

## Logon Needs

- \* **User ID**—Obtained by completing a registration form provided by the Area Program Analyst.
- \* **Password**—Once a User ID is established the initial password will be *password*. The system will prompt user to change password after first logon and every 60 days once the new password is established. Passwords must be between 6-8 characters and comply with ARS IT Security Standards (refer to "Recommended Best Practices for IT Security")

<http://www.ars.usda.gov/ocio/security/>

## Access Needs

- \* Microsoft Internet Explorer (MSIE) 5.5 or higher
- \* Adobe Acrobat (Reader or complete software)
- \* JInitiator—The first time the web address is entered, the system will prompt user for download (see Area Program Analyst or Area Computer Specialist for complete installation instructions or follow prompts).

## Logging On

- \* Open ARIS
- \* Type User ID & Password,  
(not case sensitive)
- \* Database should be ARIS
- \* Click on Connect or hit enter

Automatic idle time logout on ARIS is 30 minutes. You will be automatically logged out of ARIS if inactive for 30 minutes.

## Modecode Access

Each ARIS user has the ability to enter data within their location's 4-digit modecode (Example 00 00). However, if a multi-modecode user needs to enter patent/invention data, the modecode access must be changed. Because this data is confidential information the user is restricted to data entry within the 8-digit modecode (Example 00 00 00 00).



## FAQ's

If I forget my password can my Area Program Analyst tell me what it is?

- *No. The password for ARIS is user-specific and the user is the only one who knows the password. If you forget your password you must contact the Help Desk so they can reset it.*

While entering data can I save my work and return at a later time to complete entry?

- *Yes. ARIS has a save function that allows user to save on every screen during data entry.*

Do I need to save my entry after each screen?

- *No. ARIS automatically saves your 'work' when moving from screen to screen.*

Can I use my Netscape Navigator to open ARIS?

- *The recommended web-browser is Microsoft Internet Explorer as it is browser that is provided with all Windows Operating Systems. Also, the JInitiator automatically updates via MSIE but will not automatically update with other web-browsers.*

Do I have to click the 'add' button in order to enter the data if it will allow me to manually type it in?

- *The system is programmed for the user to click the 'add' button and then query (?) for the information. However, if you know the codes, click the 'add' button first and then you may manually type the information.*

What is the thesaurus ?

- *This is the new area for indexing project. Research projects are assigned terms from the "NAL Agricultural Thesaurus" that best describe the subject(s) of the research. This subject indexing is done by National Agricultural Library staff. The purpose of these terms is to provide a consistent terminology throughout the ARIS database so that searching for research projects on the same topic is easier. The thesaurus terms are in ARIS so that searchers (through the Ad Hoc option) can have a new way to find subject-related information in ARIS. The thesaurus is located at*

<http://agclass.nal.usda.gov/agt/agt.htm>

I can't seem to get my Non-ARS authors in on a 115?

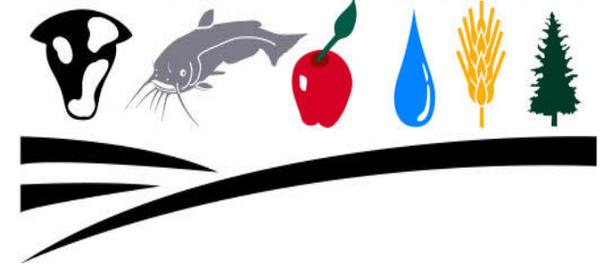
- *When adding authors to a 115 add all ARS authors first, then the Non-ARS authors.*

Can I change my password more frequently?

- *No. Your password can only be changed when prompted every 60 days.*

# ARIS

Agricultural Research Information System



## THE BASICS

**If you have a problem:**

- **Your Area Program Analyst will be the FIRST line contact.**
- **For technical assistance, contact your Area Computer Specialist.**
- **Help Desk: (301)504-1074**
- **Jill Stetka: (301)504-4581**



## Searching Tips

### Query Screens

#### : (colon) RANGE / BETWEEN

Used as the separator between the start and end values in a range.

Can be used for all types of data, including dates.

**Example:** In a date field **12/15/1998:12/14/1999** retrieves records having any value on or between these two dates.

#### ;(semicolon) OR

Used as a separator in a list of search items in a single line.

**Example:** **corn;wheat** retrieves records having either corn or wheat in the field. A line on a search screen cannot end with a semicolon.

#### ! (exclamation) BUT NOT

Used to narrow the search criteria.

**Example:** searching for projects except **E** and **U** status, user would type **A:X!E;U**. Can only be used in text fields.

#### % (percent)

Used as a "wildcard" search. The % can be placed prior to the phrase (search criteria) or after.

\* **Examples**—If the user types:

- \* **germ%**, the system retrieves all documents that contain germ, germplasm, and others where germ is a prefix;
- \* **%plasm%** the system retrieves all documents that contain germplasm, plasma, and others where plasm is in the word.
- \* **%temperatures%limiting%**, when used like this, the % between the words works as an AND (&); the system retrieves all documents that contain temperatures and limiting, in any order, within the field.

When searching in Ad Hoc, user must always use the % when searching in a large text field (i.e. abstract, approach, etc.), but if searching in a small text field (i.e. keywords, last name, etc.) a % is not necessary.

### LOV Screens

When searching in a LOV pop-up screen, the % still acts as a "wildcard" but it also acts as a column separator. **Example:** The modecode LOV is separated into columns; searching from the first column, a % is not necessary, but if the user wanted to search from the other column(s) the text must follow the %.

**Note:** % is the only search symbol that can be used in a LOV; also accepts spaces. The % is needed to perform a proper search



## Symbols & Features

\* = requires entry

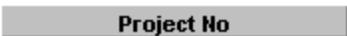
 = search is available when selected

 = list of options (pull down menu)

### Sorting

The system allows sorting from the 'list' screen by ascending and descending order when user clicks on any of the gray header boxes. This option is available in the 'work', 'status', and 'active' documents.

Example:



### The Add Button

Throughout ARIS, the user will have the **Add** 'add' button available to enter data. When the 'add' button is displayed, user must first click on the 'add' button to trigger the ? for querying.

Example—Entering SOI codes on the 417:

- click on the Add button,
- query by clicking on the ? For the correct STP;
- BEFORE entry of second SOI code the user must click the 'add' button and query again.

**NOTE:** Do not click on the add button after last entry, as the system will recognize this as another line entry. If this occurs, user **MUST** delete the blank line.

### Cut, Copy, Paste

 These buttons (located on the toolbar throughout ARIS) work like any other windows based program. BUT because the interpretive summary and abstract open a separate window when entering/modifying a 115, the user must either use Ctrl X/C/V or right click with the mouse to cut/copy/paste.

### Tabs

 Allows user to navigate through different data screens within the highlighted project. These tabs are available in the 'work', 'status', and 'active'.

## Reports/Agency Retrievals

### AD HOC

What is it?

Ad Hoc better meets the user's needs, when a more specific search is necessary. It allows for a personalized search by offering expanded criteria.

A List of Values (LOV) is available for many of the search columns (i.e. Project Type, Project Start, Status, etc.). To check if a LOV is available, double click on the column and a list will pop-up if available. **NOTE:** This is replacing the Agency Retrieval (or Active Retrieval) in RMIS. All active research documentation is available here.

- \* Research Documentation—serves as an active retrieval of the project documentation based on the 416/417 information. Navigation through the corresponding 425, 550, and 421 information is available through this option.
- \* TEKTRAN—active manuscript requests reports (i.e. detail by author)

Reports that are run from the Active information will be retrieved from the Reports pull down from the Main Screen after the initial logon.