



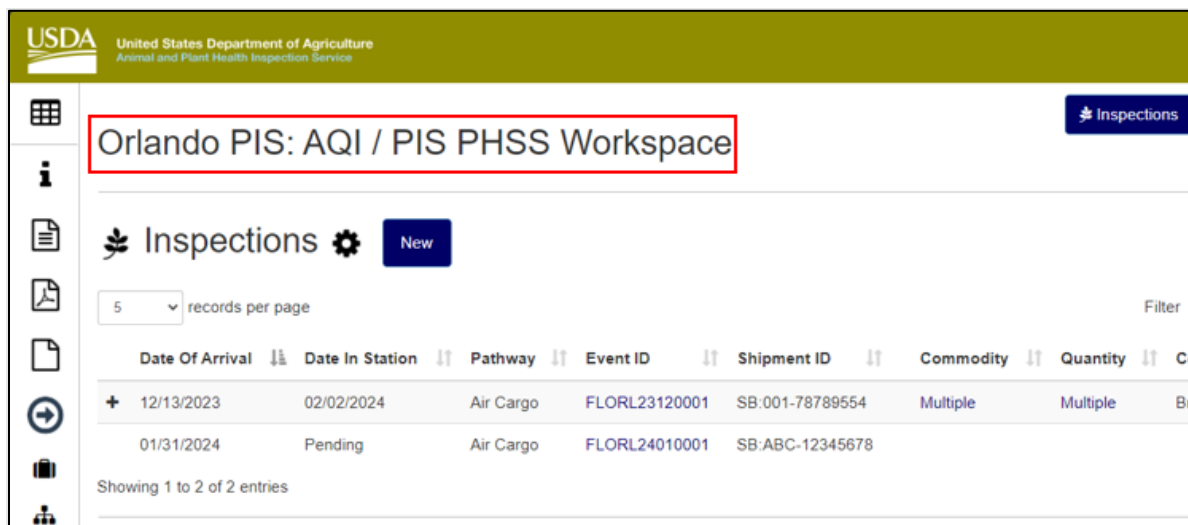
# User Guide: Entering Data for Inspection Information Page in PIS ARM Workspace

**Purpose:** This user guide describes how to access and enter information on the Inspection Information page for records that **were not initiated by a filer via the APHIS Core Message Set**. The following areas are covered in this user guide:


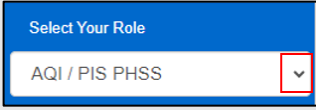
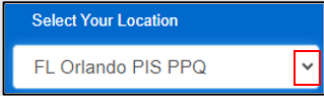
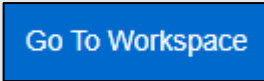
1. Create a New Inspection
  - a. Using an Existing Record
2. Add Inspection Information
3. Access an Inspection Record

## 1. Create a New Inspection

ARM is a permission and role-based system. Some users might have access to different workspaces and might have multiple active roles and locations in ARM. Before creating a new record, users must check if they are in the correct workspace. After logging into ARM, refer to the screenshot below on the PIS workspace.

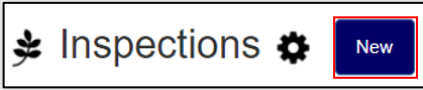
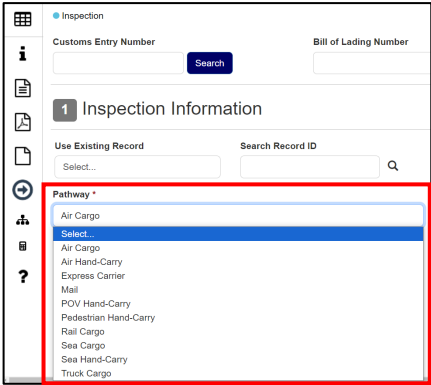
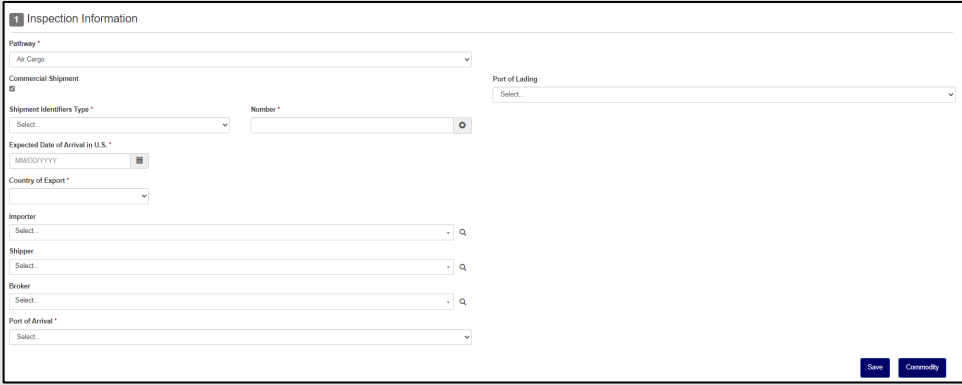


For the PIS workspace, users will see their city location and role on the top left side of the Workspace page. If a user has multiple roles and locations and doesn't see this information on the screen, refer to the table below for switching roles and locations.

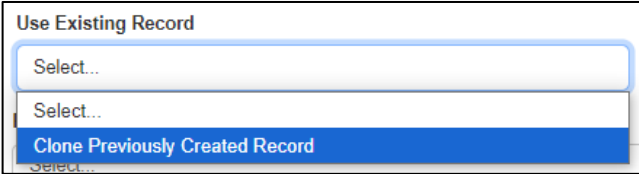

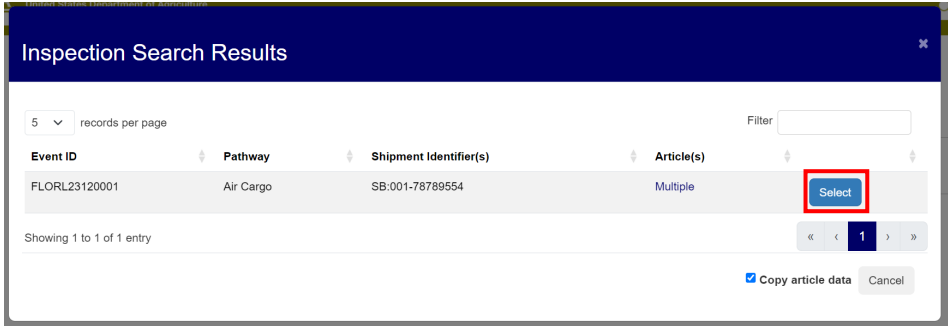
Step	Action
1	<p>Click on the User Profile Icon.</p>  <p>The user profile icon is on the top right side of the Workspace.</p>
2	<p>Select the PIS Role on the “Select Your Role” field using the dropdown arrow.</p> 
3	<p>Select the PIS Location using the dropdown arrow on the “Select Your Location” field.</p> 
4	<p>Click on “Go to Workspace”.</p> 

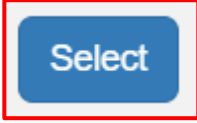
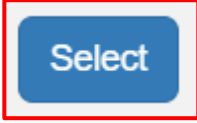
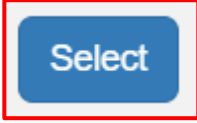
**Note:** ARM will redirect you to the PIS Workspace. For records that were filed using the APHIS Core Message Set, refer to [User Guide: Navigating Entry Pages with Entry Status Messaging in ARM.](#)

Once you confirm you are in the correct workspace; refer to the table below to enter a new inspection into the PIS Workspace.


Step	Action						
1	<p>Click on the New tab.</p> 						
2	<p>Determine if using an existing record.</p> <table border="1" data-bbox="297 506 1333 758"> <thead> <tr> <th data-bbox="297 506 784 569">IF:</th> <th data-bbox="784 506 1333 569">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="297 569 784 663">Using an Existing Record</td> <td data-bbox="784 569 1333 663"><b>GO TO</b> Topic a. Using an Existing Record.</td> </tr> <tr> <td data-bbox="297 663 784 758"><u>Not</u> using an Existing Record</td> <td data-bbox="784 663 1333 758"><b>GO TO</b> step 3.</td> </tr> </tbody> </table>	IF:	THEN:	Using an Existing Record	<b>GO TO</b> Topic a. Using an Existing Record.	<u>Not</u> using an Existing Record	<b>GO TO</b> step 3.
IF:	THEN:						
Using an Existing Record	<b>GO TO</b> Topic a. Using an Existing Record.						
<u>Not</u> using an Existing Record	<b>GO TO</b> step 3.						
3	<p>Select a Pathway.</p>  <p><b>Note:</b> After selecting a Pathway, the screen will refresh to show the Inspection Information Page.</p> 						
4	<p><b>Go to Section 2. Add Inspection Information.</b></p>						

**a. Using an Existing Record**

Step	Action
1	<p>Select “Clone Previously Created Record” from the dropdown.</p> 
2	<p>Enter the Record ID, then click search.</p> <p><b>Search Record ID</b></p>  <p><b>Note:</b> A new dialog box summarizing the data entered in the record the user wants to clone will appear. The user also has the option to click “Copy article data” to pull the article data from the previous record being cloned. This does not mean that all data will populate in ARM.</p> 

3	<p>Review the data in the window.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left; padding: 5px;">IF DATA IS:</th> <th style="text-align: left; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;">Correct</td> <td style="padding: 5px; vertical-align: top;"> <ol style="list-style-type: none"> <li>1. Click on Select.</li> </ol> <div style="text-align: center; margin: 10px 0;">  </div> <p><b>Note:</b> ARM will reload and the data that appeared in the dialog box will load into the sections in ARM.</p> <ol style="list-style-type: none"> <li>2. <b>GO</b> to <b>Section 2</b>.</li> </ol> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"><u>Not</u> correct</td> <td style="padding: 5px; vertical-align: top;"> <ol style="list-style-type: none"> <li>1. Click on Cancel.</li> <li>2. Repeat Steps <b>1 to 3</b>.</li> </ol> <p><b>Note:</b> Review the existing record and/or use another one if needed.</p> </td> </tr> </tbody> </table> <p><b>Note:</b> You will need to review and validate the transferred data in the Inspection Information Section. If you don't need the article data from the previous record, you can uncheck the "Copy article data" box.</p>	IF DATA IS:	THEN:	Correct	<ol style="list-style-type: none"> <li>1. Click on Select.</li> </ol> <div style="text-align: center; margin: 10px 0;">  </div> <p><b>Note:</b> ARM will reload and the data that appeared in the dialog box will load into the sections in ARM.</p> <ol style="list-style-type: none"> <li>2. <b>GO</b> to <b>Section 2</b>.</li> </ol>	<u>Not</u> correct	<ol style="list-style-type: none"> <li>1. Click on Cancel.</li> <li>2. Repeat Steps <b>1 to 3</b>.</li> </ol> <p><b>Note:</b> Review the existing record and/or use another one if needed.</p>
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## 2. Add Inspection Information

All required fields on the Inspection Information page will be identified with a red asterisk . It is recommended to complete as many fields as possible, even though some of those fields are not required. Remember, ARM is a workflow-based system. Once data has been entered on one page, it will be auto-populated on subsequent pages if needed, and users will not have to enter it again.

To enter data into the Inspection Information page, refer to the table below.

Step	Action
1	<p>Click on the dropdown arrow and select a Shipment Identifiers Type.</p> <div data-bbox="305 730 675 974" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Shipment Identifiers Type *</p> <p>Select...</p> <ul style="list-style-type: none"> <li>Select</li> <li>Carrier Name</li> <li>Container Number</li> <li>Conveyance</li> <li>Customs Entry Number</li> <li>Flight Number</li> <li>Informal Entry</li> <li>Invoice Number</li> <li>Master Bill/House Bill</li> <li>Simple Bill</li> <li>Tail Number</li> <li>Trailer Tag</li> <li>Vehicle Tag</li> </ul> </div> <p><b>Note:</b> Shipment Identifiers could vary per pathway.</p>

2

Enter the Shipment Identifier number. Click on the plus sign.






**Note:** Some Shipment Identifiers Numbers might have a specific format. **If so,** a warning message will appear showing the correct format to use. See the example below:

**Note:** Some Shipment identifiers have a unique format. These are the different formats for the most used shipment identifiers in ARM:

- 1- **Simple Bill (Airway bill/Bill of Lading)- xxx-nnnn** 3 alphanumeric digits followed by a dash (-) and between 4 to 8 alphanumeric digits. This can vary depending on the selected pathway.  
**Example:** On a Sea Cargo Shipment, the format will be 4 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits: **xxxx-nnnn**.
- 2- **Customs Entry Number- xxx-nnnnnnnnn** 3 alphanumeric digits followed by a dash (-) and 8 alphanumeric digits.
- 3- **Container Number- XXXXnnnnnnnn** 4 upper case characters followed by exactly 7 digits. No hyphen (-) in between.
- 4- **Master Bill: House Bill- xxx-nnnn** 3 alphanumeric digits followed by a dash (-) and between 4 to 8 alphanumeric digits. This can vary depending on the selected pathway.  
**Example:** On a Sea Cargo Shipment, the format will be 4 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits: **xxxx-nnnn**.



**Note:** Repeat **Steps 1 and 2**, as needed, if you want to add multiple shipment identifiers.

Refer to the table below for special instructions on how to enter a Master Bill: House Bill in ARM.



Step	Action
1	<p>Select Master: House Bill as the Shipment Identifier Type.</p> 
2	<p>Enter the number following the format previously provided. Click on the plus icon.</p> 
3	<p>Enter the House Bill number and then click on the plus icon.</p>  <p><b>Note:</b> Repeat this step for any other House Bills to be entered <b>if needed</b>.</p>  <p>To delete a Shipment Identifier or a House Bill number, click on the trash can  icon to the right of the text field.</p>

To continue the Record Information data entry, refer to the table below.





<p>4</p>	<p>Click on the Calendar Icon to select an Expected Date of Arrival in the U.S.</p> <div data-bbox="295 285 643 753"><p><b>Expected Date of Arrival in U.S. *</b></p><p>MM/DD/YYYY </p><p>&lt; Feb 2024 &gt;</p><table border="1"><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr></tbody></table><p>Clear Apply</p></div>	Su	Mo	Tu	We	Th	Fr	Sa	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	1	2	3	4	5	6	7	8	9
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<p>5</p>	<p>Click on Apply</p>																																																	
<p>6</p>	<p>Select a Country of Export.</p> <div data-bbox="295 968 716 1503"><p><b>Country of Export *</b></p><p>Select... </p><ul style="list-style-type: none"><li>Select...</li><li>Afghanistan</li><li>Aland Islands</li><li>Albania</li><li>Algeria</li><li>American Samoa</li><li>Andorra</li><li>Angola</li><li>Anguilla</li><li>Antarctica</li><li>Antigua and Barbuda</li><li>Argentina</li><li>Armenia</li><li>Aruba</li><li>Australia</li><li>Austria</li><li>Azerbaijan</li><li>Bahamas</li><li>Bahrain</li><li>Bangladesh</li></ul></div>																																																	

7 Select an Importer.







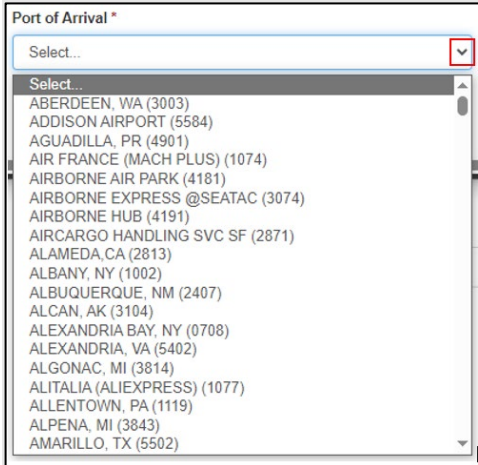
IF:	THEN:
<u>Not</u> on the dropdown list	1. Click on Search.  2. Refer to <a href="#">User Guide: Search, Add, and Edit a Trade Party in ARM.</a> 3. <b>Go to Step 8</b> after adding an importer.
On the dropdown list	1. Select an Importer.  2. <b>Go to Step 8.</b>

**Note:** This is a non-required field. **SKIP** this step if needed.

8 Select a Shipper.

IF:	THEN:
<u>Not</u> on the dropdown list	1. Click on Search.  2. Refer to <a href="#">User Guide: Search, Add, and Edit a Trade Party in ARM.</a> 3. <b>Go to Step 9</b> after adding a Shipper.
On the dropdown list	1. Select a Shipper.  2. <b>Go to Step 9.</b>

**Note:** This is a non-required field. **SKIP** this step if needed.

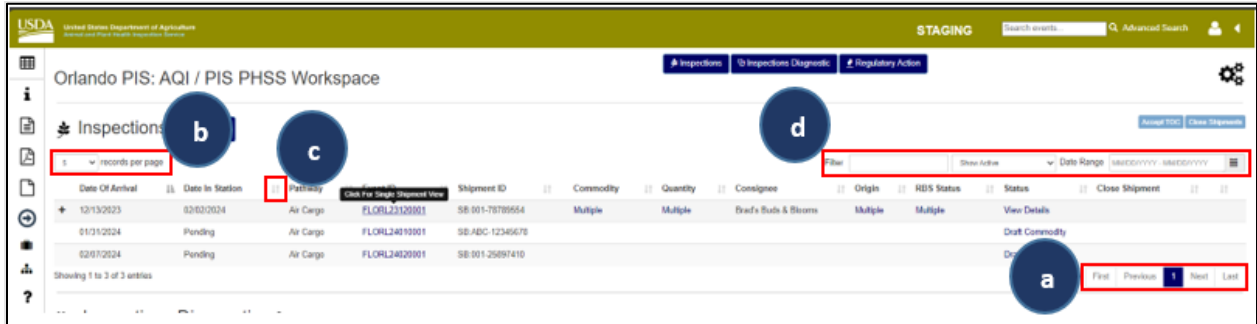
<p>9</p>	<p>Select a Broker.</p> <table border="1" data-bbox="295 285 1386 982"> <thead> <tr> <th data-bbox="295 285 732 348">IF:</th> <th data-bbox="732 285 1386 348">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="295 348 732 747"> <p><b>Not</b> on the dropdown list</p> </td> <td data-bbox="732 348 1386 747"> <p>1. Click on Search.</p>  <p>2. Refer to <a href="#">User Guide: Search, Add, and Edit a Trade Party in ARM.</a></p> <p>3. <b>Go to Step 10</b> after adding a Broker.</p> </td> </tr> <tr> <td data-bbox="295 747 732 982"> <p>On the dropdown list</p> </td> <td data-bbox="732 747 1386 982"> <p>1. Select a Broker.</p>  <p>2. <b>Go to Step 10.</b></p> </td> </tr> </tbody> </table> <p><b>Note:</b> This is a non-required field. <b>SKIP</b> this step if needed.</p>	IF:	THEN:	<p><b>Not</b> on the dropdown list</p>	<p>1. Click on Search.</p>  <p>2. Refer to <a href="#">User Guide: Search, Add, and Edit a Trade Party in ARM.</a></p> <p>3. <b>Go to Step 10</b> after adding a Broker.</p>	<p>On the dropdown list</p>	<p>1. Select a Broker.</p>  <p>2. <b>Go to Step 10.</b></p>
IF:	THEN:						
<p><b>Not</b> on the dropdown list</p>	<p>1. Click on Search.</p>  <p>2. Refer to <a href="#">User Guide: Search, Add, and Edit a Trade Party in ARM.</a></p> <p>3. <b>Go to Step 10</b> after adding a Broker.</p>						
<p>On the dropdown list</p>	<p>1. Select a Broker.</p>  <p>2. <b>Go to Step 10.</b></p>						
<p>10</p>	<p>Select a Port of Arrival</p> 						

11	<p>Select a Port of Lading.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Port of Lading</p> <div style="border: 1px solid black; padding: 2px;"> <p>Select...</p> <ul style="list-style-type: none"> <li>Select...</li> <li>Goundam Airport</li> <li>Aalborg Airport</li> <li>Abeid Amani Karume International Airport</li> <li>Abel Santamaria Airport</li> <li>Aberdeen International Airport</li> <li>Abu Dhabi International Airport</li> <li>Acapulco International Airport [General Juan N. Alvarez]</li> <li>Achutupo Airport</li> <li>Adana Airport</li> <li>Addis Ababa Bole International Airport</li> <li>Adelaide International Airport</li> <li>Afonso Pena International Airport</li> <li>Agadir Al Massira Airport</li> <li>Aguascalientes International Airport</li> <li>Ahmed Sékou Touré International Airport</li> <li>Ahmedabad Airport</li> <li>Air Antilles</li> <li>Akita Airport</li> <li>Aktau International Airport</li> </ul> </div> </div> <p><b>Note:</b> For some pathways, you will need to enter the Port of Lading. This is a non-required field. <b>SKIP</b> this step if needed.</p>						
12	<p>Determine if.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 40%; padding: 5px;">IF:</th> <th style="width: 60%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Saving the data</td> <td style="padding: 5px;">Click on <b>Save</b></td> </tr> <tr> <td style="padding: 5px;"><b>Not</b> saving the data</td> <td style="padding: 5px;">Click on <b>Commodity</b></td> </tr> </tbody> </table> <p><b>Note:</b> ARM will auto-save all data entered in the Inspection Information Page when clicking on the Commodity tab.</p> <p><b>Note:</b> If users enter only one shipment identifier, ARM provides an auto-save capability when users click on the Save or Commodity tabs on the far low left-hand side of the page.</p>	IF:	THEN:	Saving the data	Click on <b>Save</b>	<b>Not</b> saving the data	Click on <b>Commodity</b>
IF:	THEN:						
Saving the data	Click on <b>Save</b>						
<b>Not</b> saving the data	Click on <b>Commodity</b>						

To continue entering an inspection, refer to **Topic 3 -Access a Draft Inspection.**

### 3. Access Draft Inspection

A Draft Inspection is a record that was saved with only the Inspection Information data entered. Users may access a Draft Inspection to update any information or continue the workflow. Once in the PIS Workspace, users can search for a Draft Inspection in different ways:



- a- First, Previous, Next, Last Buttons
- b- Records per Page
- c- Sorting Icons
- d- Filter

For more information on how to search a record using these fields; refer to [User Guide: Navigating ARM Workspace](#).

Once the record is located, click on the status column hyperlink. This status must be “Draft Commodity”

