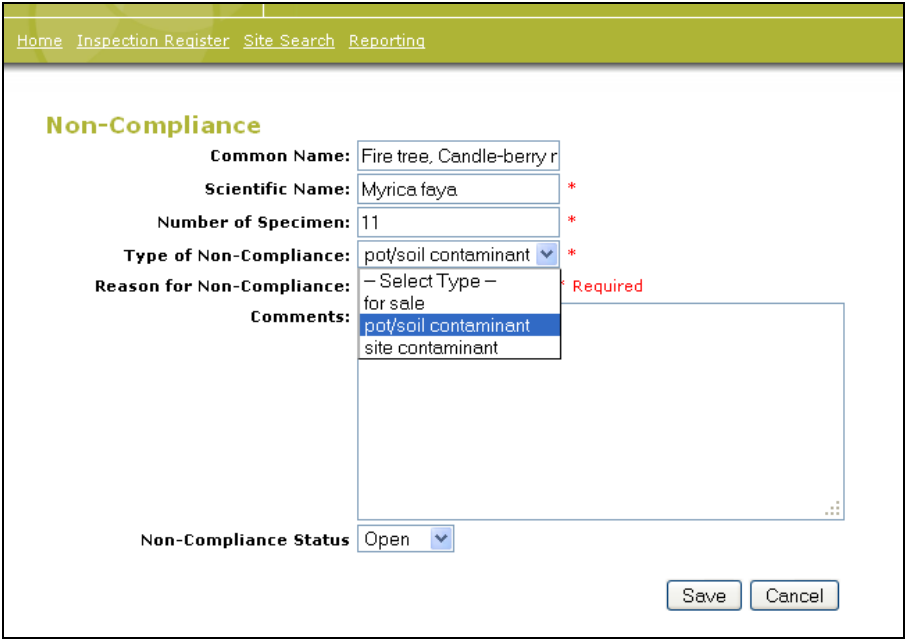
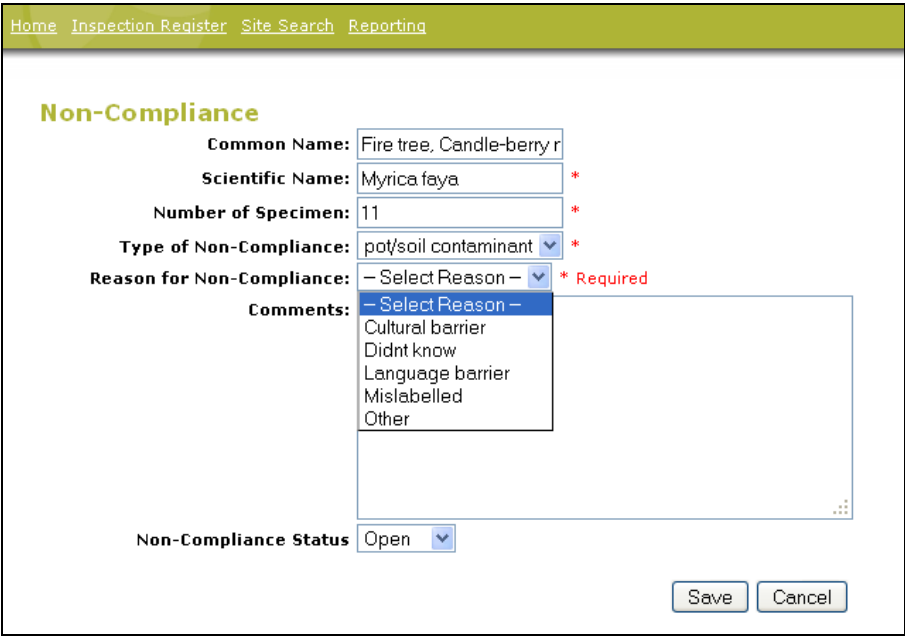
Step	Database action
	<div data-bbox="549 219 1171 640"> <p><b>Inspection</b></p> <p>Inspection Date: 2/05/2012</p> <p>Inspected By: [dropdown]</p> <p>Inspection Type: [dropdown]</p> <p>Inspection Result: [dropdown]</p> <p>Inspection Status: [dropdown]</p> <p>Comments: [text area]</p> <p>Today: August 4, 2011</p> <p>Save Cancel</p> </div> <p><b>Please note:</b> You are not able to enter a date that falls before the date already in the <b>Inspection Date</b> field.</p>
3	<p>Mark the inspection as non-compliant by selecting <b>NonCompliance</b> from the <b>Inspection Result</b> drop down menu.</p> <div data-bbox="448 837 1270 1429"> <p><b>Inspection</b></p> <p>Inspection Date: 2/05/2012</p> <p>Inspected By: Jane Jones (JonesJ)</p> <p>Inspection Type: Annual</p> <p>Inspection Result: <b>NonCompliance</b></p> <p>Comments: [text area]</p> <p>Save Cancel</p> </div>
4	<p>Leave the inspection open by selecting <b>Open</b> from the <b>Inspection Status</b> drop down menu.</p> <div data-bbox="448 1536 1270 1841"> <p><b>Inspection</b></p> <p>Inspection Date: 2/05/2012</p> <p>Inspected By: Jane Jones (JonesJ)</p> <p>Inspection Type: Annual</p> <p>Inspection Result: NonCompliance</p> <p>Inspection Status: <b>Open</b></p> <p>Comments: [text area]</p> </div>
5	<p>Non-compliance issues are recorded in the <b>Non-compliance Activities</b> screen. However, if you have additional notes you may wish to add them to the <b>Comments</b> section. Click on <b>Save</b>.</p>

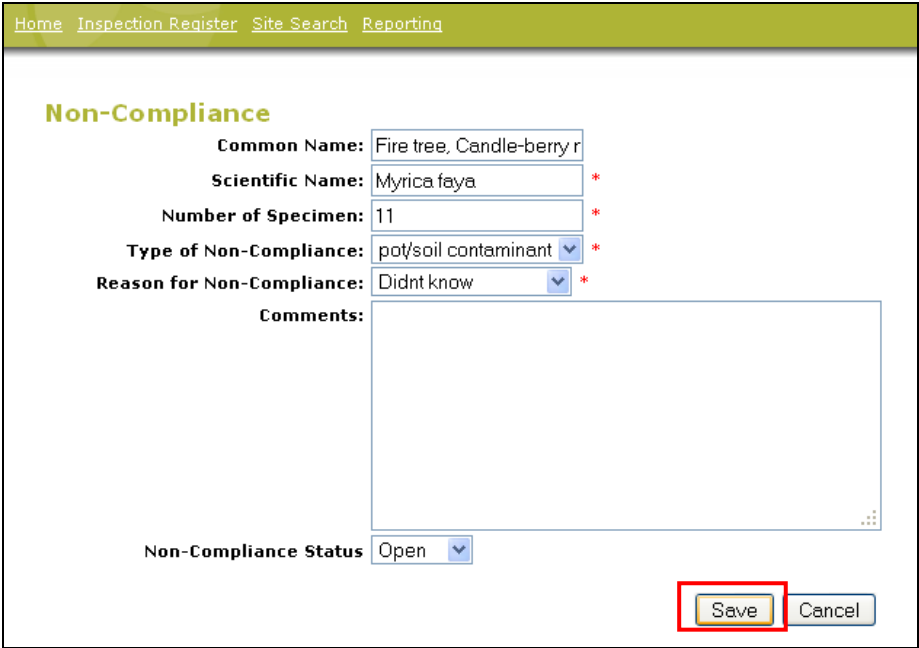
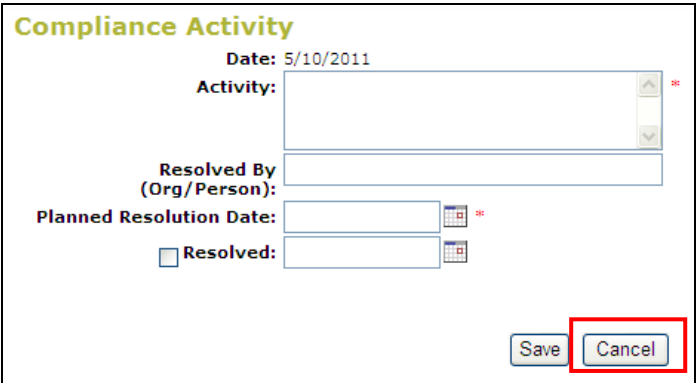



Step	Database action
	<div data-bbox="448 215 1273 819"> <p><b>Inspection</b></p> <p>Inspection Date: 2/05/2012</p> <p>Inspected By: Jane Jones (JonesJ)</p> <p>Inspection Type: Annual</p> <p>Inspection Result: NonCompliance</p> <p>Inspection Status: Open</p> <p>Comments: Open Closed</p> <p><b>Save</b> Cancel</p> </div>
6	<p>The <b>Inspection</b> screen will close and the site details under <b>Opened Inspections</b> will display.</p> <div data-bbox="379 920 1342 1541"> <p><b>Opened Inspections</b></p> <p><b>Select Edibles</b></p> <p><b>Site Details:</b> <a href="#">All Site Inspections</a></p> <p>Physical Address: 1223 Trakir Road Daisyville</p> <p>Type: Nursery</p> <p>Agency: Training Regional Council</p> <p>Planned Inspection Date: 22/10/2014</p> <p>Active: Yes</p> <p><b>Inspection Details:</b> <a href="#">Edit &gt;</a></p> <p>Inspection Date: 2/05/2012</p> <p>Inspection Type: Annual</p> <p>Inspected By: Jane Jones (JonesJ)</p> <p>Status: Open</p> <p>Inspection Result: NonCompliance</p> <p>Comments:</p> <p>Laboratory Samples: <a href="#">Add &gt;</a></p> <p>Non-Compliance: <a href="#">Add &gt;</a></p> <p><a href="#">Create Follow-Up Inspection</a></p> <p>Daffodildilly</p> </div> <p><b>Please note:</b> Under <b>Inspection Details</b> the inspection <b>status</b> will show as <b>open</b> and the <b>inspection result</b> will show as <b>NonCompliance</b>.</p>
7	<p>The details of the non-compliance need to be inputted against the non-compliant site.</p> <p>Click on the <b>Add»</b> link beside <b>Non-Compliance</b> to open up the non-compliance screen.</p>

Step	Database action
	<div data-bbox="384 215 1337 824"> <p><b>Opened Inspections</b></p> <p><b>Select Edibles</b></p> <p><b>Site Details:</b></p> <p><b>Physical Address:</b> 1223 Trakir Road Daisyville</p> <p><b>Type:</b> Nursery</p> <p><b>Agency:</b> Training Regional Council</p> <p><b>Planned Inspection Date:</b> 22/10/2014</p> <p><b>Active:</b> Yes</p> <p><a href="#">All Site Inspections</a></p> <p><b>Contact Details</b></p> <hr/> <p><b>Inspection Details:</b> <a href="#">Edit &gt;</a></p> <p><b>Inspection Date:</b> 2/05/2012</p> <p><b>Inspection Type:</b> Annual</p> <p><b>Inspected By:</b> Jane Jones (JonesJ)</p> <p><b>Status:</b> Open</p> <p><b>Inspection Result:</b> NonCompliance</p> <p><b>Comments:</b></p> <p><b>Laboratory Samples:</b> <a href="#">Add &gt;</a></p> <p><b>Non-Compliance:</b> <a href="#">Add &gt;</a></p> <p><a href="#">Create Follow-Up Inspection</a></p> <p><b>Daffodildilly</b></p> </div>
8	<p>The <b>Non-Compliance</b> screen will display.</p> <div data-bbox="384 931 1337 1547"> <p><b>Non-Compliance</b></p> <p><b>Common Name:</b> <input type="text"/></p> <p><b>Scientific Name:</b> <input type="text"/> *</p> <p><b>Number of Specimen:</b> <input type="text"/> *</p> <p><b>Type of Non-Compliance:</b> -- Select Type -- *</p> <p><b>Reason for Non-Compliance:</b> -- Select Reason -- *</p> <p><b>Comments:</b> <input type="text"/></p> <p><b>Non-Compliance Status:</b> Open</p> <p><a href="#">Save</a> <a href="#">Cancel</a></p> </div> <p>Fields marked with an asterisk (*) are mandatory</p>
9	<p>Enter the <b>species</b> name or <b>common</b> name of the NPPA plant by typing the first few letters of the name in the appropriate box. A drop-down menu will appear for you to make your selection from.</p>



Step	Database action
	
10	<p>Enter the <b>number of specimens</b> found on site</p> 
11	<p>Select the <b>type of non-compliance</b> from the drop down menu</p>


Step	Database action
	 <p>The screenshot shows the 'Non-Compliance' form in the application. The 'Reason for Non-Compliance' dropdown menu is open, displaying three options: 'pot/soil contaminant', 'site contaminant', and 'site contaminant'. The 'Comments' text area is empty. The 'Non-Compliance Status' is set to 'Open'. The 'Save' and 'Cancel' buttons are visible at the bottom right.</p>
12	<p>Select the <b>reason of non-compliance</b> from the next drop down menu</p>  <p>The screenshot shows the 'Non-Compliance' form with the 'Reason for Non-Compliance' dropdown menu open. The menu lists five options: 'Cultural barrier', 'Didnt know', 'Language barrier', 'Mislabelled', and 'Other'. The 'Comments' text area is empty. The 'Non-Compliance Status' is set to 'Open'. The 'Save' and 'Cancel' buttons are visible at the bottom right.</p>
13	<p>Leave the <b>non-compliance status</b> as <b>open</b> and click on <b>Save</b></p>


Step	Database action
	
14	<p>The <b>compliance activity</b> screen will automatically display. Unless the owner / operator destroys the NPPA species while the Inspector is there (see separate section on this), click on <b>cancel</b>.</p> 
15	<p>A statement informing you that the non-compliance was saved successfully will appear.</p> 
<p><b>What do I enter into the database if the owner / operator destroys the NPPA plant species while I am present?</b></p>	
1	<p>You still need to enter the non-compliance into the database, even if the NPPA plant species is destroyed by the owner / operator while you are on site.</p> <p>Follow the above steps for entering in a non-compliance but when you come to the <b>compliance activity</b></p>

Step	Database action
	<p>screen you will need to enter the following and then click on <b>Save</b>:</p> <ol style="list-style-type: none"> <li>the <b>activity</b> itself (for example, species removed on site by owner / operator)</li> <li>who <b>resolved</b> the issue (for example, the owner or operator)</li> <li>the <b>planned resolution date</b> and the date the issue was <b>resolved</b> (this will be the same date if the plant species is destroyed by the owner / operator while you are on site).</li> </ol> <div data-bbox="443 439 1308 904"> <p><b>Compliance Activity</b></p> <p>Date: 5/10/2011</p> <p>Activity: <input type="text"/> *</p> <p>Resolved By (Org/Person): <input type="text"/> *</p> <p>Planned Resolution Date: <input type="text"/> *</p> <p><input type="checkbox"/> Resolved: <input type="text"/> *</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>



## Creating a follow-up inspection

1	A follow-up inspection will need to be created if the owner / operator <u>does not</u> destroy the NPPA plant species while you are present on site.
2	<p>Under the site which requires the creation of a follow up inspection, click on the accordion label  that correlates to the species you are following up on.</p> <div data-bbox="223 1214 1489 1641"> <p><b>Opened Inspections</b> <span>« Previous   viewing items 1 to 6 of 6   Next »</span></p> <p><b>Select Edibles</b></p> <p><b>Site Details:</b> <a href="#">All Site Inspections</a></p> <p><b>Physical Address:</b> 1223 Trakir Road Daisyville</p> <p><b>Type:</b> Nursery</p> <p><b>Agency:</b> Training Regional Council</p> <p><b>Planned Inspection Date:</b> 22/10/2014</p> <p><b>Active:</b> Yes</p> <p><b>Inspection Details:</b> <a href="#">Edit &gt;</a></p> <p><b>Inspection Date:</b> 2/05/2012</p> <p><b>Inspection Type:</b> Annual</p> <p><b>Inspected By:</b> Jane Jones (Jones)</p> <p><b>Status:</b> Open</p> <p><b>Laboratory Samples:</b> <a href="#">Add &gt;</a></p> <p><b>Non-Compliance:</b> <a href="#">Add &gt;</a></p> <p><b>Myrica faya</b> </p> </div>
3	This will allow you to check that the non-compliance status is set to <b>Open</b> .

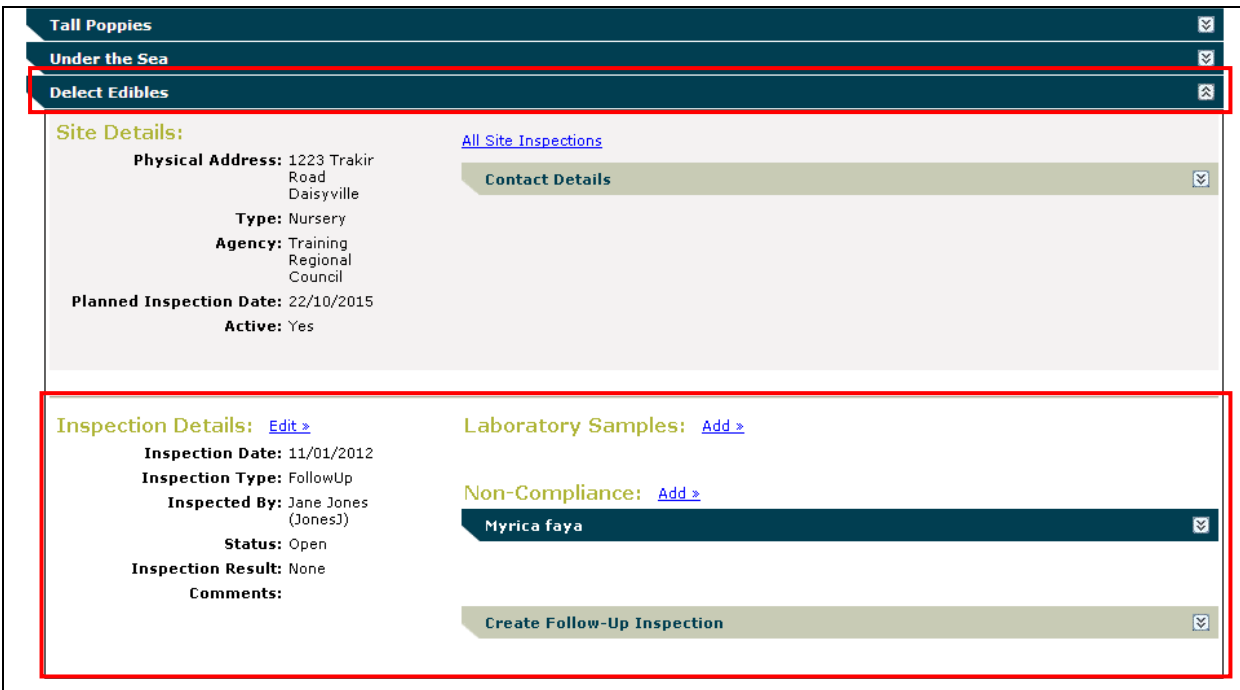

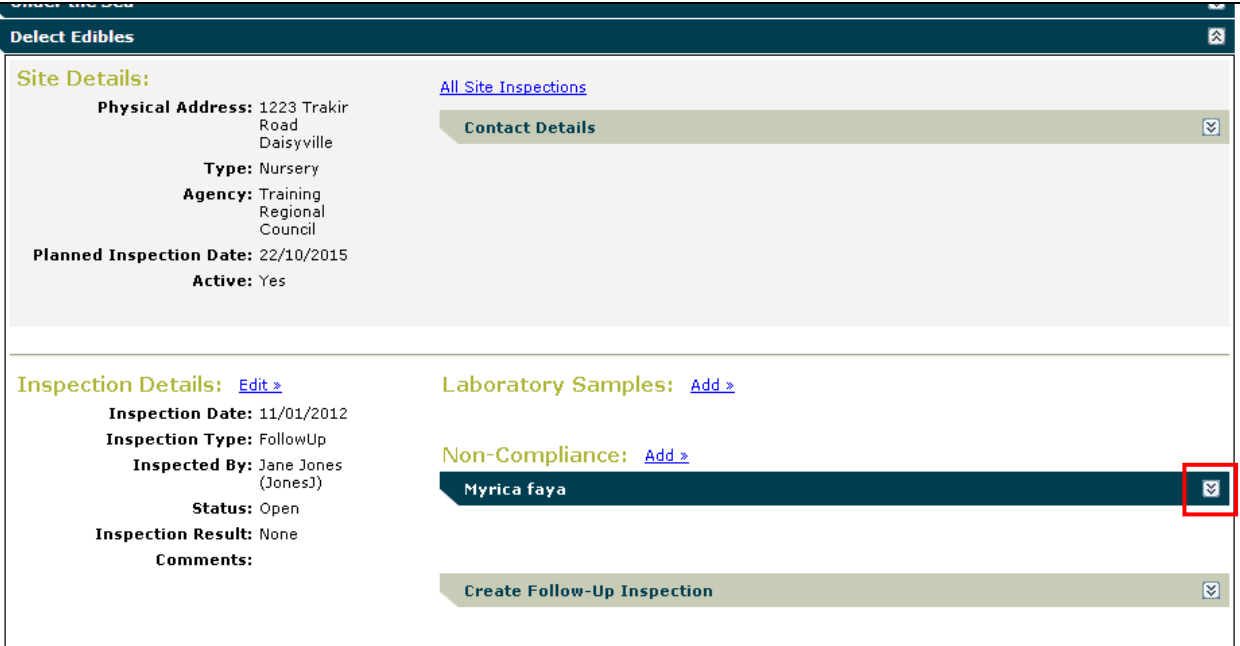
Step	Database action
	<div> <div> <a href="#">Inspection Details: Edit &gt;</a>  <b>Inspection Date:</b> 2/05/2012  <b>Inspection Type:</b> Annual  <b>Inspected By:</b> Jane Jones (JonesJ)  <b>Status:</b> Open  <b>Inspection Result:</b> NonCompliance  <b>Comments:</b> </div> <div> <a href="#">Laboratory Samples: Add &gt;</a>  <b>Non-Compliance: Add &gt;</b>  <div> <div>Myrica faya</div> <div> <a href="#">Edit &gt;</a>  <b>Inspector:</b> Jane Jones  <b>Common Name:</b> Fire tree, Candle-berry myrtle  <b>Scientific Name:</b> Myrica faya  <b>Number of Specimen:</b> 11  <b>Type of Non-Compliance:</b> pot/soil contaminant  <b>Reason for Non-Compliance:</b> Didnt know  <b>Comments:</b>  <div>Status: Open</div> </div> </div> <div> <a href="#">Compliance Activities: Add &gt;</a>  <a href="#">Trace Backs: Add &gt;</a> </div> </div> <div>Create Follow-Up Inspection</div> </div>
4	<p>Once you have checked the non-compliance status is set to open, click on the accordion label  that is beside <b>Create Follow-Up Inspection</b> and enter the following before clicking on <b>Create Inspection</b>:</p> <ol style="list-style-type: none"> <li>the <b>date</b> the follow-up inspection is to take place (please note: this date cannot be in the past)</li> <li>mark the <b>type</b> of inspection as <b>FollowUp</b></li> </ol> <div> <div>Create Follow-Up Inspection</div> <div> <div>Date: 11/01/2012</div> <div>Type: FollowUp</div> <div>Assign To: Jane Jones</div> <div>Create Inspection</div> </div> </div>
5	<p>The follow-up inspection details are saved and the screen closes, displaying your home screen.</p> <p>The site that you created a follow-up inspection for may be showing at the bottom of the list of <b>opened inspections</b>. This is because the inspections are sorted by date.</p>

Step	Database action
	 <p><b>Please note:</b> The annual inspection for the site you have just created a follow-up inspection for will automatically be set to closed.</p>

## Conducting the follow-up inspection


1	Log into the NPPA inspection database to display your home page.
	
2	Locate the site that requires the follow up inspection and click on the accordion label  to display the follow up inspection details.

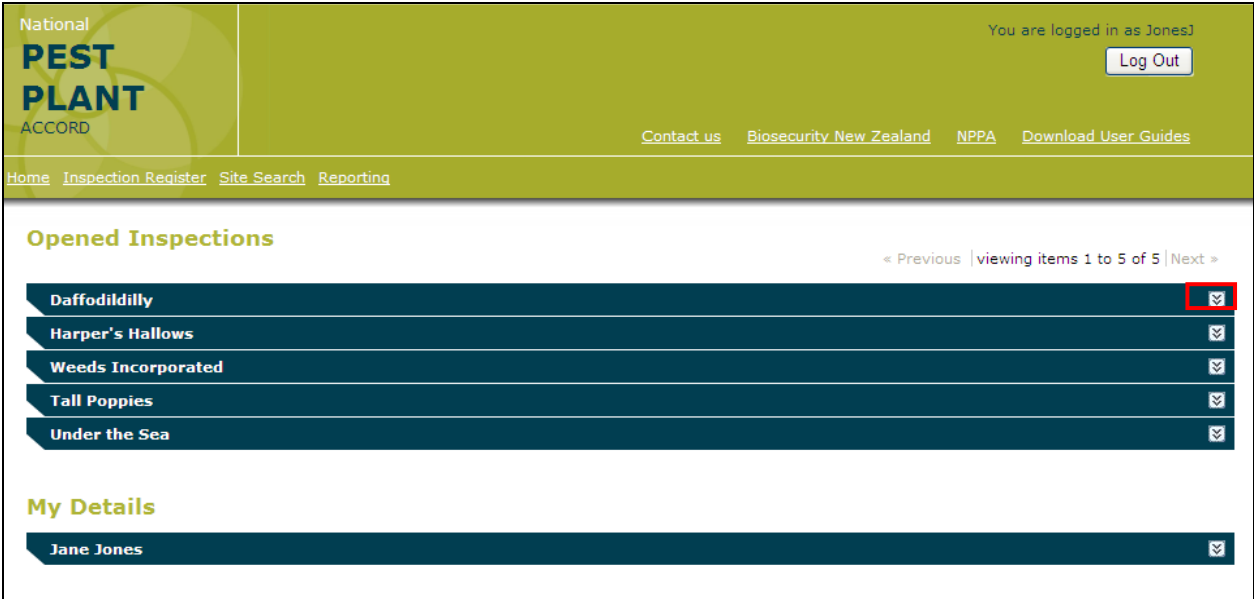
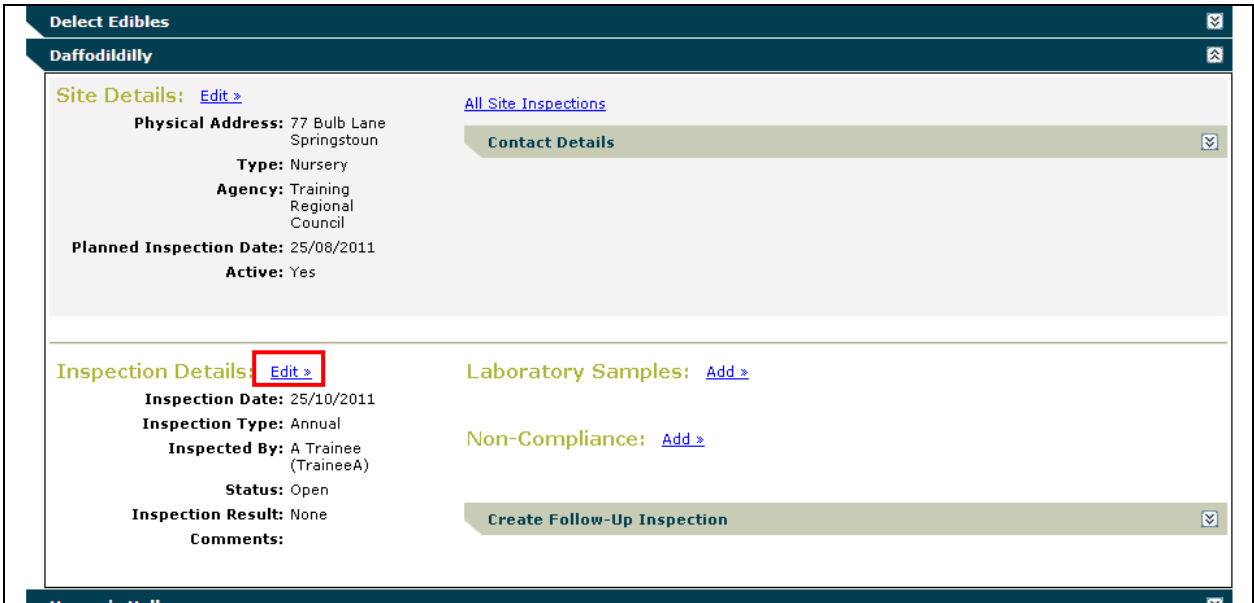


Step	Database action
	 <p><b>Delect Edibles</b></p> <p><b>Site Details:</b></p> <p>Physical Address: 1223 Trakir Road Daisyville</p> <p>Type: Nursery</p> <p>Agency: Training Regional Council</p> <p>Planned Inspection Date: 22/10/2015</p> <p>Active: Yes</p> <p><a href="#">All Site Inspections</a></p> <p><b>Inspection Details:</b> <a href="#">Edit &gt;</a></p> <p>Inspection Date: 11/01/2012</p> <p>Inspection Type: FollowUp</p> <p>Inspected By: Jane Jones (JonesJ)</p> <p>Status: Open</p> <p>Inspection Result: None</p> <p>Comments:</p> <p><b>Laboratory Samples:</b> <a href="#">Add &gt;</a></p> <p><b>Non-Compliance:</b> <a href="#">Add &gt;</a></p> <p>Myrica faya</p> <p><a href="#">Create Follow-Up Inspection</a></p>
3	<p>Click on the <b>non-compliance issue</b> accordion label  to view the <b>non-compliance screen</b>.</p>  <p><b>Delect Edibles</b></p> <p><b>Site Details:</b></p> <p>Physical Address: 1223 Trakir Road Daisyville</p> <p>Type: Nursery</p> <p>Agency: Training Regional Council</p> <p>Planned Inspection Date: 22/10/2015</p> <p>Active: Yes</p> <p><a href="#">All Site Inspections</a></p> <p><b>Inspection Details:</b> <a href="#">Edit &gt;</a></p> <p>Inspection Date: 11/01/2012</p> <p>Inspection Type: FollowUp</p> <p>Inspected By: Jane Jones (JonesJ)</p> <p>Status: Open</p> <p>Inspection Result: None</p> <p>Comments:</p> <p><b>Laboratory Samples:</b> <a href="#">Add &gt;</a></p> <p><b>Non-Compliance:</b> <a href="#">Add &gt;</a></p> <p>Myrica faya</p> <p><a href="#">Create Follow-Up Inspection</a></p>
4	<p>Click on <b>Edit&gt;&gt;</b> under the non-compliance issue (that is, under the plant that has been found at the non-compliant site).</p>


Step	Database action
	<div data-bbox="256 230 1465 891"> <div> <a href="#">Inspection Details: Edit &gt;</a>  <b>Inspection Date:</b> 11/01/2012  <b>Inspection Type:</b> FollowUp  <b>Inspected By:</b> Jane Jones (JonesJ)  <b>Status:</b> Open  <b>Inspection Result:</b> None  <b>Comments:</b> </div> <div> <a href="#">Laboratory Samples: Add &gt;</a>  <b>Non-Compliance: Add &gt;</b> </div> <div> <div>Myrica faya</div> <div> <a href="#">Edit &gt;</a> </div> <div> <b>Inspector:</b> Jane Jones  <b>Common Name:</b> Fire tree, Candle-berry myrtle  <b>Scientific Name:</b> Myrica faya  <b>Number of Specimen:</b> 11  <b>Type of Non-Compliance:</b> pot/soil contaminant  <b>Reason for Non-Compliance:</b> Didnt know  <b>Comments:</b>  <b>Status:</b> Open </div> <div> <a href="#">Compliance Activities: Add &gt;</a>  <a href="#">Trace Backs: Add &gt;</a> </div> <div>Create Follow-Up Inspection</div> </div> </div>
5	<p>The <b>non-compliance</b> screen will display. Select <b>Closed</b> from the drop down menu under <b>Non-Compliance Status</b> and click on <b>Save</b>.</p> <div data-bbox="392 1014 1329 1608"> <div> <b>Non-Compliance</b>  <b>Common Name:</b> Fire tree, Candle-berry my  <b>Scientific Name:</b> Myrica faya *  <b>Number of Specimen:</b> 11 *  <b>Type of Non-Compliance:</b> pot/soil contaminant *  <b>Reason for Non-Compliance:</b> Didnt know *  <b>Comments:</b> </div> <div> <b>Non-Compliance Status</b> <div> Open  Open  Closed </div> </div> <div> <div>Save</div> <div>Cancel</div> </div> </div>


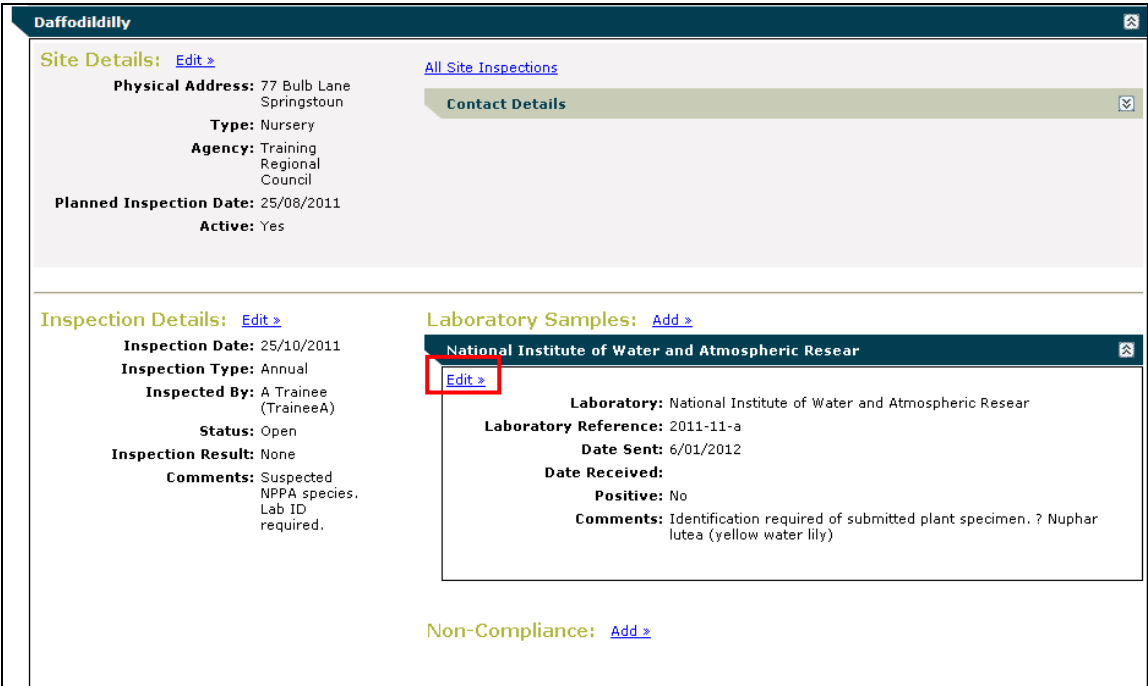
Step	Database action
	<div data-bbox="480 230 1241 645"> <p><b>Compliance Activity</b></p> <p>Date: 17/10/2011</p> <p>Activity: <input type="text"/></p> <p>Resolved By (Org/Person): <input type="text"/></p> <p>Planned Resolution Date: <input type="text"/></p> <p><input type="checkbox"/> Resolved: <input type="text"/></p> <p>Save Cancel</p> </div>
7	<p>You will be taken back to the inspection details screen. Click on <b>Edit&gt;&gt;</b> beside <b>Inspection Details</b>.</p> <div data-bbox="284 763 1437 1615"> <p><b>Under the Sea</b></p> <p><b>Delect Edibles</b></p> <p><b>Site Details:</b></p> <p>Physical Address: 1223 Trakir Road Daisyville</p> <p>Type: Nursery</p> <p>Agency: Training Regional Council</p> <p>Planned Inspection Date: 22/10/2015</p> <p>Active: Yes</p> <p><b>Inspection Details:</b> <a href="#">Edit &gt;&gt;</a></p> <p>Inspection Date: 11/01/2012</p> <p>Inspection Type: FollowUp</p> <p>Inspected By: Jane Jones (Jones)</p> <p>Status: Open</p> <p>Inspection Result: None</p> <p>Comments:</p> <p><b>Laboratory Samples:</b> <a href="#">Add &gt;</a></p> <p><b>Non-Compliance:</b> <a href="#">Add &gt;</a></p> <p><b>Myrica faya</b></p> <p>Inspector: Jane Jones</p> <p>Common Name: Fire tree, Candle-berry myrtle</p> <p>Scientific Name: Myrica faya</p> <p>Number of Specimen: 11</p> <p>Type of Non-Compliance: pot/soil contaminant</p> <p>Reason for Non-Compliance: Didnt know</p> <p>Comments:</p> <p>Status: Closed</p> <p><b>Compliance Activities:</b></p> <p><b>Trace Backs:</b></p> </div>
8	<p>The <b>Inspection</b> screen will display. You will need to:</p> <ol style="list-style-type: none"> <li>set the <b>Inspection Result</b> to <b>Compliance</b></li> <li>set the <b>Inspection Status</b> to <b>Closed</b></li> <li>add any comments in the <b>Comments</b> box</li> <li>click on <b>Save</b></li> </ol>

Step	Database action
	<div data-bbox="470 230 1249 779"> <h3>Inspection</h3> <p> <b>Inspection Date:</b> 26/10/2011  <b>Inspected By:</b> Jane Jones (JonesJ)  <b>Inspection Type:</b> Follow Up  <b>Inspection Result:</b> Compliance  <b>Inspection Status:</b> Open  <b>Comments:</b> Open  Closed </p> <p>Save Cancel</p> </div>
9	<p>Your home page will display and the follow-up inspection will no longer show as an opened inspection.</p> <div data-bbox="229 882 1490 1480"> <div> National  <b>PEST PLANT</b>  ACCORD </div> <div> You are logged in as JonesJ  Log Out </div> <div> Contact us Biosecurity New Zealand NPPA Download User Guides </div> <div> Home Inspection Register Site Search Reporting </div> <div> <h3>Opened Inspections</h3> <p>&lt; Previous   viewing items 1 to 5 of 5   Next &gt;</p> <ul style="list-style-type: none"> <li>Daffodildilly</li> <li>Harper's Hallows</li> <li>Weeds Incorporated</li> <li>Tall Poppies</li> <li>Under the Sea</li> </ul> <h3>My Details</h3> <ul style="list-style-type: none"> <li>Jane Jones</li> </ul> </div> </div>
<h2>What do I enter if a suspected NPPA species requires identification by a laboratory?</h2>	
1	<p>From the <b>home page</b>, select the opened inspection site where a suspected NPPA species was found that requires identification by a laboratory.</p> <p>Click on the accordion label  beside the inspection site.</p>


Step	Database action
	
2	<p>Beside <b>Inspection Details</b>, click on <b>Edit&gt;&gt;</b></p> 
3	<p>The following screen will appear. Complete the following actions and then click on <b>Save</b>:</p> <ul style="list-style-type: none"> <li>• edit the <b>Inspection Date</b> if necessary</li> <li>• leave the <b>Inspection Result</b> as <b>None</b></li> <li>• ensure the <b>Inspection Status</b> is set to <b>Open</b></li> <li>• enter any comments into the <b>Comments</b> field.</li> </ul>

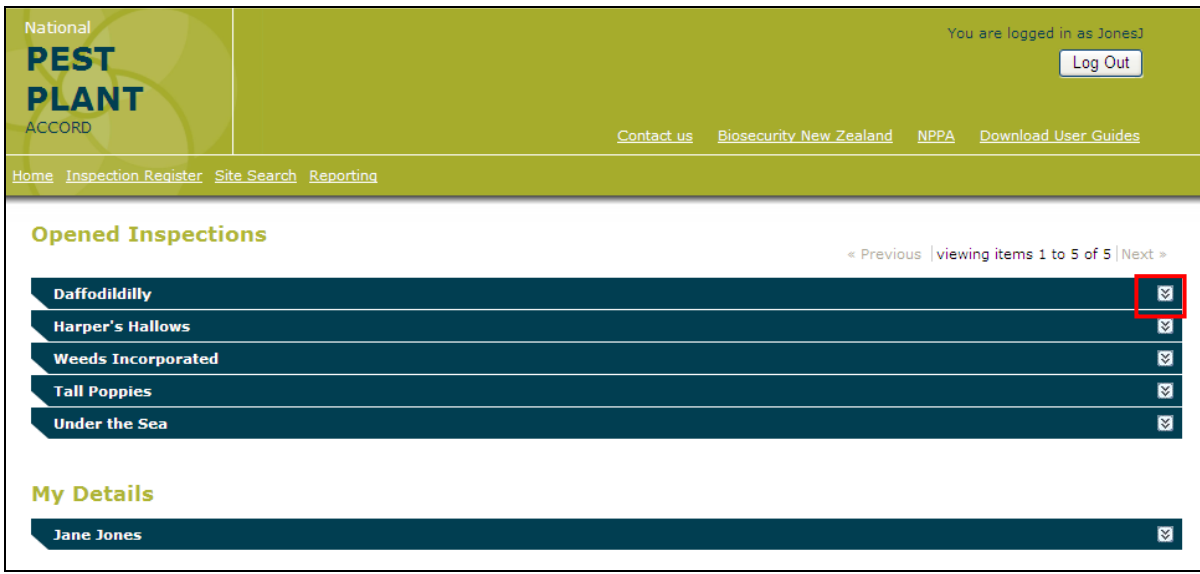

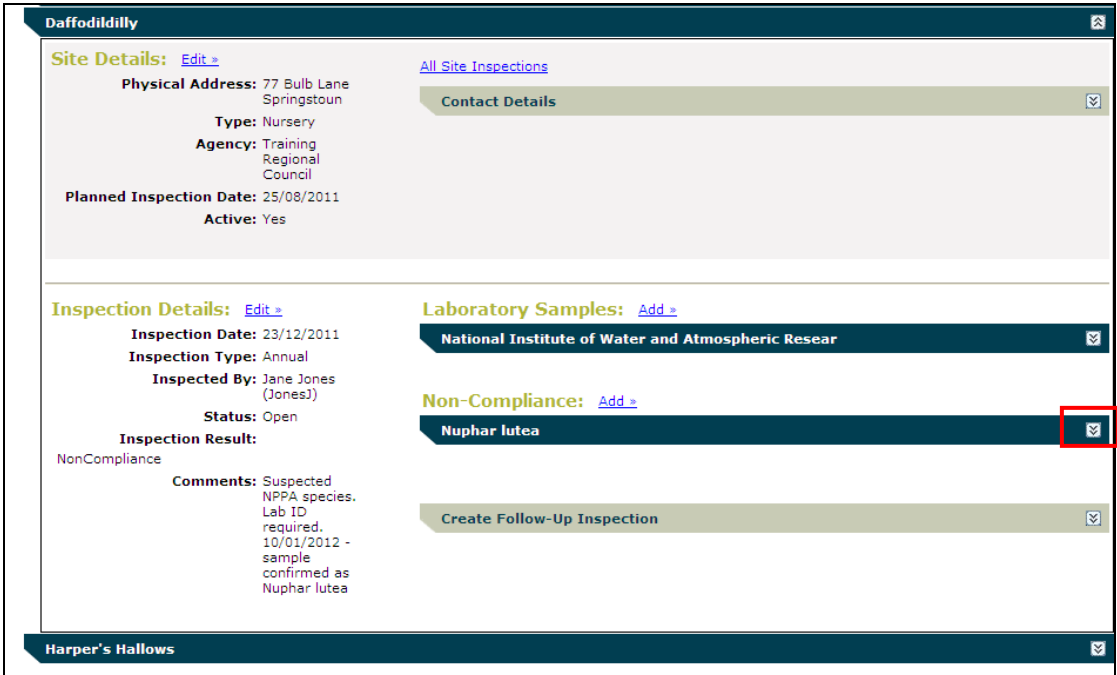
Step	Database action
	<div data-bbox="507 230 1216 734"> <p><b>Inspection</b></p> <p>Inspection Date: 25/10/2011</p> <p>Inspected By: A Trainee (TraineeA)</p> <p>Inspection Type: Annual</p> <p>Inspection Result: None</p> <p>Inspection Status: Open</p> <p>Comments: Suspected NPPA species. Lab ID required.</p> <p><b>Save</b> <b>Cancel</b></p> </div>
4	<p>The inspection details screen will display again.</p> <div data-bbox="282 819 1441 1361"> <p><b>Daffodildilly</b></p> <p><b>Site Details:</b> <a href="#">Edit &gt;</a> <a href="#">All Site Inspections</a></p> <p><b>Physical Address:</b> 77 Bulb Lane Springstoun</p> <p><b>Type:</b> Nursery</p> <p><b>Agency:</b> Training Regional Council</p> <p><b>Planned Inspection Date:</b> 25/08/2011</p> <p><b>Active:</b> Yes</p> <p><b>Inspection Details:</b> <a href="#">Edit &gt;</a> <b>Laboratory Samples:</b> <a href="#">Add &gt;</a></p> <p><b>Inspection Date:</b> 25/10/2011</p> <p><b>Inspection Type:</b> Annual</p> <p><b>Inspected By:</b> A Trainee (TraineeA)</p> <p><b>Status:</b> Open</p> <p><b>Inspection Result:</b> None</p> <p><b>Comments:</b> Suspected NPPA species. Lab ID required.</p> <p><b>Non-Compliance:</b> <a href="#">Add &gt;</a></p> <p><b>Create Follow-Up Inspection</b></p> </div>
5	<p>Beside <b>Laboratory Sample</b>, click on <b>Add&gt;&gt;</b></p> <div data-bbox="282 1447 1441 1944"> <p><b>Daffodildilly</b></p> <p><b>Site Details:</b> <a href="#">Edit &gt;</a> <a href="#">All Site Inspections</a></p> <p><b>Physical Address:</b> 77 Bulb Lane Springstoun</p> <p><b>Type:</b> Nursery</p> <p><b>Agency:</b> Training Regional Council</p> <p><b>Planned Inspection Date:</b> 25/08/2011</p> <p><b>Active:</b> Yes</p> <p><b>Inspection Details:</b> <a href="#">Edit &gt;</a> <b>Laboratory Samples:</b> <a href="#">Add &gt;</a></p> <p><b>Inspection Date:</b> 25/10/2011</p> <p><b>Inspection Type:</b> Annual</p> <p><b>Inspected By:</b> A Trainee (TraineeA)</p> <p><b>Status:</b> Open</p> <p><b>Inspection Result:</b> None</p> <p><b>Comments:</b> Suspected NPPA species</p> <p><b>Non-Compliance:</b> <a href="#">Add &gt;</a></p> <p><b>Create Follow-Up Inspection</b></p> </div>
6	<p>The Laboratory Sample edit screen will display.</p>

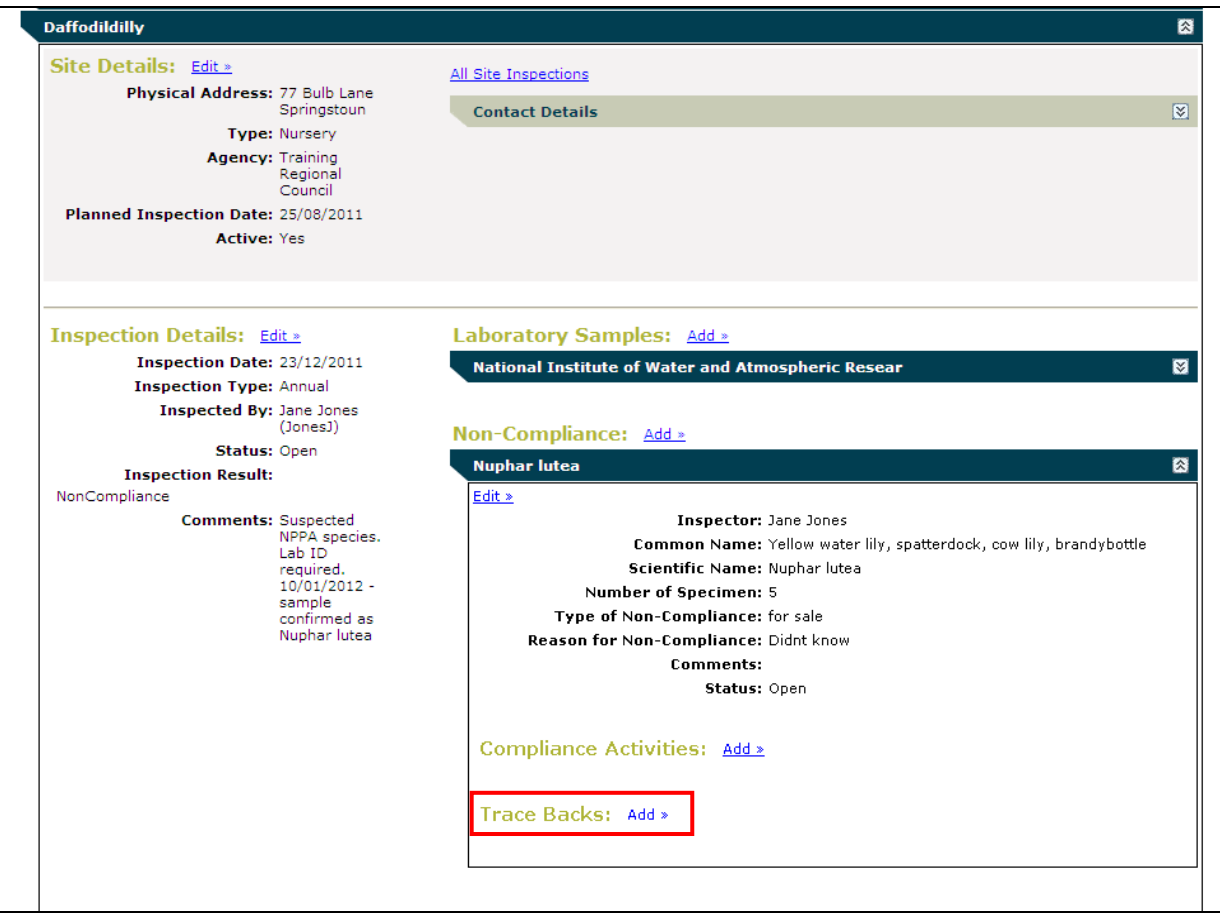
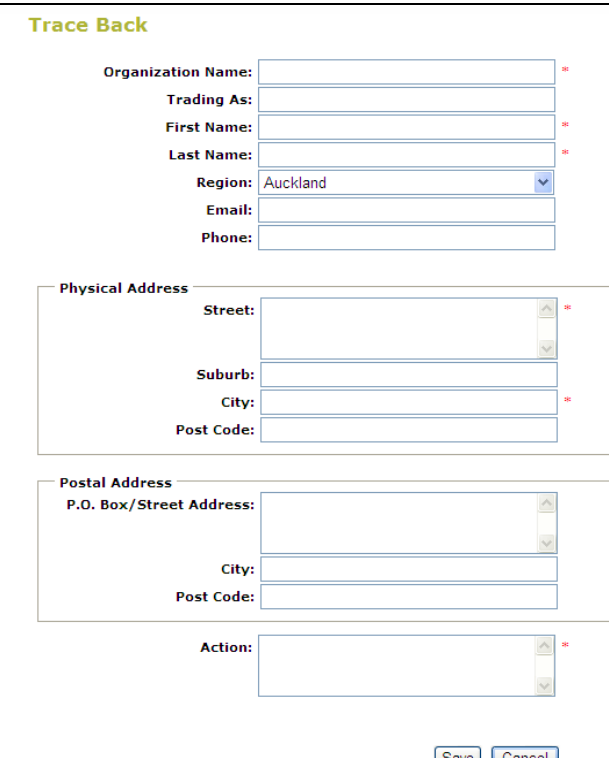
Step	Database action
	<div data-bbox="480 230 1241 689"> <p><b>Laboratory Sample</b></p> <p>Laboratory: -- Select Laboratory -- *</p> <p>Laboratory Reference: *</p> <p>Date Sent: *</p> <p>Date Received:</p> <p>Positive: <input type="checkbox"/></p> <p>Comments:</p> <p>Save Cancel</p> </div>
7	<p>Complete the following fields and then click <b>Save</b>:</p> <ul style="list-style-type: none"> <li>• which <b>Laboratory</b> the sample is going to</li> <li>• the <b>Laboratory Reference</b> you are giving the sample</li> <li>• the <b>Date Sent</b></li> <li>• any <b>Comments</b></li> </ul> <div data-bbox="480 931 1241 1391"> <p><b>Laboratory Sample</b></p> <p>Laboratory: National Institute of Water and Atmospheric Resear (Hamilton) *</p> <p>Laboratory Reference: 2011-11-a *</p> <p>Date Sent: 6/01/2012 *</p> <p>Date Received:</p> <p>Positive: <input type="checkbox"/></p> <p>Comments: Identification required of submitted plant specimen. ? Nuphar lutea (yellow water lily)</p> <p>Save Cancel</p> </div>
8	<p>You will be returned to your home screen where you will have a message letting you know the laboratory sample was saved successfully.</p> <div data-bbox="480 1518 1241 1659"> <p>Laboratory sample saved successfully.</p> <p><b>Opened Inspections</b></p> </div>
9	<p>Once results have been received from the laboratory, open the related inspection site from your <b>home</b> page. Click on the laboratory sample accordion label  to display the details.</p>

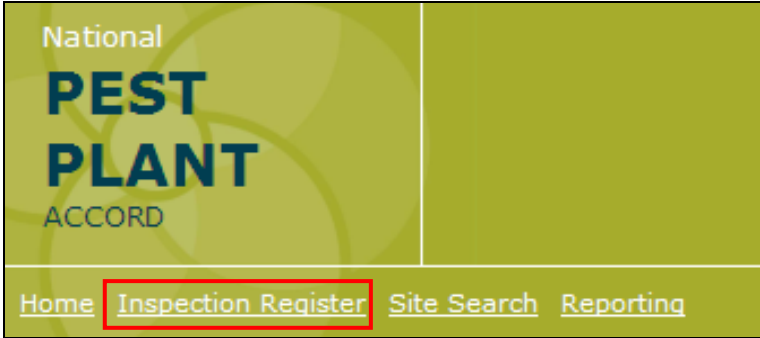
Step	Database action
	 <p>The screenshot shows the 'Daffodildilly' database interface. It has a dark blue header with the title 'Daffodildilly' and a close button. Below the header, there are two main sections: 'Site Details' and 'Inspection Details'. The 'Site Details' section includes fields for 'Physical Address' (77 Bulb Lane Springstoun), 'Type' (Nursery), 'Agency' (Training Regional Council), 'Planned Inspection Date' (25/08/2011), and 'Active' (Yes). There are links for 'Edit &gt;' and 'All Site Inspections'. The 'Inspection Details' section includes fields for 'Inspection Date' (25/10/2011), 'Inspection Type' (Annual), 'Inspected By' (A Trainee (TraineeA)), 'Status' (Open), 'Inspection Result' (None), and 'Comments' (Suspected NPPA species. Lab ID required.). There are links for 'Edit &gt;' and 'Laboratory Samples: Add &gt;'. The 'Laboratory Samples' section shows a sample from the 'National Institute of Water and Atmospheric Research' with fields for 'Laboratory', 'Laboratory Reference' (2011-11-a), 'Date Sent' (6/01/2012), 'Date Received', 'Positive' (No), and 'Comments' (Identification required of submitted plant specimen. ? Nuphar lutea (yellow water lily)). There are links for 'Add &gt;' and 'Create Follow-Up Inspection'.</p>
10	<p>Click the <b>Edit&gt;&gt;</b> link in order to enter the results received from the laboratory.</p>  <p>This screenshot is similar to the previous one, but it highlights the 'Edit &gt;' link in the 'Laboratory Samples' section with a red box. The 'Laboratory Samples' section shows a sample from the 'National Institute of Water and Atmospheric Research' with fields for 'Laboratory', 'Laboratory Reference' (2011-11-a), 'Date Sent' (6/01/2012), 'Date Received', 'Positive' (No), and 'Comments' (Identification required of submitted plant specimen. ? Nuphar lutea (yellow water lily)).</p>
11	<p>Record the results from the laboratory, including the date the results were received and any comments, and then click on <b>Save</b>.</p> <p><b>Negative identification received from the laboratory:</b>          If the laboratory report confirms the sample is not a NPPA species, you will need to ensure the positive box is <b>unchecked</b> and then proceed as you would for a <b>compliant</b> inspection (including closing the inspection).</p>

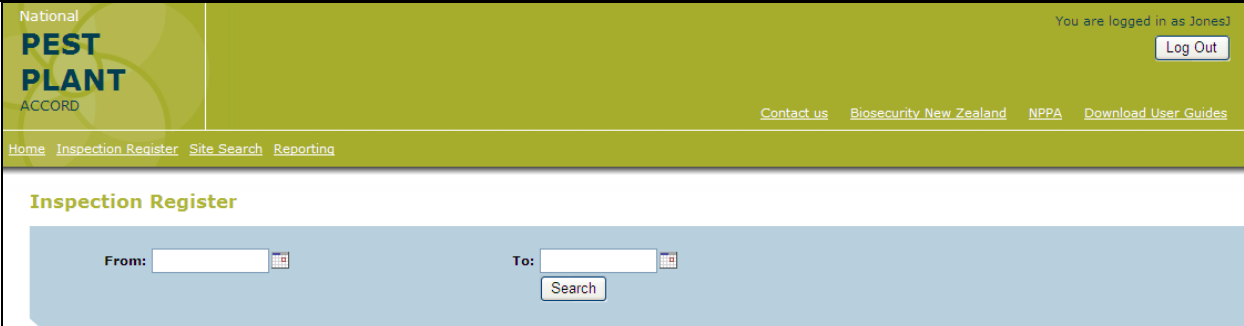
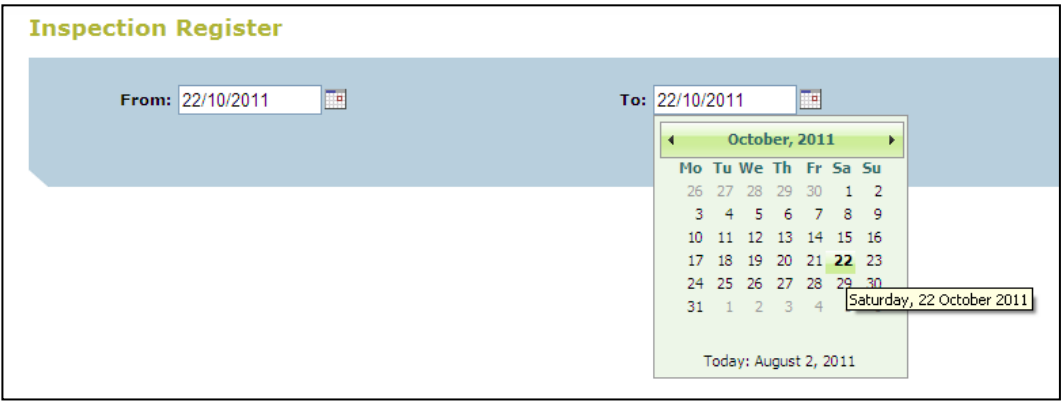
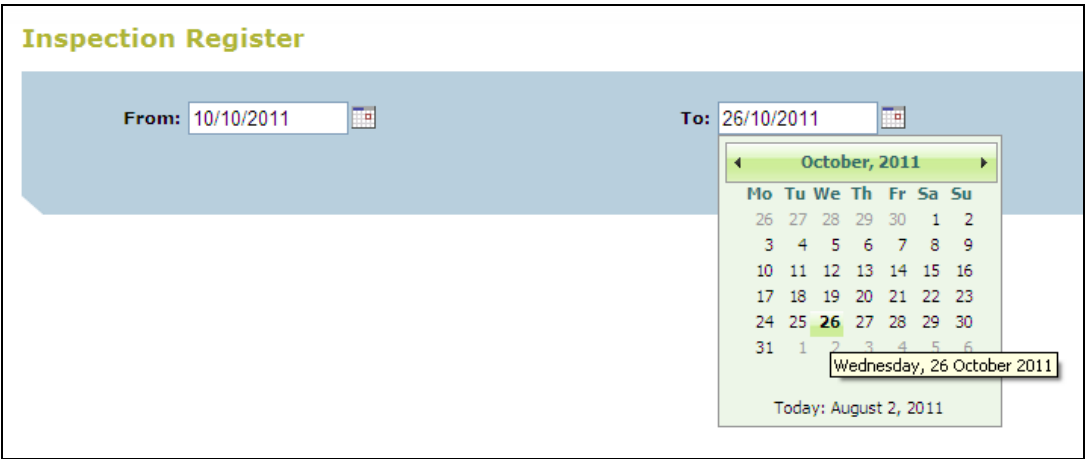
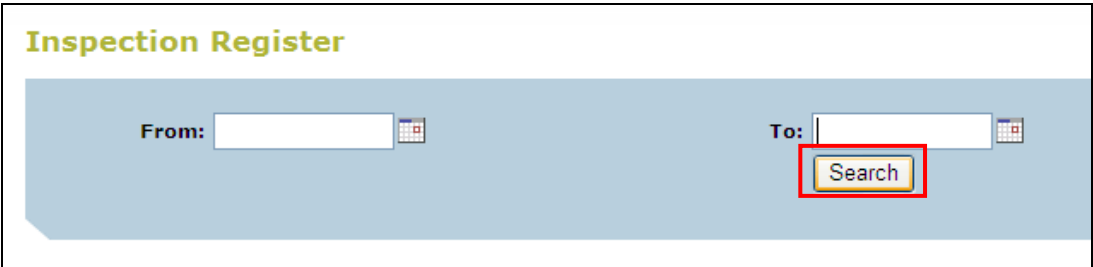



Step	Database action
	<div data-bbox="424 219 1297 730"> <p><b>Laboratory Sample</b></p> <p><b>Laboratory:</b> National Institute of Water and Atmospheric Resear (Hamilton) *</p> <p><b>Laboratory Reference:</b> 2011-11-a *</p> <p><b>Date Sent:</b> 6/01/2012 *</p> <p><b>Date Received:</b> 10/01/2012 *</p> <p><b>Positive:</b> <input type="checkbox"/></p> <p><b>Comments:</b> Identification required of submitted plant specimen. ? Nuphar lutea (yellow water lily) 10/01/2012 - laboratory confirmed sample is not Nuphar lutea.</p> <p><b>Save</b> <b>Cancel</b></p> </div> <p><b>Positive identification received from the laboratory:</b> You will need to tick the <b>Positive</b> box if the sample is confirmed as a NPPA species and then proceed as you would for a <b>non-compliant</b> inspection result.</p> <div data-bbox="411 871 1310 1413"> <p><b>Laboratory Sample</b></p> <p><b>Laboratory:</b> National Institute of Water and Atmospheric Resear (Hamilton) *</p> <p><b>Laboratory Reference:</b> 2011-11-a *</p> <p><b>Date Sent:</b> 6/01/2012 *</p> <p><b>Date Received:</b> 10/01/2012 *</p> <p><b>Positive:</b> <input checked="" type="checkbox"/></p> <p><b>Comments:</b> Identification required of submitted plant specimen. ? Nuphar lutea (yellow water lily) 10/01/2012 - laboratory confirmed sample is Nuphar lutea.</p> <p><b>Save</b> <b>Cancel</b></p> </div>
12	<p>You will be returned to your home page where it will note the laboratory sample was saved successfully.</p> <div data-bbox="480 1500 1238 1664"> <p><b>Laboratory sample saved successfully.</b></p> <p><b>Opened Inspections</b></p> </div>
<p><b>How do I enter details of the supplier to the site I've just inspected (for trace back purposes)?</b></p>	
<p>If a site you have inspected is non-compliant (and you have entered the details of the non-compliance into the NPPA inspection database), you may wish to include information regarding the person or organisation who supplied the inspected site with a NPPA species. This is for trace back purposes.</p>	
1	<p>From the home page, open the site you wish to add trace back details to by clicking on the accordion label  beside it.</p>

Step	Database action
	
2	<p>The inspection screen displays. Click on the accordion label  that sits beside the species that was found to be non-compliant during your site inspection.</p> 
3	Click on <b>Add&gt;&gt;</b> beside Trace Backs.

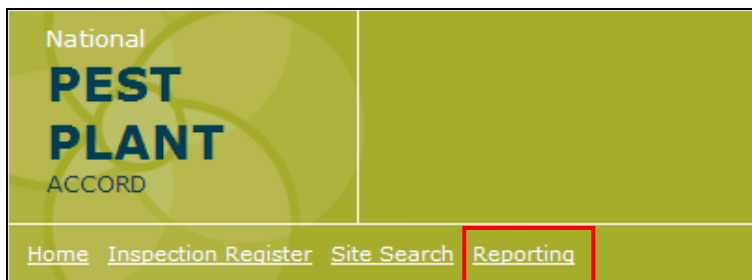
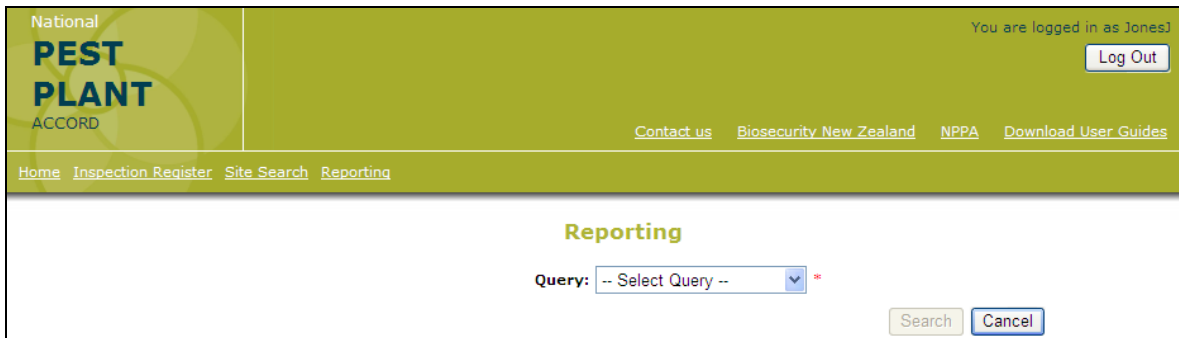
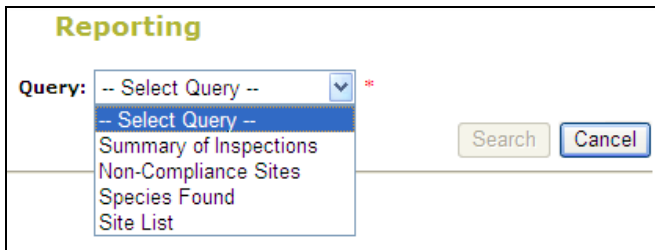
Step	Database action
	 <p>The screenshot displays the 'Daffodildilly' database interface. It includes sections for Site Details (Physical Address, Type, Agency, Planned Inspection Date, Active status), Inspection Details (Inspection Date, Type, Inspected By, Status, Result, Comments), Laboratory Samples (National Institute of Water and Atmospheric Research), and Non-Compliance (Inspector, Common Name, Scientific Name, Number of Specimen, Type of Non-Compliance, Reason for Non-Compliance, Comments, Status). A 'Trace Backs' button is highlighted with a red box.</p>
4	<p>The trace back edit screen displays:</p>  <p>The 'Trace Back' screen contains the following fields:</p> <ul style="list-style-type: none"> <li>Organization Name: *</li> <li>Trading As: *</li> <li>First Name: *</li> <li>Last Name: *</li> <li>Region: Auckland (dropdown)</li> <li>Email: *</li> <li>Phone: *</li> <li>Physical Address: <ul style="list-style-type: none"> <li>Street: *</li> <li>Suburb: *</li> <li>City: *</li> <li>Post Code: *</li> </ul> </li> <li>Postal Address: <ul style="list-style-type: none"> <li>P.O. Box/Street Address: *</li> <li>City: *</li> <li>Post Code: *</li> </ul> </li> <li>Action: *</li> </ul> <p>Buttons: Save, Cancel</p>
5	Complete the trace back details (these are the details of the supplier to the site you have just inspected where

Step	Database action
	<p>a non-compliance was found) and click <b>Save</b>.</p> <div data-bbox="584 268 1136 990"> <p><b>Trace Back</b></p> <p>Organization Name: <input type="text" value="Lily Specialists"/> *</p> <p>Trading As: <input type="text"/></p> <p>First Name: <input type="text" value="Lou"/> *</p> <p>Last Name: <input type="text" value="Bottle"/> *</p> <p>Region: <input type="text" value="Otago"/> *</p> <p>Email: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p><b>Physical Address</b></p> <p>Street: <input type="text" value="56 Spatterdock Lane"/> *</p> <p>Suburb: <input type="text"/></p> <p>City: <input type="text" value="Waterville"/> *</p> <p>Post Code: <input type="text"/></p> <p><b>Postal Address</b></p> <p>P.O. Box/Street Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>Post Code: <input type="text"/></p> <p>Action: <input type="text" value="Supplier details sent to local regional council for further investigation."/> *</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="1109 336 1353 459" style="border: 2px solid red; padding: 5px;"> <p>Fields marked with an asterisk (*) are mandatory</p> </div>
6	<p>The inspection details screen displays, noting that the trace back was successfully saved.</p> <div data-bbox="555 1131 1165 1272"> <p style="border: 2px solid red; padding: 5px; color: red; text-align: center;"><b>Trace back saved successfully.</b></p> <p style="color: green; text-align: center;"><b>Opened Inspections</b></p> </div>
<p><b>How do I view open and / or closed inspection sites that have been assigned to me?</b></p>	
1.	<p>The <b>Inspection Register</b> search function allows you to view either <b>open</b> and / or <b>closed</b> inspections for sites in your region. This search is based upon an inspection date or range of dates. The results are displayed in chronological order based on the inspection date.</p> <p>To search for inspection details, click on the <b>Inspection Register</b> link.</p> <div data-bbox="478 1556 1241 1892">  </div>
2	<p>The inspection register search screen displays.</p>

Step	Database action
	
3	<p>To search the inspection register you can either:</p> <ol style="list-style-type: none"> <li>search by <b>inspection date</b></li> </ol>  <ol style="list-style-type: none"> <li>search within a <b>range of inspection dates</b></li> </ol>  <ol style="list-style-type: none"> <li>search for <b>all inspections</b></li> </ol> 
4	The results from your search will display:

Step	Database action
	<div><div><div>Inspection Register</div><div><div>From: <input type="text"/></div><div>To: <input type="text"/></div><div>Search</div></div><div><a href="#">Save results to file</a></div><div><div><div>22/10/2011 (Open) (Annual) Delect Edibles</div><div>22/10/2011 (Closed) (Annual) Tall Poppies</div><div>2/05/2012 (Open) (Annual) Greener Gardens</div></div></div></div><div><p>A <b>closed</b> inspection displays with the inspection date, the status <b>(Closed)</b>, the inspection type, and the site name.</p><p>An <b>open</b> inspection will display with similar information to a closed inspection but will have an <b>(Open)</b> inspection status.</p></div></div>
5	<div><p>To check the details of the inspection, click on the accordion label .</p><div><div><div>22/10/2011 (Open) (Annual) Delect Edibles</div><div>22/10/2011 (Closed) (Annual) Tall Poppies</div></div><div><div><div>Site Details:</div><div><div>Physical Address: 45 Hoiday Grove Daisytown</div><div>Type: Garden Centre</div><div>Agency: Training Regional Council</div><div>Planned Inspection Date: 7/12/2012</div><div>Active: Yes</div></div><div><div><a href="#">All Site Inspections</a></div><div>Contact Details</div></div></div><div><div><div>Inspection Details:</div><div><div>Inspection Date: 22/10/2011</div><div>Inspection Type: Annual</div><div>Inspected By: Jane Jones (JonesJ)</div><div>Status: Closed</div><div>Inspection Result: Compliance</div><div>Comments: No NPPA species found at this site</div></div><div><div>Laboratory Samples:</div><div>Non-Compliance:</div></div></div><div><div>2/05/2012 (Open) (Annual) Greener Gardens</div></div></div><div><p>Please note:</p><p>There is no <b>Edit&gt;&gt;</b> link displayed. Once an inspection is <b>closed</b>, the data related to that specific inspection is <b>unable to be edited</b> and cannot be changed or deleted.</p></div></div></div></div>

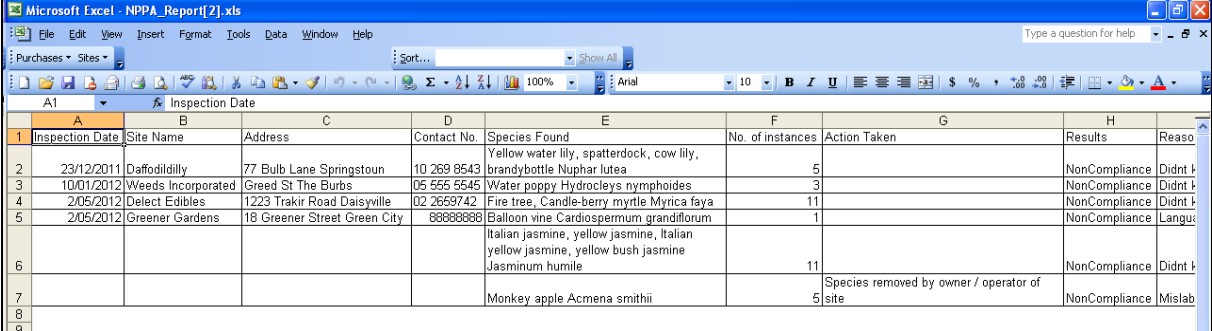
## Reporting and Site Search

Step	Database action
<b>Reporting</b>	
	<p>The reporting function of the NPPA inspection database allows Inspectors to access the inputted data that relates to your inspections <u>only</u> in some helpful categories:</p> <ul style="list-style-type: none"> <li>inspection summary</li> <li>information on non-compliant sites</li> <li>species found at non-compliant sites</li> <li>site list</li> </ul>
1	<p>From your home page, click on the <b>Reporting</b> option.</p> 
2	<p>The main reporting page will load.</p> 
3	<p>The drop down menu options available for your <b>query</b> show the range of search criteria.</p> 
4	<p>Select a <b>query</b> option from the drop down menu, complete the date field (if required), select the <b>site type</b> and click on <b>Search</b>.</p>

Step	Database action																																				
	<div><div>Reporting</div><div>Query: Non-Compliance Sites *</div><div><div>Inspections From: 1/07/2011</div><div>Inspections Until: 11/01/2012</div></div><div><div>Site Type: All Site Types</div><div>All Site Types Nursery Garden Centre Market Stall Pet Shop Incidental Roadside stall Other Cut Flower Growers</div></div><div><div>Search</div><div>Cancel</div></div></div>																																				
5	<p>The system will begin searching for the information. This may take a few minutes.</p> <div><div>Reporting</div><div>Query: Non-Compliance Sites *</div><div>Inspections From: 1/07/2011</div><div>Inspections Until: 11/01/2012</div><div><div>Searching</div></div><div><div>Search</div><div>Cancel</div></div></div>																																				
6	<p>The reporting information you are searching for will display in table form.</p> <div><div>Reporting</div><div>Query: Non-Compliance Sites *</div><div>Inspections From: 1/07/2011</div><div>Inspections Until: 11/01/2012</div><div>Site Type: All Site Types</div><div><div>Search</div><div>Cancel</div></div><div>Non-Compliance Sites</div><div><a href="#">Export to Excel</a></div><table><tr><th>Inspection Date</th><th>Site Name</th><th>Address</th><th>Contact No.</th><th>Species Found</th><th>No. of instances</th><th>Action Taken</th><th>Results</th><th>Reason for Non-Compliance</th><th>Date of Follow-up</th><th>Follow-up Results</th><th>Site Type</th></tr><tr><td>23/12/2011</td><td>Daffodildilly</td><td>77 Bulb Lane Springstoun</td><td>10 269 8543</td><td>Yellow water lily, spatterdock, cow lily, brandybottle <i>Nuphar lutea</i></td><td>5</td><td></td><td>NonCompliance</td><td>Didnt know</td><td>-</td><td>-</td><td>Nurser</td></tr><tr><td>10/01/2012</td><td>Weeds Incorporated</td><td>Greed St The Burbs</td><td>05 555 5545</td><td>Water poppy <i>Hydrocleys</i></td><td>3</td><td></td><td>NonCompliance</td><td>Didnt know</td><td>-</td><td>-</td><td>Garden Centre</td></tr></table></div>	Inspection Date	Site Name	Address	Contact No.	Species Found	No. of instances	Action Taken	Results	Reason for Non-Compliance	Date of Follow-up	Follow-up Results	Site Type	23/12/2011	Daffodildilly	77 Bulb Lane Springstoun	10 269 8543	Yellow water lily, spatterdock, cow lily, brandybottle <i>Nuphar lutea</i>	5		NonCompliance	Didnt know	-	-	Nurser	10/01/2012	Weeds Incorporated	Greed St The Burbs	05 555 5545	Water poppy <i>Hydrocleys</i>	3		NonCompliance	Didnt know	-	-	Garden Centre
Inspection Date	Site Name	Address	Contact No.	Species Found	No. of instances	Action Taken	Results	Reason for Non-Compliance	Date of Follow-up	Follow-up Results	Site Type																										
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10/01/2012	Weeds Incorporated	Greed St The Burbs	05 555 5545	Water poppy <i>Hydrocleys</i>	3		NonCompliance	Didnt know	-	-	Garden Centre																										
7	<p>If you wish to use this data in another form, click on <b>Export to Excel</b></p>																																				

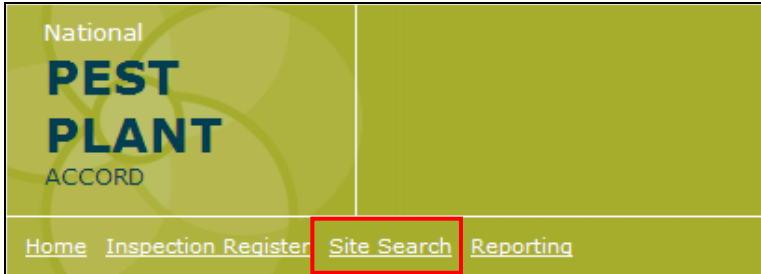
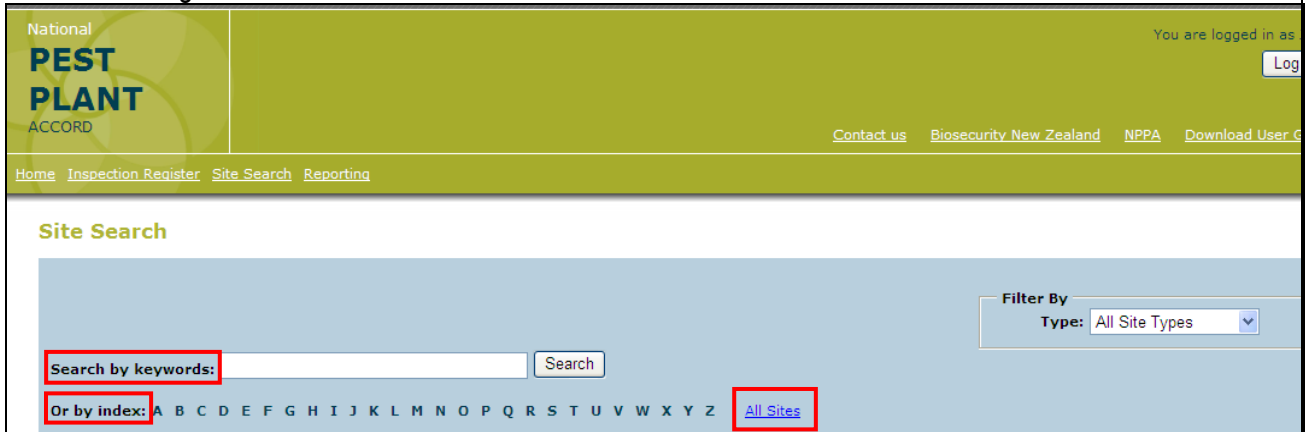



Step	Database action																		
	<div><div>Reporting</div><div>Query: Non-Compliance Sites</div><div>Inspections From: 1/07/2011</div><div>Inspections Until: 11/01/2012</div><div>Site Type: All Site Types</div><div>Search</div><div>Cancel</div></div> <div>Non-Compliance Sites</div> <div>Export to Excel</div> <table><thead><tr><th>Inspection Date</th><th>Site Name</th><th>Address</th><th>Contact No.</th><th>Species Found</th><th>No. of instances</th><th>Action Taken</th><th>Results</th><th>Reason</th></tr></thead><tbody><tr><td>23/12/2011</td><td>Daffodildilly</td><td>77 Bulb Lane</td><td>10 269 8543</td><td>Yellow water lily, spatterdock, cow lily, brandybottle</td><td>5</td><td></td><td>NonCompliance</td><td>Didnt</td></tr></tbody></table>	Inspection Date	Site Name	Address	Contact No.	Species Found	No. of instances	Action Taken	Results	Reason	23/12/2011	Daffodildilly	77 Bulb Lane	10 269 8543	Yellow water lily, spatterdock, cow lily, brandybottle	5		NonCompliance	Didnt
Inspection Date	Site Name	Address	Contact No.	Species Found	No. of instances	Action Taken	Results	Reason											
23/12/2011	Daffodildilly	77 Bulb Lane	10 269 8543	Yellow water lily, spatterdock, cow lily, brandybottle	5		NonCompliance	Didnt											
8	<p>If you are using Mozilla Firefox, the following prompt will display (click on <b>OK</b>).</p> <div><div>Opening NPPA_Report.xls</div><div>You have chosen to open</div><div><div>NPPA_Report.xls</div><div>which is a: Microsoft Excel Worksheet</div><div>from: http://nppa-inspections.maf.govt.nz</div></div><div>What should Firefox do with this file?</div><div><div><input checked="" type="radio"/> Open with: Microsoft Office Excel (default)</div><div><input type="radio"/> Save File</div><div><input type="checkbox"/> Do this automatically for files like this from now on.</div></div><div>OK</div><div>Cancel</div></div> <p>If you are using Internet Explorer, the following prompt will display (click on <b>Open</b> or <b>Save</b>)</p> <div><div>File Download</div><div>Do you want to open or save this file?</div><div><div><div></div><div>Name: NPPA_Report.xls</div><div>Type: Microsoft Excel Worksheet, 1.46KB</div><div>From: nppa-inspections.maf.govt.nz</div></div></div><div>Open</div><div>Save</div><div>Cancel</div><div><div></div><div>While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <a href="#">What's the risk?</a></div></div></div>																		
9	Excel will display the information in spreadsheet form and, if required, you can manipulate the data to present it in the form you wish to use.																		

Step	Database action
	

## Site search

The site search function allows you to search the database to locate inspection sites that you have been delegated.

1	<p>Click on <b>Site Search</b></p> 
2	<p>You can search for to see if the inspection site already exists in the database in several ways:</p> <ol style="list-style-type: none"> <li>Search by <b>keywords</b></li> <li>Search alphabetically (by <b>index</b>)</li> <li>Clicking on <b>all sites</b></li> </ol> 
3	<p>A screen displaying your results will appear. If you wish to use this data in another form, you can select <b>Save results to file</b> and follow the prompts.</p>

Step	Database action
	<p><b>Site Search</b></p> 
4	<p>Excel will display the information in spreadsheet form and, if required, you can manipulate the data to present it in the form you wish to use.</p> 