

# User Guide: Navigating Area Identifier ARM Workspace

**Purpose:** This user guide describes how to navigate the Area Identifier (AI) ARM workspace. The following areas (with the corresponding number on the image) are covered in this user guide:

1. User Profile Icon
2. Workspace Icon
3. Workspace Tabs
4. Workspace Panes
5. Left-hand Navigation Icons
6. Search Events Field
7. Auto-Refresh Icon

The screenshot displays the 'Los Angeles PIS: Area Identifier Workspace' interface. It features a top navigation bar with a search field (6) and a user profile icon (1). Below the bar are tabs for 'Diagnostic' (4) and 'Exclusion Options'. A left-hand navigation pane (5) contains icons for home, diagnostic, and help. The main content area shows a table of diagnostic records with columns for priority, inspection date, DR ID, location, shipment ID, WPM, commodity, origin, discipline, determination, taxonomic order, inspector, assigned to, and status. Below this is an 'Exclusion Options' section with a table listing commodities, consignees, destinations, and available exclusion actions.

# 1. User Profile Icon

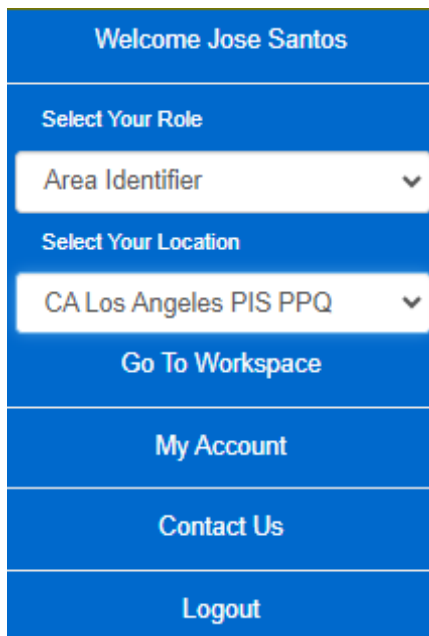
Each Agricultural Risk Management System (ARM) user has a workspace, that is, a customized home page based on a user’s role and duty station location.



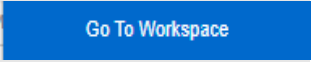



The User Profile icon has a drop-down arrow to adjust setting with a user’s ARM



Click the arrow to display the drop-down menu. Six rows (shown below) display in the down menu. Each row is described below.

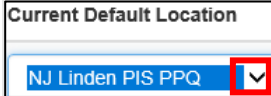
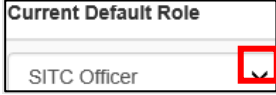


Row	Description
	This row lists the name of the person who signed in with the LincPass log in.
	This row lists the Role(s) for which users have permission(s). Users who are assigned multiple roles can click the drop-down arrow and select another location.
	This row lists the location(s) for which users have permission(s). Users who are assigned multiple locations can click the drop-down arrow and select another location.


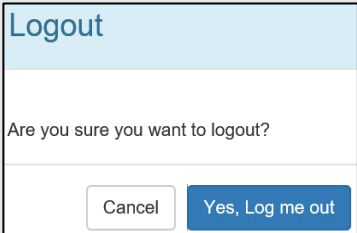
	<p>Once the user selects the role and location, this row will take the user to the Workspace selected.</p>
	<p>This row allows users to update and set their user information. They can default a role and location if they have multiple options. Refer to Navigate and set your account table below for detailed information.</p>
	<p>When users click the link, an email opens and populates the To: line with the ARM Help Desk email address (<a href="mailto:ARM-Helpdesk@usda.gov">ARM-Helpdesk@usda.gov</a>).</p> <ul style="list-style-type: none"> <li>• If the email requires immediate attention, users should type Urgent in the subject line.</li> <li>• If the email is related to ARM Plant Inspection Station (PIS), users should type that in the subject line. This distinguishes it from ARM Predeparture.</li> </ul> <p>After users send the email, the Help Desk receives the email, reviews the email, and manually assigns the ticket.</p>
	<p>This row allows user to log out of ARM.</p>

To navigate and set your account information, refer the steps below.

Step	Action												
1	<p>Click My Account.</p>  <p><b>Note:</b> User details page opens.</p> <div data-bbox="293 1409 1422 1549" style="border: 1px solid black; padding: 5px;"> <p><b>User Details</b></p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Middle Name</th> <th>Last Name</th> <th>Phone Number</th> <th>Badge Number</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td>Antonio</td> <td></td> <td>Velazquez</td> <td>787-710-7983</td> <td></td> <td>Antonio.Velazquez@usda.g</td> </tr> </tbody> </table> </div> <p><b>Note:</b> All information defaulted on this fields are related to Linc pass user sign on.</p>	First Name	Middle Name	Last Name	Phone Number	Badge Number	Email Address	Antonio		Velazquez	787-710-7983		Antonio.Velazquez@usda.g
First Name	Middle Name	Last Name	Phone Number	Badge Number	Email Address								
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2	<p>Update your personal information as needed.</p> <table border="1" data-bbox="297 273 1398 583"> <thead> <tr> <th data-bbox="297 273 738 327">IF</th> <th data-bbox="738 273 1398 327">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="297 327 738 487">Updating</td> <td data-bbox="738 327 1398 487"> <ol style="list-style-type: none"> <li>1. Make the necessary updates in the First, Middle or Last Name, Phone or Badge number and email address.</li> <li>2. Go to Step 3.</li> </ol> </td> </tr> <tr> <td data-bbox="297 487 738 583">Not Updating</td> <td data-bbox="738 487 1398 583"> <ol style="list-style-type: none"> <li>1. Go to step 3.</li> </ol> </td> </tr> </tbody> </table>	IF	THEN	Updating	<ol style="list-style-type: none"> <li>1. Make the necessary updates in the First, Middle or Last Name, Phone or Badge number and email address.</li> <li>2. Go to Step 3.</li> </ol>	Not Updating	<ol style="list-style-type: none"> <li>1. Go to step 3.</li> </ol>
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3	<p>Click on Current Default Location dropdown arrow to update or change location.</p> 						
4	<p>Click on Current Default Role dropdown arrow to update or change role.</p> 						
5	<p>Save user details, roles and/or location updates.</p> <p><b>Note:</b> All updates or changes will not happen immediately. They will show next time user logs into ARM.</p>						

To log out from ARM, refer to table below.

Step	Action
1	<p>Click Logout.</p>  <p>A window displays asking users if they want to log out.</p> 
2	<p>Click Cancel to stay in ARM; or click “Yes, Log me out” to exit ARM.</p>

## 2. Workspace Icon

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The Workspace icon is the home button for ARM. When navigating ARM, return to the ARM workspace by clicking the Workspace icon.

### IMPORTANT:

- Do NOT use the back arrows in the browser to navigate ARM.
- Always SAVE the information before clicking the Workspace icon to avoid losing any changes.

## 3. Workspace Tabs

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The workspace tabs are toggle buttons. Users can click the following tabs to hide or show panes in the workspace.

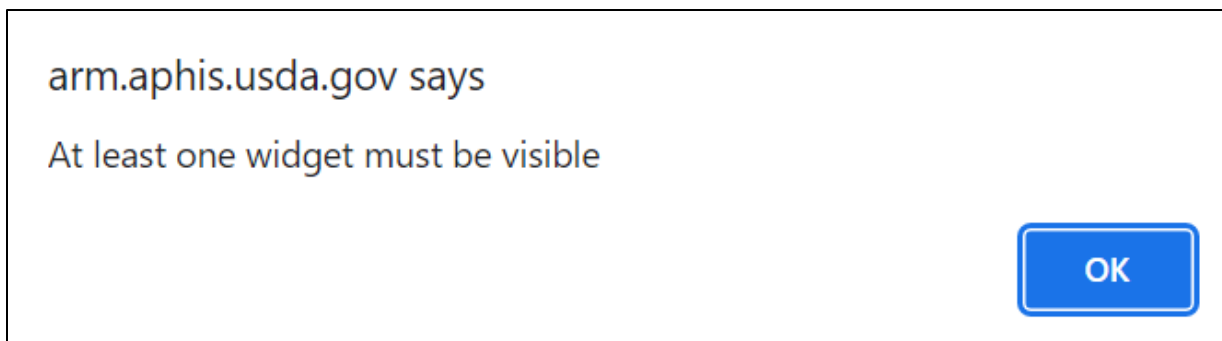
- Diagnostic
- Exclusions Options



By default, the tabs are blue. Blue indicates that the panes are visible in the workspace. Clicking a tab changes, it from blue to white. White indicates the pane is hidden. In the image above, the Inspections pane would be hidden in the workspace; the other panes would be displayed.

**Note:** At least one pane must be displayed in the workspace. Thus, at least one tab must be blue.

The following warning message will show when users try to hide all tabs:



## 4. Workspace Panes






The names of the panes match the names of the tabs. Each pane shares the following fields (with the corresponding number on the image below).

1. Records per Page
2. Filtering Options
  - By Unique (or Partial) Identifier
  - By Disciplines
  - By your Records Only
  - By Status
  - By Date Range
3. Total Number of Records (in Selected Status)
4. First, Previous, Next, and Last Buttons
5. Sorting Icons
6. Expand or Collapse Record Details View








The screenshot displays the 'Diagnostic' workspace interface. It features a table of records with columns for Inspection Date, DR ID, Location, Shipment ID, WPM, Commodity, Origin, Discipline, Determination, Taxonomic Order, Inspector, Assigned To, and Status. The interface includes a 'Records per page' dropdown (1), a 'Filter' input field (2), a 'Show My Records Only' button (2), a 'Showing 1 to 5 of 9 entries' indicator (3), and a pagination control with 'First', 'Previous', '1', '2', 'Next', and 'Last' buttons (4). Below the table is an 'Exclusion Options' section with a 'View By' dropdown (5) and a 'Filter' input field (6). A green bar highlights the first record in the exclusion options pane.





Images	Priority	Inspection Date	DR ID	Inspection Location	Shipment ID	WPM	Commodity	Origin	Discipline	Determination	Taxonomic Order	Inspector	Assigned To	Status
	Urgent (Morphological)	09/12/2023	CALAX23090002-DR01	Los Angeles PIS	CEN 406-78799596	Not Present	Schefflera sp. - Schefflera sp. (PM)	Costa Rica	Entomology	Agromyzidae	Diptera	Santos Jose D	Santos Jose D	[IAI] Diagnostic Request In Progress
	Urgent (Morphological)	09/12/2023	CALAX23090002-DR02	Los Angeles PIS	CEN 406-78799596	Not Present	Verbena sp. - Verbena sp. (PM)	Costa Rica	Entomology	Coccoidea	Hemiptera	Santos Jose D	Select Owner...	[IAI] Pending Specimen Receipt
	Urgent (Morphological)	09/12/2023	CALAX23090002-DR03	Los Angeles PIS	CEN 406-78799596	Not Present	Aeonium sedifolium (Crassulaceae) (PM)	Costa Rica	Malacology	Succinea sp. (Succineidae)	Stylommatophora	Santos Jose D	Select Owner...	[IAI] Pending Specimen Receipt
	Urgent (Morphological)	09/12/2023	CALAX23090002-DR04	Los Angeles PIS	CEN 406-78799596	Not Present	Alocasia zebrina - Alocasia zebrina (PM)	Costa Rica	Entomology	Pseudococcidae	Hemiptera	Santos Jose D	Select Owner...	[IAI] Pending Specimen Receipt
	Urgent (Morphological)	09/12/2023	CALAX23090002-DR05	Los Angeles PIS	CEN 406-78799596	Not Present	Schefflera sp. - Schefflera sp. (PM)	Costa Rica	Entomology	Aphididae	Hemiptera	Santos Jose D	Santos Jose D	[IAI] Diagnostic Request In Progress

The panes and their description are listed in alphabetical order in the table below:



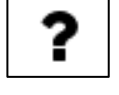
Pane	Tab	Description
 Diagnostic 		This pane displays all pests or diagnostic requests sent to or reviewed by PPQ or CBP.
 Exclusion Options		This pane displays all Diagnostic Requests (DR's) completed by an Area Identifier. Also, these DR's have been given completed inspections and document reviews by a PHSS at a location. <b>Note:</b> For more information on this pane, please refer to the <b>User Guide: Enter Data in Exclusion Options Pane.</b>

## 5. Left-hand Navigation Icons

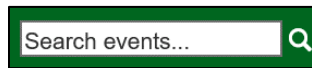
      	<p>One of the ways users can navigate ARM is to use the icons on the left-hand side of the Workspace. (The area containing the icons is also known as the “left-hand drawer” because of the way items open when clicked.)</p>
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Icon	Name	Description																
	<p><b>Info</b></p>	<p>This icon displays on the workspace but is active only when users are in a record. (If users are not in a record, red, null sign (⊘) will display when they hover over the icon.)</p> <p>Clicking this icon while in a record opens the Info panel which displays the complete history of a record in reverse chronological order. (For more information, refer to the <b>User Guide: Info Panel.</b>)</p>																
	<p><b>Uploaded Documents</b></p>	<p>This icon displays on the workspace but is active only when users are in a record. (If users are not in a record, red, null sign (⊘) will display when they hover over the icon.)</p> <p>Clicking this icon shows the documents (such as package images.) that were uploaded for the record or notes that no documents were uploaded.</p>																
	<p><b>ARM Generated Forms</b></p>	<p>This icon displays on the workspace but is active only when users are in a record. (If users are not in a record, red, null sign (⊘) will display when they hover over the icon.)</p> <p>Clicking this icon shows the forms that have been created by ARM, such as Diagnostic Requests and Predeparture Regulatory Action Forms. (See example below.) Clicking the link opens the document as a PDF in a new tab.</p> <table border="1" data-bbox="768 1360 1487 1522"> <thead> <tr> <th>Event Id</th> <th>Commodity(ies)</th> <th>Origins</th> <th>User Role</th> </tr> </thead> <tbody> <tr> <td><a href="#">GAATL18030001-DR01</a></td> <td>Amaranthus sp. - Amaranthus sp. (PM)</td> <td>Azerbaijan</td> <td>Touhey, Peter A</td> </tr> <tr> <td><a href="#">GAATL18030001-DR02</a></td> <td>Amaranthus sp. - Amaranthus sp. (PM)</td> <td>Azerbaijan</td> <td>Touhey, Peter A</td> </tr> <tr> <td><a href="#">GAATL18030001-DR03</a></td> <td>Amaranthus sp. - Amaranthus sp. (PM)</td> <td>Azerbaijan</td> <td>Touhey, Peter A</td> </tr> </tbody> </table>	Event Id	Commodity(ies)	Origins	User Role	<a href="#">GAATL18030001-DR01</a>	Amaranthus sp. - Amaranthus sp. (PM)	Azerbaijan	Touhey, Peter A	<a href="#">GAATL18030001-DR02</a>	Amaranthus sp. - Amaranthus sp. (PM)	Azerbaijan	Touhey, Peter A	<a href="#">GAATL18030001-DR03</a>	Amaranthus sp. - Amaranthus sp. (PM)	Azerbaijan	Touhey, Peter A
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	<p><b>Reports</b></p>	<p>The Reports icon launches the Cognos reporting website, where reports can be run using the data that has been entered into ARM. This will be used mostly by supervisors.</p>																



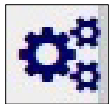
	<p><b>WAD</b></p>	<p>The WAD icon launches the Work Accomplishment Data page, where users will be able to enter WAD’s Data in ARM.</p>
	<p><b>Taxonomy</b></p>	<p>ARM has a core Taxonomy table that is referenced by both Pests and Plant Commodities. You can search the Taxonomy table by clicking on the Taxonomy icon. Clicking this icon will launches the Taxonomy search page, where users can search for names in the table. The Taxonomy icon is accessible from any page.</p>
	<p><b>HELP</b></p>	<p>The Help icon is accessible from any page. Clicking this icon displays: Help Desk Contact Information, User Guides, Functionality, Other links, etc.</p>

## 6. Search Events Field



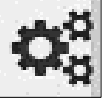
The Search Events field allows users to find a record in ARM. For more information, refer to the **User Guide: Search Events and Filter Results**.

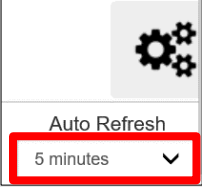
## 7. Auto Refresh Icon

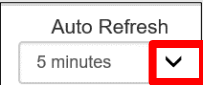



To avoid timing out, users can set the auto refresh option using the Auto Refresh icon.

For security reasons eAuthentication times out and automatically logs out of ARM when users have not been active in ARM for certain periods of time.

Step	Action
1	<p>Click Auto Refresh icon.</p>  <p>A window displays. The field displayed in the drop-down menu indicates how frequently ARM is automatically refreshing. The default option is Off.</p>

Step	Action
	 <p>The image shows a settings panel for 'Auto Refresh'. It features a gear icon at the top right. Below the icon, the text 'Auto Refresh' is displayed. Underneath, there is a dropdown menu currently set to '5 minutes', which is highlighted with a red rectangular box. A small downward-pointing arrow is visible to the right of the '5 minutes' text.</p>

<p>2</p>	<p>Click on the Auto Refresh dropdown to change ARM’s refreshing frequency <b>IF</b> needed .</p>  <p>A window displays the expanded drop-down menu. The current auto refresh option is highlighted. The other options to change how frequently ARM refreshes the page display.</p>  <p><b>NOTE: The recommended setting is five minutes.</b></p>
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