



# User Guide: Enter Data for Predeparture Quarantine Material Interception (QMI) Pest Interception

**Purpose:** This user guide describes the process to enter a QMI interception and submit a Diagnostic Request. The general steps include:

1. Access QMI Pest Page
2. Add Inspection Information
3. Add Articles
4. Create and Submit Diagnostic Requests
5. Verify and Print Diagnostic Request

## 1. Access QMI Pest Page

Step	Action
1	Click “New” to the right of the “QMI Diagnostic” heading on the workspace.  The QMI Pest page displays.

## 2. Add Inspection Information

Step	Action						
1	In section 1 “Inspection Information”, select pathway from drop-down menu: <ul style="list-style-type: none"> <li>• Predeparture Air Passenger</li> <li>• Predeparture Express Carrier</li> <li>• Predeparture Mail Walk-in</li> </ul> <p>NOTE: ARM is dynamic (that is, fields on the QMI Pest page change depending on the pathway you select).</p>						
2	Complete all required fields.  NOTE: If you are in the Predeparture Passenger Pathway, proceed via the following: <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>If:</th> <th>Then:</th> </tr> </thead> <tbody> <tr> <td>The destination state is the same as the destination airport</td> <td>Select the “Same as Destination Airport” checkbox.</td> </tr> <tr> <td>The destination state is not the same as the destination airport</td> <td>Proceed to next step.</td> </tr> </tbody> </table>	If:	Then:	The destination state is the same as the destination airport	Select the “Same as Destination Airport” checkbox.	The destination state is not the same as the destination airport	Proceed to next step.
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The destination state is not the same as the destination airport	Proceed to next step.						
3	Proceed to 3, “Add Articles” heading below.						

### 3. Add Articles

Step	Action							
1	Scroll down to Section 3, "Add Articles."							
2	Complete required fields.							
3	<p>Click the "Add Article" button at the bottom of the section.</p> <p>After clicking Add Article:</p> <ul style="list-style-type: none"> <li>• The article displays in section 2, "Articles Master Table."</li> <li>• The "Event ID" displays under the "QMI Pest" heading at the top of the page.</li> <li>• Article displays in section 4, "Create Diagnostic Requests."</li> </ul> <p>NOTE: Use the following if you need to Update or Delete an Article after adding it.</p> <table border="1"> <thead> <tr> <th>If you want to:</th> <th>Then:</th> </tr> </thead> <tbody> <tr> <td>Update</td> <td> <ol style="list-style-type: none"> <li>1. Scroll up to section 2, "Articles Master Table."</li> <li>2. Click on the Article you would like to update. You will see all your previously entered information reappear, which then allows you to update. The "Update Article" and "Delete Article" buttons also appear in the lower right of the screen.</li> <li>3. Make updates, as needed.</li> <li>4. Click on "Update Article." Your Article will appear updated in section 2, "Articles Master Table."</li> </ol> </td> </tr> <tr> <td>Delete</td> <td> <ol style="list-style-type: none"> <li>1. Scroll up to section 2, "Articles Master Table."</li> <li>2. Click on the Article you would like to delete. You will see all your previously entered information reappear, which then allows you to delete. The "Update Article" and "Delete Article" buttons also appear in the lower right of the screen.</li> <li>3. Click on "Delete Article." Your Article will disappear from section 3, "Add Articles."</li> </ol> </td> </tr> </tbody> </table>		If you want to:	Then:	Update	<ol style="list-style-type: none"> <li>1. Scroll up to section 2, "Articles Master Table."</li> <li>2. Click on the Article you would like to update. You will see all your previously entered information reappear, which then allows you to update. The "Update Article" and "Delete Article" buttons also appear in the lower right of the screen.</li> <li>3. Make updates, as needed.</li> <li>4. Click on "Update Article." Your Article will appear updated in section 2, "Articles Master Table."</li> </ol>	Delete	<ol style="list-style-type: none"> <li>1. Scroll up to section 2, "Articles Master Table."</li> <li>2. Click on the Article you would like to delete. You will see all your previously entered information reappear, which then allows you to delete. The "Update Article" and "Delete Article" buttons also appear in the lower right of the screen.</li> <li>3. Click on "Delete Article." Your Article will disappear from section 3, "Add Articles."</li> </ol>
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## 4. Create and Submit Diagnostic Requests

Step	Action	
1	Scroll down to section 4, Create Diagnostic Requests.	
2	To the left of the article for which you want to submit a Diagnostic Request(s), click the checkbox(es).	
3	In Select Host subsection, complete the required field, "Host Proximity."	
4	Scroll down to the "Select Pest/Pest Discipline" subsection.	
5	<b>If you are going to:</b>	<b>Then:</b>
	Make a tentative Pest determination	<ol style="list-style-type: none"> <li>1. Search for the Pest Name.</li> <li>2. Select Pest.</li> <li>3. Proceed to next step.</li> </ol> <p>NOTE: The subsequent fields will change, depending on the choice.</p>
6	<b>If you are going to:</b>	<b>Then:</b>
	Route the specimen to a Discipline	<ol style="list-style-type: none"> <li>1. Select Discipline.</li> <li>2. Proceed to next step.</li> </ol> <p>NOTE: The subsequent fields will change, depending on the choice.</p>
6	Complete all required fields, including Pest Stages, and any other more specific information you can provide.	
7	At the bottom left of the Select Pest/Pest Discipline subsection, click Add.	
	The Diagnostic Request displays in the subsection, "Diagnostic Requests."	
8	In the subsection, "Diagnostic Requests," review the data for your Diagnostic Request.	
	NOTE: Status is "Draft Diagnostic Request."	
9	<b>If you need to:</b>	<b>Then:</b>
	Update information	<ol style="list-style-type: none"> <li>1. Select the radial button next to the DR #.</li> <li>2. Scroll down to the Select Pest/Pest Discipline subsection.</li> <li>3. Make changes as needed.</li> <li>4. Click Update.</li> <li>5. Proceed to next step.</li> </ol>
9	<b>If you need to:</b>	<b>Then:</b>
	Delete information	<ol style="list-style-type: none"> <li>1. Select the radial button next to the DR #.</li> <li>2. Scroll down to the Select Pest/Pest Discipline subsection.</li> <li>3. Click Delete.</li> <li>4. Proceed to next step.</li> </ol>

Step	Action	
	Neither update nor delete information because all information is accurate	Proceed to next step.
10	Click Submit DR in the lower right button.  Notice how the status changes from “Draft Diagnostic Request” to “AI Pending Specimen Receipt.”	

## 5. Verify and Print Specimen Routing Form, Close Inspection

Step	Action	
1	Scroll down to section 5, Diagnostic Requests.	
2	Find the Diagnostic Request.	
3	Click the “AI Pending Specimen Receipt” link to review Specimen Routing Form, which displays as a PDF.  NOTE: <ul style="list-style-type: none"> <li>You can also find the link to the PDF of the form on the Info Page located in the left-hand drawer of every ARM page.</li> <li>You can also find the link to the PDF of the form on the ARM-generated forms page in the left-hand drawer of every ARM page.</li> </ul>	
4	<b>If you are:</b>	<b>Then:</b>
	Printing the Specimen Routing Form	Click the “AI Pending Specimen Receipt” link.
	Not printing the Specimen Routing Form	Proceed to step 5.
5	Click the “Close” button in the lower right corner of the screen.  The inspection displays under the “QMI Diagnostic” pane with the status “AI Pending Specimen Receipt.”	