User Guide: Entering Data for a Commodity Determination in the Inspection Results Page in PIS ARM Workspace

Purpose: This user guide describes accessing and entering information in a Commodity Determination on the Inspection Results page. The following areas are covered in this user guide:

1. Accessing the Inspection Results page.
2. Submitting a Commodity Determination.
   a. Printing the Commodity Determination (CD) Routing Form.
3. Cancelling a Commodity Determination (CD).
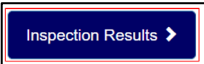4. Processing after the Commodity Determination has been made.
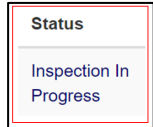
1. Accessing the Inspection Results Page

On the Inspection Results page, users will enter the results information after inspecting a conveyance, wood packing material (WPM), and/or a commodity. This will allow users to submit a pest found, a commodity determination, and/or a regulatory action.

A. From the Document Review page, there are two ways to access the Inspection Results page after a record is created.

B. Click on the Breadcrumb link Inspection Results, which is located on the top right side of the page.

C. Click on the Inspection Results Tab which is located on the bottom right side of the page.

D. From the Main Workspace, there are different ways to access the Inspection Results Page.

Status
Inspection In Progress

1. Click the link "Inspection In Progress" [Status: Inspection In Progress] under the Status column.

2. Click on "View Details" to access the Inspection Results Page.

When there are multiple commodities in a record with multiple statuses, users will see "View Details" under the Status column instead of "Inspection In Progress". Once you click on the plus icon on the left-hand side, users can click on "Inspection in Progress" to navigate to the Inspection Results page.

2. Submitting a Commodity Determination

All required fields will show a red asterisk [✱]. Users must enter information in these fields. The Inspections Results page begins with a new field: "Overtime?" This field will default to "No", but there are other options in the dropdown list: "Government Overtime" and Reimbursable Overtime".
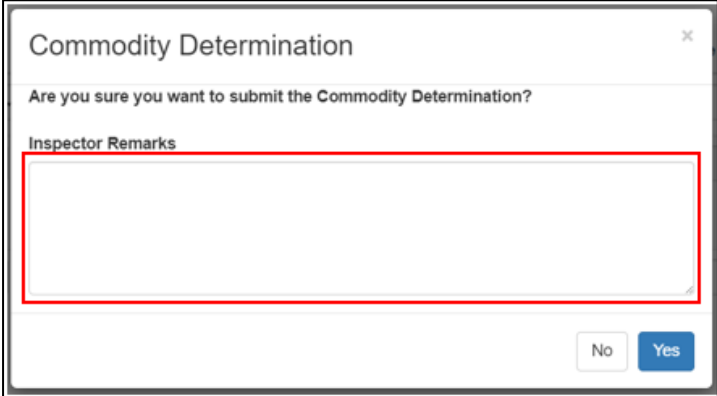

A. Refer to the table below to determine which option to select from the dropdown list.

IF WORKING	THEN
Government Overtime	Select Government Overtime
Reimbursable Overtime	Select Reimbursable Overtime
No Overtime	Leave the field as-is

B. Click on the Calendar Icon [📅] and select the Inspection Date.

C. Refer to the table below to submit a Commodity Determination.

Step	Action
1	Select the commodity under Heading Number 5 - Select Commodity.

2	Click on the Commodity Determination checkbox.
	Note: A new window will appear.
3	Add remarks, if needed.
	Note: CD remarks will show on the generated CD Routing Form. This is a non-required field. **SKIP** this step if needed.

| 4 | Click Yes to proceed with submission for the commodity determination. |

Commodity Determination

Are you sure you want to submit the Commodity Determination?

Inspector Remarks

[ ]

No Yes

Note: When the commodity checkbox is disabled (see below), this means that the Commodity Determination has been sent to the location's assigned Botanist for a Final Determination.

	Commodity	Commodity Type *	Commodity Determination	Producer	Consignee
☐	Select All	Select...			
☐	Abelia sp. - Abelia sp. (PM)	Propagative Material	☑	Innovaplant de Costa Rica S. A.	AGRI STARTS INC

a) Printing the Commodity Determination (CD) Routing Form

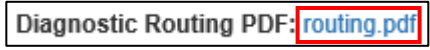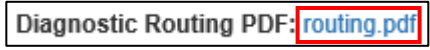After a Commodity Determination has been submitted, ARM will generate a Commodity Determination (CD) Routing Form. This form will show as a PDF file and can be accessed in two ways when users are on the record's Inspection Results Page.

Refer to the table below to print the PDF Form while still in the record's Inspection Results Page:

IF PRINTING ROUTING FORM FROM:	THEN:
ARM Generated Forms Icon. 	1. Click on the PDF Icon ARM will re-direct users to the ARM Generated forms. 2. Click on the Event ID hyperlink.
The Info panel. 	1. Click on the Info Icon. ARM will re-direct users to the Info panel. 2. Click on the Diagnostic Routing PDF hyperlink on the Diagnostic Request Information Pane.

The other way to access the Commodity Determination routing form from the Main Workspace is by using the shipment's single view. For this, refer to the table below:

| Step	Action
1	Click over the Event ID column Hyperlink on the Main Workspace's Record Pane. **Note:** The Single Shipment Single View will be enabled.

Step	Action
2	There are two ways to access the routing form from this Single view:

| IF ACCESSING FROM	THEN
ARM Generated Form Icon.	1. Click on the PDF Icon ARM will re-direct users to the ARM Generated forms. 2. Click on the Event ID hyperlink.
The Info panel.	1. Click on the Info Icon. ARM will re-direct users to the Info panel. 2. Click on the Diagnostic Routing PDF hyperlink on the Diagnostic Request Information Pane.

3. Cancelling a Commodity Determination (CD)

Before canceling a Commodity Determination (CD) while still on the Inspection Results page, users must be aware of the following:

a) The CD hasn't been received nor accepted by an Area Identifier (AI).

b) The status on Heading Number 3 in the record's Diagnostic Request (DR) Page must be "AI Pending Specimen Receipt".
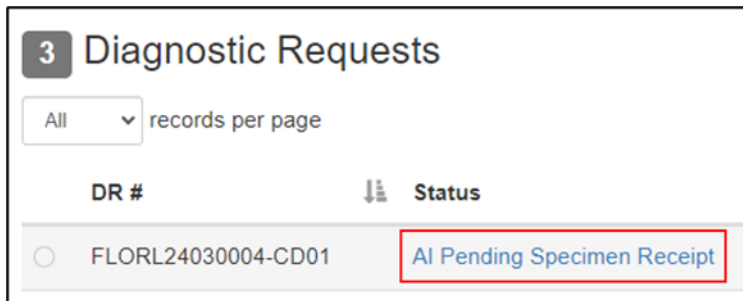
Users can access the Commodity Determination (CD) from the Main Workspace as well. One way is by clicking on the record's status column hyperlinks "Pending Commodity Determination" on the PIS Workspaces.

PIS Workspace
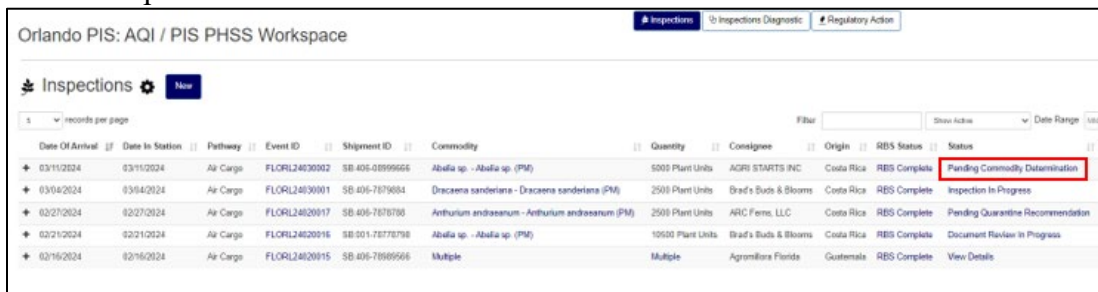
This will redirect users to the Commodity page. Use the breadcrumbs on the top of the page to get to the Inspection Results Page.
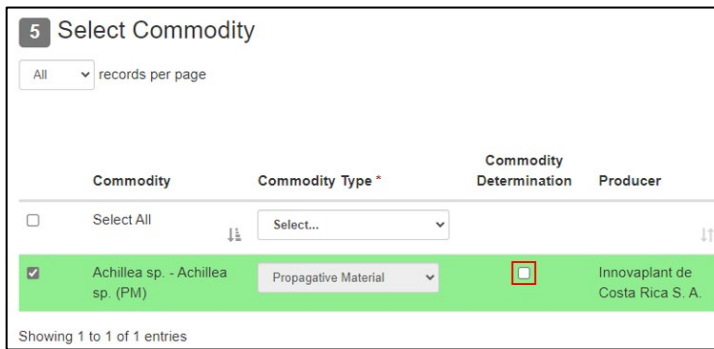
Refer to the table below to cancel a Commodity Determination (CD) once in the Inspection Results Page:

Step	Action
1	Uncheck the Commodity Determination check box on the Select Commodity Heading. **Note:** A new window will appear.

2	Click Yes.
	Note: Once the user cancels the CD, the commodity will be unlocked and they will be able to continue with the clearance of the shipment.
	Refer to the **User Guide: Entering Data for Inspection Results Page in PIS ARM Workspace** to enter the Inspection Outcome and continue the clearance of the shipment or follow the steps in the table above to submit the CD again.

Note: After following the steps above, if you still having issues canceling a Commodity Determination, please contact the ARM Help Desk for guidance.

4. Processing after the Commodity Determination Has Been Finalized

After the Area Identifier or National Specialist has made their final identification, the commodity will reappear on your Workspace with a new status. For shipments with multiple commodities, click them to view the determination and status of each commodity.

Refer to the table to process a commodity after the determination has been made:

IF	THEN
Original identification is confirmed	The status will change to "Inspection In Progress". Inspection In Progress Refer to the **User Guide: Entering Data for Inspection Results Page in PIS ARM Workspace** to enter the Inspection Outcome and continue the clearance of the shipment.
New identification	Both the current species determined, and the former species declared will display for a commodity whose species has been changed, with the initial declaration for that commodity crossed out. The Status will change to "Document Review In Progress". FLORL24020016 SB:001-78778798 Abelia corymbosa (Linnaeaceae) (PM) [Abelia sp.] 10500 Plant Units Brad's Buds & Blooms Costa Rica RBS Complete Document Review In Progress Refer to the **User Guide: Entering Data for Document Review Page in PIS ARM Workspace** to enter the Documents for that commodity and continue the clearance of the shipment.