MARS User Guide
Getting Started
# MARS Getting Started

Document Revision 4.0

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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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To access the MARS Home Webpage, type in the following URL: <a href="https://mars.rdc.gov/">https://mars.rdc.gov/</a></td>
</tr>
</tbody>
</table>

The following screen will display:

![MARS Web Logon Process Screen](image)

**Data Status**
- CBS data from: September 22, 2018 12:09:12 AM
- Last pay period: PP 2018-17
- Last CBS labor accrual: September 05, 2018
- CBS accrual based on pay period: PP 2018-16
- Regular accrual rate: PP-16 100%
- Adjusted accrual rate: PP-16 100%
- CBS over/under run: August 31, 2018

**MARS Support**
- Email: mars.support@noaa.gov
- Phone: (301) 427-9800
- Fax: (301) 713-1742

**System Status**
- Updated: 09/22/2018 07:22 AM EDT
- The MARS Data Entry Module and Reporting & Queuing Module are available.
- MARS Hours of Operation: 7:00 AM to 11:00 PM EDT

**MARS Forms**
- User Access Request Instructions
- User Access Request Form
- Rules of Behavior
- Non-Disclosure Agreement
- Line Office Administrator List

**Browsers Supported**
- Internet Explorer 9 (IE 9), IE 10, and IE 11 are supported by MARS Reporting & Queuing and Data Entry in Compatibility Mode, also Firefox Version 31 and above.

**Previous announcements**

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*U.S. Department of Commerce*

*National Oceanic and Atmospheric Administration*

*Privacy Policy | Disclaimer | Contact*
Click on the ‘Login with PIV/CAC’ button.
Select User Credentials (Certificate) and click OK.
Enter CAC Card PIN number.
If CAC card use is not available, please use Email ID Log-in option.

2 After MARS user is authenticated, the following Portal screen will be displayed:

Click on **Data Entry Module** button.

3 The Main MARS Data Entry Menu page will display:
On the MARS Main Page, choose one of the Links to go to the needed function:

- **Application Link** – to go to the MARS Forms;
- **Reports Link** – to Run Data Entry Reports;
- **Data Status Link** – to check Data Entry data status.
- **MARS Portal** – to go to the MARS Reports&Query

4. Click on **Application Tab** to go to the MARS Forms.

5. The **Application/Data Entry Page** will display:
Application

Please click the button below to open the data entry form.

Open Data Entry Form
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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Once you have completed Step 5 of the previous MARS Web Logon Process, the MARS Data Entry Home page will be displayed</td>
</tr>
<tr>
<td>2</td>
<td>On Application Page click on the ‘Open Data Entry Form’ button to open MARS Forms.</td>
</tr>
<tr>
<td>3</td>
<td>Click on the Run button to open MARS Forms.</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window</td>
<td>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.</td>
</tr>
<tr>
<td>Title Bar</td>
<td>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.</td>
</tr>
<tr>
<td>Menu Bar</td>
<td>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.</td>
</tr>
<tr>
<td>Icon Bar</td>
<td>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.</td>
</tr>
<tr>
<td>Field</td>
<td>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:</td>
</tr>
</tbody>
</table>
White 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.

Gray fields are not accessible by the user; most of these fields are system-generated or calculated fields.

Yellow fields can be used for data entry in the Query when the system is in Query mode.

Push Buttons
The buttons available within a Form are usually located at the bottom of the Form. Depending on the Form, the buttons will:
- Open up another Form to give the user additional information regarding the record
- Allow a user to Query for a List
- Apply a Surcharge
- Print a Commitment

Radio Buttons
Allows the user to specify the type of information for the current record.

System Message
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).

Count
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.

Scroll Bar
The bar, which allows movement between records.

Pop-ups
Pop-up windows are used to include additional information within a record.

List of Values
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.
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.

<table>
<thead>
<tr>
<th>ICON</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Save</td>
<td>Used to save (commit) a completed or partial record to the database.</td>
</tr>
<tr>
<td><img src="image" alt="Enter Query" /></td>
<td>Enter Query</td>
<td>Clears an existing record of data and allows the user to enter query information in a field.</td>
</tr>
<tr>
<td><img src="image" alt="Execute Query" /></td>
<td>Execute Query</td>
<td>Retrieves records matching the query criteria.</td>
</tr>
<tr>
<td><img src="image" alt="Cancel Query" /></td>
<td>Cancel Query</td>
<td>Cancels query mode and returns the system back to edit mode in the Form.</td>
</tr>
<tr>
<td><img src="image" alt="Up" /></td>
<td>Up</td>
<td>Allows a user to scroll up through records applicable to a particular record, list or menu option.</td>
</tr>
<tr>
<td><img src="image" alt="Down" /></td>
<td>Down</td>
<td>Allows a user to scroll down through records applicable to a particular record, list or menu option.</td>
</tr>
<tr>
<td><img src="image" alt="Add" /></td>
<td>Add</td>
<td>Allows a user to insert a new record or line.</td>
</tr>
<tr>
<td><img src="image" alt="Delete" /></td>
<td>Delete</td>
<td>Allows a user to delete an existing record or line.</td>
</tr>
<tr>
<td><img src="image" alt="Duplicate" /></td>
<td>Duplicate</td>
<td>Allows a user to copy.</td>
</tr>
<tr>
<td><img src="image" alt="Show Value" /></td>
<td>Show Value</td>
<td>Used to display the List of Values.</td>
</tr>
<tr>
<td><img src="image" alt="Exit" /></td>
<td>Exit</td>
<td>Used to exit the Form.</td>
</tr>
</tbody>
</table>
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.

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 Retrieves records containing any letter between the “T” and “P”. Ex. TAP and TOP
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.

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:
**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:

![User Access Form](image)

**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*.

![Status/User Profile](image)

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

![User Access Roles](image)

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