User Guide: Entering Data for Predeparture Mail Inspection Information Page

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

1. Create a New Inspection
2. Add Inspection Information
3. Access a Draft Inspection
4. Access Report of Parcel Detention and Officer Statement

1. Create a New Inspection

ARM is a permissions and roles 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. Once logged into ARM, refer to screenshot below on the Predeparture workspace.
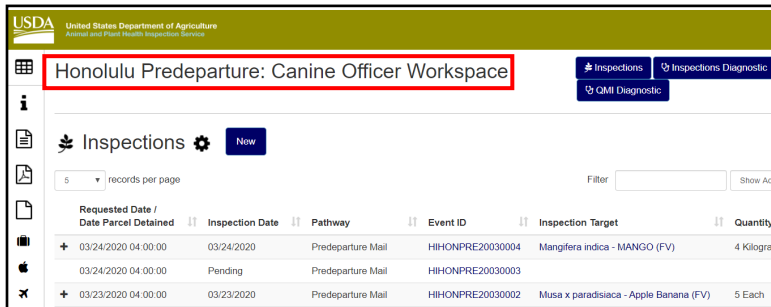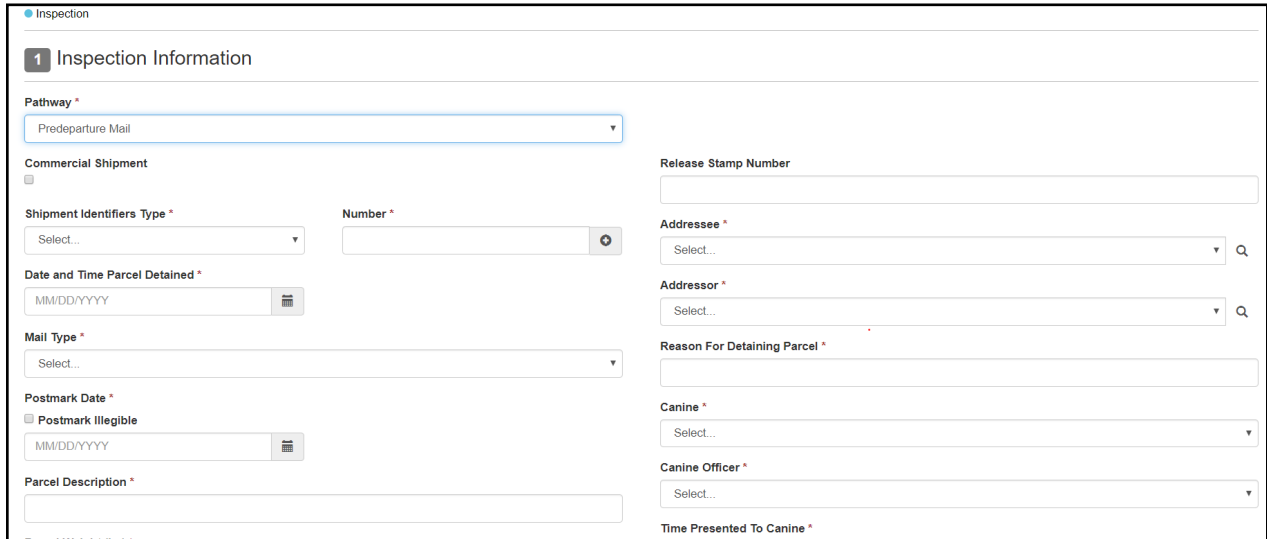
For the Predeparture workspace, users will see their city location and role on the top left side of the workspace page. If a user has multiple roles and locations and doesn't see this information on screen, refer to the table below for switching roles and locations.
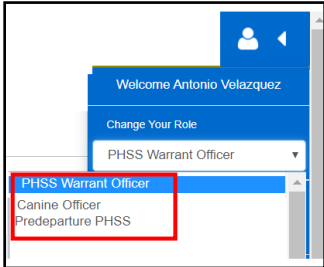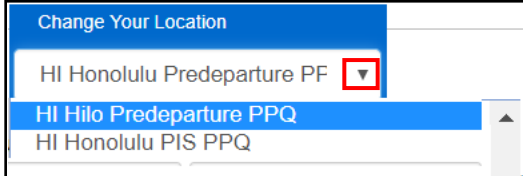
Step	Action
1	Click on the User Profile Icon. User profile icon is located on the top right side in the workspace.
2	Select a Role on the Change Your Role field using the dropdown arrow. **Note:** The most used roles for this function will be
3	Select a Location on the Change Your Location field using the dropdown arrow.

The page will refresh and Predeparture Workspace will be available. After users validate they are in the correct workspace, refer to table below on how to enter a new Mail Inspection in the Predeparture workspace.

Step	Action
1	Click on New tab.
2	Select the Predeparture Mail Pathway.

After selecting Predeparture Mail Pathway the screen will refresh to show the Inspection Information Page.
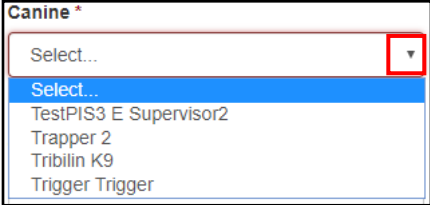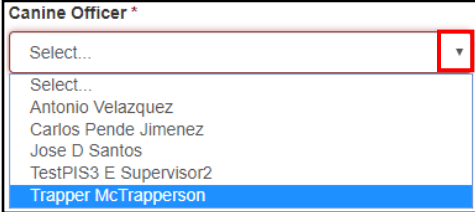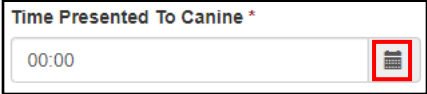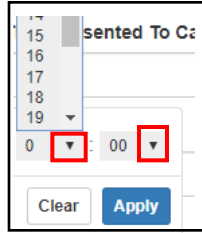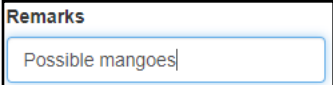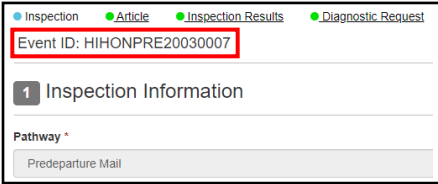
2. Add Inspection Information

On the Inspection Information page all required fields will be identified with a red asterisk ✱ . It is recommended to complete as much fields as possible, even though some of those fields are not required. Remember, ARM is a workflow based system. Once data has been entered in one page, it will auto populate on subsequent pages if needed. Users will not have to enter the data again. To enter data into the Inspection Information page, refer to table below.

| Step	Action
1	**If shipment is:** / **Then:** Commercial; 1. Click on Commercial Shipment checkbox. Commercial Shipment [✓] 2. **Go to** Step 2. Non-Commercial **Go to** Step 2 **Note:** This is a non-required field. **Skip** this step if needed.
2	Click on the dropdown arrow and select a Shipment Identifier. Shipment Identifiers Type * Select... [∨] Select... Case Number/Warrant Number Mail Barcode Mail Registry Number Parcel Id Number Tail Number
3	Enter Shipment Identifier number. Click on the plus sign. Number * 1489566545 [⊕]
4	Click on the Calendar Icon. Date and Time Parcel Detained * MM/DD/YYYY [📅] Select date and time when Parcel was detained. Click on Apply. ‹ Mar ▾ 2020 ▾ › Su Mo Tu We Th Fr Sa 23 24 25 26 27 28 29 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 30 31 1 2 3 4 18 ▾ : 14 ▾ Clear **Apply** Select...
5	Select Mail Type. Mail Type * Select... ▾ Select... Express Parcel Post Priority Mail Registered

6	**If Postmark Date is:**	**Then:**
	NOT legible	1. Click on Postmark Illegible checkbox. Postmark Date * ☐ Postmark Illegible 2. **Go to** Step 7.
	Legible	1. Type date or Click on Calendar Icon. MM/DD/YYYY 📅 ‹ Mar ▾ 2020 ▾ › Su Mo Tu We Th Fr Sa 23 24 25 26 27 28 29 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 30 31 1 2 3 4 Clear Apply 2. Click on Apply. 3. **Go to** Step 7.
7	Select a Postmark Address. Postmark Address * Select... ▾ 🔍 **Note:** If the addressee is not found in the dropdown list, users can search or add them. Refer to **User Guide:** How to Search, Add, Update Trade Party.	
8	Enter Parcel Description. Parcel Description * Carton Box	
9	Enter Parcel Weight. Parcel Weight (kg) * 1	
11	Upload a package image, i**f needed**.	

	Upload Package Image Add Files Upload **Uploaded Package Images** Delete View **Note:** To upload images refer to **User Guide:** Upload Digital Imagery in ARM. This is a non-required field. **Skip** this step if needed.
12	Enter a Release Stamp Number, **if available**. **Release Stamp Number** 1458APH **Note:** This is a non-required field. **Skip** this step if needed.
13	Select Addressee. **Addressee** * Select... Select... CORONET OF CALIFORNIA INC, INGLEWOOD, CA, CORONET OF CALIFORNIA INC Jane Ivory, San Francisco, CA John Doe, San Antonio, TX Kathy Musiel, San Marino, CA, Kathy Musial New Mexico State University, Las Cruces, NM, Jennifer Curtiss Paul & Karen Sternberg, Vista, CA Paul Bishop, Hillsborough, NJ **Note:** If the addressee is not found in the dropdown list, users can search or add them. Refer to **User Guide:** How to Search, Add, Update Trade Party.
14	Select Addressor. **Addressor** * Select... Select... Hawaii Agriculture Research Center, Aiea, HI, N. S. Dudley Hawaiian Island Orchids, Waimanalo, HI Hawaiian Sunshine Nursery, Waimanalo, HI, Sandy Kasman (co-owner) JOHN A STEER COMPANY, NEWARK, JOHN A STEER COMPANY Kawamata Farms, Honolulu, HI Rotary Club of Honolulu, Honolulu, HI **Note:** If the addressor is not found in the dropdown list, users can search or add them. Refer to **User Guide:** How to Search, Add, Update Trade Party.
15	Enter a Reason for Detaining a Parcel. **Reason For Detaining Parcel** * Possible

16	Select a Canine.
	Canine * Select... ▼ Select... TestPIS3 E Supervisor2 Trapper 2 Tribilin K9 Trigger Trigger
17	Select a Canine Officer.
	Canine Officer * Select... ▼ Select... Antonio Velazquez Carlos Pende Jimenez Jose D Santos TestPIS3 E Supervisor2 Trapper McTrapperson
18	Click on the Calendar Icon. **Time Presented To Canine *** 00:00 📅 Select time from dropdown lists. 15 16 17 18 19 0 ▼ : 00 ▼ Clear **Apply** Click on Apply.
19	Enter Remarks, **if needed**. **Remarks** Possible mangoes **Note:** This is a non-required field. **Skip** this step if needed.
20	Click on Save. ● Inspection ● Article ● Inspection Results ● Diagnostic Request Event ID: HIHONPRE20030007 **1** Inspection Information Pathway * Predeparture Mail **Note:** The event ID number will show on top of the page. Save this number for future references. **Facilitate this number to the Warrant Officer.**

3. Access a Draft Inspection

Users may access a Draft Inspection to update any information or continue working on the record. Once in the Predeparture Workspace; users can locate a Draft Inspection in different ways:
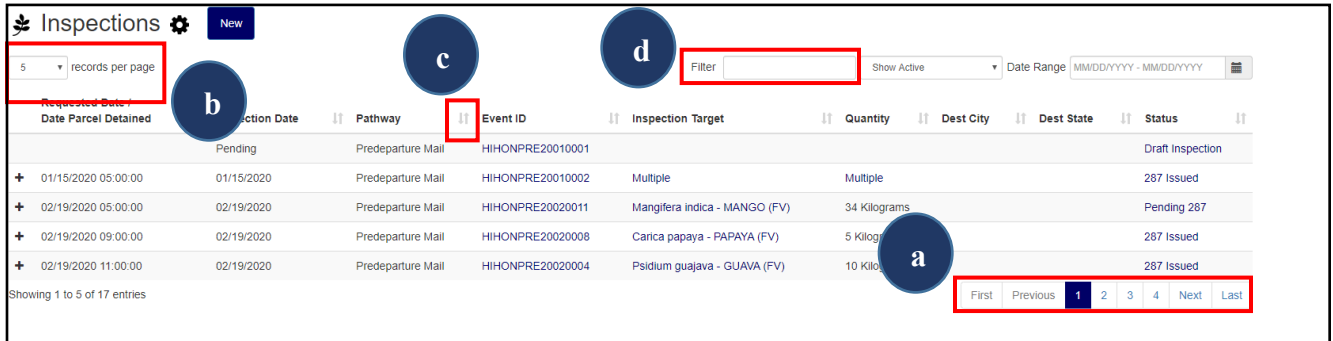
- a- First, Previous, Next, Last Buttons
- b- Records per Page
- c- Sorting Icons
- d- Filter

For more information on how to search for an inspection record; refer to **User Guide: Navigating Common Fields in ARM Plant Inspection Station Plant Health Safeguarding Specialist Workspace Panes.**

We highly recommend the use of the Event ID Number to locate a record in ARM. This number is a unique inspection record identifier that ARM generates once an Inspection has been entered and created.

This is an example of an Event ID number: HIHONPRE20060010 .Let's understand the meaning of this number:

a. **HI-** This acronym refers to the State of the location where the inspection has been created.
b. **HON-** This acronym refers to the city where the inspection took place.
c. **PRE-** This acronym refers to the PPQ program.
d. **20-** These digits refers to the year.
e. **06-** These digits refers to the month.
f. **0010-** These digits represents that there is up to 9999 events that could be generated on a month.

Enter at least all the digits from this number on the filter field in the Inspection Pane to locate an inspection record.
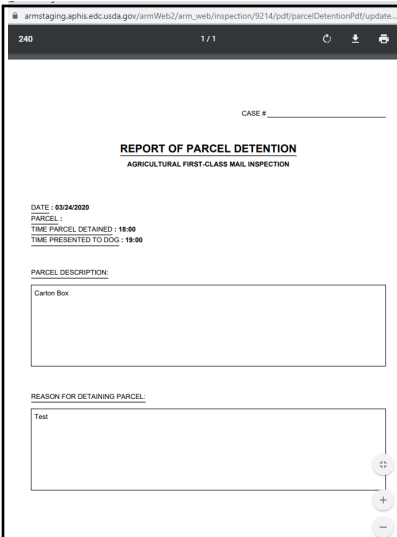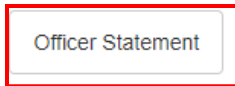
Once the inspection record or event is located, click on the status column hyperlink. This status

will appear as "Draft Inspection" [Status / Draft Inspection].
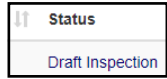
4. Access Report of Parcel Detention and Officer Statement

Once in the Inspection Information page users with a PHSS Warrant Officer role will have an extra set of tabs showing on this page. These tabs provide access to documents for the warrant process. If you are a Warrant Officer; refer to table below to access the Report of Parcel Detention and Officer Statement.

Step	Action
1	Click on Parcel Detention Tab. Parcel Detention The Report of Parcel Detention PDF document will appear on a separate window.
2	Click on Officer Statement Tab. Officer Statement The Officer Statement PDF document will appear on a separate window screen.

Another way to access the Report of Parcel Detention and Officer Statement PDF documents is by clicking on the ARM Generated Forms Icon on the Left Hand Icons in the main workspace.
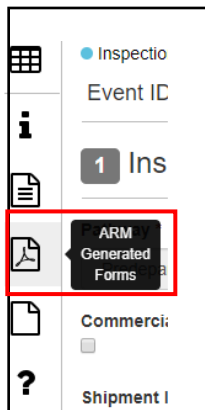
After clicking on the ARM Generated Forms Icon a new page will appear. On that page, all PDF documents will be available. These generated forms and/or documents can be accessed by clicking the hyperlink.