



# MARS User Guide Quick Reference

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National Marine Fisheries Service  
Office of the CIO



## Quick Reference

Below is a list of icons currently on the MARS toolbar. The name and function of each icon is specified below.

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

## General Data Entry Guidelines

### Add a Record:

User performs the following steps to add a record:

<i>Step</i>	<i>Action</i>
1	Select required process from the MARS Main Menu or related Submenu.
2	Click on  to open an input row, if not already available.
3	Enter required data.
4	Click on  to save work.
5	Repeat Steps 2, 3 and 4 to enter additional records.
6	Click on  to exit.

### Duplicate a Record:

User performs the following steps to duplicate a record:

<i>Step</i>	<i>Action</i>
1	Query record to be duplicated if not already displayed.
2	Click on  to open an input row.
3	Click on  to duplicate the selected row.
4	Make desired changes to duplicated row.
5	Click on  to save work .

If you are in a screen that has a parent and child record you must be in the parent to create a new Parent record (i.e., Commitment Screen, Budget Screen, etc). Multiple records that have been entered will be saved when the save  is clicked. Throughout the system certain fields feature a valid List of Values that can be displayed by clicking on . If a field has a list of values available, the system will indicate this by displaying the word **List of Values** in the bottom line of the Form.

**Query a Record:**

If the screen has query capability you will be able to select records by entering query mode.

**Select a Record(s):**

User performs the following steps select a record:

<i>Step</i>	<i>Action</i>
1	Select required process from the MARS main menu or related submenu.
2	Click on  to go into enter query mode.  <i>Notice in the bottom left hand corner of the screen, the system indicates that you are in Enter-Query mode.</i>
3	Enter data to be queried or double click fields that say list of values and select the data.
4	Click on  to execute query.
5	Use the  up and  down arrow keys to scroll through the query record set.

**Query a Record using a Wildcard (%):**

User performs the following steps to select a record using a wildcard:

<i>Step</i>	<i>Action</i>
1	Click on  to go into enter query mode.
2	Enter any combination of data using wildcard (%).  Ex: %MEMO will select all Budget records with the AA# ending in MEMO.
3	Click on  to execute query.
4	Use the  up and  down arrow keys to scroll through the query record set.

**Edit a Record:**

**To change record:**

User performs the following steps to change a record:

<i>Step</i>	<i>Action</i>
1	Perform query to select record to change.
2	Make desired changes.
3	Click on  to save work .

**Delete a Record:**

**To delete record:**

User performs the following steps to delete a record:

<i>Step</i>	<i>Action</i>
1	Perform query to select record to delete.
2	Click on  to delete record.  <i>NOTE: At this point you can still change your mind and cancel the delete by exiting the screen to main menu; a CAUTION message will display "<b>Do you want to commit the changes you have made?</b>"; click <i>N</i>; for (No) to return to the Form or click <i>Y</i>; for (Yes) to mark the record for deletion.</i>
3	Click on  to commit the deleted record(s).  <i>NOTE: Once the record has been saved, it is permanently deleted.</i>