USDA

User Guide: Entering Data for Diagnostic Request Page in ARM

Purpose: This user guide describes accessing and entering information on the Diagnostic Request (DR) page in ARM for the Plant Inspection Station (PIS), Predeparture, and Smuggling Interdiction and Trade Compliance (SITC). The following areas (with the corresponding number on the image) are covered in this user guide:

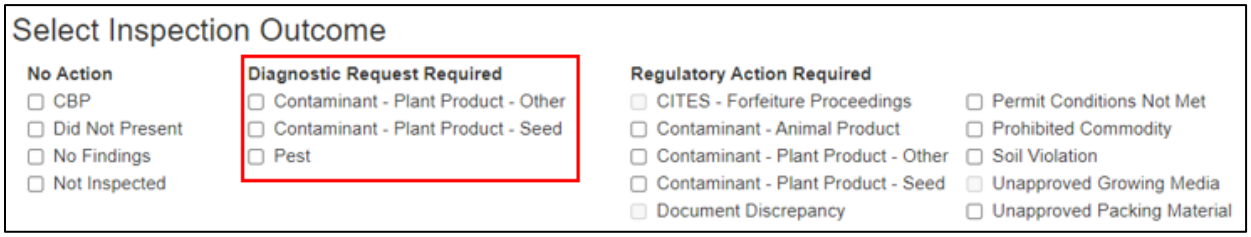
1) Access the diagnostic request page.
2) Add and submit diagnostic request information.
   a) Print diagnostic request routing form.
3) Recall a diagnostic request to update or delete.

1. Access the Diagnostic Request Page

For ARM to enable the Diagnostic Request page, users must select a Findings or Inspection outcome from the Diagnostic Request Required Column. This column is located on the Select Findings Outcome and Select Inspection Outcome Headings in ARM's Inspection Results or Findings pages.

SITC Findings page

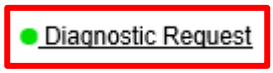
PIS Inspection Results page



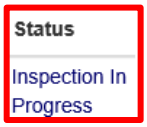
Predeparture Inspection Results Page

There are two ways to access the Diagnostic Request (DR) page:

a. From the Inspection Results page, users can use the Diagnostic Request tab located on the down-right side of the Findings page.

Also, users can click on the Diagnostic Request breadcrumb link 

. This link is located at the top right side of the page.

b. From the Main Workspace, users can click on Inspection in Progress 

in the PIS and Predeparture Workspaces or Findings in Progress

in the SITC Workspace links in the Status column. ARM will re-direct users to any of those pages. From there, they can access the Diagnostic Request page as mentioned above.

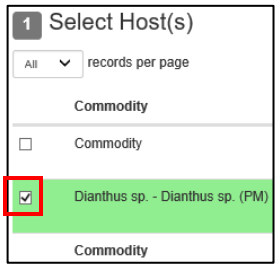
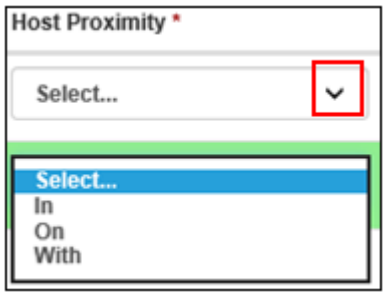
2. Add and Submit Diagnostic Request Information

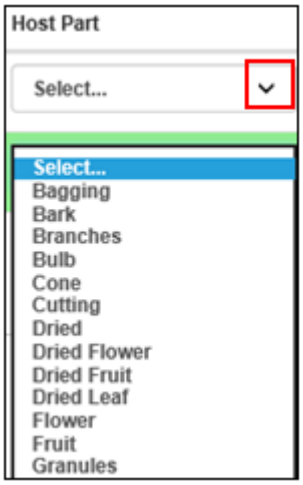
For ARM to generate a Diagnostic Request Routing form, all three headings on the page must be completed. The three headings are:

a. Heading Number 1 Select Host(s)
b. Heading Number 2 Select Pest/Pest Discipline
c. Heading Number 3 Diagnostic Requests

All required fields will be identified with a red asterisk*. It is recommended users complete as many fields as possible, even though some of those fields are not required.

To enter information on the DR page, refer to the table below:

Step	Action
1	Click on the commodity under Heading Number 1- Select Host(s).  **Note:** The row will turn green after the commodity is checked. If there is only one commodity on the DR page, it will be automatically checked by ARM.
2	Select Host Proximity from the dropdown list. 

3	Select a Host Part from the dropdown list.  **Note:** This is a non-required field. **SKIP** this step if needed.

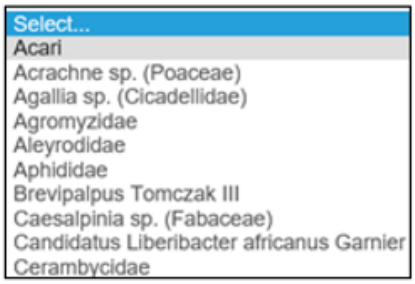
4 Select Pest/Pest Discipline under Heading Number 2.

IF PEST TAXONOMY IS:	THEN:
Known	1. Click on Pest. 2. **Go to** Step **5A**.
Not known	1. Click on Discipline. 2. Select Discipline from the dropdown list. 3. **Go to** Step **6**.

Note: This field will always default to Pest. Users can change it if needed; see the table above for guidance.

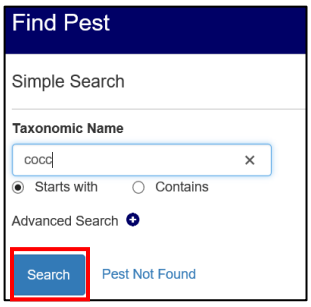
<table>
<tr><td>5A</td><td>Enter a Pest Taxonomic Name.

<table>
<tr><th>IF THE PEST IS:</th><th>THEN:</th></tr>
<tr><td><u>Not</u> Listed</td><td>1. Click on the Search function in the field.

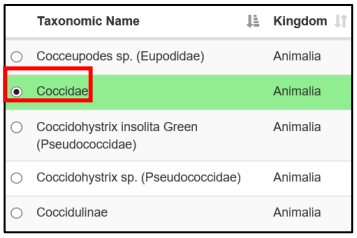
2. Go to Step 5B.</td></tr>
<tr><td>Listed</td><td>1. Select a Pest from list.
 

Note: This list will populate from searched and previously added pests from the user’s Work Unit.

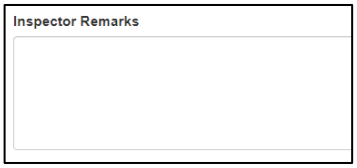
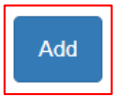
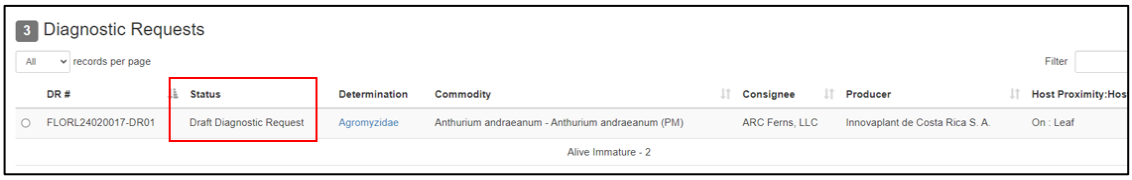
2. Go to Step 6.</td></tr>
</table>
</td></tr>
<tr><td>5B</td><td>Type at least 4 letters from the pest or full taxa. Click on Search or hit Enter.



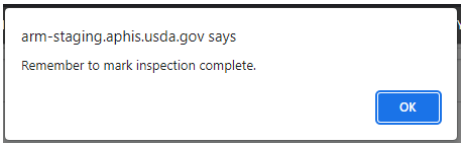
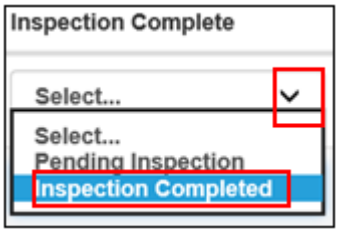
</td></tr>
</table>

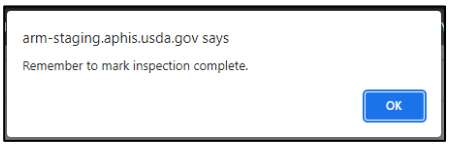
5C	Select a Taxonomic Name from the list. 
5D	Click Select.
6	Select a Method and Diagnostic Routing Type. **Note:** These fields will default to Morphological. **SKIP** this step if needed.
7	Select Date Determined. **Note:** This field will always default to the current date. Users can change dates if needed. **Skip** this step if needed.

8	Select Determined By. **Note:** This field will default to the user logged into ARM. The list will show all users from the location. Switch names if you are entering information for another coworker. **SKIP** this step if needed.
9	Enter the Pest stages. **IF A PEST:** / **THEN:** Has a Pest Stage 1. Type the number of specimens in the correct stage. **Note:** This field will populate according to a Pest or Discipline chosen by users. 2. **Go to** Step **10**. Does **not** have a Pest Stage **Go to** Step **10.**

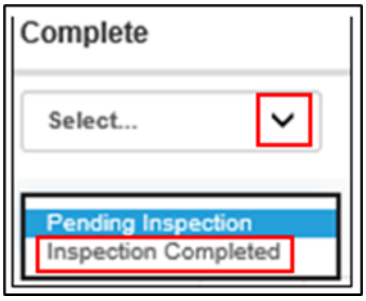
10	Type Inspector Remarks if needed.  **Note:** This a non-required field; **SKIP** this step if needed.
11	Click on Add.  **Note:** All the information entered in Heading Number 2 will show on Heading Number 3: Diagnostic Requests. The status will appear as Draft Diagnostic Request. 
12	Indicate from which ARM workspace you are working from. **IF WORKING ON:** / **THEN:** PIS or Predeparture workspaces — **Go to** Step **13**. SITC workspace — **Go to** Step **14**.

13 Determine if you are returning to the Inspection Results page or not.

IF:	THEN:
Not returning to the Inspection Results page	1. Click on Submit. **Note:** Status will now appear as "AI Pending Specimens Receipt". 2. Click OK.  3. **Scroll up** to Heading Number 1. 4. Go to the Inspection Complete Column and **Select** Inspection Completed.  5. Keep track of Area Identifier identification for further regulatory actions if needed.
Returning to the Inspection Results page	1. Click on Submit and Return to IR **Note:** ARM will redirect the user to the Inspection Results Page. 2. Click OK.

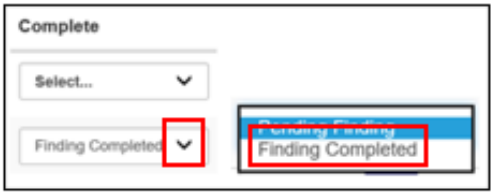


3. Go to Complete Column and **Select** Inspection Completed on Outcomes Heading at the end of the page



4. Keep track of Area Identifier identification for further regulatory actions if needed.

14 Determine if you are issuing an In Lieu of a pest determination EAN or submitting a diagnostic request.

IF:	THEN:
Issuing EAN in Lieu of DR Determination	1. **Scroll up** to Heading Number 1. 2. **Go to** Complete Column and **Select** Findings Completed.  3. Return to Findings Page. 4. **Go to** Step **6** on Topic 3 -Select Findings Outcome in **User Guide: Entering Data for SITC Findings Page.**
Submitting a DR only	1. Click on Submit DR. **Note:** Status will now appear as "AI Pending Specimens Receipt". **Note:** You will have to wait for the Area Identifier identification to determine further regulatory actions. This will only happen when you submit a Diagnostic Request (DR) and/or a Commodity Determination (CD), but No Regulatory Action was taken before submission. 2. **Go to** Step **4** on Topic 3: Select the Findings outcome table from the **User Guide: Entering Data for SITC Findings Page.**

a) Print Diagnostic Request (DR) Routing Form

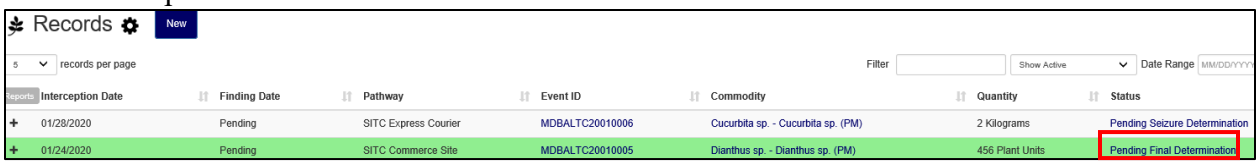
After a Diagnostic Request has been submitted, ARM will generate a Diagnostic Request (DR) routing form. This form will show as a PDF file and can be accessed in three ways when users are on the record's Diagnostic Request Page.

To print the PDF Form while still in the record's Diagnostic Request Page, refer to the table below:

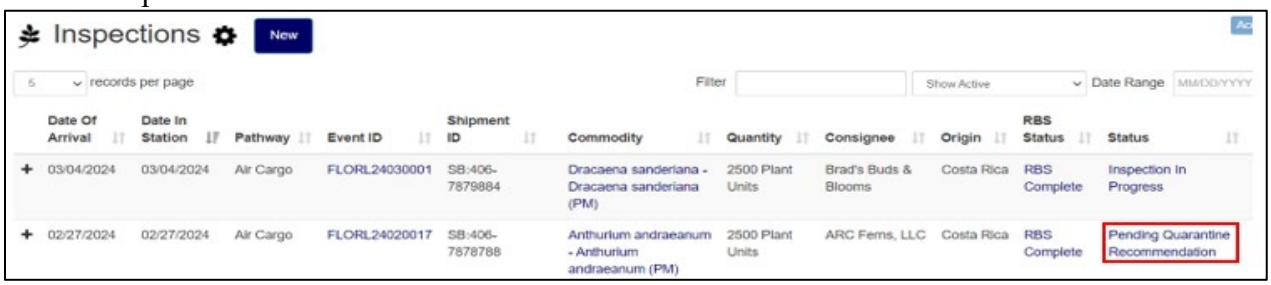
IF PRINTING ROUTING FORM FROM:	THEN:
ARM Generated Forms Icon	1. Click on the PDF Icon ARM will re-direct users to the ARM Generated forms. 2. Click on the Event ID hyperlink.
AI Pending Specimen Receipt Hyperlink on Heading Number 3- Status Column on the Diagnostic Request Page. 	Click on the hyperlink.
The Info panel. 	1. Click on the Info Icon. ARM will re-direct users to the Info panel. 2. Click on the Diagnostic Routing PDF hyperlink on the Diagnostic Request Information Pane.

Users can access the Diagnostic Request Routing form from the main workspace as well. One way is by clicking on the record's status column hyperlinks "Pending Final Determination" on the SITC Workspace and "Pending Quarantine Recommendation" on the PIS and Predeparture Workspaces.

SITC Workspace



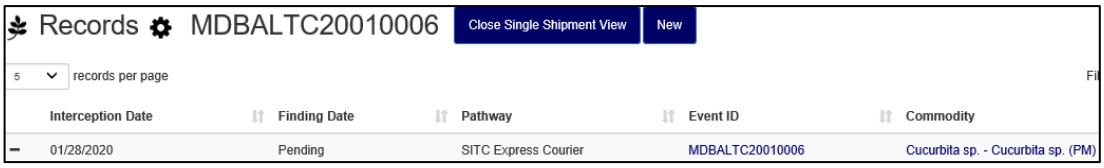
PIS Workspace



Predeparture Workspace

This will redirect users to the Diagnostic Request page. Once on the Diagnostic Request page, refer to the previous table.

The other way to access the Diagnostic Request routing form from the Main Workspace is using the shipment's single view. For this, refer to the table below:

Step	Action
1	Click over the Event ID column Hyperlink on the Main Workspace's Record Pane. **Note:** The Single Shipment Single View will be enabled. 

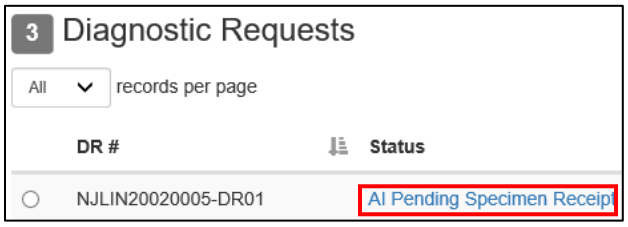
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2</td><td>There are two ways to access the routing form from this Single view:
<table>
<tr><th>IF ACCESSING THE ROUTING FORM FROM:</th><th>THEN:</th></tr>
<tr><td>ARM Generated Form Icon:
 </td><td>1. Click on the PDF Icon
ARM will re-direct users to the ARM Generated forms.
2. Click on the Event ID hyperlink.
</td></tr>
<tr><td>The Info panel:
 </td><td>1. Click on the Info Icon.
ARM will re-direct users to the Info panel.
2. Click on the Diagnostic Routing PDF hyperlink on the Diagnostic Request Information Pane.
</td></tr>
</table></td></tr>
</table>

3. Recalling a Diagnostic Request (DR) to Update or Delete

Before recalling a Diagnostic Request (DR) while still on the DR page, users must be aware of the following:

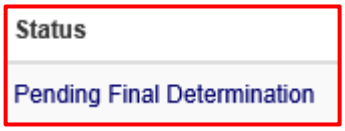
a) DR hasn't been received nor accepted by an Area Identifier (AI).

b) Status on Heading Number 3 in the record's Diagnostic Request (DR) Page must be "AI Pending Specimen Receipt".

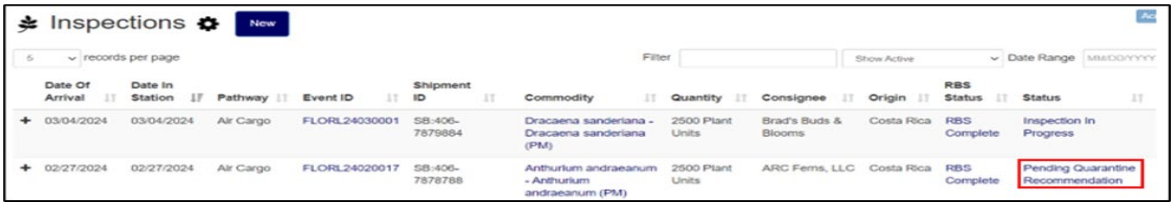


From the Main Workspace, click on one of the following hyperlinks in the status column to access the DR page:

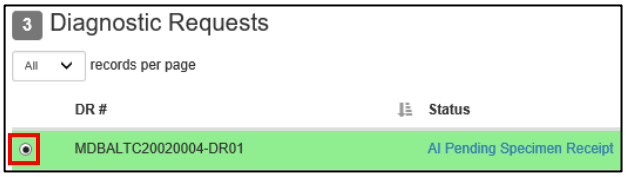
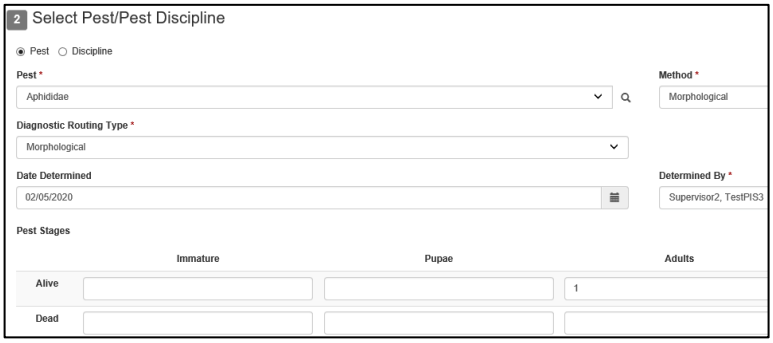
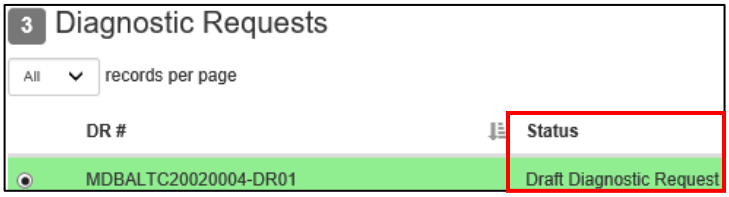
a) On the SITC Workspace - Pending Final Determination



b) On the PIS and Predeparture Workspaces - Pending Quarantine Recommendation



To recall a Diagnostic Request (DR) once in the Diagnostic Request Page, refer to the table below:

Step	Action
1	Click on the Record DR radio button on Heading Number 3.  All the information for that DR will populate back on Heading Number 2. 
2	Click on the Recall Tab on Heading Number 2. **Note:** The status on Heading Number 3 will change to Draft Diagnostic Request (DR). 

<table>
<tr><td>3</td><td>Determine if you are updating or deleting a DR.

<table>
<tr><th>IF:</th><th>Then:</th></tr>
<tr><td>Updating DR</td><td>1. Update field(s) as needed.

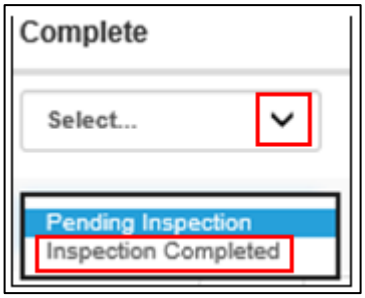
2. Click on the Update tab.

3. Go to Step 4.</td></tr>
<tr><td>Deleting DR</td><td>1. Click on the Delete tab.

2. Enter the required information.

Note: Refer to the table in Topic 2: Add and submit the Diagnostic Request information above.</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>Submit DR again.

</td></tr>
<tr><td>5</td><td>Complete Findings or Inspection.

 
</td></tr>
</table>

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