# Transcript – PEMS in your pocket

The Department of Agriculture Water and Environment have built new capabilities to allow AOs to report inspections results out on the field with just a mobile phone, making the process more efficient and practical.

I will now begin the step-by-step walkthrough of how to conduct an inspection using PEMS on your mobile phone. For further information on inspection details, please refer to the work instructions on the PEMS user guides in the department's website.

To navigate to PEMS on your mobile phone, go to the department's website which is **www.agriculture.gov.au**

From there, click on the **main menu** button, then the **exporting** tab, **then plant and plant products** title.

Then click on in this section **dropdown** menu, then click **plant export management system** or PEMS.

Under the tab, how do I access and register for PEMS? There is a link that says **launch plant export management system**. Click this link.

PEMS login page will open in a new window. Enter your username and password and accept the terms of use.

Once you've logged in, click on the **green tile** to enter PEMS.

The first thing you will notice is the tiles on the home page fit nicely on the screen. Secondly, you will notice that **my inspections** and **my calibrations** tabs have been modified into card designs instead of grid designs in order for the best fit to mobile screen. The mobile friendly version has the ability to record all supported inspection types. For this example, I'm going to be completing a **horticulture inspection record**.

To begin the inspection, click on the **horticulture tile**, enter the **RFP number** and the **establishment number** into the pop-up window and click **create**.

The inspection screen will now appear. You will notice the authorised officers, time entry, communication and action buttons have been designed to make sure that the user does not have to scroll across the page. The RFP details, flow path details, outcome details and results are all expandable tabs. Each being collapsed by default.

To expand a section, click on the **arrow**. You will begin the inspection on the inspections tab by default. To view the RFP details, click **open** next to RFP details.

This is where you can find information on the RFP including the RFP number, establishment number, destination country, exporter name and commodity details. To navigate back to the inspection reports, click onto the **inspections** tab and then **open** underneath related inspections. To verify information such as treatment or endorsement information, click **change** next to RFP details.

In this case, only an additional declaration needs to be verified.

To verify the additional declaration, you must first view the **link to Micor**. This will open another window and link you to the relevant Micor case for the commodity in country. You will not be able to click the checkbox if you have not verified the Micor case.

Once this new window has been viewed, you can take the additional declaration verified box and verify the import permit number, or treatment information is supplied.

As this is a horticulture inspection, we'll also need to specify the place of origin.

Now click **change** next to flow path details.

To choose the inspection result, click on the **dropdown arrow.**

Select **passed**or **failed**.

Enter the date and time and any comments if required.

Click the **blue save butto**n at the bottom of the dialogue box, then click **change next** to outcome details.

You'll need to verify the trade description and compliance labelling and provide any relevant comments if required. Then select the relevant sampling rate by clicking on the **drop-down menu**.

If the save button at the bottom of the screen is red, that means that a detail is missing before you can submit.

In this case I will need to add compliance labelling comments.

Click the **blue save button** at the bottom of the dialogue box.

Now we are ready to enter our inspection results.

To start entering your inspection results, expand this section by clicking on the **arrow**.

Each RFP line has been designed so that you can see each line easily on the mobile screen. To record the inspection results, click **open** for each line.

If you are completing a multi-line RFP, you can click **next** instead of save and it will take you straight to the next line.

Once you have completed all of the inspection lines, **collaps**e the results window for better visibility.

Just like on the desktop version, once the inspection results are recorded, you must record your time entry. Navigate to the **time entry tab** and click add **next** to time entry.

Enter the start and end time for the inspection.

And click the **blue save button** at the bottom of the dialogue box.

One of the greatest benefits of the mobile version is that you have the ability to easily take a photo and upload it as an attachment. For example, if you fail an inspection up deciding insects, you can snap a quick photo of the insect and upload it directly into PEMS from your phone. To do this, first navigate to the **communications tab**, then click **add** next to the attachments tab. A popup window will appear. Click on **choose file**, then **take photo or video**. This will automatically take you to your phone's camera.

Take the photo or video you wish to upload and then click **use photo**. This will then upload the photos straight to PEMS.

In this instance I'm going to select **other**. When other document is selected, you will need to provide a **description** of the document that you are uploading, title, description into the dialogue box and any comments if required. Then click the **blue save button** at the bottom of the dialogue box.

Another great feature of the mobile version is to download the inspection report onto your device and email or share the file directly from your phone. To do this, click **download report** under the **Actions tab**.

The inspection can only be submitted after all inspection results and data recorded appropriately. Time entry is provided for all AO’s who recorded inspection results and, if applicable, attachments and correspondence relating to the inspection records are supplied.

If you've missed a step in the process, are **red notification** message will appear at the top of the screen identifying what steps has been missed.

If no steps have been missed, you should see **a green banner** at the top of the screen saying the inspection has been submitted.

Overall, the PEMS mobile friendly version has been designed to support entering inspection results whilst out on the field, making it easier and safer for AO’s.