State Of Arizona

Pest Management Division

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"eTARF" System

(User's Manual)

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Introduction

1 What is the "eTARF" System?

The "eTARF" system is a web-based e-commerce level computer system designed for managing ALL aspects involved with the submission of "Termite Action Report form(s)" (TARFs) into the Pest Management Division (PMD) as required by A.R.S. § 3-3621(C)11. The "eTARF" software has been designed with "usability in mind" and since it is a web-based software application, it does not require any software installation and or software updates at the client level. However, it does require a broadband connection into the internet, a reasonably updated web browser and a valid email account. Please refer to the "Minimum Requirements" section for details. The Arizona Pest Management Division (PMD) designed and developed the "eTARF" system.

1.1 Included features:

1) Meets the TARF related needs of FIVE distinct groups of "eTARF" users and\or clients.

a) PMD employee(s).
   i) **PMD "eTARF" Administrator(s)** – In charge of administering any and all PMD user accounts and their activities, i.e.;
      (1) Create\delete\modify user accounts.
      (2) Set account permission levels and capabilities (add, browse, submit and\or modify records).
      (3) Monitor, search and retrieve data entered by any\all PMD users.
      (4) Capable of performing any\all functions afforded to a regular PMD user account as outlined below.
   ii) **PMD User(s)** – When permitted by PMD administrator, user can;
      (1) Print and\or email notification letters for incomplete, invalid and\or late submissions as well as track the progress of each.
      (2) Search database for submitted TARFs to obtain detailed treatment information for the purpose of providing historical information on a property, compliance verification, conduct investigations and\or audits.
      (3) Change\update own user account information.
      (4) Download TARF record(s) in four different file formats(s) (xlsx, xls, tab delimited ascii and dbf).

b) Third party data entry vendor(s) (Commercial data entry businesses hired by the PMD to record TARF data submitted by pest control companies which is received in non-electronic form).
   i) **Data entry administrator(s)** – In charge of administering any and all data entry vendor user accounts and their activities, i.e.;
      (1) Create\delete\modify data entry user accounts.

(2) Set data entry user account permission levels and capabilities (add, browse, submit and\or modify records).
(3) Monitor, search and retrieve data entered by any\all data entry users.
(4) Capable of performing any\all functions afforded to a regular PMD user account as outlined below.

ii) **Data entry User(s)** – When allowed by data entry administrator, user can;
(1) Enter paper TARF records submitted by pest control companies.
(2) Make corrections to entered data not yet submitted into PMD.
(3) Submit previously entered, validated, paid TARF records directly into PMD.
(4) Change\update own non-security related user account information.

c) General Public

i) **The public at large, bank institutions, realtors, lawyers, etc.** - Conduct database searches to obtain historical TARF related information on a property and\or structure, i.e.; Treatment type (Pre-construction, Wood Destroying Insect Inspections Reports or Post-construction treatment), treatment or inspection date, chemical used, pest control company and individual that performed the work, etc.

d) Pest control (PC) businesses in Arizona licensed in the 2A, 2B categories

i) **PC Administrator(s)** – In charge of administering any and all user accounts and their activities, i.e.;
(1) Create\delete\modify user accounts.
(2) Set user account permission levels and capabilities (add, browse, submit, pay and\or modify records).
(3) Monitor, search and retrieve data entered by any\all authorized users.
(4) Edit the address of submitted TARFs.
(5) Capable of performing any\all functions afforded to a regular user account as outlined below.

ii) **PC Authorized User(s)** – When allowed by administrator, the user can;
(1) Enter TARF treatment and\or inspection information.
(2) Make corrections on previously submitted but rejected TARF record(s) and resubmit to PMD as requested by the PMD.
(3) Make corrections to entered data not yet submitted to PMD.
(4) Submit and online pay for previously entered and validated TARF records directly to the PMD.
(5) Change\update own user account information.
(6) Download company submitted TARFs in four different file formats(s) (xlsx, xls, tab delimited ascii and dbf) for internal use.

e) Third party software vendor(s)

i) **Organizations that sell\provide management software solutions to the pest control industry** – Provides the means to integrate the "TARFing" functionality within their own software packages by eliminating double entry and thus adding value and convenience to their customer base.

Minimum Requirements:

2 Operating system, hardware and other requirements:

Since this software is a web browser based system, the requirements revolve around the type of browser you choose and how well it performs on your particular platform. Generally speaking, if you are able to get acceptable performance when visiting other web pages on the internet, you should be able to get equal performance from the "eTARF" system. The "eTARF" system was extensively tested using Firefox version 3, therefore, we highly recommended it over any other browser. In general terms, you should have at least;

2.1 Windows:

1) **Operating Systems:**
   a) Windows 10 +
2) **Minimum Hardware:**
   a) Pentium 500 MHz (*Recommended:* Pentium 1GHz or greater)
   b) 64 MB RAM (*Recommended:* 128 MB RAM or greater)
3) **Web Browser:**
   a) Firefox
   b) Microsoft Edge
   c) Google Chrome
   d) Other web browsers such as Opera, Safari may work but have not been tested for proper functionality on the "eTARF" system.

2.2 Mac:

1) **Operating Systems:**
   a) Mac OS X 10.4 and later
2) **Minimum Hardware:**
   a) Macintosh computer with an Intel x86 or PowerPC G3, G4, or G5 processor
   b) 128 MB RAM (*Recommended:* 256 MB RAM or greater)
3) **Web Browser:**
   a) Firefox
   b) Google Chrome
   c) Safari may work but has not been tested for proper functionality.

2.3 Linux:

1) **Recommendation:**
   a) Firefox
   b) Google Chrome
   c) Other browsers may work.

2.4 Other requirements:

1) **Broadband internet connection (cable modem, DSL, T-1, T-3, or Satellite. No Analog dial-up!)**
2) **Valid e-mail account.**
3) **Javascript and Cookies enabled on your browser.**
4) **User ID and Password. PMD will assign an administrator account within your organization. This account will be responsible to create, assign and maintain permission levels and capabilities for all other user accounts within your organization. For pest control businesses, only the "Qualifying Party" (QP) will be able to act as the "eTARF" administrator for his\her business.**
5) **1024x768 minimum screen resolution on a 17" screen monitor.**

Getting Started:

3 Obtaining your access information:

Initially, the PMD sent a mass mailing to all active 2A,2B licensed "Qualifying Party(ies)" (QP) announcing the availability of the new "eTarf" system along with their login ID, password, URL address of the "eTARF" system and some other basic information.

If you need a new Administrator account for a PC Business then contact PMD's IT for your ID & Password.

You can start using the "eTARF" system as soon as you receive your user Id and password from the PMD. If you did not receive this information, you can call PMD's IT department during normal working hours. Access information will be provided ONLY to the ACTIVE QP(s) of each company. Be prepared to answer personalized information proving your identity.

3.1 Accessing the "eTARF" system:

Before accessing the "eTARF" system make sure you meet the minimum requirements outlined in the "Minimum Requirements" section. Generally, you have to have a broadband (fast) connection to the internet and that your favorite web browser has been recently updated. Additionally, please make sure that you have NOT disabled your browser's "Javascript" functionality (enabled by default) and that you are able to accept "cookies". If you do not know what all of this means, try it and the "eTARF" system will let you know! Next, launch your browser and type eTARF's URL (https://etarf.azda.gov/index.php) in your browser's address box. You may bookmark this so that you can get to it easily next time.

Please see Figure 3-1 for a representation of eTARF's login screen. Please note that the login screen may be changed periodically to make needed improvements.

Figure 3-1

Enter your User ID and Password in the boxes provided and click on the “Sign In” button.
The eTARF system will send an email to the email address on file with a verification code.

- In a different TAB or Window Login to your email account and retrieve the access code sent to you.

The system will present you with a screen similar to Figure 3-2. Here you can enter the verification code that was sent to your email account. Once verified, the system will record the fact that you have provided a valid email account and the system will return to the login screen. If the system reports an error in the verification code:

1. Use the back arrow in your browser to return to the verification code screen.

2. Check your email for a newer email from the eTARF system with a different code.

Once you login, it will present you with eTARF’s “welcome” page.

This process will repeat when the system determines that the email address needs to be verified again. For example, if you change or delete your email address in your user account screen, or if the system determines that the email address is invalid, etc.

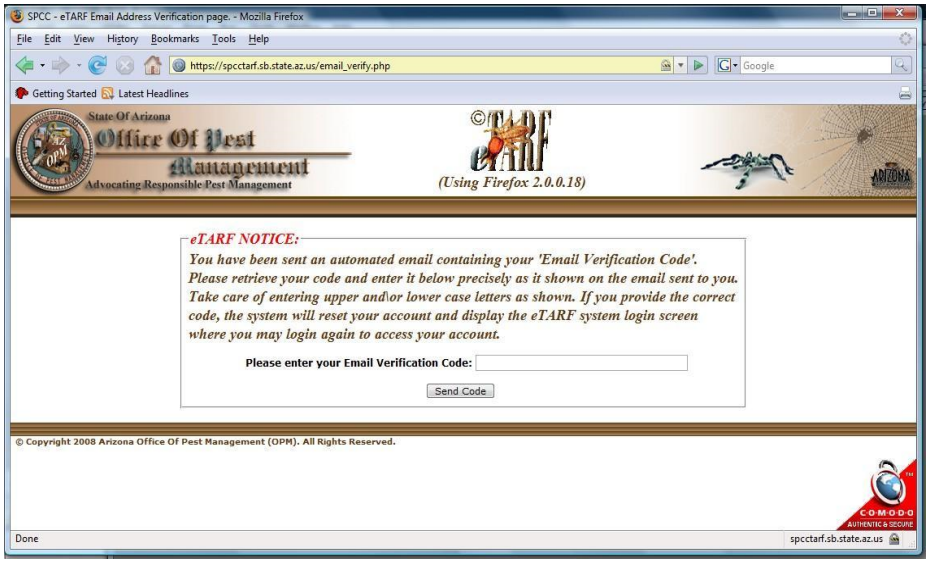

SPCC - eTARF Email Address Verification page. - Mozilla Firefox
File Edit View History Bookmarks Tools Help
https://spcctarf.sb.state.az.us/email_verify.php
Google
Getting Started
Latest Headlines
State Of Arizona
Office Of Pest Management
Advocating Responsible Pest Management
(Using Firefox 2.0.0.18)
eTARF NOTICE:
You have been sent an automated email containing your 'Email Verification Code'.
Please retrieve your code and enter it below precisely as it shown on the email sent to you.
Take care of entering upper and\or lower case letters as shown. If you provide the correct code, the system will reset your account and display the eTARF system login screen where you may login again to access your account.
Please enter your Email Verification Code:
Send Code
© Copyright 2008 Arizona Office Of Pest Management (OPM). All Rights Reserved.
Done
spcctarf.sb.state.az.us

Figure 3-2

4 eTARF's Welcome Screen

Once you login successfully, the "eTARF" system will display the "welcome screen" (Figure 4-1). The menu choices available to you (left side of screen) depends on the permission rights you have been granted by the "eTARF" administrator for your organization (in most cases this will be the Qualifying Party (QP) licensee for your business). Figure 4-1 shows a sample welcome screen and the information it contains.

Figure 4-1

At this point, you're ready to begin working with the eTARF system by choosing an option from the menus on the left of the screen. **Note:** Only some of the menu items shown will show depending on what you are allowed to do based on your account settings in the eTARF system.

5 Entering a new TARF record

To enter a new TARF record depends on whether or not you've been given permission to use this feature by your eTARF Administrator. If you have, the menu will have an option entitled "Enter New TARF(s)" (Figure 5-1).

Figure 5-1

5.1 What happens when a new TARF record is recorded?

Enter a new TARF record does not mean that you've submitted it to the PMD. What this is meant to do is to allow you to compile TARF records in preparation for the "Submission" process. What happens is that you will be storing these TARFs in a temporary "bucket", which is a special storage area in which you can enter and store as many TARFs as you want. You may list them, make changes, delete any of them, etc. If permitted by your eTARF administrator, you can choose to undergo the "Submission" process. You'll be allowed to choose exactly which TARFs to submit. The eTARF system will calculate the total fee owed and you'll be able to pay by using a credit card (MasterCard, Visa or American Express). TARFS submitted and paid for, will be taken out of this temporary area and introduced into PMD's TARF database where anyone can search and display them using the eTARF system.

5.2 The TARF record entry screen.

At first look, eTARF's data entry screen (Figure 5-2) looks pretty straight forward. But in fact, there are a lot of things that must happen in the background before and during the time you are working on this screen. For starters, this screen is customized especially for you and the conditions affecting your particular situation.

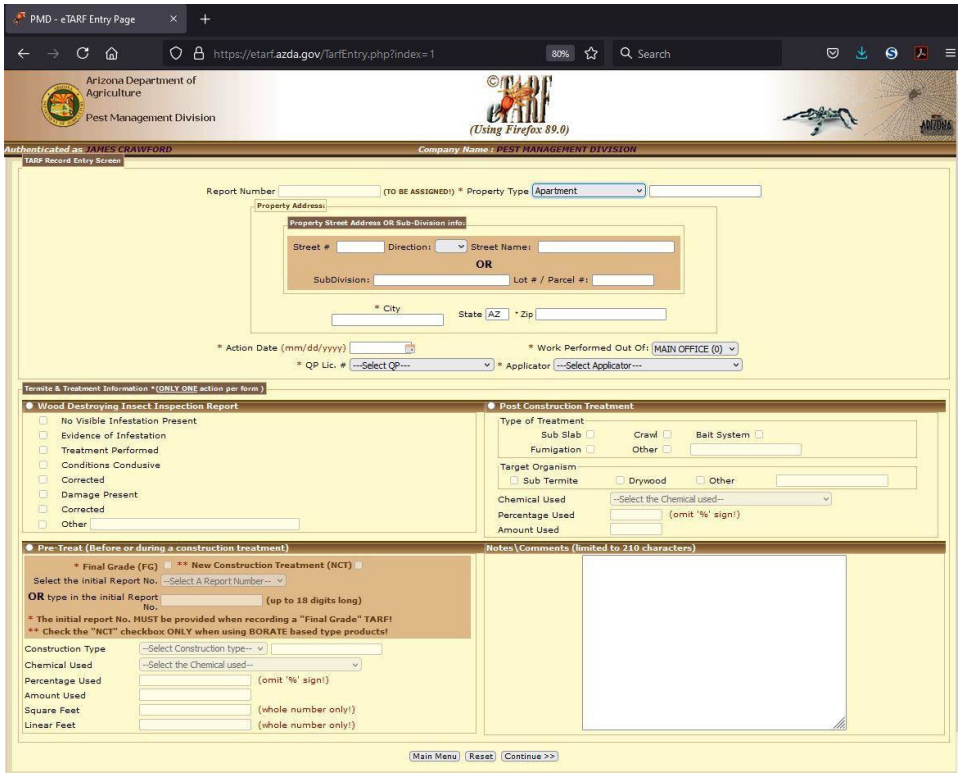


Figure 5-2

For instance, the “Work Performed Out Of:”, “QP Lic. # “and “Applicator'' pull-down boxes will contain choices that are only applicable to you and your organization. For example, the “Applicator'' pull-down box will contain a list of all of the applicators that are actively licensed in the 2A and\or 2B categories, and that are currently working for your organization. Another feature is how “Final Grade” or “Supplemental” reports are handled. When you want to file a final grade report, you first have to check the “Final grade” check box on the pre-treatment box. When you do that, the “eTARF '' system will search the entire database trying to find the initial treatment report for the SAME property (The final grade needs to be reported within one year from when the initial report was filed). If it finds the initial

report(s), it will fill the “Select the initial Report No.” pull-down box with the TARF report number so that you can select it. If it does NOT find a matching initial report, it will let you enter the report number for the initial treatment yourself in the “type in the initial Report No” box (Figure 5-3).

Commented [1]: Could/should we add something that warns/advises people to make sure they are entering the report number for the correct address, so we don't end up with a FG TARF for 123 Main St, attached to the Pretreat for 123 Mesa Dr.?

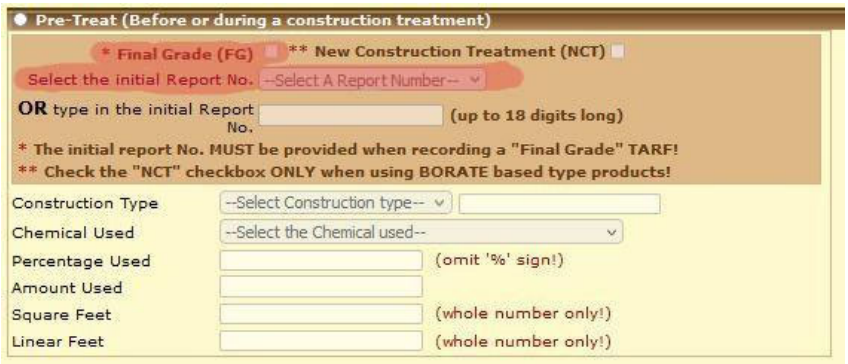


Figure 5-3

One advanced feature is the ability of the eTARF system to automatically retrieve the city name based on the zip code you specify (Figure 5-4).

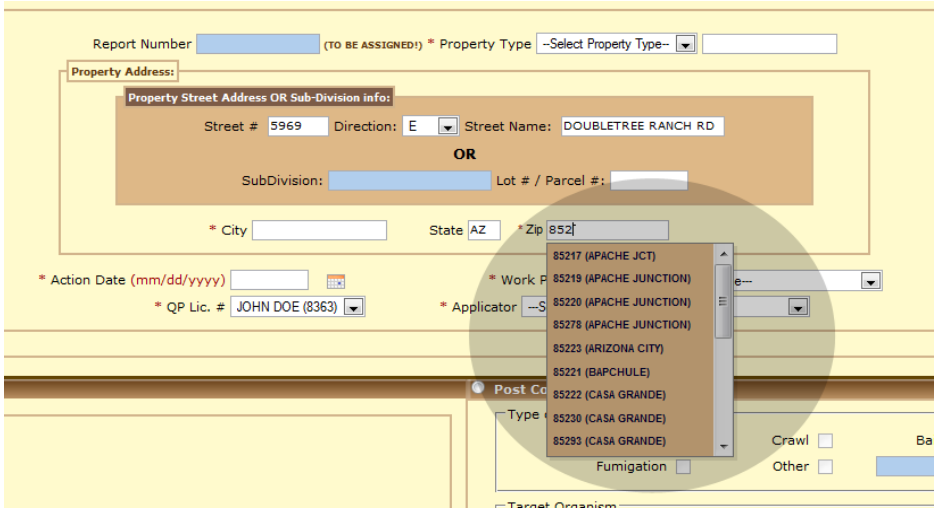


Figure 5-4

Once the user selects the correct zip code from the pull-down box, the eTARF system will automatically fill in the city corresponding to the chosen zip code.

Another nicety is the display of a calendar (Figure 5-6) on the Action Date box when you click on the small calendar icon located to the right of the “Action Date” box (Figure 5-5).

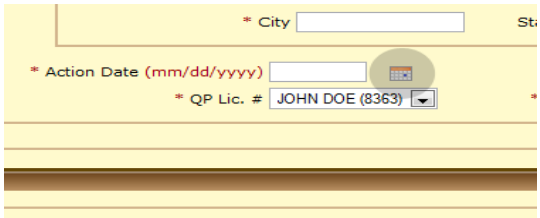


Figure 5-5

This makes it easy to visualize the date you are selecting. If you prefer to enter the date directly into the date box, you can do that as well.

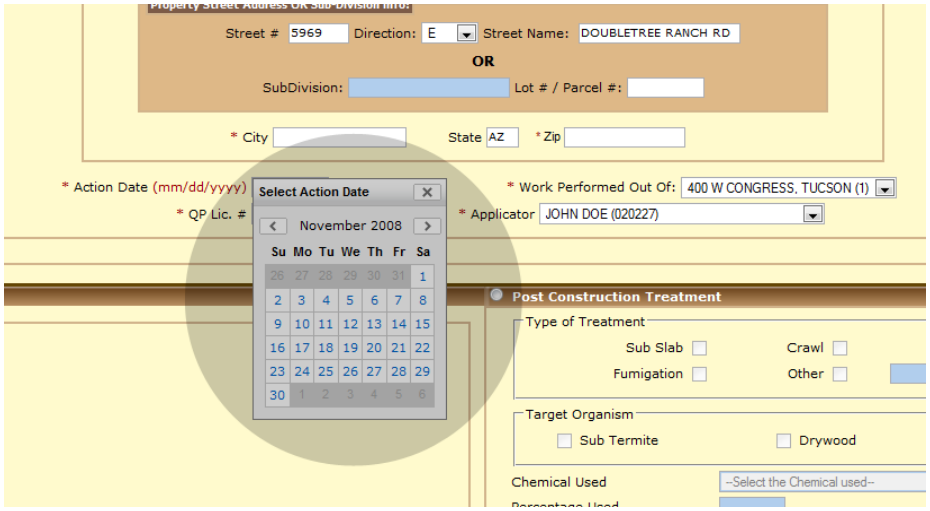


Figure 5-6

All of these features are designed to not only make data-entry as easy as possible, but also serve to minimize mistakes commonly made while entering a TARF report and thus increase accuracy.

Still, the best way to get comfortable entering a TARF report is to enter a few of them.

5.3 Recording a “Wood Infestation Report” (WIR).

After entering the information at the top of the TARF report, such as; property type, property address, action date, QP license number, applicator license number, etc., just click on the bullet option in the “Wood Destroying Insect Inspection Report” box (Figure 5-7).

Termite & Treatment Information *(ONLY ONE action per form)

Wood Destroying Insect Inspection Report

- No Visible Infestation Present
- Evidence of Infestation
- Treatment Performed
- Conditions Condusive
- Corrected
- Damage Present
- Corrected
- Other

Figure 5-7

As soon as you do that, the system will allow you to check the appropriate boxes according to what was found during the inspection.

5.4 Recording a "Post-construction Treatment" (PCT).

After entering the information at the top of the TARF report, such as; property type, property address, action date, QP license number, applicator license number, etc., just click on the bullet option in the "Post Construction Treatment" box (Figure 5-8).

Post Construction Treatment

Type of Treatment

Sub Slab | Crawl | Bait System

Fumigation | Other

Target Organism

Sub Termite | Drywood | Other

Chemical Used --Select the Chemical used--

Percentage Used

Amount Used

Figure 5-8

As soon as you do that, the system will allow you to check the appropriate boxes and to enter all other information applicable to this post-construction treatment including the chemical used from the "Chemical Used" pull-down box (Figure 5-9).

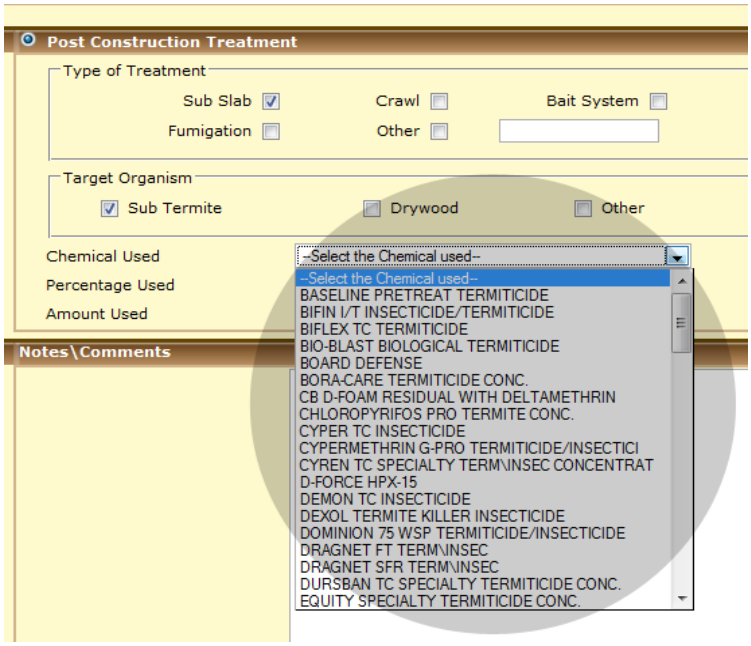


Figure 5-9

5.5 Recording a "Pre-construction Treatment" (PRE).

After entering the information at the top of the TARF report, such as; property type, property address, action date, QP license number, applicator license number, etc., just click on the bullet option in the "Pre Treat (Before or during Construction Treatment. Not 'Cutouts' in existing structures)" box (Figure 5-10).

Figure 5-10

If this is a "Final Grade" report, click on the "Final Grade" check box. As soon as you do that, the "eTARF" system will search the entire database trying to find the initial treatment report for the SAME property

(The final grade needs to be reported within one year from when the initial report was filed). If it finds the initial report(s), it will fill the "Select the initial Report No." pull-down box with the TARF report number so that you can select it. If it does NOT find a matching initial report, it will let you enter the report number for the initial treatment yourself in the "type in the initial Report No" box. Select the construction type, and chemical used from their respective pull-down boxes. Fill in the rest of the boxes as needed.

If it is a "New Construction Treatment", wood was treated with a Borate based product then check the NCT box.

5.6 New TARF report - Initial error checking.

Once you enter all necessary information, please click on the "Continue >>" button at the bottom of the entry screen. If you make any mistakes or if you forget to provide any of the required information, the system will display an error at the top of the entry form (Figure 5-11).

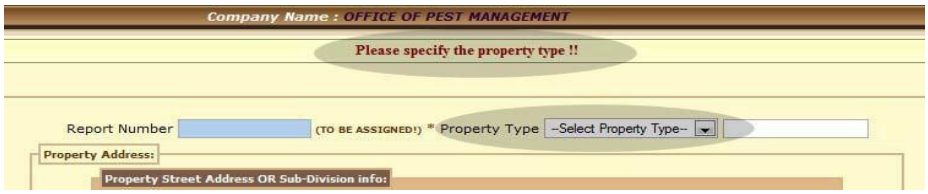


Figure 5-11

In this case we purposely left the "Property Type" pull-down box unselected! The system responded by displaying the error message "**Please specify the property type !!** "at the top of the screen. We will be unable to proceed until we correct any error(s) that the system detects.

5.7 Proceed to the TARF record "Save" page.

Once all the information is provided and there are no more errors detected after clicking on the "Continue >>" button, we are presented with a "save" page with the information entered in a simplified screen (Figure 5-12).

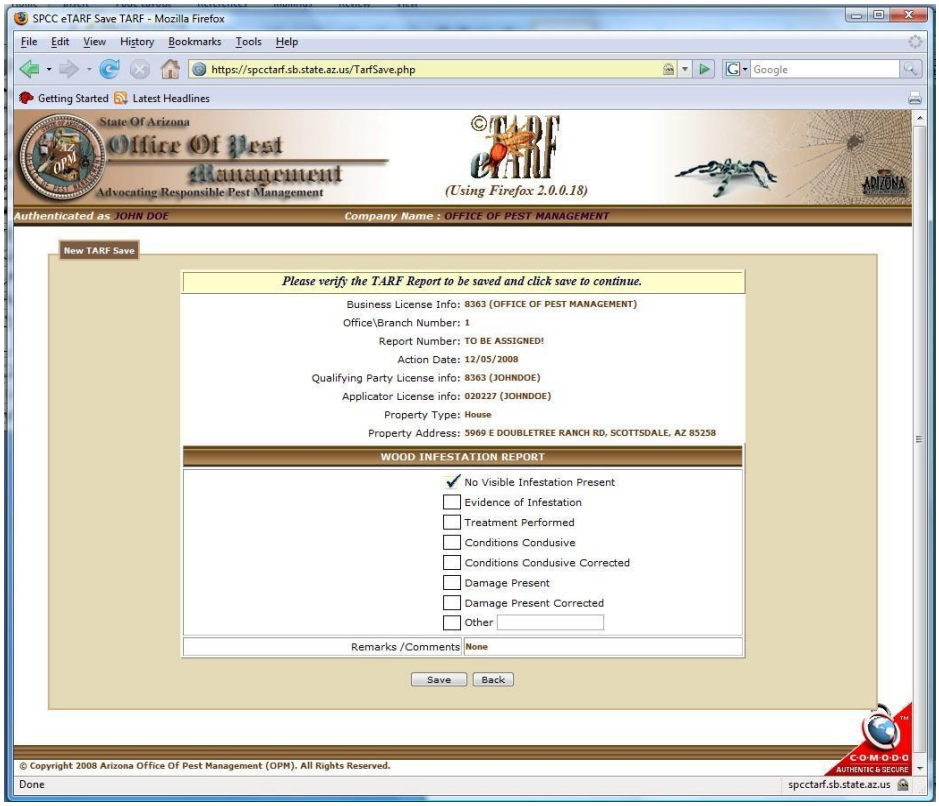


Figure 5-12

This screen gives you the opportunity to review all of the information you've entered before you save the report. If you notice any errors and\or omissions, simply click on the "Back" button to go back to the entry screen and make changes. The system will remember all the entries you made so you do not have to start from a blank report. If everything's correct, you may now click on the "Save" button to save the report. When you press the "Save" button, the system will send the information to eTARF's "validation module". The "validation module" is used whenever a TARF report is needed to be saved (regardless of how or who sends the report, i.e. 3rd party software vendors, Data entry, or CompuTAR32 submissions) and will examine the information received thoroughly. If the "validation module" detects any errors, a detailed list of all the errors found will be displayed at the top of the screen and the record(s) will be rejected. If no errors are detected, a unique TARF report number is assigned (when needed), the report is flagged as a validated report and is saved into the database. Lastly, a message will be displayed letting you know that it was successfully saved (Figure 5-13). This report is now ready to be submitted into the PMD whenever you are ready to do so (hopefully before the thirty days from the day of action to avoid late submission charges).

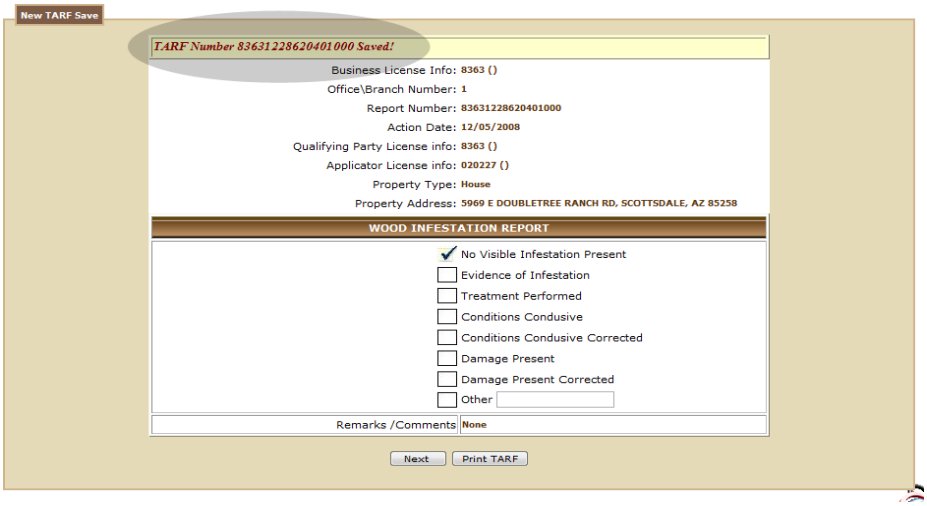


Figure 5-13

At this point you can print this confirmation and\or click on the "Next" button to enter a new TARF report and for the process to start over. If you are done entering TARF reports, click on the "Main Menu" button at the bottom of the TARF data entry screen to go back to the "Welcome screen "where you can select from the available menu options.

5.8 Listing and\or editing recorded (but un-submitted) TARF report(s).

Provided you have the necessary permission (assigned to you by your eTARF administrator), you will be able to select the **"Manage New TARF(s)"** option from the left menus (Figure 5-14).

Figure 5-14

When you select this option, you will be presented with a search screen (Figure 5-15).

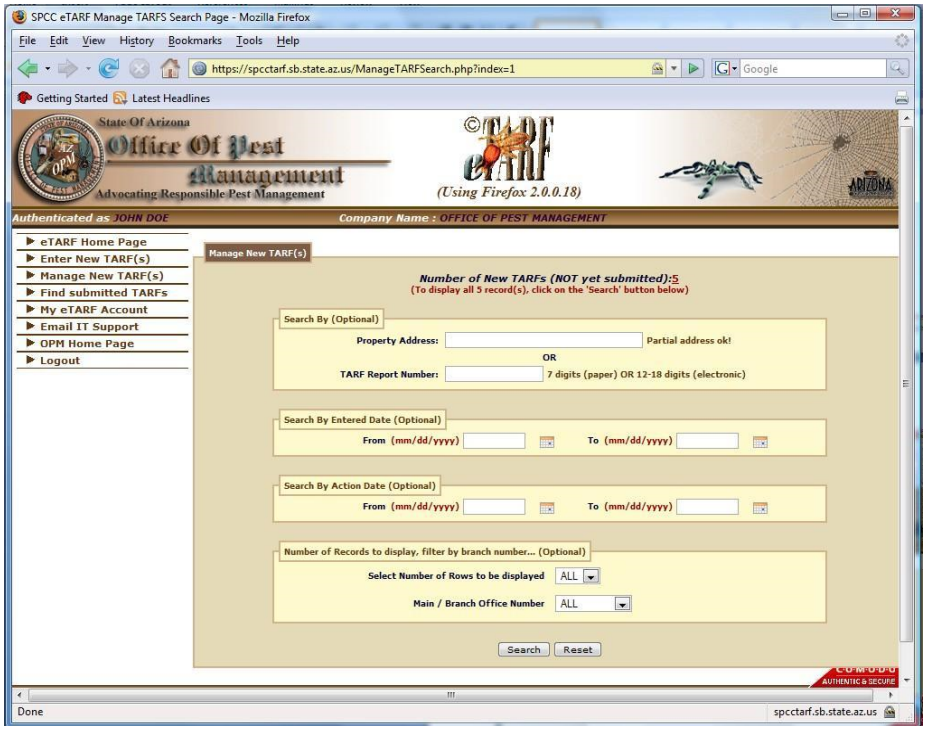


Figure 5-15

This screen will allow you to find any and all the TARFs entered. It will also allow you to display only those reports that you are looking for. If you want to display **ALL** entered reports, simply click on the "Search" button without specifying any search criteria. The system will then retrieve and display a list of entered TARFs (Figure 5-16).

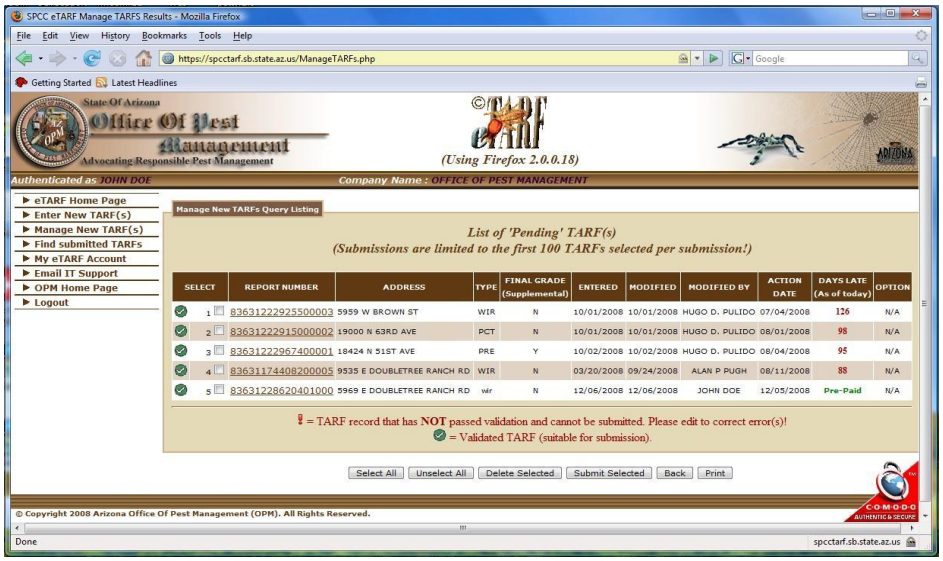


Figure 5-16

Each TARF you have previously entered will be displayed on this list. The list will display; The TARF's report number, property address, report type, final grade status, date entered, modified date, the action date. The "DAYS LATE" column will display one of three types of messages, either the number of days until a TARF report is considered late, how many days it is passed due or if this report has been pre-paid.

The last column will display "Edit" if you have been assigned edit capabilities by the eTARF administrator for your organization.

The first column entitled "Select" will have either a green checkmark or a red exclamation sign. A green checkmark next to a report number means that this particular TARF report has been validated and it is ready to be submitted. A red exclamation sign, however, means that this report has some kind of an error or invalid data and thus, must be corrected before you are allowed to submit it.

Depending on your permission setting you may, delete, edit, print, view, pay and submit one or many TARFs by using the buttons on the bottom of the screen.

5.9 Viewing recorded TARFs.

Each TARF listed can be displayed on a separate window by clicking on the TARF number (displayed in red and underlined) (Figure 5-17).

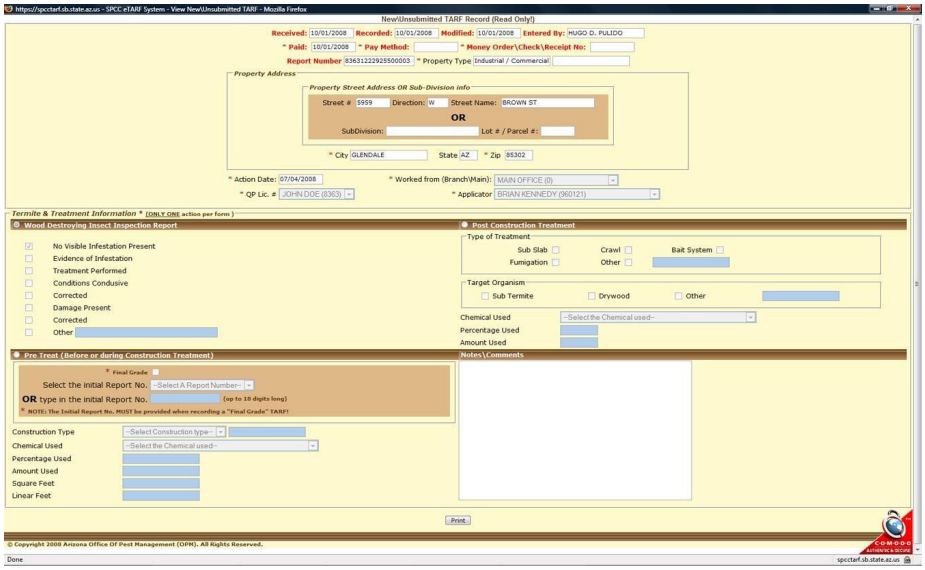


Figure 5-17

5.10 Deleting recorded TARFs.

CAUTION – Use this option carefully. Once you delete one or more TARFs, they cannot be recovered and must be re-entered if you removed them in error!

First select the TARF(s) that you want to delete by clicking on the checkbox(es) appearing on the first column next to the TARF's report number and click on the "Delete Selected" button. To select ALL of the TARFs listed, click on the "Select All" button and it will checkmark all TARFs displayed. Likewise, to remove ALL checkmarks, click on the "Unselect ALL" button (Figure 5-16).
Use this before you do a submit if you have duplicates showing, or have already submitted the TARF for that address and action.

5.11 How to pay and submit recorded TARF(s).

NOTE – To pay and submit TARF(s) online you will need to provide information for a Visa, MasterCard or American Express credit card.

If you have been given the permission to pay and submit TARFs online by the eTARF administrator within your organization, you will need to select the TARFs you want to submit by placing a checkmark on each of the TARF listed (Figure 5-16).

Please be advised that you will NOT be able to select any TARF(s) marked with a red exclamation sign because these TARFs have not yet been validated. These TARFs must be edited to correct any errors so they can be validated before they can be submitted. The only ones you can submit are the ones with a green checkmark next to the report number.

Once the desired TARFs have been selected, press on the **"Submit Selected"** button. After a confirmation message appears, you will be presented with the Pay/Submit page. At the top of this page it displays a summary letting you know exactly what you are paying for and what the total charge amount will be (Figure 5-18).

Figure 5-18

If that is correct click on the "**Pay and Submit TARFs"** button (Figure 5-19) you will then be directed to the state of Arizona payment portal where your payment information can be entered.

If the State payment portal accepts your credit card it will be charged. They will provide you with a confirmation message, and give you the option to return to the eTARF system which will display the eTARF confirmation in (Figure 5-20).

Figure 5-20

In addition to the confirmation page, the system will send an automated email with the same information to both the QP of the company (if applicable) and to the credit card owner. We recommend that you print this confirmation page for your records at this time since this confirmation page cannot be displayed later! WARNING - DO NOT RELY ON THE EMAIL CONFIRMATION ALONE SINCE THE EMAIL
CAN END UP IN YOUR SPAM FOLDER AND YOU MAY END UP DELETING IT! Additionally, the confirmation page will list the report number for each submitted TARF. At this point, these TARFs are officially submitted and can be viewed by anyone. In fact, if you click on any of the report numbers displayed, the system will open a separate window displaying all the details for the corresponding TARF report (Figure 5-21).

http://tarf.sb.state.az.us - AZ OPM Termite Action Report Form (TARF) - Mozilla Firefox

STATE OF ARIZONA

Office Of Pest Management

Janet Napolitano
Governor

9535 E. Doubletree Ranch Road
Scottsdale, Arizona 85258-5514
(602) 255-3664 (602) 255-1281 fax
http://www.sb.state.az.us

Ellis M. Jones
Acting Director

TERMITE ACTION REPORT

Report Number : 83631222925500003

Action Date	07/04/2008	Business License	8363
Qualifying Party Name:	JOHN DOE	Qualifying Party License	8363
Applicator Name:	BRIAN KENNEDY	Applicator License	960121
Company Name:	STRUCTURAL PEST CONTROL COMMISSION		

Property Information

Description	INDUSTRIAL / COMMERCIAL
Address	5959 W BROWN ST Map it
City	GLENDALE
Zip Code	85302

Treatment Information

WOOD INFESTATION REPORT		PRETREAT	
☐ Evidence of Infestation		Final Grade ☐	EPA Reg. No.
☐ Treatment Performed		Chemical	
☐ Conditions Coducive	☐ Corrected	Percentage	
☐ Damage Present	☐ Corrected	Square Feet	
✓ No Visible Evidence Observed		Linear Feet	
		Amount Used	

POST CONSTRUCTION TERMITE			
Type of Treatment		Type of Organism	
Chemical		EPA Reg. No.	
Percentage		Amount Used	

Remarks

If this report is a paper copy, please visit us at http://www.sb.state.az.us for official verification.

Print

Done

Figure 5-21

6 Searching and viewing submitted TARFs.

Once a TARF record is submitted by means of a paper report, third-party vendor or the eTARF system, the report is made available to anyone who wishes to view it. There are two primary ways that a report is made available. One way is to call the PMD office, and the other is to search for it using eTARF's search tool. This searching capability does NOT require a password. The only restriction that it has is that it will

limit the amount of records resulting from a database search. In general, most people will provide the property address or the TARF report number when conducting a search.
Searching for a TARF report works very much like doing any other internet search.

6.1 Best way to search for TARF records.

There is a fine line between providing too much information or not enough. For example, if you are too specific with the information you provide, i.e. "9535 East Doubletree Ranch Road" you may only get a limited number of records found or none at all! The reason for this is that the eTARF system will try to find an exact match on those records that contain ALL of the characters you provided.

For example, let's say that the following TARF records exist in the TARF database:

1. 9535 East Doubletree Ranch Road
2. 9535 E Doubletree Ranch Road
3. 9535 E. Doubletree Ranch Road
4. 9535 East Doubletree Ranch Rd
5. 9535 East Doubletree Ranch
6. 9535 East Doubletre Ranch Rd

Notice that ALL of these records have something different in the way in which the address was entered. If you were to provide "9535 East Doubletree Ranch Road" as the search criteria, the system will only return one of the available reports as a match (line 1) even though the other four records are obviously for the same property and most likely you would want to see them too. The reason for this is that TARF records are entered by a number of different people and that the same address can be typed in a variety of ways (including spelling mistakes as in line 6). Therein lies the problem; there is no one standard way in which to enter a property address.

On the other hand, if you are too vague and only enter "953" as your search criteria, several things will happen. One, you will be sifting through a large number of records that are not likely to interest you. Second, you will be waiting longer for the system to retrieve a much larger number of matching records. Third, you may ultimately not find what you are looking for because you've exceeded that system's limit as to the number of records to display per search.

Perhaps the best way of getting all of the records you are searching for is to enter "9535 E D" as your search criteria on this particular property search. The reason for this is that we have limited (for the most part) the entry of North, South, East, West etc.. Additionally, we have also placed a restriction on the use of a period i.e. N., S., E., W. (for abbreviations of the words North, South, East, or West). Keep in mind that sometimes we get TARF records that only have a parcel and\or lot number as well which further complicates the searches.

To search for a submitted TARF select the "Find Submitted TARFs" menu option while you are logged in to your eTARF account. When you do this, the eTARF system will open a separate tab or window on your browser in which it will display the TARF search page (Figure 6-1). The reason for this is that you are accessing a non-restricted page! Remember, this page is accessible by anyone without the need of a

password. You will still be logged in to your protected\restricted eTARF account. It's just that now you have two pages you can work in. Once you're done making searches, simply close the search page or tab page.

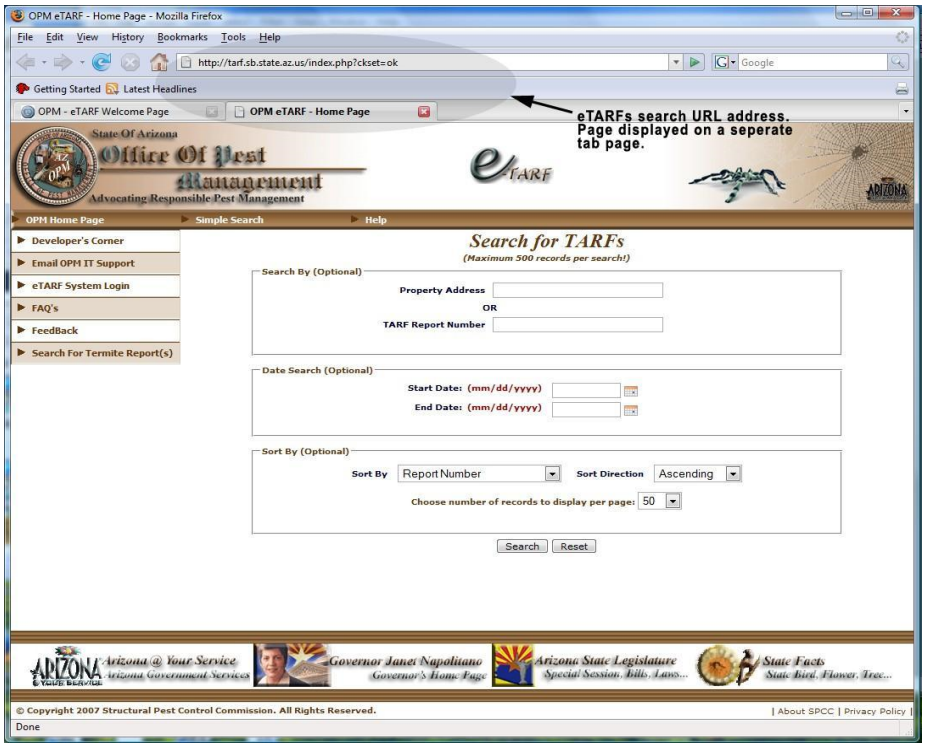
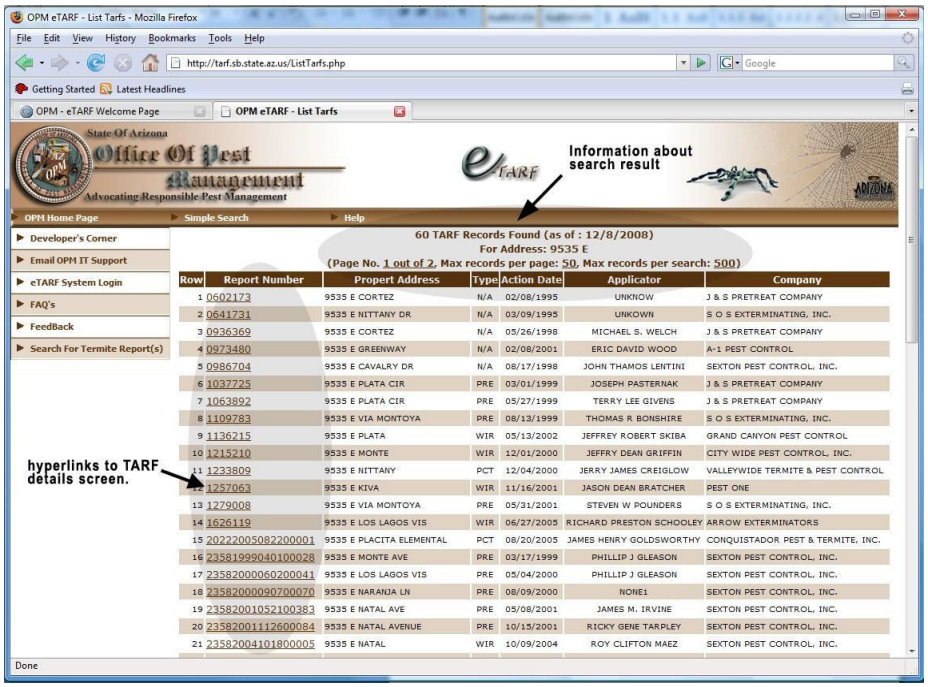


Figure 6-1

As you can see, the search page provides the option to search based on a property address, TARF report number, and a range of action dates (date when property was treated or inspected). Additionally, you may choose to sort the resulting list by the TARF report number, or property address, or treatment type, or action date, or applicator license number, or Qualifying Party's (QP) license number AND in ascending or descending order. The system defaults to the first fifty (50) matching records to display per page. You may change that to either 100 or 200 records per page.

PLEASE NOTE THAT THE TOTAL NUMBER OF RECORDS THAT ARE DISPLAYED IS LIMITED TO 500 RECORDS PER SEARCH (AS STATED ON TOP OF PAGE) TO SAFEGUARD THE SYSTEM FROM BEING OVERWHELMED WITH TOO MANY REQUESTS. THIS NUMBER MAY BE ADJUSTED UP OR DOWN AS NEEDED AND WITHOUT PREVIOUS NOTICE.

For example, let's say that you're looking for TARF actions performed at "9535 E DOUBLETREE RANCH RD". Therefore you enter "9535 E" in the property address box and click on the **"Search"** button. The system will then return all matching records (Figure 6-2).



Row	Report Number	Propert Address	Type	Action Date	Applicator	Company
1	0602173	9535 E CORTEZ	N/A	02/08/1995	UNKNOW	J & S PRETREAT COMPANY
2	0641731	9535 E NITTANY DR	N/A	03/09/1995	UNKOWN	S O S EXTERMINATING, INC.
3	0936369	9535 E CORTEZ	N/A	05/26/1998	MICHAEL S. WELCH	J & S PRETREAT COMPANY
4	0973480	9535 E GREENWAY	N/A	02/08/2001	ERIC DAVID WOOD	A-1 PEST CONTROL
5	0986704	9535 E CAVALRY DR	N/A	08/17/1998	JOHN THAMOS LENTINI	SEXTON PEST CONTROL, INC.
6	1037725	9535 E PLATA CIR	PRE	03/01/1999	JOSEPH PASTERNAK	J & S PRETREAT COMPANY
7	1063892	9535 E PLATA CIR	PRE	05/27/1999	TERRY LEE GIVENS	J & S PRETREAT COMPANY
8	1109783	9535 E VIA MONTOYA	PRE	08/13/1999	THOMAS R BONSHIRE	S O S EXTERMINATING, INC.
9	1136215	9535 E PLATA	WIR	05/13/2002	JEFFREY ROBERT SKIBA	GRAND CANYON PEST CONTROL
10	1215210	9535 E MONTE	WIR	12/01/2000	JEFFRY DEAN GRIFFIN	CITY WIDE PEST CONTROL, INC.
11	1233809	9535 E NITTANY	PCT	12/04/2000	JERRY JAMES CREIGLOW	VALLEYWIDE TERMITE & PEST CONTROL
12	1257063	9535 E KIVA	WIR	11/16/2001	JASON DEAN BRATCHER	PEST ONE
13	1279008	9535 E VIA MONTOYA	PRE	05/31/2001	STEVEN W POUNDERS	S O S EXTERMINATING, INC.
14	1626119	9535 E LOS LAGOS VIS	WIR	06/27/2005	RICHARD PRESTON SCHOOLEY	ARROW EXTERMINATORS
15	20222005082200001	9535 E PLACITA ELEMENTAL	PCT	08/20/2005	JAMES HENRY GOLDSWORTHY	CONQUISTADOR PEST & TERMITE, INC.
16	23581999040100028	9535 E MONTE AVE	PRE	03/17/1999	PHILLIP J GLEASON	SEXTON PEST CONTROL, INC.
17	23582000060200041	9535 E LOS LAGOS VIS	PRE	05/04/2000	PHILLIP J GLEASON	SEXTON PEST CONTROL, INC.
18	23582000090700070	9535 E NARANJA LN	PRE	08/09/2000	NONE1	SEXTON PEST CONTROL, INC.
19	23582001052100383	9535 E NATAL AVE	PRE	05/08/2001	JAMES M. IRVINE	SEXTON PEST CONTROL, INC.
20	23582001112600084	9535 E NATAL AVENUE	PRE	10/15/2001	RICKY GENE TARPLEY	SEXTON PEST CONTROL, INC.
21	23582004101800005	9535 E NATAL	WIR	10/09/2004	ROY CLIFTON MAEZ	SEXTON PEST CONTROL, INC.

Figure 6-2

Figure 6-2 shows the **TOP** of the resulting search page. Please note that it will give you some basic information about the search you conducted, the number of available records found and the date of the search. The "Report Number" column displays the TARF report number of each record and is also a hyperlink. If you click on any one of these links, it will display the full TARF report on a separate page (Figure 5-21). If you scroll to the bottom of this page you may see a small box in the center listing the number of pages you can look at along with an available button with different options (Figure 6-3).

					JR.	
33	52792004102800033	9535 E NATAL AVE	WIR	09/30/2004	MARK N DEERMER	PEST CONTROL SOLUTIONS
34	52792005100600039	9535 E NARANJA AVE	WIR	09/10/2005	JOSEPH LUDWIG LETOURNEAU	PEST CONTROL SOLUTIONS
35	53181996040500034	9535 E IRWIN AVE	PRE	04/04/1996	SHAWN CRAWFORD	NU-TREAT PEST SERVICS
36	53181996110400010	9535 E IRWIN AVE	PRE	10/28/1996	JACK E MITCHELL	NU-TREAT PEST SERVICS
37	53181998022600007	9535 E JEROME AVE	PRE	02/25/1998	DANIEL JAMES SWEENEY	NU-TREAT PEST SERVICS
38	53181998060100034	9535 E FAIRFIELD	PRE	05/27/2000	000000	NU-TREAT PEST SERVICS
39	53181998060800022	9535 E JEROME	PRE	06/05/1998	LARRY STEVEN TRIPLETT	NU-TREAT PEST SERVICS
40	53181999052700049	9535 E JAVELINA	PRE	05/26/2000	DANIEL JAMES SWEENEY	NU-TREAT PEST SERVICS
41	53181999081100028	9535 E JAVELINA	PRE	08/10/1999	RICHARD WILLIAM BAKER	NU-TREAT PEST SERVICS
42	53422002052000010	9535 E ROMPING RD	WIR	05/20/2002	JOHNATHAN R. HAWKINS	A-AGENTS INSPECTIONS & TERMITE CONT
43	53422002053000016	9535 E ROMPING RD	PCT	05/30/2002	DAVID ALLEN EICKHOFF	A-AGENTS INSPECTIONS & TERMITE CONT
44	54931998052800024	9535 E CORTEZ	WIR	05/19/1998	WILLIAM HIRAM FULLER	FULLER INSPECTIONS, INC.
45	54931998062300001	9535 E CORTEZ	WIR	05/28/1998	WILLIAM HIRAM FULLER	FULLER INSPECTIONS, INC.
46	55082001071100003	9535 E KIVA LN	N/A	07/10/2001	ROBERT M. SCHOR	ELIMINEX
47	6545646	9535 E DOUBLETREE RANCH RD	PCT	08/03/2007	JOHN DOE2	OFFICE OF PEST MANAGEMENT
48	81352004021000022	9535 E STEPHAN DR	PCT	02/04/2004	DOUGLAS MARK MYERS	DORADO PEST CONTROL , INC.
49	83322004111500004	9535 E ROMPING ROAD	WIR	11/12/2004	SCOTT P. BIRCHARD	D & S TERMITE SOLUTIONS, LLC.
50	83631145852000000	9535 E DOUBLETREE RANCH RD	WIR	08/03/2007	JOHN DOE2	OFFICE OF PEST MANAGEMENT

Select From Available Page(s)

1 2

Previous Page | Back To Search Page

Figure 6-3

The number of pages displayed depends on the number of records found and the number of records per page you want shown (50, 100 or 200). Clicking on the number “2” will show you page number two, etc.

The symbols to either side of the page numbers will take you to the first or last page available respectively. Please see the chapter “eTARF’s TARF report screen” about details on the information available for a TARF report.

7 eTARF’s TARF report screen.

Once you’ve located the TARF report you’re looking for in the TARF search screen, clicking on its report number will bring up another window with the entire TARF report (Figure 7-1).

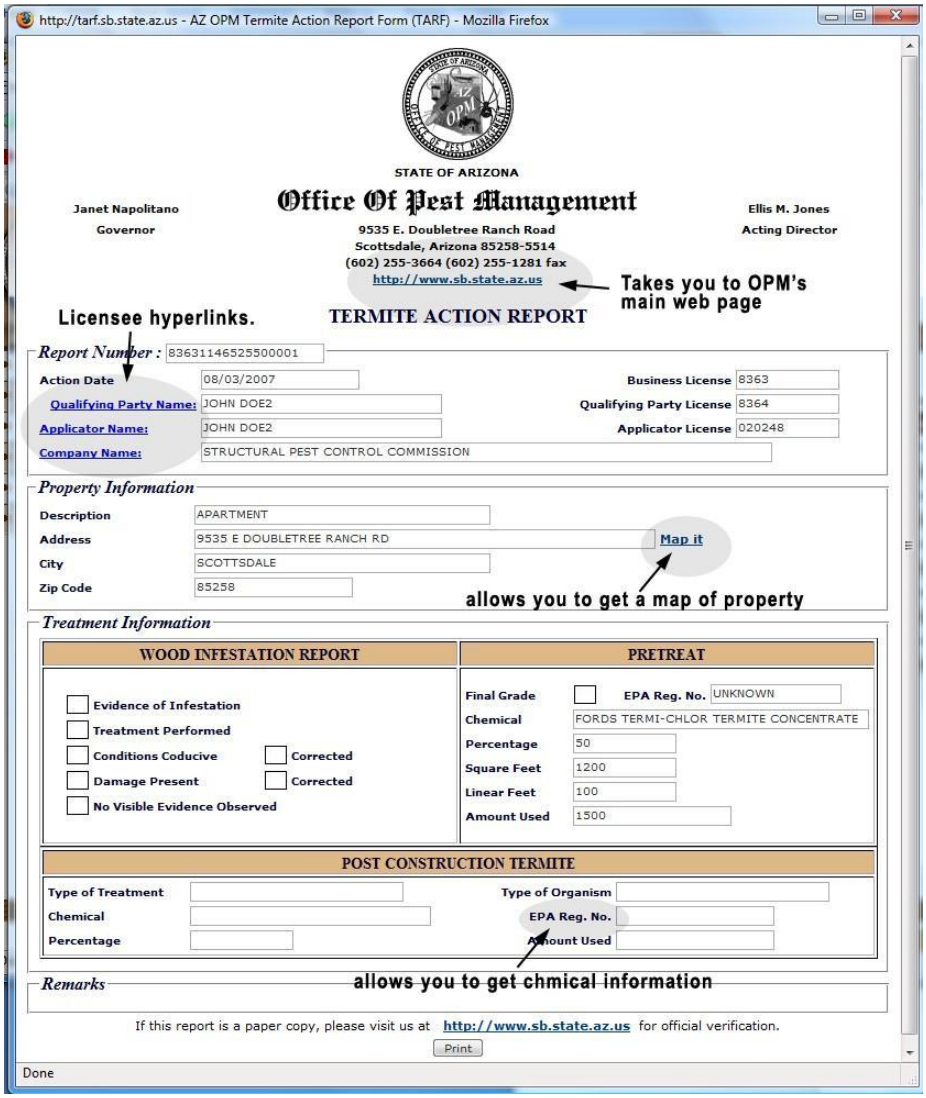


Figure 7-1

The TARF report is divided into several sections. The top section (top box where the report number appears) contains information regarding the company, applicator and Qualifying Party (QP) that performed the action including all applicable license numbers. Additional information can be found by clicking on the hyperlink (shown in blue and underlined) right next to their names. For example, if you click on the "Qualifying Party Name" link you will see what is shown in Figure 7-2.

Pest Management Professional Information

JOHN DOE2
(As of 12/08/2008)

Applicator License No. (020248)

Row	Category	Issued	Status	Expires	Renewed
1	General Pest Control\Public Health (B1)	01/25/2005	Expired	05/31/2008	07/20/2007
2	Wood Destroying Insects (Treatment) (B2)	03/20/2002	Expired	05/31/2008	07/20/2007
3	Right-of-way and Weed (B3)	01/25/2005	Expired	05/31/2008	07/20/2007
4	Fumigation (B4)	01/25/2005	Expired	05/31/2008	07/20/2007
5	Wood Destroying Insect Inspection (B8)	03/20/2002	Expired	05/31/2008	07/20/2007

Qualifying Party License No: (8364)

Row	Category	Issued	Status	Expires	Renewed
1	Wood Destroying Insects (Treatment) (B2)	10/19/2004	Active	12/31/2008	01/02/2007
2	Wood Destroying Insect Inspection (B8)	10/19/2004	Active	12/31/2008	01/02/2007

Total Continuing Education (CE) hours taken. (Last TWO years)
(COURSES IN RED HAVE EXPIRED AND MAY NOT BE USED FOR RENEWAL)

Row	Course Name	Hrs.	Provider	Taken	Expires
1	SPCC 2005/2006 (6HR)	6	SPCC	06/02/2007	07/01/2008

As of TODAY (12/08/2008) you have **6** valid CEs for your QP license.
WARNING: Amount shown can change daily. CEs expire after **13 months (395 days)** from the date taken!.

Figure 7-2

This information will be displayed on a separate page!

Figure 7-3 will be displayed if you click on the company name link, etc.

Pest Management Company Information
(As of 12/08/2008)

OFFICE OF PEST MANAGEMENT
9535 E. DOUBLETREE RANCH RD
SCOTTSDALE AZ 85258
Tele: (602) 255-3664
http://www.sb.state.az.us

License Number: 8363 **Status:** Active **Issued:** 10/19/2004
Map it

Qualifying Party Information

Row	Qualifying Party (QP) Name	QP License#	Category	Category Status	Issued	Expires
1	JOHN DOE	8363	(B1) General PC\Public Health	Active	09/01/2006	12/31/2008
2	JOHN DOE	8363	(B2) Wood Destroying (Treat)	Active	09/01/2006	12/31/2008
3	JOHN DOE	8363	(B8) Wood Destroying (Inspect)	Active	09/01/2006	12/31/2008

Registered Branch Offices

Row	OPM Branch Office No.	Address	City	Zip Code	Phone No.	Expires	Status
1	1	400 W CONGRESS	TUCSON	85243	(520) 7703035	12/31/2008	Active

Licensed Applicator List

Row	Last Name	First Name	Applicator Lic No	Expires	Primary Branch	Branch Mgr
1	BANKS, SR.	ANTHONY CARL	060291	05/31/2009	0	No
2	COLVIN	DAVID LEE	890050	05/31/2009	0	No
3	CRAIG	VINCE	950419	05/31/2009	0	No
4	DOE	JOHN	020227	05/31/2009	0	Yes
5	GUZZI	ROBERT G.	000125	05/31/2009	0	No
6	HANKO	WILLIAM	780122	05/31/2009	0	No
7	HARBACK	ANTHONY L.	920744	05/31/2009	0	No
8	KEATING	REGINA DOROTHY	N/A	05/31/2009	0	No
9	KENNEDY	BRIAN	960121	05/31/2009	1	No

Figure 7-3

In turn, you can get additional information from the links provided from these screens!

A useful feature is to display an aerial or street level map of the property you are interested in. to do this just click on the **"Map It"** located next to the property address. This action will open a window with a map that you can manipulate thanks to the folks at Google ® (Figure 7-4 and Figure 7-5).

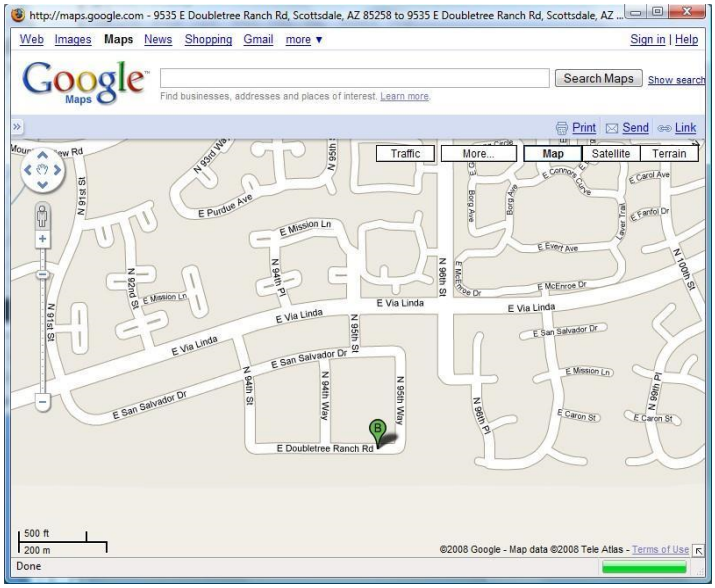


Figure 7-4

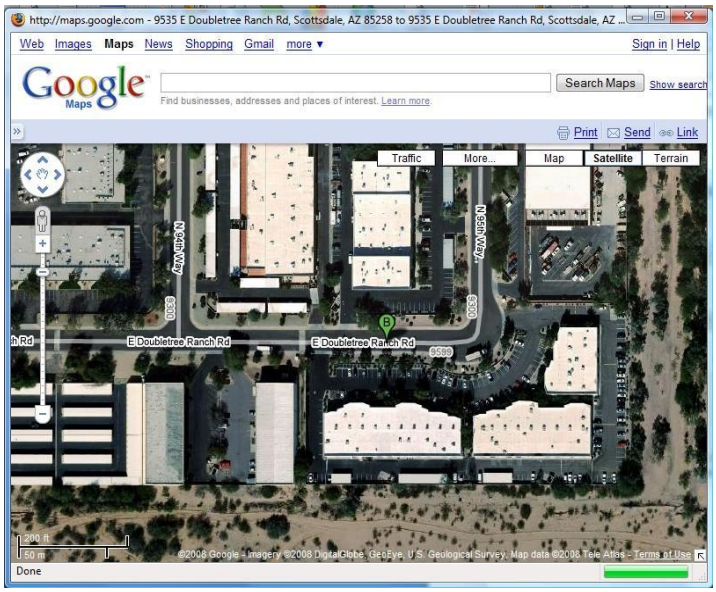


Figure 7-5

Another useful feature involves obtaining additional information about the chemical used during the TARF treatment (if applicable). To do this, simply click on the "EPA Reg. No link to display information available from the Environmental Protection Agency (EPA) (Figure 7-6).

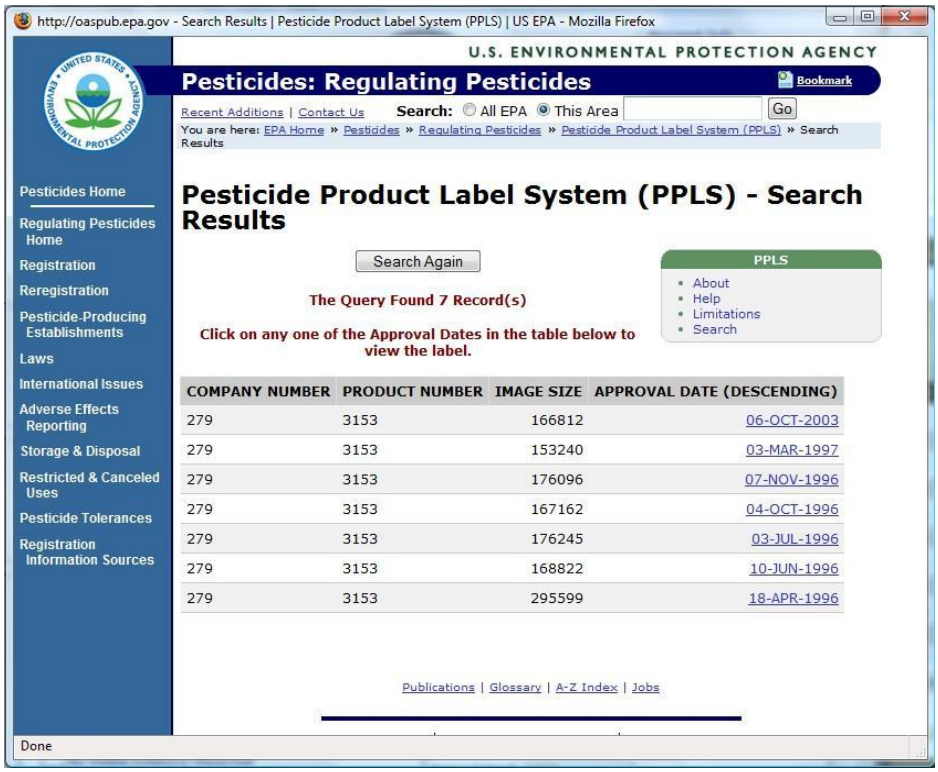


Figure 7-6

Just click on the hyperlinks provided here to get additional information.

Lastly, the user always has the option of printing the entire TARF report for their use.

8 eTARF Administrator user account.

In order to access the eTARF system you must have obtained a user ID and Password. An organization can have multiple administrators, if that is what's needed. An administrator need not be the QP of the company. Contact PMS IT support to get an eTARF account for the Qualifying Party, or the Owner.

CARE MUST BE TAKEN WHEN ASSIGNING MULTIPLE ADMINISTRATOR ACCOUNTS BECAUSE THEY WILL HAVE THE SAME CAPABILITIES AS THE ORIGINAL ADMINISTRATOR ACCOUNT!

8.1 Duties and responsibilities of the eTARF administrator account owner.

Among the first tasks that each eTARF administrator will need to perform is to create other user accounts for anyone responsible for entering and filling TARF reports with the PMD. In small businesses, this may not be the same person and thus not needed. Once a user account is created, the eTARF administrator is responsible to assign the level of permission each user will have, such as; entering new TARFs, making changes, paying and submitting TARFs, etc. The most important responsibility, however, is to make sure that the TARFs are being filed with the PMD.

8.2 Adding user accounts.

To add a user account, first login as the administrator, select "Add User Account(s)" from the main menu. A screen will appear (Figure 8-1).

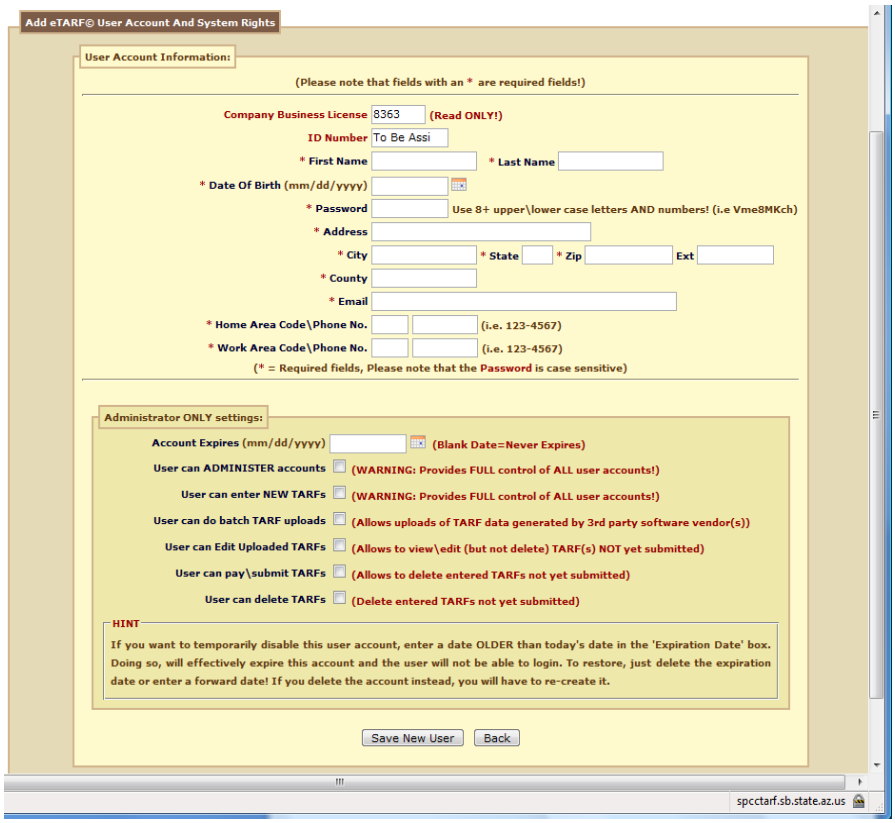


Figure 8-1

This screen is split up into two areas, the top portion are options that the owner of the user can edit himself\herself. The boxes with a red asterisk MUST be provided in order to add a new record! The bottom portion of the screen titled "Administrator ONLY setting" can be selected by the administrator account only! Fill out the top portion with the new user's information. Next the administrator will need to decide the level of permission to assign to this new user.

- **Account Expires –** if you enter a date in this box, the account will expire on the date provided and the user will no longer be able to login!
- **User can ADMINISTER accounts –** if you check this box, this user will become an administrator within your organization.
- **User can do batch TARF uploads –** If you use a software package that allows you to manage your business (usually commercially available) with such things as accounting, routing, payroll, etc. It may provide the ability to enter a TARF report as part of its functionality. If this is the case, it may also have the ability to export a specially formatted file that can be used to upload into the eTARF system and thus eliminate the need to do double-entry of TARF records. Check with your software vendor to see if they provide this feature. If you do have this feature, this option will allow the user to upload this type of file into the eTARF system.
- **User can edit uploaded TARFs –** This option allows the user to be able to go back and make changes and\or corrections to previously entered TARF records that have not been submitted yet.
- **User can pay\submit TARFs –** This option allows the user to credit card pay and submit entered TARFs.
- **User can delete TARFs –** This option allows the user to delete previously entered TARFs that have not been submitted yet.

After providing all of the necessary information, click on the **"Save New User"** button to add a new user account. If there are no errors found, the system will generate a new user ID and display it at the top of the screen. The new user is now able to login and start using the eTARF system.

8.3 Managing user accounts

To manage eTARF user accounts, first login as the administrator, select **"Manage User Accounts"** from the main menus. The "Manage Accounts" page will appear (Figure 8-2) listing ALL of the user accounts that have been created for your organization. From here you can select an account to delete or edit it.

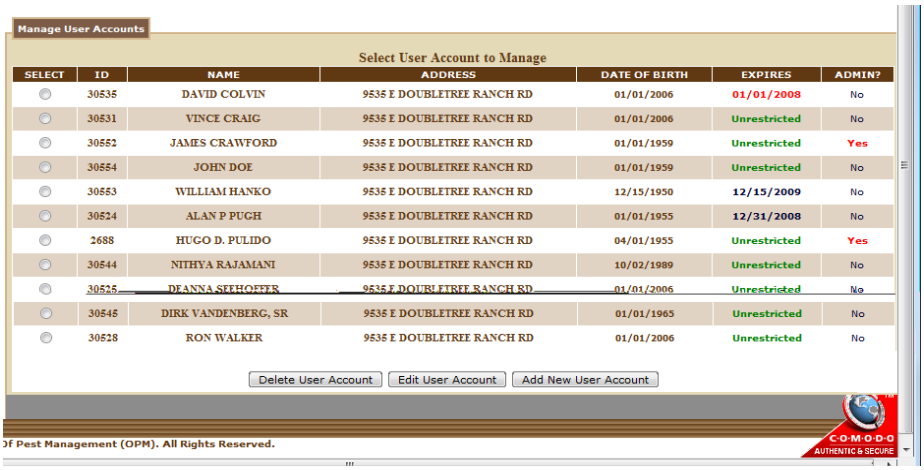
8.4 Delete a user account.

It is the responsibility of each eTARF administrator to delete or inactivate an account for a user that no longer works for your organization or is no longer tasked with the responsibility of filing TARFs. Remember that since this system is web browser based, any of its users can access his\her account from outside the office.

PLEASE NOTE THAT IF YOU CHOOSE TO DELETE AN ACCOUNT, THE SYSTEM WILL NOT ACTUALLY DELETE THE ACCOUNT. THE REASON FOR THIS IS THAT THE SYSTEM WILL STILL NEED TO RETRIEVE THE INFORMATION FOR THE USER THAT ENTERED A REPORT REGARDLESS OF THE STATUS OF THIS USER.

THE SYSTEM, HOWEVER WILL NO LONGER ALLOW A DELETED USER ACCOUNT TO LOGIN NOR WILL YOU HAVE THE ABILITY TO RESTORE THIS ACCOUNT ONCE DELETED.

To delete a user account first select it by clicking on the “bullet point” displayed next to the user’s ID on the “SELECT” column, then click on the “Delete User Account” button. You should get a confirmation message and the screen will refresh showing the user account gone.



SELECT	ID	NAME	ADDRESS	DATE OF BIRTH	EXPIRES	ADMIN?
	30535	DAVID COLVIN	9535 E DOUBLETREE RANCH RD	01/01/2006	01/01/2008	No
	30531	VINCE CRAIG	9535 E DOUBLETREE RANCH RD	01/01/2006	Unrestricted	No
	30552	JAMES CRAWFORD	9535 E DOUBLETREE RANCH RD	01/01/1959	Unrestricted	Yes
	30554	JOHN DOE	9535 E DOUBLETREE RANCH RD	01/01/1959	Unrestricted	No
	30553	WILLIAM HANKO	9535 E DOUBLETREE RANCH RD	12/15/1950	12/15/2009	No
	30524	ALAN P PUGH	9535 E DOUBLETREE RANCH RD	01/01/1955	12/31/2008	No
	2688	HUGO D. PULIDO	9535 E DOUBLETREE RANCH RD	04/01/1955	Unrestricted	Yes
	30544	NITHYA RAJAMANI	9535 E DOUBLETREE RANCH RD	10/02/1989	Unrestricted	No
	30525	DEANNA SEEHOFFER	9535 E DOUBLETREE RANCH RD	01/01/2006	Unrestricted	No
	30545	DIRK VANDENBERG, SR	9535 E DOUBLETREE RANCH RD	01/01/1965	Unrestricted	No
	30528	RON WALKER	9535 E DOUBLETREE RANCH RD	01/01/2006	Unrestricted	No

Figure 8-2

8.5 Edit a user account.

To edit a user account first select it by clicking on the “bullet point” displayed next to the user’s ID on the “SELECT” column, then click on the “Edit User Account” button. The user account information screen will display (Figure 8-3). From this screen you are able to make any changes you wish. Make sure not to leave any of the fields marked with an asterisk blank because these fields are required and the record will not save. Also, make sure that you give the user ONLY the permission rights he or she needs to perform their duties. Once the system checks for errors and finds none, it will display a confirmation message at the top of the page.

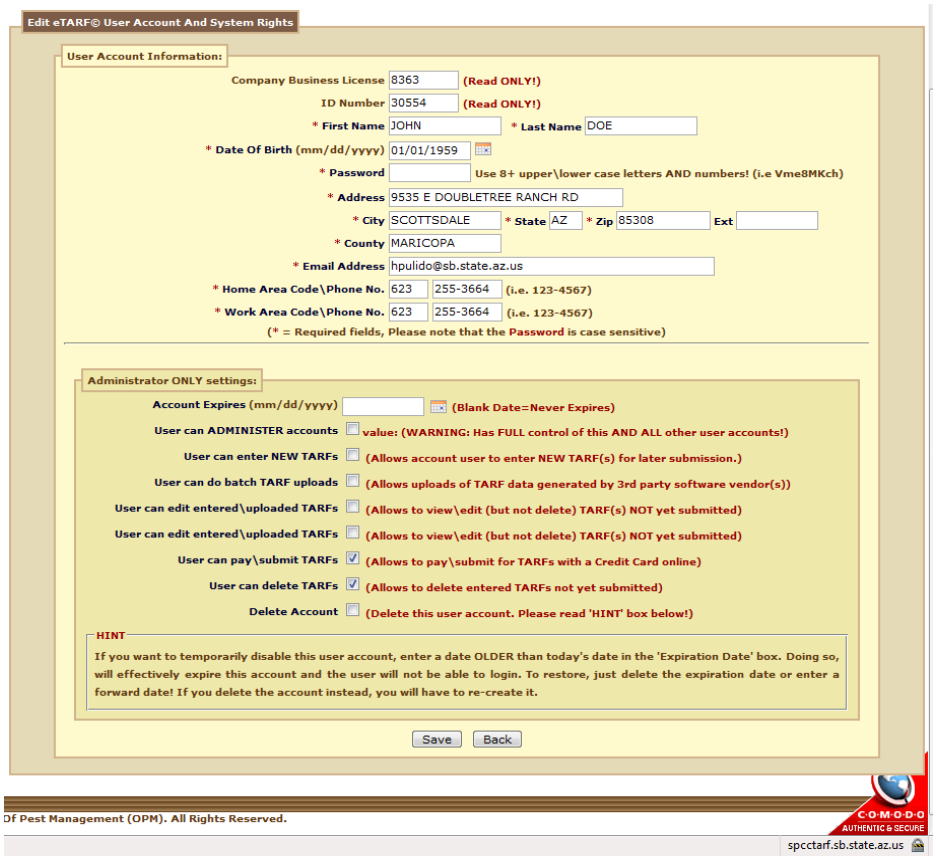


Figure 8-3

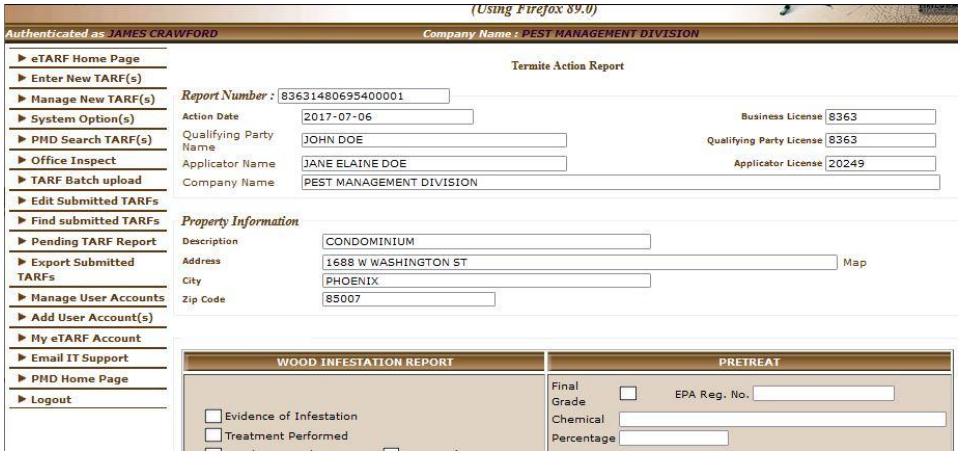
8.6 Edit submitted TARFs

The eTARF system will allow administrators to correct the address of a TARF that has already been submitted by using the Edit Submitted TARF menu (Figure 8-??).

This will bring up the following search screen:

Enter either the report number or the start of the address which for 1688 returns:

Click on the word EDIT.

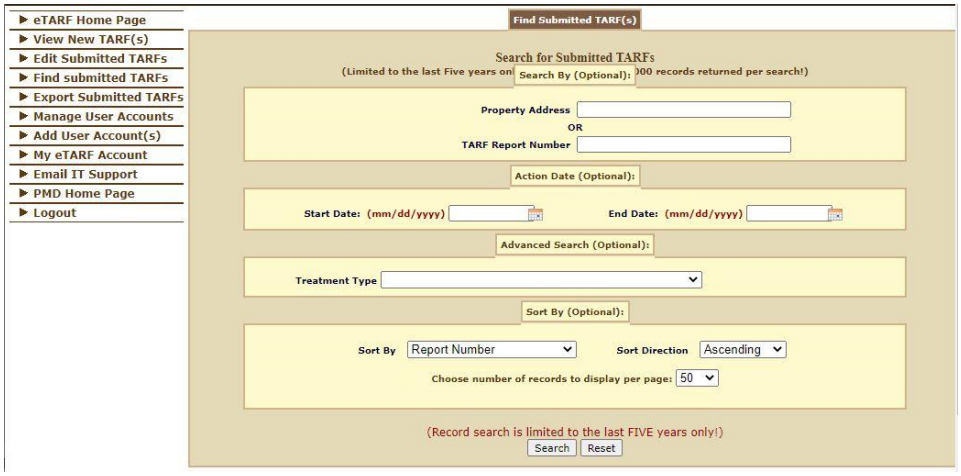


Make your address correction and click “Save”. Your correction will log the “old” and “new” address then update the address.

8.7 Search submitted TARFs Administrator

The "Search submitted TARFs" for administrators works differently than it does for other users.

It will search only among those TARFs reported by the business, but has other options.



One use of this is to find any Pretreatments that don't have final Grades reported. In the "Treatment Type" dropdown choose "Pre Construction Treatment No Final Grade (PreNoFG)" then click on the Search button.

8.8 Export submitted TARFs

The eTARF system will allow the eTARF administrator to export TARF records that have been submitted into PMD in several file formats. This is useful if you want to import this information into another system to create labels, update accounting records or analyze and manipulate the data however you wish. To export your TARF data, select the **"Export Submitted TARFs"** option from the main menus.

The "Export TARFs" screen will appear (Figure 8-4 and Figure 8-5).

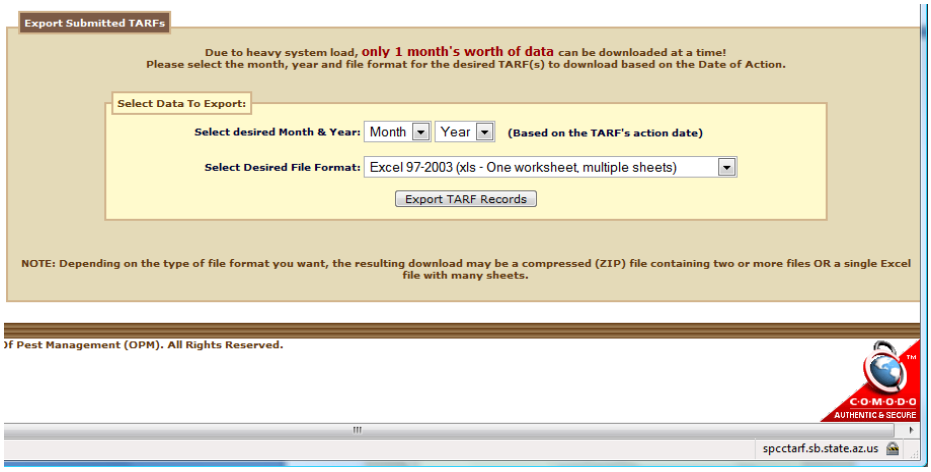


Figure 8-4

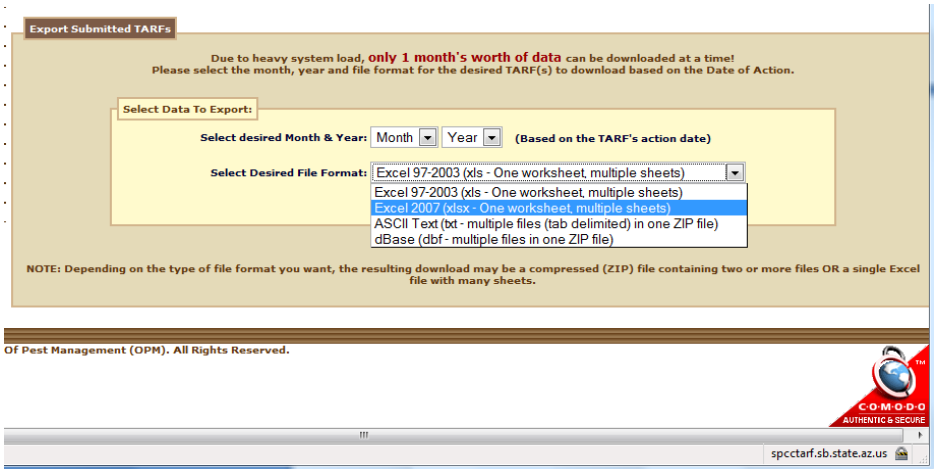


Figure 8-5

Due to the anticipated load placed on the eTARF system, we can only allow users to download a month's worth of TARF data at a time. Therefore, select the month, year and file format type desired and click on the **"Export TARF Records"** button to continue. The system may take a minute or so to generate the file(s) to download, it will then display a screen asking you what to do with the file (Figure 8-6).

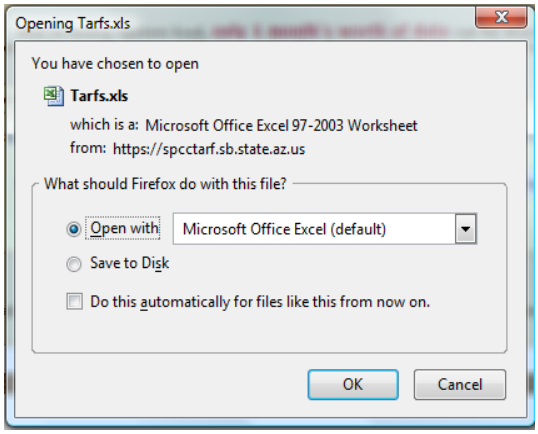


Figure 8-6

If you want to save the file on your computer, click on the "Save to Disk" option. If you want to look at it first, click on the "Open with" to display the file. You are now ready to use the data for your own purposes.

9 Contact Information.

If you have any questions, please contact the IT department of the Arizona Pest Management Division (PMD) at (602) 255-3664 Monday thru Friday from 8:00 a.m. to 5:00 p.m. except for state holidays.