



# User Guide: Entering Data for Article Page in Predeparture ARM Workspace

**Purpose:** This user guide describes how to access and enter information in Predeparture's Article Page.

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

## 1. Access Article 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 on the top right side of the page

or.



2. Click on the Article Tab which is on the bottom right side of the page

There are other ways to access the Article Page from the Main Workspace. Users can click on the article listed in the Record's Inspection Target Column.

The screenshot shows the 'Inspections' table with the 'Inspection Target' column highlighted in red. The table has columns for Requested Date / Date Parcel Detained, Inspection Date, Pathway, Event ID, Inspection Target, Quantity, and Dest City. The first row is highlighted.

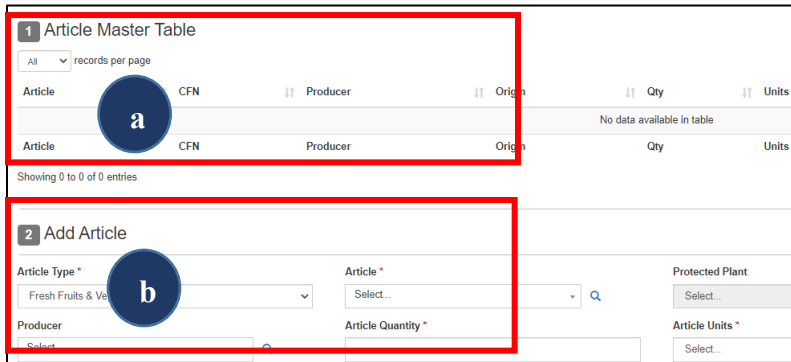
Requested Date / Date Parcel Detained	Inspection Date	Pathway	Event ID	Inspection Target	Quantity	Dest City
01/26/2023 07:00:00	Pending	Predeparture Air Cargo	HIHONPRE23010004	Ananas comosus - PINEAPPLE (FV)	12360 Kilograms	
01/17/2023 20:11:00	Pending	Predeparture Maritime Cargo	HIHONPRE23010003	Conveyance		
01/17/2023 14:45:00	Pending	Predeparture Air Cargo	HIHONPRE23010002			
01/17/2023 12:20:00	Pending	Predeparture Air Conveyance	HIHONPRE23010001	Aircraft : N654PS		Doral

## 2. Enter Article Information

This page consists of two Headings:

a- Heading Number 1 1 Article Master Table

b- Heading Number 2 2 Add Article



The Article information will be entered on Heading Number 2. Once the information is added by the user, it will appear on Heading Number 1.

**Note:**

All required fields will show a red asterisk \*. Users must enter information into these fields. To learn how to enter article information on the article page, refer to the table below:

Step	Action						
<b>1</b>	Select a Pathway. <table border="1" style="margin-top: 10px; width: 100%;"> <thead> <tr> <th style="background-color: #cccccc;">IF THE PATHWAY IS:</th> <th style="background-color: #cccccc;">THEN:</th> </tr> </thead> <tbody> <tr> <td>Predeparture Air/Maritime Cargo</td> <td><b>Go to Step 2A.</b></td> </tr> <tr> <td>Predeparture Air Conveyance</td> <td><b>Go to Step 3A.</b></td> </tr> </tbody> </table>	IF THE PATHWAY IS:	THEN:	Predeparture Air/Maritime Cargo	<b>Go to Step 2A.</b>	Predeparture Air Conveyance	<b>Go to Step 3A.</b>
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Predeparture Air/Maritime Cargo	<b>Go to Step 2A.</b>						
Predeparture Air Conveyance	<b>Go to Step 3A.</b>						

**2A** Select an Article Type under Heading 2: Add Article.

Article Type \*

Fresh Fruits & Vegetables ▼

Select...

Animal Product

Cotton/Cotton Products

Cut Flowers & Greenery

Fresh Fruits & Vegetables

Grain - DEPRECATED

Logs

Lumber

Miscellaneous

Propagative Material

Seeds Not for Planting

Unknown Plant

**Note:** This field will default to Fresh Fruits & Vegetables, but you may change it as needed. Refer to the different handouts available for Animal Products, Miscellaneous, Seeds Not for Planting, and Unknown Plants for reference on the values available on ARM for these Article Types.

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**2B** Select an article from the drop-down list.

Article \*

Select... ▼ 🔍

**Note:** Users may select from the dropdown or search for articles. Articles previously entered by users on a location will populate the dropdown list and be available to be selected in future inspection records creations in ARM.

IF THE ARTICLE IS:	THEN:
<u>Not</u> on the dropdown list	<b>GO TO</b> Step 2C.
On the dropdown list	1. Select an article from the dropdown list. 2. <b>GO TO</b> Step 2G.

2C Click on the search icon.

The screenshot shows a form field labeled "Article \*". Below the label is a dropdown menu with the text "Select...". To the right of the dropdown is a magnifying glass search icon, which is highlighted with a red square.

**Note:** A new window will appear that will allow you to search for an article.

The screenshot shows a window titled "Find Article" with a close button (X) in the top right corner. The window contains a "Simple Search" section with the following elements:

- "Article Classification" with radio buttons for "Plant" (selected), "Animal", and "Miscellaneous".
- "Scientific Name" search field with the placeholder "Enter at least 3 characters to search..." and radio buttons for "Starts with" (selected) and "Contains".
- "Article Type" dropdown menu with "Fresh Fruits & Vegetables" selected.
- "Common Name" search field with the placeholder "Enter at least 3 characters to search..." and radio buttons for "Starts with" (selected) and "Contains".
- A blue "Search" button.
- A "records per page" dropdown set to "5" and a "Filter" input field.
- Sortable columns: "Scientific Name", "Common Name", and "Article Type", each with up/down arrows.
- "Showing 0 to 0 of 0 entries" text.
- Navigation buttons: "First", "Previous", "Next", "Last".
- "Cancel" and "Select" buttons at the bottom right.

<b>2D</b>	<b>Determine Article Type</b>	
	<b>IF THE SEARCHING FOR:</b>	<b>THEN:</b>
	Animal Products	<p>1. Click on the Animal Product radio button on Article Classification.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Simple Search</p> <hr/> <p>Article Classification <input type="radio"/> Plant <input checked="" type="radio"/> Animal <input type="radio"/> Miscellaneous</p> </div> <p><b>Note:</b> Refer to the handout for Animal Products for reference on commodities available in ARM for this Article Type.</p> <p>2. <b>GO TO</b> Step 2E.</p>
Miscellaneous Products	<p>1. Click on the Miscellaneous radio button on Article Classification.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Simple Search</p> <hr/> <p>Article Classification <input type="radio"/> Plant <input type="radio"/> Animal <input checked="" type="radio"/> Miscellaneous</p> </div> <p><b>Note:</b> Refer to the handout for Miscellaneous Products for reference to articles available in ARM for this Article Type. Also, for Live Insects/Plant Pathogens and Snails/Mollusks, use the plant/organism radio button on Article Classification.</p> <p>2. <b>GO TO</b> Step 2E.</p>	
Any other Article types	<b>GO TO</b> Step 2E.	

**2E** Enter at least three characters of an article. Click on Search.

**Scientific Name**

Starts with     Contains

**Note: ONLY** for Fresh Fruits and Vegetables, you will search articles by common name.

Simple Search

Article Classification  Plant  Animal  Miscellaneous

Scientific Name  Article Type  Common Name

Starts with     Contains     Starts with     Contains

**2F** Select an Article 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

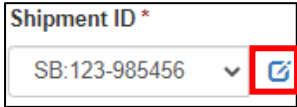
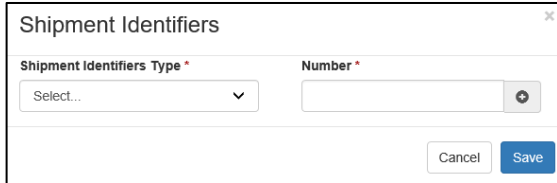
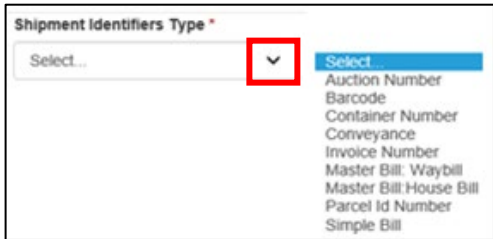
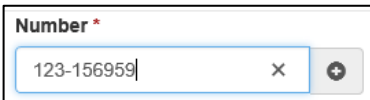
<p><b>2G</b></p>	<p>Select the protected plant status of the article <b>IF</b> needed.</p> <table border="1" data-bbox="293 283 1386 1136"> <thead> <tr> <th data-bbox="293 283 732 346">IF THE ARTICLE IS:</th> <th data-bbox="732 283 1386 346">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 346 732 850"> <p>CITES Protected or Endangered</p> </td> <td data-bbox="732 346 1386 850"> <p>1. The Protected Plant Field will be enabled.</p> <div data-bbox="756 457 1037 720"> </div> <p>2. Select from drop-down if needed. 3. <b>GO TO</b> Step <b>2H</b>.</p> </td> </tr> <tr> <td data-bbox="293 850 732 1136"> <p><u>Not</u> CITES Protected or Endangered</p> </td> <td data-bbox="732 850 1386 1136"> <p>1. The Protected Plant Field will be disabled.</p> <div data-bbox="756 926 1024 1045"> </div> <p>2. <b>Go to</b> Step <b>2H</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="756 457 1037 720"> </div> <p>2. Select from drop-down if needed. 3. <b>GO TO</b> Step <b>2H</b>.</p>	<p><u>Not</u> CITES Protected or Endangered</p>	<p>1. The Protected Plant Field will be disabled.</p> <div data-bbox="756 926 1024 1045"> </div> <p>2. <b>Go to</b> Step <b>2H</b>.</p>
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<p><b>2H</b></p>	<p>Enter a Certified Facility Number, <b>IF</b> available.</p> <div data-bbox="321 1325 717 1451"> </div> <p><b>Note:</b> This field is not required. <b>SKIP</b> this step if needed.</p>						

<p><b>2I</b></p>	<p>Select a Producer, <b>IF</b> available.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left; padding: 5px;">IF THE PRODUCER IS:</th> <th style="text-align: left; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;"> <p><b>Not</b> on the dropdown list</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Click on Search.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Producer</p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: none; border-bottom: 1px solid black;" type="text" value="Select..."/> <div style="margin-left: 5px;"> <span style="font-size: 1.2em;">▼</span> <span style="border: 2px solid red; padding: 2px; margin-left: 5px;">🔍</span> </div> </div> </div> <p>2. Refer to <b>User Guide: Search, Add, and Edit a Trade Party in ARM.</b></p> <p>3. <b>Go to Step 2J.</b></p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>On the dropdown list</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Select a Producer.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Producer</p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: none; border-bottom: 1px solid black;" type="text" value="Select..."/> <div style="margin-left: 5px;"> <span style="border: 2px solid red; padding: 2px;">▼</span> <span style="margin-left: 5px;">🔍</span> </div> </div> </div> <p>2. <b>Go to Step 2J.</b></p> </td> </tr> </tbody> </table> <p><b>Note:</b> This field is not required. <b>SKIP</b> this step if needed.</p>	IF THE PRODUCER IS:	THEN:	<p><b>Not</b> on the dropdown list</p>	<p>1. Click on Search.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Producer</p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: none; border-bottom: 1px solid black;" type="text" value="Select..."/> <div style="margin-left: 5px;"> <span style="font-size: 1.2em;">▼</span> <span style="border: 2px solid red; padding: 2px; margin-left: 5px;">🔍</span> </div> </div> </div> <p>2. Refer to <b>User Guide: Search, Add, and Edit a Trade Party in ARM.</b></p> <p>3. <b>Go to Step 2J.</b></p>	<p>On the dropdown list</p>	<p>1. Select a Producer.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Producer</p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: none; border-bottom: 1px solid black;" type="text" value="Select..."/> <div style="margin-left: 5px;"> <span style="border: 2px solid red; padding: 2px;">▼</span> <span style="margin-left: 5px;">🔍</span> </div> </div> </div> <p>2. <b>Go to Step 2J.</b></p>
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<p><b>2J</b></p>	<p>Enter the Article Quantity.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Article Quantity *</p> <input style="width: 100%; height: 20px; border: none;" type="text"/> </div>						



<p><b>2K</b></p>	<p>Select the Article Units.</p> <div data-bbox="297 285 842 384" style="border: 1px solid black; padding: 5px;"> <p>Article Units *</p> <input type="text" value="Select..."/> </div> <p><b>Note:</b> Units will default according to the selected Article Type.</p>						
<p><b>2L</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF THE SHIPPER IS:</th> <th style="width: 50%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;"> <p><b><u>Not</u></b> on the dropdown list</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Click on Search.</p> <div data-bbox="764 785 1187 884" style="border: 1px solid black; padding: 5px;"> <p>Shipper *</p> <input type="text" value="Same As Predeparture Applicant"/> <span style="border: 2px solid red; padding: 2px;">🔍</span> </div> <p>2. Refer to <b>User Guide: Search, Add, and Edit a Trade Party in ARM.</b></p> <p>3. <b>Go to Step 2M.</b></p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>On the dropdown list</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Select a Shipper.</p> <div data-bbox="764 1268 1175 1367" style="border: 1px solid black; padding: 5px;"> <p>Shipper *</p> <input type="text" value="Same As Predeparture Applicant"/> <span style="border: 2px solid red; padding: 2px;">🔍</span> </div> <p>2. <b>Go to Step 2M.</b></p> </td> </tr> </tbody> </table>	IF THE SHIPPER IS:	THEN:	<p><b><u>Not</u></b> on the dropdown list</p>	<p>1. Click on Search.</p> <div data-bbox="764 785 1187 884" style="border: 1px solid black; padding: 5px;"> <p>Shipper *</p> <input type="text" value="Same As Predeparture Applicant"/> <span style="border: 2px solid red; padding: 2px;">🔍</span> </div> <p>2. Refer to <b>User Guide: Search, Add, and Edit a Trade Party in ARM.</b></p> <p>3. <b>Go to Step 2M.</b></p>	<p>On the dropdown list</p>	<p>1. Select a Shipper.</p> <div data-bbox="764 1268 1175 1367" style="border: 1px solid black; padding: 5px;"> <p>Shipper *</p> <input type="text" value="Same As Predeparture Applicant"/> <span style="border: 2px solid red; padding: 2px;">🔍</span> </div> <p>2. <b>Go to Step 2M.</b></p>
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<b>2M</b>	<p>Select a Destination.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Destination *</b></p> <div style="border: 1px solid gray; padding: 2px;"> <span>Select...</span> <span style="float: right; border: 1px solid red; padding: 2px;">▼</span> </div> <div style="background-color: #e0e0e0; padding: 2px;"> <span>Select...</span> </div> <ul style="list-style-type: none"> <li>Alabama</li> <li>Alaska</li> <li>American Samoa</li> <li>Arizona</li> <li>Arkansas</li> </ul> </div> <p><b>Note:</b> This field does not auto-populate when in the Air or Maritime Cargo pathways. It does auto-populate for the Conveyance pathways.</p>						
<b>2N</b>	<p>Add a Shipment Identifier, <b>IF</b> needed.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="padding: 5px;">IF THE SHIPMENT ID WAS:</th> <th style="padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><u>Not</u> entered on the previous page</td> <td style="padding: 5px;"><b>GO TO</b> Step <b>2O</b>.</td> </tr> <tr> <td style="padding: 5px;">Entered on the previous page</td> <td style="padding: 5px;"> <p><b>1.</b> Select Shipment ID from the dropdown list.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Shipment ID *</b></p> <div style="border: 1px solid gray; padding: 2px;"> <span>SB:123-985456</span> <span style="float: right; border: 1px solid red; padding: 2px;">▼</span> <span style="float: right; border: 1px solid red; padding: 2px;">✎</span> </div> </div> <p><b>Note:</b> This field will auto-populate from the previous page. If multiple Shipment IDs were entered, you will select from the dropdown list. You may <b>SKIP</b> if a shipment ID populates from the previous page.</p> <p><b>2. Go to</b> Step <b>2S</b>.</p> </td> </tr> </tbody> </table>	IF THE SHIPMENT ID WAS:	THEN:	<u>Not</u> entered on the previous page	<b>GO TO</b> Step <b>2O</b> .	Entered on the previous page	<p><b>1.</b> Select Shipment ID from the dropdown list.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Shipment ID *</b></p> <div style="border: 1px solid gray; padding: 2px;"> <span>SB:123-985456</span> <span style="float: right; border: 1px solid red; padding: 2px;">▼</span> <span style="float: right; border: 1px solid red; padding: 2px;">✎</span> </div> </div> <p><b>Note:</b> This field will auto-populate from the previous page. If multiple Shipment IDs were entered, you will select from the dropdown list. You may <b>SKIP</b> if a shipment ID populates from the previous page.</p> <p><b>2. Go to</b> Step <b>2S</b>.</p>
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<p><b>2O</b></p>	<p>Click on the Pencil Icon</p>  <p><b>Note:</b> A new window will appear that will allow you to enter the Shipment ID (s).</p> 
<p><b>2P</b></p>	<p>Select a Shipment Identifier Type.</p>  <p><b>Note:</b> Some Shipment identifiers have a unique format. These are the different formats for the most used shipment identifiers in ARM:</p> <p><b>Simple Bill (Airway bill/Bill of Lading)- xxx-nnnn</b> 3 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits. This can vary depending on the selected pathway.</p> <p><b>Example:</b> On a Sea Cargo Shipment, the format will be 4 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits: <b>xxxx-nnnn</b>.</p> <p><b>Container Number- XXXXnnnnnnn</b>, 4 upper case characters followed by exactly 7 digits. No hyphen (-) in between.</p>
<p><b>2Q</b></p>	<p>Enter a Number.</p> 
<p><b>2R</b></p>	<p>Click on Save.</p>

<p><b>2S</b></p>	<p>Select an Origin.</p> <table border="1" data-bbox="295 285 1388 976"> <thead> <tr> <th data-bbox="295 285 732 346">IF THE ORIGIN IS:</th> <th data-bbox="732 285 1388 346">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="295 346 732 810"> <p>Known</p> </td> <td data-bbox="732 346 1388 810"> <p>1. Select a Country from the Origin dropdown list.</p> <div data-bbox="760 457 1167 699"> </div> <p>2. <b>GO TO</b> Step 2T.</p> </td> </tr> <tr> <td data-bbox="295 810 732 976"> <p><b>Not</b> known</p> </td> <td data-bbox="732 810 1388 976"> <p>1. Click on the <b>Origin Unsure</b> checkbox.</p> <p>2. <b>GO TO</b> Step 2T.</p> </td> </tr> </tbody> </table>	IF THE ORIGIN IS:	THEN:	<p>Known</p>	<p>1. Select a Country from the Origin dropdown list.</p> <div data-bbox="760 457 1167 699"> </div> <p>2. <b>GO TO</b> Step 2T.</p>	<p><b>Not</b> known</p>	<p>1. Click on the <b>Origin Unsure</b> checkbox.</p> <p>2. <b>GO TO</b> Step 2T.</p>
IF THE ORIGIN IS:	THEN:						
<p>Known</p>	<p>1. Select a Country from the Origin dropdown list.</p> <div data-bbox="760 457 1167 699"> </div> <p>2. <b>GO TO</b> Step 2T.</p>						
<p><b>Not</b> known</p>	<p>1. Click on the <b>Origin Unsure</b> checkbox.</p> <p>2. <b>GO TO</b> Step 2T.</p>						
<p><b>2T</b></p>	<p>Select an Origin State, <b>IF</b> needed.</p> <div data-bbox="313 1142 669 1257"> </div> <p><b>Note:</b> This field will default to either Hawaii or Puerto Rico, depending on your location. <b>SKIP</b> this step if needed.</p>						
<p><b>2U</b></p>	<p>Click on Add Article.</p> <p><b>Note:</b> After one article is added, most of the fields will remain with the values previously entered. If users need to add more articles, update the fields and click on <b>Add Article</b> as needed.</p>						

Step	Action						
<p><b>3A</b></p>	<p>Select an Article Type under Heading 2: Add Article.</p> <div data-bbox="318 331 857 703" style="border: 1px solid black; padding: 5px;"> <p>Article Type *</p> <p>Fresh Fruits &amp; Vegetables <span style="float: right;">▼</span></p> <p>Select...</p> <p>Animal Product</p> <p>Cotton/Cotton Products</p> <p>Cut Flowers &amp; Greenery</p> <p>Fresh Fruits &amp; Vegetables</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>Unknown Plant</p> </div> <p><b>Note:</b> This field will default to Fresh Fruits &amp; Vegetables, but you may change it as needed. Refer to the different handouts available for Animal Products, Miscellaneous, Seeds Not for Planting, and Unknown Plants for reference on the values available on ARM for these Article Types.</p>						
<p><b>3B</b></p>	<p>Select an article from the drop-down list.</p> <div data-bbox="311 1075 834 1171" style="border: 1px solid black; padding: 5px;"> <p>Article *</p> <p>Select... <span style="float: right;">▼ 🔍</span></p> </div> <p><b>Note:</b> Users may select from the dropdown or search for articles. Articles previously entered by users on a location will populate the dropdown list and be available to be selected in future inspection records creations in ARM.</p> <table border="1" data-bbox="293 1360 1386 1619" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="293 1360 732 1423">IF THE ARTICLE IS:</th> <th data-bbox="732 1360 1386 1423">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 1423 732 1520"><u>Not</u> on the dropdown list</td> <td data-bbox="732 1423 1386 1520"><b>GO TO</b> Step 3C.</td> </tr> <tr> <td data-bbox="293 1520 732 1619">On the dropdown list</td> <td data-bbox="732 1520 1386 1619"> <ol style="list-style-type: none"> <li>1. Select an article from the dropdown list.</li> <li>2. <b>GO TO</b> Step 3G.</li> </ol> </td> </tr> </tbody> </table>	IF THE ARTICLE IS:	THEN:	<u>Not</u> on the dropdown list	<b>GO TO</b> Step 3C.	On the dropdown list	<ol style="list-style-type: none"> <li>1. Select an article from the dropdown list.</li> <li>2. <b>GO TO</b> Step 3G.</li> </ol>
IF THE ARTICLE IS:	THEN:						
<u>Not</u> on the dropdown list	<b>GO TO</b> Step 3C.						
On the dropdown list	<ol style="list-style-type: none"> <li>1. Select an article from the dropdown list.</li> <li>2. <b>GO TO</b> Step 3G.</li> </ol>						

**3C** Click on the search icon.

The image shows a dropdown menu labeled "Article \*". The menu is currently open, showing a "Select..." option. A magnifying glass icon, representing a search function, is located to the right of the dropdown and is highlighted with a red square.

**Note:** A new window will appear that will allow you to search for an article.

The image shows a "Find Article" search window. It features a "Simple Search" section with three input fields: "Scientific Name", "Article Type", and "Common Name". The "Article Classification" is set to "Plant". The "Article Type" dropdown is set to "Fresh Fruits & Vegetables". There are "Search" and "Cancel" buttons. Below the search fields, there are options for "records per page" (set to 5), a "Filter" field, and sorting options for "Scientific Name", "Common Name", and "Article Type". The status bar at the bottom indicates "Showing 0 to 0 of 0 entries" and includes "First", "Previous", "Next", and "Last" navigation buttons.

<b>3D</b>	<b>Determine Article type</b>	
	IF THE SEARCHING FOR:	THEN:
	<p>Animal Products</p>	<p>1. Click on the Animal Product radio button on Article Classification.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Simple Search</p> <hr/> <p>Article Classification <input type="radio"/> Plant <input checked="" type="radio"/> Animal <input type="radio"/> Miscellaneous</p> </div> <p><b>Note:</b> Refer to the handout for Animal Products for reference on commodities available in ARM for this Article Type.</p> <p>2. <b>GO TO</b> Step 3E.</p>
<p>Miscellaneous Products</p>	<p>1. Click on the Miscellaneous radio button on Article Classification.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Simple Search</p> <hr/> <p>Article Classification <input type="radio"/> Plant <input type="radio"/> Animal <input checked="" type="radio"/> Miscellaneous</p> </div> <p><b>Note:</b> Refer to the handout for Miscellaneous Products for reference to articles available in ARM for this Article Type. Also, for Live Insects/Plant Pathogens and Snails/Mollusks, use the plant/organism radio button on Article Classification.</p> <p>2. <b>GO TO</b> Step 3E.</p>	
<p>Any other article types</p>	<p><b>GO TO</b> Step 3E.</p>	

**3E** Enter at least three characters of an article. Click on Search.

**Scientific Name**

con

Starts with     Contains

Search

**Note:** **ONLY** for Fresh Fruits and Vegetables, you will search for commodities by common name.

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**3F** Select an Article 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

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**3G** Enter the Article Quantity.

Article Quantity \*

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**3H** Select the Article Units.

Article Units \*

Select...

**Note:** Units will default according to the selected Article Type.



<p><b>3I</b></p>	<p>Select an Origin State, <b>IF</b> needed.</p> <div data-bbox="311 283 636 390" style="border: 1px solid black; padding: 5px;"> <p><b>Origin State</b></p> <p>Hawaii ▼</p> </div> <p><b>Note:</b> This field will default to Hawaii or Puerto Rico, depending on your location.  <b>SKIP</b> this step if needed.</p>
<p><b>3J</b></p>	<p>Select where the article was intercepted.</p> <div data-bbox="311 640 604 999" style="border: 1px solid black; padding: 5px;"> <p><b>Where Intercepted *</b></p> <p>Select... ▼</p> <ul style="list-style-type: none"> <li>Select...</li> <li>Baggage</li> <li>General Cargo</li> <li>Holds</li> <li>Mail</li> <li>Miscellaneous</li> <li>Permit Cargo</li> <li>Personal Effects</li> <li>Quarters</li> <li>Stores</li> </ul> </div>
<p><b>3K</b></p>	<p>Enter an Arrival Final Destination City.</p> <div data-bbox="311 1134 701 1236" style="border: 1px solid black; padding: 5px;"> <p><b>Arrival Final Destination City *</b></p> <p>Roselle</p> </div>
<p><b>3L</b></p>	<p>Select the Arrival Final Destination State.</p> <div data-bbox="311 1367 677 1690" style="border: 1px solid black; padding: 5px;"> <p><b>Arrival Final Destination State *</b></p> <p>Select... ▼</p> <ul style="list-style-type: none"> <li>Select...</li> <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> </ul> </div>

<b>3M</b>	<p>Click on Add Article.</p> <p><b>Note:</b> After one article is added, most of the fields will remain with the values previously entered. If the user needs to add more articles, update the fields and click on Add Article, as needed.</p>
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### 3. Update and Delete Article Information

Once an article has been added and appears under the Article Master Table, users can update or delete the information if needed. When users click on the article, the row will turn green and two additional tabs appear on the screen.

Users will update any article information on the fields or delete it.



To update or delete an article on the Article Master Table, refer to the table below:

IF:	THEN:
Updating an article	<ol style="list-style-type: none"> <li>1. Click on the article on Heading Number 1.</li> <li>2. Review information and update fields.</li> <li>3. Click on Update Article.</li> </ol>
Deleting an article	<ol style="list-style-type: none"> <li>1. Click on the article on Heading Number 1.</li> <li>2. Click on Delete Article.</li> </ol>