MARS Data Entry

What’s New in the 11g Version
The slides below highlight the changes and new features of the Oracle 11G version of MARS Data Entry Application.

Intended Audience: This document is for MARS Data Entry Users that have experience using the prior Release of MARS Data Entry Application.

It includes general instructions for MARS users, instructions for MARS Forms and Travel Numbering System module users. Pages 4 through 9 include the overall MARS Data Entry changes, page 8 includes instructions for MARS Form users, and pages 10-21 cover Travel Numbering System module changes.
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New Version Highlights

• JInitiator will no longer be needed with Oracle Forms 11g. The Java plug-in (JRE) will be required on the client machine to run the MARS Forms 11g Application. Oracle has certified Sun's JRE version 1.6.0_12 and higher for using Oracle 11g Forms.

• Redesigned Web Layout – Implementation of NOAA-wide look and increased usability for the current web pages.

• Enhancements to Travel Document module

• Self-Service Password Reset Functionality. Users can reset their own passwords on-line at anytime.
**NEW:** If the user forgot Data Entry password, click on the ‘Forgot your password?’ Link to request a temporary password.

Data Entry Log-in: Enter your Data Entry User Name and Password.
Reset Password

1. Click on the ‘Forgot Your Password?’ link on the Main Data Entry Page.

2. On the Reset Password Page, enter your NOAA e-mail account information and click on the Continue button.

3. If the submitted information is successfully validated against NOAA’s LDAP and MARS info, the system will e-mail temporary password.

4. The user will need to log-in to the system and change a temporary password (the system will prompt a Password Change when using a temporary password) in 24 hours after resetting it.

5. If more than 24 hours passed since password reset, the user will have to re-set it again to access the system.

If there is a problem with Reset Password, you have the option to contact Help Desk for assistance.
Getting Started - Data Entry Home Page

After logging-in to the MARS Data Entry, choose one of the Tabs to go to the needed function:

- **Application Tab** – to go to the MARS Forms;
- **Reports Tab** – to Run Data Entry Reports;
- **Travel Documents Tab** – to access Travel Numbering System;
- **Data Status Tab** – to check Data Entry data status.

Data Entry Announcement Message

Main Menu Options (same options) – Tab Access

Data Entry User’s Guide
NEW:

JInitiator is no longer required to run MARS Forms.
Minimum required desktop JRE version is now 1.6.0_12.
Application Tab Page will display detected desktop JRE version. If your desktop doesn't have a needed JRE version, it should be downloaded and installed from the MARS web page in the "Downloads" menu button. If you do not have the permissions to install it, please contact your local Help Desk for support.

If you have a required JRE version, click on the ‘Open Data Entry Form’ button to open MARS Forms.
When opening MARS Forms, if your desktop JRE version is higher than default version (1.6.0_12), or you have more than one version installed (1.5.0_X), the system will display Java Security Warning. Click on the Run button to open MARS Forms.

When first opening one of the forms with Time-out functionality (Budget, Projections, etc), the system can display an Application Signature Warning. Please check ‘Always trust content from this publisher’ box and click on the Run button to open a selected form.
Report Menu Tab

Reports Tab

Report Sub-Menu
Travel Numbering System

For the Line Offices Currently Using MARS Travel Numbering System

Travel Documents Tab

Domestic and Foreign Travel Pages with enhancements for usability and security
**Travel Numbering System - Domestic Travel**

- Enhanced Navigation and Page Layout
- No Functionality Changes

First, select Org Code from the list of organizations you have access to and then click on the ‘Go to the Travel Form’ button to create new Travel Order.

**Domestic Travel Menu Tabs:**
- ‘My Travel Order’ Tab to View/Update User Travel Orders
- ‘Search Travel Order’ Tab to view/update (FMC Admins) all Travel Orders for the user Org Code
Domestic Travel (continued)

Create New Travel Order Tab

Calendars are available to enter Destination/Return Dates

New Field: Return Date

Fill-out the information and click on the Submit button to create a new Travel Order

After Submitting the Form, missing/invalid fields will be displayed in red and will have to be corrected to create a Travel Order.
Domestic Travel (continued)

Create New Travel Order Tab - Confirmation

To create another Travel Order:
- Click on the ‘Create Another Domestic Travel Order’ link
  Or
- Click on the ‘New Travel Order Tab’.

My Travel Orders Tab
Travel Numbering System - Foreign Travel (excluding NWS)

- Enhanced Navigation and Page Layout
- No Functionality Changes

Click on the ‘Travel Form’ link for your Line Office to create a new Travel Order

Travel Report button to view Travel Order List
Create New Travel Order Tab

Fill-out the information and click on the Submit button to create a new Travel Order.

Calendars are available to enter Destination/Return Dates.

Foreign Travel Menu Tabs:

- ‘Search Travel Documents’ Tab to View Travel Order Listing based on the Search criteria
- ‘Travel Report’ Tab to run Foreign Travel Report 79f
Create New Travel Order Tab - Confirmation

After Submitting the Form, missing/invalid fields will be displayed in red and will have to be corrected to create a Travel Order.

To create another Travel Order:
- Click on the ‘Create Another Travel Order’ link
- Or
- Click on the ‘New Travel Order’ Tab.
Travel Numbering System - Foreign Travel – NWS Module

- Enhanced Navigation and Page Layout
- No Functionality Changes

**Line Office Selection**

Travel Report button to view Travel Order Report 79f

Click on the ‘Travel Form’ link for your Line Office to create a new Travel Order

NWS Foreign Travel Administrators:

Click on the ‘Travel Approval’ link for your Line Office to open Approval Module
Create New Travel Order Tab

Foreign Travel Menu Tabs:
- ‘Blanket Travel Request’ to create Blanket Travel Ranges/Orders
- ‘My Travel Order’ Tab to View/Edit previously entered Travel Orders based on the Search criteria
- ‘Travel Report’ Tab to run Foreign Travel Report 79f

Calendars are available to enter Destination/Return Dates

Fill-out the information and click on the Submit button to create a new Travel Order
Create New Travel Order Tab - Confirmation

After Submitting the Form, missing/invalid fields will be displayed in red and will have to be corrected to create a Travel Order.

To create another Travel Order:
- Click on the ‘Create Another Travel Order’ link or go to the ‘New Travel Order’ Tab.

To update this Travel Order/ Add Lines:
- Click on the ‘Update This Trip’ link.
Foreign Travel – NWS, continued

My Travel Order Tab

Click on the Travel Order Number to Edit Travel Request

Current Location: Link Path
Approval Module

Approval/Admin Menu Tabs:
- ‘New Travel Order’ to create a new Travel request
- ‘Blanket Travel Request’ to create Blanket Travel Ranges/Orders
- ‘My Travel Order’ Tab to View/Edit previously entered Travel Orders based on the Search criteria
- ‘Travel Report’ Tab to run Foreign Travel Report 79f
- ‘Add Destination’ and ‘Add Type’ to create new pull-down menu options for Destination and Type of Travel

Enter selection criteria and press the ‘Search’ button to Approve/Cancel /Update selected Travel Orders.

Click on the Travel Order Number to Edit Travel Request.

Click on the Approve/Unapprove/Cancel links to change Request Status.

To re-enter search criteria, click on the ‘Admin Search’ link.
Getting Help

- Updated User’s Guide


- MARS Help Desk/Support