User Guide: Entering Data for Clearance Confirmation Page in ARM

Purpose: This user guide describes accessing and entering information on the Clearance Confirmation page in ARM. The following areas are covered in this user guide:
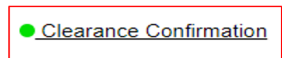
1) Access Clearance Confirmation page.
2) Add and submit Clearance Confirmation information.
   a) Print PPQ Form 264.
   b) Print PPQ Form 236.
3) Undo and update the Clearance Confirmation information.

1. Access Clearance Confirmation Page

On the Clearance Confirmation page, users will enter the disposition according to the Inspection outcome. This column is on the Clearance Master Table on Heading Number 1 on ARM's Clearance Confirmation page.
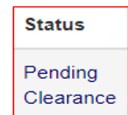
There are two ways to access the Clearance Confirmation page:

a. Users can click on the Clearance Confirmation breadcrumb link . This link is located at the top right side of the page.

b. From the Main Workspace, users can click on the Pending Clearance link in the Status column. From there, they can access the Clearance Confirmation page as mentioned above.
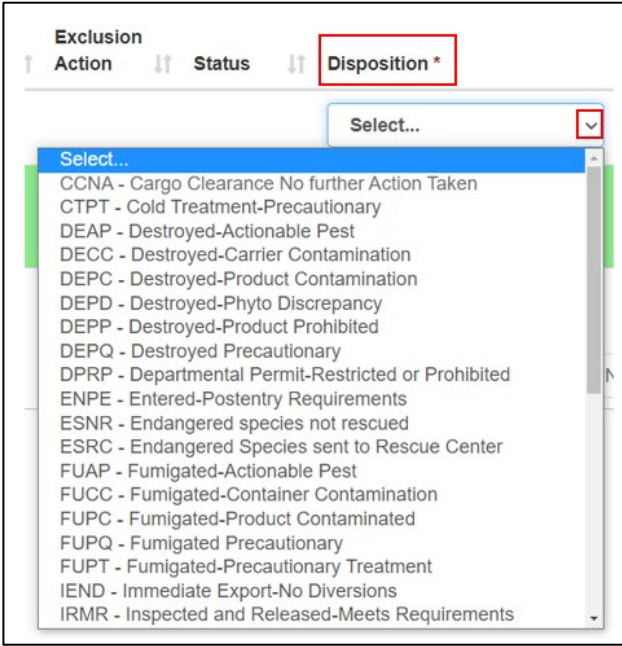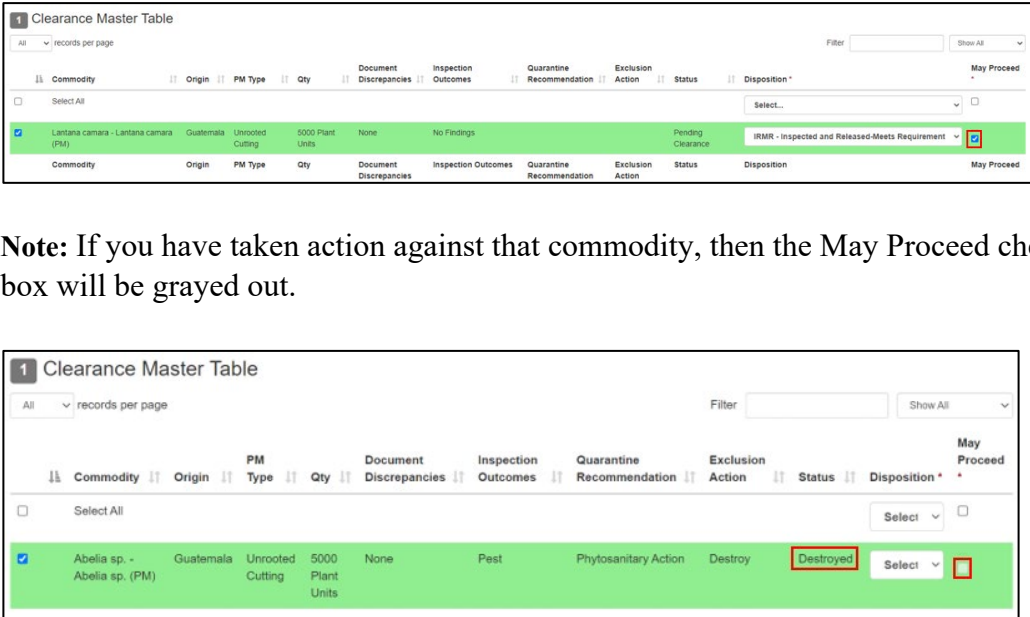
2. Add and Submit Clearance Confirmation Information

All required fields will show a red asterisk ✱, Users must enter information in these fields.

To enter information on the Clearance Confirmation page, refer to the table below:

STEP	ACTION
1	Add/Edit the Internal Shipment Remarks then click Save. **Skip** this step if needed. **Clearance Confirmation** Event ID: FLORL24080001 Add/Edit Internal Shipment Remarks Internal Shipment Remarks Cancel Save **Note:** The remarks can be edited/deleted at any time and appear in the Info panel and ARM Data mart. The field has a 2000-character limit.
2	Select the commodity(ies) under Heading Number 1 - Clearance Master Table. 1 Clearance Master Table All records per page Commodity Origin PM Type ☐ Select All ☑ Lantana camara - Lantana camara (PM) Guatemala Unrooted Cutting Commodity Origin PM Type Showing 1 to 1 of 1 entries **Note:** The row will turn green after the commodity is checked. If there is only one commodity on the Clearance Confirmation page, it will be auto-checked by ARM.

STEP	ACTION
3	Select a Disposition from the dropdown list.
4	Click on the May Proceed checkbox. **Note:** If you have taken action against that commodity, then the May Proceed check box will be grayed out.

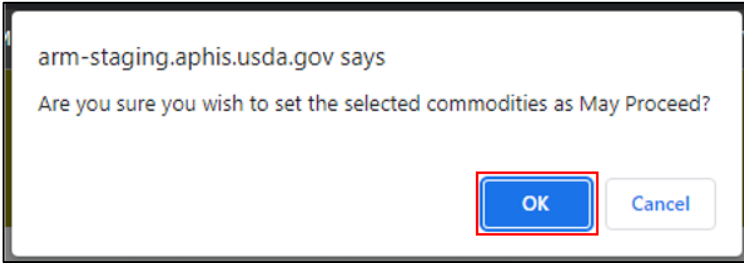| 5	Select Released/Destroyed Date under Heading Number 2 - Clearance Details.
	Note: This field will always default to the current date. Users can change dates if needed. **Skip** this step if needed.
6	Select a Forwarded Via from the dropdown.
	Note: Depending on the Pathway, this field might show some default values. Users can change the value if needed.
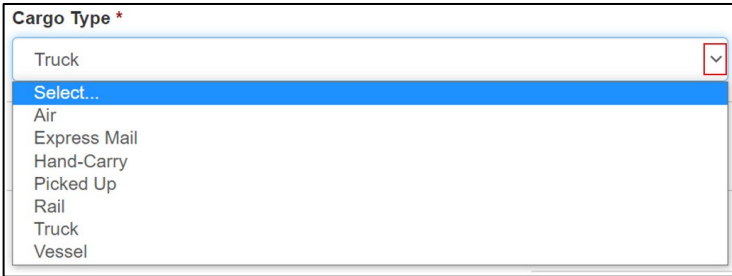
7	Select a Cargo Type from the dropdown.
	Cargo Type *
	Truck
	Select...
	Air
	Express Mail
	Hand-Carry
	Picked Up
	Rail
	Truck
	Vessel
	Note: Depending on the Pathway, this field might show some default values. Users can change the value if needed.
8	Determine if data will be saved or submitted.

IF:	THEN:
Saving the data	Click on **Save**.
Done entering the data	1. Click on **Submit**. 2. **Go to** Step 9.

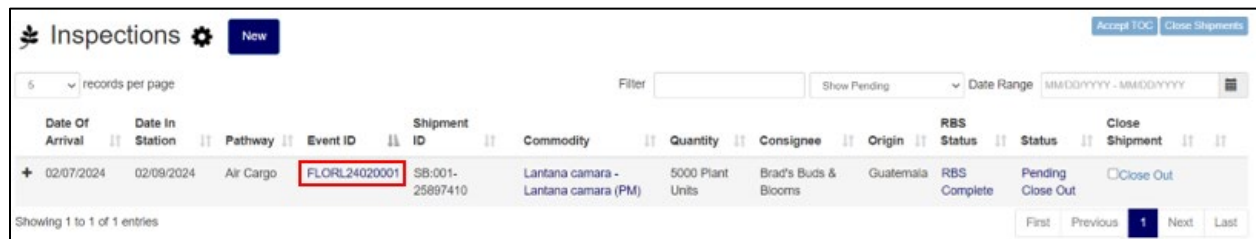| 9	Click OK.
	arm-staging.aphis.usda.gov says
	Are you sure you wish to set the selected commodities as May Proceed?
	OK Cancel
	Note: After submitting the Clearance Confirmation, ARM will generate the PPQ 264 Form to access the PDF file. **Go to** Section **a).**

a) Print PPQ Form 264

After the Clearance Confirmation has been submitted, ARM will generate a PPQ Form 264. This form will show as a PDF file and can be accessed on any page of the record.

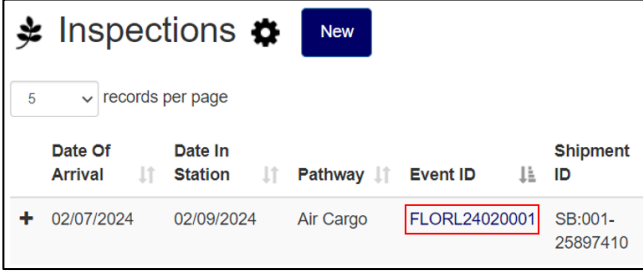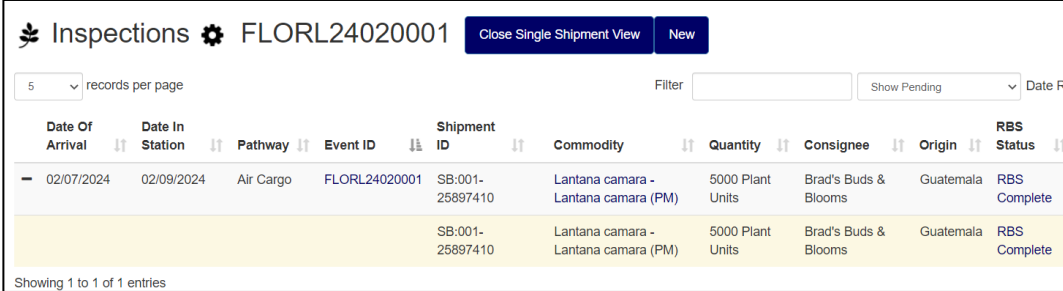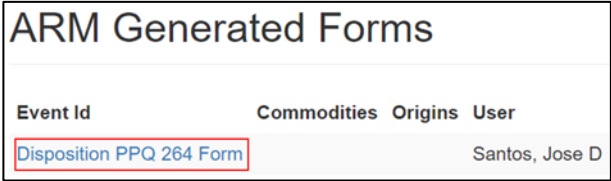To print the PDF form while still on the record's page, refer to the table below:

STEP	ACTION
1	Click on the ARM Generated Forms icon. **Note:** ARM will re-direct users to the ARM Generated forms.
2	Click on the Disposition PPQ Form 264 Form hyperlink.

Users can access the Disposition PPQ Form 264 form from the Main Workspace as well. By clicking on the record's Event ID hyperlink. This will redirect users to the Single Shipment View.
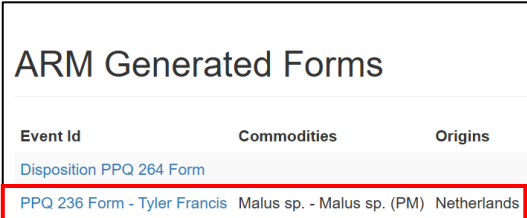
To print the PPQ Form 264 PDF from the Single Shipment View, refer to the table below:

STEP	ACTION
1	Click over the Event ID column Hyperlink on the Main Workspace's Record Pane. The Single Shipment Single View will be enabled.
2	Click on the ARM Generated Forms icon. **Note:** ARM will re-direct users to the ARM Generated forms.
3	Click on the Disposition PPQ Form 264 hyperlink.

b) Print PPQ Form 236

After the Clearance Confirmation has been submitted, ARM will generate a PPQ Form 236. This form will be a PDF file and can be accessed on any record page.
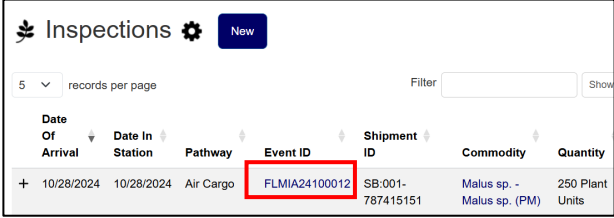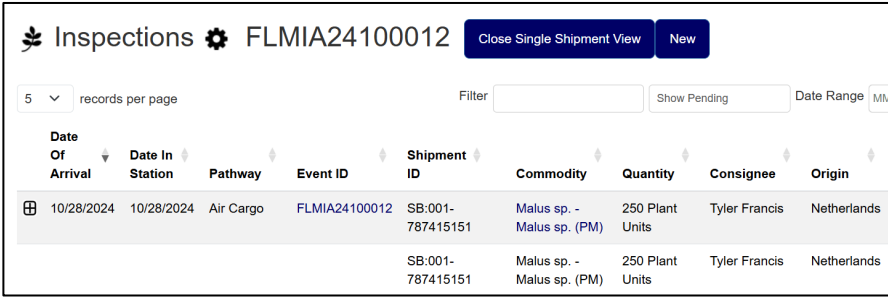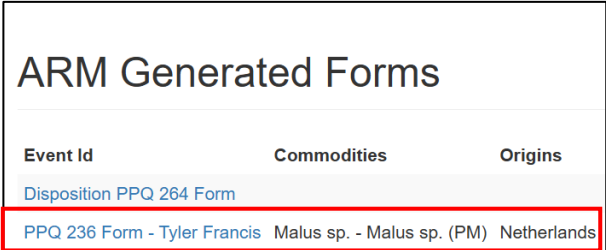
To print the PDF form while still on the record's page, refer to the table below:

STEP	ACTION
1	Click on the ARM Generated Forms icon. **Note:** ARM will re-direct users to the ARM Generated forms.
2	Click on the Disposition PPQ Form 236 hyperlink.

Users can access the Disposition PPQ 264 form from the Main Workspace as well. By clicking on the record's Event ID hyperlink. This will redirect users to the Single Shipment View.
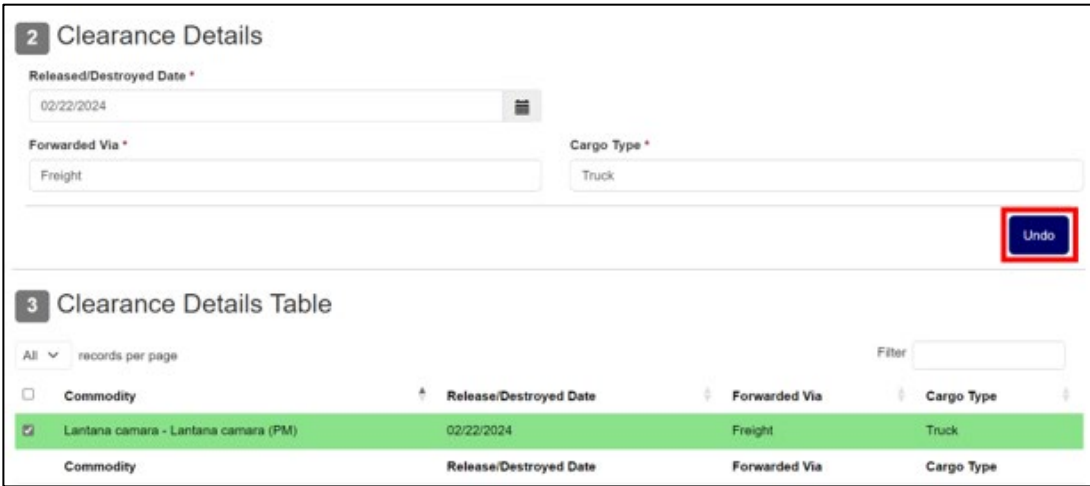
To print the PPQ Form 236 PDF from the Single Shipment View, refer to the table below:
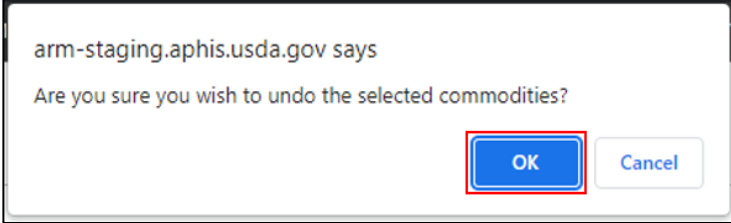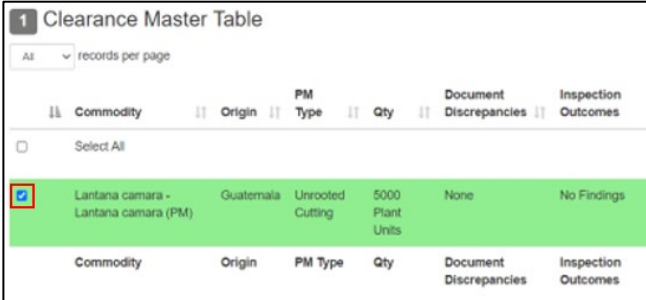
STEP	ACTION
1	Click over the Event ID column Hyperlink on the Main Workspace's Record Pane. The Single Shipment Single View will be enabled.
2	Click on the ARM Generated Forms icon. **Note:** ARM will re-direct users to the ARM Generated forms.
3	Click on the Disposition PPQ Form 236 hyperlink.

3. Undo and Update the Clearance Confirmation Information

ARM allows users to undo and update the Clearance Confirmation information.

If the Clearance Confirmation was completed, and users are still on the Clearance Confirmation page, refer to the table below:

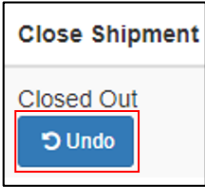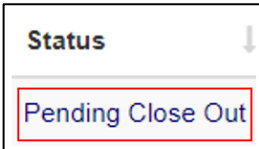| STEP	ACTION
1	Select the commodity under Heading Number 3 – Clearance Details Table. **Note:** If multiple commodities need an update; users can click the "Select All" checkbox. All commodities will be checked, avoiding checking commodities one by one.
2	Click Undo under Heading Number 2 – Clearance Details.

3	Click OK.
	arm-staging.aphis.usda.gov says
	Are you sure you wish to undo the selected commodities?
	OK Cancel
	Note: Once you click OK, the commodity(ies) will be enabled at the Clearance Master Table to do any updates, and the Status will change to "Pending Clearance" and the May Proceed check box will be removed.
4	Select the commodity (ies) under Heading Number 1 – Clearance Master Table that needed the update.
5	Update the Disposition field as needed.
6	Determine if data will be saved or submitted.

IF:	THEN:
Saving the data	Click on **Save**.
Done entering the data	1. Click on **Submit.** **2. Go to** Step 7.

7	Click OK.
	arm-staging.aphis.usda.gov says
	Are you sure you wish to set the selected commodities as May Proceed?
	[OK] [Cancel]
	Note: After submitting the Clearance Confirmation, ARM will generate the PPQ 264 Form to access the PDF file **go to** section **a.**

Note: If the record has been closed, refer to the table below:

Step	Action
1	Change the Active view to Complete.
	Select from 1 day to 30 days or All.
	Show Active Show Pending Show Destined For CBP Show Complete: 1 Day Show Complete: 3 Days Show Complete: 7 Days Show Complete: 30 Days Show All
2	Use the filter to search for the records that need to be updated.
	Filter FLORL24020007

3	Click Undo.
	 Close Shipment Closed Out ↺ Undo **Note:** Once you click Undo, the status of the will change to Pending Close Out.
4	Click on Pending Close Out Status. **Status** ↓ Pending Close Out **Note:** Once you click on the status, ARM will take you to the Clearance Confirmation page.
8	Repeat **Steps 1-7** in the table above.

Note: After following the steps above, if you still having issues updating or deleting a clearance confirmation, please contact the ARM Help Desk for guidance.