User Guide: Entering Data for Predeparture Mail Article Page

Purpose: This user guide describes how to access and enter information in the Predeparture Mail Article Page. The following areas (with the corresponding number on the image) are covered in this user guide:

1. Access Article page
2. Enter Article Information
3. Update and Delete Article Information

1. Access Article Page

A. From Inspection Information Page

There are two ways to access the Article page from the Inspection Information page after a record is created.

1. Click on the Article Breadcrumb link which is located on the top right side of the page or;

2. Click on the Article Tab which is located on the bottom right side of the page.
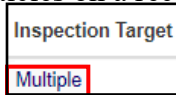
B. From Main Workspace

There are two ways to access the Article Page from the main workspace.

1. Users can click on the article listed on the Inspection Target Column.

When there are multiple articles on a record; users will see "Multiple" under the Inspection Target column instead. Click on "Multiple" to access the Article Page as well.

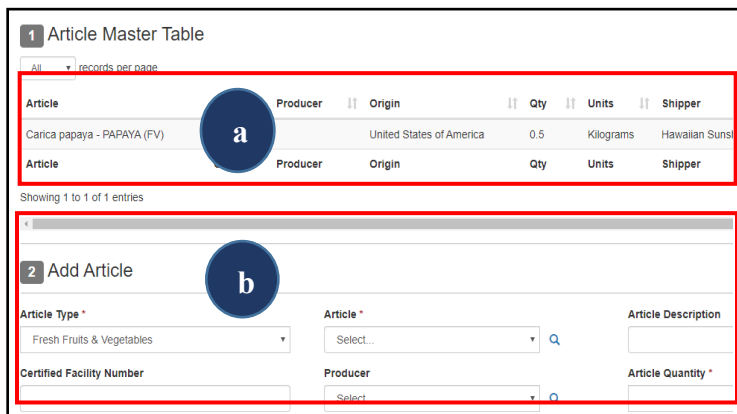2. Click on the Draft Commodity link on the status column.

Users will access the Article page and may continue entering data on this page.

2. Enter Article Information

This page consists of two Headings:

A. Heading 1 - Article Master Table

B. Heading 2 - Add Article

The article information will be entered under Heading 2. Once the information is added by the user, it will show under Heading 1.

Note:
All required fields will show a red asterisk ✱. Users must enter information for these fields.

Step	Action
1	Click on the Article Type dropdown and select an option, under Heading 2. **Note:** This field will default to Fresh Fruits and Vegetables.

2	Select or Search for a Commodity.
	  Note: Users may select from the dropdown or search for commodities. | If the article is:	Then:
---	---
Listed	1. Select an article 2. Proceed to **Step 4**
Not listed	Procced to the Next Step	
3	Click on the search Icon.
3a	Enter at least three characters of a commodity's name and click on Search. **Note:** To add a commodity not found, please contact the ARM helpdesk.
3b	Select a commodity and click on Select.
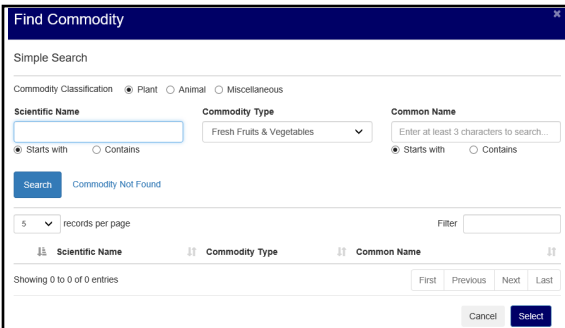
4	Enter an Article Description.

Article Description

Lei |

Note: This field is not required. However, in the case of cut flowers taking a different form, users can use this field to enter an accurate description of the article. For example, a lei is found in a package:

    a.   Article type: Cut Flower

    b.   Article: Plumeria sp.

    c.   On the Article description field, you can type it's a Lei.

Skip this step if needed.

5	**If the article is:**	**Then:**

	CITES Protected or endangered	1. The Protected Plant Field will be enabled.
		
		Protected Plant
		CITES II ▼ Select...
		    CITES Exempt
		    CITES I
		    CITES II
		    CITES III
		    ESA-E
		    ESA-T
		
		2. Select from drop down if needed.
		3. **Go to** Step 6

	Not CITES protected or endangered	1. The Protected Plant Field will be disabled. **Protected Plant** Select... ▼ 2. **Go to** Step 6.

6	Enter a Certified Facility Number, i**f available**.

Certified Facility Number

Note: This field is not required. **Skip** this step if needed.

7	Select or search for a Producer**, if available**.

Producer

Select... ▼ 🔍

Note: To search or add a Producer, refer to **User Guide: Search, Add and Update Trade Party information in ARM.**

This field is not required; **Skip** this step if needed.

8	Enter Article Quantity.

	Article Quantity * .5	
9	Select a Unit. **Article Units** * Select... ▼ Select... Flasks Kilograms Plant Units **Note:** Units will default according to the Commodity Type.	
10	Select or Search for a Shipper, **if needed;**. **Shipper** * Hawaiian Sunshine Nursery, Waimanal ▼ 🔍 **Note:** This field will populate from the information entered in the Addressor field on Inspection Information page. If you need to search or add an Importer, refer to **User Guide: Search, Add and Update Trade Party information in ARM.**	
11	Select a Destination. Select... Alabama Alaska American Samoa Arizona Arkansas California Colorado Connecticut Delaware District of Columbia Florida Georgia Guam Hawaii **Destination** * Select... ▾ **Note:** This field will populate from the information entered on the addressee field on Inspection Information Page.	

12	**If a new Shipment ID is:**	**Then:**
	Needed;	1. Click on the pencil Icon next to the field's dropdown arrow. **Shipment ID** * Select... ▾ ✏ **Note:** A new window to enter or delete shipment identifiers will appear. Shipment Identifiers ✕ Shipment Identifiers Type * Number * Select... ▾ [ ] ⊕ Case Number/Warrant Number 567888 🗑 Parcel Id Number 7899696 🗑 Cancel Save 2. Select a Shipment Identifier Type.

Shipment Identifiers Type *

Select...

Select...
Case Number/Warrant Number
Mail Barcode
Mail Registry Number
Parcel Id Number
Tail Number

3. Enter Shipment Identifier number and click on the plus icon.

Number *

12125

4. Click on Save.
5. **Go to** Step 13

Note: You may delete a Shipment Identifier if needed. Click on the trash can Icon next to the identifier.

Case Number/Warrant Number   567888

Not needed;	**Go to** Step 13.

Note: This information will populate from the Inspection Information page. **Skip** this step if needed.

13	Select an Origin, **if needed,**

Select...
Afghanistan
Aland Islands
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antarctica
Antigua and Barbuda
Argentina
Armenia
Aruba
Australia
Austria
Azerbaijan
Bahamas

Origin * ☐ Origin Unsure

Select...

Note: This field will always default to United States of America. If the origin is unknown; Click Origin Unsure Box.

14	Select an Origin State, **if needed,**.

Origin State

Hawaii

Note: This field will default to Hawaii. **Skip** this step if needed.

15	Click on Add Article.

Note: After one commodity is added; most of the fields will remain with the values previously entered. If users' needs to add more commodities; update the fields as needed. Click on Add Commodity when done.

The article(s) entered will display under Heading number 1 Article Master Table.

3. Update and Delete Article Information

Once an article has been added and appears under the Article Master Table located under Heading 1, users can update or delete the article information if needed. When users click on the article, the row will turn green, all the fields under Heading 2 will repopulate and two additional tabs will show on the screen.

Users will have the option of updating any information in the fields or to delete an article.

To update or delete an article already entered, refer to table below.

If article requires:	Then:
Updating	1. Click on the Article under Heading 1. 2. Review information and update fields. 3. Click on Update Article.
Deleting	1. Click on the Article under Heading 1. 2. Click on Delete Article.