User Guide: Navigating SITC Officer ARM Workspace

Purpose: This user guide describes how to navigate the SITC Officer ARM workspace. The following areas (with the corresponding number on the image) are covered in this user guide:

1. User Profile Icon
2. Workspace Icon
3. Workspace Tabs
4. Workspace Panes
5. Left-hand Navigation Icons
6. Search Events Field
7. Auto-Refresh Icon

1. User Profile Icon

Each Agricultural Risk Management (ARM) system user has a workspace, that is, a customized home page based on a user's role and duty station location.

The User Profile icon has a drop-down arrow to adjust setting with a user's ARM profile.

Click the arrow to display the drop-down menu. Six rows (shown below) display in the drop down menu. Each row is described below.

Row	Description
Welcome Antonio Velazquez	This row lists the name of the user who signed in with the LincPass log in.
Change Your Role SITC Officer	This row lists the role(s) for which users have permission(s). Users who are assigned multiple roles can click the drop-down arrow and select another role.
Change Your Location MI Detroit SITC PPQ	This row lists the location(s) for which users have permission(s). Users who are assigned multiple locations can click the drop-down arrow and select another location.
Go To Workspace	Clicking over this row ARM will re-direct you to the Role and location you previously selected
My Account	This row allows users to update and set their user information, default role and location if they have multiple options. See next page for detailed information on navigating and setting an account.
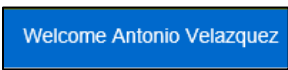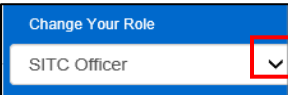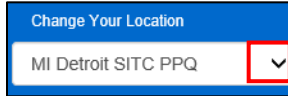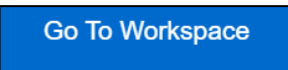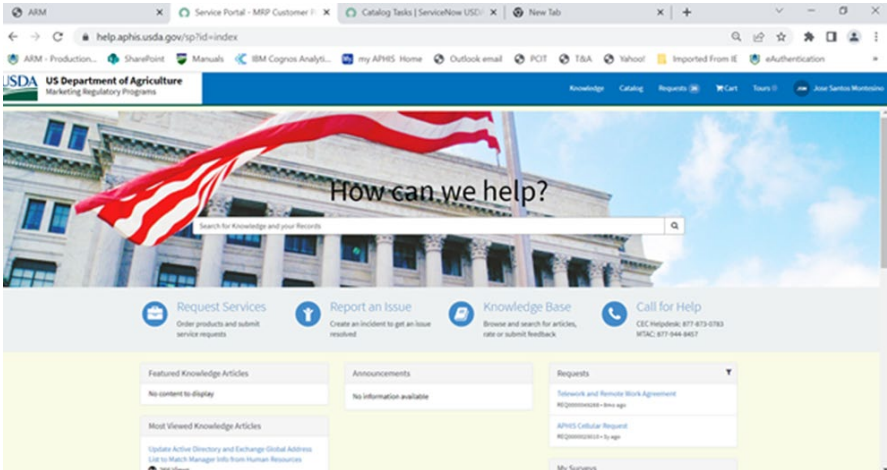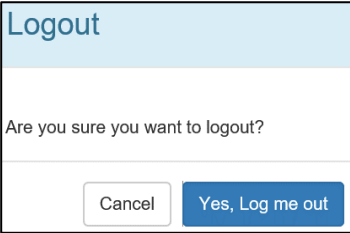
Contact Us	This row displays the contact information (phone and email address) for the ARM Help Desk. The email link is active. When users click the link, an email opens and populates the to: line with the ARM Help Desk email address. • If the email requires immediate attention, users should type Urgent in the subject line. • If the email is related to ARM SITC, users should type that in the subject line. This distinguishes it from ARM PIS or Predeparture. After users send the email, the Help Desk receives the email, reviews the email, and manually assigns the ticket.
Logout	This row allows user to log out of ARM.

To navigate and set your account information, follow the steps below.

Step	Action
1	Click My Account. User details, current user roles and locations page opens. Update information if needed. First, Middle or Last Name, Phone or Badge Number and Email address. **Note:** All information defaulted on this fields is related to Linc pass user sign on.
2	To update or change location, click on Current Default Location dropdown arrow.
3	To update or change role, click on Current Default Role dropdown arrow.
4	Save user details, roles and/or location updates. **Note:** All updates or changes will not happen now. They will show next time user logs into ARM.

To exit the system, users must use the log out tab. To log out from ARM, follow the steps below.

Step	Action
1	Click Logout. Logout A window displays asking users if they want to log out. Logout Are you sure you want to logout? Cancel Yes, Log me out
2	Click Cancel to stay in ARM; or click "Yes, log me out" to exit ARM.

2. Workspace Icon

The Workspace icon is the home button for ARM. When navigating ARM, return to the ARM workspace by clicking the Workspace icon.

IMPORTANT:
- Do NOT use the back arrows in the browser to navigate ARM.

- Always SAVE the information before clicking the Workspace icon to avoid losing any changes.
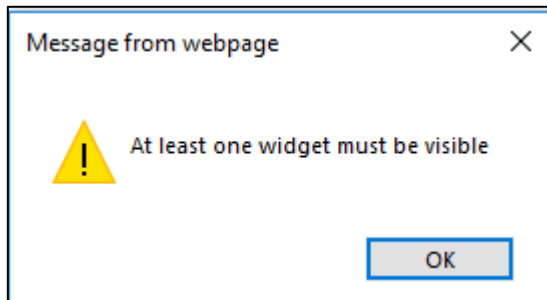
3. Workspace Tabs

The workspace tabs are toggle buttons. Users can click the following tabs to hide or show panes in the workspace.
- Records
- Diagnostic
- Regulatory Action

By default, the tabs are blue. Blue indicates that the panes are visible in the workspace. Clicking a tab changes, it from blue to white. White indicates the pane is hidden. In the image above, the Regulatory Action pane would be hidden in the workspace; the other panes would be displayed.

Note: At least one pane must be displayed in the workspace. Thus, at least one tab must be blue. The following warning message will show when users try to hide all tabs:
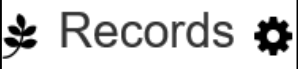
4. Workspace Panes

The names of the panes match the names of the tabs. Each pane shares the following fields (with the corresponding number on the image below):

1. Records per Page
2. Filtering Options
   - By Unique (or Partial) Identifier
   - By Status
   - By Date Range
3. Total Number of Records (in Selected Status)
4. First, Previous, Next, and Last Buttons
5. Sorting Icons
6. Expand or Collapse Record Details View

(For more information on these fields, please refer to **User Guide:** Search Events and Filter Results.

The panes and their description are listed in alphabetical order in the table below:

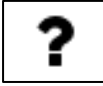| Pane	Tab	Description
🩺 Diagnostic ⚙	🩺 Diagnostic	This pane displays all Diagnostic Requests (DR's) sent from SITC to Area Identifiers and their status in ARM.
🌿 Records ⚙	🌿 Records	This pane displays all SITC Records, and their status entered in ARM.
🖋 Regulatory Action ⚙	🖋 Regulatory Action	This pane displays all records with a Regulatory Action and their status in ARM.

5. Left-hand Navigation Icons

One of the ways users can navigate ARM is to use the icons on the left-hand side of the Workspace. (The area containing the icons is also known as the "left-hand drawer" because of the way the items open when clicked.)

Icon	Name	Description
i	**Info**	This icon displays on the workspace but is active only when users are in a record. (If users are not in a record, red, null sign (**Ø**) will display when they hover over the icon.) Clicking this icon while in a record opens the Info panel which displays the complete history of a record in reverse chronological order. (For more information, refer to the **User Guide: Info Panel**.)
📄	**Uploaded Documents**	This icon displays on the workspace but is active only when users are in a record. (If users are not in a record, red, null sign (**Ø**) will display when they hover over the icon.) Clicking this icon shows the documents (such as package images.) that were uploaded for the record or notes that no documents were uploaded.

Icon	Name	Description
![PDF icon]	**ARM Generated Forms**	This icon displays on the workspace but is active only when users are in a record. (If users are not in a record, red, null sign (Ø) will display when they hover over the icon.) Clicking this icon shows the forms that have been created by ARM, such as Diagnostic Requests and Predeparture Regulatory Action Forms. (See example below.) Clicking the link opens the document as a PDF in a new tab.
![Briefcase icon]	**WAD's**	This icon displays all WADS data for the user location. It can only be accessed from the main workspace. Clicking this icon will allow users to enter Work Accomplishment Data System (WADS) data. For more information, refer to the **User Guide: Enter Work Accomplishment Data System (WADS) Data**.
![Document icon]	**Reports**	This icon launches the Cognos reporting website, where reports can be run using the data that has been entered in to ARM. This will be used mostly by supervisors. This will be developed in a subsequent release.
![Question mark icon]	**HELP**	This icon is accessible from any page. Clicking this icon displays: Help Desk Contact Information, User Guides, Functionality, Other links, etc.

Example table (within ARM Generated Forms description):

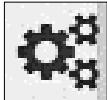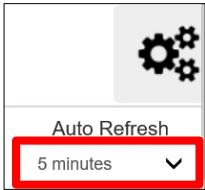| Event Id	Commodity(ies)	Origins	User Role
GAATL18030001-DR01	Amaranthus sp. - Amaranthus sp. (PM)	Azerbaijan	Touhey, Peter A
GAATL18030001-DR02	Amaranthus sp. - Amaranthus sp. (PM)	Azerbaijan	Touhey, Peter A
GAATL18030001-DR03	Amaranthus sp. - Amaranthus sp. (PM)	Azerbaijan	Touhey, Peter A

6. Search Events Field

The Search Events field allows users to find a record in ARM. For more information, refer to the **User Guide: Search Events and Filter Results.**

7. Auto Refresh Icon

To avoid timing out, users can set the auto refresh option using the Auto Refresh icon.

For security reasons eAuthentication times out and automatically logs out of ARM when users have not been active in ARM for certain periods of time.

Step	Action
1	Click Auto Refresh icon. **Note:** A window displays. The field displayed in the drop-down menu indicates how frequently ARM is automatically refreshing. The default option is Off. Auto Refresh 5 minutes

2	Click the drop-down arrow to change how frequently ARM is refreshing, if desired. Auto Refresh 5 minutes ⌄ **NOTE: The recommended setting is five minutes.** A window displays the expanded drop-down menu. The current auto refresh option is highlighted. The other options to change how frequently ARM refreshes the page display. Off 1 minute 5 minutes 10 minutes