User Guide: Updating and Cancelling Emergency Action Notification (EAN) Pages

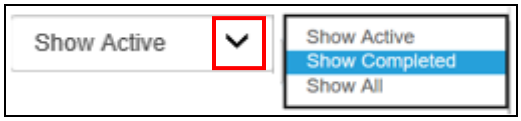
Purpose: This user guide describes how to update or cancel an Emergency Action Notification (EAN) after being issued, acknowledged, and revoked. The following areas are covered in this user guide:

1. Update or cancellation to an issued EAN
2. Update or cancellation to an acknowledged EAN
3. Recall a revoked EAN which needs updating or cancelling

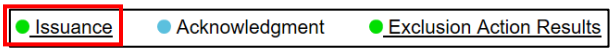
1. Update or Cancellation to an issued EAN

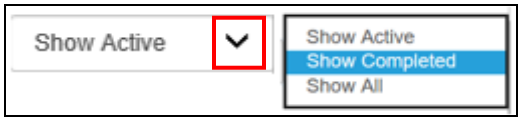
ARM provides the capability to update or cancel EAN's after they have been submitted. For this, users can access any EAN using the status hyperlink on the Regulatory Action or Inspections Pane (Records Pane for SITC).

To update or cancel an Emergency Action Notification after issuance, refer to table below:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>
<table>
<tr><th>IF ON:</th><th>THEN:</th></tr>
<tr><td>EAN Issuance Page</td><td>1. Change Active view field to Show Completed.
 

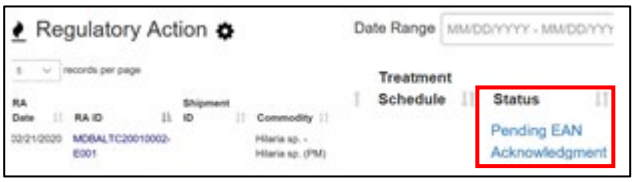
Note: EAN Issuance page will populate fields with all the information entered for that EAN.

2. Go to Step 2.</td></tr>
<tr><td>Acknowledgment Page</td><td>1. Click on Issuance Breadcrumb Hyper link on top of the page. ARM will redirect you to the EAN Issuance Page.
 

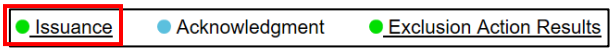
2. Change Active view field to Show Completed.
 

Note: EAN Issuance page will populate fields with all the information entered for that EAN.

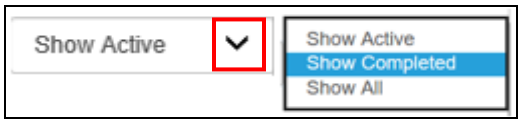
3. Go to Step 2.</td></tr>
<tr><td>Main workspace</td><td>1. Click on Pending Acknowledgement Hyper link on Status Column in Regulatory Action Pane.</td></tr>
</table>
</td></tr>
</table>



2. Click on Issuance Breadcrumb Hyper link on top of the page. ARM will redirect you to the EAN Issuance Page.



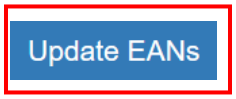
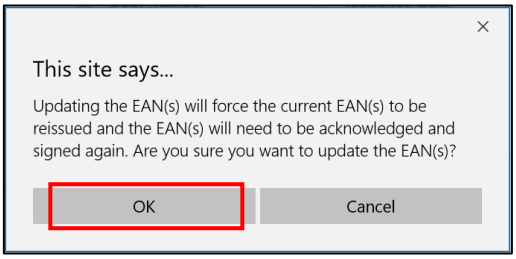
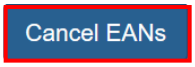
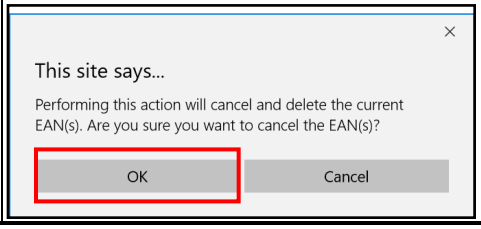
3. Change Active view field to Show Completed.



Note: EAN Issuance page will populate fields with all the information entered for that EAN.

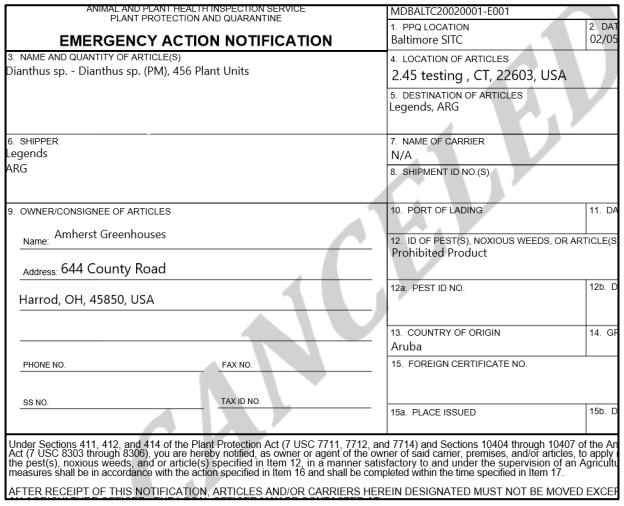
4. **Go to** Step **2**.

2 Click on the EAN ID. Scroll down the page.

IF:	THEN:
Updating EAN	1. Click on Update EAN's Tab.  **Note:** The following warning message will appear:  2. Click on Ok. **Note:** When update EAN is selected previously issued EAN PDF Link will not show on ARM's Generated form. 3. **Go to** Step **3**.
Cancelling EAN	1. Click on Cancel EAN's Tab.  **Note:** The following warning message will appear: 

2. Click on Ok.

Note: When cancel is selected, previous issued EAN PDF link will show on ARM Generated Forms with a cancel watermark.


ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE

EMERGENCY ACTION NOTIFICATION

MDBALTC20020001-E001

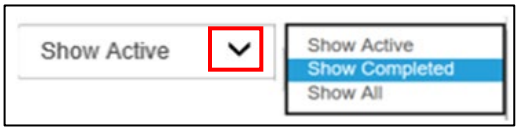
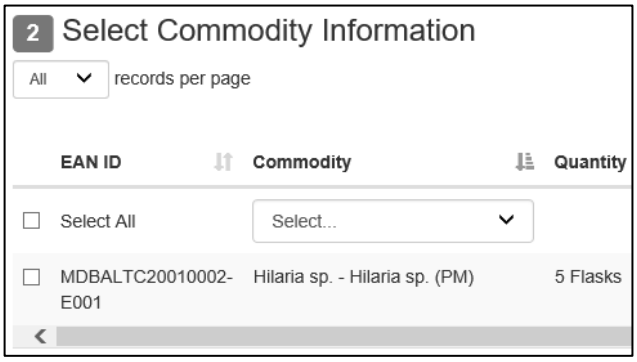
1. PPQ LOCATION: Baltimore SITC
2. DAT: 02/05
3. NAME AND QUANTITY OF ARTICLE(S): Dianthus sp. - Dianthus sp. (PM), 456 Plant Units
4. LOCATION OF ARTICLES: 2.45 testing , CT, 22603, USA
5. DESTINATION OF ARTICLES: Legends, ARG
6. SHIPPER: Legends ARG
7. NAME OF CARRIER: N/A
8. SHIPMENT ID NO.(S):
9. OWNER/CONSIGNEE OF ARTICLES: Name: Amherst Greenhouses; Address: 644 County Road; Harrod, OH, 45850, USA; PHONE NO.; FAX NO.; SS NO.; TAX ID NO.
10. PORT OF LADING
11. DA
12. ID OF PEST(S), NOXIOUS WEEDS, OR ARTICLE(S): Prohibited Product
12a. PEST ID NO.
12b. D
13. COUNTRY OF ORIGIN: Aruba
14. GR
15. FOREIGN CERTIFICATE NO.
15a. PLACE ISSUED
15b. D

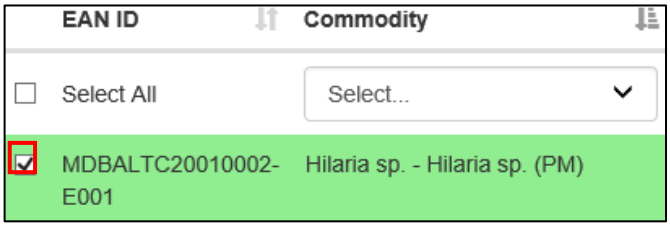
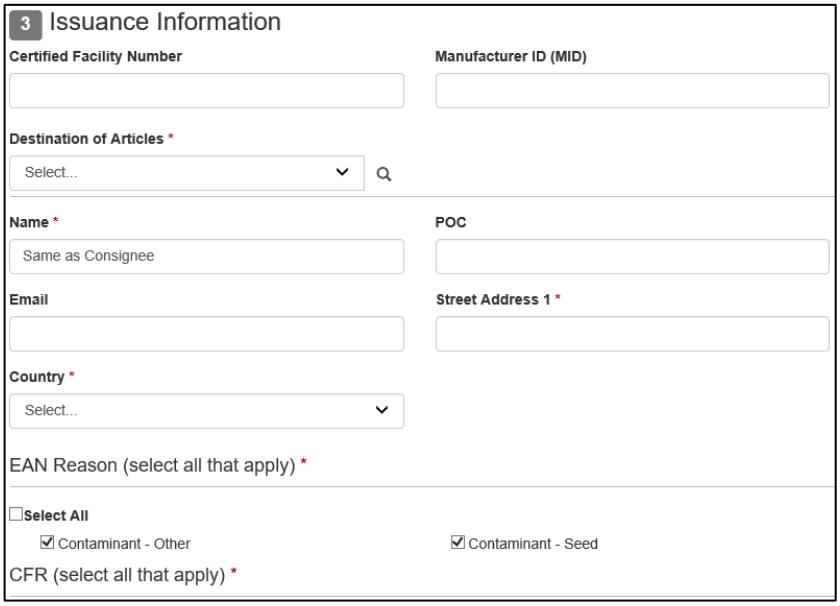
Under Sections 411, 412, and 414 of the Plant Protection Act (7 USC 7711, 7712, and 7714) and Sections 10404 through 10407 of the Ar Act (7 USC 8303 through 8306), you are hereby notified, as owner or agent of the owner of said carrier, premises, and/or articles, to apply the pest(s), noxious weeds, and or article(s) specified in Item 12, in a manner satisfactory to and under the supervision of an Agricultu measures shall be in accordance with the action specified in Item 16 and shall be completed within the time specified in Item 17.

AFTER RECEIPT OF THIS NOTIFICATION, ARTICLES AND/OR CARRIERS HEREIN DESIGNATED MUST NOT BE MOVED EXCEP

CANCELED

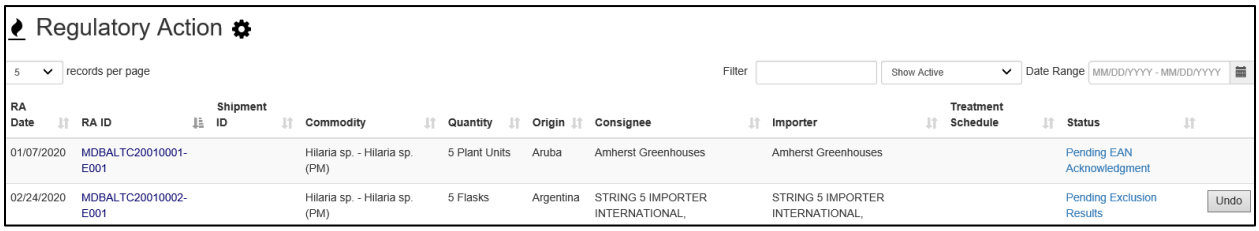
3. **Go to** Step 5.

3	Select Show Active on the active view field.  **Note:** The updated or cancelled EAN will now show on the active view under Heading Number 2 Select Commodity Information. 

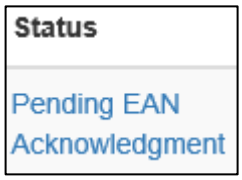
4	Click on the EAN ID to be updated.  **Note:** Heading Number 3 Issuance Information will appear. 
5	Update or edit fields as needed. All required fields will show a red asterisk . Users must enter information in these fields.
6	Click on Issue EANs tab.

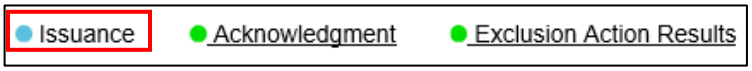
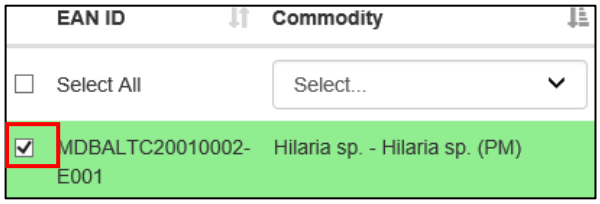
2. Update or Cancellation to an Acknowledged EAN

The process for updating or cancelling an EAN after acknowledgement begins on the main workspace. ARM will not allow users to do so from any of the other EAN's pages.



To update or cancel an EAN from the EAN Acknowledgement page, refer to table below:

Step	Action
1	Click on the Undo Tab in the Regulatory Action Pane's Status column. **Note:** The status hyperlink in the column will change to Pending EAN Acknowledgement.
2	Click on Pending EAN Acknowledgement hyper link.  **Note:** ARM will re-direct you to the EAN Acknowledgement Page.

3	Click on the Issuance breadcrumb link on the EAN Acknowledgment page.  **Note:** ARM will re-direct you to the EAN Issuance Page.
4	Select Show Completed on Active view in the EAN Issuance Page.
5	Click on the EAN ID to be updated or cancelled under Heading Number 2 Select Commodity information. 

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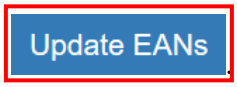
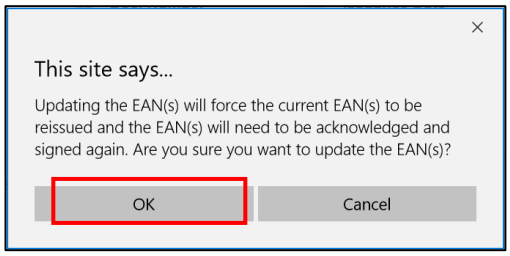
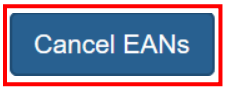
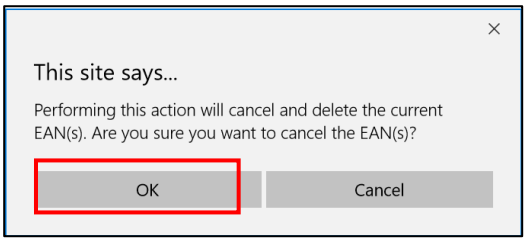
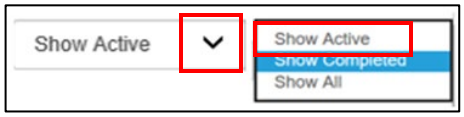
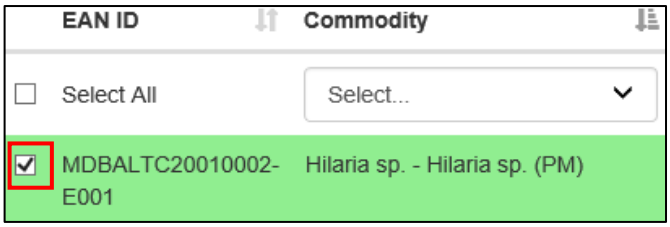
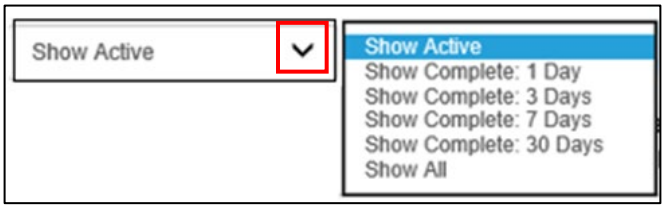
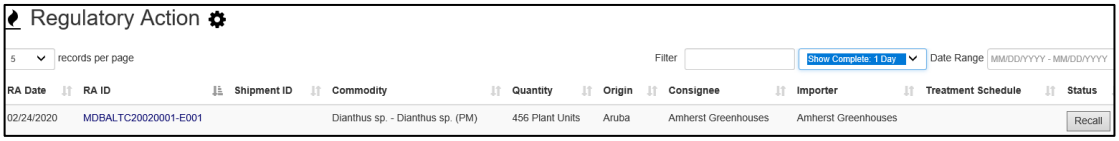
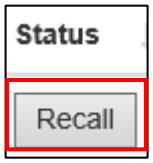
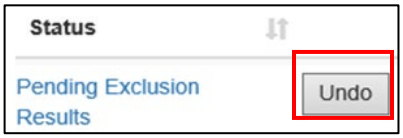
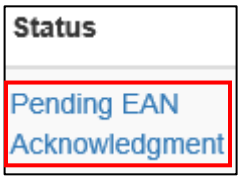
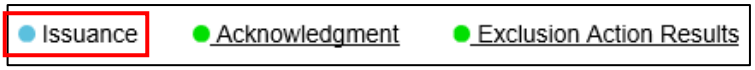
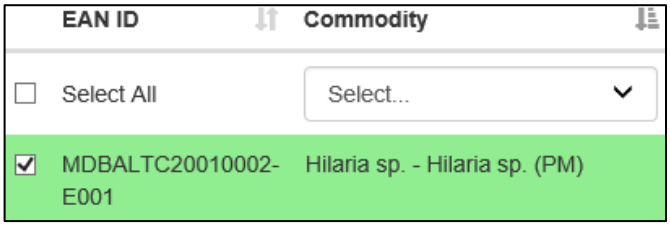
IF:	THEN:
Updating EAN	1. Click on Update EAN's Tab  **Note:** The following warning message will appear:  2. Click on Ok. 3. **Go to** Step 7.
Cancelling EAN	1. Click on Cancel EAN's Tab.  **Note:** The following warning message will appear:  2. Click on Ok. 3. **Go to** Step **9**.

7	Select Show Active on the active view field. 
8	Click on the EAN ID to be updated. 
9	Update or edit fields as needed. All required fields will show a red asterisk *. Users must enter information in these fields.
10	Click on Issue EANs tab.

3. Recall a Revoked EAN which needs Updating or Cancelling

A revoked EAN can be recalled after an exclusion result has been submitted. The process starts from the main workspace. To recall a revoked EAN which needs updating or cancel an, refer to table below:

Step	Action
1	Select a Show completed option from the Active view field in the Regulatory Action pane.  All completed EAN's will appear on the Regulatory Action Pane. 
2	Click on the Recall tab in the Status column on the Regulatory Action Pane.  ARM will redirect users to the Active view. The status of the recalled EAN will now show as Pending Exclusion Results.

3	Click on the Undo Tab in the Regulatory Action Pane's Status column. 
4	Click on Pending EAN Acknowledgement hyper link. 
5	Click on the Issuance breadcrumb link on the EAN Acknowledgment page. 
6	Select Show Completed on Active view in the EAN Issuance Page.
7	Click on the EAN ID to be updated. 

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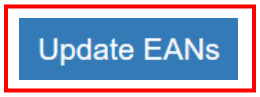
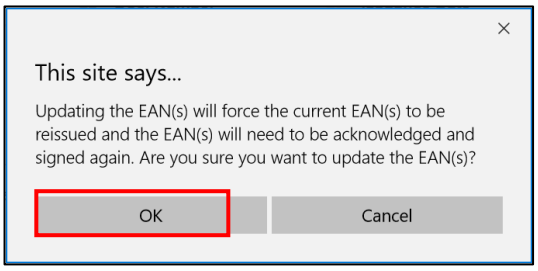
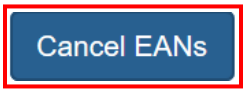
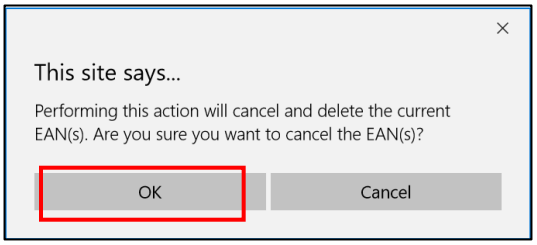
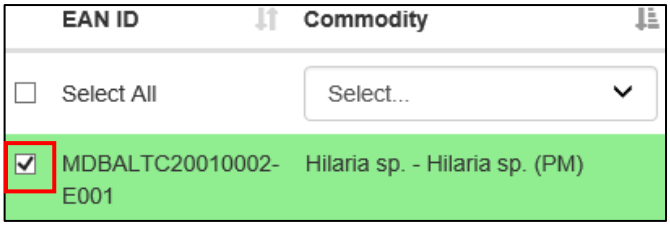
IF:	Then:
Updating EAN	1. Click on Update EAN's Tab.  **Note:** The following warning message will appear:  2. Click on Ok. 3. **Go to** Step **9**.
Cancelling EAN	1. Click on Cancel EAN's Tab.  **Note:** The following warning message will appear:  2. Click on Ok. 3. **Go to** Step **11**.

9	Select Show Active on the active view field.
10	Click on the commodity to be updated. 
11	Update or edit fields as needed. All required fields will show a red asterisk *. Users must enter information in these fields.
12	Click on Issue EANs Tab.