



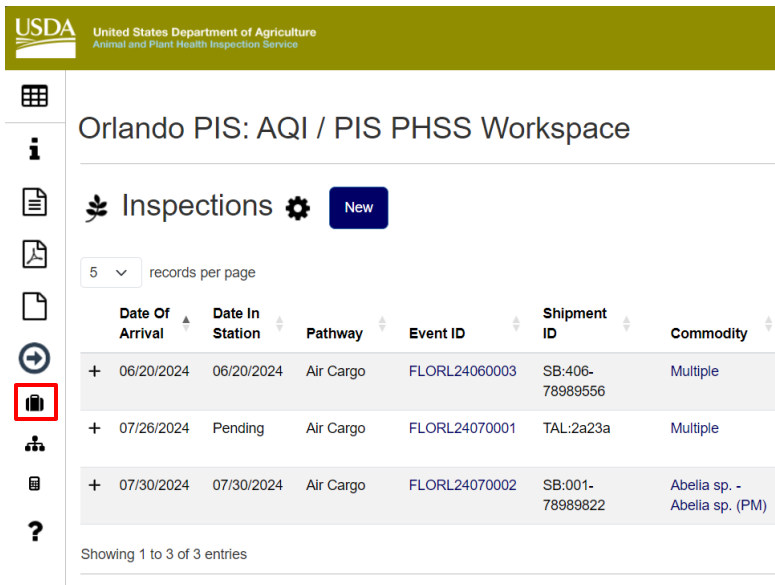
User Guide: Enter Work Accomplishment Data into ARM

Purpose: This user guide describes entering Work Accomplishment Data in the Agricultural Risk Management System (ARM). Topics include:

1. Locating the WAD Page from Workspace
2. Entering data into the WAD Page
3. Adding and Hiding an Activity Code
4. Closing and Re-opening a Month of WAD Counts

1. Locating the WAD Page from Workspace

To access the WAD Page, locate the suitcase icon  on the left-hand panel of the ARM workspace.

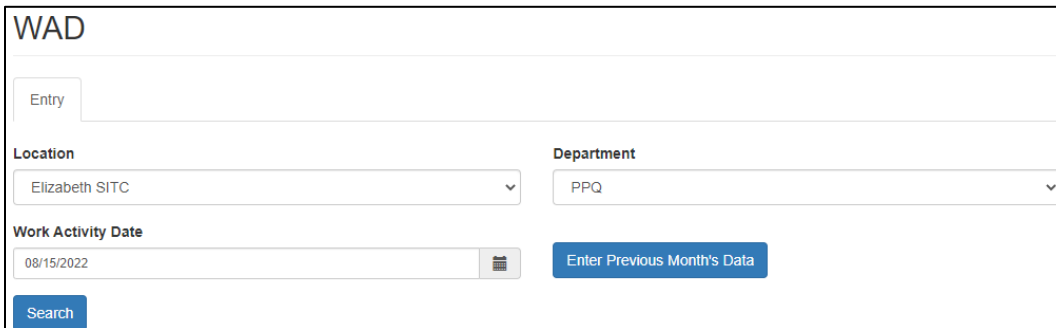


The screenshot shows the 'Orlando PIS: AQI / PIS PHSS Workspace' interface. The left sidebar contains a vertical menu of icons, with the suitcase icon highlighted by a red box. The main content area displays a table of inspections with columns for Date Of Arrival, Date In Station, Pathway, Event ID, Shipment ID, and Commodity. The table contains three entries:

	Date Of Arrival	Date In Station	Pathway	Event ID	Shipment ID	Commodity
+	06/20/2024	06/20/2024	Air Cargo	FLORL24060003	SB:406-78989556	Multiple
+	07/26/2024	Pending	Air Cargo	FLORL24070001	TAL:2a23a	Multiple
+	07/30/2024	07/30/2024	Air Cargo	FLORL24070002	SB:001-78989822	Abelia sp. - Abelia sp. (PM)

Showing 1 to 3 of 3 entries

Below is how the WAD page appears once you click the suitcase icon. Please note the location defaults to the user's assigned default location. The department defaults to PPQ. The program defaults to All. Report Cycle defaults to Daily. The report date defaults to the current date.



The WAD entry form includes the following fields and controls:

- Entry** (text input)
- Location** (dropdown menu, currently showing 'Elizabeth SITC')
- Department** (dropdown menu, currently showing 'PPQ')
- Work Activity Date** (text input, currently showing '08/15/2022', with a calendar icon to its right)
- Enter Previous Month's Data** (button)
- Search** (button)

2. Entering Data into the WAD Page

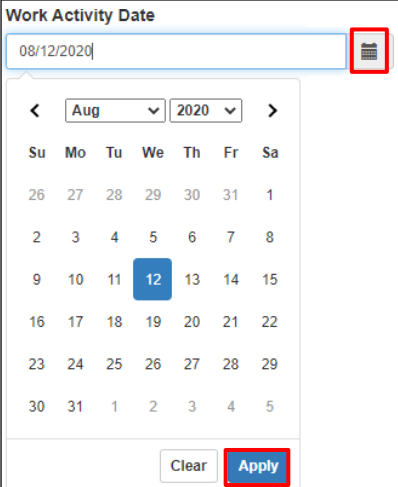
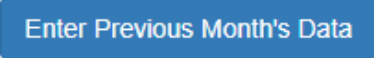
ARM currently defaults to Daily for the reporting cycle. Below are 2 options for entering data using the daily cycle.

- Option 1: Enter data daily
- Option 2: Enter monthly data using the daily cycle.

To enter and save data on the WAD page, refer to the table below:

Step	Action
1	<p>Click on the dropdown arrow to select the location, if needed.</p> <div data-bbox="237 747 615 884" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Location</p> <p>Elizabeth SITC ▼</p> </div> <p>Note: This field defaults to the user’s location, but it could be the case that a location might have multiple choices to select from.</p>
2	<p>Select a department.</p> <div data-bbox="214 1136 524 1266" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Department</p> <p>PPQ ▼</p> </div> <p>Note: This field will default to PPQ. SKIP this step if needed.</p>

3

IF ENTERING WAD's:	THEN:
Daily	<p>1. Click on the Calendar icon to select a date if needed.</p>  <p>Note: This field will default to the current date. However, users can enter data from previous dates.</p> <p>2. Click on Apply.</p> <p>3. Go to Step 4.</p>
Monthly	<p>1. Click on Enter Previous Month's Data.</p>  <p>Note: The Work Activity Date will automatically change to the last date of the previous month.</p> <p>2. Go to Step 4.</p>

4 Enter data under the Count Column for applicable activity codes shown.

Select All	Program	Activity Code	Department	Activity Name	Count
<input type="checkbox"/>	All		All		
<input checked="" type="checkbox"/>	Predeparture	1089B	PPQ	Departures From PR and HI, Cargo Flights	42
<input type="checkbox"/>	Predeparture	1089C	PPQ	Departures From PR and HI, Other Aircraft	0
<input checked="" type="checkbox"/>	Predeparture	1090	PPQ	Inspections, Domestic Aircraft	0
<input checked="" type="checkbox"/>	Predeparture	1091	PPQ	Inspections, Domestic Air Passenger/Crew	50
<input type="checkbox"/>	Predeparture	1092	PPQ	Inspections, Regulated Cargo, Airport	25
<input type="checkbox"/>	Predeparture	1092B	PPQ	Rejections, Regulated Cargo, Airport	0

Note: Record zero when no activity occurred during a month.

5 Click on Save at the bottom left corner of the page.



Note: After saving data, the user's name will be stored on the right-hand side of each activity code that data was entered for.

Activity Name	Count	Min/Max	Last Modified
⇅			
Airport Cargo QMIs - Other Meat Byproducts	<input type="text"/>	- / -	
Airport QMIs Dairy - Baggage	<input type="text"/>	- / -	
Airport Soil QMIs - Cargo	<input type="text"/>	- / -	
Airport Plant QMIs - Baggage	<input type="text" value="98"/>	- / -	Antonio Velazquez 09-10-20 14:20
Commercial Passenger Aircraft Inspections	<input type="text" value="45"/>	- / -	Antonio Velazquez 09-10-20 14:20
Commercial Cargo Aircraft Inspections	<input type="text" value="58"/>	- / -	Antonio Velazquez 09-10-20 14:20
Airport Baggage QMIs Avian	<input type="text" value="21"/>	- / -	Antonio Velazquez 09-10-20 14:20
Airport Passenger/Crew Secondary Inspections	<input type="text" value="25"/>	- / -	Antonio Velazquez 09-10-20 14:20
Airport Regulated Cargo - Inspections	<input type="text" value="18"/>	- / -	Antonio Velazquez 09-10-20 14:20



Note: When you hover your mouse pointer over the WAD code number, a definition for that code appears. The definition provides general information and if the number entered is a count or weight.

Record the number of plant material interceptions (QMIs) from market, distributor, and related follow-up inspections (retail or wholesale). This includes all plant material requiring action (seizure, treatment, re-export).	Department <input type="text" value="All"/>	Activity Name PPQ Commerce QMIs, Plant, Wgt PPQ Commerce QMIs, Plant
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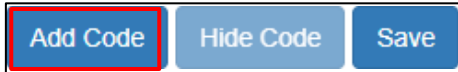
3. Adding and Hiding an Activity Code

Users can add WAD codes that are not showing on their WAD page if needed, by doing so, whenever a user adds a new WAD code to his/her page, it will show on all users at that location as well.

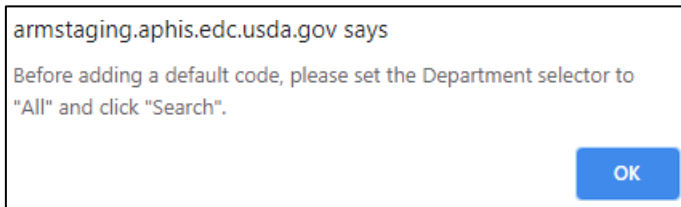
A. To add a new WAD code to the page, refer to the table below:

Step	Action
1	<p>Click on the Department field dropdown arrow and select All.</p> 
2	<p>Click on the Search Tab.</p> 

3 Click on the Add Code tab.

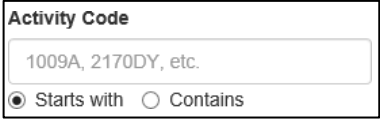
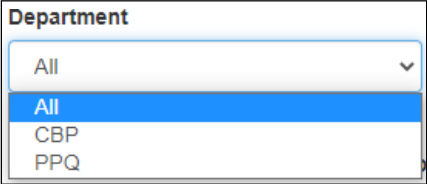



Note: If users don't follow the previous steps, the following Warning Message will show after clicking the Add Code tab:

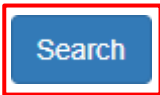


Click OK and follow the previous steps if this message appears. If the steps above were completed, the following window will appear on the page:

4 Search for code using features in the Add Code window.

IF SEARCHING BY:	THEN:
Activity code number	<p>1. Enter the code number in the Activity Code field.</p>  <p>2. Go to Step 5.</p>
Program	<p>1. Click on the Department field dropdown arrow and select a department or all.</p>  <p>2. Go to Step 5.</p>
Activity name or description	<p>1. Enter the Activity Name or Description on the fields.</p>  <p>2. Go to Step 5.</p>
No activity code number and activity name or description	Go to Step 5.

5 Click on the Search tab.



Program	Activity Code	Department	Activity Name
Maritime	1026A	CBP	Maritime Pest Interceptions Submitted - Baggage
Maritime	1013AO	CBP	Maritime Baggage QMIs Other Meat Byproduct
Maritime	1011AO	CBP	Maritime Baggage QMIs Other Meat
Maritime	1017C	CBP	Maritime Baggage Hatching Eggs Seized
Pre-Clearance	1105A	CBP	Pre-Clearance CBP Pest Interceptions Submitted, Baggage
Predeparture	1098E	PPQ	QMIs, Plant, PreDeparture Baggage
Predeparture	1100	PPQ	Reportable Pest, Baggage
Predeparture	1098F	CBP	QMIs, Plant, USVI PreDeparture Baggage

Note: You can use the Filter Field on the right side of the screen to minimize your search results.

Filter

6 Select an Activity Code.

Program	Activity Code	Department	Activity Name
Africanized Honey Bee	5600	PPQ	Survey - Swarms C
Africanized Honey Bee	5601	PPQ	Survey - Swarms C
Africanized Honey Bee	5602	PPQ	Control - Swarms C
Africanized Honey Bee	5603	PPQ	Survey - Detection

Note: After clicking over an Activity Code, the row will turn green.

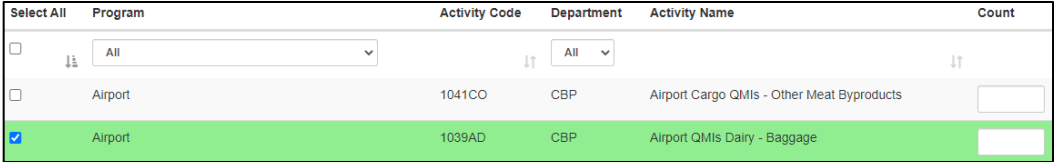

7 Enter the minimum and maximum allowed value in respective fields.

Minimum	Maximum
<input type="text" value="Enter minimum allowed value"/>	<input type="text" value="Enter maximum allowed value"/>

Note: This step is not required. **SKIP** this step if needed.

<p>8</p>	<p>Select a Frequency.</p> <div data-bbox="214 260 753 396" style="border: 1px solid black; padding: 5px;"> <p>Frequency</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px; margin-right: 10px;">Daily ▼</div> <div style="border: 1px solid gray; padding: 2px;"> <p style="font-size: 0.8em;">Select</p> <div style="background-color: #007bff; color: white; padding: 2px;">Daily</div> <p style="font-size: 0.8em;">Monthly</p> </div> </div> </div> <p>Note: This step is not required. Skip it if needed.</p>																				
<p>9</p>	<p>Click the OK tab.</p> <div data-bbox="214 613 1078 835" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: 0.8em;">Program</th> <th style="font-size: 0.8em;">Activity Code</th> <th style="font-size: 0.8em;">Department</th> <th style="font-size: 0.8em;">Activity Name</th> </tr> </thead> <tbody> <tr style="background-color: #90EE90;"> <td>Predeparture</td> <td>1093B</td> <td>PPQ</td> <td>Mail Inspections, Parcels/Packages From PR and HI</td> </tr> <tr> <td>SITC</td> <td>6015B</td> <td>PPQ</td> <td>Maritime Reportable Pest, Cargo</td> </tr> <tr> <td>SITC</td> <td>6041AE</td> <td>PPQ</td> <td>Airport QMIs Equine Byproduct</td> </tr> <tr> <td>SITC</td> <td>6037</td> <td>PPQ</td> <td>Airport Plant QMIs, Baggage</td> </tr> </tbody> </table> </div> <p>Note: The code (s) selected will show now on the page.</p>	Program	Activity Code	Department	Activity Name	Predeparture	1093B	PPQ	Mail Inspections, Parcels/Packages From PR and HI	SITC	6015B	PPQ	Maritime Reportable Pest, Cargo	SITC	6041AE	PPQ	Airport QMIs Equine Byproduct	SITC	6037	PPQ	Airport Plant QMIs, Baggage
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SITC	6041AE	PPQ	Airport QMIs Equine Byproduct																		
SITC	6037	PPQ	Airport Plant QMIs, Baggage																		
<p>10</p>	<p>Enter a number under the Count Column.</p> <div data-bbox="240 1050 357 1180" style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>Count</p> <hr style="border: 0; border-top: 1px solid gray; margin: 2px 0;"/> <p>123</p> </div>																				
<p>11</p>	<p>Click on the Save tab.</p>																				

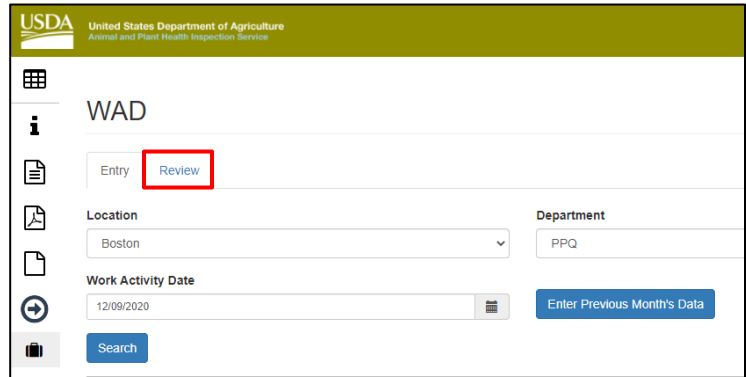
B. To hide a WAD code from the page, refer to the table below:

Step	Action
1	<p>Click on the WAD Code(s) to be hidden.</p>  <p>Note: You can select more than one WAD code to be hidden. Once the WAD code(s) is selected the row will turn to a green color.</p>
2	<p>Click on the Hide Code tab.</p> 

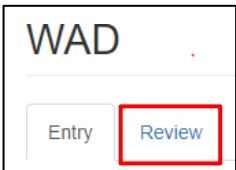
4. Closing and Re-opening Month of WAD data

The closing WAD functionality is role-based in ARM. This means **not** all users will have this function available on their WAD Page. Users provisioned with this role will have the Review tab on their WAD Page. On the Review page, a Close Month tab will appear. If this role applies to you, then continue reading the information provided on this topic.

Once all data for WAD is entered for the month, it needs to be closed in the system.



A. To close a month in ARM, refer to the table below:

Step	Action
1	<p>Click on the Review Tab in your WAD Page.</p> 

2

Click on the Calendar Icon in the Work Activity Date and select a Date. Then click on Apply.

Work Activity Date

08/13/2020

< Aug 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
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	5


3

Click on Search

Note: A Table with all WAD Codes entered throughout the month will appear.

Activity Code	Activity Name	Total	9/1/2020	9/2/2020	9/3/2020	9/4/2020	9/5/2020	9/6/2020	9/7/2020	9/8/2020	9/9/2020	9/10/2020
1031	Commercial Passenger Aircraft Inspections	45	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="45"/>
1032	Commercial Cargo Aircraft Inspections	58	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="58"/>
1035B	Airport Regulated Cargo - Inspections	18	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="18"/>
1037	Airport Plant QMIs - Baggage	98	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="98"/>
1039AP	Airport Baggage QMIs Avian	21	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="21"/>
1052	Airport Passenger/Crew Secondary Inspections	25	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="25"/>

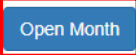

4	Updating WAD	<ol style="list-style-type: none"> 1. Update WAD code(s). 2. Click on Save. 3. Go to Step 5.
	Not Updating WAD	Go to Step 5.
5	Click on the Close Month tab.	

Once the month is closed the Close Month tab will change to Open Month .

B. To re-open the month, click on the Open Month Tab.

1119B	Biological Permits - Pathogens	1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1125	Endangered Plants, Units	1500	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1162B	Compliance Checks, Approved Facility	1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Showing 1 to 7 of 7 entries

C. To make corrections after the month has been opened, refer to the table below:

Step	Action
1	Update data as needed.
2	Click on the Save Tab. The following warning message will appear. Click OK <div data-bbox="224 495 847 693" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>armstaging.aphis.edc.usda.gov says Your changes have been completed successfully.</p> <div style="text-align: right;"> <input data-bbox="717 604 818 667" type="button" value="OK"/> </div> </div>
3	Click on the Close Month Tab.