



User Guide: Acknowledging Receipt, a Diagnostic Request, or a Commodity Determination in the National Specialist ARM Workspace

Purpose: This user guide describes how to acknowledge a Diagnostic Request (DR) or a Commodity Determination (CD) in the National Specialist (NS) ARM workspace. The following areas (with the corresponding number on the image) are covered in this user guide:

1. Search for a Diagnostic Request or a Commodity Determination
2. Assign a Diagnostic Request or a Commodity Determination
3. Acknowledge Receipt of a Diagnostic Request or a Commodity Determination

USDA Beltsville - Entomology: National Specialist Workspace

Diagnostic Pest Categorization

5 records per page

1 Filter Show All Programs Show All Active Date Range MMDD/YYYY - MMDD/YYYY

Priority (Routing Type)	DR ID	Inspection Location	Inspection Date	Origin	Commodity	Discipline	Determination	Taxonomic Order	Determined	Assigned To	Status
Prompt (Morphological)	FLFTDOM23110001-DR01	FL Lauderdale Domestic	11/06/2023	United States of America	Malus domestica - Malus domestica (PM)	Entomology	Anastrepha ludens (Loew) (Tephritidae)	Diptera		2 Select Owner...	3 NS Pending Specimen Receipt
Prompt (Morphological)	FLSPHD23110002-DR01	SPHD Office - Florida	11/06/2023	United States of America	Malus baccata - Malus baccata (PM)	Entomology	Chlorotettix sp. (Cicadellidae)	Hemiptera	Santos José D	Select Owner...	NS Pending Specimen Receipt

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

1. Search for a DR or a CD

As a National Specialist (NS), users must be able to see all DRs or CDs submitted in their location. This DR's or CD's will show on the Diagnostic pane in the National Specialist Workspace.

For a more accurate result while searching for a DR or CD users can browse for it using the filter field. Using the filter field, a search can be done by any of the columns in the workspace; **except Assigned to column.**

USDA Beltville - Entomology: National Specialist Workspace

Diagnostic

5 records per page

Filter: Show All Programs Show All Active Date Range: MM/DD/YYYY - MM/DD/YYYY

Priority (Routing Type)	DR ID	Inspection Location	Inspection Date	Origin	Commodity	Discipline	Determination	Taxonomic Order	Determined By	Assigned To	Status
Prompt (Morphological)	FLFT.DOM23110001-DR01	Ft. Lauderdale Domestic	11/06/2023	United States of America	Malus domestica - Malus domestica (PM)	Entomology	Anastrepha ludens (Loew) (Tephritidae)	Diptera	Santos Jose D	Select Owner...	NNS Pending Specimen Receipt
Prompt (Morphological)	FLSPHD23110002-DR01	SPHD Office - Florida	11/06/2023	United States of America	Malus baccata - Malus baccata (PM)	Entomology	Chlorotettix sp. (Cicadellidae)	Hemiptera	Santos Jose D	Select Owner...	NNS Pending Specimen Receipt

Showing 1 to 2 of 2 entries

Filter

Type at least three alphanumeric characters from the information showing in the columns.

The information in the workspace will filter to the closest results. Notice on the picture below, a filter was done using a commodity name. The first three letters of a commodity, in this case Codiaeum were typed in the filter field. Compare previous picture with the one below to see how the information in the Diagnostic pane, filtered.

Diagnostic

5 records per page

Filter: Show All Programs Show All Active Date Range: MM/DD/YYYY - MM/DD/YYYY

Priority (Routing Type)	DR ID	Inspection Location	Inspection Date	Origin	Commodity	Discipline	Determination	Taxonomic Order	Determined By	Assigned To	Status
Urgent (Digital Imagery)	AKANCTC23110001-DR01	Anchorage SITC	11/13/2023	China	Codiaeum sp. - Codiaeum sp. (PM)	Entomology	Scarabaeidae	Coleoptera	Santos Jose D	Select Owner...	NNS Pending Specimen Receipt

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

2. Assign a DR or a CD

Users may assign a DR or CD specifically to a NS if needed.

The field will be defaulted to Select Owner. Only NS's from the users location will show on the dropdown list.

To assign a DR or CD to a NS, please follow the steps on the table below.

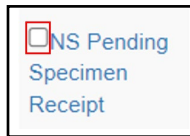
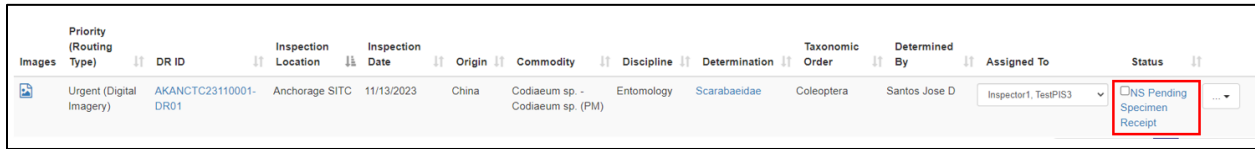
Step	Action
1	<p>Click on the dropdown arrow in the Assigned to field.</p>
2	<p>Select the NS that will be assigned to the DR or CD.</p> <p>Note: The name of the NS selected from the list will be defaulted in the field for that DR or CD.</p>

When a DR or CD has been assigned to a specific NS it will show on the NS's workspace. This will alert other NS's in the location that the DR or CD has been assigned to a specific user and no other user should work on it. This can be changed as many times as needed.

Note: This procedure is not required and will not stop users from continue the DR Acknowledgement workflow.




3. Acknowledge Receipt of a DR or a CD

After searching for a DR or a CD and assigning it to an NS (if it was done), users can Acknowledge Receipt a DR. The acknowledge receipt checkbox is in the Status column from the workspace.



Verify that the acknowledge receipt checkbox is enable or unchecked. Also, the status link must read NS Pending Specimen Receipt.

To acknowledge receipt a DR or a CD, follow steps below.

Step	Action
1	<p>Click on the Acknowledge Receipt checkbox.</p>  <p>A checkmark will populate in the box and the DR or CD row will change into a green color.</p> 
2	<p>Click on the Acknowledge Receipt Tab located below the Auto refresh icon on the top right side in the workspace.</p> 
3	<p>The checkbox will show disabled, and the status reads NS Specimen Received.</p> 