MARS Data Entry Module Shortcuts

Icon	Function	Description
	Save Ctrl+S	Saves (commits) a completed or partial record to the database.
	Enter Query	Clears an existing record of data and allows the user to enter query information in a field.
	Execute Query Ctrl+F11	Retrieves records matching the query criteria.
	Cancel Query F4	Cancels the query mode and returns the system back to edit mode in the form.
	Up Up arrow	Used to scroll up through records applicable to a particular record, list or menu option.
	Down Down arrow	Used to scroll downs through records applicable to a particular record, list or menu option.
	Add Ctrl+Down arrow	Adds a new record or line.
	Delete Ctrl+Up arrow	Deletes a record or line.
	Duplicate Shift+F6	Copies the selected record.
	Show Value Ctrl+L	Displays the Lists of Values.
	Exit F4	Exits the Form.

MARS Reporting & Querying Module Shortcuts

Web Intelligence "Reading Mode" Toolbar

Option	Description
Web Intelligence	The **Web Intelligence** menu lets you show or hide the following parts of the user interface: • Filter Bar • Outline • Left Pane • Report Tabs • Status Bar
Open	Opens another Web Intelligence document for viewing.
Save	Saves changes, saves the document under a new name, or saves the document locally in various formats.
Print	Creates a PDF version of the document so that you can print it.
Find	Searches for text in the document.
History	Shows the dates of document instances.
Send	Sends the document to various destinations. The available destinations may vary depending on what your system administrator has enabled.
Undo	Reverses the previous action.
Redo	Reverses the Undo action.
Refresh	Refreshes the current tab or the entire document.
Track	Lets you set options for tracking changes.
Drill	Lets you drill up or down document data.
Filter Bar	Shows or hides the Filter Bar.
Outline	Shows or hides the document outline.
Reading	Lets you view the document in HTML or PDF mode.
Design	Lets you modify the document that you are viewing currently.

MARS Support

Questions or Problems?

For MARS account administration and application issues please contact:

MARS.Support@noaa.gov
Phone: (301) 427-8888
Fax: (301) 713-1742
Mon-Fri 7:30 am - 5:30 pm (Eastern)

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For local desktop issues, installing required components, and connectivity problems please contact your local IT support center.

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For financial or business related questions please contact the MARS Project Manager or your MARS Line Office Administrator or FMC Administrator. A listing of FMC Administrators can be found on the MARS website.

MARS Project Manager
Marie Deame   **(301) 427-6959**

NWS Administrator
Benjamin Anderson   **(301) 758-6537**

NMFS Administrator
Brian Brown   **(301) 427-8745**

NOS Administrator
Desirae Moorer   **(240) 533-0956**

OMAO Administrator
Tonya Coleman   **(301) 713-7642**

NESDIS Administrator
Le Hong   **(301) 713-7064**

OAR Administrator
Andrea Moore   **(301) 734-1160**

Program Support Administrator
Randall Bohnert   **(240) 533-9013**

Management Analysis & Reporting System

# MARS Quick Start Guide

https://mars.rdc.noaa.gov/

Welcome to the Management Analysis & Reporting System (*MARS*)

The Management Analysis and Reporting system (MARS) is an enterprise budget execution and financial reporting application for line offices, staff offices, and FMCs. MARS provides functionality which allows users to track commitments, forecast labor, plan execution-year budgets, and conduct financial reporting and analysis. The primary data source MARS uses is the Commerce Business System (CBS), NOAA's financial accounting system.

MARS is composed of two modules, the **Data Entry Module**, and the **Reporting and Querying module**. The 2 modules have a unified authentication system (CAC / PIN or NOAA Email ID / Password).

Getting Started with MARS

1. Before attempting to log into either of the MARS modules, make sure that all required software and plug-ins have been loaded on your computer. *Please see the table in the Hardware / Software Requirements section for details.*

2. To Access the MARS application go to the following URL:
   https://mars.rdc.noaa.gov/

   Log In
   MARS Portal

3. Click on the **MARS Portal** button and you will be prompted to authenticate either with your **CAC/PIN** (Internet Explorer only) or with your **NOAA Email ID and Password.**

4. After you authenticate, click on either the **Data Entry** or the **Reporting and Querying** button to access that particular module.

   Data Entry Module
   Reporting and Querying
   Log Out
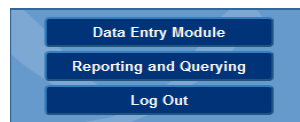
Hardware / Software Requirements

Hardware		
Operating System	Windows 7, Windows 8, Windows 10	OS X El Capitan (10.11) - not compatible with DE
Memory	4GB	4GB
Resolution	1024X768	800X600
Chipset	Pentium 4	G4
Hard Drive	5GB of Free Space	5GB of Free Space
Software		
Browser	Microsoft Chromium Edge, Google Chrome, Firefox ESR 45 or higher	Safari 10.1.1 for Reporting & Querying Microsoft Chromium Edge, Google Chrome, Firefox ESR 45 or higher
Java	For Data Entry: Java (32 bit) version 1.8	For Data Entry: Java (32 bit) version 1.8
Adobe Acrobat Reader	Version 8.0 or higher	Version 8.0 or higher

Important Info

- All Pop-up Blockers must be <u>DISABLED</u> in the browser settings in order to successfully access MARS

- All 3rd party Browser Add-on Toolbars (such as Google, Yahoo, MSN, Bing) need to be removed/disabled for Data Entry Forms'

- The Java Auto-Updater must be turned off to prevent accidental updates to the user's computer

- Performance of the Oracle applications interface is directly affected by the availability of resources on the client PC

- MacAfee Site Adviser Browser Plug-in is not compatible with Data Entry

MARS Training

Data Entry Module

Training for the MARS Data Entry Module is available by selecting "Training" from the top menu and then clicking "Data Entry."

Reporting and Querying Module

Training for the MARS Reporting and Querying Module is available by selecting "Training" from the top menu and then clicking "Reporting & Querying".