



User Guide: Entering Data for Determination Information Page in Area Identifier ARM Workspace

Purpose: This user guide describes how to access and enter information in the Determination Information page. The following areas (with the corresponding number on the image) are covered in this user guide:

1. Access Determination Information Page
2. Add Determination Information
 - a. Diagnostic Request
 - b. Determination
 - c. Specimen Image
 - d. Quarantine Recommendation
 - e. Exclusions Options
3. Undo a Submitted Determination

Los Angeles PIS: Area Identifier Workspace

Diagnostic Exclusion Options

5 records per page

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-DR07	Los Angeles PIS	CEN-406-78799596	Not Present	Abocasia zebрина - Abocasia zebрина (PM)	Costa Rica	Botany	Rottboellia cochinchinensis (Laouere) Clayton (Poaceae)	Poales	Santos Jose D	Select Over...	AI Specimen Received
	Urgent (Morphological)	09/12/2023	CALAX23090002-DR08	Los Angeles PIS	CEN-406-78799596	Not Present	Schefflera sp. - Schefflera sp. (PM)	Costa Rica	Entomology	Agromyzidae	Diptera	Santos Jose D	Santos, Jose D	AI Diagnostic Request In Progress
	Urgent (Morphological)	09/12/2023	CALAX23090002-DR09	Los Angeles PIS	CEN-406-78799596	Not Present	Schefflera sp. - Schefflera sp. (PM)	Costa Rica	Entomology	Agromyzidae	Diptera	Santos Jose D	Santos, Jose D	AI Pending Specimen Receipt



Determination Information

DR01

1 Diagnostic Request

DR ID: CALAX23090002-DR01

Pest ID: Inspection Location: Los Angeles PIS Inspection Date: 09/12/2023
Priority: Urgent Current Location: Los Angeles PIS DR Status: AI Diagnostic Request In Progress
Pathway: Air Cargo
Acknowledge Receipt * Accept For ID * Assigned to: Santos, Jose D Multi Taxa Present: Split

2 Determination

Identification Exception

Determination * Agromyzidae

ID Type * Method * Morphological

3 Host Information

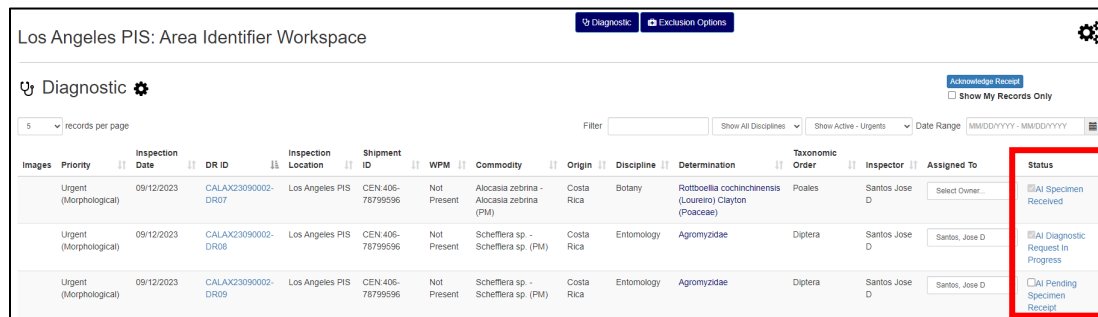
WPM Present: DR Remarks:
1. Commodity: Schefflera sp. - Schefflera sp. (PM)
Shipment Identifier: CEN-406-78799596
Origin: Costa Rica
Destination: California
Host Proximity: On
Host Part: Leaf

1. Access Determination Information Page

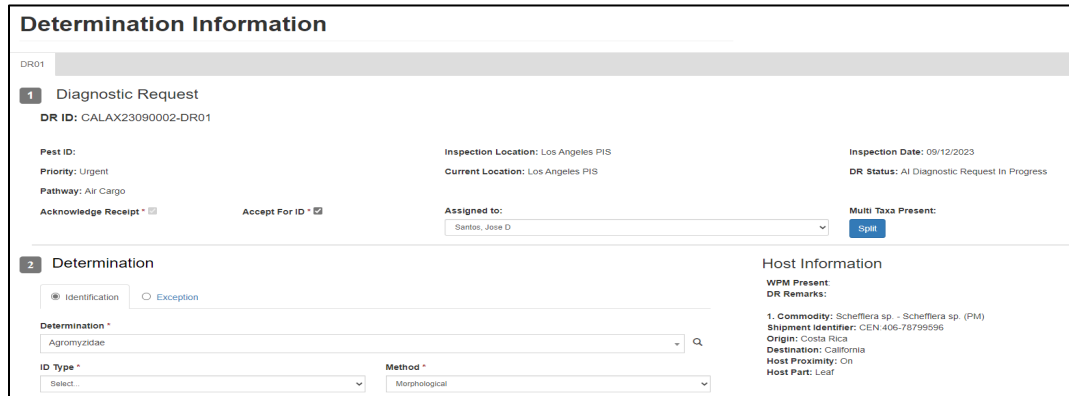
To access the determination page users must click on a Diagnostic Request (DR) Status hyperlink. Users will find different statuses on a DR. Refer to table below for the different status hyperlinks on a DR and their definition:

Status	Definition
<input type="checkbox"/> AI Pending Specimen Receipt	Diagnostic Request still has not been received yet for identification.
<input checked="" type="checkbox"/> AI Specimen Received	Diagnostic Request has been received by the Location/Area Identifier (checked as Acknowledge Receipt in ARM) but the AI has not yet begun the identification process.
<input checked="" type="checkbox"/> AI Diagnostic Request In Progress	Diagnostic Request has been received by the Location/AI (*checked as Acknowledge Receipt and Accepted for ID in ARM), and the AI is currently working on the DR.
<input checked="" type="checkbox"/> Physical Specimen Requested	After sending a specimen to the National Specialist as a digital image and the NS requested the Physical Specimen

The status hyperlink is found on the Determination Pane under the Status column in ARM’s Area Identifier Workspace.



After clicking on the status hyperlink, users will be brought to the Determination Page. See screen shot below.



Determination Information

DR01

1 Diagnostic Request

DR ID: CALAX23090002-DR01

Pest ID:
 Priority: Urgent
 Pathway: Air Cargo
 Acknowledge Receipt *
 Accept For ID *

Inspection Location: Los Angeles PIS
 Current Location: Los Angeles PIS

Inspection Date: 09/12/2023
 DR Status: AI Diagnostic Request In Progress

Assigned to: Santos, Jose D
 Multi Taxa Present: Split

2 Determination

Identification Exception

Determination * Agromyzidae
 ID Type * Select...
 Method * Morphological

Host Information

WPM Present:
 DR Remarks:
 1. Commodity: Schefflera sp. - Schefflera sp. (PM)
 Shipment Identifier: CEN-405-78795996
 Origin: Costa Rica
 Destination: California
 Host Proximity: On
 Host Part: Leaf

2. Add Determination Information

The Determination Information Page will have all the information submitted by a user through a Diagnostic Request. This information will be prepopulated by ARM. The following information will be found on this page:

- Host Information
- Identification Information
- Inspection Location
- Inspection Date
- DR Priority
- DR ID
- DR Status

Also, three information tables can be found on this page. These tables are found on the right side of the page. The information tables provide information on the host, identification, and pest. Refer to **User Guide: Routing of Diagnostic Requests and use of Use of Information Tables on Determination Page.**

This page is divided in five headings. They are shown below (with corresponding letter on the image):

- a- Diagnostic Request
- b- Determination
- c- Specimen Image and Diagnostic Support Documents
- d- Quarantine Recommendation
- e- Exclusions Options

a. Diagnostic Request

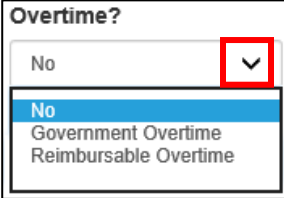




This heading is identified as heading number one 1 **Diagnostic Request** in the Determination page in ARM’s AI Workspace. This heading is populated with information from the Diagnostic Request submitted for identification by PPQ or CBP. The information populated is:

- Diagnostic Request ID (DR ID)
- Pest ID (CBP DRs)
- Priority
- Inspection Location
- Current Location
- Inspection Date
- DR Status
- Pathway

DR ID: CALAX23090002-DR04		
Pest ID:	Inspection Location: Los Angeles PIS	Inspection Date: 09/12/2023
Priority: Urgent	Current Location: Los Angeles PIS	DR Status: AI Diagnostic Request In Progress
Pathway: Air Cargo		

Note: Users must fill all require fields before submitting a determination. Remember, all required fields are identified by a red asterisk.*

If a user wants to go straight into the determination page to start working on a DR, click on the DR status on the Status column in the Main Workspace. There is no need to Acknowledge Receipt the DR on the Main Workspace. To begin the determination process, refer to steps on table below:

Step	Action
1	<p>Click on the Overtime drop down arrow to select an overtime option; IF needed..</p>  <p>Note: The field will default to No. Skip this step. If the determination is not being worked during Overtime hours,</p>
2	<p>Click on Accept for ID</p>  <p>Note: When a DR hasn't been acknowledged on the workspace, users can do so once they are in the Determination Page. When Accept for ID is checked, the Acknowledge Receipt box will be auto checked.</p>
3	<p>Select an option from the Assigned to drop down list, IF needed.</p>  <p>Note: This step can also be done from the Main Workspace. The list is showing all ARM users who have roles also assigned to this location. If a user decides to assign the DR to another user, after selecting from the dropdown list: Click on Save at the right bottom side of the page.</p>  <p>This step can be skipped if this field will not be used.</p>
4	<p>Click on Split tab; IF needed.</p>  <p>(To obtain more guidance on this function please refer to the User Guide: Split Diagnostic Request). This step can be skipped.</p>

b. Determination

This heading is identified as heading number 2 2 Determination in the Determination page in ARM's AI Workspace. On this heading, users will enter all information leading to a final determination or an exception for a DR.

There are two tabs on this heading; Identification and Exception. Identification Exception. It will be defaulted to Identification. Exception must be used when there is an issue with the specimen or specimens submitted in which users could not properly identify it. There are several options to be selected. This will be explained in detail in this section.

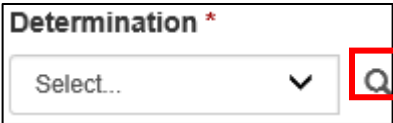
Note: Users must fill all required fields before submitting a determination. Remember, all required fields are identified by a red asterisk. *

IF	THEN
Entering an Identification	Refer to table on how to enter an identification
Entering an Exception	Refer to table on how to enter an exception

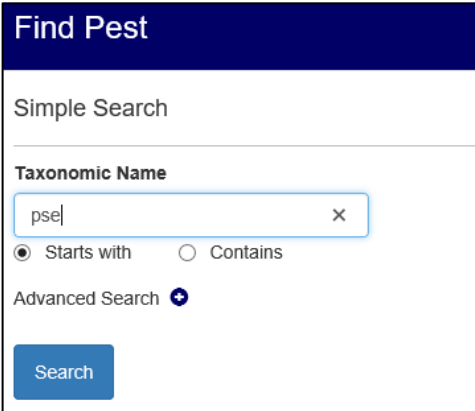
How to enter an Identification

Step	Action						
1	<p>Click on the drop-down arrow.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Determination *</p> <p>Select... ▼ 🔍</p> </div> <table border="1" style="width: 100%;"> <thead> <tr> <th>IF TAXA IS</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>In dropdown list</td> <td>1. Select taxa. 2. GO TO Step 3.</td> </tr> <tr> <td><u>Not</u> in dropdown list</td> <td>GO TO Step 2A.</td> </tr> </tbody> </table>	IF TAXA IS	THEN	In dropdown list	1. Select taxa. 2. GO TO Step 3.	<u>Not</u> in dropdown list	GO TO Step 2A.
IF TAXA IS	THEN						
In dropdown list	1. Select taxa. 2. GO TO Step 3.						
<u>Not</u> in dropdown list	GO TO Step 2A.						

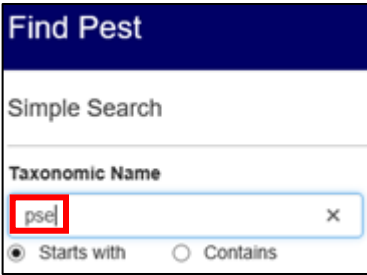
2A Click on the Search Icon in the Determination field.



Note: A new window will appear.



2B Type a Taxonomic name or at least the first three letters of it. Then, click Search.



2C Click on Search

Note: A list with options will populate.




Taxonomic Name	Kingdom	Phylum/Division	Class	Order	Taxonomic Unit
<input type="radio"/> Pselium sp. (Menispermaceae)	Plantae		Magnoliopsida	Ranunculales	Genus
<input checked="" type="radio"/> Pseudacordium sp. (Orchidaceae)	Plantae		Lillopsida	Asparagales	Genus
<input type="radio"/> Pseudacysta perseae (Heidemann) (Tingidae)	Animalia	Arthropoda	Insecta	Hemiptera	Species
<input type="radio"/> Pseudacysta sp. (Tingidae)	Animalia	Arthropoda	Insecta	Hemiptera	Genus
<input type="radio"/> Pseudaletia impuncta (Guen_e) (Noctuidae)	Animalia	Arthropoda	Insecta	Lepidoptera	Species

Showing 1 to 5 of 227 entries

First Previous **1** 2 3 4 5 ... 46 Next Last

Cancel Select

2D	Click on a Taxonomic name.						
2E	<p>Click on Select.</p> <p>Note: Users will be redirected to the main workspace and the selected option will show on Determination field.</p> <div data-bbox="297 415 704 533" style="border: 1px solid black; padding: 5px;"> <p>Determination *</p> <p>Pseudacoridium sp. (Orchidaceae)</p> </div>						
3	<p>Select an ID Type.</p> <div data-bbox="297 625 646 915" style="border: 1px solid black; padding: 5px;"> <p>ID Type *</p> <p>Select.. ▼</p> <p>Select..</p> <p>Tentative - Route to NS</p> <p>Tentative - Route to AI</p> <p>Earned - Final</p> <p>Provisional - Final</p> <p>Pursuing Provisional</p> <p>Conferred - Final</p> <p>Conferred - Regulatory ID</p> <p>Conferred - Continuity of Operations</p> </div> <table border="1" data-bbox="297 961 1386 1486"> <thead> <tr> <th style="background-color: #cccccc;">IF ID TYPE IS</th> <th style="background-color: #cccccc;">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="297 1024 732 1360">Tentative to AI</td> <td data-bbox="732 1024 1386 1360"> <p>1. Select AI the ID will be routed to</p> <div data-bbox="760 1096 1052 1192" style="border: 1px solid black; padding: 5px;"> <p>Route To AI *</p> <p>▼</p> </div> <p>2. GO TO Step 4.</p> <p>Note: This field appear only when you select this option.</p> </td> </tr> <tr> <td data-bbox="297 1360 732 1486"><u>Not</u> Tentative to AI</td> <td data-bbox="732 1360 1386 1486">GO TO Step 4.</td> </tr> </tbody> </table> <p>Note: For more information and definitions on the different ID Types; please refer to User Guide: ID Types and Information Tables, found in the ARM help section.</p>	IF ID TYPE IS	THEN	Tentative to AI	<p>1. Select AI the ID will be routed to</p> <div data-bbox="760 1096 1052 1192" style="border: 1px solid black; padding: 5px;"> <p>Route To AI *</p> <p>▼</p> </div> <p>2. GO TO Step 4.</p> <p>Note: This field appear only when you select this option.</p>	<u>Not</u> Tentative to AI	GO TO Step 4.
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<u>Not</u> Tentative to AI	GO TO Step 4.						

4	<p>Select a Method.</p> <div data-bbox="297 247 695 436"><p>Method *</p><p>Morphological </p><p>Select...</p><p>Digital Imagery</p><p>Molecular</p><p>Morphological</p></div> <p>Note: This field is defaulted to Morphological, which is the most common Identification method used but you can select any of the other options as needed.</p>																																																	
5	<p>Select a DR Type.</p> <div data-bbox="297 569 735 730"><p>Diagnostic Routing Type *</p><p>Morphological </p><p>Select...</p><p>Digital Imagery</p><p>Morphological</p></div> <p>Note: This field is defaulted to Morphological, which is the most common Routing Type used but you can select any of the other options as needed.</p>																																																	
6	<p>Enter or select a date from the calendar icon.</p> <div data-bbox="297 934 824 1455"><p>Date Determined</p><p>10/26/2023 </p><p>< Oct 2023 ></p><table border="1"><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr></tbody></table><p>Clear Apply</p></div> <p>The date will be defaulted to current date. Users may either type or click on the calendar icon and select a date.</p>	Su	Mo	Tu	We	Th	Fr	Sa	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4
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7	<p>Enter # Retained for Collection; If needed.</p> <div data-bbox="297 1707 906 1812"><p># Retained for Collection</p><input type="text"/></div>																																																	

8 **Enter** Internal Remarks; **IF** needed.

Internal Remarks

Note: You may type remarks on this field but these remarks will only be visible to ARM users. Remarks entered here will not appear on reports. **SKIP** this step if needed.

9 Enter External Remarks; **IF** needed

External Remarks

Note: You may type remarks on this field but these remarks will only be visible to ARM users. Remarks entered here will not appear on reports. **SKIP** this step if needed.

10 Select who determined the identification..

Determined By *

Velazquez, Antonio ▼

Note: This field will default to the name of the user logged in. The names showing in this field are those associated to the user's location. Select a name from the dropdown list **IF** needed.

11 Enter Pest Stage information.

IF	THEN
Botany and Plant Pathology	1. Refer to step 1 of Quarantine Recommendation
Other disciplines	1. Enter the Pest Stages 2. Refer to step 1 of Quarantine Recommendation

Pest Stages *

	Immature	Pupae	Adults	Eggs	Cysts
Alive	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dead	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Pest Stage field will only show depending on the pest or discipline selected and submitted by a user. For disciplines like Botany and Plant Pathology this field will not show.

ARM provides a function for unidentifiable specimens received by AI's. This function is defined as an Exception. On this function AI's will be able to select a reason why a specimen couldn't be identified.

How to enter an Exception

Step	Action
1	<p>On heading 2, Click on the Exception radio button.</p> <div data-bbox="297 325 669 367"> <input type="radio"/> Identification <input checked="" type="radio"/> Exception </div>
2	<p>Select a reason from the list.</p> <div data-bbox="297 420 548 1129"> <p>Reason *</p> <ul style="list-style-type: none"> <input type="checkbox"/> Abiotic <input type="checkbox"/> Dead Organism <input type="checkbox"/> Debris <input type="checkbox"/> Feeding Damage <input type="checkbox"/> Inconsistent Results <input type="checkbox"/> Injury <input type="checkbox"/> Insufficient Sample Size <input type="checkbox"/> Lichen <input type="checkbox"/> Likely Endemic Non-Quarantine Species <input type="checkbox"/> Mechanical Damage <input type="checkbox"/> No Identifiable Specimen Found <input type="checkbox"/> No nematode found <input type="checkbox"/> No pathogen found <input type="checkbox"/> No plant-feeding nematodes present <input type="checkbox"/> Not CITES <input type="checkbox"/> Not Viable <input type="checkbox"/> Not a propagule <input type="checkbox"/> Parasitized Specimen <input type="checkbox"/> Poor Sample Quality <input type="checkbox"/> Saprobe <input type="checkbox"/> Sclerotia <input type="checkbox"/> Secondary Infection </div>

3 Select an ID Type.

ID Type *

Select..

- Select..
- Tentative - Route to NS
- Tentative - Route to AI
- Earned - Final
- Provisional - Final
- Pursuing Provisional
- Conferred - Final
- Conferred - Regulatory ID
- Conferred - Continuity of Operations

IF ID TYPE IS	THEN
Tentative to AI	1. Select AI the ID will be routed to <div data-bbox="756 716 1052 814" style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <p>Route To AI *</p> <p style="border-bottom: 1px solid black; margin: 0;"> </p> </div> 2. GO TO Step 4. Note: This field appear only when you select this option.
<u>Not</u> Tentative to AI	GO TO Step 4.

Note: For more information and definitions on the different ID Types; please refer to **User Guide: ID Types and Information Tables**, found in the ARM help section.

4 Select a Method.

Method *

Morphological



Select..

Digital Imagery

Molecular

Morphological

Note: This field is defaulted to Morphological, which is the most common Identification method used but you can select any of the other options as needed.

5	<p>Select a DR Type.</p> <div data-bbox="298 247 734 407"><p>Diagnostic Routing Type *</p><p>Morphological </p><p>Select...</p><p>Digital Imagery</p><p>Morphological</p></div> <p>Note: This field is defaulted to Morphological, which is the most common Routing Type used but you can select any of the other options as needed.</p>																																																	
6	<p>Enter or select a date from the calendar icon.</p> <div data-bbox="298 611 824 1129"><p>Date Determined</p><p>10/26/2023 </p><p>< Oct 2023 ></p><table border="1"><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr></tbody></table><p>Clear Apply</p></div> <p>The date will be defaulted to current date. Users may either type or click on the calendar icon and select a date.</p>	Su	Mo	Tu	We	Th	Fr	Sa	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4
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9	<p>Enter External Remarks; IF needed</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>External Remarks</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> </div> <p>Note: You may type remarks on this field but these remarks will only be visible to ARM users. Remarks entered here will not appear on reports. SKIP this step if needed.</p>																								
10	<p>Enter Pest Stage information.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF</th> <th style="width: 50%; padding: 5px;">THEN</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Botany and Plant Pathology</td> <td style="padding: 5px;">Refer to step 1 of Quarantine Recommendation</td> </tr> <tr> <td style="padding: 5px;">Other disciplines</td> <td style="padding: 5px;"> <ol style="list-style-type: none"> 1. Enter the Pest Stages 2. Refer to step 1 of Quarantine Recommendation </td> </tr> </tbody> </table> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Pest Stages *</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Immature</th> <th style="width: 15%;">Pupae</th> <th style="width: 15%;">Adults</th> <th style="width: 15%;">Eggs</th> <th style="width: 15%;">Cysts</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Alive</td> <td style="text-align: center; padding: 2px;">1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 2px;">Dead</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>Pest Stage field will only show depending on the pest or discipline selected and submitted by a user. For disciplines like Botany and Plant Pathology this field will not show.</p>	IF	THEN	Botany and Plant Pathology	Refer to step 1 of Quarantine Recommendation	Other disciplines	<ol style="list-style-type: none"> 1. Enter the Pest Stages 2. Refer to step 1 of Quarantine Recommendation 		Immature	Pupae	Adults	Eggs	Cysts	Alive	1					Dead					
IF	THEN																								
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c. Specimen Image and Diagnostic Support Documents

ARM provides the functionality to upload pest images and any support documents to submit them electronically for further identification if needed. For more information on how to submit a Specimen image; please refer to the **User Guide: How to Upload Digital Imagery and support documents on a Diagnostic Determination.**

d. Quarantine Recommendation

The Quarantine Recommendation field will be enable depending on which ID Type is selected.

ID Type *

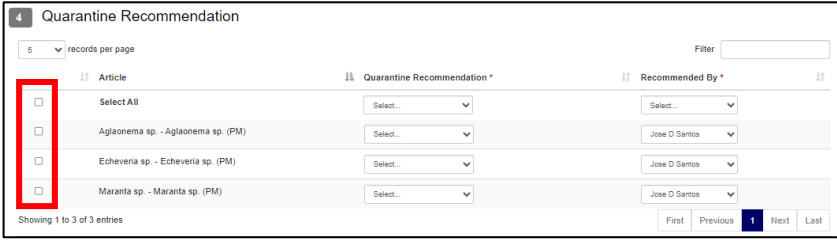
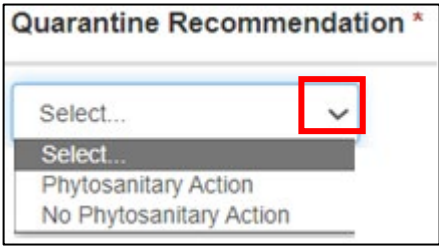
Select...

- Tentative - Route to NS
- Tentative - Route to AI
- Earned - Final
- Provisional - Final
- Pursuing Provisional
- Conferred - Final
- Conferred - Regulatory ID
- Conferred - Continuity of Operations

The following ID Types **will not** enable the Quarantine Recommendation heading:

- Tentative – Route to NS
- Tentative – Route to AI
- Pursuing Provisional

To select a Quarantine Recommendation, refer to table below:

Step	Action
1	<p>Select the Article(s) that required a Quarantine Recommendation.</p>  <p>Note: Users will be able to select multiple Quarantine Recommendations. If more information is needed, please follow the NIS Job Aid: Determining Multiple Quarantine Recommendations for a Single Diagnostic Request.</p>
2	<p>Select a Quarantine Recommendation.</p> 

3	<p>Select who recommended the quarantine recommendation.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Recommended By *</p> <div style="border: 1px solid gray; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Velazquez, Antonio ▼ </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 40%; text-align: left;">IF</th> <th style="text-align: left;">THEN</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Phytosanitary Action</td> <td style="padding: 5px;"> <ol style="list-style-type: none"> 1. Select who recommended the quarantine recommendation, if needed 2. Refer to step 1 of Exclusion Options </td> </tr> <tr> <td style="padding: 5px;">No Phytosanitary Action</td> <td style="padding: 5px;"> <ol style="list-style-type: none"> 1. Select who recommended the quarantine recommendation, if needed 2. Go to step 4 </td> </tr> </tbody> </table> <p>Note: This field will default to the name of the user logged in. The names showing on this field are those associated to the user’s location. Select a name from the dropdown list IF needed.</p>	IF	THEN	Phytosanitary Action	<ol style="list-style-type: none"> 1. Select who recommended the quarantine recommendation, if needed 2. Refer to step 1 of Exclusion Options 	No Phytosanitary Action	<ol style="list-style-type: none"> 1. Select who recommended the quarantine recommendation, if needed 2. Go to step 4
IF	THEN						
Phytosanitary Action	<ol style="list-style-type: none"> 1. Select who recommended the quarantine recommendation, if needed 2. Refer to step 1 of Exclusion Options 						
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4	<p>Click on Save or Submit Tabs.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px; display: flex; gap: 10px;"> <div style="border: 1px solid gray; padding: 2px 10px; background-color: #f0f0f0;">Save</div> <div style="border: 1px solid gray; padding: 2px 10px; background-color: #0070c0; color: white;">Submit</div> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 40%; text-align: left;">IF:</th> <th style="text-align: left;">THEN</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Submitting determination</td> <td style="padding: 5px;"> <ol style="list-style-type: none"> 1. Click on Submit </td> </tr> <tr> <td style="padding: 5px;"><u>Not</u> submitting determination</td> <td style="padding: 5px;"> <ol style="list-style-type: none"> 1. Click on Save 2. Return to the Diagnostic Request later </td> </tr> </tbody> </table>	IF:	THEN	Submitting determination	<ol style="list-style-type: none"> 1. Click on Submit 	<u>Not</u> submitting determination	<ol style="list-style-type: none"> 1. Click on Save 2. Return to the Diagnostic Request later
IF:	THEN						
Submitting determination	<ol style="list-style-type: none"> 1. Click on Submit 						
<u>Not</u> submitting determination	<ol style="list-style-type: none"> 1. Click on Save 2. Return to the Diagnostic Request later 						

e. Exclusions Options

On this heading an Exclusion Option will be selected and submitted according to the previous heading selection. Until then, this heading is disabled. It will be enabled when Phytosanitary Action is selected on previous heading. To select a Phytosanitary Action, please refer to table below;

Step	Action								
1	<p>Click on the commodity check box.</p>								
2	<p>Select an Exclusion Action from the list.</p> <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>IF:</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Treatment</td> <td> <ol style="list-style-type: none"> Select the Exclusion Action Go to Step 3 </td> </tr> <tr> <td>Reexport Only</td> <td> <ol style="list-style-type: none"> Select the Exclusion Action Go to step 4 </td> </tr> <tr> <td>Reexport or Destroy</td> <td> <ol style="list-style-type: none"> Select the Exclusion Action Go to step 4 </td> </tr> </tbody> </table>	IF:	THEN	Treatment	<ol style="list-style-type: none"> Select the Exclusion Action Go to Step 3 	Reexport Only	<ol style="list-style-type: none"> Select the Exclusion Action Go to step 4 	Reexport or Destroy	<ol style="list-style-type: none"> Select the Exclusion Action Go to step 4
IF:	THEN								
Treatment	<ol style="list-style-type: none"> Select the Exclusion Action Go to Step 3 								
Reexport Only	<ol style="list-style-type: none"> Select the Exclusion Action Go to step 4 								
Reexport or Destroy	<ol style="list-style-type: none"> Select the Exclusion Action Go to step 4 								

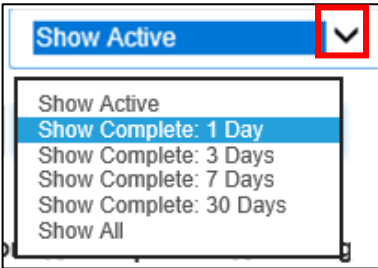
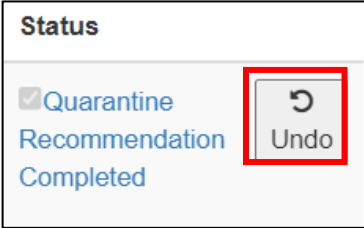
3	<p>Select a treatment schedule from the list.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Schedule</p> <div style="border: 1px solid gray; padding: 2px;"> Select... ▼ </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Select... <ul style="list-style-type: none"> D301.50-10(a) D301.50-10(b) D301.50-10(c) D301.75-11(a-1) Food D301.75-11(a-1) Non-Food D301.75-11(a-2) Food D301.75-11(a-2) Non-Food D301.75-11(a-3) Food D301.75-11(a-3) Non-Food D301.75-11(b) D301.75-11(d) Non-Food Chemical or Heat D301.75-11(d) Non-Food Hot Water </div> </div>						
4	<p>Click on Save or Submit Tabs.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> Save Submit </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF:</th> <th style="width: 50%; padding: 5px;">THEN</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Submitting determination</td> <td style="padding: 5px;">1. Click on Submit</td> </tr> <tr> <td style="padding: 5px;"><u>Not</u> submitting determination</td> <td style="padding: 5px;"> 1. Click on Save 2. Return to the Diagnostic Request later </td> </tr> </tbody> </table>	IF:	THEN	Submitting determination	1. Click on Submit	<u>Not</u> submitting determination	1. Click on Save 2. Return to the Diagnostic Request later
IF:	THEN						
Submitting determination	1. Click on Submit						
<u>Not</u> submitting determination	1. Click on Save 2. Return to the Diagnostic Request later						

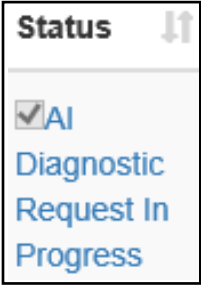
3. Undo a Submitted Determination

After a determination has been submitted and finalized by the Area Identifier, that DR will no longer show on the Active view in the workspace. Users must change the filter to Show Complete view and search for the completed DR.

On the main workspace, the status will vary depending on the ID Type and the Quarantine Recommendation given to the DR by the AI. For more information on this, refer to the **User Guide: ID Types and Determination Page Information Tables Descriptions and Definitions.**

To undo a submitted determination, please refer to the table below:

Step	Action
1	<p>Select one option from the Show Complete options accordingly.</p>  <p>Note: This field is defaulted to Active view.</p>
2	<p>Locate the DR you want to undo.</p>
3	<p>Click on the Undo icon in the Status column hyperlink.</p> 

4	<p>Click on the Status hyperlink to access the Determination Page.</p>  <p>Note: The status will appear as AI Diagnostic Request in Progress.</p>
5	<p>Edit the information as needed. Resubmit the determination following the steps from previous tables according to the information that was edited.</p>