



## How to Add or Delete an Inspector

Station owners and managers can add and delete inspectors through the GCAF Dashboard, located at <http://www.gadashboard.com>.

1. Go to the welcome page of the GCAF Dashboard, <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.