

GUIDE TO ENTERING ARS-115s INTO RMIS

The ARS-115 (Request to Submit Manuscript for Publication) on-line program is used to document ARS publishable research using an interpretive summary and technical abstract. "Original scientific papers that represent the first formal report of research results other than as an abstract" are to be entered into RMIS as well as "Abstracts Only."

The 115 is transmitted electronically to the Office of Technology Transfer for entry into Technology Transfer Automated Retrieval System (TEKTRAN) which is accessed by commercial firms, action and regulatory agencies, ARS Information Staff, and others to learn of new ARS research discoveries.

Reference materials for Agency policy are Policies and Procedures 152.1, Procedures for Publishing Manuscripts and Abstracts with Non-USDA Publishers (Outside Publishing), and Policies and Procedures 152.2, Authorship of Research and Technical Reports and Publications.

Use the Table of Contents on the next page to, without scrolling, 'go to' the subjects you wish or print.

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The scientist publishing will provide information to the MU secretary in order for the ARS-115 to be entered into RMIS. Below is a worksheet that will be helpful.

WORKSHEET FOR THE 115

Questions to be asked:

Where is document to be published? (Journal name, meeting, etc.)

As what? (Manuscript, Abstract, Poster, Technical Bulletin, etc.)

Is it the first formal report? (Other than Abstract)

Is it sensitive? (Check list of Sensitive Issues)

Is it patentable? (If unknown, check with Patent Advisor)

The answers to these questions will tell you whether it needs to have an Interpretive Summary and allow you to check to see if the Journal or Equivalent exists in the Journal Table.

The Reference Table, selected at the main screen in RMIS, may be used to determine if the Journal or Equivalent exists in the Journal Table. Perform a search, and if the Journal or Equivalent can't be found, send a message to the Area Office ARS-115 contact via the RMIS Mailbox or Email with the name needed. Obtaining the **correct** name needed from the scientist will help assure the accuracy of the Journal Table.

Then, use the Matrix to assist in entering the ARS-115 in the correct format.

MATRIX

	ABS ONLY*	FIRST FORMAL REPORT**	INTER. SUMM.	TECH. ABS.	PEER REVIEW	
J = Peer Reviewed Journal	N	Y	Y	Y	Y	Y/W!!
G = Germplasm Release	N	Y	Y***	Y	Y	N
A = Abstract	Y	N	N	Y	Y	N
P = Proceedings/Symposium	Y	N**	N	Y	Y	Y/W!!
B = Book/Chapter	Y	N**	N	Y	Y	Y/W!!
R = Review Article	Y	N	N	Y	Y	Y/W!!
X = Other	Y	N**	N	Y	Y	N
N = Research Notes	Y	N	N	Y	Y	Y/W!!
L = Literature Review	Y	N	N	Y	Y	N
V = Government Publication	Y	N**	N	Y	Y	Y/W!!
T = Trade Journal	Y	N	N	Y	Y	Y/W!!
M = Monograph	Y	N**	N	Y	Y	Y/W!!
E = Experiment Station	Y	N**	N	Y	Y	Y/W!!
O = Popular Publication	Y	N	N	Y	Y	Y/W!!
Z = Patent Application	Y	N	N	Y	Y	N

* If the publication is an "Abstract Only," mark that block on the ARS-115 "YES" and the "First Formal Report Other than Abstract," "NO."

** If the publication is a "First Formal Report Other than Abstract," mark that block on the ARS-115 "YES" and the "Abstract Only," "NO" and an "INTERPRETIVE SUMMARY" is required.

The ARS-115 "Abstract Only" and "First Formal Report Other than Abstract" blocks cannot both be marked "YES" or both "NO".

***Germplasm Release is considered "First Formal Report", however, an Interpretive Summary need not be written. Enter statement such as, "This is a Germplasm Release, no Interpretive Summary Required."

!! Y (Yes) if Peer Reviewed; W (Waived) if Peer Review waived by RL.

SEARCH SCREENS

When search screens are used:

F4 is used to clear only the field selected with the cursor

F20 clears all fields

F3 shows next search criteria (gives you more choices)

A name search is performed most easily as follows:

DOE&JOHN with the ampersand(s) connecting two or more words

To connect more than one Log No. or Accession No., a semicolon is used, i.e., 0000;0001;0002

Project Number 1 is a 4 digit entry

Project Number 2 is a 5 digit entry

Project Number 3 is a 3 digit entry

Project Number 4 is a 2 digit entry

Project Type is D, S, T, R, etc.

Modecode 1, 2, 3 and 4 are 2 digit entries

Modecode 1 designates Area

Modecode 2, Location

Modecode 3, MU

Modecode 4, within MU

For information on other search screen criteria, please call the PAA for assistance.

NEW 115

- Screen 1
From this screen, select
F8 Work ARS115

WANG OFFICE	MANAGEMENT UNIT	AGENCY RETRIEVALS
1 Mailbox	7 Work 416-425-550-421	19Active416-425-550-115
2 Send Memo	8 Work ARS115	20 Briefing Packet
3 Distribution	9 NPS Revie	21 Reports Menu
4 Confirmation	10 REE Data Collection	22 Active IA System
5 User Administration	11 Post - Doc Programs	23 Personnel File
6 Office Training	12 FTIS	24 Post - Doc Programs
	13 Reference Tables	25 Inventions/Patents
	14 Annual 421 (NEW)	26 Mission Statements
	15 TINS	27 Active RATS
OTHER FUNCTIONS		MISC. FILES
16 Logoff		28 Mode Code
17 Display Print		29 Strategic Plan
18 Macsoft File Trans.		30 Print Remote
31 VsCom File Transfe		

- Screen 2
From this screen, select
F1 Work/Unofficial 115 Records

115 Menu (RL Module)

ARS 115 Menu

1) Work / Unofficial 115 Records

2) Active / Official Records

3) Work Status 115

17) Display Reports

30) Print Remote

18) Macsoft

31) VsCom

16) Return

- Screen 3
From this screen, select
F6 Add 115

List Work 115s Choose by cursor position or X's

Agricultural Research Service
Work 115 Tektran Records

Project Number	Creation Log Number	Date	Mode Code	Submitte	ABS	Only	Prt
_ 3611-22000-008-OOD	0000066666	07/15/1996	36-11-25-00	WAX	LOYD M	N	N

1)Display	6)Add 115	12)Approve Multiple 115s	13)Help Screen
3)Mark	7)Search 115		17)Disp Rpts
19)Clea	10)Print 115 Document(s)		30)Print Remote
			18)Macsoft 31)V sCom
			16)Rtrn 32)FstExt

- Screen 4
From this screen, choose by cursor position or X the 416 project to which the publication will be attached
Then
F1 Pick 416 Project, Continue Adding
- Screen 4 Options
F7 Search brings up search screen to search for project
F5 Next shows next screen of projects, if any
F21 Last shows last screen of projects

List All 416 Projects

Choose by cursor position or X's

Agricultural Research Service
Your 416 Project List
ARS 115

Project Number	Status	Modecode	Strategic Plan Codes	
_ 0500-00007-044-OOD	A	3611-25-00	2244	
_ 0500-00043-009-OOD	A	3611-25-00	2233	2241
_ 3611-12210-001-OOD	A	3611-25-00	1223	2162
_ 3611-12210-001-OIS	A	3611-25-00	1233	2241
_ 3611-12220-002-OOD	A	3611-25-00	1246	2241
_ 3611-21220-003-05S	A	3611-25-00	2121	2212
_ 3611-21220-004-OOD	A	3611-25-00	2121	2212
_ 3611-22000-005-OIT	A	3611-25-00	2211	2213
_ 3611-22000-007-OOD	A	3611-25-00	2233	2241
_ 3611-22000-007-OIS	A	3611-25-00	2233	2241

1) Pick 416 Project, Continue Adding

7) Search 416

16) Return

5) Next 21) Last

13) Help Screen

- **Screen 5**
From this screen, use F10 to select ARS Submitter and F11 to select ARS Contact Scientist
Use Help below Screen 5 or use F13

Add ARS 115

To Add Submitter, Press pf key 10; Contact Scientist, Press pf key 11.

Project Number: 0500-00007-044-OOD Log: 0000066667 Creation Date: 11/01/1996
 Mode Code: 36-11-25-00 STP Codes: 2244
 URBANA, ILLINOIS
 CROP PROTECTION RESEARC

Submitter: Number: (217)333-9653
 Contact Scientist:
 Address: UNIV. OF ILL. (AGRONOMY D Telephone Numbers:
 W-325 TURNER, 1102 S. GOO FTS:
 City: URBANA Comm: (217)333-9653
 State & Zipcode: IL 61801 FAX:
 EMail Address:

Manuscript Peer Reviewed: _ (Y,N,W) Cleared by Cooperative Agency: _ (Y N)
 Abstract Only: N (Y N) Frst Formal Rpt othr than Abstract: _ (Y N)
 Manuscript Title:

1)Add & Go to Pub/Accdt/Patent	10)Select ARS Submitte	13)Help Screens
8)Select Non ARS Submitter	11)Select ARS Contact Scientist	
9)Select Non ARS Contact Scientist	16)Return	

- **F10 goes to Screen 6**

HELP

Submitter, Contact Scientist, First Formal Report other than Abstract and Manuscript Title are mandatory entries.

ARS names are selected from the Personnel file that's kept by National Finance Center (NFC) in New Orleans, and entered into RMIS by the HQS computer staff weekly; any time a personnel change occurs, it takes a period of time to get processed by NFC and then another period of time to get the change into RMIS. A personnel action to change the Personnel file at NFC should be initiated if the scientist prefers the name to appear differently than what shows when selected.

Submitter is the Research Leader's name.

Contact scientist is scientist answering inquiries regarding publication.

An ARS Submitter or Contact Scientist at any location should be selected with F keys 10 or 11. This selection adds the Series and Grade to each name.

If you are selecting a Collaborator, only the Name on the search screen should have an entry; clear the screen with F key 20 and type in the name.

F keys 8 and 9 are for entering anyone who is not employed by ARS. Don't use punctuation when entering NON ARS Submitter or Contact Scientist.

Abstract Only is system defaulted to "N." Change to "Y" when needed.

Manuscript Title is limited to 3 lines of 60 characters each.

- Screen 8
From this screen, add Journal or Equivalent by entering Journal number
Or select Journal or Equivalent by using F10 Select Journal or Equivalent
Use Help below Screen 8 or use F13

Add Publication / Patent Info

Project Number: 0500-00007-044-OOD 0000066667

Journal or Equivalent: 00000 Journal Acceptance Date:

Publication Type:

J=Peer Reviewed Journal	T=Trade Journal	Z=Patent Application
A=Abstract	M=Monograph	V=Government Publication
P=Proceedings/Symposium	N=Research Notes	L=Literature Revie
G=Germplasm Release	R=Review Article	O=Popular Publicati
B=Book / Chapte	E=Experiment Station	X=Other

Previously Submitted: N (Y N)

P A T E N T I N F O R M A T I O N

Due to patent potential, is retention of intellectual property rights
desired? _ (Y N)

If yes, submit a hard copy of the 115 to your patent advisor.

1)Add & Go to Author

10)Select Journal or Equivalent

13)Help Screens

- F10 goes to Screen 9

HELP

Journal or Equivalent, Publication Type, Due to patent potential, is retention of intellectual property rights desired? are mandatory entries.

The Journal or Equivalent is selected from a constantly changing Journal Table.

The Journal Table can be added to, deleted from or modified only at the Area or HQS level.

- Screen 10
This screen lists Journal or Equivalent Names containing "Plant&Science"
Select Journal or Equivalent by cursor position or X (Plant Science, 02733,
was selected)
Then
F1 Accept
- Screen 10 Options
F5 Next shows next screen of Journal or Equivalent Names, if any
F21 Last shows last screen of Journal or Equivalent Names, if any

List JOURNALS	Choose by cursor position or X's
Journal or Equivalent	
_ 01232	INTERNATIONAL JOURNAL OF PLANT SCIENCE
_ 00469	CANADIAN JOURNAL OF PLANT SCIENCE
_ 02448	SUBTROPICAL PLANT SCIENCE
_ 02135	PLANT SCIENCE TOMORROW
X 02733	PLANT SCIENCE
_ 02803	COMMUNICATIONS IN SOIL SCIENCE AND PLANT ANALYSIS
_ 03075	WORKSHOP COLOR AERIAL PHOTOGRAPHY & VIDEOGRAPHY IN PLANT SCIENCE PRO
_ 04391	SUBTROPICAL PLANT SCIENCE JOURNAL
_ 04395	JOURNAL SUBTROPICAL PLANT SCIENCE
_ 04629	JOURNAL OF PLANT NUTRITION AND SOIL SCIENCE

1)Accept	15)Output
2)Display	
3)Mark 19)Clear 7)Search	
	16)Return

- F1 returns to Screen 8
Then
Fill in other data on Screen 8 as required using Help or P13

HELP

Previously Submitted is system generated to "N." Change to "Y" when the manuscript has been previously submitted to another journal or equivalent. If information is being published or presented that has patentable information, the ARS-115 block "Due to patent potential, is retention of intellectual property rights desired?" is to be marked "YES". If "YES," upon completion of the approval process (RL-CD-AD-NPS-ADA-OCI-Patent Advisor), the ARS-115 will move to "ACTIVE" status in RMIS. The ARS-115 will be held in the ARS "ACTIVE" database during the review process by the Patent Advisor. While in the ARS "AC

database, the publication may be viewed by anyone in ARS.
The publication will be moved to TEKTRAN either after a patent has been filed or a determination made that no patent will be filed and at that time may be viewed by anyone who has access to TEKTRAN.

- Screen 11
This screen shows that all data has been entered on Screen 8
Then
F1 Add & Go to Authors

Add Publication / Patent Info

Project Number: 0500-00007-044-OOD 0000066667

Journal or Equivalent: 02733
PLANT SCIENCE

Journal Acceptance Date:

Publication Type: J

J=Peer Reviewed Journal	T=Trade Journal	Z=Patent Application
A=Abstract	M=Monograph	V=Government Publication
P=Proceedings/Symposium	N=Research Notes	L=Literature Revie
G=Germplasm Release	R=Review Article	O=Popular Publication
B=Book / Chapte	E=Experiment Station	X=Other

Previously Submitted: N (Y N)

P A T E N T I N F O R M A T I O N

Due to patent potential, is retention of intellectual property rights
desired? N (Y N)

If yes, submit a hard copy of the 115 to your patent advisor.

1)Add & Go to Author

10)Select Journal or Equivalent

13)Help Screens

- F1 goes to Screen 12

- Screen 12
This screen shows the personnel in the Mode Code
Place a "1 thru 10" for the desired Authors
Then
F1 Add Author
- Screen 12 Option
F5 Next shows next screen of personnel, if any

ARS Authors are added (selected) from the NFC Personnel file just as are the Submitter and Contact Scientist. After selecting author(s) from within the Mode Code, authors from other Mode Codes or non-ARS authors may be added.

Author entries may also be modified or deleted.

Dr. Wax has been selected as first author by placing "01" before his name

Modify PERS115 VIEW MAINT

Place a "1 thru 10" for the desired Authors

Name	Series	Grade
00 DOMIER LESLIE L	0434	GS 13
00 GRAY LYNN E	0434	GM 13
00 HARTMAN GLEN L	0434	GS 12
00 HUCK MORRIS G	0470	GM 14
00 HUMMEL JOHN W	0890	GM 14
00 NOEL GREGORY	0434	GS 15
00 SIMS GERALD K	0403	GS 13
00 STOLLER EDWARD W	0435	GS 15
01 WAX LOYD M	0471	GM 15
00 GREGERSON GEORGE	0404	GS 09
00 HOLMAN TERESA J	0404	GS 08
00 KING DENNIS L	0802	GS 09
00 LANGE LARRY L	0404	GS 09
00 MCCOPPIN NANCY K	0404	GS 06
00 STAHL GEORGE R	0802	GS 09
00 WARSAW RONALD L	0404	GS 09

1)Add Author

5)Next

- F1 goes to Screen 13
- Screen 13

This screen shows Dr. Wax selected as first author

- Screen 13 Options
 - F6 may be used to add ARS Author
 - F7 may be used to add NON ARS Author
 - F8 may be used to delete Authors
 - F9 may be used to modify Authors

List Author	Choose by cursor position or X's			
-------------	----------------------------------	--	--	--

Project Number: 0500-00007-044-OOD 0000066667

Author	Series	Grade	Author ship	Employe
WAX LOYD M	0471	GM 15	1	3611-25-00

1)Go To Principal Users	6)Add Author
	7)Add NON ARS Autho
3)Mark 19)Clea	8)Delete Author
	9)Modify Author

- F1 goes to Screen 18
- F6 goes to Screen 14

- Screen 14
From this screen, ARS Author may be added
- Enter Authorship number
Then
F10 Select ARS Author
- Screen 14 Option
F6 will allow the option to add more than one author

Add Author

Enter Authorship number and Press PF10 to select ARS Autho

Project Number: 0500-00007-044-00D 0000077241

Author

Authorship

Employer

1)Add ARS Author and retur

10)Select ARS Author

13)Help Screens

6)Add Multiple ARS Authors

16)Return

- F10 goes to Screen 15

- Screen 16
From this screen, select author by cursor position or X
Then
F1 Accept

List Personnel	Choose by cursor position or X's		File Date:
	Agricultural Research Service		
	Research Management Information System		
	Personnel File		
	Name	Series	Grade
	_ ALLEN PAUL V	1320	GS 11
	_ BALSLEY JR PAUL E	3314	WG 14
	_ BARR PAUL G	0404	GS 08
	_ BEUSELINCK PAUL	0440	GS 14

1)Accept	7) Search	
2)Display		
3)Mark	19)Clea	
5)Next	21)Last	16)Return

- F1 will return to Screen 14
Then
F1 Add ARS Author and return, returns to Screen 13
- F7 from Screen 13 will go to Screen 17

- Screen 17
From this screen, add NON ARS Author
Fill in name, authorship, employer (don't use punctuation)
Then
F1 Add NON ARS Author
- Screen 17 Option
F6 will allow the option to add more than one author

Add Author

Enter Author name, Authorship number and Employer

Project Number: 0500-00007-044-00D 0000066667

Author			Authorship	Employer
(Last Name)	(First Name)	(Middle)		

1)Add NON ARS Autho

13)Help Screens

6)Add Multiple NON ARS Authors

16)Return

- F1 returns to Screen 13
- After all authors are added
F1 Go to Principal Users
- F1 from Screen 13 goes to Screen 18

- The screen below shows Dr. Wax selected as first author from the Mode Code, a NON ARS author as second author, using F7, and an ARS author from another Mode Code as third author, using F6.

List Author	Choose by cursor position or X's			
-------------	----------------------------------	--	--	--

Project Number: 0500-00007-044-OOD 0000066667

Author	Series	Grade	Author ship	Employee
WAX LOYD M	0471	GM 15	1	3611-25-00
DOE JOHN D		00	2	UNIV OF IL
LEWIS LESLIE C	0414	GS 15	3	3625-20-00

1)Go To Principal Users	6)Add Author
	7)Add NON ARS Autho
3)Mark	8)Delete Author
19)Clea	9)Modify Author

- After all authors are added
F1 Go to Principal Users
- F1 goes to Screen 18

- Screen 18
At this screen mark the Principal Users of the 115 information with an X
If any of the following fields are marked with an X, then a more specific description is required

1. Other (Description)
2. USDA Action Agency (F2, F3, F4 will show Agencies)
3. Other Gov't Agency (Federal, State or Local)
4. Industry (Name or description of the Industry)

Select Action Agencies, if any, using F2, F3, or F4

Add of Principal Users

Project Number: 0500-00007-044-OOD 0000066667

PRINCIPAL USERS: (mark with a "X")

Scientist:	<input type="checkbox"/>	Extension Service:	<input type="checkbox"/>	Producer:	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	_____			

USDA Action Agy:	<input type="checkbox"/>	(2)	(3)	(4)	
Other Gov't Agy:	<input type="checkbox"/>	_____			
(Identify)		_____			

Industry:	<input type="checkbox"/>	_____	(Name or Description)		

1)Add & Go to Inter Summary	Action Agency Keys	13)Help Screens
	2)Select Action Agency (2)	
	3)Select Action Agency (3)	
	4)Select Action Agency (4)	

- F2 goes to Screen 19

- Screen 19
From this screen, select Action Agency, if any

F7 will search on Keyword, if desired

Then, mark Action Agency with cursor position or X, and
F1 Accept Keyword

List ACTION AGENCY 115 Choose by cursor position or X's

Action Agency		
Keyword	Type	Description
_ ADD	G	Administration on Developmental Disabilities
_ AID	G	Agency for International Development
_ AMS	U	Agricultural Marketing Service
_ APHIS	U	Animal and Plant Health Inspection Service
_ BLM	G	Bureau of Land Management
_ BOS	G	Bureau of Standards
_ CDC	G	Center for Disease Control
_ DOD	G	Dept. of Defense (includes all services)
_ DOE	G	Dept. of Energ
_ DOI	G	Dept. of the Interior
_ DOT	G	Dept. of Transportation

1) Accept Keyword	7) Search	15) Output
3) Mark	19) Clea	17) Display Print
		30) Print Remote
		18) Macsoft
5) Next	21) Last	31) VsCom
		16) Return
		32) Fast Exit

F1 returns to Screen 18

- Screen 18A
This screen shows principal users added
- F1 Add & Go to Inter Summary

Add of Principal Users

Project Number: 0500-00007-044-OOD 0000066667

PRINCIPAL USERS: (mark with a "X")

Scientist:	X	Extension Service:	_	Producer:	_
Other (specify):	_	_____			

USDA Action Agy:	X	AMS (2)	(3)	(4)	
Other Gov't Agy: (Identify)	_	_____			

Industry:	X	UNITED SOYBEAN BOARD	(name or Description)		

1)Add & Go to Inter Summary	Action Agency Keys	13)Help Screens
	2)Select Action Agency (2)	
	3)Select Action Agency (3)	
	4)Select Action Agency (4)	

- F1 goes to Screen 20

- Screen 20
From this screen, ASCII file names will be added for the Technical Abstract and Interpretive Summary

Once these are added, the 115 will be complete and will appear in the Work 115 Tektran Records

Use Help below Screen 20 for preparation of the Interpretive Summary and Technical Abstract

- Fill in the ASCII file names
Then
F1 Add ASCII Files then Return to Work List
- Screen 20 Options
F10 Display ASCII Files will list files in your library

Technical Abstract

Project Number: 0500-00007-044-OOD 0000066667

Technical Abstract ASCII File Name: 00000000

Interpretive Summary ASCII File Name: 00000000

1)Add ASCII Files then Return to Work List	10)Display ASCII Files
	13)Help Screens
	18)MACSOFT 31)VsCom
	16)Return

- F1 goes to Screen 21

HELP

INTERPRETIVE SUMMARY GUIDELINES

Interpretive Summaries are critical to the ARS-115 program, and should be written to relate the meaning or value of the research in terms understandable to the general public. The Agency uses them for decision making about resource allocations, budget development, program planning, technology transfer, and communication with Congressional and Executive Branch policymakers.

An Interpretive Summary should cover:

1. A background statement explaining the problem
2. A description of what was found, not what was done
3. A statement as to why the results are important to the producer, consumer, industry, or other user

An Interpretive Summary:

1. Should not use terms that require a dictionary for understanding
2. Should not use latin names, jargon or scientific terms
2. Should summarize results, not data

Policies and Procedures 152.1, Exhibit 3, shows an example of an acceptable Interpretive Summary.

INTERPRETIVE SUMMARY AND TECHNICAL ABSTRACT

Both the Interpretive Summary and Technical Abstract fields accommodate 25 lines of 75 characters each. These fields do not "word wrap." Do not use hyphens at the end of lines. Use TAB key or DIRECTIONAL ARROWS on the numeric key pad to move around screens. Prepare the Interpretive Summary and Technical Abstracts offline to enter into RMIS, using the instructions on the following pages. If after entering the Technical Abstract or Interpretive Summary, major modifications need to be made, the modifications can be made in the WP files reentered into the ARS-115. Modify the Interpretive

Summary with F13 key and Technical Abstract with F14 key.

USING SYMBOLS IN THE 115

FOR	SYMBOL	USE	EXAMPLE
Exponents	superscript	**	7 x 10**4
Temperature	superscript o	write out deg	14 deg C
Prefix "micro-"	micro g	u	177 ug
Chemical Formula	subscript	delete subscript	H2SO4
Plus or Minus		use 2 keystrokes	7.3 +/- 0.2
Greek Letters	Spell out instead of using symbol.		alpha
A complete listing can be found in most dictionaries.			beta
			gamma
			delta
			etc.

CREATING DOCUMENT IN WORD PERFECT WINDOWS 6.x

To create a document that will fit into RMIS, each **line** of the document must have no more than 75 characters and the document can have no more than 25 lines. (Picture a RMIS screen and the 75 blocks across one line. Each character of a word and a space will fit in one of those blocks.)

Two tested ways of creating documents in WP 6.0 are below:

a. Use the font Courier New or Courier and select 10 pt. Set the Left Margin at 1 and the Right Margin at 1.25. If you use the ruler, set the Left Margin at 1 and the Right Margin at 7.25. Type document.

OR

b. Use the font Courier New or Courier and select 12 pt. Set the Left Margin at 0.5 and the Right Margin at 0.5. If you use the ruler, set the Left Margin at 0.5 and the Right Margin at 8. Type document.

THEN

Select FILE

SAVE AS (or on keyboard select F3)

At FILE TYPE, select:

ASCII DOS TEXT

At SAVE IN, enter PATH NEEDED, e. g.,

C:\VsCom

At FILE NAME, enter NAME, e. g.,

G (or H)___TAB01.TXT (Technical Abstract)

G (or H)___SUM01.TXT (Interpretive Summary)

If you select 10 pt with Courier New or Courier, more characters (a longer file) may be typed. If you select 12 pt with Courier New or Courier, less characters may be typed.

Additional Note: When converting word processing documents to ASCII Text, do not use un bold print, italics, scientific characters, etc. They will not

convert properly.

- Screen 21

This screen shows the newly created 115 in the Work 115 Tektran Records

From the Work 115 Tektran Records, print the newly completed 115

Proof the 115 and make any modifications before obtaining Research Leader signature on 115 and adding electronic approval signature to move 115 to next level

List Work 115s		Choose by cursor position or X's						
Agricultural Research Service Work 115 Tektran Records								
Project Number	Creation		Mode Code	Submitte	ABS	Only	Prt	
	Log Number	Date						
_ 3611-22000-008-OOD	0000066666	07/15/1996	36-11-25-00	WAX	LOYD M	N	N	
_ 0500-00007-044-OOD	0000066667	11/01/1996	36-11-25-00	WAX	LOYD M	N	N	

1)Display	6)Add 115	12)Approve Multiple 115s	13)Help Screen	
	7)Search 115		17)Disp Rpts	
			30)Print Remote	
3)Mark	19)Clea		18)Macsoft	31)V'sCom
	10)Print 115 Document(s)		16)Rtrn	32)FstExt

PRINT 115

- Screen 1
From this screen, select
F8 Work ARS115

WANG OFFICE	MANAGEMENT UNIT	AGENCY RETRIEVALS
1 Mailbox	7 Work 416-425-550-421	19Active416-425-550-115
2 Send Memo	8 Work ARS115	20 Briefing Packet
3 Distribution	9 NPS Revie	21 Reports Menu
4 Confirmation	10 REE Data Collection	22 Active IA System
5 User Administration	11 Post - Doc Programs	23 Personnel File
6 Office Training	12 FTIS	24 Post - Doc Programs
	13 Reference Tables	25 Inventions/Patents
	14 Annual 421 (NEW)	26 Mission Statements
	15 TINS	27 Active RATS
OTHER FUNCTIONS		MISC. FILES
16 Logoff		28 Mode Code
17 Display Print		29 Strategic Plan
18 Macsoft File Trans.		30Print Remote
31 VsCom File Transfe		

- Screen 2
From this screen, select
F1 Work/Unofficial 115 Records

115 Menu (RL Module)

ARS 115 Menu

1) Work / Unofficial 115 Records

2) Active / Official Records

3) Work Status 115

17) Display Reports

30) Print Remote

18) Macsoft

31) VsCom

16) Return

- Screen 3
From this screen, choose the 115 by cursor position or X
Then
F10 Print 115 Document(s)

List Work 115s Choose by cursor position or X's

Agricultural Research Service
Work 115 Tektran Records

Project Number	Creation		Mode Code	Submitte	ABS	Only	Prt
	Log Number	Date					
_ 3611-22000-008-OOD	0000066666	07/15/1996	36-11-25-00	WAX	LOYD M	N	N
_ 0500-00007-044-OOD	0000066667	11/01/1996	36-11-25-00	WAX	LOYD M	N	N

1)Display	6)Add 115	12)Approve Multiple 115s	13)Help Screen
3)Mark	7)Search 115		17)Disp Rpts
19)Clea	10)Print 115 Document(s)		30)Print Remote
			18)Macsoft 31)VsCom
			16)Rtrn 32)FstExt

MODIFY 115

- Screen 1
From this screen, select
F8 Work ARS115

WANG OFFICE	MANAGEMENT UNIT	AGENCY RETRIEVALS
1 Mailbox	7 Work 416-425-550-421	19Active416-425-550-115
2 Send Memo	8 Work ARS115	20 Briefing Packet
3 Distribution	9 NPS Revie	21 Reports Menu
4 Confirmation	10 REE Data Collection	22 Active IA System
5 User Administration	11 Post - Doc Programs	23 Personnel File
6 Office Training	12 FTIS	24 Post - Doc Programs
	13 Reference Tables	25 Inventions/Patents
	14 Annual 421 (NEW)	26 Mission Statements
	15 TINS	27 Active RATS
OTHER FUNCTIONS		MISC. FILES
16 Logoff		28 Mode Code
17 Display Print		29 Strategic Plan
18 Macsoft File Trans.		30 Print Remote
31 VsCom File Transfe		

- Screen 2
From this screen, select
F1 Work/Unofficial 115 Records

115 Menu (RL Module)

ARS 115 Menu

1) Work / Unofficial 115 Records

2) Active / Official Records

3) Work Status 115

17) Display Reports

30) Print Remote

18) Macsoft

31) VsCom

16) Return

- Screen 3
From this screen, choose by cursor position or X the 115 to be modified
Then
F1 Display 115

List Work 115s		Choose by cursor position or X's						
Agricultural Research Service Work 115 Tektran Records								
		Creation				ABS		
Project Number	Log Number	Date	Mode Code	Submitte			Only	Prt
_ 3611-22000-008-OOD	0000066666	07/15/1996	36-11-25-00	WAX	LOYD M		N	N
_ 0500-00007-044-OOD	0000066667	11/01/1996	36-11-25-00	WAX	LOYD M		N	N

1)Display	6)Add 115	12)Approve Multiple 115s	13)Help Screen
	7)Search 115		17)Disp Rpts
3)Mark	19)Clea		30)Print Remote
	10)Print 115 Document(s)		18)Macsoft
			31)VtCom
			16)Return
			32)FstExt

- Screen 4
This screen displays the selected 115
- From this screen, fields can be modified by selecting corresponding F keys.
- F9 Modify 115 (to modify any fields displayed on screen and Submitter and Contact Scientist)
F12 Principal User
F11 Authors
F10 Publication/Acceptance Date/Patent Info
F13 Interpretive Summary
F14 Technical Abstract
F15 Signature
F8 Delete
F16 Return

Display Work ARS 115

Project Number: 0500-00007-044-OOD Log: 0000066667 Creation Date: 11/01/1996
 Mode Code: 36-11-25-00 STP Codes: 2244
 URBANA, ILLINOIS
 CROP PROTECTION RESEARC

Submitter: WAX LOYD M 0471 GM 15 Number: (217)333-9653
 Contact Scientist: HARTMAN GLEN L 0434 GS 12
 Address: USDA/ARS/MWA/CROP PROT UN Telephone Numbers:
 1102 S GOODWIN AVENUE FTS:
 City: URBANA Comm: (217)244-3258
 State & Zipcode: IL 61801 FAX: (217)333-5251
 EMail Address: g.hartman@uiuc.edu

Manuscript Peer Reviewed: W (Y,N,W) Cleared by Cooperative Agency: Y (Y N)
 Abstract Only: N (Y N) Frst Formal Rpt othr than Abstract: Y (Y N)

Manuscript Title:
 GERMPASM EVALUATION OF GLYCINE MAX FOR RESISTANCE TO FUSARIUM SOLANI,
 THE CAUSAL ORGANISM OF SUDDEN DEATH SYNDROME

	10)PUB/ACCDT/PATENT	13)INTERP SUMMARY	31)Help
8)Delete	11)AUTHORS	14)TECH ABSTRACT	16)Return
9)Modify	12) PRINCIPAL USER	15) SIGNATURE	32) Fast Exit

- F9 goes to Screen 5

- Screen 5
From this screen, make modifications to Submitter, Contact Scientist or any other field highlighted on screen
Then
F1 Modify

Add ARS 115

Project Number: 0500-00007-044-OOD Log: 0000066667 Creation Date: 11/01/1996
 Mode Code: 36-11-25-00 STP Codes: 2244
 URBANA, ILLINOIS
 CROP PROTECTION RESEARC

Submitter: WAX LOYD M 0471 GM 15 Number: (217)333-9653
 Contact Scientist: HARTMAN GLEN L 0434 GS 12
 Address: USDA/ARS/MWA/CROP PROT UN Telephone Numbers:
 1102 S GOODWIN AVENUE FTS:
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 Abstract Only: N (Y N) Frst Formal Rpt othr than Abstract: Y (Y N)

Manuscript Title:
 GERMLASM EVALUATION OF GLYCINE MAX FOR RESISTANCE TO FUSARIUM SOLANI,
 THE CAUSAL ORGANISM OF SUDDEN DEATH SYNDROME

1)Modify	10)Select ARS Submitte	13)Help Screens
8)Select Non ARS Submitte	11)Select ARS Contact Scientist	
9)Select Non ARS Contact Scientist		16)Return

- Use Screens 6-7A for modifications to ARS Submitter or ARS Contact Scientist
- F10 or F11 goes to Screen 6
- Use Screen 8 for modifications to Non ARS Contact Scientist
- F9 goes to Screen 8

- Screen 7
This screen shows the Personnel in the Mode Code
From this screen select a name by cursor position or X
Then
F1 Accept
- Screen 7 Options
F7 may be used to search for name
F5 to select next screen of names, if any
F21 to select last screen of names, if any

List Personnel Choose by cursor position or X's

Agricultural Research Service
Research Management Information System
Personnel File

FileDate:

Name	Series	Grade
_ MC CAIN ALICE F	0318	GS 06
_ MCCOPPIN NANCY K	0404	GS 06
_ HOLMAN TERESA J	0404	GS 08
_ ZIMMERMAN MYRON K	0404	GS 08
_ GREGERSON GEORGE	0404	GS 09
_ KING DENNIS L	0802	GS 09
_ LANGE LARRY L	0404	GS 09
_ STAHL GEORGE R	0802	GS 09
_ WARSAW RONALD L	0404	GS 09
_ HARTMAN GLEN L	0434	GS 12
_ DOMIER LESLIE L	0434	GS 13

1)Accept 7) Search
2)Display
3)Mark 19)Clea

5)Next 21)Last 16)Return

- F5 goes to Screen 7A

- Screen 7A
From this screen select a name by cursor position or X
Then
F1 Accept

F4 returns to previous screen.

List Personnel	Choose by cursor position or X's		File Date:
	Agricultural Research Service Research Management Information System Personnel File		
	Name	Series	Grade
	_ GRAY LYNN E	0434	GM 13
	_ SIMS GERALD K	0403	GS 13
	_ HUCK MORRIS G	0470	GM 14
	_ HUMMEL JOHN W	0890	GM 14
	_ NOEL GREGORY	0434	GS 15
	_ STOLLER EDWARD W	0435	GS 15
	_ WAX LOYD M	0471	GM 15

1)Accept	7) Search
2)Display	
3)Mark 19)Clea	
4)Prev 20)First	
	16)Return

- F1 returns to Screen 5
- F9 from Screen 5 goes to Screen 8

F1 Modify at Screen 5 accept modifications and returns to Screen 4
F16 Return at Screen 5 returns to Screen 4 without modifications being accepted
- From Screen 4, fields can be modified by selecting corresponding F Keys

- Screen 9
From this screen, modify **Journal or Equivalent, Publication Type, Previously Submitted** and **Due to patent potential, is retention of intellectual property rights desired?**
- F9 Modify

Display Publication / Patent Info

Project Number: 0500-00007-044-OOD 0000066667

Journal or Equivalent: 02102 Journal Acceptance Date:
PLANT DISEASE

Publication Type: J PEER REVIEWED JOURNAL

J=Peer Reviewed Journal	T=Trade Journal	Z=Patent Application
A=Abstract	M=Monograph	V=Government Publication
P=Proceedings/Symposium	N=Research Notes	L=Literature Review
G=Germplasm Release	R=Review Article	O=Popular Publication
B=Book / Chapter	E=Experiment Station	X=Other

Previously Submitted: N (Y N)

P A T E N T I N F O R M A T I O N

Due to patent potential, is retention of intellectual property rights
desired? N (Y N)

If yes, submit a hard copy of the 115 to your patent advisor.

9) Modify

16)Return

32)Fast Exit

- F9 goes to Screen 10

- Screen 10
Make modifications
Then
F1 Add & Return
- Screen 10 Options
F10 Select Journal or Equivalent

Add of Patent Info

Project Number: 0500-00007-044-OOD 0000066667

Journal or Equivalent: 02102 Journal Acceptance Date:
PLANT DISEASE

Publication Type: J PEER REVIEWED JOURNAL

J=Peer Reviewed Journal	T=Trade Journal	Z=Patent Application
A=Abstract	M=Monograph	V=Government Publication
P=Proceedings/Symposium	N=Research Notes	L=Literature Revie
G=Germplasm Release	R=Review Article	O=Popular Publicati
B=Book / Chapte	E=Experiment Station	X=Other

Previously Submitted: N (Y N)

P A T E N T I N F O R M A T I O N

Due to patent potential, is retention of intellectual property rights
desired? N (Y N)

If yes, submit a hard copy of the 115 to your patent adviso

1)Add & Return	10)Select Journal or Equivalent	13)Help Screens
		6)Return

- F10 goes to Screen 11

- Screen 12
This screen lists Journal or Equivalent Names containing "Plant&Science"

Select Journal or Equivalent by cursor position or X (Plant Science, 02733, was selected)
Then
F1 Accept

List JOURNALS	Choose by cursor position or X's
Journal or Equivalent	
_ 01232	INTERNATIONAL JOURNAL OF PLANT SCIENCE
_ 00469	CANADIAN JOURNAL OF PLANT SCIENCE
_ 02448	SUBTROPICAL PLANT SCIENCE
_ 02135	PLANT SCIENCE TOMORROW
X 02733	PLANT SCIENCE
_ 02803	COMMUNICATIONS IN SOIL SCIENCE AND PLANT ANALYSIS
_ 03075	WORKSHOP COLOR AERIAL PHOTOGRAPHY & VIDEOGRAPHY IN PLANT SCIENCE PRO
_ 04391	SUBTROPICAL PLANT SCIENCE JOURNAL
_ 04395	JOURNAL SUBTROPICAL PLANT SCIENCE
_ 04629	JOURNAL OF PLANT NUTRITION AND SOIL SCIENCE

1)Accept	15)Output
2)Display	
3)Mark 19)Clear 7)Search	
	16)Return

- F1 returns to Screen 10
Then
F1 Add & Return from Screen 10 returns to Screen 9
Then
F16 Return from Screen 9 returns to Screen 4
- F11 from Screen 4 goes to Screen 15

- Screen 16
From this screen ARS Authors may be added
- Enter Authorship number
Then
F10 Select ARS Author

Add Author
Enter Authorship number and Press PF10 to select ARS Autho

Project Number: 0500-00007-044-00D 0000066667

Author	Authorship	Employer
	_____	_____

1)Add ARS Author and retur	10)Select ARS Author	13)Help Screens
6)Add Multiple ARS Authors		16)Return

- F10 goes to Screen 17

- Screen 18
From this screen, select author by cursor position or X
Then
F1 Accept

List Personnel	Choose by cursor position or X's		File Date:
	Agricultural Research Service		
	Research Management Information System		
	Personnel File		
	Name	Series	Grade
	_ ALLEN PAUL V	1320	GS 11
	_ BALSLEY JR PAUL E	3314	WG 14
	_ BARR PAUL G	0404	GS 08
	_ BEUSELINCK PAUL	0440	GS 14

1)Accept	7) Search	
2)Display		
3)Mark	19)Clea	
5)Next	21)Last	16)Return

- F1 returns to Screen 16
Then
F1 Add ARS Author and return, returns to Screen 15
- F7 from Screen 15 goes to Screen 19

- Screen 19
From this screen, add NON ARS Author
Fill in name, authorship, employer (don't use punctuation)
Then
F1 Add NON ARS Author and return

Add Author
Enter Author name, Authorship number and Employer

Project Number: 0500-00007-044-00D 0000066667

Author			Authorship	Employer
(Last Name)	(First Name)	(Middle)		

1)Add NON ARS Author and return

13)Help Screens

6)Add Multiple NON ARS Authors

16)Return

- F1 returns to Screen 15
- From Screen 15, authors can be modified
Position cursor on either ARS or NON ARS author to be modified
Then
F9 Modify
- F9 from Screen 15 goes to Screen 20, modify a NON ARS Author

- Screen 20
From this screen modify a NON ARS Author
Modify name, authorship, employer
Then
F1 Modify NON ARS Author

Modify Author

Project Number: 0500-00007-044-00D 0000066667

Author			Authorship	Employer
_____	_____	_____	_____	_____
(Last Name)	(First Name)	(Middle)		

1)Modify NON ARS Autho

13)Help Screens

16)Return

- F1 return to Screen 15
- F9 from Screen 15 goes to Screen 21, modify an ARS Author

- Screen 21
From this screen, modify an ARS author
- Fill in Authorship
Then
F10 to select ARS Author
Then
Fill in Author name or any other search information
Then Enter)List
When Author name appears
Choose by cursor position or X
Then
F1 Accept
Then
F1 Modify ARS Author

Modify Author

Project Number: 0500-00007-044-00D 0000066667

Author			Authorship	Employer
(Last Name)	(First Name)	(Middle)		

1)Modify ARS Author

10)Select ARS Author

13)Help Screens

16)Return

- F1 return to Screen 15
- From Screen 15, authors can be deleted
Position cursor on author to be deleted
Then
F8 Delete
- F8 from Screen 15 goes to Screen 22
- F16 from Screen 15 returns to Screen 4

- Screen 22
From this screen delete author
F1 Delete

Delete Author

Project Number: 0500-0007-044-OOD 0000066667

	Author	Authorship	Employer
HUANG	YSIOU	2	UNIV OF ILLINOIS

1)Delete

16)Return

- F1 return to Screen 15
- F16 from Screen 15 goes to Screen 4
- F12 from Screen 4 goes to Screen 23

- Screen 23
From this screen, add or modify Principal Users
- To add
F6 Add Principal User
- To Modify
F9 Modify Principal User

Display Principal User

Project Number: 0500-00007-044-OOD 0000066667

PRINCIPAL USERS: (mark with a "X")

Scientist:	X	Extension Service:	—	Producer:	—
Other (specify):	—	_____			

USDA Action Agy:	X	AMS (2)	(3)	(4)	
Other Gov't Agy: (Identify)	—	_____			
Industry:	X	UNITED SOYBEAN BOARD	(name or Description)	_____	

6)Add PRINCIPAL USER

16)Return

9)Modify PRINCIPAL USER

32)Fast Exit

- F6 goes to Screen 24

- Screen 24
At this screen, mark the Principal Users with an X
Then
F1 Add & Return

If any of the following fields are marked with an X, then a more specific description is required:

1. Other (Description)
2. USDA Action Agency (F2, F3, F4 will show Agencies)
3. Other Gov't Agency (Federal, State or Local)
4. Industry (Name or description of the Industry)

Select Action Agencies, if any, using F2, F3, or F4

Modify Principal User

Project Number: 0500-00007-044-OOD 0000066667

PRINCIPAL USERS: (mark with a "X")

Scientist:	X	Extension Service:	_	Producer:	_
Other (specify):	_	AID_____			

USDA Action Agy:	_	(2)	(3)	(4)	
Other Gov't Agy: (Identify)	_	_____			

Industry:	_	Growmark_____	(Name or Description)		

1)Add & Return	Action Agency Keys	13)Help Screens
	2)Select Action Agency (2)	
	3)Select Action Agency (3)	
	4)Select Action Agency (4)	16)Return

- F2, 3 or 4 goes to Screen 24A
- F1 returns to Screen 23
- Screen 24A
From this screen, select Action Agency, if any

F7 will search on Keyword, if desired

Then

Mark Action Agency with cursor position or X

Then

F1 Accept Keyword

List ACTION AGENCY 115	Choose by cursor position or X's	
	Action Agency	
Keyword	Type	Description
- ADD	G	Administration on Developmental Disabilities
- AID	G	Agency for International Development
- AMS	U	Agricultural Marketing Service
- APHIS	U	Animal and Plant Health Inspection Service
- BLM	G	Bureau of Land Management
- BOS	G	Bureau of Standards
- CDC	G	Center for Disease Control
- DOD	G	Dept. of Defense (includes all services)
- DOE	G	Dept. of Energy
- DOI	G	Dept. of the Interior
- DOT	G	Dept. of Transportation

1) Accept Keyword	7) Search	15) Output
3) Mark	19) Clear	17) Display Print
5) Next	21) Last	30) Print Remote
		18) Macsoft 31) VsCom
		16) Return 32) Fast Exit

- F1 returns to Screen 24
Then
F1 Add & Return returns to Screen 23
- F9 from Screen 23 goes to Screen 24B

- Screen 24B
From screen modify principal users
Then
F1 Modify & Return

From this screen, select Action Agency, if any, as per Screen 24 and 24A

Modify Principal Users

Project Number: 0500-00007-044-OOD 0000066667

PRINCIPAL USERS: (mark with a "X")

Scientist:	X	Extension Service:	–	Producer:	–
Other (specify):	–	_____			

USDA Action Agy:	X	AMS (2)	(3)	(4)	
Other Gov't Agy: (Identify)	–	_____			

Industry:	X	UNITED SOYBEAN BOARD	(name or Description)		

1)Modify & Return

Action Agency Keys

13)Help Screens

2)Select Action Agency (2)

3)Select Action Agency (3)

4)Select Action Agency (4)

16) Return

- F1 return to Screen 23
- F16 from Screen 23 returns to Screen 4
- F13 from Screen 4 goes to Screen 25

- Screen 25
From this Screen, modify the Interpretive Summary
F9 Modify
- From this screen, a NEW Interpretive Summary file maybe added **if one hasn't been added before but is now required**
F6 Add

Display Interpretive Summary

Project Number: 0500-00007-044-OOD 0000066667

Sudden death syndrome (SDS) of soybean is caused by *Fusarium solani*, a soilborne fungus that has been reported in most major soybean production areas in the United States. Losses of more than 20W have been recorded from farmer's fields. The USDA Soybean Germplasm collection consists of over 16,000 accessions, Which until now has not been systematically screened for SDS resistance. In this report we inoculated over 800 soybeans entries with *F. solani* and recorded their responses to infection by evaluating foliar symptoms of the disease. Several of the newl acquired Chinese PIs were found to have high levels of SDS resistance and are new sources of resistance not yet utilized in developing SDS resistant soybean cultivars. This information will provide the basis for utilizing ne sources of resistance for soybean breeding programs throughout the midwest.

	6)Add	16)Return
3)Next Text Data	9)Modify	32)Fast Exit

- F9 goes to Screen 26

- Screen 26
From this screen, modify by typing corrections
OR
Add an ASCII file which overwrites the entire screen
Then
F1 Modify Summary
- Screen 26 Options
F15 Erase Text erases all text on screen
F10 will display ASCII files in the print library

Modify Interpretive Summary

Project Number: 0500-00007-044-00D ASCII File Name:00000000 OR ENTER TEXT
Sudden death syndrome (SDS) of soybean is caused by *Fusarium solani*, a soilborn fungus that has been reported in most major soybean production areas in the United States. Losses of more than 20% have been recorded from farmer's fields. The USDA Soybean Germplasm collection consists of over 16,000 accessions, which until now has not been systematicall screened for SDS resistance. In this report we inoculated over 800 soybean entries with *F. Solani* and recorded their responses to infection by evaluating foliar symptoms of the disease. Several of the newl acquired Chinese Pis were found to have high levels of SDS resistance are new sources of resistance not yet utilized in developing SDS resistant soybean cultivars. This information will provide the basis for utilizing new sources of resistance for soybean breeding programs throughout the Midwest.

1)Modify Summary	3)Additional Text Data	13)Help Screens
	10)Display ASCII Files	15)Erase Text
		16)Return

- F1 returns to Screen 25
- F16 from Screen 25 returns to Screen 4
- F6 from Screen 25 goes to Screen 27

- Screen 27
From this Screen, a NEW Interpretive Summary file may be added if one hasn't been added before but is now required
- Add ASCII file name
Then
F1 Add Summary and Return
Then
F16 Return
- Screen 26 Options
F10 will display ASCII files in the print library

Interpretive Summary

Project Number: 0500-00007-044-00D 0000066667

ASCII File Name: 00000000

1)Add Summary and Return

10)Display ASCII Files

13)Help Screens

16)Return

- F16 returns to Screen 25
- F16 from Screen 25 returns to Screen 4
- F14 from Screen 4 goes to Screen 28

- Screen 28
From this screen, Modify Technical Abstract using the same screens as were used for modifying the Interpretive Summary

Display Technical Abstract

Project Number: 0500-00007-044-00D 0000066667

Over 800 soybean (*Glycine max.*) genotypes representing newly acquired plant introduction (PIs) from central China, a set of entries with soybean cyst nematode resistance, a set of ancestral lines representing 95k of the genes in

modern U.S. cultivars, and a set of selected modern cultivars and experimental lines were screened for resistance to *Fusarium solani*, the causal organism of soybean sudden death syndrome (SDS). Of the 728 plant introductions from China, PIs 567.315, 567.441C, 567.650B, and 567.664 had mean SDS severities that were significant ($P=0.05$) lower than PI 520.733 in one of the tests and PI 567.374 had mean SDS severities that were significant ($P=0.05$) lower than PI 520.733 in both tests. Of the 16 soybean cyst nematode resistant entries tested, none had SDS severity ratings significantly lower than PI 520.733, although cvs. Bell, CN290, Hartwig, Jack and Peking had

lower ratings than PI 520.733 in one of two tests. Of the 36 ancestral lines, PIs 180.501 and 438.477 had SDS severity ratings below the mean SDS severity ratings of the set in two experiments. Among the modern cultivars and

experimental lines, none had an SDS severity rating lower than PI 520.733. Several of the newly acquired Chinese PIs represent high levels of SDS resistance and are new sources of resistance not yet utilized in developing SDS resistant soybean

	6)Add	16)Return
3)Next Text Data	9)Modify	32)Fast Exit

- F16 from Screen 28 returns to Screen 4 where fields can be modified by selecting F keys

SIGNATURE APPROVAL TO MOVE TO NEXT LEVEL

- Screen 1
From this screen, select
F8 Work ARS115

WANG OFFICE	MANAGEMENT UNIT	AGENCY RETRIEVALS
1 Mailbox	7 Work 416-425-550-421	19Active416-425-550-115
2 Send Memo	8 Work ARS115	20 Briefing Packet
3 Distribution	9 NPS Review	21 Reports Menu
4 Confirmation	10 REE Data Collection	22 Active IA System
5 User Administration	11 Post - Doc Programs	23 Personnel File
6 Office Training	12 FTIS	24 Post - Doc Programs
	13 Reference Tables	25 Inventions/Patents
	14 Annual 421 (NEW)	26 Mission Statements
	15 TINS	27 Active RATS
OTHER FUNCTIONS		MISC. FILES
16 Logoff		28 Mode Code
17 Display Print		29 Strategic Plan
18 Macsoft File Trans.		30 Print Remote
31 VsCom File Transfer		

- Screen 2
From this screen, select
F1 Work/Unofficial 115 Records

115 Menu (RL Module)

ARS 115 Menu

1) Work / Unofficial 115 Records

2) Active / Official Records

3) Work Status 115

17) Display Reports

30) Print Remote

18) Macsoft

31) VsCom

16) Return

- Screen 4
From this screen, select F15 Signature

Display Work ARS 115

Project Number: 0500-00007-044-00D Log: 0000066667 Creation Date: 11/01/1996
 Mode Code: 36-11-25-00 STP Codes: 2244
 URBANA, ILLINOIS
 CROP PROTECTION RESEARC

Submitter: WAX LOYD M 0471 GM 15 Number: (217)333-9653
 Contact Scientist: HARTMAN GLEN L 0434 GS 12
 Address: USDA/ARS/MWA/CROP PROT UN Telephone Numbers:
 1102 S GOODWIN AVENUE FTS:
 City: URBANA Comm: (217)244-3258
 State & Zipcode: IL 61801 FAX: (217)333-5251
 EMail Address: g.hartman@uiuc.edu

Manuscript Peer Reviewed: W (Y,N,W) Cleared by Cooperative Agency: Y (Y N)
 Abstract Only: N (Y N) Frst Formal Rpt othr than Abstract: Y (Y N)

Manuscript Title:
 GERMPLOSM EVALUATION OF GLYCINE MAX FOR RESISTANCE TO FUSARIUM SOLANI,
 THE CAUSAL ORGANISM OF SUDDEN DEATH SYNDROME

	10)PUB/ACCDT/PATENT	13)INTERP SUMMARY	31)Help
8)Delete	11)AUTHORS	14)TECH ABSTRACT	16)Return
9)Modify	12)PRINCIPAL USER	15)SIGNATURE	32) Fast Exit

- Screen 6
Enter Research Leader's name
First Name (1 space) Middle Initial (1 space) Last Name e.g.,
JOHN R DOE

Add RL Signature

Project Number: 0500-00007-044-00D 0000066667

Title	Name	Date	Sensitive Appr/Disap (Y N)
-------	------	------	-------------------------------

Research Leader:

CD/LD/DAD:

Area Dir

NPL:

NPS ADA:

OCI Dir:

1)Approve Record

16)Return

- Approval Date is system generated
- Sensitive Designation "N" is system generated
See **HELP** below

HELP

A list of sensitive subject matter issues has been published by National Program Staff. This list applies to ALL Publication Types listed in Matrix. The RL must note, with the signature, "Yes" or "No" whether the ARS-115 should be considered sensitive in subject matter, and each succeeding level of approval must also note, with the signature, a determination on sensitive material. Each level has the individual option of determination, and may or may not, nor has to, agree with the preceding decision. ARS-115s marked "Yes" for "sensitive" move to NPS for a final review before going into TEKTRAN, and the "sensitive" designation serves to notify AD and NPS of research in these important areas.

Delay the submission of research findings to the journal or meeting until the ARS-115 marked "sensitive" is approved in RMIS by NPS. Rarely are manuscript approvals substantially delayed by this process.

- Then
A for Approved (Record will move to NEXT HIGHER level for approval)
OR
D for Disapproved (Record will move to the NEXT LOWER level of approval chain until it is at the RL level)
Then
F1 Approve Record
- Screen 6A
This screen shows the signature added

Display Signatur

Project Number: 0500-00007-044-00D 0000066667

Title	Name	Date	Sensitive (Y N)	Appr/Disap
Research Leader:	LOYD W. WAX	11/27/1996	N	A

CD/LD/DAD:

Area Dir

NPL:

NPS ADA:

OCI Dir:

1)Return No Action Taken	OR	16)Return After Adding Signature
	6)Add Signature	
	9)Modify Signature	

- Then
F16 Return After Adding Signature
OR
- If you change your mind or find you have made a data entry error, select
F1 Return No Action Taken
NOTE: Entry of A for Approved will send this Request for Manuscript Publication to the CD/LD/DAD or Area Level, where further access to

this record is denied until it is released to the Active database (unless the request is Disapproved by the CD/LD/DAD or Area Director and returns to the NEXT LOWER LEVEL).

- Screen 6A
From this screen, **MODIFY** signature of Approving Official.
F9 Modify

Display Signatur

Project Number: 0500-00007-044-00D 0000066667

Title	Name	Date	Sensitive (Y N)	Appr/Disap
Research Leader:	LOYD W. WAX	11/27/1996	N	A

CD/LD/DAD:

Area Dir

NPL:

NPS ADA:

OCI Dir:

1)Return No Action Taken

OR

16)Return After Adding Signature

6)Add Signature

9)Modify Signature

- F9 goes to Screen 6B

- Screen 6B
Enter Approving Official's name
Then Sensitive designation
Then A for approval
Then
F1 Modify Signature

Modify RL Signature

Project Number: 0500-00007-044-00D 0000066667

Title	Name	Date	Sensitive (Y N)	Appr/Disap
Research Leader:	LOYD W. WAX	11/27/1996	N	A

CD/LD/DAD:

Area Dir

NPL:

NPS ADA:

OCI Dir:

1)Modify Signature

13)Help Screen

16)Return

- F1 returns to Screen 6A
Then
F16 Return After Adding Signature
OR
- If you change your mind or find you have made a data entry error, select
F1 Return No Action Taken
- F16 or F1 from Screen 6A returns to Screen 3

DELETE 115

If a 115 Manuscript work record does not require any approval action, it must be deleted from the Work File. It is the user's responsibility to move records requiring action/approval to the next higher level as soon as data input is complete.

- Screen 1
From this screen, select
F8 Work ARS115

WANG OFFICE	MANAGEMENT UNIT	AGENCY RETRIEVALS
1 Mailbox	7 Work 416-425-550-421	19Active416-425-550-115
2 Send Memo	8 Work ARS115	20 Briefing Packet
3 Distribution	9 NPS Revie	21 Reports Menu
4 Confirmation	10 REE Data Collection	22 Active IA System
5 User Administration	11 Post - Doc Programs	23 Personnel File
6 Office Training	12 FTIS	24 Post - Doc Programs
	13 Reference Tables	25 Inventions/Patents
	14 Annual 421 (NEW)	26 Mission Statements
	15 TINS	27 Active RATS
OTHER FUNCTIONS		MISC. FILES
16 Logoff		28 Mode Code
17 Display Print		29 Strategic Plan
18 Macsoft File Trans.		30 Print Remote
31 VsCom File Transfe		

- Screen 2
From this screen, select
F1 Work/Unofficial 115 Records

115 Menu (RL Module)

ARS 115 Menu

1) Work / Unofficial 115 Records

2) Active / Official Records

3) Work Status 115

17) Display Reports

30) Print Remote

18) Macsoft

31) VsCom

16) Return

- Screen 3
From this screen, position cursor on 115 to be deleted
Then
F1 Display 115

List Work 115s Choose by cursor position or X's

Agricultural Research Service
Work 115 Tektran Records

Project Number	Creation		Mode Code	Submitte	ABS	Only	Prt
	Log Number	Date					
_ 3611-22000-008-OOD	0000066666	07/15/1996	36-11-25-00	WAX	LOYD M	N	N
_ 0500-00007-044-OOD	0000066667	11/01/1996	36-11-25-00	WAX	LOYD M	N	N

1)Display	6)Add 115	12)Approve Multiple 115s	13)Help Screen
	7)Search 115		17)Disp Rpts
3)Mark	19)Clea		30)Print Remote
	10)Print 115 Document(s)		18)Macsoft 31)VsCom
			16)Rtrn 32)FstExt

- Screen 4
This screen shows the selected 115
Select F8 Delete

Display Work ARS 115

Project Number: 0500-00007-044-OOD Log: 0000066667 Creation Date: 11/01/1996
 Mode Code: 36-11-25-00 STP Codes: 2244
 URBANA, ILLINOIS
 CROP PROTECTION RESEARC

Submitter: WAX LOYD M 0471 GM 15 Number: (217)333-9653
 Contact Scientist: HARTMAN GLEN L 0434 GS 12
 Address: USDA/ARS/MWA/CROP PROT UN Telephone Numbers:
 1102 S GOODWIN AVENUE FTS:
 City: URBANA Comm: (217)244-3258
 State & Zipcode: IL 61801 FAX: (217)333-5251
 EMail Address: g.hartman@uiuc.edu

Manuscript Peer Reviewed: W (Y,N,W) Cleared by Cooperative Agency: Y (Y N)
 Abstract Only: N (Y N) Frst Formal Rpt othr than Abstract: Y (Y N)

Manuscript Title:
 GERMPLASM EVALUATION OF GLYCINE MAX FOR RESISTANCE TO FUSARIUM SOLANI,
 THE CAUSAL ORGANISM OF SUDDEN DEATH SYNDROME

	10)PUB/ACCDT/PATENT	13)INTERP SUMMARY	31)Help
8)Delete	11)AUTHORS	14)TECH ABSTRACT	16)Return
5)Next 21)Last 9)Modify	12) PRINCIPAL USER	15) SIGNATURE	32) Fast Exit

- Screen 5
From this screen
Select
F1 Delete 115
- Once the 115 is deleted, the screen will either show another 115 in the work file or a screen that says Nothing to display

Then, from that screen
F16 Return, returns to Screen 3

Delete W115ARS

Project Number: 0500-00007-044-OOD Log: 0000066667 Creation Date: 11/01/1996

Mode Code: 36-11-25-00

STP Codes: 2244

URBANA, ILLINOIS

CROP PROTECTION RESEARC

Submitter: WAX LOYD M

0471 GM 15 Number: (217)333-9653

Contact Scientist: HARTMAN GLEN L

0434 GS 12

Address: USDA/ARS/MWA/CROP PROT UN
 1102 S GOODWIN AVENUE

Telephone Numbers:
FTS:

City: URBANA

Comm: (217)244-3258

State & Zipcode: IL 61801

FAX: (217)333-5251

E-Mail Address: g.hartman@uiuc.edu

Manuscript Peer Reviewed: W (Y,N,W)

Cleared by Cooperative Agency: Y (Y N)

Abstract Only: N (Y N)

Frst Formal Rpt othr than Abstract: Y (Y N)

Manuscript Title:

GERMPLASM EVALUATION OF GLYCINE MAX FOR RESISTANCE TO FUSARIUM SOLANI,
THE CAUSAL ORGANISM OF SUDDEN DEATH SYNDROME

1)Delete 115

16)Return

WORK STATUS 115

This program is used to check status of 115 Action at any level (Management Unit Level, Area Level, or OCI Level). If a 115 action is shown at any level in Work Status, no other level can modify it. If any records are listed at user level and there is NO ACTION pending, please release the record by DELETING it.

- Screen 1
From this screen, select
F8 Work ARS115

WANG OFFICE	MANAGEMENT UNIT	AGENCY RETRIEVALS
1 Mailbox	7 Work 416-425-550-421	19Active416-425-550-115
2 Send Memo	8 Work ARS115	20 Briefing Packet
3 Distribution	9 NPS Revie	21 Reports Menu
4 Confirmation	10 REE Data Collection	22 Active IA System
5 User Administration	11 Post - Doc Programs	23 Personnel File
6 Office Training	12 FTIS	24 Post - Doc Programs
	13 Reference Tables	25 Inventions/Patents
	14 Annual 421 (NEW)	26 Mission Statements
	15 TINS	27 Active RATS
OTHER FUNCTIONS		MISC. FILES
16 Logoff		28 Mode Code
17 Display Print		29 Strategic Plan
18 Macsoft File Trans.		30 Print Remote
31 VsCom File Transfe		

- Screen 2
From this screen, select
F3 Work Status 115

115 Menu (RL Module)

ARS 115 Menu

1) Work / Unofficial 115 Records

2) Active / Official Records

3) Work Status 115

17) Display Reports

30) Print Remote

18) Macsoft

31) VsCom

16) Return

- Screen 3
This screen displays the Project Number, Log Number, Creation Date, Mode Code, Submission Level, Abstract Only, and Print Status.

Screen 3 Options

F1 displays (shows) the 115 but won't allow modifications
 F7 may be used to search for a 115 log number
 F8 may be used to display the status of a 115 at NPS level
 F10 may be used to print the 115

RL LEVEL - 115 is in RL workfile. User should check that an action is required, if not, delete 115
 CD/LD/DAD/LEVEL - 115 in approval process
 AREA LEVEL - 115 in approval process
 OCI LEVEL - 115 in approval process
 NPS LEVEL - 115 in approval process
 NPS APPROVED - 115 action approved. 115 will be official next day and available to print active file record
 AREA TO OVERNIGHT - 115 action approved. 115 will be official next day and available to print active file record

List 115 Work Status

Choose by cursor position or X's

Agricultural Research Service
 Work 115 Tektran Records

Project Numbe	Log Number	Creation Date	Mode Code	Submission Level	ABS Only	Prt St
- 0500-00043-009-OOD	0000077055	11/20/1996	36-11-25-00	AREA LEVEL	Y	N
- 3611-22000-007-OOD	0000077056	11/20/1996	36-11-25-00	AREA LEVEL	Y	N
- 3611-22000-007-OOD	0000077057	11/20/1996	36-11-25-00	AREA LEVEL	Y	N
- 0500-0007-044-OOD	0000073045	07/15/1996	36-11-25-00	RL LEVEL	N	N
- 3611-22000-008-OOD	0000076963	11/18/1996	36-11-25-00	RL LEVEL	N	N
- 3611-22000-008-OOD	0000077058	11/20/1996	36-11-25-00	RL LEVEL	Y	N

1)Display Work 115	7)Search 115	17)Display Rpts
3)Mark	19)Clear	8)NPS Revie
		30)Print Remote
		18)Macsoft
		31)V'sCom
	10)Print 115 Document(s)	16)Return
		32)Fast Exit

- F16 Return returns to Screen 2

- Screen 4
This screen displays NPS Review of 115

Display NPS Review 115

Project Number: 0500-00043-009-00D Creation Date: 11/20/1996 Occurrence: 1
 115 Title: Mode Code: 36 11 25 00
 WEED CONTROL IN GLUFOSINATE RESISTANT SOYBEANS, URBANA, ILLINOIS, 1996

Date Received by NPS (Room 130): 12/04/1996 Forwarded: 12/04/1996

Forward to:		Date Rcv'd	Forwarded
Resp NPL: 0013	Dale A. Bucks	12/04/1996	12/04/1996
ADA: 0079	Judith B. St. John	12/04/1996	2/09/1996 (Sent to OCI)

Status: A (A)pproved, (D)isapproved, (H)old, (R)evuew Status Date 12/09/199
 Comments:

5)Next	21)Last	15) Send	16) Return
			32) FastExit

- F16 returns to Screen 3

CORRECTING 115 IN THE ACTIVE FILE

- Screen 1
From this screen, select
F8 Work ARS115

WANG OFFICE	MANAGEMENT UNIT	AGENCY RETRIEVALS
1 Mailbox	7 Work 416-425-550-421	19Active416-425-550-115
2 Send Memo	8 Work ARS115	20 Briefing Packet
3 Distribution	9 NPS Revie	21 Reports Menu
4 Confirmation	10 REE Data Collection	22 Active IA System
5 User Administration	11 Post - Doc Programs	23 Personnel File
6 Office Training	12 FTIS	24 Post - Doc Programs
	13 Reference Tables	25 Inventions/Patents
	14 Annual 421 (NEW)	26 Mission Statements
	15 TINS	27 Active RATS
OTHER FUNCTIONS		MISC. FILES
16 Logoff		28 Mode Code
17 Display Print		29 Strategic Plan
18 Macsoft File Trans.		30 Print Remote
31 VsCom File Transfe		

- Screen 2
From this screen, select
F2 Active / Official Records

115 Menu (RL Module)

ARS 115 Menu

1) Work / Unofficial 115 Records

2) Active / Official Records

3) Work Status 115

17) Display Reports

30) Print Remote

18) Macsoft

31) VsCom

16) Return

- Screen 3
This screen shows 115s in the Active File
From this screen, choose by cursor position or X, record to be modified
Then
F6 Create Work Record
- Screen 3 Options
F7 Search Active 115 to find record

List Active ARS 115 Choose by cursor position or X's

Agricultural Research Service
Your Active ARS 115 Records
Current FY - Default

Project Number	Log Number Only	Creation Date	Mode Code	Submitte	ABS
_ 0500-00026-017-OOD	0000030269	11/02/1993	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030270	11/22/1993	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030271	11/22/1993	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030272	11/30/1993	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030273	07/19/1994	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030274	08/03/1994	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030275	10/27/1994	36-11-25-00	WAX LOYD M	Y
_ 0500-00043-009-OOD	0000030455	12/05/1994	36-11-25-00	WAX LOYD M	Y
_ 0500-00043-009-OOD	0000030456	12/07/1994	36-11-25-00	WAX LOYD M	Y
_ 0500-00043-009-OOD	0000030457	12/07/1994	36-11-25-00	WAX LOYD M	Y

1)Display	6)Create Work Record	17)Display Rpts
	7)Search Active 115	30)Print Remote
3)Mark	19)Clea	12)Modify Acceptance Date
		18)Macsoft 31)V\$Com
		16)Return
5)Next	21)Last	10)Print 115 Document
		32)Fast Exit

- Screen 3A
This screen displays Work 115 copied from Active successfully!!
Then
F16 Return

List Active ARS 115 Choose by cursor position or X's

Work 115 copied from Active successfully!!

Agricultural Research Service
Your Active ARS 115 Records
Current FY - Default

Project Number	Log Number Only	Creation Date	Mode Code	Submitte	ABS
_ 0500-00026-017-OOD	0000030269	11/02/1993	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030270	11/22/1993	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030271	11/22/1993	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030272	11/30/1993	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030273	07/19/1994	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030274	08/03/1994	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030275	10/27/1994	36-11-25-00	WAX LOYD M	Y
_ 0500-00043-009-OOD	0000030455	12/05/1994	36-11-25-00	WAX LOYD M	Y
_ 0500-00043-009-OOD	0000030456	12/07/1994	36-11-25-00	WAX LOYD M	Y
_ 0500-00043-009-OOD	0000030457	12/07/1994	36-11-25-00	WAX LOYD M	Y

1)Display	6)Create Work Record	17)Display Rpts
	7)Search Active 115	30)Print Remote
3)Mark	19)Clea	12)Modify Acceptance Date
		18)Macsoft
		31)VsCom
5)Next	21)Last	10)Print 115 Document
		16)Return
		32)Fast Exit

- F16 returns to Screen 2
- From Screen 2
Select
F1 Work / Unofficial 115 Recrods
And
Follow instructions to MODIFY ARS 115

JOURNAL ACCEPTANCE DATE

The Journal Acceptance Date is to be entered as soon as the scientist receives notification of acceptance of submission.

- Screen 1
From this screen, select
F8 Work ARS115

WANG OFFICE	MANAGEMENT UNIT	AGENCY RETRIEVALS
1 Mailbox	7 Work 416-425-550-421	19Active416-425-550-115
2 Send Memo	8 Work ARS115	20 Briefing Packet
3 Distribution	9 NPS Revie	21 Reports Menu
4 Confirmation	10 REE Data Collection	22 Active IA System
5 User Administration	11 Post - Doc Programs	23 Personnel File
6 Office Training	12 FTIS	24 Post - Doc Programs
	13 Reference Tables	25 Inventions/Patents
	14 Annual 421 (NEW)	26 Mission Statements
	15 TINS	27 Active RATS
OTHER FUNCTIONS		MISC. FILES
16 Logoff		28 Mode Code
17 Display Print		29 Strategic Plan
18 Macsoft File Trans.		30 Print Remote
31 VsCom File Transfe		

- Screen 2
From this screen, select
F2 Active /Official Records

115 Menu (RL Module)

ARS 115 Menu

1) Work / Unofficial 115 Records

2) Active / Official Records

3) Work Status 115

17) Display Reports

30) Print Remote

18) Macsoft

31) VsCom

16) Return

- Screen 3
From this screen, choose by cursor position or X, 115 to modify acceptance date
Then
F12 Modify Acceptance Date

Project Number	Log Number Only	Creation Date	Mode Code	Submitte	ABS
_ 0500-00026-017-OOD	0000030269	11/02/1993	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030270	11/22/1993	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030271	11/22/1993	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030272	11/30/1993	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030273	07/19/1994	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030274	08/03/1994	36-11-25-00	WAX LOYD M	Y
_ 0500-00026-017-OOD	0000030275	10/27/1994	36-11-25-00	WAX LOYD M	Y
_ 0500-00043-009-OOD	0000030455	12/05/1994	36-11-25-00	WAX LOYD M	Y
_ 0500-00043-009-OOD	0000030456	12/07/1994	36-11-25-00	WAX LOYD M	Y
_ 0500-00043-009-OOD	0000030457	12/07/1994	36-11-25-00	WAX LOYD M	Y

1)Display	6)Create Work Record	17)Display Rpts
	7)Search Active 115	30)Print Remote
3)Mark	19)Clea	12)Modify Acceptance Date
		18)Macsoft 31)VCom
		16)Return
5)Next	21)Last	10)Print 115 Document
		32)Fast Exit

- F12 goes to Screen 4
- F16 returns to Screen 2

- Screen 4
From this screen, complete Journal Acceptance Date
Then
F1 Modify

Modify A115ARS

Project Number: 0500-00007-044-OOD 0000066667

Journal or Equivalent: 02102 Journal Acceptance Date:
PLANT DISEASE

Publication Type: J PEER REVIEWED JOURNAL

J=Peer Reviewed Journal	T=Trade Journal	Z=Patent Application
A=Abstract	M=Monograph	V=Government Publication
P=Proceedings/Symposium	N=Research Notes	L=Literature Review
G=Germplasm Release	R=Review Article	O=Popular Publication
B=Book / Chapter	E=Experiment Station	X=Other

Previously Submitted: N (Y N)

P A T E N T I N F O R M A T I O N

Due to patent potential, is retention of intellectual property rights
desired? N (Y N)

If yes, submit a hard copy of the 115 to your patent advisor.

1) Modify

16) Return

- F1 returns to Screen 3
- Record remains in Active Database with the newly added Journal Acceptance Date

DETAIL BY AUTHOR REPORT

- Screen 1
From this screen select F19 Active416-425-550-115

WANG OFFICE	MANAGEMENT UNIT	AGENCY RETRIEVALS
1 Mailbox	7 Work 416-425-550-421	19Active416-425-550-115
2 Send Memo	8 Work ARS115	20 Briefing Packet
3 Distribution	9 NPS Revie	21 Reports Menu
4 Confirmation	10 REE Data Collection	22 Active IA System
5 User Administration	11 Post - Doc Programs	23 Personnel File
6 Office Training	12 FTIS	24 Post - Doc Programs
	13 Reference Tables	25 Inventions/Patents
	14 Annual 421 (NEW)	26 Mission Statements
	15 TINS	27 Active RATS
OTHER FUNCTIONS		MISC. FILES
16 Logoff		28 Mode Code
17 Display Print		29 Strategic Plan
18 Macsoft File Trans.		30 Print Remote
31 VsCom File Transfe		

- Screen 2
From this screen, select F22 115 Menu

Menu

Agricultural Research Service
Research Management Information System
Active Project Search

Select ONE of the following to Search:

- | | | |
|------------------|-------------------------|--------------------------|
| 1) TITLE/DATES | 10) SUB-ACTIVITY | 20) AD 421 MENU |
| 2) REMARKS | 11) SUB-COMMODITY | 21) MODECODE DESCRIPTION |
| 3) INVESTIGATORS | 12) SPECIAL CLASS | 22) ARS 115 MENU |
| 4) OBJECTIVE | 13) REGIONAL PROJ # | 23) ACTION AGENCY NEEDS |
| 5) APPROAC | 14) REE | 24) RESPONSIBILITY |
| 6) KEYWORDS | 15) PERMANENT BUDGET | 25) NSTC |
| 7) STP CODE | 17) BUDGET TRANSACTIONS | |
| 8) BASIC/APPLIED | 18) ARS 425 MENU | |
| 9) PRIME CLASS | 19) ARS 550 Menu | |

16) Return

- Screen 3
From this screen, select F3 Authors

ARS 115 MENU

- 1) Manuscript Title, Journal, etc
- 2) Principal User
- 3) Author
- 4) Patent Information
- 5) Interpretive Summary
- 6) Technical Abstract

16) Return

- Screen 4
 From this screen, select F20 All to clear screen
 Then
 Enter author's name, i.e., DOE&JOHN or ZWEIGE (if name is unique)
 Then
 F3 Next Search Criteria to go to next screen

Use HELP below Screen 4 for info re authors names

Search A115AUTH

? = any value ; = or : = range See 'Help' for Instructions

Author*: ? _____

Name*: ? _____

Author Series: ? _____

Author Grade: ? _____

Author Pay Plan: ? _____

Author Employer*: ? _____

Authorship: ? _____

Publication Type: ? _____

Project Number 1: ? _____

Project Number 2: ? _____

Project Number 3: ? _____

Project Number 4: ? _____

Project Type: D _____

Creation Date: ? _____

Mode Code 1: ? _____

Mode Code 2: ? _____

Enter) List	4)Clear	20)All	31)Help
1)Sort-Select	5)Or	21)Not	
			16)Return
3)Next Search Criteria			32)Fast Exit

HELP

If the Author's Name is not identical on each 115, or the Employer field does not contain an 8 digit Mode Code, the records will not tally together on the report. You may also want to look at the Journal or Equivalent field to see if entries are suitable. The report should be run early enough for approval by the author. If corrections are needed, use the instructions on how to Modify ARS 115.

- Screen 6
From this screen, select F14 Document Prints

List A115AUTH Choose by cursor position or X's

Project Number	Name	Employer	Approval Date
_ 3611-22000-007-OOD	WAX	LOYD M611-25-00	12/01/1995
_ 0500-00043-009-OOD	WAX	LOYD M611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M611-25-00	12/11/1995
_ 3611-22000-007-OOD	WAX	LOYD M611-25-00	12/11/1995
_ 3611-22000-007-OOD	WAX	LOYD M611-25-00	12/11/1995

1)Display				17)Display Print
3)Mark	19)Clear	10)GoTo Title/Dates Table	8)Macsoft	
				16)Return
5)Next	21)Last	14)Document Prints	32)Fast Exit	

- F14 goes to Screen 7

- Screen 7
From this screen, select F3 Mark
Then
F26 Detail by Author

List A115AUTH Choose by cursor position or X's

Project Numbe	Name		Employer	Approval Date
_ 3611-22000-007-OOD	WAX	LOYD M	3611-25-00	12/01/1995
_ 0500-00043-009-OOD	WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD	WAX	LOYD M	3611-25-00	12/11/1995
_ 3611-22000-007-OOD	WAX	LOYD M	3611-25-00	12/11/1995
_ 3611-22000-007-OOD	WAX	LOYD M	3611-25-00	12/11/1995

3)Mark	19)Clear	10)ARS 115 Print	22)Summ Pub by Autho	27)Help
		11)Tektran Full Rpt	23)Summ Pub by Locn	17)Display Pr
		12)Tektran Titles	24)Summ AShip by Author	18)Macsoft
5)Next	21)Last	13)Tektran Int Summ	25)Summ AShip by Locn	16)Return
9)115 Pub Stat		14)Tektran Tech Abst	26)Detail by Author	32)Fast Exit

- Screen 7A
This screen displays The Print File(s) has been Created!!

List A115AUTH Choose by cursor position or X's

The Print File(s) has been Created!!

Project Numbe	Name	Employer	Approval Date
_ 3611-22000-007-OOD WAX	LOYD M	3611-25-00	12/01/1995
_ 0500-00043-009-OOD WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD WAX	LOYD M	3611-25-00	12/11/1995
_ 0500-00043-009-OOD WAX	LOYD M	3611-25-00	12/11/1995
_ 3611-22000-007-OOD WAX	LOYD M	3611-25-00	12/11/1995
_ 3611-22000-007-OOD WAX	LOYD M	3611-25-00	12/11/1995

3)Mark	19)Clear	10)ARS 115 Print	22)Summ Pub by Autho	27)Help
		11)Tektran Full Rpt	23)Summ Pub by Locn	17)Display Pr
		12)Tektran Titles	24)Summ AShip by Author	18)Macsoft
5)Next	21)Last	13)Tektran Int Summ	25)Summ AShip by Locn	16)Return
9)115 Pub Stat		14)Tektran Tech Abst	26)Detail by Author	32)Fast Exit

- Print Detail by Author Report

F16 Return returns to screens which have F30 Print Remote, F31 VsCom, or F18 Macsoft which will print the report

OR

F32 Fast Exit returns to screens which have F30 Print Remote, F31 VsCom, or F18 Macsoft which will print the report

*HELP SCREENS ON DETAIL BY AUTHOR REPORTS

Help

- 22) Summ Pub by Author -- This function produces a Summary of Publication types by Authors. This report list all the ARS Authors associated with all the 115 projects marked and the number of publication types they produced.
- 23) Summ Pub By Locn -- This function produces a Summary of Publication types by Location. This report lists all the locations and the number of publications produced by the ARS authors of the associated 115 projects marked.
- 24) Summ AShip by Author -- This function produces a Summary of Authorship numbers by Authors. This report lists all the ARS Authors associated with all the 115 projects marked and the number of authorships they produced.
- 25) Summ AShip by Locn -- This function produces a Summary of Authorships by Location. This report lists all the locations and the number of authorships produced by the ARS authors of the associated 115 projects marked.
- 26) Detail by Author -- This function produces a detail report of the Authors and what they have produced. It lists the authorship, publication type, approval date, journal acceptance date, journal or equivalent, title of manuscript and the other associated authors for the 115 projects marked.