NIS Workspace

Each ARM user has a Workspace customized for role and location.

Please note that ARM brings with it new terminology, such as "Diagnostic Request," or DR. In addition, certain forms used in the AQAS system, such as the PPQ 309 form, are no longer used in ARM. ARM's Diagnostic Request entity and the DR Routing Form contain the essential information from the 309. ARM's left-hand column (or drawer) contains all shipment information, which includes information that was on the 309 as well.

Log into ARM using your LINCpass or eAuth login.

AQI Functions Enabled on the Workspace

ARM enables two AQI functions directly from the Workspace:

- Save Quarantine Recommendations. Simply click the checkbox at far left or anywhere on the master row.
- Submit Quarantine Recommendations. Simply select the Quarantine Recommendation for the Diagnostic Request from the drop-down menu in the Diagnostic table and click the "Submit" button. The Diagnostic Request will disappear from the Workspace.
- Undo a Diagnostic Request whose Exclusion Options have not yet been recorded by an Area Identifier. ARM automatically displays an "Undo" button next to those Diagnostic Requests. Simply click the button.

Overview

The NIS Workspace comprises a table of the Diagnostic Requests that have been submitted to NIS for Quarantine Recommendation. The default Workspace view is the expanded view, through which all Diagnostic Requests are shown in detail, as shown below.

Change the view of all Diagnostic Requests at once from Expanded to Collapsed (and vice versa) by clicking the buttons at left:
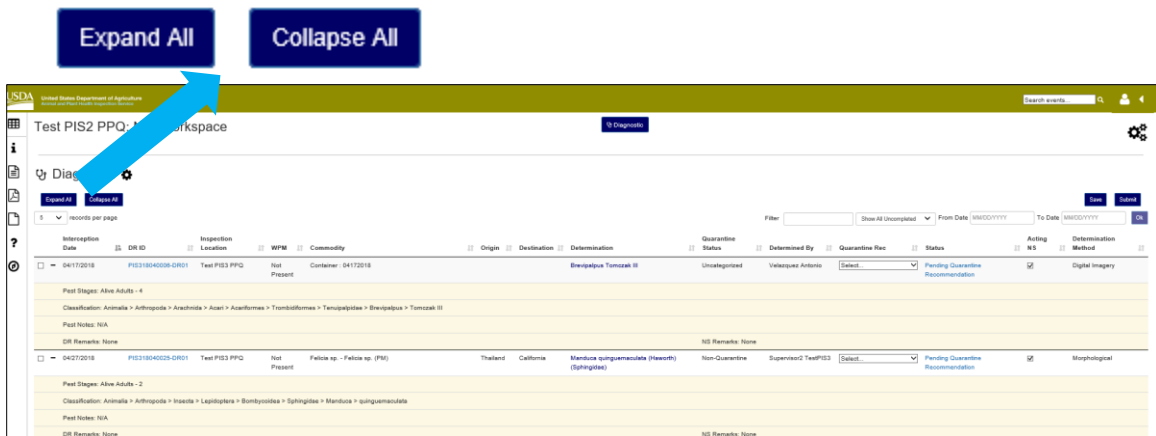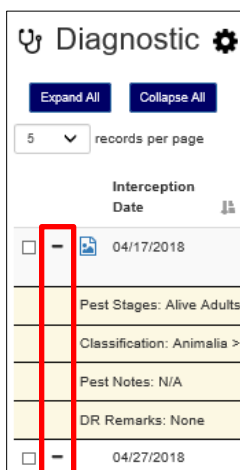

Default view of NIS Workspace showing All Uncompleted Diagnostic Requests in detail (Expanded View)
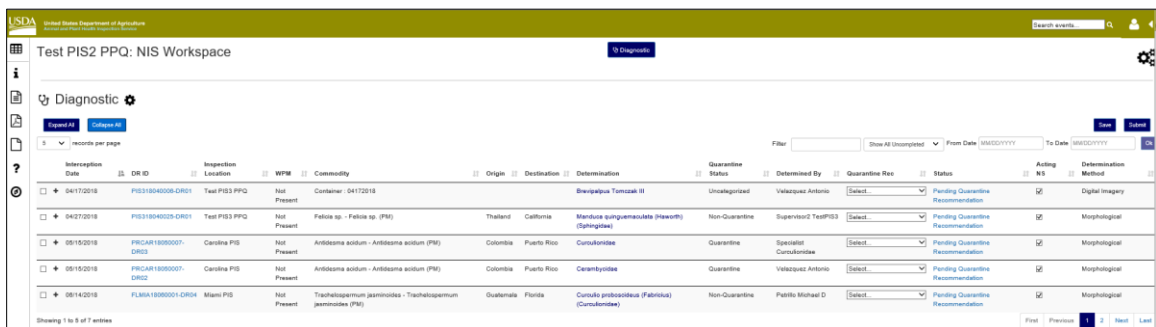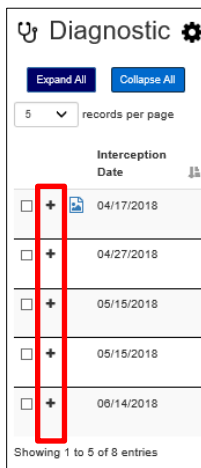

NIS Workspace showing All Uncompleted Diagnostic Requests in Collapsed View

The view of each Diagnostic Request can be changed individually as well by clicking the + or – icon to the left of the Interception Date, as shown below:

Click "–" to collapse Diagnostic Requests individually

Click "+" to expand Diagnostic Requests individually

Expanded View

The expanded view provides a snapshot of the information contained in the Diagnostic Request without requiring the National Specialist to click into the Determination page. The example below displays a Diagnostic Request on the Workspace in the expanded view.

One Diagnostic Request shown in Expanded View (Left side of Workspace)
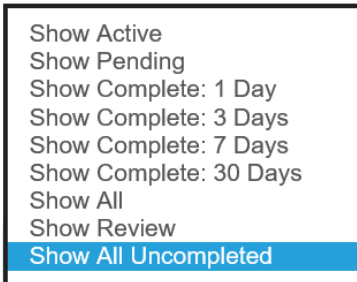
Collapsed View

Detail of Workspace in Collapsed View. (Seven additional columns to the right complete the view)

Arrow icon

The arrow icon on any field indicates a drop-down menu, as shown below. Clicking on the arrow will display the drop-down menu.

Show All Uncompleted ⌄
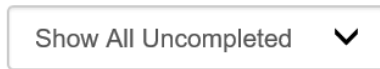
Drop-down menu collapsed.

Show Active
Show Pending
Show Complete: 1 Day
Show Complete: 3 Days
Show Complete: 7 Days
Show Complete: 30 Days
Show All
Show Review
Show All Uncompleted

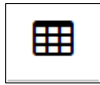**Drop-down menu after the arrow icon ⌄ has been clicked and the menu is expanded.**

Submit Button

The Save button enables saving Quarantine Recommendations from the Workspace – without submitting them.
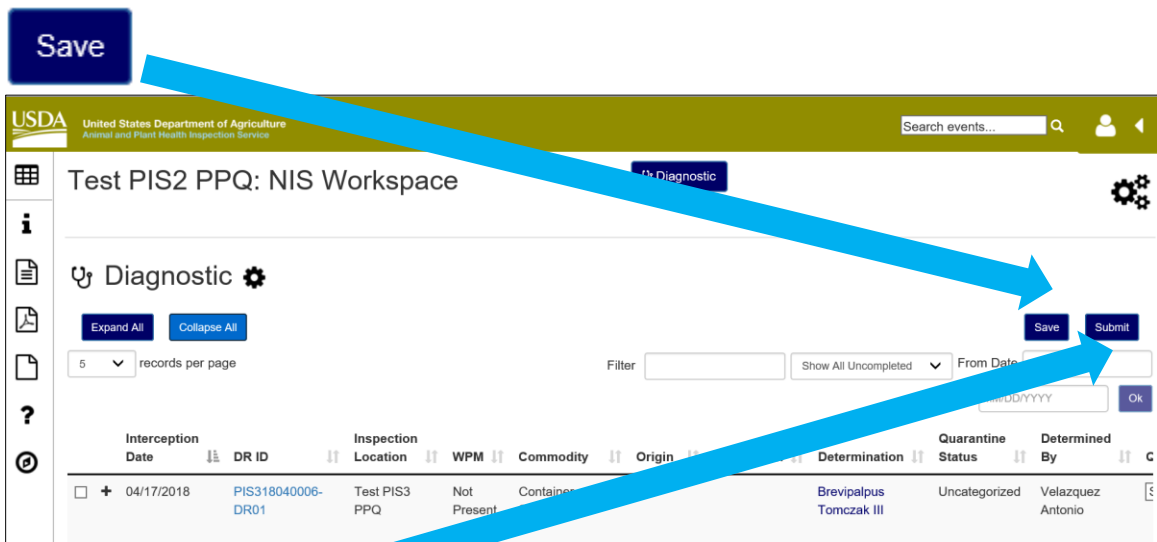
The Submit button enables submitting Quarantine Recommendations from the Workspace.

Workspace Button

 Found in the upper left corner, the ARM Workspace button serves as the Home button for ARM. If you want to return to the ARM Workspace, click this icon.


NOTE** DO NOT USE THE BACK ARROW

- **Use the ARM Workspace button to return to the ARM Workspace; do not use the back arrow.**
- **Always save the information that you are working on before clicking on the ARM Workspace button.**

Icons on the left side of the screen

NOTE: Only the Reports and Help icons are active from the Workspace. Even though they display on all ARM pages, the other icons are active only when you are in a Diagnostic Request. Steps are provided in the sections below. Click on the DR ID (second column from the left) on on the link in the Status column (third from right) for the Diagnostic Request of interest located on the Determination Information page, where you will be able to utilize the functionality behind all these icons.

1. Information Panel "i"

2. Uploaded documents

3. ARM Generated forms

4. Reports

5. Help

Information icon – "i"

Even though this icon displays on the Workspace, it is not active on the Workspace. You must go into a Diagnostic Request to be able to use this feature. This icon is used to go into the details of a single Diagnostic Request. Follow these steps:

1. Click on the DR ID (second column from the left) or the Status column(third from right) for the Diagnostic Request of interest.
2. You will be sent to the Determination Information page for that Diagnostic Request.
3. Click on the information icon.
4. You will be sent to the Info panel, which shows all the information and history in ARM for that Diagnostic Request.

The Info panel

The Info panel is laid out in reverse order chronologically. The most recent action taken on the shipment is at the top; for example, as shown below, the Quarantine Recommendation information available. Scroll down to see the rest of the information, to the shipment's initial Entry & Arrival. As shown in this example, the amount of information can be extensive.

Top of Info Page – the most recent information is shown at top. See below for the remainder of the Info page, showing shipment information reverse chronologically.

STATUS

Area Identifier	Date Acknowledged		Date Accepted
Area Identifier	04/12/2018 10:35:01 AM		04/12/2018 10:35:01 AM
National Specialist	04/12/2018 10:49:42 AM		04/12/2018 10:49:42 AM

PEST STAGE INFORMATION

	Immature	Pupae	Adults	Eggs	Cysts
Alive	0	0	5	0	0
Dead	0	0	0	0	0

DIAGNOSTIC REQUEST COMMODITIES

Commodity	Country of Origin	Consignee	Host Proximity	Host Part
Gypsophila repens - Gypsophila repens (PM)	Australia	I HSIN Orchids Inc	On	Not Specified

Diagnostic Routing PDF:routing.pdf

Diagnostic Request #:HQHQ18040001-DR02 | **DR Type:**Pest On Commodity

DR Current Status: Pending Quarantine Recommendation | **Date:**04/12/2018

Priority: Urgent | **WPM:**Not Present

DR Remarks: None | **DR Current Location:**APHIS Headquarters

DETERMINATIONS

	Diagnostic Routing Type	Regulatory Id	Identification Possible	Method	Determination/Discipline/Reason	Date Determined	Determination Remarks	Determined By
Initial ID	Morphological	No	No	Morphological	Entomology	04/12/2018		Touhey, Peter A
Tentative ID (Tentative - Route to NS)	Morphological	No	Yes	Morphological	Aphididae	04/12/2018		Touhey, Peter A
Final ID	Morphological	No	Yes	Morphological	Aphididae	04/12/2018		Touhey, Peter A

Pest Images: None

STATUS

Area Identifier	Date Acknowledged		Date Accepted
Area Identifier	04/12/2018 10:35:01 AM		04/12/2018 10:35:01 AM

PEST STAGE INFORMATION

	Immature	Pupae	Adults	Eggs	Cysts
Alive	0	0	5	0	0
Dead	0	0	0	0	0

DIAGNOSTIC REQUEST COMMODITIES

Commodity	Country of Origin	Consignee	Host Proximity	Host Part
Gypsophila repens - Gypsophila repens (PM)	Australia	I HSIN Orchids Inc	On	Not Specified

Diagnostic Routing PDF: None

Inspection Results Information

Shipment Inspection Date:04/12/2018 | **Date in PIS:**04/12/2018

WPM: Not Present

Inspection Outcome(s)	Inspection Date	Item	Qty	Country of Origin	Consignee	RBS	Sampling Units	Inspected By	Condition	Remarks
Pest	04/12/2018	Gypsophila repens - Gypsophila repens (PM)	100 Plant Units	Australia	I HSIN Orchids Inc	No		Touhey, Peter A	Fair	

Document Review

Date in Station:04/12/2018

Doc. Type	Doc. Number	Exp./Iss. Date	Commodity	City	Country of Origin	Consignee
Permit - Present	P4122018	04/18/2018	Gypsophila repens - Gypsophila repens (PM)		Australia	I HSIN Orchids Inc
Phytosanitary Certificate - Present	PC4122018	03/25/2018	Gypsophila repens - Gypsophila repens (PM)		Australia	I HSIN Orchids Inc

Commodity

Created: 04/12/2018 10:18:51 AM User: Touhey, Peter

Dest.	Commodity	Consignee	Origin	Qty	Units	Producer	Shipment ID	CFN
California	Gypsophila repens - Gypsophila repens (PM)	I HSIN Orchids Inc	Australia	100	Plant Units		IE:4122018	N/A

Entry & Arrival

Created: 04/12/2018 10:18:21 AM User: Touhey, Peter
Event ID:HQHQ18040001 | **Pathway:**Airport - Aircraft - Cargo

Commercial Shipment: Yes | **Overtime:**No

Port/Facility of Arrival:ALPENA, MI | **Expected Date of Arrival in U.S.:**04/12/2018

Country of Export: Peru | **Port of Lading:**Alejandro Velasco Astete International Airport

Airline:ADC Airlines | **Flight Number:**1234

SHIPMENT IDS

Shipment ID
IE: 4122018

Bottom of Info Page – earliest history of this shipment. Read shipment information chronologically from bottom to top.
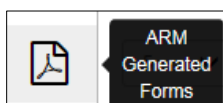
Uploaded Documents Icon

Even though this icon displays on the Workspace, it is not active on the Workspace. You must go into a Diagnostic Request to be able to use this feature. Follow these steps:

1. Click on the DR ID (second column from the left) or the Status column (third from right) for the Diagnostic Request of interest.
2. You will be sent to the Determination Information page for that Diagnostic Request.
3. Click on the Uploaded Documents icon.
4. You will be sent to the Uploaded Documents page, which is shown below. (In this case, no documents have been uploaded related to this shipment.)

ARM Generated Forms Icon

The ARM Generated Forms folder houses all the forms that have been created by ARM for a shipment, such as Diagnostic Requests and EANs, as hown here. As the shipment moves through ARM, other forms, such as 264s and 236s, etc., can be found here.

Even though this icon displays on the Workspace, it is not active on the Workspace. You must go into a Diagnostic Request to be able to use this feature. Follow these steps:

1. Click on the DR ID (second column from the left) or the Status column (third from right) for the Diagnostic Request of interest.
2. You will be sent to the Determination Informatiion page for that Diagnostic Request.
3. Click on the ARM Generated Forms icon.
4. You will be sent to the ARM Generated Forms page, which is shown below.

Reports Icon

The Reports icon takes users to the Cognos reporting website, where reports can be run using the data entered into ARM. Report templates found there make running reports easier. Disregard the red circle with the line through and click on the icon to go to the Cognos site.

Help Icon

Click on the Help icon to be taken to the ARM Help site, which is shown below.

The ARM Help icon has the Help Desk contact information. You will also find ARM job aids and user guides, as well as helpful manuals and other resources listed at the bottom of the page.

Auto Refresh Icon
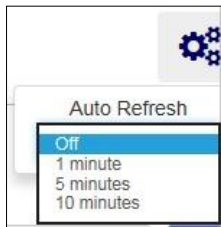
The Auto Refresh gears on the upper right side of the ARM Workspace allow you to select how many times you want ARM to refresh the page. You may choose to turn it off, or refresh every 1 minute, 5 minutes, or 10 minutes.

Change user role or location
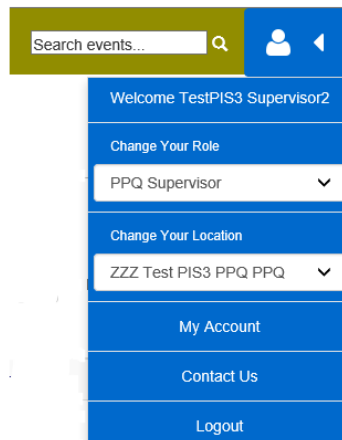
The person icon in the top right corner of the ARM Workspace is a useful tool for those with multiple roles or locations. When you click on this icon, the "Change Your Role" and "Change Your Location fields will display. For more information on how to use this tool, reference the "Change User Role or Location" chapter.

## Search Events Field (Global Search)

The "Search Events" field in the upper right of the Workspace allows anyone with ARM access to find any record ever created in ARM or submitted to ARM. This is a great tool to look up more information on a Diagnostic Request from an Area Identifier or more data on a

PIS shipment. For more information on how to use this tool, reference the "Event Search" chapter.

Records-per-page Filter
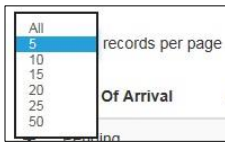
The records-per-page filter found below the "Shipments" heading at left allows users to filter number of records to display: 5, 10, 15, 20, 25, or 50. The default view is five records per page.
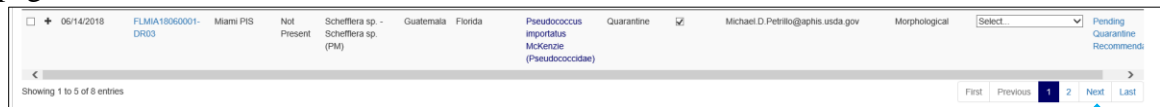
Navigate to additional records using the page link on the lower right of the Workspace.

"Show All Uncompleted" Filter

This drop-down menu allows you to filter Diagnostic Requests for the last 90 days by status. The default view is "Show All Uncompleted."
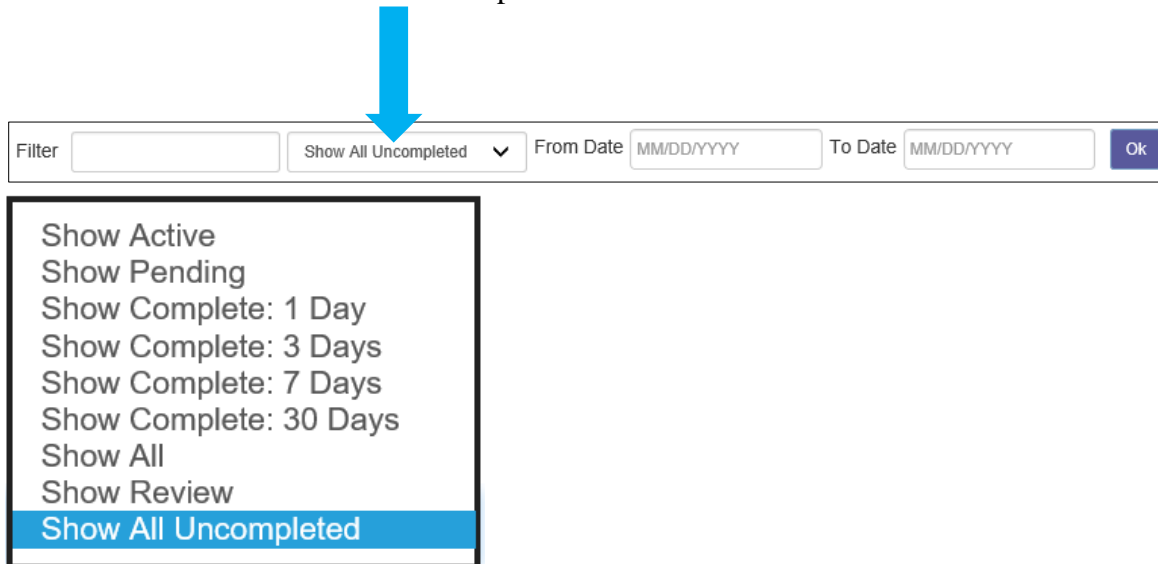
The Diagnostic table display Diagnostic Requests according to the selection made in the "Show All Uncompleted" drop-down menu:

- "Show Active" displays Diagnostic Requests in "Pending Quarantine Recommendation" status that do not have a saved Quarantine Recommendation. In the Status column, the status will read, "Pending Quarantine Recommendation."

- "Show Pending" displays urgent Diagnostic Requests that have been submitted to National Specialists that do not have a submitted Final determination. The Status column will display the more detailed current status shown simultaneously on the National Workspace: "NS Pending Specimen Receipt," "NS Specimen Received," or "NS Diagnostic Request in Progress."

- "Show Complete" displays Diagnostic Requests that have a Quarantine Recommendation submitted by NIS. The Status column will read, "Pending Treatment Recommendation" or "Diagnostics Completed." You will see an "Undo" button next to some Diagnostic Requests. When the Exclusion Option has not yet been recorded by an Area Identifier, you can undo these Diagnostic Requests from the Workspace using this button.

- "Show All" displays all urgent Diagnostic Requests that have been forwarded to a National Specialist, are pending a Quarantine Recommendation by NIS, or have had a Quarantine Recommendation submitted by NIS – *in the last 90 days*. To see earlier Diagnostic Requests, use the date filter.

- "Show Review" displays Diagnostic Requests with a saved Quarantine Recommendation that have not been submitted. The Status column will read, "Pending Quarantine Recommendation."

- "Show All Uncompleted" displays Diagnostic Requests in "Show All" and "Show Review" status.

From Date To/Date Filter (90-day filter)

Using this filter, you can show records for a period up to 90 days. Type in any dates that span up to 90 days. Click "OK."
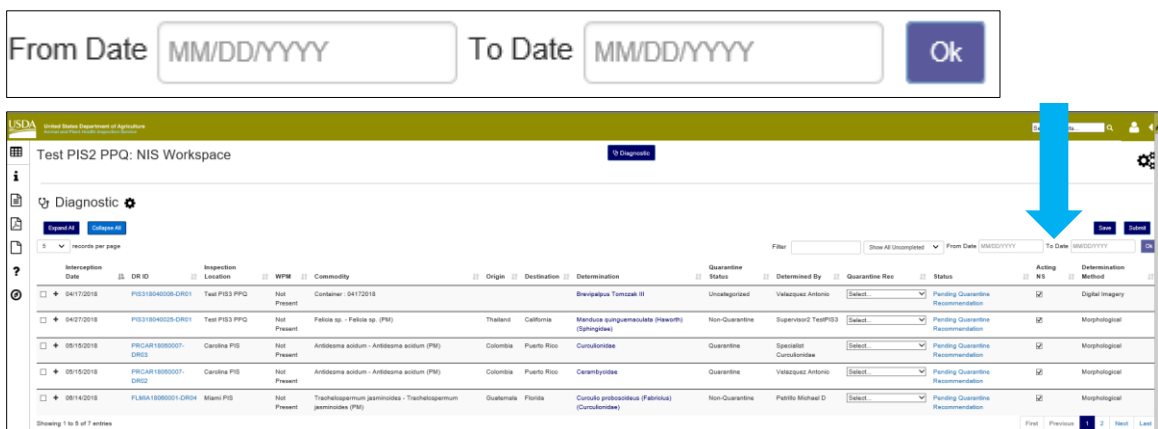
The status of these records will be filtered by the "Show All Uncompleted" drop-down menu (explained in the previous section) as well. Select which records you would like to see within this time range.

The records generated from your search will include records touched during that time period for any reason – dates are not based on the shipment entering the station or when closed but when the shipment was touched in any way at all.

Diagnostic Table

From left to right, the table is composed of the following columns: **checkbox** to select the Quarantine Recommendation, **Interception** Date, DR ID, Inspection Location, WPM [Wood Packing Material]**, Commodity, Origin, Destination, Determination, Quarantine Status, Determined By, Quarantine Rec, Status, Acting NS, Routing Type, Determination Method**. You can sort the table by all columns except Quarantine Rec.

Click on column to sort. Alternate between ascending and descending order by clicking repeatedly.

Quarantine Recommendation Checkbox

At the far left of the Diagnostic Table, you will find a column with checkboxes. Use the checkboxes to select a Quarantine Recommendation. The checkboxes are found in what is known as the "master row" of the record. The expanded view of the table also shows "child rows" (shaded), which contain additional information about the Quarantine Recommendation. Use these checkboxes to save a Quarantine Recommendation directly from the Workspace.

Default view of NIS Workspace showing All Uncompleted Diagnostic Requests in detail (Expanded View)

The collapsed view displays only the master rows:
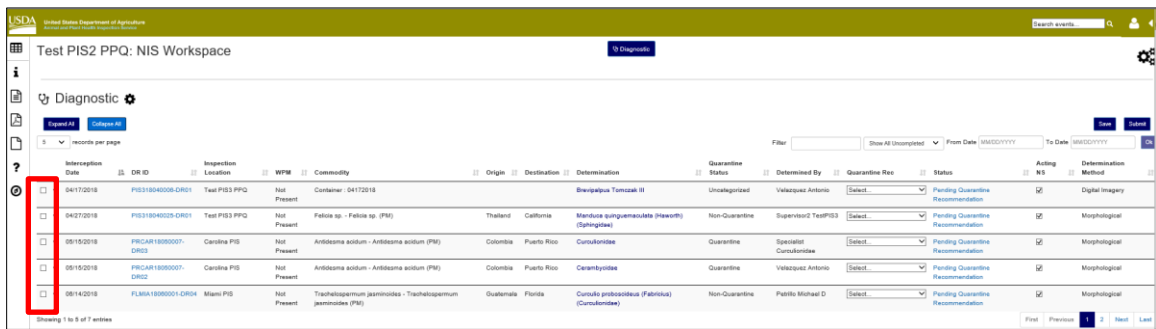
NIS Workspace showing All Uncompleted Diagnostic Requests in Collapsed View

Save a Quarantine Recommendation

You can save one *or more* Quarantine Recommendations at the same time from the Workspace by clicking on the checkbox or anywhere on the master row. The checkbox will be automatically checked and the row will turn green, as shown below:
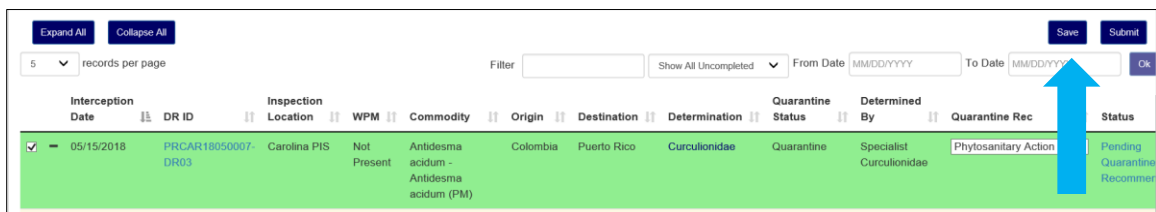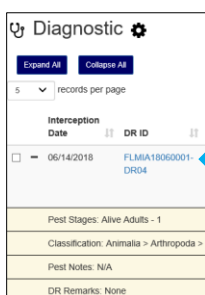

Click the "Save" button to save.

DR ID

"DR" stands for "Diagnostic Request," which includes much of the essential information once found in the discontinued PPQ 309 form.
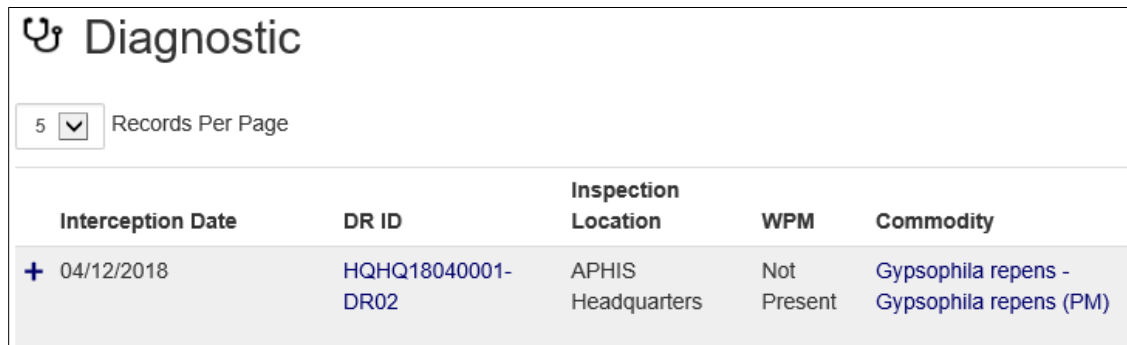
The DR ID numbers start with Plant Inspection Station (PIS) abbreviation followed by month, number of the shipments at that PIS that month, and number of interceptions within that shipment.

Commodity Column

This column lists the article that a pest was found in association with. The Commodity column includes some abbreviations:

- II = CITES Appendix number
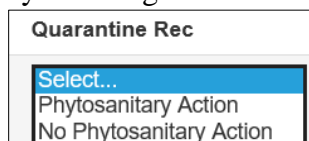- (PM) = Propagative Material

Determination

This column displays the species identified in this diagnostic request. If you allow your cursor to hover over the species determination, you will see "N/A." In the future, ARM will include remarks to accompany determinations, which will appear in the hover text. The "N/A" is a placeholder until this functionality is completed.

Quarantine Rec

The Quarantine Rec column displays whether the Quarantine Recommendation requires phytosanitary action. You can submit the Quarantine Recommendation from the Workspace by selecting from the drop-down menu and clicking the Submit button.

Determined By

In this column, you will find the name of the person who made the determination.
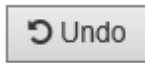
Status

The Status column displays the current Diagnostic Request status:

- "Pending Quarantine Recommendation" – Active Diagnostic Requests; some may have a saved Quarantine Recommendation but have not yet been submitted.
- "NS Pending Specimen Receipt," "NS Specimen Received," or "NS Diagnostic Request in Progress" – These are the same current status descriptions that display simultaneously on the National Specialist Workspace. These are all urgent Diagnostic Requests that have been submitted to National Specialists but do not have a submitted Final determination.
- "Pending Treatment Recommendation" or "Diagnostics Completed" – These Diagnostic Requests have a Quarantine Recommendation submitted by NIS. You will see an "Undo"

button next to some Diagnostic Requests. When the Exclusion Option has not yet been recorded by an Area Identifier, you will see an "Undo" button next to the Diagnostic Request, which allows you to undo the Diagnostic Request from the Workspace.

Undo Button

When the Exclusion Option has not yet been recorded by an Area Identifier, you will see an "Undo" button next to the Diagnostic Request. Click the button to retract your submitted quarantine recommendation.

NIS Workspace showing Completed Diagnostic Requests