



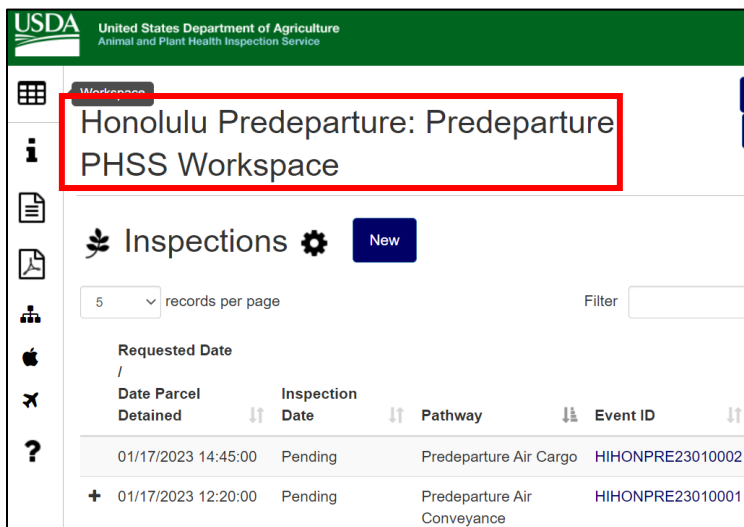
User Guide: Entering Data for Inspection Information Page in Predeparture ARM Workspace

Purpose: This user guide describes accessing and entering information on the Inspection Information page. The following areas are covered in this user guide:


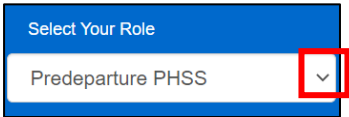
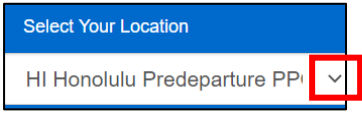
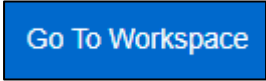
1. Create a New Record
2. Add Record Information
3. Access a Created Record

1. Create a New Record

ARM is a permission and role-based system. Some users might have access to different workspaces and multiple active roles and locations in ARM. Before creating a new record, users must check if they are in the correct workspace. After logging into ARM, refer to the screenshot below on the Predeparture workspace.

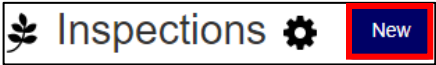



For the Predeparture Workspace, users will see their city location and role on the top left side of the workspace page. If a user has multiple roles and locations and doesn't see this information on the screen, refer to the table below for switching roles and locations.


Step	Action
1	<p>Click on the User Profile Icon.</p>  <p>Note: The user profile icon is on the top right side of the workspace.</p>
2	<p>Select your Predeparture Role on the Change Your Role field using the dropdown arrow.</p> 
3	<p>Select your Predeparture Location on the Change Your Location field using the dropdown arrow.</p> 
4	<p>Click on Go to Workspace</p> 

Note: ARM will redirect you to the Predeparture Workspace. Once you validate being in the correct workspace, refer to the table below on how to enter a new record in the Predeparture workspace.

If you only have access to Predeparture’s Workspace in ARM, please disregard these instructions and refer to the table below on how to enter a new record.

Step	Action
1	<p>Click on the New tab.</p> 
2	<p>Select a Pathway.</p>  <p>Note: After selecting a pathway, the screen will refresh to show the Inspection Information Page for the pathway selected.</p>

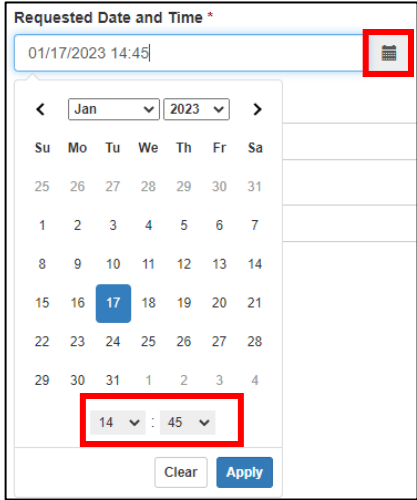
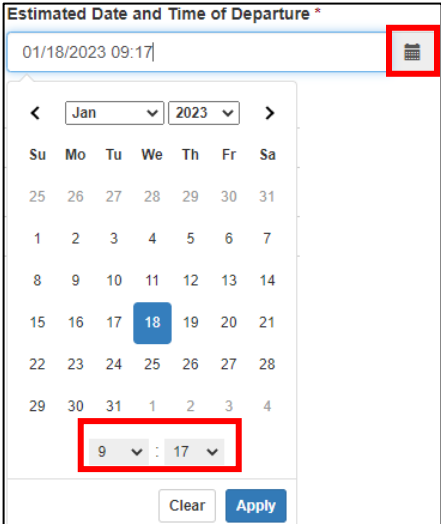
2. Add Inspection Information

All required fields on the Record Information page will be identified with a red asterisk . It is recommended to complete as many fields as possible, even though some of those fields are not required. Remember, ARM is a workflow-based system. Once data has been entered on one page, it will be auto-populated on subsequent pages if needed. Users will not have to enter it again.

To enter data into the Inspection Information page, refer to the table below.

Step	Action										
1	<p>Select a pathway.</p> <table border="1" data-bbox="293 730 1386 1255"> <thead> <tr> <th data-bbox="293 730 732 791">IF THE PATHWAY IS:</th> <th data-bbox="732 730 1386 791">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 791 732 905">Predeparture Air Cargo</td> <td data-bbox="732 791 1386 905">GO TO Step 2A</td> </tr> <tr> <td data-bbox="293 905 732 1018">Predeparture Air Conveyance</td> <td data-bbox="732 905 1386 1018">GO TO Step 3A</td> </tr> <tr> <td data-bbox="293 1018 732 1131">Predeparture Maritime Cargo</td> <td data-bbox="732 1018 1386 1131">GO TO Step 4A</td> </tr> <tr> <td data-bbox="293 1131 732 1255">Predeparture Mail</td> <td data-bbox="732 1131 1386 1255">Refer to Predeparture’s Mail Inspection Information User Guide</td> </tr> </tbody> </table>	IF THE PATHWAY IS:	THEN:	Predeparture Air Cargo	GO TO Step 2A	Predeparture Air Conveyance	GO TO Step 3A	Predeparture Maritime Cargo	GO TO Step 4A	Predeparture Mail	Refer to Predeparture’s Mail Inspection Information User Guide
IF THE PATHWAY IS:	THEN:										
Predeparture Air Cargo	GO TO Step 2A										
Predeparture Air Conveyance	GO TO Step 3A										
Predeparture Maritime Cargo	GO TO Step 4A										
Predeparture Mail	Refer to Predeparture’s Mail Inspection Information User Guide										
2A	<p>Click the Commercial Shipment check box IF needed.</p> <div data-bbox="305 1381 685 1495" style="border: 1px solid black; padding: 5px;"> <p>Commercial Shipment</p> <input data-bbox="316 1444 349 1486" type="checkbox"/> </div>										

<p>2B</p>	<p>Select a Shipment Identifier Type.</p> <div data-bbox="311 285 753 520"> <p>Shipment Identifiers Type *</p> <p>Select...</p> <ul style="list-style-type: none"> Select... Invoice Number Simple Bill Tail Number </div> <p>Note: Shipment Identifier types could vary per pathway.</p>						
<p>2C</p>	<p>Enter the Shipment Identifier number. Click on the plus sign.</p> <div data-bbox="305 732 1026 856"> <p>Number *</p> <p><input type="text"/> +</p> </div> <p>Note: Some Shipment Identifiers Numbers might have a specific format. A warning message will appear showing the correct format to use. See example below:</p> <div data-bbox="311 1024 1344 1209"> <table border="1"> <tr> <td style="width: 50%;">Shipment Identifiers Type *</td> <td style="width: 50%;">Number *</td> </tr> <tr> <td>Simple Bill v</td> <td>123-98 +</td> </tr> <tr style="border: 2px solid red;"> <td colspan="2" style="padding: 5px;">Please enter bill number in the correct format: xxx-nnnn, 3 characters followed by a '-' and at least 4 alphanumeric characters.</td> </tr> </table> </div> <p>Simple Bill (Airway bill/Bill of Lading)- xxx-nnnn 3 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits. This can vary depending on the selected pathway.</p> <p>Example: On a Sea Cargo Shipment, the format will be 4 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits: xxxx-nnnn.</p> <p>Repeat Steps 1 and 2 as needed if you want to add multiple shipment identifiers.</p>	Shipment Identifiers Type *	Number *	Simple Bill v	123-98 +	Please enter bill number in the correct format: xxx-nnnn, 3 characters followed by a '-' and at least 4 alphanumeric characters.	
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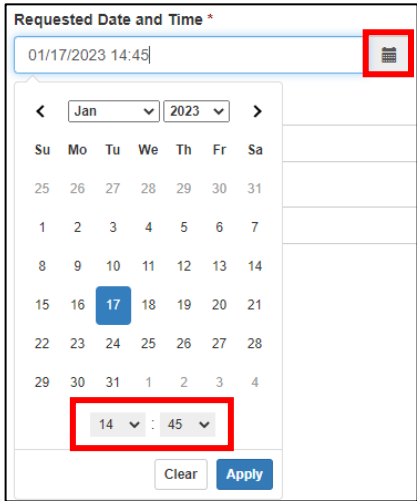
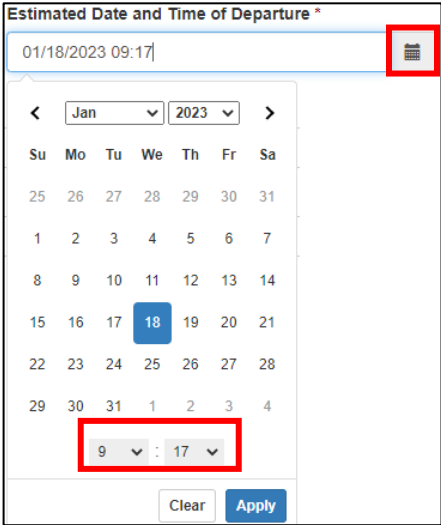
2D	<p>Click on the calendar icon to select a requested date and time.</p> 
2E	<p>Click on Apply</p>
2F	<p>Click on the calendar icon to select an estimated date and time of departure.</p> 
2G	<p>Click on Apply</p>

2H	Select an Applicant/Requestor.	
	IF THE APPLICANT/REQUESTOR IS:	THEN:
	<p><u>Not</u> on the dropdown list</p>	<ol style="list-style-type: none"> 1. Click on Search. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="font-size: small; margin: 0;">Applicant/Requestor *</p> <p style="font-size: small; margin: 0;">Select... ▼ 🔍</p> </div> <ol style="list-style-type: none"> 2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM. 3. GO TO Step 2I.
<p>On the dropdown list</p>	<ol style="list-style-type: none"> 1. Select an Applicant/Requestor. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="font-size: small; margin: 0;">Applicant/Requestor *</p> <p style="font-size: small; margin: 0;">Select... ▼ 🔍</p> </div> <ol style="list-style-type: none"> 2. GO TO Step 2I. 	

<p>2I</p>	<p>Select a Shipper.</p> <table border="1" data-bbox="293 260 1386 1125"> <thead> <tr> <th data-bbox="293 260 732 323">IF THE SHIPPER IS:</th> <th data-bbox="732 260 1386 323">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 323 732 785"> <p>Not on the dropdown list</p> </td> <td data-bbox="732 323 1386 785"> <p>1. Click on Search.</p> <div data-bbox="764 432 1308 512" style="border: 1px solid black; padding: 5px;"> <p>Shipper Select... Q</p> </div> <p>2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 2J after adding an importer.</p> </td> </tr> <tr> <td data-bbox="293 785 732 1125"> <p>On the dropdown list</p> </td> <td data-bbox="732 785 1386 1125"> <p>1. Select a Shipper.</p> <div data-bbox="764 888 1304 961" style="border: 1px solid black; padding: 5px;"> <p>Shipper Select... Q</p> </div> <p>2. GO TO Step 2J.</p> </td> </tr> </tbody> </table>	IF THE SHIPPER IS:	THEN:	<p>Not on the dropdown list</p>	<p>1. Click on Search.</p> <div data-bbox="764 432 1308 512" style="border: 1px solid black; padding: 5px;"> <p>Shipper Select... Q</p> </div> <p>2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 2J after adding an importer.</p>	<p>On the dropdown list</p>	<p>1. Select a Shipper.</p> <div data-bbox="764 888 1304 961" style="border: 1px solid black; padding: 5px;"> <p>Shipper Select... Q</p> </div> <p>2. GO TO Step 2J.</p>
IF THE SHIPPER IS:	THEN:						
<p>Not on the dropdown list</p>	<p>1. Click on Search.</p> <div data-bbox="764 432 1308 512" style="border: 1px solid black; padding: 5px;"> <p>Shipper Select... Q</p> </div> <p>2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 2J after adding an importer.</p>						
<p>On the dropdown list</p>	<p>1. Select a Shipper.</p> <div data-bbox="764 888 1304 961" style="border: 1px solid black; padding: 5px;"> <p>Shipper Select... Q</p> </div> <p>2. GO TO Step 2J.</p>						
<p>2J</p>	<p>Select an Airline.</p> <div data-bbox="305 1293 1222 1409" style="border: 1px solid black; padding: 10px;"> <p>Airline</p> <p>Select...</p> </div> <p>Note: This field is not required. SKIP if needed.</p>						
<p>2K</p>	<p>Enter an airline number.</p> <div data-bbox="305 1623 1162 1730" style="border: 1px solid black; padding: 10px;"> <p>Flight Number</p> <p>ex: 1234</p> </div> <p>Note: This field is not required. SKIP if needed.</p>						

2L	Select an Arrival Airport.						
	<p>IF THE AIRPORT IS:</p> <p><u>Not</u> on the dropdown list</p>	<p>THEN:</p> <ol style="list-style-type: none"> Click on Search. <div data-bbox="764 432 1377 520" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Arrival Airport *</p> <p>Select... Q</p> </div> <ol style="list-style-type: none"> Search for the airport by Name, Code, or Airport City. <div data-bbox="740 697 1383 770" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Airport Name: <input type="text" value="Enter Airport Name"/> Airport Code: <input type="text" value="Enter Airport Code"/> Airport City: <input type="text" value="Enter Airport City"/></p> </div> <p>Note: If searching by code, use the three-letter airport code. Ex: Honolulu International Airport (HNL).</p> <ol style="list-style-type: none"> Click on Search. Click on the option that appears on the table. <div data-bbox="748 1060 1390 1123" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Airport Name</th> <th style="text-align: left;">Code</th> <th style="text-align: left;">City</th> </tr> </thead> <tbody> <tr style="background-color: #e0ffe0;"> <td><input checked="" type="radio"/> Honolulu International Airport</td> <td>HNL</td> <td>Honolulu</td> </tr> </tbody> </table> </div> <ol style="list-style-type: none"> GO TO Step 2M. 	Airport Name	Code	City	<input checked="" type="radio"/> Honolulu International Airport	HNL
Airport Name	Code	City					
<input checked="" type="radio"/> Honolulu International Airport	HNL	Honolulu					
<p>On the dropdown list</p>	<ol style="list-style-type: none"> Select an airport from the dropdown list. <div data-bbox="764 1367 1336 1446" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Arrival Airport *</p> <p>Select... Q</p> </div> <ol style="list-style-type: none"> GO TO Step 2M. 						
<p>Note: To add missing airports, please email ARM’s Help Desk at ARM-Helpdesk@usda.gov. In your request include the full airport name, city and/or country or state, and the three-letter code identifier.</p>							

<p>2M</p>	<p>Select a Departure Airport.</p>													
	<p>IF THE AIRPORT IS:</p> <p><u>Not</u> on the dropdown list</p>	<p>THEN:</p> <ol style="list-style-type: none"> 1. Click on Search. <div data-bbox="760 436 1341 512" style="border: 1px solid black; padding: 5px;"> <p>Departure Airport *</p> <p>Select... 🔍</p> </div> <ol style="list-style-type: none"> 2. Search for the airport by Name, Code, or Airport City. <div data-bbox="743 688 1386 764" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">Airport Name:</td> <td style="width: 33%; border-bottom: 1px solid black;">Airport Code:</td> <td style="width: 33%; border-bottom: 1px solid black;">Airport City:</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Enter Airport Name</td> <td style="border-bottom: 1px solid black;">Enter Airport Code</td> <td style="border-bottom: 1px solid black;">Enter Airport City</td> </tr> </table> </div> <p>Note: If searching by code, use the three-letter airport code. Ex: Honolulu International Airport (HNL).</p> <ol style="list-style-type: none"> 3. Click on Search. 4. Click on the option that appears on the table. <div data-bbox="750 1054 1393 1117" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Airport Name</th> <th style="width: 20%;">Code</th> <th style="width: 20%;">City</th> </tr> </thead> <tbody> <tr style="background-color: #e0ffe0;"> <td>• Honolulu International Airport</td> <td>HNL</td> <td>Honolulu</td> </tr> </tbody> </table> </div> <ol style="list-style-type: none"> 5. GO TO Step 5. 	Airport Name:	Airport Code:	Airport City:	Enter Airport Name	Enter Airport Code	Enter Airport City	Airport Name	Code	City	• Honolulu International Airport	HNL	Honolulu
	Airport Name:	Airport Code:	Airport City:											
Enter Airport Name	Enter Airport Code	Enter Airport City												
Airport Name	Code	City												
• Honolulu International Airport	HNL	Honolulu												
<p>On the dropdown list</p>	<ol style="list-style-type: none"> 1. Select an airport from the dropdown list. <div data-bbox="760 1360 1328 1436" style="border: 1px solid black; padding: 5px;"> <p>Departure Airport *</p> <p>Select... ▼ 🔍</p> </div> <ol style="list-style-type: none"> 2. GO TO Step 5. 													
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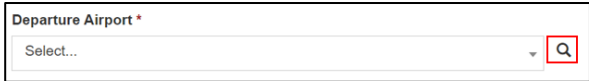
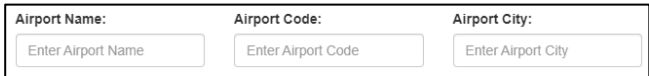
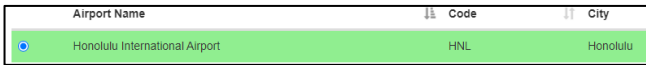

<p>3A</p>	<p>Establish which Predeparture area you are working from.</p> <table border="1" data-bbox="293 260 1386 554"> <tr> <th data-bbox="293 260 732 359">IF YOUR WORKING STATION IS IN:</th> <th data-bbox="732 260 1386 359">THEN:</th> </tr> <tr> <td data-bbox="293 359 732 457">Puerto Rico</td> <td data-bbox="732 359 1386 457">GO TO Step 3B.</td> </tr> <tr> <td data-bbox="293 457 732 554">Hawaii</td> <td data-bbox="732 457 1386 554">GO TO Step 3D.</td> </tr> </table>	IF YOUR WORKING STATION IS IN:	THEN:	Puerto Rico	GO TO Step 3B.	Hawaii	GO TO Step 3D.
IF YOUR WORKING STATION IS IN:	THEN:						
Puerto Rico	GO TO Step 3B.						
Hawaii	GO TO Step 3D.						
<p>3B</p>	<p>Click on the calendar icon to select a requested date and time.</p> 						
<p>3C</p>	<p>Click on Apply</p>						
<p>3D</p>	<p>Click on the calendar icon to select an estimated date and time of departure.</p> 						

3E	Click on Apply						
3F	<p>Enter the number of crew members.</p> <div data-bbox="305 363 667 491" style="border: 1px solid black; padding: 5px;"> <p>Number of Crew *</p> <input type="text" value="2"/> </div>						
3G	<p>Enter the number of passengers present.</p> <div data-bbox="305 636 781 743" style="border: 1px solid black; padding: 5px;"> <p>Number of Passengers Present *</p> <input type="text" value="1"/> </div>						
3H	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th data-bbox="293 856 732 993" style="width: 50%; padding: 5px;">IF THE APPLICANT/REQUESTOR IS:</th> <th data-bbox="732 856 1386 993" style="width: 50%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 993 732 1444" style="padding: 5px;"> <p><u>Not</u> on the dropdown list</p> </td> <td data-bbox="732 993 1386 1444" style="padding: 5px;"> <p>1. Click on Search.</p> <div data-bbox="751 1104 1317 1173" style="border: 1px solid black; padding: 2px;"> <p>Applicant/Requestor *</p> <input type="text" value="Select..."/> </div> <p>2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 3I.</p> </td> </tr> <tr> <td data-bbox="293 1444 732 1787" style="padding: 5px;"> <p>On the dropdown list</p> </td> <td data-bbox="732 1444 1386 1787" style="padding: 5px;"> <p>1. Select an Applicant/Requestor.</p> <div data-bbox="751 1545 1343 1619" style="border: 1px solid black; padding: 2px;"> <p>Applicant/Requestor *</p> <input type="text" value="Select..."/> </div> <p>2. GO TO Step 3I.</p> </td> </tr> </tbody> </table>	IF THE APPLICANT/REQUESTOR IS:	THEN:	<p><u>Not</u> on the dropdown list</p>	<p>1. Click on Search.</p> <div data-bbox="751 1104 1317 1173" style="border: 1px solid black; padding: 2px;"> <p>Applicant/Requestor *</p> <input type="text" value="Select..."/> </div> <p>2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 3I.</p>	<p>On the dropdown list</p>	<p>1. Select an Applicant/Requestor.</p> <div data-bbox="751 1545 1343 1619" style="border: 1px solid black; padding: 2px;"> <p>Applicant/Requestor *</p> <input type="text" value="Select..."/> </div> <p>2. GO TO Step 3I.</p>
IF THE APPLICANT/REQUESTOR IS:	THEN:						
<p><u>Not</u> on the dropdown list</p>	<p>1. Click on Search.</p> <div data-bbox="751 1104 1317 1173" style="border: 1px solid black; padding: 2px;"> <p>Applicant/Requestor *</p> <input type="text" value="Select..."/> </div> <p>2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 3I.</p>						
<p>On the dropdown list</p>	<p>1. Select an Applicant/Requestor.</p> <div data-bbox="751 1545 1343 1619" style="border: 1px solid black; padding: 2px;"> <p>Applicant/Requestor *</p> <input type="text" value="Select..."/> </div> <p>2. GO TO Step 3I.</p>						

3I	Select the type of aircraft.	
	IF THE AIRCRAFT IS:	THEN:
	Cargo	<p>1. Select an airline from the dropdown list.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Airline *</p> <input type="text" value="Select..."/> </div> <p>Note: If an airline is not found on this dropdown list, please submit a request to add any missing airlines by emailing ARM’s Help Desk: ARM-Helpdesk@usda.gov</p> <p>2. GO TO Step 3J.</p>
	Military	<p>1. Select a military branch.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Branch *</p> <input type="text" value="Select..."/> <ul style="list-style-type: none"> United States Army United States Air Force United States Marine Corps United States Navy United States Coast Guard Non-US Military </div> <p>2. GO TO Step 3J.</p>
Private	GO TO Step 3J .	

<p>3J</p>	<p>Select a Carrier.</p> <table border="1" data-bbox="293 260 1386 1129"> <thead> <tr> <th data-bbox="293 260 732 323">IF THE CARRIER IS:</th> <th data-bbox="732 260 1386 323">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 323 732 785"> <p>Not on the dropdown list</p> </td> <td data-bbox="732 323 1386 785"> <p>1. Click on Search.</p> <div data-bbox="764 432 1338 512" style="border: 1px solid black; padding: 5px;"> <p>Carrier *</p> <p>Select... Q</p> </div> <p>2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 3K.</p> </td> </tr> <tr> <td data-bbox="293 785 732 1129"> <p>On the dropdown list</p> </td> <td data-bbox="732 785 1386 1129"> <p>1. Select a Carrier.</p> <div data-bbox="764 886 1349 966" style="border: 1px solid black; padding: 5px;"> <p>Carrier *</p> <p>Select... Q</p> </div> <p>2. GO TO Step 3K.</p> </td> </tr> </tbody> </table>	IF THE CARRIER IS:	THEN:	<p>Not on the dropdown list</p>	<p>1. Click on Search.</p> <div data-bbox="764 432 1338 512" style="border: 1px solid black; padding: 5px;"> <p>Carrier *</p> <p>Select... Q</p> </div> <p>2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 3K.</p>	<p>On the dropdown list</p>	<p>1. Select a Carrier.</p> <div data-bbox="764 886 1349 966" style="border: 1px solid black; padding: 5px;"> <p>Carrier *</p> <p>Select... Q</p> </div> <p>2. GO TO Step 3K.</p>
IF THE CARRIER IS:	THEN:						
<p>Not on the dropdown list</p>	<p>1. Click on Search.</p> <div data-bbox="764 432 1338 512" style="border: 1px solid black; padding: 5px;"> <p>Carrier *</p> <p>Select... Q</p> </div> <p>2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 3K.</p>						
<p>On the dropdown list</p>	<p>1. Select a Carrier.</p> <div data-bbox="764 886 1349 966" style="border: 1px solid black; padding: 5px;"> <p>Carrier *</p> <p>Select... Q</p> </div> <p>2. GO TO Step 3K.</p>						
<p>3K</p>	<p>Enter a flight number.</p> <div data-bbox="305 1297 1203 1409" style="border: 1px solid black; padding: 10px;"> <p>Flight Number</p> <p>ex: 1234</p> </div> <p>Note: This field is <u>required</u> depending on the type of aircraft selection made. You may skip it if it's not required.</p>						
<p>3L</p>	<p>Enter an aircraft Tail Number.</p> <div data-bbox="305 1661 626 1772" style="border: 1px solid black; padding: 10px;"> <p>Tail Number *</p> <p>N654PS</p> </div>						

3M	Select an Arrival airport.													
	IF THE AIRPORT IS:	THEN:												
<p><u>Not</u> on the dropdown list</p>	<ol style="list-style-type: none"> Click on Search. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Arrival Airport *</p> <p>Select... Q</p> </div> <ol style="list-style-type: none"> Search for the airport by Name, Code, or Airport City. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Airport Name:</td> <td style="width: 33%; padding: 2px;">Airport Code:</td> <td style="width: 33%; padding: 2px;">Airport City:</td> </tr> <tr> <td style="padding: 2px;"><input type="text" value="Enter Airport Name"/></td> <td style="padding: 2px;"><input type="text" value="Enter Airport Code"/></td> <td style="padding: 2px;"><input type="text" value="Enter Airport City"/></td> </tr> </table> </div> <p>Note: If searching by code, use the three letter airport code. Ex: Honolulu International Airport (HNL).</p> <ol style="list-style-type: none"> Click on Search. Click on the option that appears on the table. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: left;">Airport Name</th> <th style="width: 20%; text-align: left;">Code</th> <th style="width: 20%; text-align: left;">City</th> </tr> </thead> <tbody> <tr style="background-color: #c8e6c9;"> <td><input checked="" type="radio"/> Honolulu International Airport</td> <td>HNL</td> <td>Honolulu</td> </tr> </tbody> </table> </div> <ol style="list-style-type: none"> GO TO Step 3N. 		Airport Name:	Airport Code:	Airport City:	<input type="text" value="Enter Airport Name"/>	<input type="text" value="Enter Airport Code"/>	<input type="text" value="Enter Airport City"/>	Airport Name	Code	City	<input checked="" type="radio"/> Honolulu International Airport	HNL	Honolulu
Airport Name:	Airport Code:	Airport City:												
<input type="text" value="Enter Airport Name"/>	<input type="text" value="Enter Airport Code"/>	<input type="text" value="Enter Airport City"/>												
Airport Name	Code	City												
<input checked="" type="radio"/> Honolulu International Airport	HNL	Honolulu												
<p>On the dropdown list</p>	<ol style="list-style-type: none"> Select an airport from the dropdown list. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Arrival Airport *</p> <p>Select... Q</p> </div> <ol style="list-style-type: none"> GO TO Step 3N. 													
<p>Note: To add missing airports, please email ARM’s Help Desk at ARM-Helpdesk@usda.gov. In your request include the full airport name, city and/or country or state, and the three-letter code identifier.</p>														

<p>3N</p>	<p>Select a Departure Airport.</p>	
	<p>IF THE AIRPORT IS:</p> <p><u>Not</u> on the dropdown list</p>	<p>THEN:</p> <ol style="list-style-type: none"> Click on Search.  <ol style="list-style-type: none"> Search for the airport by Name, Code, or Airport City.  <p>Note: If searching by code, use the three letters airport code. Ex: Honolulu International Airport (HNL).</p> <ol style="list-style-type: none"> Click on Search. Click on the option that appears on the table.  <ol style="list-style-type: none"> GO TO Step 5.
	<p>On the dropdown list</p>	<ol style="list-style-type: none"> Select an airport from the dropdown list.  <ol style="list-style-type: none"> GO TO Step 5.
<p>Note: To add missing airports, please email ARM’s Help Desk at ARM-Helpdesk@usda.gov. On your request include the full airport name, city and/or country or state, and the three-letter code identifier.</p>		

<p>4A</p>	<p>Click the Commercial Shipment check box IF needed.</p> <div data-bbox="305 285 634 380" style="border: 1px solid black; padding: 5px;"> <p>Commercial Shipment</p> <input type="checkbox"/> </div>				
<p>4B</p>	<p>Select a Shipment Identifier.</p> <div data-bbox="311 510 823 728" style="border: 1px solid black; padding: 5px;"> <p>Shipment Identifiers Type *</p> <div style="border: 1px solid red; padding: 2px;"> <p>Select...</p> </div> <ul style="list-style-type: none"> Select... Booking Number Container Number IMO Number Simple Bill Voyage Number </div> <p>Note: Shipment Identifier types could vary per pathway.</p>				
<p>4C</p>	<p>Enter the Shipment Identifier number. Click on the plus sign.</p> <div data-bbox="305 940 948 1052" style="border: 1px solid black; padding: 5px;"> <p>Number *</p> <div style="border: 1px solid gray; padding: 2px;"> <input type="text"/> <div style="float: right; border: 1px solid red; padding: 2px;">+</div> </div> </div> <p>Note: Some Shipment Identifiers Numbers might have a specific format. A warning message will appear showing the correct format. See example below;</p> <div data-bbox="311 1220 1308 1400" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Shipment Identifiers Type *</td> <td style="width: 50%;">Number *</td> </tr> <tr> <td style="border: 1px solid gray; padding: 2px;">Simple Bill</td> <td style="border: 1px solid gray; padding: 2px;">123-98</td> </tr> </table> <div style="border: 2px solid red; padding: 5px; margin-top: 5px;"> <p>Please enter bill number in the correct format: xxx-nnnn, 3 characters followed by a '-' and at least 4 alphanumeric characters.</p> </div> </div> <p>Simple Bill (Airway bill/Bill of Lading)- xxx-nnnn 3 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits. This can vary depending on the selected pathway.</p> <p style="padding-left: 40px;">Example: On a Sea Cargo Shipment, the format will be 4 alphanumeric digits followed by a dash (-) and at least 4 alphanumeric digits: xxxx-nnnn.</p> <p>Container Number- XXXXnnnnnnnn, 4 upper case characters followed by exactly 7 digits. No hyphen (-) in between.</p> <p>Repeat Steps 1 and 2 as needed if you want to add multiple shipment identifiers.</p>	Shipment Identifiers Type *	Number *	Simple Bill	123-98
Shipment Identifiers Type *	Number *				
Simple Bill	123-98				

4D Click on the calendar icon to select a requested date and time.

Requested Date and Time

01/17/2023 20:11

< Jan 2023 >

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
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

20 : 11

Clear Apply

Note: This is a non-required field. **SKIP** if needed.

4E Click on Apply, **IF** needed.

4F Click on the calendar icon to select an estimated date and time of departure.

Estimated Date and Time of Departure *

01/18/2023 09:17

< Jan 2023 >

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
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

9 : 17

Clear Apply

4G Click on Apply

<p>4H</p>	<p>Enter the Dock number, IF available.</p> <div data-bbox="305 285 566 390" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Dock</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <p>Note: This is a non-required field. SKIP if needed.</p>						
<p>4I</p>	<p>Select an Applicant/Requestor.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th data-bbox="293 558 732 695" style="width: 50%; padding: 5px;"> IF THE APPLICANT/REQUESTOR IS: </th> <th data-bbox="732 558 1386 695" style="width: 50%; padding: 5px;"> THEN: </th> </tr> </thead> <tbody> <tr> <td data-bbox="293 695 732 1144" style="padding: 5px;"> <p><u>Not</u> on the dropdown list</p> </td> <td data-bbox="732 695 1386 1144" style="padding: 5px;"> <ol style="list-style-type: none"> 1. Click on Search. <div data-bbox="750 806 1313 871" style="border: 1px solid black; padding: 2px; margin: 10px 0;"> <p style="font-size: small;">Applicant/Requestor *</p> <input style="width: 90%; border: none;" type="text" value="Select..."/> Q </div> <ol style="list-style-type: none"> 2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM. 3. GO TO Step 4J after adding an importer. </td> </tr> <tr> <td data-bbox="293 1144 732 1482" style="padding: 5px;"> <p>On the dropdown list</p> </td> <td data-bbox="732 1144 1386 1482" style="padding: 5px;"> <ol style="list-style-type: none"> 1. Select an Applicant/Requestor. <div data-bbox="750 1247 1338 1316" style="border: 1px solid black; padding: 2px; margin: 10px 0;"> <p style="font-size: small;">Applicant/Requestor *</p> <input style="width: 90%; border: none;" type="text" value="Select..."/> Q </div> <ol style="list-style-type: none"> 2. GO TO Step 4J. </td> </tr> </tbody> </table>	IF THE APPLICANT/REQUESTOR IS:	THEN:	<p><u>Not</u> on the dropdown list</p>	<ol style="list-style-type: none"> 1. Click on Search. <div data-bbox="750 806 1313 871" style="border: 1px solid black; padding: 2px; margin: 10px 0;"> <p style="font-size: small;">Applicant/Requestor *</p> <input style="width: 90%; border: none;" type="text" value="Select..."/> Q </div> <ol style="list-style-type: none"> 2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM. 3. GO TO Step 4J after adding an importer. 	<p>On the dropdown list</p>	<ol style="list-style-type: none"> 1. Select an Applicant/Requestor. <div data-bbox="750 1247 1338 1316" style="border: 1px solid black; padding: 2px; margin: 10px 0;"> <p style="font-size: small;">Applicant/Requestor *</p> <input style="width: 90%; border: none;" type="text" value="Select..."/> Q </div> <ol style="list-style-type: none"> 2. GO TO Step 4J.
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<p>4J</p>	<p>Select a Shipper.</p> <table border="1"> <thead> <tr> <th data-bbox="293 260 732 323">IF THE SHIPPER IS:</th> <th data-bbox="732 260 1386 323">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 323 732 779"> <p><u>Not</u> on the dropdown list</p> </td> <td data-bbox="732 323 1386 779"> <p>1. Click on Search.</p> <div data-bbox="760 432 1261 506" style="border: 1px solid black; padding: 5px;"> <p>Shipper Select... Q</p> </div> <p>2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 4K.</p> </td> </tr> <tr> <td data-bbox="293 779 732 1121"> <p>On the dropdown list</p> </td> <td data-bbox="732 779 1386 1121"> <p>1. Select a Shipper.</p> <div data-bbox="768 884 1300 957" style="border: 1px solid black; padding: 5px;"> <p>Shipper Select... Q</p> </div> <p>2. GO TO Step 4K.</p> </td> </tr> </tbody> </table>	IF THE SHIPPER IS:	THEN:	<p><u>Not</u> on the dropdown list</p>	<p>1. Click on Search.</p> <div data-bbox="760 432 1261 506" style="border: 1px solid black; padding: 5px;"> <p>Shipper Select... Q</p> </div> <p>2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 4K.</p>	<p>On the dropdown list</p>	<p>1. Select a Shipper.</p> <div data-bbox="768 884 1300 957" style="border: 1px solid black; padding: 5px;"> <p>Shipper Select... Q</p> </div> <p>2. GO TO Step 4K.</p>
IF THE SHIPPER IS:	THEN:						
<p><u>Not</u> on the dropdown list</p>	<p>1. Click on Search.</p> <div data-bbox="760 432 1261 506" style="border: 1px solid black; padding: 5px;"> <p>Shipper Select... Q</p> </div> <p>2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM.</p> <p>3. GO TO Step 4K.</p>						
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<p>4K</p>	<p>Select a Port of Arrival from the dropdown list.</p> <div data-bbox="305 1289 1044 1388" style="border: 1px solid black; padding: 5px;"> <p>Port of Arrival *</p> <p>Select...</p> </div>						
<p>4L</p>	<p>Select a Port of Departure, IF available.</p> <div data-bbox="305 1520 1167 1640" style="border: 1px solid black; padding: 5px;"> <p>Port of Departure</p> <p>Select...</p> </div> <p>Note: This dropdown only shows the ports of interest for your location. This is a non-required field. SKIP if needed.</p>						

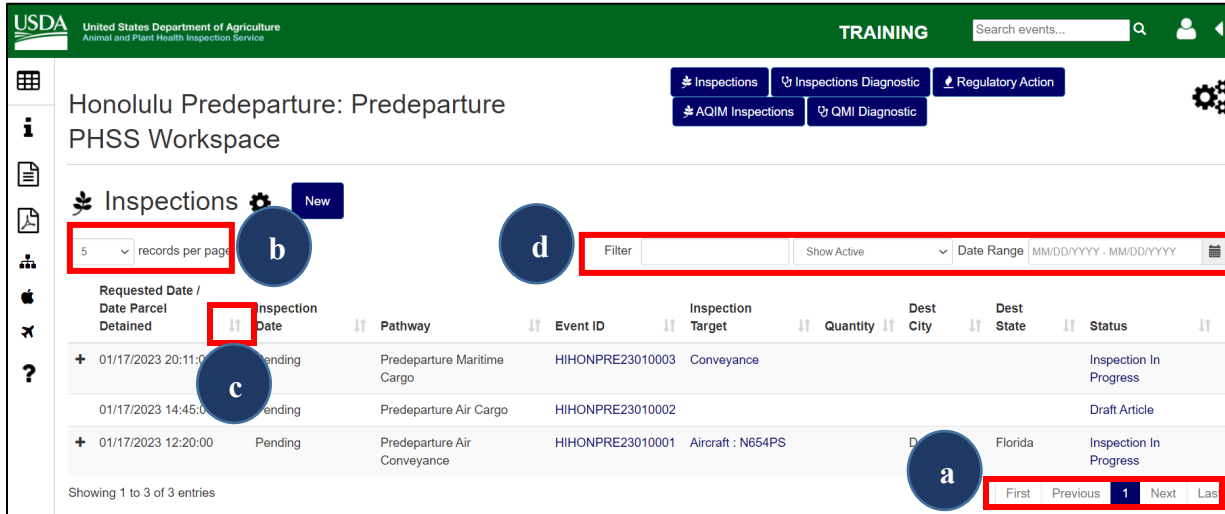
4M	<p>Enter the Carrier SCAC, IF available.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Carrier SCAC</p> <p>ex: abcd</p> </div> <p>Note: This field will auto-populate if a simple bill is added. This is a non-required field. SKIP if needed.</p>						
4N	<p>Select a Carrier.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF THE CARRIER IS:</th> <th style="width: 50%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;"> <p><u>Not</u> on the dropdown list</p> </td> <td style="padding: 5px; vertical-align: top;"> <ol style="list-style-type: none"> 1. Click on Search. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Carrier *</p> <p>Select... Q</p> </div> <ol style="list-style-type: none"> 2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM. 3. GO TO Step 40. </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>On the dropdown list</p> </td> <td style="padding: 5px; vertical-align: top;"> <ol style="list-style-type: none"> 1. Select a Carrier. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Carrier *</p> <p>Select... Q</p> </div> <ol style="list-style-type: none"> 2. GO TO Step 40. </td> </tr> </tbody> </table>	IF THE CARRIER IS:	THEN:	<p><u>Not</u> on the dropdown list</p>	<ol style="list-style-type: none"> 1. Click on Search. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Carrier *</p> <p>Select... Q</p> </div> <ol style="list-style-type: none"> 2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM. 3. GO TO Step 40. 	<p>On the dropdown list</p>	<ol style="list-style-type: none"> 1. Select a Carrier. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Carrier *</p> <p>Select... Q</p> </div> <ol style="list-style-type: none"> 2. GO TO Step 40.
IF THE CARRIER IS:	THEN:						
<p><u>Not</u> on the dropdown list</p>	<ol style="list-style-type: none"> 1. Click on Search. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Carrier *</p> <p>Select... Q</p> </div> <ol style="list-style-type: none"> 2. Refer to User Guide: Search, Add, and Edit a Trade Party in ARM. 3. GO TO Step 40. 						
<p>On the dropdown list</p>	<ol style="list-style-type: none"> 1. Select a Carrier. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Carrier *</p> <p>Select... Q</p> </div> <ol style="list-style-type: none"> 2. GO TO Step 40. 						

4O	<p>Select a Vessel Flag.</p> <div data-bbox="305 285 1162 407"><p>Flag Of Vessel *</p><input type="text" value="USA"/></div> <p>Note: This field will always default to the USA. You may change it if needed.</p>
4P	<p>Enter the Ship's Name.</p> <div data-bbox="305 617 1175 739"><p>Ship Name *</p><input type="text" value="ex: abc ship"/></div>
4Q	<p>Enter the Voyage Number.</p> <div data-bbox="305 869 1175 991"><p>Voyage Number</p><input type="text" value="ex: A-123456-12"/></div> <p>Note: This is a non-required field. SKIP if needed.</p>
5	<p>Enter Remarks, IF needed.</p> <div data-bbox="297 1159 1183 1272"><p>Remarks</p><input type="text"/></div> <p>Note: This is a non-required field. SKIP if needed.</p>

6	<p>Determine if continuing or saving your record.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">IF:</th> <th style="text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td>Saving the data</td> <td>Click on Save</td> </tr> <tr> <td><u>Not</u> saving the data</td> <td>Click on Article</td> </tr> </tbody> </table> <p>Note: ARM will auto-save all data entered the Inspection Information Page when clicking on the Article tab.</p> <p>Note: If users enter only one shipment identifier, ARM provides an auto-save capability when users click on the Save or Commodity tabs on the far low left side of the page.</p>	IF:	THEN:	Saving the data	Click on Save	<u>Not</u> saving the data	Click on Article
IF:	THEN:						
Saving the data	Click on Save						
<u>Not</u> saving the data	Click on Article						

3. Access Draft Records

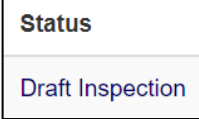

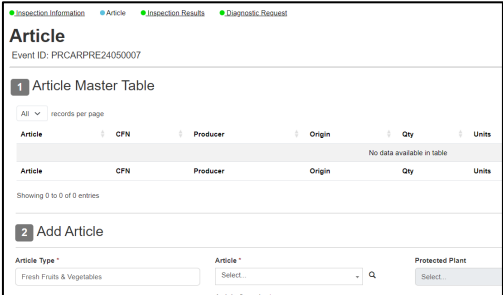

A Draft Record is a record that was saved with only the Inspection Information data entered. Users may access a Draft Record to update any information or continue the workflow. Once in the Predeparture Workspace, users can search for a Draft Record in different ways:



- a- First, Previous, Next, Last Buttons
- b- Records per Page
- c- Sorting Icons
- d- Filter

For more information on how to search a record using these fields, refer to **User Guide: Navigating Common Fields in ARM**. Once the record is located, click on the status column hyperlink.

There will be two statuses on your Main Workspace’s Status column for Draft Records: “Draft Inspection” or “Draft Article”. These statuses will vary depending on what option you click at the end of the inspection information page: Save or Article. To access a draft record from the Main Workspace, refer to the table below:

IF YOU CLICK ON:	THEN:
<p>Save</p>	<ol style="list-style-type: none"> Click Draft Inspection on the status column.  <p>Note: The status on your Main Workspace will appear as “Draft Inspection”.</p> <ol style="list-style-type: none"> Complete any missing data and continue your work on the event.
<p>Article</p>	<ol style="list-style-type: none"> Click Draft Article in the status column.  <p>Note: ARM will redirect you to the article page</p>  <ol style="list-style-type: none"> Click on Inspection Results either at the top of the page or at the bottom.  <p>Note: ARM will redirect you back to the Inspection information page.</p> <ol style="list-style-type: none"> Edit or complete data on the inspection information page.