

# 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

The screenshot shows the 'Predeparture Mail' form in the USDA system. The form includes fields for 'Pathway', 'Commercial Shipment', 'Shipment Identifiers Type', 'Mail Registry Number', 'Date and Time Parcel Detained', 'Mail Type', 'Postmark Date', 'Parcel Description', 'Parcel Weight', and 'Port of Arrival'. On the right side, there are fields for 'Release Stamp Number', 'Addressee', 'Addressor', 'Reason For Detaining Parcel', and 'Time Presented To Canine'. A red box highlights the 'Article' button at the bottom right, and a blue circle with the number '1' is placed over the 'Reason For Detaining Parcel' dropdown menu.

The screenshot shows the 'Article Master Table' and the 'Add Article' form. The table has columns for Article, CFN, Producer, Origin, Qty, Units, Shipper, and Shipment ID. The 'Add Article' form includes fields for 'Article Type', 'Article', 'Article Description', 'Protected Plant', 'Certified Facility Number', 'Producer', 'Article Quantity', 'Article Units', 'Shipper', 'Destination', 'Origin', and 'Origin Unsure'. A red box highlights the 'Add Article' button at the bottom right, and a blue circle with the number '2' is placed over the 'Article Quantity' field. A blue circle with the number '3' is placed over the 'Add Article' button.

Article	CFN	Producer	Origin	Qty	Units	Shipper	Shipment ID
Carica papaya - PAPAYA (FV)			United States of America	0.5	Kilograms	Hawaiian Sunshine Nursery, Waimanalo, HI, Sandy Kasman (co-owner)	MR: 1332626

# 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.

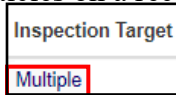
## B. From Main Workspace

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.

Requested Date / Date Parcel Detained	Inspection Date	Pathway	Event ID	Inspection Target
+ 02/19/2020 13:16:00	02/19/2020	Predeparture Mail	HIHONPRE20020007	Psidium guajava - GUAVA (FV)
+ 01/15/2020 05:00:00	01/15/2020	Predeparture Mail	HIHONPRE20010002	Multiple

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.

Requested Date / Date Parcel Detained	Inspection Date	Pathway	Event ID	Inspection Target	Quantity	Dest City	Dest State	Status
06/18/2020 00:17:00	Pending	Predeparture Mail	HIHONPRE20060010					Draft Commodity

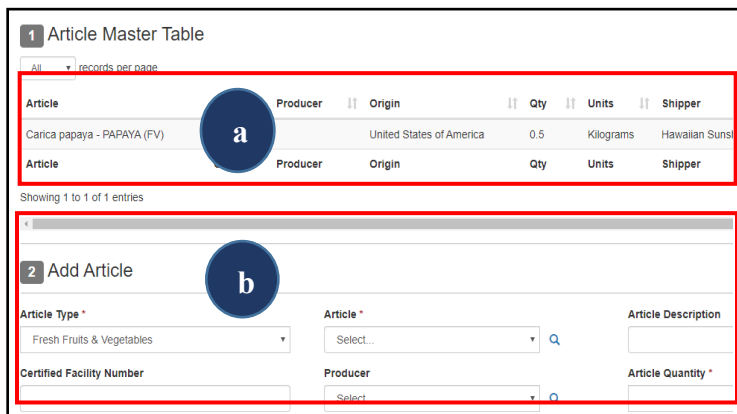
Users will access the Article page and may continue entering data on this page.

## 2. Enter Article Information

This page consists of two Headings:

A. Heading 1 - 1 Article Master Table

B. Heading 2 - 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	<p>Click on the Article Type dropdown and select an option, under Heading 2.</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> <p>Article Type *</p> <p>Fresh Fruits &amp; Vegetables ▼</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Select...</p> <p>Cut Flowers</p> <p>Cotton/Cotton Products</p> <p><b>Fresh Fruits &amp; Vegetables</b></p> <p>Firewood</p> <p>Grain - DEPRECATED</p> <p>Logs</p> <p>Lumber</p> <p>Miscellaneous</p> <p>Propagative Material</p> <p>Seeds Not for Planting</p> <p>Wood Chips</p> </div> </div> <p><b>Note:</b> This field will default to Fresh Fruits and Vegetables.</p>

2 Select or Search for a Commodity.

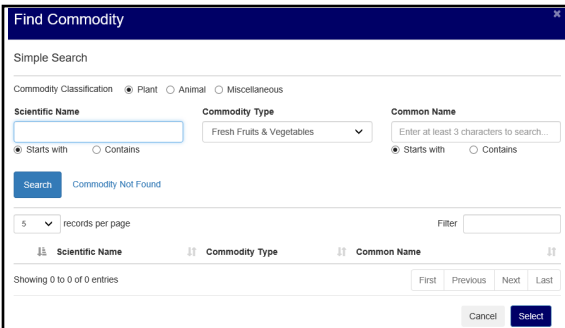
**Article \***

Select...  

**Note:** Users may select from the dropdown or search for commodities.

If the article is:	Then:
Listed	1. Select an article 2. Proceed to <b>Step 4</b>
Not listed	Proceed 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.

**Scientific Name**

Enter at least 3 characters to search...

Starts with  Contains

**Search** Commodity Not Found

**Note:** To add a commodity not found, please contact the ARM helpdesk.

3b Select a commodity and click on Select.

Scientific Name	Commodity Type	Common Name
<input type="radio"/> Citharexylum sp.	Propagative Material	Citharexylum sp.
<input type="radio"/> Citrofortunella microcarpa	Propagative Material	Citrofortunella microcarpa
<input checked="" type="radio"/> Citronella sp.	Propagative Material	Citronella sp.
<input type="radio"/> Citrullus amarus	Propagative Material	Citrullus lanatus var. Citroides
<input type="radio"/> Citrullus lanatus	Propagative Material	Citrullus lanatus

Showing 1 to 5 of 151 entries

First Previous **1** 2 3 4 5 ... 31 Next Last

Cancel **Select**

<p>4</p>	<p>Enter an Article Description.</p> <div data-bbox="297 233 630 331"> <p><b>Article Description</b></p> <input type="text" value="Lei"/> </div> <p><b>Note:</b> 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:</p> <ol style="list-style-type: none"> <li>Article type: Cut Flower</li> <li>Article: Plumeria sp.</li> <li>On the Article description field, you can type it's a Lei.</li> </ol> <p><b>Skip</b> this step if needed.</p>						
<p>5</p>	<table border="1"> <thead> <tr> <th data-bbox="297 625 732 682">If the article is:</th> <th data-bbox="732 625 1386 682">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="297 682 732 999"> <p>CITES Protected or endangered</p> </td> <td data-bbox="732 682 1386 999"> <p>1. The Protected Plant Field will be enabled.</p> <div data-bbox="740 747 1265 911"> <p><b>Protected Plant</b></p> <input type="text" value="CITES II"/> <div style="border: 1px solid black; padding: 2px;"> <p>Select...</p> <p>CITES Exempt</p> <p>CITES I</p> <p><b>CITES II</b></p> <p>CITES III</p> <p>ESA-E</p> <p>ESA-T</p> </div> </div> <p>2. Select from drop down if needed.</p> <p>3. <b>Go to Step 6</b></p> </td> </tr> <tr> <td data-bbox="297 999 732 1224"> <p>Not CITES protected or endangered</p> </td> <td data-bbox="732 999 1386 1224"> <p>1. The Protected Plant Field will be disabled.</p> <div data-bbox="740 1062 980 1161"> <p><b>Protected Plant</b></p> <input type="text" value="Select..."/> </div> <p>2. <b>Go to Step 6.</b></p> </td> </tr> </tbody> </table>	If the article is:	Then:	<p>CITES Protected or endangered</p>	<p>1. The Protected Plant Field will be enabled.</p> <div data-bbox="740 747 1265 911"> <p><b>Protected Plant</b></p> <input type="text" value="CITES II"/> <div style="border: 1px solid black; padding: 2px;"> <p>Select...</p> <p>CITES Exempt</p> <p>CITES I</p> <p><b>CITES II</b></p> <p>CITES III</p> <p>ESA-E</p> <p>ESA-T</p> </div> </div> <p>2. Select from drop down if needed.</p> <p>3. <b>Go to Step 6</b></p>	<p>Not CITES protected or endangered</p>	<p>1. The Protected Plant Field will be disabled.</p> <div data-bbox="740 1062 980 1161"> <p><b>Protected Plant</b></p> <input type="text" value="Select..."/> </div> <p>2. <b>Go to Step 6.</b></p>
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<p>Not CITES protected or endangered</p>	<p>1. The Protected Plant Field will be disabled.</p> <div data-bbox="740 1062 980 1161"> <p><b>Protected Plant</b></p> <input type="text" value="Select..."/> </div> <p>2. <b>Go to Step 6.</b></p>						
<p>6</p>	<p>Enter a Certified Facility Number, <b>if available</b>.</p> <div data-bbox="297 1304 704 1409"> <p><b>Certified Facility Number</b></p> <input type="text"/> </div> <p><b>Note:</b> This field is not required. <b>Skip</b> this step if needed.</p>						
<p>7</p>	<p>Select or search for a Producer, <b>if available</b>.</p> <div data-bbox="297 1535 662 1629"> <p><b>Producer</b></p> <input type="text" value="Select..."/> <div style="display: inline-block; vertical-align: middle;"> <span style="border: 1px solid red; padding: 2px;">▼</span> <span style="border: 1px solid red; padding: 2px; margin-left: 5px;">🔍</span> </div> </div> <p><b>Note:</b> To search or add a Producer, refer to <b>User Guide: Search, Add and Update Trade Party information in ARM</b>.</p> <p>This field is not required; <b>Skip</b> this step if needed.</p>						
<p>8</p>	<p>Enter Article Quantity.</p>						

	<div data-bbox="293 205 605 300"> <p><b>Article Quantity *</b></p> <input type="text" value=".5"/> </div>	
9	<p>Select a Unit.</p> <div data-bbox="302 359 581 457"> <p><b>Article Units *</b></p> <input type="text" value="Select..."/> </div> <div data-bbox="667 352 813 457"> <p>Select...</p> <ul style="list-style-type: none"> <li>Flasks</li> <li>Kilograms</li> <li>Plant Units</li> </ul> </div> <p><b>Note:</b> Units will default according to the Commodity Type.</p>	
10	<p>Select or Search for a Shipper, <b>if needed</b>;</p> <div data-bbox="293 569 776 653"> <p><b>Shipper *</b></p> <input type="text" value="Hawaiian Sunshine Nursery, Waimanal"/> </div> <p><b>Note:</b> 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 <b>User Guide: Search, Add and Update Trade Party information in ARM.</b></p>	
11	<p>Select a Destination.</p> <div data-bbox="293 1041 678 1125"> <p><b>Destination *</b></p> <input type="text" value="Select..."/> </div> <div data-bbox="695 825 902 1136"> <p>Select...</p> <ul style="list-style-type: none"> <li>Alabama</li> <li>Alaska</li> <li>American Samoa</li> <li>Arizona</li> <li>Arkansas</li> <li>California</li> <li>Colorado</li> <li>Connecticut</li> <li>Delaware</li> <li>District of Columbia</li> <li>Florida</li> <li>Georgia</li> <li>Guam</li> <li>Hawaii</li> </ul> </div> <p><b>Note:</b> This field will populate from the information entered on the addressee field on Inspection Information Page.</p>	
12	<p><b>If a new Shipment ID is:</b></p> <p>Needed;</p>	<p><b>Then:</b></p> <ol style="list-style-type: none"> <li>Click on the pencil Icon next to the field's dropdown arrow.</li> </ol> <div data-bbox="756 1377 1062 1465"> <p><b>Shipment ID *</b></p> <input type="text" value="Select..."/> </div> <p><b>Note:</b> A new window to enter or delete shipment identifiers will appear.</p> <div data-bbox="740 1570 1179 1808"> <p>Shipment Identifiers</p> <p>Shipment Identifiers Type * <input type="text" value="Select..."/></p> <p>Number * <input type="text" value="567888"/></p> <p>Case Number/Warrant Number <input type="text" value="7899999"/></p> <p>Parcel Id Number <input type="text" value=""/></p> <p>Cancel Save</p> </div> <ol style="list-style-type: none"> <li>Select a Shipment Identifier Type.</li> </ol>

		<div data-bbox="738 199 1144 478"> <p><b>Shipment Identifiers Type *</b></p> <p>Select... </p> <ul style="list-style-type: none"> <li>Select...</li> <li>Case Number/Warrant Number</li> <li>Mail Barcode</li> <li>Mail Registry Number</li> <li>Parcel Id Number</li> <li>Tail Number</li> </ul> </div> <p data-bbox="787 493 1323 556">3. Enter Shipment Identifier number and click on the plus icon.</p> <div data-bbox="738 577 1052 693"> <p><b>Number *</b></p> <p>12125 </p> </div> <p data-bbox="787 714 1023 787">4. Click on Save. 5. <b>Go to Step 13</b></p> <p data-bbox="738 808 1339 913"><b>Note:</b> You may delete a Shipment Identifier if needed. Click on the trash can Icon next to the identifier.</p> <div data-bbox="738 924 1144 1018"> <p><b>Case</b></p> <p>Number/Warrant Number 567888 </p> <p>Number</p> </div>
	<p>Not needed;</p>	<p><b>Go to Step 13.</b></p>
<p><b>Note:</b> This information will populate from the Inspection Information page. <b>Skip</b> this step if needed.</p>		
<p>13</p>	<p>Select an Origin, <b>if needed</b>,</p> <div data-bbox="292 1459 682 1543"> <p>Origin * <input type="checkbox"/> Origin Unsure</p> <p>Select... </p> </div>	<div data-bbox="690 1239 917 1543"> <p>Select...</p> <ul style="list-style-type: none"> <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> </ul> </div> <p data-bbox="292 1554 1315 1627"><b>Note:</b> This field will always default to United States of America. If the origin is unknown; Click Origin Unsure Box.</p>
<p>14</p>	<p>Select an Origin State, <b>if needed</b>,</p> <div data-bbox="292 1680 600 1774"> <p><b>Origin State</b></p> <p>Hawaii</p> </div>	<p><b>Note:</b> This field will default to Hawaii. <b>Skip</b> this step if needed.</p>
<p>15</p>	<p>Click on Add Article.</p>	

**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.

1 Article Master Table								
All	records per page						Filter	
Article	CFN	Producer	Origin	Qty	Units	Shipper	Shipment ID	
Mangifera indica - MANGO (FV)			United States of America	0.25	Kilograms	Hawaiian Sunshine Nursery, Waimanalo, HI, Sandy Kasman (co-owner)	PIN : 123145	
Carica papaya - PAPAYA (FV)			United States of America	0.25	Kilograms	Alvan Donnan, Orlando, FL, Alvan Donnan	PIN : 123145	
Article	CFN	Producer	Origin	Qty	Units	Shipper	Shipment ID	

### 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.

The screenshot shows the 'Article Master Table' with one entry highlighted in green. Below the table, the 'Add Article' form is populated with the following information:

- Article Type: Fresh Fruits & Vegetables
- Article: Carica papaya - PAPAYA
- Article Description: 2 bowls of slide fruits
- Protected Plant: Select...
- Certified Facility Number: (empty)
- Producer: Select...
- Article Quantity: 0.5
- Article Units: Kilograms
- Shipper: Hawaiian Sunshine Nursery, Waimanalo
- Destination: Washington
- Shipment ID: MR : 1332626
- Origin: Origin Unsure (checked), United States of America
- Origin State: Hawaii

At the bottom right of the form, there are three buttons: 'Add Article', 'Update Article', and 'Delete Article'. The 'Update Article' and 'Delete Article' buttons are highlighted with red boxes.

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.





<b>If article requires:</b>	<b>Then:</b>
Updating	<ol style="list-style-type: none"><li>1. Click on the Article under Heading 1.</li><li>2. Review information and update fields.</li><li>3. Click on Update Article.</li></ol>
Deleting	<ol style="list-style-type: none"><li>1. Click on the Article under Heading 1.</li><li>2. Click on Delete Article.</li></ol>