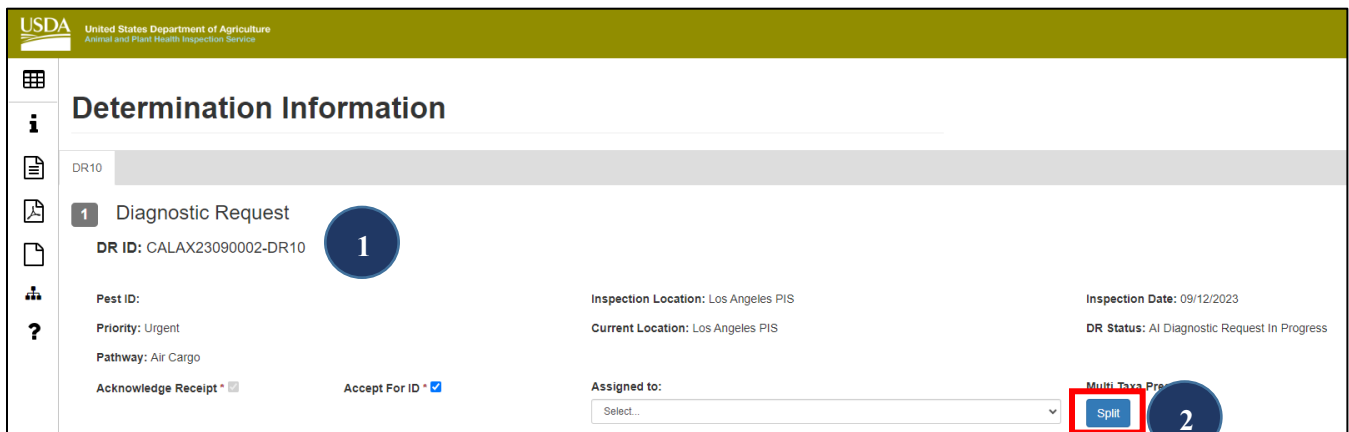


# User Guide: How to Split a Diagnostic Request

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


1. Access Split function.
2. Split a Diagnostic Request.



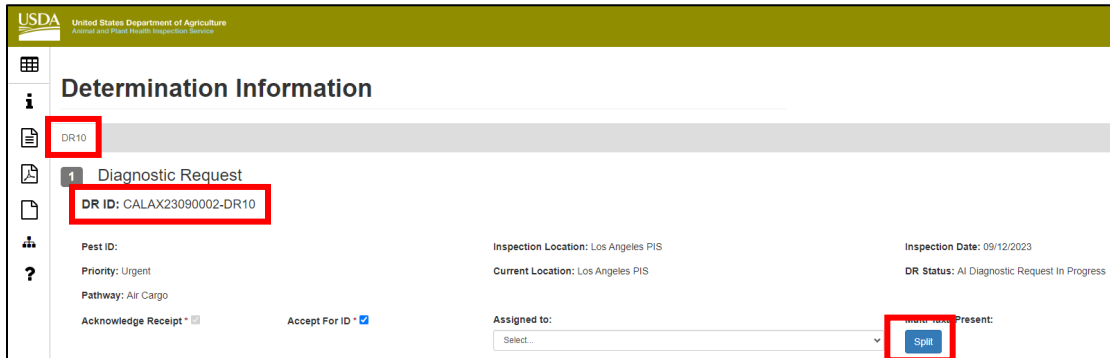
## 1. Access Split function

The Split DR function in ARM, allows Area Identifiers to separate multiple specimens submitted on the same DR. It will create an individual DR number for each specimen. To start this process, users must access the Determination Page. For this, refer to the **User: Guide Enter Data for Determination Information Page in Area Identifier ARM Workspace**.


Once in the Determination page, users will be able to start a split process if needed. The



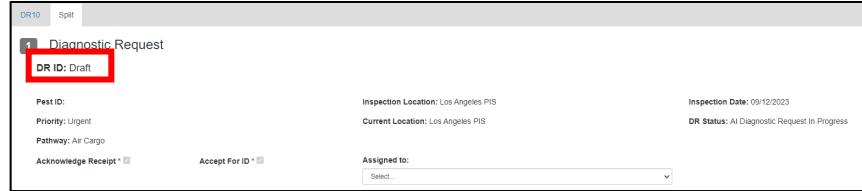

Split tab  is located next to the “Assigned To” field on the top right side of heading number one named Diagnostic Request.

## 2. Split a Diagnostic Request



On the Determination page users will find a DR ID number, a DR and count tab. This information is located on the top left side on heading number one, Diagnostic Request. Split DR's will be built next to that DR Count tab. The Split tab is located to the far-right end, underneath Multi Taxa Present. To do a split on a DR, refer to table below:

Step	Action
1	Enter determination information. Refer to <b>User: Guide Enter Data for Determination Information Page in Area Identifier ARM Workspace.</b>
2	Check Pest Stages field to see if it is numbered; update if needed. 
3	Click on Save. <b>Note: Do not click on submit at this point. If the DR is submitted, a split record cannot be added it. If the original DR was already submitted, go to the main workspace, change view on Diagnostic pane, to show complete, and undo the record.</b>

<p>4</p>	<p>Click on Split tab.</p>  <p><b>Note:</b> A new tab will show on the top left side in the screen next to the DR Count tab.</p>  <p>Also; the Split tab will not show on screen and the DR ID is on Draft until you click Save. Refer to screen shot below.</p>  <p><b>Note:</b> If a split DR needs to be deleted, please contact NIS.</p>								
<p>5</p>	<p>To enter Determination information for the new Split; <b>Repeat Steps 1-2 from this table.</b></p>								
<p>6</p>	<p>Click on Cancel, Save or Submit.</p>  <table border="1" data-bbox="293 1255 1122 1625"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Cancel</td> <td>Allows user to return to the original DR before the split</td> </tr> <tr> <td>Save</td> <td>Allows user to return to the newly created DR to work on later from Diagnostic pane</td> </tr> <tr> <td>Submit</td> <td>Allows users to submit the split which then will move DR to show complete on main Diagnostic pane</td> </tr> </tbody> </table>	If	Then	Cancel	Allows user to return to the original DR before the split	Save	Allows user to return to the newly created DR to work on later from Diagnostic pane	Submit	Allows users to submit the split which then will move DR to show complete on main Diagnostic pane
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Submit	Allows users to submit the split which then will move DR to show complete on main Diagnostic pane								
<p>7</p>	<p><b>Repeat steps 4-5 as needed.</b></p>								

8 Click on Submit in the main DR tab. (The main DR is the one the splits were made of).



**Note:** Once the split DR was submitted, users will be able to see who created the Split DR.

Diagnostic Request #: CALAX23090002-DR10	DR Type: Pest On Commodity
DR Current Status: AI Diagnostic Request In Progress	Date: 09/12/2023
Priority: Urgent	DR Current Location: Los Angeles PIS
Split Created By: Santos, Jose D (Area Identifier)	

**Note:** It is highly recommended to click on Submit everytime a split is created. This will avoid confusion and having multiple split tabs open on the Determination page.