

**ARIS  
PLANT MATERIAL DOCKET  
INSTRUCTIONS TO USERS**

**PREPARED BY  
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970-492-7022  
September 21, 2004**

## ARIS Licenses/Inventions Section: Plant Material Docket Key

▼ = Drop-down menu block: select from the choices listed

? = LOV (List of Values) button: this button **must** be utilized whenever it is shown next to an information block

\* = Indicates **required** information (system will not allow the user to proceed to next screen until this information has been entered and saved)



= Square gray box: click on this box to transfer the information just entered by the user into the next section on the same screen

- = Bullet will represent specific instructions for data entry

**SAVE Icon** = looks like a small floppy disk at the top of the ARIS screen (just below the **H**elp field)

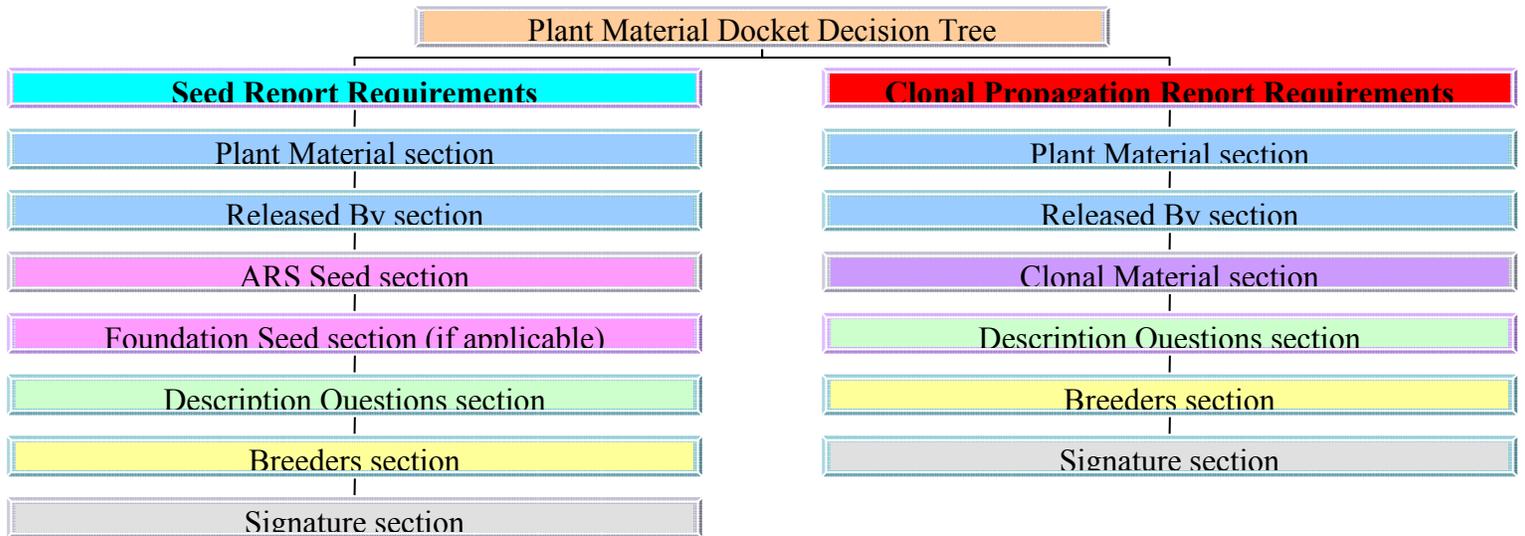
**Tips and/or Reminders:** helpful hints will be in *italics and bold* print

**Blocks shaded in pale/light yellow:** these blocks are not accessible for data entry, an error message will generate if the user tries to access these blocks

Blocks shaded in **darker** yellow: these blocks are accessible and normally require data entry by clicking on a specific button to add the information (*i.e.*, Add Organization button)

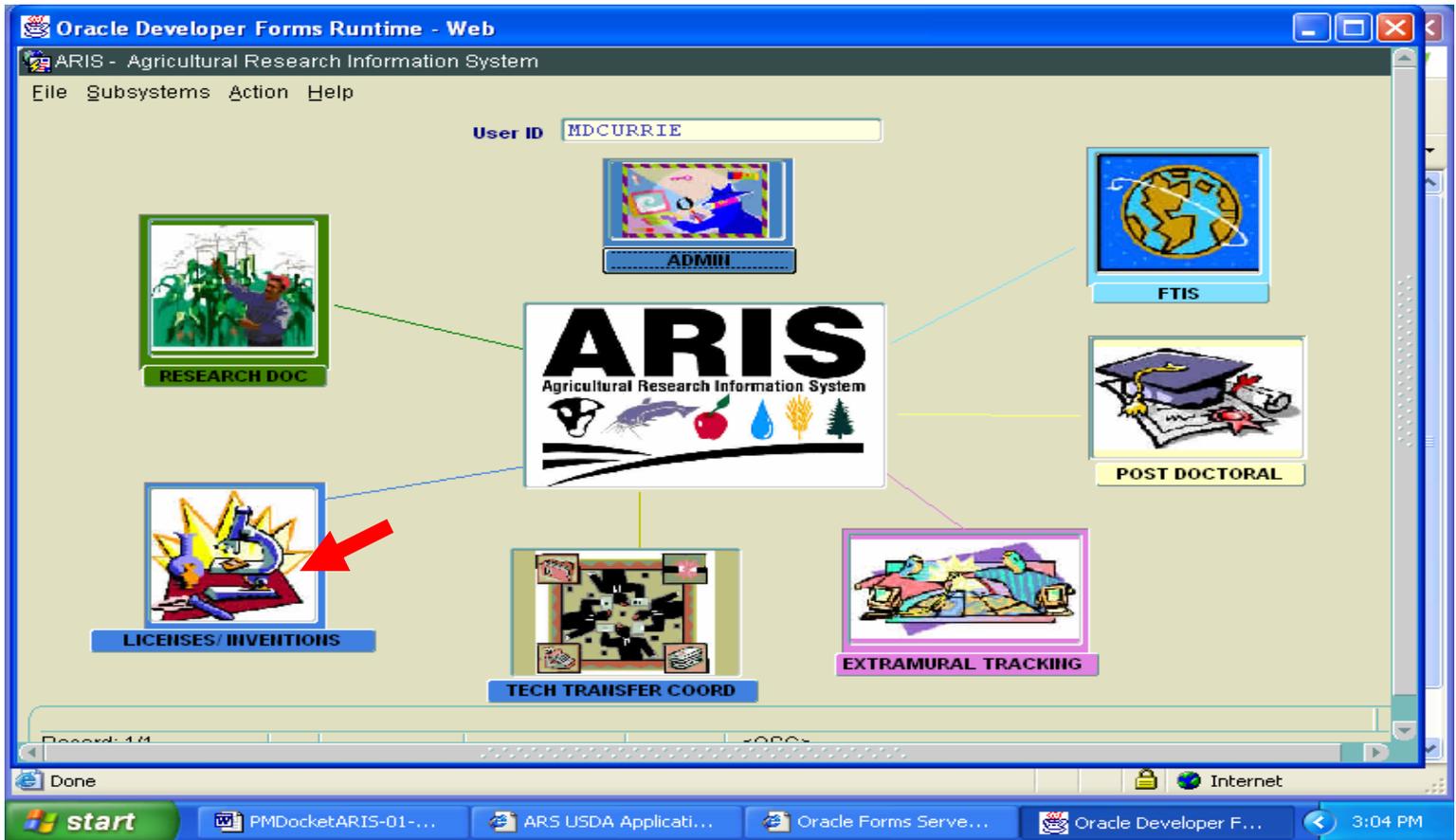
**Disclosure Description questions:** the response to these questions should be entered by using the copy/paste feature of the word processing program (WORD is the required program)

Moving from block to block: the user can Tab or place the cursor in the block

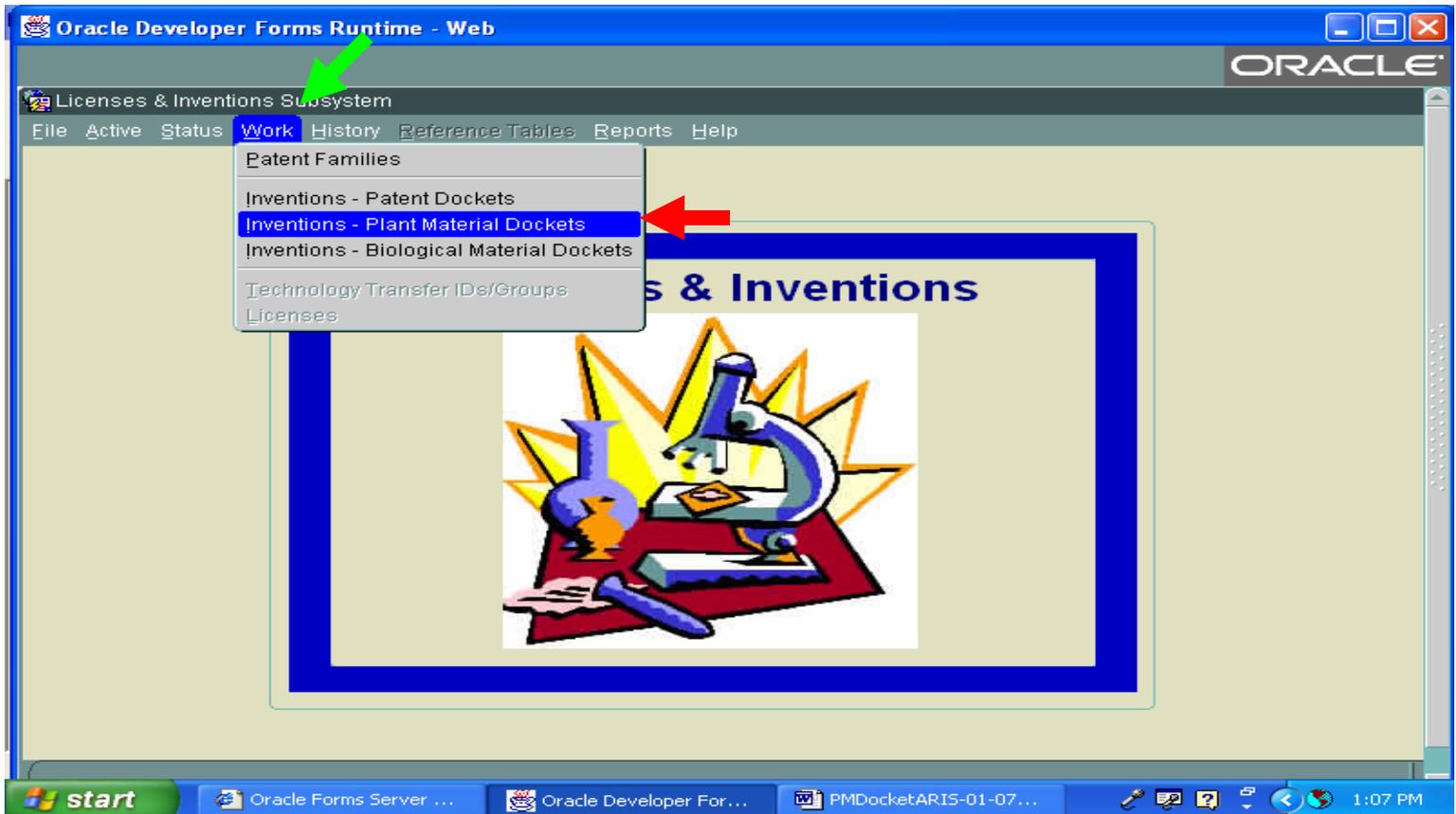


**TIPS:**

- Title, Phone and Fax numbers, and E-mail 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 (recommend using 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 data base, which is where the information is generated.

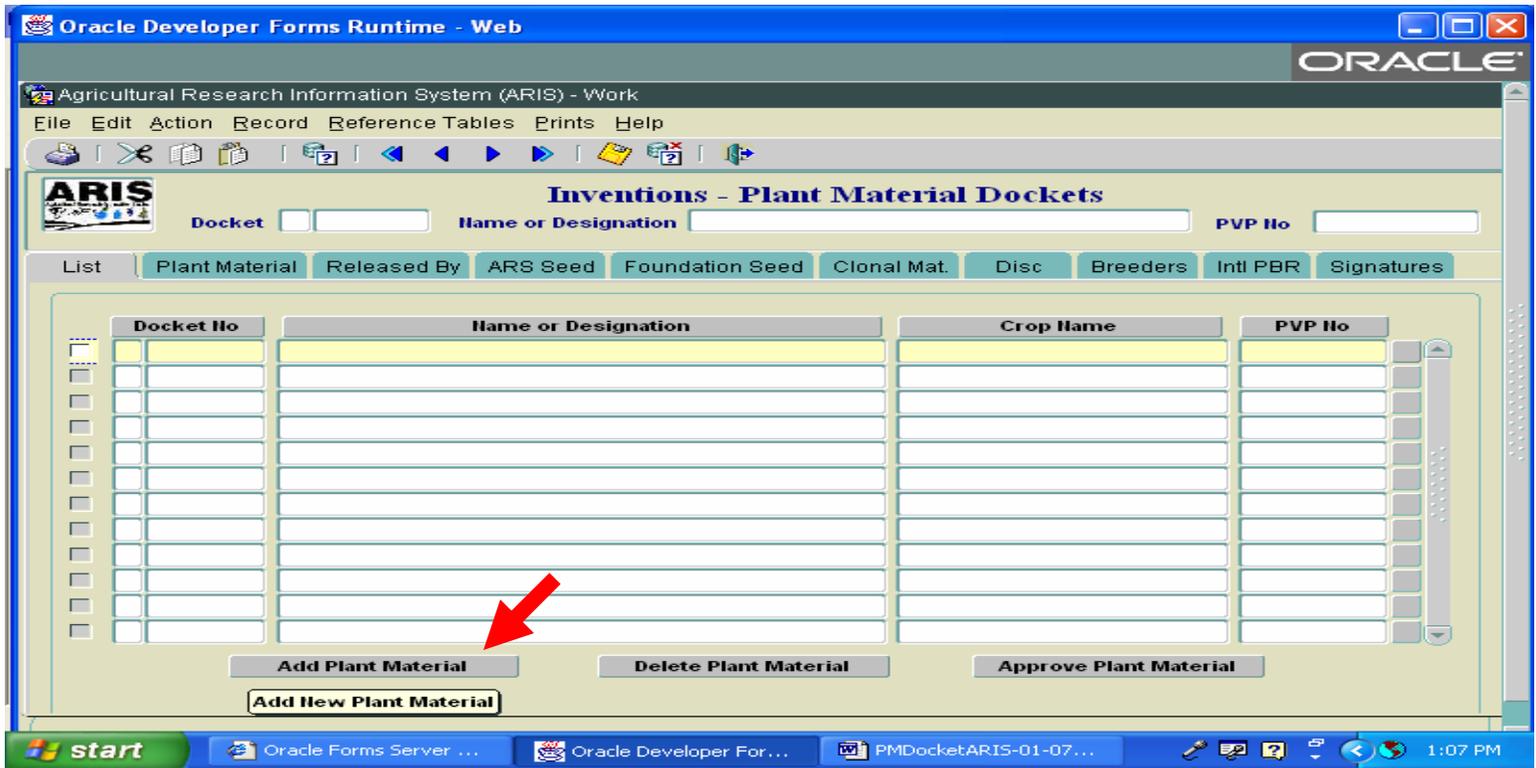


→ Click on the **Licenses/Inventions** module

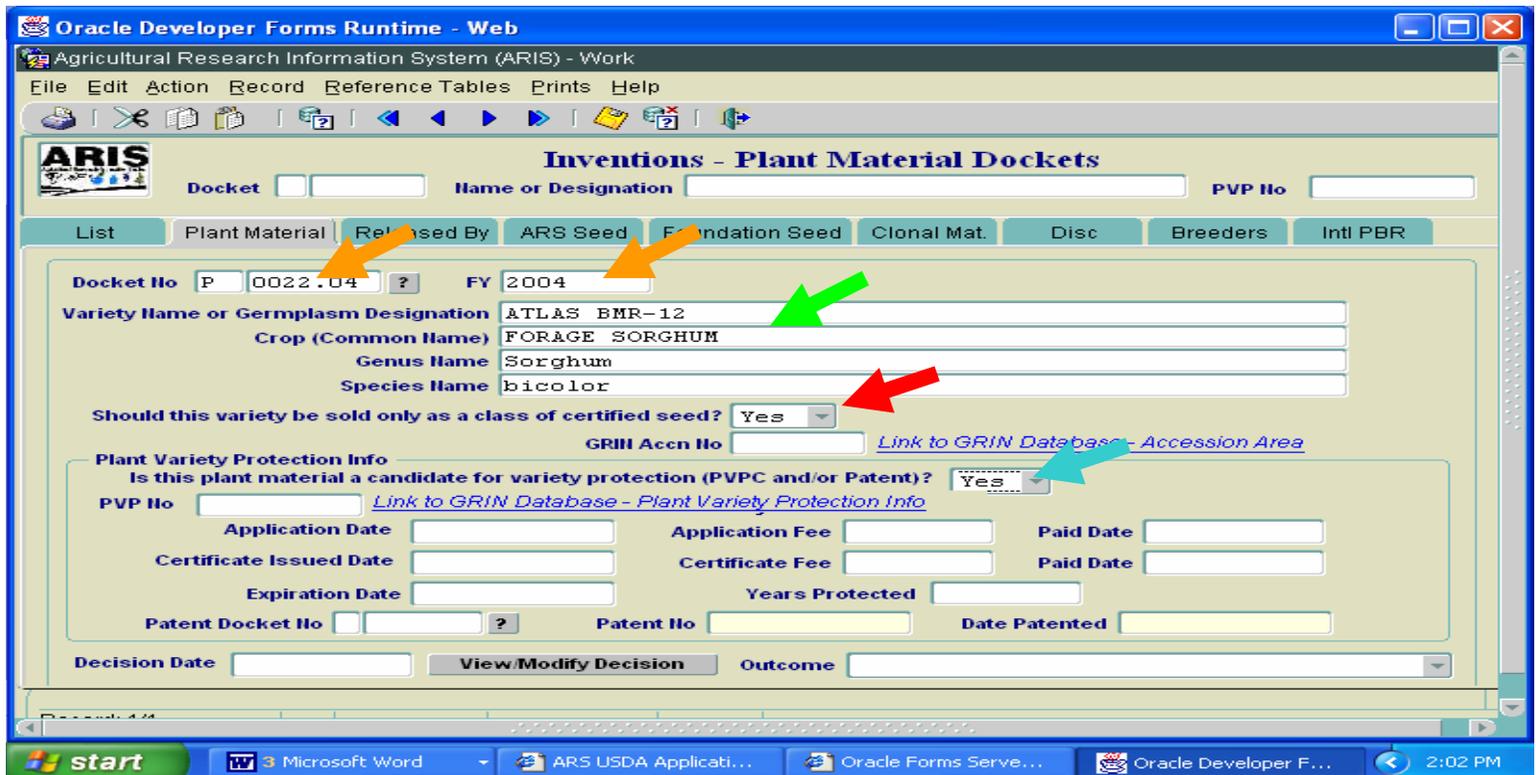


→ Select **W**ork

→ Select **I**nventions - Plant Material Dockets



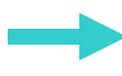
 Click on the **Add Plant Material** button

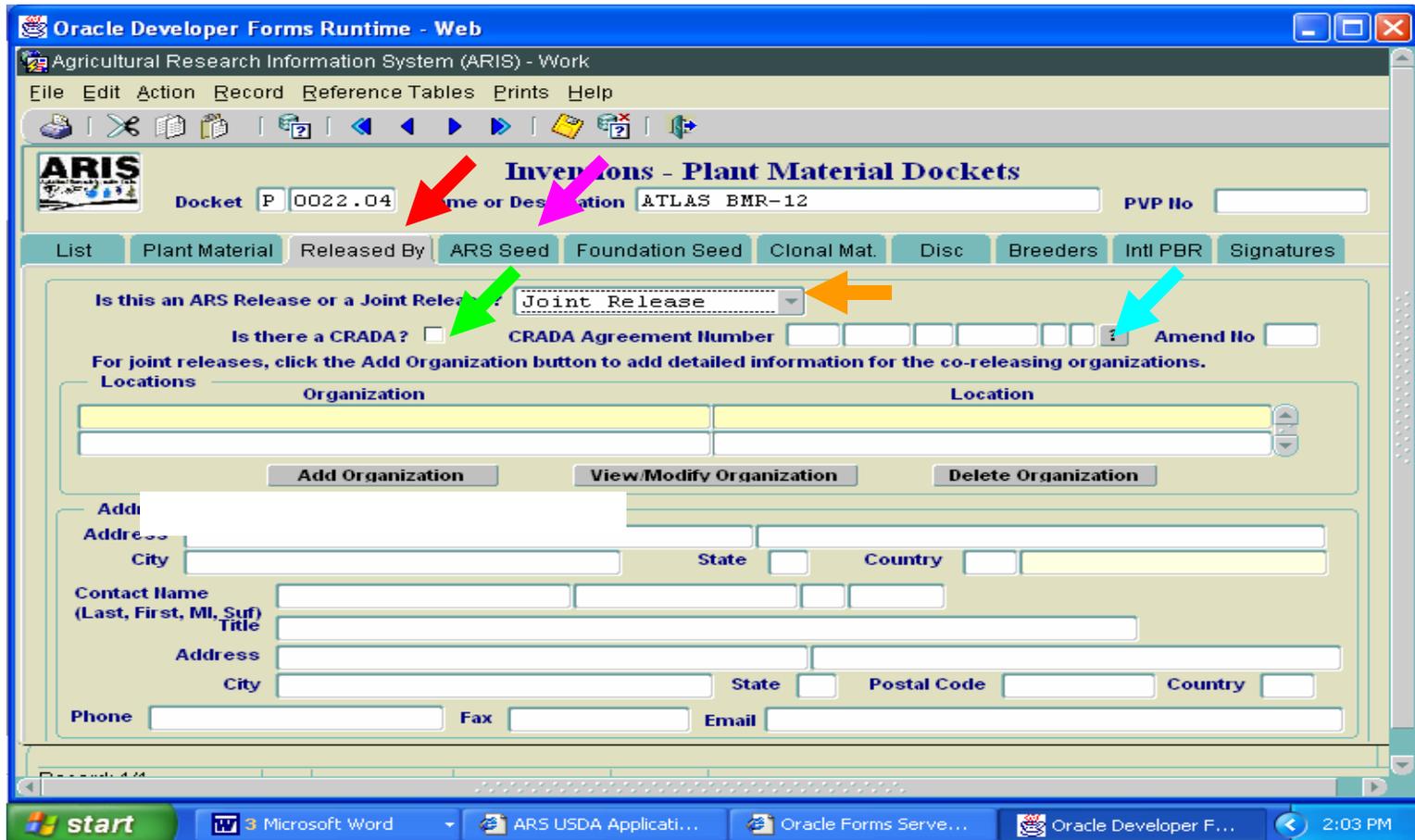


 Docket No. and FY will automatically default into their respective blocks when the screen is saved

 Enter the Variety Name/Germplasm Designation, Crop, Genus and Species information

 Click on the ▼ drop down menu button and select Yes or No to answer the certified seed question

 Click on the ▼ drop down menu button and select Yes or No to answer the variety protection question (The remainder of the information will be completed by OTT).



Click on the **Released By** tab



Click on the ▼ drop down menu button and select ARS or Joint Release (must be ARS or Joint, cannot be blank)

#### FOR AN ARS ONLY RELEASE:



Select ARS Release



Click on the **ARS Seed** tab

Proceed to Page 7 to continue

#### If the CRADA Agreement Number is not applicable, but Joint Release Organization information is:

Proceed to instructions starting on Page 5

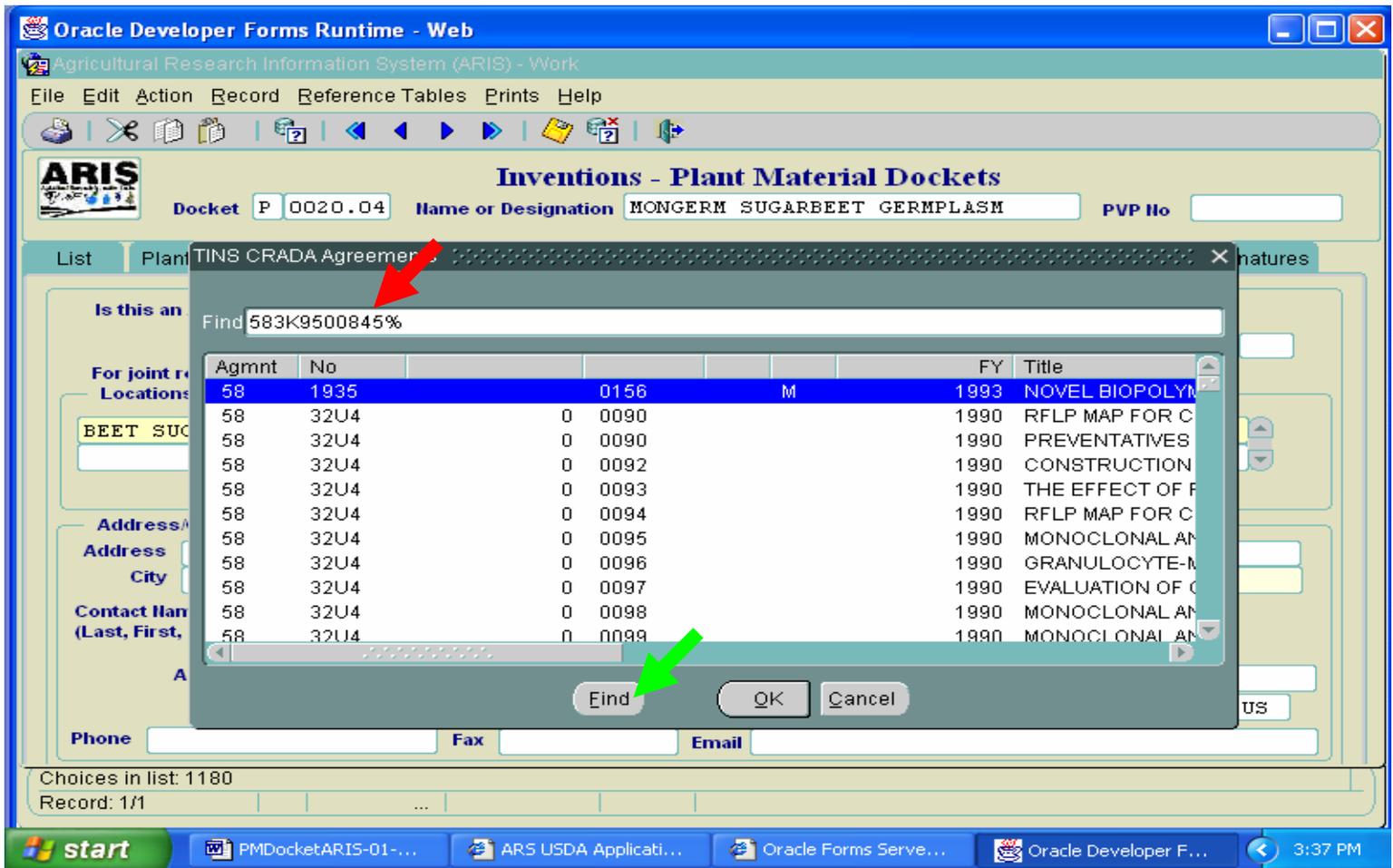
#### CRADA Agreement Number instructions: Below and Page 4



Place a ✓ in the **Is there a CRADA ?** block if this reports CRADA related information

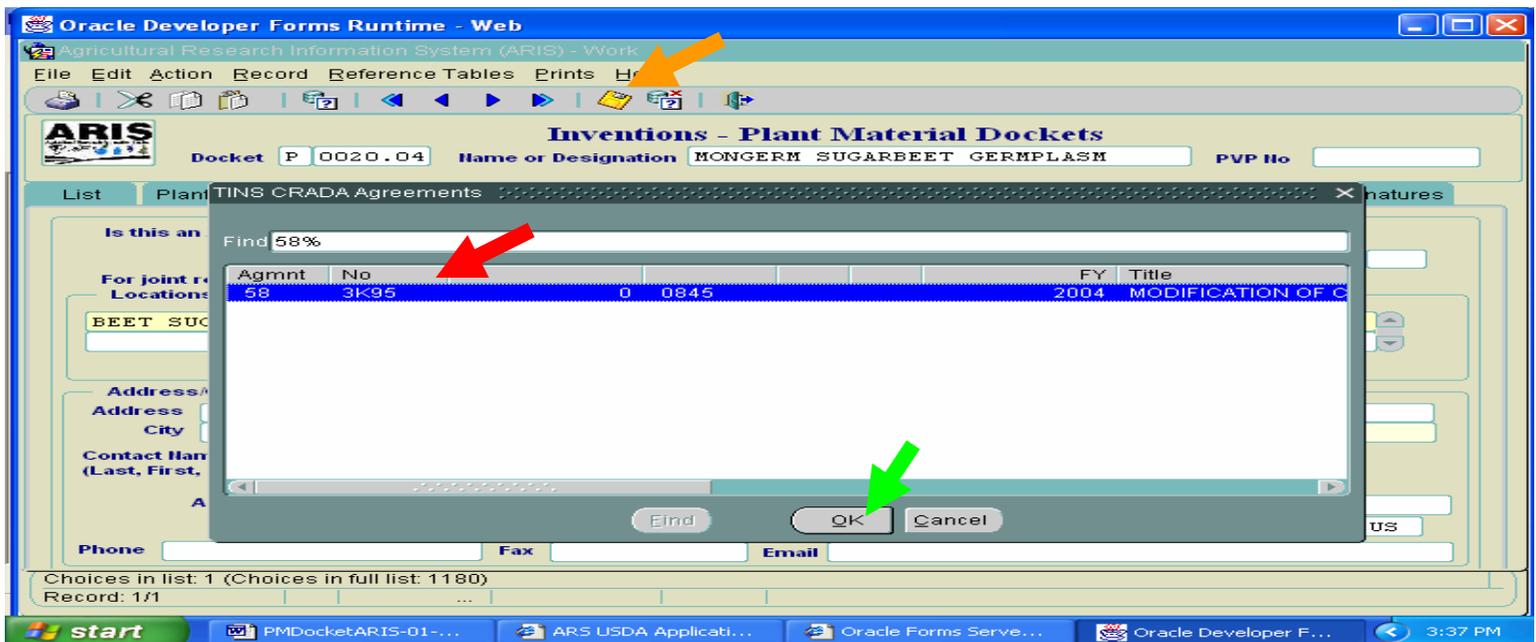


Click on the **LOV ?** button to search for the CRADA agreement number



 Enter the CRADA Agreement # in **front** of the LOV % symbol (do not use spaces or dashes)

 Click on the **Find** button or hit the Enter key



 The CRADA project number entered into the search block will appear

 Click on the **OK** button

 Click on the **SAVE** icon at the top of the screen

Joint Release Organization information must be completed when a CRADA Agreement # is entered

Oracle Developer Forms Runtime - Web  
 Agricultural Research Information System (ARIS) - Work  
 File Edit Action Record Reference Tables Prints Help  
 ARIS  
 Docket P 0022.04 Name or Designation ATLAS BMR-12 PVP No  
 List Plant Material Released By ARS Seed Foundation Seed Clonal Mat. Disc Breeders Intl PBR Signatures  
 Is this an ARS Release or a Joint Release? Joint Release  
 Is there a CRADA? CRADA Agreement Number Amend No  
 For joint releases, click the Add Organization button to add detailed information for the co-releasing organizations.  
 Locations Organization Location  
 Add Organization View/Modify Organization Delete Organization  
 Add Organization Participating in Joint Release  
 Address City State Country  
 Contact Name (Last, First, MI, Suf) Title  
 Address City State Postal Code Country  
 Phone Fax Email

→ Click on the **Add Organization** button to enter Joint Release information

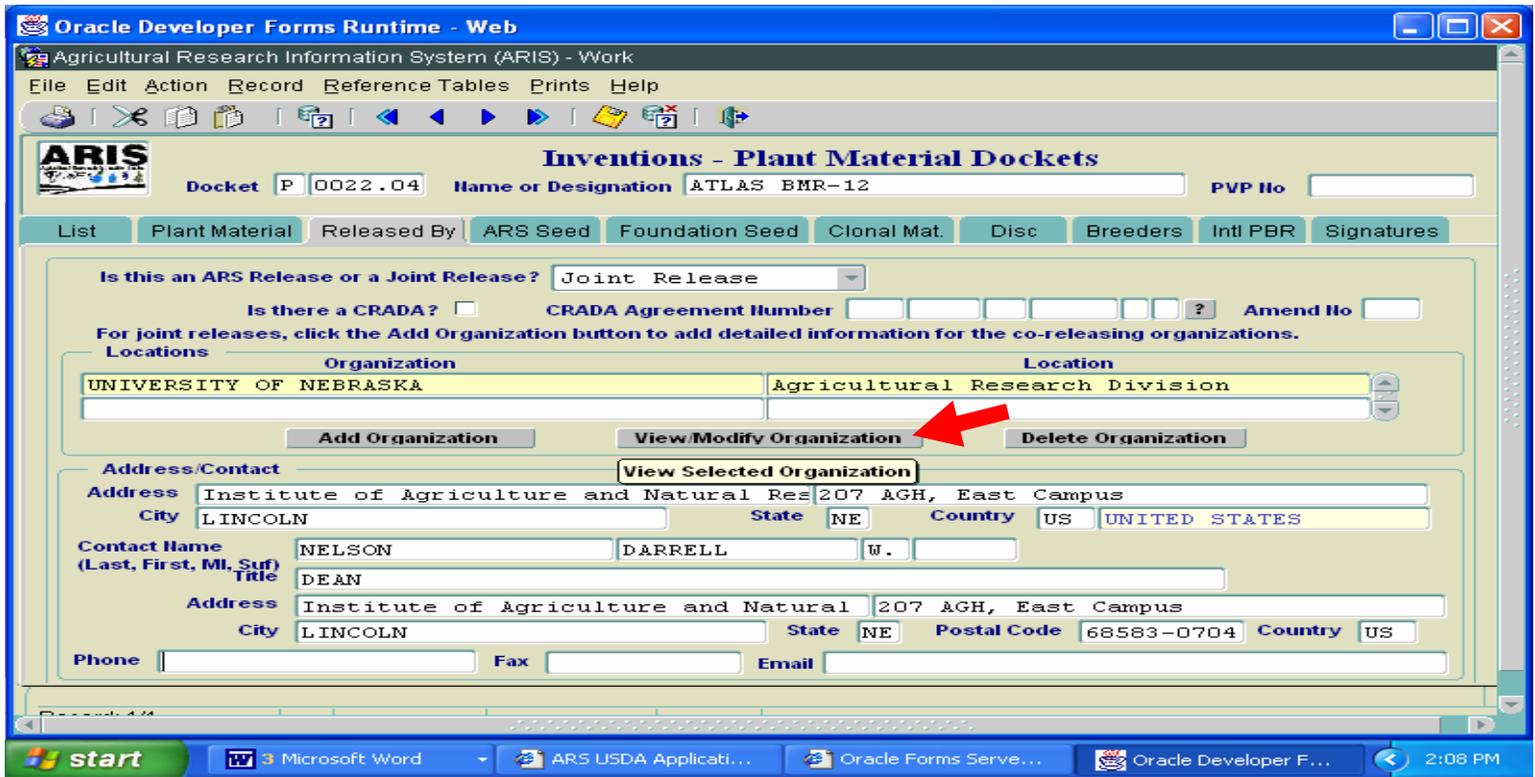
Oracle Developer Forms Runtime - Web  
 Agricultural Research Information System (ARIS) - Work  
 File Edit Action Record Reference Tables Prints Help  
 ARIS  
 Joint Releasing Organization  
 Plant Docket No P 0022.04  
 Location Info  
 Organization UNIVERSITY OF NEBRASKA  
 Location Agricultural Research Division  
 Address Institute of Agriculture and Natural Resources  
 Copy Location Address to Contact  
 City LINCOLN State NE Country US  
 Contact Info  
 Last Name First Name Middle Name Suffix  
 Title  
 Address  
 City State Postal Code Country  
 Phone Fax  
 Email  
 Save Cancel Close

→ Enter the Joint Releasing Organization Name, Address, City, State, Country

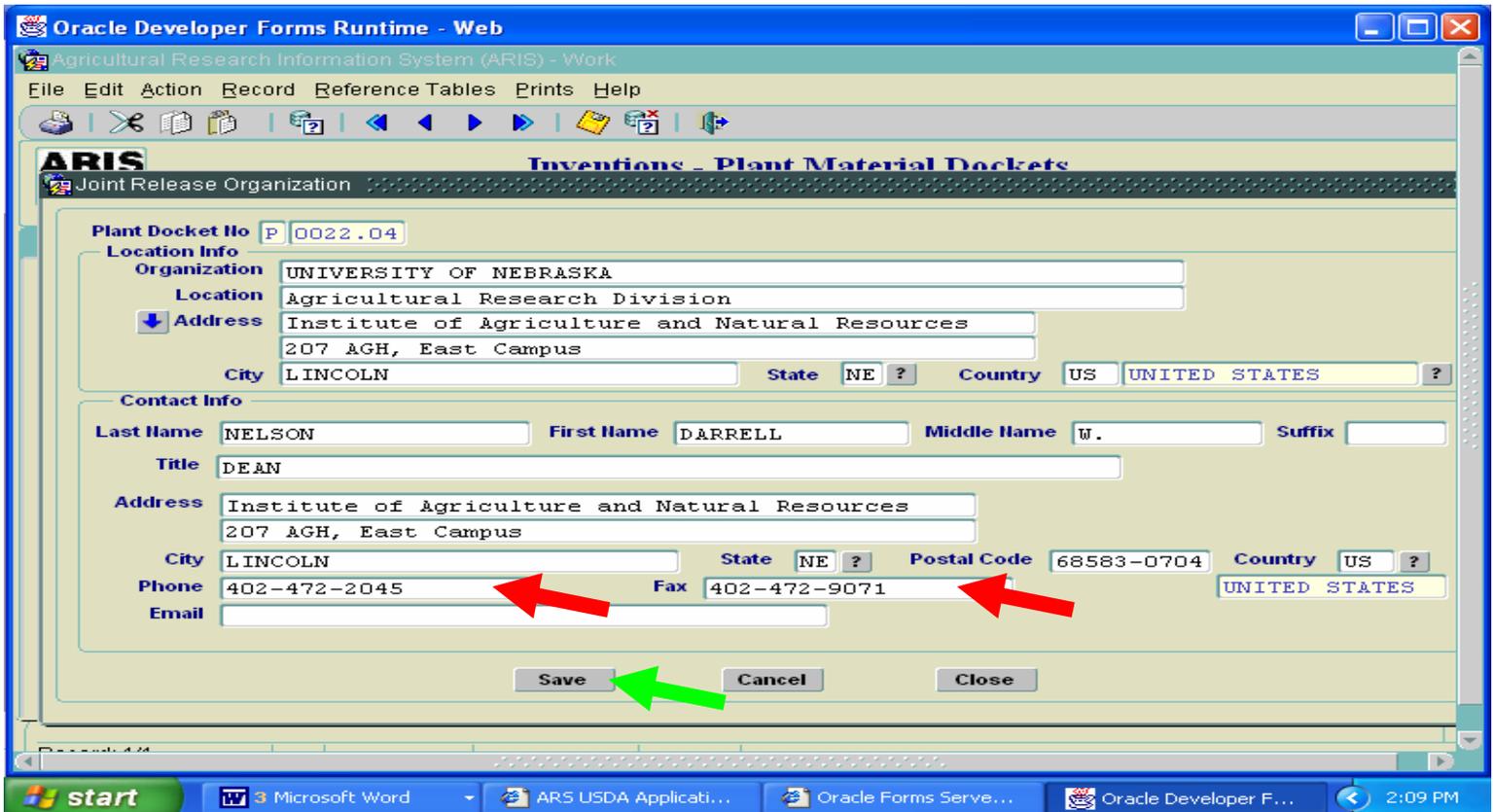
→ Click on the ↓ to the left of the Address line to copy the Location Address into the Contact Info section

→ Complete the screen by entering the Contact's Name, Title, Phone, Fax, and Email information

→ Click on the **Save** button at the bottom of the screen

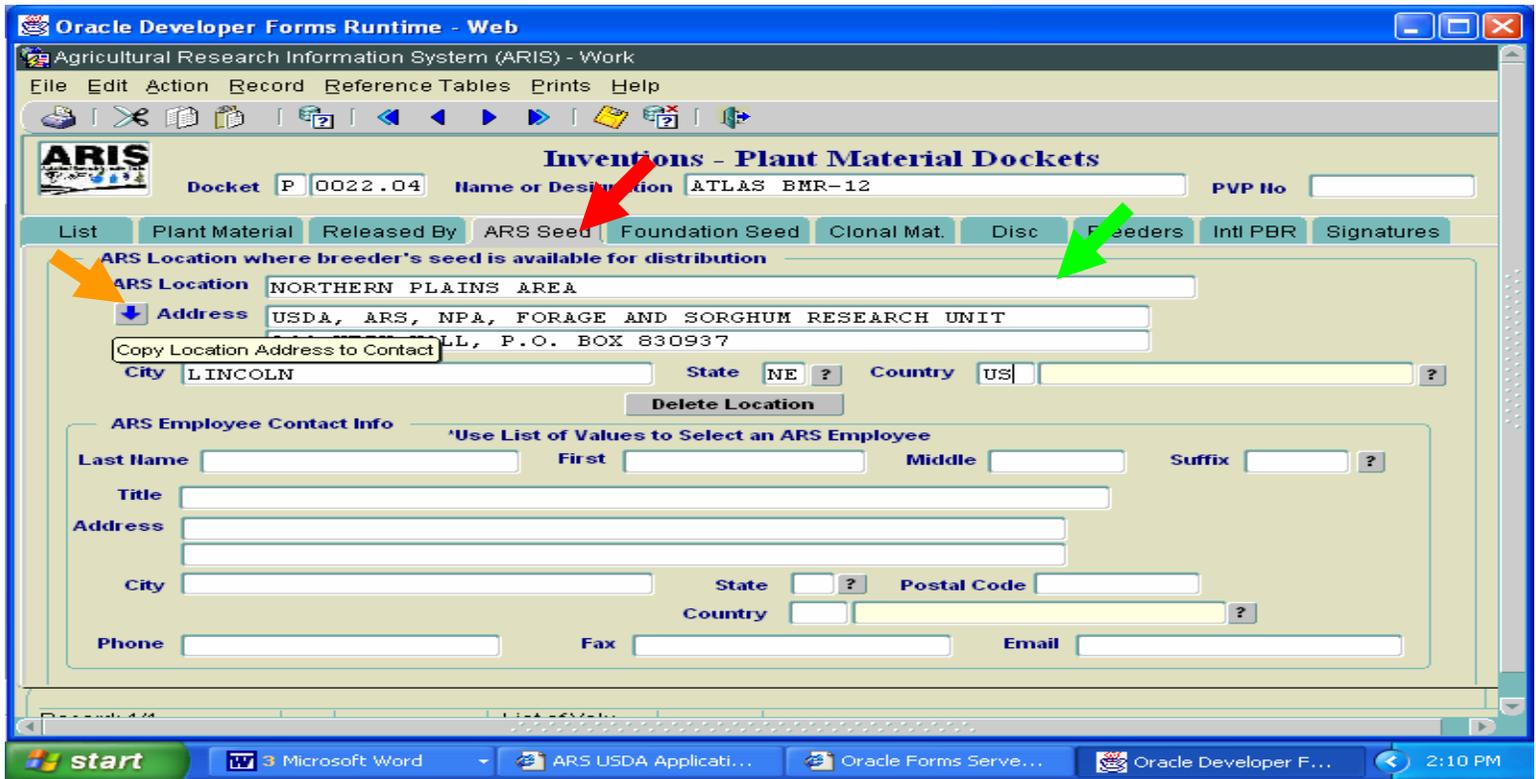


 Click on the **View/Modify Organization** button to modify information

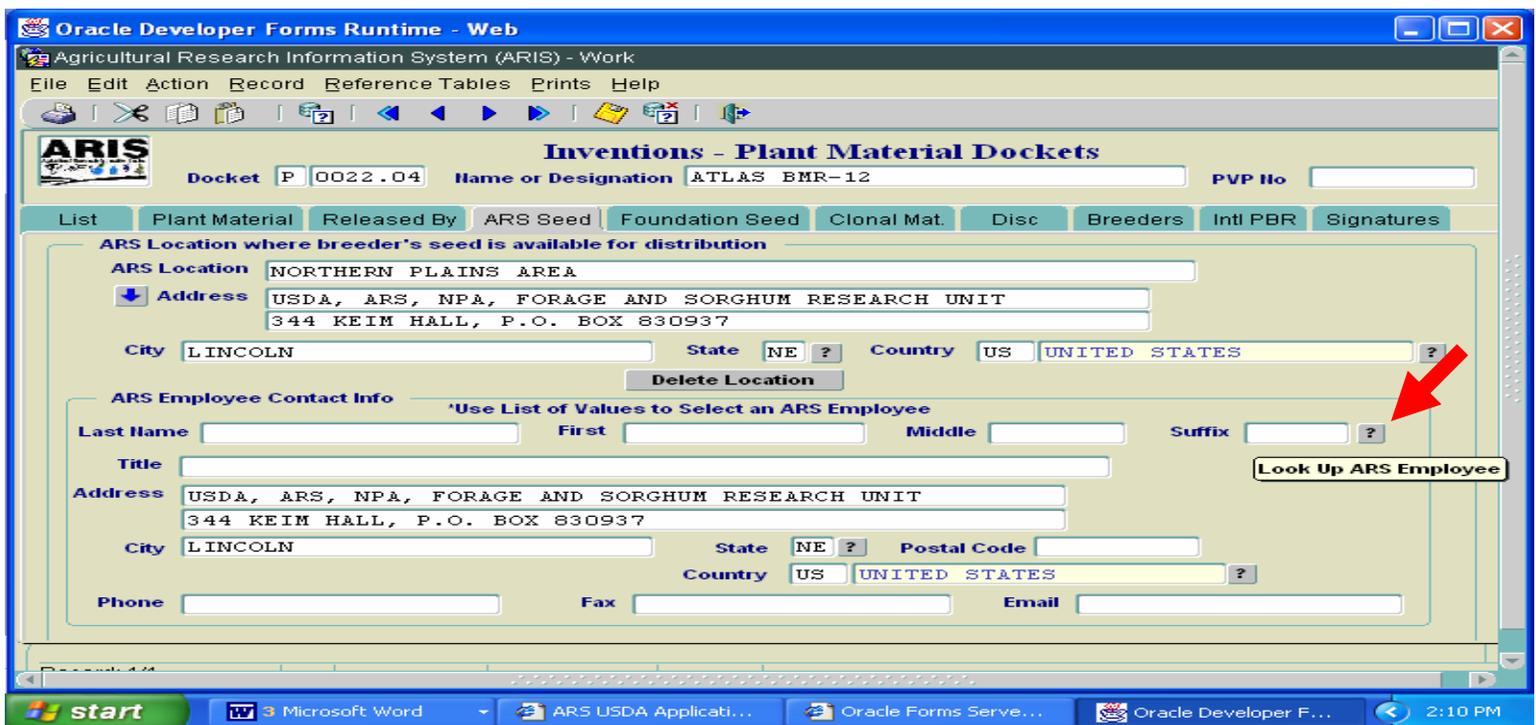


 Modification example above shows adding the Phone and Fax #'s for the Contact person for the Joint Releasing Organization

 Click on the **Save** button at the bottom of the screen

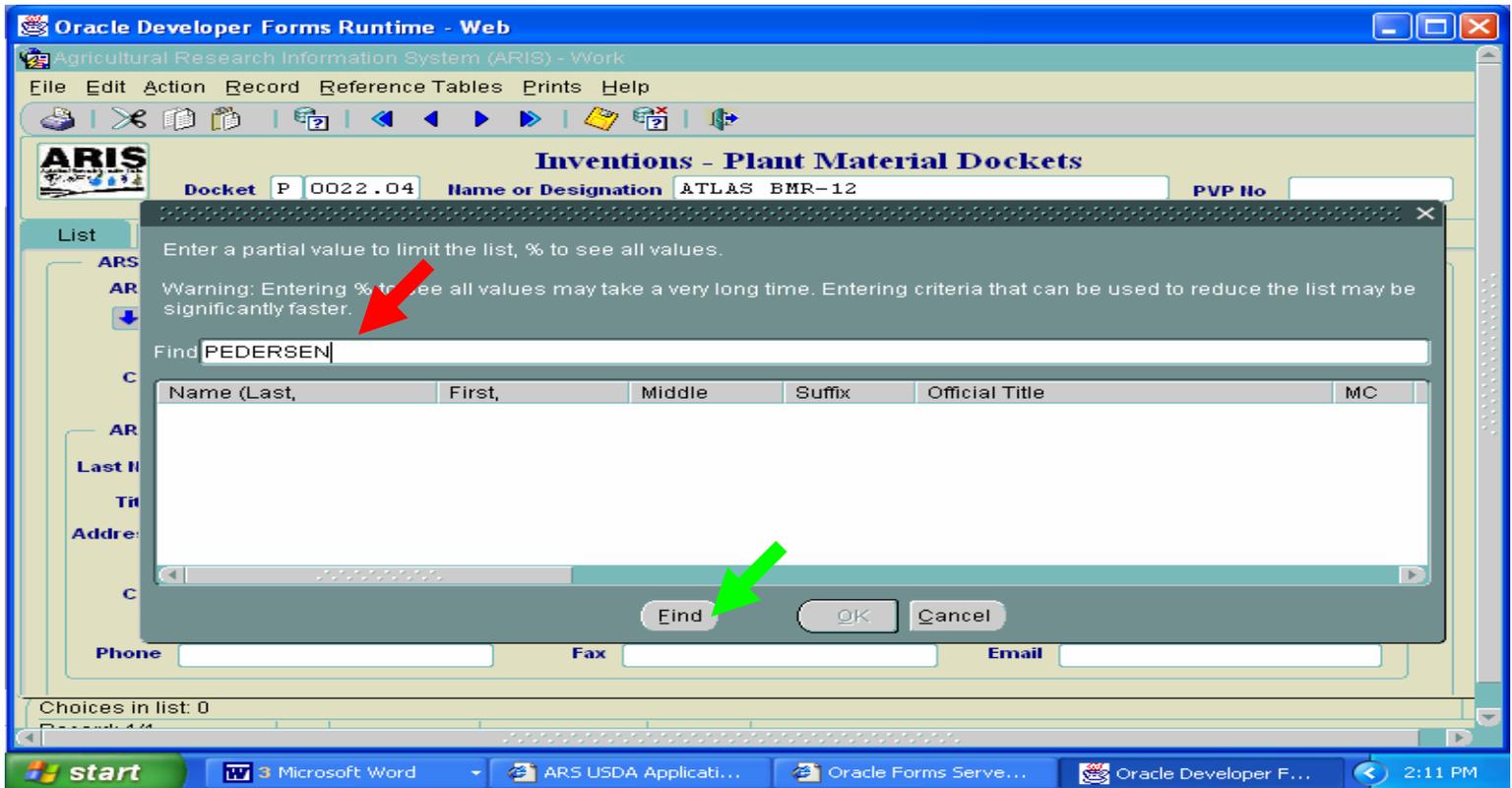


-  Click on the **ARS Seed** tab
-  Enter the ARS Location, Address, City, State, Country information
-  Click on the  to the left of the Address line to copy the Location Address into the Contact Info section



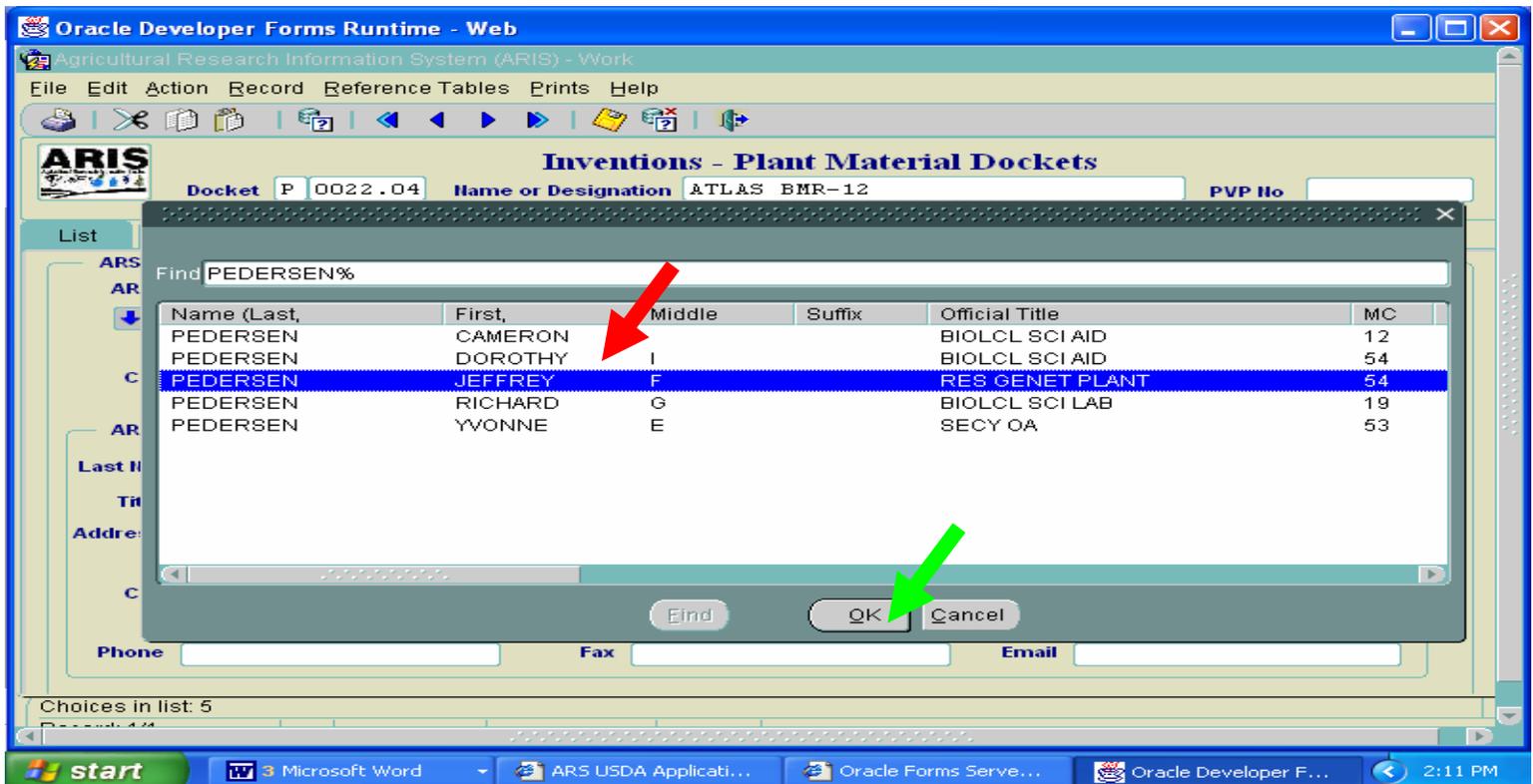
-  Click on the **LOV ?** button to search for the ARS employee who will be the Primary Contact for this release

**NOTE:** Only one ARS employee may be designated/entered as the Primary Contact



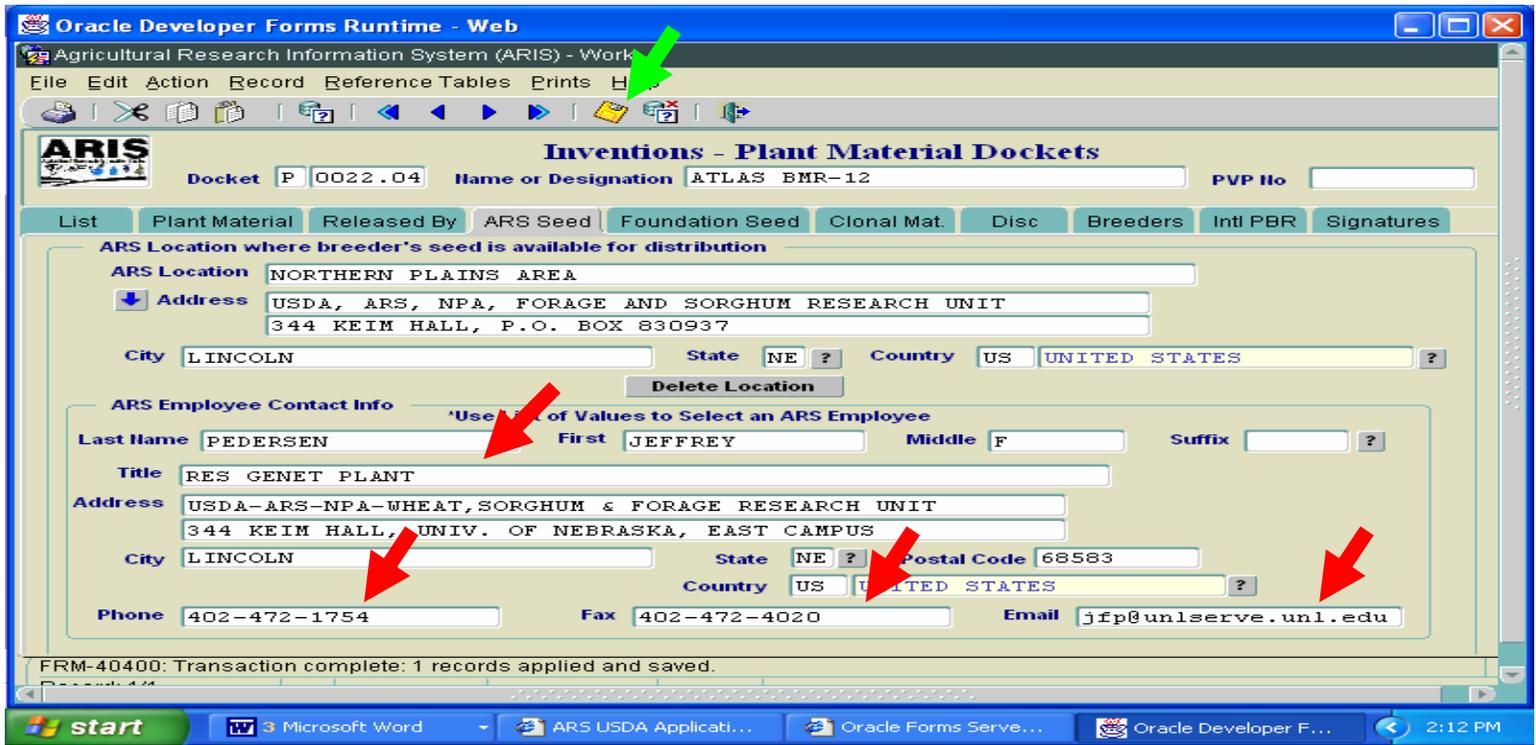
 Enter the Last Name of the ARS scientist in the Find line as shown on the screen above

 Click on the **Find** button or hit the Enter key

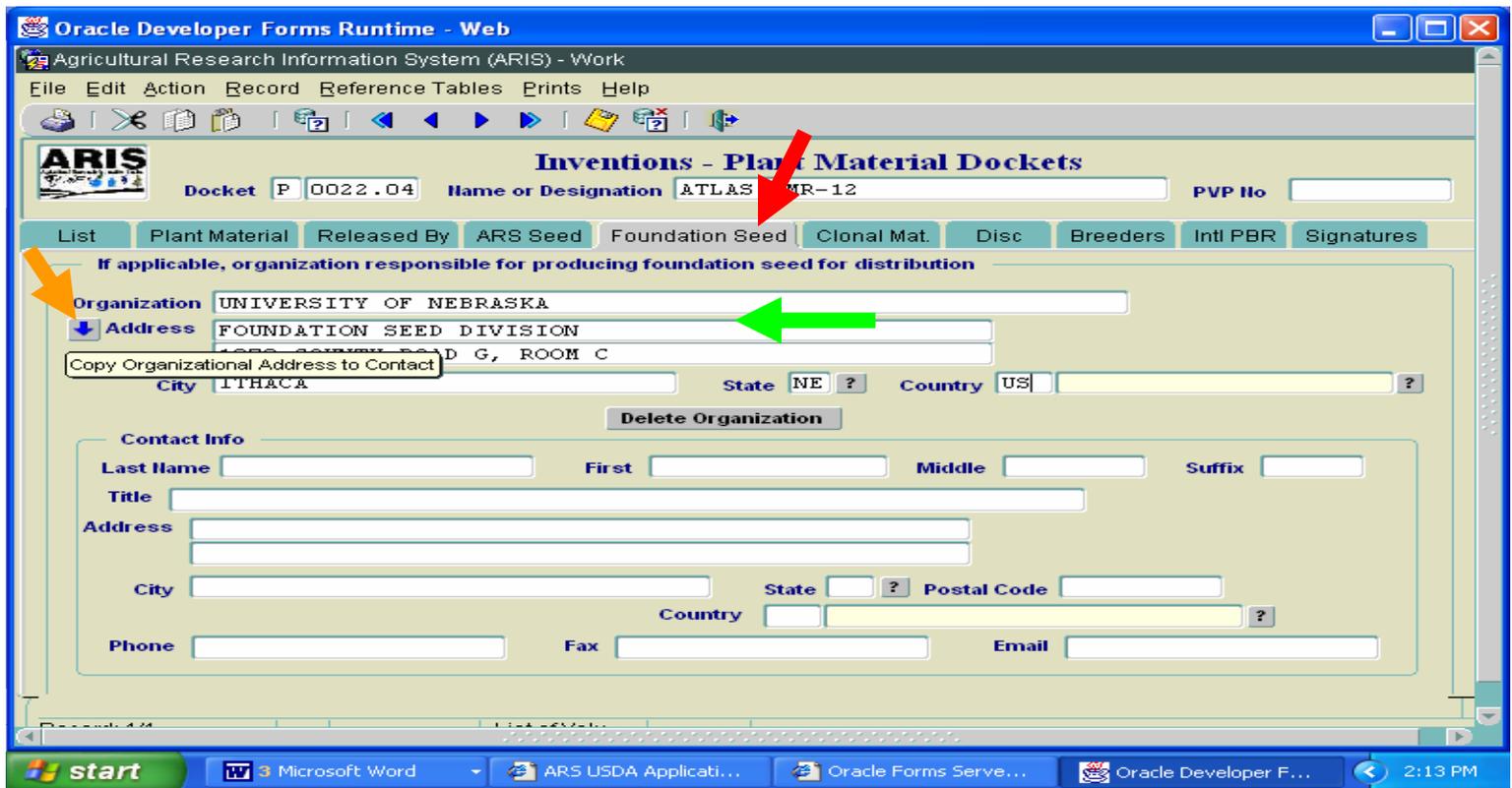


 **Highlight** the desired name

 Click on the **OK** button



-  Enter the Title, Phone, Fax, and Email information to complete the ARS Employee Contact Info section
-  Click on the **Save icon** at the top of the screen



-  Click on the **Foundation Seed** tab
-  Enter the Foundation Seed Organization Name, Address, City, State, Country info
-  Click on the  to the left of the Address line to copy the information into the Contact Info section

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Reference Tables Prints Help

ARIS

Inventions - Plant Material Dockets

Docket P 0022.04 Name or Designation ATLAS BMR-12 PVP No

List Plant Material Released By ARS Seed Foundation Seed Clonal Mat. Disc Breeders Intl PBR Signatures

If applicable, organization responsible for producing foundation seed for distribution

Organization UNIVERSITY OF NEBRASKA

Address FOUNDATION SEED DIVISION  
1070 COUNTY ROAD G, ROOM C

City ITHACA State NE ? Country US UNITED STATES ?

Delete Organization

Contact Info

Last Name NOEL First JEFF Middle Suffix

Title DIRECTOR

Address FOUNDATION SEED DIVISION  
1070 COUNTY ROAD G, ROOM C

City ITHACA State US ? Postal Code Country US UNITED STATES ?

Phone 402-624-8037 Fax Email jnoel12@unlnotes.unl.edu

FRM-40400: Transaction complete: 1 records applied and saved.

start 3 Microsoft Word ARS USDA Applicati... Oracle Forms Serve... Oracle Developer F... 2:14 PM

→ Enter the Name, Title, Phone, Fax, and Email information for the Foundation Seed Contact person

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Reference Tables Prints Help

ARIS

Inventions - Plant Material Dockets

Docket P 0022.04 Name or Designation ATLAS BMR-12 PVP No

List Plant Material Released By ARS Seed Foundation Seed Clonal Mat. Disc Breeders Intl PBR Signatures

ARS Location where clonal propagation material is available for distribution

ARS Location

Address

City State ? Country

ARS Contact Info

ARS Contact Name: Last First Middle Suffix ?

Title

Address

City State ? Postal Code Country ?

Phone Fax Email

Delete Location

Nursery(ies) or other organization(s) where propagation material is available

Organization	City	State	Contact Name (Last,First)	Phone

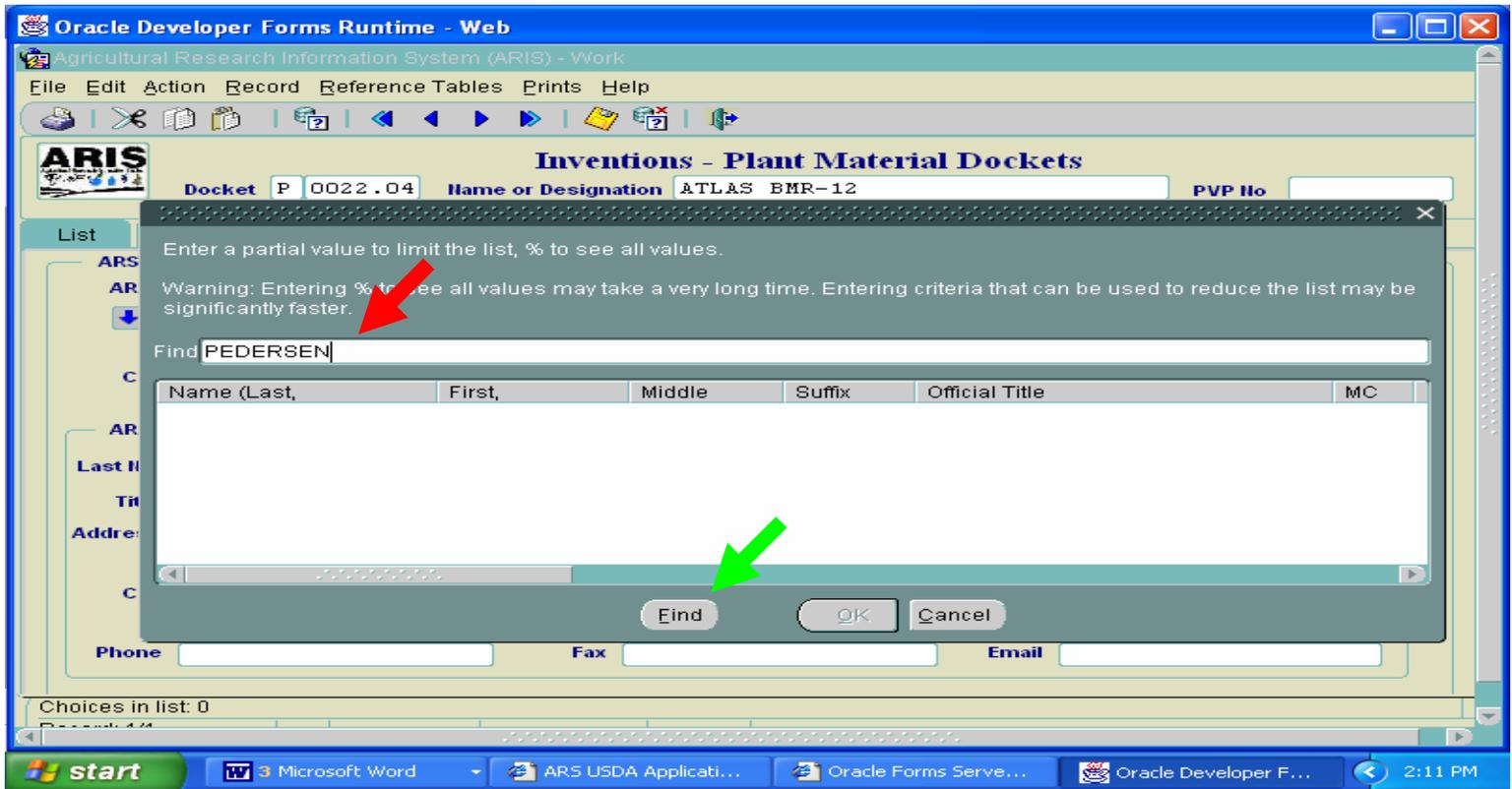
Add Organization View/Modify Delete Organization

start 3 Microsoft Word ARS USDA Applicati... Oracle Forms Serve... Oracle Developer F... 2:15 PM

→ Click on the **Clonal Mat.** tab

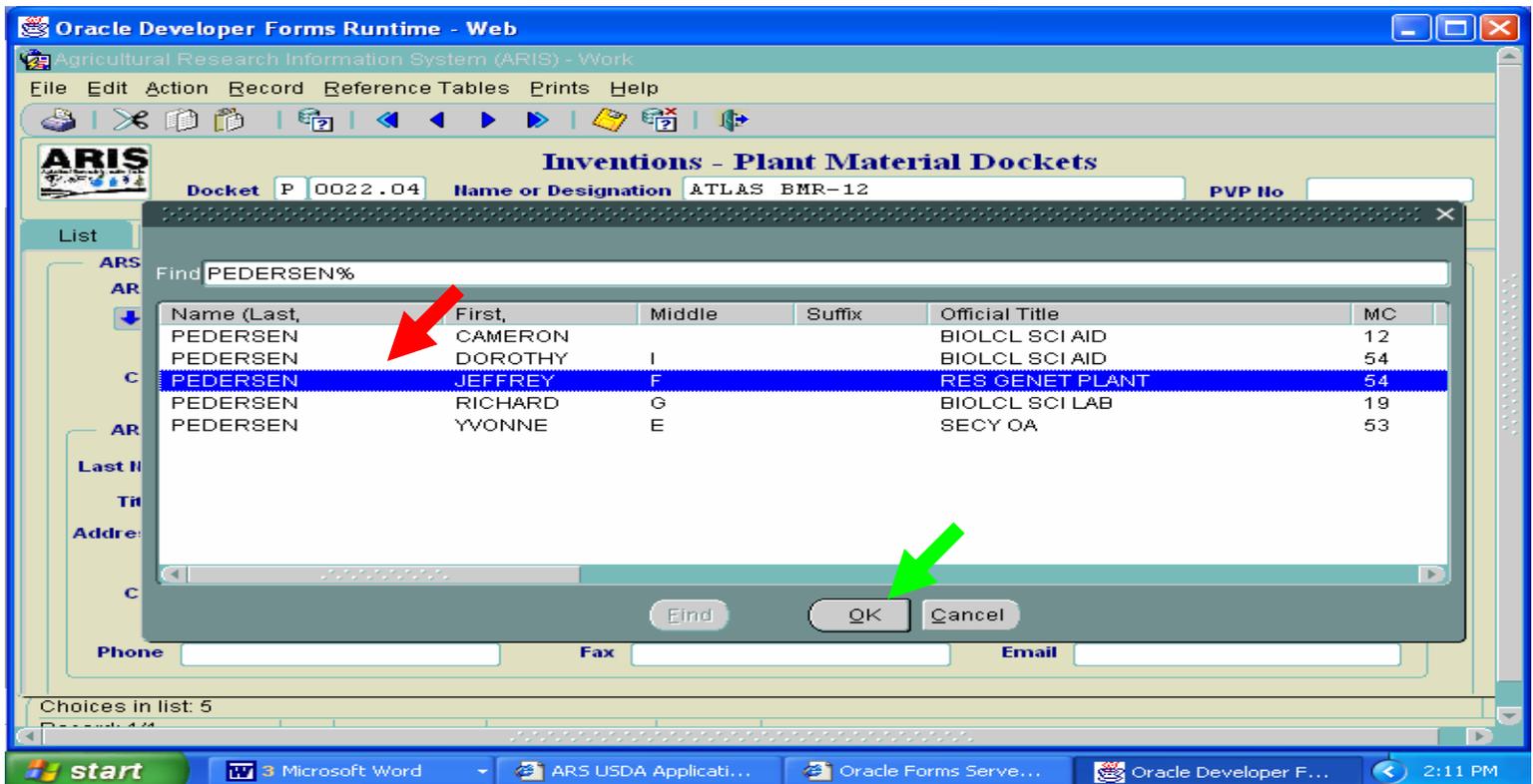
→ Enter the ARS Location, Address, City, State, Country information

→ Click on the **LOV ?** button to search and enter the name of the ARS Contact person



 Enter the Last Name of the ARS scientist in the Find line as shown on the screen above

 Click on the **Find** button or hit the Enter key



 **Highlight** the desired name

 Click on the **OK** button

Oracle Developer Forms Runtime - Web  
 Agricultural Research Information System (ARIS) - Work  
 File Edit Action Record Reference Tables Prints Help  
 ARIS  
 Inventions - Plant Material Dockets  
 Docket P 0022.04 Name or Designation ATLAS BMR-12 PVP No  
 List Plant Material Released By ARS Seed Foundation Seed Clonal Mat. Disc Breeders Intl PBR Signatures  
 ARS Location where clonal propagation material is available for distribution  
 ARS Location  
 Address  
 City State Country  
 ARS Contact Name: Last First Middle Suffix  
 Title  
 Address  
 City State Postal Code Country  
 Phone Fax Email  
 Delete Location  
 Nursery(ies) or other organization(s) where propagation material is available  
 Organization City State Contact Name (Last,First) Phone  
 Add Organization View/Modify Delete Organization

NOTE: Do not complete the ARS Location section if ARS is not holding the clonal propagation material.

 Click on the **Add Organization** button

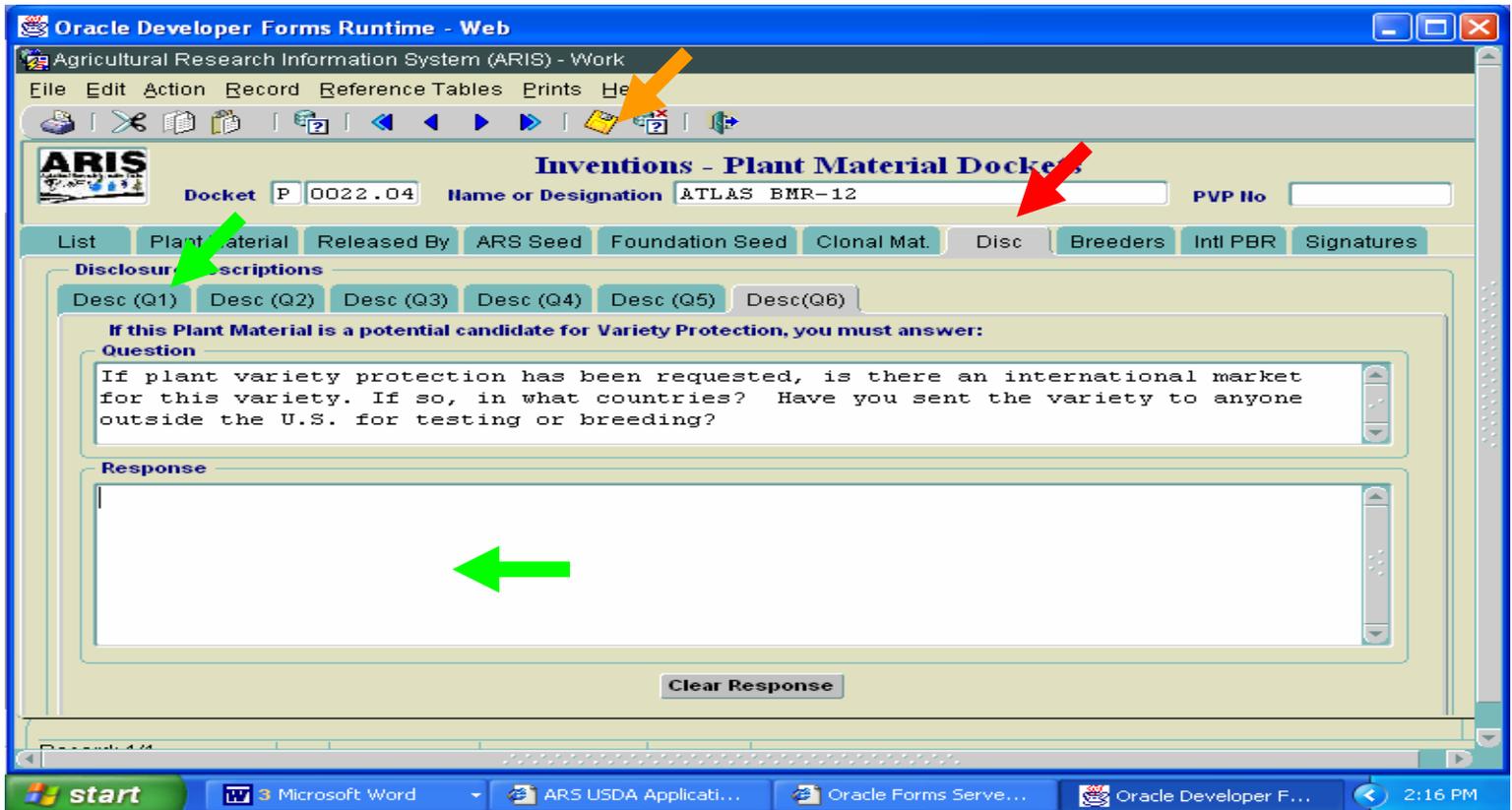
Oracle Developer Forms Runtime - Web  
 Agricultural Research Information System (ARIS) - Work  
 File Edit Action Record Reference Tables Prints Help  
 ARIS  
 Inventions - Plant Material Dockets  
 NURSERY INFO  
 Plant Docket No P 0020.04  
 Location Info  
 Organization  
 Location  
 Address  
 City State Country  
 Contact Info  
 Last Name First Name Middle Name Suffix  
 Title  
 Address  
 City State Postal Code Country  
 Phone Fax  
 Email  
 Save Cancel Close  
 Record: 1/1

 Enter the Nursery/Organization Name, Address, City, State, Country

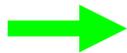
 Click on the  to the left of the Address line to copy the information to the Contact Info Section

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

 Click on the **Save** button at the bottom of the screen



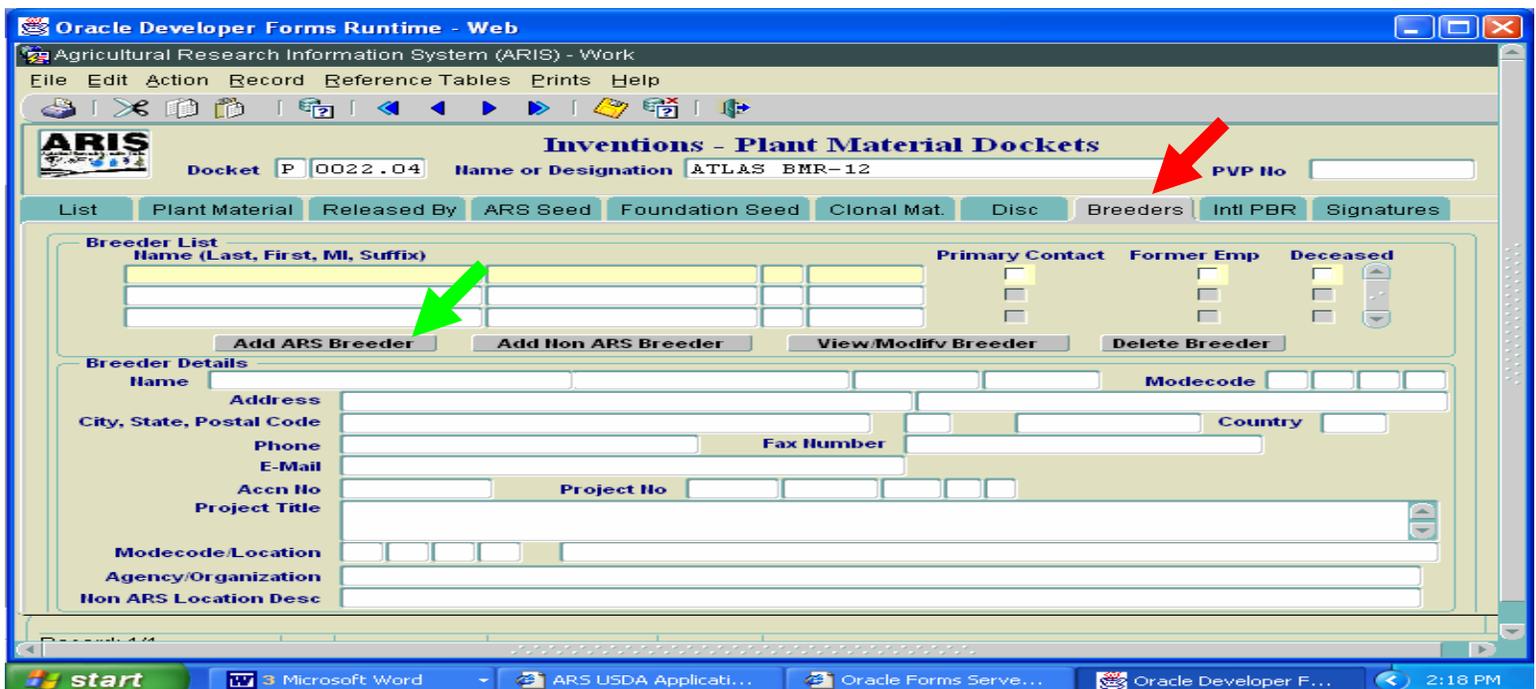
Click on the **Disc** tab



Click on the Desc (Q1) tab (copy/paste the response and repeat the process for each Question) Questions 1-6 are entered into the Response block by using the Copy/Paste feature from Word. Use Ctrl C (copy) and Ctrl V (paste). There is no line limitation in any of the Response blocks.



Click on the **Save icon** at the top of the screen after entering the Response for each Question.



Click on the **Breeder** tab



Click on the **Add ARS Breeder** button

Oracle Developer Forms Runtime - Web  
 Agricultural Research Information System (ARIS) - Work  
 File Edit Action Record Reference Tables Prints Help  
 ARS Breeder Information

Enter information for ARS Employee:  
 Agency/Organization   
 Breeder's Full Name  ? **Look up ARS Employee**  
 Primary Contact?  Former Employee?  Deceased   
 Inventor's Modocode   
 Address   
 City  State  ? Postal Code   
 Country  ?  
 Phone  Fax Number   
 E-Mail   
 Select Project (REQUIRED)  
 Accn No  Project No   
 Project Title   
 Project Modocode

Save Cancel Close

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

Oracle Developer Forms Runtime - Web  
 Agricultural Research Information System (ARIS) - Work  
 File Edit Action Record Reference Tables Prints Help  
 ARS Employee Query

ARS Employee Query  
 Last Name  First Name   
 Current Employee  Former Employee  Both  Status Date   
 Area Modocode  Location Modocode  Modocode 3  Modocode 4   
 Grade  Series Code   
 Official Title  Working Title   
 Search Clear

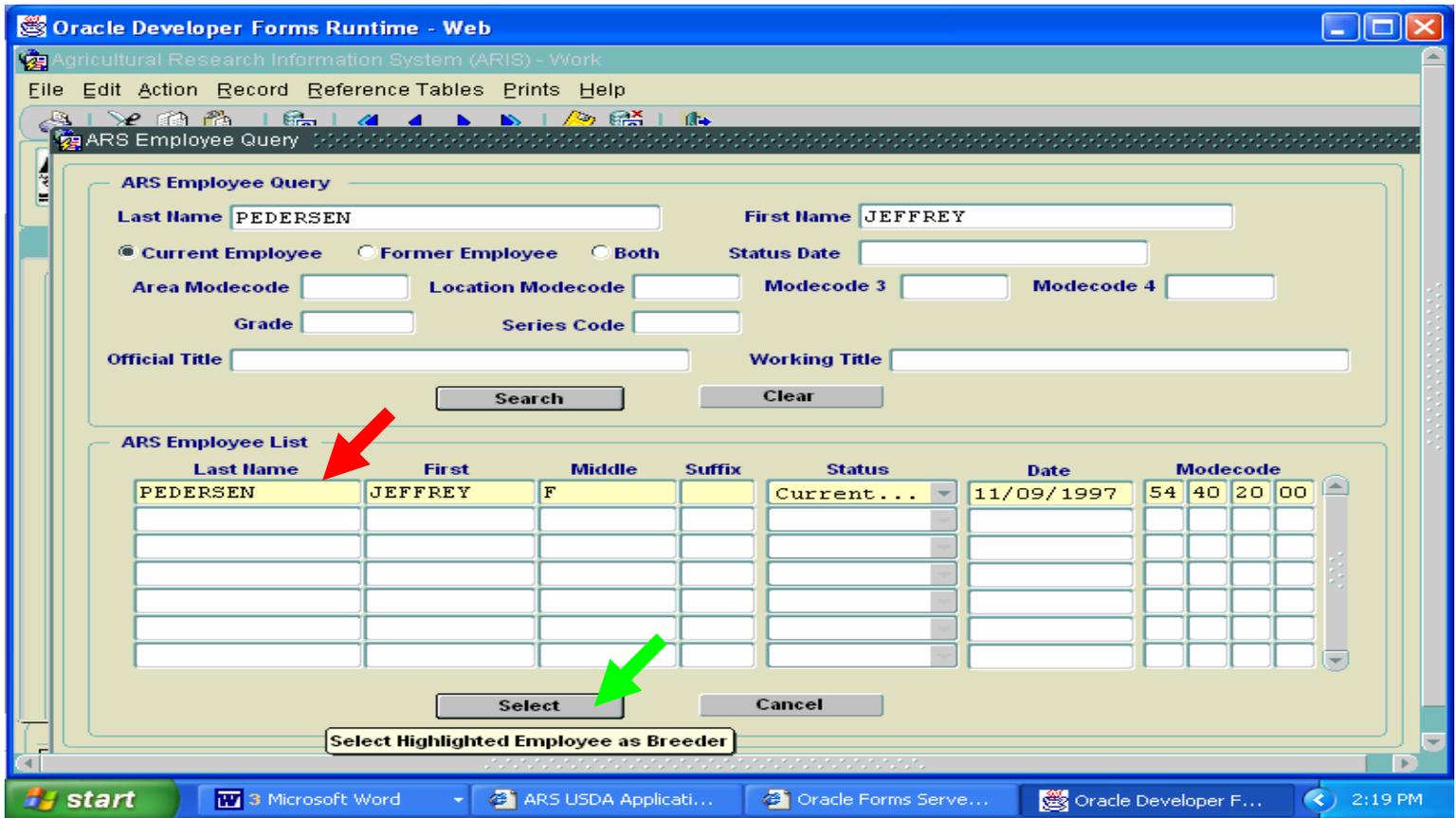
ARS Employee List

Last Name	First	Middle	Suffix	Status	Date	Modocode

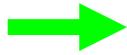
Select Cancel

Enter the Last Name and First Name (use the Tab key to move from block to block)

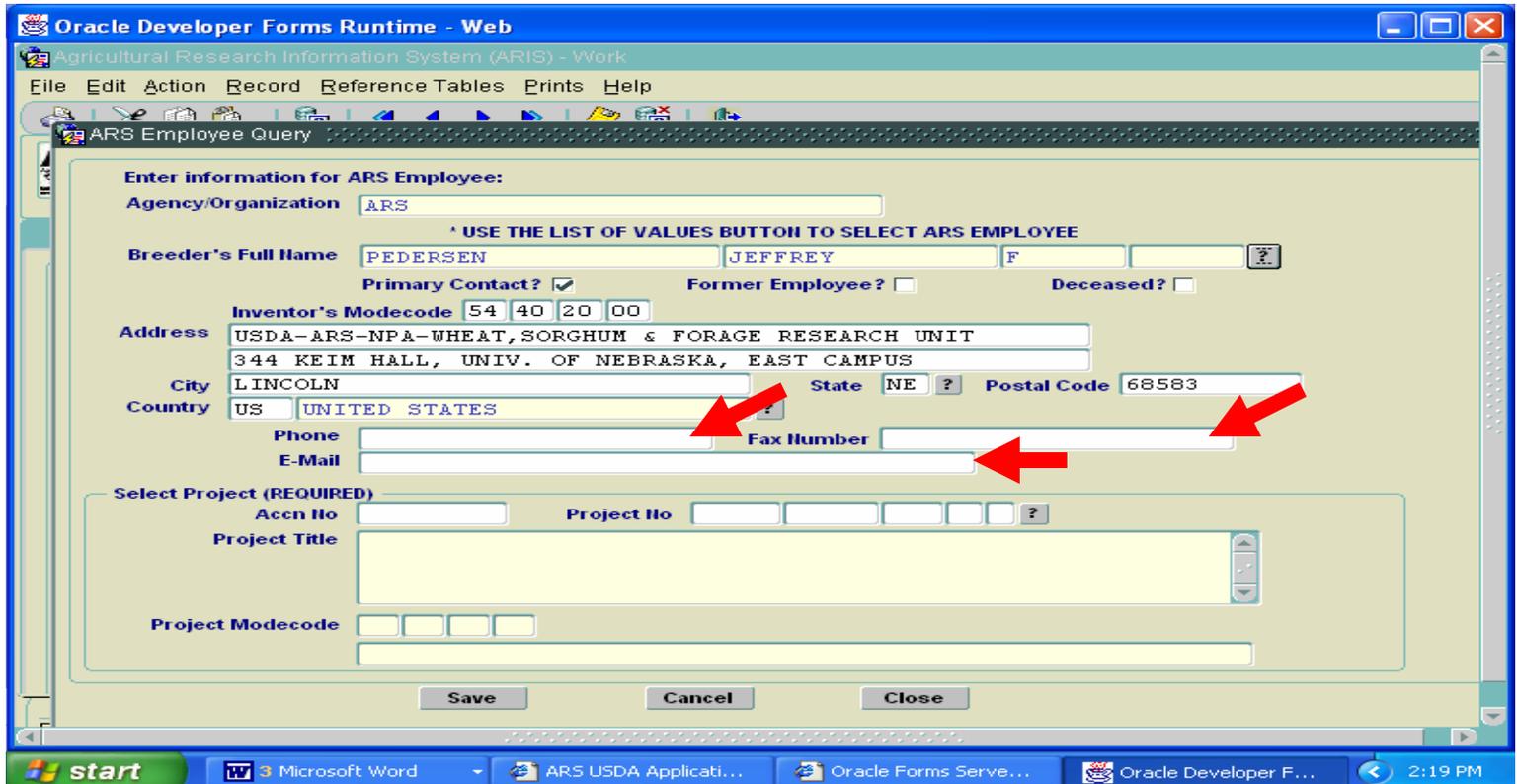
Click on the **Search button**



The name will appear in the ARS Employee List in the lower half of the screen



**Highlight** the desired employee (watch for common names) and Click on the **Select** button



Enter the ARS employee's Phone, Fax, and Email information



Oracle Developer Forms Runtime - Web  
 Agricultural Research Information System (ARIS) - Work  
 File Edit Action Record Reference Tables Prints Help  
 ARS Inventor Information

Enter information for ARS Employee:  
 Agency/Organization: ARS  
 Breeder's Full Name: PEDERSEN, JEFFREY F  
 Primary Contact?  Former Employee?  Deceased?   
 Inventor's Modecode: 54 40 20 00  
 Address: USDA-ARS-NPA-WHEAT, SORGHUM & FORAGE RESEARCH UNIT  
 344 KEIM HALL, UNIV. OF NEBRASKA, EAST CAMPUS  
 City: LINCOLN State: NE Postal Code: 68583  
 Country: US UNITED STATES  
 Phone: 402-472-1754 Fax Number: 402-472-4020  
 E-Mail: jfp@unlserve.unl.edu

Select Project (REQUIRED)  
 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  
 Project Modecode: 54 40 20 00  
 LINCOLN, NEBRASKA

Save Cancel Close

The completed screen will appear (as shown above).

Click on the **Save icon** at the bottom of the screen. Repeat the steps to add ARS Breeders.

Oracle Developer Forms Runtime - Web  
 Agricultural Research Information System (ARIS) - Work  
 File Edit Action Record Reference Tables Prints Help  
 ARIS  
 Inventions - Plant Material Dockets  
 Docket: P 0022.04 Name or Designation: ATLAS BMR-12 PVP No:   
 List Plant Material Released By ARS Seed Foundation Seed Clonal Mat. Disc Breeders Intl PBR Signatures

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

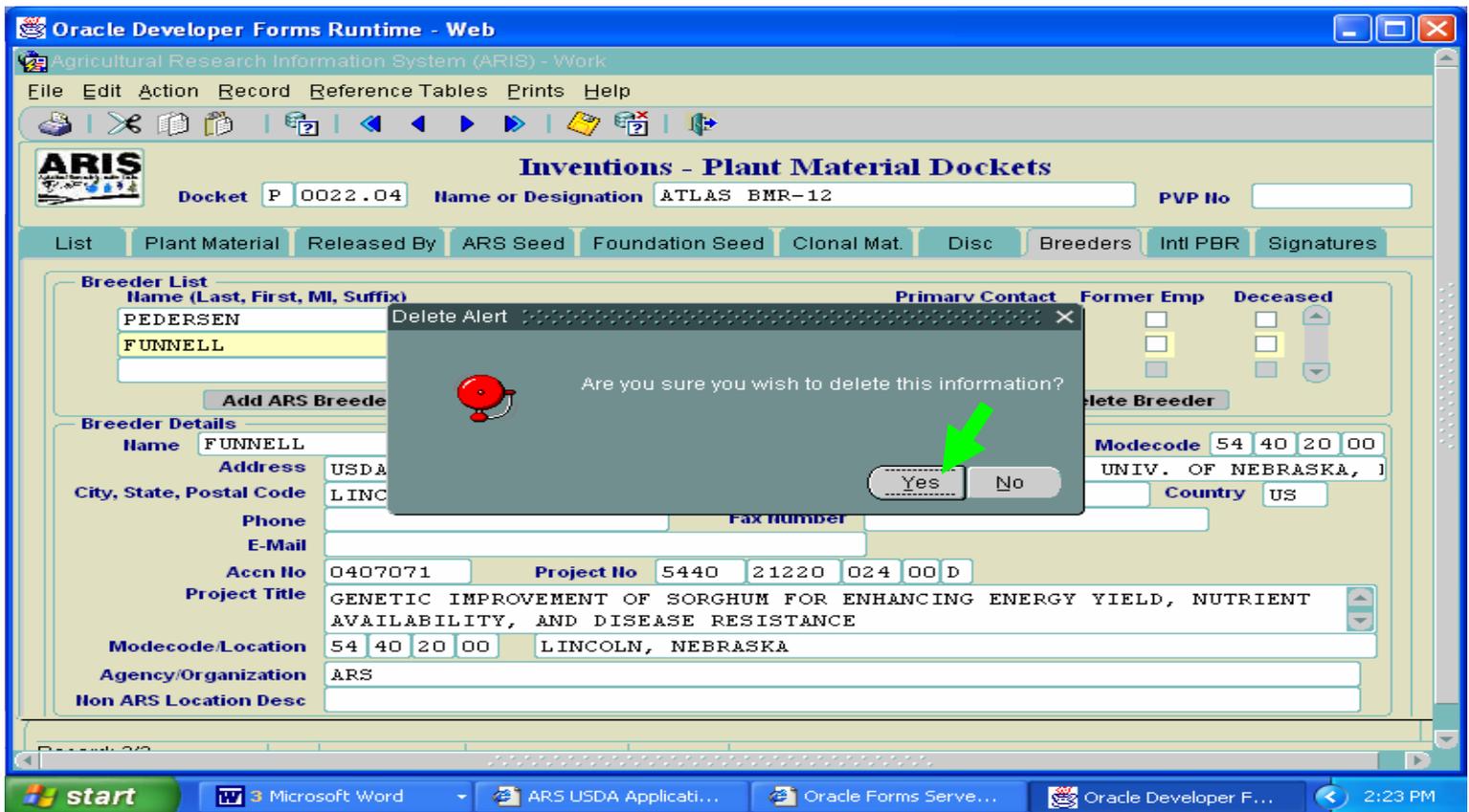
Add ARS Breeder Add Non ARS Breeder View/Modifv Breeder Delete Breeder

Breeder Details  
 Name: FUNNELL, DEANNA Delete Selected Breeder  
 Address: USDA-ARS-NPA-WHEAT, SORGHUM & FORAGE R 344 KEIM HALL, UNIV. OF NEBRASKA, I  
 City, State, Postal Code: LINCOLN NE 68583 Country: US  
 Phone: Fax Number:  
 E-Mail:  
 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  
 Modecode/Location: 54 40 20 00 LINCOLN, NEBRASKA  
 Agency/Organization: ARS  
 Non ARS Location Desc:

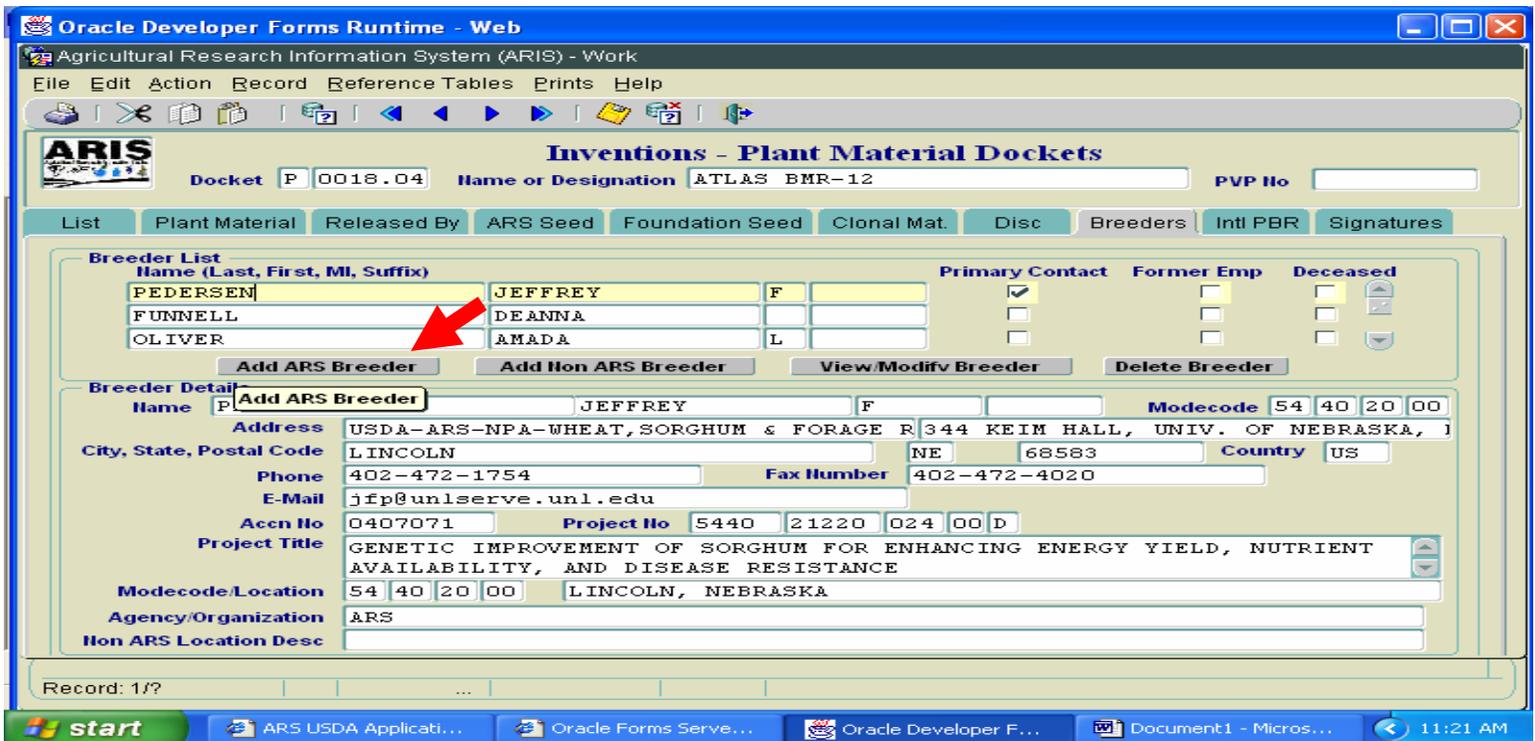
To Delete a Breeder entry:

Highlight the line/name of the Breeder to be deleted

Click on the **Delete Breeder button**

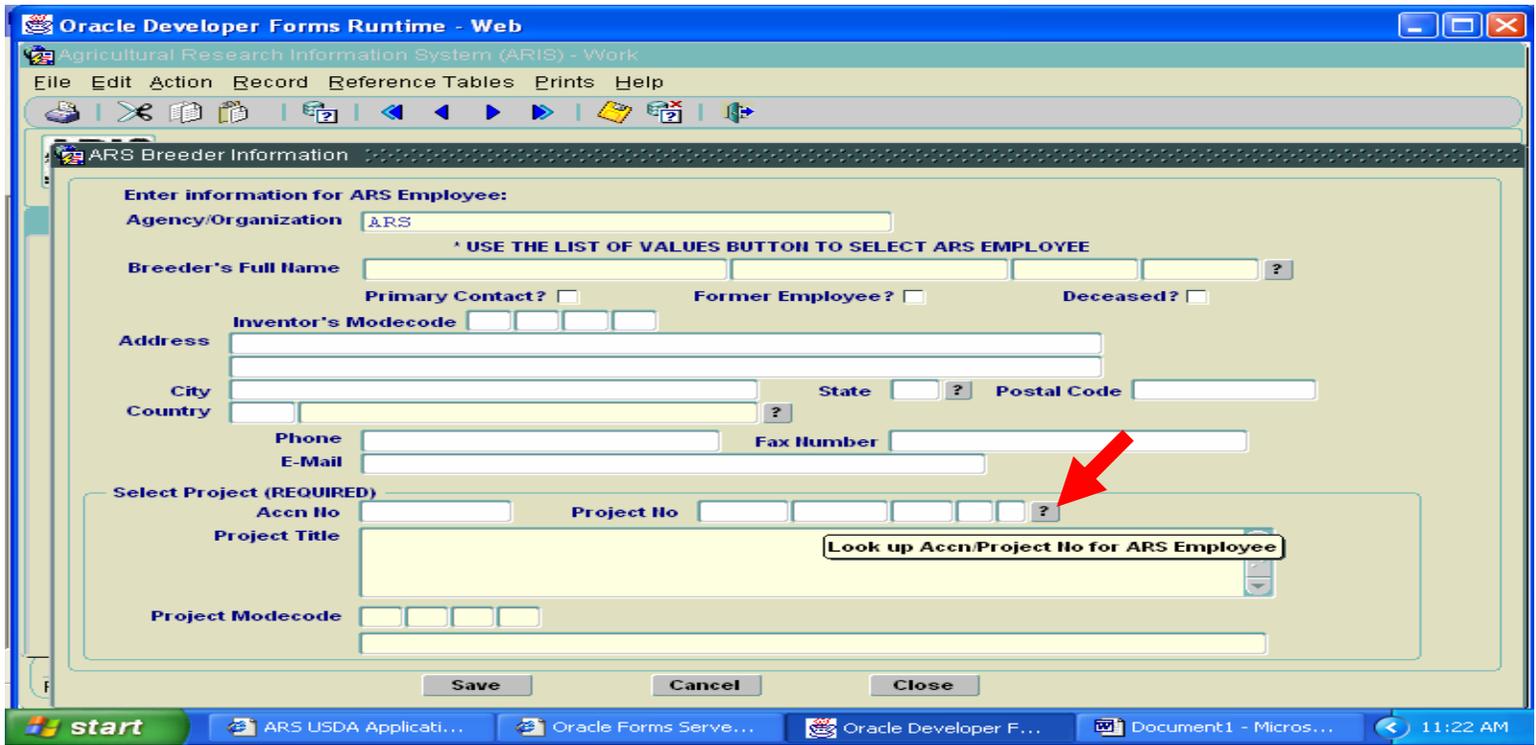


Click on the Yes button to delete the selected Breeder entry

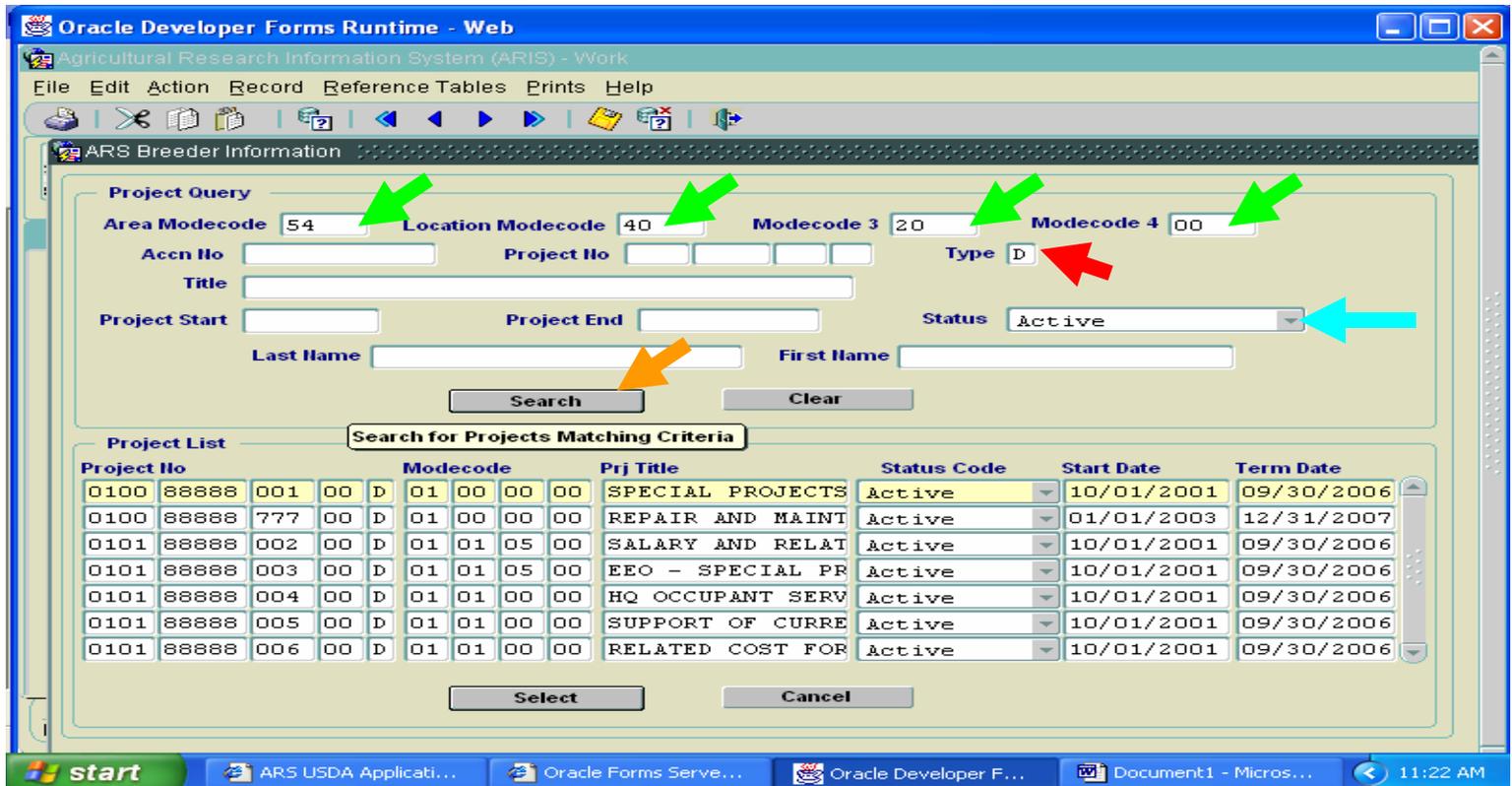


**SPECIAL STEPS:** To add an ARS employee to the Breeder list who is not a Cat. 1, 4, or 6:

Click on the **Add ARS Breeder** button



Click on the **LOV ?** button to the right of the Project No line



Enter the Mode Code (two digits per box). Accession and/or Project #'s can be entered if known.

Enter D in the Type box (avoid Project Start, Project End, and Title unless **definitely** known)

Click on the **▼ drop down menu button** and **Select Active** for Project Status

Click on the **Search** button

**Project Query**

Area Modecode 54 Location Modecode 40 Modecode 3 20 Modecode 4 00  
 Accn Ilo Project Ilo Type D  
 Title  
 Project Start Project End Status Active  
 Last Name First Name  
 Search Clear

**Project List**

Project Ilo	Modecode	Prj Title	Status Code	Start Date	Term Date
5440 21000 021 00 D	54 40 20 00	IMPROVED PLANTS	Active	11/06/2002	11/05/2007
5440 21000 025 00 D	54 40 20 00	GENETIC IMPROVEM	Active	05/31/2003	05/30/2008
5440 21220 024 00 D	54 40 20 00	GENETIC IMPROVEM	Active	04/11/2003	04/10/2008
5440 22000 022 00 D	54 40 20 00	WHEAT VIRUS GENE	Active	10/30/2002	10/29/2007

Select Cancel

A list of the Active D projects for the Unit's mode code will appear as shown above.

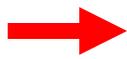
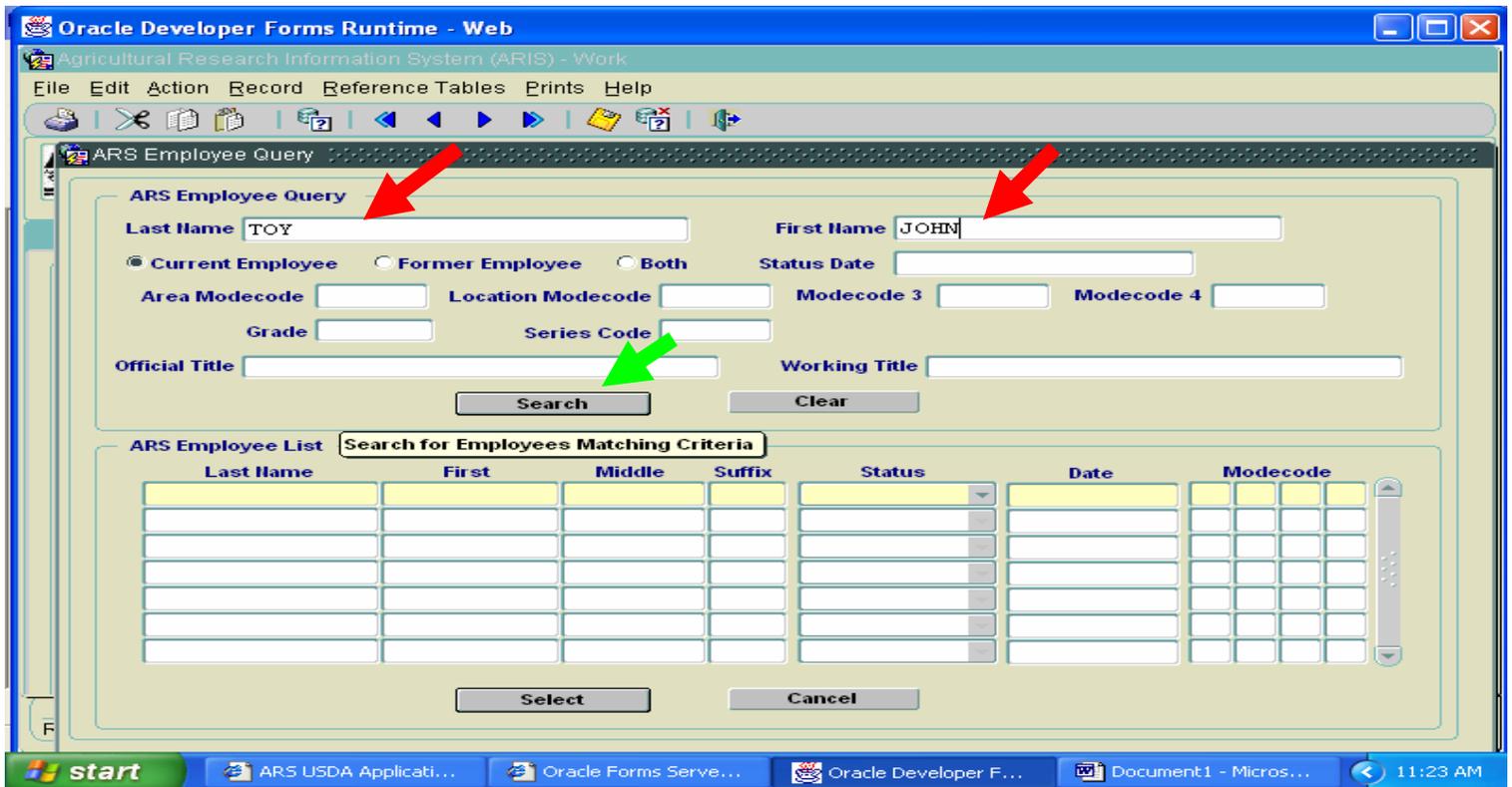
**Highlight** the desired project number and Click on the **Select** button

**Enter information for ARS Employee:**

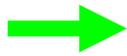
Agency/Organization ARS  
 Breeder's Full Name ?  
 Primary Contact? Former Employee? Deceased  
 Inventor's Modecode  
 Address  
 City State ? Postal Code  
 Country ?  
 Phone Fax Number  
 E-Mail  
 Select Project (REQUIRED)  
 Accn Ilo 0407071 Project Ilo 5440 21220 024 00 D  
 Project Title GENETIC IMPROVEMENT OF SORGHUM FOR ENHANCING ENERGY YIELD, NUTRIENT AVAILABILITY, AND DISEASE RESISTANCE  
 Project Modecode 54 40 20 00  
 Save Cancel Close

The screen above will appear showing the Project Number, Accession No. and Project Title.

Click on the **LOV ?** button to the right of the Breeder's Full Name line to search for the ARS Employee

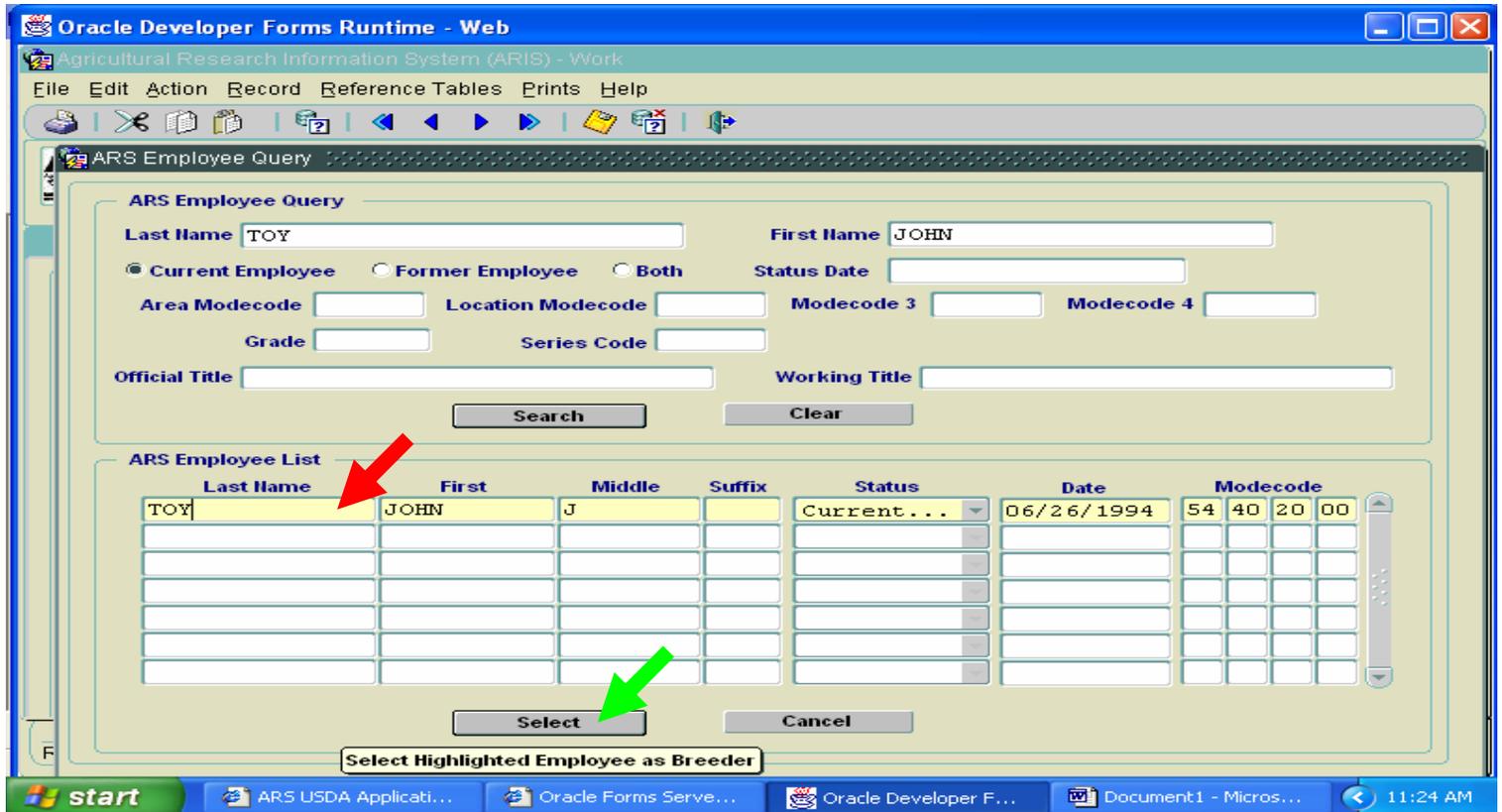


Enter the ARS Employee's Last and First Name in the respective boxes



Click on the **Search** button

**TIP:** A  in the Both box will result in a data base search for Current **and** Former employees



Highlight the employee



Click on the **Select** button

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Work

ARS Employee Query

Enter information for ARS Employee:

Agency/Organization: ARS

Breeder's Full Name: TOY JOHN J

Primary Contact?  Former Employee?  Deceased?

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

City: LINCOLN State: NE Postal Code: 68583

Country: US UNITED STATES

Phone: 402-472-7845 Fax Number: 402-472-4020

E-Mail: jjt@unlserve.unl.edu

Select Project (REQUIRED)

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

Project Modecode: 54 40 20 00

Buttons: Save, Cancel, Close, Save Record and Exit

 Enter the Employee's Phone, Fax, and Email information

 Click on the **Save icon** at the bottom of the screen

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Work

Inventions - Plant Material Dockets

Docket: P 0018.04 Name or Designation: ATLAS BMR-12 PVP No:

Buttons: List, Plant Material, Released By, ARS Seed, Foundation Seed, Clonal Mat, Disc, Breeders, Intl PBR, Signatures

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"/>
TOY	JOHN J	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Add ARS Breeder, Add Non ARS Breeder, View/Modifv Breeder, Delete Breeder

Breeder Details for TOY JOHN J:

Name: TOY JOHN J Modecode: 54 40 20 00

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

City, State, Postal Code: LINCOLN NE 68583 Country: US

Phone: 402-472-7845 Fax Number: 402-472-4020

E-Mail: jjt@unlserve.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

Modecode/Location: 54 40 20 00 LINCOLN, NEBRASKA

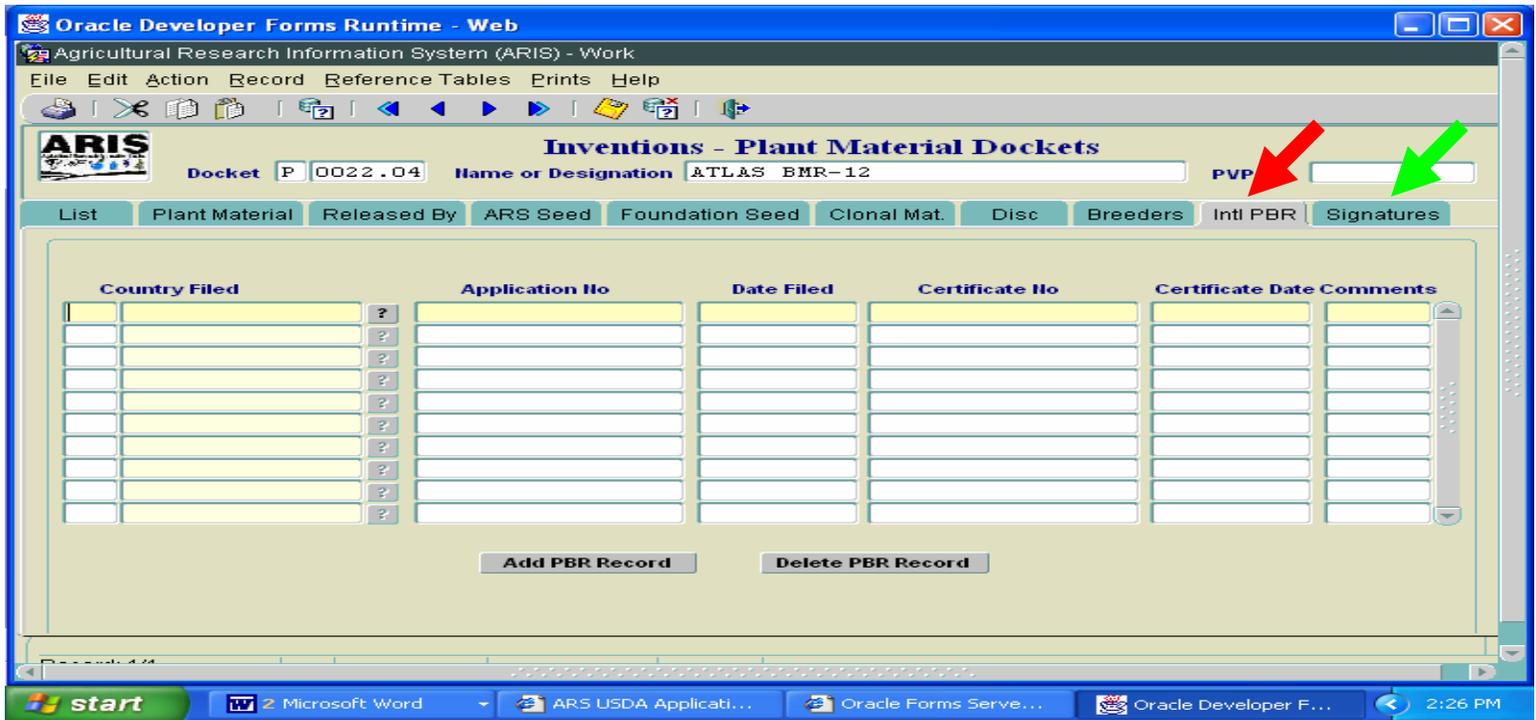
Agency/Organization: ARS

Non ARS Location Desc:

Record: 5/5

The screen above appears listing all Breeder's names and information.

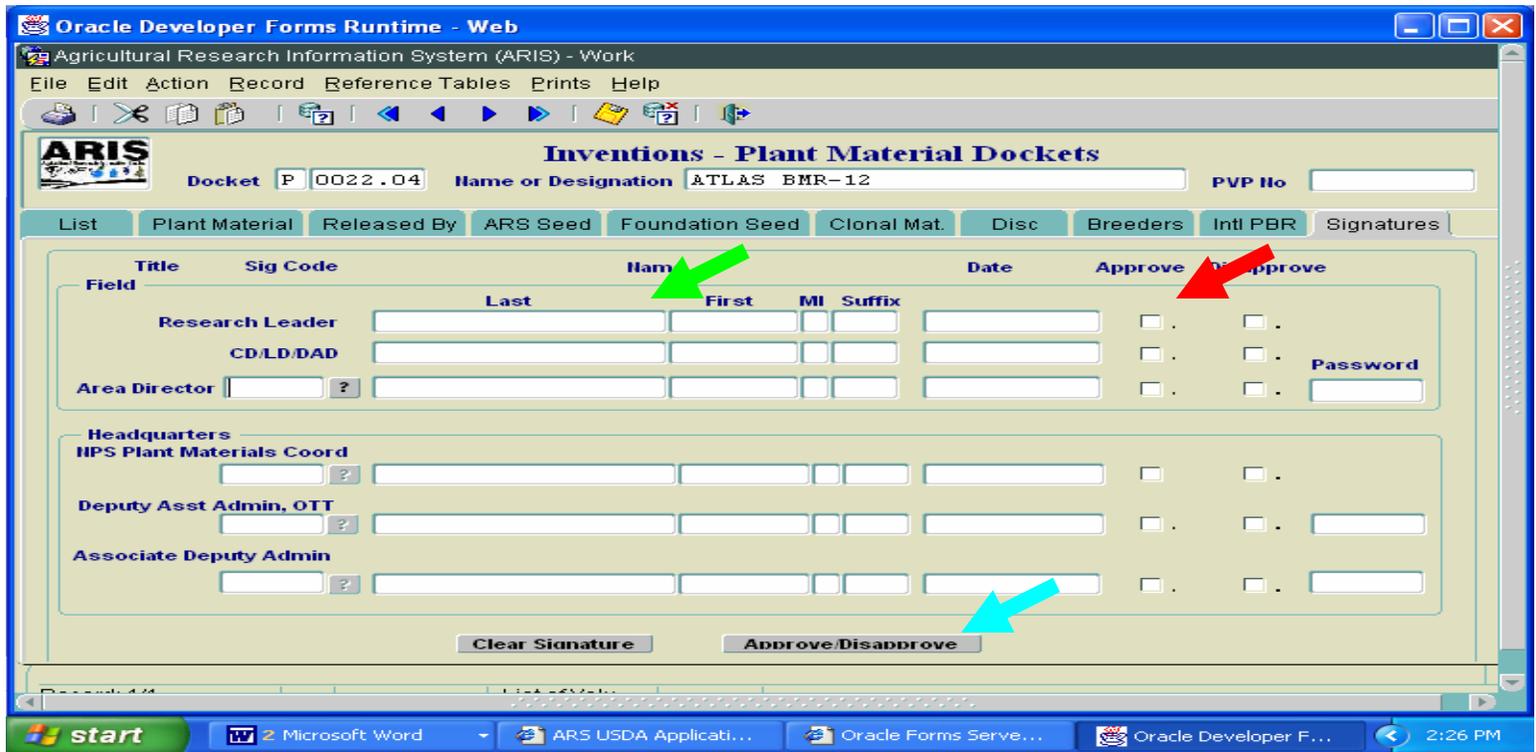
 Use the scroll bar to the right to review each entry for accuracy. Modify or Delete as needed.



 The Intl PBR tab is restricted to OTT data entry. **DO NOT** use this tab.

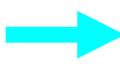
**NOTE:** This serves a separate purpose from the response given in Question #6 in the Desc tab section.

 Click on the **Signature** tab.



 Enter the Research Leader or CD/LD/DAD name and date.

 Place a  in the Approve box.

 Click on the **Approve/Disapprove** button at the bottom of the screen to save and release to the next approval level. (The Save icon at the top of the screen does not work on this application).