



User Guide: Enter Inspection, Article, and Diagnostic Request for Predeparture AQIM

Purpose: This user guide describes accessing and entering information for Predeparture AQIM inspection and/or interception of passenger baggage. Topics include:

1. Create a New AQIM Inspection
2. Add AQIM Inspection Articles and Results
3. Update or Delete Article Information
4. Submit a Diagnostic Request
5. Re-open an AQIM Inspection Record

1. Create a New AQIM Inspection

On your ARM Predeparture Main Workspace, you will find different panes. On each of those panes, you will be able to create a new inspection accordingly. The AQIM inspection pane can be found on your ARM Predeparture Main Workspace as AQIM Inspections.

Inspection Date	Event ID	Terminal	Dest City	Dest State	Inspector Name	Status
10/02/2020 00:00:00	PRCARPRE20100001	A	Miramar	Florida	Quinn, Jeris	Draft Inspection

To create a new AQIM Inspection; refer to the table below:

Note: All required fields will show a red asterisk  on. Users must enter information in these fields.

STEP	ACTION
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1 Click on the New Tab next to the AQIM Inspections Pane.



Note: ARM will redirect you to the AQIM Inspection Page. This page is defaulted to the Predeparture Air Passenger Pathway which is the only active AQIM pathway in Predeparture.

A screenshot of the 'AQIM Inspection' form. The form is titled 'AQIM Inspection' and has a sub-section '1 Inspection Information'. It contains several input fields: 'Pathway *' (Predeparture Air Passenger), 'Date and Time *' (06/21/2024 00:00), 'Terminal *', 'Passenger Origin *' (United States of America), 'Island *' (Select...), 'Airline *' (Select...), 'Arrival Final Destination State *' (Select...), 'Arrival Final Destination City *', 'Flight Number *' (ex: 1234), 'Number Of Passengers Traveling *', 'All Bags Present? *' (Select...), 'Reason for Travel *' (Select...), 'Overtime' (Government Overtime), 'Status *' (Select...), 'Any Items of Agricultural Interest? *' (radio buttons for No and Yes), and 'Inspected By *' (Santos, Jose).

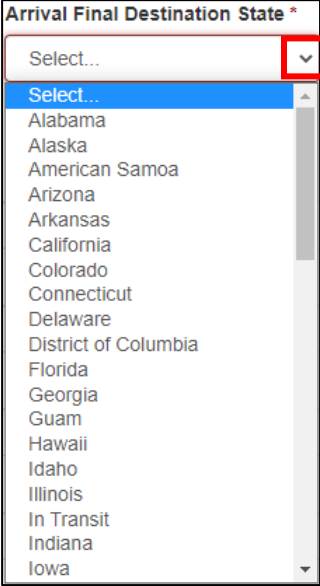
2 Click on the Calendar Icon to select a date and time.

A screenshot of the 'Date and Time *' selection interface. It shows a text input field with '12/10/2020 00:00' and a calendar icon highlighted with a red box. Below the input field is a calendar for December 2020. The date '10' is highlighted with a red box. At the bottom, there are two time pickers: '0' and '00', both highlighted with red boxes. There are 'Clear' and 'Apply' buttons at the bottom.

Note: The date will default to the current date. You can also type the information in the field.

<p>3</p>	<p>Click on the Apply Tab.</p> <div data-bbox="240 260 391 346" style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Apply</p> </div>						
<p>4</p>	<p>Passenger Origin, SKIP this step.</p> <div data-bbox="240 455 657 590" style="border: 1px solid black; padding: 5px;"> <p>Passenger Origin *</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #f0f0f0;"> <p>United States of America</p> </div> </div> <p>Note: This field will default to the United States of America.</p>						
<p>5</p>	<p>Determine the origin of the passenger.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 40%; padding: 5px;">IF FROM:</th> <th style="width: 60%; padding: 5px;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;">Puerto Rico</td> <td style="padding: 5px; vertical-align: top;"> <p>1. Select a municipality from the dropdown list.</p> <div data-bbox="678 913 1123 1058" style="border: 1px solid gray; padding: 5px;"> <p>Municipality *</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #f0f0f0;"> <p>Select...</p> </div> </div> <p>2. GO TO Step 6</p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;">Hawaii</td> <td style="padding: 5px; vertical-align: top;"> <p>1. Select an island from the dropdown list.</p> <div data-bbox="678 1205 1123 1350" style="border: 1px solid gray; padding: 5px;"> <p>Island *</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #f0f0f0;"> <p>Select...</p> </div> </div> <p>2. GO TO Step 6</p> </td> </tr> </tbody> </table>	IF FROM:	THEN:	Puerto Rico	<p>1. Select a municipality from the dropdown list.</p> <div data-bbox="678 913 1123 1058" style="border: 1px solid gray; padding: 5px;"> <p>Municipality *</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #f0f0f0;"> <p>Select...</p> </div> </div> <p>2. GO TO Step 6</p>	Hawaii	<p>1. Select an island from the dropdown list.</p> <div data-bbox="678 1205 1123 1350" style="border: 1px solid gray; padding: 5px;"> <p>Island *</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #f0f0f0;"> <p>Select...</p> </div> </div> <p>2. GO TO Step 6</p>
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6 Determine where the passenger(s) is traveling to.

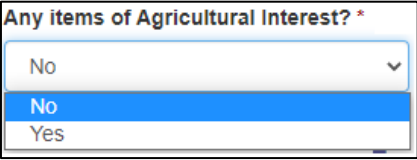
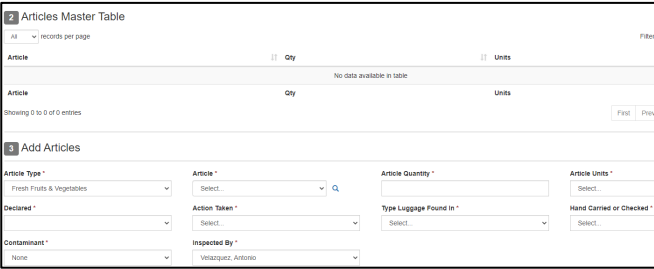
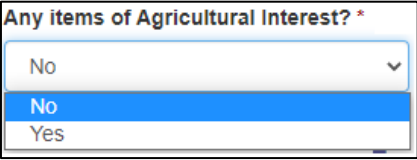
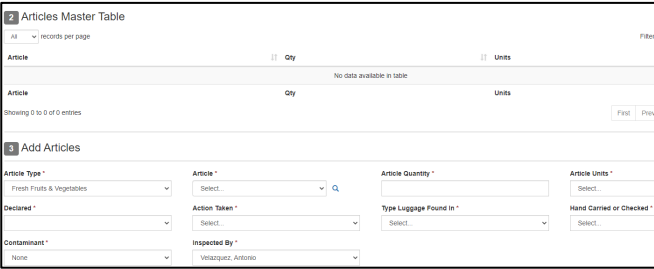
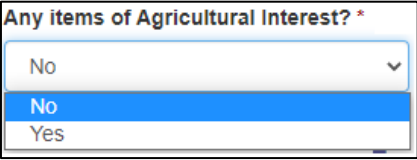
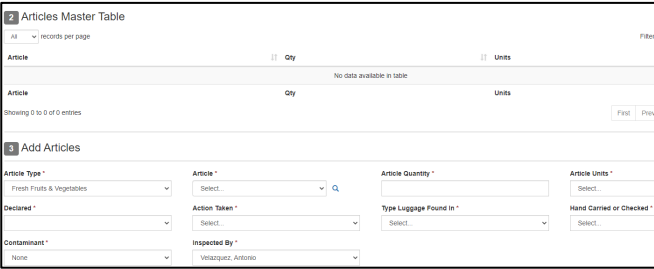
IF TRAVELING TO:	THEN:
United States of America;	<p>1. Select the Final State of Arrival.</p>  <p>2. GO TO Step 7.</p>
A Foreign Country;	<p>1. Select “In Transit” from the Arrival Final Destination State Field drop-down list.</p> <p>2. GO TO Step 7.</p> <p>Note: The Arrival Final Destination City field will default to non-required.</p>



7	<p>Determine which city the passenger(s) is traveling to.</p> <table border="1"><thead><tr><th data-bbox="228 258 683 321">IF TRAVELING TO A CITY:</th><th data-bbox="683 258 1365 321">THEN:</th></tr></thead><tbody><tr><td data-bbox="228 321 683 842">In the United States of America;</td><td data-bbox="683 321 1365 842"><ol style="list-style-type: none">1. Enter the final arrival city of destination.<div data-bbox="711 436 1076 537"><p>Arrival Final Destination City *</p><input type="text" value="Seattle"/></div><ol style="list-style-type: none">2. GO TO Step 8.<p>Note: Enter the full name of the passenger's primary city of destination. If a passenger going to multiple destinations enters the last or final city of destination. Do not enter letter codes for city names. Default to the current date. However, users can enter data from previous dates.</p></td></tr><tr><td data-bbox="228 842 683 989">In a foreign Country;</td><td data-bbox="683 842 1365 989"><ol style="list-style-type: none">1. Do not enter data on the Arrival Final Destination City Field.2. GO TO Step 8.</td></tr></tbody></table>	IF TRAVELING TO A CITY:	THEN:	In the United States of America;	<ol style="list-style-type: none">1. Enter the final arrival city of destination. <div data-bbox="711 436 1076 537"><p>Arrival Final Destination City *</p><input type="text" value="Seattle"/></div> <ol style="list-style-type: none">2. GO TO Step 8. <p>Note: Enter the full name of the passenger's primary city of destination. If a passenger going to multiple destinations enters the last or final city of destination. Do not enter letter codes for city names. Default to the current date. However, users can enter data from previous dates.</p>	In a foreign Country;	<ol style="list-style-type: none">1. Do not enter data on the Arrival Final Destination City Field.2. GO TO Step 8.
IF TRAVELING TO A CITY:	THEN:						
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In a foreign Country;	<ol style="list-style-type: none">1. Do not enter data on the Arrival Final Destination City Field.2. GO TO Step 8.						
8	<p>Enter the Number of Passengers Traveling.</p> <div data-bbox="240 1171 1021 1257"><p>Number Of Passengers Traveling *</p><input type="text"/></div>						

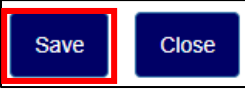

<p>9</p>	<p>Select a Reason for travel.</p> <div data-bbox="240 260 594 558" data-label="Form"> </div> <p>Note: Record the travel reason that best represents why passenger(s) are traveling to the US. If a resident is in Hawaii or Puerto Rico then indicate the travel reason leaving HI or PR, OR if visiting Hawaii or Puerto Rico, circle the travel reason that best describes why passenger(s) were in Hawaii or Puerto Rico (primary reason why passenger went to HI or PR). DO NOT USE “HOME” AS A REASON FOR TRAVEL.</p>
<p>10</p>	<p>Select a Status.</p> <div data-bbox="245 894 542 1119" data-label="Form"> </div> <p>Note: Record if the passenger is a resident of Puerto Rico or Hawaii or was visiting. Resident status: 50% or more time in Puerto Rico or Hawaii. Visitor status: 49.9% or less time in Puerto Rico or Hawaii. If there are multiple passengers, then record most of the passenger’s status.</p>
<p>11</p>	<p>Select the inspector that performed the AQIM inspection.</p> <div data-bbox="245 1402 641 1675" data-label="Form"> </div> <p>Note: This field defaults to the user logged in to ARM. You can change the inspection name if needed. SKIP if needed.</p>

<p>12</p>	<p>Enter Terminal.</p> <div data-bbox="240 260 513 382"><p>Terminal *</p><input type="text" value="B 3"/></div> <p>Note: You can enter letters or numbers or a mix of letters and numbers.</p>
<p>13</p>	<p>Select an airline.</p> <div data-bbox="240 569 483 909"><p>Airline *</p><p>Select... </p><p>Select...</p><ul style="list-style-type: none">1Time Airline40-Mile AirABSA CargoABX AirACES ColombiaADC AirlinesAIRDO</div> <p>Note: If you don't find an airline in the list; contact ARM Help Desk</p>
<p>14</p>	<p>Enter the Flight Number.</p> <div data-bbox="240 1094 526 1205"><p>Flight Number *</p><input type="text" value="123"/></div> <p>Note: You will be able to enter numbers in this field. Up to 4 characters.</p>
<p>15</p>	<p>Select if all bags were present.</p> <div data-bbox="240 1394 521 1583"><p>All Bags Present? *</p><p>No </p><p>Select...</p><p>No</p><p>Yes</p></div>

<p>16</p>	<p>Select the Overtime.</p> <table border="1" data-bbox="228 258 1344 604"> <thead> <tr> <th data-bbox="228 258 677 352">IF THE INSPECTION WAS DONE IN:</th> <th data-bbox="677 258 1344 352">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 352 677 434">Government overtime</td> <td data-bbox="677 352 1344 434">Leave the field as-is</td> </tr> <tr> <td data-bbox="228 434 677 516">Reimbursable overtime</td> <td data-bbox="677 434 1344 516">Select Reimbursable Overtime</td> </tr> <tr> <td data-bbox="228 516 677 604">No overtime</td> <td data-bbox="677 516 1344 604">Select No</td> </tr> </tbody> </table>	IF THE INSPECTION WAS DONE IN:	THEN:	Government overtime	Leave the field as-is	Reimbursable overtime	Select Reimbursable Overtime	No overtime	Select No
IF THE INSPECTION WAS DONE IN:	THEN:								
Government overtime	Leave the field as-is								
Reimbursable overtime	Select Reimbursable Overtime								
No overtime	Select No								
<p>17</p>	<p>Select if items of Agriculture Interest were found.</p> <table border="1" data-bbox="228 701 1430 1743"> <thead> <tr> <th data-bbox="228 701 628 800">IF ANY AGRICULTURAL ITEMS WERE:</th> <th data-bbox="628 701 1430 800">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 800 628 1188"> <p>Not Found</p> </td> <td data-bbox="628 800 1430 1188"> <ol style="list-style-type: none"> 1. Leave selection in the field as No.  <ol style="list-style-type: none"> 2. GO TO Step 18. <p>Note: This field defaults to No.</p> </td> </tr> <tr> <td data-bbox="228 1188 628 1743"> <p>Found</p> </td> <td data-bbox="628 1188 1430 1743"> <ol style="list-style-type: none"> 1. Select Yes on the field. 2. Headings number 2 and 3 will show on screen.  <ol style="list-style-type: none"> 3. GO TO Step 1 on Topic Number 2 Add AQIM Inspection Articles and Results. </td> </tr> </tbody> </table>	IF ANY AGRICULTURAL ITEMS WERE:	THEN:	<p>Not Found</p>	<ol style="list-style-type: none"> 1. Leave selection in the field as No.  <ol style="list-style-type: none"> 2. GO TO Step 18. <p>Note: This field defaults to No.</p>	<p>Found</p>	<ol style="list-style-type: none"> 1. Select Yes on the field. 2. Headings number 2 and 3 will show on screen.  <ol style="list-style-type: none"> 3. GO TO Step 1 on Topic Number 2 Add AQIM Inspection Articles and Results. 		
IF ANY AGRICULTURAL ITEMS WERE:	THEN:								
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<p>Found</p>	<ol style="list-style-type: none"> 1. Select Yes on the field. 2. Headings number 2 and 3 will show on screen.  <ol style="list-style-type: none"> 3. GO TO Step 1 on Topic Number 2 Add AQIM Inspection Articles and Results. 								

18

Determine whether to save or close a record.

IF:	THEN:
Saving the record;	1. Click on Save.  2. Proceed to Step 18.
Closing the record;	Click on Close 

2. Add AQIM Inspection Articles and Results

If you select Yes on the “Any Items of Agricultural Interest?” field, two new headings will appear on your AQIM Inspection page. This will allow you to enter articles found on your inspection and the Inspection results on them.

To add a new article to the page, refer to the table below:

STEP	ACTION						
1	<p>Determine the Article Origin.</p> <table border="1" data-bbox="217 623 1310 1278"> <thead> <tr> <th data-bbox="217 623 656 688">IF THE ARTICLE IS FROM:</th> <th data-bbox="656 623 1310 688">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="217 688 656 1012">Puerto Rico</td> <td data-bbox="656 688 1310 1012"> <p>1. Select a municipality from the dropdown list.</p> <div data-bbox="673 835 1183 955"> <p>Article Origin Municipality *</p> <input type="text" value="Select..."/> </div> <p>2. GO TO Step 2.</p> </td> </tr> <tr> <td data-bbox="217 1012 656 1278">Hawaii</td> <td data-bbox="656 1012 1310 1278"> <p>1. Select an island from the dropdown list.</p> <div data-bbox="665 1089 1222 1218"> <p>Article Origin Island *</p> <input type="text" value="Select..."/> </div> <p>2. GO TO Step 2.</p> </td> </tr> </tbody> </table>	IF THE ARTICLE IS FROM:	THEN:	Puerto Rico	<p>1. Select a municipality from the dropdown list.</p> <div data-bbox="673 835 1183 955"> <p>Article Origin Municipality *</p> <input type="text" value="Select..."/> </div> <p>2. GO TO Step 2.</p>	Hawaii	<p>1. Select an island from the dropdown list.</p> <div data-bbox="665 1089 1222 1218"> <p>Article Origin Island *</p> <input type="text" value="Select..."/> </div> <p>2. GO TO Step 2.</p>
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2	<p>Select an Article Type on Heading number 3; If needed</p> <div data-bbox="235 1442 573 1845"> <p>Article Type *</p> <ul style="list-style-type: none"> Fresh Fruits & Vegetables ▼ Select... Animal Product Cotton/Cotton Products Cut Flowers & Greenery <li style="background-color: #0070C0; color: white;">Fresh Fruits & Vegetables Grain - DEPRECATED Logs Lumber Miscellaneous Propagative Material Seeds Not for Planting Unknown Plant </div> <p>Note: This field defaults to Fresh Fruits and Vegetables, but you can change it as needed.</p>						

3 Select an Article.

IF AN ARTICLE IS:	THEN:
Not listed	GO TO Step 3A.
Listed	1. Select an article. 2. GO TO Step 4

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

3A Click on the search Icon.

Note: A new box will appear.

3B Determine which article type you are searching for.

IF SEARCHING FOR:	THEN:
<p>Animal Products</p>	<p>1. Click on Animal Product radio button on Article Classification.</p> <div data-bbox="699 495 1203 611" 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>Note: Refer to Handout for Animal Products for reference on commodities available in ARM for this Article Type.</p> <p>2. GO TO Step 3C.</p>
<p>Miscellaneous Products</p>	<p>1. Click on Miscellaneous radio button on Article Classification.</p> <div data-bbox="708 1087 1227 1203" 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>Note: Refer to Handout for Miscellaneous Products for reference on 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. GO TO Step 3C.</p>
<p>Any other Article types</p>	<p>GO TO Step 3C.</p>

3C Enter at least three characters of an article; Click on Search.

Scientific Name

Starts with Contains

Search

Note: ONLY for Fresh Fruits and Vegetables you will be able to search articles by common name.

Simple Search

Article Classification Plant Animal Miscellaneous

Scientific Name

Starts with Contains

Article Type

Fresh Fruits & Vegetables
v

Common Name

Starts with Contains

3D 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

Note: To add an article not found, please contact the ARM helpdesk- ARM-Helpdesk@usda.gov

4 Enter Article quantity.

Article Quantity *

<p>5</p>	<p>Select Article units.</p> <div data-bbox="228 260 480 443"><p>Article Units *</p><p>Select... </p><p>Select...</p><p>Kilograms</p></div> <p>Note: Units will default according to the Article Type.</p>
<p>6</p>	<p>Select if the Article was declared.</p> <div data-bbox="228 646 451 772"><p>Declared *</p><p><input type="radio"/> No <input type="radio"/> Yes</p></div>
<p>7</p>	<p>Select an Action Taken.</p> <div data-bbox="228 919 737 1121"><p>Action Taken *</p><p>Select...</p><p>Select...</p><p>Inspected and Released</p><p>Intercepted</p></div>
<p>8</p>	<p>Select a Type of Luggage.</p> <div data-bbox="228 1255 729 1583"><p>Type Luggage Found In *</p><p>Select...</p><p>Select...</p><p>Backpack</p><p>Carton/Box</p><p>Cooler</p><p>Duffel Bag</p><p>Hand Carry Bag</p><p>Other Personal Effects</p><p>Suitcase</p></div>

10 Select a contaminant; **If** needed.

Contaminant

None

None

Biologicals

Blood

Dirt/Soil

Manure

Non Noxious Weed Seed

Noxious Weed Seed

Note: This field defaults to None but the user will be able to any of the options in the dropdown accordingly.

11 Click on the Add Article Tab.

Add Article

Note: All data entered will populate on Heading number 2 Articles Master Table.

2 Articles Master Table

All records per page

Article	Qty	Units
Asparagus officinalis - ASPARAGUS (FV)	0.5	Kilograms
Article	Qty	Units

Note: 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 as needed, and click on Add Article.

12 Determine if the article requires an article determination.

IF THE ARTICLE:	THEN:						
Needs an Article Determination	<p>1. Click on the Article Determination check box on the Article Master Table on Heading 2.</p> <div data-bbox="639 441 883 661" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <table border="1"> <thead> <tr> <th>Article Determination</th> <th>Qty</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">0.5</td> </tr> <tr> <th>Article Determination</th> <th>Qty</th> </tr> </tbody> </table> </div> <p>Note: A new window will appear asking for confirmation of your request.</p> <div data-bbox="607 772 1250 1119" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Article Determination ✕</div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Are you sure you want to submit the Article Determination?</div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Inspector Remarks</div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> <div style="float: right; margin-right: 10px;"> <input type="button" value="No"/> <input type="button" value="Yes"/> </div> </div> </div> <p>2. Enter remarks, if needed. 3. Click on Yes. 4. GO TO Step 13.</p>	Article Determination	Qty	<input type="checkbox"/>	0.5	Article Determination	Qty
Article Determination	Qty						
<input type="checkbox"/>	0.5						
Article Determination	Qty						
Does not need an Article Determination	GO TO Step 13.						

<p>13</p>	<p>Determine if you need to submit a Diagnostic Request (DR).</p> <table border="1" data-bbox="217 256 1484 499"> <thead> <tr> <th data-bbox="217 256 573 327">IF:</th> <th data-bbox="573 256 1484 327">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="217 327 573 409">Submitting a DR</td> <td data-bbox="573 327 1484 409">GO TO Topic 3 Submit a Diagnostic request.</td> </tr> <tr> <td data-bbox="217 409 573 499"><u>Not</u> submitting a DR</td> <td data-bbox="573 409 1484 499">GO TO Step 14.</td> </tr> </tbody> </table>	IF:	THEN:	Submitting a DR	GO TO Topic 3 Submit a Diagnostic request.	<u>Not</u> submitting a DR	GO TO Step 14.
IF:	THEN:						
Submitting a DR	GO TO Topic 3 Submit a Diagnostic request.						
<u>Not</u> submitting a DR	GO TO Step 14.						
<p>14</p>	<p>Click on the Close Tab.</p> <div data-bbox="217 663 358 758" style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Close</p> </div>						

3. Update or Delete an 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 will show on the screen.

2 Articles Master Table

All records per page Filter

Article	Article Determination	Article Origin Municipality	Qty	Units	Complete
Mangifera indica - MANGO (FV)	<input type="checkbox"/>	Ponce	0.854	Kilograms	Pending Inspection
Musa sp. - BANANA (FV)	<input type="checkbox"/>	Ponce	0.256	Kilograms	Pending Inspection

Showing 1 to 2 of 2 entries First Previous 1 Next Last

3 Add Articles

Article Origin Municipality *
Ponce

Article Type *
Fresh Fruits & Vegetables

Article *
Mangifera indica - MANGO (FV)

Article Quantity *
0.854

Article Units *
Kilograms

Declared *
 No Yes

Action Taken *
Intercepted

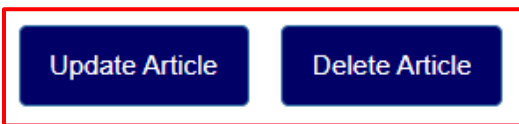
Type Luggage Found In *
Suitcase

Contaminant *
None

Pest Found?

[Add Article](#) [Update Article](#) [Delete Article](#)

Users will have the option of updating any information in the fields or deleting the article.



To update or delete an article already entered, refer to the table below.

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

Note: After following the steps above, if you still having issues updating or deleting a commodity, please contact the ARM Help Desk for guidance.

4. Submit a Diagnostic Request

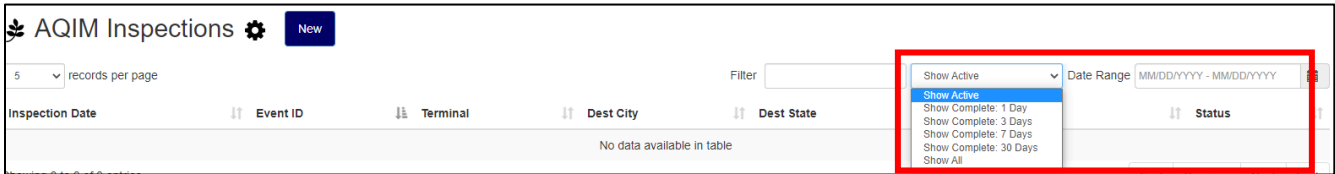
If a pest is found on an article found during inspection a diagnostic request can be created to submit the pest for identification.

To submit a Diagnostic Request; refer to the table below:

STEP	ACTION															
1	<p>Click the Pest Found checkbox.</p> <div data-bbox="240 590 456 695" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Pest Found?</p> <input checked="" type="checkbox"/> </div> <p>Note: A new Heading will appear to enter the diagnostic request data.</p> <div data-bbox="245 827 1422 1461" style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>4 Create Diagnostic Requests</p> <p>Select Host(s)</p> <p>All records per page Filter</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Inspection Target</th> <th style="width: 20%;">Origin</th> <th style="width: 15%;">Qty</th> <th style="width: 15%;">Host Proximity *</th> <th style="width: 10%;">Host Part</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Select All</td> <td></td> <td></td> <td>Select...</td> <td>Select...</td> </tr> <tr> <td><input type="checkbox"/> Asparagus officinalis - ASPARAGUS (FV)</td> <td>United States of America</td> <td>0.5 Kilograms</td> <td>Select...</td> <td>Select...</td> </tr> </tbody> </table> <p>Showing 1 to 1 of 1 entries First Prev</p> <p>Select Pest/Pest Discipline</p> <p><input checked="" type="radio"/> Pest <input type="radio"/> Discipline</p> <p>Pest * Method *</p> <p>Select... Morphological</p> <p>Diagnostic Routing Type * Determined By *</p> <p>Morphological Velazquez, Antonio</p> <p>Date Determined Inspector Remarks</p> <p>12/10/2020</p> </div>	Inspection Target	Origin	Qty	Host Proximity *	Host Part	<input type="checkbox"/> Select All			Select...	Select...	<input type="checkbox"/> Asparagus officinalis - ASPARAGUS (FV)	United States of America	0.5 Kilograms	Select...	Select...
Inspection Target	Origin	Qty	Host Proximity *	Host Part												
<input type="checkbox"/> Select All			Select...	Select...												
<input type="checkbox"/> Asparagus officinalis - ASPARAGUS (FV)	United States of America	0.5 Kilograms	Select...	Select...												
2	<p>Enter diagnostic data. To enter Diagnostic Request data; refer to User Guide: Entering Data for Diagnostic Request Page in ARM.</p>															
3	<p>Click on the Close Tab.</p> <div data-bbox="240 1759 521 1864" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Save Close</p> </div>															

5. Re-open an AQIM Inspection Record.

To update a closed AQIM Inspection Record you must re-open it. To re-open an AQIM Inspection Record, locate the record on the AQIM Inspections Pane using the Active view or the Date Range.

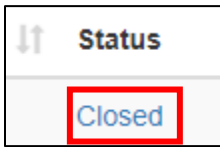


To locate and re-open a record; refer to the table below.

STEP	ACTION						
1	<p>Determine how to look for the closed record.</p> <table border="1" data-bbox="219 331 1307 1753"> <thead> <tr> <th data-bbox="219 331 652 394">IF CLOSED FOR:</th> <th data-bbox="652 331 1307 394">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="219 394 652 1346">More than 30 days ago;</td> <td data-bbox="652 394 1307 1346"> <ol style="list-style-type: none"> Click the calendar Icon on the Date Range field. <div data-bbox="669 506 1203 575"> </div> Select a date range. <div data-bbox="662 653 1295 1016"> </div> Click Apply. <div data-bbox="669 1087 1190 1171"> </div> Locate the record and GO TO Step 2. Note: You can also type the date range in the field. </td> </tr> <tr> <td data-bbox="219 1346 652 1753">Less than 30 days ago;</td> <td data-bbox="652 1346 1307 1753"> <ol style="list-style-type: none"> Select a view on the Active view field. <div data-bbox="669 1423 1024 1671"> </div> Locate the record and GO TO Step 2. </td> </tr> </tbody> </table>	IF CLOSED FOR:	THEN:	More than 30 days ago;	<ol style="list-style-type: none"> Click the calendar Icon on the Date Range field. <div data-bbox="669 506 1203 575"> </div> Select a date range. <div data-bbox="662 653 1295 1016"> </div> Click Apply. <div data-bbox="669 1087 1190 1171"> </div> Locate the record and GO TO Step 2. Note: You can also type the date range in the field. 	Less than 30 days ago;	<ol style="list-style-type: none"> Select a view on the Active view field. <div data-bbox="669 1423 1024 1671"> </div> Locate the record and GO TO Step 2.
IF CLOSED FOR:	THEN:						
More than 30 days ago;	<ol style="list-style-type: none"> Click the calendar Icon on the Date Range field. <div data-bbox="669 506 1203 575"> </div> Select a date range. <div data-bbox="662 653 1295 1016"> </div> Click Apply. <div data-bbox="669 1087 1190 1171"> </div> Locate the record and GO TO Step 2. Note: You can also type the date range in the field. 						
Less than 30 days ago;	<ol style="list-style-type: none"> Select a view on the Active view field. <div data-bbox="669 1423 1024 1671"> </div> Locate the record and GO TO Step 2. 						

2

Click on the Status link on the AQIM Inspections Pane.



Note: ARM will redirect you to the AQIM Inspection Page. All fields will appear disabled.

AQIM Inspection
Event ID: HIKKPRE20120001

1 Inspection Information

Pathway *
Predeparture Air Passenger

Date and Time *
12/10/2020 00:00

Terminal *
B 3

Country of Origin *
United States of America

Airline *
Alaska Airlines, Inc.

Arrival Final Destination City *
Montgomery

Arrival Final Destination State *
Alabama

Flight Number *
123

Number of Passengers Present *
2

Number of hand carried bags Inspected *
2

Number of Passengers Not Present *
2

Number of checked bags Inspected *
2

3

Click the Reopen Tab located at the right bottom side of the page.



Note: The fields will be enabled again.

4

Update data as needed.

<p>5</p>	<p>Determine if the record is associated with a DR.</p> <table border="1" data-bbox="217 281 1333 716"> <thead> <tr> <th data-bbox="217 281 665 344">IF A DR IS:</th> <th data-bbox="665 281 1333 344">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="217 344 665 583">Associated to the record;</td> <td data-bbox="665 344 1333 583"> <ol style="list-style-type: none"> 1. Refer to User Guide: Entering Data for Diagnostic Request Page in ARM to Recall the DR. 2. Update data as needed. 3. GO TO Step 6. </td> </tr> <tr> <td data-bbox="217 583 665 716"><u>Not</u> associated with the record;</td> <td data-bbox="665 583 1333 716"> <ol style="list-style-type: none"> 1. Update data as needed. 2. GO TO Step 6. </td> </tr> </tbody> </table>	IF A DR IS:	THEN:	Associated to the record;	<ol style="list-style-type: none"> 1. Refer to User Guide: Entering Data for Diagnostic Request Page in ARM to Recall the DR. 2. Update data as needed. 3. GO TO Step 6. 	<u>Not</u> associated with the record;	<ol style="list-style-type: none"> 1. Update data as needed. 2. GO TO Step 6.
IF A DR IS:	THEN:						
Associated to the record;	<ol style="list-style-type: none"> 1. Refer to User Guide: Entering Data for Diagnostic Request Page in ARM to Recall the DR. 2. Update data as needed. 3. GO TO Step 6. 						
<u>Not</u> associated with the record;	<ol style="list-style-type: none"> 1. Update data as needed. 2. GO TO Step 6. 						
<p>6</p>	<p>Click on Close.</p> <div data-bbox="228 827 380 926" style="border: 2px solid red; padding: 5px; display: inline-block;"> <p style="background-color: #000080; color: white; padding: 5px 10px;">Close</p> </div>						

Note: After following the steps above, if you still having issues updating or deleting a record, please contact the ARM Help Desk for guidance.