



User Guide: Updating and Canceling Regulatory Action Notification (RA) Pages in Predeparture Workspace


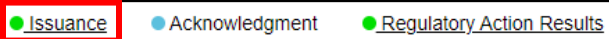


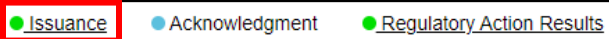


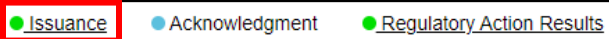




Purpose: This user guide describes how to update or cancel a Regulatory Action Notification (RA) after being issued, acknowledged, and/or revoked. The following areas are covered in this user guide:

1. Update or cancellation to an issued RA
2. Update or cancellation to an acknowledged RA
3. Recall a revoked RA which needs updating or canceling

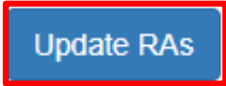
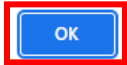

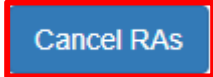
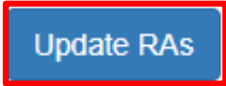
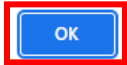

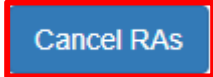
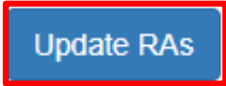
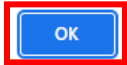

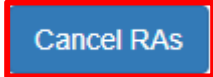
1. Update or Cancellation to an issued RA

ARM provides the capability to update or cancel RAs after they have been submitted. For this, users can access any RA using the status hyperlink on the Regulatory Action or Inspections Pane.

To update or cancel a Regulatory Action Notification after issuance, refer to the table below:

Step	Action				
1	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">IF YOU ARE ON THE:</th> <th style="width: 50%; text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top; padding: 5px;">Main workspace</td> <td style="vertical-align: top; padding: 5px;"> <p>1. Click the Pending Acknowledgement hyperlink on the Status Column in the Regulatory Action Pane.</p>  <p>2. Click on the Issuance Breadcrumb Hyperlink at the top of the page. ARM will redirect you to the RA Issuance Page.</p>  <p>3. Change the Active view field to Show Completed on the right side of the page.</p>  <p>Note: The RA Issuance page will populate fields with all the information entered for that RA.</p> <p>4. GO TO Step 2.</p> </td> </tr> </tbody> </table>	IF YOU ARE ON THE:	THEN:	Main workspace	<p>1. Click the Pending Acknowledgement hyperlink on the Status Column in the Regulatory Action Pane.</p>  <p>2. Click on the Issuance Breadcrumb Hyperlink at the top of the page. ARM will redirect you to the RA Issuance Page.</p>  <p>3. Change the Active view field to Show Completed on the right side of the page.</p>  <p>Note: The RA Issuance page will populate fields with all the information entered for that RA.</p> <p>4. GO TO Step 2.</p>
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Step	Action
	<p data-bbox="737 317 951 348">2. GO TO Step 2.</p> <hr/> <p data-bbox="302 428 597 459">Acknowledgment Page</p> <p data-bbox="737 428 1365 533">1. Click on the Issuance Breadcrumb Hyperlink at the top of the page. ARM will redirect you to the RA Issuance Page.</p> <div data-bbox="748 600 1360 638" style="border: 1px solid black; padding: 2px;"> ● Issuance ● Acknowledgment ● Regulatory Action Results </div> <p data-bbox="737 716 1256 779">2. Change the Active view field to Show Completed on the right side of the page.</p> <div data-bbox="769 848 1279 957" style="border: 1px solid black; padding: 5px;"> <div data-bbox="781 863 1029 911" style="display: inline-block; border: 1px solid black; padding: 2px;">Show Active ▼</div> <div data-bbox="1045 863 1268 947" style="display: inline-block; border: 1px solid black; padding: 2px;"> Show Active Show Completed Show All </div> </div> <p data-bbox="737 1031 1377 1094">Note: The RA Issuance page will populate fields with all the information entered for that RA.</p> <p data-bbox="737 1163 951 1194">3. GO TO Step 2.</p>

2	<p>Click on the RA ID. Scroll down the page.</p> <p>Important: Do not revise the Issuance Information fields during this step. Revisions made to the Issuance Information fields at this step will not be saved. Continue and revise the fields during step 5.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF:</th> <th style="width: 50%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;">Updating RA</td> <td style="padding: 5px; vertical-align: top;"> <p>1. Click on the Update RA's Tab.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>arm-training.aphis.usda.gov says</p> <p>Updating the RA(s) will force the current RA(s) to be reissued and the RA(s) will need to be acknowledged and signed again. Are you sure you want to update the RA(s)?</p> <div style="text-align: right; margin-top: 10px;">   </div> </div> <p>2. Click on Ok.</p> <p>Note: When an update RA is selected, the previously issued RA PDF Link will not show on ARM's Generated form.</p> <p>3. GO TO Step 3.</p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;">Canceling RA</td> <td style="padding: 5px; vertical-align: top;"> <p>1. Click on Cancel RA's Tab.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p> </td> </tr> </tbody> </table>	IF:	THEN:	Updating RA	<p>1. Click on the Update RA's Tab.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>arm-training.aphis.usda.gov says</p> <p>Updating the RA(s) will force the current RA(s) to be reissued and the RA(s) will need to be acknowledged and signed again. Are you sure you want to update the RA(s)?</p> <div style="text-align: right; margin-top: 10px;">   </div> </div> <p>2. Click on Ok.</p> <p>Note: When an update RA is selected, the previously issued RA PDF Link will not show on ARM's Generated form.</p> <p>3. GO TO Step 3.</p>	Canceling RA	<p>1. Click on Cancel RA's Tab.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p>
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Canceling RA	<p>1. Click on Cancel RA's Tab.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: The following warning message will appear:</p>						

arm-training.aphis.usda.gov says
 Performing this action will cancel and delete the current RA(s). Are you sure you want to cancel the RA(s)?

2. Click on Ok.

Note: When cancel is selected, the previously issued RA PDF link will show on ARM Generated Forms with a cancel watermark.

ARM Generated Forms			
Event Id	Commodity(ies)	Origins	User
NIHONPRE23020005-R001 - Issued RA Form	Container	HCBO9871235	Velazquez, Antonio

INTERNAL USE ONLY

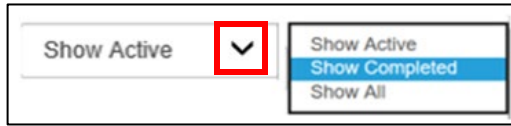
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		SERIAL NO.
REGULATORY ACTION NOTIFICATION		1. PPQ LOCATION
3. NAME AND QUANTITY OF ARTICLES(S)		2. DATE ISSUED
6. SHIPPER		4. LOCATION OF ARTICLE(S)
9. OWNER/CONSIGNEE OF ARTICLES		5. DESTINATION OF ARTICLE(S)
Name:		6. NAME OF CARRIER
Address:		7. SHIPMENT ID NO.(S)
PHONE NO.	FAX NO.	10. PORT OF LADING
SS NO.	TAX ID NO.	11. DATE OF ARRIVAL
15. FOREIGN CERTIFICATE NO.		12. ID OF PEST(S), NOXIOUS WEEDS, OR ARTICLE(S)
16. ACTION REQUIRED		12a. PEST ID NO.
<input type="checkbox"/> TREATMENT:		12b. DATE INTERCEPTED
		13. COUNTRY OF ORIGIN
		14. GROWER NO.
		15a. PLACE ISSUED
		15b. DATE

Under Sections 411, 412, and 414 of the Plant Protection Act (7 USC 7711, 7712, and 7714) and Sections 10404 through 10407 of the Animal Health Protection Act (7 USC 8303 through 8306), you are hereby notified, as owner or agent of the owner of said carrier, premises, and/or articles, to apply remedial measures for the pest(s), noxious weeds, and/or article(s) specified in item 12, in a manner satisfactory to and under the supervision of an Agriculture Officer. Remedial measures shall be in accordance with the action specified in item 16 and shall be completed within the time specified in item 17.

AFTER RECEIPT OF THIS NOTIFICATION, ARTICLES AND/OR CARRIERS HEREIN DESIGNATED MUST NOT BE MOVED EXCEPT AS DIRECTED BY AN AGRICULTURE OFFICER. THE LOCAL OFFICER MAY BE CONTACTED AT:

3. GO TO Step 5.

3 Select Show Active on the active view field.



Note: The updated or canceled RA will now show on the active view under Heading Number 2 Select Article Information.

2 Select Article Information

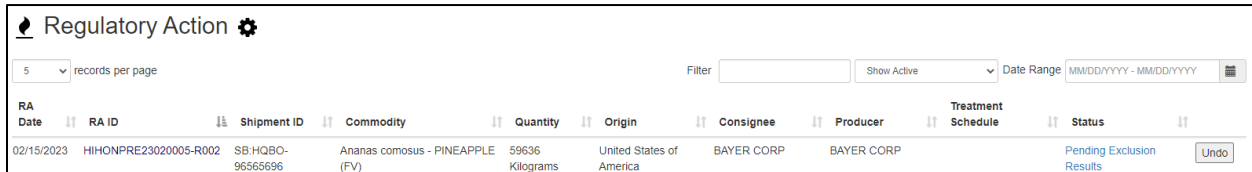
All records per page

RA ID	Article	Quantity
<input type="checkbox"/> Select All	Select...	
<input checked="" type="checkbox"/> HIHONPRE23020005-R002	Ananas comosus - PINEAPPLE (FV)	59636 Kilograms

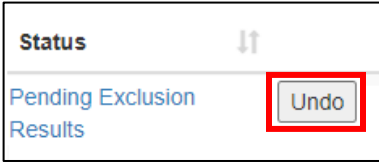
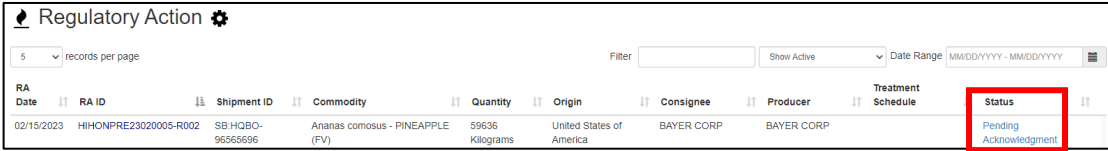
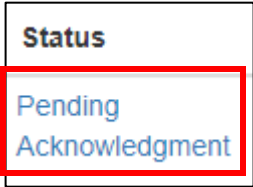
<p>4</p>	<p>Click on the EAN ID to be updated.</p> <div data-bbox="295 285 915 596" style="border: 1px solid black; padding: 5px;"> <p>2 Select Article Information</p> <p>All records per page</p> <table border="1"> <thead> <tr> <th>RA ID</th> <th>Article</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Select All</td> <td>Select...</td> <td></td> </tr> <tr style="background-color: #e0ffe0;"> <td><input checked="" type="checkbox"/></td> <td>HIHONPRE23020005- Ananas comosus - PINEAPPLE (FV) R002</td> <td>59636 Kilograms</td> </tr> </tbody> </table> </div> <p>Note: Heading Number 3 Issuance Information will appear.</p> <div data-bbox="295 726 1123 1318" style="border: 1px solid black; padding: 5px;"> <p>3 Issuance Information</p> <p>Certified Facility Number <input type="text"/> Manufacturer ID (MID) <input type="text"/></p> <p>Destination of Articles * <input type="text" value="Select..."/> <input type="button" value="Q"/></p> <p>Name * <input type="text" value="Same as Consignee"/> POC <input type="text"/></p> <p>Email <input type="text"/> Street Address 1 * <input type="text"/></p> <p>Country * <input type="text" value="Select..."/></p> <p>EAN Reason (select all that apply) *</p> <p><input type="checkbox"/> Select All <input checked="" type="checkbox"/> Contaminant - Other <input checked="" type="checkbox"/> Contaminant - Seed</p> <p>CFR (select all that apply) *</p> </div>	RA ID	Article	Quantity	<input type="checkbox"/> Select All	Select...		<input checked="" type="checkbox"/>	HIHONPRE23020005- Ananas comosus - PINEAPPLE (FV) R002	59636 Kilograms
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<input type="checkbox"/> Select All	Select...									
<input checked="" type="checkbox"/>	HIHONPRE23020005- Ananas comosus - PINEAPPLE (FV) R002	59636 Kilograms								
<p>5</p>	<p>Update or edit fields as needed. All required fields will show a red asterisk. <input type="text" value="*"/> ers must enter information in these fields.</p>									
<p>6</p>	<p>Click on the Issue RAs tab.</p>									

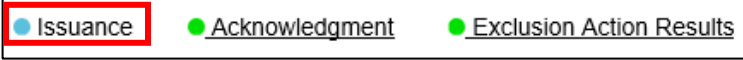
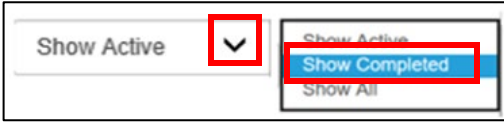
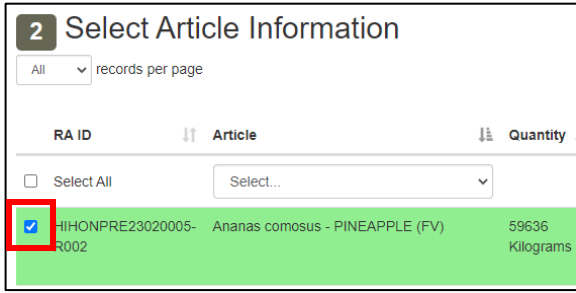
2. Update or Cancellation to an Acknowledged RA


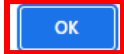

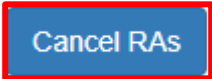



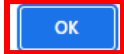

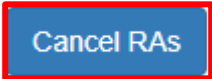



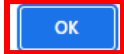

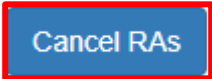


The process for updating or canceling an RA after acknowledgment begins on the main workspace. ARM will not allow users to do so from any of the other RA's pages.






To update or cancel an RA from the RA Acknowledgement page, refer to the table below:

Step	Action
1	<p>Click on the Undo Tab in the Regulatory Action Pane's Status column.</p>  <p>Note: The status hyperlink in the column will change to Pending Acknowledgement.</p> 
2	<p>Click on the Pending Acknowledgement hyperlink.</p>  <p>Note: ARM will redirect you to the RA Acknowledgement Page.</p>

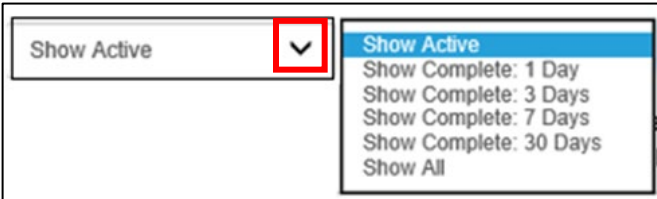
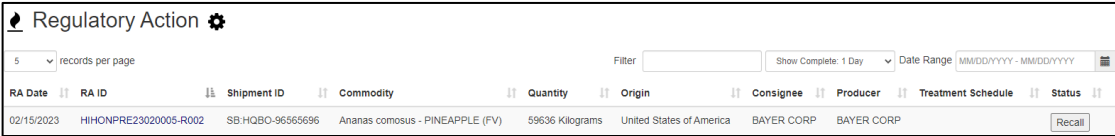
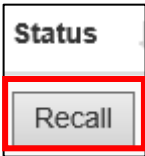
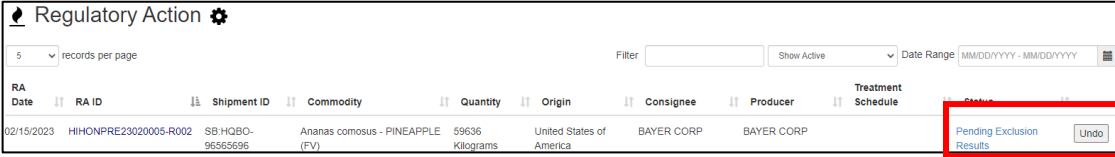
<p>3</p>	<p>Click on the Issuance breadcrumb link on the RA Acknowledgment page.</p>  <p>Note: ARM will redirect you to the RA Issuance Page.</p>
<p>4</p>	<p>Select Show Completed on Active view in the RA Issuance Page.</p> 
<p>5</p>	<p>Click on the RA ID to be updated or canceled under Heading Number 2 Select Commodity information.</p>  <p>Important: Do not revise the Issuance Information fields during this step. Revisions made to the Issuance Information fields at this step will not be saved. Continue to Step 6 and revise the fields during Step 9.</p>


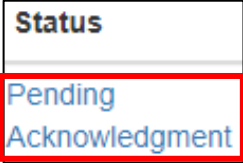
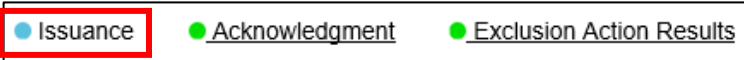

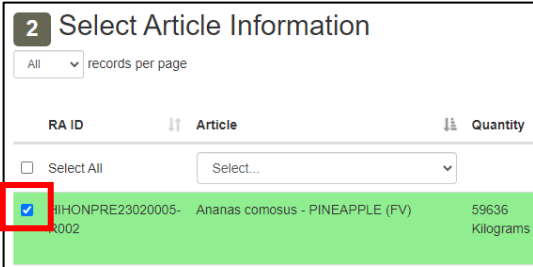
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
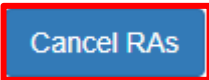
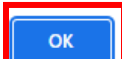




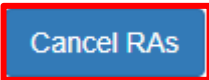
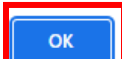




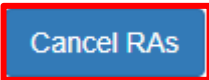
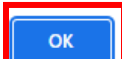

7	<p>Select Show Active on the active view field.</p> 
8	<p>Click on the RA ID to be updated.</p> 
9	<p>Update or edit fields as needed. All required fields will show a red asterisk . Users must enter information in these fields.</p>
10	<p>Click on the Issue RAs tab.</p>


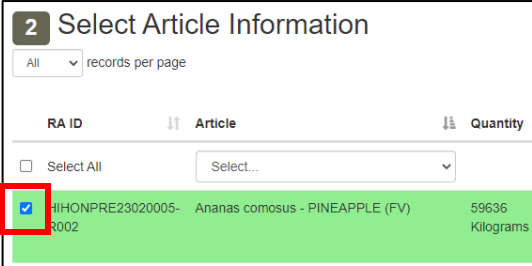

3. Recall a Revoked RA which needs Updating or Canceling

A revoked RA can be recalled after a regulatory action result has been submitted. The process starts with the main workspace. To recall a revoked RA that needs updating or cancellation, refer to the table below:

Step	Action
1	<p>Select a Show completed option from the Active view field in the Regulatory Action pane.</p>  <p>All completed RAs will appear on the Regulatory Action Pane.</p> 
2	<p>Click on the Recall tab in the Status column on the Regulatory Action Pane.</p>  <p>ARM will redirect users to the Active view. The status of the recalled RA will now show as Pending Exclusion Results.</p> 

Step	Action
3	<p>Click on the Undo Tab in the Regulatory Action Pane's Status column.</p> 
4	<p>Click on the Pending EAN Acknowledgement hyperlink.</p> 
5	<p>Click on the Issuance breadcrumb link on the RA Acknowledgment page.</p> 
6	<p>Select Show Completed on Active view in the RA Issuance Page.</p> 
7	<p>Click on the RA ID to be updated.</p>  <p>Important: Do not revise the Issuance Information fields during this step. Revisions made to the Issuance Information fields at this step will not be saved. Continue to Step 8 and revise the fields during Step 11.</p>

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