

Drug Enforcement Administration

Automated Reports and Consolidated Order System Online

User Manual

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*DIVERSION CONTROL DIVISION
TECHNOLOGY SECTION*

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1.0 Introduction

Title 21, Code of Federal Regulations (21 CFR), Section 1304.33 mandates the reporting of selected controlled substances. Manufacturers and distributors **must** periodically report their inventories of selected controlled substances and increases and decreases to the inventories of these substances to the DEA.

These reported inventories are recorded in DEA's Automation of Reports and Consolidated Orders System (ARCOS). ARCOS is an automated software system developed by the DEA to monitor selected controlled substances. ARCOS enables the government to maintain a current and historical record of inventories and transactions regarding selected controlled substances.

The ARCOS Online System allows registrants to submit their required periodic reports to DEA via the internet. The data are then stored in the separate ARCOS system. Registrants are able to create and save their reports before submitting them to the DEA. Registrants are also able to return to their saved reports and make edits before submission. Another ARCOS Online feature enables users to make corrections to their reports, even after they have already been submitted to the DEA.

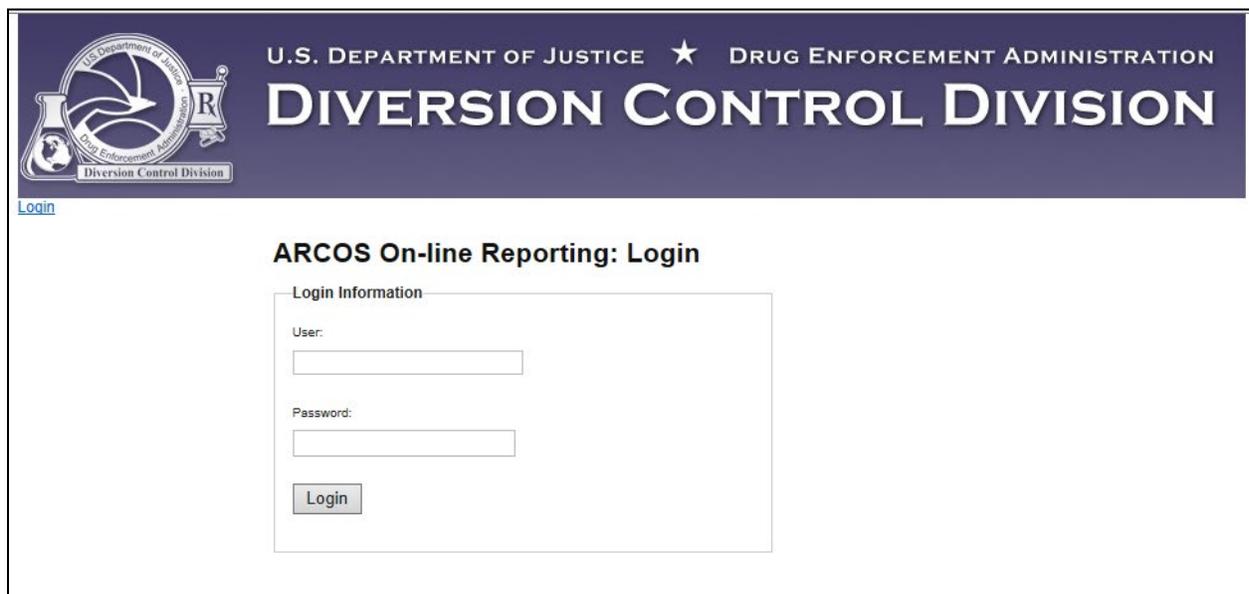
2.0 Registration and Login

To register for ARCOS Online, you must download and complete the ARCOS Electronic Data Interchange (EDI) Request Form (http://www.dea diversion.usdoj.gov/arcos/arcos_edi_form.pdf). The form may be faxed to ATTN: DEA ARCOS Unit, 202-307-8612 or mailed to the following address:

DEA Headquarters
Attn: ARCOS Unit
P.O. Box 2520
Springfield, VA 22152-2520

After receiving a request form, DEA will contact the requester to configure login information. A valid username and password are required to log in to ARCOS Online.

ARCOS Online may be accessed at the following address:
<https://www.dea diversion.usdoj.gov/arcos-online/spring/login>.



The screenshot shows the login interface for the ARCOS On-line Reporting system. At the top, there is a dark blue header with the U.S. Department of Justice Drug Enforcement Administration logo on the left and the text "U.S. DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION" and "DIVERSION CONTROL DIVISION" on the right. Below the header, there is a "Login" link. The main content area is titled "ARCOS On-line Reporting: Login" and contains a "Login Information" form. The form has two input fields: "User:" and "Password:", and a "Login" button.

Figure 1: Login

Type in your user name and password, and click **Login**. The main menu page will display.

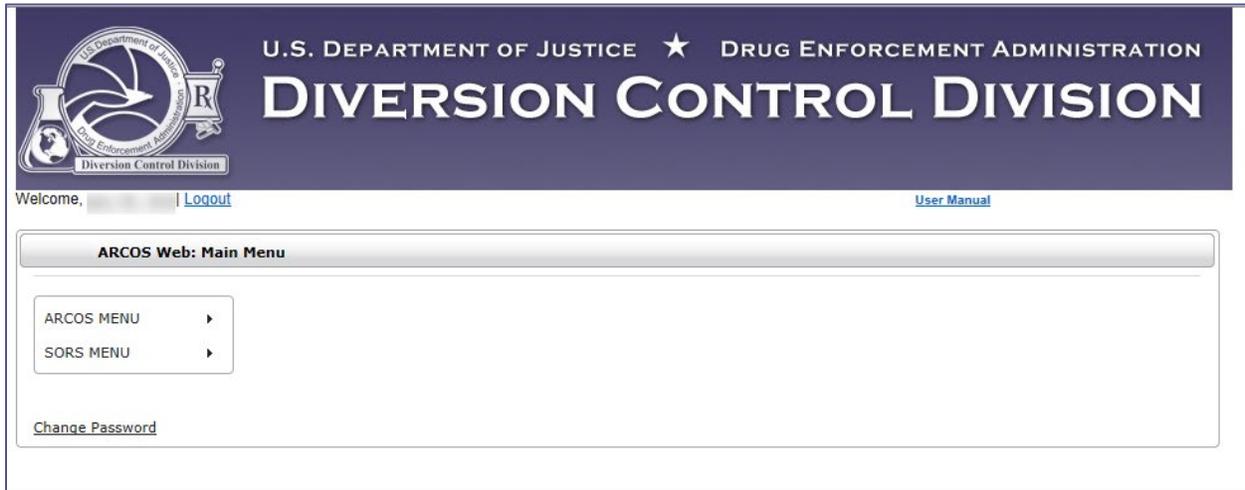


Figure 2: Main Menu

Click the ARCOS Menu option. The different ARCOS selections will display.

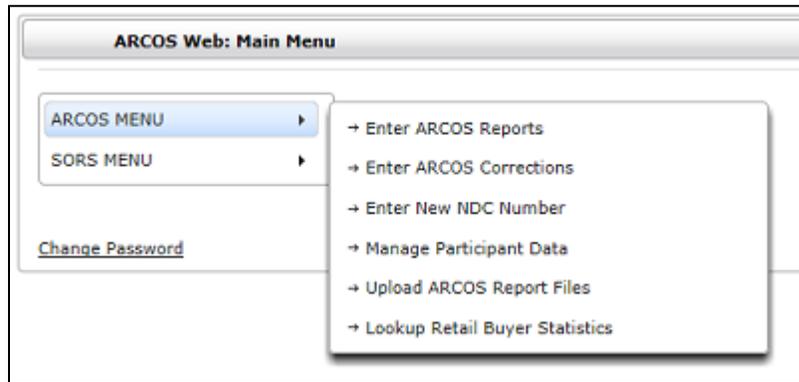


Figure 3: ARCOS Menu Options

Click **Enter ARCOS Reports**. The Manage Reports page will display.

Manage Reports Participant Filter Edit: Correct: Create:

WW8989898 (TEST MANUFACTURER 4) + Create Report 5

WW8989898	Jan 2017	Submitted	Adjustments View/Print
WW8989898	Feb 2017	Adjustments Pending Submission	Adjustments View/Print
WW8989898	Mar 2017	Submission Pending	Edit/Submit
WW8989898	Aug 2017	Submission Pending	Edit/Submit
WW8989898	Nov 2017	Submission Pending	Edit/Submit

1 2

Figure 4: Manage Reports

The top line of the Manage Reports page contains filtering features.

Reports that have not been submitted are marked as “Submission Pending” and may be edited.

Submitted reports may be altered by clicking **Adjustments**. See section 6.1 for more information.

New reports may be added by clicking **Create Report**.

3.0 Enter ARCOS Reports

3.1 Create Report

ARCOS Online allows you to create and submit transaction reports to the DEA.

1. Click the **Create Report** button. The Add/Edit Report page will display.

The screenshot displays the 'Add/Edit Report' interface. At the top, there is a 'Reporting Period' dropdown menu with the text '-Select Date-'. To the right of this is the manufacturer ID 'WW8989898 (TEST MANUFACTURER 4)' and a 'Help' button. Below the reporting period is an 'Add Transaction' button. The main area is a table titled 'Transactions' with a 'Show Errors Only' button on the right. The table has the following columns: Trans ID, Code, NDC, Qty, Units, Str., Assoc., Ord. Form#, Date, and Options. The table is currently empty, displaying 'No records found.' Below the table is a pagination bar showing '(1 of 1)' and a 'Page' dropdown set to '10'. There is another 'Add Transaction' button at the bottom of the table area and a 'Back' button at the very bottom of the page.

Figure 5: Add/Edit Report

2. Select a date from the “Reporting Period” dropdown menu. Only one period can be selected. This field is required.
3. Click the **Add Transaction** button. Additional fields will display.

The screenshot shows the 'Add Transaction' form with the following fields:

- Reporting Period: Oct 01 2017 - Oct 31 2017
- Manufacturer: WW8989898 (TEST MANUFACTURER 4)
- Tr. Code: [Dropdown menu]
- NDC Number: [Three input boxes]
- Quantity: [Input box]
- Unit Code: [-Optional- (Dropdown menu)]
- Strength: [Input box]
- Assoc. Reg. #: [Input box]
- Order Form #: [Input box]
- Trans Date: [Input box]

Buttons: Submit New Transaction, Cancel

Figure 6: Transaction Fields Displayed

- Select a Transaction Code from the Trans Code dropdown menu. Only one Transaction Code can be selected. This field is required.

Depending on the selected Transaction Code, applicable fields will display. The selected Transaction Code will dictate the required fields. Non-applicable fields will state: [Not needed]

- Enter remaining data in the required fields.

The screenshot shows the 'Add Transaction' form with the following data entered:

Tr. Code	NDC Number	Quantity	Unit Code	Strength	Assoc. Reg. #	Order Form #	Trans Date
1	11111-1111-11	123	D - dozens		[Not Needed]	[Not Needed]	10/27/17

Buttons: Submit New Transaction, Cancel

Figure 7: Transaction Data Entered in Required Fields

- Click the **Submit New Transaction** button. The transaction will be added to the report. You may click **Edit** to change any of the transaction details or **Remove** to delete the entire line from the report. Transactions may be sorted by clicking on the arrows in the header fields. They may be filtered by Code or by NDC by selecting/entering the appropriate information in the Code or NDC headers.

Additional transactions may be added to the report by clicking **Add Transaction**.

The screenshot below shows a report with the added transaction:

The screenshot displays the 'Add/Edit Report' interface. At the top, it shows the 'Reporting Period' as 'Oct 01 2017 - Oct 31 2017' and the manufacturer as 'WW8989898 (TEST MANUFACTURER 4)'. Below this is an 'Add Transaction' button. The main section is a table titled 'Transactions' with a 'Show Errors Only' button. The table has the following columns: Trans ID, Code, NDC, Qty, Units, Str., Assoc., Ord. Form#, Date, and Options. A single transaction is listed with Trans ID 1, Code 1, NDC 11111111111, Qty 123, Units D, and Date 2017-10-27. The Options column contains 'Edit' and 'Remove' buttons. Below the table is a pagination bar showing '(1 of 1)' and a page size of 10. At the bottom of the interface are 'Back (Report Not Submitted)' and 'Submit Report' buttons.

Trans ID	Code	NDC	Qty	Units	Str.	Assoc.	Ord. Form#	Date	Options
1	1	11111111111	123	D				2017-10-27	Edit Remove

Figure 8: Added Transaction Displayed

When entering another transaction, the “=” symbol can be entered in a field(s) to repeat a value(s) from the previous transaction. Furthermore, entering “=” in the first (5 digit) field of the NDC Number will fill in the entire NDC number field.

7. Click **Submit Report** to submit your data. “[In process]” will display for the newly created report on the Manage Reports page.

Once a report is submitted, changes to the report will not be possible until the report has finished processing. An **Adjustments** button will replace the [In process] statement on the Manage Reports page once the submitted report has been processed.

If the **Back (Report Not Submitted)** button is clicked, you will return to the Main page without submitting the data. Although the data have not been submitted, they will be saved for editing and later submission, or until the **Remove** button is clicked. “Submission Pending” will display for the newly created report on the Manage Reports page, and an **Edit/Submit** button will display.

3.2 Add NDC Prompt

If you add to a transaction an NDC that the system does not recognize, you will be prompted to have it added to the system. The screenshot below displays the **Add NDC** button that appears when an NDC Number is entered and is not recognized.

Figure 9: Add NDC Button

1. Click **Add NDC** to request that the NDC be added to the system. The Add NDC Form page will pre-populate the field with the new NDC number:

Figure 10: Add NDC Form

2. Continue to step 3a or 3b in Section 4.

4.0 Enter New NDC Number

The Add NDC Form page enables the user to enter a valid NDC Number into the system. Once the NDC has been submitted, the registrant will be able to report transactions with the newly associated NDC. New NDC submissions must have a scanned product label uploaded when submitted. Even though a scanned label is uploaded to ARCOS Online, an NDC Number still needs to be entered into the NDC Number field and submitted.

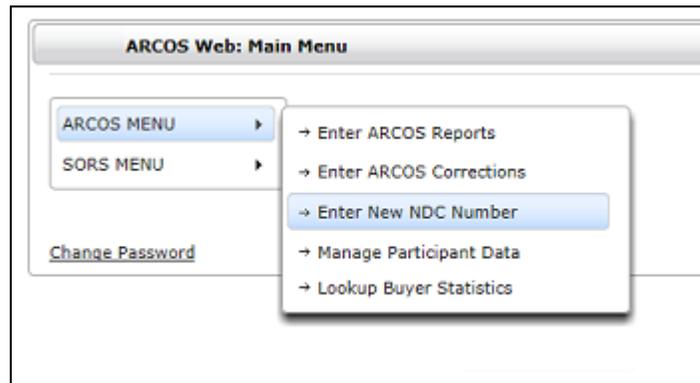


Figure 11: Enter New NDC Number Option

1. Click the **Enter New NDC Number** selection that is found on the dropdown list of the Main Menu page. (See Figure 3.) The Add NDC Form page will display.

 A screenshot of the 'ARCOS-WEB: Add NDC Form' page. The page title is 'ARCOS-WEB: Add NDC Form'. It contains the following content:

- Instructions: 'The DEA uses 11 digit NDC numbers, in the 5-4-2 format (e.g. 12345-6789-01). Shorter forms should pad zeros to the LEFT.'
- Examples of properly formatting an NDC:

Original = 1234-0123-01	Original = 12345-123-01	Original = 12345-0123-1
ARCOS = 01234-0123-01	ARCOS = 12345-0123-01	ARCOS = 12345-0123-01
- 'Upload Scanned Label' section with a help icon and 'Upload Help' text. Below it is a section for 'Important Information about Scanned Labels content' with a '+ Choose' button and a file input field.
- 'NDC Number' field with a format of [] - [] - [] and 'Submit' and 'Cancel' buttons.
- Current status: 'Current File: File Not Uploaded, please Upload the file.'

Figure 12: Add NDC Form

2. Enter an NDC Number in the NDC Number field.
- 3a. Continue to step 7 if you are not uploading a scanned label.
- 3b. If you are uploading a scanned label, click the **Browse** button to locate the desired file to be uploaded. Clicking on browse will open a screen similar to the one below:

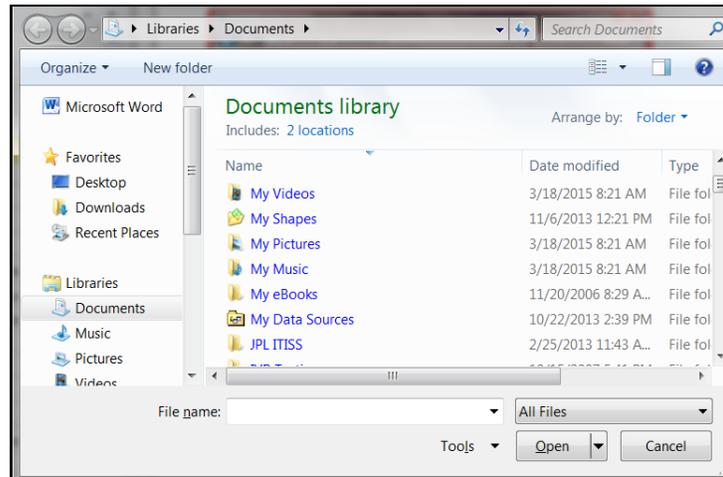


Figure 13: Browse File

4. Click on the selected file.
5. Click the **Open** button. The path will display in the “Browse” field.
6. Click the **Upload** button. The name of the file will display in the “Current File” field.
7. Click **Submit** to send the drug information to DEA. Click **Cancel** to leave the Add NDC Form page without submitting any information.

5.0 Making Changes to a Report (before submission)

You are able to make changes to draft reports before submitting them to DEA. These changes can be made in the Manage Reports section. Report changes prior to DEA submission include:

1. Edit
2. Add a transaction
3. Remove a transaction

5.1 Edit

ARCOS Online allows you to make edits to draft reports before submitting them to DEA. Records labeled "Submission Pending" on the Manage Reports page are editable.

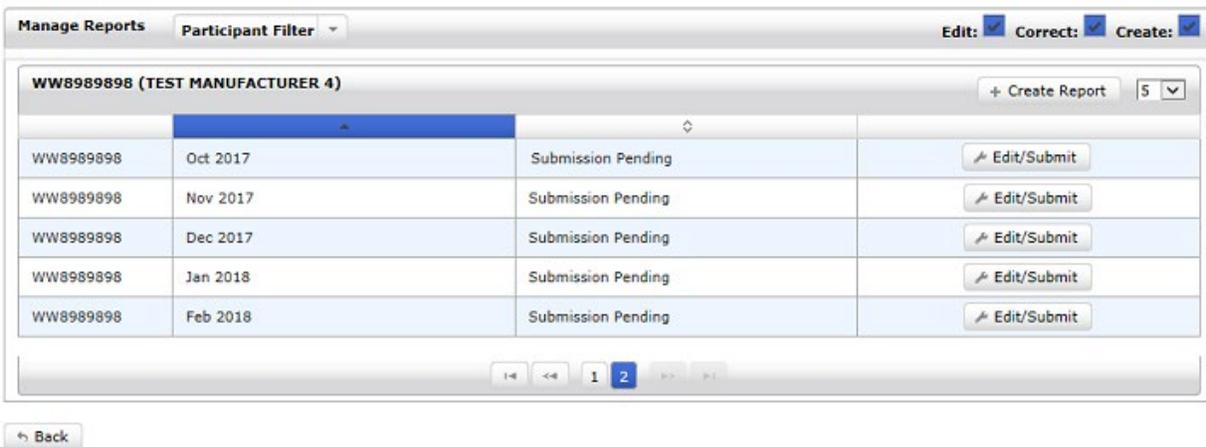


Figure 14: Edit/Submit Report

1. Click the **Edit/Submit** button of the preferred report. The requested report will display.

: Add/Edit Report

Reporting Period: Oct 01 2017 - Oct 31 2017 WW8989898 (TEST MANUFACTURER 4)

Help

Add Transaction

Transactions										Show Errors Only
Trans ID	Code Select	NDC	Qty	Units	Str.	Assoc.	Ord. Form#	Date	Options	
1	1	111111111111	123	D				2017-10-27	<input type="button" value="Edit"/> <input type="button" value="Remove"/>	

(1 of 1) 1 10 -Page- Help

Add Transaction

Back (Report Not Submitted) Submit Report

Figure 15: Report Available for Edit

2. Click the **Edit** button of the preferred transaction. The Edit Transaction page will display.

: Edit Transaction

Trans Code Key (Enter '=' to set a field to the value from the most recently entered transaction, which is shown below) Help

Tr. Code	NDC Number	Quantity	Unit Code	Strength	Assoc. Reg. #	Order Form #	Trans Date
1	111111111111	123	D				2017-10-27
1	11111 -11111 -11	123	D - dozens		[Not Needed]	[Not Needed]	10/27/17

Submit Transaction Edit Cancel

Figure 16: Edit Transaction

3. Make necessary edits to the selected report.
4. Click the **Submit Transaction Edit** button. The Add/Edit Report page will display.

: Add/Edit Report

Reporting Period: Oct 01 2017 - Oct 31 2017 WW8989898 (TEST MANUFACTURER 4)

Help

Add Transaction

Transactions										Show Errors Only
Trans ID	Code	NDC	Qty	Units	Str.	Assoc.	Ord. Form#	Date	Options	
1	1	111111111111	456	K				2017-10-27	Edit Remove	

(1 of 1) 1 10 -Page- Help

Add Transaction

Back (Report Not Submitted) Submit Report

Figure 17: Edits Made

You may click **Edit** to change any of the transaction details or **Remove** to delete the entire line from the report. Transactions may be sorted by clicking on the arrows in the header fields. They may be filtered by Code or by NDC by selecting/entering the appropriate information in the Code or NDC headers.

Additional transactions may be added to the report by clicking **Add Transaction**.

5. Click **Submit Report** to submit the edited report. An alert will display confirming that you want to submit your report for processing.

Submit Report

⚠ This will submit your report for processing. Updates to this report will not be possible until after processing. Continue?

Submit Report Cancel

Figure 18: Submit Report Confirmation

Note: As mentioned in the alert, updates to the submitted report will not be possible until after the report has been processed.

- Click the **Submit Report** button. A confirmation page will display.

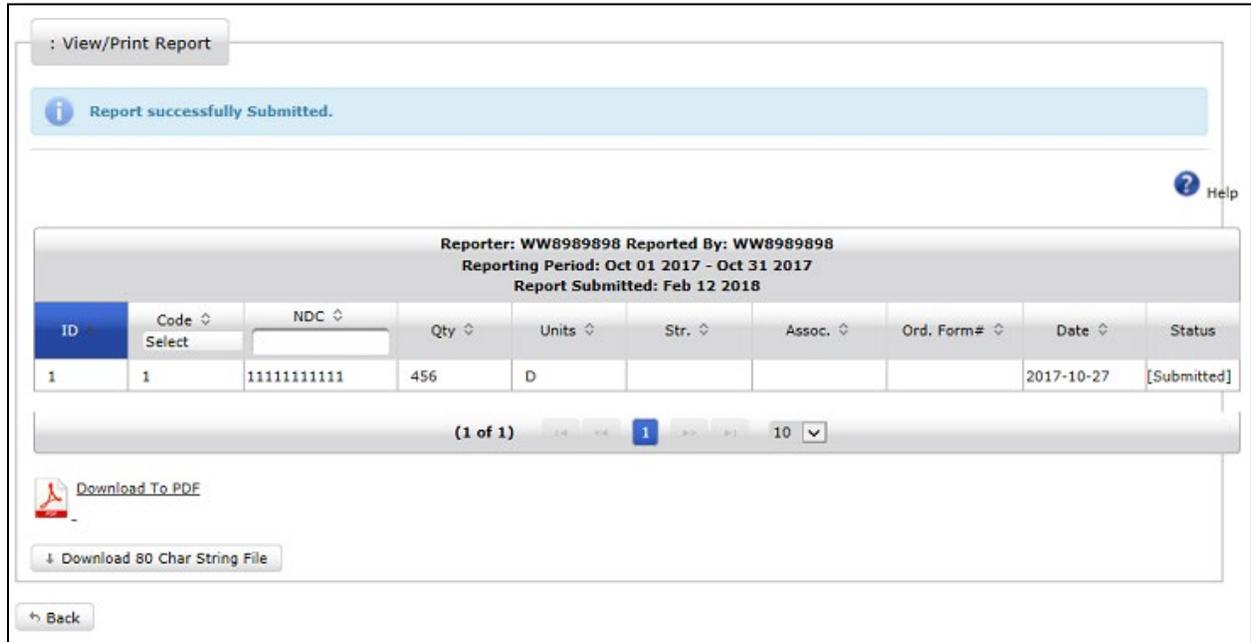


Figure 19: Report Submission Confirmation

Click the PDF icon or the **Download To PDF** hyperlink to save and/or view the reported file in PDF format.

Click the **Download 80 Char String File** button to save and/or view the reported file in text format.

See sections 10.2 and 10.4 for more download information.

5.2 Add a Transaction

You can add a new transaction to a previously created report that was not submitted.

- On the Manage Reports page, click the **Edit/Submit** button of the preferred report. The Add/Edit Report page of that report will display.

: Add/Edit Report

Reporting Period: Oct 01 2017 - Oct 31 2017
WW8989898 (TEST MANUFACTURER 4)

: Add Transaction

? Trans Code Key (Enter '=' to set a field to the value from the most recently entered transaction, which is shown below)
? Help

Tr. Code	NDC Number	Quantity	Unit Code	Strength	Assoc. Reg. #	Order Form #	Trans Date
1	111111111111	456	K				2017-10-27
<input type="text" value="1"/>	<input type="text" value="1111111111"/>	<input type="text" value="456"/>	<input type="text" value="K"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value="1"/>	<input type="text" value="1111111111"/>	<input type="text" value="456"/>	<input type="text" value="K"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Figure 20: Adding a Transaction

- Click the **Add Transaction** button. Adding a new transaction to a saved report is the same as adding a transaction to a new report. See section 3.1, Create Report, for more details.

5.3 Remove Transaction

A report transaction that was previously entered before submission can be removed from the report.

- On the Manage Reports page, click the **Edit/Submit** button of the preferred report.

The Add/Edit Report page of that report will display.

: Add/Edit Report

Reporting Period: Jan 01 2018 - Jan 31 2018 WW8989898 (TEST MANUFACTURER 4)

Help

Add Transaction

Transactions									Show Errors Only
Trans ID	Code Select	NDC	Qty	Units	Str.	Assoc.	Ord. Form#	Date	Options
1	1	111111111111	10					2018-01-31	Edit Remove

(1 of 1) 1 10 -Page- Help

Add Transaction

Back (Report Not Submitted) Submit Report

Figure 21: Removing a Transaction

2. Click the **Remove** button of the transaction to be deleted. The transaction will be removed from the report.
3. Choose from the following:
 - Click **Back (Report Not Submitted)** to return to the Main page without submitting the data.
 - Click **Submit Report** to transmit the modified report.

6.0 Making Changes to a Previously Submitted Report

ARCOS Online allows you to make changes to a report that was already submitted. Report changes include:

1. Adjustments
2. Add a transaction
3. Delete a transaction

6.1 Adjust Submitted Report

1. On the Manage Reports page, click the **Adjustments** button of the preferred report.

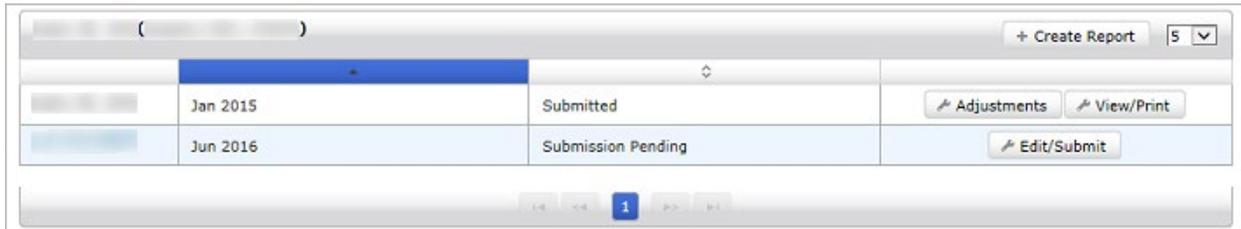


Figure 22: Adjusting a Report

The selected report will display.

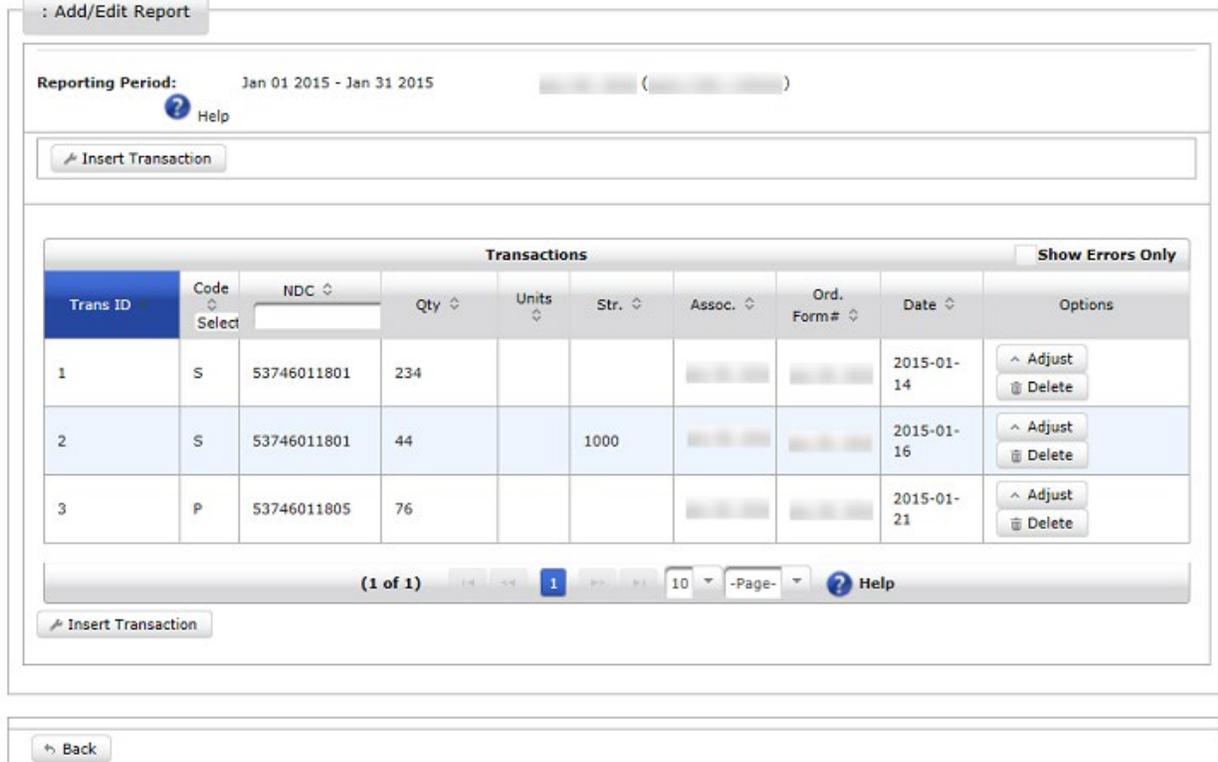


Figure 23: Adjust Report

2. Click the **Adjust** button to make changes to the submitted report.

The original entry will display on the top line for reference. Fields available for correction will show directly under the original line.

: Add/Edit Report

Reporting Period: Jan 01 2015 - Jan 31 2015

: Adjust Transaction

Trans Code Key (Enter '=' to set a field to the value from the most recently entered transaction, which is shown below) ? Help

Tr. Code	NDC Number	Quantity	Unit Code	Strength	Assoc. Reg. #	Order Form #	Trans Date
S	53746011801	234					2015-01-14
S <input type="text" value="v"/>	53746 <input type="text" value="0118"/> <input type="text" value="01"/>	<input type="text" value="234"/>	-Optional- <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1/14/15"/>

Figure 24: Transaction Fields Available for Adjustment

3. Make necessary corrections.
4. Click the **Adjust Transaction** button (or **Cancel** to leave the Adjust Transaction page without making changes). The Add/Edit Report page will display.

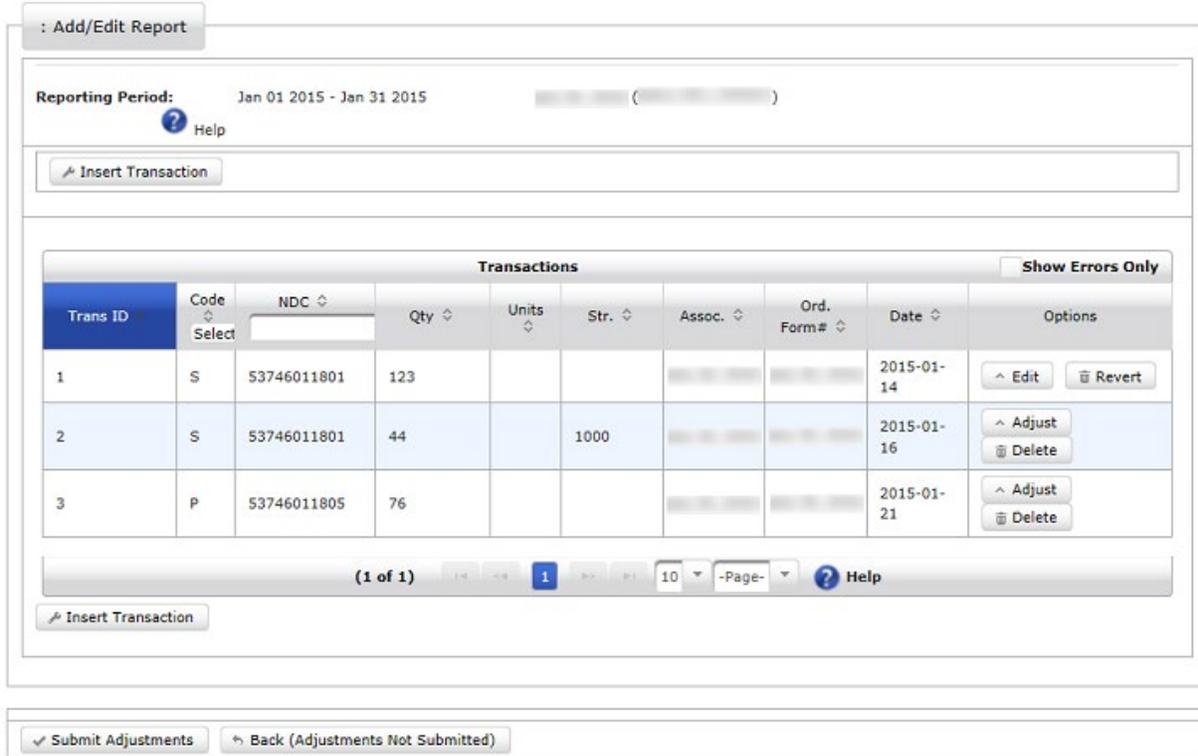


Figure 25: Adjustments to Submitted Report

After an adjustment to a transaction has been made, an **Edit** and a **Revert** button will display on the Add/Edit Report page. If necessary, click the **Edit** button to make further changes, or click the **Revert** button to undo the adjustment and revert it to the previous data that was submitted.

5. Click the **Submit Adjustments** button to submit the adjusted report.

If the **Back (Adjustments Not Submitted)** button is clicked, you will return to the Reports Manager page without submitting the adjustments. The status column will display “Adjustments Pending Submission.”

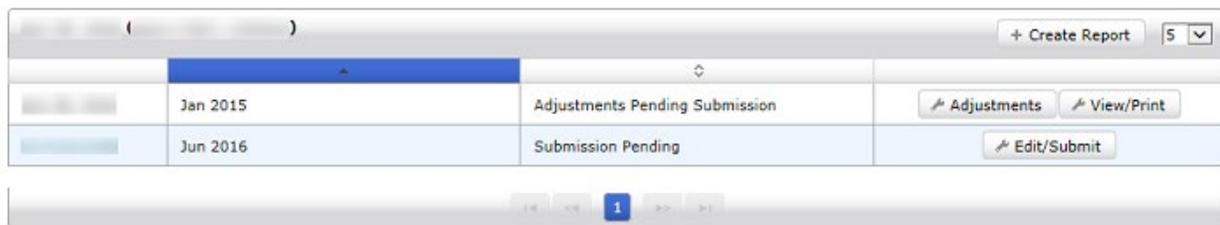


Figure 26: Adjustments Pending Submission (Status)

See section 5.1 for Submission Pending status information.

6.2 Insert Transaction to Submitted Report

1. On the Manage Reports page, click the **Adjustments** button of the preferred report. The requested report for corrections will display.

: Add/Edit Report

Reporting Period: May 01 2015 - May 31 2015 (i) ()

Help

Insert Transaction

Transactions										Show Errors Only
Trans ID	Code Select	NDC	Qty	Units	Str.	Assoc.	Ord. Form#	Date	Options	
1	S	33358016590	22					2015-05-13	Adjust	Delete
2	S	33358016590	12					2015-05-21	Adjust	Delete
3	T	33358016590	11					2015-05-28	Adjust	Delete

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Insert Transaction

Back

Figure 27: Report for Corrections Displayed

2. Click the **Insert Transaction** button. An empty transaction page will display.

: Transaction

Trans Code Key (Enter '=' to set a field to the value from the most recently entered transaction, which is shown below) Help

Tr. Code	NDC Number	Quantity	Unit Code	Strength	Assoc. Reg. #	Order Form #	Trans Date
S	33358016590	22					2015-05-13
-7-			-Optional-				

Submit Adjustment Transaction Cancel

Figure 28: Transaction Fields Displayed

Inserting a transaction to a submitted report is the same as adding a transaction to a new report. See section 3.1, Create Report, for more details.

- After the transaction details have been entered, click the **Submit Adjustment Transaction** button. The new transaction to the report will display.

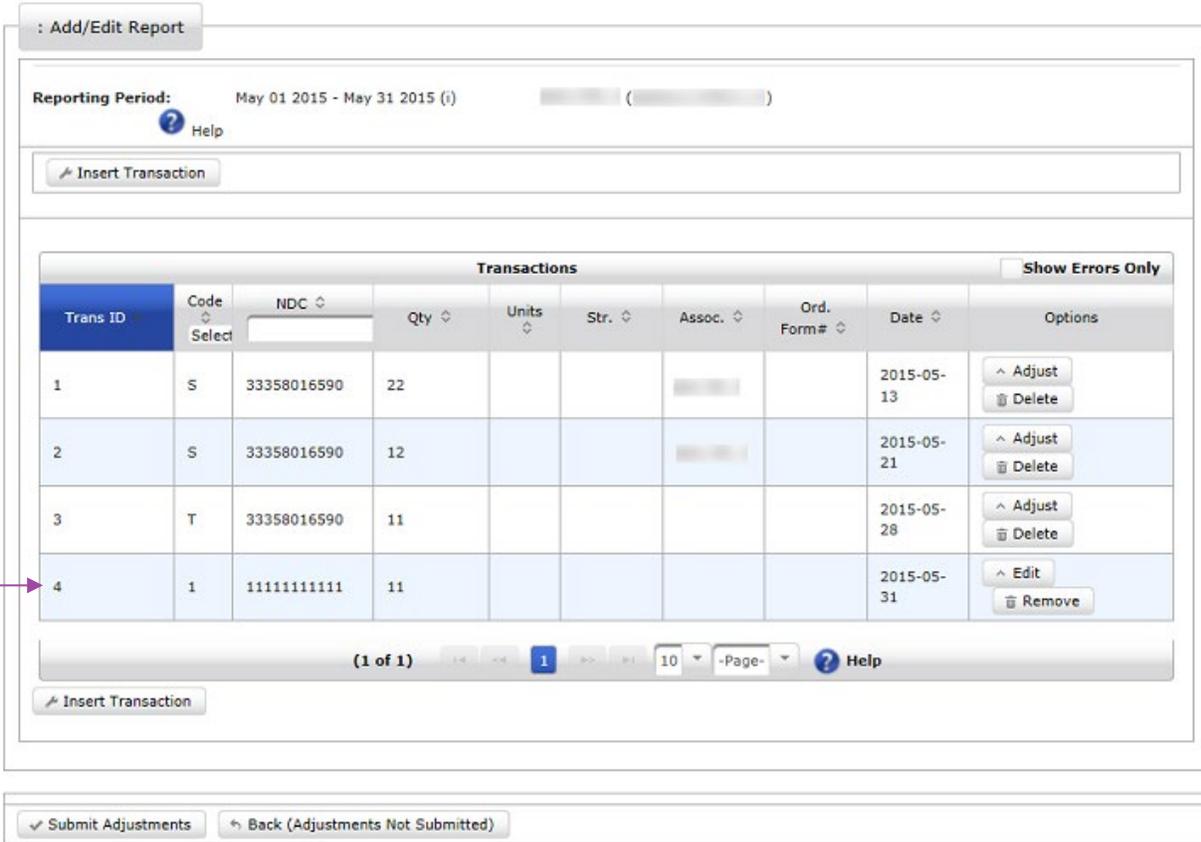


Figure 29: New Transaction Displayed

After the transaction has been inserted, a **Remove** button will display on the Add/Edit Report page. This button can be clicked to remove the entry.

- Click the **Submit Adjustments** button to submit your report for adjustment. A confirmation page will display.



Figure 30: Submit Adjustments Confirmation

- Click the **Submit Adjustments** button. The submission will be processed.

6.3 Delete Transaction

- On the Manage Reports page, click the **Adjustments** button of the desired report. The Add/Edit Report page of that report will display.

: Add/Edit Report

Reporting Period: Jan 01 2015 - Jan 31 2015 ()

Help

Insert Transaction

Transactions									Show Errors Only
Trans ID	Code Select	NDC	Qty	Units	Str.	Assoc.	Ord. Form#	Date	Options
1	S	53746011801	234					2015-01-14	Adjust Delete
2	S	53746011801	44		1000			2015-01-16	Adjust Delete
3	P	53746011805	76					2015-01-21	Adjust Delete

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Insert Transaction

Back

Figure 31: Deleting a Transaction to Submitted Report

- Click the **Delete** button to delete the transaction.

When the **Delete** button is clicked, an **Edit** and a **Revert** button will display on the Add/Edit Report page. If necessary, click the **Edit** button to make further changes, or click the **Revert** button to undo the deletion.

: Add/Edit Report

Reporting Period: Jan 01 2015 - Jan 31 2015 ()

Insert Transaction

Transactions									Show Errors Only
Trans ID	Code Select	NDC	Qty	Units	Str.	Assoc.	Ord. Form#	Date	Options
1	S	53746011801	123					2015-01-14	<input type="button" value="Edit"/> <input type="button" value="Revert"/>
2	S	53746011801	44		1000			2015-01-16	<input type="button" value="Adjust"/> <input type="button" value="Delete"/>
3	P	53746011805	76					2015-01-21	<input type="button" value="Adjust"/> <input type="button" value="Delete"/>

(1 of 1) 1 10 -Page- Help

Insert Transaction

Submit Adjustments Back (Adjustments Not Submitted)

Figure 32: Edit and Revert buttons available after Deletion

3. Click the **Submit Adjustments** button to submit the report.

If the **Back (Adjustments Not Submitted)** button is clicked, you will return to the Reports Manager page without submitting the adjustments. The status column will display “Adjustments Pending Submission.”

7.0 Enter ARCOS Corrections (of submitted transactions)

ARCOS Online displays error statements to invalid transactions and allows you to make corrections to those transactions. The errors relate to ARCOS data that are primarily received through the Electronic Data Interchange (EDI). The system also enables you to delete transactions that include errors.

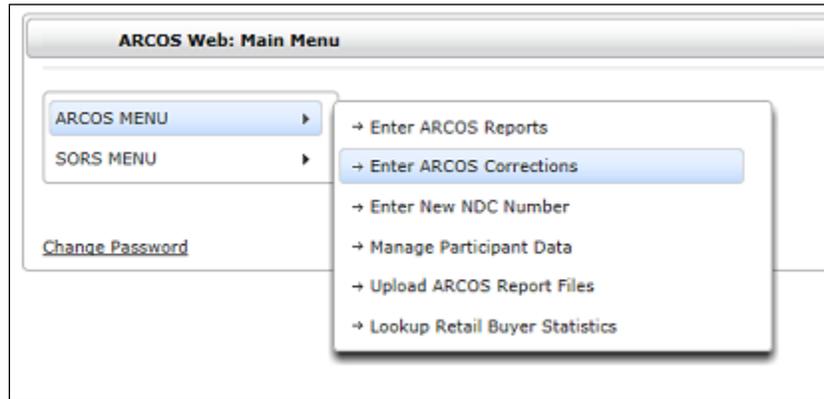


Figure 33: Enter ARCOS Corrections Option

7.1 Correct Errors

You can make corrections to the errors within your ARCOS transactions.

- 1a. If a Non-Central Reporter, click the **Enter ARCOS Corrections** selection found within the dropdown menu (see Figure 3) on the Main Menu page. The Error Transactions page will display. Note the Error Text statements.

: Enter Corrections

Error Transactions					
Code/ID Select	NDC	Qty	Date	Error Text	Options
S 000000177	498120060**	00000815	20121218	Unit must be 1, 2, 3, or 4 with this NDC number.	<input type="button" value="Correct Error"/> <input type="button" value="Delete Transaction"/>
R 000000098	51285069102	00000001	20140107	Order form number is required for schedule 1 and 2 drugs.	<input type="button" value="Correct Error"/> <input type="button" value="Delete Transaction"/>
3 000000002	204820002**	00000025	20141231	Unit must be 5 or 6 with this NDC number.	<input type="button" value="Correct Error"/> <input type="button" value="Delete Transaction"/>
S 002677	00093015001	00000124	2032 042	Unit must be blank, D, K, 1, 2, 3, 4, 5, or 6.	<input type="button" value="Correct Error"/> <input type="button" value="Delete Transaction"/>

Figure 34: Error Transactions

- 1b. If a Central Reporter, click the **Enter ARCOS Corrections** selection found within the dropdown menu (see Figure 3) on the Main Menu page. The list of registrants and their adjoining **Correct Errors** button will display. Click the **Correct Errors** button beside the preferred registrant number.

Back

Select User	
Corrections Waiting: 4	<input type="button" value="Correct Errors"/>
Corrections Waiting: 3	<input type="button" value="Correct Errors"/>
Corrections Waiting: 0	<input type="button" value="Correct Errors"/>
Corrections Waiting: 5	<input type="button" value="Correct Errors"/>

Figure 35: Registrant Errors for Central Reporters

The Error Transactions page will display, as in Figure 37.

- Click the **Correct Error** button of the preferred line item on the Error Transactions page. The transaction page with error information will display.

: Enter Corrections

Reporting Period: Apr 01 2012 - Jun 30 2012

Errors for this transaction:
Order form number is required for schedule 1 and 2 drugs.

: Transaction

Trans Code Key (Enter '=' to set a field to the value from the most recently entered transaction, which is shown below) Help

Trans Code	NDC Number	Quantity	Unit Code	Strength	Assoc. Reg. #	Order Form #	Trans Date
P	00054 -4650 -XX	18	-Optional-				4/12/12

Submit Correction Cancel

Figure 36: Enter Corrections

- Make the necessary change(s) on the page.
- Click the **Submit Correction** button. The associated line item will be removed from the Error Transactions page.

7.2 Delete Transactions

You can delete transactions that have received error statements.

- If a Non-Central Reporter, click the **Enter ARCOS Corrections** selection found within the dropdown menu (see Figure 3) on the Main Menu page. The Error Transactions page will display. Note the Error Text statements.

: Enter Corrections

Error Transactions					
Code/ID Select	NDC	Qty	Date	Error Text	Options
S 000000177	498120060**	00000815	20121218	Unit must be 1, 2, 3, or 4 with this NDC number.	<input type="button" value="Correct Error"/> <input type="button" value="Delete Transaction"/>
R 000000098	51285069102	00000001	20140107	Order form number is required for schedule 1 and 2 drugs.	<input type="button" value="Correct Error"/> <input type="button" value="Delete Transaction"/>
3 000000002	204820002**	00000025	20141231	Unit must be 5 or 6 with this NDC number.	<input type="button" value="Correct Error"/> <input type="button" value="Delete Transaction"/>
S 002677	00093015001	00000124	2032 042	Unit must be blank, D, K, 1, 2, 3, 4, 5, or 6.	<input type="button" value="Correct Error"/> <input type="button" value="Delete Transaction"/>

Figure 37: Error Transactions

1b. If a Central Reporter, click the **Enter Corrections** selection found within the dropdown menu (see Figure 3) on the Main Menu page. The list of registrants and their adjoining **Correct Errors** button will display. Click the **Correct Errors** button beside the preferred registrant number.

Back

Select User	
Corrections Waiting: 4	<input type="button" value="Correct Errors"/>
Corrections Waiting: 3	<input type="button" value="Correct Errors"/>
Corrections Waiting: 0	<input type="button" value="Correct Errors"/>
Corrections Waiting: 5	<input type="button" value="Correct Errors"/>

Figure 38: Registrant Errors for Central Reporters

The Error Transactions page will display as in Figure 37.

- Click the **Delete Transaction** button of the preferred transaction on the Error Transactions page. A Confirm Delete Transaction message will display.

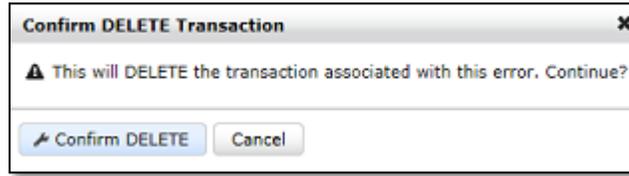


Figure 39: Confirm Delete Transaction

- Click the **Confirm Delete** button. The system will delete the transaction, and a “Deleted” label will display on the Error Transaction table.

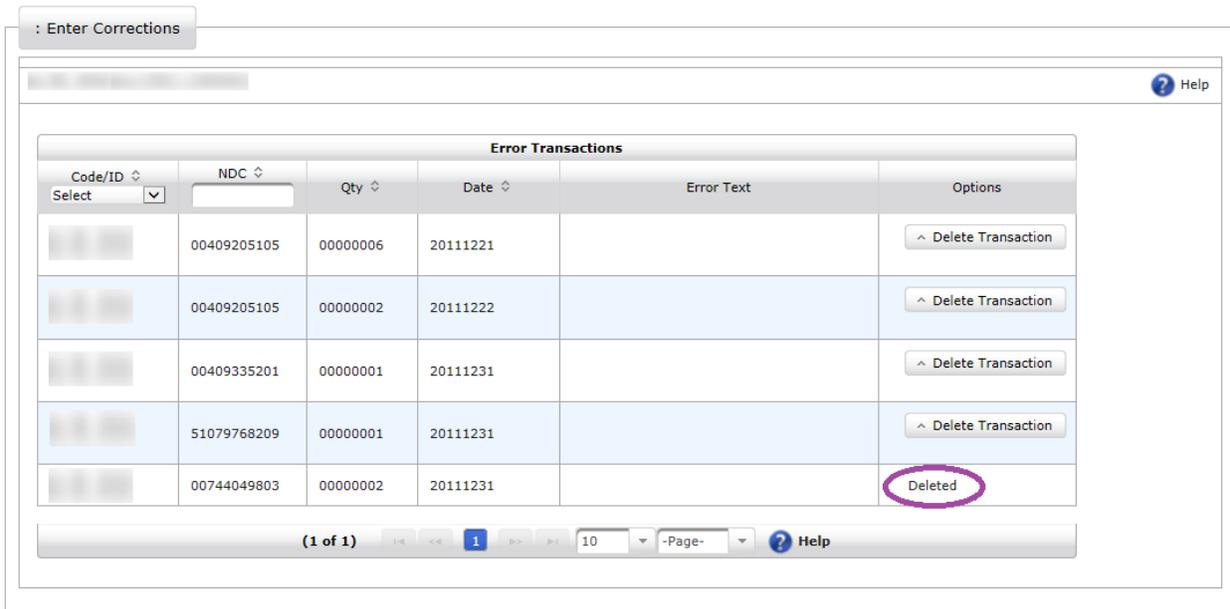
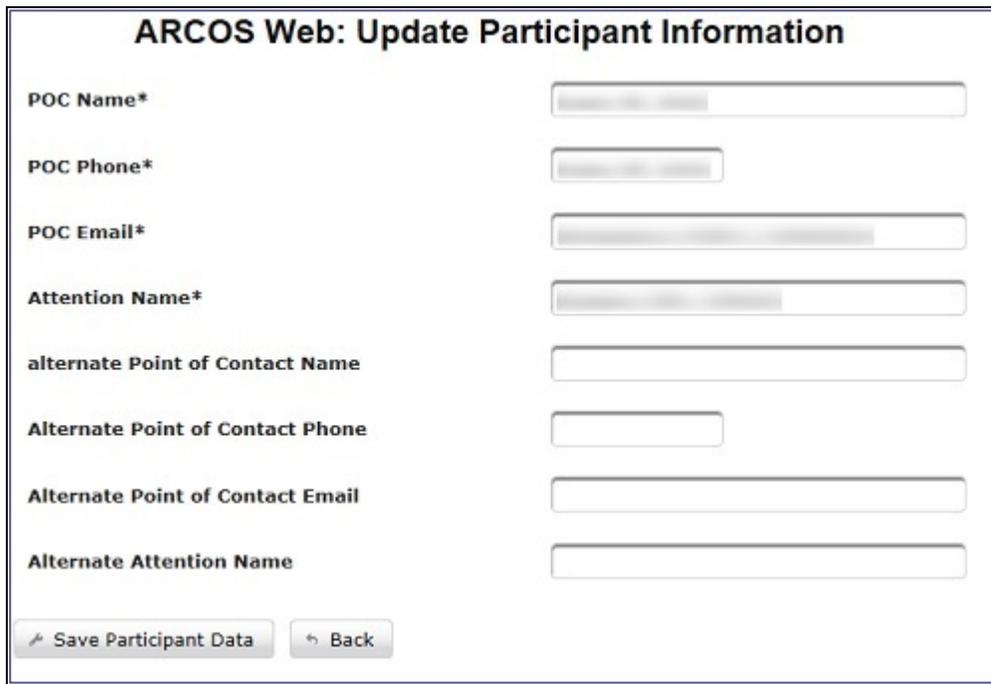


Figure 40: Deleted Transaction

8.0 Manage Participant Data

ARCOS Online allows registrants to manage their contact information.

1. Click the **Manage Participant Data** selection found within the dropdown menu on the Main Menu page.
- 2a. For Non-Central Reporters, the Update Participant Information page will display.



The screenshot shows a web form titled "ARCOS Web: Update Participant Information". The form contains several input fields for contact information, each with a label and a corresponding text box. The fields are: POC Name* (required), POC Phone* (required), POC Email* (required), Attention Name* (required), alternate Point of Contact Name, Alternate Point of Contact Phone, Alternate Point of Contact Email, and Alternate Attention Name. At the bottom of the form, there are two buttons: "Save Participant Data" and "Back".

Figure 41: Update Participant Information

- 2b. For Central Reporters, a page with a list of participating registrants will display. Click the **Update** button of the preferred participant account. The requested participant information will display.
3. Make any necessary changes.
4. Click the **Save Participant Data** button.

8.1 User Access Management

In addition to adding new Users and modifying existing Users, Account Managers can select which Associated Reporters Users can access, as well as assign an ARCOS Reporting Role to those Users. Users assigned an admin (_ADMIN) role may grant other Users access only to the reporters to which they have first been granted access.

1. Click the **Manage Users** button found within the dropdown menu on the Main Menu page.
2. For Central Reporters, a list of all existing, affiliated Users will display.

: Manage Users				
Role	Username	Name	Enabled?	Action
ROLE_SORS_USER	abc@gmail.com	ABCD, ABC	Yes	Edit Reset Pwd
ROLE_ARCOS_USER	arcos_usr@gmail.com	USER, ARCOS	Yes	Edit Reset Pwd
ROLE_BUYER_STATS_ADMIN	buyerstate	TEST, TEST_BUYER	Yes	Edit Reset Pwd
ROLE_ARCOS_ADMIN	dakshathumar14@gmail.com	TH, DJ	Yes	Edit Reset Pwd
ROLE_ARCOS_USER	daxthumar@gmail.com	THUMAR, DAKSHA	Yes	Edit Reset Pwd
ROLE_BUYER_STATS	dj@gmail.com	T, D	Yes	Edit Reset Pwd
ROLE_ARCOS_USER ROLE_SORS_USER	fgnj@gmail.com	FJG, DJGH	Yes	Edit Reset Pwd
ROLE_ARCOS_ADMIN ROLE_BUYER_STATS_ADMIN	hsdf@gmail.com	THU, YOGITA	Yes	Edit Reset Pwd
ROLE_BUYER_STATS_ADMIN	isaac@gmail.com	LARTEY, ISAAC	Yes	Edit Reset Pwd
ROLE_ARCOS_ADMIN ROLE_SORS_ADMIN ROLE_BUYER_STATS_ADMIN	k.e.v.inrobair@gmail.com	ROBO, KEVO	Yes	Edit Reset Pwd

Figure 42: List of Affiliated Users

3. To edit an existing User, click the **Edit** button in the farthest, right column of the row of that User.
4. To add a new User, click the **Add User** button at the bottom left of the screen.
- 5a. The Add/Edit User Form page will display. For existing Users, required fields will fill automatically. For new Users, complete the required fields.

5b. Users can be designated a regular (_USER) or administrative (_ADMIN) role, or any combination of the available options which appear in the *Role box, on the left of the screen.

U.S. DEPARTMENT OF JUSTICE ★ DRUG ENFORCEMENT ADMINISTRATION
DIVERSION CONTROL DIVISION

Welcome, CENTRALREP | [Logout](#) [ARCOS User Manual](#) [SORS User Manual](#)

: Add/Edit User Form

* denotes Required Fields

* Email (username)

* Role [? Help](#)

- ROLE_SORS_USER
- ROLE_SORS_ADMIN
- ROLE_BUYER_STATS_ADMIN
- ROLE_BUYER_STATS
- ROLE_ARCOS_ADMIN
- ROLE_ARCOS_USER

* First Name

Middle Name

* Last Name

* Enabled? Yes No

Assign Reporters [? Help](#)

- AA1111627
- AA1223432
- AA1289400
- AA1289058
- AA1289056
- AA1689062
- AA1259098
- AA1284276
- AA1110324
- AA1110726
- AA1110831
- AA1113938
- AA1110488
- AA1111150
- AA1310606
- AA1334562
- AA1314958
- AA1322524
- AA1326256
- AA1336925
- AA1363401

Figure 43: Add/Edit User Form

6. To assign/unassign a User one or more User roles, press and hold the ctrl key of the keyboard and select a User role(s) from the *Role box, on the left of the screen.

7a. To give a User access to one or more associated reporters, press and hold the ctrl key of the keyboard and select the associated reporters' corresponding DEA Registration # from the **Assign Reporters** box on the right-hand side of the screen.

7b. If no Reporters are selected from the Assign Reporters List, the Child User will inherit access to all reporters on the Parent User's Assign Reporters List.

8. When finished, click the **Proceed** button at the bottom left of the screen.

9. The ARCOS/SORS Online: Review User page will display.

ARCOS/SORS Online: Review User	
Username:	abc@gmail.com
Role(s)	ROLE_ARCOS_USER
Participant(s)	RD0108200 RD0188311 RE0215675
First Name:	ABC
Middle Name:	
Last Name	ABCD
Email	abc@gmail.com
Enabled?	Y

Figure 44: ARCOS/SORS Online: Review User

10. If it is found that any User information has been entered in error, click the **Revise** button at the bottom of the screen to return to the Add/Edit User Form page (Figure 43).

11. If all User information appears correct, click the **Confirm** button at the bottom of the screen.

12. To terminate the Add/Edit User transaction, click the **Cancel** button at the bottom of the screen.

The following matrix illustrates the rights of Associated Reporters and user edit options that are available for each User Role. Note that created Admin Users will have access only to Associated Reporters that its Parent Admin User has access to, or the Associated Reporters that the Parent User selects for them.

	Add/Edit ARCOS Users	Add Edit SORS Users	Assign Reporters to Users	Add/Edit Buyer Stats Users	Enter Arcos Reports	Enter SORS Reports	View Buyer Stats
EDI USER*	X	X	X	X	X	X	X
ARCOS_ADMIN	X	X	X	X	X	X	X
ARCOS_USER					X	X	X
SORS_ADMIN		X	X			X	
SORS_USER						X	
BUYER_STATS_ADMIN				X			X
BUYER_STATS_USER							X

*The EDI User cannot be edited in Arcos Online

9.0 Retail Buyer Statistics Lookup

This module enables you to query the number of distinct suppliers of a particular drug by entering the DEA Number of a retail buyer *and* the drug code.

1. Click the **Lookup Retail Buyer Statistics** selection found within the dropdown menu on the Main Menu page. The Retail Buyer Statistics Lookup page will display.

ARCOS-WEB: RETAIL Buyer Statistics Lookup

Enter a Retail (Pharmacy, Hospital, Practitioner) DEA Number and Drug Code to see the number of distinct sellers for that DEA Number and Drug Code.

Retail Buyer DEA Number:

Drug Code Selection

Available Drugs	
Code	Name
<input type="checkbox"/>	1100 AMPHETAMINE
<input type="checkbox"/>	1105 METHAMPHETAMINE
<input type="checkbox"/>	1184 LEVAMPHETAMINE P-AMINO BENZOATE
<input type="checkbox"/>	1200 D-AMPHETAMINE SO4 DIBASIC
<input type="checkbox"/>	1205 LISDEXAMPHETAMINE
<input type="checkbox"/>	1210 DL-AMPHETAMINE SULFATE MONOBASIC
<input type="checkbox"/>	1228 BENZPHETAMINE

Clear Text Filters

Add -->

<-- Remove

Selected Drugs	
Code	Name
No Drugs Entered	

→ Search Clear Search

← Back

Figure 45: Retail Buyer Statistics Lookup

2. Enter a valid DEA Number of a buyer in the Retail Buyer DEA Number field.
- 3a. Type a drug code number or drug name in the corresponding fields within the Available Drugs table. Repeat if you are selecting multiple drugs.

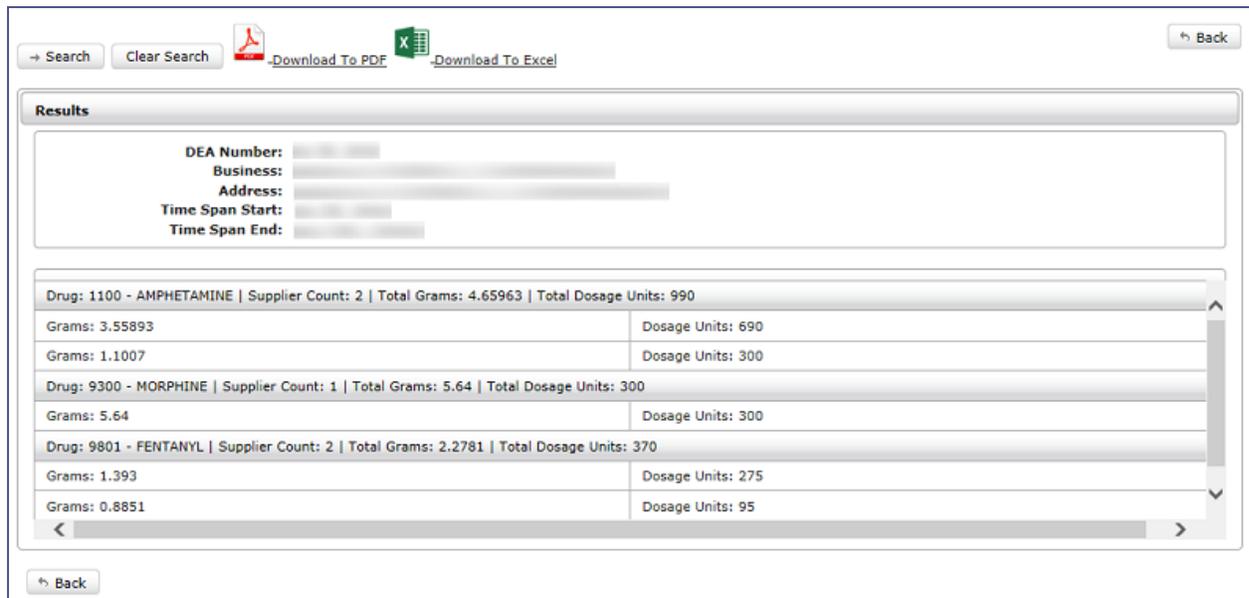
Note: The **Clear Text Filters** button will clear any entered data in the Code or Name fields of the Available Drugs table when clicked.

- 3b. Or click the checkbox of the preferred listed drug item. Use the scrollbar to display additional drug codes and names if necessary.
- 3c. Or click the checkbox besides the Code field to select all the listed drugs.
4. Click the **Add** button to transfer the drug code to the Selected Drugs table.

Repeat steps 3a or 3b and then step 4 to add additional drugs (unless you chose the select all checkbox).

Note: The **Remove** button, when clicked, will remove the added drug code(s) from the Selected Drugs table, once you select the preferred drug(s) from that table for removal.

5. Click the **Search** button. The query results will display.



The screenshot shows a web interface for 'Retail Buyer Statistics Lookup'. At the top, there are buttons for 'Search', 'Clear Search', 'Download To PDF', and 'Download To Excel', along with a 'Back' button. Below this is a 'Results' section with a form containing fields for 'DEA Number', 'Business', 'Address', 'Time Span Start', and 'Time Span End'. The main content is a table of drug statistics:

Drug: 1100 - AMPHETAMINE Supplier Count: 2 Total Grams: 4.65963 Total Dosage Units: 990	
Grams: 3.55893	Dosage Units: 690
Grams: 1.1007	Dosage Units: 300
Drug: 9300 - MORPHINE Supplier Count: 1 Total Grams: 5.64 Total Dosage Units: 300	
Grams: 5.64	Dosage Units: 300
Drug: 9801 - FENTANYL Supplier Count: 2 Total Grams: 2.2781 Total Dosage Units: 370	
Grams: 1.393	Dosage Units: 275
Grams: 0.8851	Dosage Units: 95

At the bottom of the screenshot, there is another 'Back' button.

Figure 46: Results for Retail Buyer Statistics Lookup

The results page will display line items for the drug codes that were queried along with gram and dosage unit totals.

Below these totals will be line items that display gram and dosage unit breakdown amounts from each supplier.

A PDF and Excel version of the results shall also be available for download.



Click either of these links to download a file.

10.0 Additional Information

10.1 Filters

10.1.1 Participant Filters

The ARCOS Online application has a filter capability to allow Central Reporters to sort through a large volume of records to find a specific record more efficiently.

1. Click the Participant Filter dropdown menu. A list of associated registrants will display.
2. Click the checkbox of the preferred participant(s). You can choose more than one participant.
3. Click elsewhere on the page. Reports associated with the selected registrant(s) will display.

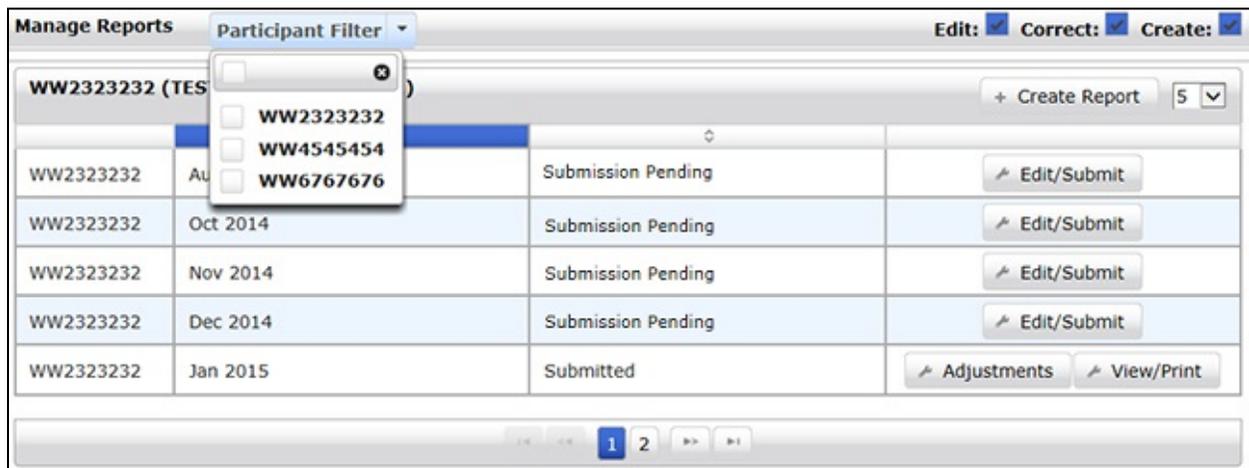
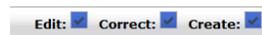


Figure 47: Participant Filters

To clear the filter, re-click the checkboxes of the selected participants, and then click elsewhere on the page.

10.1.2 Edit, Correct and Create Filters

The Edit, Correct, and Create checkboxes filter the registrants and their related reports.



Click a box(es) to filter the list. More than one checkbox can be checked. The application will then filter the reports according to the selected checkbox(es). To clear the filter(s), re-click the checkbox(es) of the selected filter(s), and then click elsewhere on the page.

10.2 Download Report

After a report has been submitted by clicking the **Submit Report** button, the “View/Print Report” page will display. It will also display by clicking the **View/Print** button of the desired report that is found on the Manage Reports page.

: View/Print Report

Help

Reporter: [redacted] Reported By: [redacted]
Reporting Period: Jul 01 2015 - Jul 31 2015
Report Submitted: Nov 06 2015

ID	Code	NDC	Qty	Units	Str.	Assoc.	Ord. Form#	Date	Status
2	S	33358016590	12			MILITARY	888999000	2015-07-16	

(1 of 1) 1 10

Download To PDF

Download 80 Char String File

Done

Figure 428: Downloading a Report

1. Click the **PDF** icon or the “Download To PDF” link. Option buttons will display.



2. Click the **Open** or **Save** button to complete the download.

10.3 View and Print Report

1. On the Manage Reports page, click the **View/Print** button of the preferred report. The requested report will display.

: View/Print Report

Reporter: Reported By:
Reporting Period: -

ID	Code Select	NDC	Qty	Units	Str.	Assoc.	Ord. Form#	Date	Status
11	S	17478003020	2					2017-01-10	[Adjusted]
12	S	00216030103	1					2017-01-10	[Submitted]
13	S	17478003020	1					2017-01-10	[Submitted]
14	S	00216030103	1					2017-01-10	[Submitted]
15	S	00441054301	1					2017-01-10	[Submitted]
16	S	00216030103	1					2017-01-10	[Submitted]
17	S	17478003020	1					2017-01-10	[Submitted]
18	S	00216030103	1					2017-01-10	[Submitted]
19	S	61553065244	1					2017-01-10	[Submitted]
20	S	00216030103	1					2017-01-10	[Submitted]

(1 of 4) 1 2 3 4 10

Download To PDF

Download 80 Char String File

Back

Figure 49: Viewing and Printing a Report

- Click the **PDF** icon or the “Download To PDF” link. Option buttons will display.



- Click the **Open** button. The report will display in PDF format.
- Click the **Print** icon on the PDF toolbar to print the report. The report will print.

10.4 Download 80-Character String File

You can download the 80-character string file that is composed of ARCOS transaction data.

- Click the **View/Print** button of the preferred report on the Manage Reports page. The requested report will display.

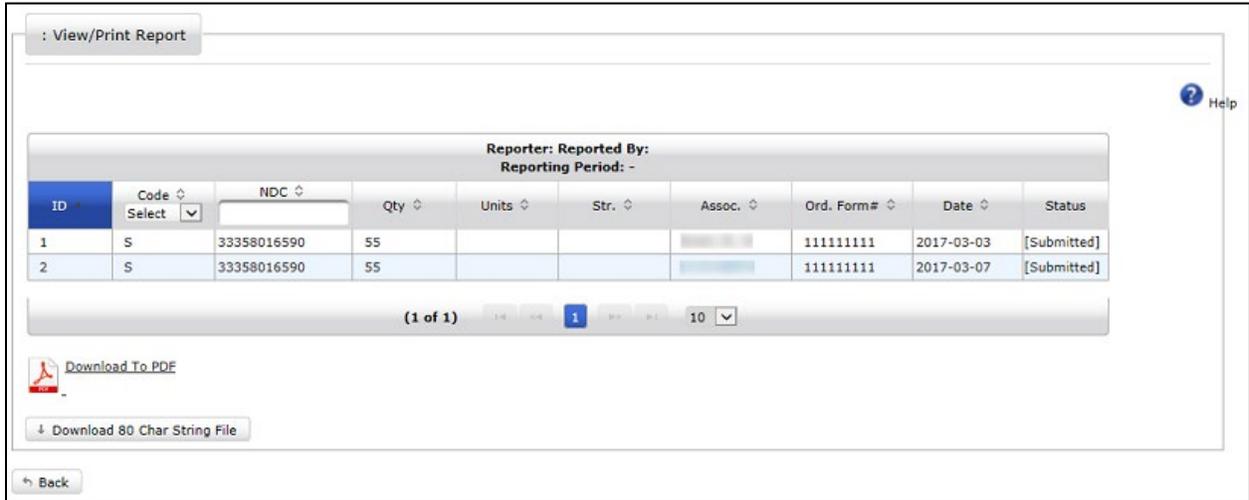


Figure 50: Downloading an 80-Character String File

2. Click the **Download 80 Char String File** button. Option buttons will display.



3. Click the **Open** or **Save** button to complete the download.

10.5 Change Password

You have the option to change the password of your ARCOS Online account at any time.

1. On the Main Menu page, click the **Change Password** hyperlink. The Change Password page will display.



Figure 51: Change Password

2. Enter the Old Password in the requested field.
3. Enter a New Password in the requested field.
4. Retype the New Password in the requested field for confirmation.
5. Click the **Change Password** button.

NOTE: This will change your password for all ARCOS activity (e.g. EDI file uploads).