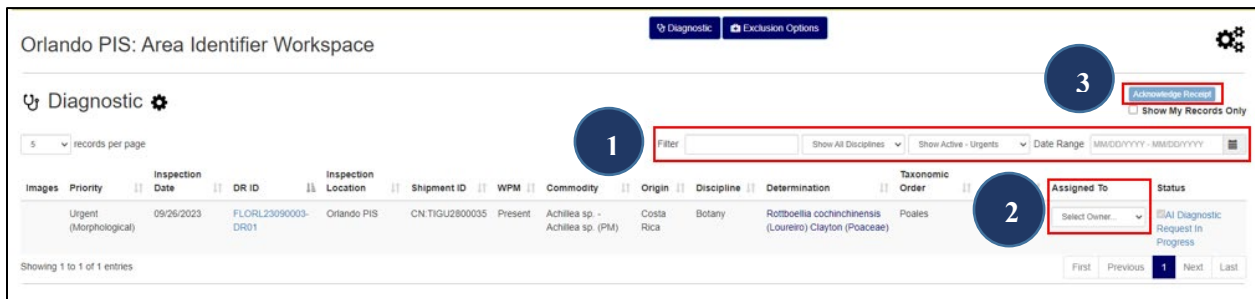




User Guide: Acknowledging Receipt of a Diagnostic Request in the Area Identifier ARM Workspace

Purpose: This user guide describes how to acknowledge a Diagnostic Request (DR) in the Area Identifiers (AI) ARM workspace. The following areas (with the corresponding number on the image) are covered in this user guide:

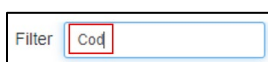
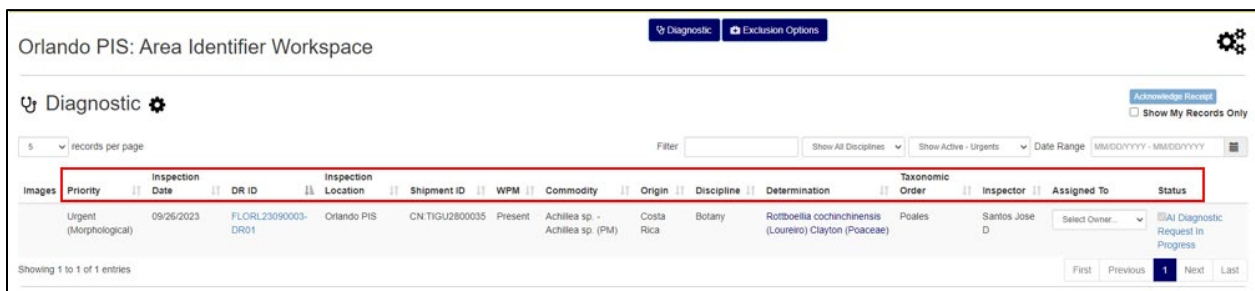
1. Search for a Diagnostic Request
2. Assign a Diagnostic Request
3. Acknowledge Receipt of a Diagnostic Request



1. Search for a Diagnostic Request

As Area Identifiers (AI), users must be able to see all Diagnostic Requests (DR) submitted in their location. This DR's will show on the Diagnostic pane in the Area Identifier Workspace.

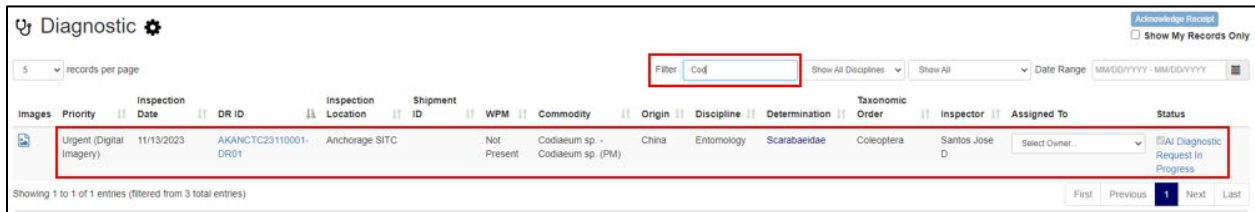
For a more accurate result while searching for a DR users can browse for it using the filter field. Using the filter field, a search can be done by any of the columns in the workspace; **except Assigned to column.**



Type at least three alphanumeric characters from the information showing

in the columns.

The information in the workspace will filter to the closest results. Notice on the picture below, a filter was done using a commodity name. The first three letters of a commodity, in this case Codiaeum were typed in the filter field. Compare previous picture with the one below to see how the information in the Diagnostic pane, filtered.




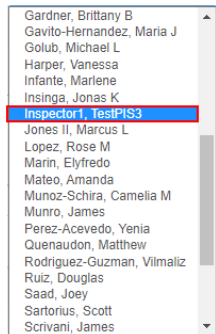

2. Assign a Diagnostic Request

Users may assign a DR specifically to an AI if needed.



The field will be defaulted to Select Owner. Only AI's from the users location will show on the dropdown list.

To assign a DR to an AI, please refer table below.

Step	Action
1	<p>Click on the dropdown arrow in the Assigned to field.</p> 
2	<p>Select the AI that will be assigned to the DR.</p> 
3	<p>The name of the AI selected from the list will be defaulted in the field for that DR.</p> 

When a DR has been assigned to a specific AI, it will show on the AI's workspace. This will alert other AI's in the location that the DR has been assigned to a specific user. This can be

changed as many times as needed.

Note: This procedure is not required and will not stop users from continuing the DR Acknowledgement workflow.

3. Acknowledge Receipt of a Diagnostic Request

After searching for a DR and assigning it to an AI, users can Acknowledge Receipt a DR. The acknowledge receipt checkbox is in the Status column from the workspace.


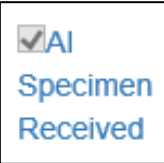
Images	Priority	Inspection Date	DR ID	Inspection Location	Shipment ID	WPM	Commodity	Origin	Discipline	Determination	Taxonomic Order	Inspector	Assigned To	Status
	Urgent (Digital Imagery)	11/13/2023	AKANCTC23110001-DR01	Anchorage SITC		Not Present	Codiaeum sp. - Codiaeum sp. (PM)	China	Entomology	Scarabaeidae	Coleoptera	Santos Jose D	Inspector1_TestPIS3	<input type="checkbox"/> AI Pending Specimen Receipt



Verify that the acknowledge receipt checkbox is enabled or unchecked. Also, the status link must read AI Pending Specimen Receipt.

To acknowledge receipt of a DR, refer to table below.

Step	Action																														
1	<p>Click on the Acknowledge Receipt checkbox.</p> <p>A checkmark will populate in the box and the DR row will change into a green color.</p> <table border="1"> <thead> <tr> <th>Images</th> <th>Priority</th> <th>Inspection Date</th> <th>DR ID</th> <th>Inspection Location</th> <th>Shipment ID</th> <th>WPM</th> <th>Commodity</th> <th>Origin</th> <th>Discipline</th> <th>Determination</th> <th>Taxonomic Order</th> <th>Inspector</th> <th>Assigned To</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>Urgent (Digital Imagery)</td> <td>11/13/2023</td> <td>AKANCTC23110001-DR01</td> <td>Anchorage SITC</td> <td></td> <td>Not Present</td> <td>Codiaeum sp. - Codiaeum sp. (PM)</td> <td>China</td> <td>Entomology</td> <td>Scarabaeidae</td> <td>Coleoptera</td> <td>Santos Jose D</td> <td>Inspector1_TestPIS3</td> <td><input checked="" type="checkbox"/> AI Pending Specimen Receipt</td> </tr> </tbody> </table>	Images	Priority	Inspection Date	DR ID	Inspection Location	Shipment ID	WPM	Commodity	Origin	Discipline	Determination	Taxonomic Order	Inspector	Assigned To	Status		Urgent (Digital Imagery)	11/13/2023	AKANCTC23110001-DR01	Anchorage SITC		Not Present	Codiaeum sp. - Codiaeum sp. (PM)	China	Entomology	Scarabaeidae	Coleoptera	Santos Jose D	Inspector1_TestPIS3	<input checked="" type="checkbox"/> AI Pending Specimen Receipt
Images	Priority	Inspection Date	DR ID	Inspection Location	Shipment ID	WPM	Commodity	Origin	Discipline	Determination	Taxonomic Order	Inspector	Assigned To	Status																	
	Urgent (Digital Imagery)	11/13/2023	AKANCTC23110001-DR01	Anchorage SITC		Not Present	Codiaeum sp. - Codiaeum sp. (PM)	China	Entomology	Scarabaeidae	Coleoptera	Santos Jose D	Inspector1_TestPIS3	<input checked="" type="checkbox"/> AI Pending Specimen Receipt																	

2	<p>Click on the Acknowledge Receipt Tab located below the Auto refresh icon on the top right side in the workspace.</p>  <p>Note: The checkbox will be disabled, and the status reads AI Specimen Received.</p> 
---	---