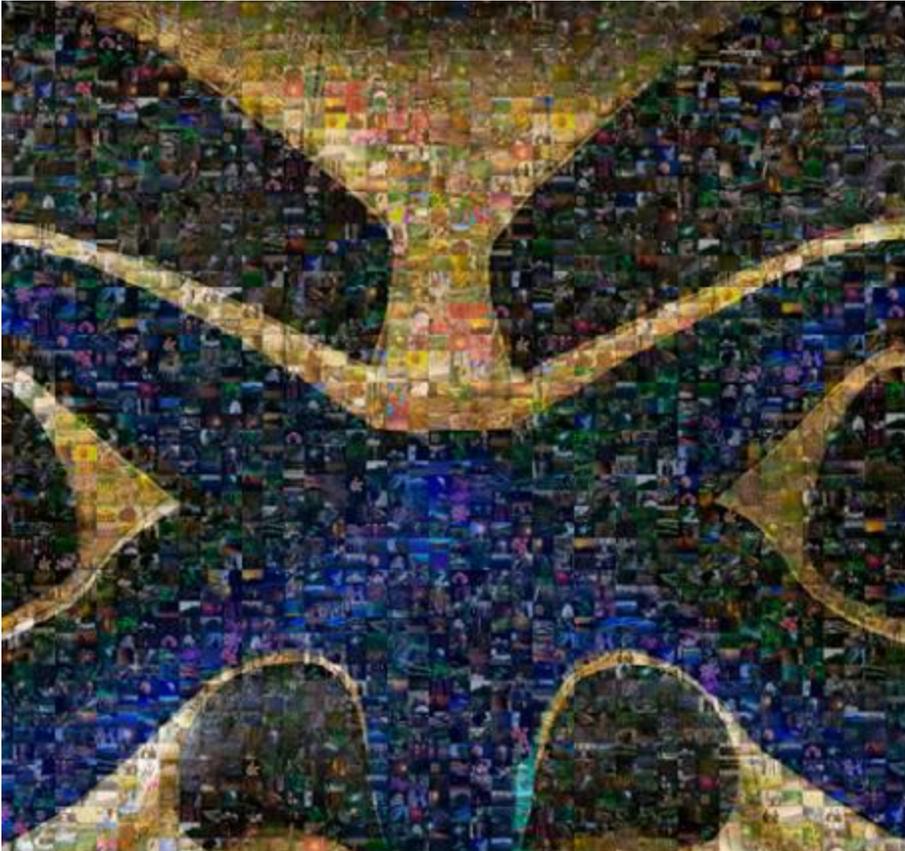


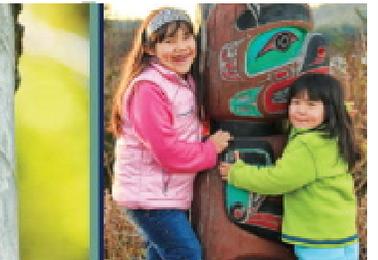


# Online Annual Reporting Webinar for SICs January 11, 2012





# Overview



# SFI Online Database



- Overview
- Subscription Process
- Submitting Annual Report Data
- User Manual

# Advantages of the New System



- Central storage location for annual report data – allowing for collaborative data entry and no lost attachments
- Secure system
- Decreased email traffic
  - All relevant details required for annual reports and less missing information

# Current versus New System



2010 System	2011 Online System (Jan 1 <sup>st</sup> )
Completion of annual report form in Word document	Completion of annual report form online
Emailed as attachment to SFI	Submit button when complete
SFI confirms receipt via email	SFI online reporting system confirms submission by email

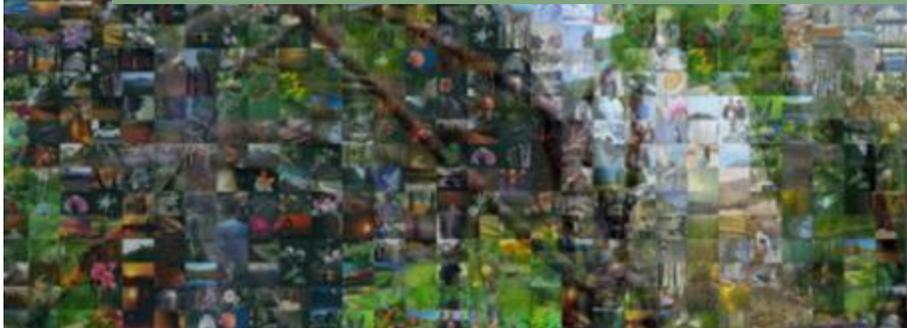
# Before You Start



- No new questions
- Use Internet Explorer for best results
- Reports **CANNOT** be edited once the Submit button is selected (SFI can reset the report status, if it was submitted in error or if changes are required.)
- Contact Amy Doty if you encounter any issues ([Amy.Doty@sfiprogram.org](mailto:Amy.Doty@sfiprogram.org))



# Subscription Process



# Request Subscription Code

URL: [www.sfiprogram.org/sfidatabase/login](http://www.sfiprogram.org/sfidatabase/login)

[Go to SFI Home Page](#)   [Search SFI Database](#)



Username:

Password:

LOGIN

Enter Subscription Code

[Request Subscription Code...](#)

This section of the SFI Certification Database should be used for the following actions:

- Submitting SFI and PEFC US logo use approvals by SFI and PEFC US certificate holders
- Updating SFI certified product information
- Entering annual progress report data by SFI Program Participants and SIC representatives
- Submitting certificate details by Certification Bodies

If you do not have a Username and Password for the SFI Certification Database, please request a subscription code and SFI will contact you within 24 hours of your email.

Please contact [Rachel Dierolf](#) at SFI if you have any questions.

- One time setup
- One code per SIC
- Request Subscription code
- Ensure 'SIC User' is selected
- Enter information

## Request Subscription Code

\* indicates required fields

User Type:\*    Company User    Certification Body User    SIC User

SIC Organization:\*  

To:\*  

CC:  

Email address:\*  

Subject:\*  

First Name \*  

Last Name \*

# Email with Subscription Code



FW: SFI Subscription notification - Message (HTML)

File Message Insert Options Format Text Review Adobe PDF

Ignore X Reply Reply All Forward IM More

Quick Steps: New Label Appr..., To Manager, Done, Create New

Move: Rules, OneNote, Actions

Tags: Mark Unread, Categorize, Follow Up

Editing: Find, Related, Select, Translate, Zoom

From: Doty, Amy  
To: Dierolf, Rachel  
Subject: SFI Subscription notification  
Sent: Mon 12/12/2011 12:36 PM

**From:** [rachel.dierolf@sfiprogram.org](mailto:rachel.dierolf@sfiprogram.org) [mailto:[rachel.dierolf@sfiprogram.org](mailto:rachel.dierolf@sfiprogram.org)]  
**Sent:** Friday, December 09, 2011 10:13 AM  
**To:** Doty, Amy  
**Subject:** SFI Subscription notification

To: Alabama

Welcome to the SFI community! Your subscription code is KWON4335KW and will expire in 10 days.

Please enter your subscription code here:  
<http://www.sfiprogram.org/sfidatabase/login> and follow the instructions.

Best Regards,

Rachel Dierolf  
Manager of Statistics and Labeling, SFI  
PEFC US Governing Body Secretary  
tel: 613-274-0124  
fax: 613-792-1470  
email: [rachel.dierolf@sfiprogram.org](mailto:rachel.dierolf@sfiprogram.org)

- Email from SFI with your unique code
- Click the link in the email from SFI

# Use Subscription Code

[Go to SFI Home Page](#)   [Search SFI Database](#)



Username:

Password:

LOGIN

Enter Subscription Code

[Request Subscription Code...](#)

This section of the SFI Certification Database should be used for the following actions:

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If you do not have a Username and Password for the SFI Certification Database, please request a subscription code and SFI will contact you within 24 hours of your email.

Please contact [Rachel Dierolf](#) at SFI if you have any questions.

[Go to SFI Home Page](#)   [Search SFI Database](#)

Login

- Enter Subscription Code
- Copy and Paste Code from Email
- Login

Enter Subscription Code

subscription Code: VKVL8320VK

LOGIN

# Set up Username & Password



Hello, you are temporarily logged in with a Subscription Code.

[Logout](#)

[Go to SFI Home Page](#)

[Search SFI Database](#)

[Admin](#)

[Return to Submit Data](#)

## User Management

Create Company User -- Organization Name: testcompany

\* indicates required fields

User Name \*

Email \*

First Name \*

Last Name \*

Password \*

Confirm Password \*

- Enter information to be associated with the account
- Specify your username & password
- One-time account setup now complete

# Submitting your Annual Report Data Online



# Access the System



**URL:** [www.sfiprogram.org/sfidatabase/login](http://www.sfiprogram.org/sfidatabase/login)

[Go to SFI Home Page](#)   [Search SFI Database](#)

Username:

Password:

LOGIN

Enter Subscription Code

[Request Subscription Code...](#)

This section of the SFI Certification Database should be used for the following actions:

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If you do not have a Username and Password for the SFI Certification Database, please request a subscription code and SFI will contact you within 24 hours of your email.

Please contact [Rachel Dierolf](#) at SFI if you have any questions.

# Accessing the Reporting Section



- Select hyperlink: *Submit SFI SIC Progress Report Data*



## SIC Users

Welcome to the Internal SFI Certification Database. Select one of the options below to enter or revise information in the SFI database.

- [Submit SFI SIC Progress Report Data](#)

To request assistance or if you have any questions, please [email](#) us.

# Accessing SIC Report



- Choose SIC Organization Name from “Organization” Drop down
  - Corresponds to State, Province or Region
- Choose reporting year, i.e. 2011

The screenshot shows a web application interface with a green navigation bar at the top containing links: "Go to SFI Home Page", "Search SFI Database", "Organization", "Progress Report Data", "Contact", "Admin", and a blue button "Return to Submit Data". The main content area is titled "SIC Annual Report" in green. Below the title is a form with two dropdown menus: "Organization:" with "Alabama" selected, and "Year:" with "2011" selected. A grey button labeled "SIC Annual Report" is positioned below the form.

# SIC Organization Information

- Highlighted sections on left
- Filling out your applicable information
  - Send attachments via email to Amy Doty
- Navigating reporting system and saving data

Go to SFI Home Page Search SFI Database Organization Progress Report Data Contact Admin [Return to Submit Data](#)

**SIC Annual Report**

**Alabama**  
SIC Report Form

**Organization SIC Group**

Part I  
Part II  
Part III  
Part IV  
Part V  
Other Involvement

SIC Name:  Organization Name:

Other States:  Committee Structure:

Country:  Signed MOU:  Active:

Attach a copy of SIC organizational guidelines (charter, bylaws, etc.):    (The maximum file size is 10MB)

SIC Website:

Describe how the SFI Implementation Committee (SIC) is organized – part of existing forestry association committee, formal subcommittee, independent, etc. What organization provides primary support to the committee?

Does your state/province monitor voluntary compliance with BMP's?  Yes  No

If no, how is compliance with BMPs monitored or evaluated in your state/province?

If yes, please provide the most current overall figure on the rate of compliance  % compliance in

If available, please send a copy of the BMP report to [Amy.Doty@sfiprogram.org](mailto:Amy.Doty@sfiprogram.org)

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# Part I

- Landowner outreach and Informational Resources reporting
  - Send examples via email to Amy Doty
- Inconsistent Practices Information
  - Upload policy

Go to SFI Home Page   Search SFI Database   Organization   Progress Report Data   Contact   Admin   [Return to Submit Data](#)

## SIC Annual Report

Alabama  
SIC Report Form

Organization SIC Group

**Part I**

Part II  
Part III  
Part IV  
Part V  
Other Involvement

**Part I**

Provide a detailed description of activities incorporating SFI-specific recognition or goals in each area below. Note unique projects you would like to especially highlight. Forward current SIC policies and/or examples to [Amy.Doty@sfiiprogram.org](mailto:Amy.Doty@sfiiprogram.org).

Does your SIC have programs to address **Landowner Outreach**\*?    Yes    No

Description or Plans to Address:

(\*Landowner outreach as described in SFI 2010-2014 Standard Indicators 17.11 – 17.1.3)

Does your SIC have a mechanism in place to address concerns with **Inconsistent Practices**?  
 Yes    No

If YES, is there a confidential mechanism to track/record complaints in such a manner that identifies SFI participants that are the subject of multiple/recurring complaints (if yes, quantify below)?  
 Yes    No

If NO, when will your SIC have an inconsistent practices mechanism in place?

Attach a summary of your SIC process for receiving/responding to inconsistent practices, including a flow chart if available

(The maximum file size is 10MB)

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# Part II

- Inconsistent Practices information continued

Go to SFI Home Page   Search SFI Database   Organization   Progress Report Data   Contact   Admin   [Return to Submit Data](#)

### SIC Annual Report

Alabama  
SIC Report Form

Organization SIC Group

Part I  
**Part II**  
Part III  
Part IV  
Part V  
Other Involvement

#### Part II

Describe how your SIC advertises/communicates the inconsistent practices process (publications, target audiences, websites, ad frequency, etc).

Provide aggregate reporting information (no names) on inconsistent practices below

Total number of inquiries received last year, valid or not, SFI and non-SFI:

How does the SIC determine when a complaint is resolved (optional)?

Of the total number of inconsistent practices reported above, how many were SFI-specific?

**PLEASE ITEMIZE SFI INCONSISTENT PRACTICES BELOW – ALL SHOULD ADD UP TO THIS TOTAL NUMBER**

	Addressed & Resolved	Addressed & UnResolved	Number of Participants with more than one inconsistent practice
Obj. 1 (Forest Management Planning):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Obj. 2 (Forest Productivity):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Obj. 3 (Protection and Maintenance of Water Resources):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Obj. 4 (Conservation of Biological	<input type="text"/>	<input type="text"/>	<input type="text"/>

Describe circumstances (without names) for each unresolved inconsistent practices claim, current status, and plans to resolve:

Back   Clear   Save   Next

# Part III

- Public Outreach information
  - Upload one example and send additional via email
- Program Growth
  - Include full contact information for participation recruitment targets

Go to SFI Home Page Search SFI Database Organization Progress Report Data Contact Admin [Return to Submit Data](#)

**SIC Annual Report**

**Alabama**  
SIC Report Form

**Part III**

Organization SIC Group  
Part I  
Part II  
**Part III**  
Part IV  
Part V  
Other Involvement

**Communications-Non Core**

Does your SIC specifically promote the SFI program in communications efforts?  Yes  No

Describe SFI communications activities last year and planned activities this year:

If your SIC does non-core paid advertising and/or marketing, please **enclose publication or advertising examples**. If you have more than one file to upload, please forward as email attachments to [Amy.Doty@sfi-program.org](mailto:Amy.Doty@sfi-program.org).

(The maximum file size is 10MB)

List web sites where the SFI program is mentioned:

Identify at least 3 publications serving your state or province where the SFI program has or could be effectively advertised/promoted:

**Program Growth**

Does your SIC have plans to recruit **SFI program participants**?  Yes  No

Identify at least 3 organizations that could enhance SFI recognition in your state or province by enrolling in the SFI program (please provide contact information):

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# Part IV



- SIC project ideas or opportunities
- Suggestions, comments or feedback for SFI Inc. consideration

Go to SFI Home Page   Search SFI Database   Organization   Progress Report Data   Contact   Admin   [Return to Submit Data](#)

**SIC Annual Report**  
**Alabama**  
SIC Report Form

Organization SIC Group

Part I  
Part II  
Part III  
**Part IV**  
Part V  
Other Involvement

**Part IV**

The SFI Implementation Committees are one of the greatest strengths of the SFI program and are one of the things that make the SFI program stand out from all the rest. SFI Inc. values your work and contributions to the SFI program.

Please list below any ideas or opportunities your SIC may be interested in pursuing or reporting on not covered by this report.

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# Part V



- SIC Leadership contact information

Go to SFI Home Page   Search SFI Database   Organization   Progress Report Data   Contact   Admin   [Return to Submit Data](#)

**SIC Annual Report**

**Alabama**  
SIC Report Form

Organization SIC Group

- Part I
- Part II
- Part III
- Part IV
- Part V**
- Other Involvement

**Part V**

**Current SIC Chair**

First Name:

Last Name:

Company/Organization:

Complete Mailing Address:

Phone:

Fax:

E-mail:

**Current SIC Coordinator**

First Name:

Last Name:

Company/Organization:

Complete Mailing Address:

Phone:

Fax:

E-mail:

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# Other Involvement

Final page captures:

- Conservation Partnerships
- Government Relations
- Ensure you “Save” your work.

Go to SFI Home Page   Search SFI Database   Organization   Progress Report Data   Contact   Admin   [Return to Submit Data](#)

**SIC Annual Report**  
**Alabama**  
SIC Report Form

**Other Involvement**

Organization SIC Group  
Part I  
Part II  
Part III  
Part IV  
Part V  
**Other Involvement**

Conservation Partnerships:  Yes  No  
Project Name:   
Short Project Description (include conservation objective and other relevant information):   
Partners:   
Start Date (estimated):    
Completion Date (estimated):    
Total Cost of Project:   \$US  \$CDN  
SIC Contribution:   \$US  \$CDN  
If you have more information on your conservation project and involvement, please send an email with relevant information to [Amy.Doty@sfiprogram.org](mailto:Amy.Doty@sfiprogram.org).

**Government Relations**  
Government Relations:  Yes  No  
Description:   
Please contact [Amy.Doty@sfiprogram.org](mailto:Amy.Doty@sfiprogram.org) if you require a copy of your report or if you have any questions.

# Submit Your Report



Go to SFI Home Page   Search SFI Database   Organization   Progress Report Data   Contact   Admin   [Return to Submit Data](#)

### SIC Annual Report

Alabama  
SIC Report Form

Organization SIC Group

- Part I
- Part II
- Part III
- Part IV
- Part V
- Other Involvement**

#### Other Involvement

Conservation Partnerships:  Yes  No  
Project Name:   
Short Project Description  
(include conservation objective and other relevant information):   
Partners:   
Start Date (estimated):   
Completion Date:   
Total Cost of SIC Contribution:   
If you have more information to share, please email [amy.doty@sfi.org](mailto:amy.doty@sfi.org) with relevant information.

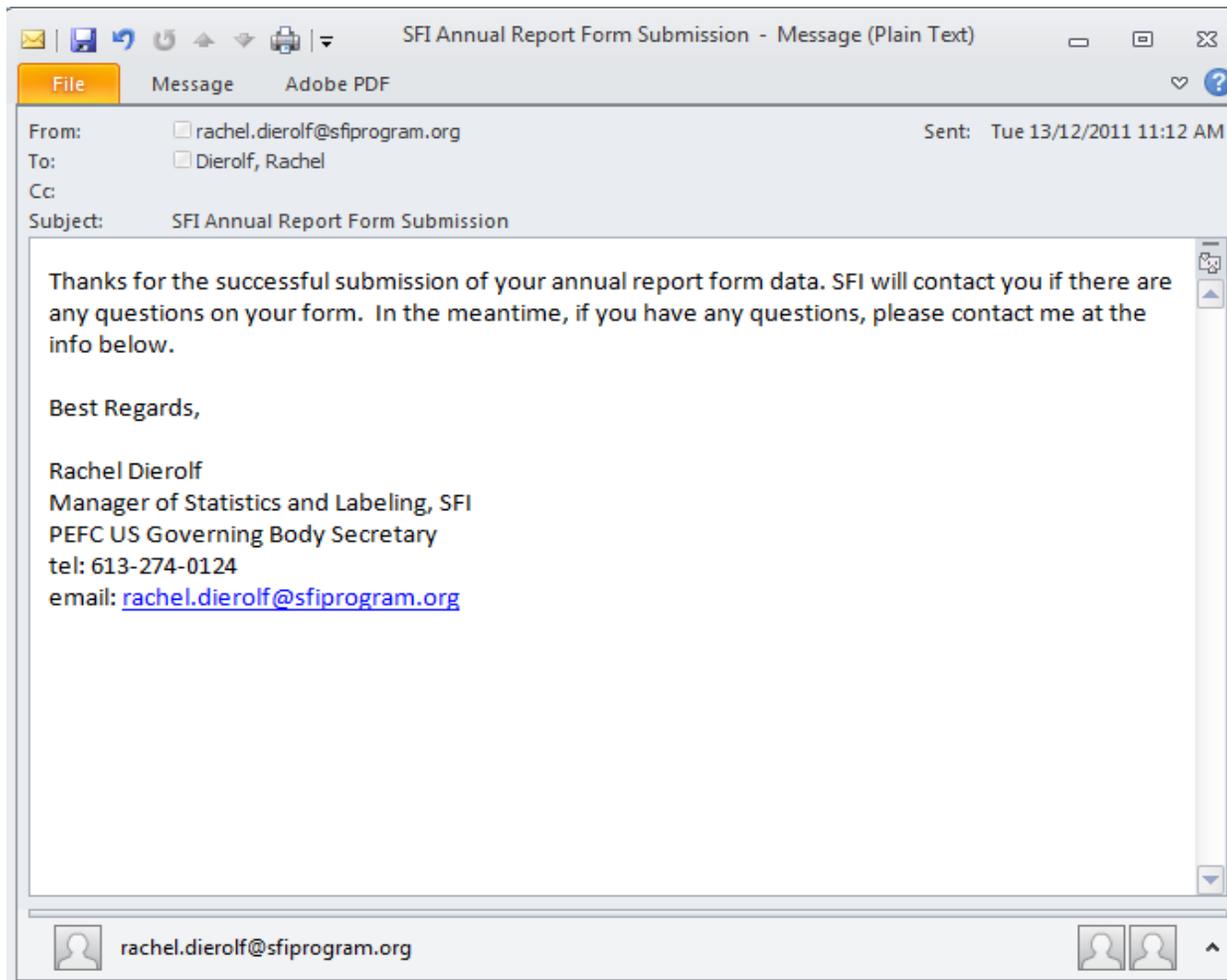
**Government Relations**

Government Relations:  Yes  No  
Description:   
Please contact [Amy.Doty@sfi.org](mailto:amy.doty@sfi.org) if you require a copy of your report or if you have any questions.

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- Click the 'Submit' button on the bottom right when your report has been completed
- Select 'ok' in pop-up box

# Email Confirmation



- Once your report has been submitted, you will receive confirmation by email for your records
- Feedback on the new reporting system should be sent to [Amy.Doty@sfiprogram.org](mailto:Amy.Doty@sfiprogram.org)



# User Manual

# User Manual

January 2012



## SFI® Inc. Online Database: SIC Annual Report Data

### Before You Start

#### Who Should Use This Manual

- Any representatives of the SFI Implementation Committee (SIC) for purposes of SIC annual reporting.

#### What this Manual Covers

- Setting up an SIC User Account (Subscription Process)—p. 1-3
- Entering Annual Report Data—p. 4-10
- Submitting Final SIC Annual Report Data—p. 11 - 12

#### Contact:

Amy Doty, SFI Inc.  
Email: amy.doty@sfiprogram.org  
Phone: 202.596.3458  
Skype: adoty1

The Sustainable Forestry Initiative, Inc. (SFI Inc.) releases an annual progress report to document its achievements and opportunities to broaden the practice of sustainable forestry.

SICs must complete an annual progress report outlining their accomplishments during the previous year and a program of work for the following year. SICs not addressing all components of the program, either through the SFI Implementation Committee or an existing mechanism, will not be listed in the annual, national SFI Program progress report, nor be able to use the service marks associated with the program.

All the information and data submitted is kept confidential, and used in aggregate form in the SFI progress report. However, reporting data will be supplied to the External Review Panel regarding Inconsistent Practices. If SFI Inc. wishes to use any SIC-specific information as examples of noteworthy performance, SFI Inc. will seek permission.

For help or if you have additional questions regarding SIC annual reporting, please contact Amy Doty at: amy.doty@sfiprogram.org or 202.596.3458.

## User Manual :

- User Administration
- Entering SFI Implementation Committee Annual Report Data
- Available on the SFI Website, SIC Members' Area



**Questions?**



*Good for you. Good for our forests.\**

SFI-00001