



MARS User Guide Quick Reference

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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>
	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	Cancel 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 down 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.

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 "Do you want to commit the changes you have made?"; 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>