NPPA SUPERUSER USER GUIDE

Ministry for Primary Industries
Manatū Ahu Matua

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Please note: roles that are SuperUser-specific have been highlighted in **blue** in the Table of Contents.

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Introduction and Getting Started

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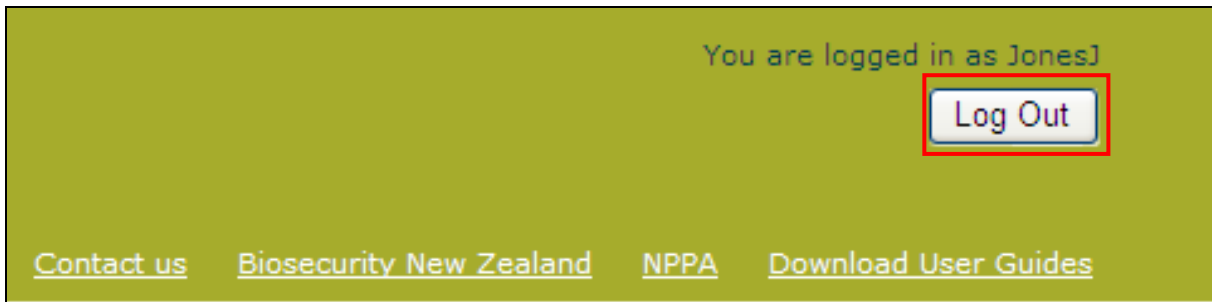
The NPPA inspection database user guide for SuperUsers has been designed as a workbook to assist users to navigate and use the inspection database.

For any queries or suggestions (either general or technical), please contact the NPPA Coordinator at nppa@mpi.govt.nz
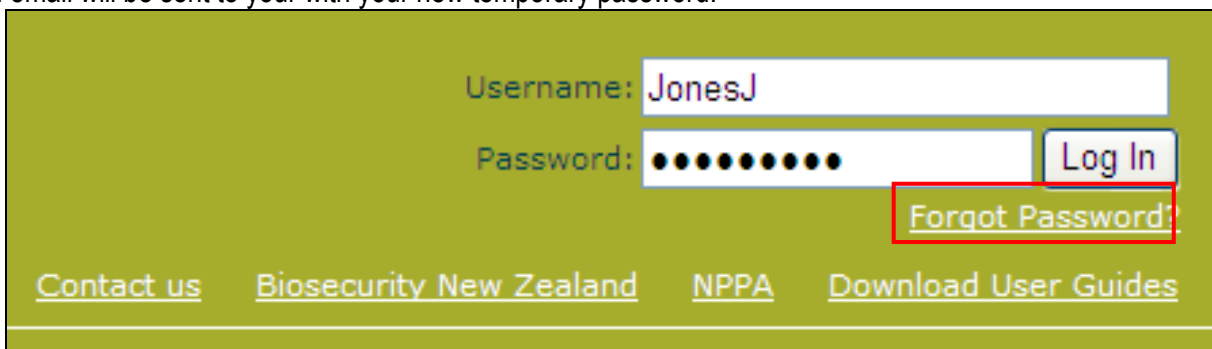
Step	Database action
Receiving the introductory email	
1	Once your details have been entered into the NPPA inspection database for the first time by the MPI NPPA Coordination, you will receive an email that details your user name (login name) and password. **Welcome JonesJ,** Your login for the NPPA-Inspections 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. National **PEST PLANT** ACCORD Username: [ ] Password: [ ] Log In Forgot Password? Contact us Biosecurity New Zealand NPPA Download User Guides
3	Enter the **user name** (login name) and **password** contained within the introductory email and click on the **Log In** button.

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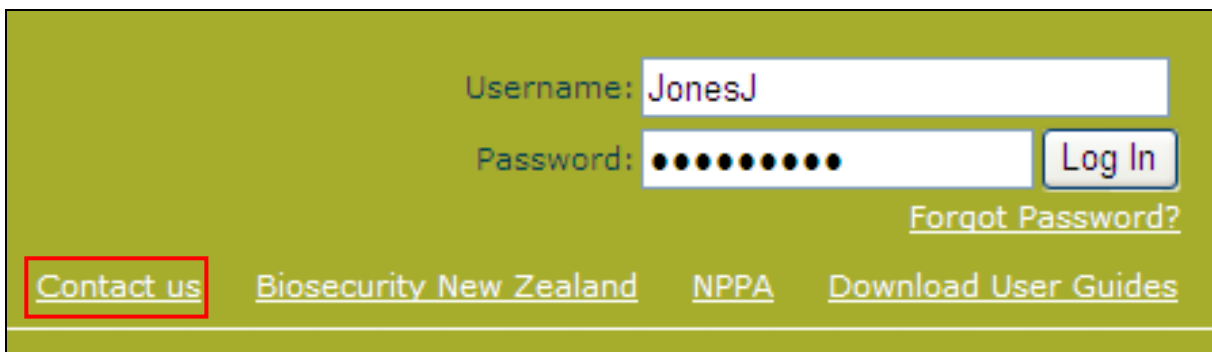| Step	Database action
4	The screen displays a privacy statement. Read the disclaimer text and click on the **I Accept** button if you accept the Privacy Act statement. **Please note**: This is the only time you will see this screen. Subsequent logins will take you directly to your NPPA inspection database 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 on the **Save** button. A screen will appear that notifies you that your details were saved successfully.

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Step	Database action
	Edit My Details Welcome to NPPA! Please change your password. First Name: Jane Last Name: Jones Email: nppa@maf.govt.nz Phone: **Physical Address** Street: Suburb: City: Post Code: **Postal Address** P.O. Box/Street Address: City: Post Code: Password must be at least 8 characters in length Current Password: New Password: Re-Type New Password: Save Cancel
6	Complete or update your user details and click on the **Save** button, a screen will appear that notifies you that your details were saved successfully. **Edit My Details** First Name: Jane Last Name: Jones ← Fields marked with an asterisk (*) are mandatory Email: nppa@maf.govt.nz Phone: **Physical Address** Street: Suburb: City: Post Code: **Postal Address** P.O. Box/Street Address: City: Post Code: Change Password Save Cancel

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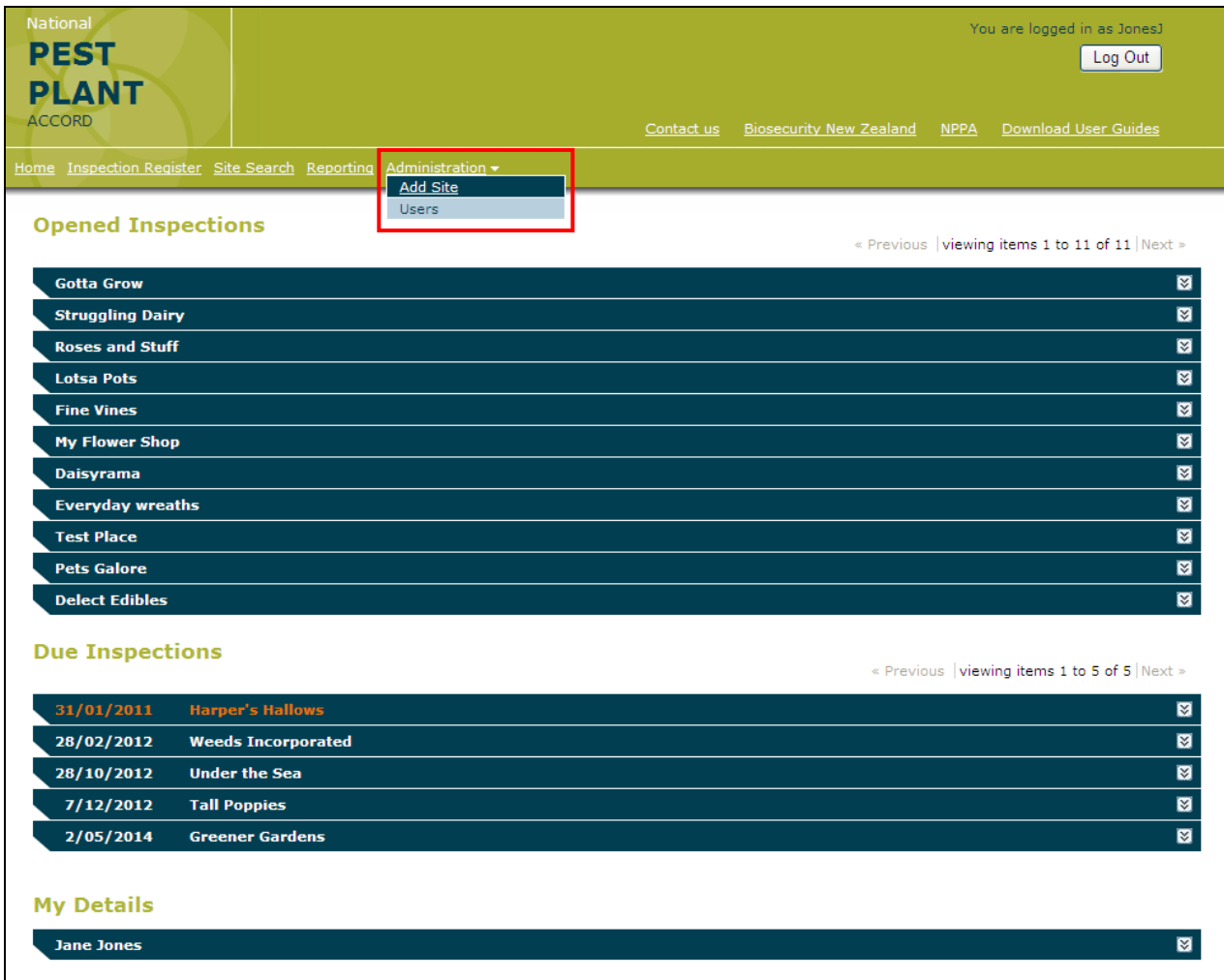| Step	Database action
7	To double check your password has changed properly, log out and then log back in using your new password.

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 **Forgot Password?** An email will be sent to your with your new temporary password.

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.

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Step	Database action
	Contact Us Please complete the form below to raise and issue with the NPPA Coordinator To: ⦿ NPPA Coordinator (General queries related to NPPA) ○ NPPA Technical Queries (All database, technical and connectivity related queries or requests) Name: [ ]

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: https://www.mpi.govt.nz/protection-and-response/long-term-pest-management/national-pest-plant-accord/ • Access both the SuperUser and Inspector user guides for the NPPA inspection database

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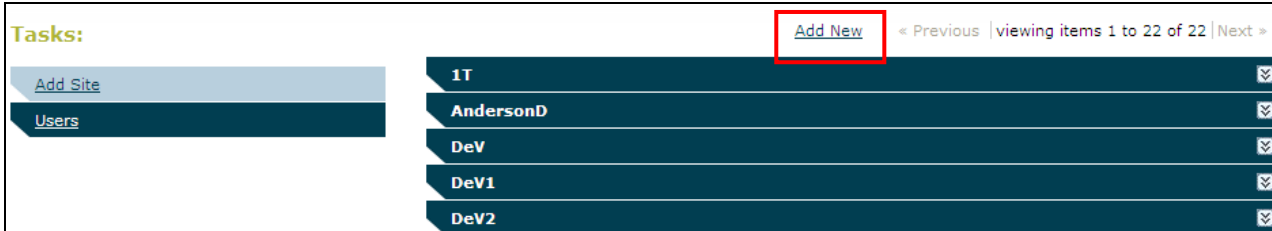
Inspectors

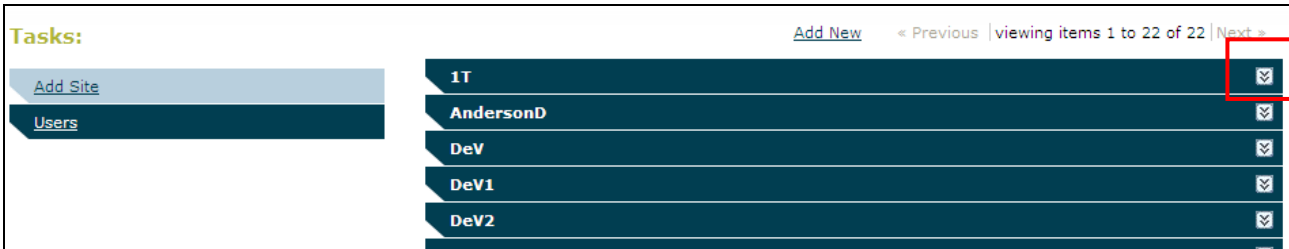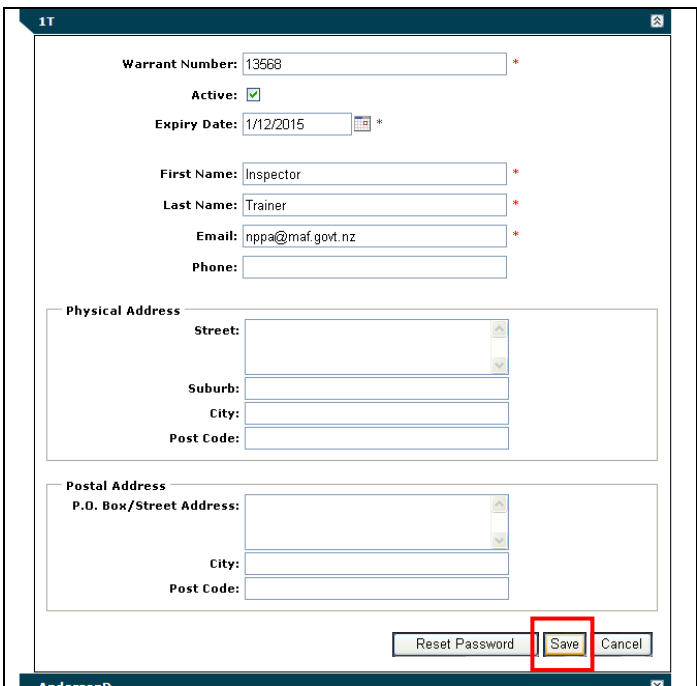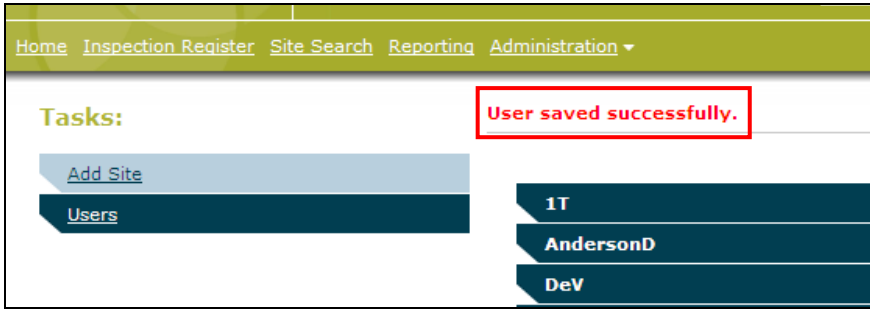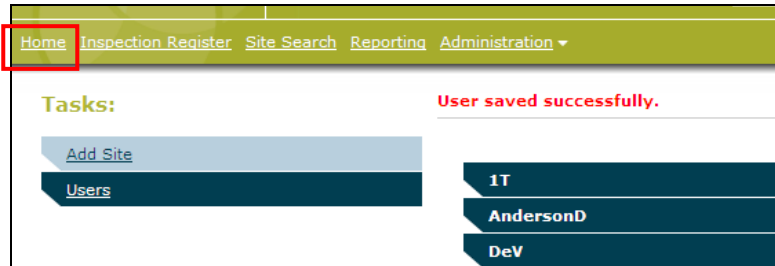| Step	Database action
	Log in to the NPPA inspection database (https://nppa-inspections.maf.govt.nz). From your home page, select **Users** from the **Administration** link.

Adding a new inspector

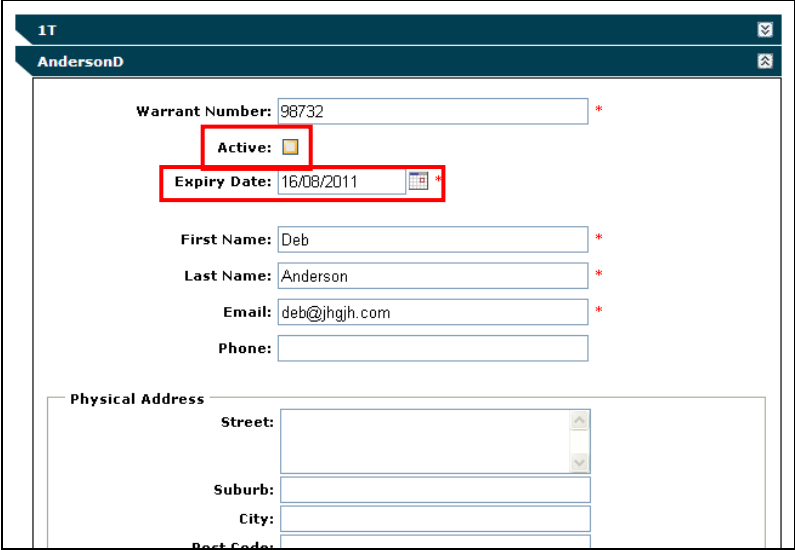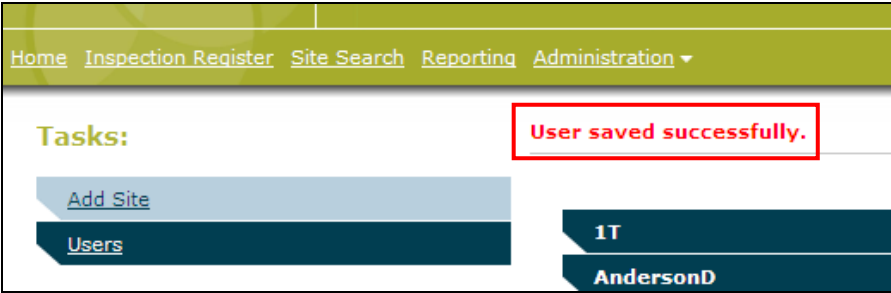| 1	Once you have selected **Users** from the **Administration** link, the usernames of all the existing users within your region will display on screen. To add a new user, click on the **Add New** link.
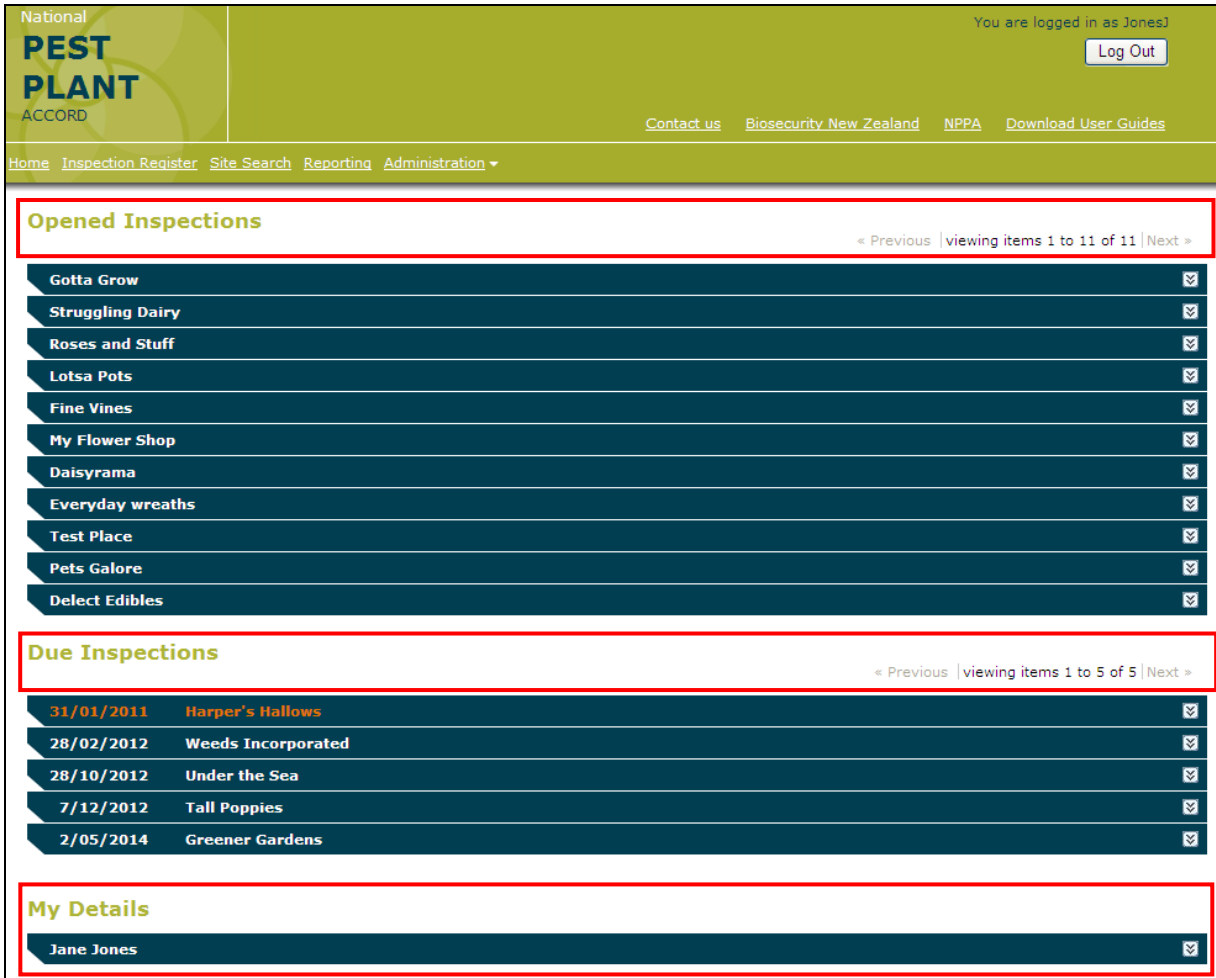
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Step	Database action
2	Enter the following details and then click on **Save**: • Inspector's **warrant number** • Tick the **Active** box (if this is not done, the inspector will not have access to the NPPA inspection database) • The **expiry date** of the inspector's warrant • The inspector's full name and contact details. Fields marked with an asterisk (*) are mandatory
3	The details are saved and the **User** screen displays again. The new inspector will automatically receive an introductory email detailing their user name and temporary password.

Updating an existing inspector's details (including how to reset their password)

1	Once you have selected **Users** from the **Administration** link, the user screen will display.

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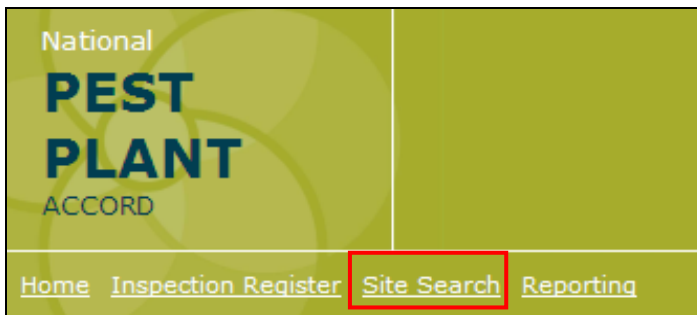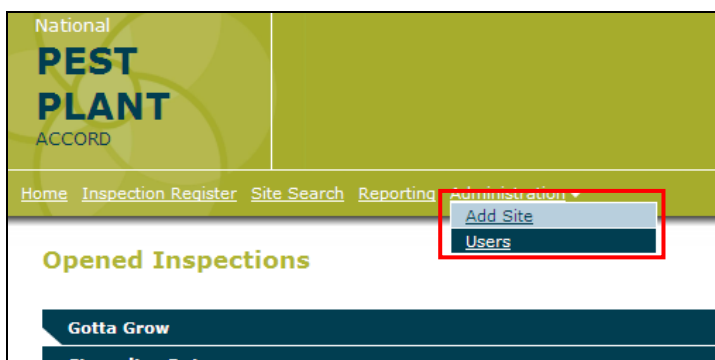
Step	Database action
2	Click on the accordion label ⊗ of the inspector whose details you want to update. **Tasks:** Add New « Previous | viewing items 1 to 22 of 22 | Next » Add Site Users 1T AndersonD DeV DeV1 DeV2
3	The user details will display. Change the details as required and click **Save**. **1T** Warrant Number: 13568 * Active: ☑ Expiry Date: 1/12/2015 * First Name: Inspector * Last Name: Trainer * Email: nppa@maf.govt.nz * Phone: **Physical Address** Street: Suburb: City: Post Code: **Postal Address** P.O. Box/Street Address: City: Post Code: Reset Password | Save | Cancel
4	The screen will display a message informing you the user has been successfully saved. Home Inspection Register Site Search Reporting Administration ▾ **Tasks:** **User saved successfully.** Add Site Users 1T AndersonD DeV
5	To return to your home page, click on the **Home** link. Home Inspection Register Site Search Reporting Administration ▾ **Tasks:** **User saved successfully.** Add Site Users 1T AndersonD DeV

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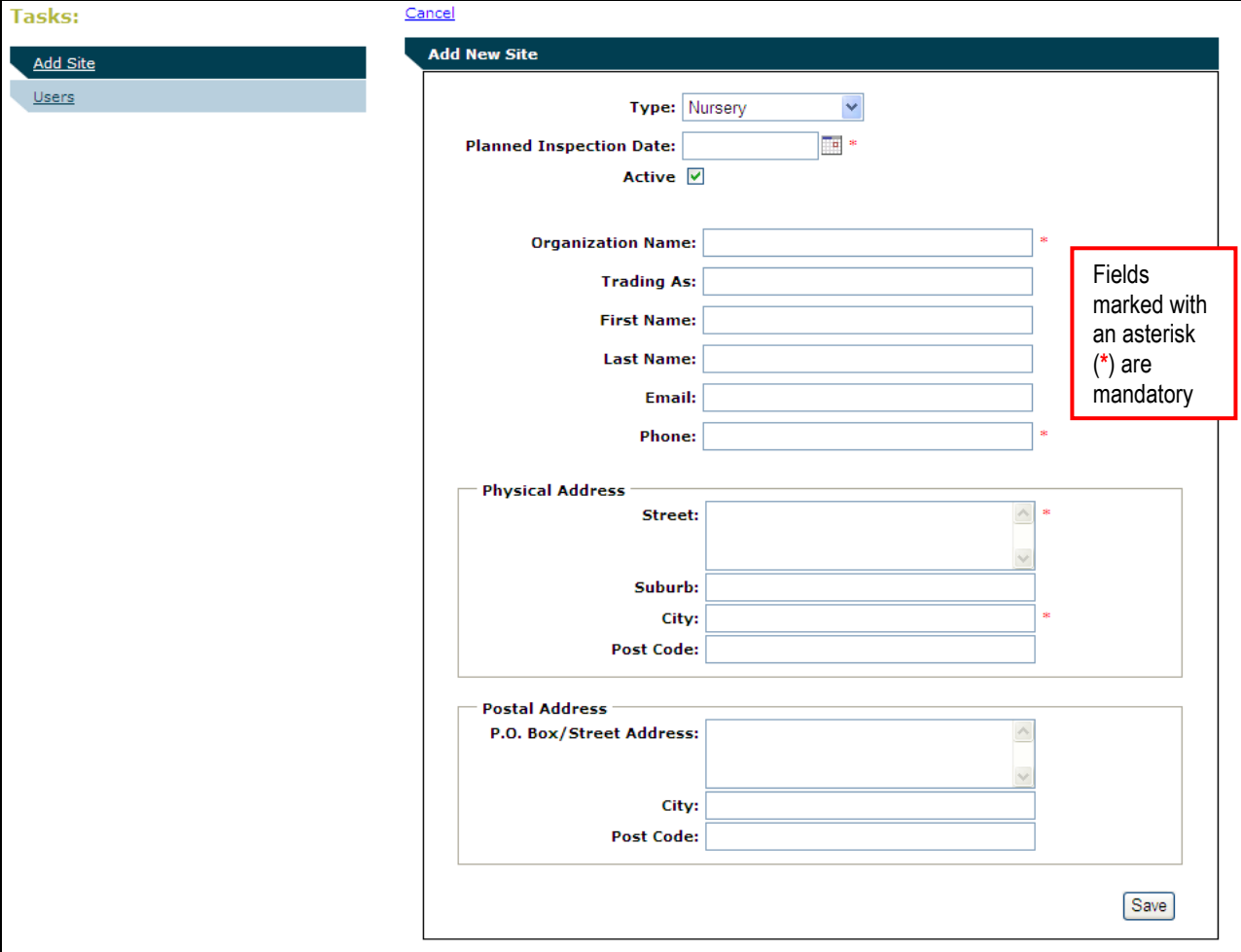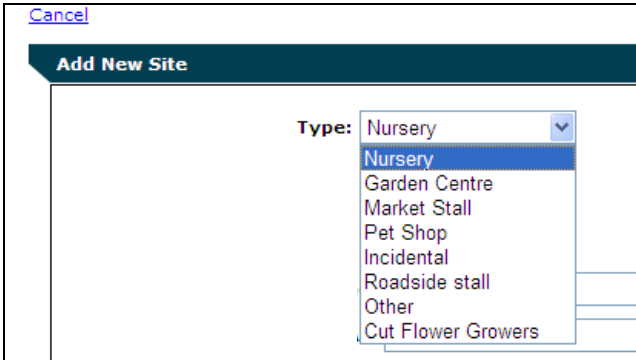
Step	Database action

Disabling an inspector

Step	Database action
1	Once you have selected **Users** from the **Administration** link, the user screen will display.
2	Click on the accordion label ⏬ of the inspector whose access to the NPPA inspection database you wish to remove (reasons for removing access to the database include the inspector ceasing employment with your council or the employee no longer carrying out NPPA-related inspections). **1T** **AndersonD** Warrant Number: bbb
3	Uncheck the **Active** box and amend the **Expiry date** field to reflect when the employee's access to the NPPA inspection database was removed / when their warrant expired. **1T** **AndersonD** Warrant Number: 98732 Active: ☐ Expiry Date: 16/08/2011 First Name: Deb Last Name: Anderson Email: deb@jhgjh.com Phone: **Physical Address** Street: Suburb: City: Post Code: **Please note**: You are not able to delete users from the NPPA inspection database due to data integrity issues. Unchecking the **Active** box will remove or disable any user's access.
4	Click **Save**.
5	The screen will display a message informing the user has been successfully saved. The inspector will now no longer have access to the NPPA inspection database. Home Inspection Register Site Search Reporting Administration ▾ **Tasks:** **User saved successfully.** Add Site Users **1T** **AndersonD**

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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 all inspectors for your region • **Due Inspections** assigned to all inspectors for your region (any overdue inspections will show in **orange**) • **My Details** section. To view and edit your details in the **My Details** section, click on the accordion label ⮟.

Step	Database action
	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**
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 create a new inspection site in the NPPA inspection database.
	Creating a new inspection site
1	To create a new inspection site, select **Add Site** from the **Administration** link on your home page.

Step	Database action
2	The **Add New Site** edit screen will open.
3	Select the site **type** from the drop down menu
4	Enter the **planned inspection date**. To enter 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
5	Enter the relevant details, including all fields that are marked with an asterisk, and click on **Save**. **Please note**: The **'Active' tick box** should be **un-ticked** when the **site is no longer active** (for example, when the site has gone out of business). This will remove the site from your view. The site can be reactivated by contacting the NPPA Coordinator.
6	The screen will display a message informing the site has been successfully saved. A new blank 'Add New Site' form will display. Click on **Cancel** if you do not wish to add further new sites.

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Step	Database action
	Site saved successfully. Cancel **Add New Site** Type: Nursery
7	Your home page will now display the site you just created under **Due Inspections**. **Please note**: The site you have just created displays under 'Due Inspections' because an inspection has not yet been opened and assigned to an Inspector.

Assigning and creating a new inspection for a site already in the NPPA inspection database

Step	Database action
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 ⏬.

Step	Database action
	The accordion label then allows you to view the site inspection details, including:
	- Physical address of inspection site - Planned inspection date - All site inspections.
	Please note:
	In some cases, the inspection information details may also display an option to **view current inspection**. This indicates an inspection has already been created for your inspection site and is pending data entry after the site inspection has been undertaken.
2	If an inspection has not already been created for the inspection site, click on **new inspection**.
3	The **new inspection** information screen will drop down. This allows you to enter in the information to create a new inspection, including who the inspection is to be assigned to.

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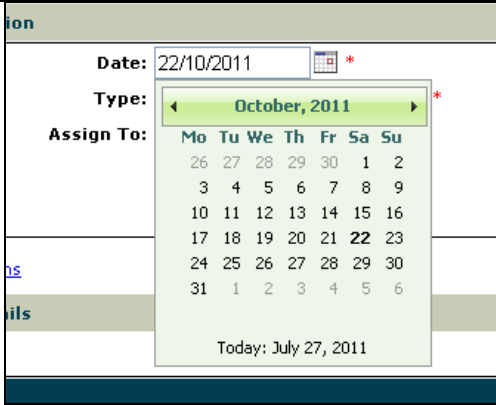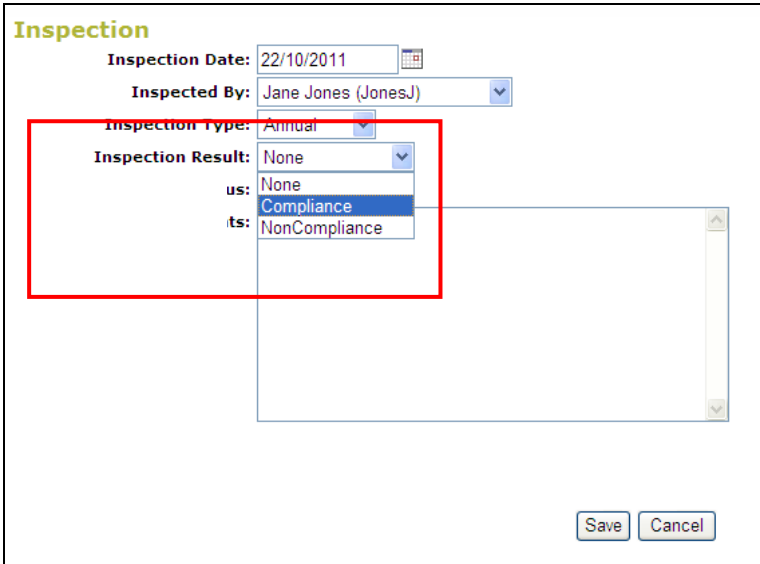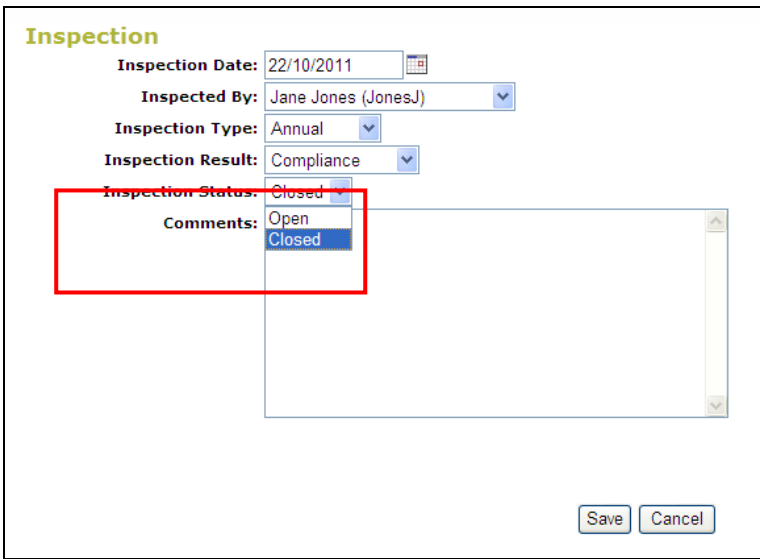| Step	Database action
	Once you have entered in the planned inspection date, type of inspection and who the inspection is to be assigned to click on **Create Inspection**. **Please note**: The **date** field will display the same as the date beside **planned inspection date** as a default setting. The 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: 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
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

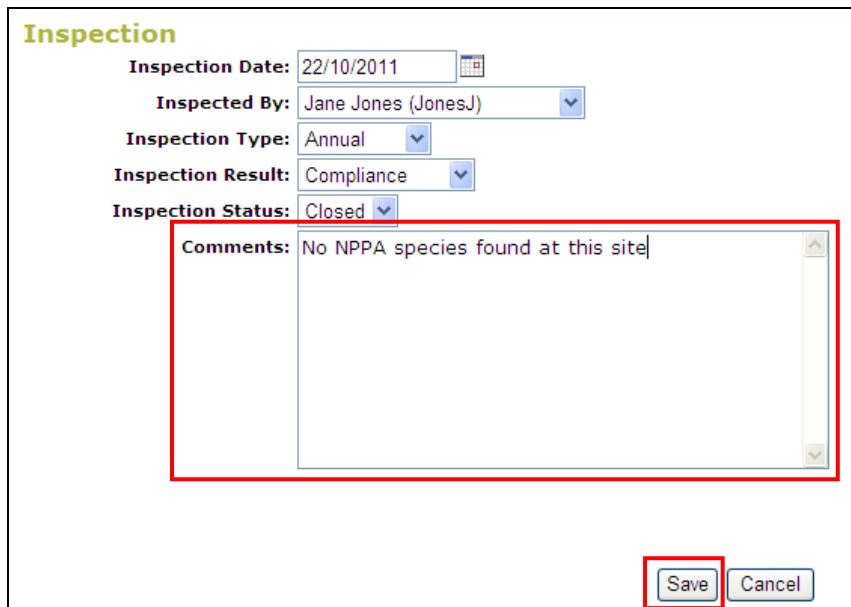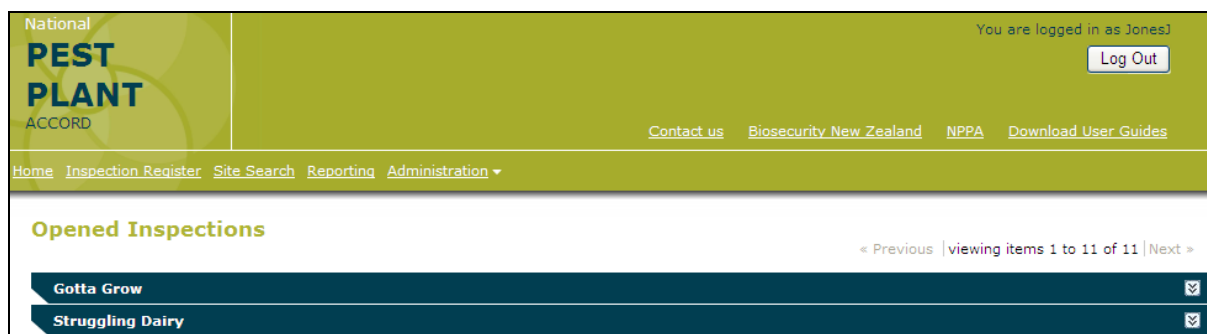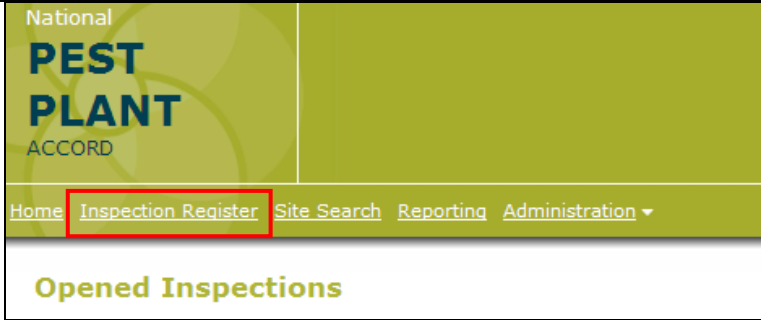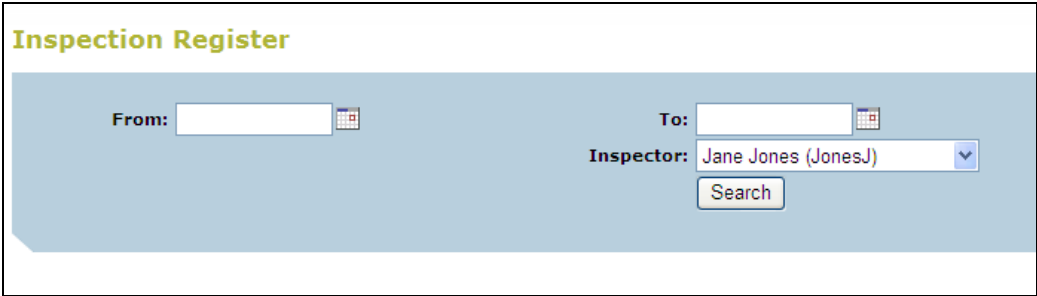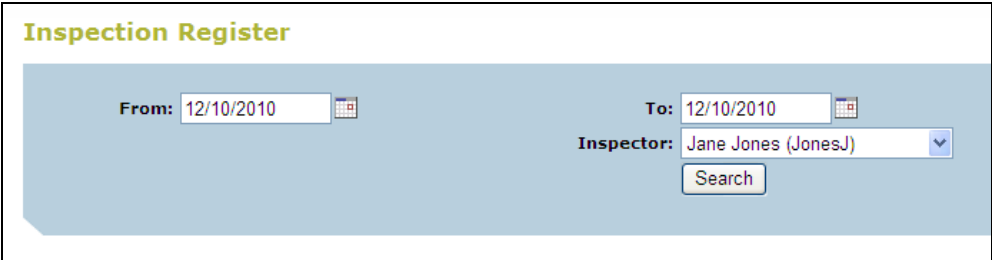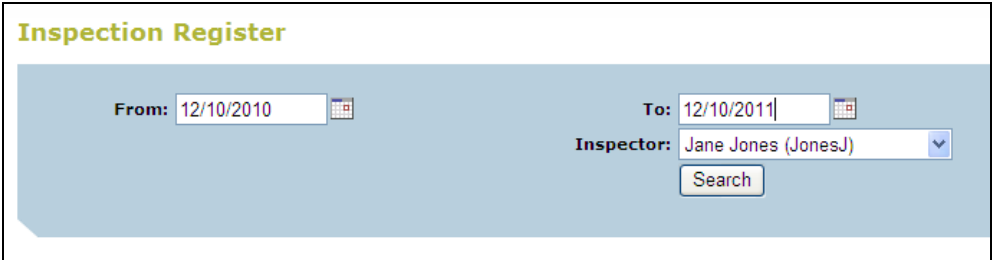| Step	Database action
1	Once you have logged on to the NPPA inspection database (https://nppa-inspections.maf.govt.nz), your home screen will display. This screen will show any inspections that have been assigned for inspection in your region.
2	Click on the accordion label ⮟ of the site you wish to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

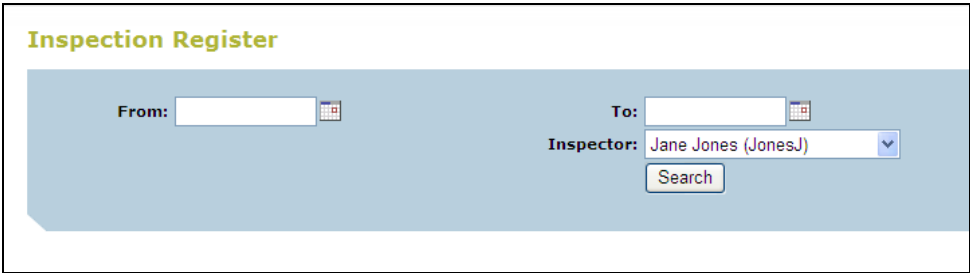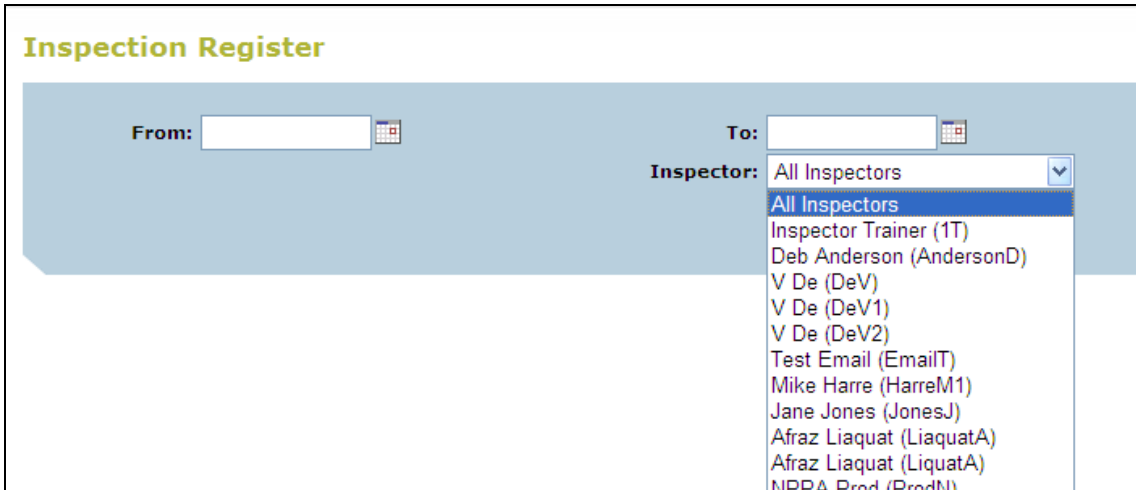| Step	Database action
	Opened Inspections **Delect Edibles** **Tall Poppies** **Site Details:** Physical Address: 45 Hoiday Grove Daisytown Type: Garden Centre Agency: Training Regional Council Planned Inspection Date: 7/12/2011 Active: Yes All Site Inspections **Contact Details** **Inspection Details:** Edit » Inspection Date: 7/12/2011 Inspection Type: Annual Inspected By: Jane Jones (JonesJ) Status: Open Inspection Result: None Comments: **Laboratory Samples:** Add » **Non-Compliance:** Add » **Create Follow-Up Inspection** **Greener Gardens**

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

Step	Database action
1	Click on the **Edit>>** link beside **Inspection Details** to open the inspection details screen: **Inspection** Inspection Date: 7/12/2011 Inspected By: Jane Jones (JonesJ) Inspection Type: Annual Inspection Result: None Inspection Status: Open Comments: Save Cancel
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: c. manually type the date in using the format dd/mm/yyyy (where d = date; m = month; y = year) d. use the drop down calendar by clicking on the calendar icon

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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 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**. **Inspection** Inspection Date: 22/10/2011 Inspected By: Jane Jones (JonesJ) Inspection Type: Annual Inspection Result: Compliance Inspection Status: Closed Comments: No NPPA species found at this site Save Cancel
6	The **Inspection** screen will close and your home screen is displayed. National **PEST PLANT** ACCORD You are logged in as JonesJ Log Out Contact us Biosecurity New Zealand NPPA Download User Guides Home Inspection Register Site Search Reporting Administration ▾ **Opened Inspections** « Previous │ viewing items 1 to 11 of 11 │ Next » **Gotta Grow** **Struggling Dairy** **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 inspection sites within my region by using the inspection register

1	Click on **Inspection Register**.

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Step	Database action
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 c. all inspections (no date limit)
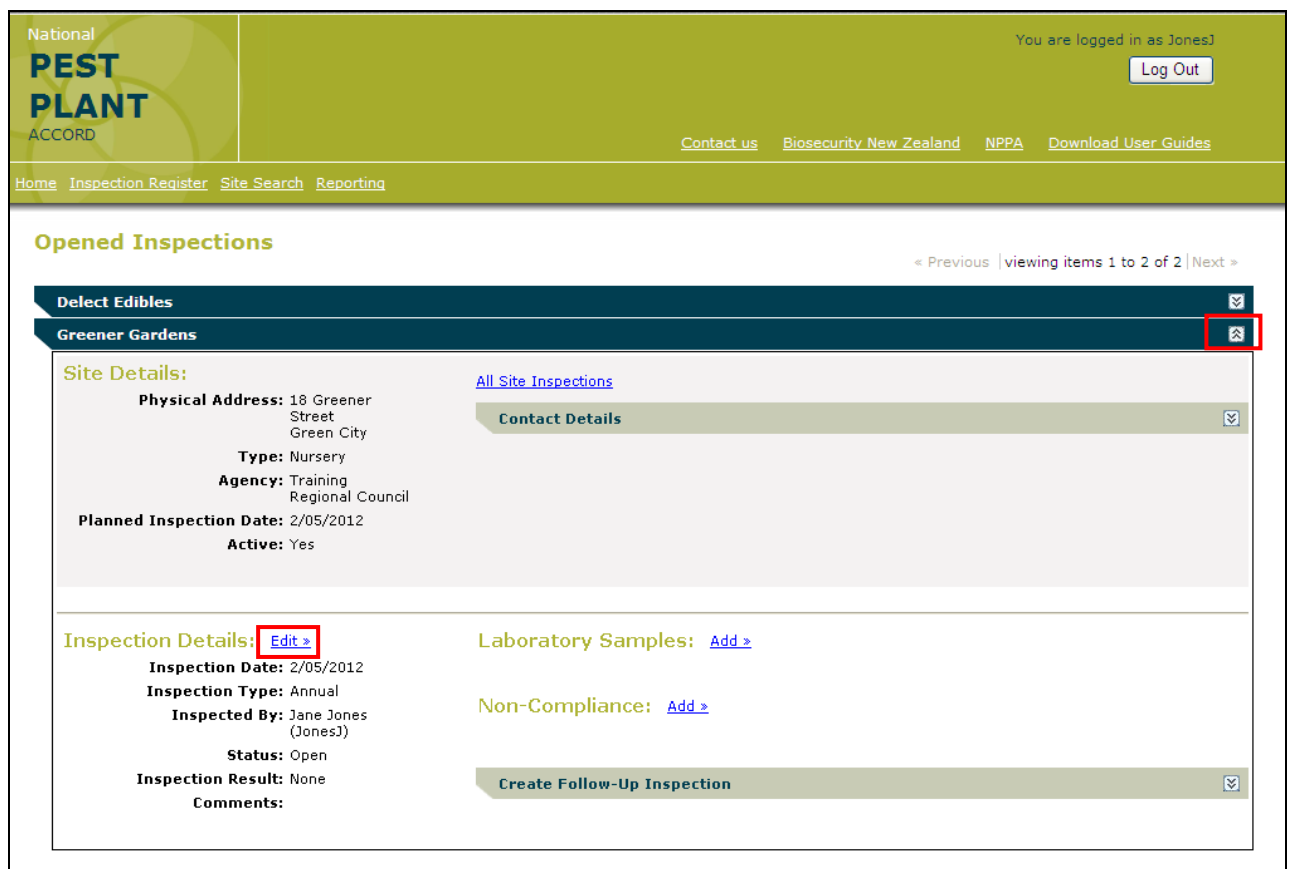
Step	Database action
	You are able to search for inspections done by one specific inspector or by all inspectors within your region.
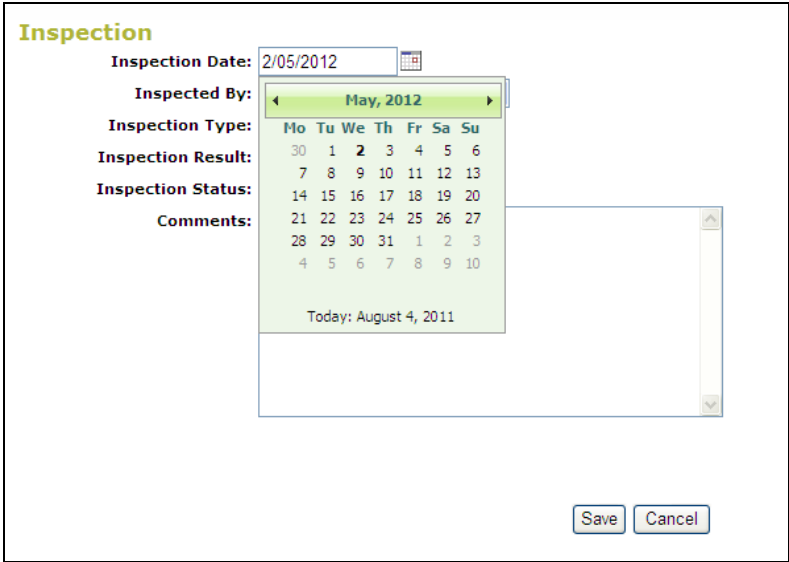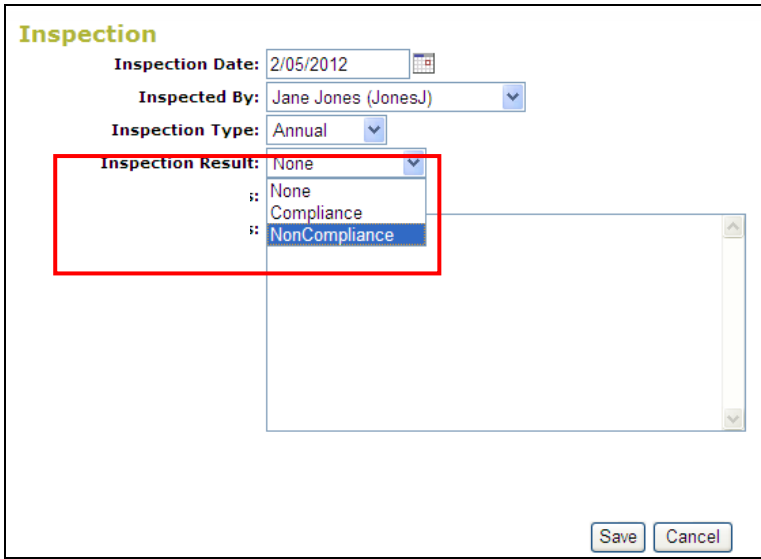
Entering data against a site where NPPA species were found (non compliant)

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**
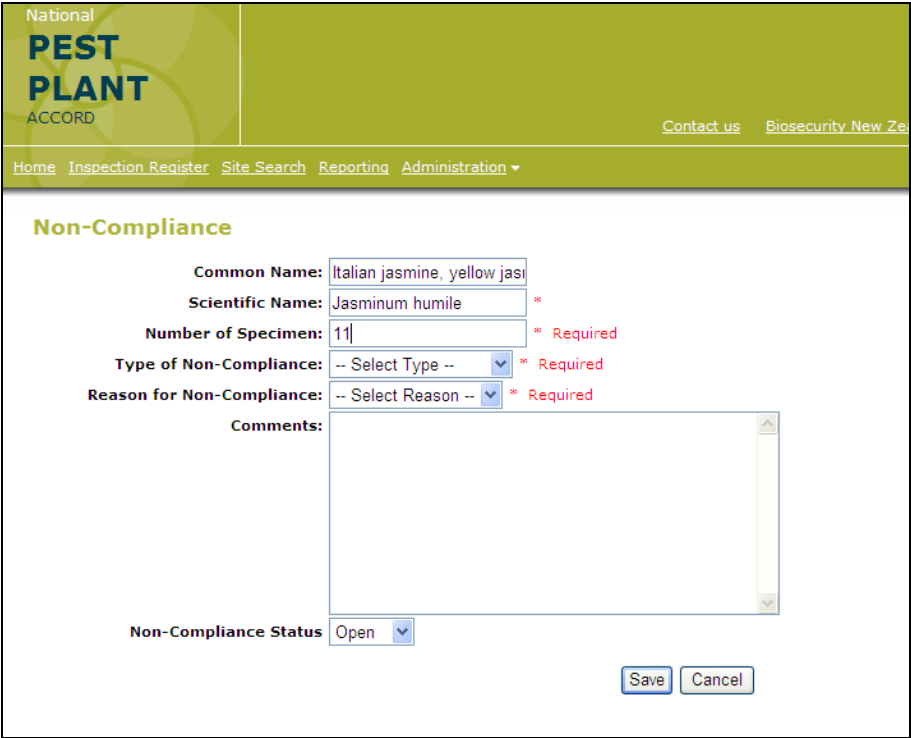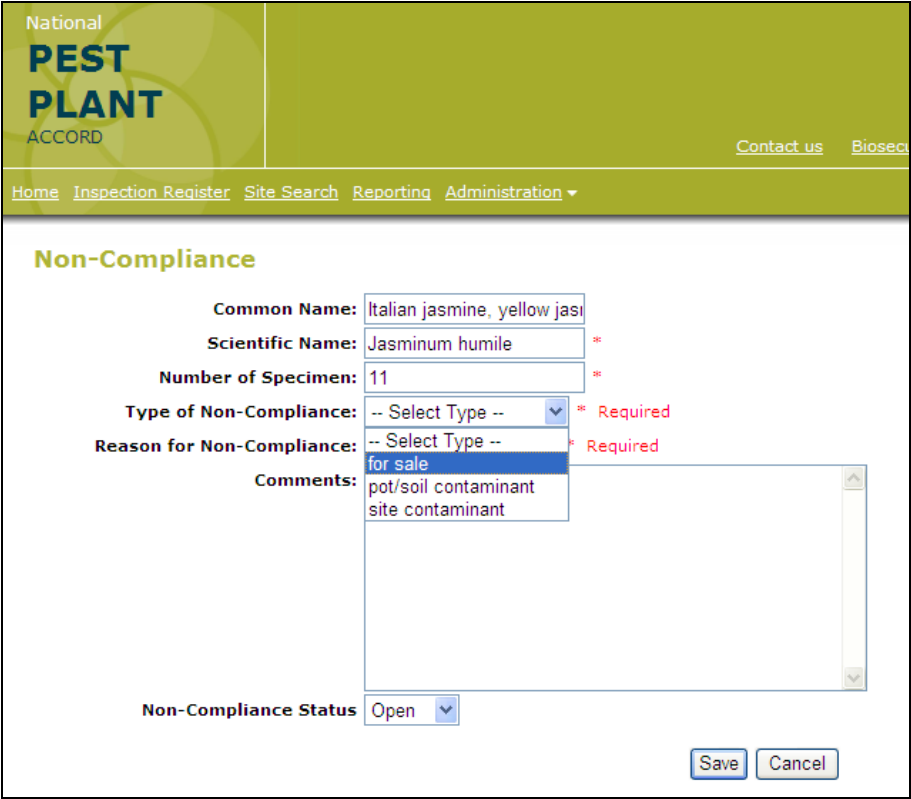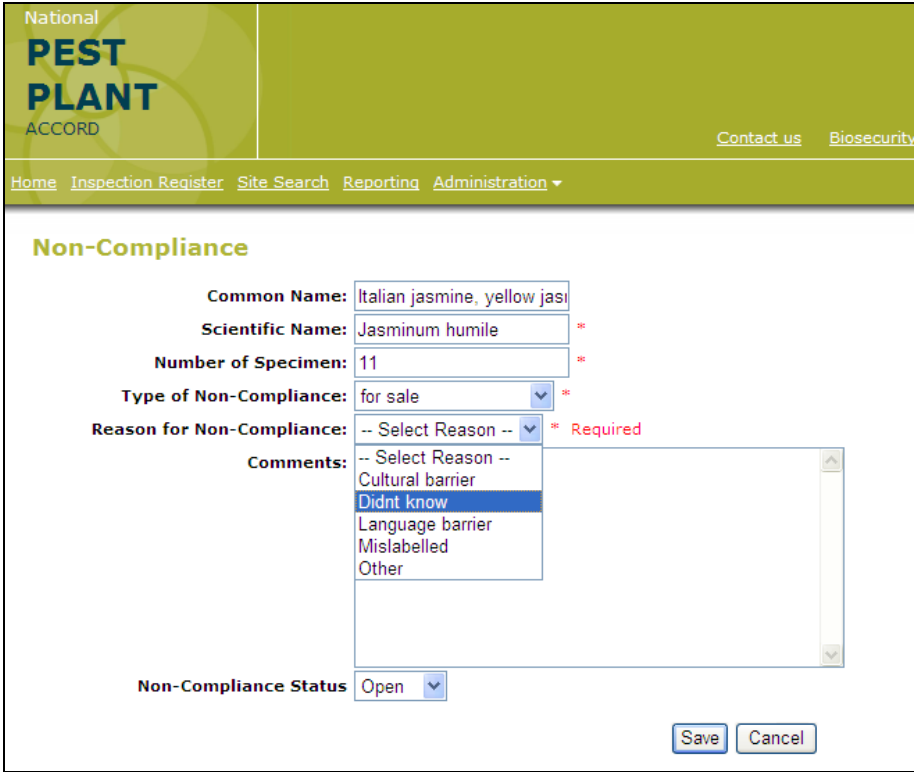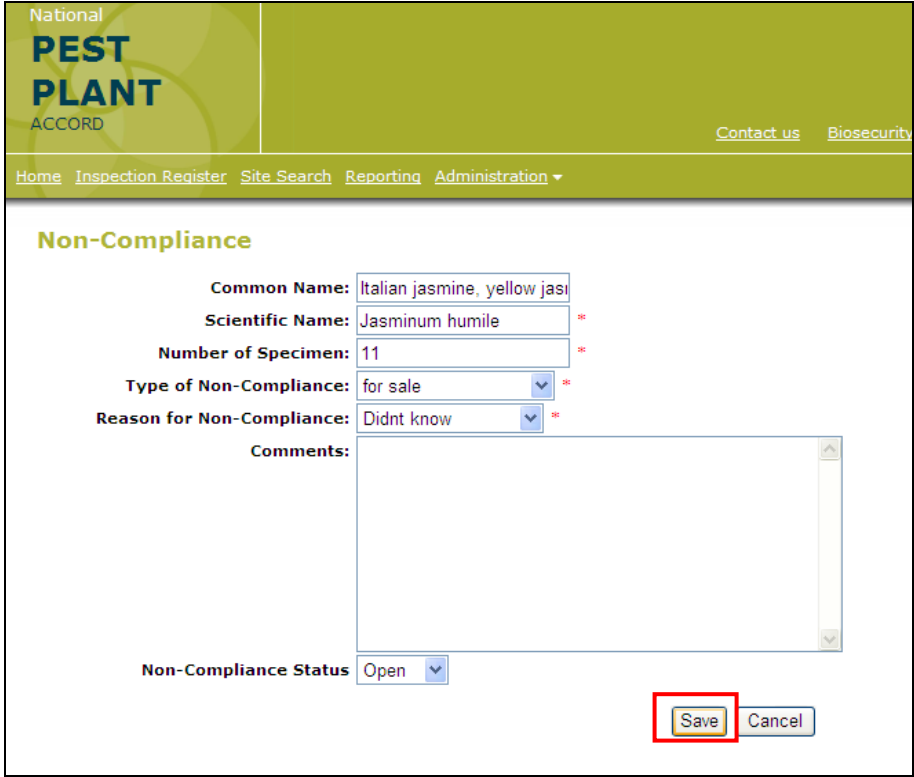
Step	Database action
2	Edit the date that shows in the **Inspection Date** field to reflect when the inspection was actually carried out. To change the **date** you can either: a. manually type the date in using the format dd/mm/yyyy (where d = date; m = month; y = year) b. use the drop down calendar 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 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.
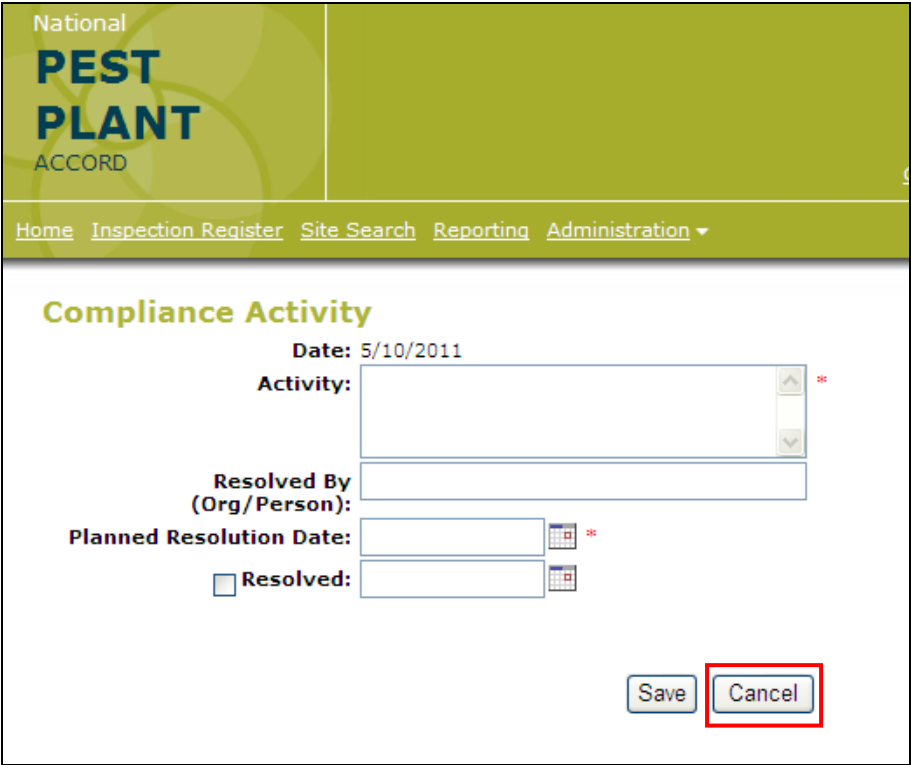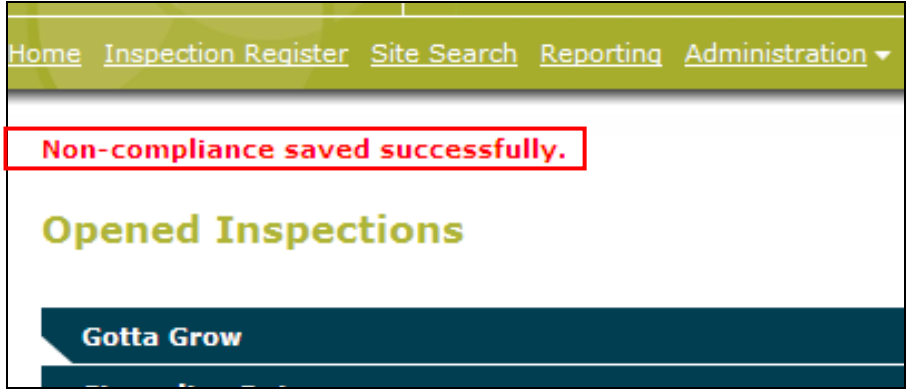
Step	Database action
5	Non-compliance issues are recorded in the **Non-compliance Activities** screen. However, if you have additional notes you may wish to add them to the **Comments** section. Click on **Save**.
6	The **Inspection** screen will close and the site details under **Opened Inspections** will display.

Step	Database action
	Opened Inspections _« Previous_ | viewing items 1 to 2 of 2 | Next » **Delect Edibles** **Greener Gardens** **Site Details:** Physical Address: 18 Greener Street, Green City All Site Inspections Type: Nursery **Contact Details** Agency: Training Regional Council Planned Inspection Date: 2/05/2012 Active: Yes **Inspection Details:** _Edit »_ **Laboratory Samples:** _Add »_ Inspection Date: 2/05/2012 Inspection Type: Annual Inspected By: Jane Jones (JonesJ) **Non-Compliance:** _Add »_ Status: Open Inspection Result: NonCompliance **Create Follow-Up Inspection** Comments: **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. **Opened Inspections** _« Previous_ | viewing items 1 to 2 of 2 | Next » **Delect Edibles** **Greener Gardens** **Site Details:** Physical Address: 18 Greener Street, Green City All Site Inspections Type: Nursery **Contact Details** Agency: Training Regional Council Planned Inspection Date: 2/05/2012 Active: Yes **Inspection Details:** _Edit »_ **Laboratory Samples:** _Add »_ Inspection Date: 2/05/2012 Inspection Type: Annual Inspected By: Jane Jones (JonesJ) **Non-Compliance:** _Add »_ Status: Open Inspection Result: NonCompliance **Create Follow-Up Inspection** Comments:
8	The **Non-Compliance** screen will display.

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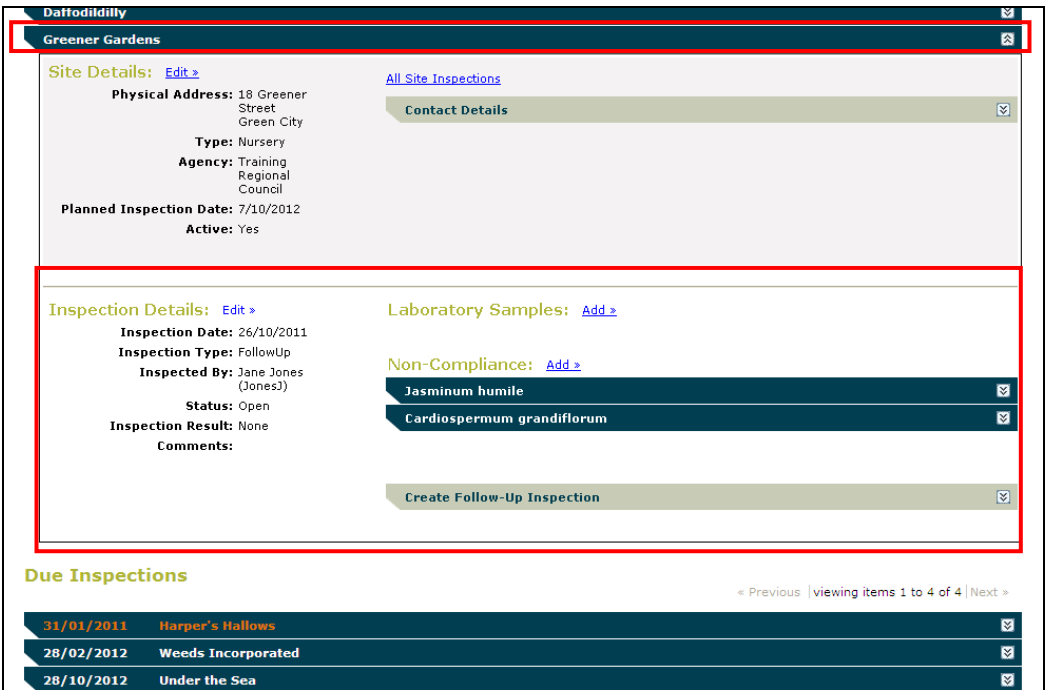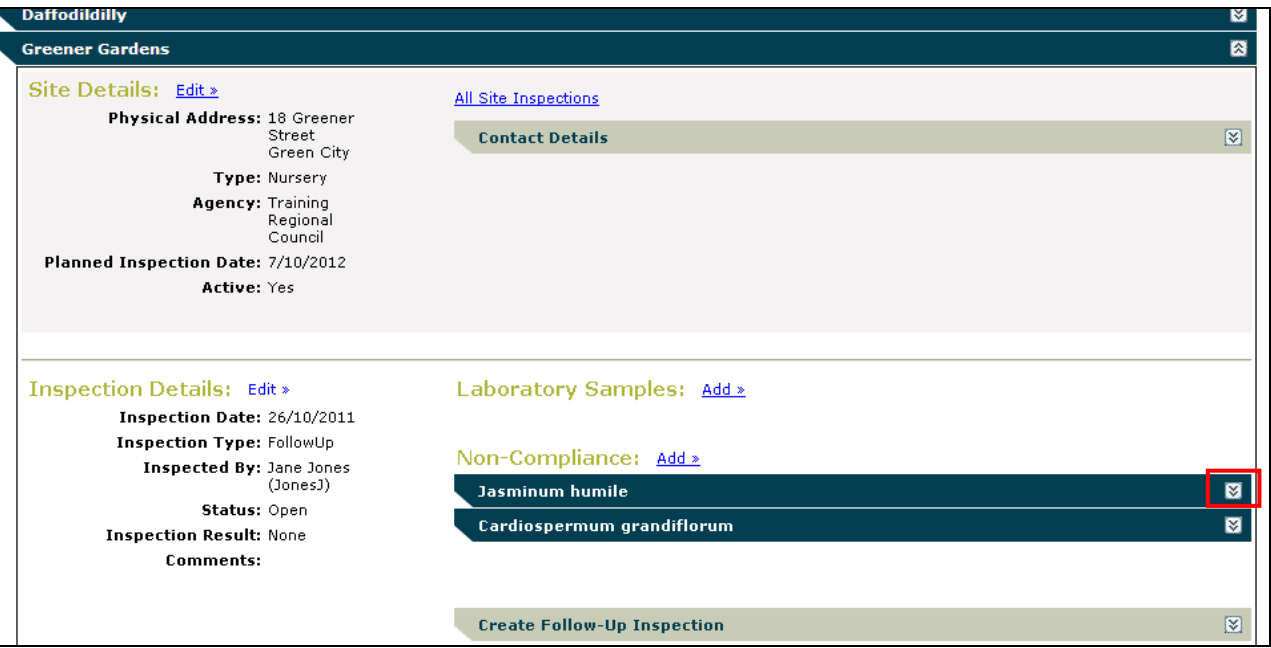Manatū Ahu Matua

Step	Database action
	Fields marked with an asterisk (*) are mandatory
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.
10	Enter the **number of specimens** found on site

Step	Database action
11	Select the **type of non-compliance** from the drop down menu
12	Select the **reason of non-compliance** from the next drop down menu
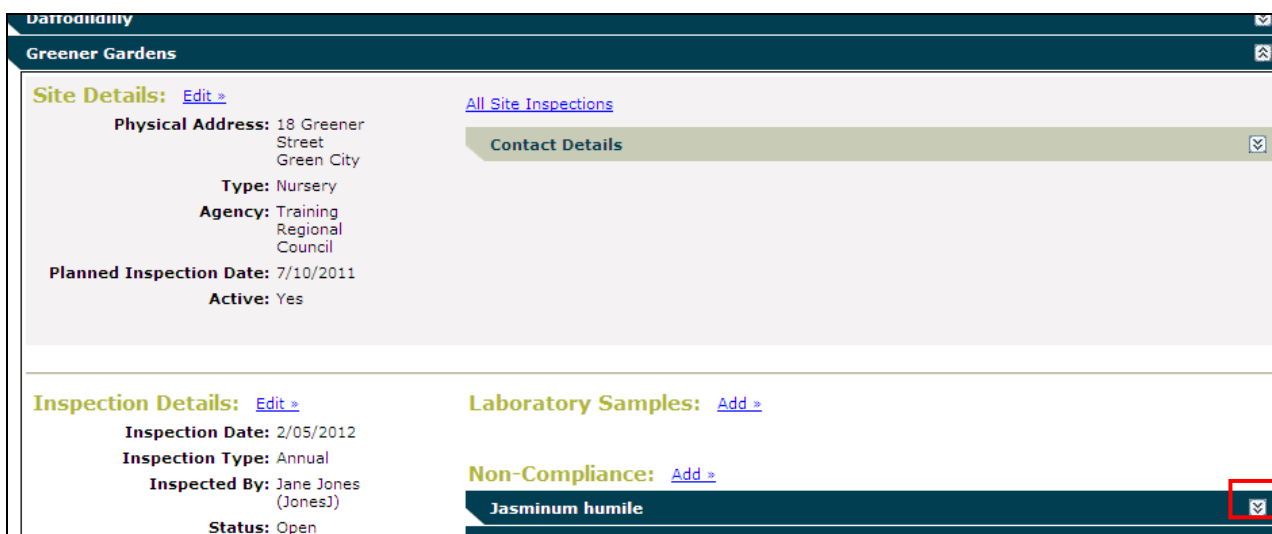
Step	Database action
13	Leave the **non-compliance status** as **open** and click on **Save**
14	The **compliance activity** screen will automatically display. Unless the owner / operator destroys the NPPA species while the Inspector is there (see separate section on this), click on **cancel**.
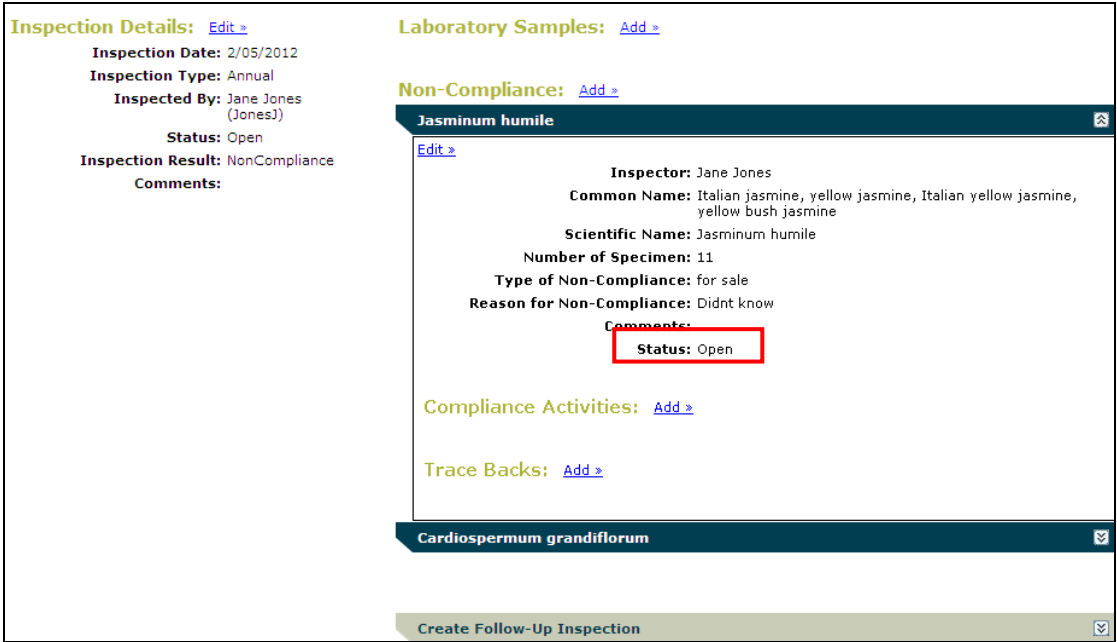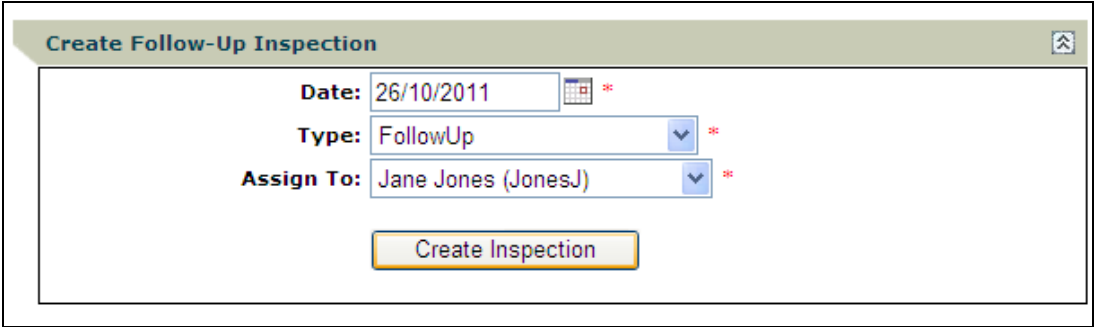
Step	Database action
15	A statement informing you that the non-compliance was saved successfully will appear.

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** 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).

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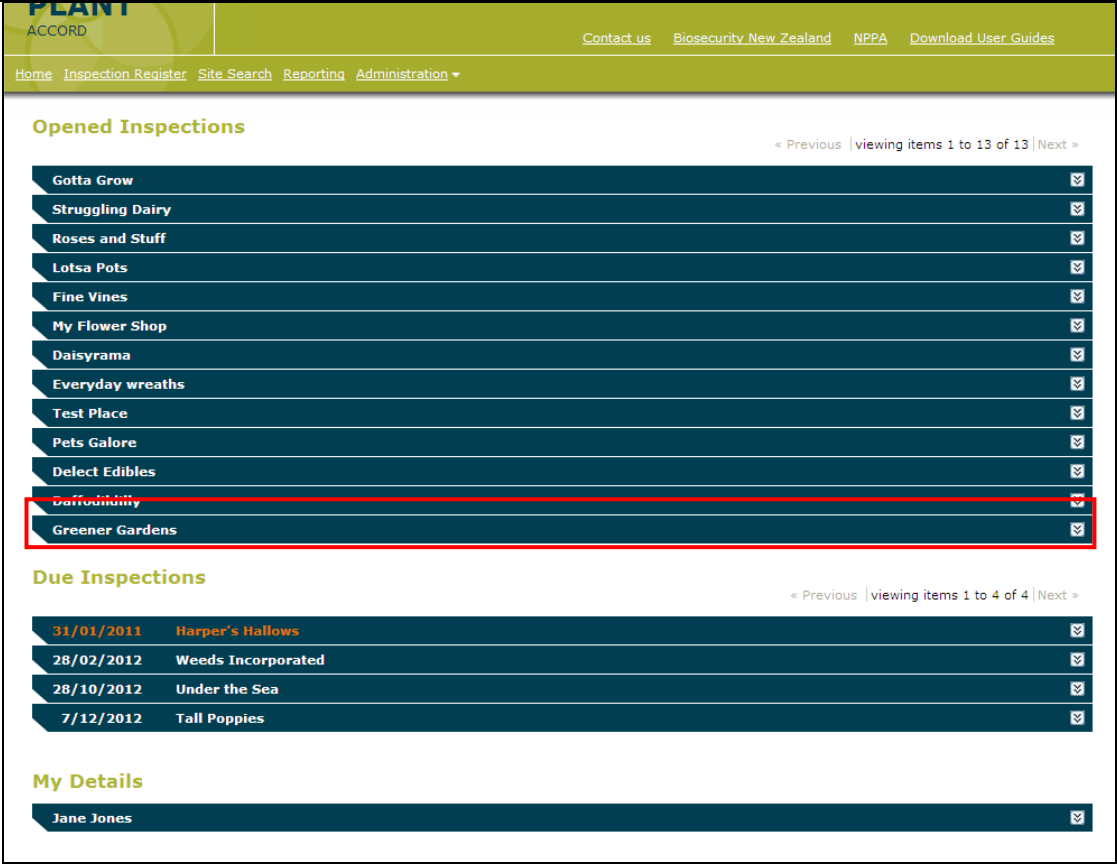
Step	Database action

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	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**.
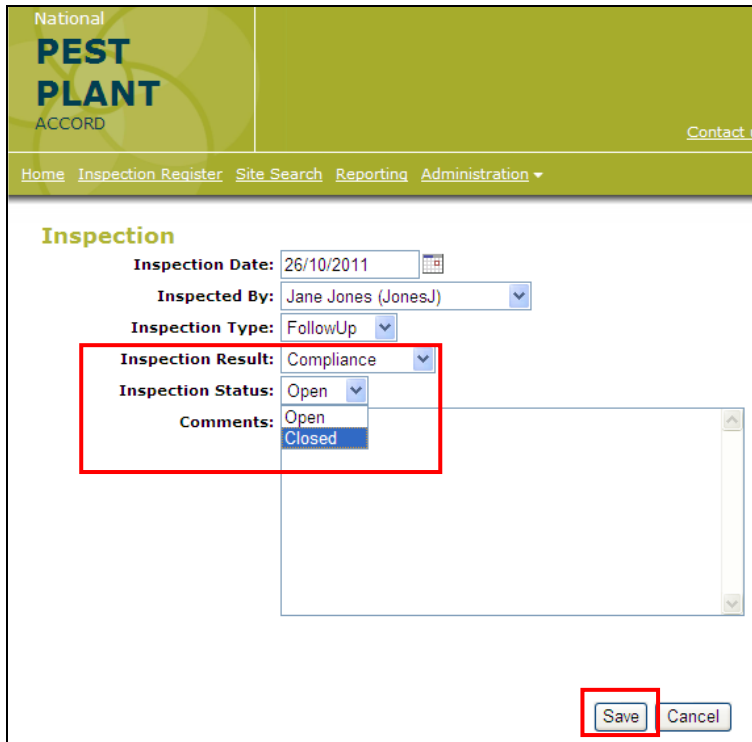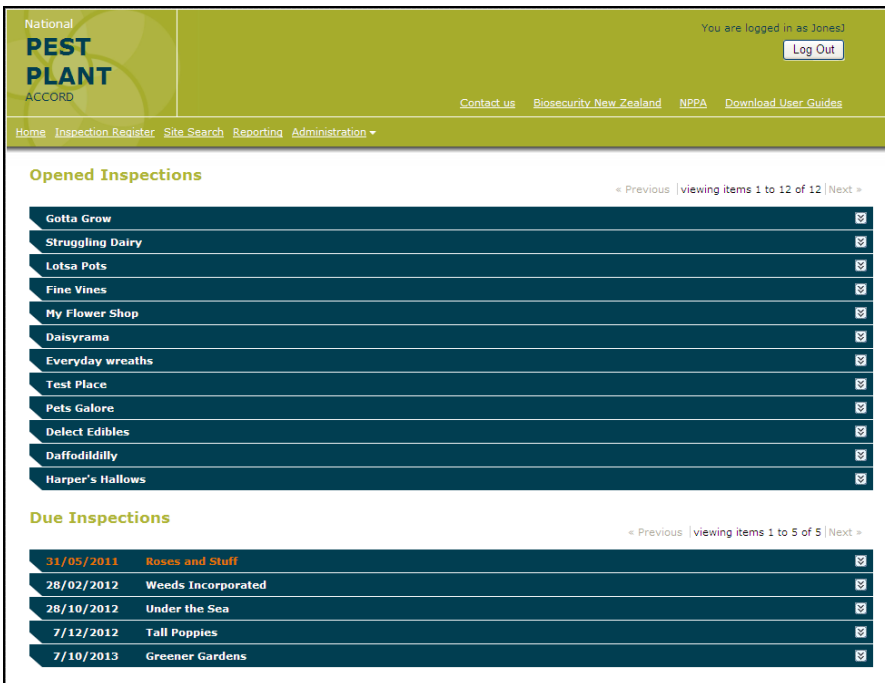
Step	Database action
4	Once you have checked the non-compliance status is set to open, click on the accordion label 🔽 that is beside **create follow up inspection** and enter the following before clicking on **create inspection**: a. the **date** the follow-up inspection is to take place (please note: this date cannot be in the past) b. mark the **type** of inspection as **FollowUp** c. who is going to be **assigned** the follow up inspection.
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.

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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.

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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).

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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**.
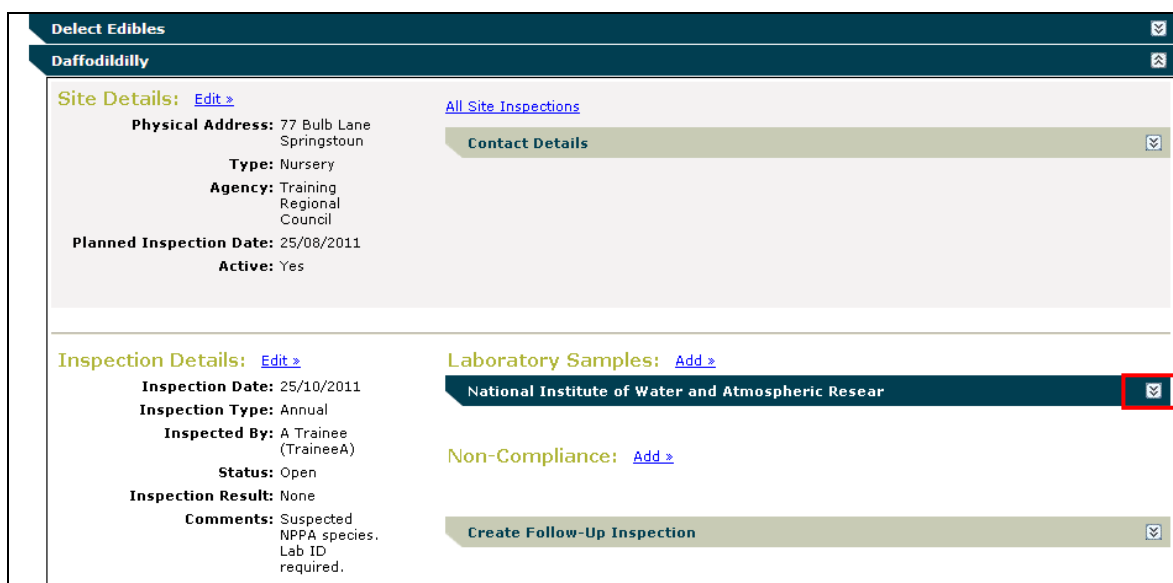
Step	Database action
	Compliance Activity Date: 17/10/2011 Activity: [ ] * Resolved By (Org/Person): [ ] Planned Resolution Date: [ ] * [ ] Resolved: [ ] [Save] [Cancel]
7	You will be taken back to the inspection details screen. Click on **Edit>>** beside **Inspection Details**. **Daffodildilly** **Greener Gardens** **Site Details:** Edit » **Physical Address:** 18 Greener Street Green City **Type:** Nursery **Agency:** Training Regional Council **Planned Inspection Date:** 7/10/2012 **Active:** Yes All Site Inspections **Contact Details** **Inspection Details:** Edit » **Inspection Date:** 26/10/2011 **Inspection Type:** FollowUp **Inspected By:** Jane Jones (JonesJ) **Status:** Open **Inspection Result:** None **Comments:** **Laboratory Samples:** Add » **Non-Compliance:** Add » **Jasminum humile** **Inspector:** Jane Jones **Common Name:** Italian jasmine, yellow jasmine, Italian yellow jasmine, yellow bush jasmine **Scientific Name:** Jasminum humile **Number of Specimen:** 11 **Type of Non-Compliance:** for sale **Reason for Non-Compliance:** Didnt know **Comments:** **Status:** Closed **Compliance Activities:** **Trace Backs:** **Cardiospermum grandiflorum** **Create Follow-Up Inspection**
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
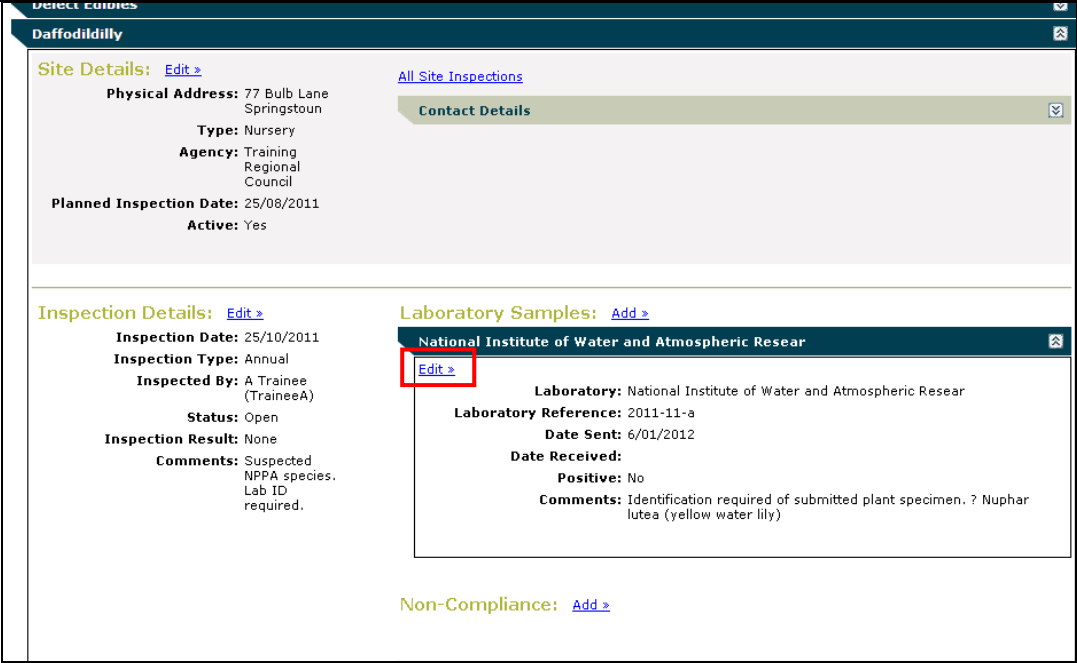
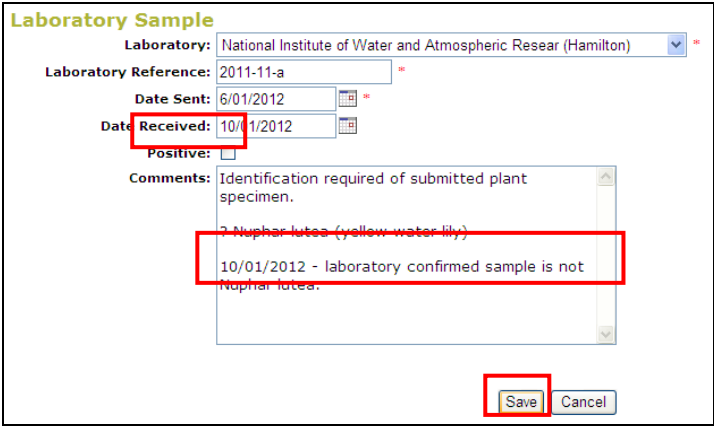| Step	Database action
	d. click on **Save**
9	Your home page will display and the follow up inspection will no longer show as an opened inspection.

	What do I enter if a suspected NPPA species requires identification by a laboratory?
1	From your **home page**, select the opened inspection site where a suspected NPPA species was found that requires identification by a laboratory.

Step	Database action
	Click on the accordion label ⯆ beside the inspection site.
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.

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Step	Database action
4	The inspection details screen will display again.
5	Beside **Laboratory Sample**, click on **Add>>**

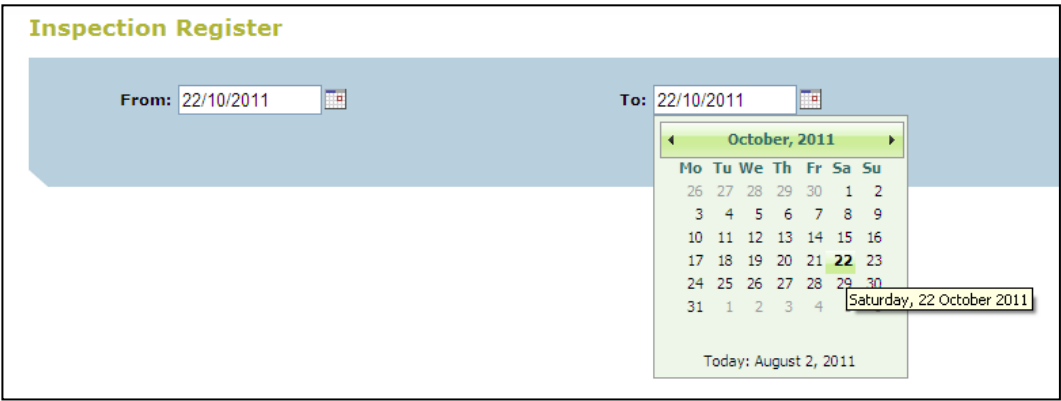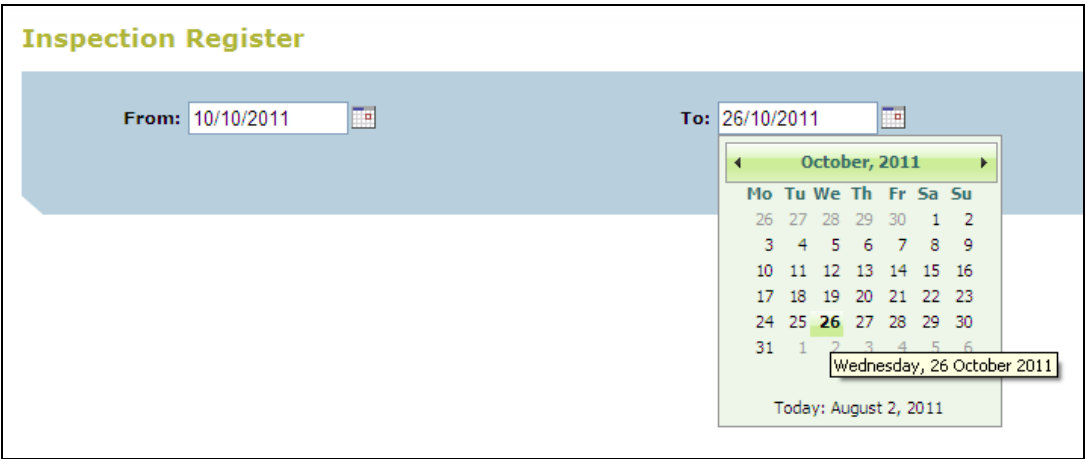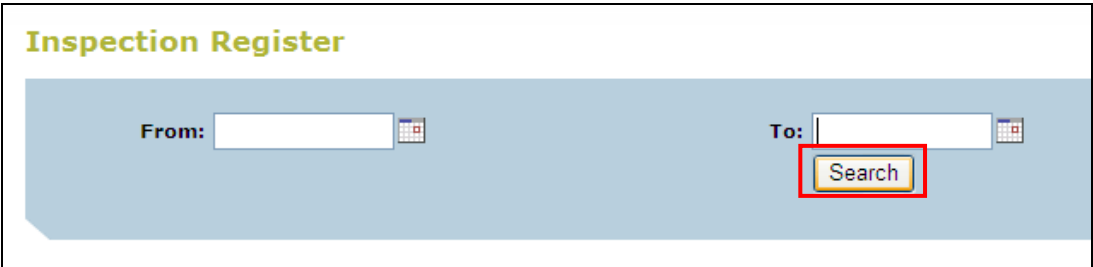| Step	Database action
	Delect Edibles **Daffodildilly** **Site Details:** Edit » **Physical Address:** 77 Bulb Lane Springstoun **Type:** Nursery **Agency:** Training Regional Council **Planned Inspection Date:** 25/08/2011 **Active:** Yes All Site Inspections **Contact Details** **Inspection Details:** Edit » **Inspection Date:** 25/10/2011 **Inspection Type:** Annual **Inspected By:** A Trainee (TraineeA) **Status:** Open **Inspection Result:** None **Comments:** Suspected NPPA species **Laboratory Samples:** Add » **Non-Compliance:** Add » **Create Follow-Up Inspection**
6	The Laboratory Sample edit screen will display **Laboratory Sample** **Laboratory:** -- Select Laboratory -- * **Laboratory Reference:** * **Date Sent:** * **Date Received:** **Positive:** ☐ **Comments:** Save Cancel
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** **Laboratory Sample** **Laboratory:** National Institute of Water and Atmospheric Resear (Hamilton) * **Laboratory Reference:** 2011-11-a * **Date Sent:** 6/01/2012 * **Date Received:** **Positive:** ☐ **Comments:** Identification required of submitted plant specimen. ? Nuphar lutea (yellow water lily) Save Cancel

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Step	Database action
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.
10	Click the **Edit>>** link in order to enter the results received from the laboratory.

Step	Database action
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).

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. |
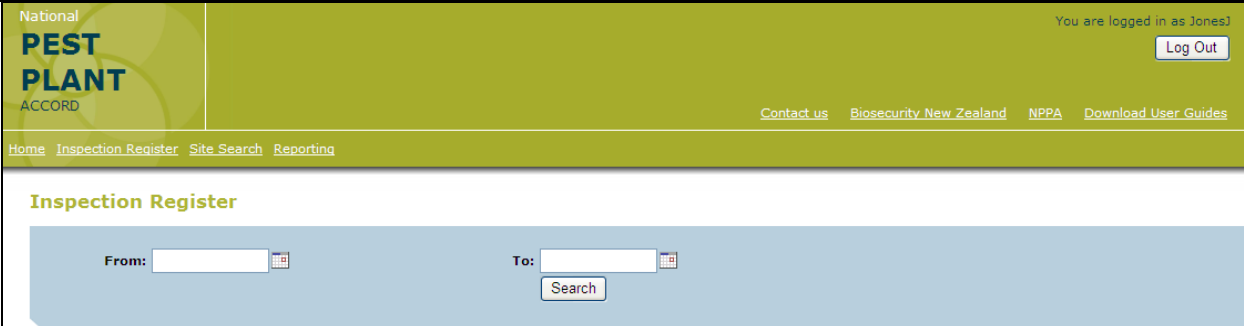
Step	Database action
	Laboratory Sample **Laboratory:** National Institute of Water and Atmospheric Resear (Hamilton) * **Laboratory Reference:** 2011-11-a * **Date Sent:** 6/01/2012 * **Date Received:** 10/01/2012 **Positive:** ✓ **Comments:** Identification required of submitted plant specimen. ? Nuphar lutea (yellow water lily) 10/01/2012 - laboratory confirmed sample is Nuphar lutea. Save Cancel
12	You will be returned to your home page where it will note the laboratory sample was saved successfully. Laboratory sample saved successfully. **Opened Inspections** « Previous │ viewing items 1 to 12 of 12 │ Next » **Gotta Grow** ⌄ **Struggling Dairy** ⌄ **Lotsa Pots** ⌄ **Fine Vines** ⌄ **My Flower Shop** ⌄ **Daisyrama** ⌄ **Everyday wreaths** ⌄ **Test Place** ⌄ **Pets Galore** ⌄ **Delect Edibles** ⌄ **Daffodildilly** ⌃ **Site Details:** Edit » All Site Inspections **Physical Address:** 77 Bulb Lane Springstoun Contact Details ⌄ **Type:** Nursery

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

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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:

Step	Database action
5	Complete the trace back details (these are the details of the supplier to the site you have just inspected where a non-compliance was found) and click **Save**.
6	The inspection details screen displays, noting that the trace back was successfully saved.

Step	Database action

How do I view open and / or closed inspections for sites in my region?

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.

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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:
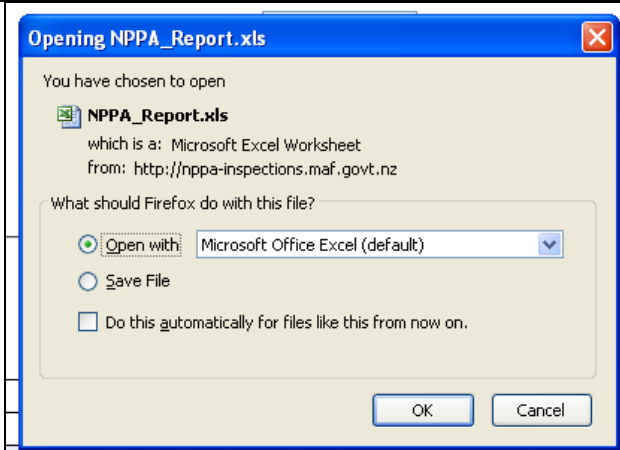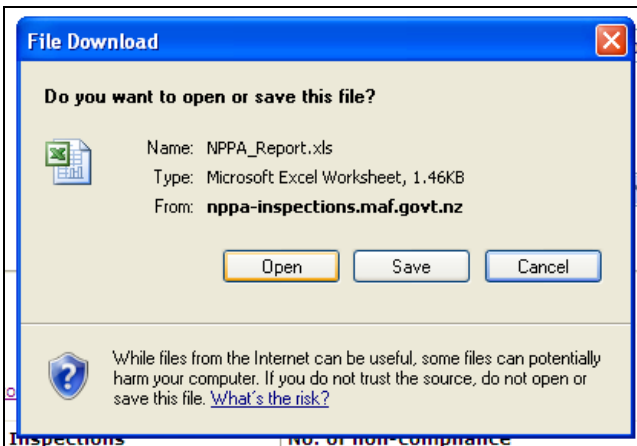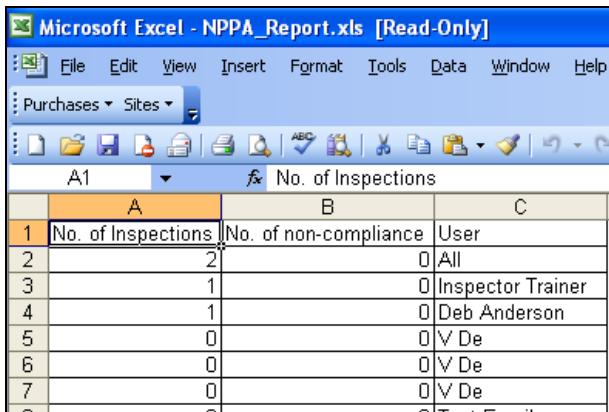
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Step	Database action
	A **closed** inspection displays with the inspection date, the status **(Closed)**, the inspection type, and the site name. An **open** inspection will display with similar information to a closed inspection but will have an **(Open)** 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.
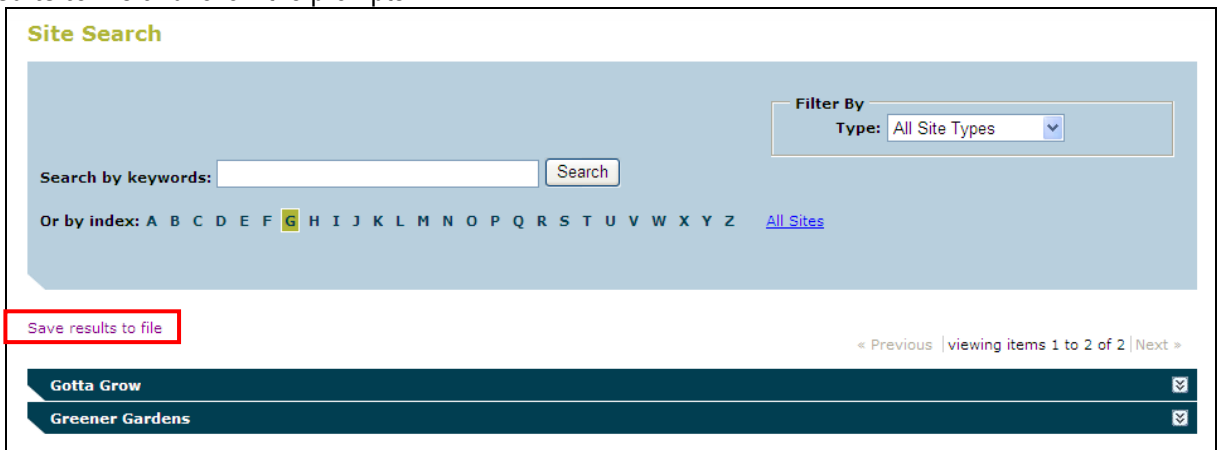
Reporting and Site Search

Step	Database action
Reporting	
	The reporting function of the NPPA inspection database allows Superusers to access the inputted data that relates to your agency <u>only</u> in some helpful categories: • inspection summary • information on non-compliant sites • species found at non-compliant sites • site list • due inspections for your agency
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, select the **site type** and click on

Step	Database action
	Search.
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.

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Step	Database action
7	If you wish to use this data in another form, click on **Export to Excel**
8	If you are using Mozilla Firefox, the following prompt will display (click on **OK**).

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Step	Database action

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.

 |

Site search

	The site search function allows you to search the database to locate inspection sites within your region.
1	Click on **Site Search**

Step	Database action
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.
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.

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