Subject: Update to Add/Delete Process for Inspectors
Date: Feb. 6, 2015

Station owners and managers are now able to add and delete inspectors through the GCAF Dashboard - http://www.gadashboard.com. GCAF no longer accepts the Inspector Add/Delete Form, previously posted on the GCAF website.

How to Add or Delete an Inspector

1. Go to the welcome page of the GCAF Dashboard, located at http://www.gadashboard.com.
2. Go to "Enrollment" and select "Inspector Assignments."
3. Select the station ID that you would like to associate an inspector with. Scroll down the page to view station assignments.
4. To add an inspector: Select the "Add Inspector" tab. A new blank field will pull up under "Inspector ID" and you must type in the inspector ID number to pull up the inspector.
5. Once the correct inspector has been selected, select the "Save" tab next to the "Add Inspector" tab, near the bottom of the page.
6. To delete an inspector: Visit the "Deassign" heading and change the tab from "No" to "Yes."
7. Save the selection and the inspector will be removed from the station. You can always go back in and add inspectors again, if needed.
8. Perform a data file refresh (DFR) on your GAS unit for the changes to appear. This is a mandatory step for the successful completion of adding or deleting an inspector.

If you have any questions, contact GCAF Station Assistance at 1.800.449.2471, option #2, via email at industry@cleanairforce.com, or via live chat, which is available at www.cleanairforce.com.

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If you would like to receive an email copy of GAS messages or to be added to our quarterly e-newsletter, Repair*Watch* E-News, please send a request to info@cleanairforce.com.

~ GCAF and EPD require that you print, read, and store all GAS messages in a binder on or near the analyzer. GCAF and EPD also recommend that you

print a second copy of these messages and post them in a prominent location for your employees to read. To retrieve and print a previous GAS message, go to the GAS message retrieval function in your analyzer and select the appropriate message to print (the analyzer holds up to 500 messages). ~