User Guide: Entering Data for Inspection Results Page in PIS ARM Workspace

Purpose: This user guide describes accessing and entering information on the Inspection Results page. The following areas are covered in this user guide:
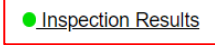
1. Access the Inspection Results page.
2. Enter Inspection Results information.
3. Update and delete Inspection Results information and outcome.

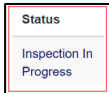## 1. Access the Inspection Results Page

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.

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

2. Click on the Inspection Results Tab which is located on the bottom right side of the page.
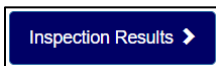
B. From the main Workspace, there are different ways to access the Inspection Results Page.

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

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

   When there are multiple commodities on 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. Enter Inspection Results Information

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.

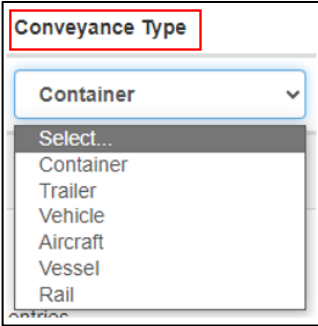A. Refer to the table below, to determine which option to select from the dropdown list.

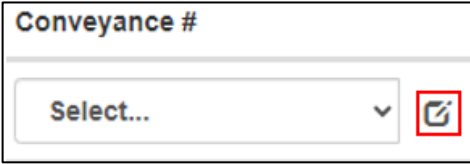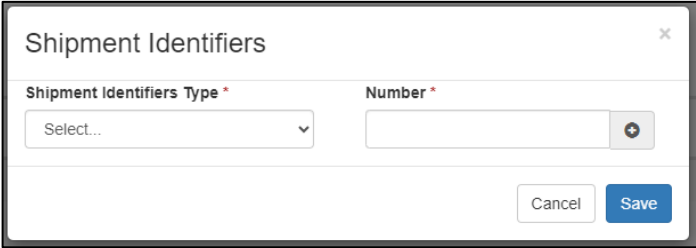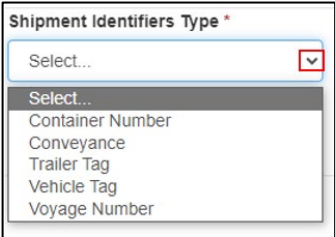| IF WORKING ON	THEN
Government overtime	Select Government Overtime
Reimbursable overtime	Select Reimbursable Overtime
No overtime	Leave the field as-is

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

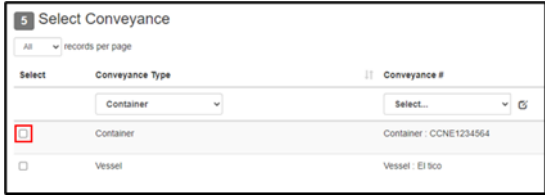C. Enter the Inspection Information, refer to the table below.

STEP	ACTION
1	Determine if the Inspection Information is needed.

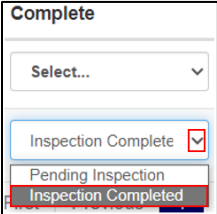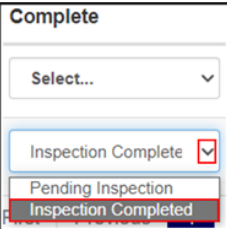| IF THE INSPECTION INFORMATION:	THEN:
Needed	1. Enter the required information. 2. Click Save. 3. **Go to** section **D**, Conveyance Present?
Not Needed	**Go to** section **D**, Conveyance Present?

D. To enter Conveyance Inspection Results, refer to the table below.

Step	Action
1	Determine if the conveyance is present. <table><tr><td>**IF THE CONVEYANCE IS:**</td><td>**THEN:**</td></tr><tr><td>Present</td><td>1. Select YES. 2. Go to Step **2**.</td></tr><tr><td>**Not** present</td><td>**Go to** section E, WPM Present?</td></tr></table>
2	Determine if the Conveyance Information was entered. <table><tr><td>**IF THE CONVEYANCE INFORMATION WAS:**</td><td>**THEN:**</td></tr><tr><td>**Not** entered on the previous page</td><td>**Go to** Step **3**.</td></tr><tr><td>Entered on the previous page</td><td>1. Select Conveyance from the list. 2. **Go to** Step **10.**</td></tr></table>
3	Select the Conveyance Type.

4	Click on the Pencil Icon to add the Conveyance number.
	Conveyance #
	Select... ⌄ [pencil icon]
	Note: A new window will appear that will allow you to enter the Conveyance number.
	Shipment Identifiers ✕
	Shipment Identifiers Type * Number *
	Select... ⌄ ⊕
	Cancel Save
5	Select a Shipment Identifier Type
	Shipment Identifiers Type *
	Select... ⌄
	Select...
	Container Number
	Conveyance
	Trailer Tag
	Vehicle Tag
	Voyage Number
	Note: Some Shipment identifiers have a unique format. These are the different formats for the most used shipment identifiers in ARM:
	1- **Container Number- XXXXnnnnnnn**, 4 upper case characters followed by exactly 7 digits. There is no hyphen (-) in between.
6	Enter the number following the format previously provided. Click the plus icon.
	Number *
	CDEE4354500 ⊕
7	Click Save.
	Save

8	Click Add.
9	Select the Conveyance from the list.

10	Select an Inspection Outcome.
	
	Note: Inspection outcomes are divided into three columns under the Select Inspection Outcome Heading:
	   a) **No Action:** All options in this column will allow you to continue the clearance of the record.
	   b) **Diagnostic Request Required:** All options in this column will allow you to create and submit a Diagnostic Request **(DR)**.
	   c) **Regulatory Action Required:** All options in this column will allow you to create and issue an Emergency Action Notification **(EAN)**.

IF:	THEN:
No Action needed	1. Click on an appropriate box under the No Action Column. **No Action** ☐ CBP ☐ No Findings ☐ Not Inspected 2. **Go to** Step **11.**
Identification is needed	1. Click on an appropriate box under the Diagnostic Request Required Column. **Diagnostic Request Required** ☐ Contaminant - Plant Product - Other ☐ Contaminant - Plant Product - Seed ☐ Pest 2. **Go to** Step **11**.
No Identification is needed but an EAN is needed	1. Click on an appropriate box under the Regulatory Action Required Column. **Regulatory Action Required** ☐ Contaminant - Animal Product ☐ Contaminant - Plant Product - Seed ☐ Contaminant - Plant Product - Other ☐ Soil Violation 2. **Go to** Step **11**.

11	Click on Add/Update. Add/Update
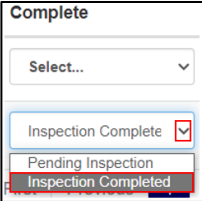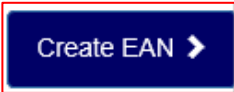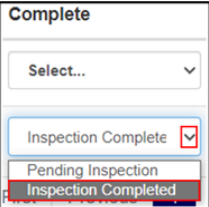
12	Determine what type of outcome the conveyance requires.	

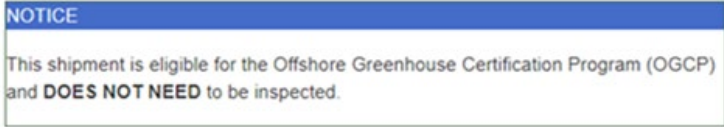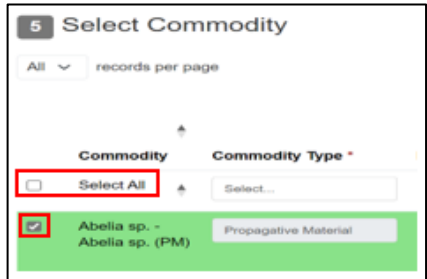| IF THE CONVEYANCE REQUIRES:	THEN:
Diagnostic Request	1. Move to the Diagnostic Request Page using the Diagnostic Request Tab or breadcrumb. **Diagnostic Request ❯** 2. Refer to **User Guide: Entering Data for Diagnostic Request Page in ARM**. 3. **Go to** Section **E,** WPM Inspection Results.
Emergency Action Notification	1. Scroll to the Outcomes Heading. 2. Complete Inspection. **Complete** Select... ⌄ Inspection Complete ☑ Pending Inspection Inspection Completed 3. Click on the Create EAN Tab. **Create EAN ❯** 4. Refer to **User Guide: Entering Data for Emergency Action Notification Pages in ARM**.
Diagnostic Request and Emergency Action Notification.	1. **Go to** Steps on Diagnostic Request above. 2. **Go to** Steps on Emergency Action Notification above after submitting the Diagnostic Request.
No Action needed	1. Scroll to the Outcomes Heading. 2. Complete Inspection. **Complete** Select... ⌄ Inspection Complete ☑ Pending Inspection Inspection Completed 3. **Go to** Section **E**, for the WPM Inspection Results.

E. To enter WPM Inspection Results, refer to the table below.

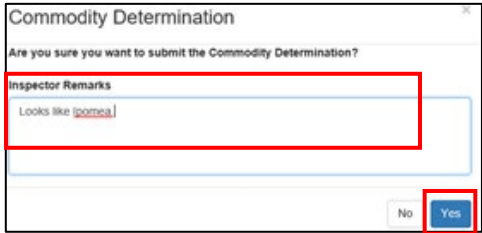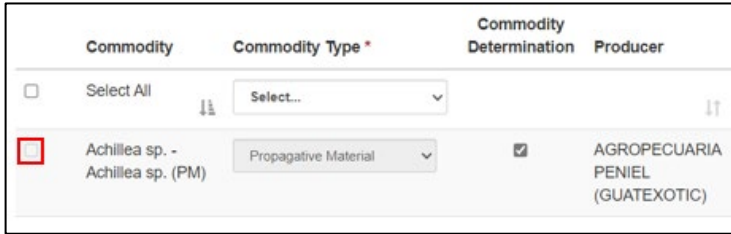| Step	Action
1	Determine if the Wood Packing Material (WPM) is present.

IF THE WPM IS:	THEN:
Present	1. Select YES. 2. Select WPM. 3. **Go to** Step **2**.
Not present	**Go to** section F, Commodity Inspection results.

2	Select an Inspection Outcome.

Select an Inspection Outcome.

Note: Inspection outcomes are divided into three columns under the Select Inspection Outcome Heading:

    a) **No Action:** All options in this column will allow you to continue the clearance of the record.

    b) **Diagnostic Request Required:** All options in this column will allow you to create and submit a Diagnostic Request **(DR)**.

    c) **Regulatory Action Required:** All options in this column will allow you to create and issue an Emergency Action Notification **(EAN)**.

IF:	THEN:
No Action needed	1. Click on an appropriate box under the No Action Column. **No Action** ☐ CBP ☐ No Findings ☐ Not Inspected 2. **Go to** Step **3.**
Identification is needed	1. Click on an appropriate box under the Diagnostic Request Required Column. **Diagnostic Request Required** ☐ Contaminant - Plant Product - Other ☐ Contaminant - Plant Product - Seed ☐ Pest 2. **Go to** Step **3**.
No Identification is needed but an EAN is needed	1. Click on an appropriate box under the Regulatory Action Required Column. **Regulatory Action Required** ☐ Contaminant - Animal Product ☐ Lacking ISPM 15 Marking (Non-Compliant) ☐ Contaminant - Plant Product - Other ☐ Non-Compliant - Prohibited Product ☐ Contaminant - Plant Product - Seed ☐ Soil Violation 2. **Go to** Step **3**.

3	Click on Add/Update.

Click on Add/Update.

Add/Update

4	Determine what type of outcome the WPM requires.

IF THE WPM REQUIRES:	THEN:
Diagnostic Request	1. Move to the Diagnostic Request Page using the Diagnostic Request Tab or breadcrumb. **Diagnostic Request >** 2. Refer to User **Guide: Entering Data for Diagnostic Request Page in ARM.** 3. **Go to** Section **F**, Commodity Inspection Results.
Emergency Action Notification	1. Scroll to the Outcomes Heading. 2. Complete Inspection. Complete Select... Inspection Complete Pending Inspection Inspection Completed 3. Click on the Create EAN Tab. **Create EAN >** 4. Refer to **User Guide: Entering Data for Emergency Action Notification Pages in ARM**.
Diagnostic Request and Emergency Action Notification.	1. **Go to** Steps on Diagnostic Request above. 2. **Go to** Steps on Emergency Action Notification above after submitting the Diagnostic Request.
No Action needed	1. Scroll to the Outcomes Heading. 2. Complete Inspection. Complete Select... Inspection Complete Pending Inspection Inspection Completed 3. **Go to** Section F, Commodity Inspection Results.

F. To enter the Commodity Inspection Results, refer to the table below.

Step	Action
1	Determine if the shipment is from an Offshore Greenhouse Certification Program (OGCP) facility. <table><tr><th>IF:</th><th>THEN:</th></tr><tr><td><u>Not</u> OGCP</td><td>**Go to** Step **3**.</td></tr><tr><td>OGCP</td><td>**Go to** Step **2**.</td></tr></table> **Note:** In the Inspection Results page, the users will get a blue advisory notice at the top of the page to let the users know if the shipment is eligible for the OGCP and indicate if the shipment needs to be inspected or not. If the OGCP shipment **Does Not Need** to be inspected are will automatically submit the Inspection Outcome. **NOTICE** This shipment is eligible for the Offshore Greenhouse Certification Program (OGCP) and **DOES NOT NEED** to be inspected.
2	<table><tr><th>IF AN OGCP SHIPMENT:</th><th>THEN:</th></tr><tr><td>Need update</td><td>**Go to** Step **9**.</td></tr><tr><td>Does <u>not</u> need an update</td><td>**Go to** Step **11**.</td></tr></table>
3	Select the commodity (ies) under Heading Number 5 - Select Commodity. **5 Select Commodity** All ▾ records per page Commodity / Commodity Type * ☐ Select All — Select... ☑ Abelia sp. - Abelia sp. (PM) — Propagative Material **Note:** If multiple commodities have the same Inspection Outcome; users can click the "Select All" checkbox or make multiple selections. All commodities will show checked avoiding checking commodities one by one.

4	Determine if a commodity determination is needed.

IF THE COMMODITY IS PLANT MATERIAL REQUIRING:	THEN:
Identification by a Botanist	1. Click on the Commodity Determination checkbox. **Note:** A new window will appear. 2. Add remarks if needed 3. Click Yes to proceed with submission for commodity. 4. **Go to** Step **5**.
No identification by a Botanist	**Go to** Step **6**.

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.

5	Determine if you need a commodity determination routing form.

IF THE COMMODITY DETERMINATION ROUTING FORM IS:	THEN:
Needed	1. Click on the ARM Generated Forms Icon. 2. Click on the Event ID hyperlink. 3. Print the form. **Note:** You need to wait for the Botanist's determination to continue the findings process workflow on a record. 4. **Go to** Step **6** once you receive the botanist's determination.
Not needed	**Go to** Step **6**.

6	Complete the required fields.
	Note: The fields are defaulted, but users can change or select other options from the dropdown lists if needed.
	For "Qty" and "Units", there is no need to go back to the commodity page to update. Just delete and enter the new amount for "Qty" and select another unit from the "Units" drop-down list.
	If needed, for the "Inspected By" field users can select any PHSS from their location. The field will default to the user logged into ARM.

7	Determine if data entry is completed or requires to be split.
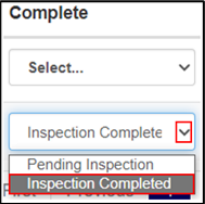
IF:	THEN:
Done entering data	Click Save
Splitting commodity(ies)	Refer to **User Guide: Entering a Commodity or an Article Split in ARM**.
Not done entering the data	**Skip** this step and continue to the next topic.

8	Select an Inspection Outcome.

Note: Inspection outcomes are divided into three columns under the Select Inspection Outcome Heading:

- a) **No Action:** All options in this column will allow you to continue the clearance of the record.
- b) **Diagnostic Request Required:** All options in this column will allow you to create and submit a Diagnostic Request **(DR)**.
- c) **Regulatory Action Required:** All options in this column will allow you to create and issue an Emergency Action Notification **(EAN)**.

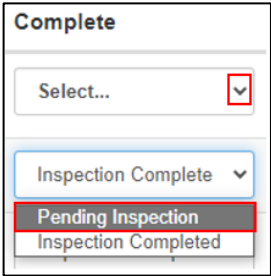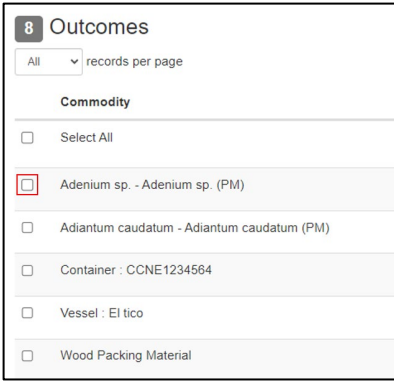| IF:	THEN:
No Action needed	1. Click on an appropriate box under the No Action Column. **No Action** ☐ CBP ☐ Did Not Present ☐ No Findings ☐ Not Inspected 2. **Go to** Step **10.**
Identification is needed	1. Click on an appropriate box under the Diagnostic Request Required Column. **Diagnostic Request Required** ☐ Contaminant - Plant Product - Other ☐ Contaminant - Plant Product - Seed ☐ Pest 2. **Go to** Step **10**.
No Identification is needed but an EAN is needed	1. Click on an appropriate box under the Regulatory Action Required Column. **Regulatory Action Required** ☐ CITES - Forfeiture Proceedings ☐ Permit Conditions Not Met ☐ Contaminant - Animal Product ☐ Prohibited Commodity ☐ Contaminant - Plant Product - Other ☐ Soil Violation ☐ Contaminant - Plant Product - Seed ☐ Unapproved Growing Media ☐ Document Discrepancy ☐ Unapproved Packing Material 2. **Go to** Step **10**.

9	Select an Inspection Outcome for OGCP shipments, if needed.

IF:	THEN:
No Action needed	1. Click on an appropriate box under the No Action Column. **No Action** ☐ CBP ☐ Did Not Present ☐ No Findings - Offshore Greenhouse Certification Program Release ☐ Not Inspected - Offshore Greenhouse Certification Program Release 2. **Go to** Step **10.**
Identification is needed	1. Click on an appropriate box under the Diagnostic Request Required Column. **Diagnostic Request Required** ☐ Contaminant - Plant Product - Other ☐ Contaminant - Plant Product - Seed ☐ Pest - Offshore Greenhouse Certification Program Release 2. **Go to** Step **10**.
No Identification is needed but an EAN is needed	1. Click on an appropriate box under the Regulatory Action Required Column. **Regulatory Action Required** ☐ CITES - Forfeiture Proceedings ☐ Permit Conditions Not Met ☐ Contaminant - Animal Product ☐ Prohibited Commodity ☐ Contaminant - Plant Product - Other ☐ Soil Violation ☐ Contaminant - Plant Product - Seed ☐ Unapproved Growing Media ☐ Document Discrepancy ☐ Unapproved Packing Material 2. **Go to** Step **10**.

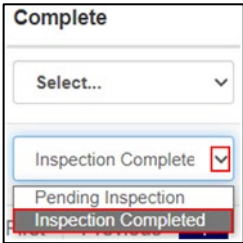| 10	Click on Add/Update. Add/Update

| 11 | Determine what type of outcome the commodity requires. |

IF THE COMMODITY REQUIRES:	THEN:
Diagnostic Request	1. Move to the Diagnostic Request Page using the Diagnostic Request Tab or breadcrumb. Diagnostic Request ❯ 2. Refer to **User Guide: Entering Data for Diagnostic Request Page in ARM.**
Emergency Action Notification	1. Scroll to the Outcomes Heading. 2. Complete Inspection. Complete Select... Inspection Complete Pending Inspection Inspection Completed 3. Click on the Create EAN Tab. Create EAN ❯ 4. Refer to **User Guide: Entering Data for Emergency Action Notification Pages in ARM.**
PPQ 287	1. Scroll to the Outcomes Heading. 2. Complete Inspection. Complete Select... Inspection Complete Pending Inspection Inspection Completed 3. Click on the Create 287 Tab. Create 287 ❯ 4. Refer to **User Guide: Issuing and Cancelling a PPQ 287 in ARM.**

	Diagnostic Request and Emergency Action Notification.	1. **Go to** Steps on Diagnostic Request above. 2. **Go to** Steps on Emergency Action Notification above after submitting the Diagnostic Request.
	No Action needed	1. Scroll to the Outcomes Heading. 2. Complete Inspection. 3. Enter the Clearance Confirmation, refer to **User Guide: Entering Data for the Clearance Confirmation page in ARM.**

3. Update and Delete Inspection Information and Outcome

ARM provides the capability for users to update or delete Inspection information and Outcomes. If the Inspection record was completed and users are still on the Inspection Results page; refer to the table below:

Step	Action
1	Select Pending Inspection under the Complete Column on the **Outcomes Heading** for the commodity (ies), conveyance, or WPM that needed an update or deletion of an Inspection outcome.
2	Click on the commodity (ies), conveyance, or WPM checkbox that needed the Outcome to be updated or deleted.
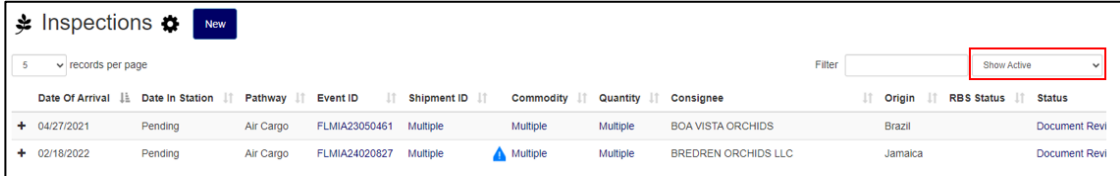
Step	Action
3	Determine if the outcome needs to be deleted or updated.

IF:	THEN:
Deleting outcome;	1. Click on the **Delete Outcome** Tab. 2. Select another Inspection Outcome on Heading: Select Inspection Outcome. 3. Click on the **Add/Update** Tab. 4. **Go to** Step **4**.
Updating outcome;	1. Update outcome on Heading: Select Inspection Outcome. 2. Click on the **Add/Update** Tab. 3. **Go to** Step **4**.
Updating Inspection Information;	1. Update information: Ex. *Overtime?, Inspection Date, or any field on the Inspection Information Heading, etc.* 2. Click on the **Save** Tab on Heading 2. 3. **Go to** Step **4**.

Step	Action
4	Select Inspection Completed on the Complete Column on the **Outcomes Heading**.
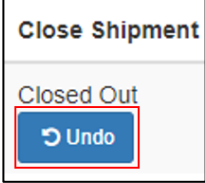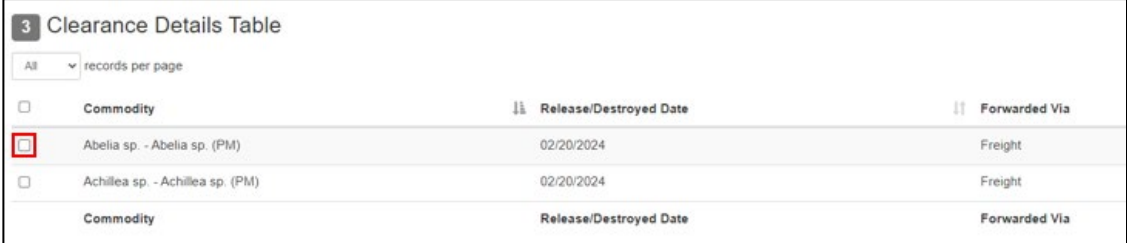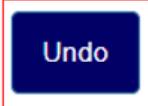
If a user is on the main workspace and needs to update information on the Inspection Results page, please refer to the table below:

IF THE STATUS IS:	THEN:

Pending Quarantine Recommendation	1. Click on the Status Pending Quarantine Recommendation Hyperlink.
	
	Status
	Pending Quarantine Recommendation
	
	2. *Recall DR.
	    *To recall a DR, refer to **User Guide: Entering Data for Diagnostic Request Page in ARM**
	3. Go to Inspection Results Page:
	
	   a- Click on the Inspection Results Tab located on the down left side of the Diagnostic page. **Inspection Results ›**
	
	   Or,
	
	   b- Click on the Inspection Results Breadcrumb link on the top left side of the page. ● Inspection Results
	
	4. Refer to steps 1-4 from the previous table.

Create EAN	1. Click on the Commodity or Multiple on the Commodity Column. 2. Go to the Inspection Results page. Use the Inspection Results tab or breadcrumb link. 3. Refer to steps 1-4 from the previous table.
EAN Acknowledgment and Exclusions Results	1. Click on Hyperlink. 2. *Cancel EAN. *To Cancel EAN; refer to **User Guide: Updating and Cancelling Emergency Action Notification (EAN) Pages.** 3. Refer to the Status Create EAN steps in this table.

Create 287	1. Click on the Commodity or Multiple on the Commodity Column. 2. Go to the Inspection Results page. Use the Inspection Results tab or breadcrumb link. 3. Refer to steps 1-4 from the previous table.
287 In Progress and 287 Issued	1. Click Cancel on the Regulatory Action panel; refer to **User Guide: Issuing and Cancelling a PPQ 287.** 2. Refer to Status Create 287 steps on this table.

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.
2	Look for the records that need to be updated, using the filter.

3	Click on 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.
5	Select the commodity (ies) that needed to be updated or delete Inspection Information in the Clearance Details Table Heading 3.
	3 Clearance Details Table All ▼ records per page ☐ Commodity / Release/Destroyed Date / Forwarded Via ☐ Abelia sp. - Abelia sp. (PM) / 02/20/2024 / Freight ☐ Achillea sp. - Achillea sp. (PM) / 02/20/2024 / Freight Commodity / Release/Destroyed Date / Forwarded Via
6	Click Undo on the Clearance Details Heading 2.
	Undo

7	Get to the Inspection Results page using the breadcrumbs.
8	Repeat steps 1-4 on the table above.

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