Drug Enforcement Administration

Automated Reports and Consolidated Order System Online

User Manual

Version 2.4
November 5, 2020

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.deadiversion.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.deadiversion.usdoj.gov/arcos-online/spring/login.

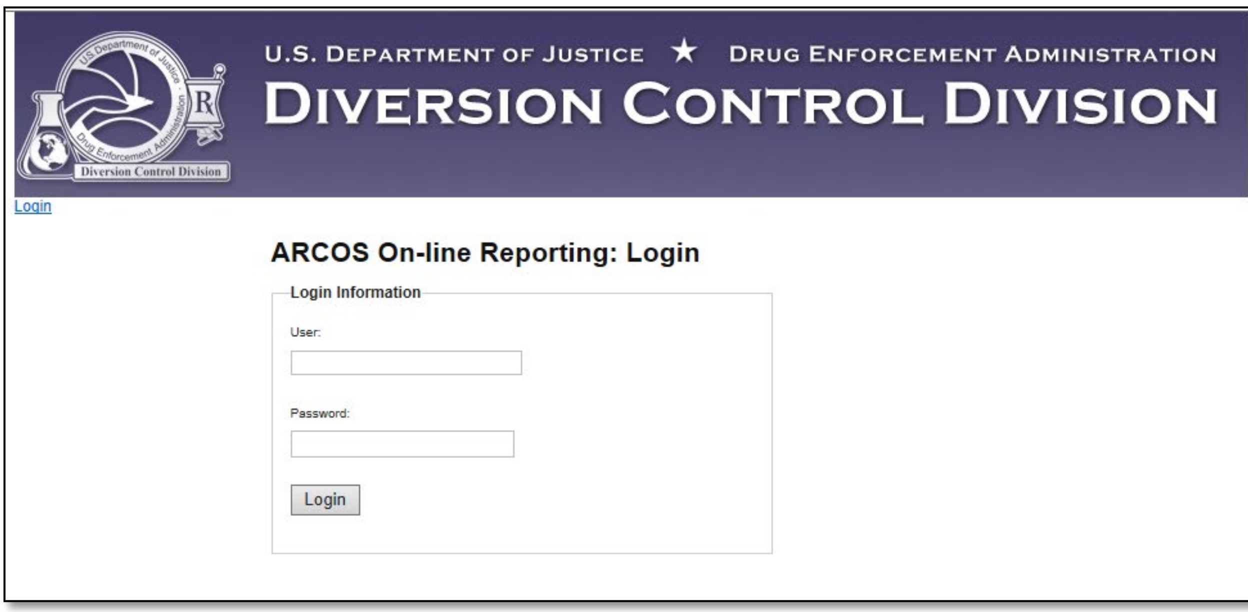


Figure 1: Login

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

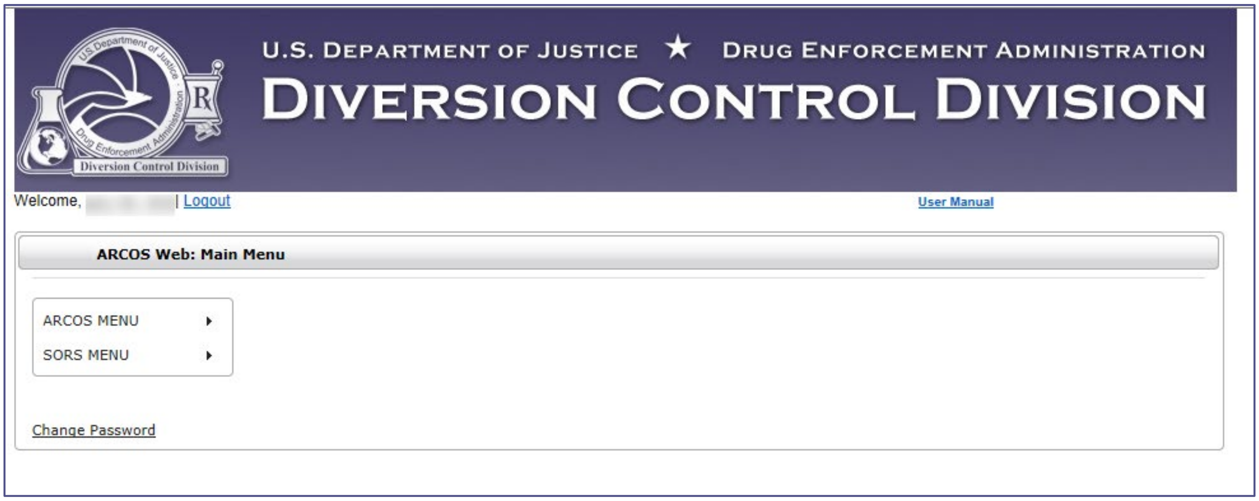


Figure 2: Main Menu

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

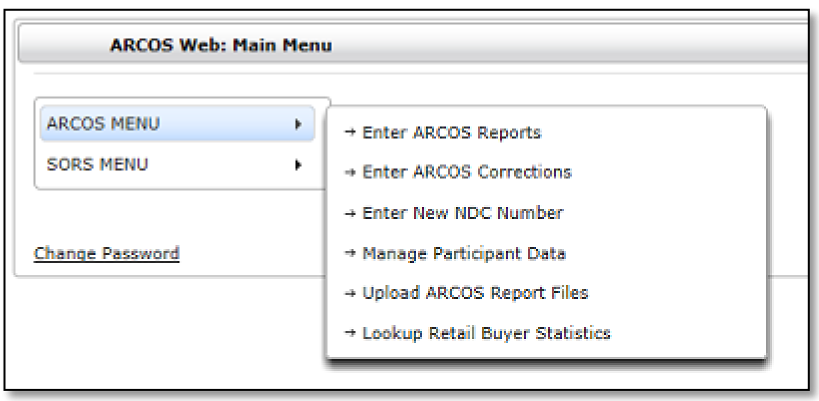


Figure 3: ARCOS Menu Options

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

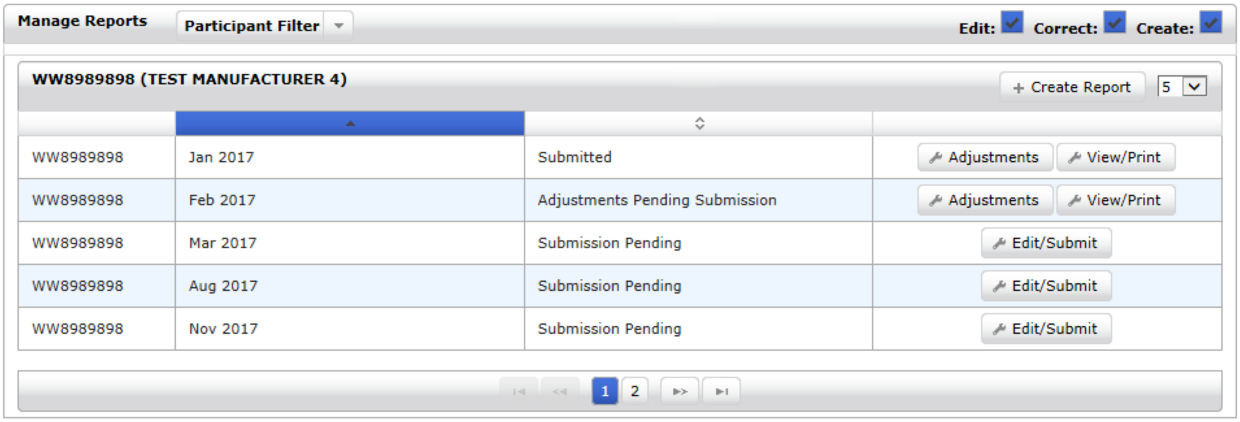


Figure 4: Manage Reports

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.

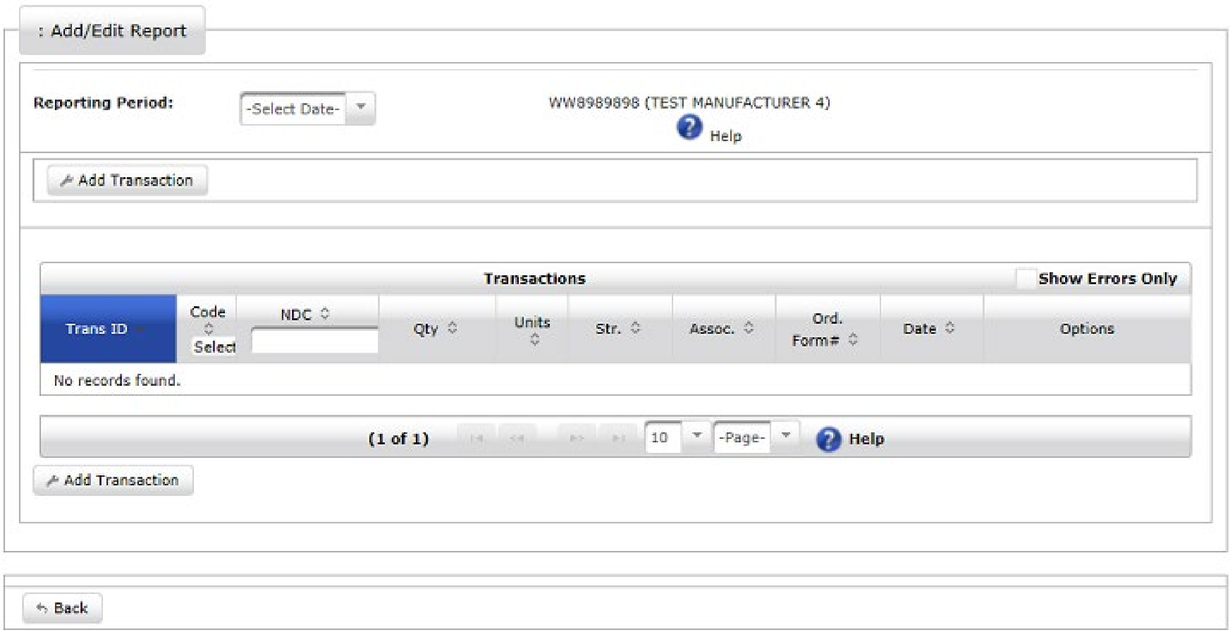


Figure 5: Add/Edit Report

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.

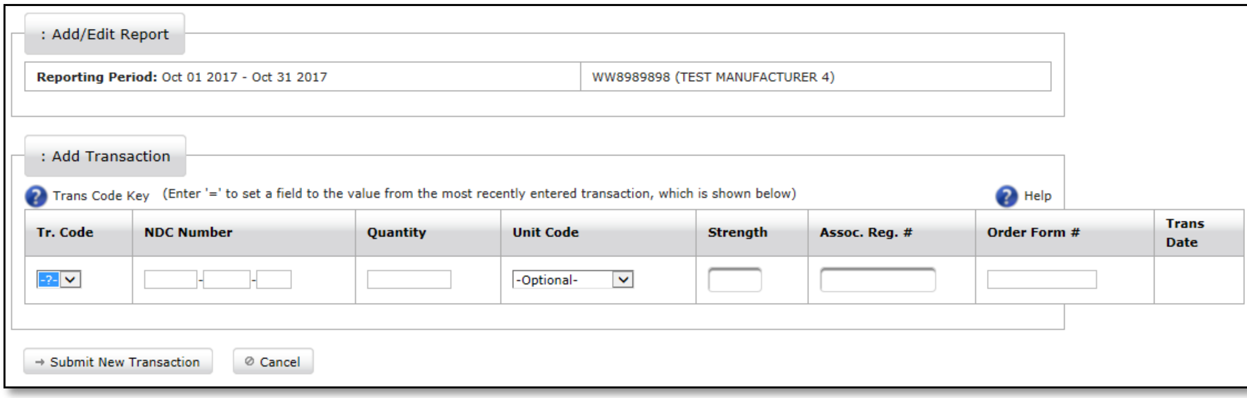


Figure 6: Transaction Fields Displayed

4. 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]

5. Enter remaining data in the required fields.

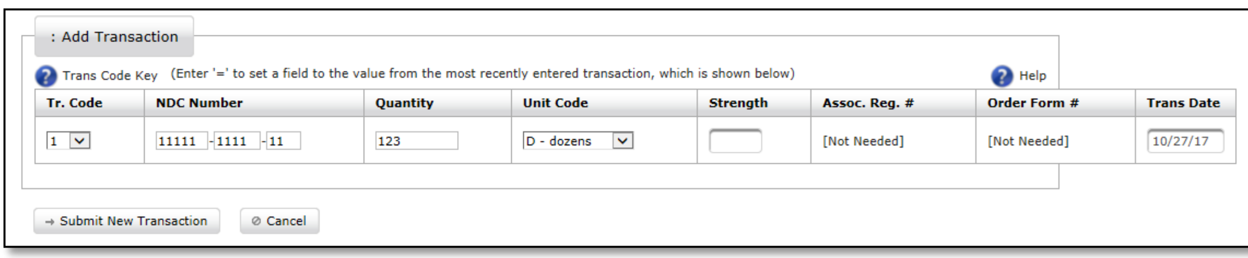


Figure 7: Transaction Data Entered in Required Fields

6. 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:

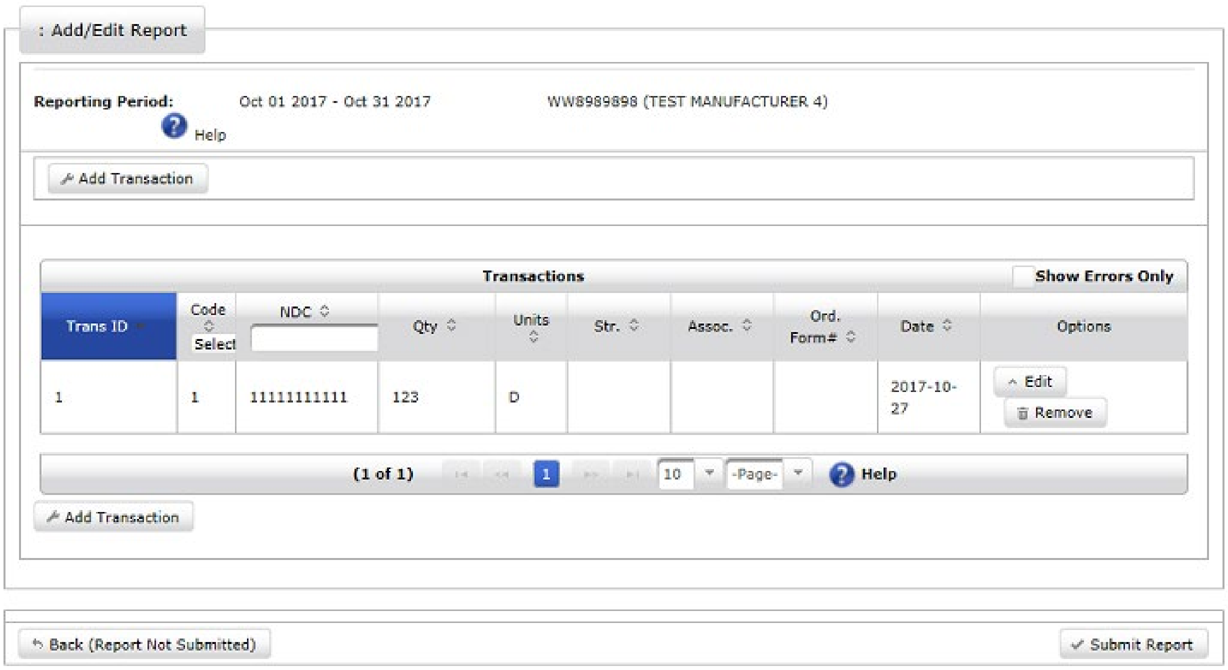


Figure 8: Added Transaction Displayed

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.

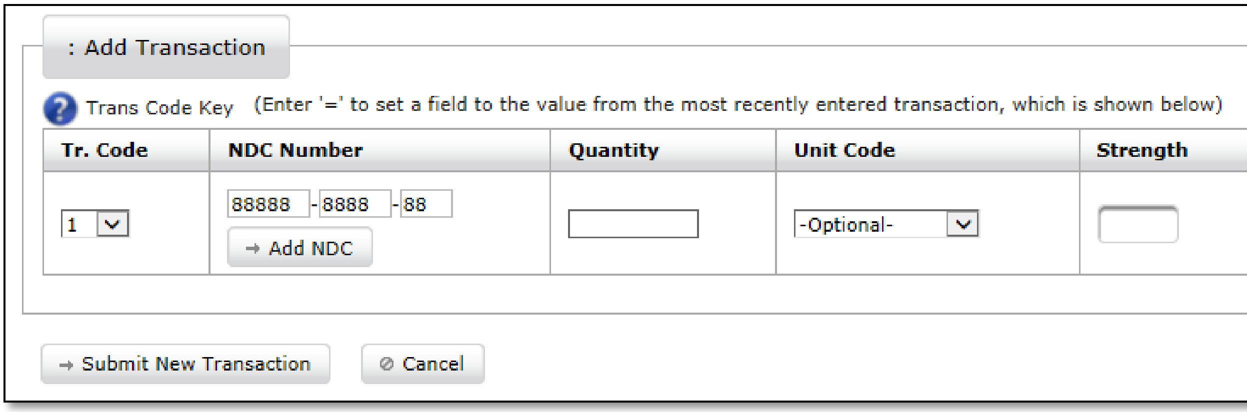


Figure 9: Add NDC Button

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:

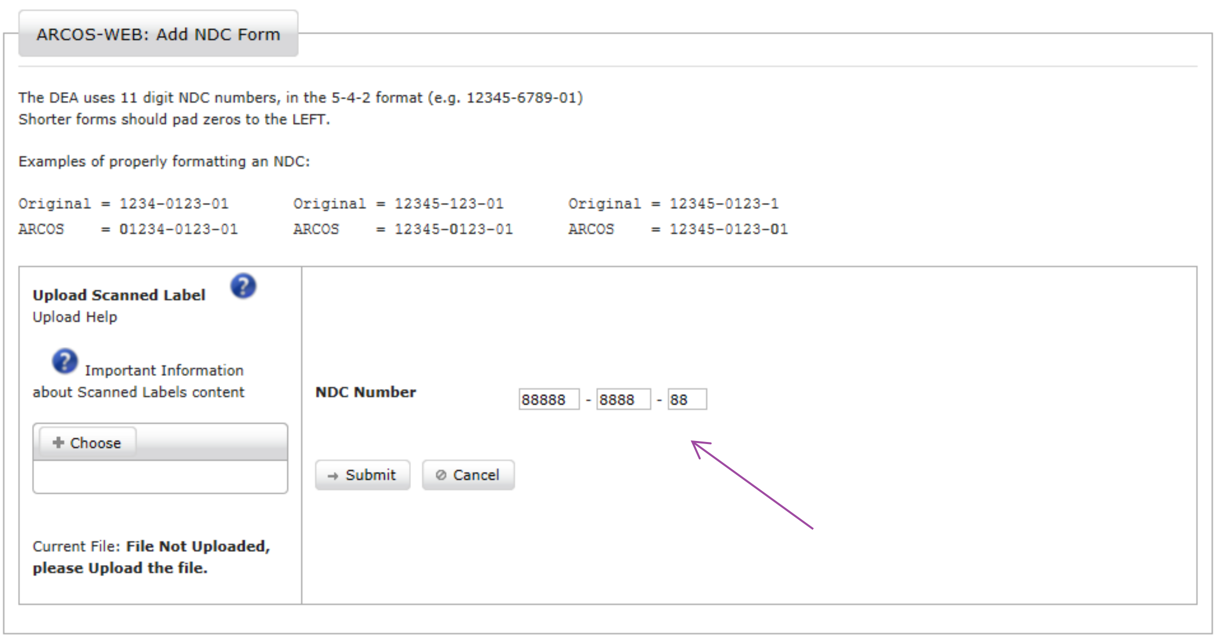


Figure 10: Add NDC Form

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.

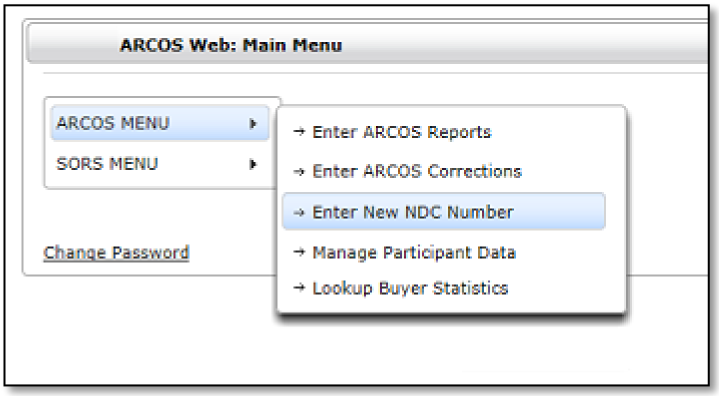


Figure 11: Enter New NDC Number Option

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.

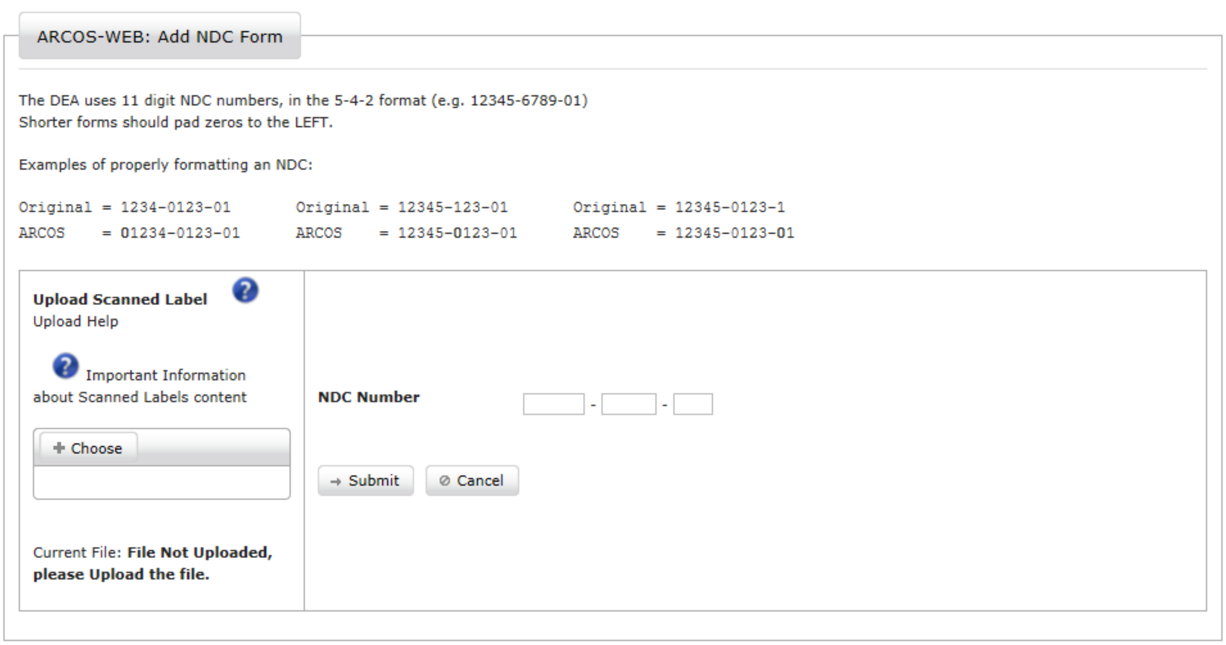


Figure 12: Add NDC Form

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:

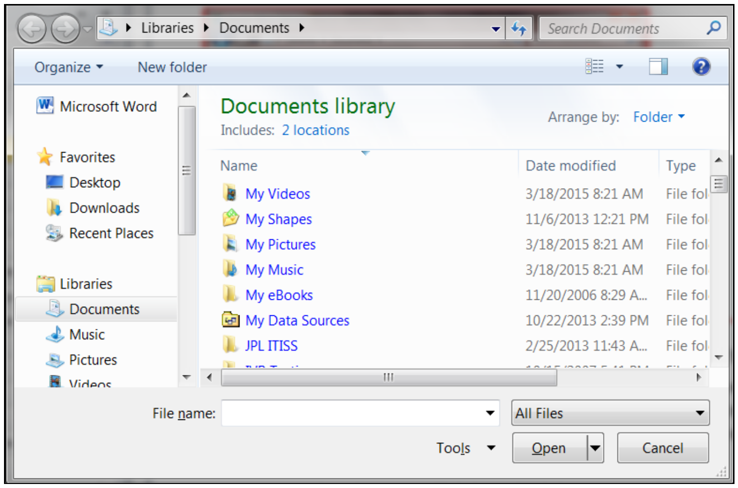


Figure 13: Browse File

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.

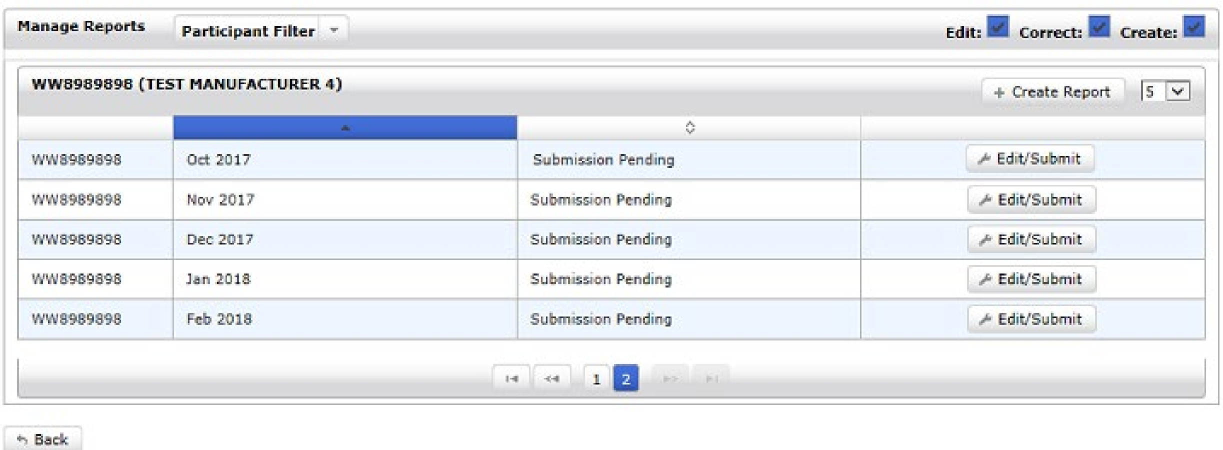


Figure 14: Edit/Submit Report

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

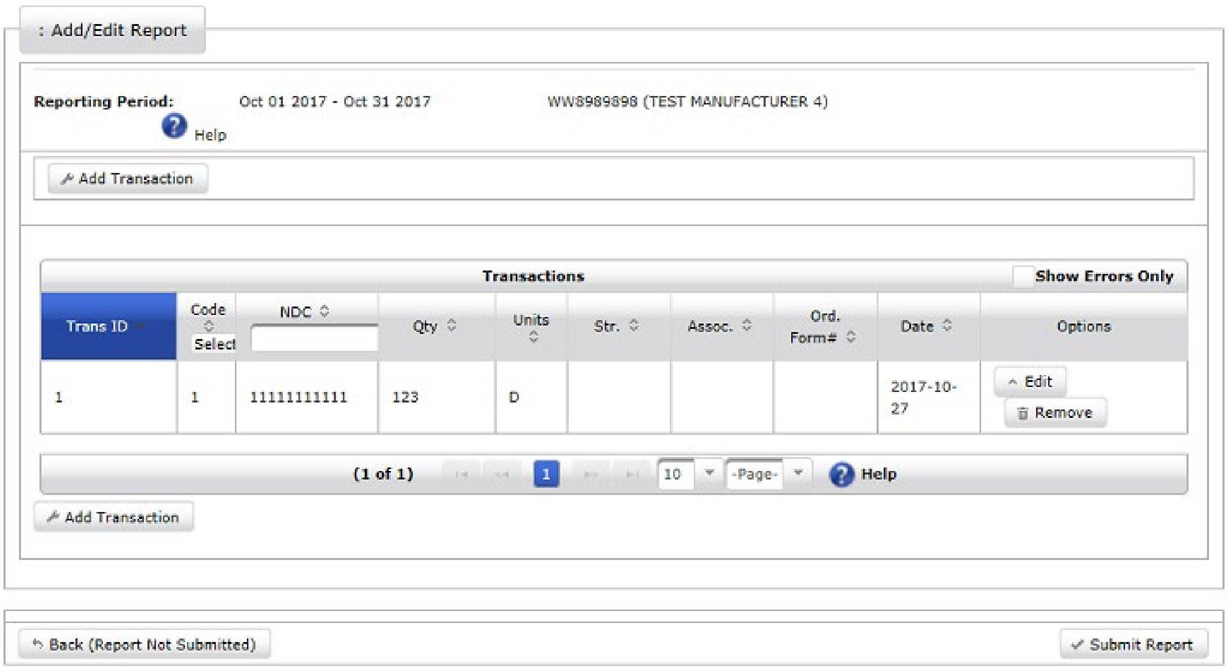


Figure 15: Report Available for Edit

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

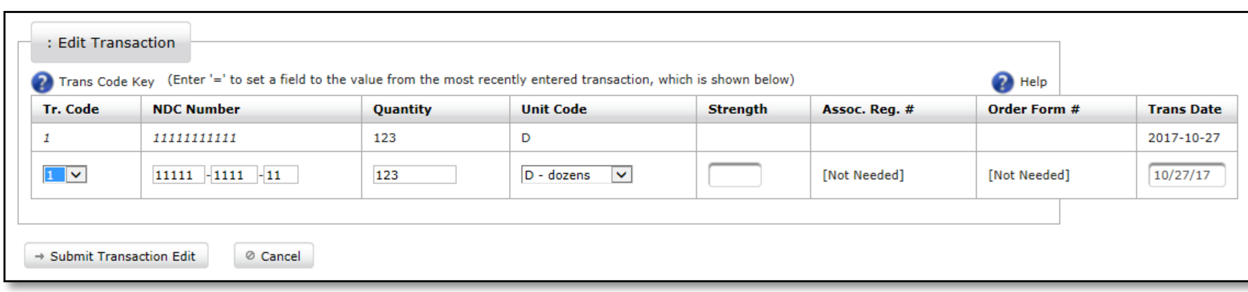


Figure 16: Edit Transaction

3. Make necessary edits to the selected report.

4. Click the **Submit Transaction Edit** button. The Add/Edit Report page will display.

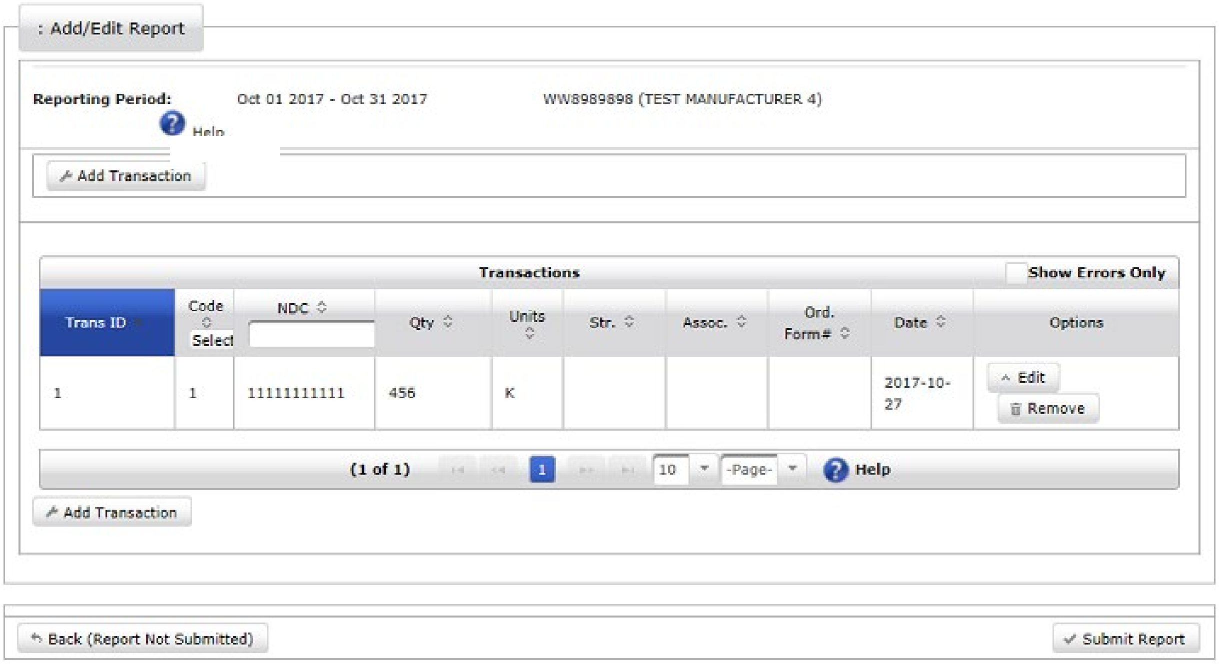


Figure 17: Edits Made

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.

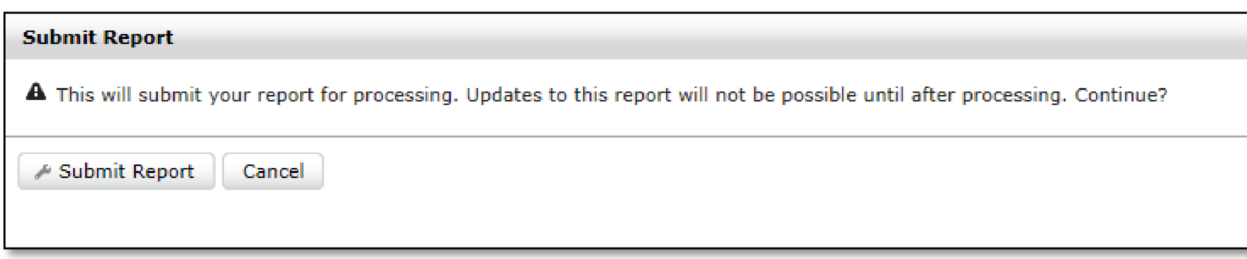


Figure 18: Submit Report Confirmation

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

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

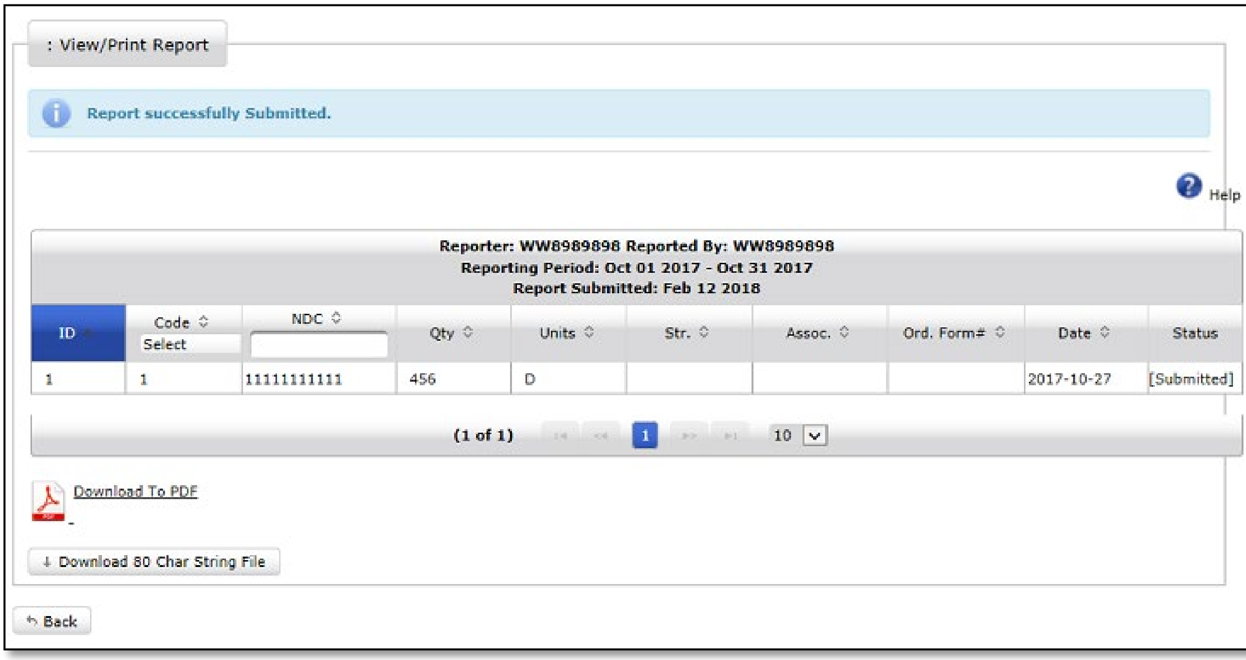


Figure 19: Report Submission Confirmation

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.

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

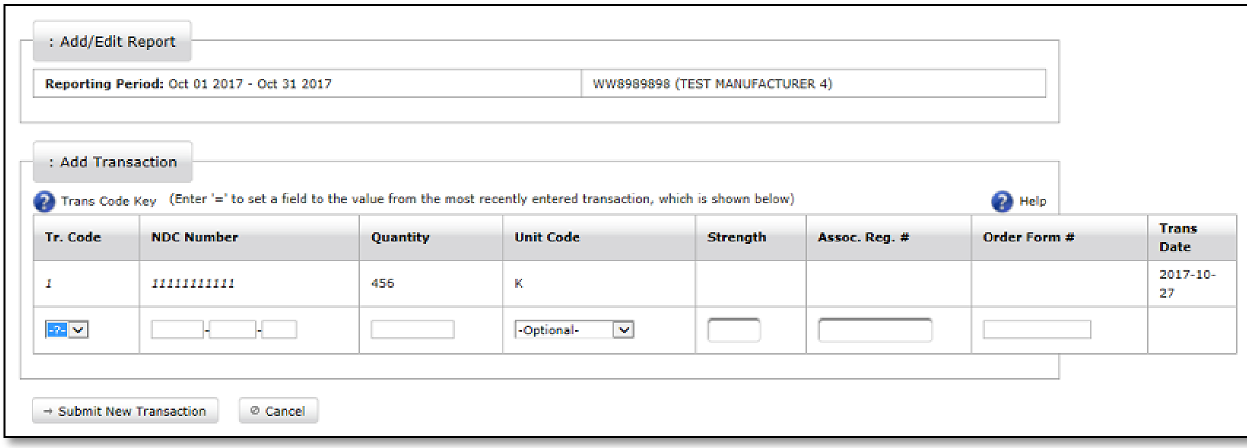


Figure 20: Adding a Transaction

2. 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.

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

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

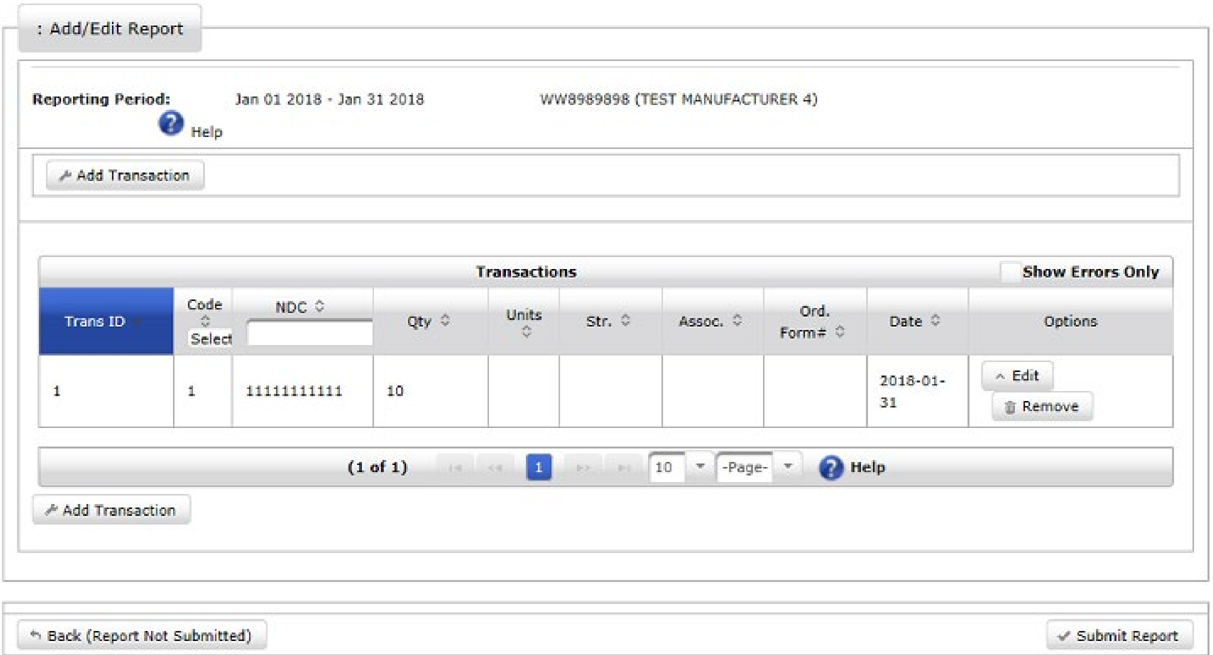


Figure 21: Removing a Transaction

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.

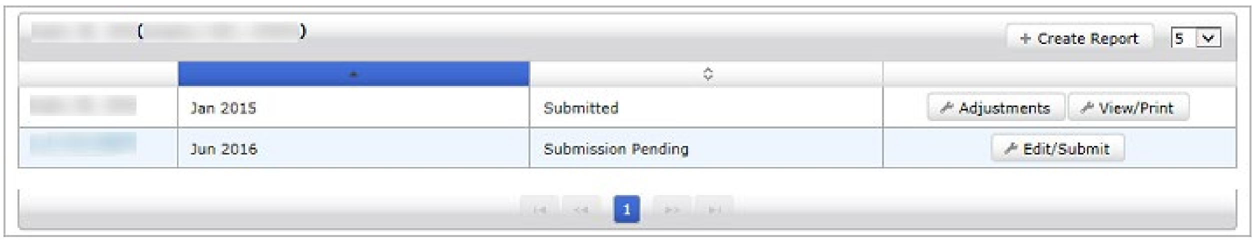


Figure 22: Adjusting a Report

The selected report will display.

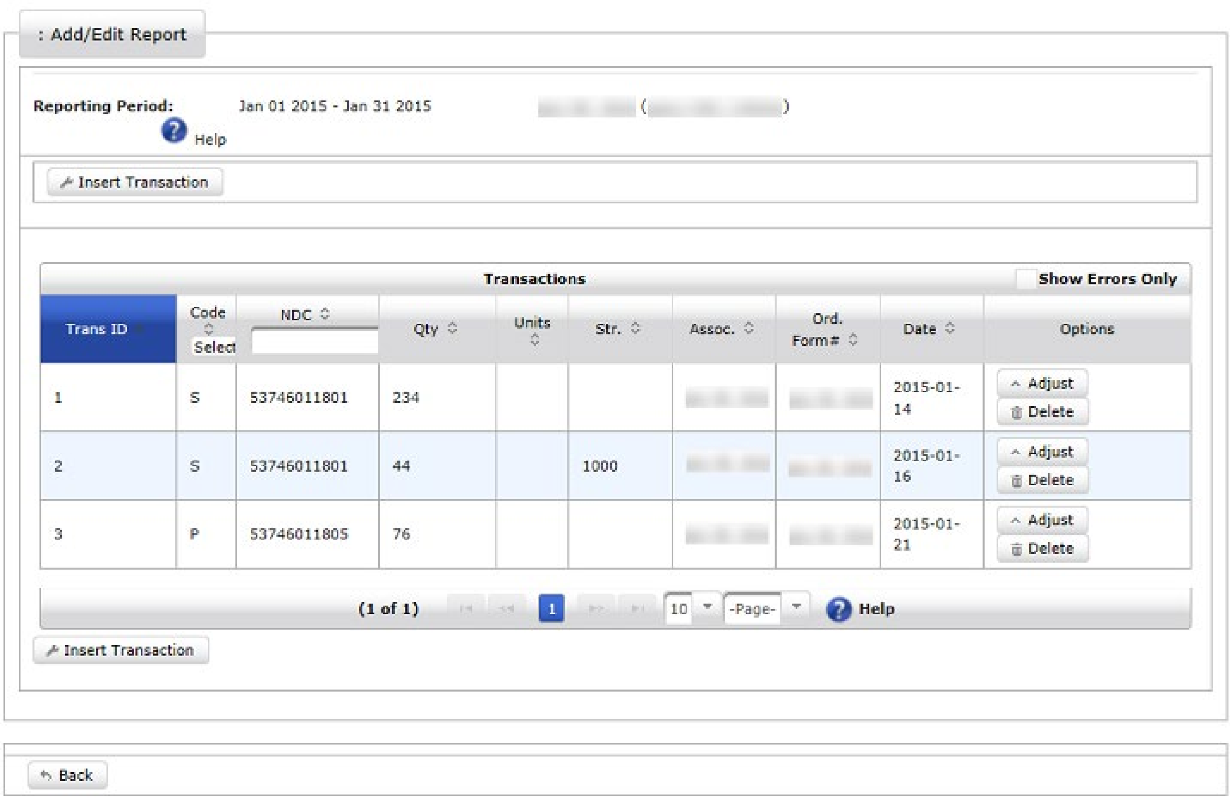


Figure 23: Adjust Report

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.

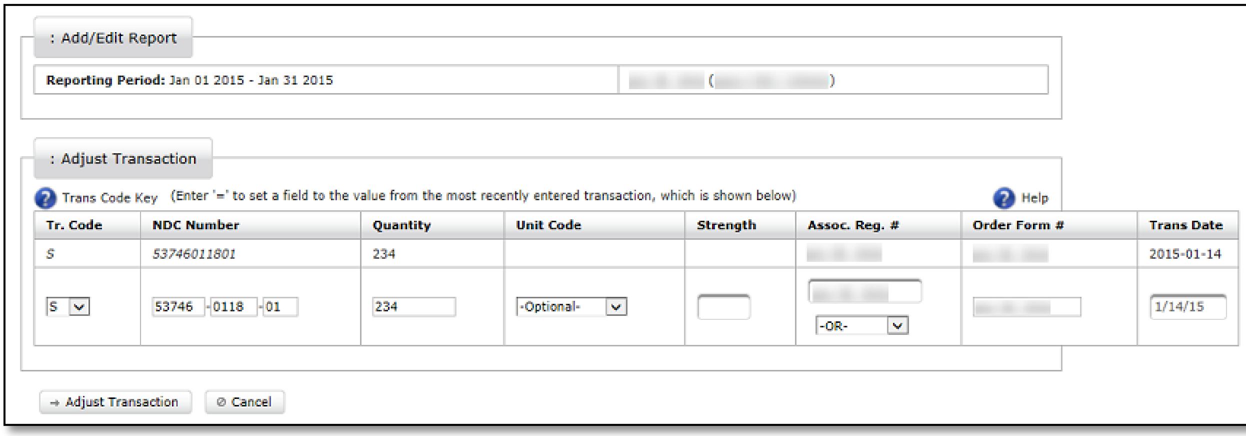


Figure 24: Transaction Fields Available for Adjustment

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.

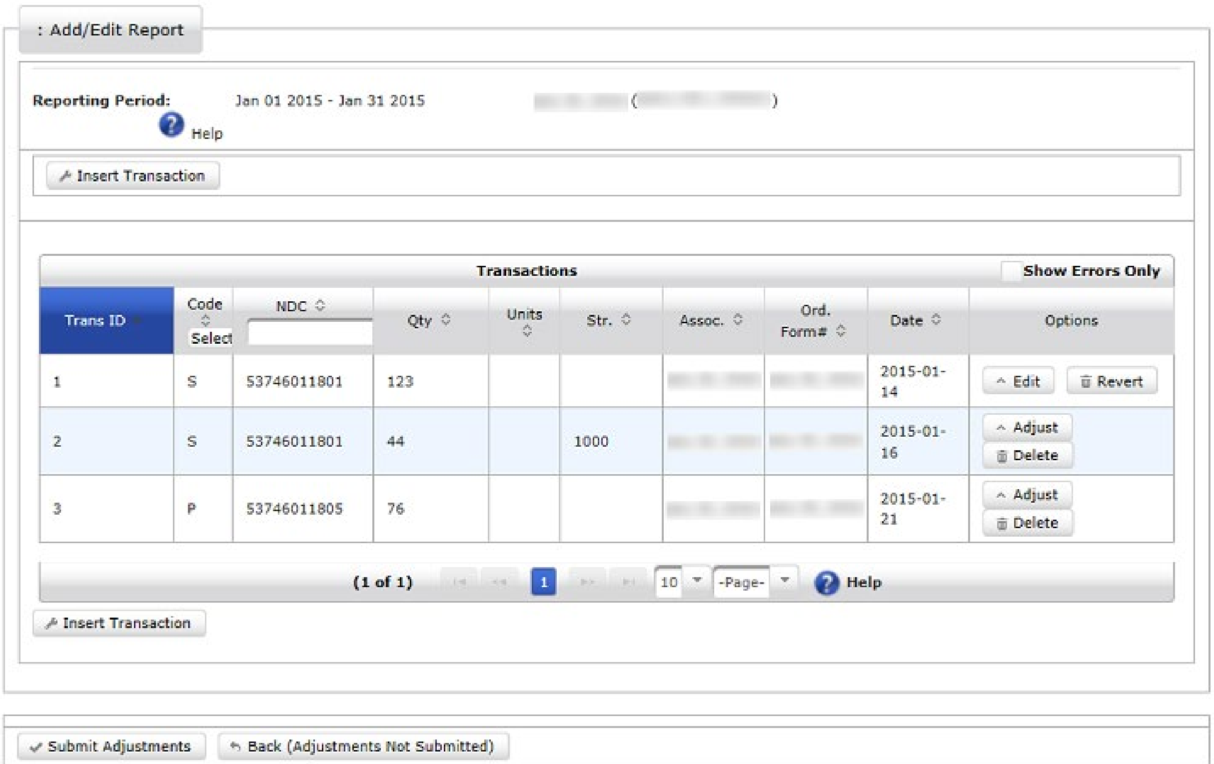


Figure 25: Adjustments to Submitted Report

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."

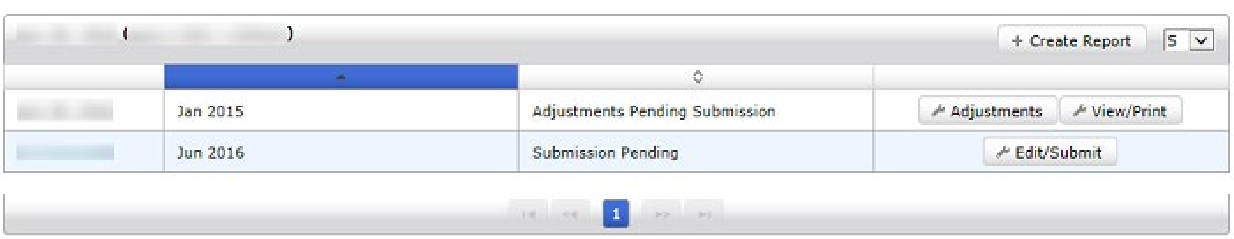


Figure 26: Adjustments Pending Submission (Status)

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.

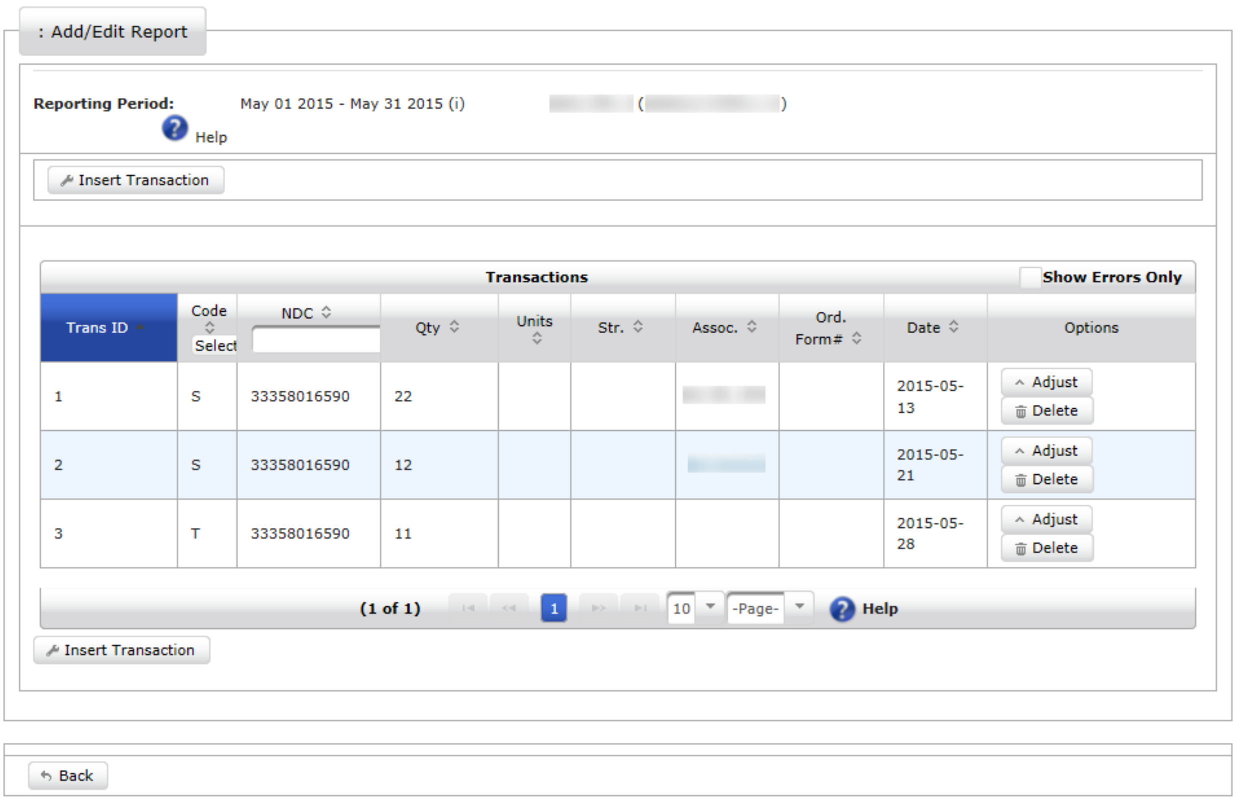


Figure 27: Report for Corrections Displayed

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

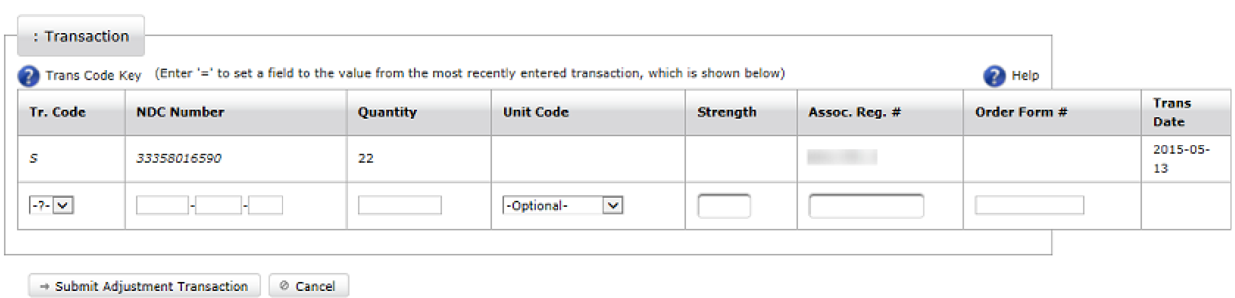


Figure 28: Transaction Fields Displayed

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.

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

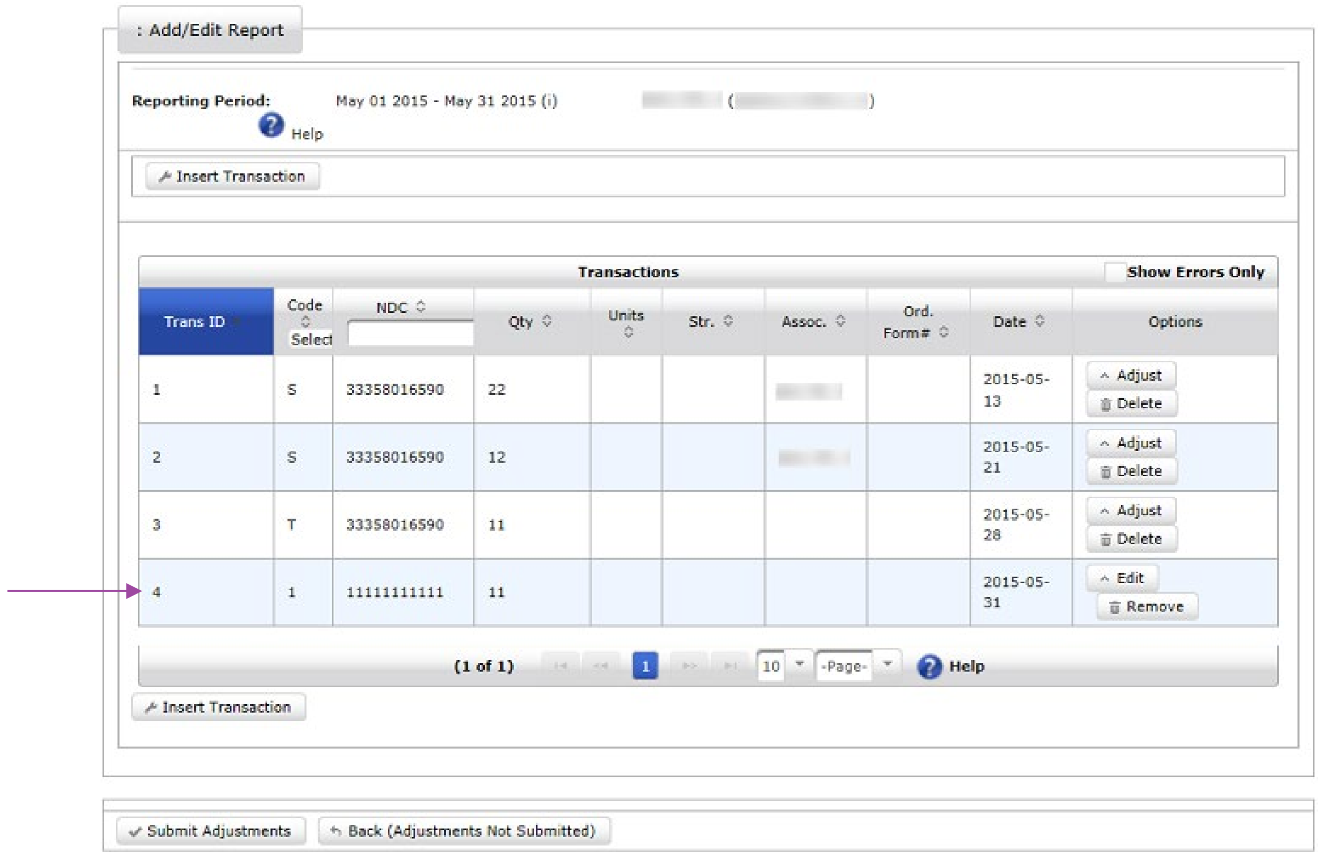


Figure 29: New Transaction Displayed

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.

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

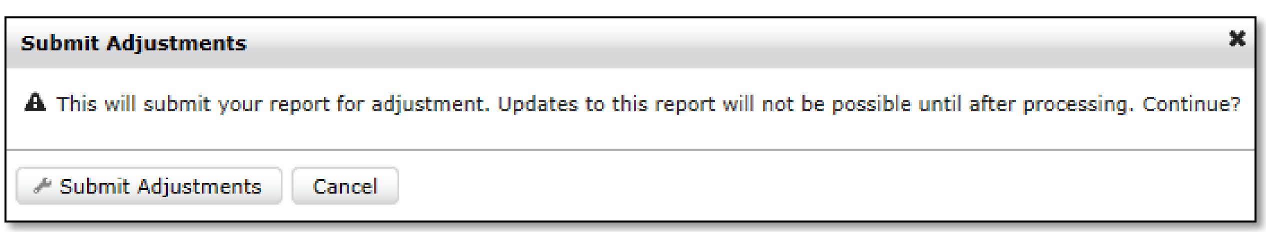


Figure 30: Submit Adjustments Confirmation

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

6.3 Delete Transaction

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

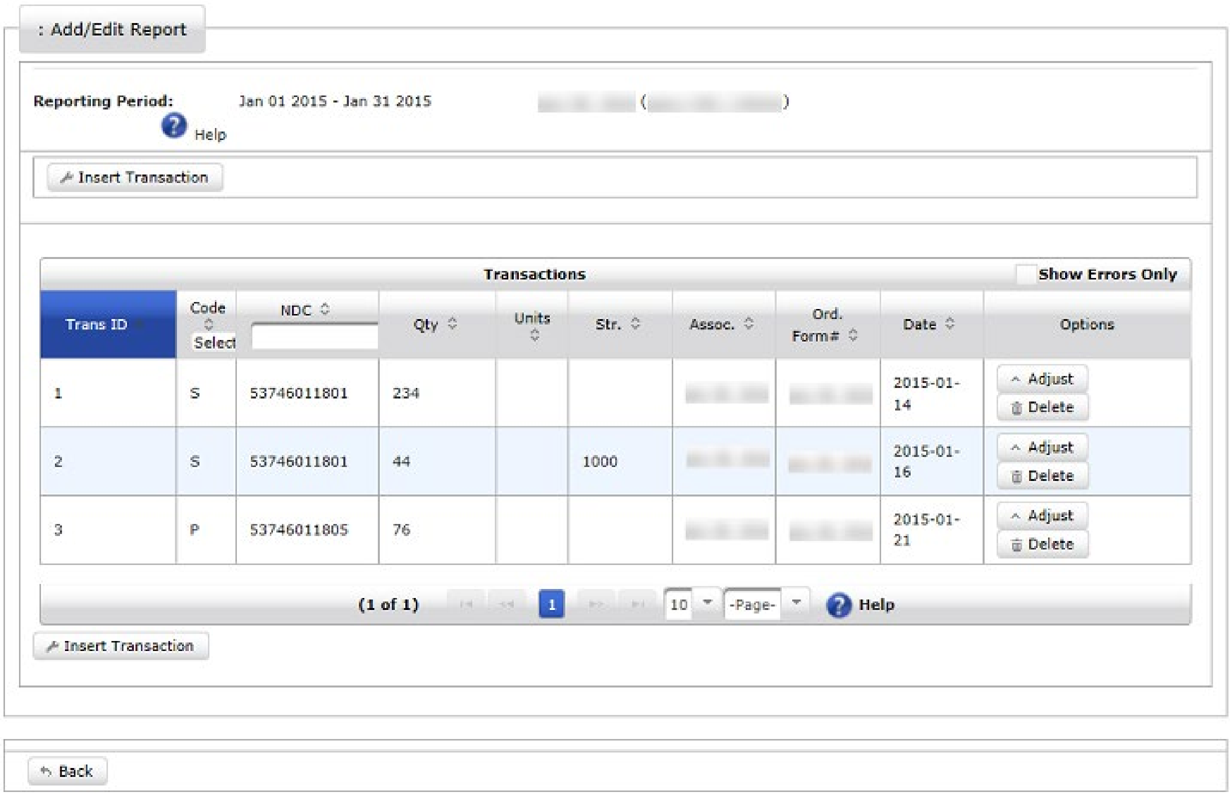


Figure 31: Deleting a Transaction to Submitted Report

2. 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.

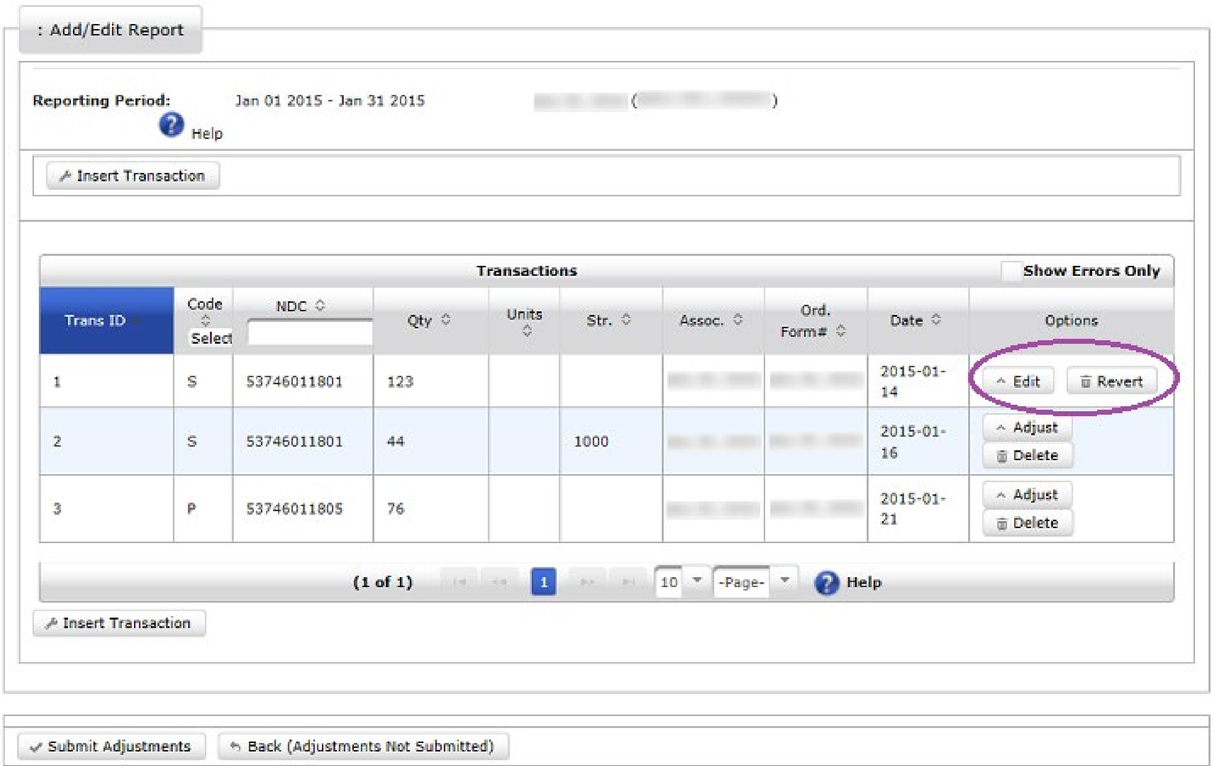


Figure 32: Edit and Revert buttons available after Deletion

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.

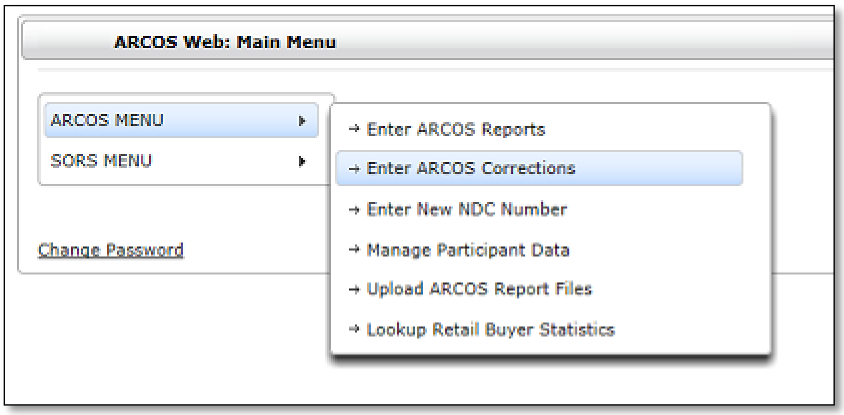


Figure 33: Enter ARCOS Corrections Option

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.

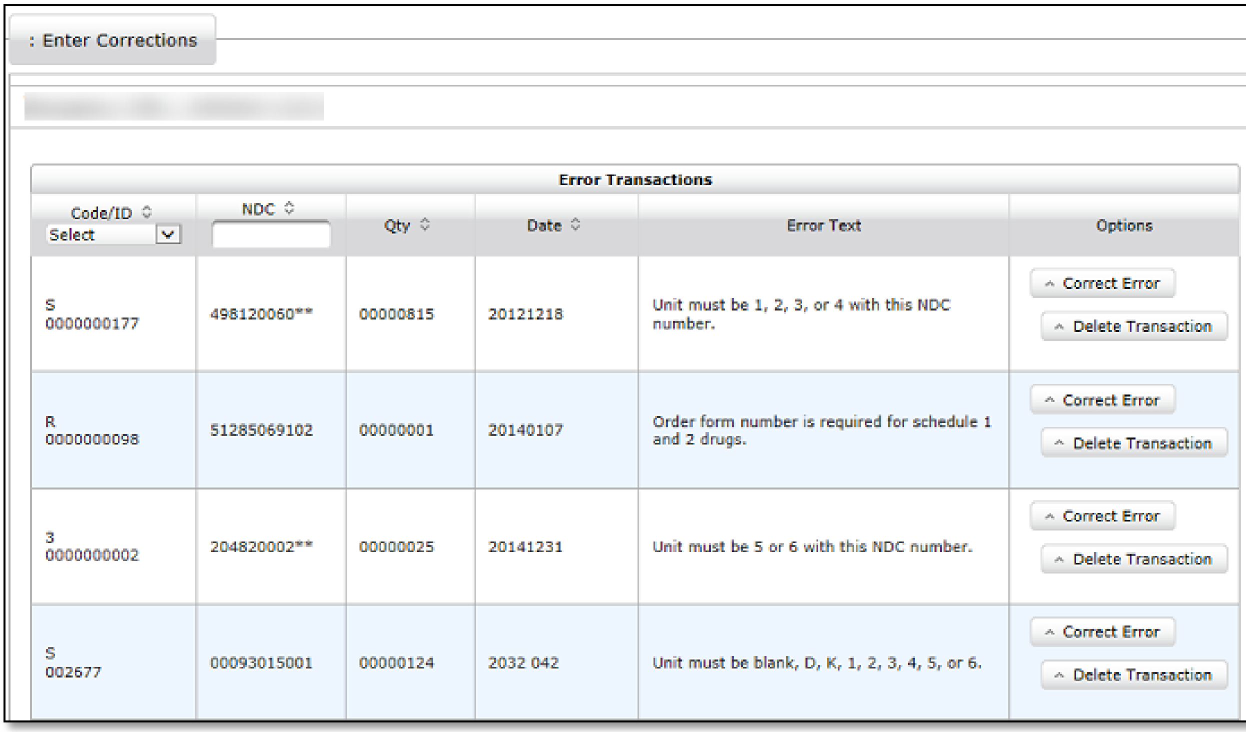


Figure 34: Error Transactions

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.

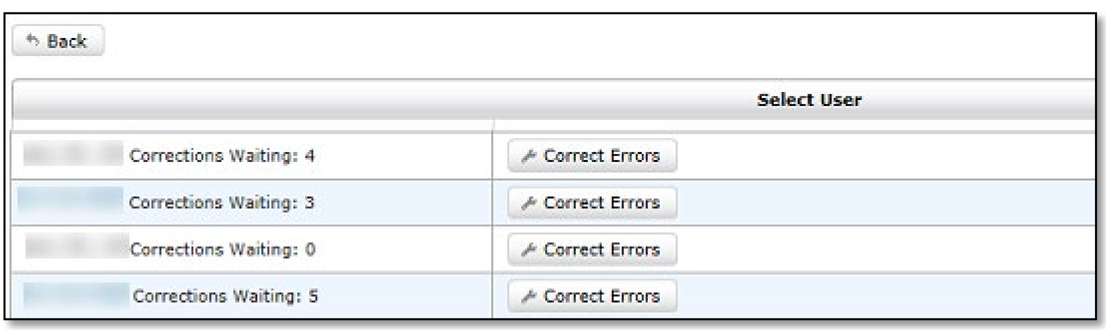


Figure 35: Registrant Errors for Central Reporters

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

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

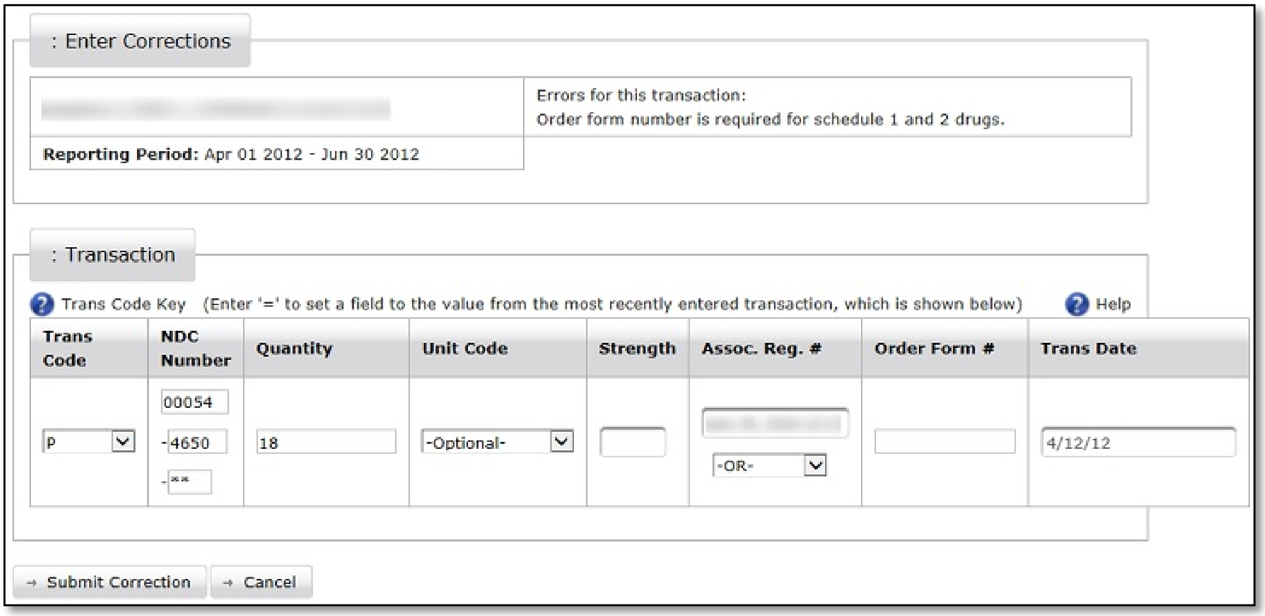


Figure 36: Enter Corrections

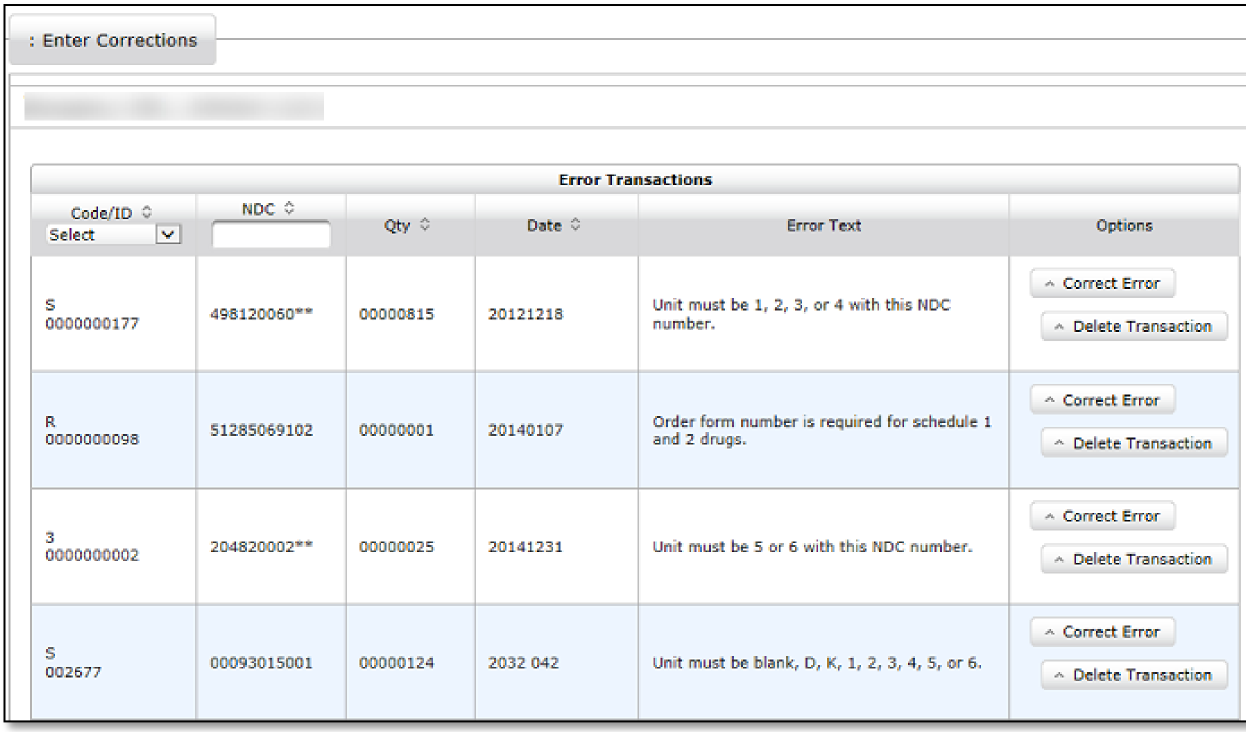
3. Make the necessary change(s) on the page.

4. 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.

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.



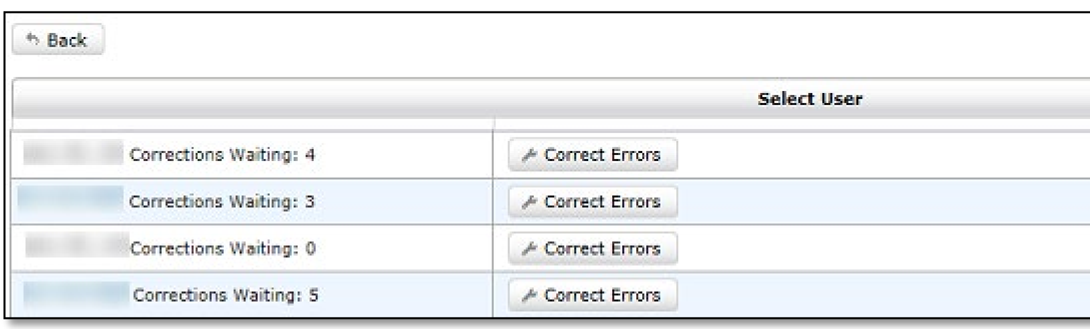
: Enter Corrections

Error Transactions

Code/ID	NDC	Qty	Date	Error Text	Options
S 0000000177	498120060**	00000815	20121218	Unit must be 1, 2, 3, or 4 with this NDC number.	Correct Error / Delete Transaction
R 0000000098	51285069102	00000001	20140107	Order form number is required for schedule 1 and 2 drugs.	Correct Error / Delete Transaction
3 0000000002	204820002**	00000025	20141231	Unit must be 5 or 6 with this NDC number.	Correct Error / Delete Transaction
S 002677	00093015001	00000124	2032 042	Unit must be blank, D, K, 1, 2, 3, 4, 5, or 6.	Correct Error / 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	Correct Errors
Corrections Waiting: 3	Correct Errors
Corrections Waiting: 0	Correct Errors
Corrections Waiting: 5	Correct Errors

Figure 38: Registrant Errors for Central Reporters

The Error Transactions page will display as in Figure 37.

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

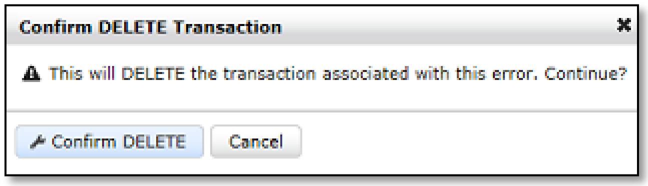


Figure 39: Confirm Delete Transaction

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

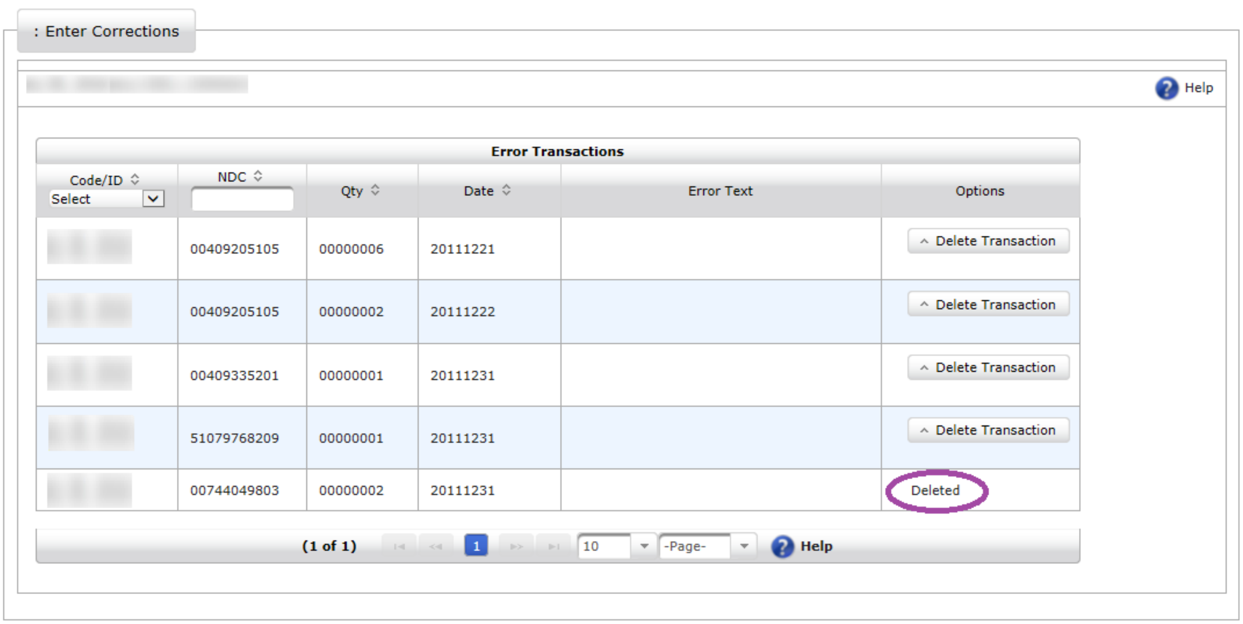


Figure 40: Deleted Transaction

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.

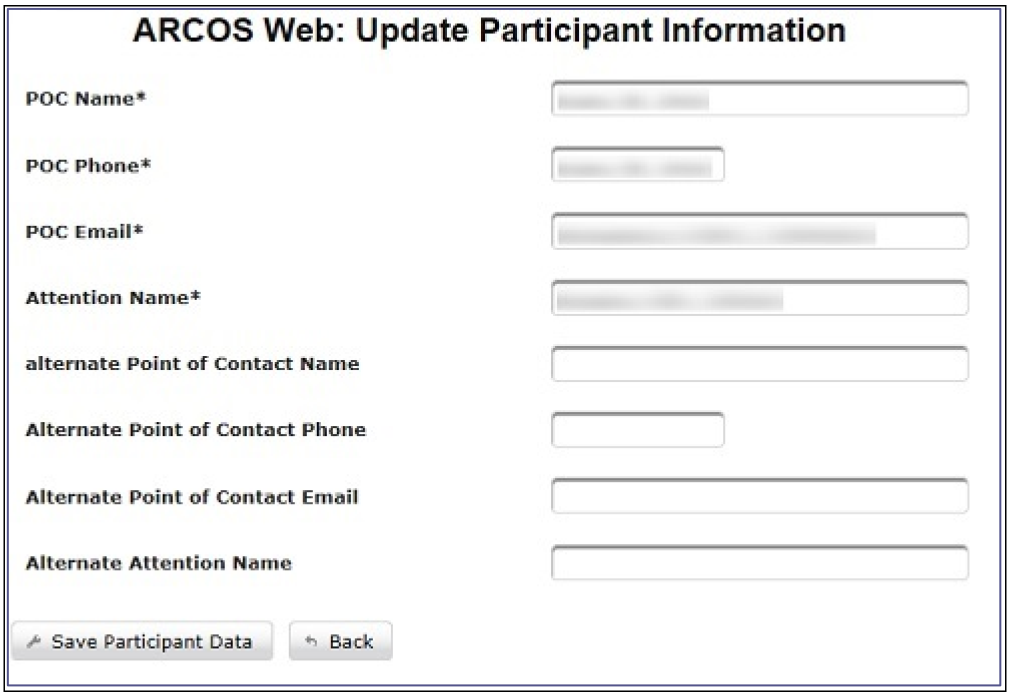


Figure 41: Update Participant Information

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.

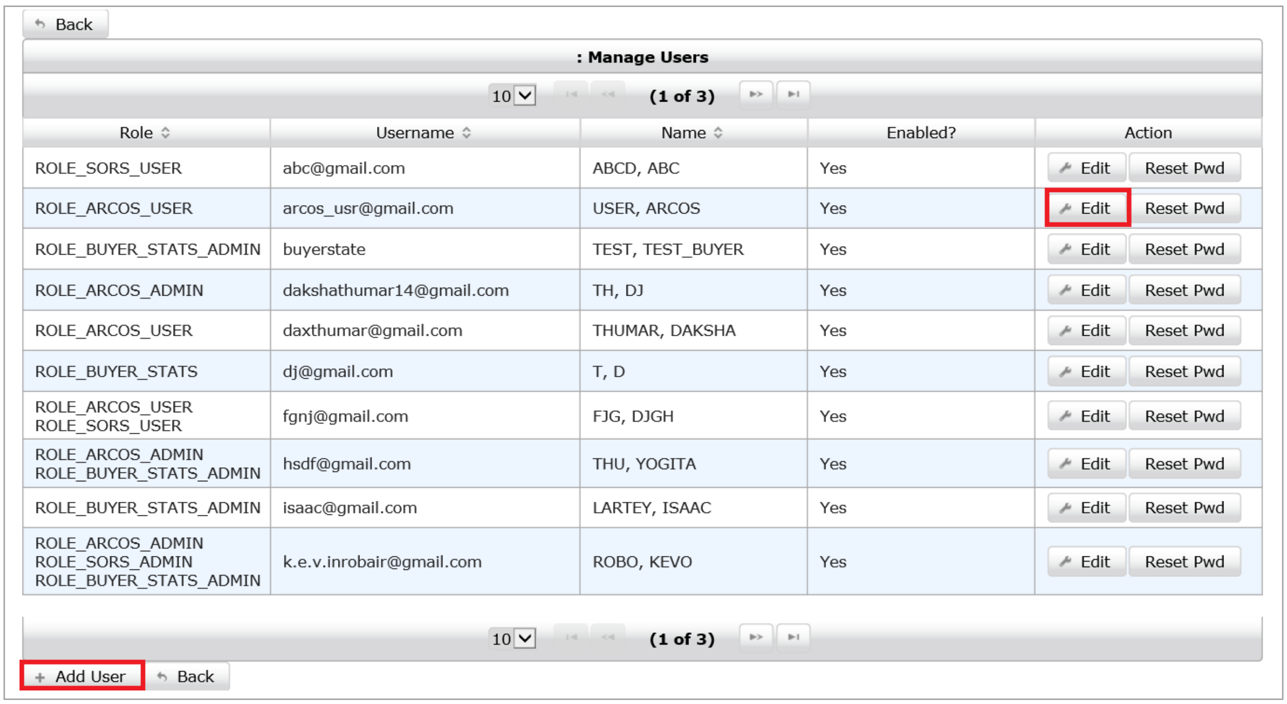
4. Click the **Save Participant Data** button.

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.



Back

: Manage Users

10 (1 of 3)

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

10 (1 of 3)

Add User Back

Figure 42: List of Affiliated Users

3. To edit an existing User, click the **Edit** button in the farthermost, 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.

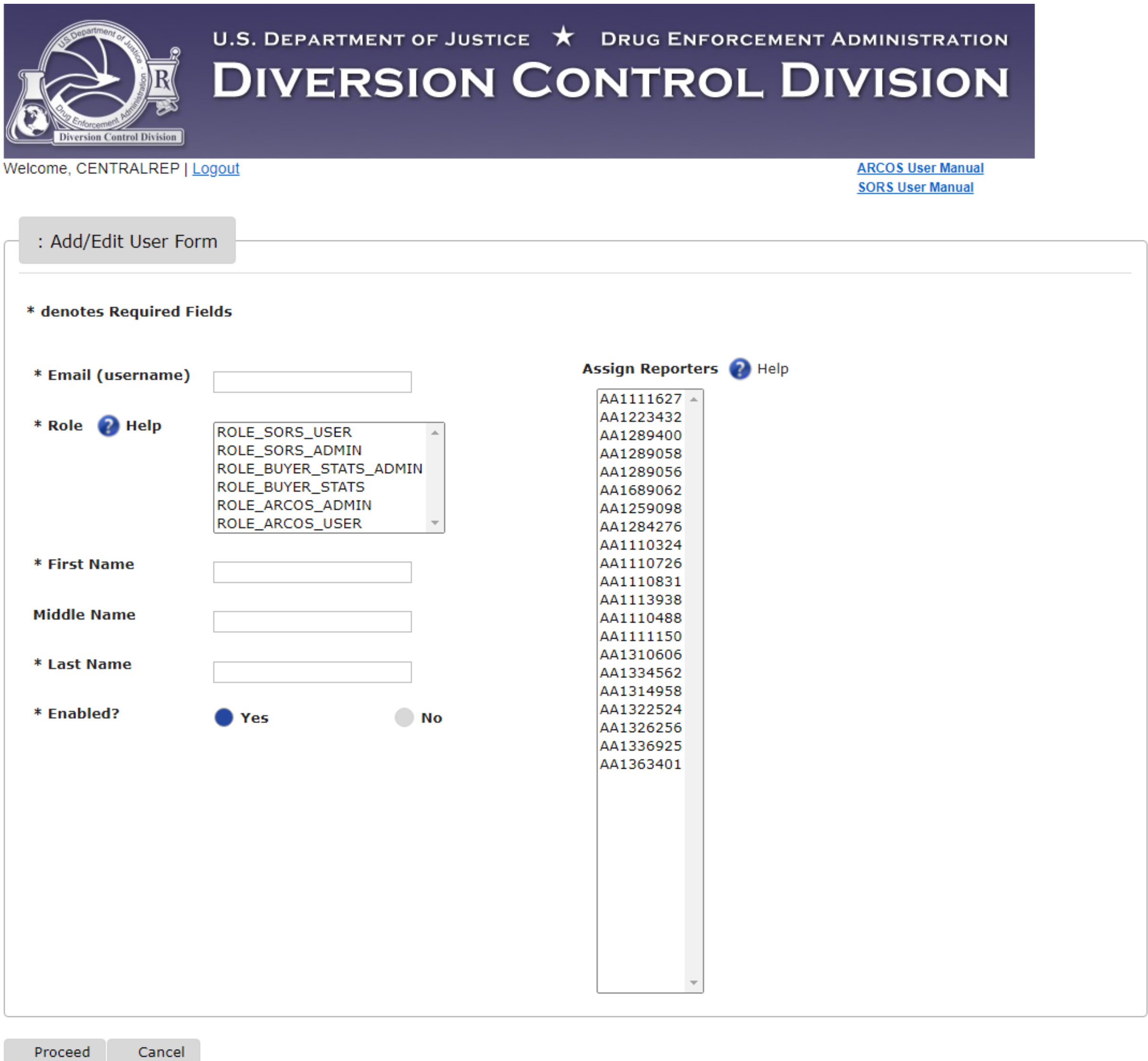


Figure 43: Add/Edit User Form

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.

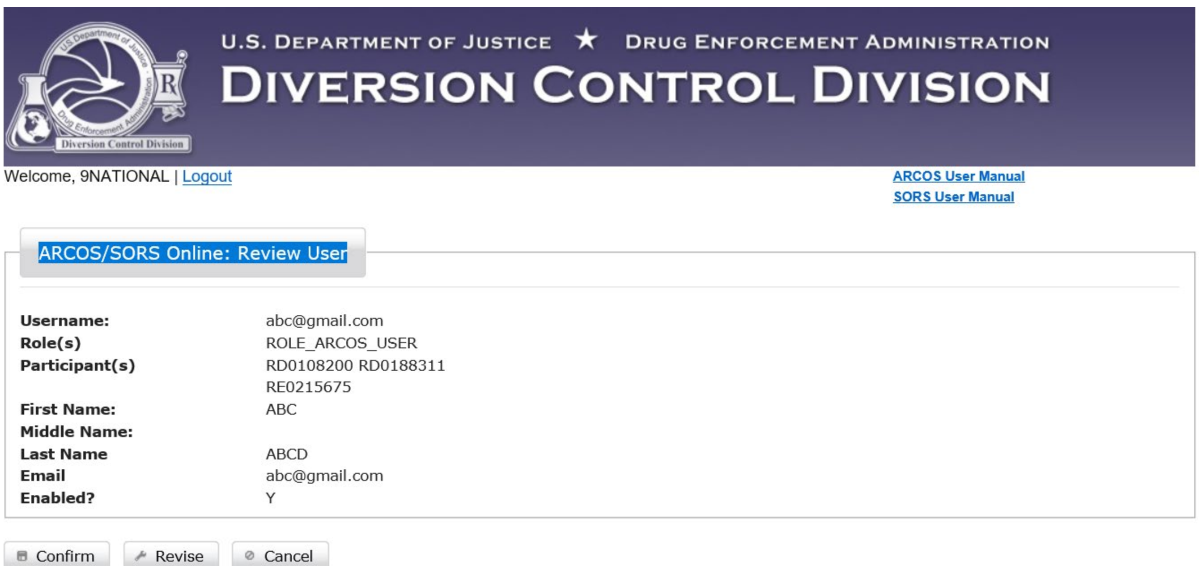


Figure 44: ARCOS/SORS Online: Review User

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.

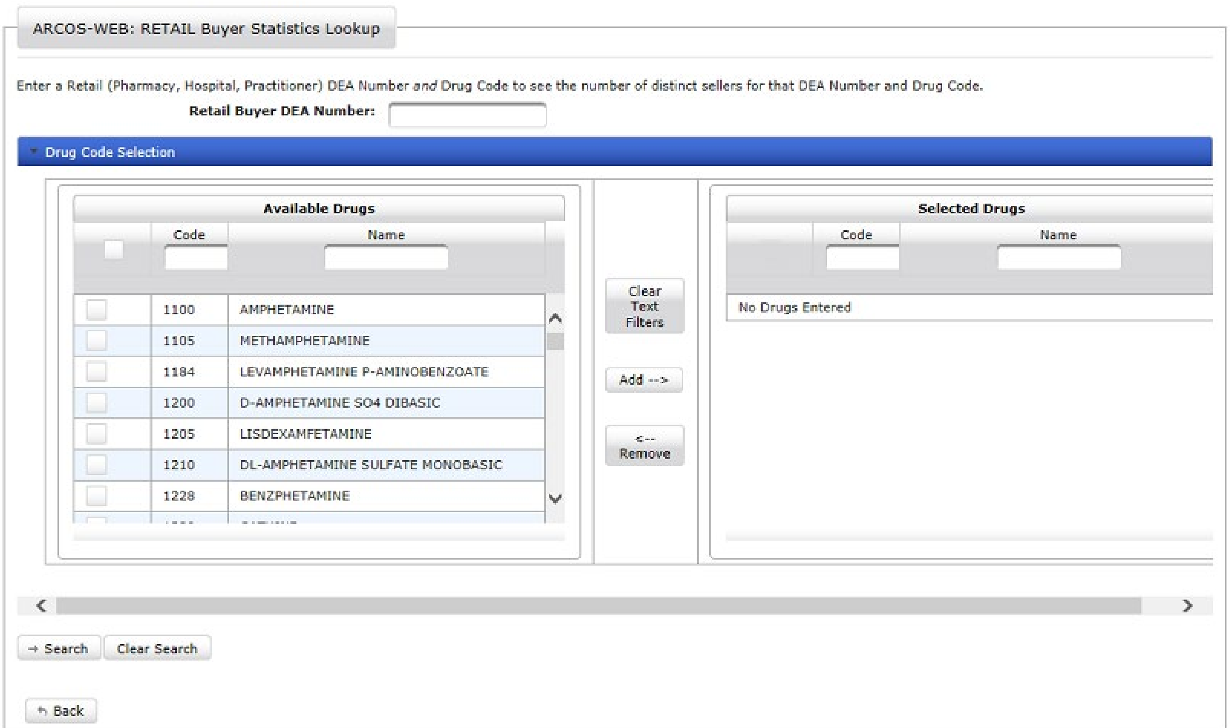


Figure 45: Retail Buyer Statistics Lookup

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 <u>all</u> 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.

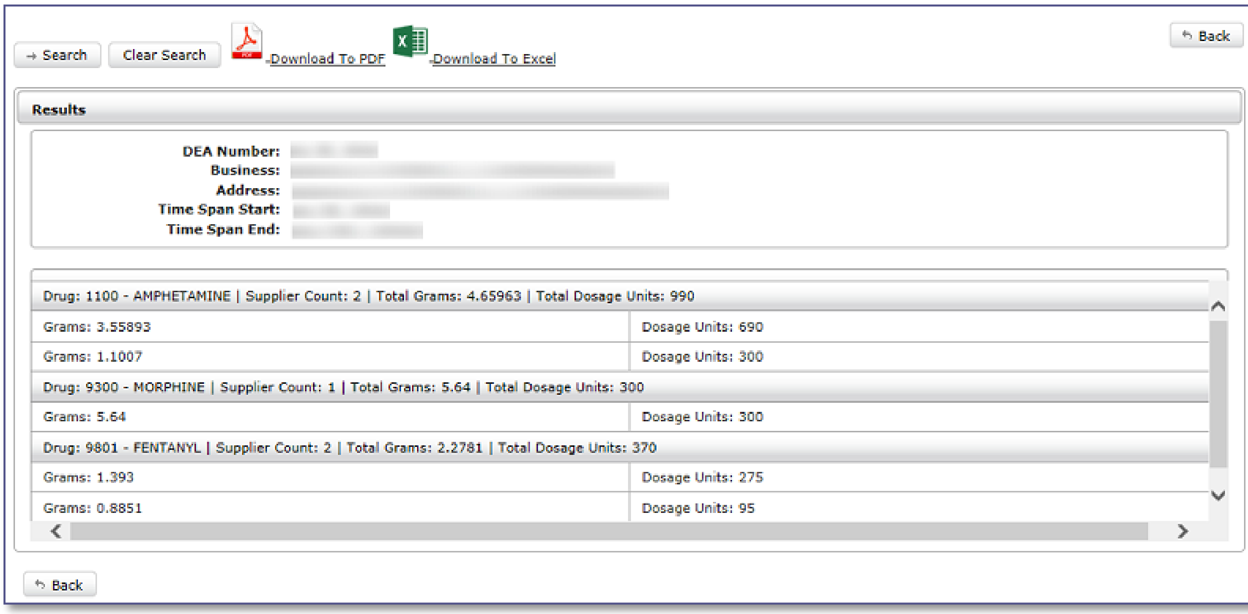


Figure 46: Results for Retail Buyer Statistics Lookup

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.

Download To PDF Download To Excel

Click either of these links to download a file.

10.0 Additional Information

10.1 Filters

10.1.1Participant 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.

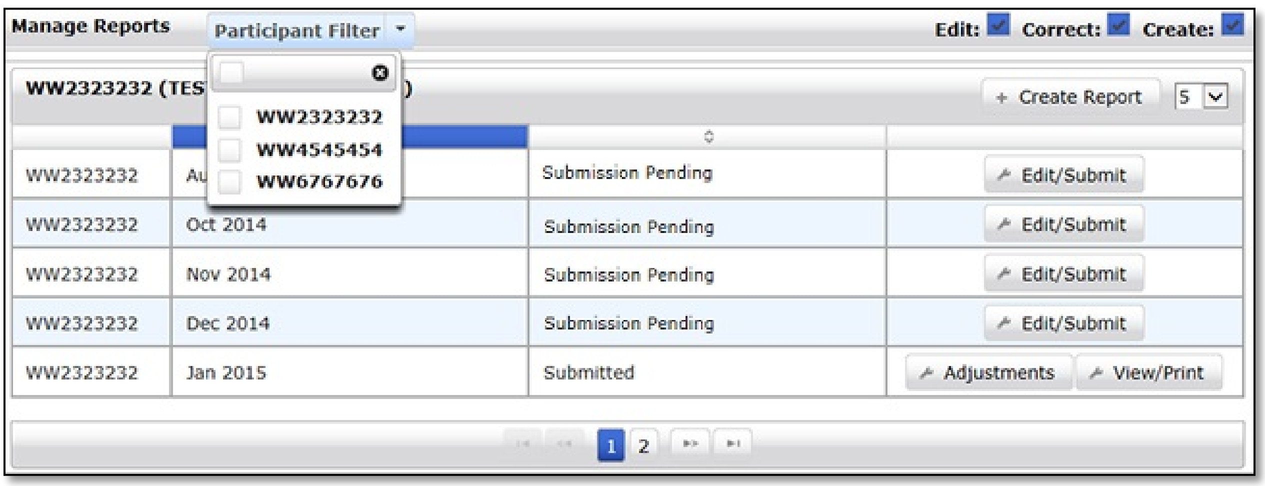
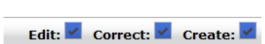


Figure 47: Participant Filters

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

10.1.2Edit, 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.

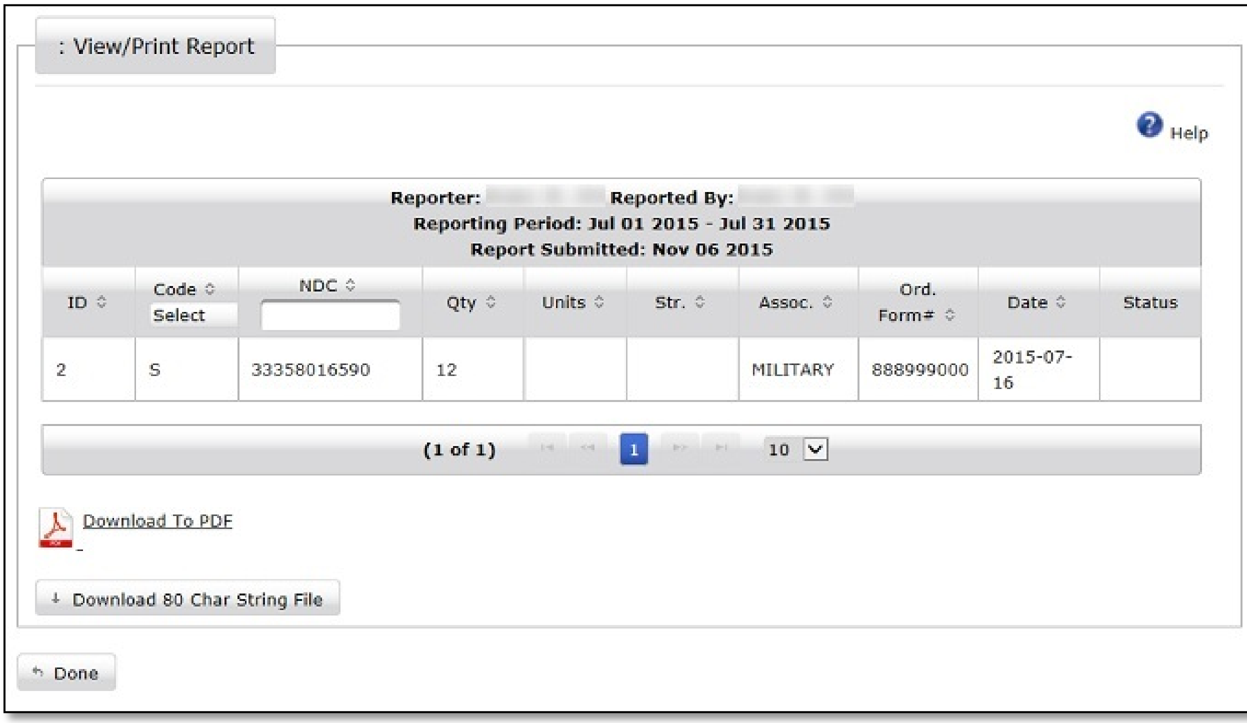


Figure 428: Downloading a Report

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.

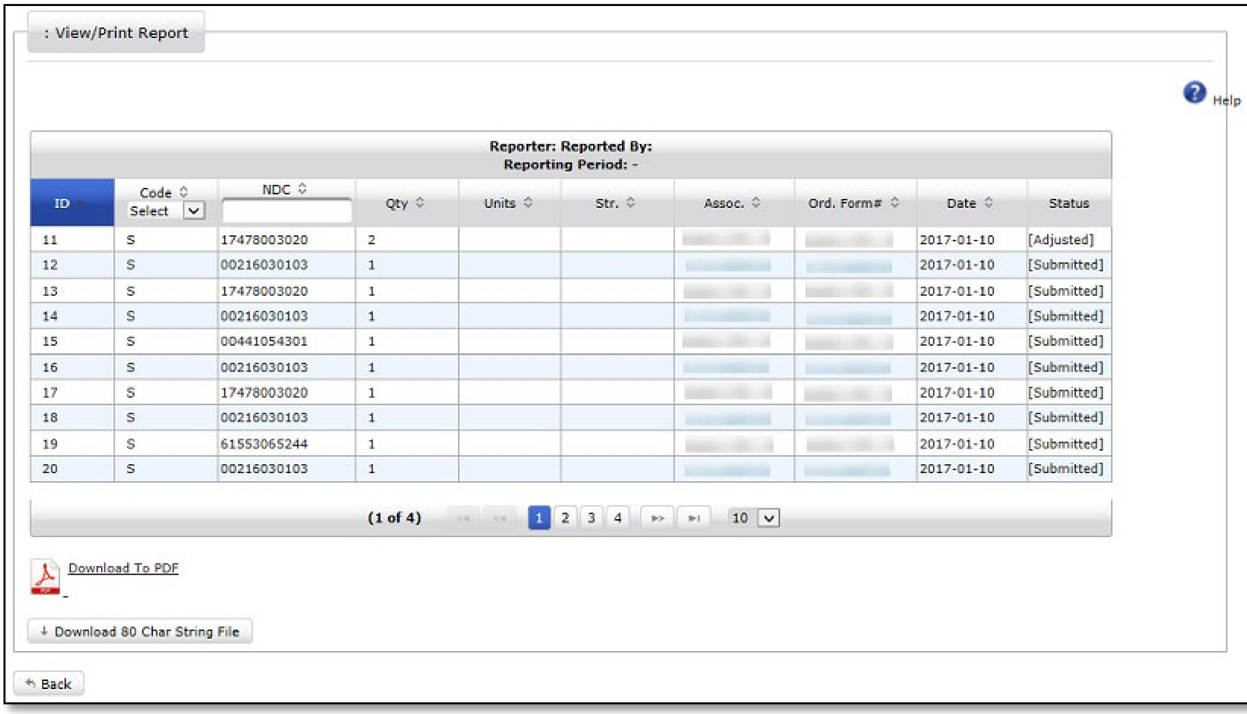
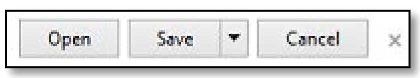


Figure 49: Viewing and Printing a Report

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



3. Click the **Open** button. The report will display in PDF format.

4. 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.

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

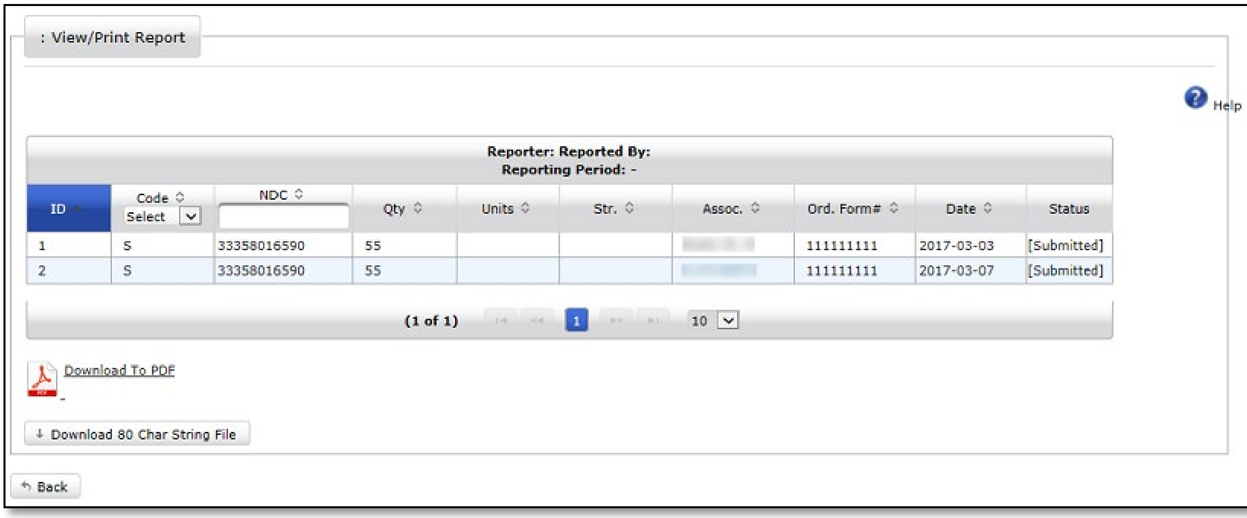


Figure 50: Downloading an 80-Character String File

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).