USDA

United States Department of Agriculture

Animal and Plant Health Inspection Service

Plant Protection and Quarantine

Quarantine Policy, Analysis & Support

September 2024

Agricultural Risk Management

Job Aids: CBP Mail 287 Module for U.S. Customs and Border Protection Agriculture Specialists

Table of Contents

This user guide comprises several job aids containing detailed steps for U.S. Customs and Border Protection Agriculture Specialists (CBPAS) to process CBP Mail Interception Notices (PPQ Form 287) in the Agricultural Risk Management (ARM) system.

Also included are several job aids for general navigation and detailed steps for using prime features of the CBPAS Workspace in the ARM system.

Table of Contents

Additional assistance is available by:

- Calling the ARM Help Desk at 1-877-944-8457 (Monday – Friday, 7am – 8pm EST)
- Emailing the ARM Help Desk at Help@usda.gov, typing "ARM CBP MAIL" in the subject line.

Enter Data for CBP Mail 287 Inspection Information Page

This job aid describes accessing and entering information in the U.S. Customs and Borders Protection (CBP) Mail 287 Inspection Information Page. The following areas (with the corresponding number on the image) are covered in the CBP Mail 287 Inspection Information Page Job Aid:

1. Create a New Inspection
2. Add Inspection Information
3. Access a Draft Inspection

1. Create a New Inspection

ARM is a single workflow-based system. Users will enter data throughout different pages, starting with the Inspection Information Page.

Steps to access the Inspection Information Page

STEP	ACTION
1	Click on New tab. 🌿 Inspections ⚙ [New]

Note: ARM will re-direct you to the Inspection information page.

2. Add Inspection information

Required fields on the Inspection Information Page are identified with a red asterisk .✱

⚠️ **Important**	ARM is a workflow-based system. We recommend that you complete as many fields as possible, even if they are *not* required fields with a red asterisk.✱ Entered information will auto-populate subsequent pages, saving the user time.

Steps to enter data in the Inspection Information Page

STEP	ACTION
1	<table><tr><td>**IF SHIPMENT IS:**</td><td>**THEN:**</td></tr><tr><td>Commercial</td><td>1. Click on Commercial Shipment checkbox. **Commercial Shipment** ☑ 2. **Go to** Step **2**.</td></tr><tr><td>Non-Commercial</td><td>**Go to** Step **2**</td></tr></table>
2	Select a Shipment Identifier. **Shipment Identifiers Type** Mail Registry Number ⌄ Select... Mail Barcode Mail Registry Number Master Bill:House Bill Simple Bill **Note:** Repeat this step to enter multiple identifiers.
3	Enter Shipment Identifier number. Click on the plus sign. **Number** 7856554 ⊕ **Note:** Repeat this step to enter multiple identifiers.

4	3. Type the date in the Expected Date of Arrival in U.S. Field.
	Interception Date *
09/12/2024
	OR
	Interception Date *
09/12/2024
	Click on the Calendar icon.
	Sep 2024
Su Mo Tu We Th Fr Sa
25 26 27 28 29 30 31
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 1 2 3 4 5
Clear Apply
5	Select the Mail Type.
	Mail Type *
Select...
Select...
Express
Parcel Post
Priority Mail
Registered
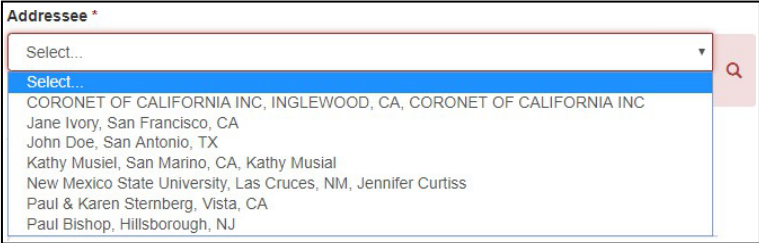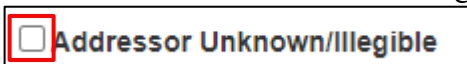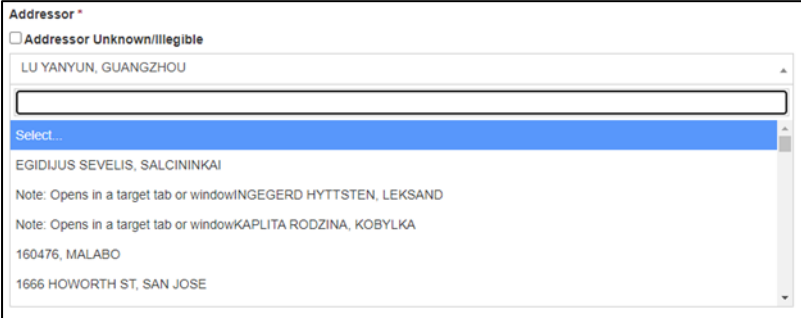
6	Select a Postmark Date.	
	IF:	**THEN:**
	NOT legible	1. Click on Postmark Illegible checkbox. Postmark Date * ☐ Postmark Illegible 2. **Go to** Step **7**.
	Legible	1. Type the date in the Postmark field. Expected Date of Arrival in U.S. MM/DD/YYYY 📅 **OR** Click on the Calendar icon MM/DD/YYYY 📅 ‹ Mar ▾ 2020 ▾ › Su Mo Tu We Th Fr Sa 23 24 25 26 27 28 29 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 Clear Apply 2. Click on Apply. 3. **Go to** Step **7**.

7	Select a Postmark Country.		
	IF:	**THEN:**	
	NOT legible	2. Click on Postmark Illegible checkbox.	
		Postmark Country * ☐ Postmark Illegible	
		3. Go to Step 8.	
	Legible	1. Select a Country from the dropdown list.	
		Postmark Country * ☐ Postmark Illegible Select... Select... Afghanistan Aland Islands Albania Algeria American Samoa Andorra Angola Anguilla Antarctica Antigua and Barbuda Argentina Armenia Aruba Australia	
		2. Go to Step 8.	
8	Upload a package image **if needed**.		
	Upload Package Image Add Files Upload Uploaded Package Images Delete View		
	Note: Refer to the **Upload Digital Imagery Job Aid** for steps to complete this task. This is a non-required field, so you may **skip** this step if needed.		

9	Select the Addressee.
	Note: If the addressee is not found in the dropdown list, users can search or add them. Refer to the **Search, Add, and Edit a Trade Party Job Aid** for steps to complete this task.

10	Select the Addressor.
	<table><tr><td>**IF:**</td><td>**THEN:**</td></tr><tr><td>NOT legible</td><td>1. Click on Addressor Unknown/Illegible checkbox. 2. **Go to** Step **11**.</td></tr><tr><td>Legible</td><td>1. Select an Addressor. **Note:** If the addressor is not found in the dropdown list, users can search or add them. Refer to the **Search, Add, and Edit a Trade Party Job Aid** for steps to complete this task. 2. **Go to** Step **11**.</td></tr></table>

11	Click on PPQ Form 518 (Report of Violation) issued check box, **IF** needed.
	Note: This is a non-required field; **SKIP** if needed.

12	Click on the K-9 Hit checkbox, **IF** needed.
	☑ **K-9 Hit**
	Note: This is a non-required field; **SKIP** if needed.
13	Click on the Concealed, Smuggled, Mis-manifested checkbox, **IF** needed.
	☑ **Concealed, Smuggled, Mis-Manifested**
	Note: This is a non-required field; **SKIP** if needed.
14	

IF:	THEN:
The record will be finished later	Click on **Save**
You will continue working on the record	Click on **Commodity** **Note:** ARM will auto-save all data entered the Inspection Information Page when clicking on the Commodity tab.

3. Access a Draft Inspection Record

To update information on a record or to continue working on a record, users will access a Draft Inspection Record using one of these methods:

A. First, Previous, Next, Last Buttons
B. Records per Page
C. Sorting Icons
D. Filter **

Note: Refer to the **Navigating Common Fields in ARM Job Aid** for steps to complete this action.

**** We highly recommend locating a record using the Filter Pane by entering the Event ID Number. See the steps below for this process.**
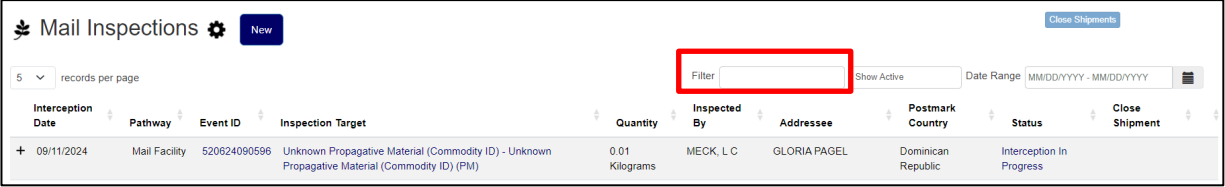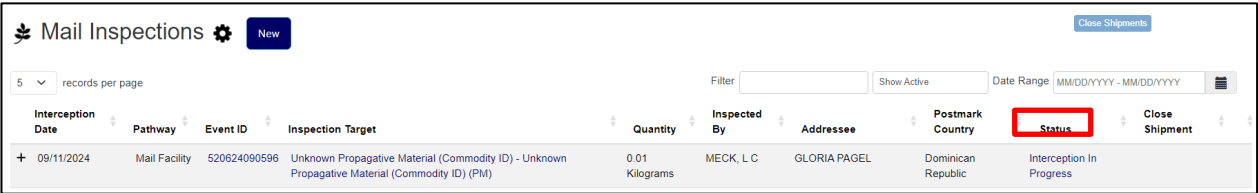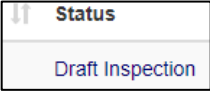
	Event ID Numbers are unique inspection record identifiers that ARM generates once an Inspection has been entered and created. Event IDs consist of 12 numbers in this format (no spaces or dashes): **520621010009** Each group of numbers have a specific meaning: **5206** = The CBP Port Code for the location where the inspection has been created **21** = The year **01** = The month **0009** = Up to 9999 events that could be generated on one month

Steps to access a Draft Inspection Record using the Filter Pane

STEP	ACTION
1	1. Enter the full Event ID Number in the Filter Pane 2. Click on the Status Column. **Note:** The status will automatically update to "Draft Inspection" based on the Event ID Number.

Enter Data for CBP Mail 287 Article Page
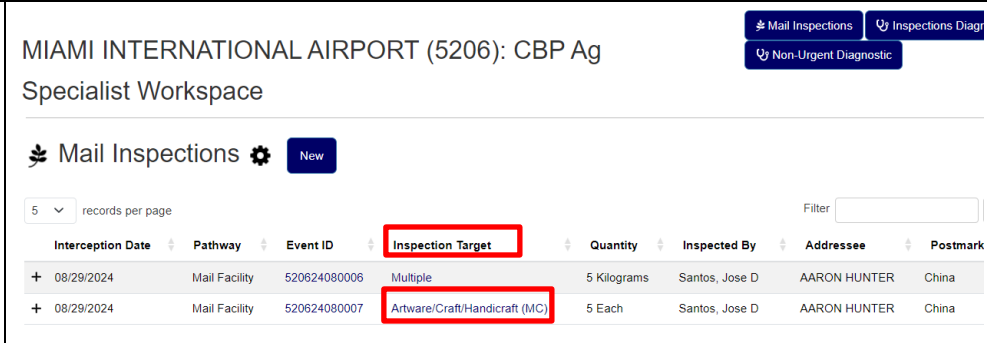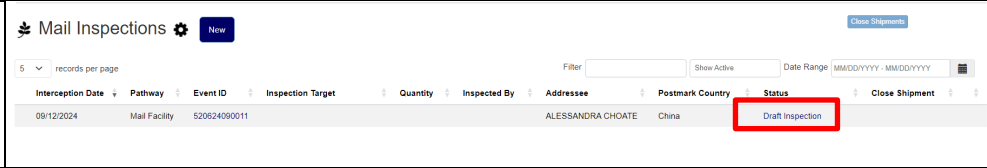
This job aid describes how to access and enter information in the CBP Mail 287 Article Page. The following areas (with the corresponding number on the image) are covered in the Enter Data for CBP Mail 287 Article Page Job Aid:

1. Access Article page
2. Enter Article Information
3. Update and Delete Article Information

1. Access to the Article Page

IF ACCESSING FROM:	THEN:
The Inspection Information Page	Click on the Article link on the top right side of the page. **OR** Click on the Article Tab located in the bottom right side of the page.
The Main Workspace	Click on the Article listed on the Inspection Target Column. **Note:** When there are multiple commodities on a record, users will see "Multiple" under the Inspection Target column instead. Click on "Multiple" to access the Article Page as well. **OR** Click on the Draft Article or Draft Inspection link on the Status column.

IF ACCESSING FROM:	THEN:
The Main Workspace (cont'd)	The status on the Main Workspace will vary upon your action in the Inspection Information:

Click on Save	Draft Inspection
Click on the Article	Draft Article

Note: The status of a record in ARM will always default accordingly to the last action the user took while working on it.

2. Enter Article Information

The Article page consists of two Headings:
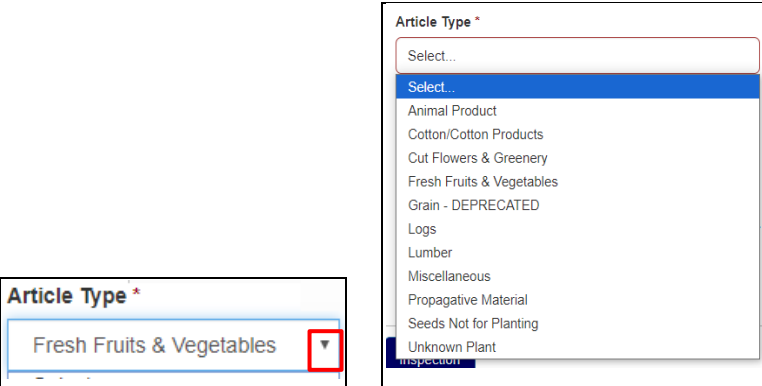
A. Heading 1: Article Master Table
B. Heading 2: Add Article
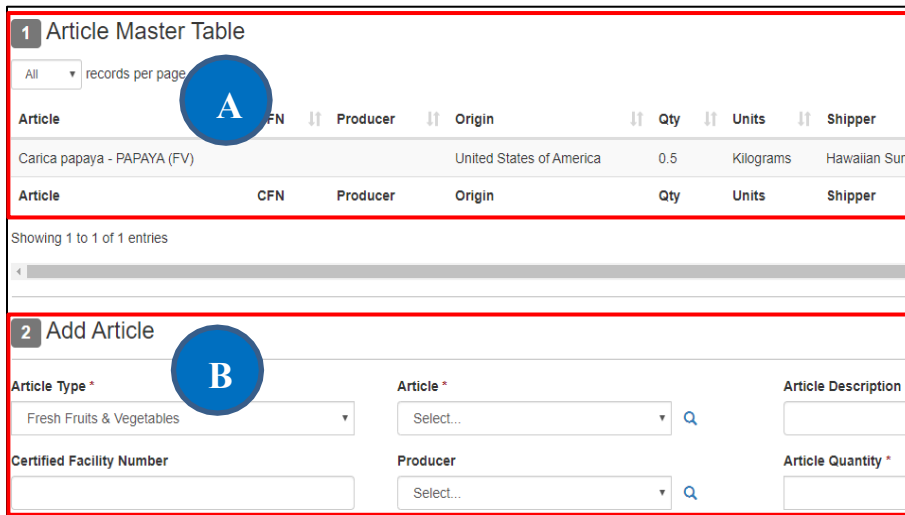
Note: The article information will be entered under Heading 2. Once the information is added by the user, it will show under Heading 1.

Required fields on the Inspection Information page are identified with a red asterisk. ✱

Steps to enter Article Information

STEP	ACTION
1	Click on the Article Type dropdown and select an option, under Heading 2.
2	Select from the dropdown or Search for an Article. <table><tr><td>**IF:**</td><td>**THEN:**</td></tr><tr><td>Listed</td><td>1. Select an article. 2. **Go to** Step 4.</td></tr><tr><td>NOT Listed</td><td>**Go to** Step 3.</td></tr></table>

IF:	THEN:
Listed	1. Select an article. 2. **Go to** Step 4.
NOT Listed	**Go to** Step 3.

3	Search for the Article.
	1. Click on the Search Icon

Find Article ✖

Simple Search

Article Classification ⦿ Plant ○ Animal ○ Miscellaneous

Scientific Name	**Article Type**	**Common Name**
Enter at least 3 characters to search...	Select...	Enter at least 3 characters to search...
⦿ Starts with ○ Contains		⦿ Starts with ○ Contains

[Search] Article Not Found

5 ⌄ records per page			Filter [ ]
⬆ **Scientific Name** ⬍	**Common Name** ⬍		**Article Type** ⬍

Showing 0 to 0 of 0 entries   First Previous Next Last

Cancel **Select**

2. Enter at least three characters of the article's name and click on Search.

Scientific Name

[Enter at least 3 characters to search...]

⦿ Starts with   ○ Contains

[Search] Article Not Found

> ⚠ **Important**
> If you receive a message "Article Not Found," check the spelling and search again. To add a commodity that is not found, email the ARM Helpdesk at Help@usda.gov

3. Select the correct article and click on Select.

	Scientific Name ⬇	**Commodity Type** ⬍	**Common Name** ⬍
○	Citharexylum sp.	Propagative Material	Citharexylum sp.
○	Citrofortunella microcarpa	Propagative Material	Citrofortunella microcarpa
⦿	Citronella sp.	Propagative Material	Citronella sp.
○	Citrullus amarus	Propagative Material	Citrullus lanatus var. Citroides
○	Citrullus lanatus	Propagative Material	Citrullus lanatus
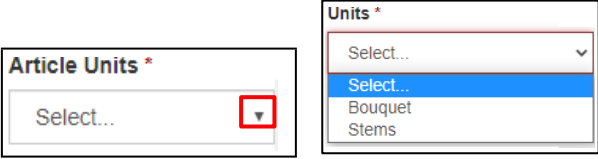
Showing 1 to 5 of 151 entries   First Previous 1 2 3 4 5 ... 31 Next Last
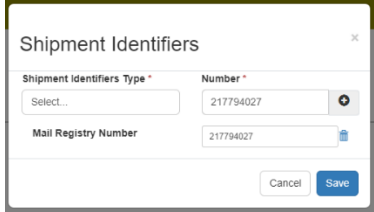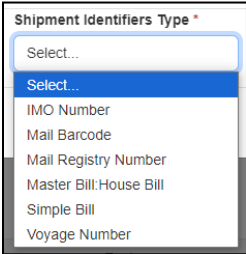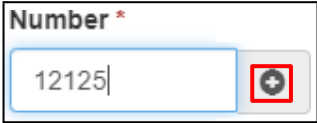
Cancel **Select**

4	Enter an Article Description.
	Article Description
	sliced chunks of fruit
	Note: This field is not required. **Skip** this step if needed.

5	Select an Origin (this field defaults to blank).

IF:	**THEN:**
Known	Select an Origin using the dropdown menu. Select... Afghanistan Aland Islands Albania Algeria American Samoa Andorra Angola Anguilla Antarctica Antigua and Barbuda Argentina Armenia Aruba Australia Austria Azerbaijan Bahamas **Origin * ☐ Origin Unsure** Select...
Unknown	Check the Origin Unsure box **Origin * ☐ Origin Unsure** Select...

6	Select or search for a Consignee, **if available**.
	Consignee *
	ANTHONY ANAST, MISSION, CA 🔍
	Note: Refer to the **Search, Add, and Edit a Trade Party Job Aid** for steps to complete this task. This field is not required, **Skip** this step if needed.

7	Select a Destination.
	Select... Alabama Alaska American Samoa Arizona Arkansas California Colorado Connecticut Delaware District of Columbia Florida Georgia Guam Hawaii
	Destination * Select...
	Note: This field will pre-populate from the information entered on the addressee field on Inspection Information Page.

8	Enter Article Quantity.
	Article Quantity *
	.5

9	Select a Unit.
	Note: Units will default according to the Article Type.

10

IF:	THEN:
A new Shipment ID is needed	4. Click on the pencil icon next to the field's dropdown arrow. **Shipment ID *** Select... ✎ **Note:** A new window to enter or delete shipment identifiers will appear. Shipment Identifiers ✕ Shipment Identifiers Type * Number * Select... 217794027 ⊕ Mail Registry Number 217794027 🗑 Cancel Save 5. Select a Shipment Identifier Type. **Shipment Identifiers Type *** Select... Select... IMO Number Mail Barcode Mail Registry Number Master Bill:House Bill Simple Bill Voyage Number 6. Enter the Shipment Identifier number and click on the plus icon. **Number *** 12125 ⊕ 7. Click on Save. 8. **Go to** Step 11 **Note:** You may delete a Shipment Identifier if needed. Click on the trash can icon next to the identifier. **Mail Registry Number** 217794027 🗑
A new Shipment ID is **NOT** needed	**Go to** Step 11

Note: This information will populate from the Inspection Information Page. Skip this step if needed.

11	Click on Add Article.

> **Important**
>
> After one Article is added, most of the fields will remain with the values previously entered. If users need to add more commodities, update the fields as needed. Click on Add Commodity when done.
>
> The article(s) entered will display under Heading 1, Article Master Table.
>
> **1 Article Master Table**
>
> | All ∨ records per page | | | | | | Filter |
> |---|---|---|---|---|---|---|
> | **Article** | **CFN** | **Producer** | **Origin** | **Qty** | **Units** | **Shipper** | **Shipment ID** |
> | Mangifera indica - MANGO (FV) | | | United States of America | 0.25 | Kilograms | Hawaiian Sunshine Nursery, Waimanalo, HI, Sandy Kasman (co-owner) | PIN : 123145 |
> | Carica papaya - PAPAYA (FV) | | | United States of America | 0.25 | Kilograms | Alvan Donnan, Orlando, FL, Alvan Donnan | PIN : 123145 |
> | **Article** | **CFN** | **Producer** | **Origin** | **Qty** | **Units** | **Shipper** | **Shipment ID** |

3. Update and Delete Article Information

Once an article is added and appears under the Heading 1 Article Master Table, users can update or delete the article information. When the user clicks on the Article:

- The row will become highlighted in green
- All the fields under Heading 2 will repopulate
- Two additional buttons will appear on the bottom right side of the screen

These two additional buttons allow the user to update the information fields by selecting Update Article; or, they can delete the Article by selecting Delete Article.

1 Article Master Table

All ∨ records per page						Filter
Article	**Origin**	**Qty**	**Units**	**Consignee**	**Dest.**	**Shipment ID**
Citrus sinensis - ORANGE (FV)	China	3	Kilograms	ALESSANDRA CHOATE, LAKE WORTH, FL	Florida	
Article	**Origin**	**Qty**	**Units**	**Consignee**	**Dest.**	**Shipment ID**

Showing 1 to 1 of 1 entry   « ‹ **1** › »

2 Add Article

Article Type *	Article *	Article Description	Origin * ☐ Origin Unsure
Fresh Fruits & Vegetables	Citrus sinensis - ORANGE (FV)		China
Consignee *	**Destination ***	**Quantity ***	**Units ***
ALESSANDRA CHOATE, LAKE WORTH, FL	Florida	3	Kilograms
Shipment ID			
Select...			

Add Article   **Update Article**   **Delete Article**

IF THE ARTICLE:	THEN:
Requires Updating	1. Click on the Article under Heading 1 (the selected row will become highlighted in green). 2. Review information and update fields. 3. Click on Update Article on Heading 2.
Needs to be Deleted	1. Click on the Article under Heading 1. 2. Click on Delete Article on Heading 2.

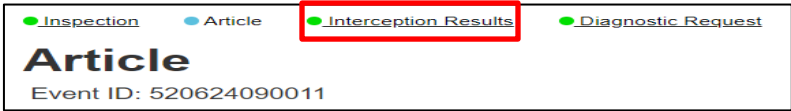# Enter Data for CBP Mail 287 Interception Results Page
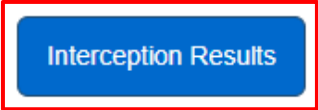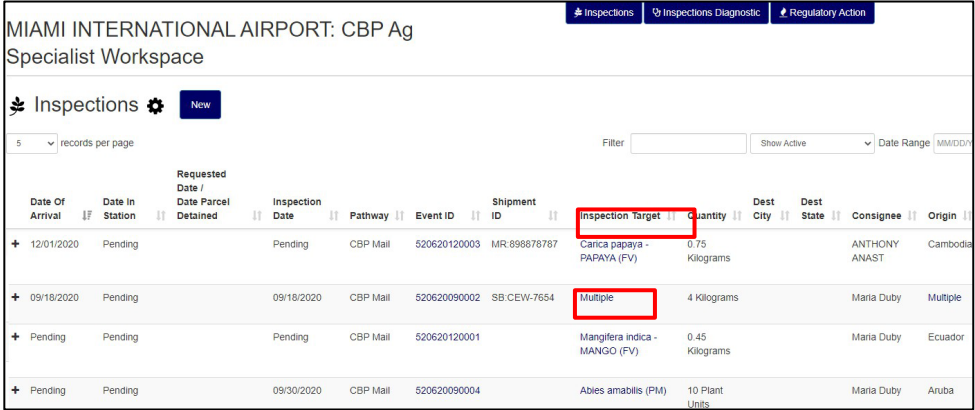
This job aid describes how to access and enter information in the CBP Mail 287 Interception Results Page after inspecting an article. Users can submit a pest found on an article, a determination for an unknown article, and/or a regulatory action.
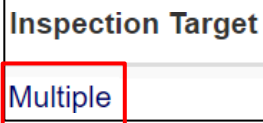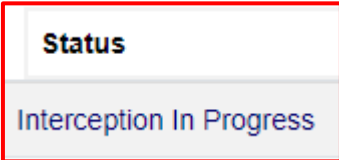
The following areas are covered in the Enter Data for CBP Mail 287 Interception Results Page Job Aid:

1. Access the Interception Results page
2. Enter Interception Results information
3. Select an Interception outcome
4. Update the Interception Results page

Required fields on the Interception Information page are identified with a red asteris ✱

1. Access the Interception Results Page
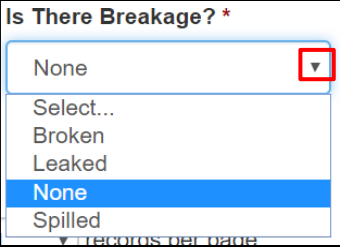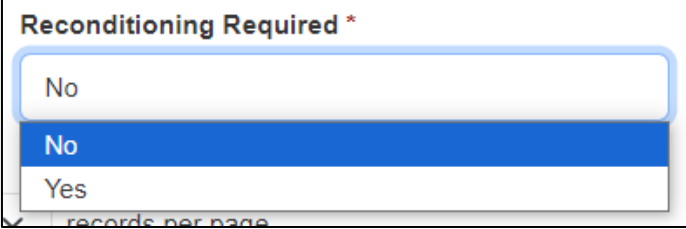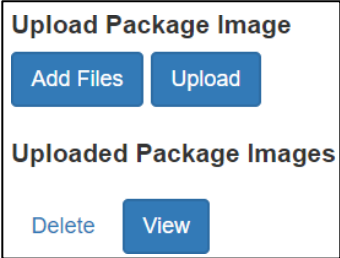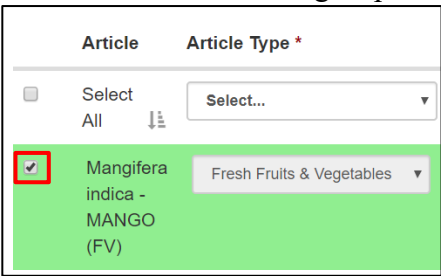
IF ACCESSING FROM:	THEN:
The Article Page	Click on the Interception Results link on the top left of the page. ● Inspection ● Article ● Interception Results ● Diagnostic Request **Article** Event ID: 520624090011 **OR** Click on the Interception Results tab on the bottom right of the page. **Interception Results**
The Main Workspace	Click on the Article listed under the Inspection Target column. MIAMI INTERNATIONAL AIRPORT: CBP Ag Specialist Workspace 🌿 Inspections ⚙ New 5 records per page Filter Show Active Date Range MM/DD/Y Date Of Arrival / Date In Station / Requested Date / Date Parcel Detained / Inspection Date / Pathway / Event ID / Shipment ID / Inspection Target / Quantity / Dest City / Dest State / Consignee / Origin + 12/01/2020 / Pending / / Pending / CBP Mail / 520620120003 / MR:898878787 / Carica papaya - PAPAYA (FV) / 0.75 Kilograms / / / ANTHONY ANAST / Cambodia + 09/18/2020 / Pending / / 09/18/2020 / CBP Mail / 520620090002 / SB:CEW-7654 / Multiple / 4 Kilograms / / / Maria Duby / Multiple + Pending / Pending / / Pending / CBP Mail / 520620120001 / / Mangifera indica - MANGO (FV) / 0.45 Kilograms / / / Maria Duby / Ecuador + Pending / Pending / / 09/30/2020 / CBP Mail / 520620090004 / / Abies amabilis (PM) / 10 Plant Units / / / Maria Duby / Aruba

IF ACCESSING FROM:	THEN:
The Main Workspace (cont'd)	**OR** Click on "Multiple" to access the Article Page **Inspection Target** Multiple **Note:** When there are multiple articles on a record, users will see "Multiple" under the Inspection Target column instead of the name of the article. Once on the Article Page, users can navigate to the Interception Results Page using the Interception Results link on the top of the page or by the Interception Results tab on the bottom right side of the page. **OR** Click on the link "Interception in Progress" under the Status column **Status** Interception In Progress
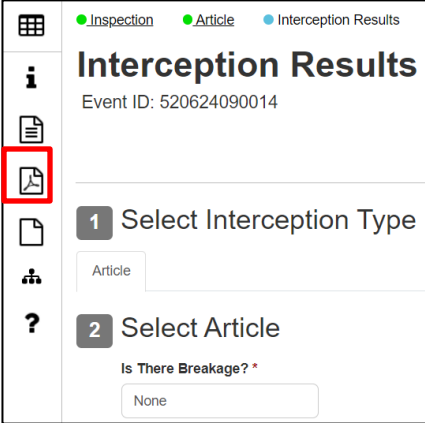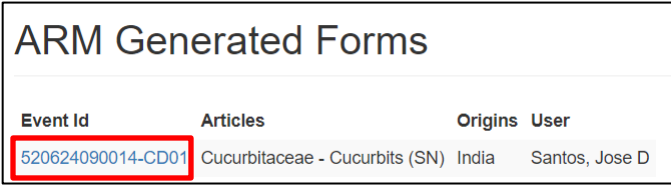
2. Enter Interception Results Information

Steps to enter Interception Results

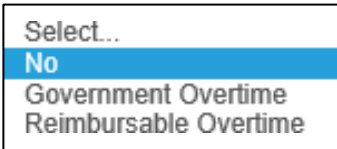| STEP	ACTION
1	Identify if you are working overtime and the type of overtime, **if needed**. **Note:** The Interception Results Page begins with the field "Overtime?" and the field defaults to "No." If you are working overtime, use the dropdown menu to select the type of overtime you are working (Government Overtime or Reimbursable Overtime). Select... No Government Overtime Reimbursable Overtime
2	Select an Interception date using the Calendar icon **IF** needed. **Interception Date *** 04/12/2021 **Note:** This field will auto populate from the Interception date entered on the Inspection's Information page. **SKIP** this step if needed.

3	Select a type of breakage from the Is There Breakage field. **Is There Breakage?** * None ▼ Select... Broken Leaked None Spilled ▼ records per page
4	Identify if a Reconditioning Required. **Reconditioning Required** * No No Yes records per page **Note:** This field is default to No.
5	Upload Package Image**, if needed**. **Upload Package Image** Add Files Upload **Uploaded Package Images** Delete View **Note:** Refer to the **Upload Digital Imagery Job Aid** for steps to complete this task. This is a non-required field, so you may **skip** this step if needed.
6	Click on the Article being inspected. **Article** **Article Type** * ☐ Select All ⇅ Select... ▼ ☑ Mangifera indica - MANGO (FV) Fresh Fruits & Vegetables ▼

7A	**IF THE ARTICLE IS PLANT MATERIAL THAT:**	**THEN:**
	Requires Identification by a Botanist	1. Click on the Article Determination checkbox. 2. Add remarks, if needed. 3. Click Yes to proceed with submission for Article determinination, window appears. 4. Wait for Area Identifier Final Identification. **Note:** When the article checkbox is disabled as shown below, the Article Determination has been sent to the location's assigned Botanist for a Final Determination.
	Does **not** require Identification by a Botanist	**Go to** Step **8**.

7B		
	IF THE ARTICLE DETERIMINATION:	**THEN:**
	Requires a routing form	1. Click on the ARM Generated Forms Icon. 2. Click on the Event ID hyperlink.
	Does **not** require a routing form	**Go to** Step **8**.

8	Select an Inspector from the Inspected By field **if needed**

IF:	THEN:
Is the same as the Logged-in user	**Go to** Step **9**.
Differs from the Logged-in user	1. Select an Inspector from the Inspected By field. **Inspected By** Select... Jose D Santos JESSICA N HAMMES JESUEL RODRIGUEZ CRUZ JESUS C TORRES RAMOS Joanne Alba-Foster Jodi A White-McLean JOEL CRUZDIAZ JOEL J COLON TRINIDAD Johanna Elsensohn JOHANNA RUIZ JOHN A SAGLE JOHN E RIVERA JOHN F MONAHAN JOHNATHAN E FINNEY JORGE A QUEVEDO JOSE A DE LOS REYES JOSE A DELATORRE JOSE A LORENZO JOSE A VARELA JOSE C MORALES Jose D Santos 2. **Go to** Step **9**.

Note: The system will default to the name of the logged-in user. Users can enter data for coworkers.

9	

IF THE USER WILL:	THEN:
Update the Article Information	Click Save.
Split the article	7. Click on the Commodity Split Tab. **Article Split** **Note:** Refer to the **Enter a Commodity Split in ARM's CBP Mail 287 Module Job Aid** for steps to complete this task. 8. **Go to** Step **10**.
Enter the outcome of the inspection	**Go to** Step **10**.

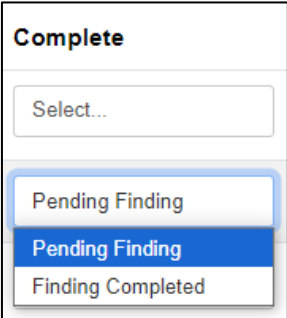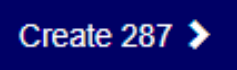| **10**	IF THE USER:	THEN:
	Will upload an image of the Article	1. Upload the image. **Note:** Refer to the **Upload Digital Imagery Job Aid** for steps to complete this task. 2. **Go to** the instructions: Select an Inspection Outcome.
	Will **not** upload an image of the Article	**Go to** the instructions: Select an Inspection Outcome.

3. Select an Interception Outcome

Interception Outcomes are the result(s) of the inspection of the Article(s). Users can select outcomes of:

- No Action Required
- Pest Identification Required
- Regulatory Action (PPQ Form 287) Required
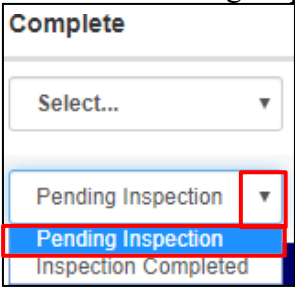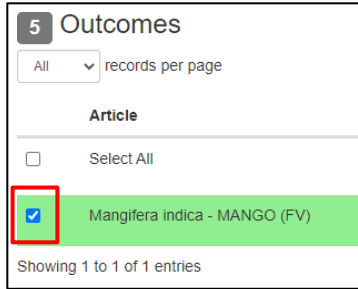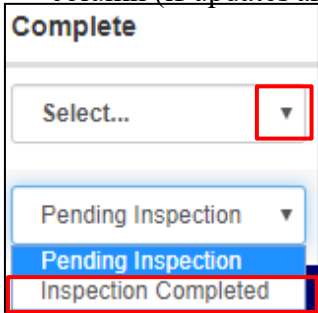
These outcomes are shown under Heading 3 of the Interception Results Page.

Steps to select an Interception Outcome

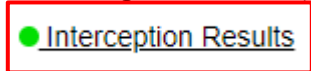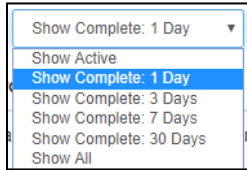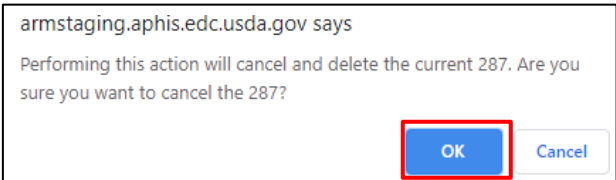| STEP	ACTION
1	Select an Interception Outcome under Heading 3

<table>
<tr><td></td><td>THEN:</td></tr>
<tr>
<td>Pest Identification</td>
<td>Click on an appropriate box under the Diagnostic Request Required Column.

Diagnostic Request Required
☑ Pest</td>
</tr>
<tr>
<td>Regulatory Action (PPQ Form 287)</td>
<td>Click on an appropriate box under the Regulatory Action Required Column.

Regulatory Action Required
☐ Prohibited Animal Product
☐ Prohibited Animal-Based Biological
☐ Prohibited Plant Product
☐ Prohibited Plant Product - US Virgin Islands
☐ Prohibited Plant-Based Biological
☐ Prohibited Plant-Based Biological - US Virgin Islands
☐ Seize Article in Lieu of Identification</td>
</tr>
</table>

Note: Users can select more than one choice in any of the columns. For example, you can select Pest from the Diagnostic Request Required column and Remove article in Lieu of Identification from the Regulatory Action Required Column.

2	Click on Add/Updates

3	IF THE INTERCEPTION OUTCOME IS A:	THEN:
	Diagnostic Request	1. Scroll to down and click on Diagnostic Request Tab. Diagnostic Request ❯ Refer to the **Enter Data for the Diagnostic Request Page Job Aid** for steps to complete this task. 2. **Go back** to Interception Results Page 3. Complete Inspection. 4. **Go to** Step **4**.
	Regulatory Action	1. Complete the Findings. **Complete** Select... Pending Finding **Pending Finding** Finding Completed 2. **Go to** Step **4**.
4	Click on the Create 287 tab. Create 287 ❯	

4. Update Mail Inspection Results Page

After a user sets the status of the inspection as Inspection Completed, it is possible that the data entered may need to be updated. You may update the information from either the Inspection Results Page or from the Main Workspace.

IF UPDATING FROM:	THEN:
The Inspection Results Page	1. Select Pending Inspection under the Complete column under Heading 5.

Complete

Select... ▼

Pending Inspection ▼
Pending Inspection
Inspection Completed

2. Click in the Article checkbox on Heading 5.

5 Outcomes

All ▼ records per page

Article

☐ Select All

☑ Mangifera indica - MANGO (FV)

Showing 1 to 1 of 1 entries

3. Select an action

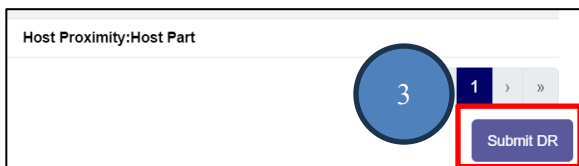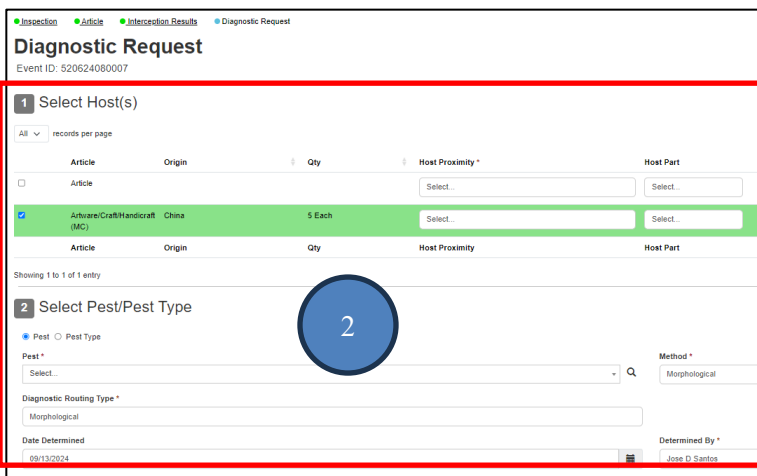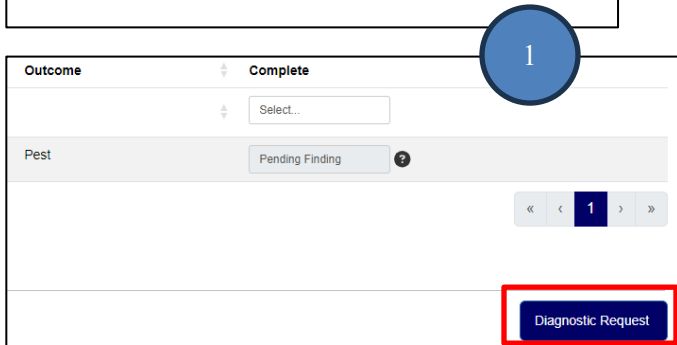|	
Delete the Outcome	Click on Delete Outcome Tab.
Update the Outcome	Go to Heading 3 and update outcome, then click on Add/Update Tab.
Update any other information on the page	Update any information under Heading 1 or Heading 2. **Note:** If updates are made under Heading 2, you must click on **Save** Tab under Heading 2.

4. Go to Heading 5 and select Inspection Completed under the Complete column (if updates are made, this step is required once again).

Complete

Select... ▼

Pending Inspection ▼
Pending Inspection
Inspection Completed

The Main Workspace	IF THE STATUS OF THE RECORD IS:	THEN:
	Pending Quarantine Recommendation	1. Click on the Status Hyperlink 2. *Recall the Diagnostic Request **Note:** Refer to the **Enter Data for the Diagnostic Request Page Job Aid** for steps to complete this action. 3. Go to Interception Results Page: Click on Interception Results Tab located on the down left side of the Diagnostic page. **Interception Results** **OR** Click on Interception Results Breadcrumb link on top left side of the page (refer to Steps 1 – 4 from the previous table). ● Interception Results
	Pending 287issuance	1. Click on the article on Interception Target Column. 2. Go to Interception Results page. Use tab or breadcrumb link (refer to Steps 1-4 from the previous table).
	Issued PPQ 287	1. Go to Regulatory Action Pane. 2. Select Show Complete 1, 3, 7 or 30 days accordingly. Show Complete: 1 Day ▼ Show Active **Show Complete: 1 Day** Show Complete: 3 Days Show Complete: 7 Days Show Complete: 30 Days Show All 3. Look for the record and click on Cancel. 4. Click Ok when a window appears on screen for user to confirm the action. armstaging.aphis.edc.usda.gov says Performing this action will cancel and delete the current 287. Are you sure you want to cancel the 287? OK Cancel 5. Click on hyperlink and re-submit 287 when record returns to 287 in Progress Status.

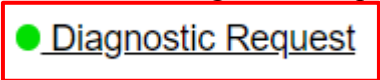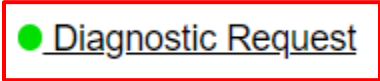# Enter Data for CBP Mail 287 Diagnostic Request Page

This Job Aid describes how to access and enter information in the Diagnostic Request (DR) Page in ARM. In order for ARM to enable the DR Page, users must select a Finding or Inspection Outcome from the Diagnostic Request Required column. This column is on Heading 1 on the Inspection Results Page.

The following areas (with the corresponding number on the image) are covered in the Enter Data for CBP Mail 287 Diagnostic Request Page Job Aid:

1. Access Diagnostic Request page
2. Add and submit Diagnostic Request information
   A. Print Diagnostic Request routing form
3. Recalling a Diagnostic Request to update or delete

1. Access the Diagnostic Request Page

IF ACCESSING FROM:	THEN:
The Inspection Results Page	Click on the Diagnostic Request tab on the bottom right side of the Findings Page **Diagnostic Request** **OR** Click on the Diagnostic Request link at the top, right side of the page, ● Diagnostic Request
The Main Workspace	4. Click on the Interception In Progress link in the Status Column; the system will redirect to the Inspection Results page. **Status** Interception In Progress 5. Click on the Diagnostic Request link at the top, right side of the page. ● Diagnostic Request

2. Add and Submit Diagnostic Request Information
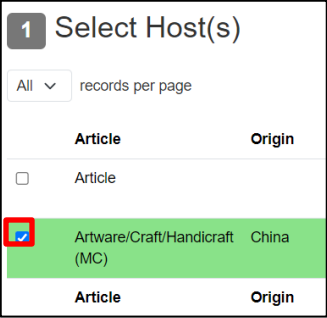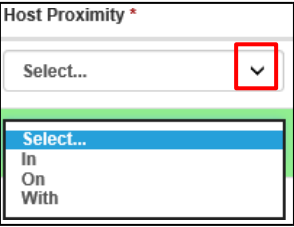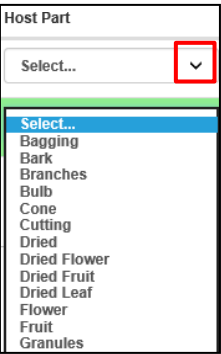
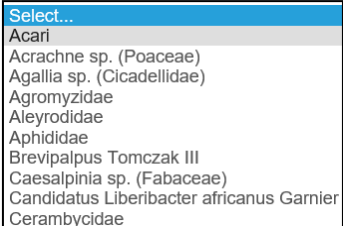ARM will only generate a Diagnostic Request (DR) Routing Form when all three of the following headings are completed:
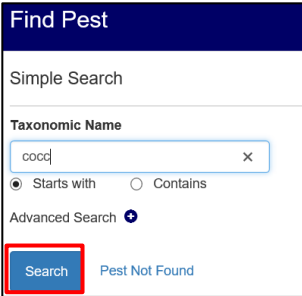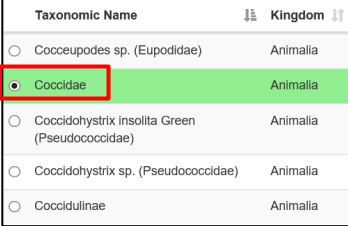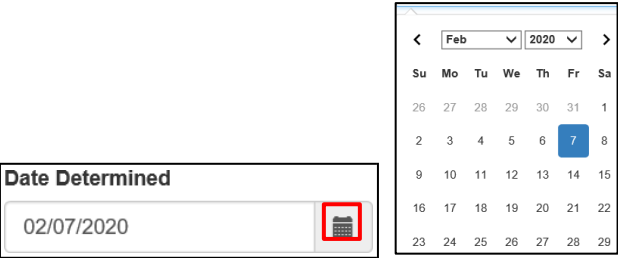
- Heading 1: Select Host(s)
- Heading 2: Select Pest/Pest Discipline
- Heading 3: Diagnostic Requests

We recommend that you complete as many fields as possible, even if they are *not* required fields with a red asterisk.✱ Entered information will auto-populate subsequent pages, saving the user time.

Steps to add and submit a Diagnostic Request Form

STEP	ACTION
1	Click on the commodity under Heading 1, Select Host(s). **Note:** The selected commodity row will be highlighted in green. If only one commodity is listed on the DR page, it will be auto checked by ARM.
2	Select Host Proximity from dropdown list.
3	Select Host Part from dropdown list. **Note:** This field is not required. Skip, if needed.

4	Select the Pest/Pest Discipline under Heading 2.

IF THE PEST TAXONOMY IS:	**THEN:**
Known	1. Click on Pest. ◉ Pest 2. **Go to** Step 5.
Not known	1. Click on Pest Type. ◉ Pest Type 2. Select a Pest Type from dropdown list. Pest Type * Select... Select... Disease Insect Mite Mollusk Nematode Tick Weed 3. **Go to** Step **6**.

5A	

IF THE PEST IS:	**THEN:**
Listed	1. Select from Pest from the list. Select... Acari Acrachne sp. (Poaceae) Agallia sp. (Cicadellidae) Agromyzidae Aleyrodidae Aphididae Brevipalpus Tomczak III Caesalpinia sp. (Fabaceae) Candidatus Liberibacter africanus Garnier Cerambycidae **Note:** This list will populate from searched and added Pest from users' Work Unit. 2. **Go to** Step **5D**.
Not listed	1. Click on Search function in the field. Pest * Select... ⌄ 🔍 2. **Go to** Step **5B**.

5B	Type at least 4 letters from the pest or full taxa. Click on Search or hit Enter.
5C	Select Pest from the list.
5D	Select a Method and Diagnostic Routing Type. **Note:** Both fields will default to Morphological. **Skip** this step if needed.
6	Select or type Date Determined using the Calendar icon. **Note:** This field will default to the current date. Users may change dates when required, or you may **Skip** this step if needed.

7	Select Determined By field.

Katsar, Catherine
Khandwala, Ubaid
Khandwala, Ubaid
Kowalski, David
Langston, Lauren
Marasas, Carissa
Marchena, Alex
Marquez, Patrick
Mireles, Oscar

Determined By *

Velazquez, Antonio

Note: The system will default to the name of the logged-in user. Users can enter data for coworkers. **Skip** this step if needed.

8		
	IF THE PEST OR PEST DISCIPLINE:	**THEN:**
	Has a Pest Stage	Type the number of specimens on the correct stage.

Pest Stages

	Immature	Pupae	Adults
Alive			
Dead			

Note: This field will populate according to a Pest or Discipline chose by users. |
| | Does **not** have a Pest Stage | The Pest Stages Field will **not** show. **Go to** Step **9**. |

9	Type Inspector Remarks. This is not required, and you may **Skip** this step if needed.

Inspector Remarks

10	Click on Add.

Note: All the information entered Heading 2 will show on Heading 3, Diagnostic Requests.

3 Diagnostic Requests

All ⌄ records per page   Filter

DR #	Status	Determination	Article	Host Proximity:Host Part
○ 520624080007-DR01	Draft Diagnostic Request	Curculionidae	Artware/Craft/Handicraft (MC)	In : Wood
			Alive Immature - 2	

Note: The status will show as Draft Diagnostic Request.
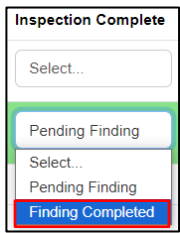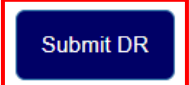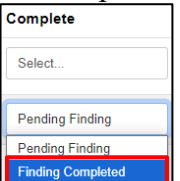
11	Click on Submit DR.
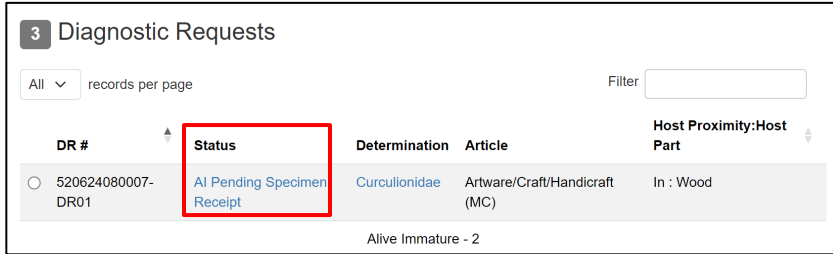
Note: The status will show as AI Pending Specimen Receipt, and you will get a message to remind you to mark the inspection complete.

12	

IF THE USER:	THEN:
Needs to return to the Interception Results Page	1. After submitting the DR, click on Interception Results. 2. Go to the Complete Column and **Select** Finding Completed.
Does **not** have to return to the Interception Results Page	1. Click on Submit. 2. **Scroll up** to Heading 1. 3. Go to the Inspection Complete Column and **Select** Finding Completed.

Print a Diagnostic Request Routing Form

After a Diagnostic Request has been submitted, ARM will generate a Diagnostic Request (DR) Routing Form. This form will show as a PDF file.

1. Access the DR Routing Form using one method from the table below.

IF YOU ARE ON:	THEN:
The Diagnostic Request Page	Select a method to access the DR Routing Form: **ARM Generated Forms Icon** 1. Click on the PDF Icon to be redirected to the ARM Generated Forms Page 2. Click on the Event ID link ARM Generated Forms Event Id Commodity(ies) MDBALTC20020003-DR01 Dianthus sp. - Dianthus sp. (PM) **OR** **Heading 3 Status Column** 1. Click on the AI Pending Specimen Receipt link Status AI Pending Specimen Receipt **OR** **The Information Panel** 1. Click on the Information Icon to be redirected to the ARM Information Panel. 2. On the DR Information Pane, Click on the Diagnostic Routing PDF link Diagnostic Routing PDF: routing.pdf

The Main Workspace	**From the Single Shipment View** 1. Click on the Event ID link from the Records Page. **Note:** You will now see the Single Shipment View 2. From the Single Shipment View, access the DR Routing Form by one of the following methods: **ARM Generated Forms Icon** **OR** **The Information Panel** **Note:** Instructions for accessing the DR Routing Form by the Forms Icon and Information Panel are in the table above.

2. Open the PDF and select Print from the File dropdown menu.

3. Recall a Diagnostic Request to Update or Delete

Before recalling a Diagnostic Request while still on the DR Page, users must ensure that:

- The DR has **not** been received nor accepted by an Area Identifier (AI)
- The Status on Heading 3 in the record's Diagnostic Request Page is set to "AI Pending Specimen Receipt"
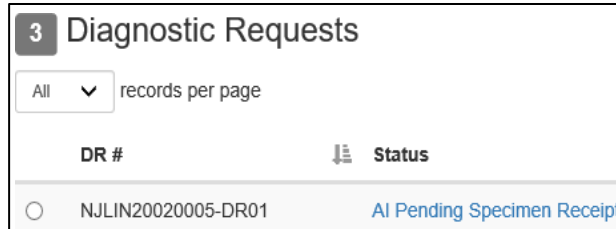
1. Access the DR Page from the Main Workspace by clicking on Interception In Progress in the status column.
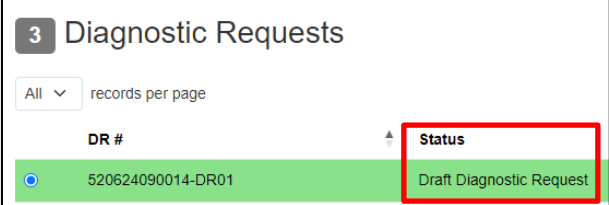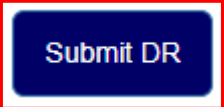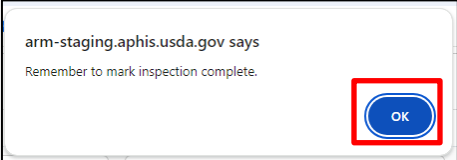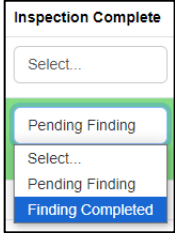
Interception In Progress
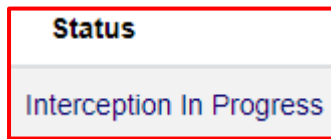
2. Scroll down and click on the Diagnostic Request Tab.
3. Recall the Diagnostic Request.

Steps to recall a DR

STEP	ACTION
1	Click on the Record DR radio button. **Note**: All information for that DR will populate back on Heading 2.

2	Click on the Recall Tab on Heading number 2. Recall **Note:** The status on Heading 3 will change to Draft Diagnostic Request (DR). **3 Diagnostic Requests** All ∨ records per page DR # Status ⦿ 520624090014-DR01 Draft Diagnostic Request

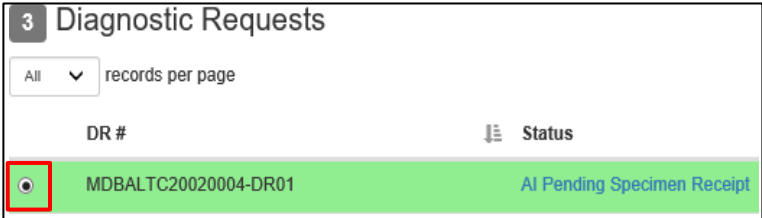| **3**	IF THE USER WILL:	THEN:
	Update the DR	1. Update field(s) as needed. 2. Click on the Update tab. Update Delete 3. **Go to** Step **4**.
	Delete the DR	1. Click on the Delete tab. Update Delete 2. Enter required information. Refer to Topic 2 on of this job aid.

4	Submit the DR again. Submit DR **Note:** The status will show as AI Pending Specimen Receipt, and you will get a message to remind you to mark the inspection complete. arm-staging.aphis.usda.gov says Remember to mark inspection complete. OK

5	Scroll up to Heading 1 and select Finding Completed in the Inspection Compete dropdown. **Inspection Complete** Select... Pending Finding Select... Pending Finding **Finding Completed**

Issue and Cancel a PPQ Form 287

The PPQ Form 287 is the Mail Interception Notice. The following areas are covered in the Issue and Cancel a PPQ Form 287 Job Aid:

1. Access the PPQ 287 Issuance Page
2. Enter PPQ 287 Issuance Information
3. Cancel a PPQ 287

1. Access the PPQ 287 Issuance Page
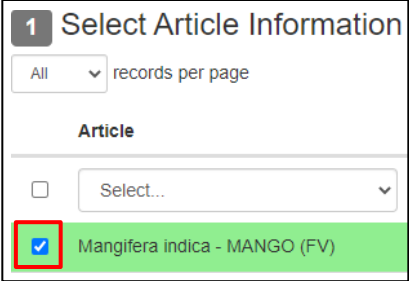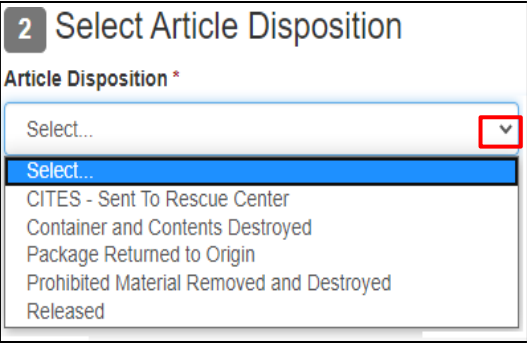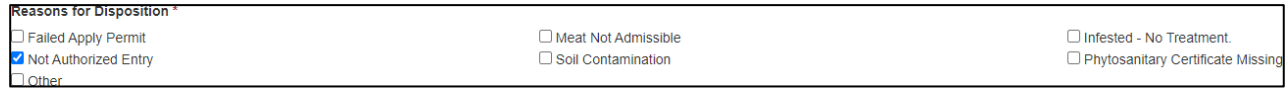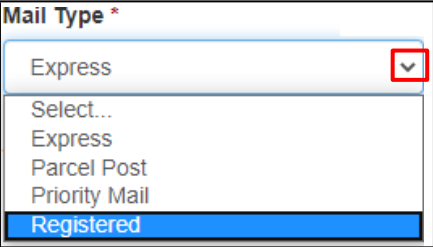
IF ACCESSING FROM:	THEN:
The Inspection Results Page	After a finding with a regulatory action outcome is completed, click on the Create 287 tab on the bottom, right side of the page.
The Main Workspace	Click on the Create 287 link from the Inspections Pane. **OR** Click on the Create 287 link from the Regulatory Action Pane.

2. Enter PPQ 287 Issuance Information

The PPQ 287 Issuance page is divided by headings like other pages throughout the ARM. These headings have different fields, many of them with dropdown lists. Some fields will be automatically populated with the information previously entered, other pages throughout the ARM workflow.

Required fields on the Inspection Information Page are identified with a red asterisk. ✱

Steps to enter PPQ 287 Issuance information

STEP	ACTION
1	Click on the article(s) under Heading 1.
2	Select an Article Disposition.
3	Select a Reason for Disposition.
4	Click on Save.
5	Select Mail Type. **Note:** This field will be pre-populated if a selection was done on a previous page. **Skip** this step if needed.

6	Select Addressee (To). **Note:** This field will be pre-populated if information was entered on a previous page. **Skip** this step if needed.
7	Select Addressor (From). **Note:** This field will be pre-populated if information was entered on a previous page. **Skip** this step if needed.
8	Select a date. **Note:** This field will default to the current date. Click on the calendar icon and select a date if needed.
9	Select 287 Reason(s). **Note:** The reasons displayed are based on the outcome(s) selected in the Interception Results page. If there is more than one option, select all that apply. If there is only one option showing, ARM will have it prechecked. **Skip** this step if needed.

10	Select all applicable CFR(s).
	☐ Select All
	☐ 7 CFR 319.15: Sugarcane ☐ 7 CFR 319.19: Citrus Canker And Citrus Diseases ☐ 7 CFR 319.24: Corn Diseases ☐ 7 CFR 319.28: Citrus Fruit ☐ 7 CFR 319.37: Plants for Planting ☐ 7 CFR 319.40: Logs, Lumber, and other Wood Articles ☐ 7 CFR 319.41: Corn, Broomcorn, And Related Plants ☐ 7 CFR 319.55: Rice ☐ 7 CFR 319.56: Fruits And Vegetables ☐ 7 CFR 319.59: Wheat Diseases ☐ 7 CFR 319.69: Packing Materials ☐ 7 CFR 319.73: Coffee ☐ 7 CFR 319.74: Cut Flowers ☐ 7 CFR 319.75: Khapra Beetle ☐ 7 CFR 319.77: Gypsy Moth Host Material from Canada ☐ 7 CFR 319.8: Foreign Cotton and Covers ☐ 7 CFR 360: Noxious Weed Regulations ☐ 7 CFR 361: Importation of Seed Under The Federal Seed Act ☐ 9 CFR 94: Importation Of Meat, Milk Products; Swine; Meat And Eggs Of Poultry; Organs; Glands; And Regulated Garbage
	Note: The CFRs displayed are based on the PPQ287 Reason(s). If there is more than one option, select all that apply.
11	Enter Internal Remarks.
	Internal Remarks (Internal Remarks are not displayed on the 287.)
	[ ]
	Note: Information entered this field will not show on the form. This is a non-required field. **Skip** this step if needed.
13	Click Add Phytosanitary Certificate to add the Phytosanitary Certificate Information if needed.
	Phytosanitary Certificate Information
	[Add Phytosanitary Certificate] [Delete Selected Certificate]

IF:	THEN:
Adding Phytosanitary Certificate	4. Select Phytosanitary Certificate Status. 5. Enter Doc. Number. 6. Click on the Calendar icon and select the Issuance Date 7. Enter the Country of Issuance. 8. Enter the City of Issuance. 9. If the users have multiple Phytosanitary Certificates, click Add Phytosanitary Certificate
Deleting Selected Certificate	5. Select Phytosanitary Certificate Status 6. Click Delete Selected Certificate

13		
	IF YOU WANT TO:	**THEN:**
	Preview the PPQ 287 Form	1. Click on Preview. 2. A preview of the draft PPQ 287 Form will appear.
	Save the PPQ 287 Form	Click on Save.
	Issue the PPQ 287 Form	1. Click on Issue 287 and PDFs. 2. A window with the PPQ 287 Form will appear.
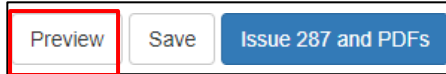
3. Cancel a PPQ 287

The PPQ 287 may be canceled for various reasons, such as an update is required, or the issuance was done by mistake. ARM provides the capability to cancel a PPQ 287.

Steps to cancel a PPQ 287

STEP	ACTION
1	Select any of the Show Complete values from the Views dropdown menu in the Regulatory Action Pane. ![Regulatory Action pane screenshot showing records per page, filter, and Show Complete dropdown with options: Show Active, Pending Custody Transfer, Show Complete: 1 Day, Show Complete: 3 Days, Show Complete: 7 Days, Show Complete: 30 Days, Show All. Table columns: RA Date, RA ID, Shipment ID, Commodity, Quantity, Origin, Consignee. Row: 12/03/2020, 520620120003-M001, MR:898878787, Carica papaya - PAPAYA (FV), 0.75 Kilograms, Cambodia, ANTHONY ANAST. Showing 1 to 1 of 1 entries.]
2	Click on the Cancel tab on the status column for the PPQ 287 Form to be canceled. ![Screenshot showing date field YY - MM/DD/YYYY, Status column, and a Cancel button.]
3	Click Ok on the warning message that appears on the top on the screen. ![Warning dialog: arm-staging.aphis.usda.gov says "Performing this action will cancel and delete the current 287. Are you sure you want to cancel the 287?" with OK and Cancel buttons.] **Note:** Once you have canceled the PPQ 287, ARM will redirect you to the Active view on the Regulatory Action Pane. The record will now show the "Create 287" status. To resubmit the PPQ 287, click on the Create 287 status link. Enter the PPQ 287 information by following the steps in Topic 2 of this job aid.

Navigating Common Fields in ARM CBPAS Workspace

This job aid describes navigating through the common fields in the ARM CBP Agriculture Specialist Workspace. The following areas (with the corresponding number on the image) are covered in the Navigating Common Fields in the ARM CBPAS Workspace:

1. Number of Records to Display Per Page
2. Filtering Options
3. Total Number of Records in a Custom View
4. First, Previous, Next, and Last Navigation Buttons
5. Sorting Icons
6. Expand or Collapse Record Details View

1. Number of Records to Display Per Page

ARM allows users to choose the number of records to display within the pane. Follow the steps below to change the number of records per page.

⚠️	Selecting more than 10 records per page may affect the software speed and/or performance.

Steps to change the number of records to display per page

STEP	ACTION
1	Click records per page dropdown arrow.
	5 ☐ ✓ records per page
2	Select the number of records to display per page from the available options.
	All 5 10 15 20 25 50

2. Filtering Options

ARM allows for users to filter records in a variety of ways. The following fields and features can be used together or separately.

Filter Field

Filter [   ] Show Active ✓
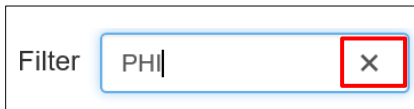
The Filter Field allows users to filter records displayed for a pane. Users can filter any data that is displayed in the pane, including, but not limited to:

- Event ID Numbers
- Shipment Identifiers
- Diagnostic Request Numbers
- Commodities, Origin
- Consignee

Type a full or partial alphanumeric identifier and filtering will occur automatically after a user types three characters. The more alphanumeric identifiers entered will narrow the filtered records displayed.

To undo the filter, hover the mouse over the right side of the Filter Pane until an "X" appears. Click on the "X" to delete the filter.

Filter [PHI   ✕]
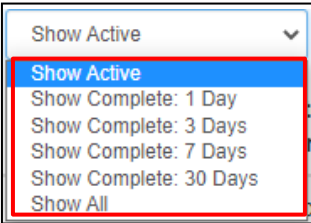
Show Dropdown Menu

The Show Dropdown Menu allows users to filter records according to their status and can be used with the Filter Field or independently. Status options include:

- **Show Active**: Displays records that are currently Active and have <u>not</u> been completed
- **Show Complete:** Displays records that were completed in 1 Day, 3 Days, 7 Days, or 30 Days
- **Show All**: Displays all Active and Completed records within the date filters, defaulting to 30 days to present

	The Show Dropdown Menu defaults to Show Active, as it is the recommended selection. Other options may affect the software speed and/or performance.

Steps to filter records from the Show Dropdown

STEP	ACTION
1	Click the drop-down arrow in the Show field.
2	Select the desired view from the available options.

Date Range Field
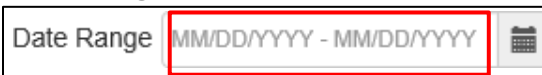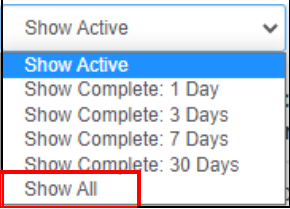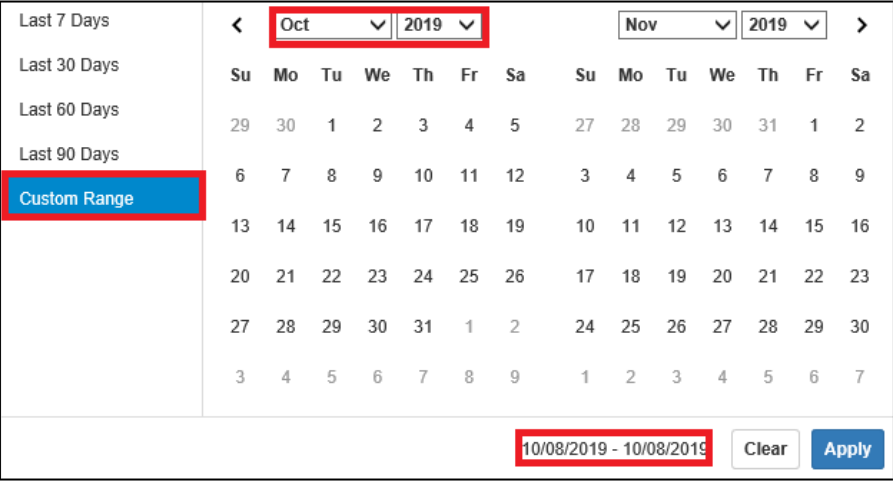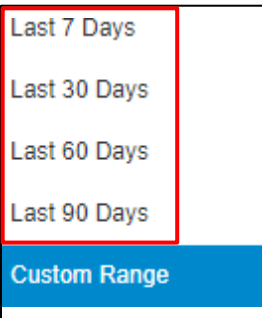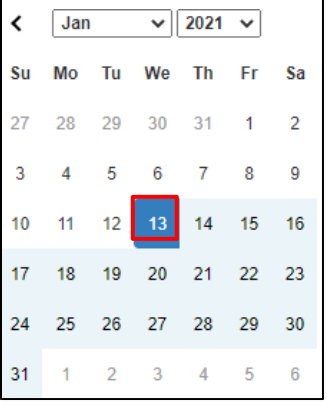
The Date Range Field allows users to find any records within a selected date range and can be used with the Filter Field or independently.

	The Date Range Field is limited to a maximum 90-day date range.

Steps to filter by a Date Range

STEP	ACTION
1	Click the drop-down arrow in the Show field.
	Filter [＿＿＿＿] Show Active [∨]
2	Select the Show All view.
	Show Active [∨] **Show Active** Show Complete: 1 Day Show Complete: 3 Days Show Complete: 7 Days Show Complete: 30 Days Show All
3A	Type the dates in the Date Range field using the MM/DD/YYYY format.
	Date Range | 01/01/2019 - 03/09/2019 | 📅
	Note: The date range must be 90 days or less. If over 90 days is entered, ARM will automatically change the range to fit the 90-day limit.
	OR
	1. In the Date Range field, click on the Calendar Icon.
	Date Range | MM/DD/YYYY - MM/DD/YYYY | 📅
	2. **Go to** Step 3B
3B	Two calendars display simultaneously with a list of various date range options, with the Date Range option defaulted to Custom Range.
	Last 7 Days / Last 30 Days / Last 60 Days / Last 90 Days / **Custom Range** — calendars for Oct 2019 and Nov 2019 — 10/08/2019 - 10/08/2019 Clear **Apply**

		THEN:
	Preset Range	1. Click on one of the preset options. Last 7 Days Last 30 Days Last 60 Days Last 90 Days **Custom Range** 2. **Go to** Step 4.
	Custom Range	1. Click on the Month and Year dropdown list on the first Calendar. This will be the "From" date. < Jan ∨ 2021 ∨ 2. Select a day. < Jan ∨ 2021 ∨ Su Mo Tu We Th Fr Sa 27 28 29 30 31 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 5 6 3. Repeat Actions 1 and 2 on the second calendar. This will be the "Until" date. 4. **Go to** Step 4.
4	Click Apply. 08/09/2019 - 10/08/2019 Clear **Apply** **Note:** Records acted upon during the defined period will display.	

3. Total Number of Records in a Custom View

Once a user applies a custom view, the number of records will show on the bottom, left side of each pane. These numbers (with the corresponding number on the image) show:

1. Number of records displayed per page
2. Number of records for the custom view at the user's location
3. Number of total entries (also known as records)
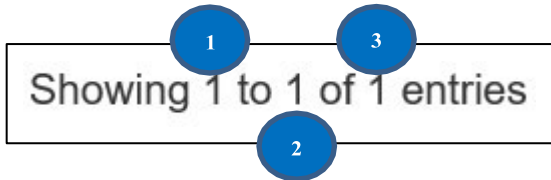
4. First, Previous, Next, and Last Navigation Buttons

Users can navigate the records or search results by using the First, Previous, Numbered Pages, Next, or Last Navigation Buttons at the bottom, right side of each pane.
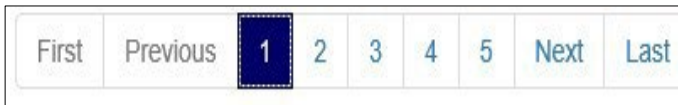
- A blue button with white text shows the current page.
- A white button with blue text shows an available page.
- A white button with light gray text (or a Ø sign when users hover over the button) shows an inactive button.
- The First button displays the initial page of results.
- The Previous button displays the previous page of results.
- The numbered buttons show the Page Numbers for multiple results pages and are in sequential order. ARM will default to Page 1 of the search results.
- The Next button displays the next set of sequential pages of results.
- The Last button displays the last page of results.

5. Sorting Icons

In the table of the results that display, each column has a sorting icon to the right side of the header.

To sort the data in the columns, the arrows are toggle buttons, allowing a user to sort in ascending or descending order.

Click the default state icon to see the ascending order and descending order icons.

ICON	DESCRIPTION
	This is the default state when results display.
	Selecting the ascending order (from smallest to greatest) lists items in this order: • Any blank fields • Numerically (starting with the smallest number) • Alphabetically (starting with the letter a)
	The descending order (from greatest to smallest) lists items in this order: • Reverse alphabetical order • Reverse numerical order (starting with the largest number) • Any blank fields

6. Expand or Collapse Record Details View

Throughout ARM, a ╋ icon shows more information about that record is available.

	Inspection Date	⇅	Pathway
╋	03/18/2019		Predeparture Air Passenger

Click the ╋ icon to expand and view the additional record details. When clicked, the ╋ icon changes to a ▬ icon. Click the ▬ icon to collapse and hide the additional record details from view.

Search, Add, and Edit a Trade Party in ARM

This job aid describes how to search, add and edit a trade party in ARM. The following areas are covered:

1. Search for a Trade Party
2. Add a Trade Party
3. Edit a Trade Party

1. Search for a Trade Party
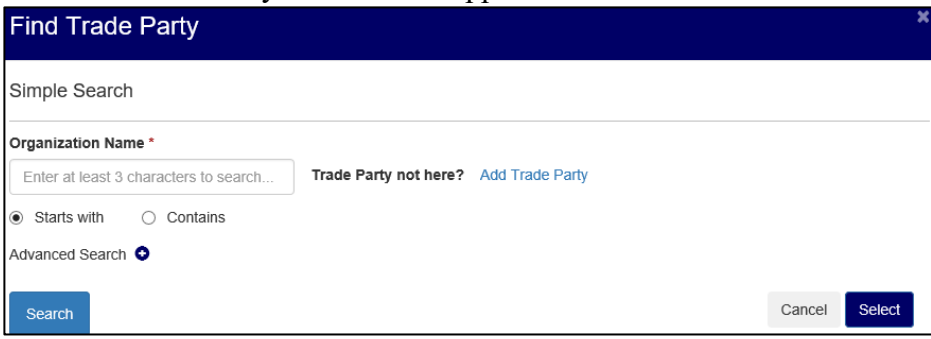
The search for a trade party function will be found throughout ARM in the following fields:
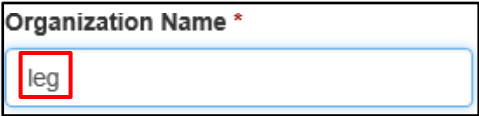
- Importer
- Shipper
- Broker
- Consignee
- Producer

- Applicant
- Addressor
- Addressee
- Current Location of Commodity

Each of the fields listed above has a dropdown list of all trade parties users added at their work locations. At the end of the field, users will see the Search icon shown here:

Importer *

| Amherst Greenhouses, Harrod, OH | ⌄ | 🔍 |
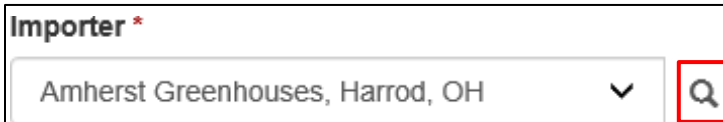
Steps to Search for a Trade Party in ARM

STEP	ACTION
1	Click on the Search icon in the field.
	Importer *
	Amherst Greenhouses, Harrod, OH ⌄ 🔍
	The Find Trade Party window will appear.
	Find Trade Party ✕
	Simple Search
	Organization Name *
	Enter at least 3 characters to search... **Trade Party not here?** Add Trade Party
	⦿ Starts with ◯ Contains
	Advanced Search ➕
	Search Cancel Select

2	Enter at least three characters from the trade party's name in the Organization Name field.
	Organization Name *
	leg

3	Select a Trade Party from the list.
	Organization Name * POC
	● LEGACY WORLDWIDE LEGACY WORLDWIDE LOGISTICS, INC LOGISTICS, INC

| 4 | Click on the Select tab.

Note: The selected trade party will show in the fields' dropdown box. It will also be saved to the dropdown list and available to all users in the work location after the record is completed. |
|---|---|
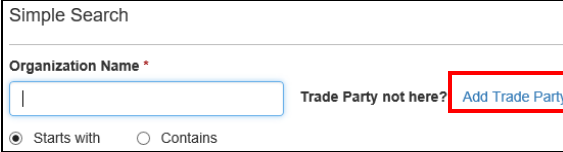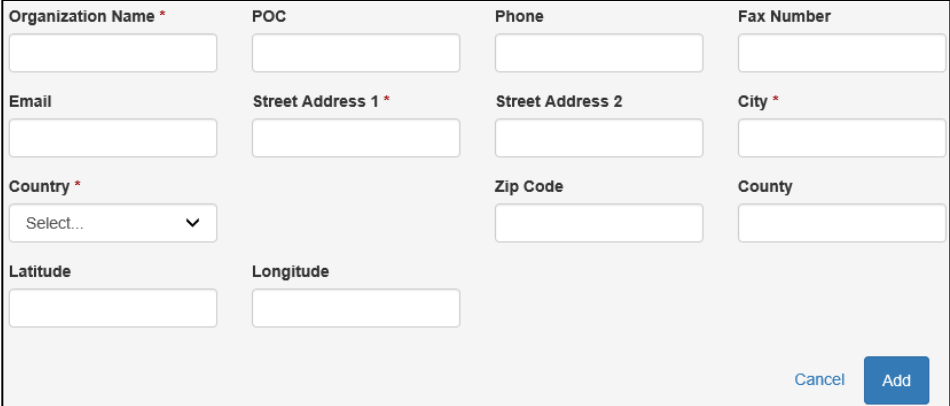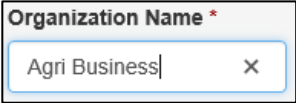
2. Add a Trade Party

	Always search for a Trade Party and edit the Trade Party's information before adding a new Trade Party to the system. This avoids the same Trade Party appearing multiple times in the system.

If the Trade Party is not found from the search, users can add a new Trade Party in ARM.

Steps to add a Trade Party in ARM
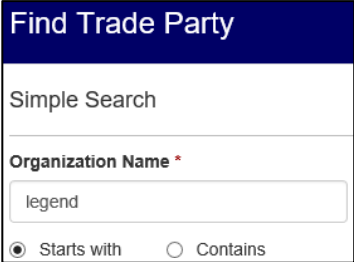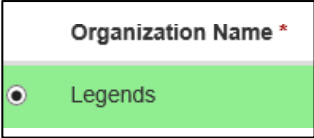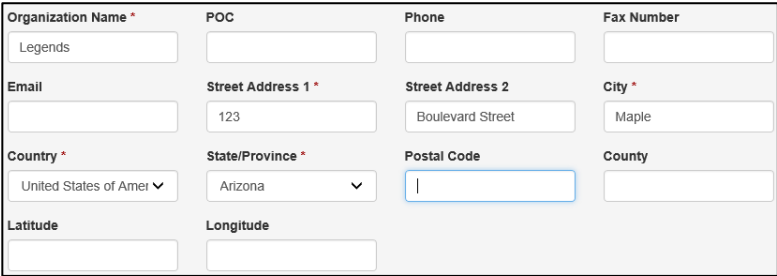
STEP	ACTION
1	Click on the Add Trade Party Hyperlink. Simple Search Organization Name * [	] Trade Party not here? Add Trade Party ● Starts with ○ Contains A set of fields will show: Organization Name * POC Phone Fax Number Email Street Address 1 * Street Address 2 City * Country * [Select... ▼] Zip Code County Latitude Longitude Cancel Add **Note:** Required fields are identified with a red asterisk. ✱
2	Enter the Organization Name. Organization Name * [Agri Business ✕] **Note:** This is a **required field.**
3	Enter a point of contact name, **if available.** POC [Blake Anderson ✕] **Note:** This is a not required field; **Skip** this step if needed.
4	Enter phone and fax numbers, **if available**. Phone Fax Number [000-000-0000] [111-111-1111 ✕] **Note:** This is a not required field; **skip** this step if needed.

5	Enter the email address, **if available**.
	Email
	agbusiness@agri.com ✕
	Note: This is a not required field; **skip** this step if needed.
6	Enter the street address.
	Street Address 1 * **Street Address 2**
	123 Boulevard ✕
	Note: This is a **required field.**
7	Enter the city. This is a **required field.**
	City *
	Note: This is a **required field.**
8	Select a country from the dropdown list.
	Select...
	Afghanistan
	Aland Islands
	Albania
	Country * Algeria
	American Samoa
	Select... ⌄ Andorra
	Angola
	Note: This is a **required field.**
9	Enter a zip code and county, **if available**.
	Zip Code **County**
	00000000 Orange ✕
	Note: This is a not required field; **Skip** this step if needed.
10	Enter latitude and longitude, **if available**.
	Latitude **Longitude**
	18.36459 -64.23696 ✕
	Note: This is a not required field; **Skip** this step if needed.
11	Click on Add Tab.

3. Edit a Trade Party

Users can edit/update a Trade Party's profile in the system.

Steps for Editing a Trade Party

STEP	ACTION
1	Search for a Trade Party. **Find Trade Party** Simple Search **Organization Name** * legend ◉ Starts with ○ Contains
2	Select Trade Party to be edited. **Organization Name** * ◉ Legends
3	Click on the Edit Trade Party hyperlink. Edit a Trade Party Edit Trade Party
4	Update information as needed. Organization Name *: Legends POC Phone Fax Number Email Street Address 1 *: 123 Street Address 2: Boulevard Street City *: Maple Country *: United States of Amer State/Province *: Arizona Postal Code County Latitude Longitude **Note:** Required fields are identified with a red asterisk. ✱
5	Click on the Update Tab.

Upload Digital Imagery in ARM
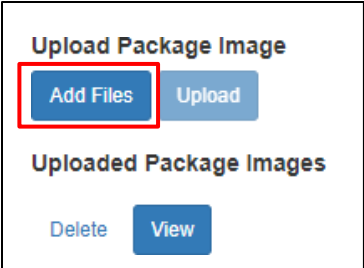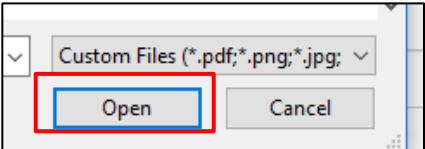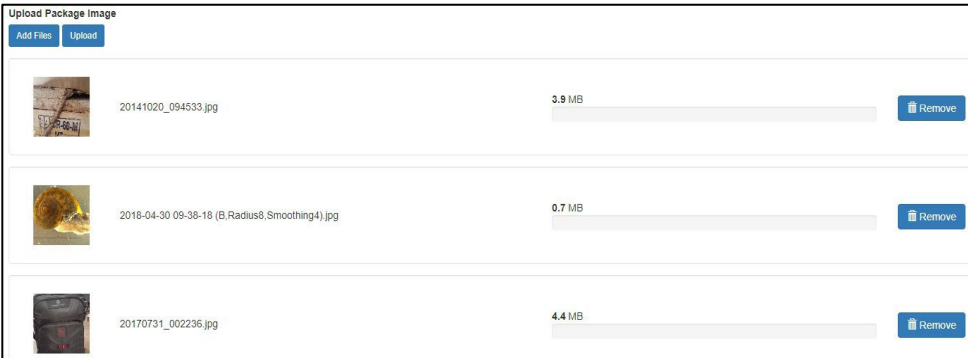
This job aid describes how to upload digital imagery in ARM. Users can:

1. Upload a digital image
2. View or delete a digital image

1. Upload a Digital Image

Users can upload one or various digital images on the Inspection Information and Inspection Results Pages in the CBPAS Workspace in ARM.

Steps to upload a digital image

STEP	ACTION
1	Click on the Add Files Tab. **Upload Package Image** [Add Files] [Upload] **Uploaded Package Images** Delete [View]
2	Select the image(s) to be uploaded on your files window. Multiple images may be selected at one time.
3	Click on Open tab in your browser. Custom Files (*.pdf;*.png;*.jpg; ⌄) [Open] [Cancel] **Note:** You can also click on Enter your keyboard. **Upload Package Image** [Add Files] [Upload] 20141020_094533.jpg 3.9 MB [Remove] 2018-04-30 09-38-18 (B,Radius8,Smoothing4).jpg 0.7 MB [Remove] 20170731_002236.jpg 4.4 MB [Remove]

4

IF THE IMAGE:	THEN:
Has to be removed	Click on the Remove tab near the image to be removed. 🗑 Remove
Is ready for upload	Click on the Upload tab. **Upload Specimen Image** Add Files Upload

Note: Refer to screenshot for validation of a successful uploading. A green line will show with the size of each image above it.

🖼	20141020_094533.jpg	3.9 MB	🗑 Remove
🖼	2018-04-30 09-38-18 (B,Radius8,Smoothing4).jpg	0.7 MB	🗑 Remove
🖼	20170731_002236.jpg	4.4 MB	🗑 Remove
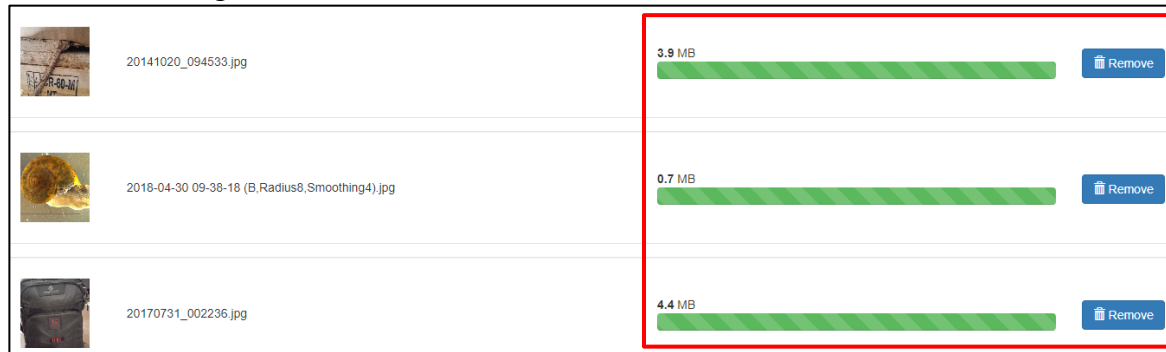
The uploaded images will appear under the Uploaded Package Images field.

Upload Package Image

Add Files   Upload

Uploaded Package Images

Delete   View
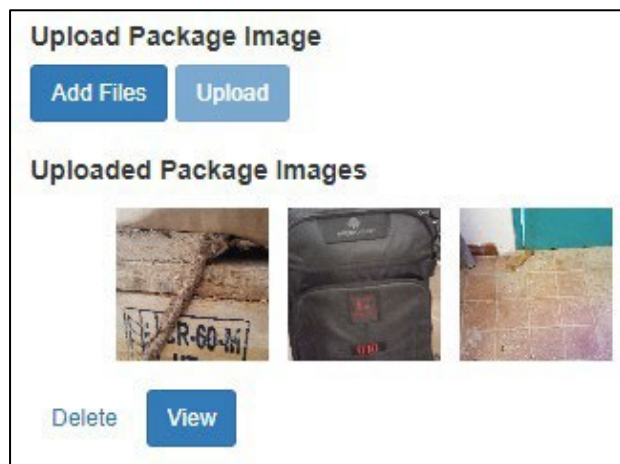
2. View or Delete a Digital Image

IF YOU WANT TO:	THEN:
View an image;	1. Select the image on the Uploaded Package Images Field 2. Click on the View tab. **Note:** A new window will appear, showing the picture you selected.
Delete an image;	1. Select the image in the Uploaded Package Images Field. 2. Click on the Delete tab. **Note:** The image will be deleted from the Uploaded Package Images field

Enter an Article Split in ARM

ARM provides the capability of splitting an article into a shipment. If a user passes by the Article section in ARM and realizes that an article needs to be split, there is no need to go back to the Article Page. Users can continue through the workflow and use the Article Split function at the bottom of the Interception Results Page.
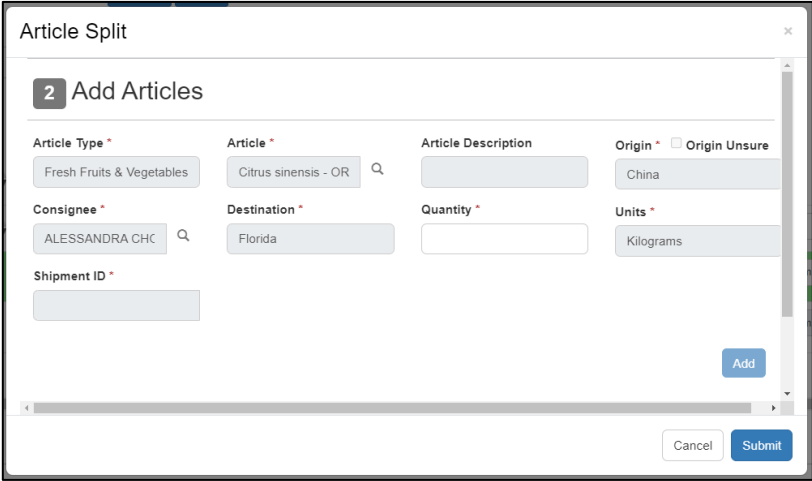
This job aid describes the steps to enter an Article Split in ARM. Users can:

1. Enter an Article Split
2. Update or delete an Article Split

1. **Enter an Article Split**

Steps for entering an Article Split in ARM

STEP:	THEN:
1	Select the article to be split.
2	Click on the Article Split tab. A new window will appear. Note: All fields are disabled; except for quantity.

2	Enter a quantity.
	Quantity * `158` ✕

3	Click on Add tab.
	Add The total quantity will split into two rows. **Quantity** 12243 Total Quantity = 12243 **Quantity** 12085 158 Total Quantity = 12243

4	Click on Submit.
	The window will close, and ARM will redirect users to Interception Results. **1 Select Commodity** All ⌄ records per page | Commodity	Producer	Origin	Quantity	Regulatory Type *
---	---	---	---	---
☐ **Select All**				Select... ⌄
☐ Acronia sp. (PM)		Armenia	158 Plant Units	Generally Admissible Plants ⌄
☐ Acronia sp. (PM)		Armenia	12085 Plant Units	Generally Admissible Plants ⌄	
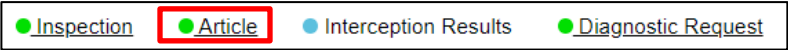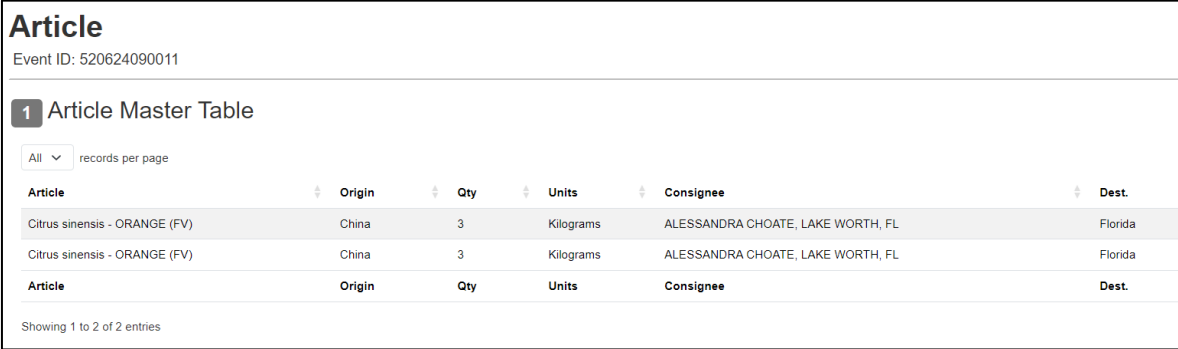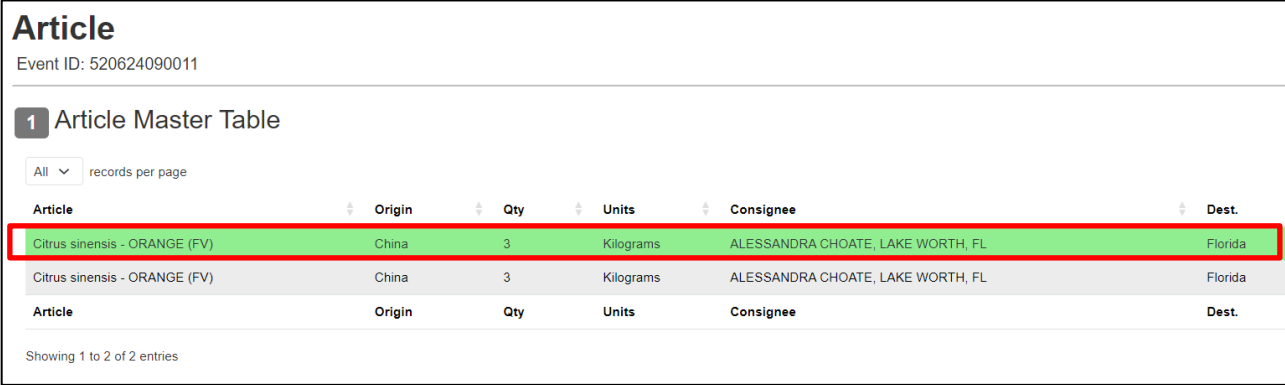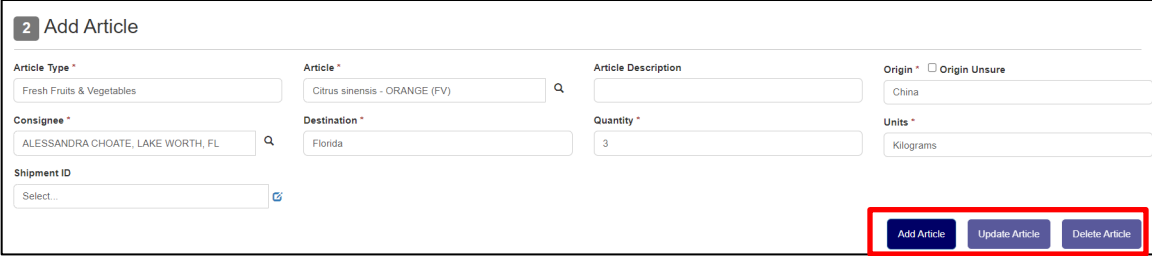
2. Update or Delete an Article Split

An Article Split can be updated or deleted from the Article Page.

Steps to Update or Delete an Article Split

STEP	ACTION
1	Click on the Article breadcrumb hyperlink. ● Inspection ● Article ● Interception Results ● Diagnostic Request ARM will redirect users to the Article page. **Article** Event ID: 520624090011 **1** Article Master Table All ⌄ records per page | Article	Origin	Qty	Units	Consignee	Dest.
Citrus sinensis - ORANGE (FV)	China	3	Kilograms	ALESSANDRA CHOATE, LAKE WORTH, FL	Florida
Citrus sinensis - ORANGE (FV)	China	3	Kilograms	ALESSANDRA CHOATE, LAKE WORTH, FL	Florida
Article	Origin	Qty	Units	Consignee	Dest.	 Showing 1 to 2 of 2 entries
2	Click on the article to be updated or deleted. The selected article will be highlighted in green. **Article** Event ID: 520624090011 **1** Article Master Table All ⌄ records per page | Article	Origin	Qty	Units	Consignee	Dest.
Citrus sinensis - ORANGE (FV)	China	3	Kilograms	ALESSANDRA CHOATE, LAKE WORTH, FL	Florida
Citrus sinensis - ORANGE (FV)	China	3	Kilograms	ALESSANDRA CHOATE, LAKE WORTH, FL	Florida
Article	Origin	Qty	Units	Consignee	Dest.	 Showing 1 to 2 of 2 entries All the fields under Heading 2 Add Article will populate. Update Article and Delete Article tabs will also appear. **2** Add Article Article Type * : Fresh Fruits & Vegetables Article * : Citrus sinensis - ORANGE (FV) Article Description Origin * ☐ Origin Unsure : China Consignee * : ALESSANDRA CHOATE, LAKE WORTH, FL Destination * : Florida Quantity * : 3 Units * : Kilograms Shipment ID : Select... [Add Article] [Update Article] [Delete Article]

3	IF YOU ARE:	THEN:
	Updating an Article	1. Update fields as needed **Note:** Required fields are identified with a red asterisk. ✱ 2. Click on the Update Article tab. [Add Article] [Update Article] [Delete Article]
	Deleting an Article	3. Click on the Delete Article tab. [Add Article] [Update Article] [Delete Article]