National PEST PLANT ACCORD

NPPA INSPECTOR USER GUIDE

Ministry for Primary Industries
Manatū Ahu Matua

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Introduction to the User Guide

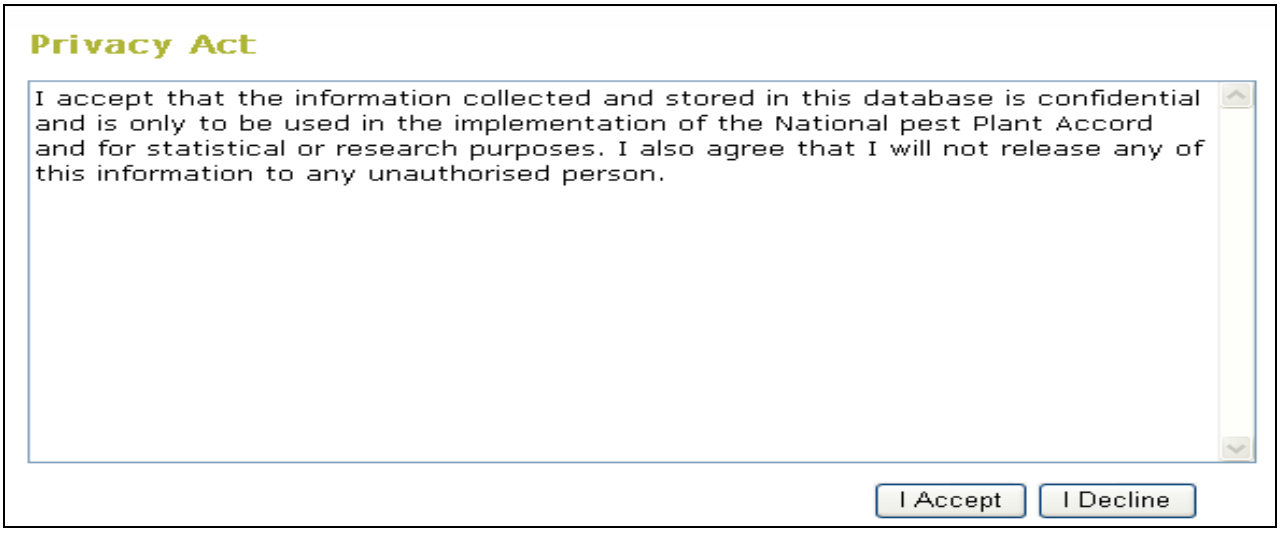
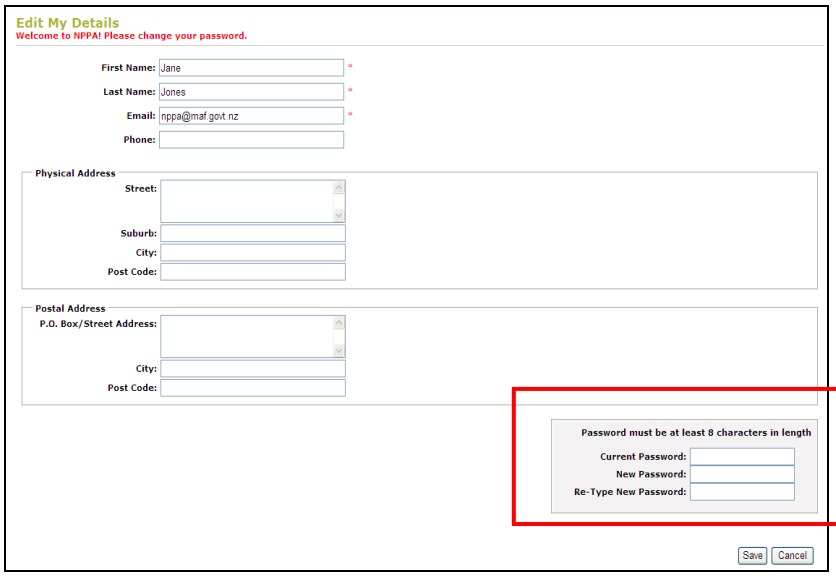
The National Pest Plant Accord (NPPA) inspection database was designed to store inspection results and to allow reporting at a regional and national level to help inform trends in compliance across the spectrum.

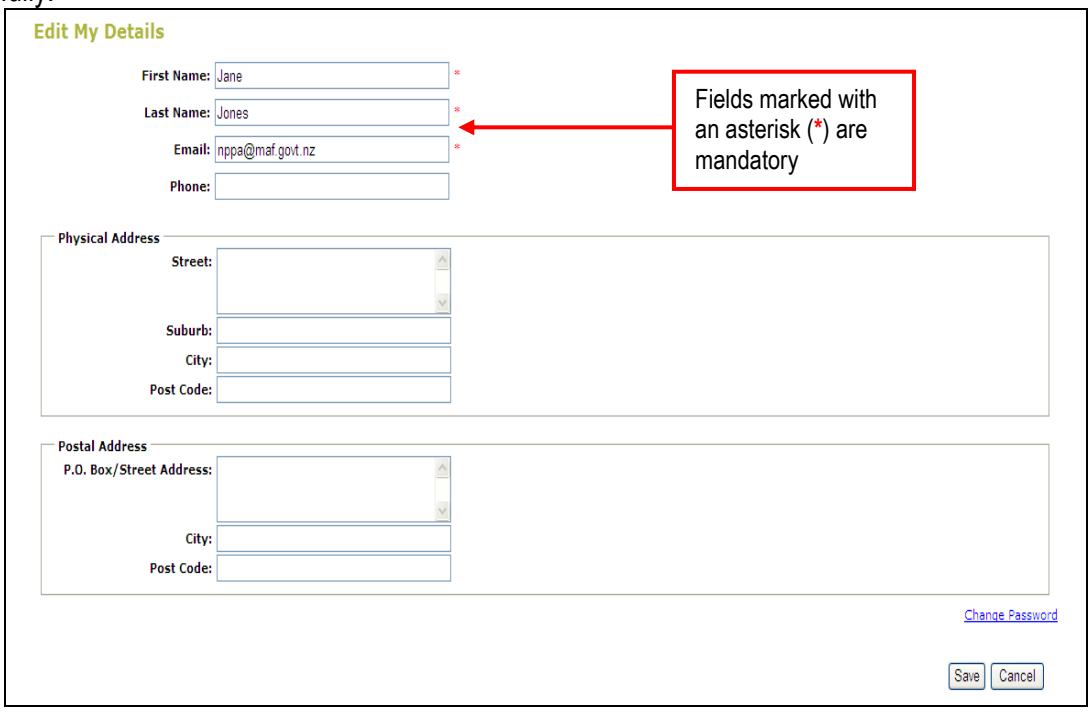
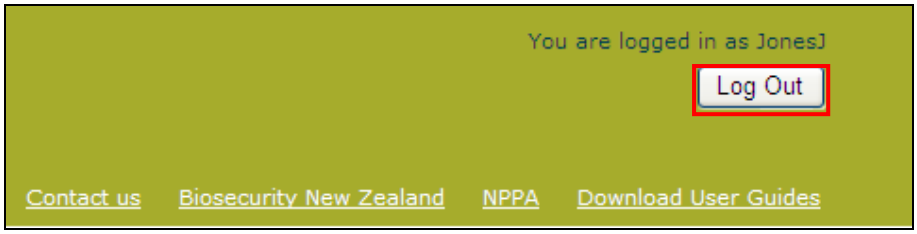
The NPPA inspection database user guide for Inspectors has been designed as a workbook to assist users to navigate and use inspection database.

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

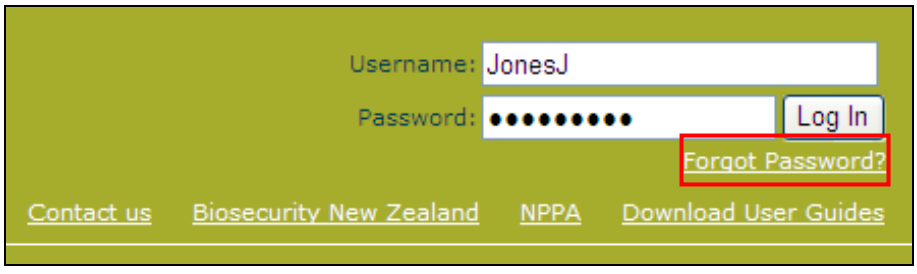
Getting Started

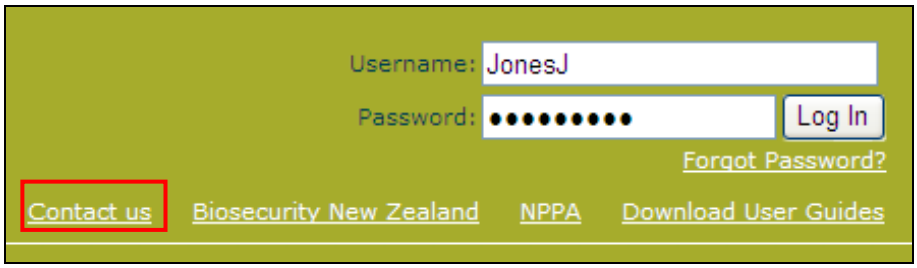
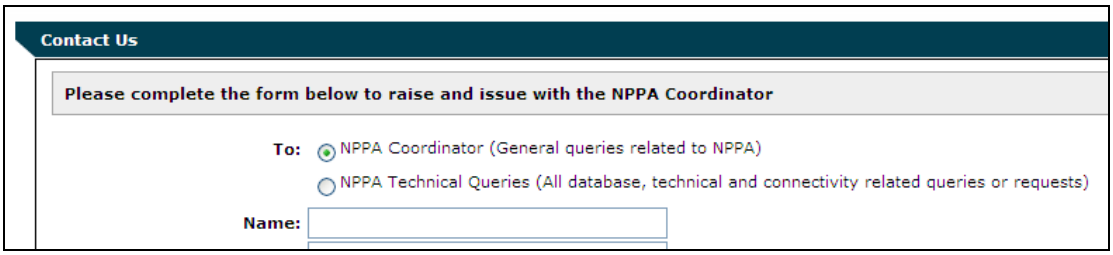
Step	Database action
Receiving the introductory email	
1	Once your details have been entered into the NPPA inspection database for the first time by the MAF Administrator, you will receive an email that details your user name (login name) and password. **Welcome JonesJ,** Your login for the NPPA-Inspections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

Step	Database action
	   **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.
5	The next screen you see displays your user details and prompts you to change your password. 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. Click **Save**, a screen will appear that notifies you that your details were saved successfully. 

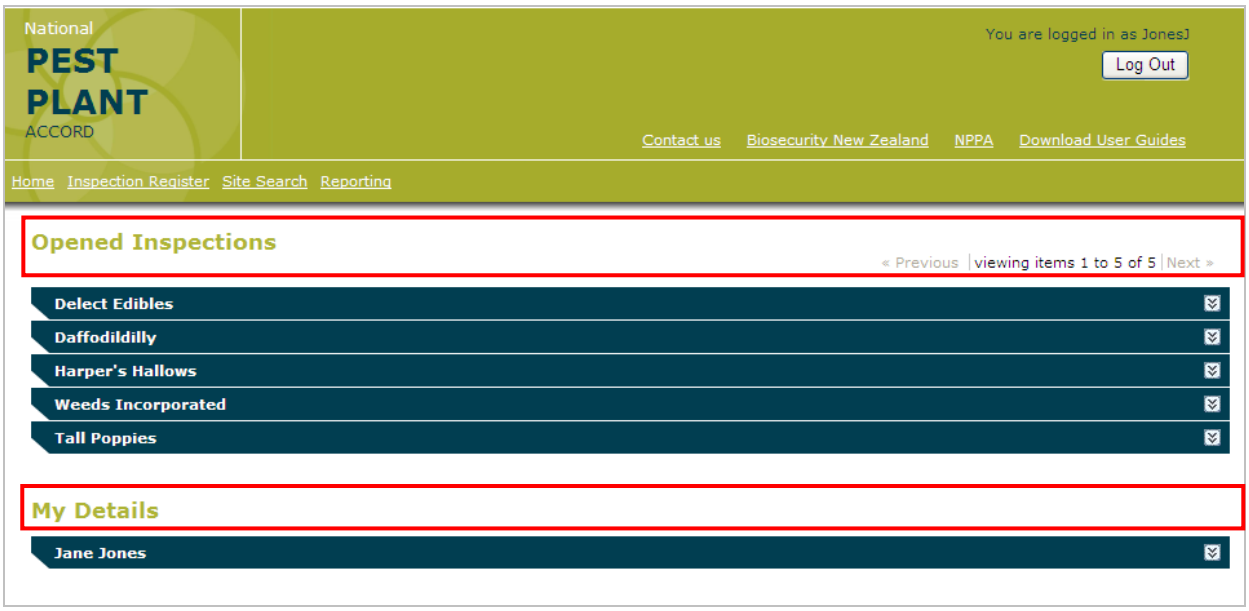
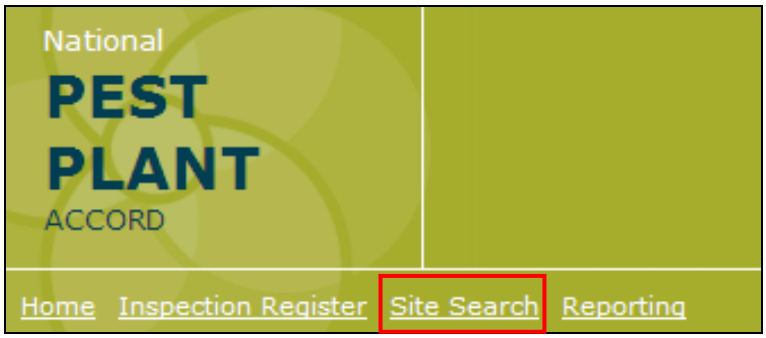
Step	Database action
6	Complete or update your user details and click on the **Save** button. Once you have clicked on **Save**, a screen will appear that notifies you that your details were saved successfully. 
7	To double check your password has changed properly, log out and then log back in using your new password. 

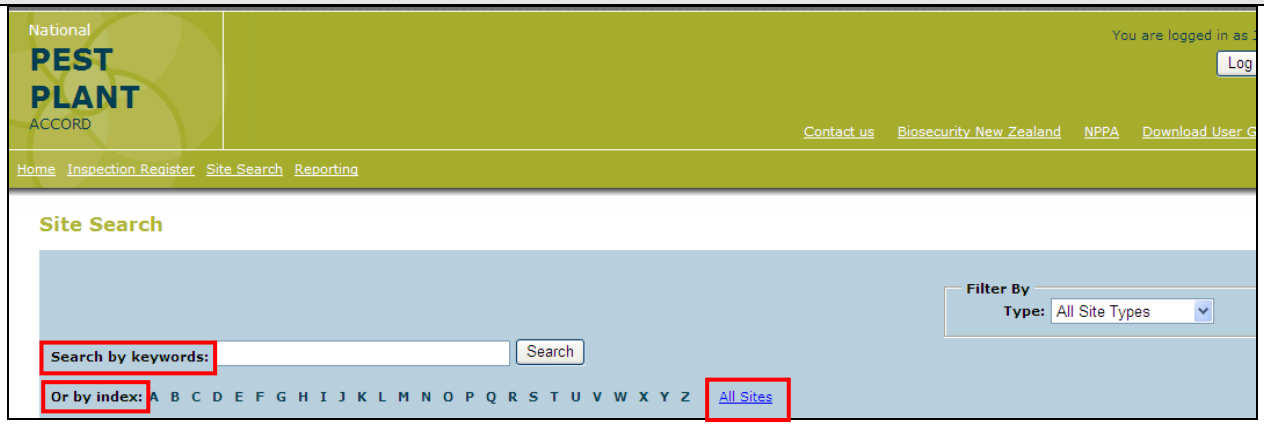
What happens if I forget my password?

1	If you forget your password, go to the NPPA inspection database (https://nppa-inspections.maf.govt.nz) and enter your **Username**. Then click on the **Forgot Password?** link. An email will be sent to your with your new temporary password. 

Step	Database action
Contact us	
1	Click on the **Contact us** link found on the login screen 
2	This screen allows you access to help. 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	
	The other links on the login screen at https://nppa-inspections.maf.govt.nz allow you to: • 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

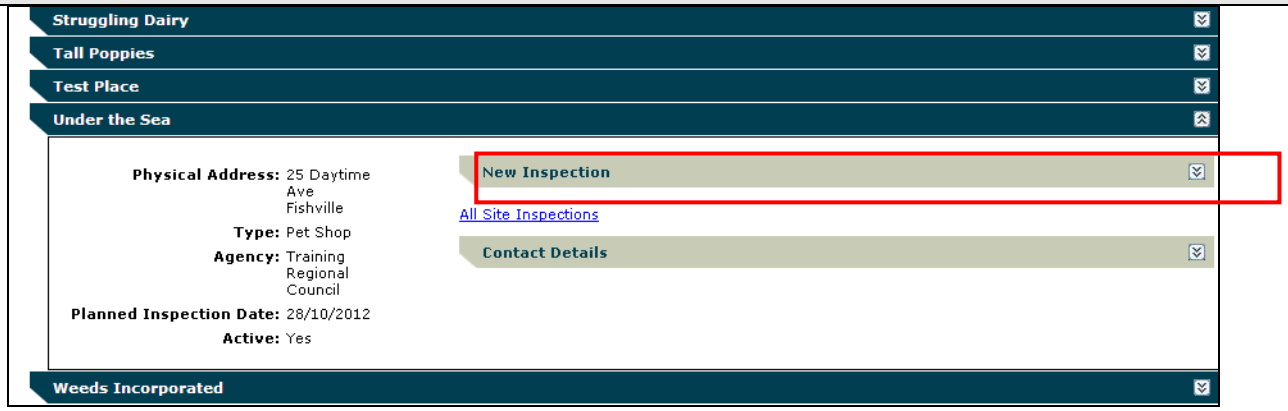
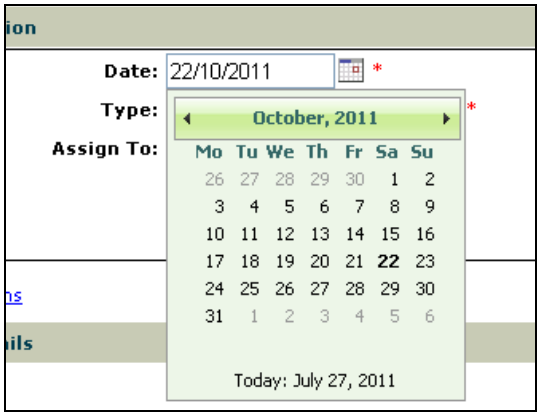
Creating Inspections

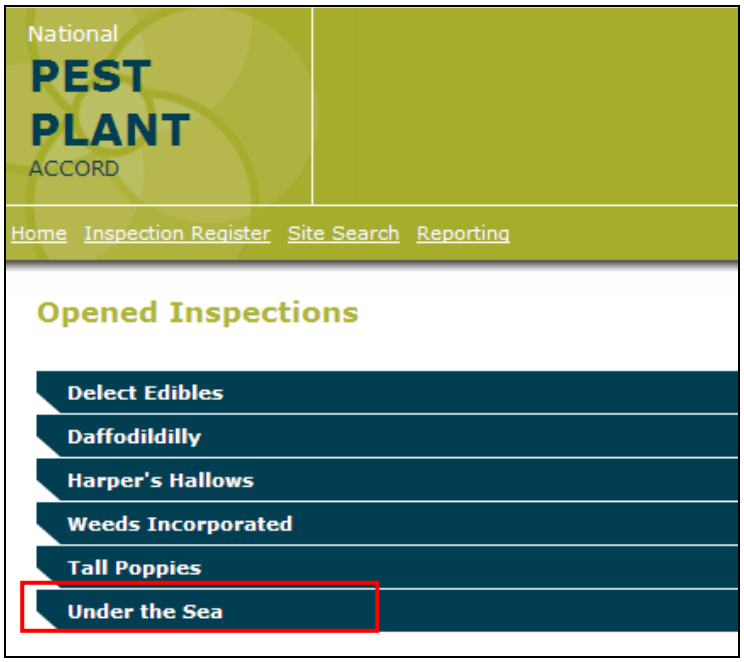
Step	Database action
	Log in to the NPPA inspection database (https://nppa-inspections.maf.govt.nz). Your home page will display: • All **Opened Inspections** assigned to you • **My Details** section  To view and edit your details in the **My Details** section, click on the accordion label
Checking to see if the inspection site already exists in the NPPA inspection database	
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**

Step	Database action
	
3	Regardless of which search type you use, a screen displaying your results will appear. If the site does not appear you will need to ask your SuperUser to create the new inspection site in the NPPA inspection database.

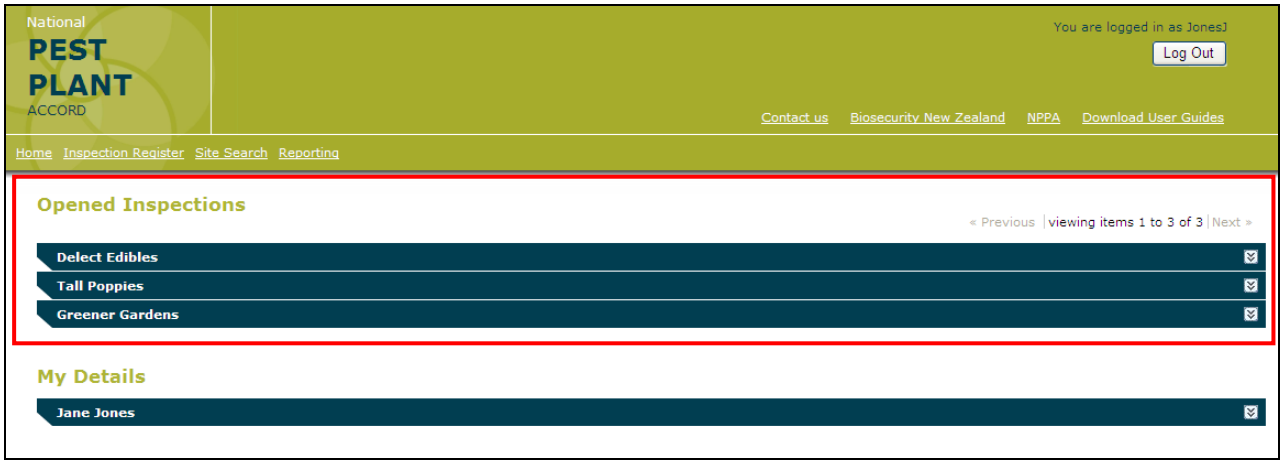
Creating a new inspection for a site already in the NPPA inspection database

1	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 . The accordion label then allows you to view the site inspection details, including: • Physical address of inspection site • Planned inspection details • All site inspections • Contact details
2	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).

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 P**lanned 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: a. manually type the date in using the format dd/mm/yyyy (where d = date; m = month; y = year) b. use the drop down calendar by clicking on the calendar icon 

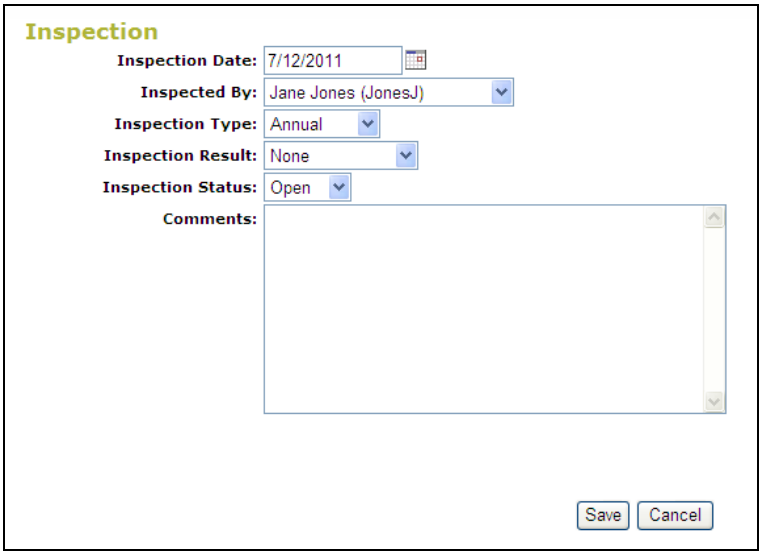
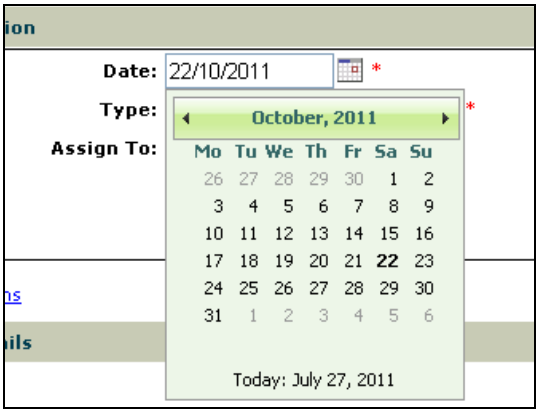
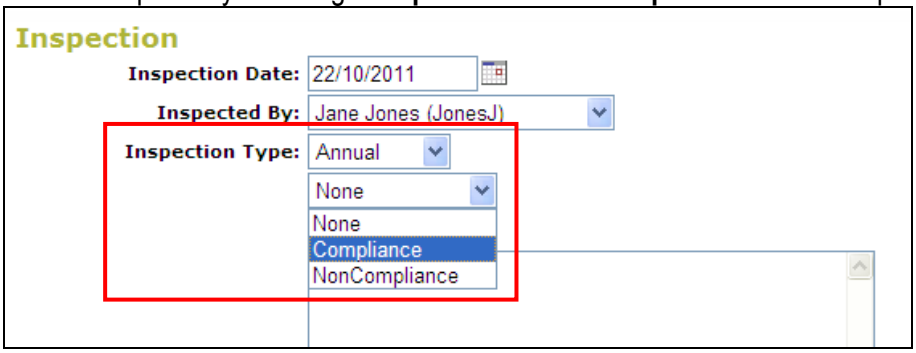
Step	Database action
4	The inspection has now been created and assigned. When you click on **Home**, you will see the new inspection sitting under **Opened Inspections**. 

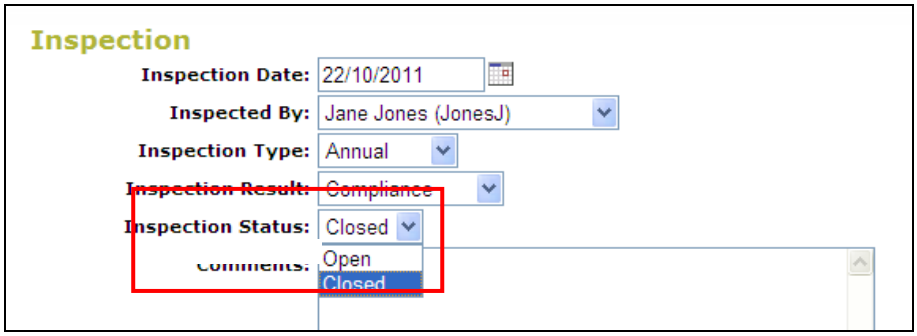
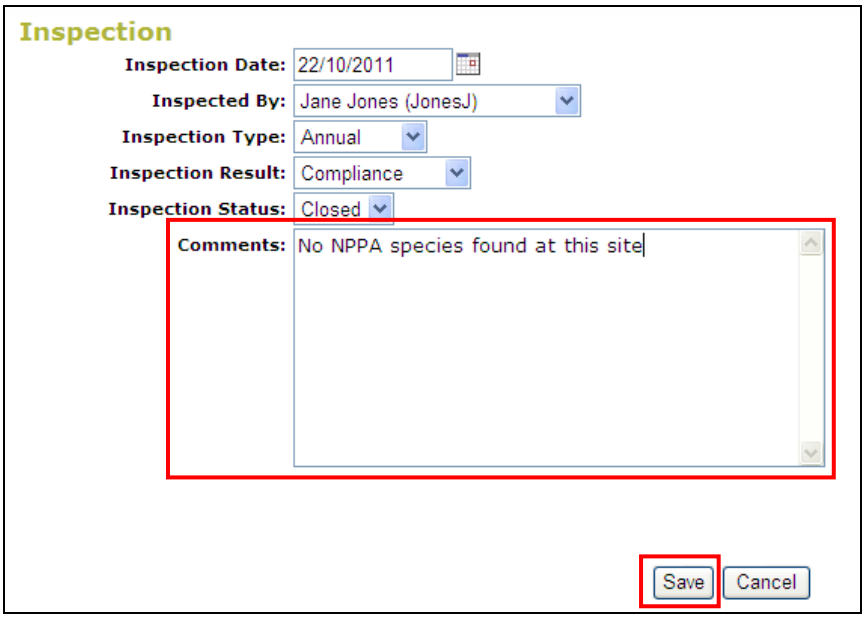
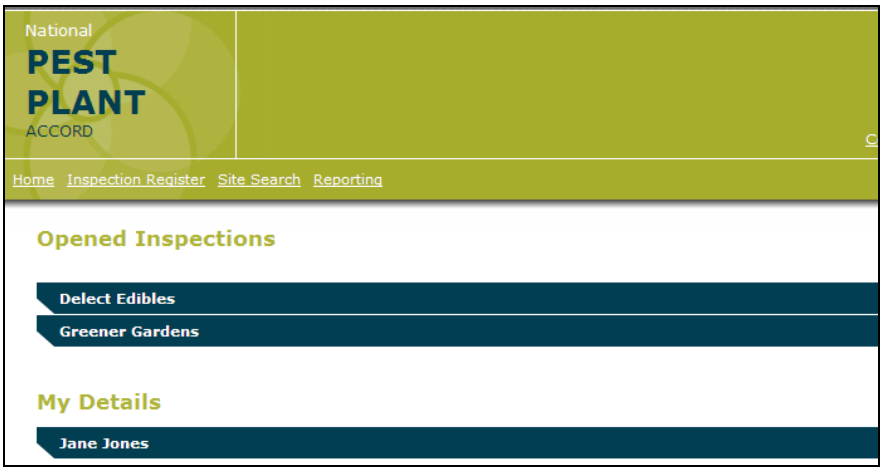
Inputting Inspection Data

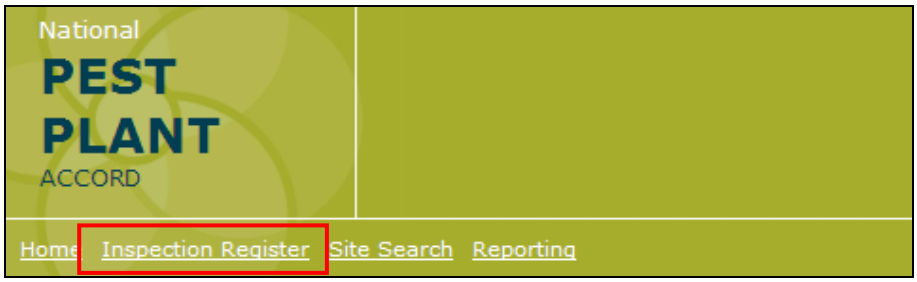
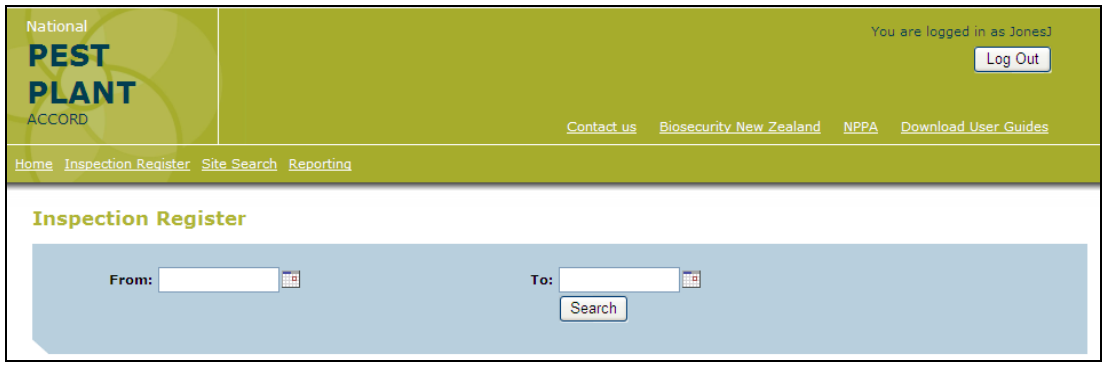
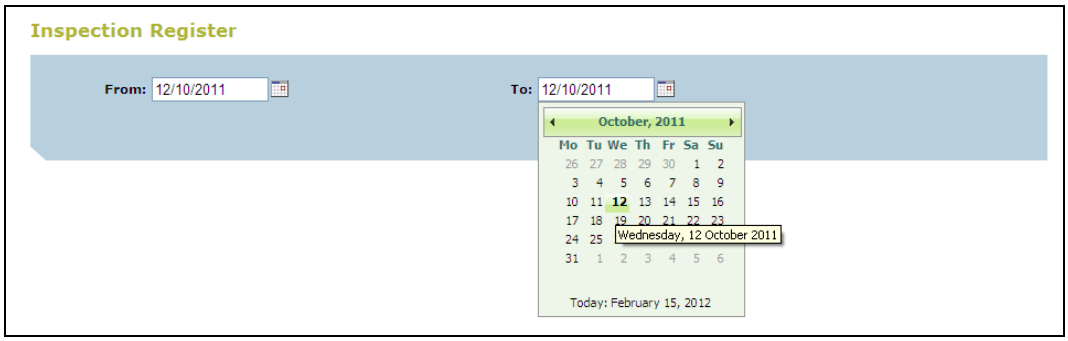
Step	Database action
1	Once you have logged on to the NPPA inspection database (https://nppa-inspections.maf.govt.nz), your home screen will display. This screen will show any inspections that have been assigned to you. 
2	Click on the accordion label of the site you wish to enter data against. To enter your inspection data against the site, click on the **Edit>>** link beside **Inspection Details**.

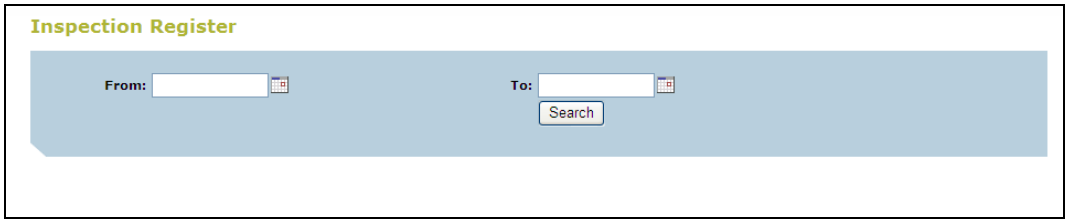
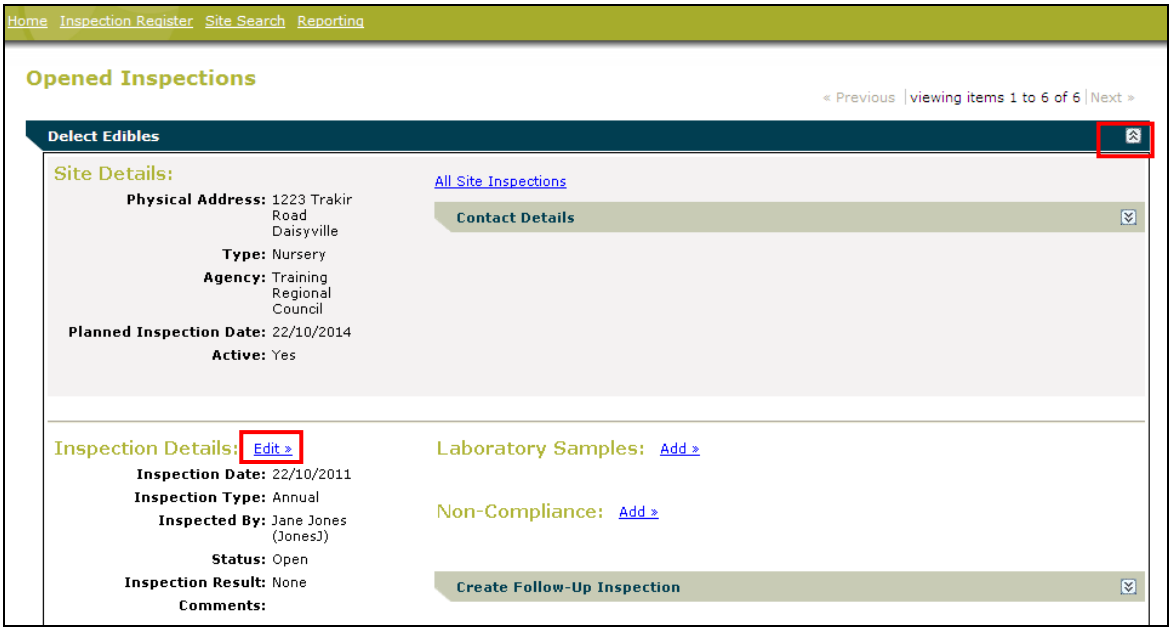
Entering data against a site where no NPPA species were found (compliant)

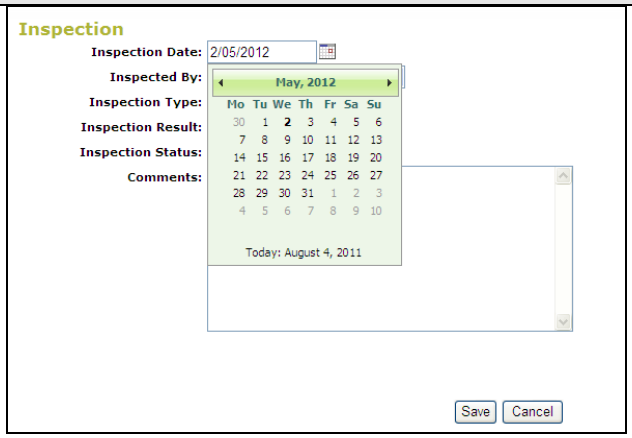
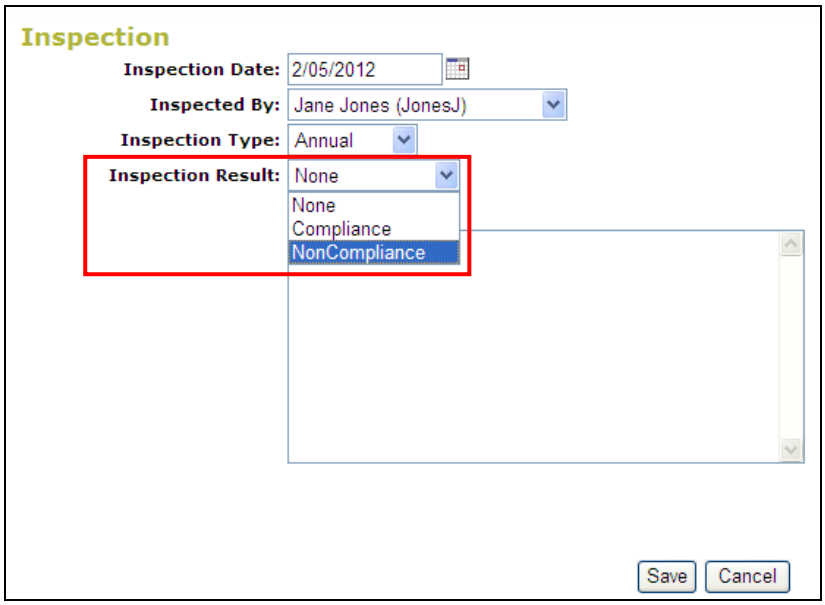
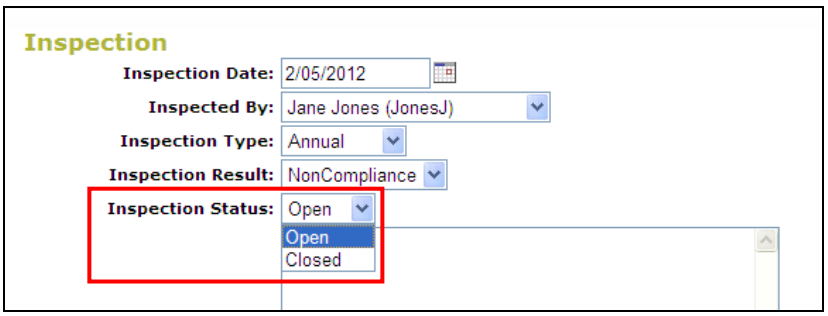
1	Click on the **Edit** link beside **Inspection Details** to open the inspection details screen:

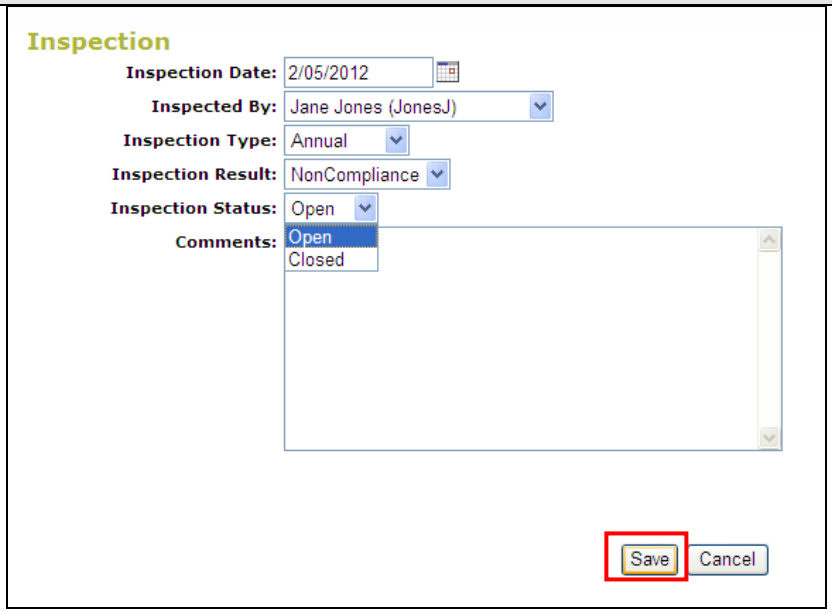
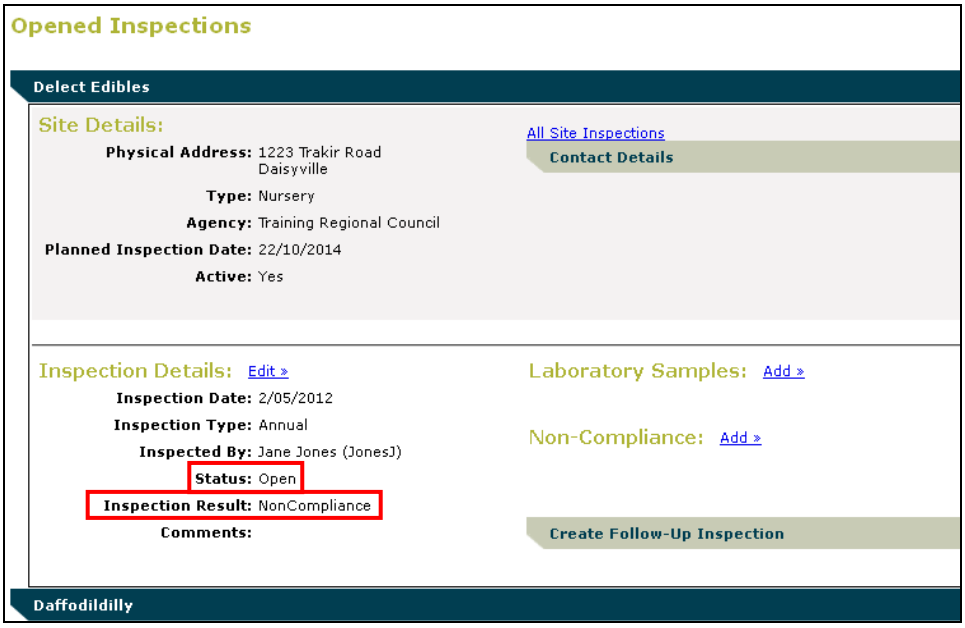
Step	Database action
	
2	Edit the date that shows in the **Inspection Date** field to reflect when the inspection was actually carried out. To change the **date** you can either: a. manually type the date in using the format dd/mm/yyyy (where d = date; m = month; y = year) b. use the drop down calendar by clicking on the calendar icon  **Please note**: You are not able to enter a date that falls before the date already in the **Inspection Date** field.
3	Mark the inspection as compliant by selecting **Compliance** from the **Inspection Result** drop down menu. 
4	Close the inspection by selecting **Closed** from the **Inspection Status** drop down menu.

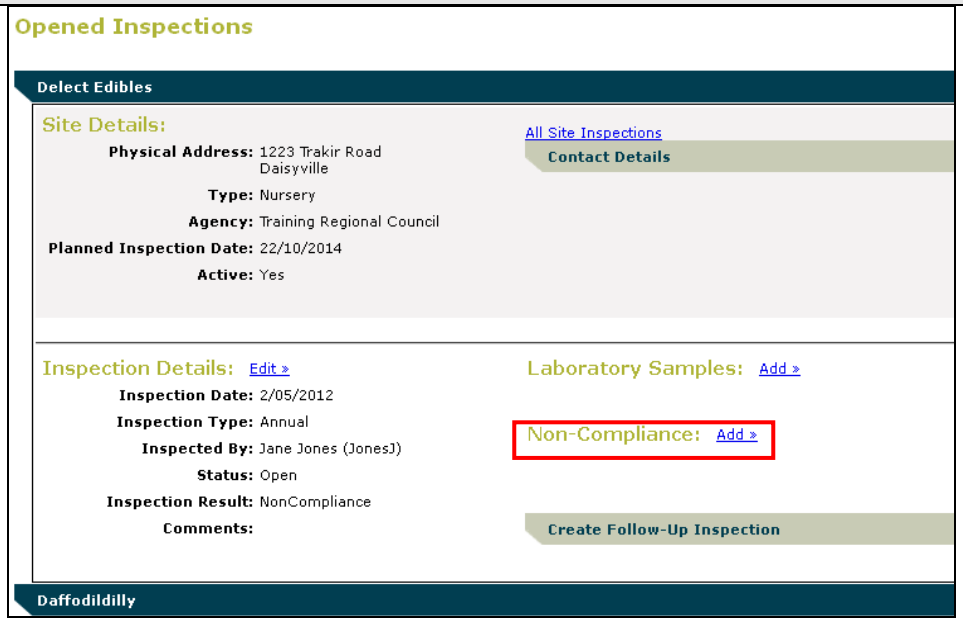
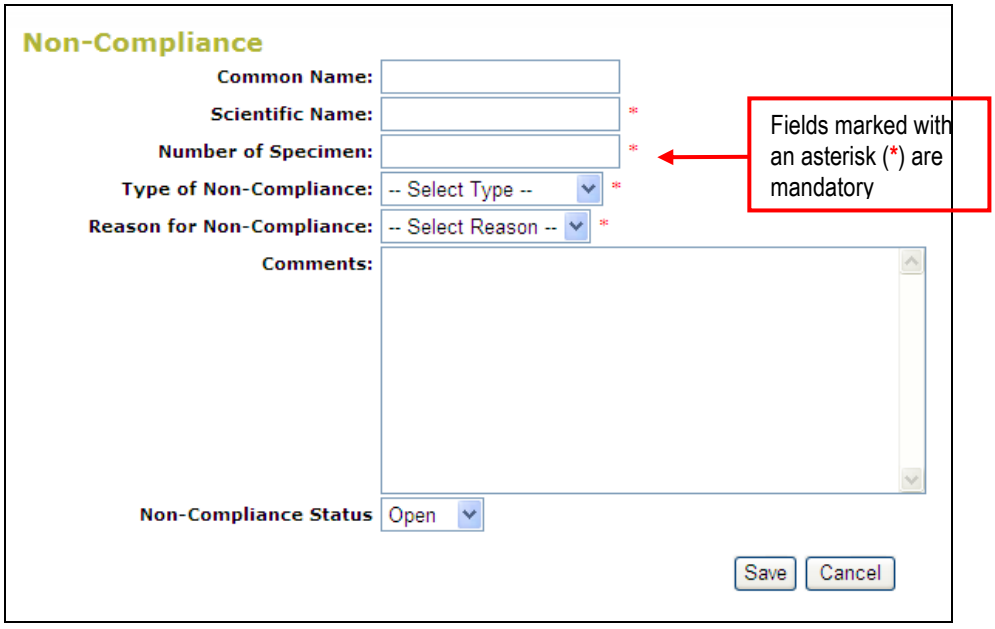
Step	Database action
	 **Please note**: Once an inspection status has been saved as **closed**, the data related to that specific inspection is **unable to be edited** and cannot be changed or deleted.
5	Include any comments in the **Comments** field (if needed) and then click on **Save**. 
6	The **Inspection** screen will close and your home screen is displayed. 

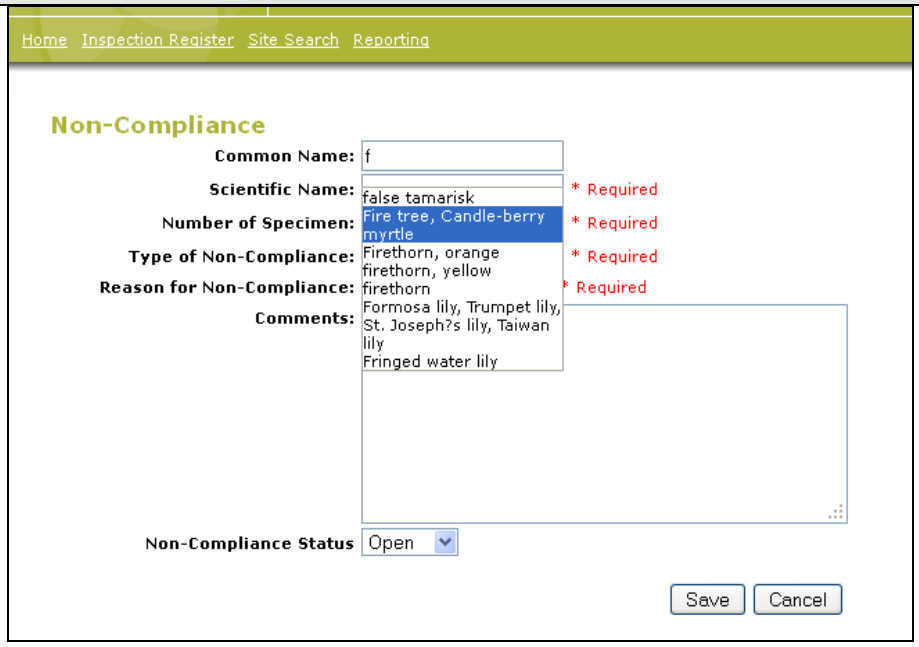
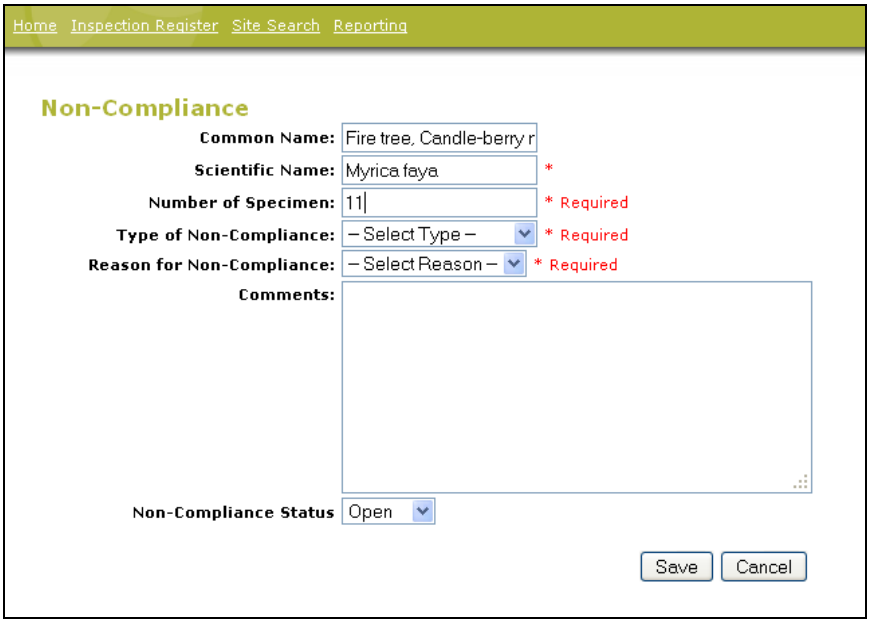
Step	Database action
	Please note: When you save a **closed** inspection, the inspection site disappears from under **Opened Inspections** on your home page. However, you are able to locate the inspection site by carrying out a **site search** (refer to section titled **Checking the inspection site already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

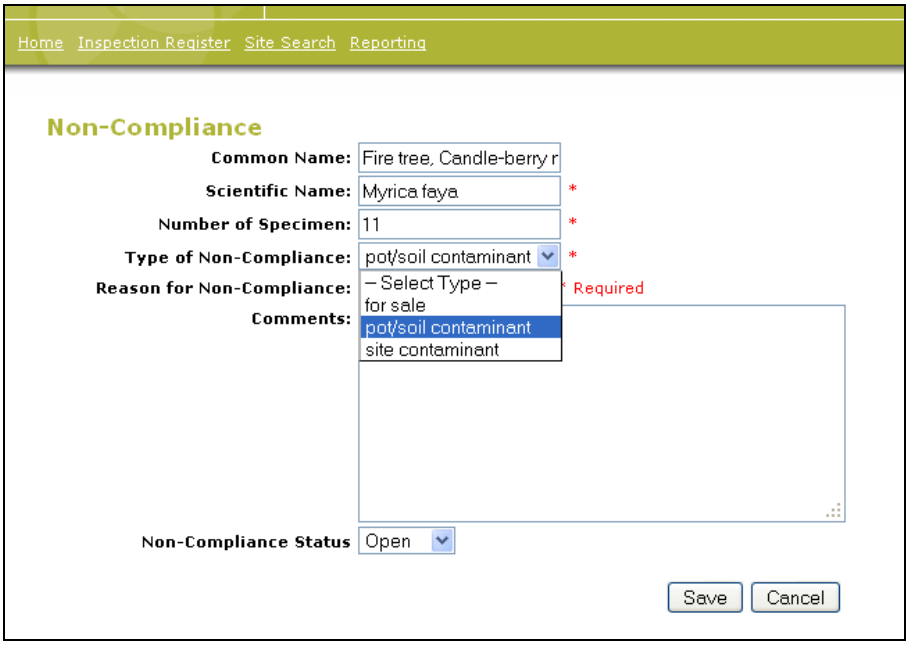
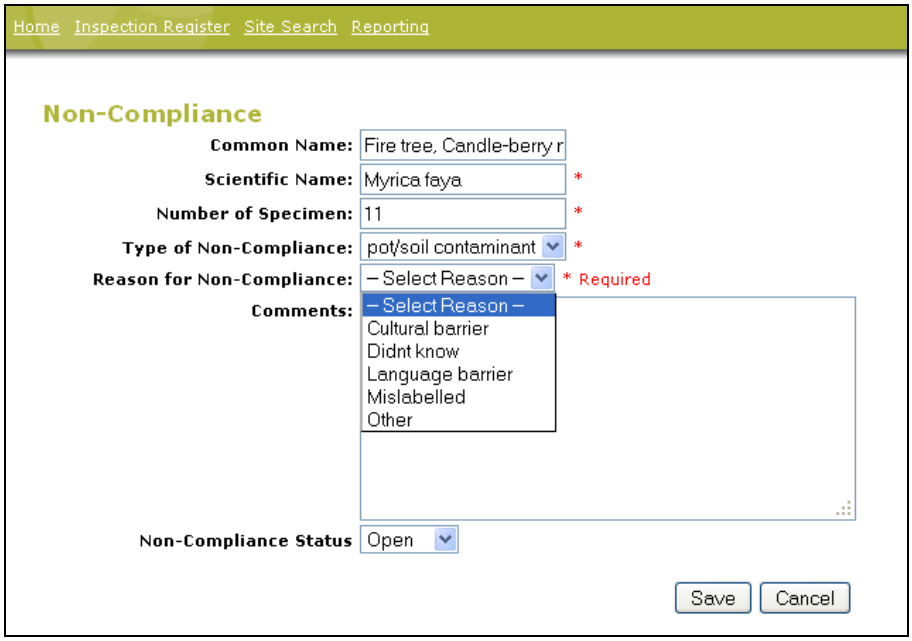
Step	Database action
	 c. all inspections (no date limit) 
Entering data against a site where NPPA species were found (non compliant)	
1	Once you have logged on to the NPPA inspection database (https://nppa-inspections.maf.govt.nz), your home screen will display. This screen will show any inspections 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** 
2	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: a. manually type the date in using the format dd/mm/yyyy (where d = date; m = month; y = year) b. use the drop down calendar by clicking on the calendar icon

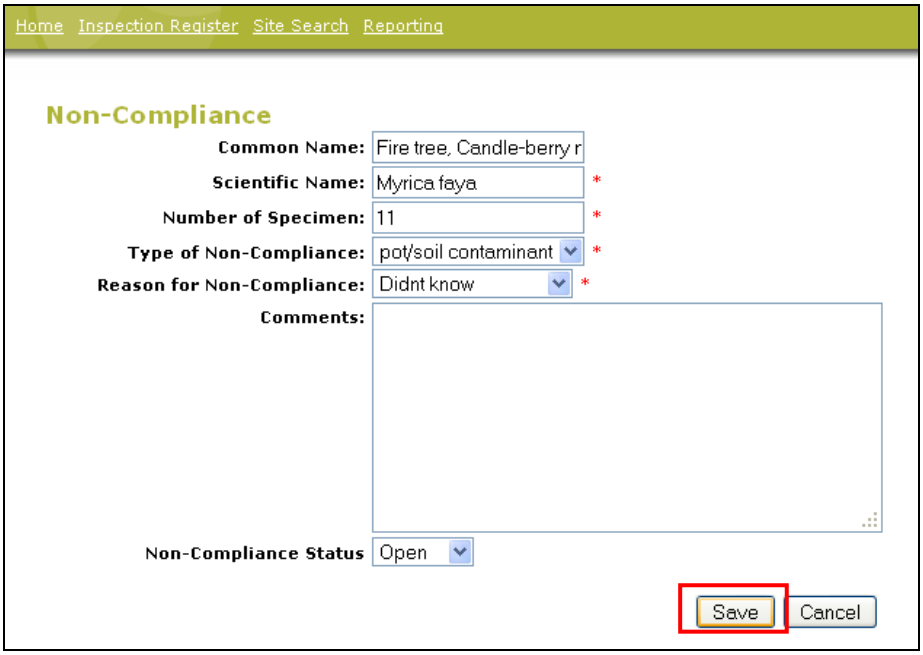
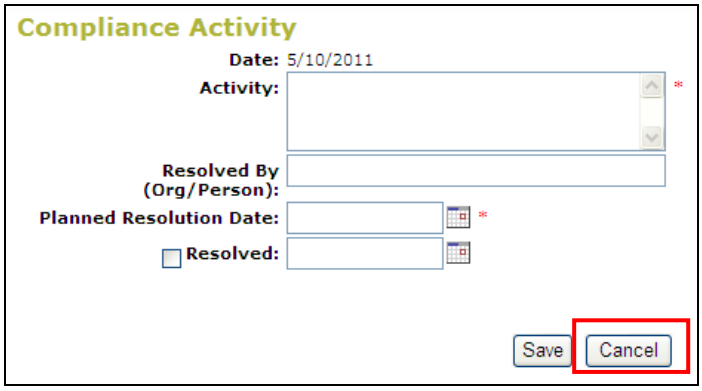
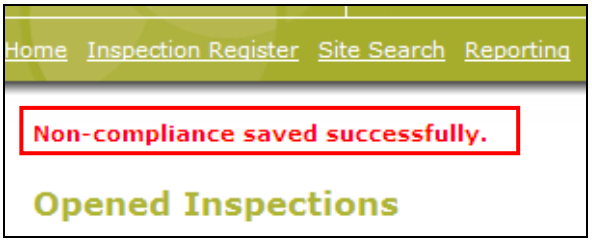
Step	Database action
	 **Please note**: You are not able to enter a date that falls before the date already in the **Inspection Date** field.
3	Mark the inspection as non-compliant by selecting **NonCompliance** from the **Inspection Result** drop down menu. 
4	Leave the inspection open by selecting **Open** from the **Inspection Status** drop down menu. 
5	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**.

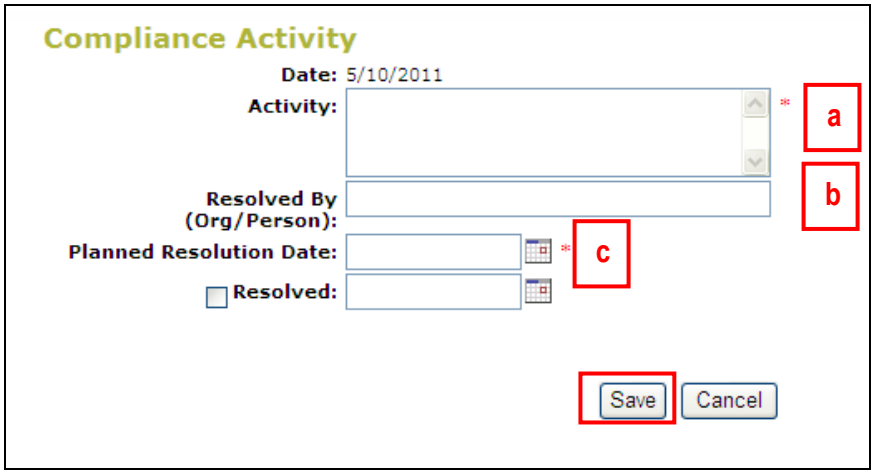
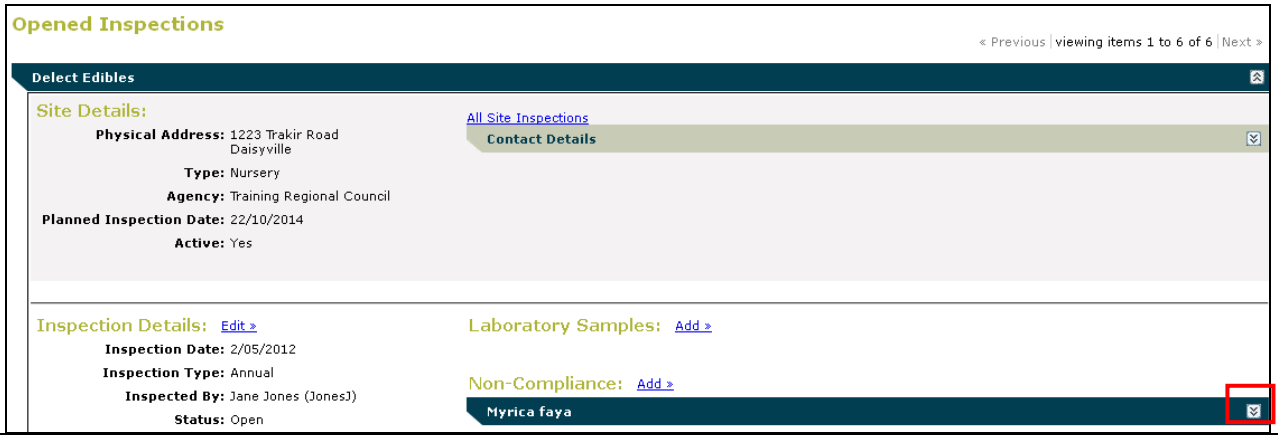
Step	Database action
	
6	The **Inspection** screen will close and the site details under **Opened Inspections** will display.  **Please note**: Under **Inspection Details** the inspection **status** will show as **open** and the **inspection result** will show as **NonCompliance**.
7	The details of the 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.

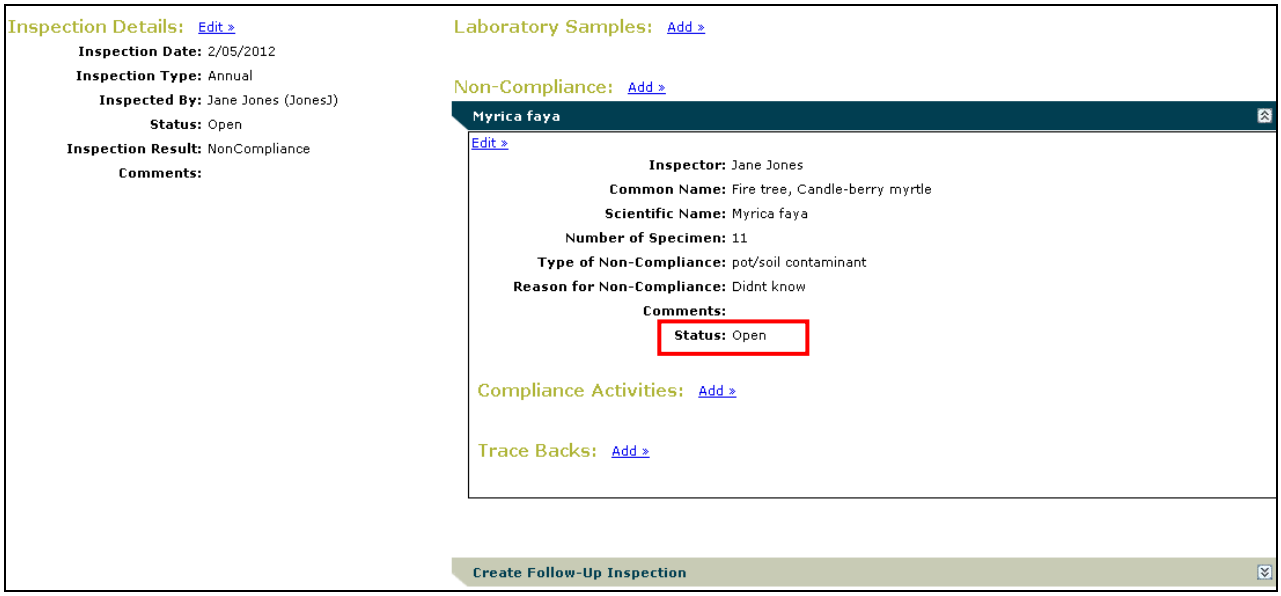
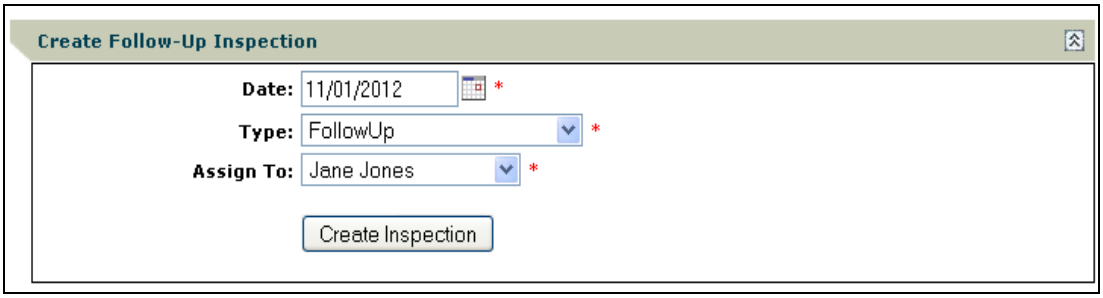
Step	Database action
	
8	The **Non-Compliance** screen will display. 
9	Enter the **species** name or **common** name of the NPPA plant by typing the first few letters of the name in the appropriate box. A drop-down menu will appear for you to make your selection from.

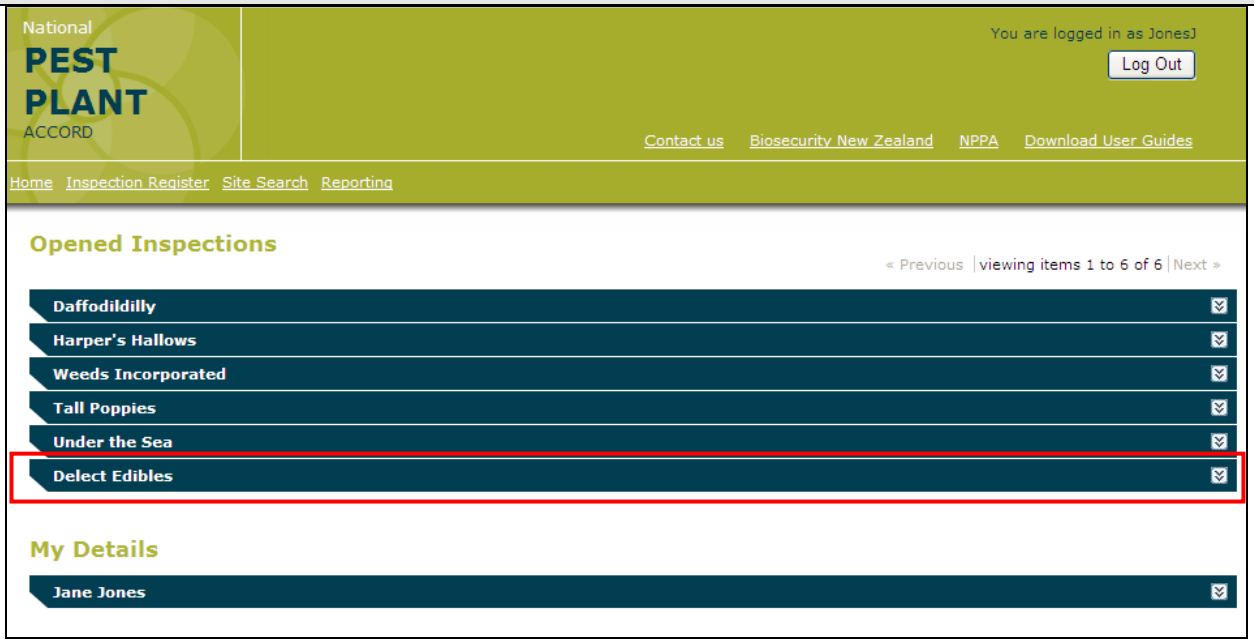
Step	Database action
	
10	Enter the **number of specimens** found on site 
11	Select the **type of non-compliance** from the drop down menu

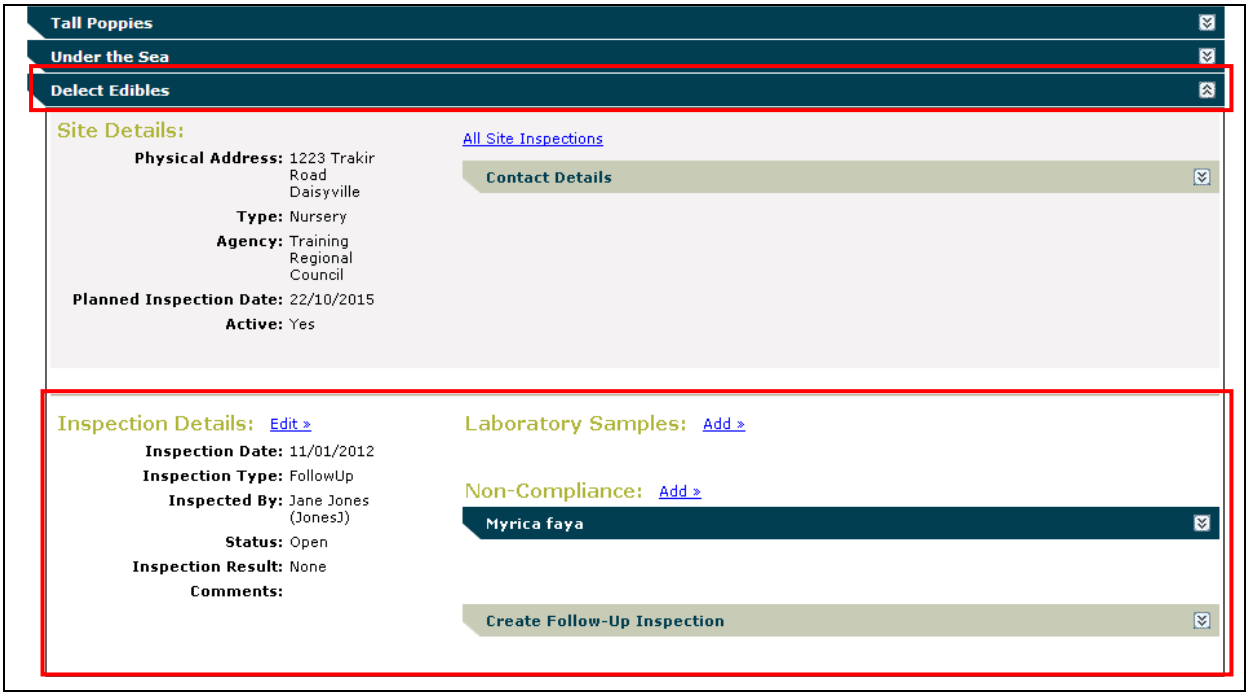
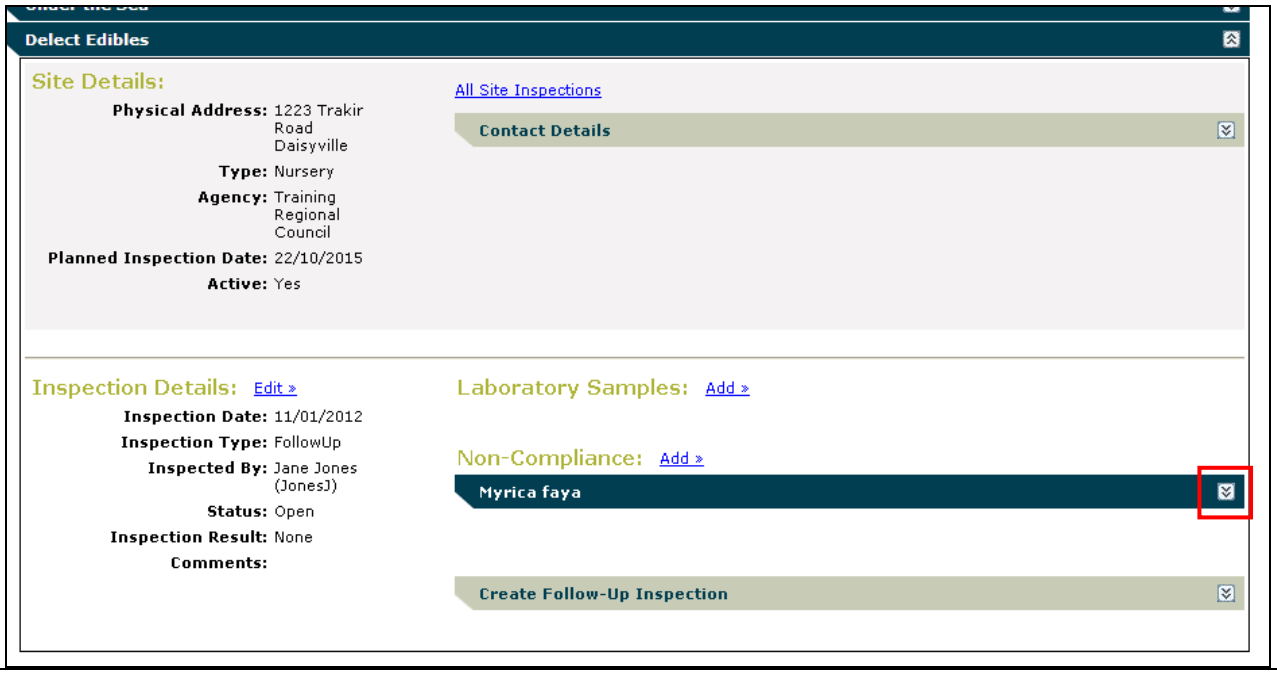
Step	Database action
	
12	Select the **reason of non-compliance** from the next drop down menu 
13	Leave the **non-compliance status** as **open** and click on **Save**

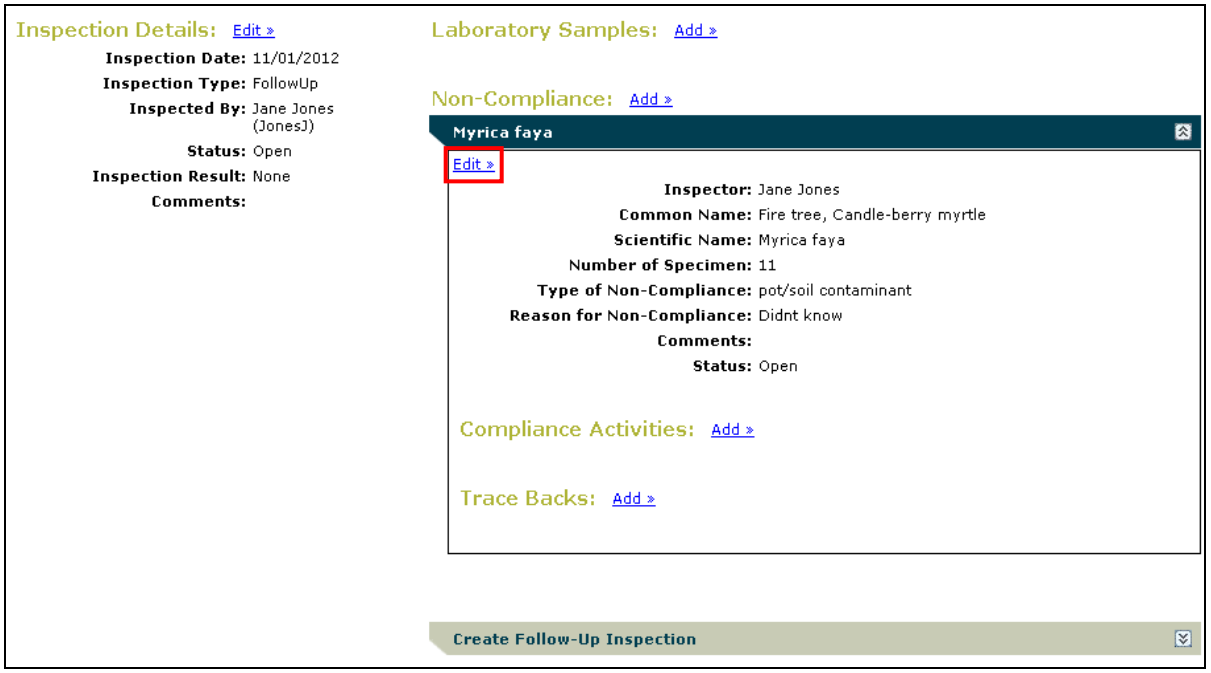
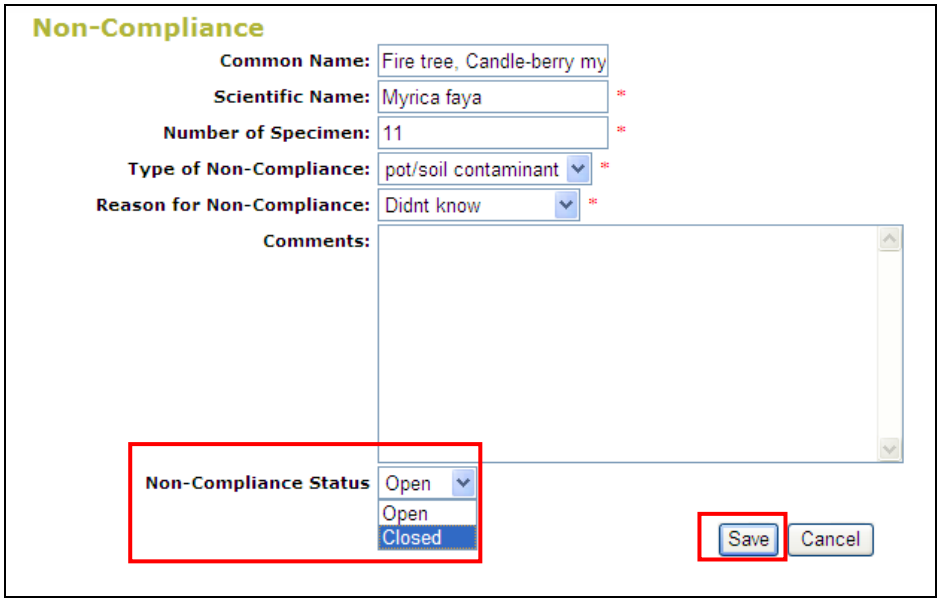
Step	Database action
	
14	The **compliance activity** screen will automatically display. Unless the owner / operator destroys the NPPA species while the Inspector is there (see separate section on this), click on **cancel**. 
15	A statement informing you that the non-compliance was saved successfully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

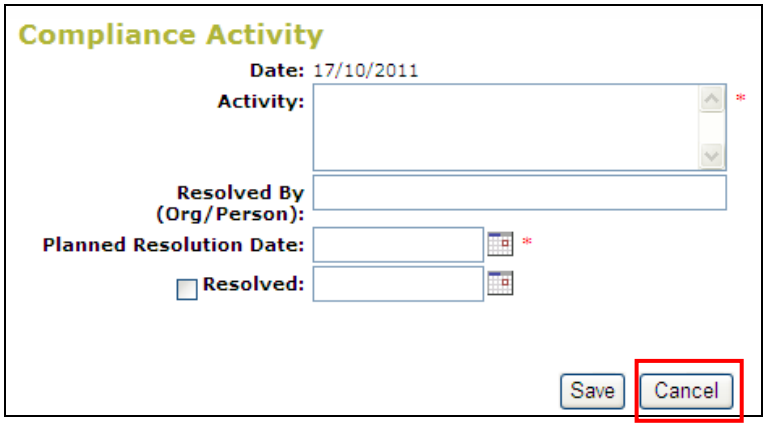
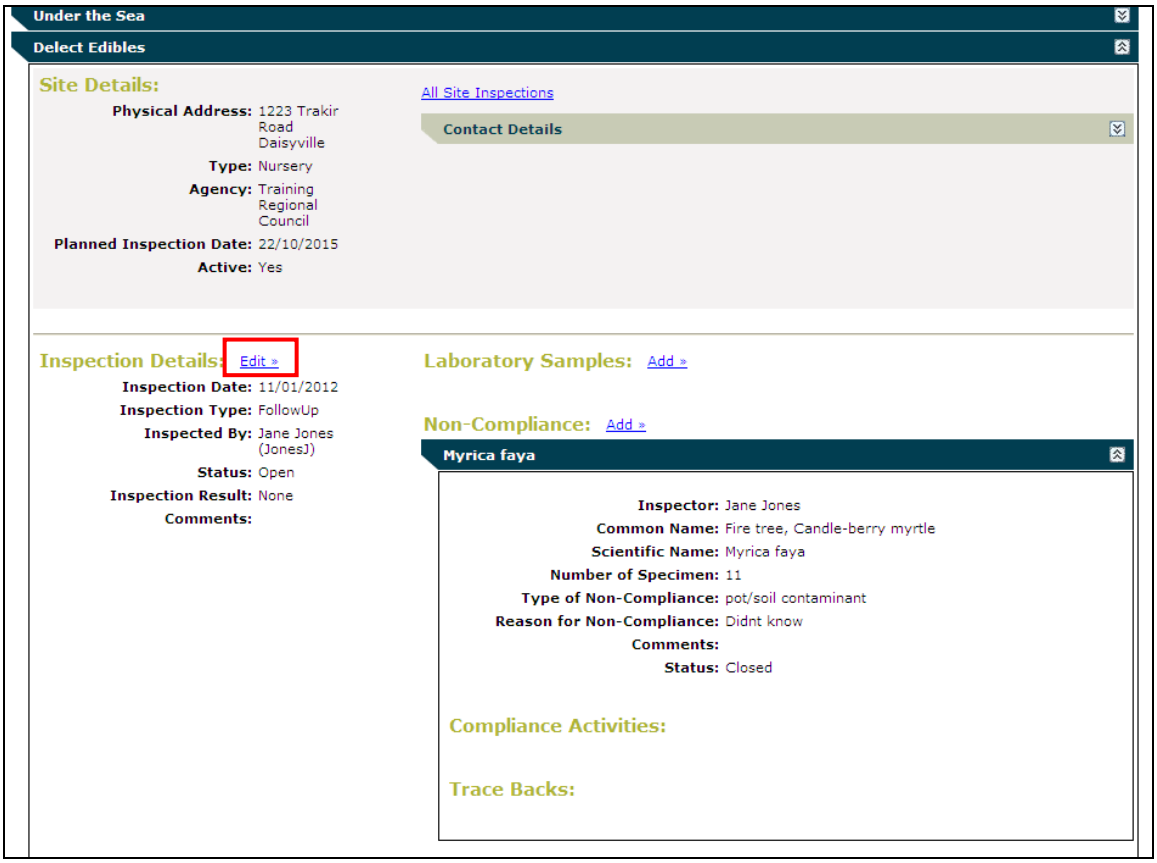
Step	Database action
	screen you will need to enter the following and then click on **Save**: a. the **activity** itself (for example, species removed on site by owner / operator) b. who **resolved** the issue (for example, the owner or operator) c. the **planned resolution date** and the date the issue was **resolved** (this will be the same date if the plant species is destroyed by the owner / operator while you are on site). 
Creating a follow-up inspection	
1	A follow-up inspection will need to be created if the owner / operator does not destroy the NPPA plant species while you are present on site.
2	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. 
3	This will allow you to check that the non-compliance status is set to **Open**.

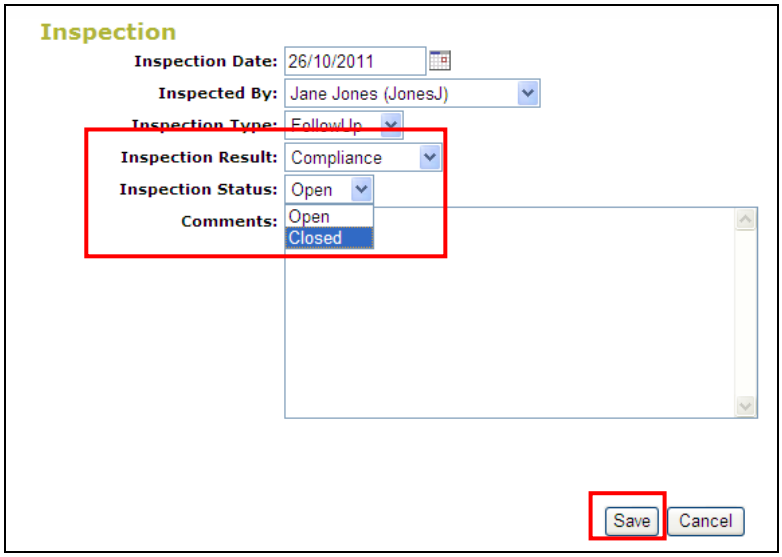
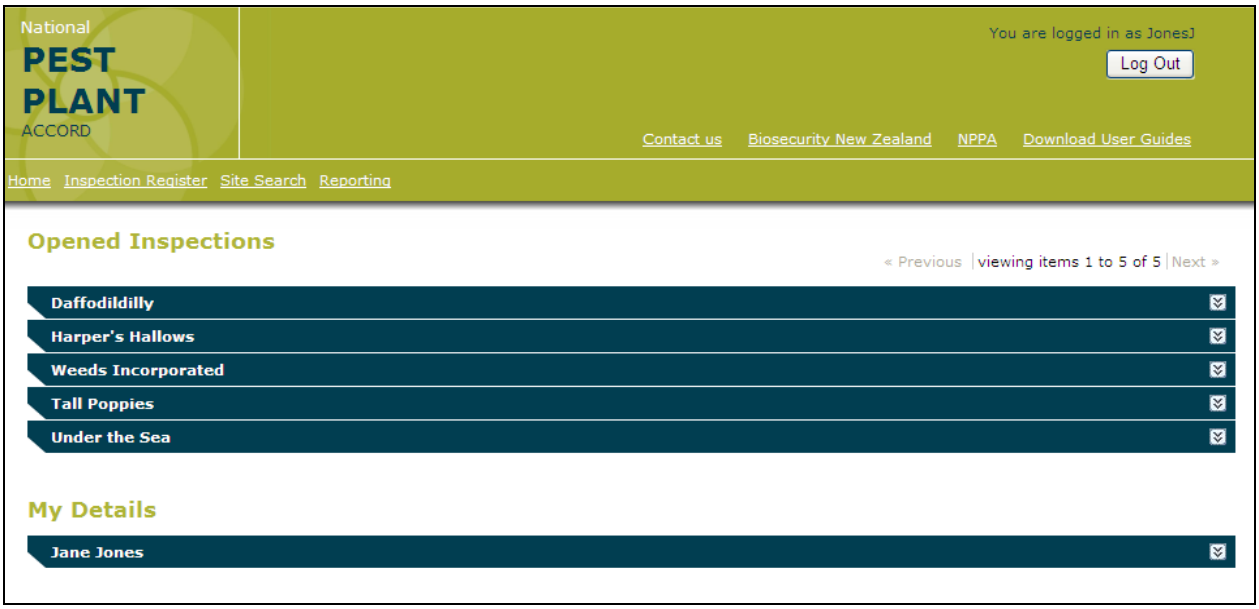
Step	Database action
	
4	Once you have checked the non-compliance status is set to open, click on the accordion label that is beside **Create Follow-Up Inspection** and enter the following before clicking on **Create Inspection**: a. the **date** the follow-up inspection is to take place (please note: this date cannot be in the past) b. mark the **type** of inspection as **FollowUp** 
5	The follow-up inspection details are saved and the screen closes, displaying your home screen. 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.

Step	Database action
	 **Please note:** The annual inspection for the site you have just created a follow-up inspection for will automatically be set to closed.
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
	
3	Click on the **non-compliance issue** accordion label to view the **non-compliance screen**. 
4	Click on **Edit>>** under the non-compliance issue (that is, under the plant that has been found at the non-compliant site).

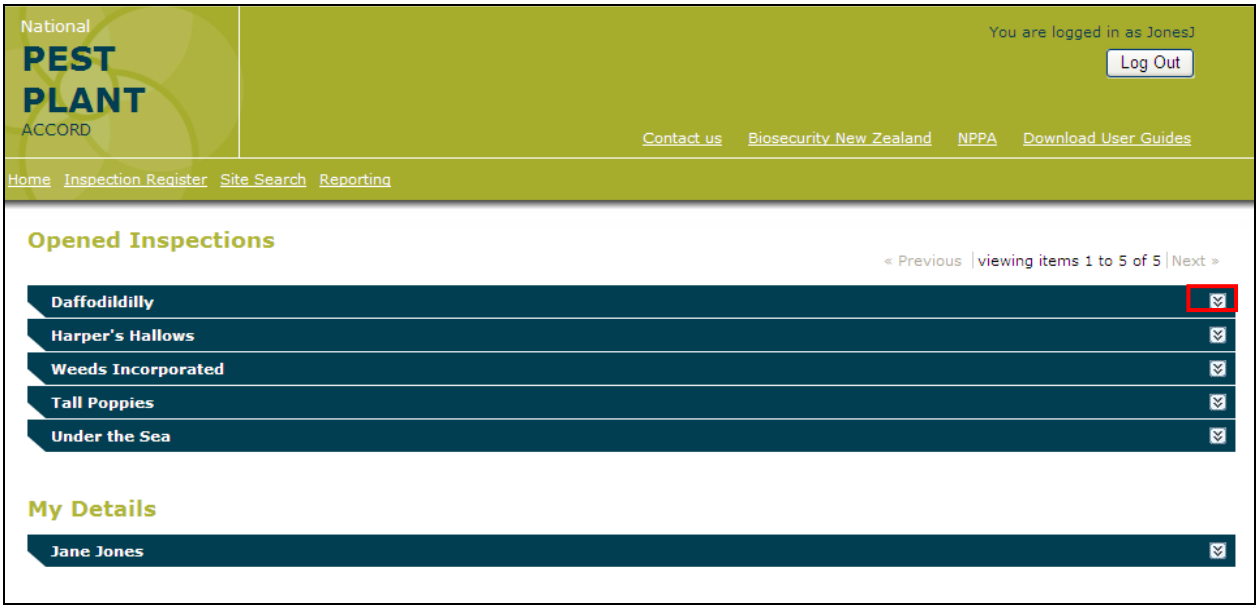
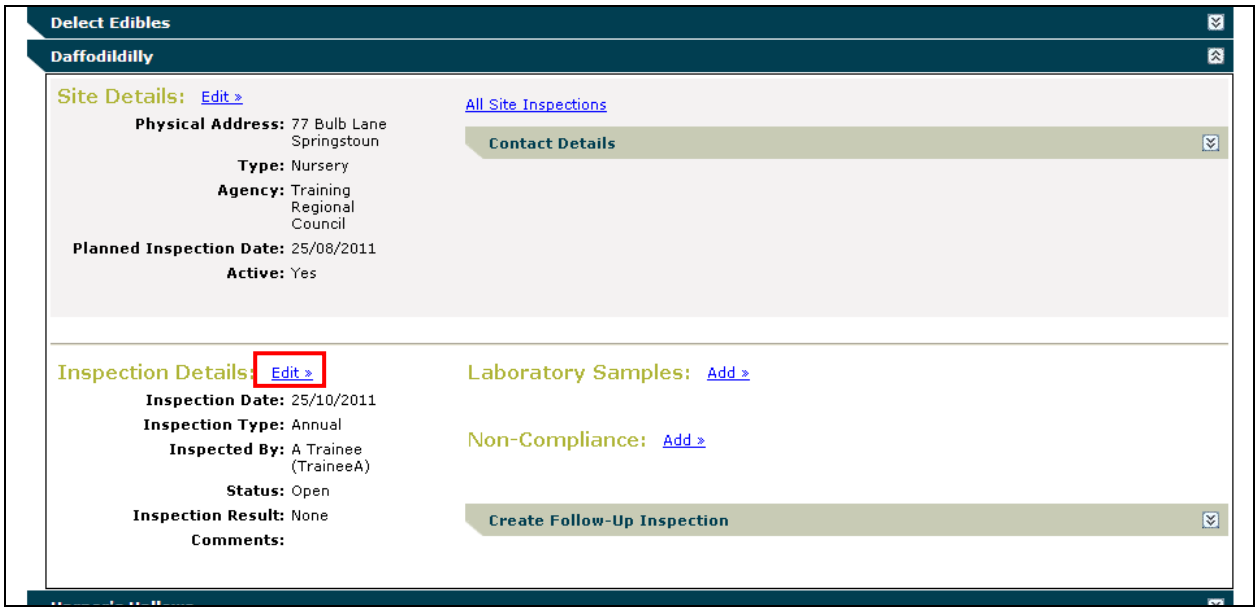
Step	Database action
	
5	The **non-compliance** screen will display. Select **Closed** from the drop down menu under **Non-Compliance Status** and click on **Save**. 
6	The **Compliance Activity** screen will display. Click on **Cancel**.

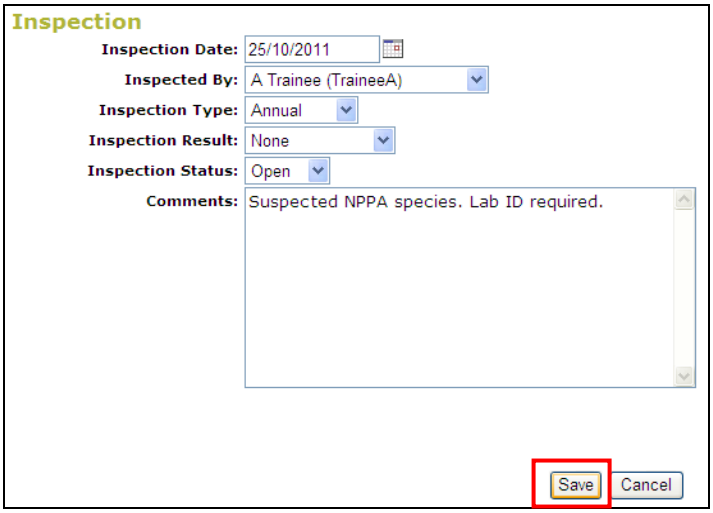
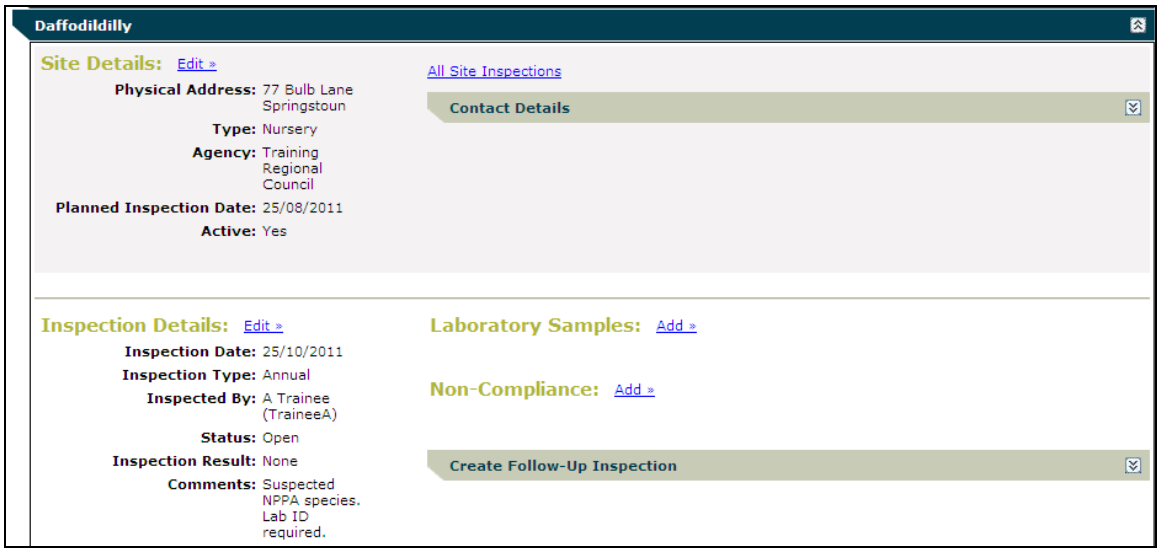
Step	Database action
	
7	You will be taken back to the inspection details screen. Click on **Edit>>** beside **Inspection Details**. 
8	The **Inspection** screen will display. You will need to: a. set the **Inspection Result** to **Compliance** b. set the **Inspection Status** to **Closed** c. add any comments in the **Comments** box d. click on **Save**

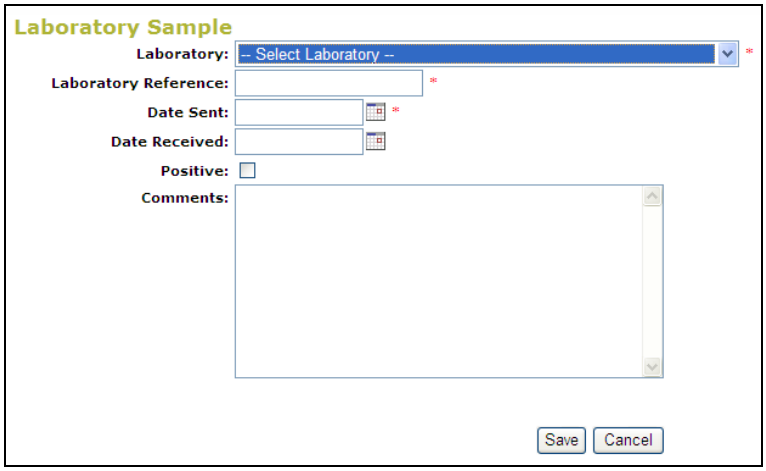
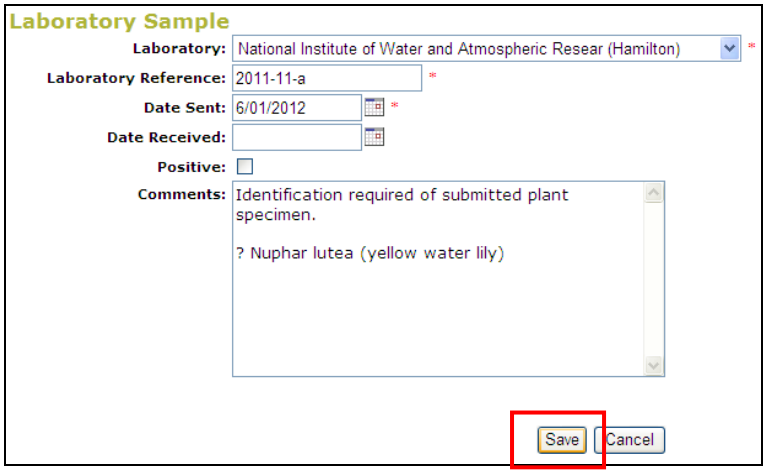
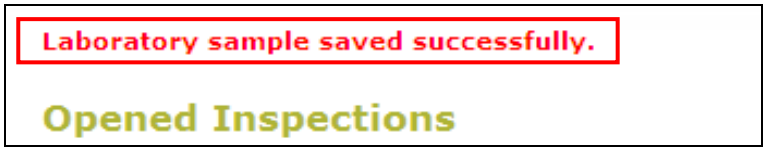
Step	Database action
	
9	Your home page will display and the follow-up inspection will no longer show as an opened inspection. 

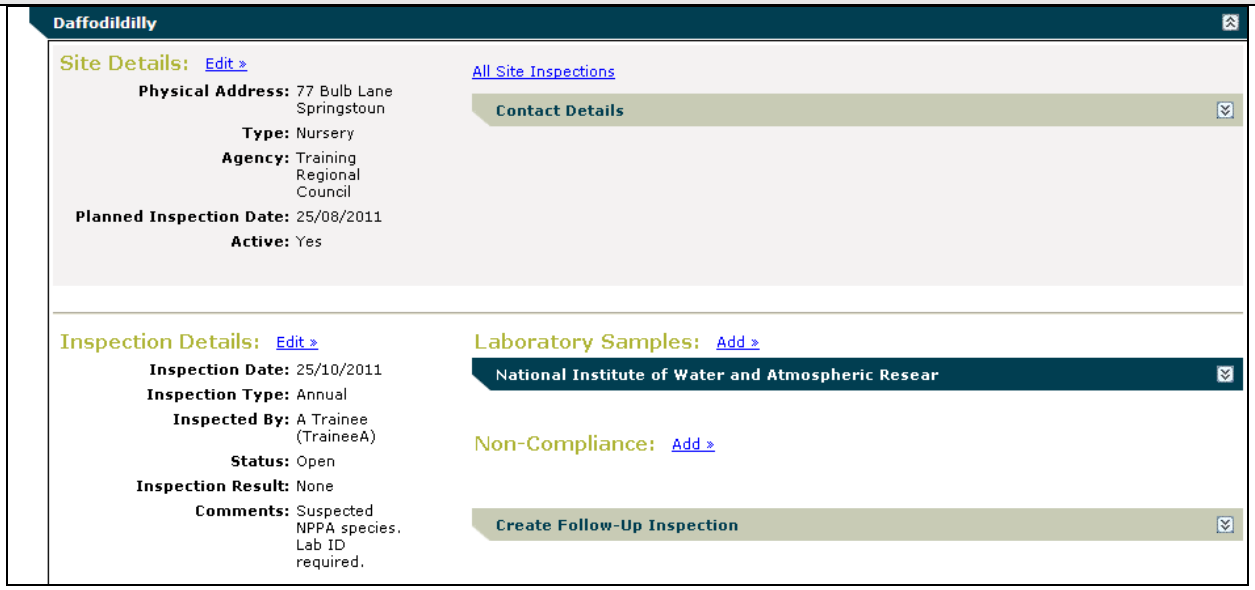
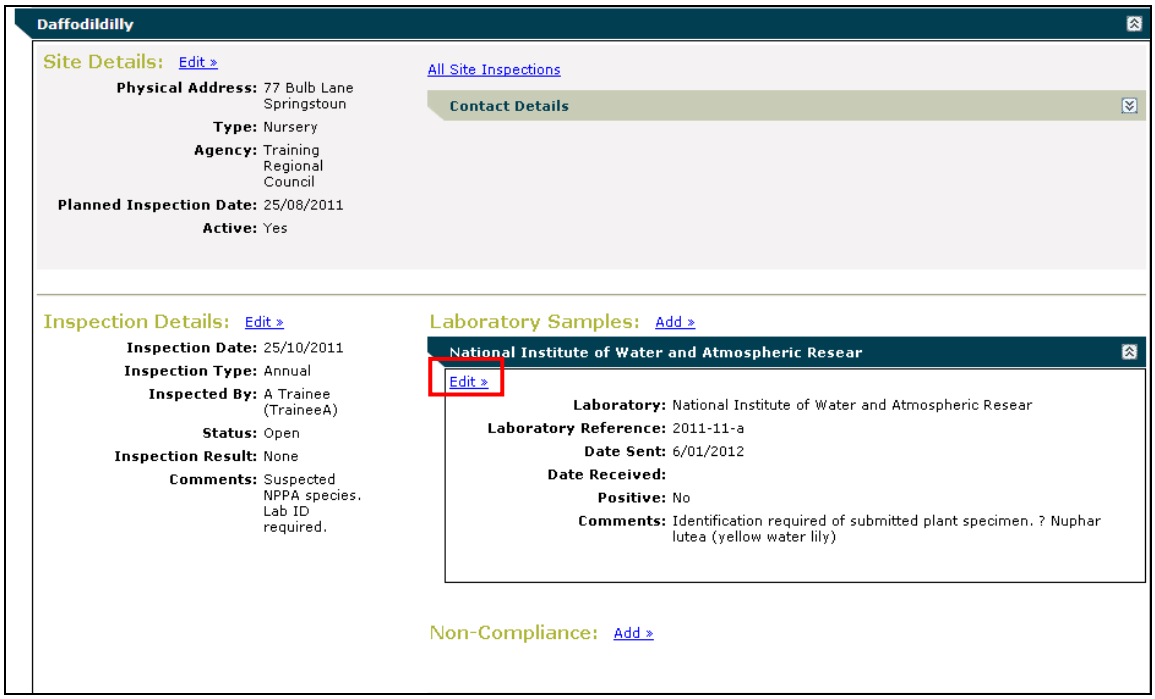
What do I enter if a suspected NPPA species requires identification by a laboratory?

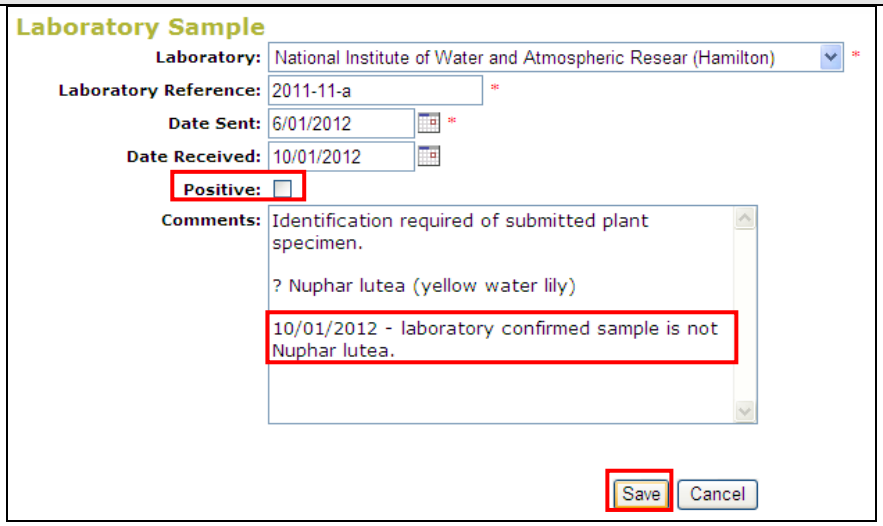
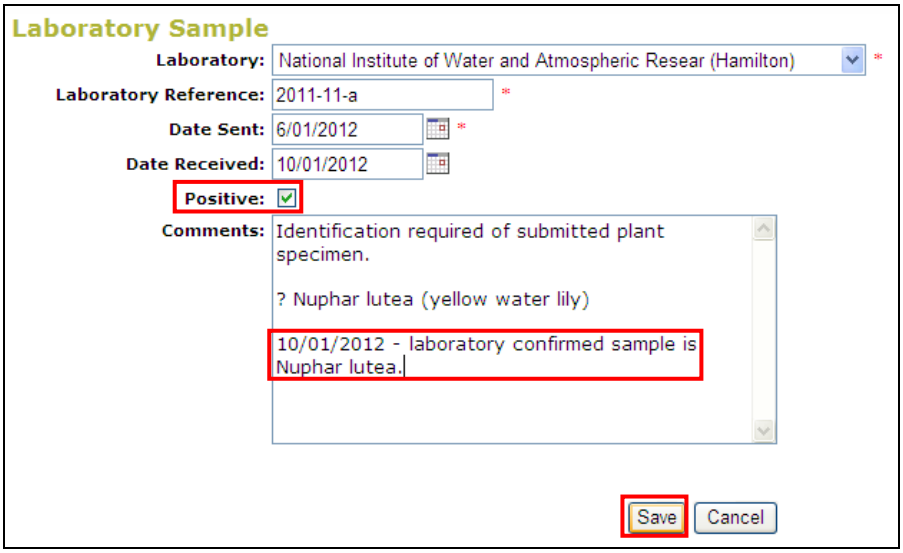
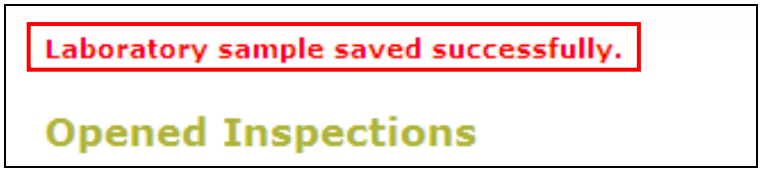
1	From the **home page**, select the opened inspection site where a suspected NPPA species was found that requires identification by a laboratory. Click on the accordion label beside the inspection site.

Step	Database action
	
2	Beside **Inspection Details**, click on **Edit>>** 
3	The following screen will appear. Complete the following actions and then click on **Save**: • 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
	
4	The inspection details screen will display again. 
5	Beside **Laboratory Sample**, click on **Add>>**
6	The Laboratory Sample edit screen will display.

Step	Database action
	
7	Complete the following fields and then click **Save**: • which **Laboratory** the sample is going to • the **Laboratory Reference** you are giving the sample • the **Date Sent** • any **Comments** 
8	You will be returned to your home screen where you will have a message letting you know the laboratory sample was saved successfully. 
9	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.

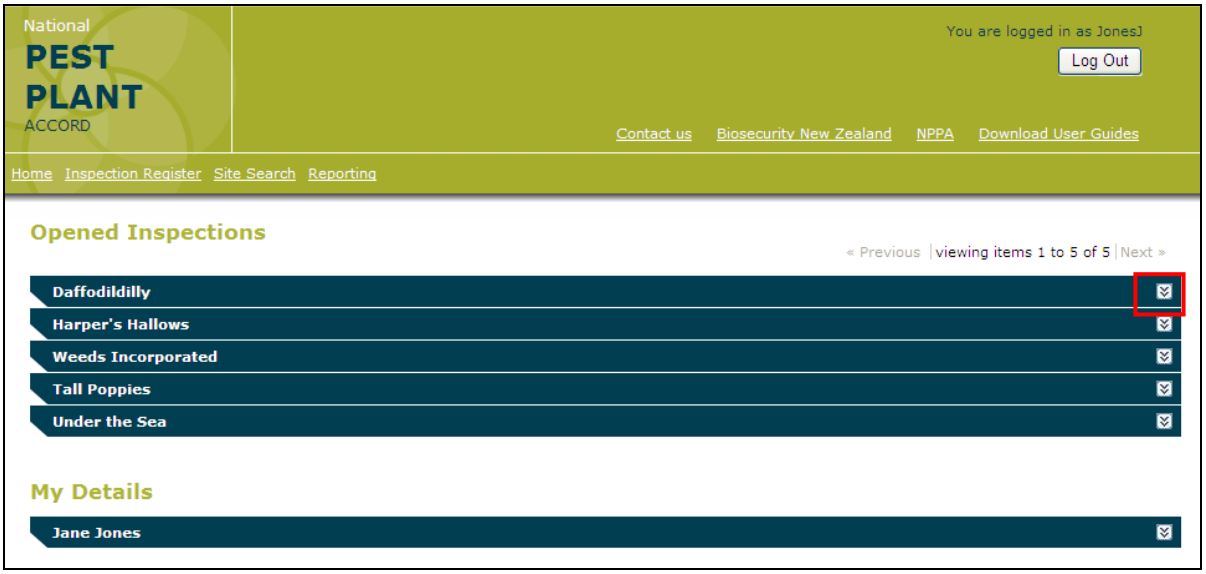
Step	Database action
	
10	Click the **Edit>>** link in order to enter the results received from the laboratory. 
11	Record the results from the laboratory, including the date the results were received and any comments, and then click on **Save**. **Negative identification received from the laboratory**: 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).

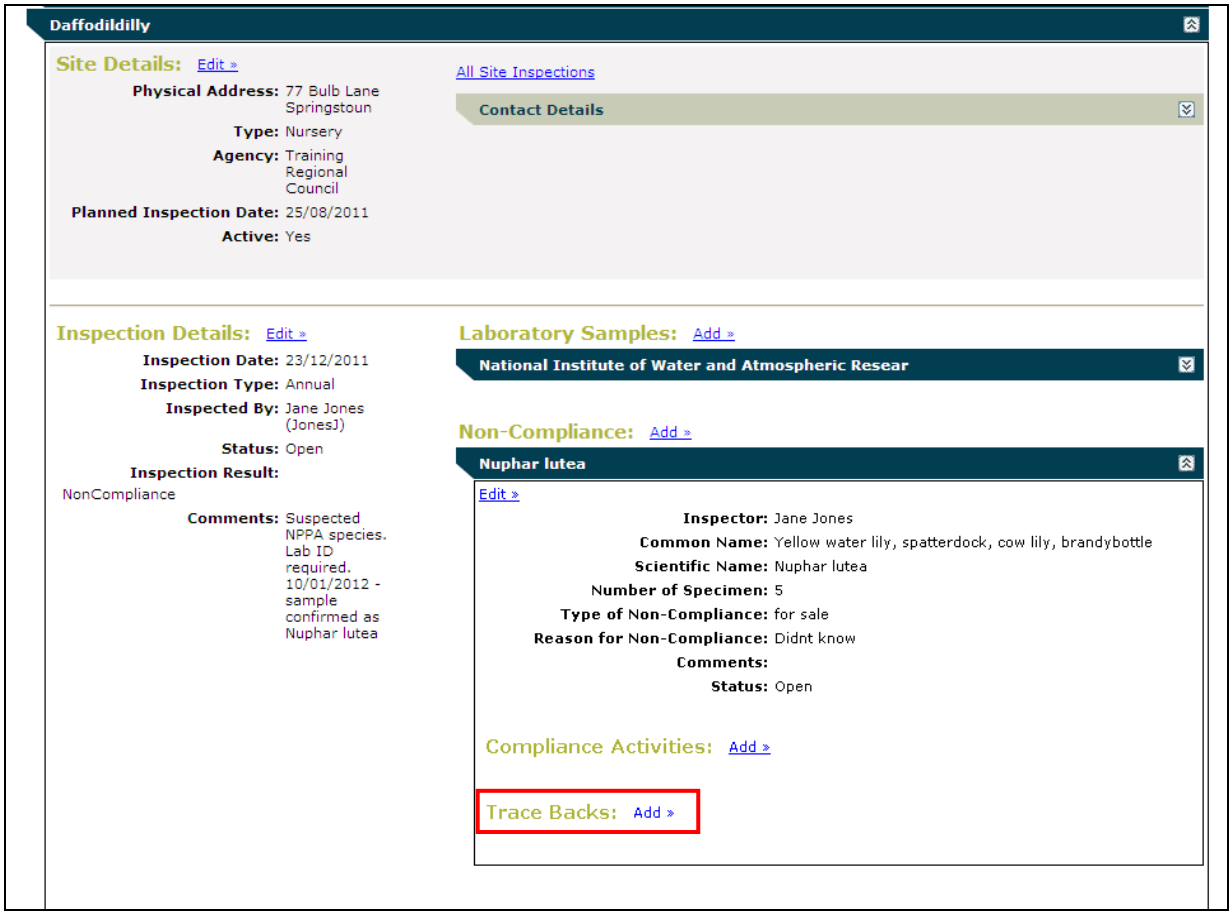
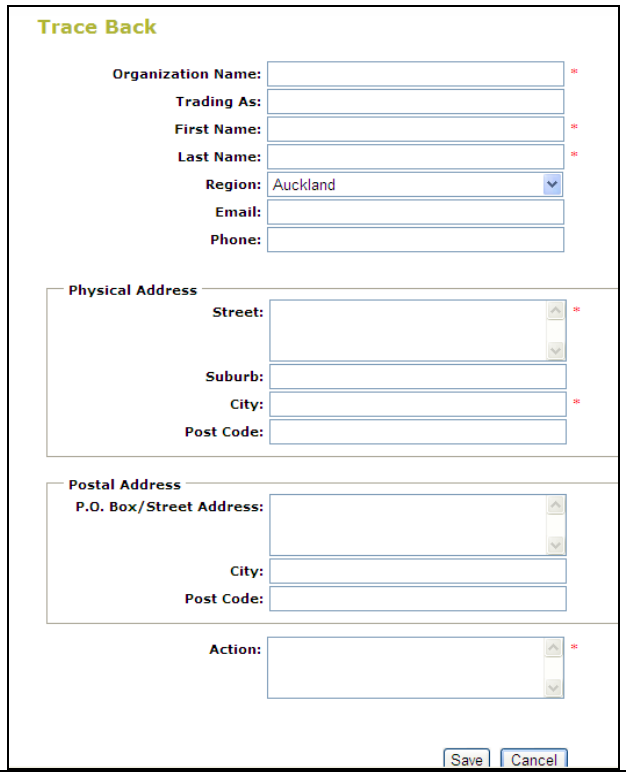
Step	Database action
	 **Positive identification received from the laboratory**: You will need to tick the **Positive** box if the sample is confirmed as a NPPA species and then proceed as you would for a **non-compliant** inspection result. 
12	You will be returned to your home page where it will note the laboratory sample was saved successfully. 

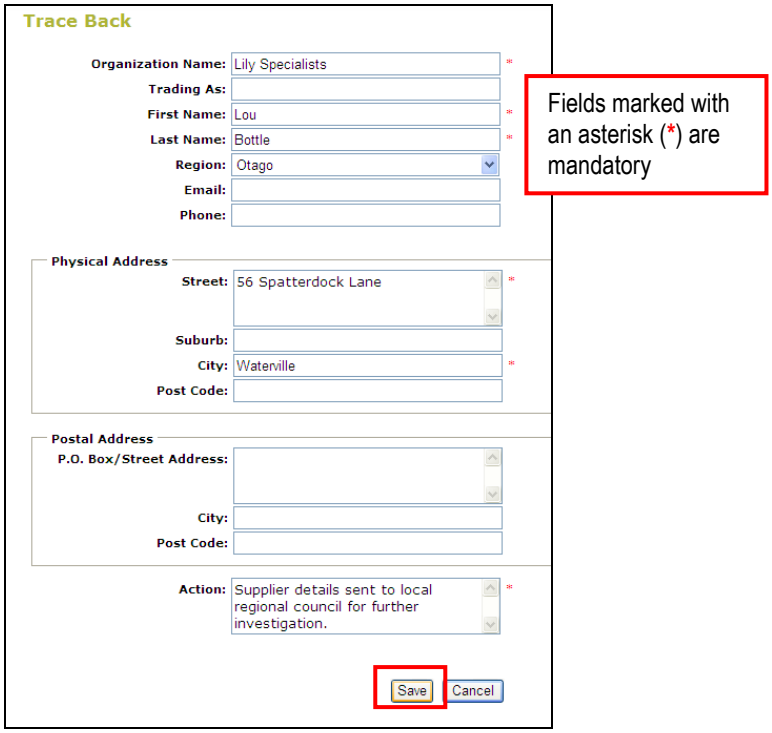
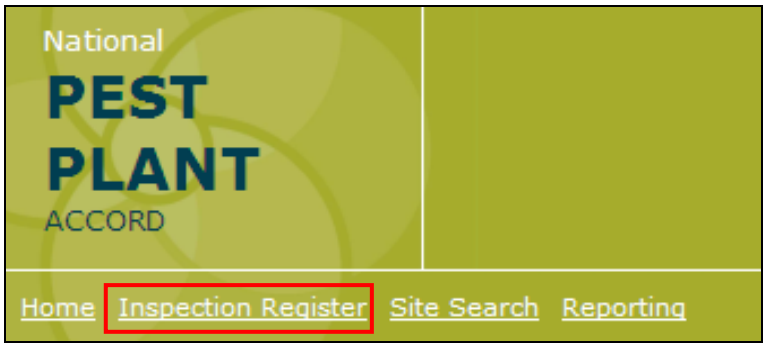
How do I enter details of the supplier to the site I've just inspected (for trace back purposes)?

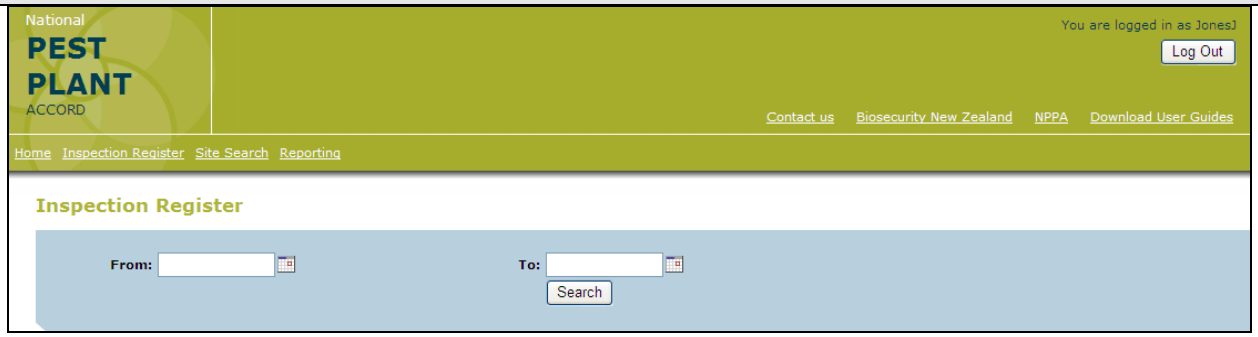
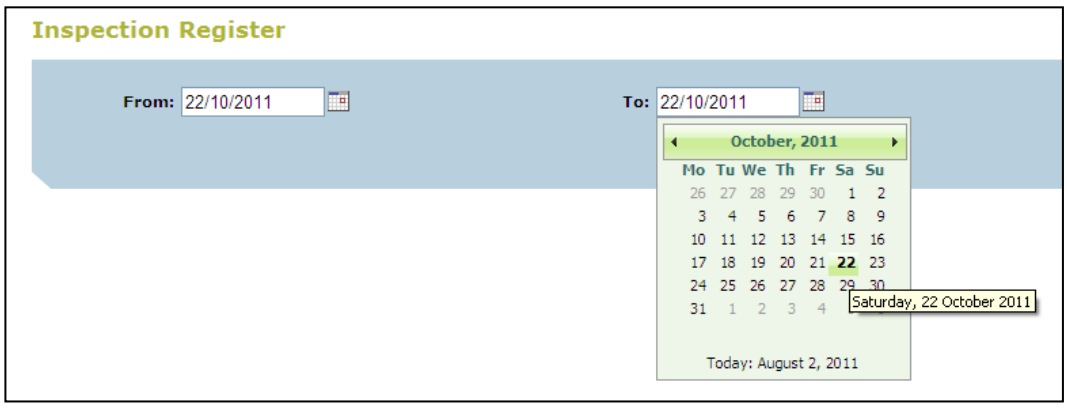
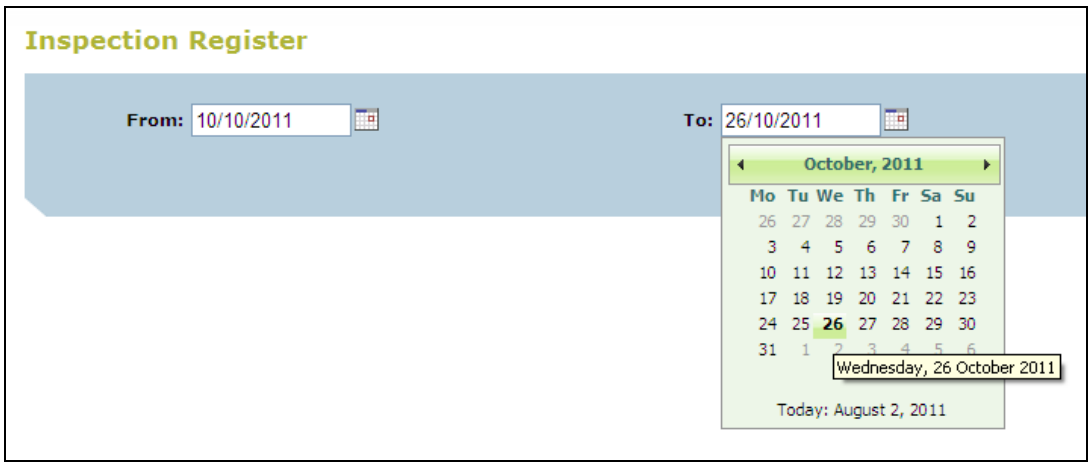
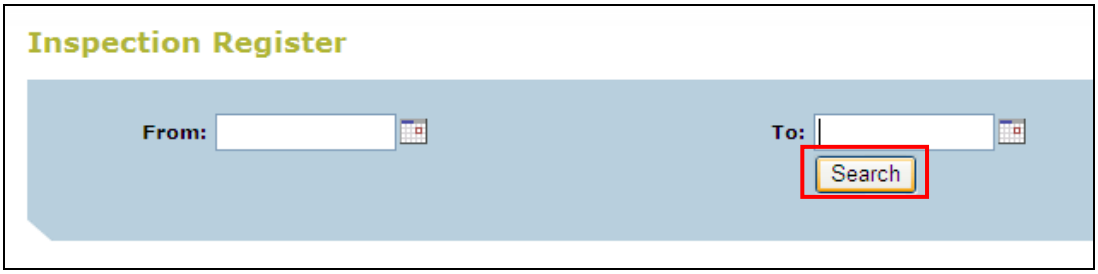
If a site you have inspected is non-compliant (and you have entered the details of the non-compliance into the NPPA inspection database), you may wish to include information regarding the person or organisation who supplied the inspected site with a NPPA species. This is for trace back purposes.

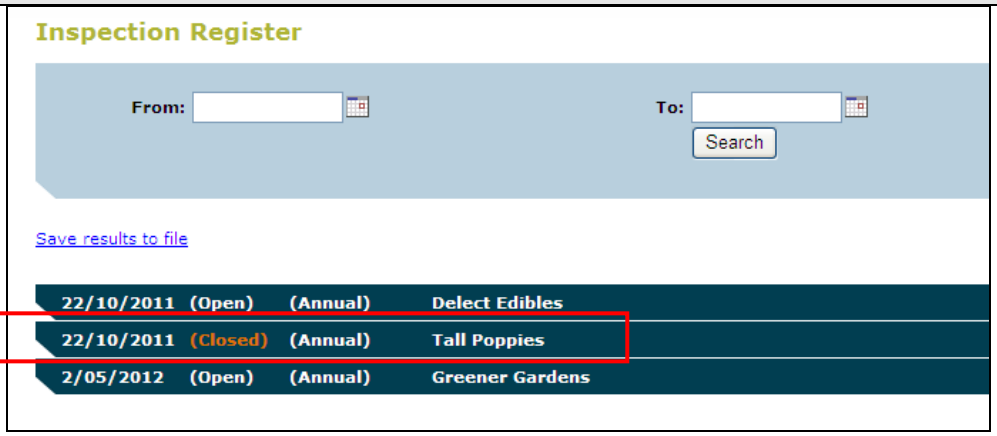
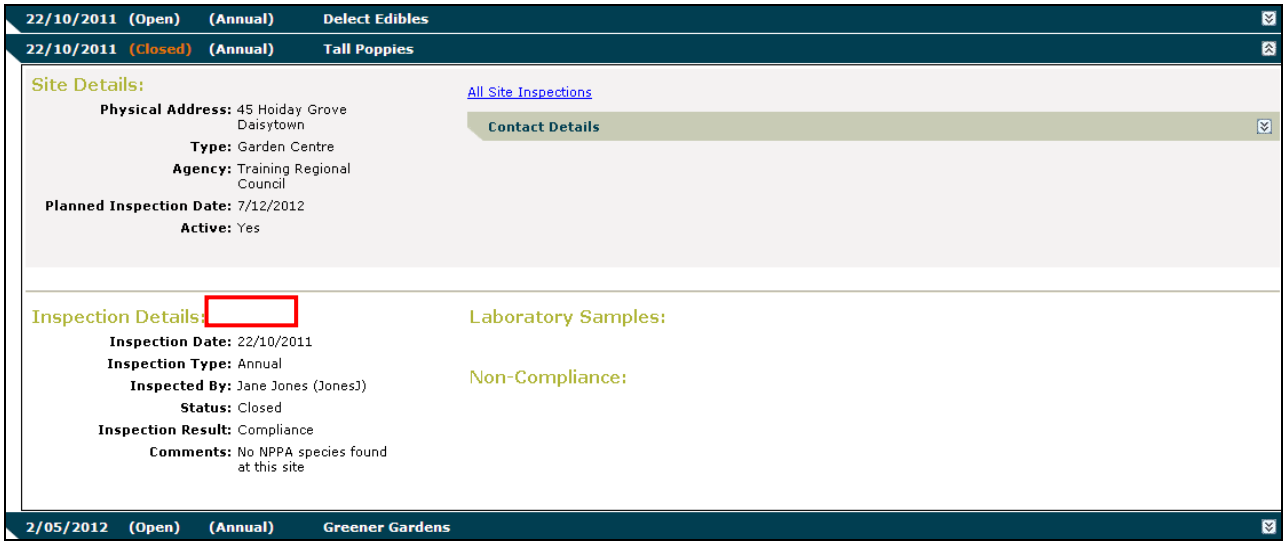
1	From the home page, open the site you wish to add trace back details to by clicking on the accordion label beside it.

Step	Database action
	
2	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.
3	Click on **Add>>** beside Trace Backs.

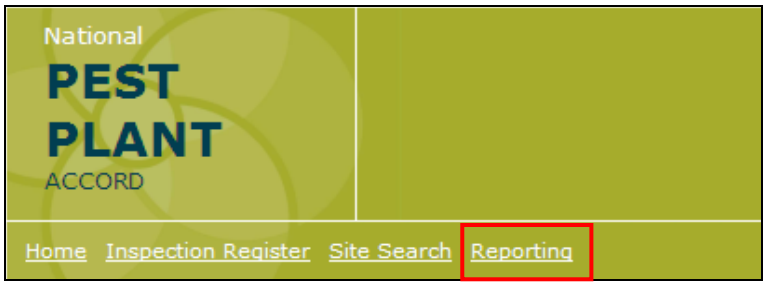
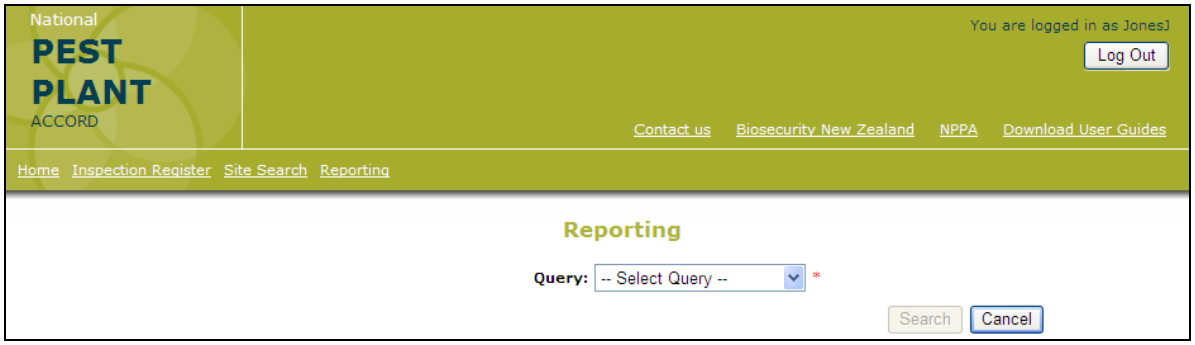
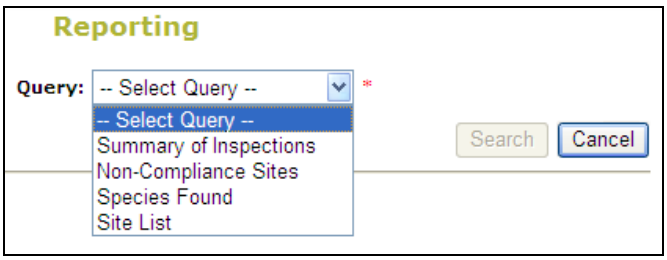
Step	Database action
	
4	The trace back edit screen displays: 
5	Complete the trace back details (these are the details of the supplier to the site you have just inspected where

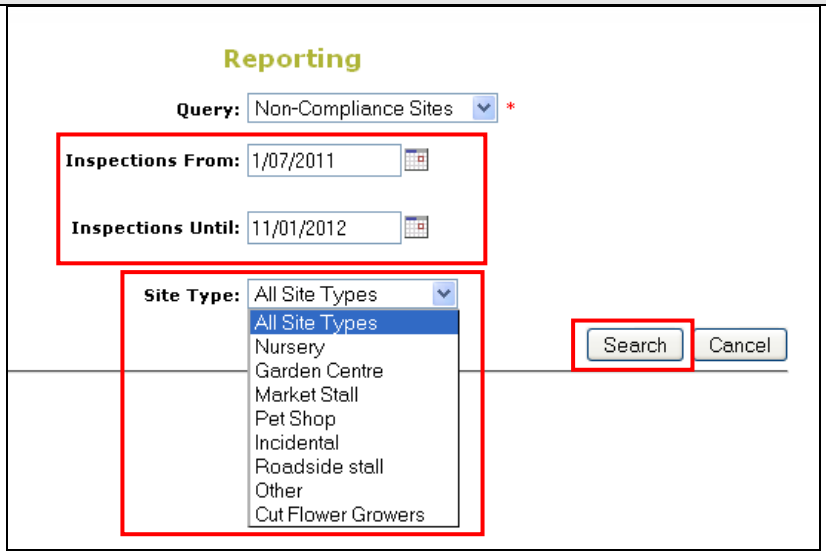
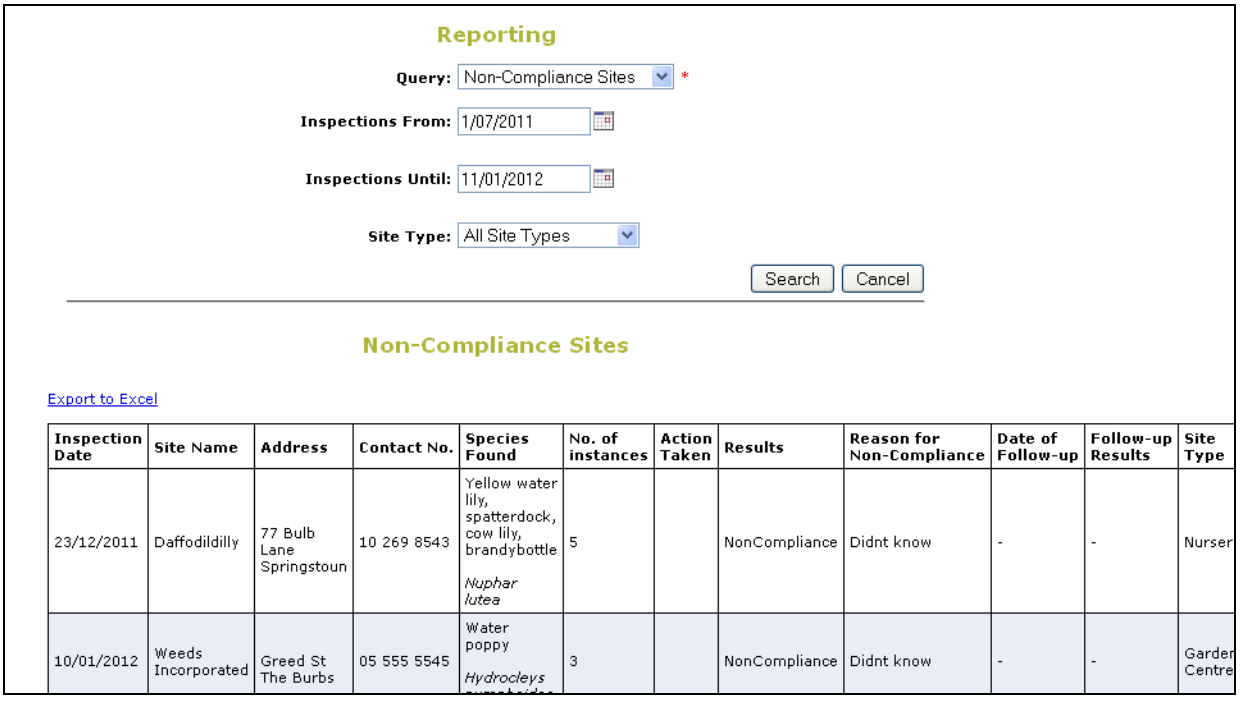
Step	Database action
	a non-compliance was found) and click **Save**. 
6	The inspection details screen displays, noting that the trace back was successfully saved.
How do I view open and / or closed inspection sites that have been assigned to me?	
1.	The **Inspection Register** search function allows 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. To search for inspection details, click on the **Inspection Register** link. 
2	The inspection register search screen displays.

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:

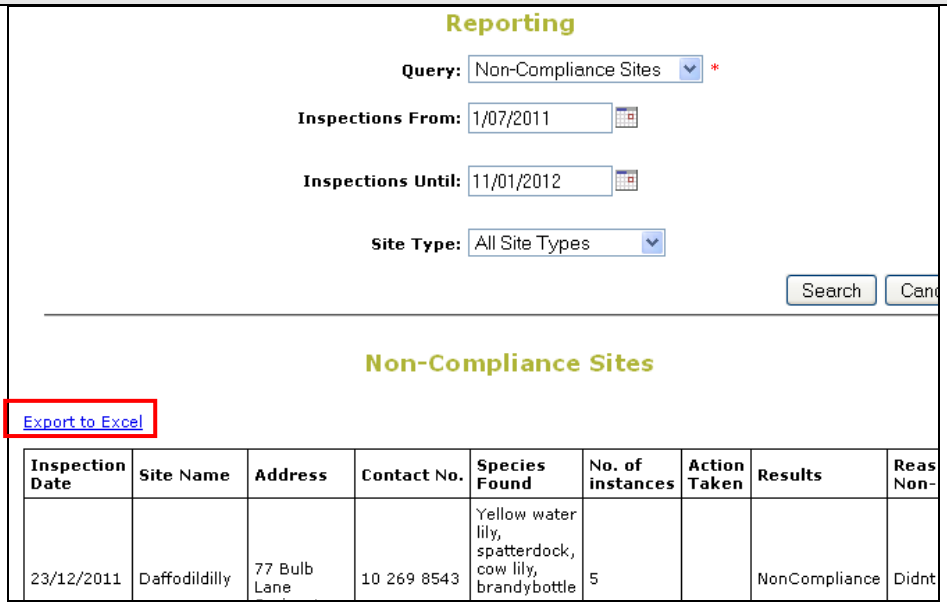
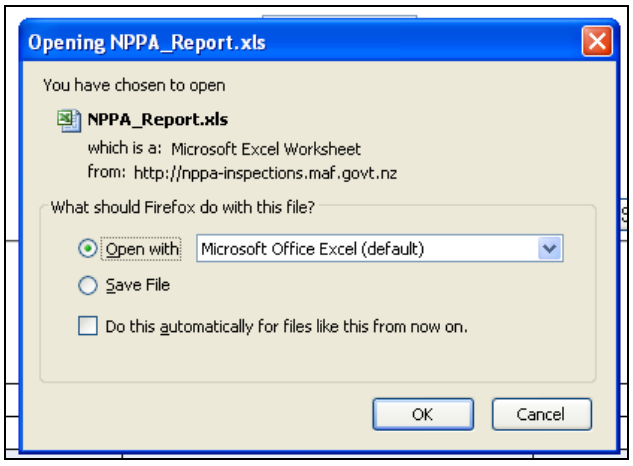
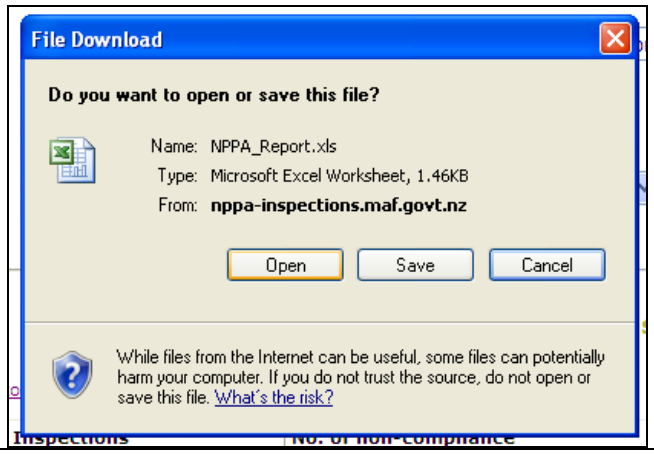
Step	Database action
	 A **closed** inspection displays with the inspection date, the status **(Closed)**, the inspection type, and the site name. An **open** inspection will display with similar information to a closed inspection but will have an **(Open)** inspection status.
5	To check the details of the inspection, click on the accordion label .  **Please note**: 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.

Reporting and Site Search

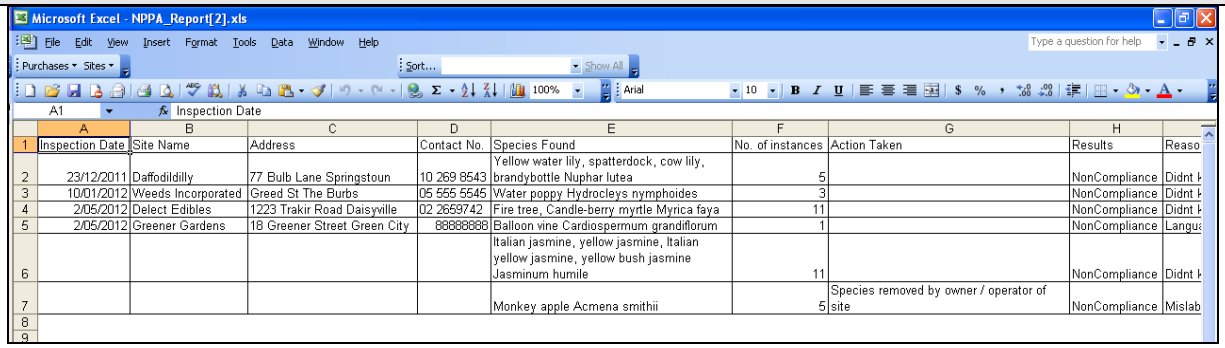
Step	Database action
Reporting	
	The reporting function of the NPPA inspection database allows Inspectors to access the inputted data that relates to your inspections only in some helpful categories: • inspection summary • information on non-compliant sites • species found at non-compliant sites • site list
1	From your home page, click on the **Reporting** option. 
2	The main reporting page will load. 
3	The drop down menu options available for your **query** show the range of search criteria. 
4	Select a **query** option from the drop down menu, complete the date field (if required), select the **site type** and click on **Search**.

Step	Database action
	
5	The system will begin searching for the information. This may take a few minutes.
6	The reporting information you are searching for will display in table form. 
7	If you wish to use this data in another form, click on **Export to Excel**

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 *Nuphar lutea*	5		NonCompliance	Didnt know	-	-	Nurser
10/01/2012	Weeds Incorporated	Greed St The Burbs	05 555 5545	Water poppy *Hydrocleys*	3		NonCompliance	Didnt know	-	-	Garder Centre

Step	Database action
	
8	If you are using Mozilla Firefox, the following prompt will display (click on **OK**).  If you are using Internet Explorer, the following prompt will display (click on **Open** or **Save**) 
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.

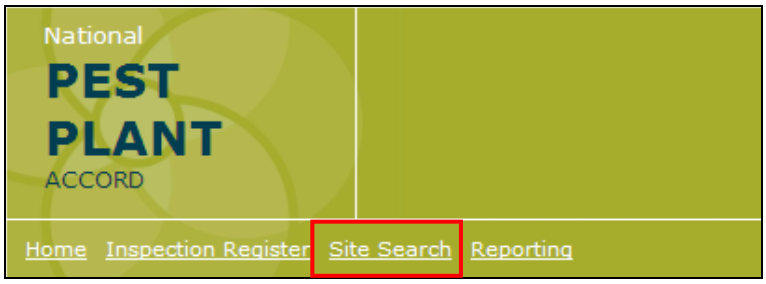
Step	Database action

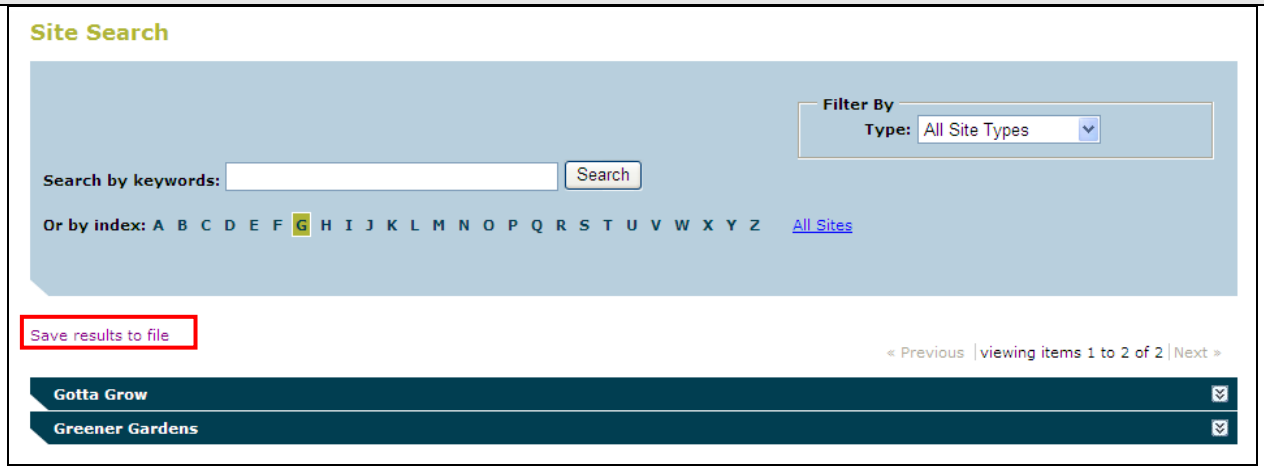
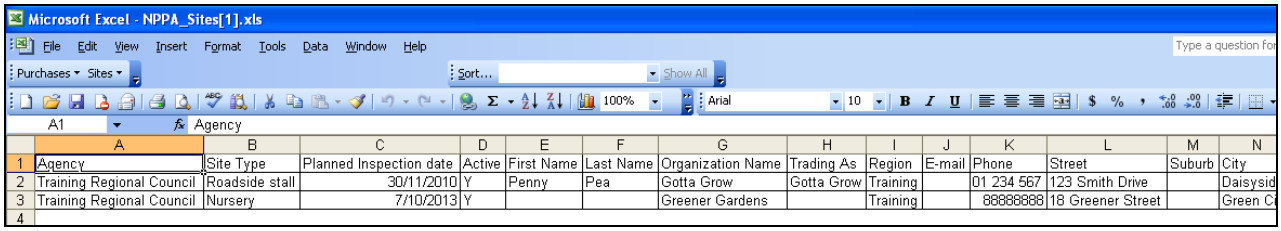


	Inspection Date	Site Name	Address	Contact No.	Species Found	No. of instances	Action Taken	Results	Reaso
2	23/12/2011	Daffodildilly	77 Bulb Lane Springstoun	10 269 8543	Yellow water lily, spatterdock, cow lily, brandybottle Nuphar lutea	5		NonCompliance	Didnt
3	10/01/2012	Weeds Incorporated	Greed St The Burbs	05 555 5545	Water poppy Hydrocleys nymphoides	3		NonCompliance	Didnt
4	2/05/2012	Delect Edibles	1223 Trakir Road Daisyville	02 2659742	Fire tree, Candle-berry myrtle Myrica faya	11		NonCompliance	Didnt
5	2/05/2012	Greener Gardens	18 Greener Street Green City	88888888	Balloon vine Cardiospermum grandiflorum	1		NonCompliance	Langu
6					Italian jasmine, yellow jasmine, Italian yellow jasmine, yellow bush jasmine Jasminum humile	11		NonCompliance	Didnt
7					Monkey apple Acmena smithii	5	Species removed by owner / operator of site	NonCompliance	Mislab
8									
9									

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
	
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. 

Microsoft Excel - NPPA_Sites[1].xls

File Edit View Insert Format Tools Data Window Help

A1 Agency

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