

User Manual for AIIS Web (Version 1.1)

On occasion, inspection assignments generated by the Automated Import Information System (AIIS) must be modified to correct data entry errors made by import inspection personnel. Management controls are in place to assure:

1. The quality of data entry by inspection personnel is accurate; and,
2. That [frequency of inspection assignments alterations](#) are being monitored by [supervision](#).

The Import Inspection Division (IID) is revising the business rules that apply to assignment modification. When inspection personnel need to correct an entry once an inspection assignment has been generated by the AIIS they will access the AIIS Web application 1.1.

Inspection personnel will now have the authority for modification of AIIS data in lieu of the previous modification procedures. The authority to “[modify](#)” data is granted for the following data entries:

1. Package Type
2. [Shipping Mark—not Shipping Mark—decision by Mary to not include shipping mark](#)
3. Health Certificate Number
4. Customs Entry Number
5. Package Amount
6. Net Weight
7. Import Establishment
8. Number of units
9. Product Descriptions
10. [Shipment Completion Status—Ability to Uncomplete Shipment—not to Complete—Completion must be done through desktop](#)

Supervisors will verify all data adjustments through the Gen Scan reports.

Application Process

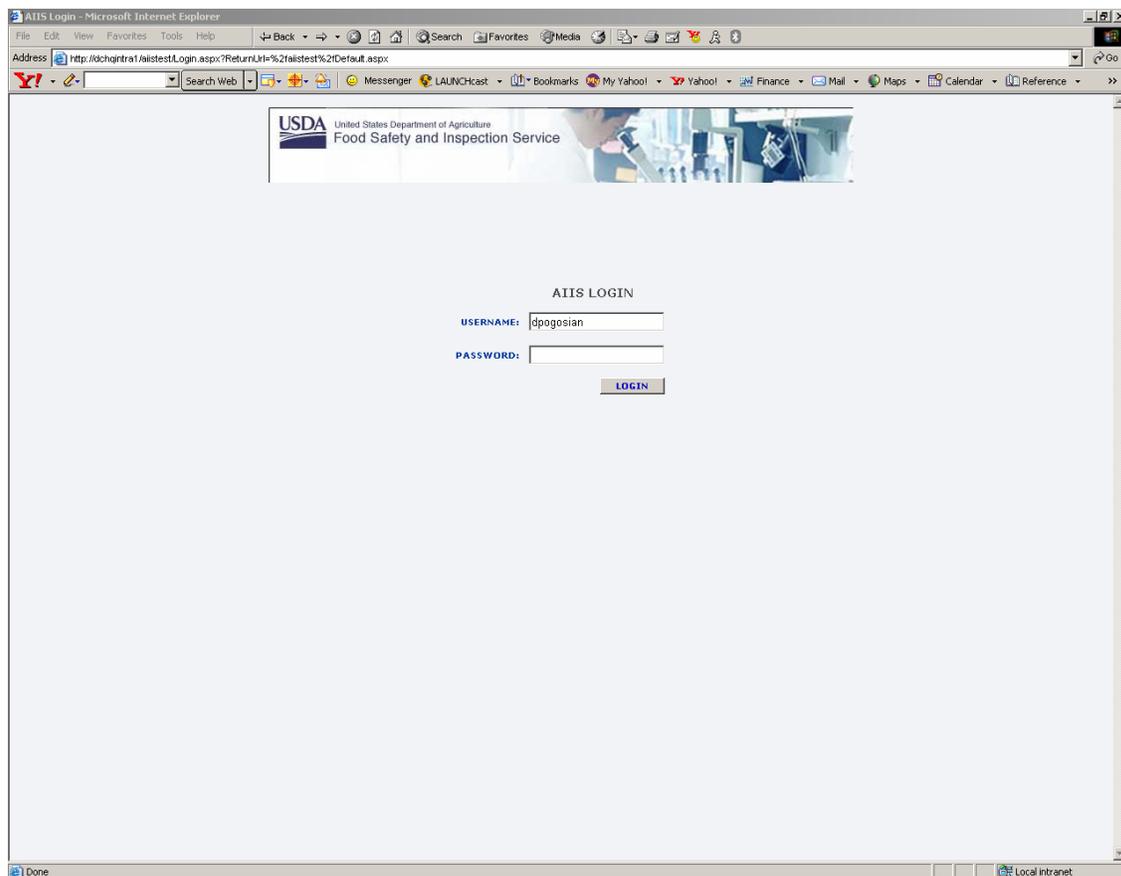
Step 1:

Open Internet Explorer and go to:

<http://fsis-net/aiistest/>

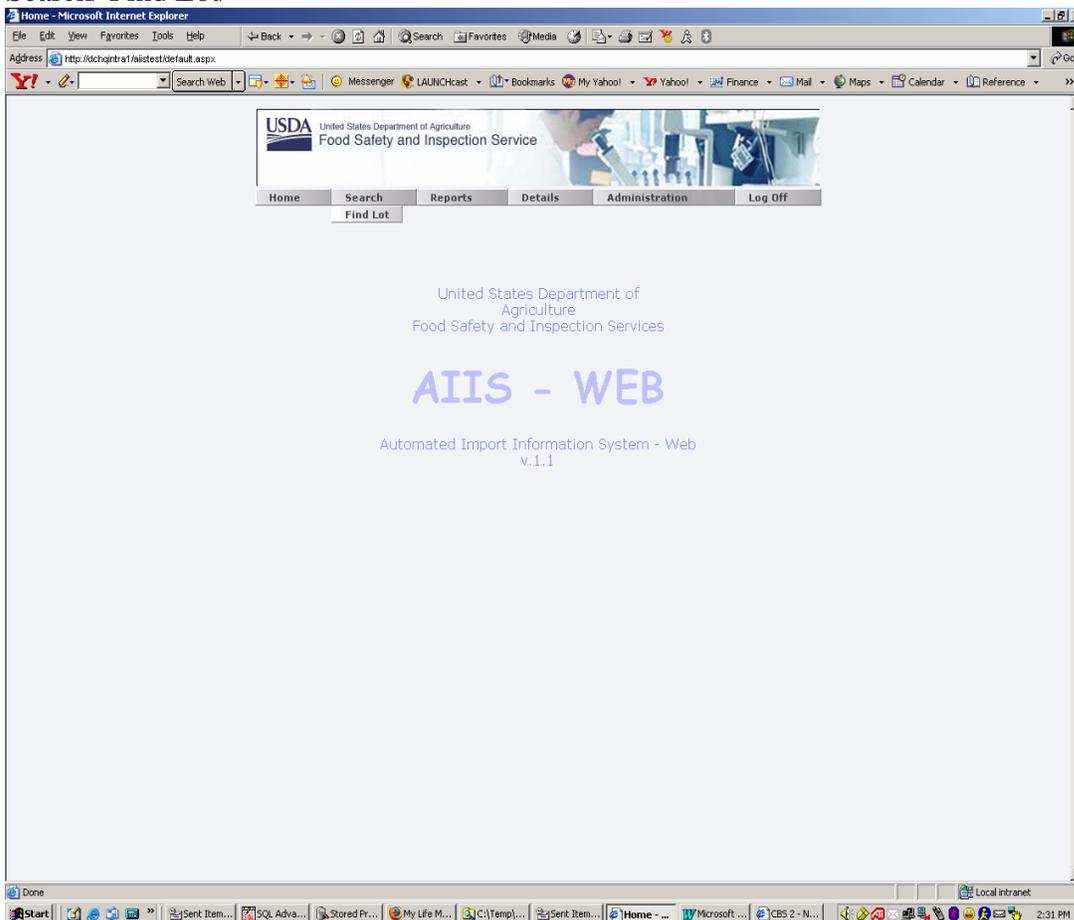
Step2:

Inspector will contact AIIS Admin. (Lori Alqassab) to reset AIIS password, Log in to AIIS Web application 1.1 and reset your AIIS password. For now on all password changes must be done through the AIIS web application 1.1, **not through the AIIS desktop application.**

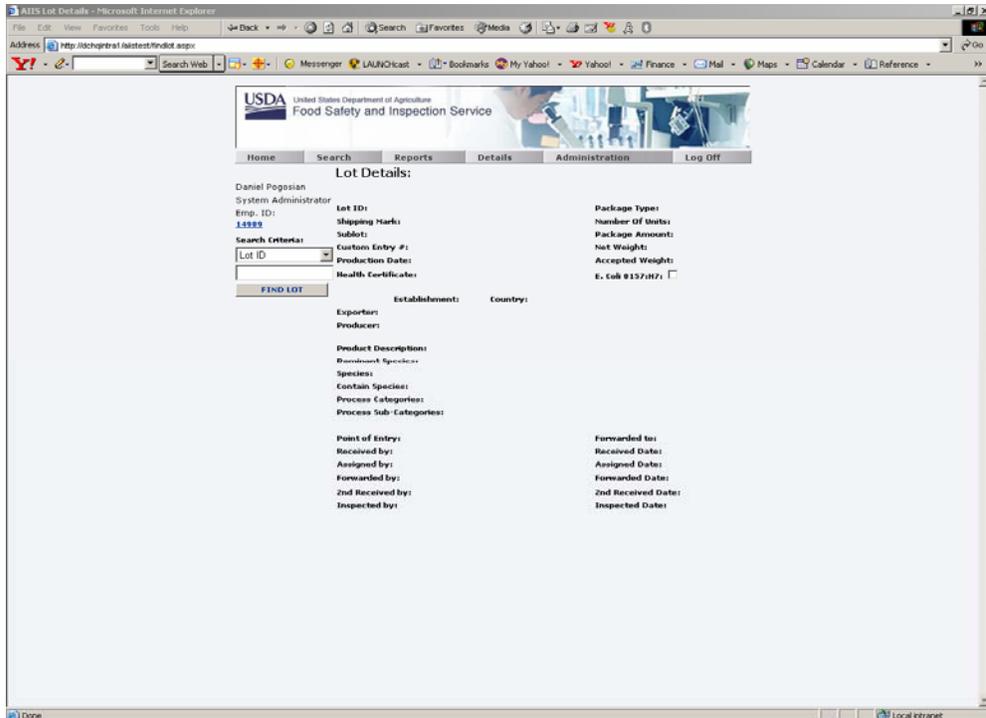


Step 3: Modifying an assignment

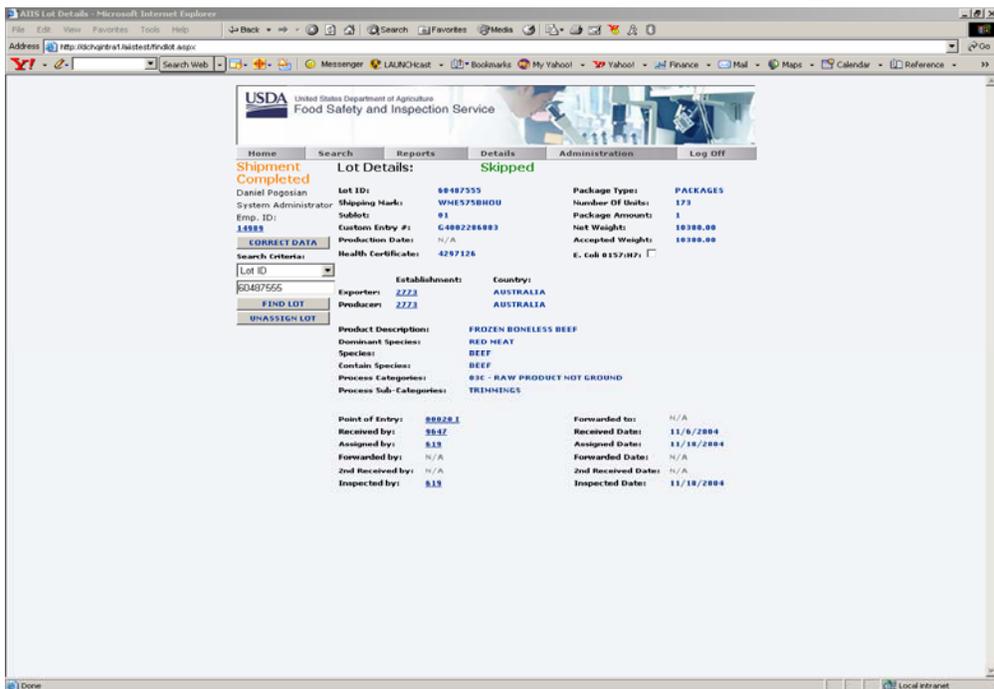
Go to:
Search/ Find Lot/



Step 4: In the Find Lot Screen, choose the appropriate drop down box under search criteria (lot ID, health certificate, shipping marks) and fill in box. Click on “Find Lot” for the desired Lot Assignment:

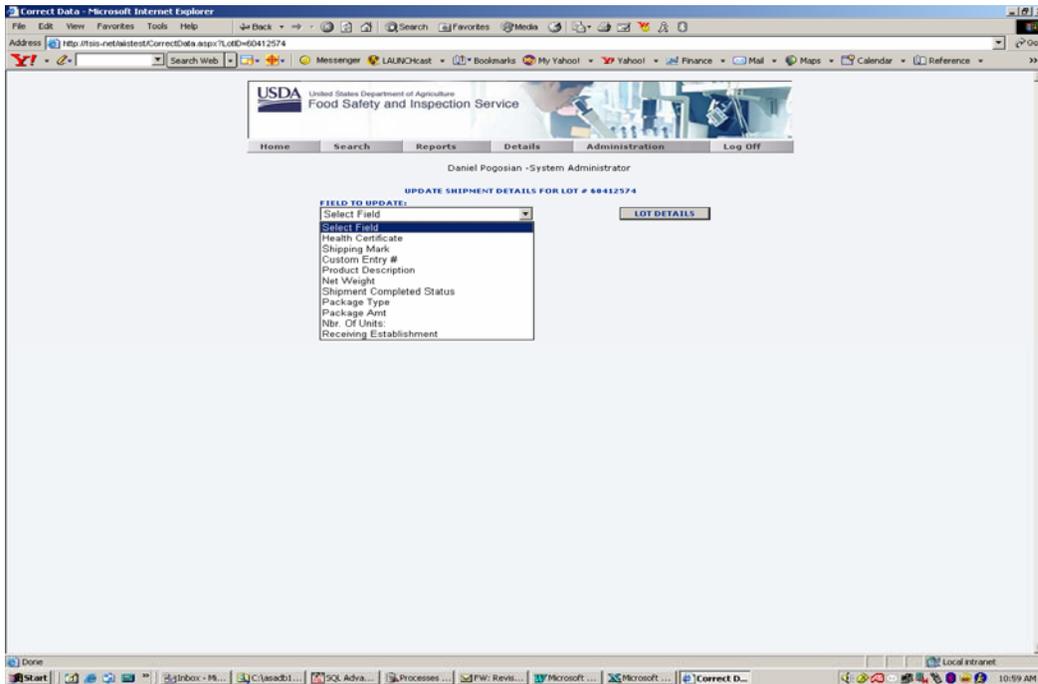


Step 5: After screen displays corresponding lot information click on “Correct Data”.

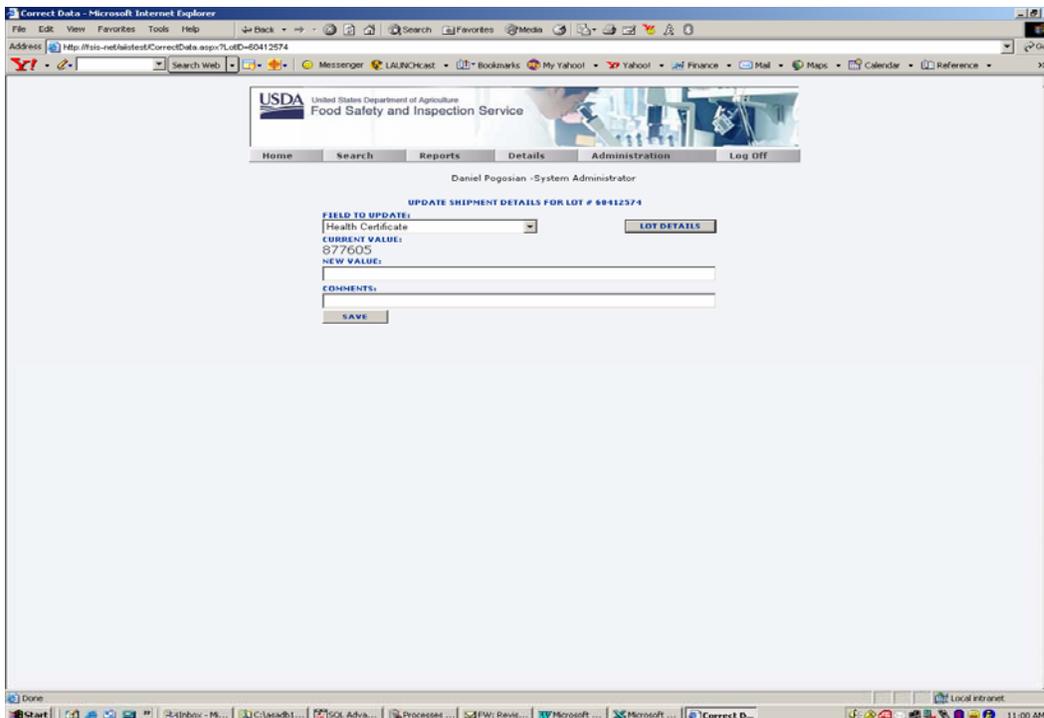


(Need to replace this screen for one without Shipping Mark)

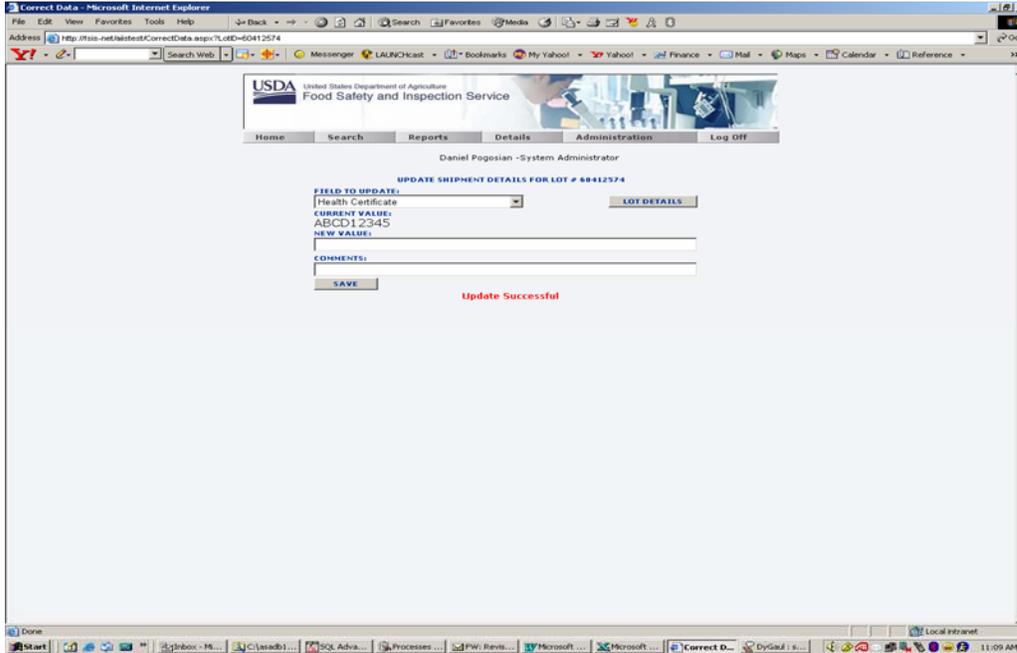
Step 6: Select the desired field to update or adjust by highlighting and clicking:



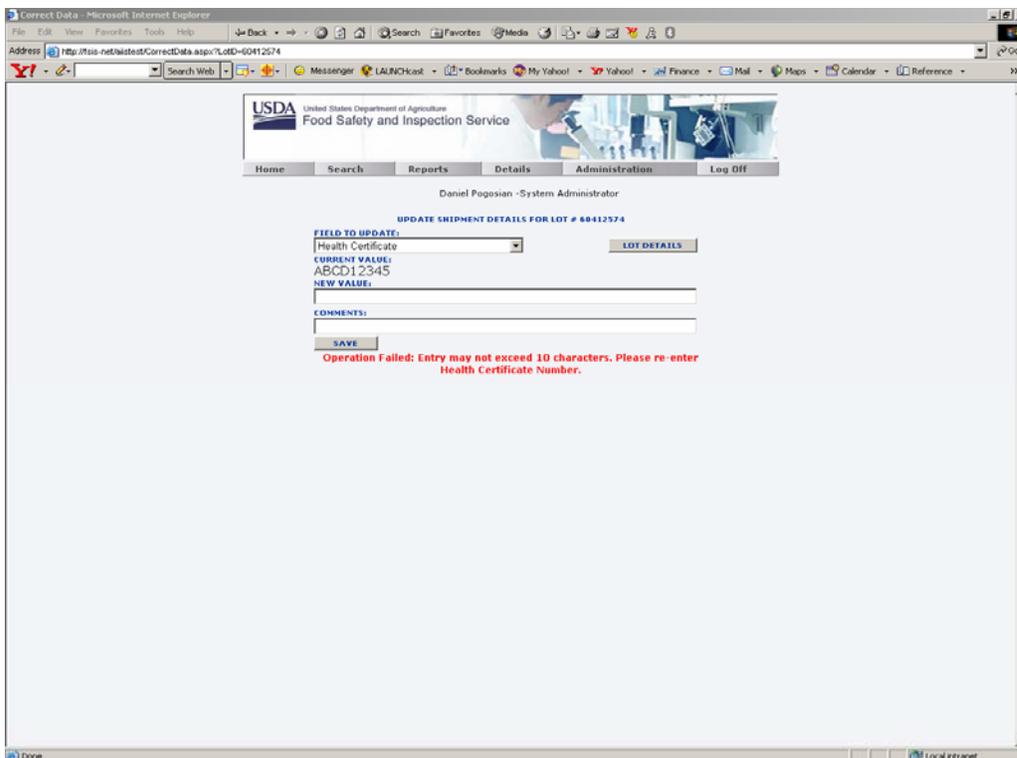
Step 7: After selecting the field to adjust, verify the current entry, in CURRENT VALUE, type in the NEW VALUE for the corrected entry. Enter (delete any) comments for (delete reference) to explain reason for data modification, and click Save.



Step 8: If changes are accepted then the following screen will appear:

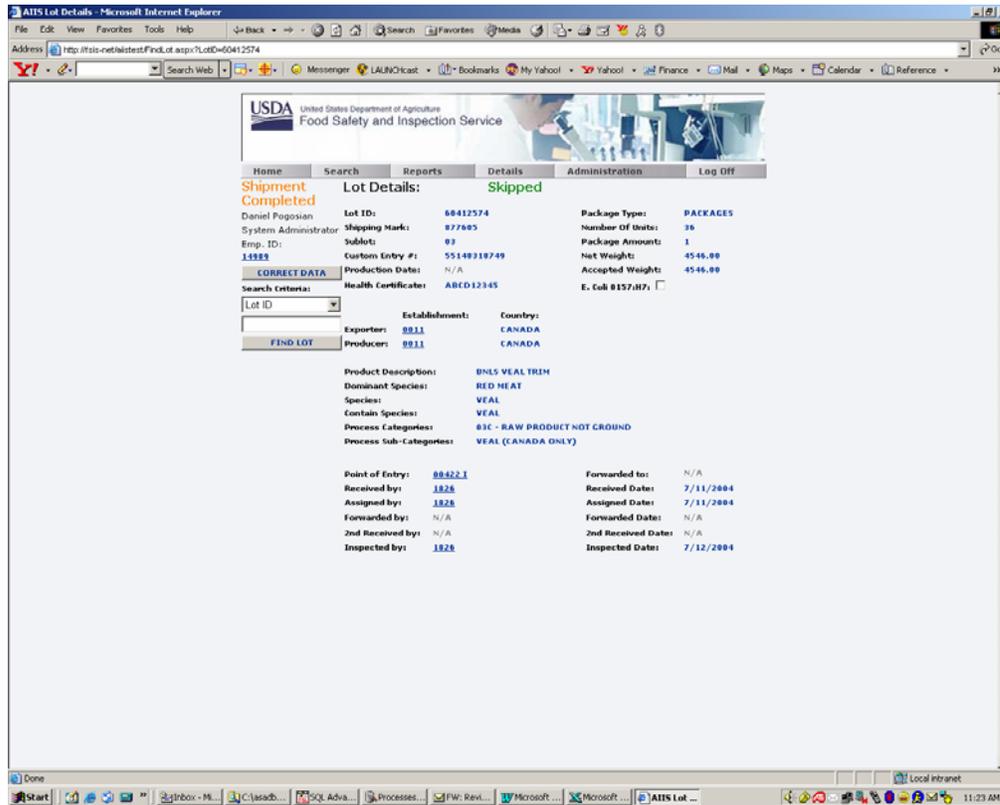


Step 9: However, if the changes are NOT ACCEPTED, a message will appear indicating the error with the request (see screen below):



If you wish to attempt to adjust the information not accepted again, type in the necessary changes and click on “Save” again. If the shipment still is not accepted you will need to contact your Regional Import Field Office.

Step 10:



To verify the data adjustment, click on Lot Details Button. This will redirect you to the Lot Details Screen: import personnel must verify that all data is correct at this point.

If there are any discrepancies in use of this system, please document this and submit, through channels (RIFO), to the AIIS Developers.