



User Guide: Entering Data for Findings Page in SITC ARM Workspace

Purpose: This user guide describes how to access and enter information on the Findings page. The following areas (with the corresponding number on the image) are covered in this user guide:


1. Access the findings page.
2. Enter findings information and upload files.
3. Select a finding outcome.
4. Select a seizure determination.
5. Update and delete findings information and outcomes.

1. Access Findings Page

On the Findings page, users will enter the results information after inspecting a commodity. This will allow users to submit a pest found on a commodity, a determination for an unknown commodity, and/or a regulatory action.

- A. From the Commodity page, there are two ways to access the Findings page after a record is created.



1. Click on the Breadcrumb link Findings located on the top right side of the page. which is
2. Click on the Findings Tab  which is located on the bottom right side of the page.

- B. From the main Workspace, there are different ways to access the Findings Page.

1. Click on the commodity listed under the record's Commodity column.

Detroit SITC: SITC Officer Workspace

Records [New](#)

5 records per page

Interception Date	Finding Date	Pathway	Event ID	Commodity
+ 12/23/2019 00:00:00		SITC Commerce Site	null19120050	Multiple
+ 12/19/2019 01:00:00		SITC Commerce Site	null19120045	Citrus aurantiifolia (Rutaceae) (PM)

- Click on “Multiple” to access the Commodity Page.

When there are multiple commodities on a record; users will see “Multiple” under the commodity column instead of the name of the commodity. Once on the Commodity page, users can navigate to the Findings page using the breadcrumb Findings link located on the top of the page or the Finding tab located on the down-right side end of the page.

This commodity field is known as a backdoor.

Status
Finding In Progress

- Click the link “Finding in progress” [Finding In Progress](#) under the Status column.

2. Enter Findings Information and Uploading Files

All required fields will show a red asterisk  Users must enter information in these fields. The Findings page begins with a new field: “Overtime?” This field will default to “No” but there are other options in the dropdown list.


A. Refer to the table below, to determine which option to select from the dropdown list.

If you are working:	Then:
Government overtime	Select Government Overtime
Reimbursable overtime	Select Reimbursable Overtime
No overtime	Leave the field as-is

B. Click on the Calendar Icon  and select a date, if needed.

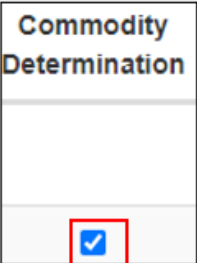

Note: The Findings Date field will default from the Interception Date previously selected on the Record Information page. One of ARM’s capabilities is to populate information previously entered on other pages when required.

C. Refer to the table below, to enter Findings and select a commodity.

Step	Action
1	<p>Select the commodity (ies) on Heading number 2.</p>  <p>Note: If multiple commodities will have the same Finding Outcome; users can click the “Select All” checkbox. All commodities will show checked avoiding checking commodities one by one.</p>

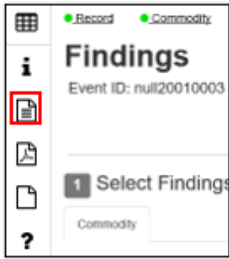

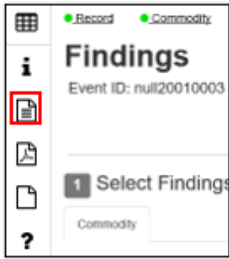

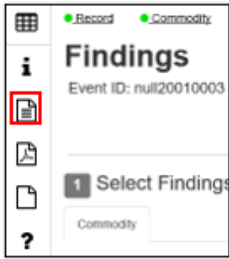

2	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">IF THE COMMODITY IS CONSIDERED:</th> <th style="text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Smuggled</td> <td> <p>1. Click on the Smuggled check box.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Commodity</th> <th style="text-align: center;">Smuggled</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Select All</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> Dialium sp. - Dialium sp. (PM)</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>2. Go to Step 3</p> </td> </tr> <tr> <td style="vertical-align: top;">Not smuggled</td> <td> <p>1. Leave blank</p> <p>2. Go to Step 3</p> </td> </tr> </tbody> </table> <p>Note: Smuggling is the concealing , mismanifesting, or manipulation of a commodity to bypass regulations.</p>	IF THE COMMODITY IS CONSIDERED:	THEN:	Smuggled	<p>1. Click on the Smuggled check box.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Commodity</th> <th style="text-align: center;">Smuggled</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Select All</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> Dialium sp. - Dialium sp. (PM)</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>2. Go to Step 3</p>	Commodity	Smuggled	<input type="checkbox"/> Select All	<input type="checkbox"/>	<input checked="" type="checkbox"/> Dialium sp. - Dialium sp. (PM)	<input checked="" type="checkbox"/>	Not smuggled	<p>1. Leave blank</p> <p>2. Go to Step 3</p>
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3

IF THE COMMODITY IS PLANT MATERIAL REQUIRING:	THEN:
Identification by a Botanist	<p>1. Click on the Commodity Determination checkbox.</p>  <p>Note: A new window will appear.</p> <p>2. Add remarks if needed</p> <p>3. Click Yes to proceed with submission for commodity.</p>  <p>4. Go to Step 4.</p>
No identification by a Botanist	Go to Step 5.

Note: When the commodity checkbox is disabled (see below), this means that the Commodity Determination has been sent to the location’s assigned Botanist for a Final Determination.

Commodity	Smuggled	Commodity Determination
<input type="checkbox"/> Select All	↓↑	
<input checked="" type="checkbox"/> Dialium sp. - Dialium sp. (PM)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4	<table border="1" style="width: 100%;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; text-align: left;">IF THE COMMODITY DETERMINATION ROUTING FORM IS:</th> <th style="width: 50%; text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Needed</td> <td> <ol style="list-style-type: none"> Click on the ARM Generated Forms Icon. <div style="text-align: center;">  </div> Click on the Event ID hyperlink. <div style="text-align: center;">  </div> Print the form. <p>Note: You need to wait for the Botanist's determination to continue the findings process workflow on a record.</p> Go to Step 5 once you receive the botanist's determination. </td> </tr> <tr> <td style="vertical-align: top;"><u>Not</u> needed</td> <td style="vertical-align: top;">Go to Step 5.</td> </tr> </tbody> </table>	IF THE COMMODITY DETERMINATION ROUTING FORM IS:	THEN:	Needed	<ol style="list-style-type: none"> Click on the ARM Generated Forms Icon. <div style="text-align: center;">  </div> Click on the Event ID hyperlink. <div style="text-align: center;">  </div> Print the form. <p>Note: You need to wait for the Botanist's determination to continue the findings process workflow on a record.</p> Go to Step 5 once you receive the botanist's determination. 	<u>Not</u> needed	Go to Step 5.
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<p>5</p>	<p>Complete the required fields.</p> <p>Note: The fields are defaulted, but users can change or select other options from the dropdown lists if needed.</p> <div data-bbox="295 407 1015 588" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Qty *</th> <th style="text-align: left; padding: 2px;">Units *</th> <th style="text-align: left; padding: 2px;">Inspected By</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;"><input type="text"/></td> <td style="padding: 2px;">Select... ▼</td> <td style="padding: 2px;">Select... ▼</td> </tr> <tr style="background-color: #e0ffe0;"> <td style="padding: 2px;">123</td> <td style="padding: 2px;">Plant Units ▼</td> <td style="padding: 2px;">Velazquez, Antonio ▼</td> </tr> </tbody> </table> </div> <p>For “Qty” and “Units”, there is no need to go back to the commodity page to update. Just delete and enter the new amount for “Qty” and select another unit from the “Units” drop-down list.</p> <p>If needed, for the “Inspected By” field users can select any SITC Officer from their location. The field will default to the user logged into ARM.</p>	Qty *	Units *	Inspected By	<input type="text"/>	Select... ▼	Select... ▼	123	Plant Units ▼	Velazquez, Antonio ▼
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<p>7</p>	<p>Upload files.</p> <p>Note: To upload files, refer to the User Guide: How to Upload Files or Images into ARM’s Inspection Records. This is a non-required field. SKIP this step if needed.</p>									
<p>8</p>	<p>Go to Topic 3: Select a Findings Outcome.</p>									

3. Select a Findings Outcome


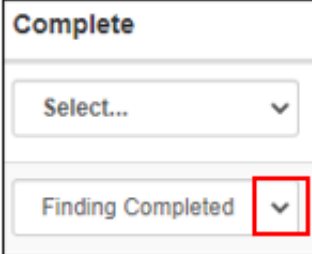


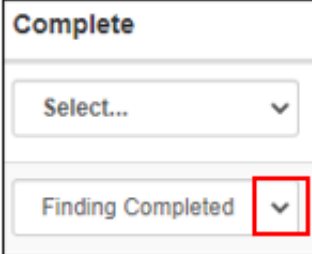


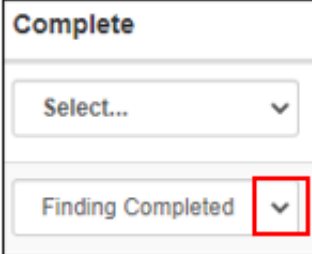

The findings' outcomes are divided into two columns on Heading Number 4:

- a) **Diagnostic Request Required:** All options in this column will allow you to create and submit a Diagnostic Request (**DR**).
- b) **Regulatory Action Required:** All options in this column will allow you to create and issue an Emergency Action Notification (**EAN**).

To select the most appropriate outcome, refer to the table below:

Step	Action								
1	<p>Select a Findings Outcome.</p> <table border="1" data-bbox="298 386 1421 1862"> <thead> <tr> <th data-bbox="298 386 548 449">IF:</th> <th data-bbox="548 386 1421 449">THEN:</th> </tr> </thead> <tbody> <tr> <td data-bbox="298 449 548 814"> <p>Identification is needed</p> </td> <td data-bbox="548 449 1421 814"> <p>1. Click on an appropriate box under the Diagnostic Request Required Column.</p> <div data-bbox="565 558 954 701" style="border: 1px solid black; padding: 5px;"> <p>Diagnostic Request Required</p> <input type="checkbox"/> Contaminant - Plant Product - Other <input type="checkbox"/> Contaminant - Plant Product - Seed <input type="checkbox"/> Pest </div> <p>2. Go to Step 2.</p> </td> </tr> <tr> <td data-bbox="298 814 548 1226"> <p>No Identification is needed but an EAN is needed</p> </td> <td data-bbox="548 814 1421 1226"> <p>1. 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4. Select a Seizure Determination

After you submit a Diagnostic Request (DR) for identification, the Area Identifier will provide a final determination of your request. Check on your workspace periodically after you submit a DR until the status on the record changes to “Pending Seizure Determination.






Note: 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.

Once this status appears on your workspace you will be able to complete your inspection event in ARM. To enter the seizure determination on an inspection event, refer to the table below:

Step	Action
1	<p>Click on the Pending Seizure Determination hyperlink in the status column in your ARM Workspace.</p>  <p>Note: ARM will redirect you to the findings page.</p>
2	<p>Scroll down to Heading number 4: Select Findings Outcome</p> 

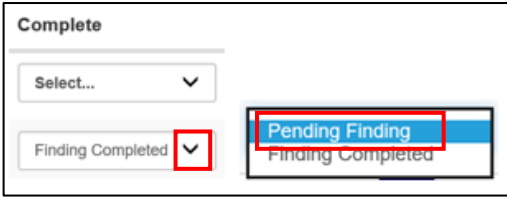
<p>3</p>	<p>Select a new Findings Outcome.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 30%;">IF:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top; padding: 5px;">No Action</td> <td style="padding: 5px;"> <p>1. Click on the No Action (Non-Actionable Pest) option under the No Action column.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">No Action</p> <p><input checked="" type="checkbox"/> No Action (Non Actionable Pest)</p> </div> <p>2. Go to Step 4.</p> </td> </tr> <tr> <td style="vertical-align: top; padding: 5px;">Regulatory Action Required</td> <td style="padding: 5px;"> <p>1. Click on an appropriate box under the Regulatory Action Required Column.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Regulatory Action Required</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Contaminant - Other</td> <td><input type="checkbox"/> Non-Compliant Interstate Movement</td> </tr> <tr> <td><input type="checkbox"/> Contaminant - Seed</td> <td><input type="checkbox"/> Prohibited Product (7CFR)</td> </tr> <tr> <td><input type="checkbox"/> Failed Condition of Entry Requirements - Documentation</td> <td><input type="checkbox"/> Prohibited Product (9CFR)</td> </tr> <tr> <td><input type="checkbox"/> Failed Condition of Entry Requirements - Treatment</td> <td><input checked="" type="checkbox"/> Seize Commodity in Lieu of Identification</td> </tr> </table> </div> <p>2. Go to Step 4.</p> </td> </tr> </tbody> </table>	IF:	THEN:	No Action	<p>1. Click on the No Action (Non-Actionable Pest) option under the No Action column.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">No Action</p> <p><input checked="" type="checkbox"/> No Action (Non Actionable Pest)</p> </div> <p>2. Go to Step 4.</p>	Regulatory Action Required	<p>1. Click on an appropriate box under the Regulatory Action Required Column.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Regulatory Action Required</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Contaminant - Other</td> <td><input type="checkbox"/> Non-Compliant Interstate Movement</td> </tr> <tr> <td><input type="checkbox"/> Contaminant - Seed</td> <td><input type="checkbox"/> Prohibited Product (7CFR)</td> </tr> <tr> <td><input type="checkbox"/> Failed Condition of Entry Requirements - Documentation</td> <td><input type="checkbox"/> Prohibited Product (9CFR)</td> </tr> <tr> <td><input type="checkbox"/> Failed Condition of Entry Requirements - Treatment</td> <td><input checked="" type="checkbox"/> Seize Commodity in Lieu of Identification</td> </tr> </table> </div> <p>2. Go to Step 4.</p>	<input type="checkbox"/> Contaminant - Other	<input type="checkbox"/> Non-Compliant Interstate Movement	<input type="checkbox"/> Contaminant - Seed	<input type="checkbox"/> Prohibited Product (7CFR)	<input type="checkbox"/> Failed Condition of Entry Requirements - Documentation	<input type="checkbox"/> Prohibited Product (9CFR)	<input type="checkbox"/> Failed Condition of Entry Requirements - Treatment	<input checked="" type="checkbox"/> Seize Commodity in Lieu of Identification
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| 4 | Click on the Add/Update Tab. |
| 5 | Complete Finding on Heading number 6: Outcomes Complete column. **Complete** Select... ▼ Finding Completed ▼ |

6	<table border="1"> <thead> <tr> <th style="text-align: left;">IF:</th> <th style="text-align: left;">THEN:</th> </tr> </thead> <tbody> <tr> <td>Issuing EAN</td> <td> <p>1. Click on the Create EAN tab on the far-right side at the end of the page.</p> <div style="text-align: center;">  </div> <p>2. Refer to User Guide: Entering Data for Emergency Action Notification Pages in ARM SITC Workspace.</p> </td> </tr> <tr> <td><u>Not</u> issuing EAN</td> <td>No further Action is needed. The record will automatically close after completing the finding.</td> </tr> </tbody> </table>	IF:	THEN:	Issuing EAN	<p>1. Click on the Create EAN tab on the far-right side at the end of the page.</p> <div style="text-align: center;">  </div> <p>2. Refer to User Guide: Entering Data for Emergency Action Notification Pages in ARM SITC Workspace.</p>	<u>Not</u> issuing EAN	No further Action is needed. The record will automatically close after completing the finding.
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<u>Not</u> issuing EAN	No further Action is needed. The record will automatically close after completing the finding.						

5. Update and Delete Findings Information and Outcome

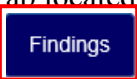

ARM provides the capability for users to update or delete Findings information and Outcomes. If the finding record was completed and users are still on the Findings page; refer to the table below:

Step	Action								
1	Select Pending Finding under Complete Column on Heading 5 ; 								
2	Click on the commodity checkbox.								
3	<table border="1"> <thead> <tr> <th>IF THE USER WANTS TO:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Delete outcome;</td> <td> <ol style="list-style-type: none"> 1. Click on the Delete Outcome Tab. 2. Select another Finding Outcome on Heading 4: Select Findings Outcome. 3. Click on the Add/Update Tab. 4. Go to Step 4. </td> </tr> <tr> <td>Update outcome;</td> <td> <ol style="list-style-type: none"> 1. Update outcome on Heading 4: Select Findings Outcome. 2. Click on the Add/Update Tab. 3. Go to Step 4. </td> </tr> <tr> <td>Update Finding Information;</td> <td> <ol style="list-style-type: none"> 1. Update information: Ex. <i>Overtime, Findings Date, or any field on Heading Number 2, etc.</i> 2. Click on the Save Tab on Heading 2. 3. Go to Step 4. </td> </tr> </tbody> </table>	IF THE USER WANTS TO:	THEN:	Delete outcome;	<ol style="list-style-type: none"> 1. Click on the Delete Outcome Tab. 2. Select another Finding Outcome on Heading 4: Select Findings Outcome. 3. Click on the Add/Update Tab. 4. Go to Step 4. 	Update outcome;	<ol style="list-style-type: none"> 1. Update outcome on Heading 4: Select Findings Outcome. 2. Click on the Add/Update Tab. 3. Go to Step 4. 	Update Finding Information;	<ol style="list-style-type: none"> 1. Update information: Ex. <i>Overtime, Findings Date, or any field on Heading Number 2, etc.</i> 2. Click on the Save Tab on Heading 2. 3. Go to Step 4.
IF THE USER WANTS TO:	THEN:								
Delete outcome;	<ol style="list-style-type: none"> 1. Click on the Delete Outcome Tab. 2. Select another Finding Outcome on Heading 4: Select Findings Outcome. 3. Click on the Add/Update Tab. 4. Go to Step 4. 								
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4 Select Finding Completed on the Complete Column under Heading 5.

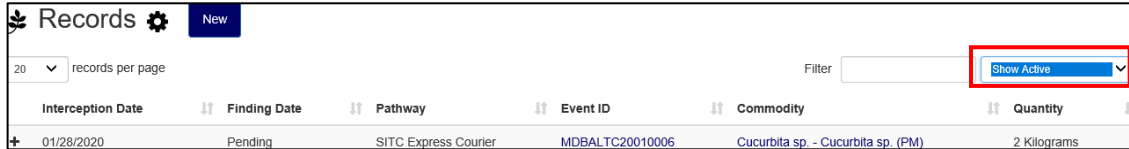



The screenshot shows a dropdown menu titled 'Complete'. The first dropdown is currently set to 'Select...'. The second dropdown is set to 'Pending Finding'. A red box highlights the 'Finding Completed' option in the second dropdown.

If a user is on the main workspace and needs to update information on the Findings page, please refer to the table below:

If the status is pending:	Then:
Final Determination	<ol style="list-style-type: none"> 1. Click on the Status Hyperlink. 2. *Recall DR. *To recall a DR, refer to User Guide: Enter information on the Diagnostic Page in ARM". 3. Go to Findings Page: <ol style="list-style-type: none"> a- Click on the Findings Tab located on the down-left side of the Diagnostic page.  Or, b- Click on the Findings Breadcrumb link on the top left side of the page.  4. Refer to steps 1-4 from the previous table.
EAN	<ol style="list-style-type: none"> 1. Click on the Commodity-on-Commodity Column. 2. Go to the Findings page. Use the Findings tab or the Findings breadcrumb link. 3. Refer to steps 1-4 from the previous table.
Seizure Information	<ol style="list-style-type: none"> 1. Area Identifier (AI) must recall the Final Determination. Contact AI to do so. 2. Refer to the Status Pending Final Determination Status steps on

	this table.
EAN Acknowledgment and Exclusions Results	<ol style="list-style-type: none"> 1. Click on Hyperlink. 2. *Cancel EAN. *To Cancel EAN; refer to User Guide: Enter Data for EAN Pages in ARM. 3. Refer to the Status Create EAN steps in this table.

Note: If the record has been closed, refer to the table below:

Step	Action
1	<p>Change the Active view to Complete.</p>  <p>Select from 1 day to 30 days or All.</p> 
2	<p>Click on Closed Status.</p>  <p>ARM will re-direct users to the Findings Page.</p>
3	<p>Click on the Re-Open Tab located on the down-right side of the page.</p> 

Step	Action
4	Refer to steps 1-4 from the Update and Delete Findings Information and Outcomes table above.