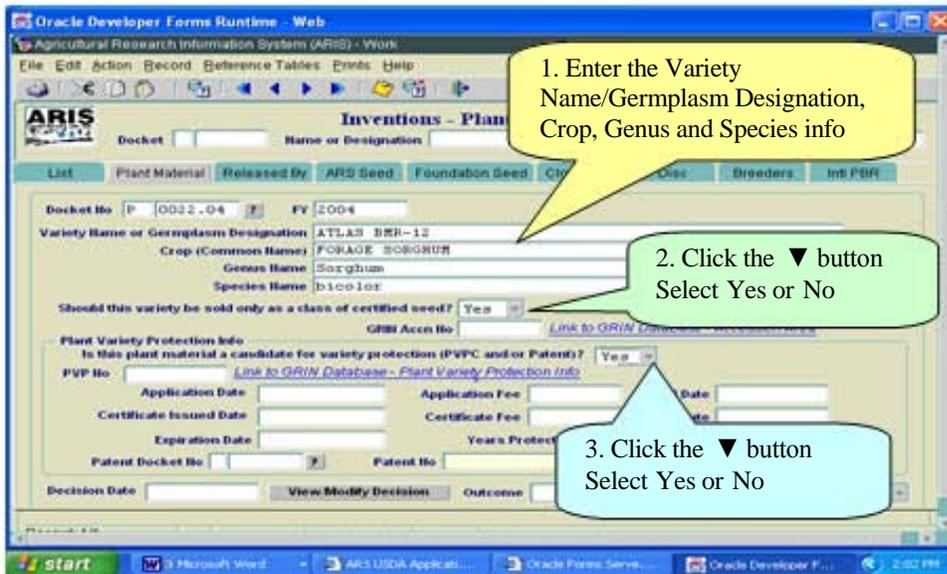


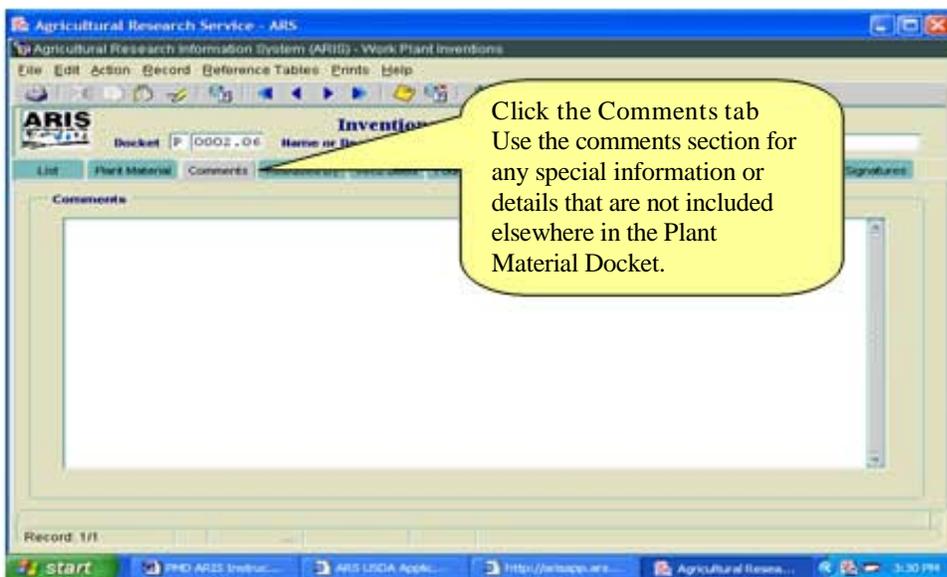
Appendix 3

TIPS:

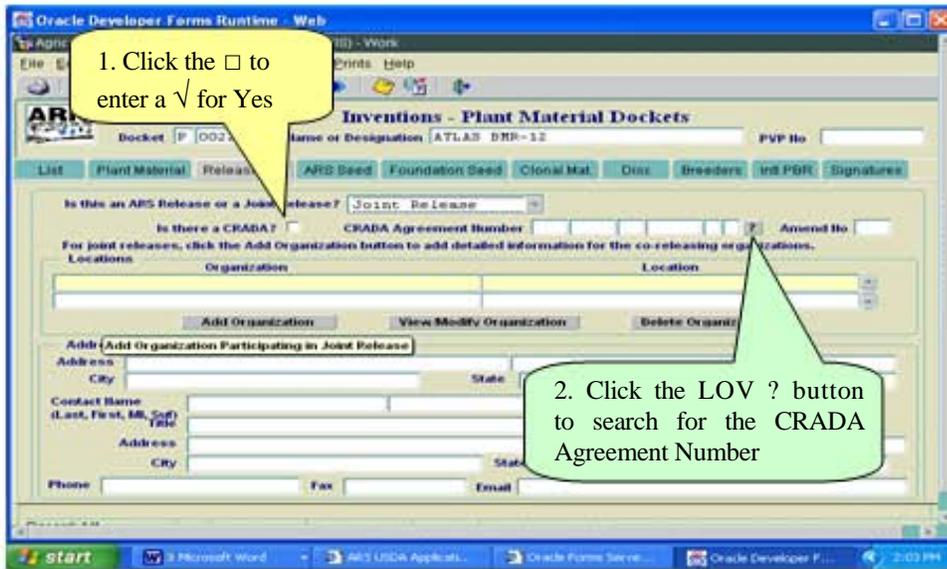
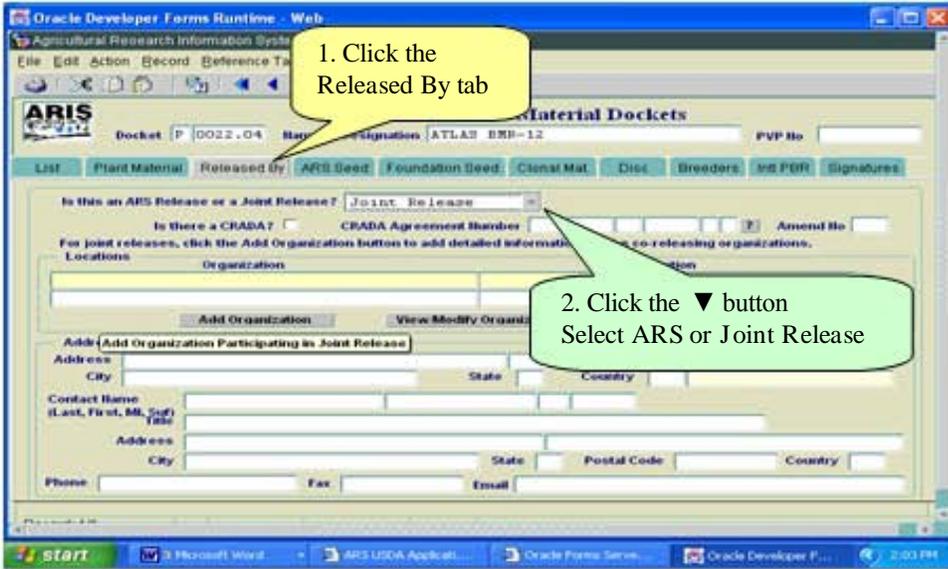
- Title, Phone and Fax numbers, and Email addresses are needed for all Breeders listed on a report.
- OTT will complete information related to Plant Variety Protection.
- Only one ARS employee may be designated as the Primary Contact.
- Question #6: List countries where there might an International Market for the Plant Material, or if the Plant Material has been sent to a foreign country for testing or breeding.
- The Intl PBR section is restricted to HQ/OTT use. It does not apply to the response in Question #6.
- There is no line limitation to the responses for Questions 1 - 6. Use the copy/paste feature of Word (Use Ctrl C (copy) and Ctrl V (paste), instead of the copy/paste icons in ARIS).
- Look for SAVE buttons at the bottom of some screens. The Save icon at the top of the screen will not work whenever there is a SAVE button located within a screen.
- Always highlight the line of information you want to select or delete. Check boxes do not exist for marking and defining selections (as in other ARIS modules).
- Use the View/Modify feature when changes are necessary within the different data components. The system does not allow for "unchecking" and "checking" once a selection is made (such as Primary Contact identification).
- Only one Project Number can be selected when filing a Plant Material Docket report.
- There are two data bases used for ARS employees: Current and Former. Select • Both when searching for an employee who may have recently retired from ARS. It takes time for employees to be revised from Active to Obsolete in the Personnel database, which is where the information is generated.

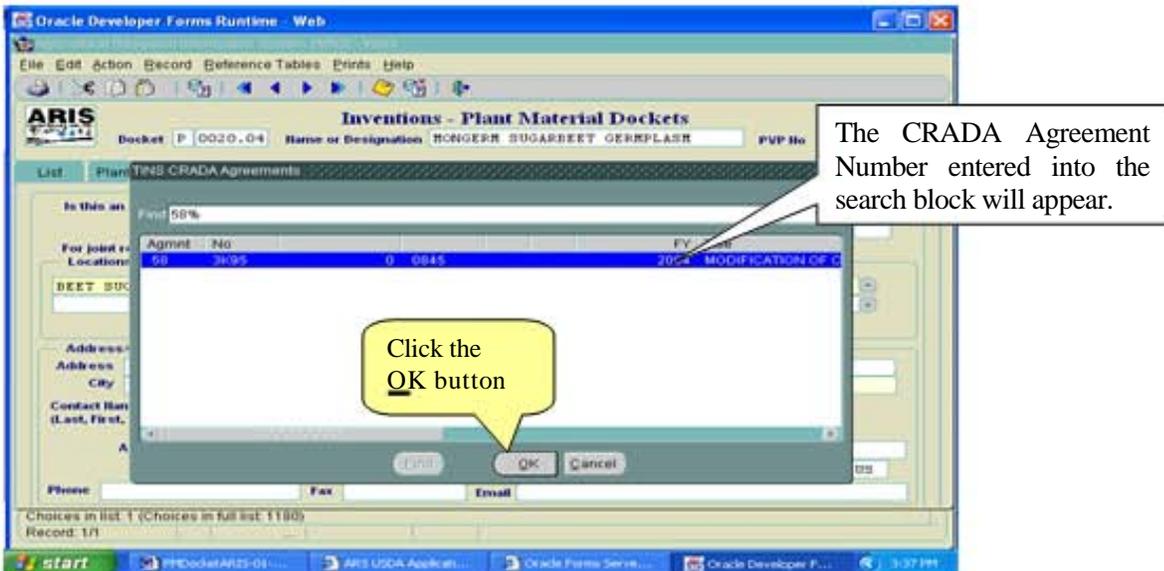
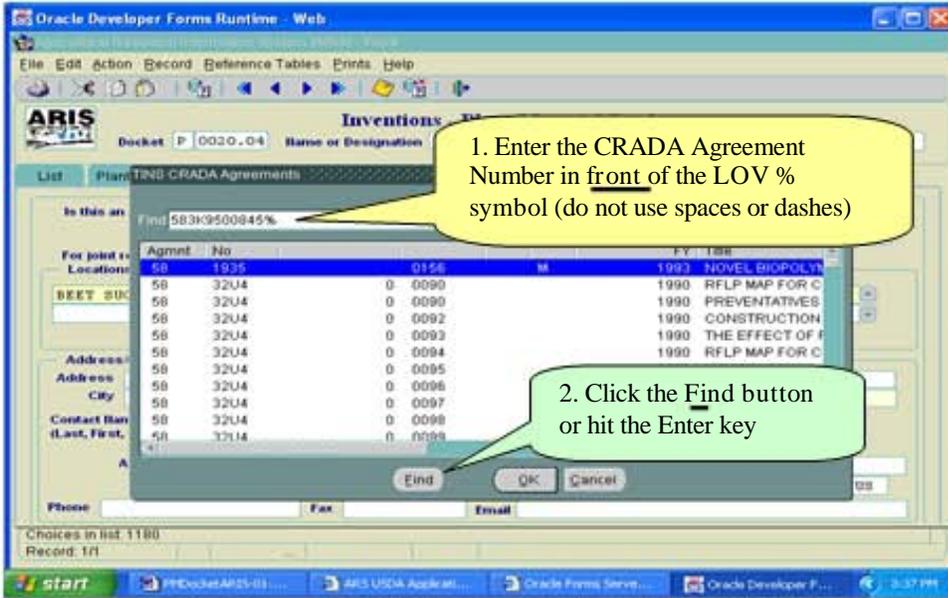


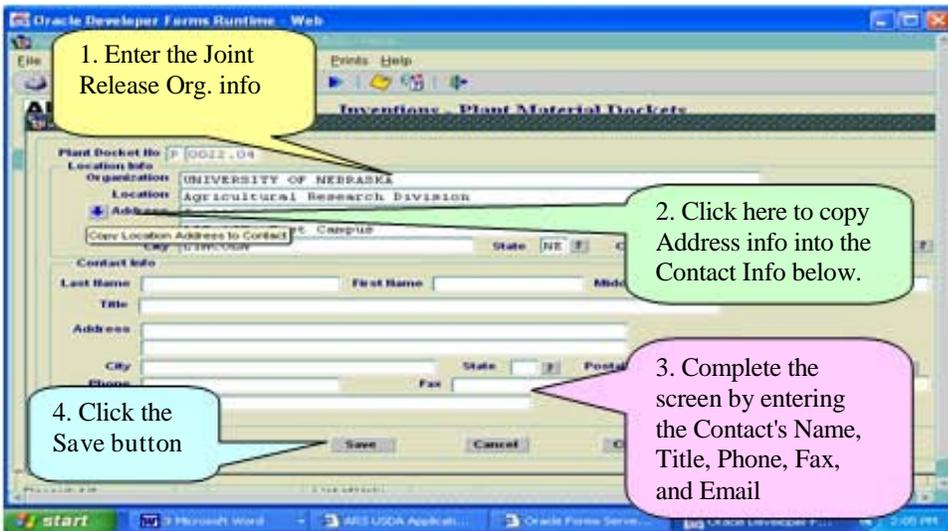
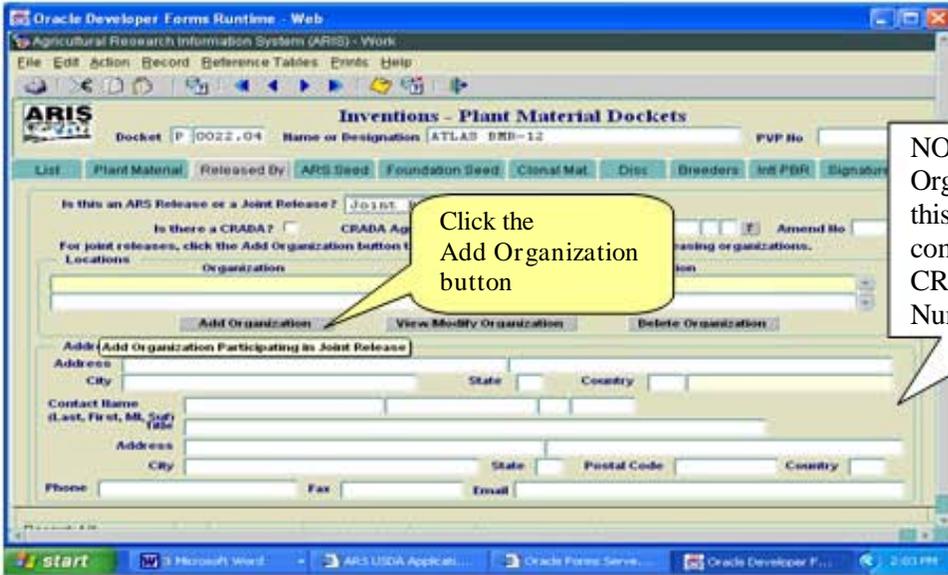
- Docket No. and FY will automatically default into their respective blocks when the screen is saved
- OTT staff will complete the remaining data entry blocks in the Plant Variety Protection Info section

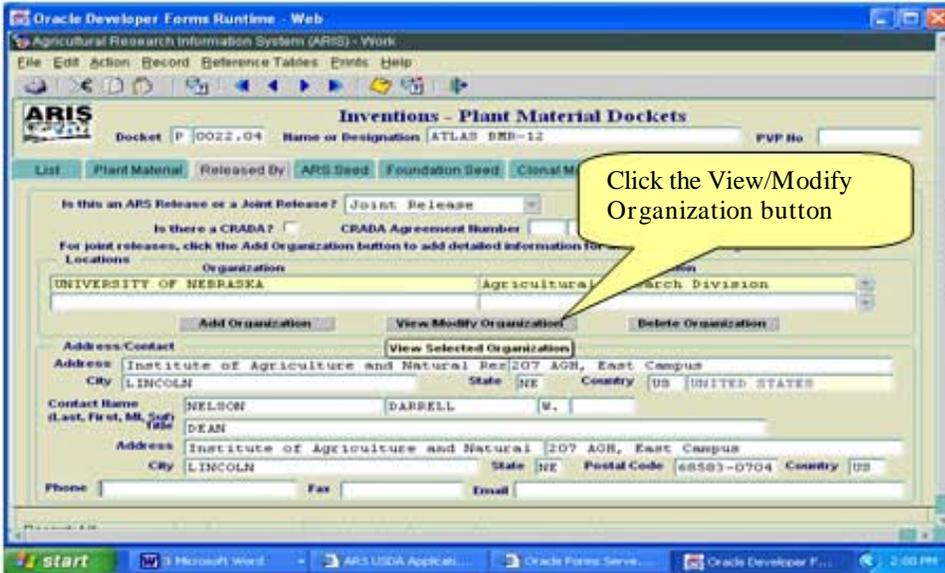


- ARS Release/Joint Release is a required field. It cannot be blank.
- FOR AN ARS ONLY RELEASE:
 - Select ARS Release and leave the remaining blocks on this screen empty.
 - Click on the ARS Seed tab to continue
- If the CRADA Agreement Number is not applicable, but it is a Joint Release:
- Go to Page 5 instructions.

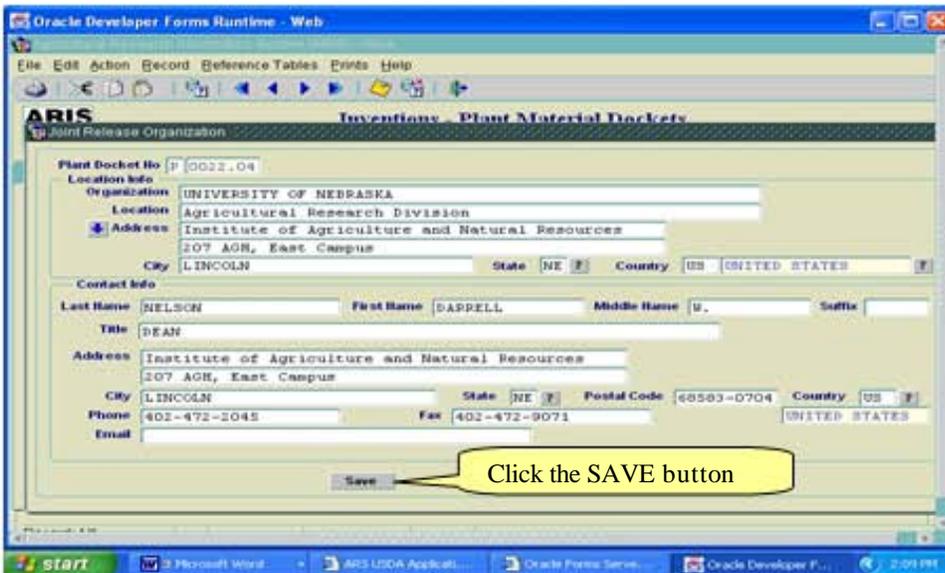








View/Modify Organization: Allows for revisions or corrections to the information previously entered, such as adding phone and fax numbers or an Email address.



Modification example to the left shows adding the Phone and Fax #'s for the Contact person for the Joint Releasing Org.

1. Click the ARS Seed tab

2. Enter the ARS Location, Address, City, State, Country

3. Click the ▼ Address button to copy the Address info into the Contact Info section below. OR

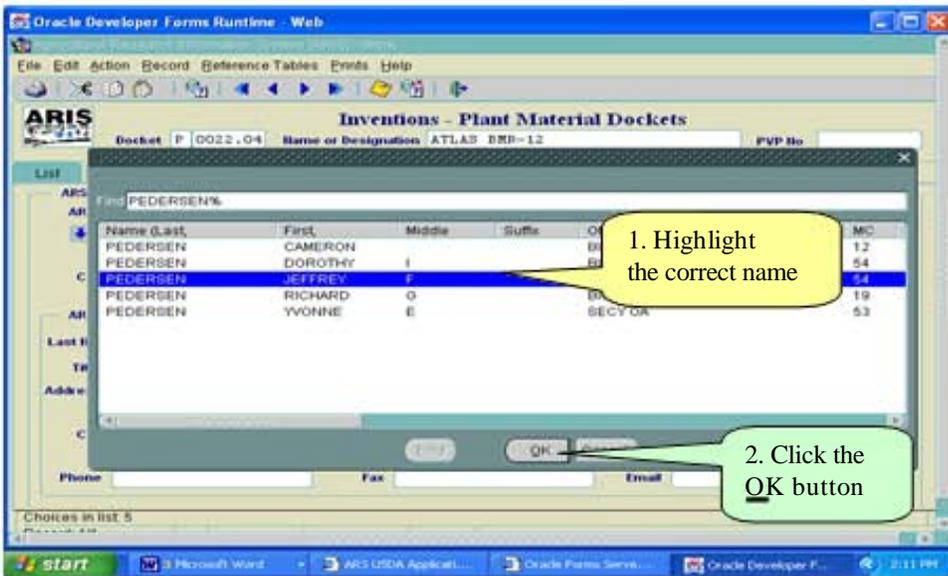
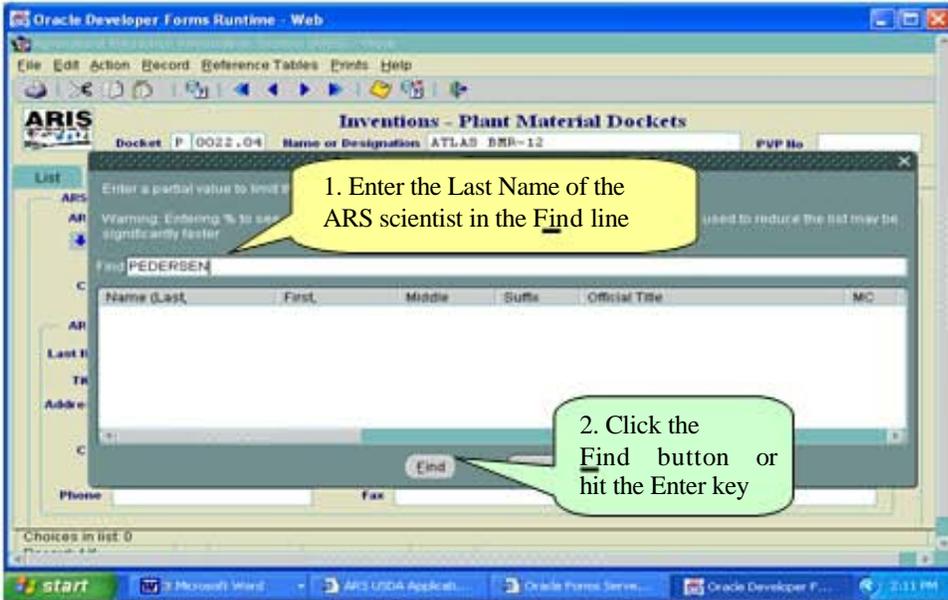
It will also default into the address blocks upon selection of the ARS employee.

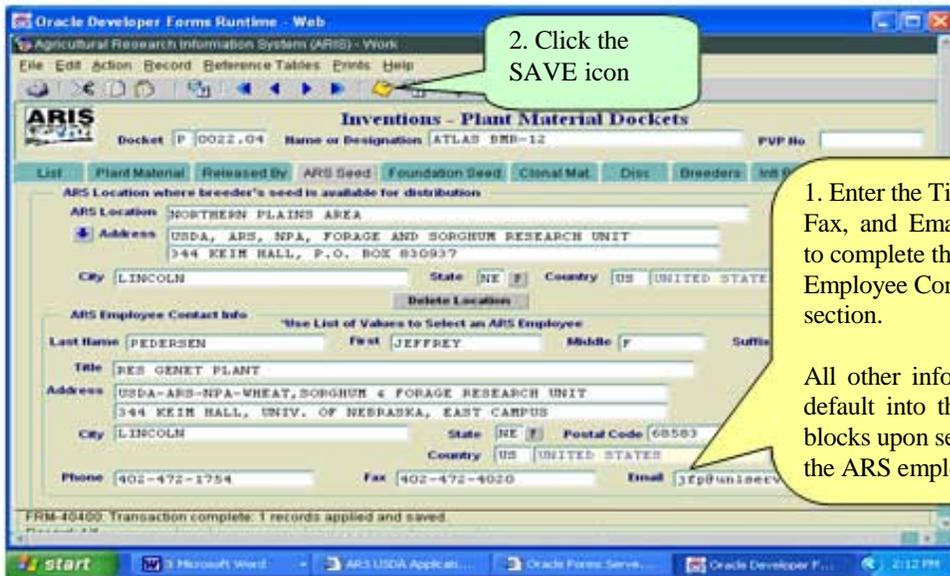
Click the LOV ? button to search for the ARS employee who will be the Primary Contact for this release

Look Up ARS Employee

Only one ARS employee may be designated and entered as the Primary Contact.

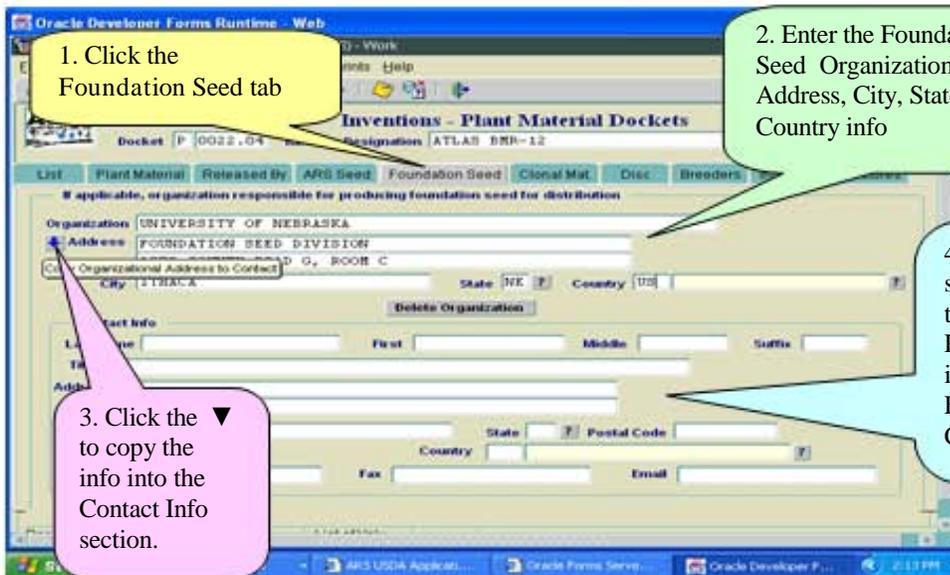
NOTE: The LOV ? button must be used to identify the ARS employee. Attempting to enter the First/Last Name will result in an error message screen.





2. Click the SAVE icon

1. Enter the Title, Phone, Fax, and Email information to complete the ARS Employee Contact Info section.
All other information will default into the respective blocks upon selection of the ARS employee.



1. Click the Foundation Seed tab

2. Enter the Foundation Seed Organization Name, Address, City, State, Country info

3. Click the ▼ to copy the info into the Contact Info section.

4. Complete the screen by entering the Name, Title, Phone, Fax, Email info for the Foundation Seed Contact person.

1. Click the Clonal Mat. tab

2. Enter the ARS Location, Address, City, State, Country info

3. Click the ▼ to copy the Address info into the Contact Info section. OR Complete the screen by identifying and selecting the ARS Contact (enter Title, Phone, Fax, Email).

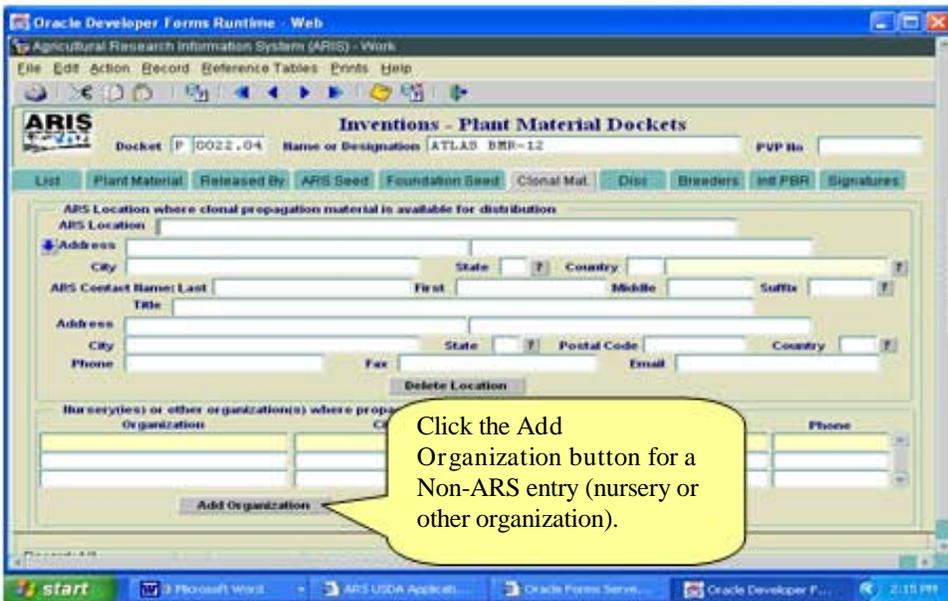
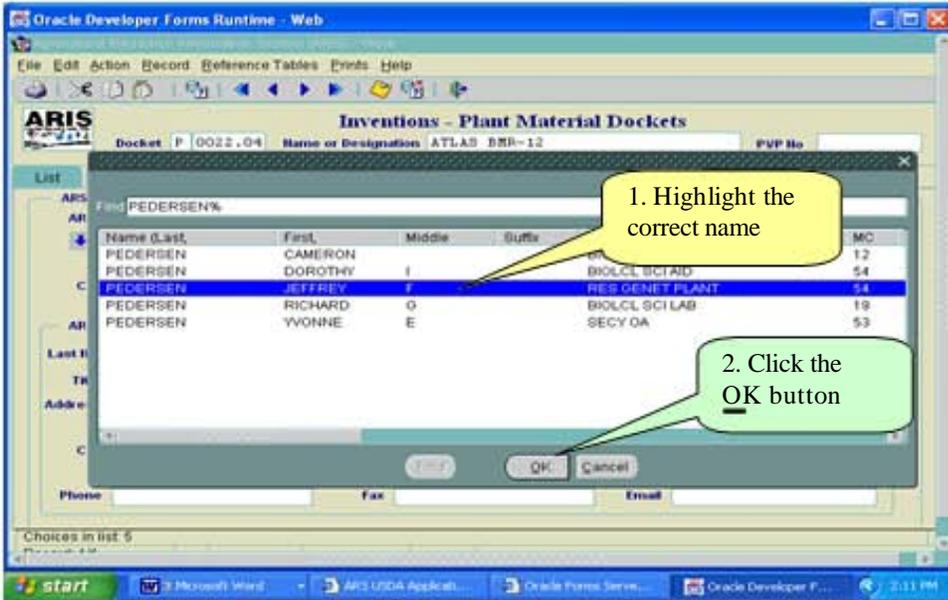
4. Click on LOV ? button to search for the ARS Contact

The screenshot shows the 'Plant Material Dockets' form in Oracle Developer Forms Runtime. The 'Clonal Mat.' tab is selected. The form contains fields for 'ARS Location', 'Address', 'ARS Contact', and 'ARS Location where clonal propagation material is available for distribution'. Callouts provide instructions for each step: 1. Click the Clonal Mat. tab; 2. Enter the ARS Location, Address, City, State, Country info; 3. Click the ▼ to copy the Address info into the Contact Info section. OR Complete the screen by identifying and selecting the ARS Contact (enter Title, Phone, Fax, Email); 4. Click on LOV ? button to search for the ARS Contact.

1. Enter the Last Name of the ARS scientist in the Find line

2. Click the Find button or hit the Enter key

The screenshot shows the 'Plant Material Dockets' form in Oracle Developer Forms Runtime. A search window is open over the 'ARS Contact' section. The 'Find' line contains the text 'PEDERSEN'. Callouts provide instructions for each step: 1. Enter the Last Name of the ARS scientist in the Find line; 2. Click the Find button or hit the Enter key.



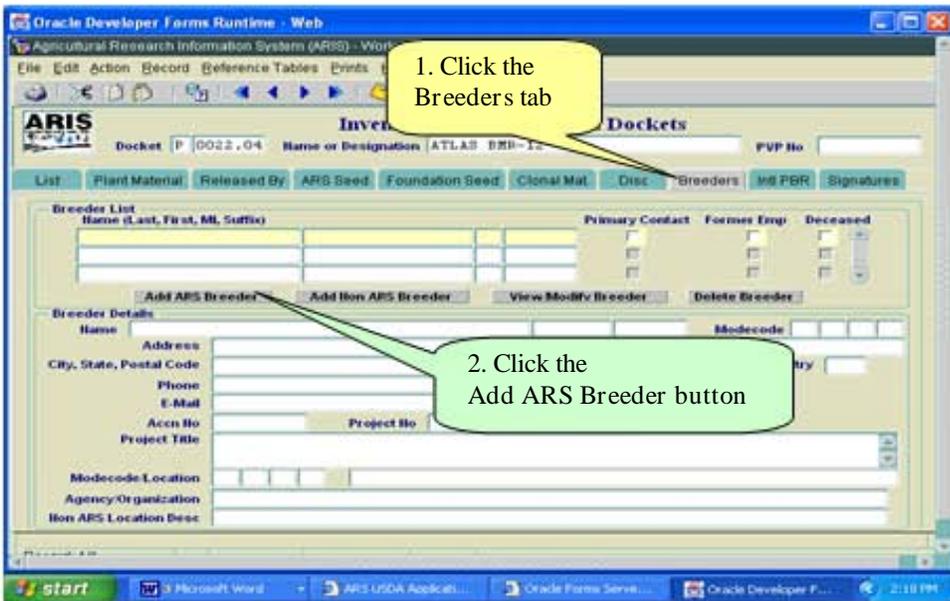
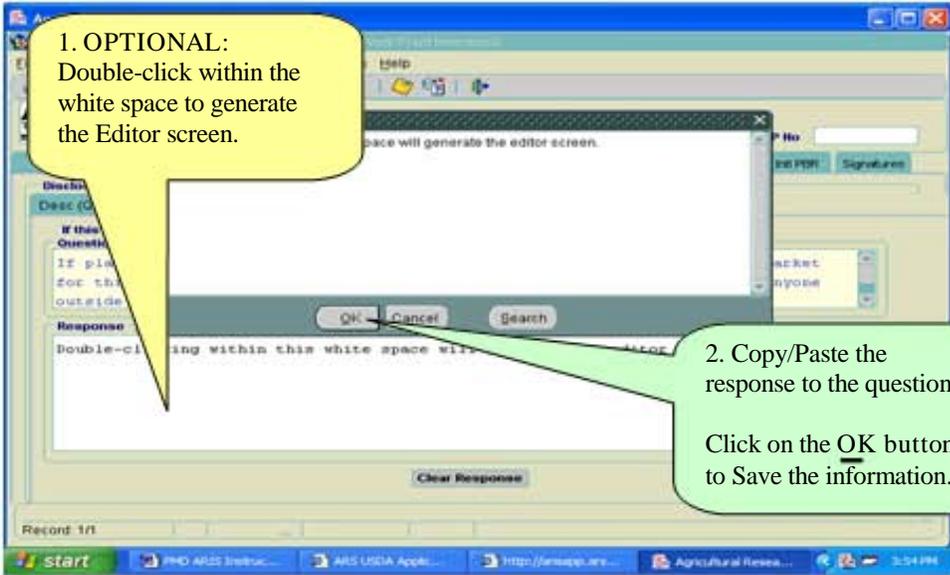
NOTE: Complete the ARS Location section (top part of the screen) ONLY if ARS is holding the clonal propagation material.

If a nursery or other organization is holding the clonal propagation material: Complete the lower portion of this screen with their information.

Enter the non-ARS Nursery/Organization Name, Address, City, State, and Country.

Enter the Name, Title, Phone, Fax, and Email information for the contact person at the Nursery or other Organization.

- Answer Questions 1-6 by using the Copy/Paste feature from a Word document.
- There is no line limitation in any of the response blocks.
- Click the Save icon at the top of the screen after entering the response for each Question.



Oracle Developer Forms Runtime - Web

ARS Breeder Information

Enter information for ARS Employee:

Agency Organization: ARS

Breeder's Full Name: [?]

Investor's Modecode: []

Address: []

City: [] State: [] Postal Code: []

Country: []

Phone: [] Fax Number: []

E-Mail: []

Select Project (REQUIRED):

Acct No: [] Project No: []

Project Title: []

Project Modecode: []

Buttons: Save, Cancel, Close

Click the LOV ? button to search for the Primary ARS Breeder to be entered

Oracle Developer Forms Runtime - Web

ARS Employee Query

Last Name: FEDERSEN First Name: JEFFREY

Area Modecode: [] Location Modecode: [] Modecode 3: [] Modecode 4: []

Grade: [] Series Code: [] Official Title: []

Status Date: []

Buttons: Search, Clear

ARS Employee List

Last Name	First	Middle	Suffix	Status

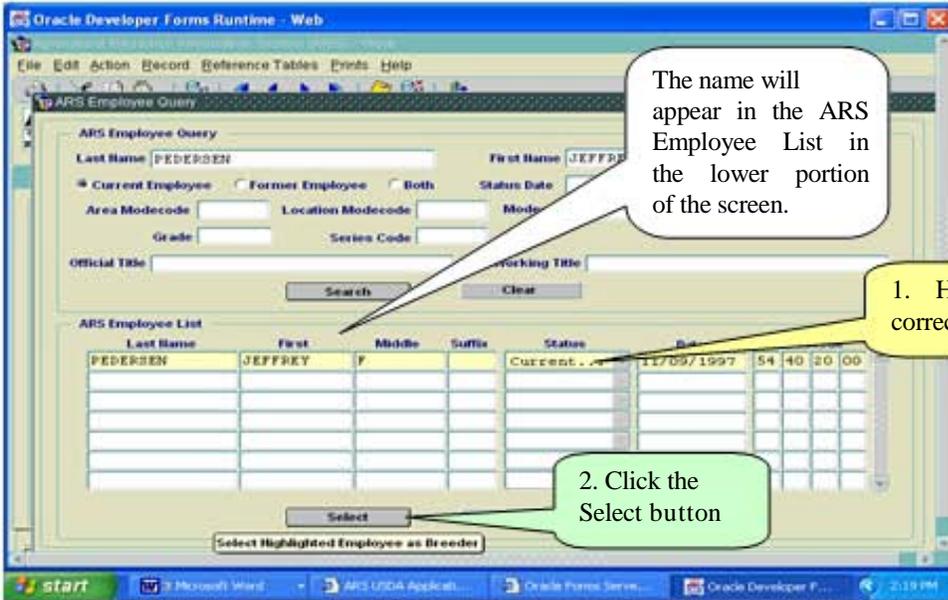
Buttons: Search, Cancel

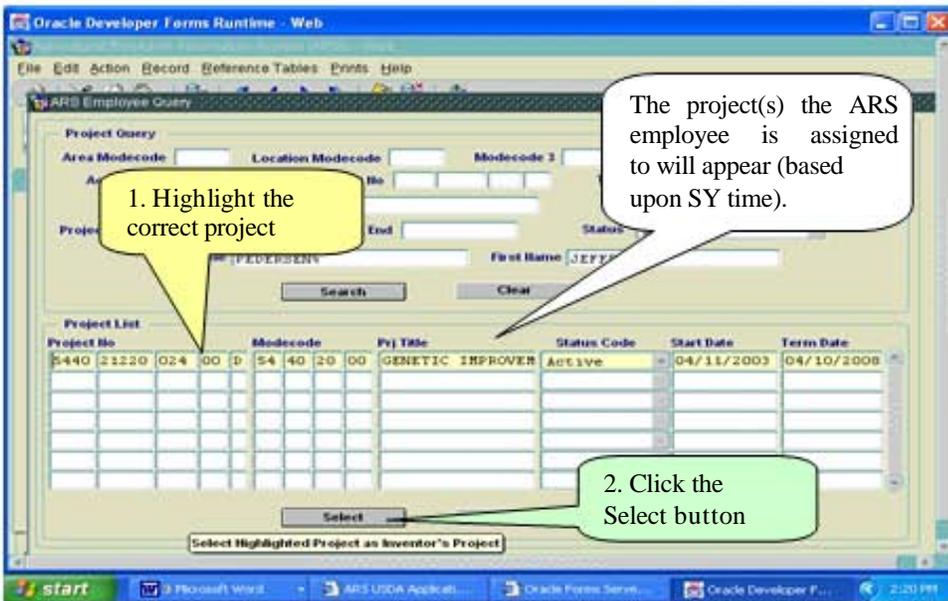
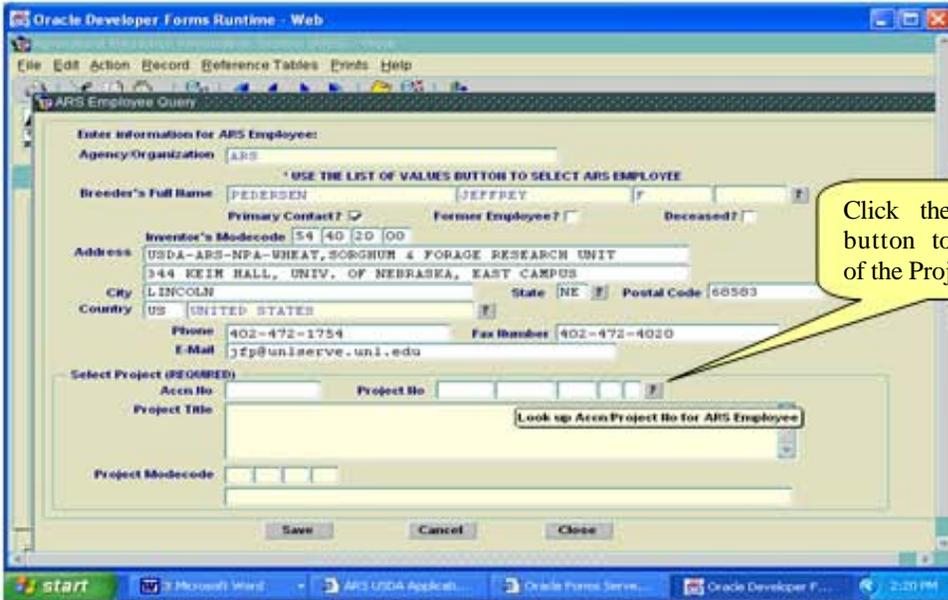
1. Enter the Last Name and First Name

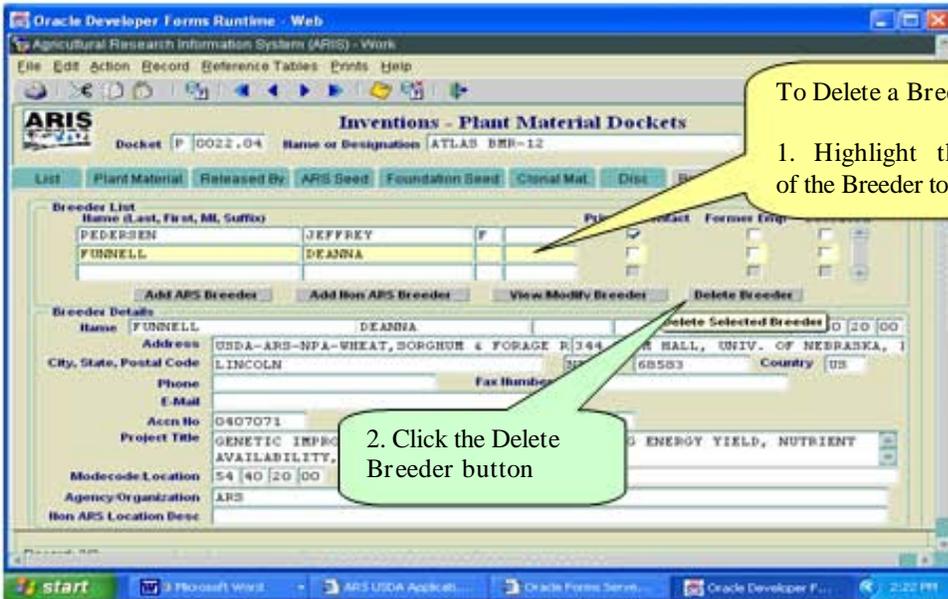
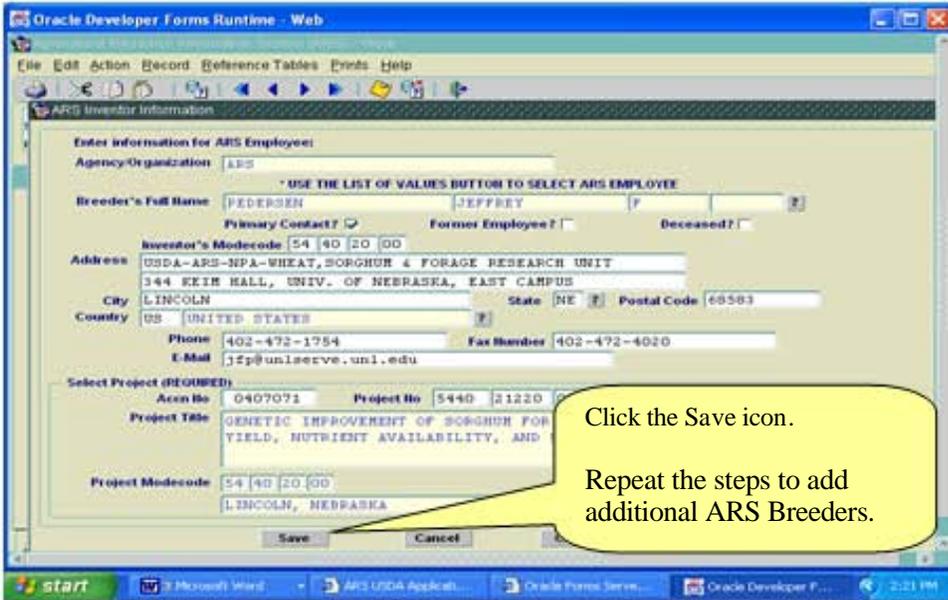
2. Click the Search button

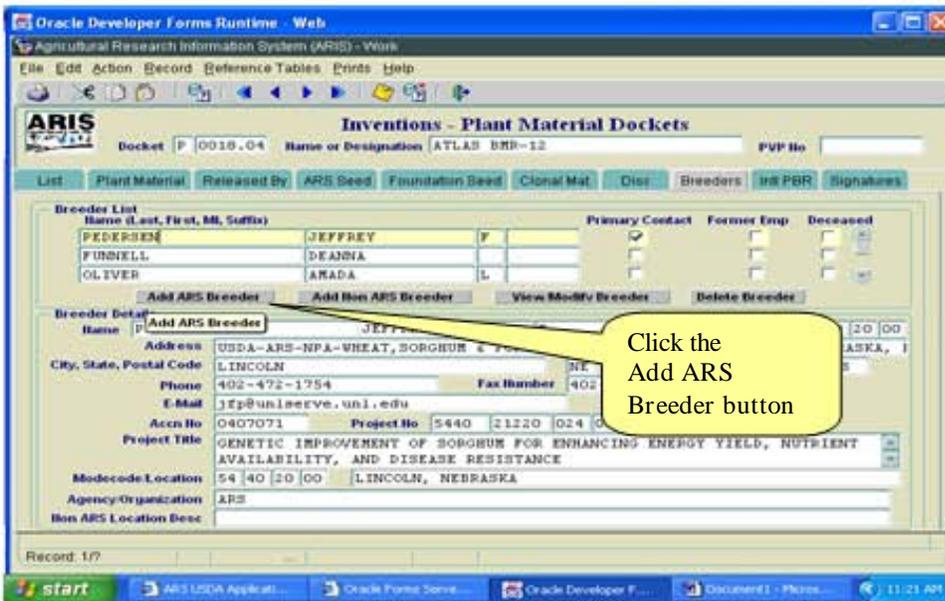
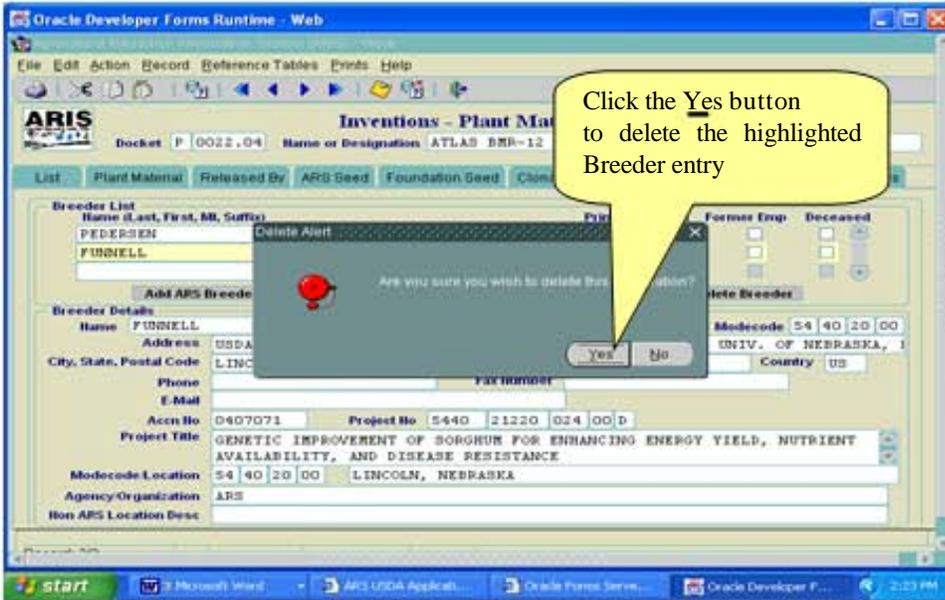
TIP: Selecting • Both will search for Current and Former employees.

Using the Mode Code numbers, Grade, Series, Official Title, etc. is optional. The database search will work without that info.



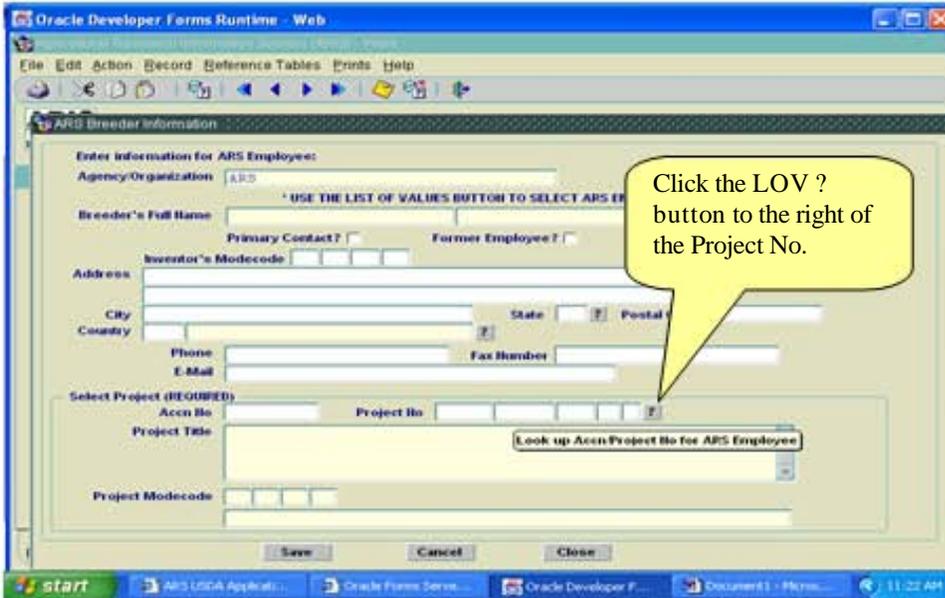




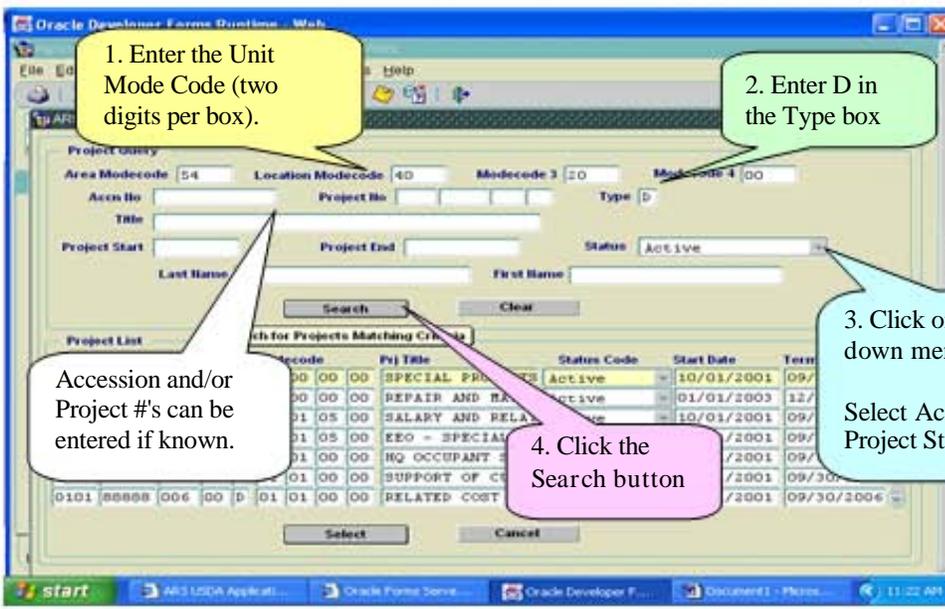


SPECIAL STEPS:

To add an ARS employee to the Breeder list who is not a Cat. 1, 4, or 6 (i.e., Lab Tech)



TIP: The project number must be identified and selected PRIOR to entering the info for the Non-Cat. 1, 4, or 6 ARS employee. (i.e., Lab Tech)

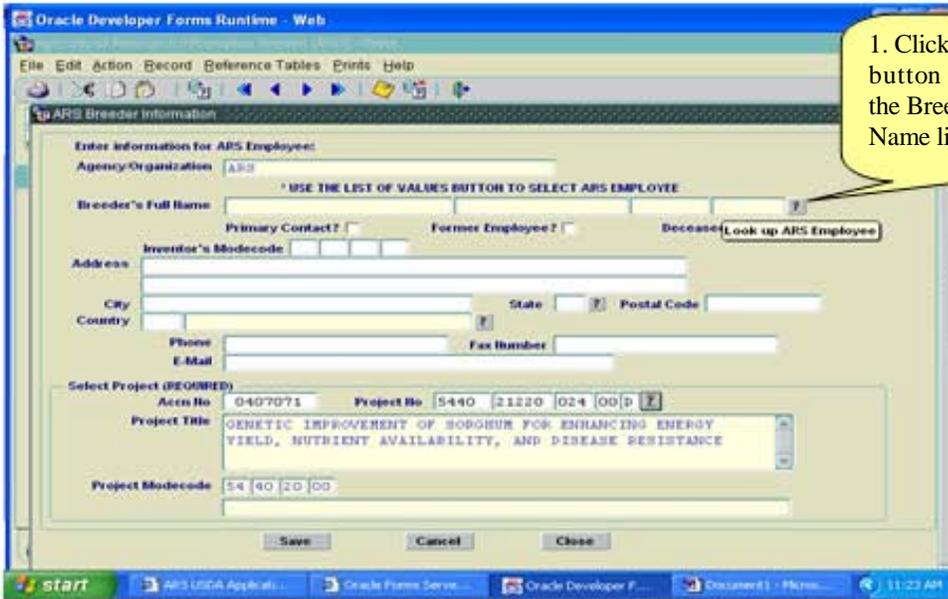




A list of the Active D projects under the Unit's mode code will appear.

1. Highlight the correct Project No.

2. Click the Select button



1. Click the LOV ? button to the right of the Breeder's Full Name line.

1. Enter the ARS Employee's Last and First Name

2. Click the Search button

TIP: When Both is marked it will search the database for Current and Former employees.

1. Highlight the employee

2. Click the Select button

Select Highlighted Employee as Breeder

Oracle Developer Forms Runtime - Web

ARS Employee Query

Enter information for ARS Employee:

Agency/Organization: ARS

Breeder's Full Name: TOY JOHNS

Primary Contact?: Former Employee?: Deceased?:

Investor's Modecode: 54 40 20 00

Address: USDA-ARS-NPA-WHEAT, BORGHUM & FORAGE RESEARCH UNIT
344 KEIR HALL, UNIV. OF NEBRASKA, EAST CAMPUS

City: LINCOLN State: NE Postal Code: 68503

Country: US UNITED STATES

Phone: 402-472-7045 Fax Number: 402-472-4020

E-Mail: jyt@unlpxeve.unl.edu

Select Project (REQUIRED):

Accn No: 0407071 Project No: 5440 21220 024 00 D

Project Title: GENETIC IMPROVEMENT OF BORGHUM FOR ENHANCING ENERGY YIELD, NUTRIENT AVAILABILITY, AND DISEASE RESISTANCE

Project Modecode: 54 40 20 00

Save Save Record and Exit

1. Enter the Employee's Phone, Fax, and Email

2. Click the Save icon

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Work

ARIS Inventions - Plan

Docket: P 0022.04 Name or Designation: ATLAS BR

List Plant Material Released By: ARS Seed Foundation Seed

Breeder List	Name (Last, First, MI, Suffix)	Primary Contact	Former Emp	Deceased
	PEDERSEN	JEFFREY	<input type="checkbox"/>	<input type="checkbox"/>
	FUNNELL	DEANNA	<input type="checkbox"/>	<input type="checkbox"/>

Add ARS Breeder Add Non-ARS Breeder View/Modify Breeder Delete Breeder

Breeder Details:

Name: FUNNELL DEANNA Delete Selected Breeder: 0 20 00

Address: USDA-ARS-NPA-WHEAT, BORGHUM & FORAGE R, 344 KEIR HALL, UNIV. OF NEBRASKA, 1

City, State, Postal Code: LINCOLN NE 68503 Country: US

Phone: Fax Number:

E-Mail:

Accn No: 0407071 Project No: 5440 21220 024 00 D

Project Title: GENETIC IMPROVEMENT OF BORGHUM FOR ENHANCING ENERGY YIELD, NUTRIENT AVAILABILITY, AND DISEASE RESISTANCE

Modcode/Location: 54 40 20 00 LINCOLN, NEBRASKA

Agency/Organization: ARS

Non-ARS Location Desc:

Click on the Add Non-ARS Breeder button if applicable

The screenshot shows a web browser window titled "Agricultural Research Service - ARS" with a menu bar (File, Edit, Action, Record, Reference Tables, Prints, Help) and a toolbar. The main content area is titled "ARIS Inventions - Plant Material Dockets" and contains a form for "Non-ARS Breeder Information". The form includes fields for Agency/Organization, Non-ARS Location Desc, Breeder's Last Name, First Name, Middle Name, Suffix Name, Address, City, State, Postal Code, Country, Phone, and Email. There are checkboxes for "Primary Contact?" and "Deceased?". At the bottom of the form are "Save" and "Cancel" buttons. A yellow callout box points to the "Save" button with the text "Click the Save button".

Complete the information requested on this screen for Non-ARS Breeders.

Click the Save button

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web" with a menu bar (File, Edit, Action, Record, Reference Tables, Prints, Help) and a toolbar. The main content area is titled "ARIS Inventions - Plant Material Dockets" and displays a "Breeder List" table and "Breeder Details" form. The "Breeder List" table has columns for Name (Last, First, MI, Suffix), Primary Contact, Former Emp, and Deceased. The "Breeder Details" form shows information for breeder TOT, including address, phone, email, and project title.

Breeder List			
Name (Last, First, MI, Suffix)	Primary Contact	Former Emp	Deceased
OLIVER AMADA L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRANT RICK J	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOT JOBN J	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Breeder Details

Name: TOT JOBN J
Address: USDA-ARS-NPA-WHEAT, SORGHUM & FORAGE R 144 KEIM HALL, UNIV. OF NEBRASKA, LINCOLN NE 68583
City, State, Postal Code: LINCOLN NE 68583
Phone: 402-472-7845 Fax Number: 402-472-4020
E-Mail: j3t@unlsseeve.unl.edu
Accn No: 0407071 Project No: 5440 21220 024 00 D
Project Title: GENETIC IMPROVEMENT OF SORGHUM FOR ENHANCING ENERGY YIELD, NUTRIENT AVAILABILITY, AND DISEASE RESISTANCE
Modcode Location: 54 40 20 00 LINCOLN, NEBRASKA
Agency/Organization: ARS
Non-ARS Location Desc:

The screen to the left appears listing all Breeders names and information.

Use the scroll bar to the right to review each entry for accuracy.

Modify/Delete by highlighting the desired name and clicking the applicable action button.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the Agricultural Research Information System (ARIS). The main window title is "Inventions - Plant Material Dockets". The "Docket" field contains "P 0022-04" and the "Name or Designation" field contains "ATLAS BRP-12". The "PVP No" field is empty. Below the header, there are several tabs: "List", "Plant Material", "Released By", "ARIS Seed", "Foundation Seed", "Clonal Mat.", "Disc", "Breeders", "Int'l PBR", and "Signatures". The "Signatures" tab is currently selected. The form displays a table with columns for "Country Filed", "Application No", "Date Filed", "PVP No", and "Certificate Date Complete". A yellow callout bubble points to the "Signatures" tab with the text "1. Click the Signature tab." A white callout bubble contains the text: "DO NOT use the Intl PBR tab, it is restricted to OTT data entry. NOTE: This serves a separate purpose from the response given in Question #6 in the Desc tab section." A "Delete PBR Record" button is visible at the bottom of the table.

The screenshot shows the "Signatures" tab of the ARIS form. It features a table for entering signatures with columns for "Title", "Sig Code", "Name", "Date", and "Approve". The "Name" column is further divided into "Last", "First", "MI", and "Suffix". Below the table, there are input fields for "Research Leader", "Area Director", "Headquarters HPS Plant Materials Coord", "Deputy Asst Admin, OTT", and "Associate Deputy Admin". A yellow callout bubble points to the "Research Leader" field with the text "1. Enter the Research Leader or CD/LD/DAD name and date." A green callout bubble points to the "Approve" column with the text "2. Click on the , A U will appear in the Approve box." A pink callout bubble points to the "Approve/Disapprove" button at the bottom with the text "3. Click the Approve/Disapprove button to save and release to the next approval level." A white callout bubble contains the text: "NOTE: The Save icon at the top of the screen does not work on this application." Buttons for "Clear Signature" and "Approve/Disapprove" are visible at the bottom of the form.

