



NPPA INSPECTOR USER GUIDE



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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.

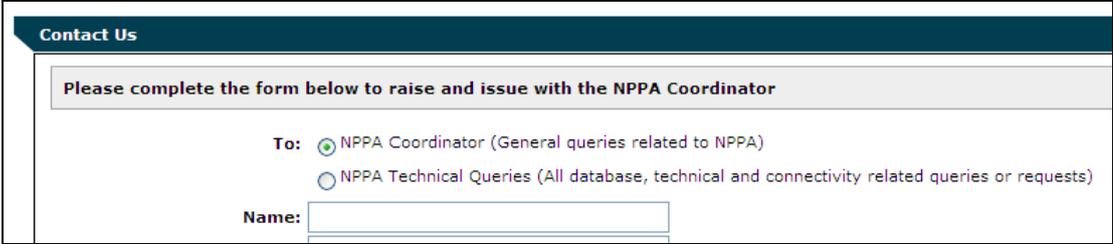
For any queries or suggestions (either general or technical), please contact the NPPA Coordinator at nppa@mpi.govt.nz

Getting Started

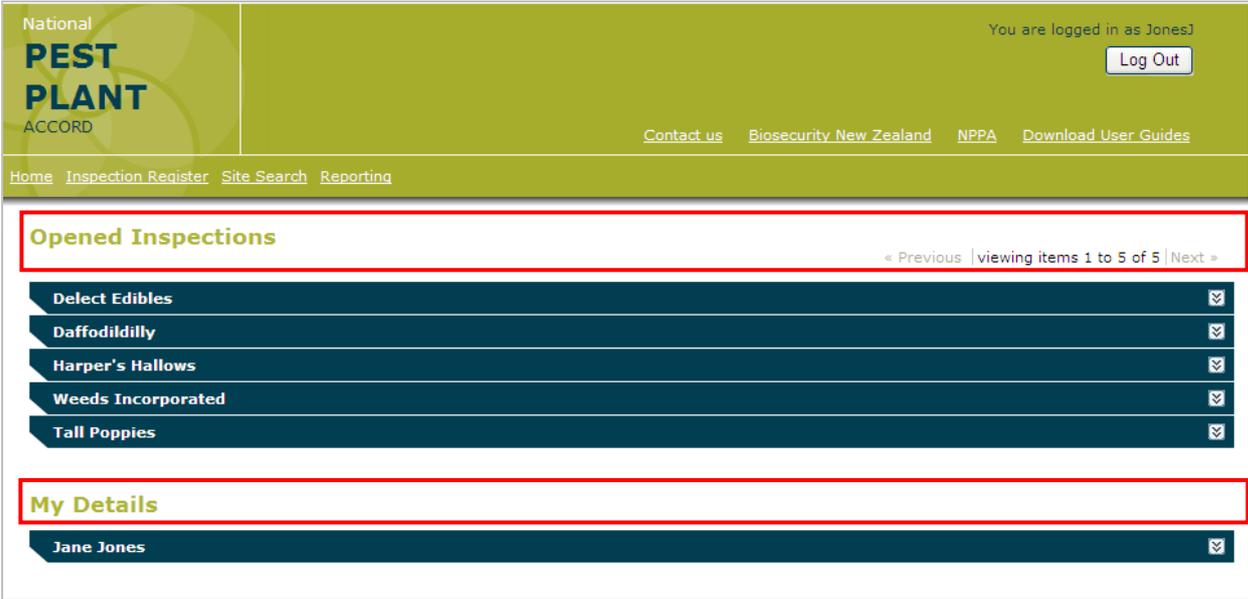
Step	Database action
Receiving the introductory email	
1	<p>Once your details have been entered into the NPPA inspection database for the first time by the MAF Administrator, you will receive an email that details your user name (login name) and password.</p> <p>Welcome JonesJ,</p> <p>Your login for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

Step	Database action
	<div data-bbox="466 230 1254 409" style="border: 1px solid black; padding: 5px; background-color: #d9ead3;"> <p style="text-align: right;">Username: <input type="text" value="JonesJ"/></p> <p style="text-align: right;">Password: <input type="password" value="●●●●●●●●"/> <input type="button" value="Log In"/></p> <p style="text-align: right;">Forgot Password?</p> <p style="text-align: center;"> Contact us Biosecurity New Zealand NPPA Download User Guides </p> </div> <div data-bbox="220 443 1501 965" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <h3 style="color: #4f7942;">Privacy Act</h3> <div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"> <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> </div> <p style="text-align: right;"> <input type="button" value="I Accept"/> <input type="button" value="I Decline"/> </p> </div> <p>Please note: 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 Save, a screen will appear that notifies you that your details were saved successfully.</p> <div data-bbox="443 1397 1294 1966" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Edit My Details <small>Welcome to NPPAI Please change your password.</small></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>Physical Address</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>Postal Address</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 style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p style="text-align: center; color: red;">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 style="text-align: right;"><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 Save button.</p> <p>Once you have clicked on Save, a screen will appear that notifies you that your details were saved successfully.</p> <div data-bbox="316 376 1402 1072" style="border: 1px solid black; padding: 10px;"> <p>Edit My Details</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="ngpa@maf.govt.nz"/> *</p> <p>Phone: <input type="text"/></p> <p>Physical Address</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>Postal Address</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 style="text-align: right;">Change Password</p> <p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div> <p style="margin-left: 400px;">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="402 1198 1318 1424" style="border: 1px solid black; padding: 10px; background-color: #d4d484;"> <p style="text-align: right;">You are logged in as JonesJ</p> <p style="text-align: right;"><input type="button" value="Log Out"/></p> <p style="text-align: center;">Contact us Biosecurity New Zealand NPPA Download User Guides</p> </div>
What happens if I forget my password?	
1	<p>If you forget your password, go to the NPPA inspection database (https://ngpa-inspections.maf.govt.nz) and enter your Username. Then click on the Forgot Password? link.</p> <p>An email will be sent to your with your new temporary password.</p> <div data-bbox="402 1715 1318 1977" style="border: 1px solid black; padding: 10px; background-color: #d4d484;"> <p>Username: <input type="text" value="JonesJ"/></p> <p>Password: <input type="password" value="••••••••"/> <input type="button" value="Log In"/></p> <p style="text-align: right;"><input type="button" value="Forgot Password?"/></p> <p style="text-align: center;">Contact us Biosecurity New Zealand NPPA Download User Guides</p> </div>

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

Creating Inspections

Step	Database action
	<p>Log in to the NPPA inspection database (https://nppa-inspections.maf.govt.nz).</p> <p>Your home page will display:</p> <ul style="list-style-type: none"> All Opened Inspections assigned to you My Details section  <p>To view and edit your details in the My Details section, click on the accordion label </p>

Checking to see if the inspection site already exists in the NPPA inspection database

1	<p>Click on Site Search</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"> Search by keywords Search alphabetically (by index) Clicking on all sites

Step	Database action
	 <p>The screenshot shows the 'National PEST PLANT ACCORD' website. At the top right, it says 'You are logged in as' with a 'Log' button. Navigation links include 'Contact us', 'Biosecurity New Zealand', 'NPPA', and 'Download User G'. A secondary navigation bar has 'Home', 'Inspection Register', 'Site Search', and 'Reporting'. The main content area is titled 'Site Search' and features a search bar with the text 'Search by keywords:' and a 'Search' button. To the right is a 'Filter By' dropdown menu set to 'All Site Types'. Below the search bar is an alphabetical index from 'A' to 'Z', with 'All Sites' highlighted in a red box.</p>
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>
Creating a new inspection for a site already in the NPPA inspection database	
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 screenshot shows a list of site names in dark blue bars: 'Struggling Dairy', 'Tall Poppies', 'Test Place', and 'Under the Sea'. Each bar has a small downward arrow icon on the right. The 'Under the Sea' bar is highlighted with a red box. Below this list, the details for 'Under the Sea' are displayed in a light green box. It includes: 'Physical Address: 25 Daytime Ave, Fishville', 'Type: Pet Shop', 'Agency: Training Regional Council', 'Planned Inspection Date: 28/10/2012', and 'Active: Yes'. To the right of these details are three buttons: 'New Inspection', 'All Site Inspections', and 'Contact Details', each with a downward arrow icon.</p> <p>The accordion label then allows you to view the site inspection details, including:</p> <ul style="list-style-type: none"> • Physical address of inspection site • Planned inspection details • All site inspections • Contact details
2	<p>If an inspection has not already been created for the inspection site, click on the accordion label  beside New Inspection (if you see View Current Inspection instead of New Inspection then an inspection has already been opened for that site).</p>

Step	Database action
	

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**.



Please note:

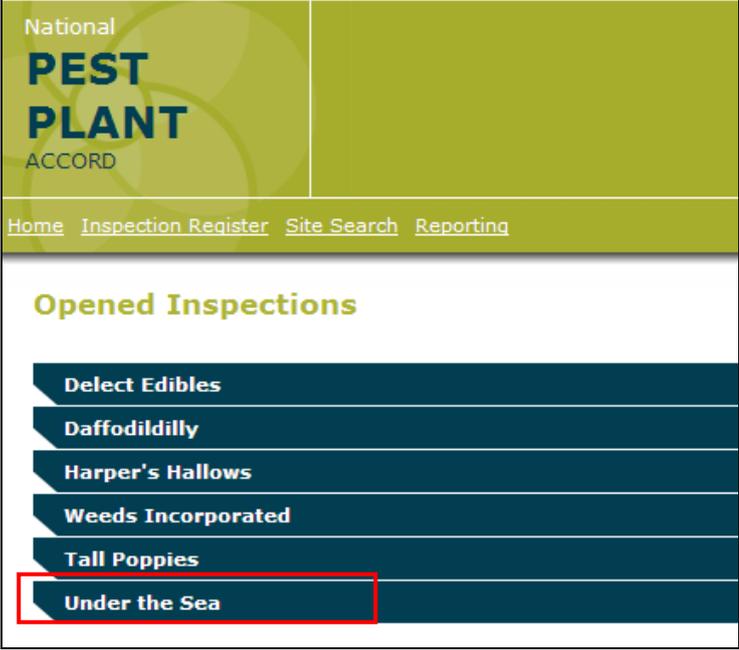
You have already been assigned the inspection in the **Assign To** field.

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.

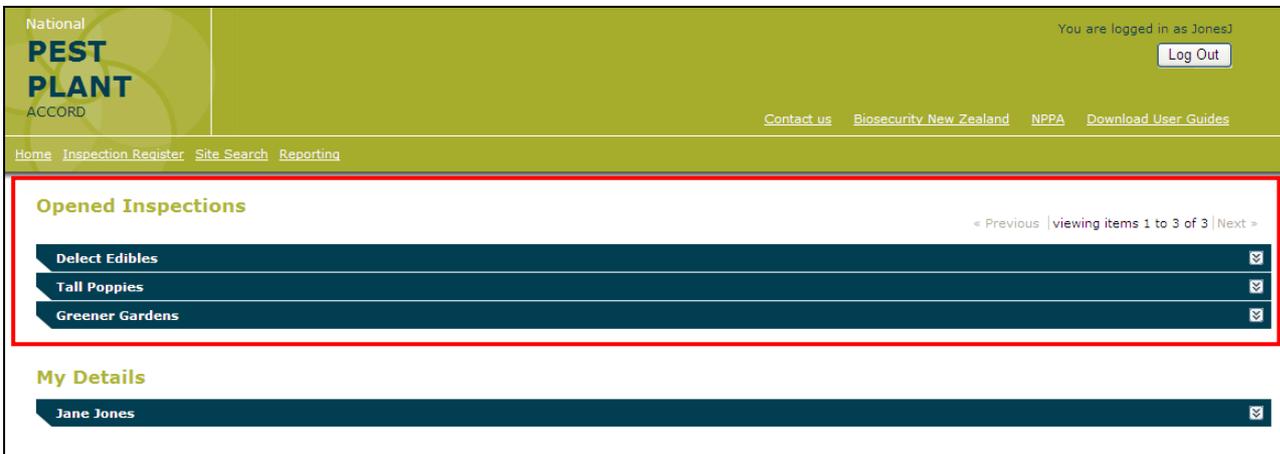
To change the **date** you can either:

- 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 



Step	Database action
4	<p>The inspection has now been created and assigned. When you click on Home, you will see the new inspection sitting under Opened Inspections.</p>  <p>The screenshot shows the National Pest Plant Accord website interface. At the top left, the logo reads 'National PEST PLANT ACCORD'. Below the logo is a navigation menu with links for 'Home', 'Inspection Register', 'Site Search', and 'Reporting'. The main content area is titled 'Opened Inspections' and lists 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 (https://nppa-inspections.maf.govt.nz), 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

Greener Gardens

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:

[All Site Inspections](#)

Contact Details

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																																																	
	<div data-bbox="480 250 1240 797" style="border: 1px solid black; padding: 10px;"> <p>Inspection</p> <p>Inspection Date: 7/12/2011 <input type="text"/></p> <p>Inspected By: Jane Jones (JonesJ) <input type="text"/></p> <p>Inspection Type: Annual <input type="text"/></p> <p>Inspection Result: None <input type="text"/></p> <p>Inspection Status: Open <input type="text"/></p> <p>Comments: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>																																																	
2	<p>Edit the date that shows in the Inspection Date field to reflect when the inspection was actually carried out.</p> <p>To change the date you can either:</p> <ol style="list-style-type: none"> 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 <input type="text"/> <div data-bbox="592 1055 1128 1458" style="border: 1px solid black; padding: 10px;"> <p>ion</p> <p>Date: 22/10/2011 <input type="text"/></p> <p>Type: <input type="text"/></p> <p>Assign To: <input type="text"/></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> <th>Su</th> </tr> </thead> <tbody> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> </tbody> </table> <p>Today: July 27, 2011</p> </div> <p>Please note: You are not able to enter a date that falls before the date already in the Inspection Date field.</p>	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
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24	25	26	27	28	29	30																																												
31	1	2	3	4	5	6																																												
3	<p>Mark the inspection as compliant by selecting Compliance from the Inspection Result drop down menu.</p> <div data-bbox="403 1599 1318 1942" style="border: 1px solid black; padding: 10px;"> <p>Inspection</p> <p>Inspection Date: 22/10/2011 <input type="text"/></p> <p>Inspected By: Jane Jones (JonesJ) <input type="text"/></p> <p>Inspection Type: Annual <input type="text"/></p> <p>Inspection Result: <input type="text"/></p> <p>Inspection Status: <input type="text"/></p> </div>																																																	
4	<p>Close the inspection by selecting Closed from the Inspection Status drop down menu.</p>																																																	

Step	Database action
	<div data-bbox="402 250 1318 577" style="border: 1px solid black; padding: 10px;"> <p>Inspection</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>Please note: Once an inspection status has been saved as closed, the data related to that specific inspection is unable to be edited and cannot be changed or deleted.</p>
5	<p>Include any comments in the Comments field (if needed) and then click on Save.</p> <div data-bbox="427 788 1292 1397" style="border: 1px solid black; padding: 10px;"> <p>Inspection</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 style="text-align: right;">Save Cancel</p> </div>
6	<p>The Inspection screen will close and your home screen is displayed.</p> <div data-bbox="418 1523 1302 1984" style="border: 1px solid black; padding: 10px;"> <p>National PEST PLANT ACCORD</p> <p>Home Inspection Register Site Search Reporting</p> <p>Opened Inspections</p> <ul style="list-style-type: none"> Delect Edibles Greener Gardens <p>My Details</p> <ul style="list-style-type: none"> Jane Jones </div>



Step	Database action
	<p>Please note:</p> <p>When you save a closed inspection, the inspection site disappears from under Opened Inspections on your home page. However, you are able to locate the inspection site by carrying out a site search (refer to section titled Checking the inspection site already exists in the NPPA inspection database under Creating Inspections) or by using the Inspection Register function (see below).</p>

Checking my assigned inspection sites by using the inspection register

- 1 The inspection register contains both open and closed inspections.
Click on **Inspection Register**.



- 2 The **Inspection Register** search screen will display.

There are three ways you are able to search for inspection dated within the register:

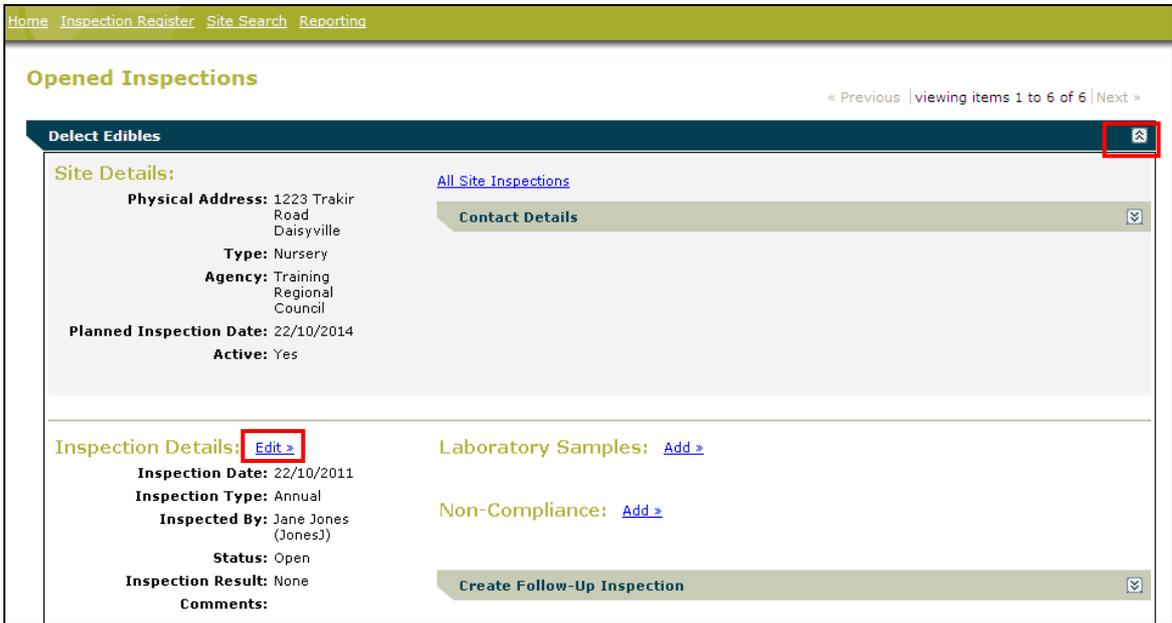
- a. via a single inspection date

- b. inspections within a range of dates

Step	Database action
	<div data-bbox="328 219 1393 398"> <p>Inspection Register</p> <p>From: 12/10/2012 To: 12/10/2011</p> <p>Search</p> </div> <p data-bbox="213 412 598 443">c. all inspections (no date limit)</p> <div data-bbox="328 454 1393 667"> <p>Inspection Register</p> <p>From: To:</p> <p>Search</p> </div>

Entering data against a site where NPPA species were found (non compliant)

- Once you have logged on to the NPPA inspection database (<https://nppa-inspections.maf.govt.nz>), your home screen will display. This screen will show any inspections that have been assigned to you.
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**



The screenshot shows the 'Opened Inspections' page. At the top, there are navigation links: Home, Inspection Register, Site Search, Reporting. Below this is a 'Delect Edibles' header with a dropdown arrow icon. The main content area is divided into two sections: 'Site Details' and 'Inspection Details'.
Site Details:
 Physical Address: 1223 Trakir Road, Daisyville
 Type: Nursery
 Agency: Training Regional Council
 Planned Inspection Date: 22/10/2014
 Active: Yes
 There is a 'Contact Details' button with a dropdown arrow icon.
Inspection Details:
 Inspection Date: 22/10/2011
 Inspection Type: Annual
 Inspected By: Jane Jones (Jones)
 Status: Open
 Inspection Result: None
 Comments:
 There is an 'Edit >' link next to the 'Inspection Details' header.
 Other links include 'All Site Inspections', 'Laboratory Samples: Add >', 'Non-Compliance: Add >', and 'Create Follow-Up Inspection' with a dropdown arrow icon.

- Edit the date that shows in the **Inspection Date** field to reflect when the inspection was actually carried out.

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 

Step	Database action
	<div data-bbox="549 215 1171 640" style="border: 1px solid black; padding: 5px;"> <p>Inspection</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 style="text-align: right;">Save Cancel</p> </div> <p>Please note: You are not able to enter a date that falls before the date already in the Inspection Date field.</p>
3	<p>Mark the inspection as non-compliant by selecting NonCompliance from the Inspection Result drop down menu.</p> <div data-bbox="448 837 1270 1429" style="border: 1px solid black; padding: 5px;"> <p>Inspection</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: [dropdown]</p> <p>Comments: [text area]</p> <p style="text-align: right;">Save Cancel</p> </div>
4	<p>Leave the inspection open by selecting Open from the Inspection Status drop down menu.</p> <div data-bbox="448 1536 1270 1841" style="border: 1px solid black; padding: 5px;"> <p>Inspection</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: [text area]</p> </div>
5	<p>Non-compliance issues are recorded in the Non-compliance Activities screen. However, if you have additional notes you may wish to add them to the Comments section. Click on Save.</p>



Step	Database action
	<div style="border: 1px solid black; padding: 10px;"> <p>Inspection</p> <p>Inspection Date: <input type="text" value="2/05/2012"/> </p> <p>Inspected By: <input type="text" value="Jane Jones (JonesJ)"/> </p> <p>Inspection Type: <input type="text" value="Annual"/> </p> <p>Inspection Result: <input type="text" value="NonCompliance"/> </p> <p>Inspection Status: <input type="text" value="Open"/> </p> <p>Comments: <input type="text" value="Open"/> </p> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>

6 The **Inspection** screen will close and the site details under **Opened Inspections** will display.

Opened Inspections

Delect Edibles

Site Details:

Physical Address: 1223 Trakir Road
Daisyville

Type: Nursery

Agency: Training Regional Council

Planned Inspection Date: 22/10/2014

Active: Yes

[All Site Inspections](#)

Contact Details

Inspection Details: [Edit >](#)

Inspection Date: 2/05/2012

Inspection Type: Annual

Inspected By: Jane Jones (JonesJ)

Status: Open

Inspection Result: NonCompliance

Comments:

Laboratory Samples: [Add >](#)

Non-Compliance: [Add >](#)

Create Follow-Up Inspection

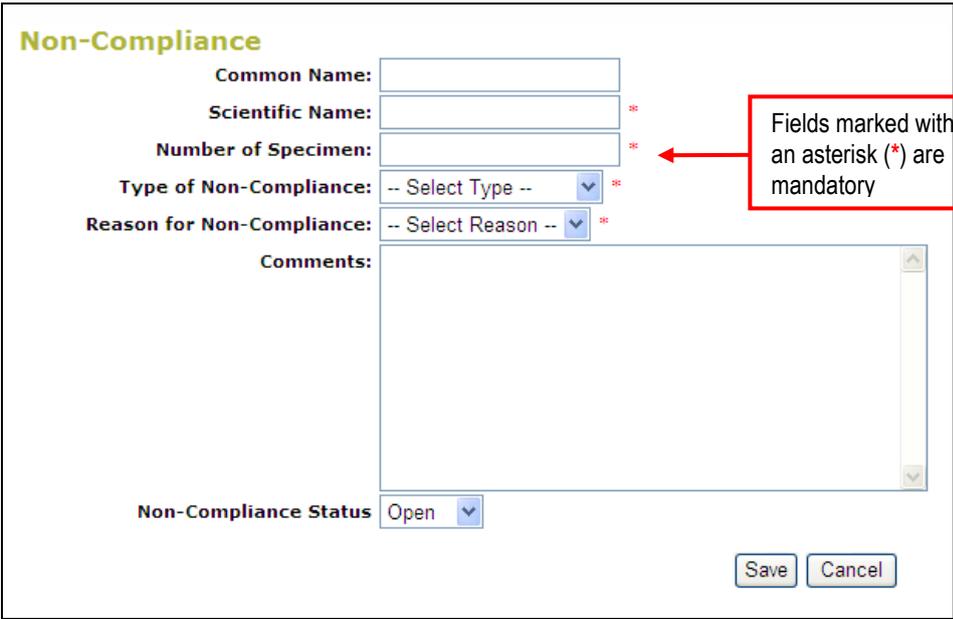
Daffodildilly

Please note:

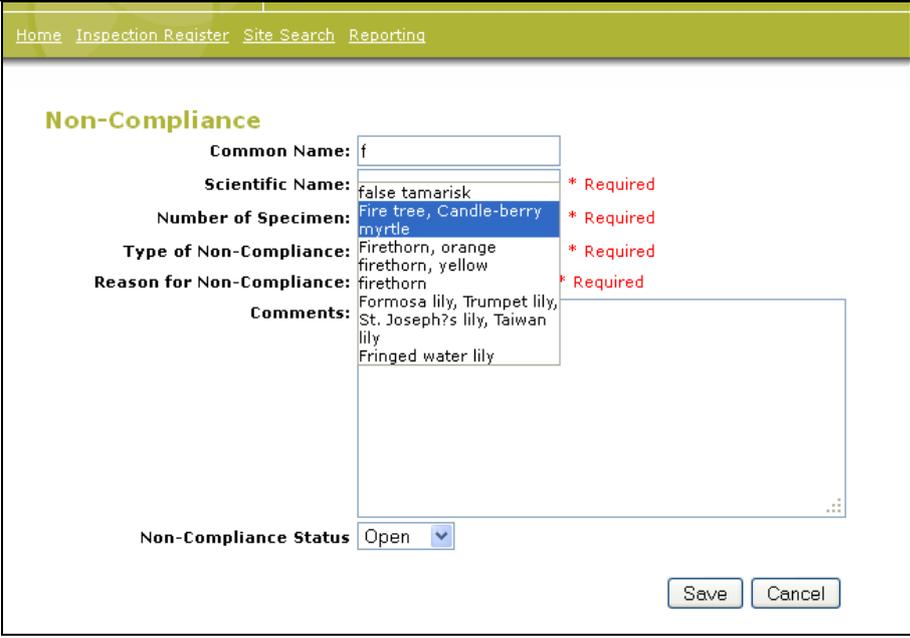
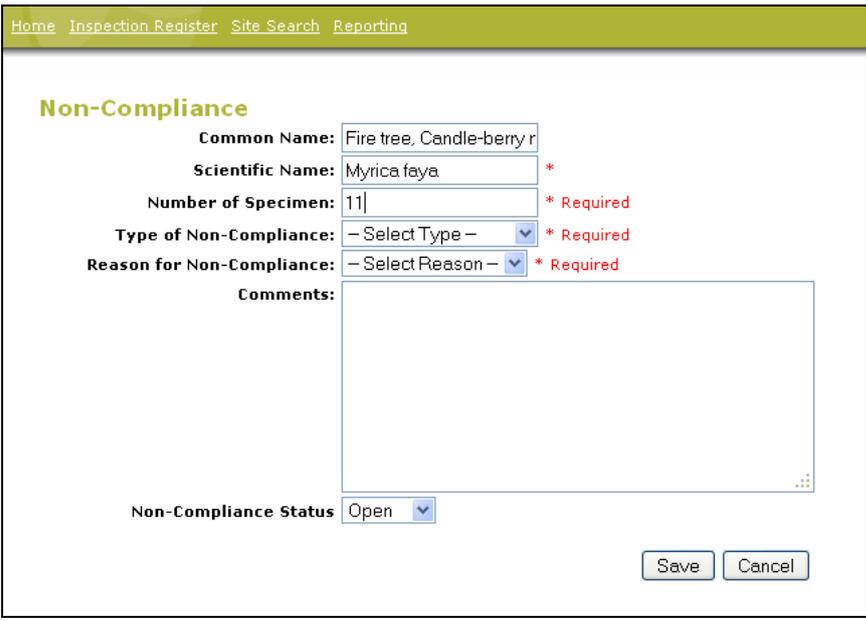
Under **Inspection Details** the inspection **status** will show as **open** and the **inspection result** will show as **NonCompliance**.

7 The details of the non-compliance need to be inputted against the non-compliant site.
Click on the **Add»** link beside **Non-Compliance** to open up the non-compliance screen.

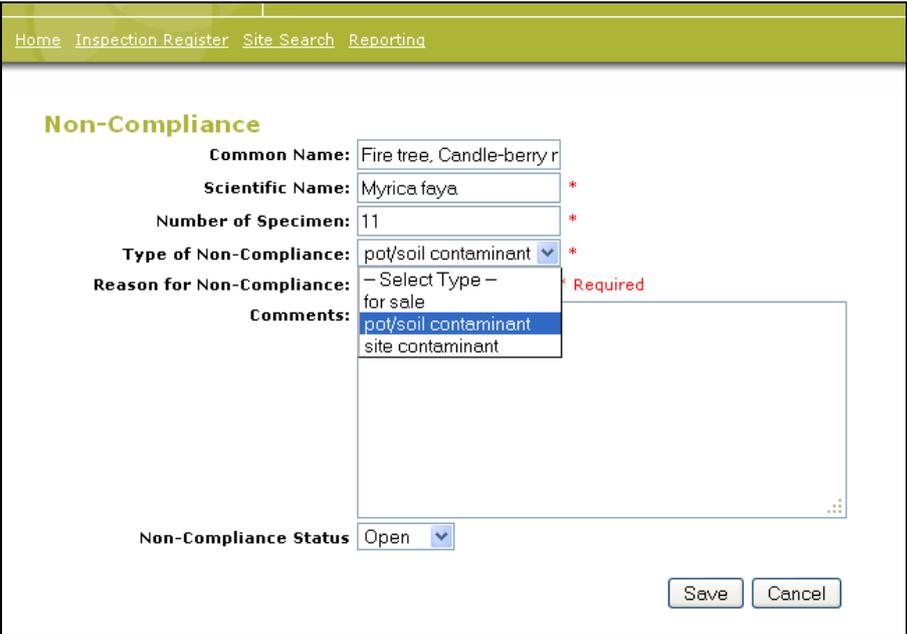
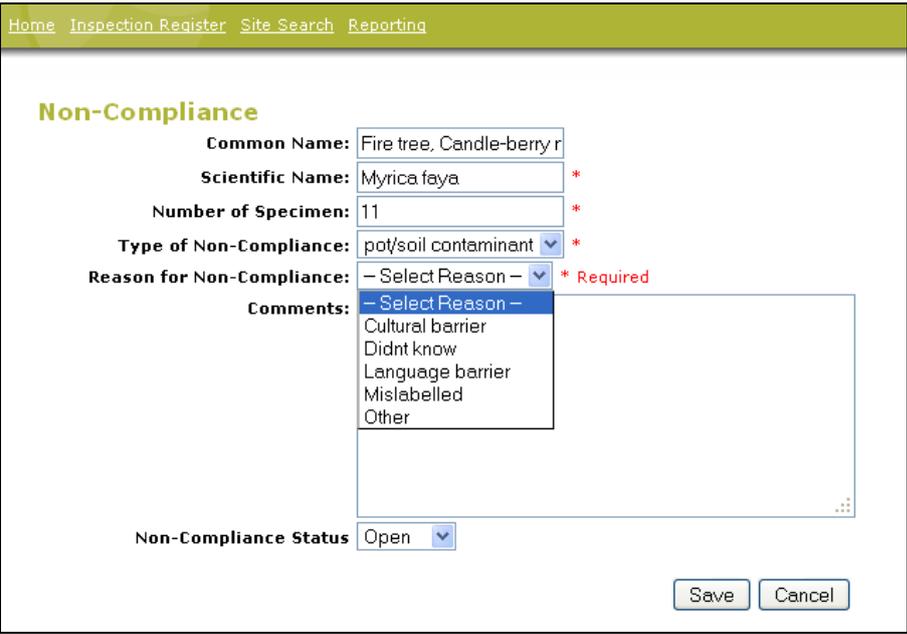


Step	Database action
	
8	<p>The Non-Compliance screen will display.</p> 
9	<p>Enter the species name or common name of the NPPA plant by typing the first few letters of the name in the appropriate box. A drop-down menu will appear for you to make your selection from.</p>

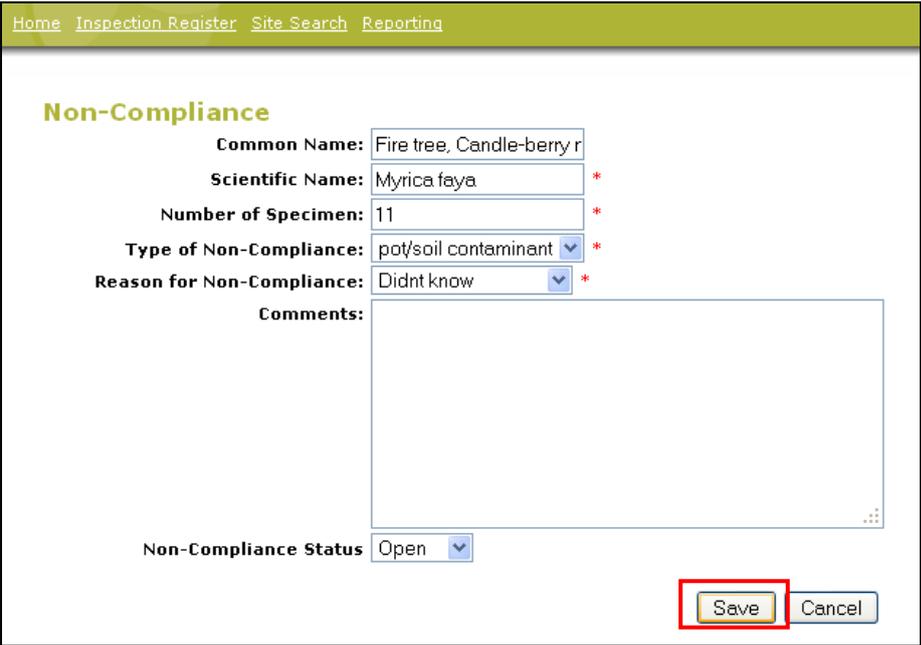


Step	Database action
	 <p>The screenshot shows the 'Non-Compliance' form with the following fields and values:</p> <ul style="list-style-type: none"> Common Name: f Scientific Name: false tamarisk (dropdown menu is open showing options: false tamarisk, Fire tree, Candle-berry myrtle, Firethorn, orange firethorn, yellow firethorn, Formosa lily, Trumpet lily, St. Joseph?s lily, Taiwan lily, Fringed water lily) Number of Specimen: Fire tree, Candle-berry myrtle Type of Non-Compliance: Firethorn, orange firethorn, yellow firethorn Reason for Non-Compliance: firethorn Comments: Formosa lily, Trumpet lily, St. Joseph?s lily, Taiwan lily, Fringed water lily Non-Compliance Status: Open
10	 <p>The screenshot shows the 'Non-Compliance' form with the following fields and values:</p> <ul style="list-style-type: none"> Common Name: Fire tree, Candle-berry r Scientific Name: Myrica faya Number of Specimen: 11 Type of Non-Compliance: - Select Type - Reason for Non-Compliance: - Select Reason - Comments: (empty text area) Non-Compliance Status: Open
11	Select the type of non-compliance from the drop down menu



Step	Database action
	 <p>The screenshot shows the 'Non-Compliance' form with the following fields: Common Name (Fire tree, Candle-berry r), Scientific Name (Myrica faya), Number of Specimen (11), Type of Non-Compliance (pot/soil contaminant), Reason for Non-Compliance (dropdown menu open showing 'pot/soil contaminant' and 'site contaminant'), Comments (text area), and Non-Compliance Status (Open). There are 'Save' and 'Cancel' buttons at the bottom right.</p>
12	<p>Select the reason of non-compliance from the next drop down menu</p>  <p>The screenshot shows the 'Non-Compliance' form with the following fields: Common Name (Fire tree, Candle-berry r), Scientific Name (Myrica faya), Number of Specimen (11), Type of Non-Compliance (pot/soil contaminant), Reason for Non-Compliance (dropdown menu open showing 'Cultural barrier', 'Didnt know', 'Language barrier', 'Mislabelled', and 'Other'), Comments (text area), and Non-Compliance Status (Open). There are 'Save' and 'Cancel' buttons at the bottom right.</p>
13	<p>Leave the non-compliance status as open and click on Save</p>



Step	Database action
	 <p>Home Inspection Register Site Search Reporting</p> <h3>Non-Compliance</h3> <p>Common Name: Fire tree, Candle-berry r</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: Didn't know *</p> <p>Comments:</p> <p>Non-Compliance Status: Open</p> <p>Save Cancel</p>
14	<p>The compliance activity screen will automatically display. Unless the owner / operator destroys the NPPA species while the Inspector is there (see separate section on this), click on cancel.</p>  <h3>Compliance Activity</h3> <p>Date: 5/10/2011</p> <p>Activity: *</p> <p>Resolved By (Org/Person):</p> <p>Planned Resolution Date: *</p> <p><input type="checkbox"/> Resolved: *</p> <p>Save Cancel</p>
15	<p>A statement informing you that the non-compliance was saved successfully will appear.</p>  <p>Home Inspection Register Site Search Reporting</p> <p>Non-compliance saved successfully.</p> <p>Opened Inspections</p>
<p>What do I enter into the database if the owner / operator destroys the NPPA plant species while I am present?</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 compliance activity</p>

Step	Database action
	<p>screen you will need to enter the following and then click on Save:</p> <ol style="list-style-type: none"> the activity itself (for example, species removed on site by owner / operator) who resolved the issue (for example, the owner or operator) the planned resolution date and the date the issue was resolved (this will be the same date if the plant species is destroyed by the owner / operator while you are on site). <div data-bbox="448 445 1319 909" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Compliance Activity</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 style="text-align: right;"><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="225 1218 1497 1648" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: right;">< Previous viewing items 1 to 6 of 6 Next ></p> <p>Delect Edibles</p> <p>Site Details:</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>All Site Inspections</p> <p>Contact Details</p> <hr/> <p>Inspection Details: Edit ></p> <p>Inspection Date: 2/05/2012</p> <p>Inspection Type: Annual</p> <p>Inspected By: Jane Jones (Jones)</p> <p>Status: Open</p> <p>Laboratory Samples: Add ></p> <p>Non-Compliance: Add ></p> <p style="text-align: right;">Myrica faya </p> </div>
3	This will allow you to check that the non-compliance status is set to Open .

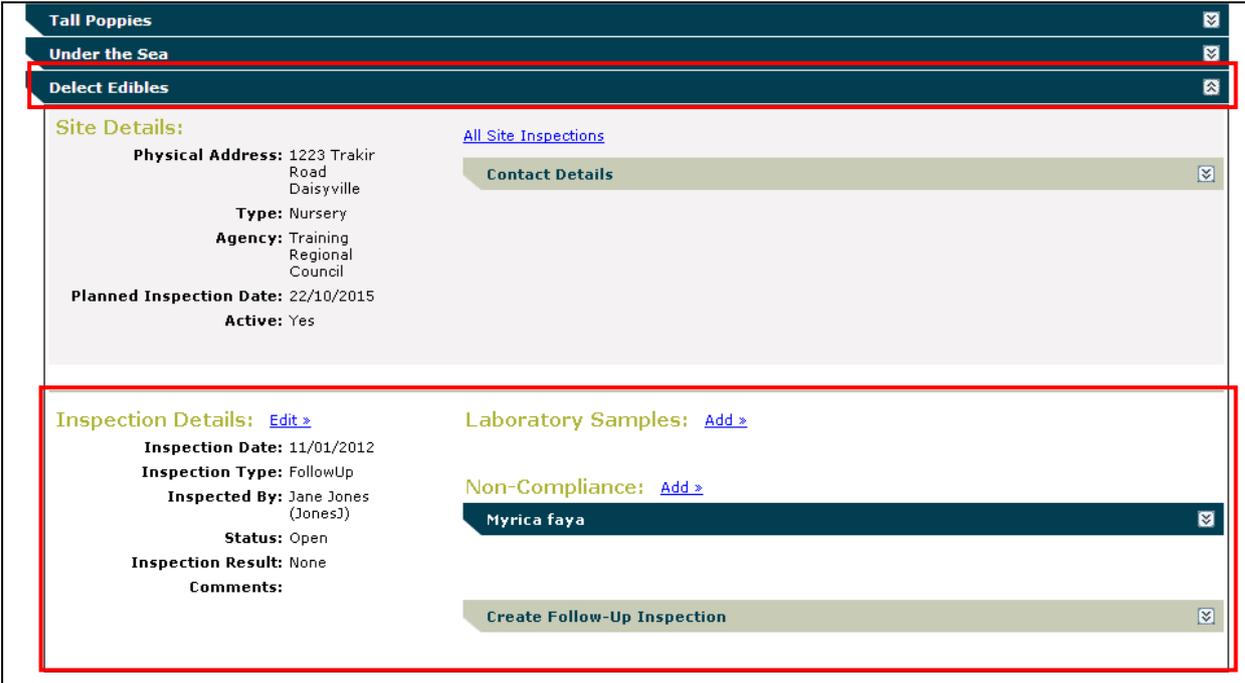
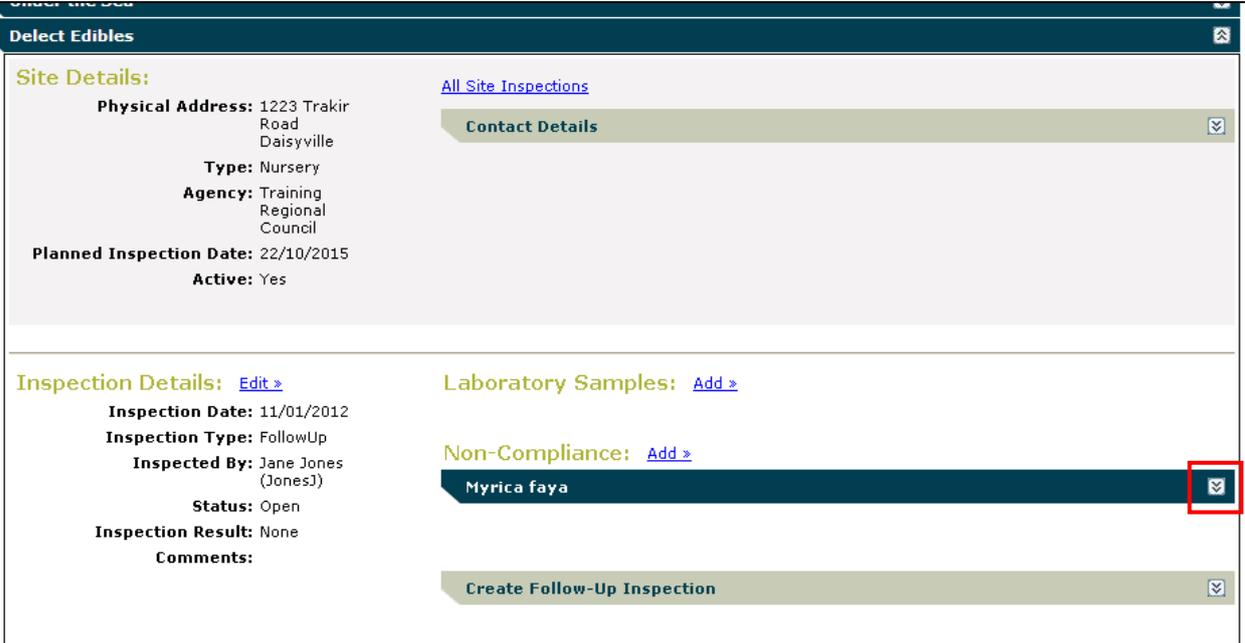
Step	Database action
	<div data-bbox="220 241 1497 813"> <p>Inspection Details: Edit ></p> <p>Inspection Date: 2/05/2012</p> <p>Inspection Type: Annual</p> <p>Inspected By: Jane Jones (Jones)</p> <p>Status: Open</p> <p>Inspection Result: NonCompliance</p> <p>Comments:</p> <p>Laboratory Samples: Add ></p> <p>Non-Compliance: Add ></p> <p>Myrica faya </p> <p>Edit ></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: Open</p> <p>Compliance Activities: Add ></p> <p>Trace Backs: Add ></p> <p>Create Follow-Up Inspection </p> </div>
4	<p>Once you have checked the non-compliance status is set to open, click on the accordion label  that is beside Create Follow-Up Inspection and enter the following before clicking on Create Inspection:</p> <ol style="list-style-type: none"> the date the follow-up inspection is to take place (please note: this date cannot be in the past) mark the type of inspection as FollowUp <div data-bbox="309 1032 1410 1319"> <p>Create Follow-Up Inspection </p> <p>Date: <input type="text" value="11/01/2012"/>  *</p> <p>Type: <input type="text" value="FollowUp"/>  *</p> <p>Assign To: <input type="text" value="Jane Jones"/>  *</p> <p><input type="button" value="Create Inspection"/></p> </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 opened inspections. This is because the inspections are sorted by date.</p>

Step	Database action
	 <p>Please note: 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

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



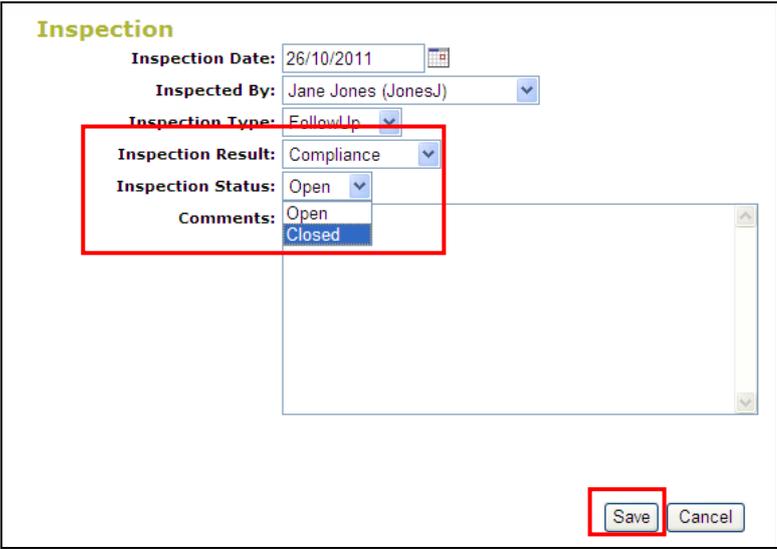
Step	Database action
	
3	<p>Click on the non-compliance issue accordion label  to view the non-compliance screen.</p> 
4	<p>Click on Edit>> under the non-compliance issue (that is, under the plant that has been found at the non-compliant site).</p>



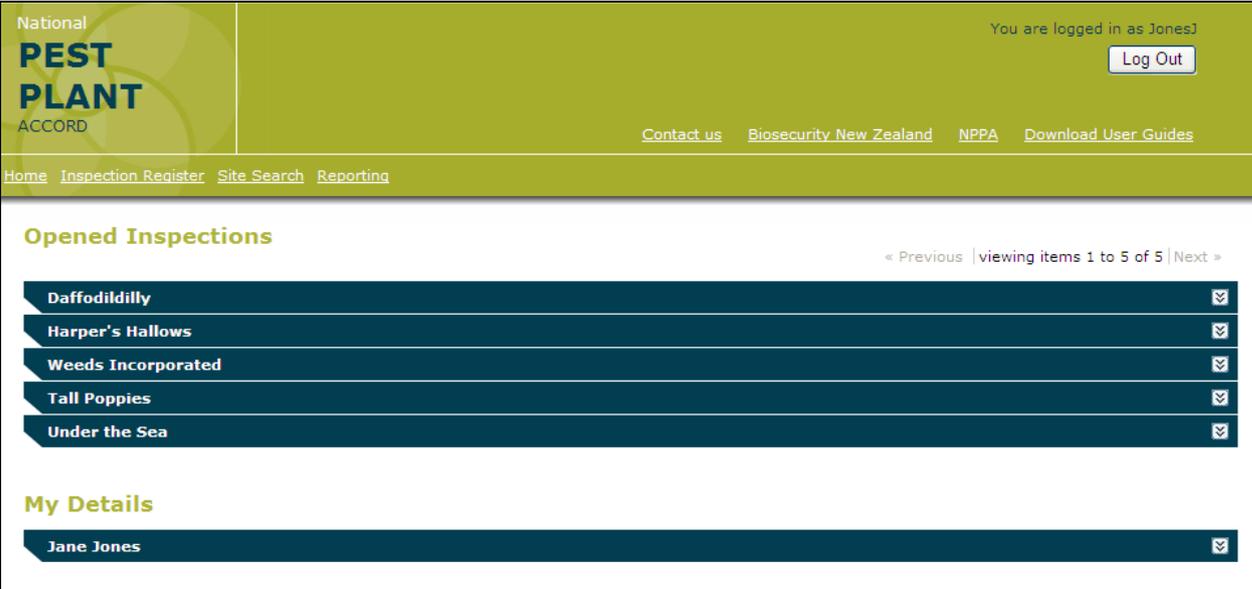
Step	Database action
	<div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Inspection Details: Edit ></p> <p>Inspection Date: 11/01/2012</p> <p>Inspection Type: FollowUp</p> <p>Inspected By: Jane Jones (JonesJ)</p> <p>Status: Open</p> <p>Inspection Result: None</p> <p>Comments:</p> </div> <div style="width: 45%;"> <p>Laboratory Samples: Add ></p> <p>Non-Compliance: Add ></p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="background-color: #2c4e64; color: white; padding: 2px;">Myrica faya</p> <p style="border: 1px solid red; padding: 2px; margin-top: 2px;">Edit ></p> <p style="text-align: right;">Inspector: Jane Jones</p> <p style="text-align: right;">Common Name: Fire tree, Candle-berry myrtle</p> <p style="text-align: right;">Scientific Name: Myrica faya</p> <p style="text-align: right;">Number of Specimen: 11</p> <p style="text-align: right;">Type of Non-Compliance: pot/soil contaminant</p> <p style="text-align: right;">Reason for Non-Compliance: Didnt know</p> <p style="text-align: right;">Comments:</p> <p style="text-align: right;">Status: Open</p> <p style="margin-top: 10px;">Compliance Activities: Add ></p> <p style="margin-top: 10px;">Trace Backs: Add ></p> </div> </div> </div> <div style="text-align: right; margin-top: 10px;"> <p>Create Follow-Up Inspection</p> </div> </div>
5	<p>The non-compliance screen will display. Select Closed from the drop down menu under Non-Compliance Status and click on Save.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Non-Compliance</p> <p>Common Name: Fire tree, Candle-berry my</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> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="border: 1px solid red; padding: 5px;"> <p>Non-Compliance Status</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Open ▾</p> <p>Open</p> <p style="background-color: #2c4e64; color: white; padding: 2px;">Closed</p> </div> </div> <div style="border: 1px solid red; padding: 5px;"> <p>Save Cancel</p> </div> </div> </div>
6	<p>The Compliance Activity screen will display. Click on Cancel.</p>



Step	Database action
	<div data-bbox="477 230 1241 645" style="border: 1px solid black; padding: 10px;"> <p>Compliance Activity</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 style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>
7	<p>You will be taken back to the inspection details screen. Click on Edit>> beside Inspection Details.</p> <div data-bbox="282 763 1437 1615" style="border: 1px solid black; padding: 10px;"> <p>Under the Sea</p> <p>Delect Edibles</p> <p>Site Details:</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>Inspection Details: Edit >></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>Laboratory Samples: Add ></p> <p>Non-Compliance: Add ></p> <p>Myrica faya</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>Compliance Activities:</p> <p>Trace Backs:</p> </div>
8	<p>The Inspection screen will display. You will need to:</p> <ol style="list-style-type: none"> set the Inspection Result to Compliance set the Inspection Status to Closed add any comments in the Comments box click on Save

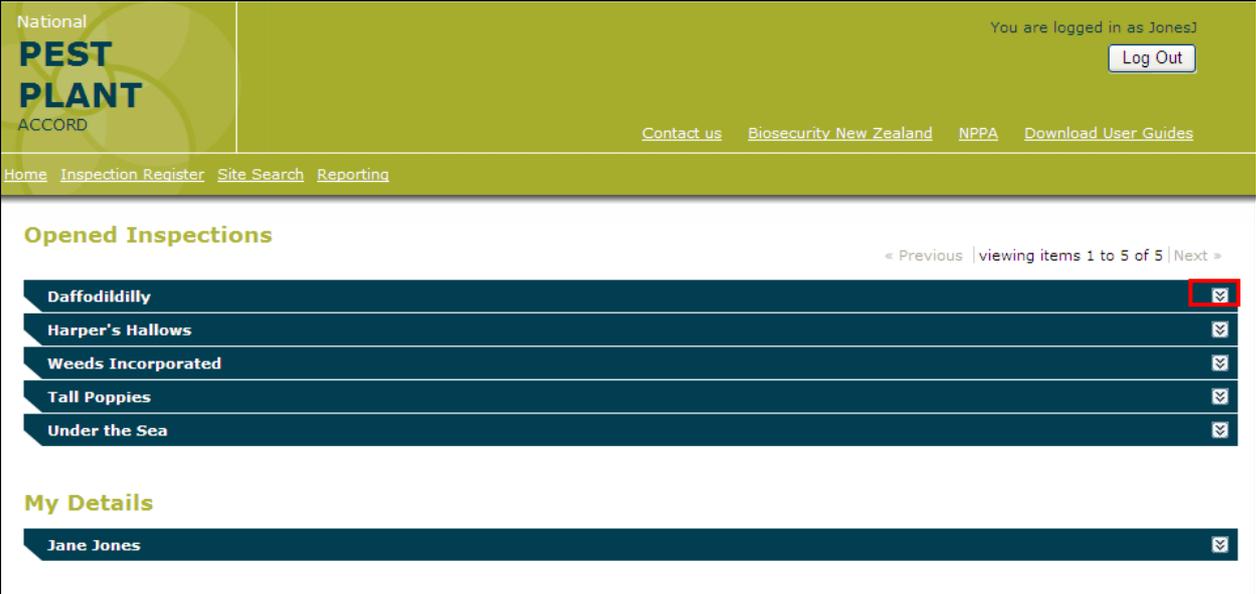
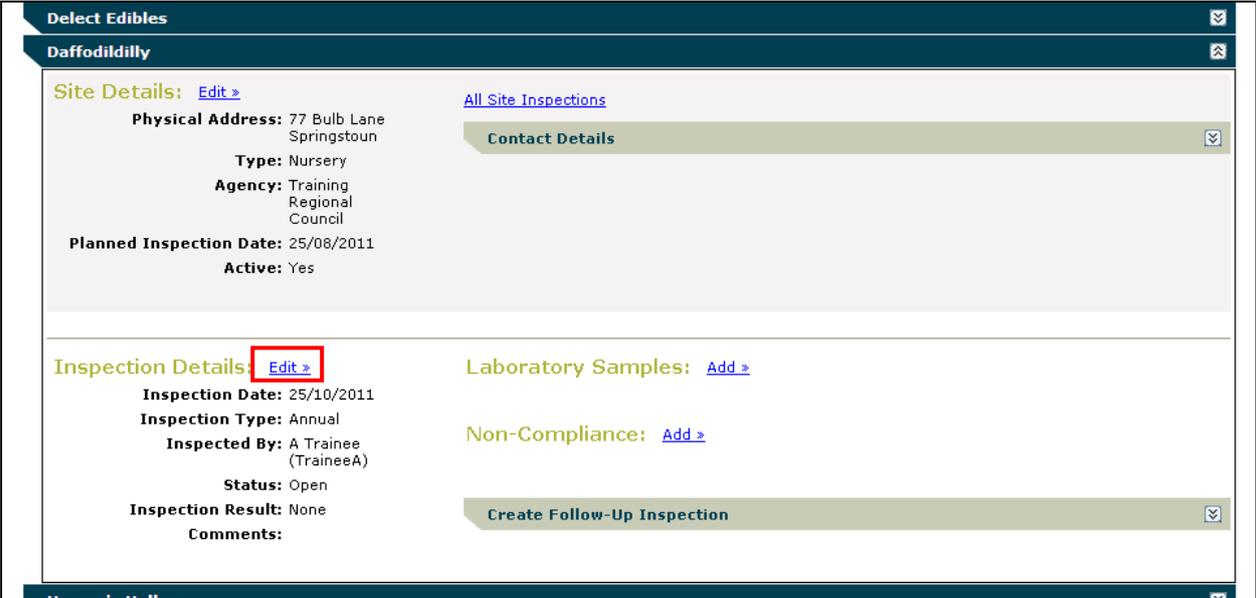
Step	Database action
	

- 9 Your home page will display and the follow-up inspection will no longer show as an opened inspection.



What do I enter if a suspected NPPA species requires identification by a laboratory?

- 1 From the **home page**, select the opened inspection site where a suspected NPPA species was found that requires identification by a laboratory.
- Click on the accordion label  beside the inspection site.

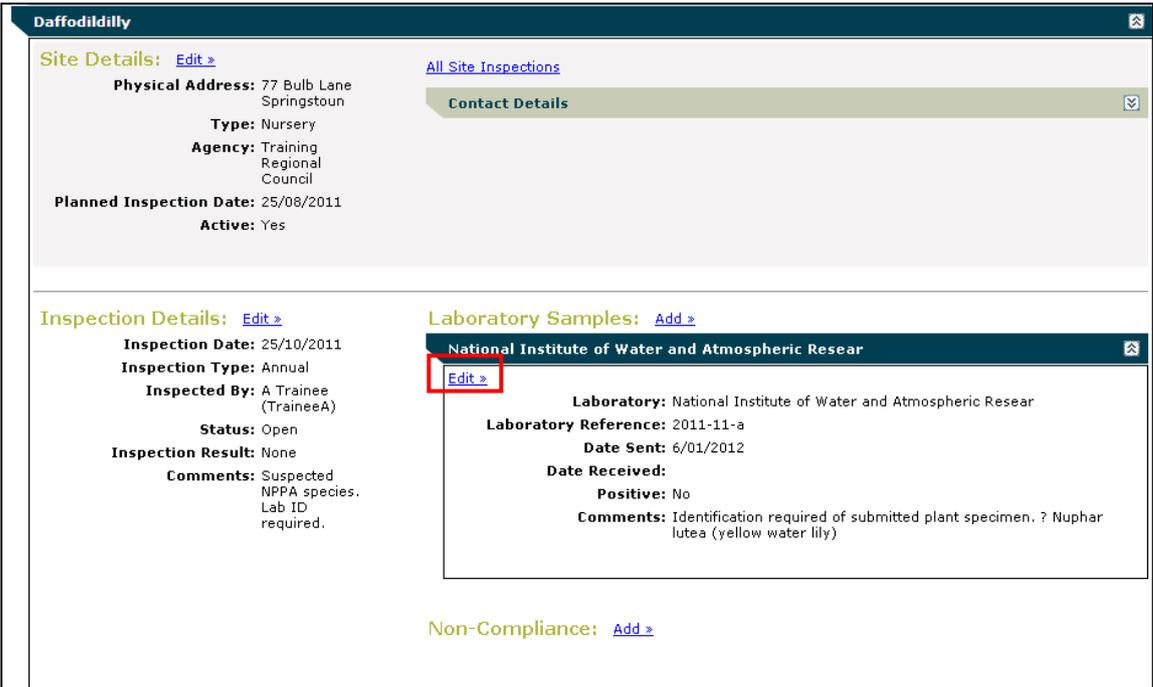
Step	Database action
	 <p>The screenshot shows the National Pest Plant Accord website interface. At the top, it says 'National PEST PLANT ACCORD' and 'You are logged in as Jones'. There are navigation links for 'Contact us', 'Biosecurity New Zealand', 'NPPA', and 'Download User Guides'. Below the navigation is a menu with 'Home', 'Inspection Register', 'Site Search', and 'Reporting'. The main content area is titled 'Opened Inspections' and shows a list of five items: 'Daffodildilly', 'Harper's Hallows', 'Weeds Incorporated', 'Tall Poppies', and 'Under the Sea'. Each item has a checkmark icon to its right. The 'Daffodildilly' item's checkmark icon is highlighted with a red box. Below this list is a 'My Details' section with 'Jane Jones' and a checkmark icon.</p>
2	<p>Beside Inspection Details, click on Edit>></p>  <p>The screenshot shows the 'Inspection Details' page for 'Daffodildilly'. It includes sections for 'Site Details' and 'Inspection Details'. The 'Site Details' section shows 'Physical Address: 77 Bulb Lane Springstoun', 'Type: Nursery', 'Agency: Training Regional Council', 'Planned Inspection Date: 25/08/2011', and 'Active: Yes'. The 'Inspection Details' section shows 'Inspection Date: 25/10/2011', 'Inspection Type: Annual', 'Inspected By: A Trainee (TraineeA)', 'Status: Open', and 'Inspection Result: None'. There are links for 'Edit >' (highlighted with a red box), 'All Site Inspections', 'Contact Details', 'Laboratory Samples: Add >', 'Non-Compliance: Add >', and 'Create Follow-Up Inspection'.</p>
3	<p>The following screen will appear. Complete the following actions and then click on Save:</p> <ul style="list-style-type: none"> • edit the Inspection Date if necessary • leave the Inspection Result as None • ensure the Inspection Status is set to Open • enter any comments into the Comments field.

Step	Database action
	<div data-bbox="507 230 1214 734" style="border: 1px solid black; padding: 10px;"> <p>Inspection</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 style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>
4	<p>The inspection details screen will display again.</p> <div data-bbox="284 819 1437 1357" style="border: 1px solid black; padding: 10px;"> <p>Daffodildilly</p> <p>Site Details: Edit > All Site Inspections</p> <p>Physical Address: 77 Bulb Lane Springstoun</p> <p>Type: Nursery</p> <p>Agency: Training Regional Council</p> <p>Planned Inspection Date: 25/08/2011</p> <p>Active: Yes</p> <hr/> <p>Inspection Details: Edit > Laboratory Samples: Add ></p> <p>Inspection Date: 25/10/2011</p> <p>Inspection Type: Annual</p> <p>Inspected By: A Trainee (TraineeA)</p> <p>Status: Open</p> <p>Inspection Result: None</p> <p>Comments: Suspected NPPA species. Lab ID required.</p> <p style="text-align: right;">Non-Compliance: Add ></p> <p style="text-align: right;">Create Follow-Up Inspection <input checked="" type="checkbox"/></p> </div>
5	<p>Beside Laboratory Sample, click on Add>></p> <div data-bbox="284 1447 1437 1939" style="border: 1px solid black; padding: 10px;"> <p>Daffodildilly</p> <p>Site Details: Edit > All Site Inspections</p> <p>Physical Address: 77 Bulb Lane Springstoun</p> <p>Type: Nursery</p> <p>Agency: Training Regional Council</p> <p>Planned Inspection Date: 25/08/2011</p> <p>Active: Yes</p> <hr/> <p>Inspection Details: Edit > Laboratory Samples: <input checked="" type="button" value="Add >"/></p> <p>Inspection Date: 25/10/2011</p> <p>Inspection Type: Annual</p> <p>Inspected By: A Trainee (TraineeA)</p> <p>Status: Open</p> <p>Inspection Result: None</p> <p>Comments: Suspected NPPA species.</p> <p style="text-align: right;">Non-Compliance: Add ></p> <p style="text-align: right;">Create Follow-Up Inspection <input checked="" type="checkbox"/></p> </div>
6	<p>The Laboratory Sample edit screen will display.</p>



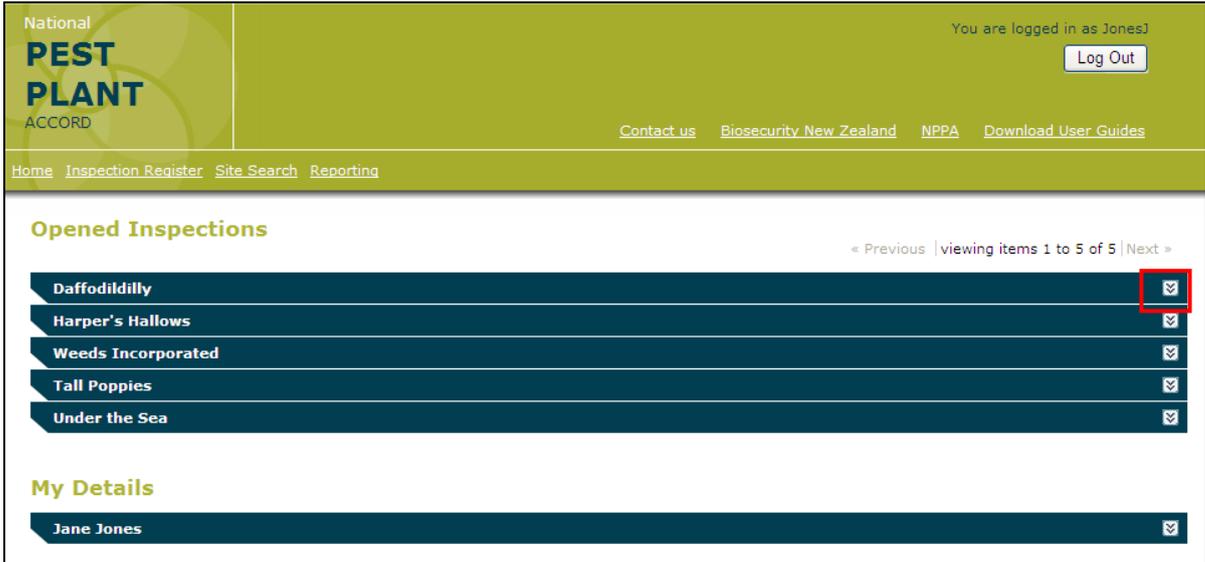
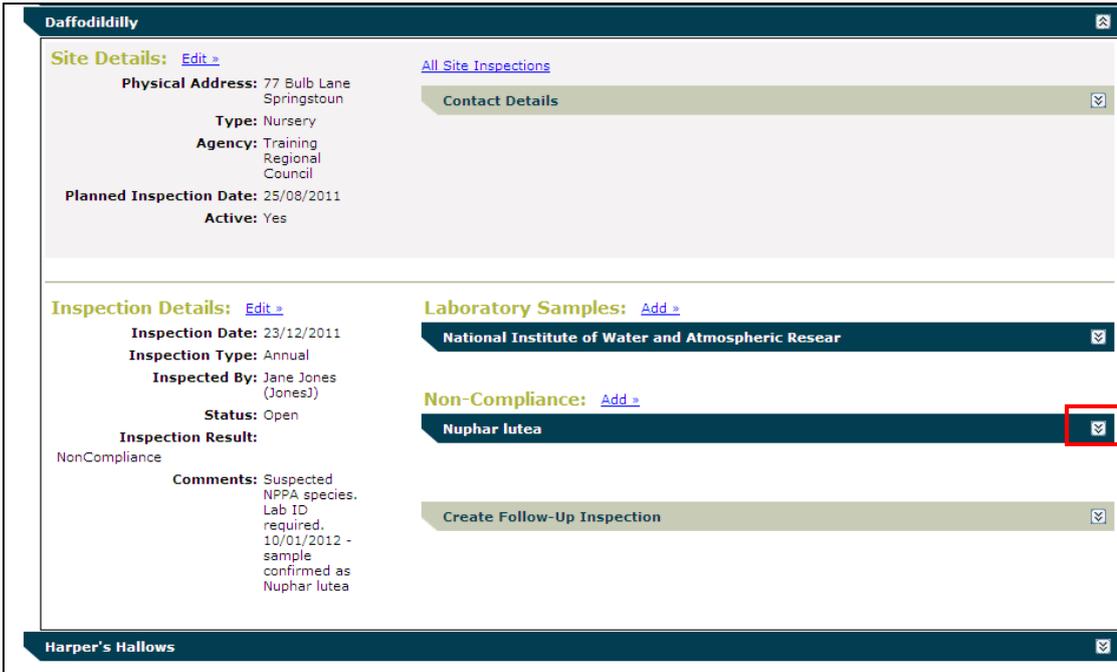
Step	Database action
	<div data-bbox="480 230 1241 692" style="border: 1px solid black; padding: 5px;"> <p>Laboratory Sample</p> <p>Laboratory: -- Select Laboratory -- *</p> <p>Laboratory Reference: *</p> <p>Date Sent: *</p> <p>Date Received: </p> <p>Positive: <input type="checkbox"/></p> <p>Comments: <div style="border: 1px solid gray; height: 80px; width: 100%;"></div></p> <p style="text-align: right;">Save Cancel</p> </div>
7	<p>Complete the following fields and then click Save:</p> <ul style="list-style-type: none"> • which Laboratory the sample is going to • the Laboratory Reference you are giving the sample • the Date Sent • any Comments <div data-bbox="480 931 1241 1393" style="border: 1px solid black; padding: 5px;"> <p>Laboratory Sample</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: <div style="border: 1px solid gray; height: 80px; width: 100%;"> Identification required of submitted plant specimen. ? Nuphar lutea (yellow water lily) </div></p> <p style="text-align: right;">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" style="border: 1px solid black; padding: 10px; text-align: center;"> <p style="border: 2px solid red; display: inline-block; padding: 5px;">Laboratory sample saved successfully.</p> <p style="color: green; font-weight: bold; font-size: 1.2em; margin-top: 10px;">Opened Inspections</p> </div>
9	<p>Once results have been received from the laboratory, open the related inspection site from your home page. Click on the laboratory sample accordion label to display the details.</p>



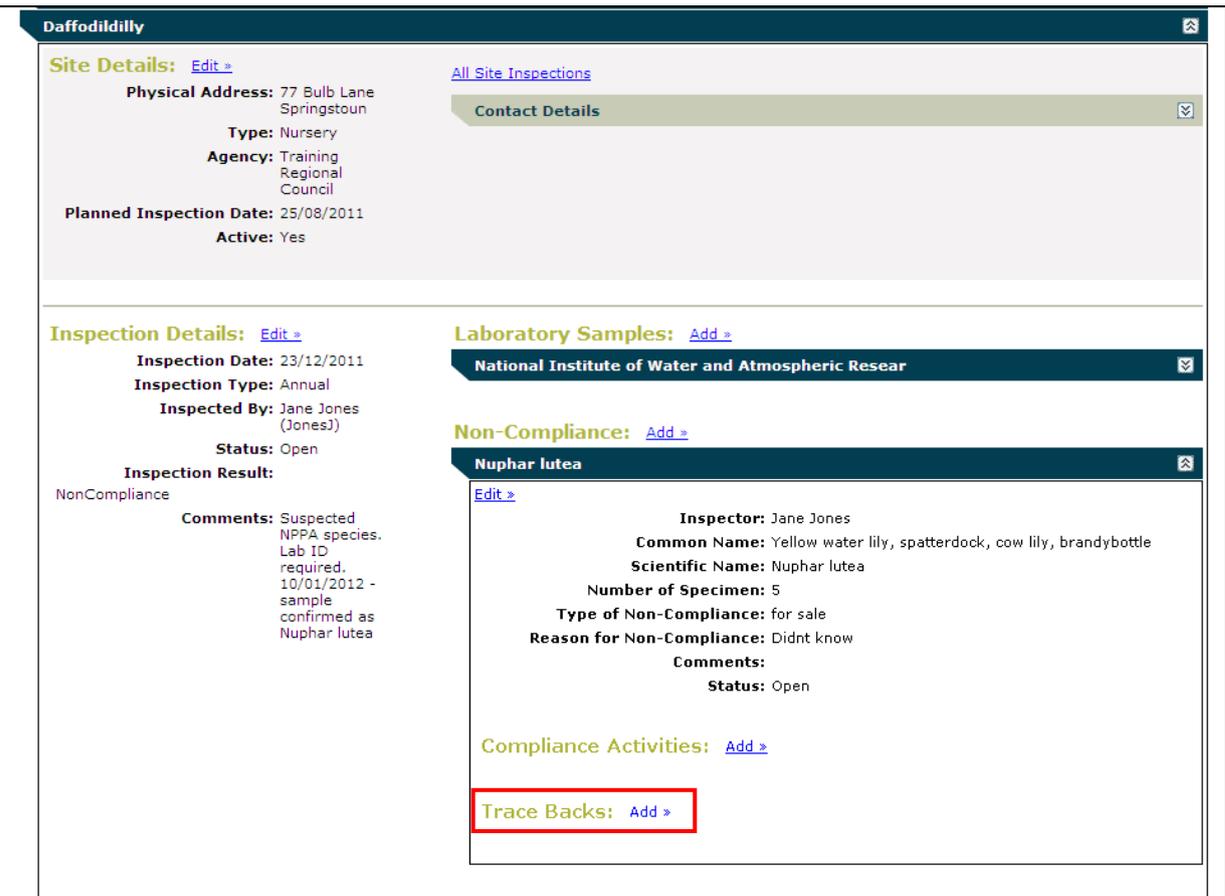
Step	Database action
	
10	<p>Click the Edit>> link in order to enter the results received from the laboratory.</p> 
11	<p>Record the results from the laboratory, including the date the results were received and any comments, and then click on Save.</p> <p>Negative identification received from the laboratory: If the laboratory report confirms the sample is not a NPPA species, you will need to ensure the positive box is unchecked and then proceed as you would for a compliant inspection (including closing the inspection).</p>

Step	Database action
	<div data-bbox="424 219 1297 730" style="border: 1px solid black; padding: 5px;"> <p>Laboratory Sample</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: 10/01/2012 *</p> <p>Positive: <input type="checkbox"/></p> <p>Comments: Identification required of submitted plant specimen. ? Nuphar lutea (yellow water lily) 10/01/2012 - laboratory confirmed sample is not Nuphar lutea.</p> <p style="text-align: right;">Save Cancel</p> </div> <p>Positive identification received from the laboratory: You will need to tick the Positive box if the sample is confirmed as a NPPA species and then proceed as you would for a non-compliant inspection result.</p> <div data-bbox="411 871 1310 1413" style="border: 1px solid black; padding: 5px;"> <p>Laboratory Sample</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: 10/01/2012 *</p> <p>Positive: <input checked="" type="checkbox"/></p> <p>Comments: Identification required of submitted plant specimen. ? Nuphar lutea (yellow water lily) 10/01/2012 - laboratory confirmed sample is Nuphar lutea.</p> <p style="text-align: right;">Save Cancel</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="483 1503 1238 1662" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Laboratory sample saved successfully.</p> <p>Opened Inspections</p> </div>
<p>How do I enter details of the supplier to the site I've just inspected (for trace back purposes)?</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>

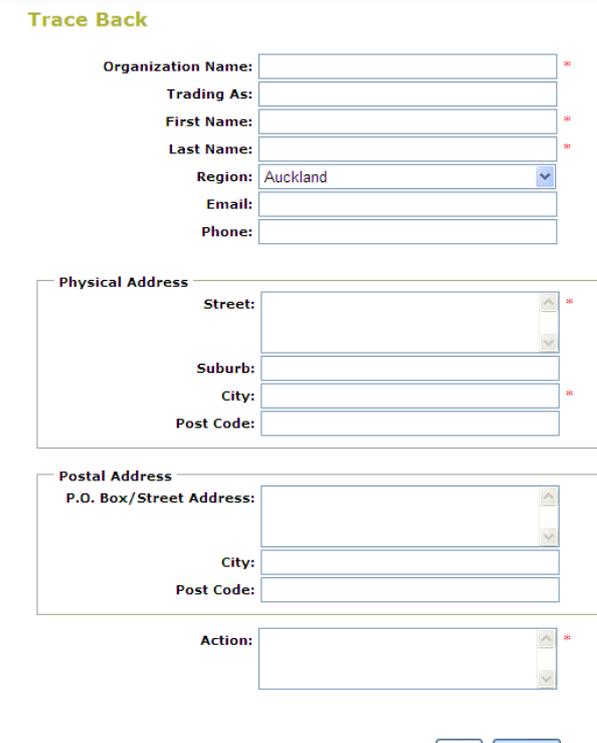


Step	Database action
	 <p>The screenshot shows the 'National PEST PLANT ACCORD' website. At the top right, it says 'You are logged in as Jones' with a 'Log Out' button. Below the header is a navigation menu with links for 'Home', 'Inspection Register', 'Site Search', and 'Reporting'. The main content area is titled 'Opened Inspections' and shows a list of five items: 'Daffodildilly', 'Harper's Hallows', 'Weeds Incorporated', 'Tall Poppies', and 'Under the Sea'. Each item has a dropdown arrow on the right. A red box highlights the dropdown arrow for 'Daffodildilly'. Below this list is a 'My Details' section showing 'Jane Jones' with a dropdown arrow.</p>
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>  <p>The screenshot shows the 'Daffodildilly' inspection details page. It is divided into several sections: 'Site Details' (Physical Address: 77 Bulb Lane Springstoun, Type: Nursery, Agency: Training Regional Council, Planned Inspection Date: 25/08/2011, Active: Yes), 'Inspection Details' (Inspection Date: 23/12/2011, Inspection Type: Annual, Inspected By: Jane Jones (Jones), Status: Open, Inspection Result: NonCompliance, Comments: Suspected NPPA species. Lab ID required. 10/01/2012 - sample confirmed as Nuphar lutea), 'Laboratory Samples' (National Institute of Water and Atmospheric Resear), and 'Non-Compliance' (Nuphar lutea). A red box highlights the dropdown arrow next to 'Nuphar lutea'. At the bottom, there is a 'Create Follow-Up Inspection' button and a breadcrumb for 'Harper's Hallows'.</p>
3	Click on Add>> beside Trace Backs.



Step	Database action
	 <p>The screenshot shows a database record for 'Daffodildilly'. It includes sections for Site Details (Physical Address: 77 Bulb Lane Springstoun, Type: Nursery, Agency: Training Regional Council, Planned Inspection Date: 25/08/2011, Active: Yes), Inspection Details (Inspection Date: 23/12/2011, Inspection Type: Annual, Inspected By: Jane Jones (JonesJ), Status: Open, Inspection Result: NonCompliance, Comments: Suspected NPPA species. Lab ID required. 10/01/2012 - sample confirmed as Nuphar lutea), Laboratory Samples (National Institute of Water and Atmospheric Resear), and Non-Compliance (Nuphar lutea, Inspector: Jane Jones, Common Name: Yellow water lily, spatterdock, cow lily, brandybottle, Scientific Name: Nuphar lutea, Number of Specimen: 5, Type of Non-Compliance: for sale, Reason for Non-Compliance: Didnt know, Comments, Status: Open). A 'Trace Backs: Add >' button is highlighted with a red box.</p>

4 The trace back edit screen displays:



The 'Trace Back' form contains the following fields:

- Organization Name: *
- Trading As:
- First Name: *
- Last Name: *
- Region: (dropdown)
- Email:
- Phone:
- Physical Address:
 - Street: *
 - Suburb:
 - City: *
 - Post Code:
- Postal Address:
 - P.O. Box/Street Address:
 - City:
 - Post Code:
- Action: *

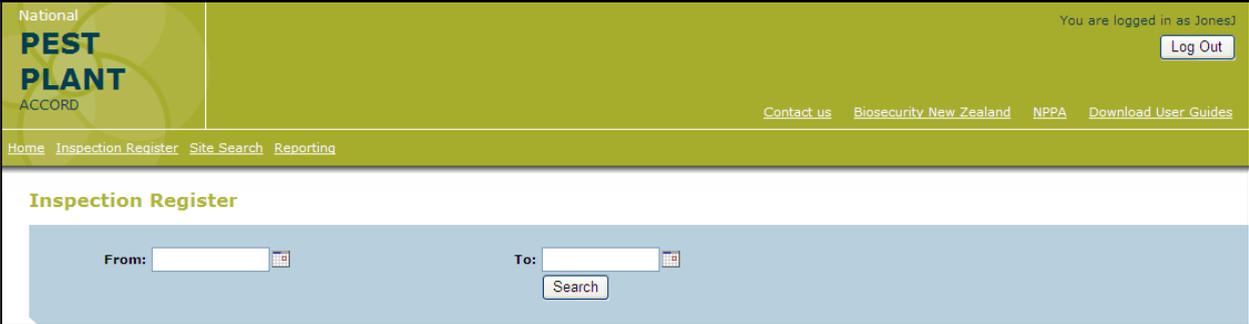
Buttons: Save, Cancel

5 Complete the trace back details (these are the details of the supplier to the site you have just inspected where



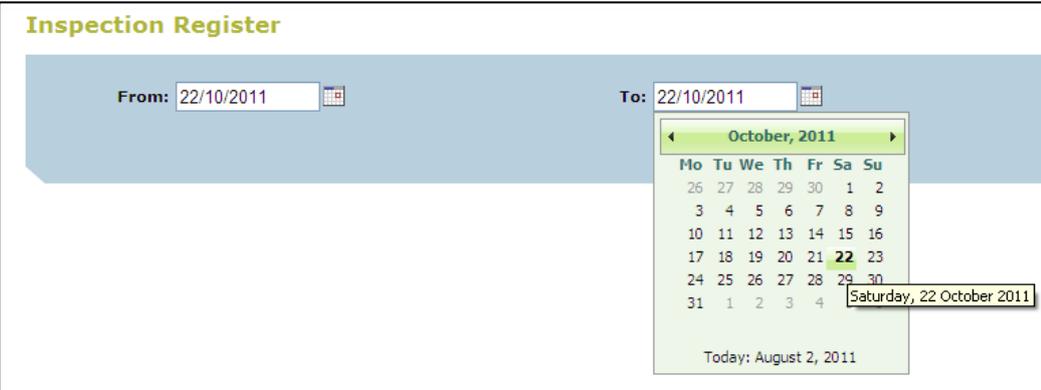
Step	Database action
	<p>a non-compliance was found) and click Save.</p> <div data-bbox="584 266 1134 987" style="border: 1px solid black; padding: 10px;"> <p>Trace Back</p> <p>Organization Name: <input type="text" value="Lily Specialists"/> *</p> <p>Trading As: <input type="text"/></p> <p>First Name: <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> <hr/> <p>Physical Address</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> <hr/> <p>Postal Address</p> <p>P.O. Box/Street Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>Post Code: <input type="text"/></p> <hr/> <p>Action: <input type="text" value="Supplier details sent to local regional council for further investigation."/> *</p> <p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="1109 338 1353 459" style="border: 2px solid red; padding: 5px; margin-left: 20px;"> <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 1128 1163 1267" style="border: 1px solid black; padding: 10px; text-align: center;"> <p style="border: 2px solid red; display: inline-block; padding: 2px 10px;">Trace back saved successfully.</p> <p>Opened Inspections</p> </div>
<p>How do I view open and / or closed inspection sites that have been assigned to me?</p>	
1.	<p>The Inspection Register search function allows you to view either open and / or closed 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 Inspection Register link.</p> <div data-bbox="478 1554 1240 1892" style="border: 1px solid black; padding: 10px; text-align: center;">  <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Home <div style="border: 2px solid red; padding: 2px 5px;">Inspection Register</div> Site Search Reporting </div> </div>
2	<p>The inspection register search screen displays.</p>



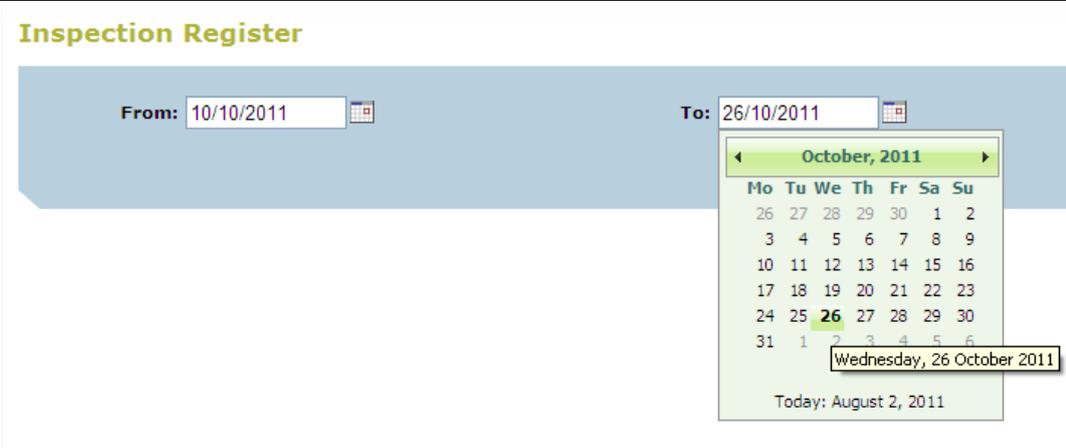
Step	Database action
	

3 To search the inspection register you can either:

a. search by **inspection date**



b. search within a **range of inspection dates**



c. search for **all inspections**



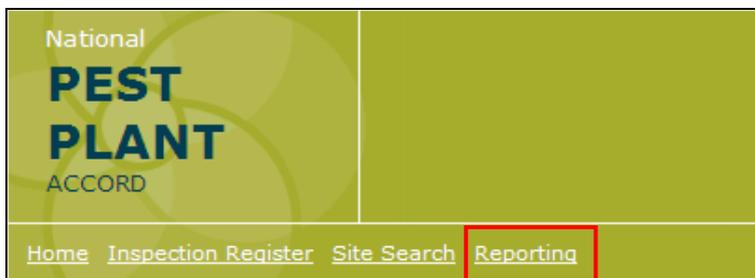
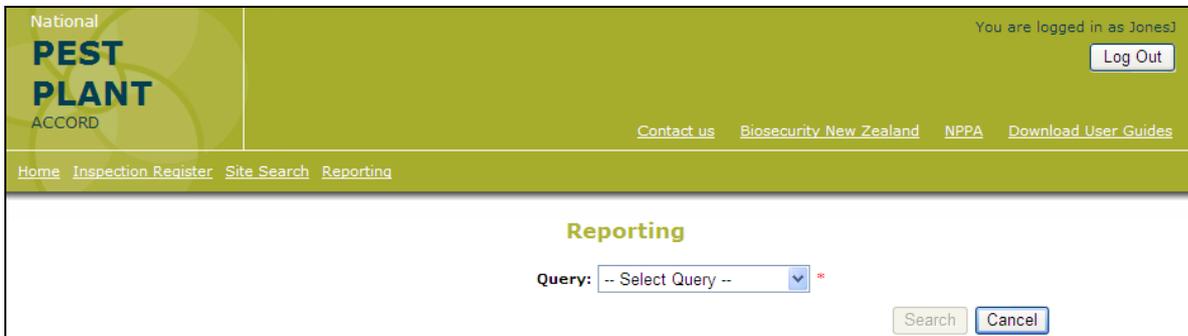
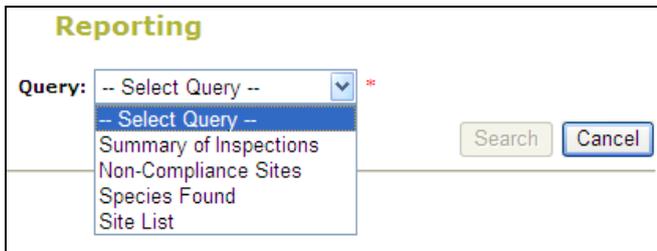
4 The results from your search will display:



Step	Database action															
	<div data-bbox="363 215 1353 638" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Inspection Register</p> <div style="background-color: #e0f0ff; padding: 10px; border: 1px solid #ccc;"> <p>From: <input type="text"/> To: <input type="text"/> </p> <p style="text-align: center;"><input type="button" value="Search"/></p> </div> <p>Save results to file</p> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #003366; color: white;"> <tr> <td style="padding: 2px;">22/10/2011</td> <td style="padding: 2px;">(Open)</td> <td style="padding: 2px;">(Annual)</td> <td style="padding: 2px;">Delect Edibles</td> </tr> <tr style="border: 2px solid red;"> <td style="padding: 2px;">22/10/2011</td> <td style="padding: 2px;">(Closed)</td> <td style="padding: 2px;">(Annual)</td> <td style="padding: 2px;">Tall Poppies</td> </tr> <tr> <td style="padding: 2px;">2/05/2012</td> <td style="padding: 2px;">(Open)</td> <td style="padding: 2px;">(Annual)</td> <td style="padding: 2px;">Greener Gardens</td> </tr> </table> </div> <p>A closed inspection displays with the inspection date, the status (Closed), the inspection type, and the site name.</p> <p>An open inspection will display with similar information to a closed inspection but will have an (Open) inspection status.</p>	22/10/2011	(Open)	(Annual)	Delect Edibles	22/10/2011	(Closed)	(Annual)	Tall Poppies	2/05/2012	(Open)	(Annual)	Greener Gardens			
22/10/2011	(Open)	(Annual)	Delect Edibles													
22/10/2011	(Closed)	(Annual)	Tall Poppies													
2/05/2012	(Open)	(Annual)	Greener Gardens													
<p>5</p>	<p>To check the details of the inspection, click on the accordion label </p> <div data-bbox="217 925 1501 1462" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #003366; color: white;"> <tr> <td style="padding: 2px;">22/10/2011</td> <td style="padding: 2px;">(Open)</td> <td style="padding: 2px;">(Annual)</td> <td style="padding: 2px;">Delect Edibles</td> <td style="padding: 2px; text-align: right;"></td> </tr> <tr style="border: 2px solid red;"> <td style="padding: 2px;">22/10/2011</td> <td style="padding: 2px;">(Closed)</td> <td style="padding: 2px;">(Annual)</td> <td style="padding: 2px;">Tall Poppies</td> <td style="padding: 2px; text-align: right;"></td> </tr> </table> <div style="padding: 5px;"> <p>Site Details:</p> <p>Physical Address: 45 Hoiday Grove Daisytown</p> <p>Type: Garden Centre</p> <p>Agency: Training Regional Council</p> <p>Planned Inspection Date: 7/12/2012</p> <p>Active: Yes</p> <p style="text-align: right;">All Site Inspections</p> <p style="text-align: right;">Contact Details </p> </div> <hr/> <div style="padding: 5px;"> <p>Inspection Details: </p> <p>Inspection Date: 22/10/2011</p> <p>Inspection Type: Annual</p> <p>Inspected By: Jane Jones (Jones)</p> <p>Status: Closed</p> <p>Inspection Result: Compliance</p> <p>Comments: No NPPA species found at this site</p> <p>Laboratory Samples:</p> <p>Non-Compliance:</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #003366; color: white;"> <tr> <td style="padding: 2px;">2/05/2012</td> <td style="padding: 2px;">(Open)</td> <td style="padding: 2px;">(Annual)</td> <td style="padding: 2px;">Greener Gardens</td> <td style="padding: 2px; text-align: right;"></td> </tr> </table> </div>	22/10/2011	(Open)	(Annual)	Delect Edibles		22/10/2011	(Closed)	(Annual)	Tall Poppies		2/05/2012	(Open)	(Annual)	Greener Gardens	
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2/05/2012	(Open)	(Annual)	Greener Gardens													
	<p>Please note:</p> <p>There is no Edit>> link displayed. Once an inspection is closed, the data related to that specific inspection is unable to be edited and cannot be changed or deleted.</p>															

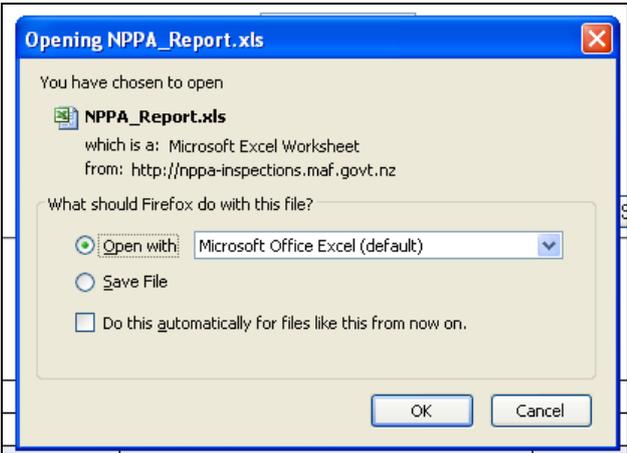
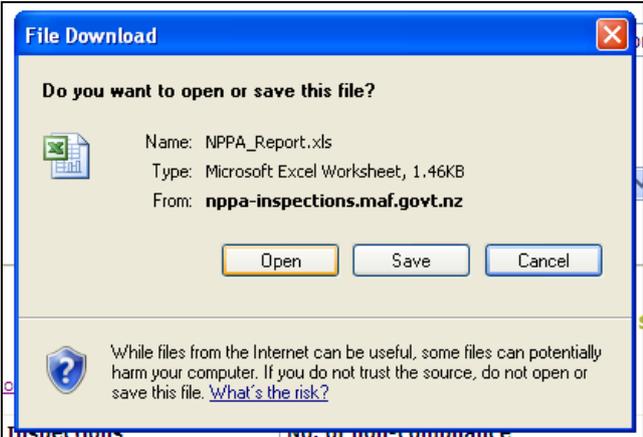


Reporting and Site Search

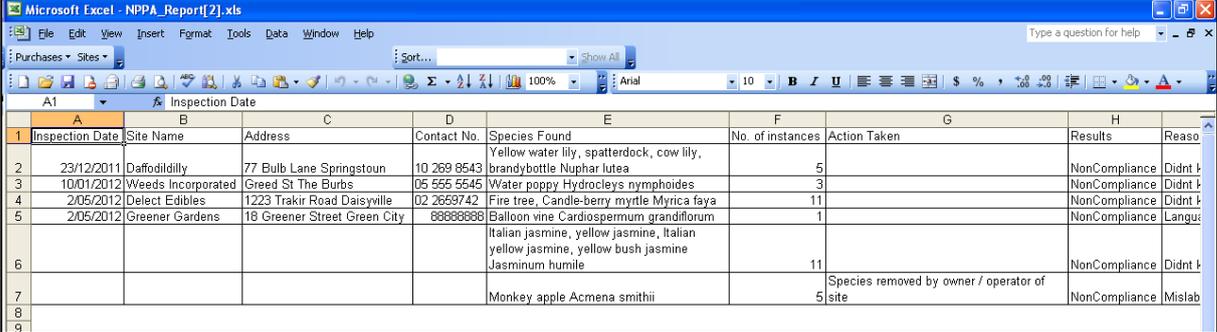
Step	Database action
<h3>Reporting</h3>	
	<p>The reporting function of the NPPA inspection database allows Inspectors to access the inputted data that relates to your inspections <u>only</u> in some helpful categories:</p> <ul style="list-style-type: none"> inspection summary information on non-compliant sites species found at non-compliant sites site list
1	<p>From your home page, click on the Reporting option.</p> 
2	<p>The main reporting page will load.</p> 
3	<p>The drop down menu options available for your query show the range of search criteria.</p> 
4	<p>Select a query option from the drop down menu, complete the date field (if required), select the site type and click on Search.</p>

Step	Database action																																				
	<div style="text-align: center;"> <h3>Reporting</h3> <p>Query: Non-Compliance Sites *</p> <p>Inspections From: 1/07/2011</p> <p>Inspections Until: 11/01/2012</p> <p>Site Type: All Site Types</p> <ul style="list-style-type: none"> All Site Types Nursery Garden Centre Market Stall Pet Shop Incidental Roadside stall Other Cut Flower Growers <p>Search Cancel</p> </div>																																				
5	<p>The system will begin searching for the information. This may take a few minutes.</p> <div style="text-align: center;">  </div>																																				
6	<p>The reporting information you are searching for will display in table form.</p> <div style="text-align: center;"> <h3>Reporting</h3> <p>Query: Non-Compliance Sites *</p> <p>Inspections From: 1/07/2011</p> <p>Inspections Until: 11/01/2012</p> <p>Site Type: All Site Types</p> <p>Search Cancel</p> </div> <hr/> <div style="text-align: center;"> <h3>Non-Compliance Sites</h3> <p>Export to Excel</p> <table border="1"> <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 for Non-Compliance</th> <th>Date of Follow-up</th> <th>Follow-up Results</th> <th>Site Type</th> </tr> </thead> <tbody> <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>Garder Centre</td> </tr> </tbody> </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	-	-	Garder Centre
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7	<p>If you wish to use this data in another form, click on Export to Excel</p>																																				



Step	Database action																		
	<div style="text-align: center;"> <p>Reporting</p> <p>Query: Non-Compliance Sites * Inspections From: 1/07/2011 Inspections Until: 11/01/2012 Site Type: All Site Types</p> <p style="text-align: right;">Search Cancel</p> </div> <hr/> <div style="text-align: center;"> <p>Non-Compliance Sites</p> <p>Export to Excel</p> <table border="1"> <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>Didn't</td> </tr> </tbody> </table> </div>	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	Didn't
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8	<p>If you are using Mozilla Firefox, the following prompt will display (click on OK).</p>  <p>If you are using Internet Explorer, the following prompt will display (click on Open or Save)</p> 																		
9	<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>																		



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 Click on **Site Search**



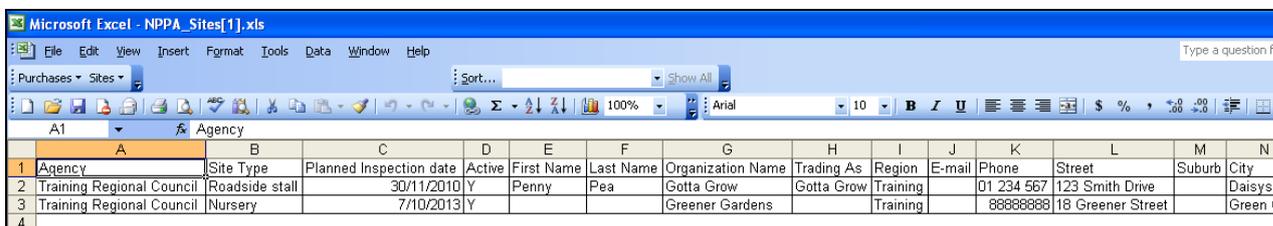
- 2 You can search for to see if the inspection site already exists in the database in several ways:
 - a. Search by **keywords**
 - b. Search alphabetically (by **index**)
 - c. Clicking on **all sites**



- 3 A screen displaying your results will appear. If you wish to use this data in another form, you can select **Save results to file** and follow the prompts.

Step	Database action
	<p>Site Search</p> 

4 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.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Agency	Site Type	Planned Inspection date	Active	First Name	Last Name	Organization Name	Trading As	Region	E-mail	Phone	Street	Suburb	City
1	Training Regional Council	Roadside stall	30/11/2010	Y	Penny	Pea	Gotta Grow	Gotta Grow	Training		01 234 567	123 Smith Drive		Daisyisd
2	Training Regional Council	Nursery	7/10/2013	Y			Greener Gardens		Training		88888888	18 Greener Street		Green C
3														
4														

