# EAN Exclusion Action Results

The EAN Exclusion Action Results page displays all EANs at your location that are pending exclusion results. You may have a large number of these EANS so this page has been designed to provide you with a variety of ways to group them for faster processing.

## Getting to the EAN Exclusion Action Results page

You can enter the EAN Exclusion Actions Results page from many places in ARM. You may want to go immediately from entering an EAN Acknowledgment in the system or you may begin entering exclusion actions from the Workspace. This guide will show you how to reach the Exclusion Action Results page from both those locations.
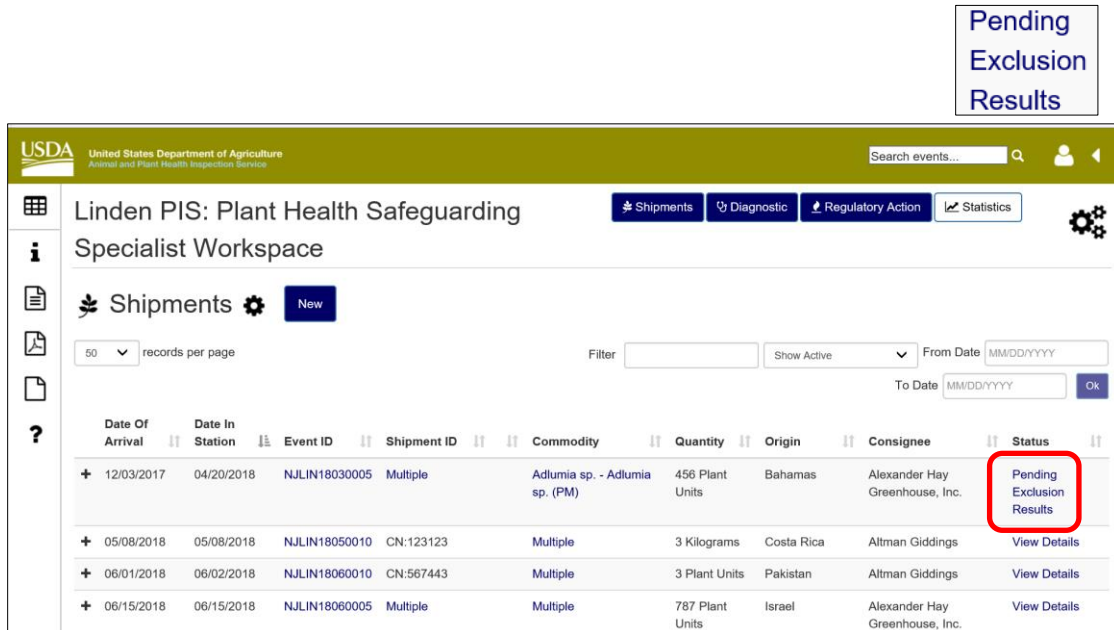
Click on "Pending Exclusion Results" in the Status column for a commodity from either the Shipments or Regulatory Action sections to be sent to the "EAN Exclusion Action Results" page. The Regulatory Action section requires fewer clicks to move forward.

### From the Workspace – Shipments Section

#### Single Commodity Shipment

When a shipment has only one commodity, "Pending Exclusion Results" will appear in the Status column, as shown below.

**Click on the "Pending Exclusion Results" link in the Status column.**



You will be taken to the EAN Exclusion Action Results page.

## Multiple Commodity Shipment

When a shipment has more than one commodity, you will see "Multiple" displayed in the Shipment ID and Commodity columns.



**Default view of Workspace with shipment information collapsed**

To display the "Pending Exclusion Results" link in the Status column, you will need to generate the Single Shipment View.
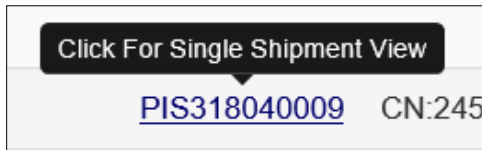


**Hovering over the Event ID will generate the message above.**

**Click on**  **at the far left or on the links in either the Event ID or Status columns to generate the Single Shipment View.**



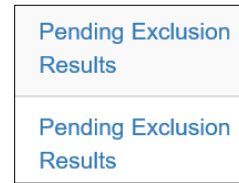**Default view of Workspace with shipment information collapsed**

**Expanded view of shipment on Workspace**

**Click on the "Pending Exclusion Results" link in the Status column.**

You will be sent to the EAN Exclusion Action Results page.

# From the Workspace – Regulatory Action section

**Click on the "Pending Exclusion Results" link in the Status column.**



You will be sent to the EAN Exclusion Action Results page.

## From the EAN Issuance or Acknowledgment pages

At the top of the EAN pages, you will see "breadcrumbs," which are links that allow you to move across the EAN process to all the articles in the shipment that require EANs. Next to the links you will see circles. A blue circle indicates the page you are working on. The white circles show the other pages in the EAN process; when you are on the Exclusion Results page, you cannot move back to the other pages because the Exclusion Action Results page shows multiple shipments.
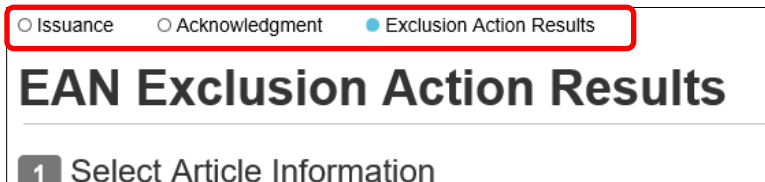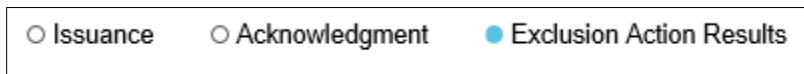




# The EAN Exclusion Action Results Page

The Exclusion Action Results page displays all articles active in the EAN process for your location, including EANs for creation and acknowledgment, although you will not see the status displayed on the page.

The page is designed to allow you to enter exclusion results for multiple EANs at the same time rather than needing to go into each one individually. The requirements for batching EANs for processing are that they must share:

- Action Required
- Treatment Schedule, if treatment is required

**TIP:** Because these are the fields that must match so that EANs can be processed in batches, using the drop-down menus and sorting capabilities for these fields will make the job go much faster.

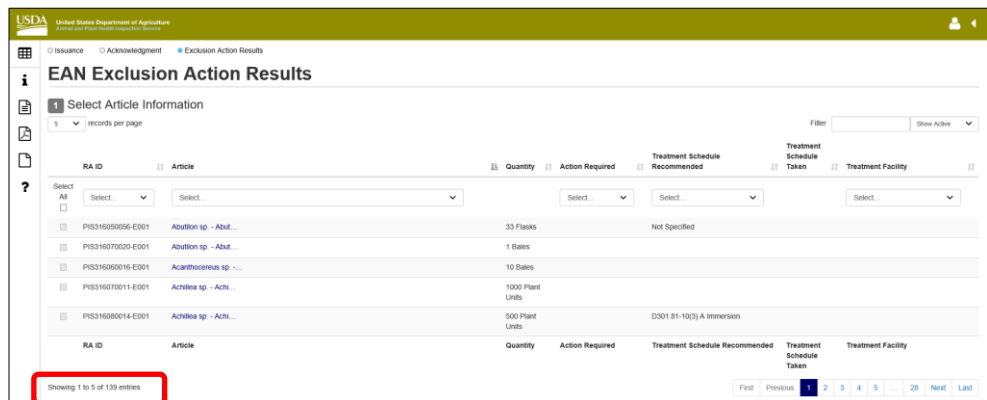### Navigating the EAN Exclusion Action Results page

Depending on the number of articles needing exclusion results, you may find a long list of items on the page. All columns are sortable so if you have a large number of articles in your table, you can more easily find the item for which you are looking. You can also find an article by using the filter field and selecting the number of records to display on the page.

### Selecting number of records for display

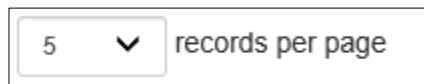As on the Workspace, ARM defaults to displaying five records:
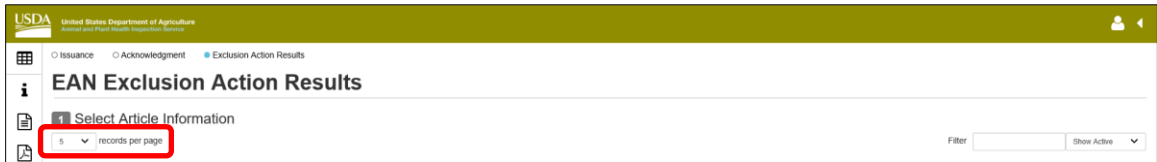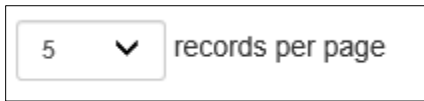


At the bottom of the table, you will find listed how many EANs in your location are pending Exclusion Results:
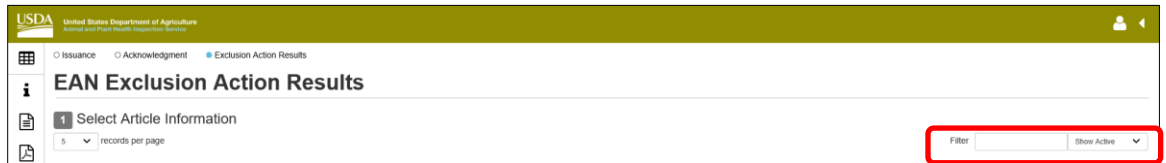




**Click the ▼ to display the drop-down menu.**



**Select the number of records you would like to display.**

## How to use the Filter Field to narrow down EANs displayed



**Enter at least four numbers or other characters to filter the results.**



**To show EANs that are not active, click the ▼ to display the drop-down menu.**



**Expanded drop-down menu displays choices: Show Active, Show Completed, Show All**

## Column drop-down menus and sorting

ARM offers two additional ways to find pending EANs. Each ARM column can be sorted using an icon next to the column heading, and each column has a drop-down menu from which selections can be made:

**Default view of EAN Exclusion Action Results page showing column drop-down menus collapsed.**

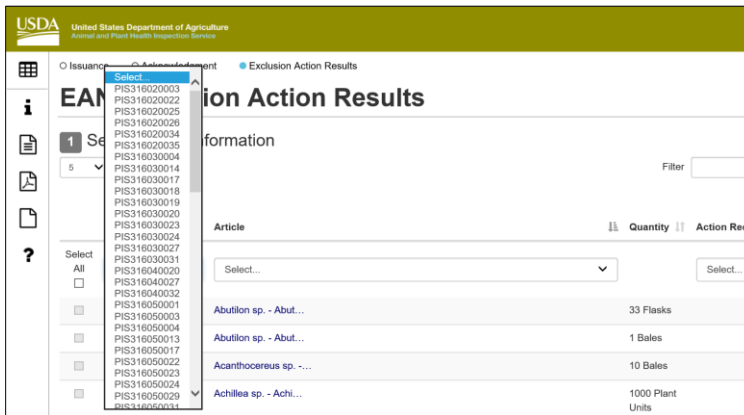The sorting icon can be found to the right of each column heading: ⇅ .

**Click the ⇅ icon to organize table display by that column. All records will appear based on that column's contents.**
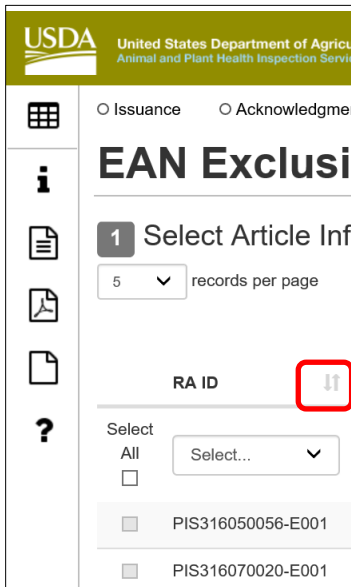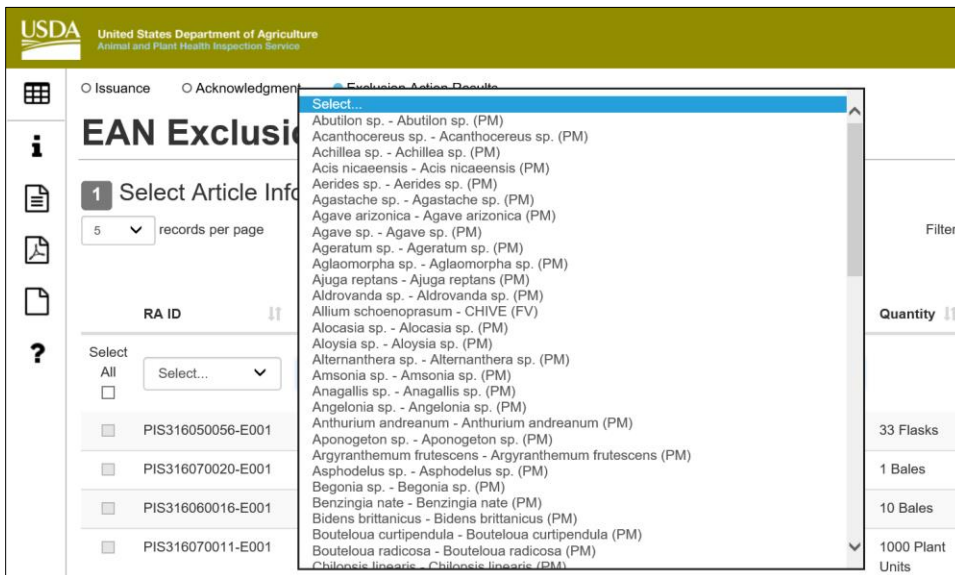
Below each column heading, you will find a "Select" drop-down menu, which is displayed collapsed, as shown below:
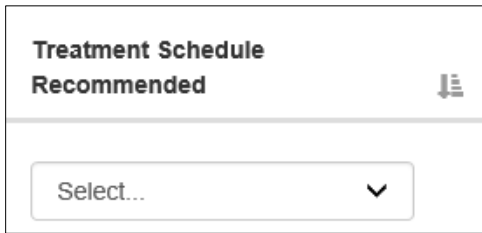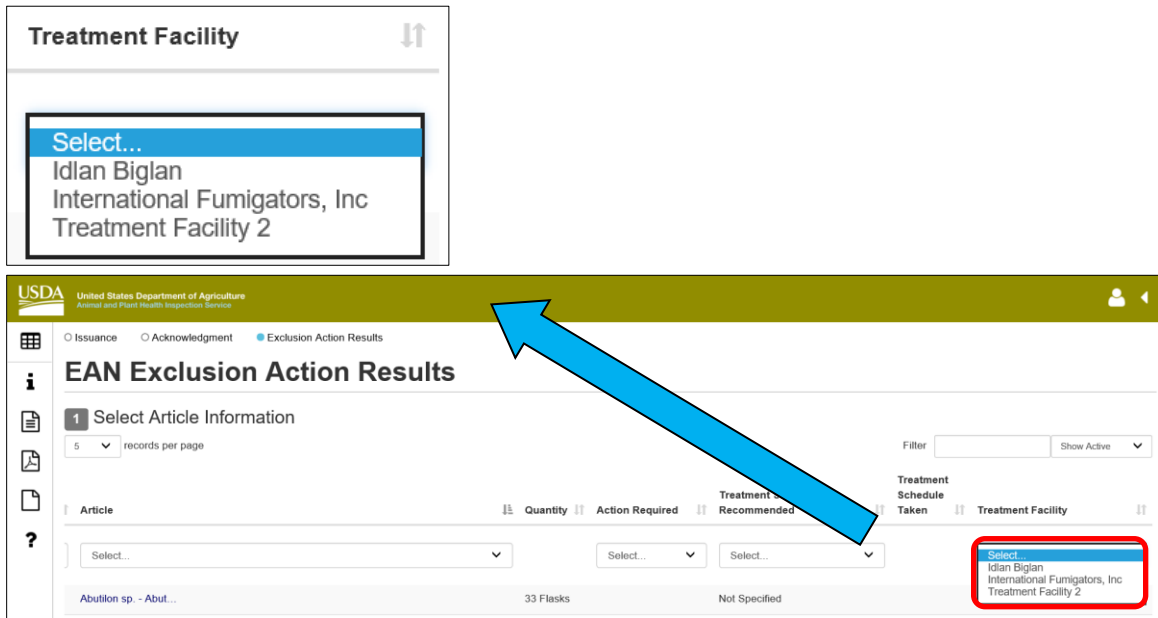


**Click the ▼ to display the drop-down menu for each field.**



**RA ID drop-down menu expanded**
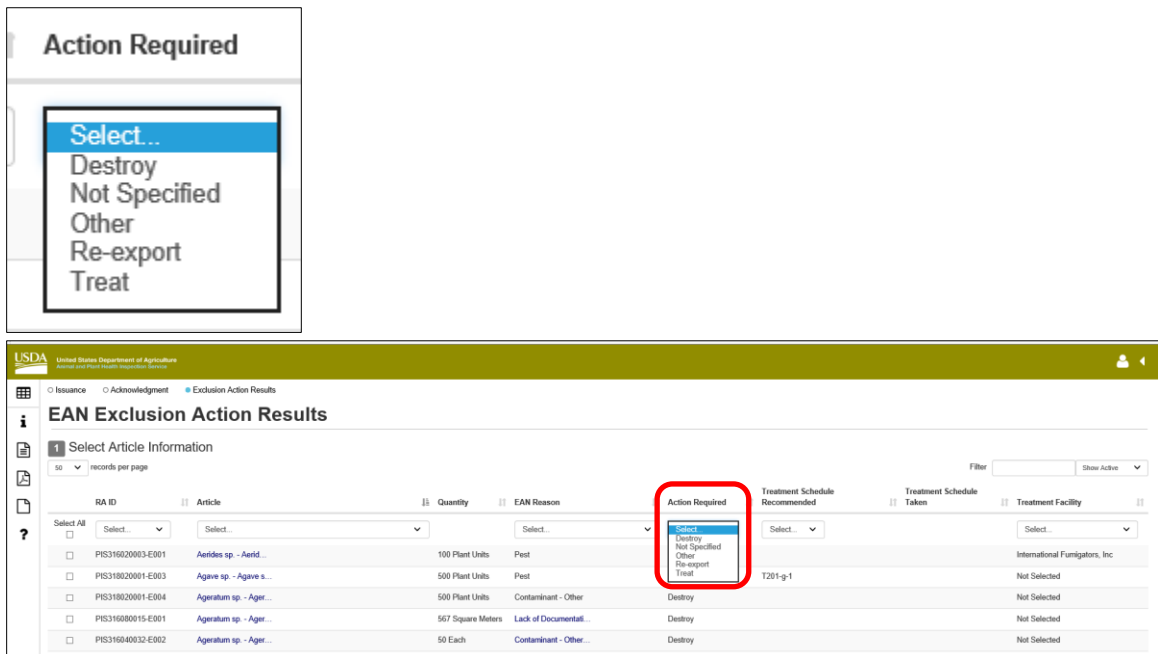


**Article drop-down menu expanded**

**Expanded Treatment Facility drop-down menu location on the page**

### Action Required field

Because the "Action Required" field is one in which they must be the same (Treatment Schedule is the other) to process in a batch, it is especially important to understand both ways it can be used to group EANs.

**Make your selection from the drop-down menu. The drop-down menu will show only the actions available in the EANs at your location.**



**Action Required drop-down menu expanded**

Or you can sort by Action Required.   | Action Required   ⇅ |

**Click on the** ⇅ **icon. This allows you to group the EANs by Action Required.**

The screen shot below shows such a sort – in this case "Destroy":



**Treatment Schedule field**

"Treatment Schedule" is another very useful field because the Treatment Schedules must match in order to process multiple EANs at the same time. As with the Action Required field, you can sort ⇅ or use the drop-down menu to group the EANs. The variety of Treatment Schedules displayed in the drop-down menu reflects the Treatment Schedules among the EANs in your location and will vary accordingly.
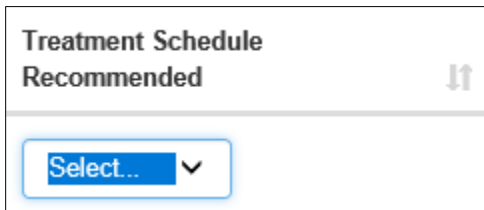




**Treatment Schedule Recommended drop-down menu expanded**

# Entering EAN Exclusion Action Results

In the example below, two EANs from the same shipment have been located by entering a partial shipment ID in the Filter field.

To enter Exclusion Results for multiple EANs at the same time, they must share:
- Action Required
- Recommended Treatment Schedule

In this example, they both require Re-export.



**NOTE:** In entering multiple EAN Exclusion Action Results, ARM cycles sequentially each time you click a box. ARM does not wait until you've checked boxes all for the EANs. You must wait for the cycle after each box is clicked. As a result, you will not know until the second box is checked and ARM has compared their properties if you can batch together the Exclusion Action Results.

You always will see section 2, Exclusion Action Results Information, after checking the first box. But if the outcomes do not match, the section 2 error message will appear and section 2 will disappear. The process will be described in the guidance below.
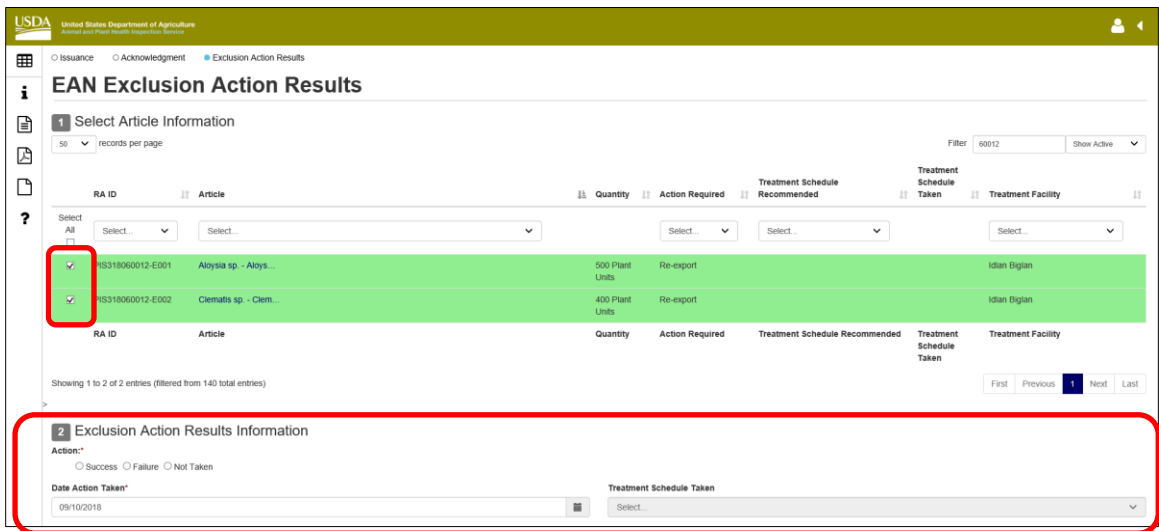
**Select an EAN by clicking the check box at the far left.**

The EAN record will turn green. ARM will cycle and section 2 Exclusion Action Results Information will appear.
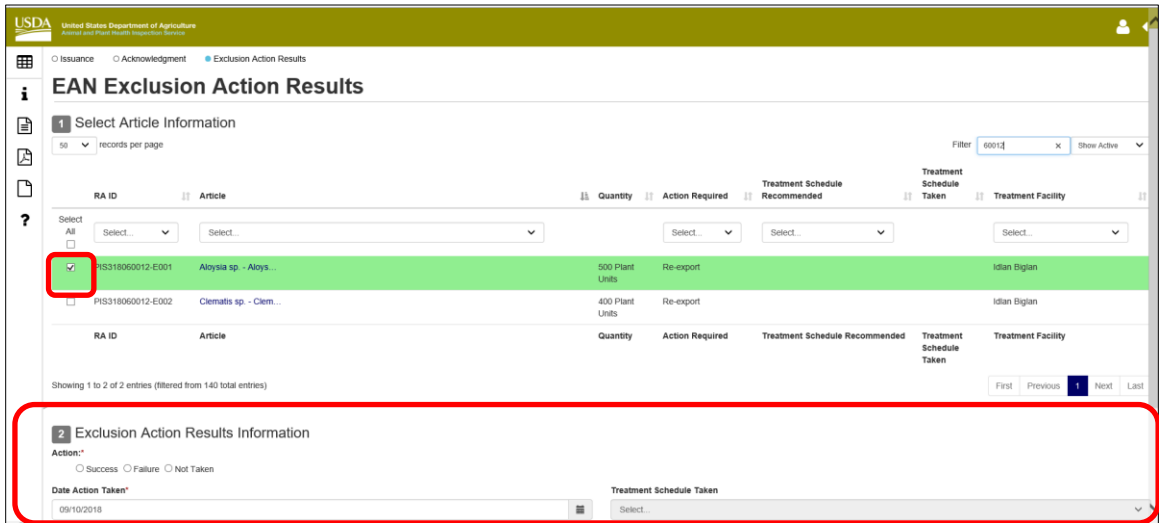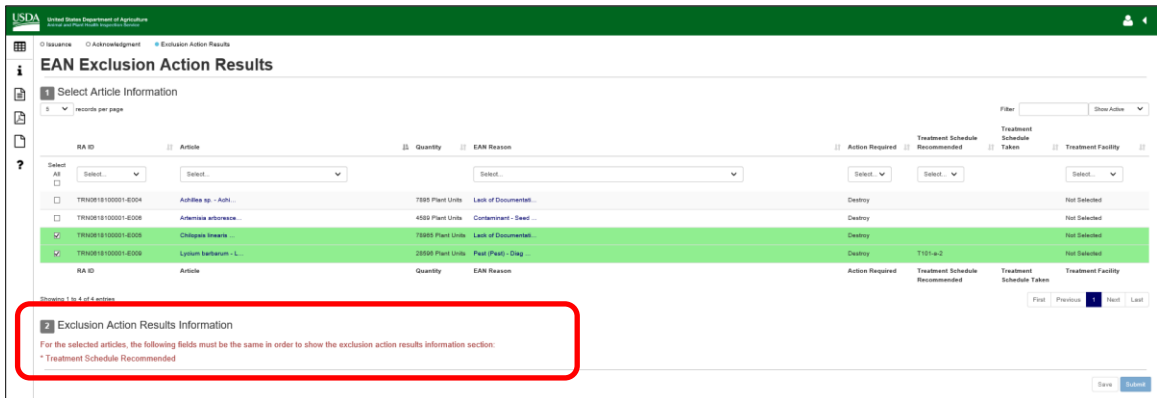


**Check the box at the left for the second EAN.**

As shown below, section 2 displays properly – which means that the Exclusion Results can be entered together, saving time and effort.

But if the properties do not match, the Exclusion Results for both cannot be entered at the same time. You will see only an error message below the section 2 heading:





**Select the appropriate Action by clicking the button.**

Add remarks below, if necessary.
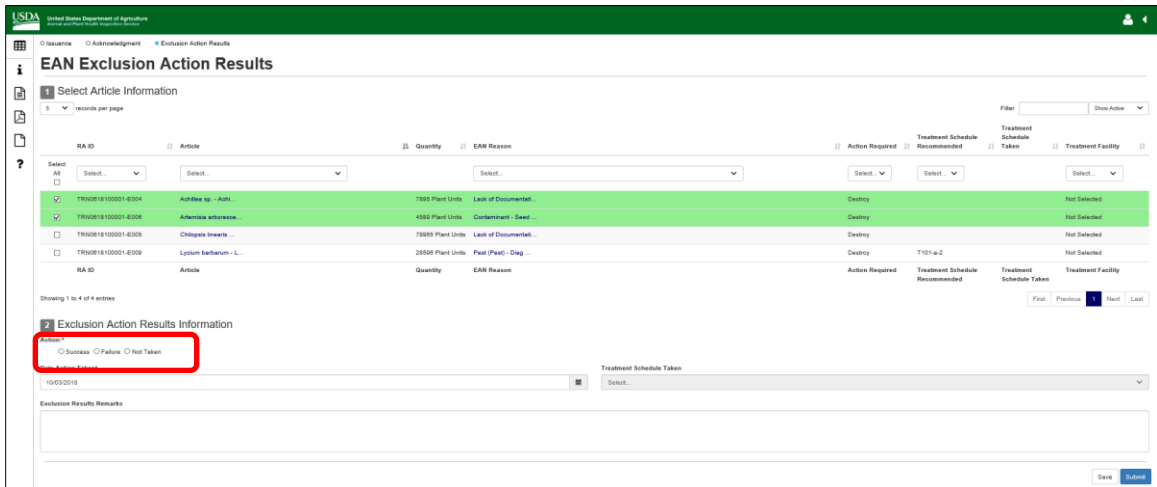
In this example, because the exclusion action for these commodities is Destroy, checking this button is the only required field. But if the exclusion action were treatment, you would be required to fill in the "Treatment Schedule Taken" field, as in the example below:



## Overtime

You can add overtime in this section as well, using the "Overtime?" field indicated below.



**Click** ⌄ **to display the drop-down menu and make your selection.**

## Date Action Taken

**If you need to change the Date Action Taken field, which is a required field, you can do that by clicking on the Calendar icon to the right of the field or clicking inside the field to display the calendar.**

**Click on the accurate date and it will display in the field.**





**Click "Submit" if you are ready to submit the Exclusion Results. If you are not yet ready to submit, save your actions by clicking "Save."**

The records disappear from the page:



## Status on the Workspace

On the Workspace, the new status is now reflected: