

# MARS User Guide Getting Started

Document Revision 5.0

May, 2022



United States Department of Commerce  
National Oceanic and Atmospheric Administration



## MARS Getting Started

Document Revision 5.0

---

MARS Getting Started.....	2
System Access .....	2
Getting Started .....	2
MARS Web Logon Process.....	3
Log On for the First Time.....	8
Run Application.....	8
GUI Overview.....	11
System Navigation.....	11
Menu Structure.....	12
Form Conventions.....	13
Icons/Buttons .....	15
Scroll Bars.....	16
Query Process .....	16
Sort.....	17
MARS Main Menu .....	17
Exit the MARS Application.....	18
User Profile/System Status .....	19
User Security.....	19
User Access Roles.....	20
Status/User Profile .....	20

### **MARS Getting Started**

The Access & Navigation provides basic information regarding how to login to the system and fundamentals for navigating through various modules in the MARS system.

#### ***System Access***

Access to various MARS applications, is based on user identification and privileges, which are establish by the Line Office/FMC Administrator. All users will be using their CAC Card access credentials. User will need to enter their CAC PIN number to get into the MARS Portal, Data Entry or Business Objects. User accounts will be created only after receiving the following signed and completed forms:

- 1) MARS User Access Request Form
- 2) MARS Non-Disclosure Agreement
- 3) NOAA MARS Rules of Behavior

MARS notifies users via e-mail once the user account is established.

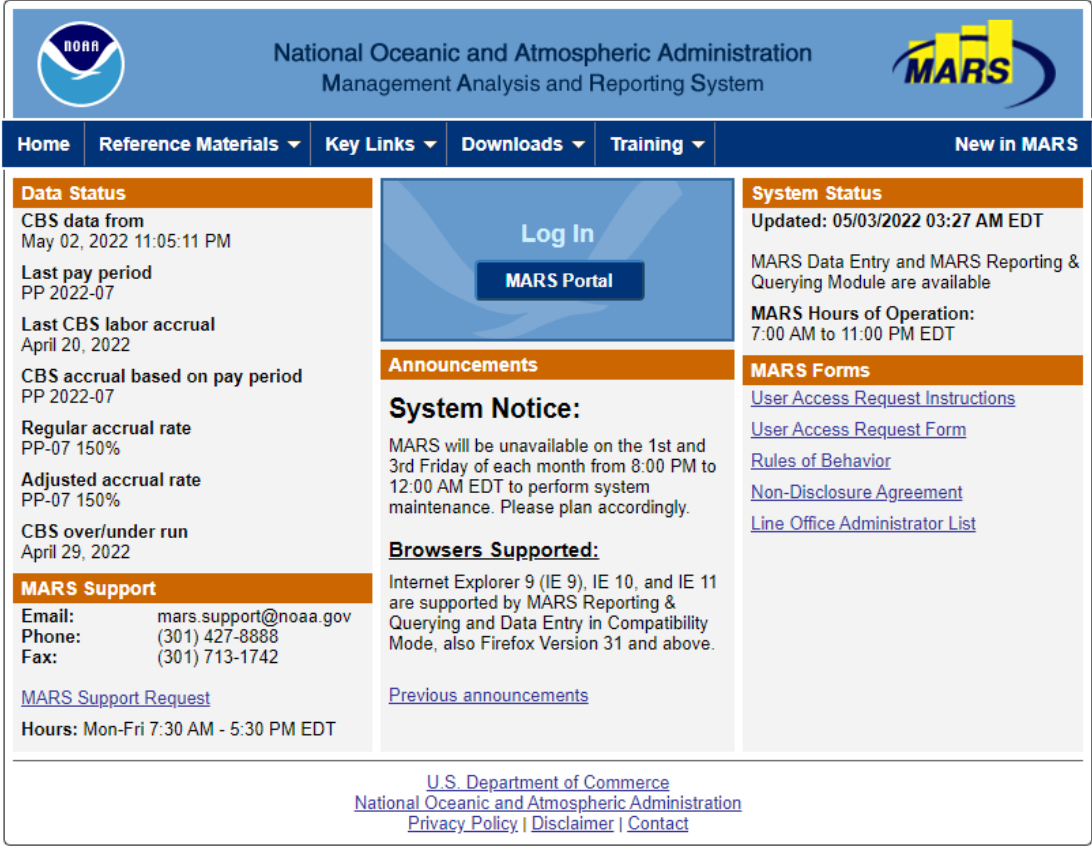
All forms and instructions for obtaining access can be found on the MARS website:  
<https://mars.rdc.noaa.gov/>

#### ***Getting Started***

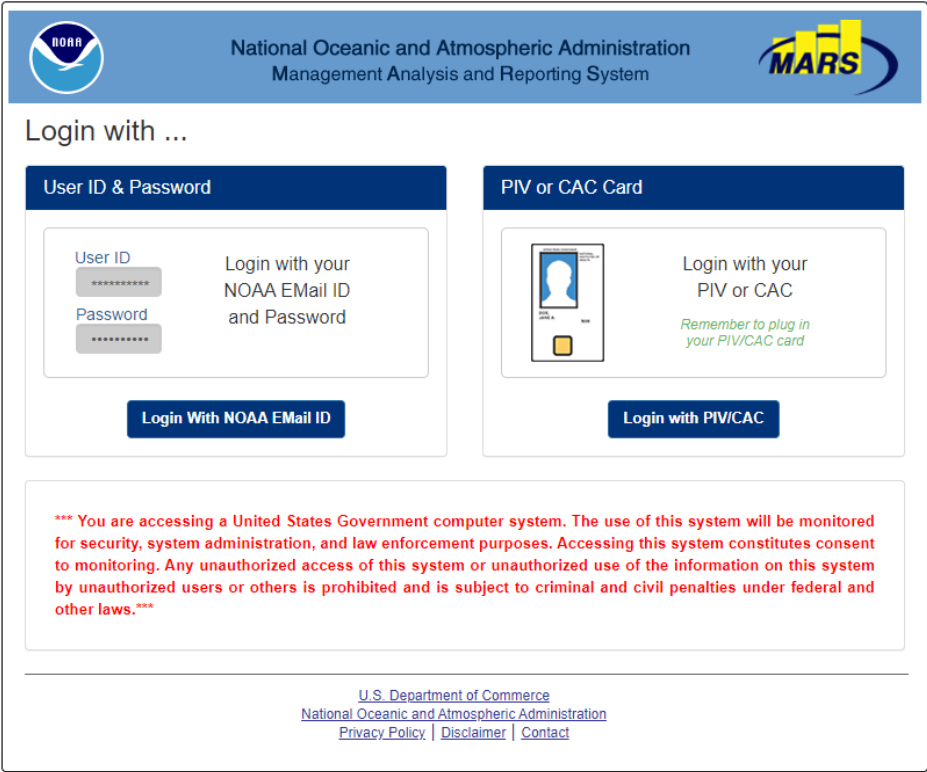
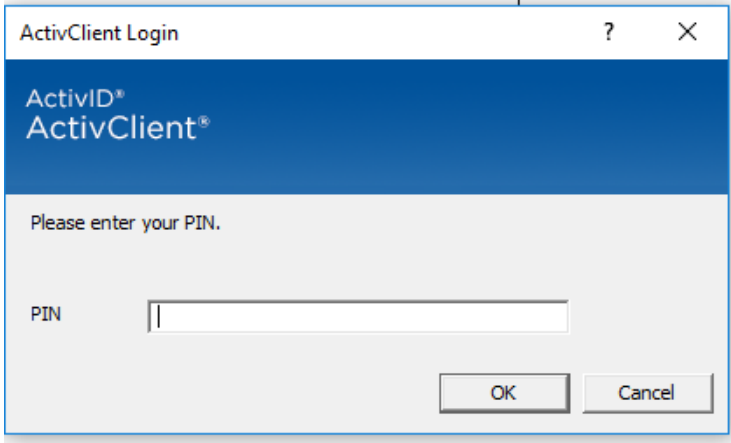
Before running MARS make sure that the required downloads are properly installed on your system. For assistance with this, please contact your local IT support center.

## MARS Web Logon Process

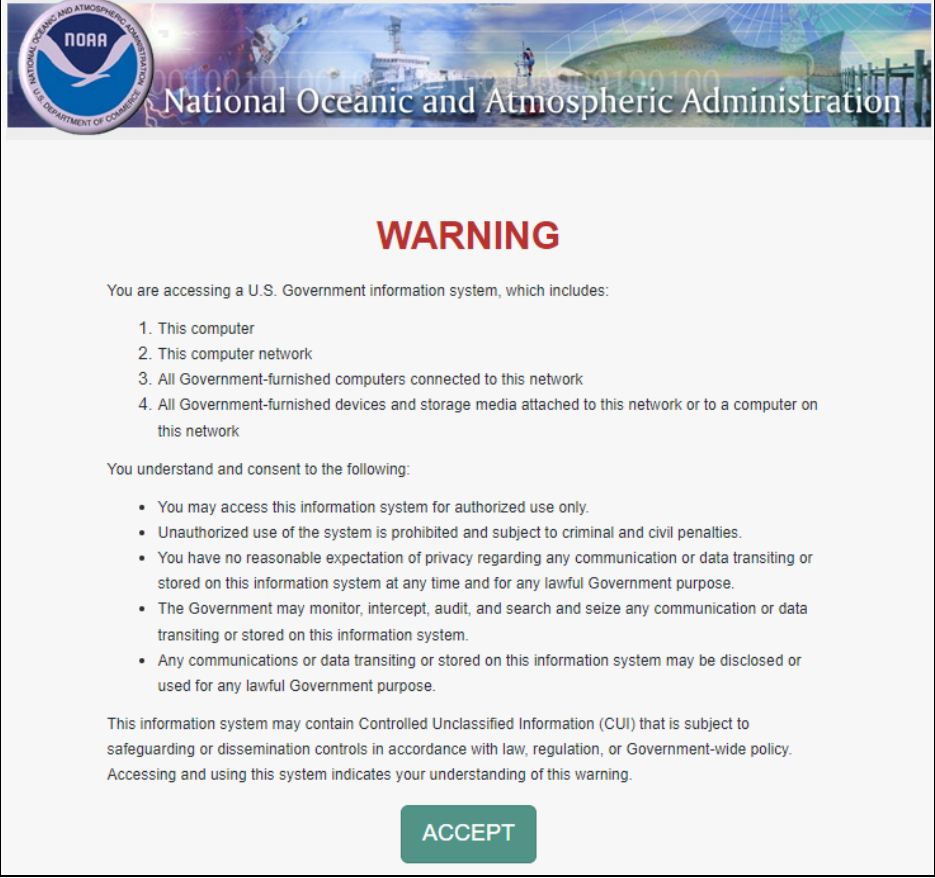
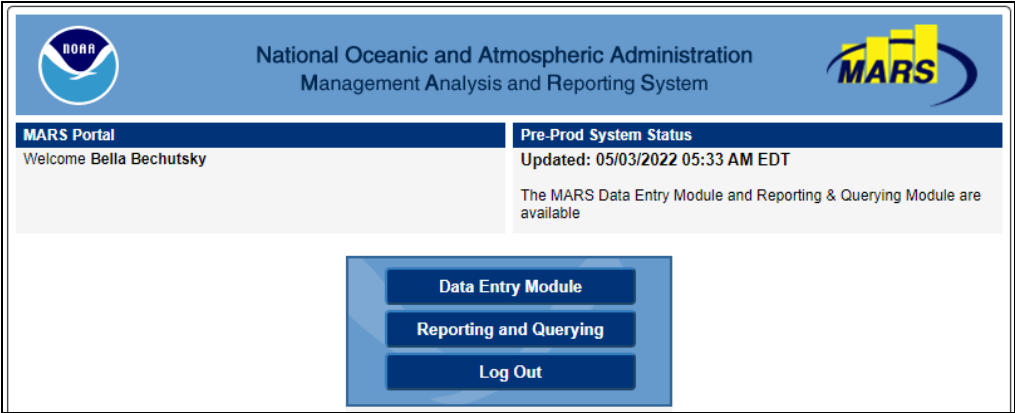
Users perform the following steps to access the MARS application available via the web:

Step	Action
1	<p>To access the MARS Home Webpage, type in the following URL:</p> <p><a href="https://mars.rdc.noaa.gov/">https://mars.rdc.noaa.gov/</a></p> <p>The following screen will display:</p>  <p>The screenshot shows the MARS Home Webpage. At the top is the NOAA logo and the text 'National Oceanic and Atmospheric Administration Management Analysis and Reporting System'. Below this is a navigation bar with links: Home, Reference Materials, Key Links, Downloads, Training, and New in MARS. The main content area is divided into several sections: Data Status (listing CBS data from May 02, 2022, last pay period PP 2022-07, last CBS labor accrual April 20, 2022, CBS accrual based on pay period PP 2022-07, regular accrual rate PP-07 150%, adjusted accrual rate PP-07 150%, and CBS over/under run April 29, 2022), MARS Support (Email: mars.support@noaa.gov, Phone: (301) 427-8888, Fax: (301) 713-1742, MARS Support Request, Hours: Mon-Fri 7:30 AM - 5:30 PM EDT), Log In (MARS Portal), Announcements (System Notice: MARS will be unavailable on the 1st and 3rd Friday of each month from 8:00 PM to 12:00 AM EDT to perform system maintenance. Please plan accordingly. Browsers Supported: Internet Explorer 9 (IE 9), IE 10, and IE 11 are supported by MARS Reporting &amp; Querying and Data Entry in Compatibility Mode, also Firefox Version 31 and above. Previous announcements), System Status (Updated: 05/03/2022 03:27 AM EDT, MARS Data Entry and MARS Reporting &amp; Querying Module are available, MARS Hours of Operation: 7:00 AM to 11:00 PM EDT), and MARS Forms (User Access Request Instructions, User Access Request Form, Rules of Behavior, Non-Disclosure Agreement, Line Office Administrator List). At the bottom of the page are links for U.S. Department of Commerce, National Oceanic and Atmospheric Administration, Privacy Policy, Disclaimer, and Contact.</p>


## Management Analysis and Reporting System (MARS) Users Guide

Step	Action
	<div></div> <p>Click on the 'Login with PIV/CAC' button.</p>
	<p>Select a certificate for authentication. Select User Credentials (Certificate)</p>
	<p>Enter CAC Card PIN number.</p> <div></div>


# Management Analysis and Reporting System (MARS) Users Guide

Step	Action
	<div data-bbox="394 289 1323 1161">  <p>The image shows a NOAA warning page. At the top is the NOAA logo and a banner with the text 'National Oceanic and Atmospheric Administration'. Below this is a large red 'WARNING' heading. The text states: 'You are accessing a U.S. Government information system, which includes: 1. This computer, 2. This computer network, 3. All Government-furnished computers connected to this network, 4. All Government-furnished devices and storage media attached to this network or to a computer on this network'. It then says 'You understand and consent to the following:' followed by a bulleted list of terms of use. At the bottom is a green 'ACCEPT' button.</p> </div> <p>Click <i>ACCEPT</i> button on NOAA Warning page</p> <p>If CAC card use is not available, please use Email ID Log-in option.</p>
2	<p>After MARS user is authenticated, the following Portal screen will be displayed:</p> <div data-bbox="354 1335 1362 1745">  <p>The image shows the MARS Portal screen. It has a blue header with the NOAA logo on the left, the text 'National Oceanic and Atmospheric Administration Management Analysis and Reporting System' in the center, and the MARS logo on the right. Below the header is a table with two columns. The left column is titled 'MARS Portal' and contains 'Welcome Bella Bechutsky'. The right column is titled 'Pre-Prod System Status' and contains 'Updated: 05/03/2022 05:33 AM EDT' and 'The MARS Data Entry Module and Reporting &amp; Querying Module are available'. At the bottom of the screen is a blue box with three buttons: 'Data Entry Module', 'Reporting and Querying', and 'Log Out'.</p> </div> <p>Click on <i>Data Entry Module</i> button.</p>

# Management Analysis and Reporting System (MARS) Users Guide

Step	Action
3	<p>The Main MARS Data Entry Menu page will display:</p>  <p>On the MARS Main Page, choose one of the Links to go to the needed function:</p> <ul style="list-style-type: none"> <li>• Application Link – to go to the MARS Forms;</li> <li>• Reports Link – to Run Data Entry Reports;</li> <li>• Data Status Link – to check Data Entry data status.</li> <li>• MARS Portal – to go to the MARS Reports&amp;Query</li> </ul>
4	Click on <b>Application</b> page to go to the MARS Forms.
5	The <b>Application/Data Entry Page</b> will display:

## Management Analysis and Reporting System (MARS) Users Guide

Step	Action
	 <p>The screenshot displays the NOAA Management Analysis and Reporting System (MARS) Application page. At the top, the NOAA logo is on the left, and the system title "NOAA MANAGEMENT ANALYSIS AND REPORTING SYSTEM" is in the center, with "NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION" below it. A navigation bar includes links for Home, Application, Travel Documents, Reports (with a dropdown arrow), Data Status, User's Guide, Support (with a dropdown arrow), a blue "MARS Portal" button, and a "Logout" link. The main content area is titled "Application" and contains a message: "Please click the button below to open the data entry form." Below this message is a blue button labeled "Open Data Entry Form". The footer is a dark blue section with two columns of links. The left column, under "Management Analysis And Reporting System", includes "MARS Data Entry", "MARS Home", and "Contact Us". The right column, under "National Oceanic and Atmospheric Administration", includes "NOAA Home", "Privacy Policy", "Information Quality", "Disclaimer", and "People Locator". On the far right of the footer are two circular logos (NOAA and the Department of Commerce seal) and the text "Version: 3.3.3.2 - Apr 04, 2022".</p>



## Log On for the First Time

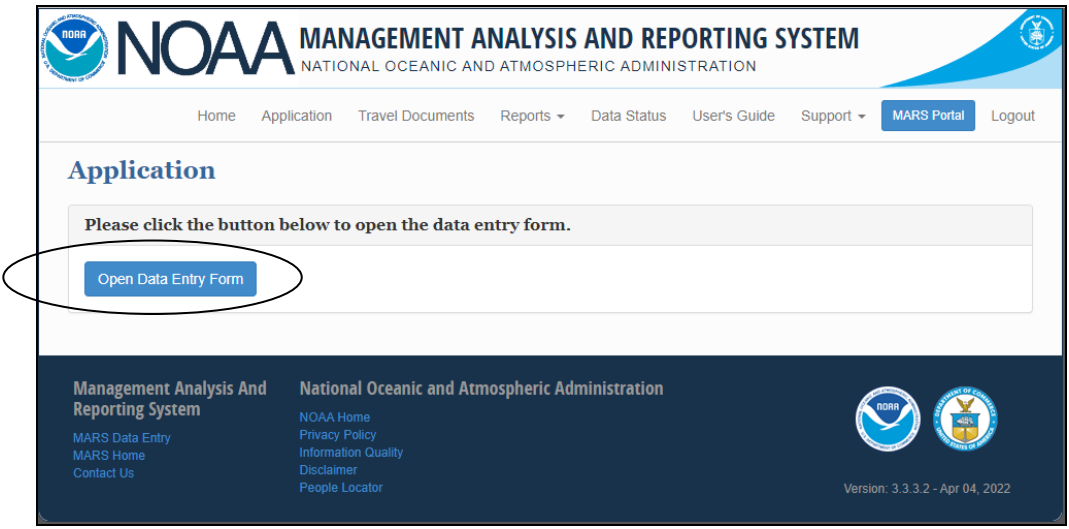
The Java plug-in (JRE) is required on the client machine to run the MARS Data Entry Forms Application.

If your desktop does not 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.

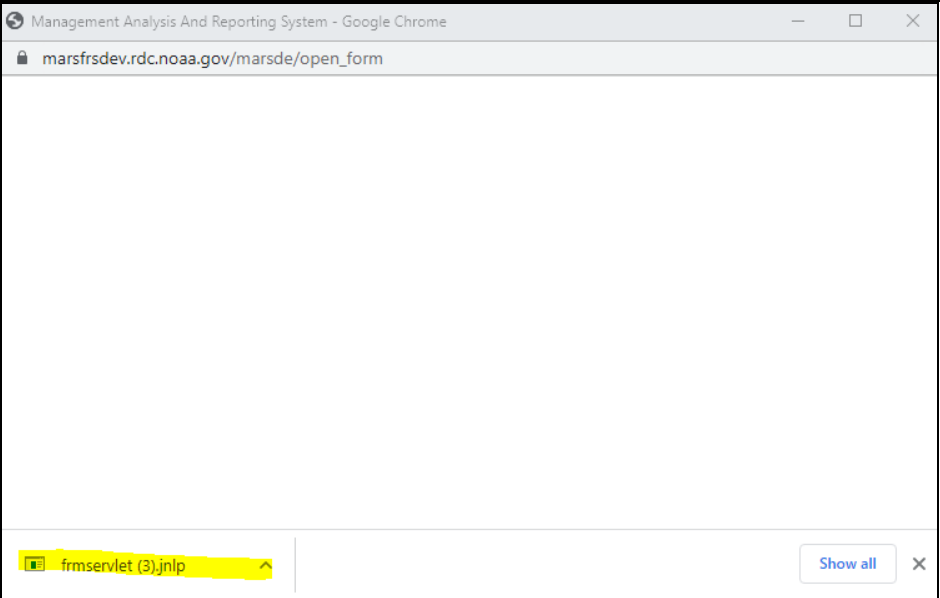
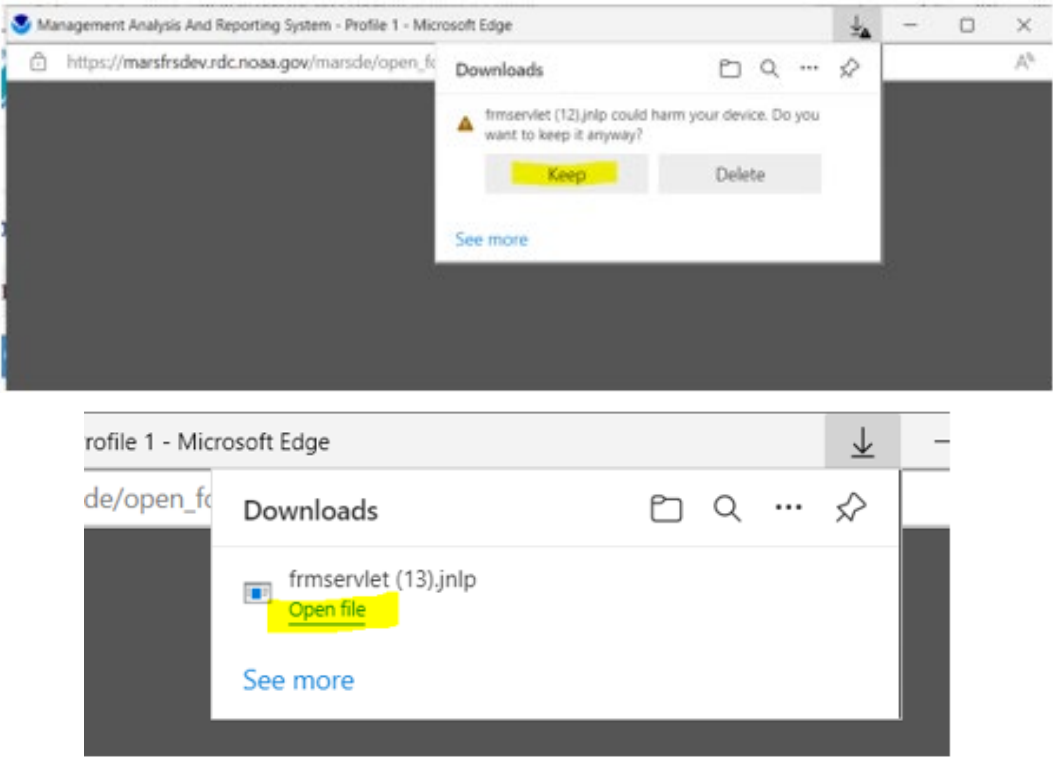
If you have a required JRE version, click on the 'Open Data Entry Form' button to open MARS Forms.

## Run Application


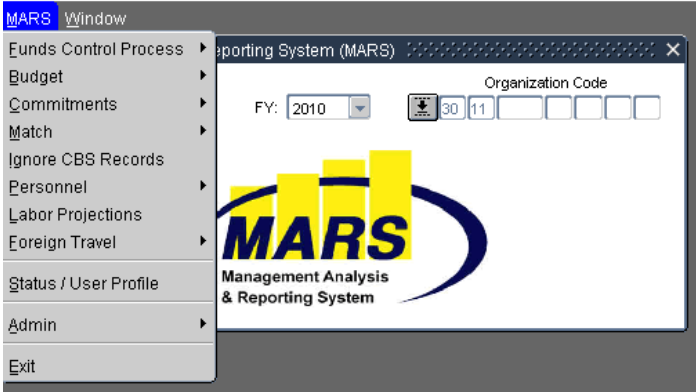
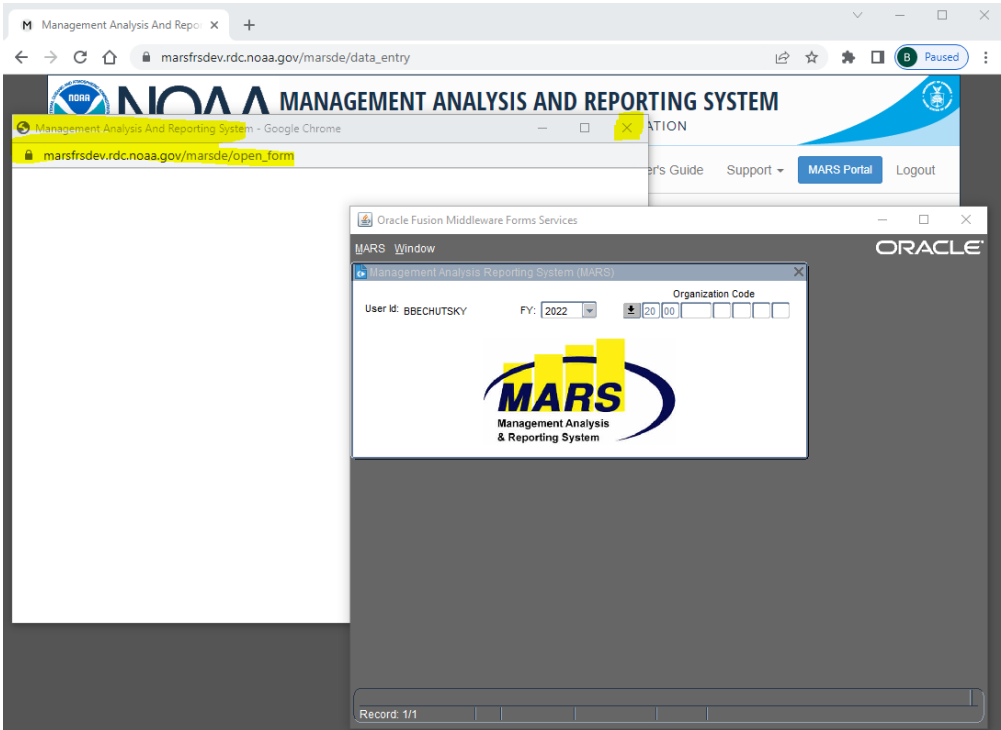
Users perform the following steps to access the Application/Data Entry application available via the web:

Step	Action
1	Once you have completed <b>Step 5</b> of the previous MARS Web Logon Process, the MARS Data Entry Home page will be displayed
2	On Application Page click on the ' <b>Open Data Entry Form</b> ' button to open MARS Forms. 
3	The Forms blank screen will be displayed. Click on the file <b>Open</b> button. <b>Notice:</b> The *. <i>jnlp</i> file will have a different name for every new session and could have a different name depending of the browser.  Click on the file and choose <b>Open</b> .

## Management Analysis and Reporting System (MARS) Users Guide

Step	Action
	<div></div> <p>If you are using MS Edge, please choose <b>Keep</b> option and then <b>Open file</b>.</p> <div></div> <p>If there are more than 1 file displayed, previous files can be deleted. Please always use the top one, if you have others that are not deleted. There is no need to save the file: it can only be used once.</p>

## Management Analysis and Reporting System (MARS) Users Guide

Step	Action
	<p>Java will run</p> 
4	<p>Click on the <b>Run</b> button to open MARS Forms.</p>  <p>MARS forms will run in the Java window.</p>
5	<p><b>Attention:</b> If there is a browser blank window that may stay behind, please make sure to close it as soon as the form window is open.</p> 

### **GUI Overview**

MARS modules are Graphical User Interface (GUI) applications that utilize Windows point and click functionality and drop-down menu bars.

### **System Navigation**

The following keys are used to navigate throughout the forms:

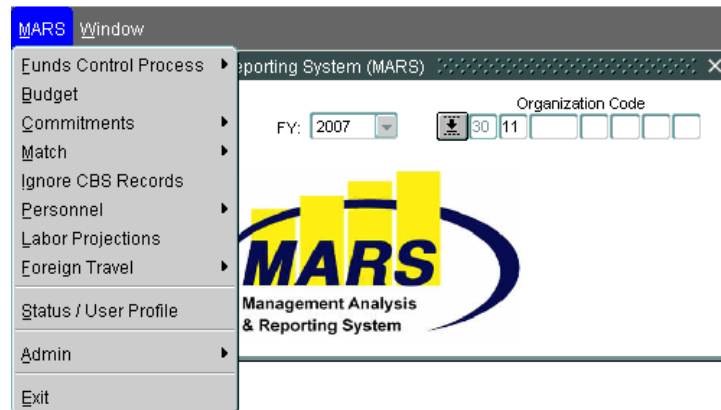
Tab	Permits movement from field to field
Enter	Accepts data entered and permits movement to the next field
↑↓	Permits movement between fields

The mouse functions allow a user to highlight, select, scroll, and access lists and pop-up windows. It also allows movement around the menu bar, selecting different MARS modules, and to exit the system. There are two types of clicks:

Click	A single click of the left mouse button allows a user to select a menu Option within the menu or drop down. It will also allow access to buttons in the window as well as accept system responses such as “OK” and “Cancel”
Double-click	A double-click of the left mouse button allows a user to access the pop-up windows on the fields that display the List of Values on the message line.

## Menu Structure

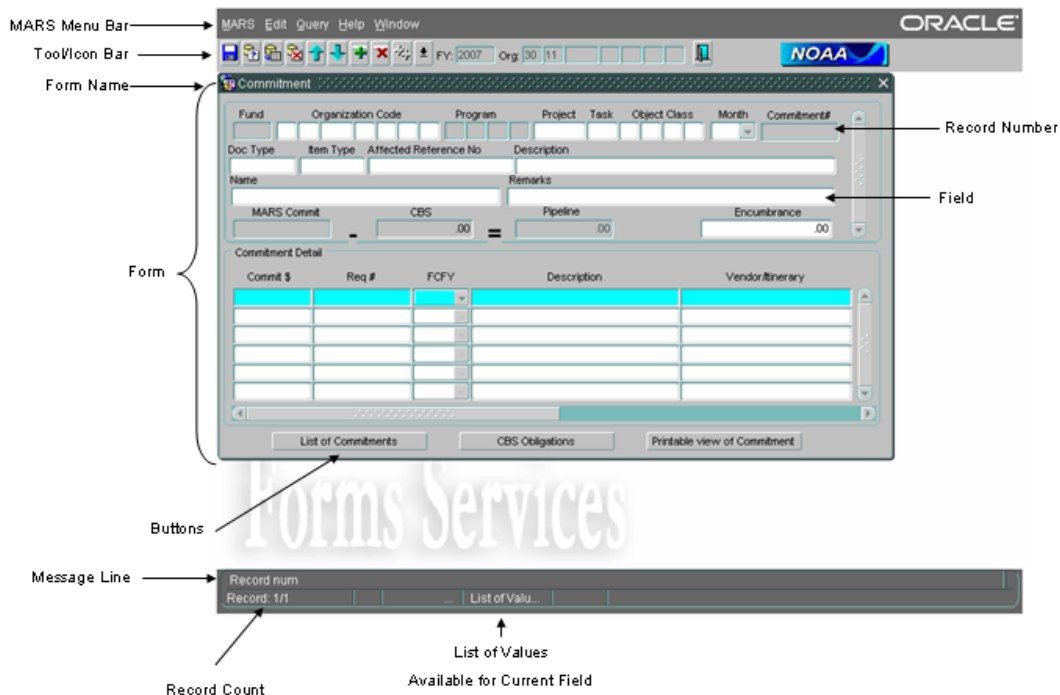
The following illustrates the menu structure with Drop-Down Menus:



Drop-down menus are available on the menu bar on the top of the form and are utilized by selecting an option, which displays the available choices. Upon accessing the system, users click on MARS option from the menu bar to display the available applications. Any application that displays ► to the right of the application has another drop-down menu available.

## Form Conventions

MARS Forms utilizes Windows point-and-click functionality and drop-down menu bars. The title is included at the top of each Form with the Form name. The message line, on the bottom of the form, displays information related to actions taken by the user or error messages. Record count and Data Entry mode information appears below the message line. The following illustration depicts a sample form layout:



## Common Form Elements












<u>Item</u>	<u>Description</u>
Window	A “fill-in-the-blanks” arrangement that facilitates data insert, update, Delete, and/or query of the database. The terms Window and Form are used interchangeably.
Title Bar	The bar along the immediate top of the window. Three buttons displayed in the top right hand corner, allow the user to maximize, minimize, or close the active window.
Menu Bar	The bar along the top of the window above the icon bar. The menu bar provides various drop-down menus to use while moving throughout the program.
Icon Bar	The bar under the menu bar, which displays the icons currently available to the user. For more information regarding the icons, refer to the icon listing in this documentation.
Field	A field is displayed as a highlighted area on the Form that can contain an existing value from the database and/or accept a new value. Below are the general descriptions of the fields:

	<p><b>White</b> fields are used for data entry. Certain fields are mandatory and a user will not be able to save the record unless these fields are filled.</p> <p><b>Gray</b> fields are not accessible by the user; most of these fields are system-generated or calculated fields.</p> <p><b>Yellow</b> fields can be used for data entry in the Query when the system is in Query mode.</p>
Push Buttons	<p>The buttons available within a Form are usually located at the bottom of the Form. Depending on the Form, the buttons will:</p> <ul style="list-style-type: none"><li>- Open up another Form to give the user additional information regarding the record</li><li>- Allow a user to Query for a List</li><li>- Apply a Surcharge</li><li>- Print a Commitment</li></ul>
Radio Buttons	<p>Allows the user to specify the type of information for the current record.</p>
System Message	<p>System messages appear in the lower left corner of the window in the message bar. It will display what action the computer is taking (working, printing, or querying).</p>
Count	<p>In response to an executed query, the record count always appears in the lower left hand corner of the window and indicates the current record and the total number of records retrieved. The total number may display a “?” until a user has scrolled through the records.</p>
Scroll Bar	<p>The bar, which allows movement between records.</p>
Pop-ups	<p>Pop-up windows are used to include additional information within a record.</p>
List of Values	<p>A pop-up table that contains a list of the items that will be accepted in the field to facilitate data entry. The List of Values appears on the Message Line on the lower part of form. There is also a [insert arrow] display to the right of the field that brings up a list. Scroll through the valid values, and click on the desired option to populate the field.</p>

### Icons/Buttons

The icon toolbar is located at the top of the window. Each icon is a small graphic image that represents a command, tool, or specific functionality. A “hint” balloon” is associated with each icon. The hint balloon displays the name, or narrative description, summarizing the functionality of a specific icon. The icon’s hint box is displayed by positioning the cursor on the icon and pausing.

The following table illustrates the various icons and their functions.

<b><u>ICON</u></b>	<b><u>Function</u></b>	<b><u>Description</u></b>
	Save	Used to save (commit) 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	Retrieves records matching the query criteria.
	Cancel Query	Cancels query mode and returns the system back to edit mode in the Form.
	Up	Allows a user to scroll up through records applicable to a particular record, list or menu option.
	Down	Allows a user to scroll down through records applicable to a particular record, list or menu option.
	Add	Allows a user to insert a new record or line.
	Delete	Allows a user to delete an existing record or line.
	Duplicate	Allows a user to copy.
	Show Value	Used to display the List of Values.
	Exit	Used to exit the Form.



### Scroll Bars

The Scroll bar is on the right, left or bottom of the Form. The Scroll bars allow the user to move between multiple records.

The screenshot shows the 'Commitment' form in the MARS system. The form includes fields for Fund, Organization Code, Program, Project, Task, Object Class, Month, and Commitment#. Below these are fields for Doc Type, Item Type, Affected Reference No, and Description. There are also fields for Name, Remarks, MARS Commit, CBS, Pipeline, and Encumbrance. A 'Commitment Detail' table is visible, with columns for Commit \$, Req #, FCFY, Description, and Vendor/Itinerary. The table has several rows, some of which are highlighted in blue. A vertical scroll bar is located on the right side of the table, and a horizontal scroll bar is located at the bottom of the table. Both scroll bars are circled in red. At the bottom of the form, there are three buttons: 'List of Commitments', 'CBS Obligations', and 'Printable view of Commitment'.

### Query Process

MARS provides on-line query capability for general and specific queries. General queries will retrieve all records from the database within the organization(s) assigned to the user on the Security Form.

- Specific queries will retrieve only records matching the query specified within the organization(s) assigned to the user on the Security Form.
- Advanced queries can utilize wildcard features, which are helpful when users are uncertain of exact values for a field.
- The % (percent) symbol used as a wildcard searches for a specified character string in the following manner:
  - 01% Retrieves records beginning with *01*
  - %01 Retrieves records ending with *01*
  - %01% Retrieves records containing *01*
- An underscore “\_” can be used as a wildcard to replace a single character within a search string; multiple underscores can replace more than one character, which is particularly helpful when a user is unsure of the exact spelling.
  - T\_P Retries records containing any letter between the “T” and “P”. Ex. TAP and TOP

## Management Analysis and Reporting System (MARS) Users Guide

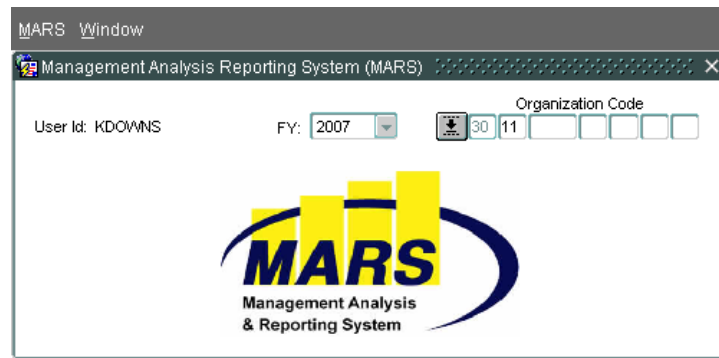
---

### Sort

Upon entering the List of Forms, records are sorted in a default ascending order. Users can click on the applicable column heading to change the sort order from ascending to descending order. Each time the column is clicked the order changes.

### **MARS Main Menu**

Once the user has access to the system, you can use the mouse to select a menu item from the "MARS" drop down menu icon in the upper left hand corner of the form. Move the mouse to make a selection and click to execute that option. As you navigate throughout the system, you will find that all menus work in the same way.

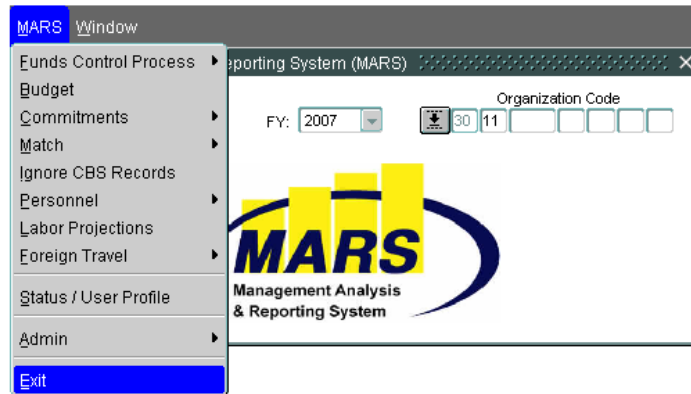


The Main Menu displays a FY and Org code range. These items will restrict users to certain data. Only data associated to the Fiscal Year and Organization Code "Range" will be available to the user.

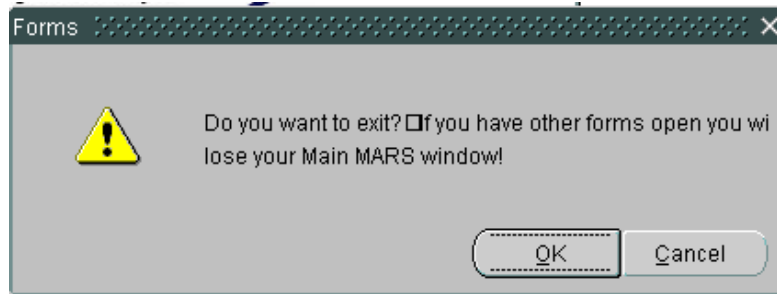
Items on the Menu will be grayed out if not available to the current user. Security access is controlled by the MARS administrator.

### Exit the MARS Application

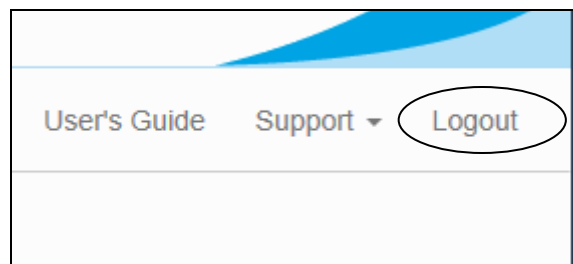
To exit the application, click on ***Exit*** from the drop-down menu before shutting down the browser window.



Once ***Exit*** has been clicked, the system will display the following form. Click ***OK*** to exit the application.

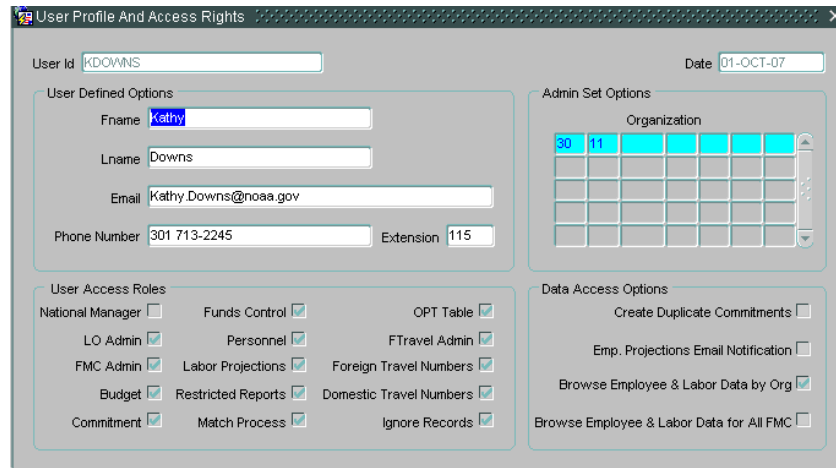


**NOTE:** This will only exit the Form window. To exit the system completely, you must log out of the ***Main MARS Menu***.



### User Profile/System Status

This option displays profile data, system status, and the software status for the current user. When you initially login to the application, it is required that you update your user profile information. Make sure that your email, first name and last name and phone number including extension is correct.



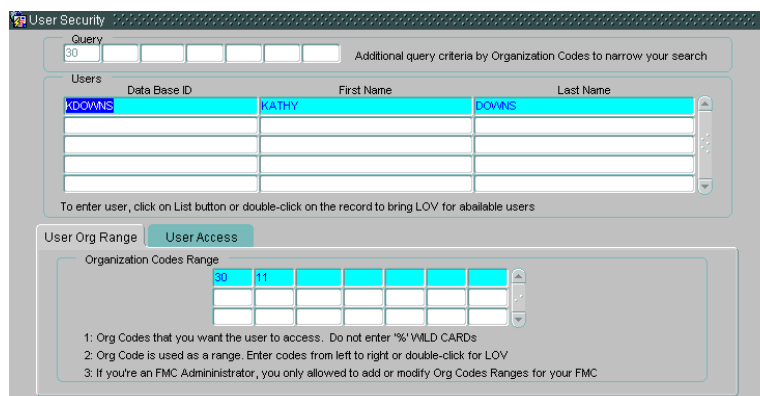
The 'User Profile And Access Rights' form is divided into several sections:

- User Id:** A text field containing 'KDOWNNS'.
- Date:** A text field containing '01-OCT-07'.
- User Defined Options:**
  - Fname:** Text field with 'Kathy'.
  - Lname:** Text field with 'Downs'.
  - Email:** Text field with 'Kathy.Downs@noaa.gov'.
  - Phone Number:** Text field with '301 713-2245'.
  - Extension:** Text field with '115'.
- Admin Set Options:** A grid for selecting organization codes. The first row has '30' and '11' selected.
- User Access Roles:** A list of checkboxes for various roles:
  - National Manager ☐
  - LO Admin ☒
  - FMC Admin ☒
  - Budget ☒
  - Commitment ☒
  - Funds Control ☒
  - Personnel ☒
  - Labor Projections ☒
  - Restricted Reports ☒
  - Match Process ☒
  - OPT Table ☒
  - FTravel Admin ☒
  - Foreign Travel Numbers ☒
  - Domestic Travel Numbers ☒
  - Ignore Records ☒
- Data Access Options:**
  - Create Duplicate Commitments ☐
  - Emp. Projections Email Notification ☐
  - Browse Employee & Labor Data by Org ☒
  - Browse Employee & Labor Data for All FMC ☐

### User Security

The MARS User Security form is used to limit access for users. The User Security Form has two tabs. The **User Org Range** tab is where access rights are established by entering in an Organization Code or multiple Organization Codes for each user. This limits which organization's data that a user can enter and view within the system. It also limits the organizations that can be selected to be printed on the Restricted Reports. The **User Access** tab is where access to the Forms is granted to the user.

The following displays the User Security form and the User Org Range:



The 'User Security' form has two tabs: 'User Org Range' and 'User Access'. The 'User Org Range' tab is currently selected.

**Query:** A text field containing '30'.

**Additional query criteria by Organization Codes to narrow your search:**

**Users:** A table with columns: Data Base ID, First Name, Last Name.

Data Base ID	First Name	Last Name
KDOWNNS	KATHY	DOWNNS

To enter user, click on List button or double-click on the record to bring LOV for available users

**Organization Codes Range:** A grid for selecting organization codes. The first row has '30' and '11' selected.

**Instructions:**

- 1: Org Codes that you want the user to access. Do not enter '%/WILD CARDS
- 2: Org Code is used as a range. Enter codes from left to right or double-click for LOV
- 3: If you're an FMC Administrator, you only allowed to add or modify Org Codes Ranges for your FMC

## User Access Roles

Each user is granted only Access Roles that are needed to perform their job by placing a checkmark (✓) in the appropriate boxes. The following displays the User Access form:

The screenshot shows the 'User Security' window. At the top, there is a 'Query' field with '30' entered. Below it is a table of users with columns 'Data Base ID', 'First Name', and 'Last Name'. The first row shows 'KDOWNNS', 'KATHY', and 'DOWNS'. Below the table is a section for 'User Access' with two tabs: 'User Org Range' and 'User Access'. The 'User Access' tab is active, showing a grid of access roles with checkboxes. The roles and their status are: System Admin (unchecked), Funds Control (checked), OPT Table (checked), LO Admin (checked), Personnel (checked), Foreign Travel (checked), FMC Admin (checked), Labor (checked), Domestic Travel (checked), Budget (checked), Restricted Rpts (checked), FTravel Admin (checked), Commitment (checked), Match (checked), Ignore Records (checked). To the right of the grid are 'Data Access Options' with checkboxes: Create Duplicate Commitments (checked), Emp. Projections Email Notification (unchecked), Browse Employee & Labor Data by Org (checked), and Browse Employee & Labor Data for All FMC (unchecked).

## Status/User Profile

There are two methods that a user can verify what access roles that have in the system. The first is to click in **Status/User Profile**

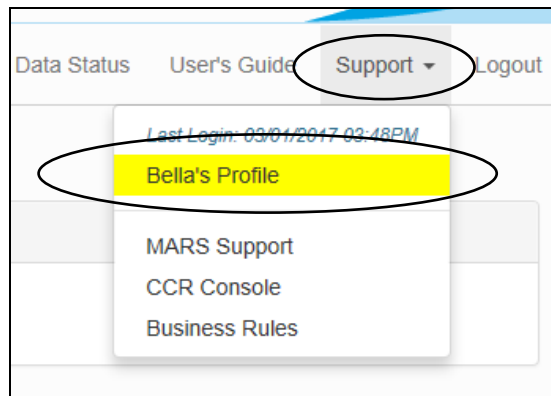
The screenshot shows the MARS application window. On the left is a menu with options: Funds Control Process, Budget, Commitments, Match, Ignore CBS Records, Personnel, Labor Projections, Foreign Travel, Status / User Profile (highlighted), Admin, and Exit. The main window displays the MARS logo and the text 'Management Analysis & Reporting System'. At the top of the main window, there is a 'FY' field with '2007' and an 'Organization Code' field with '30' and '11'.

The following form will display in showing all of the User Access roles assigned for that particular user.


The screenshot shows the 'User Profile And Access Rights' window. At the top, there is a 'User Id' field with 'KDOWNNS' and a 'Date' field with '02-OCT-07'. Below the 'User Id' field is a section for 'User Defined Options' with fields for 'Fname' (Kathy), 'Lname' (Downs), 'Email' (Kathy.Downs@noaa.gov), and 'Phone Number' (301 713-2245). To the right of the 'User Defined Options' section is a section for 'Admin Set Options' with a table of access roles. The roles and their status are: National Manager (unchecked), Funds Control (checked), OPT Table (checked), LO Admin (checked), Personnel (checked), FTravel Admin (checked), FMC Admin (checked), Labor Projections (checked), Foreign Travel Numbers (checked), Budget (checked), Restricted Reports (checked), Domestic Travel Numbers (checked), Commitment (checked), Match Process (checked), Ignore Records (checked). To the right of the grid are 'Data Access Options' with checkboxes: Create Duplicate Commitments (unchecked), Emp. Projections Email Notification (unchecked), Browse Employee & Labor Data by Org (checked), and Browse Employee & Labor Data for All FMC (unchecked).

Another method to obtain user access information is to click on the Support link and then your Profile link once you are logged into the MARS Webpage.

## Management Analysis and Reporting System (MARS) Users Guide



The following information will display showing the user the modules that they can access.

 **NOAA** MANAGEMENT ANALYSIS AND REPORTING SYSTEM  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Home Application Travel Documents Reports ▾ Data Status User's Guide Support ▾ **MARS Portal** Logout

### User Profile

User ID: MRUBINA	
First Name	Marina
Middle Name	
Last Name	Rubina
Email	marina.rubina@noaa.gov
Account Status	
Role(s)	MARS_RESTRICTED_REPORTS MARS_SUPPORT MARS_TRAVEL_REPORTS MARS_FUNDS_CONTROL MARS_FOREIGN_TRAVEL MARS_FMC_ADMIN MARS_RUN_MATCH MARS_COMMITMENT MARS_DEFAULT MARS_PERSONNEL MARS_BUDGET MARS_OPT_TABLE MARS_IGNORE_RECORDS