Agricultural Research Service Travel Information System (ATIS) Conferences Quick Start Guide

The Agricultural Research Service Travel Information System (ATIS) formally the Foreign Travel Information System has been updated to now allow for the tracking of attendance at conferences and meetings in addition to foreign travel for all of REE.

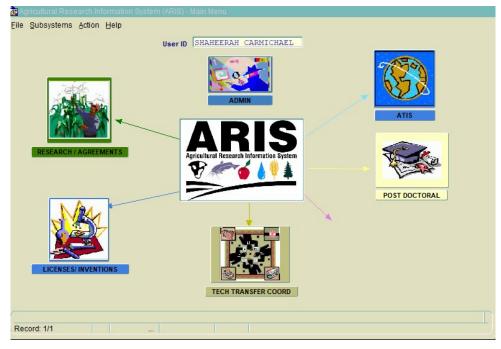
Quick Start Guide Topics

- 1) Accessing ATIS
- 2) Adding Attendees to a Conference
- 3) Conferences Pending Approval "Status Screen"
- 4) Searching for an Approved Conference in the Active Screen
- 5) <u>Viewing Current Meeting and Conference Records</u>
- 6) <u>Creating Reports</u>
- 7) Accessing the Meetings and Conferences Dashboard

Accessing ATIS

To enter the ATIS system (use Internet Explorer), from the main ARIS splash screen, select the **ATIS** icon.

To go back to the home page, you have to cancel out by clicking **X** or click on File and Exit.



ARIS Main Splash Screen

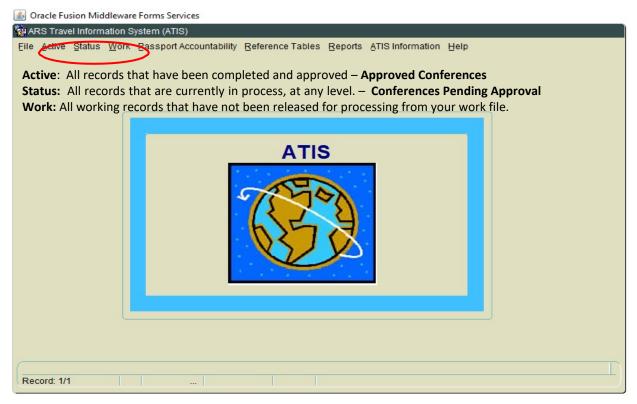
After clicking the ATIS icon on the main menu you should get a Security Level screen. Pick the

level of the organization that you want to work with. For example, below I can select '2000-00-00'.

Please Select Se	curity Level/Modeco	de bessessessesses ×
Find Research D	oc%	
Subsystem	Security_Level	ModeCode
Research Doc	FTIS_PSA	2000-00-00
Research Doc	FTIS_PSA	3000-00-00
Research Doc	FTIS_PSA	5000-00-00
Research Doc	FTIS PSA	5030-00-00
	Eind <u>O</u> K	Cancel

Security Level/Modecode/Orgcode selection

You will then see the ATIS splash screen (see below):



ATIS Splash Screen

Adding Attendees to a Conference

To add attendees to a conference, select the conference from the Conferences List screen in the Work tab and then select the **Attendee** tab.

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Mening # 2015-0714 ATIS - Conferences Begin Date Conference Approval Status INCOMPARING MEDITARY MEST SOCIETY OF TOXICOLOGY End Date 09/30/2019 EEC'D BY FRAD IN Data Attende Attende 09/30/2019 EEC'D BY FRAD Intended Intended Attende Intended Intended Intended Intended Attende Intended Intended Intended Intended Intended Intended Intended Intended Intended Intended Intended Intended Intended Attende None Intended Intended Intended Intended Intended Intended Intended Intended								
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Blank Add Attendee screen

The attendee's name must be selected by clicking on the **Add Attendee - REE** or **Add Attendee - Non-REE** button. A query screen is displayed.

			A	dd	At	tei	nd	ee	- R	EE				A	dd	Att	ten	de	e -	No	on-	RE	E	J		
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Attendee Name Search

Scroll down the list to find the correct attendee or use the letters in the alphabet search or search for the employee by using the "Find" option (e.g., %adams%). Once the employee is located, click on the name. The system will automatically insert the attendee's personnel information.

Unpopulated fields with an * are **mandatory**, such as last name, first name, duty station, position title, etc. List of Values or LOVs (button) and search capabilities (? button) are available wherever you see these symbols.

- **Complete all mandatory fields in the Attendee Form:** Purpose of Attendance, Purpose description, National Program (select from codes) if applicable, dates and time.
- Indicate whether the Attendee is in the local commuting area of the conference. If so, the **local participant box** must be selected to remove the TDY travel expense fields.
- Airfare, Local Travel Expenses, Miscellaneous Expenses, Rental Car, Registration Fees, and Soft Funds are all required fields. Enter zero (0) if any of the travel expenses will not be incurred.

When data entry is complete, click the **Save** button.

If you're unable to locate a person by using the steps above, you'll need to manually add them.

Exit (ATIS) Conference using File and Exit. Next, select Reference Tables and Non-REE Travelers Table.

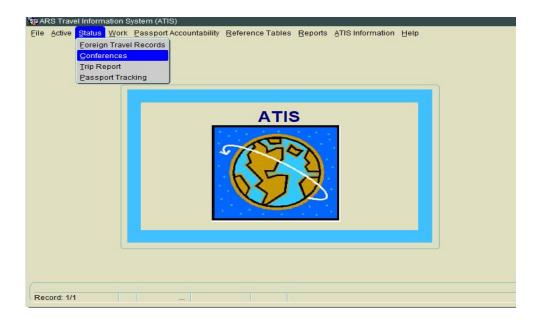
Reference Tables Reports ATIS Inform

Next, enter the Name and Social Security Number (may be fake info, if unavailable) and Save.

			Non-	REI	E Trave	ler Records			
Deta	ils								
		Name(Last,First,MI,Su	ffix)		Status		Status Date	
	□.		DANIEL			Active	0	/08/2020	
	ABBO	ГТ	JUDITH	A		Active	04	/27/2005	
	- ABDEI	LWAHAB	MOHAMED A			Active	00	5/13/2011	
	. ADAMS	5	JULIAN			Active	08	3/17/2005	
	C. ADHI	KARI	KABINDRA			Active	02	2/28/2020	
	C. ADKIN	1S	KYRIE			Active	0	/26/2019]
	C. AFELI	E FAAMUI	SALEIA			Active	04	/15/2011	
	- AFZAI	L	MUHAMMAD			Active	11	/29/2005	
	🗆 . Ahmei	C	ER-RAJI			Active	12	2/26/2013	
	C. AKANI	DA	ABDUL	MA		Active	00	5/08/2004	
	🗆 . АКНМИ	EDOV	BAKHYT			Active	02	2/06/2003	
	AKKUB	RT	SERIFE			Active	00	5/24/2020	
		Ad	d Traveler Reco	ord		Obsolete Traveler	Record		

Conferences Pending Approval – "Status Screen"

All conferences that require approval are shown on the Status screen. These conferences and their details can be viewed under **Status** from the main ATIS screen and **Conferences**.

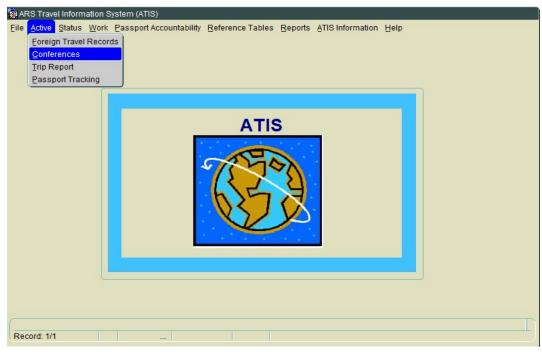


	ng # 2019-0698 ATIS - nee STH SUDDEN OAK DEATH SYMPOSIUM Attendee			End Date 09	/30/2019	PENDING		
Meeting #	Conference Name	Begin Date	End Date	City	State	Country	Status	Total Cost
019-0698	8TH SUDDEN OAK DEATH SYMPOSIUM	09/30/2019	09/30/2019	TBD			PENDING	\$1,286.
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	L		<u> </u>			_	-	
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Status for Conferences

Conferences waiting for approval will allow for attendee information to be modified but attendees cannot be added.

NOTE: If Total Costs < \$20,000 then No Approval is Required, and conference is moved directly to the Active screen.



Approved Domestic Conferences

Conterer	ce INTERNAL EROSION MODEL VALIDATION PROGRAMM	nces	POUR	End Date 09		Conference Approval Status	
12	Attendee	E WORKING G	ROUE	End Date [09	/30/2019	AFFROVED	
_							\frown
Meeting #	Conference Name	Begin Date	End Date	City	State	Country	Status
2019-0685	INTERNAL EROSION MODEL VALIDATION PROGRAMME	09/30/2019	09/30/2019	STILLWATER	OK		APPROVED
		09/30/2019					APPROVED
2019-0709	INTERNATIONAL NYMPOSIUM ON SUSTAINABLE SYSTEM	09/30/2019	09/30/2019	TBD	TB	UNITED STATES	APPROVED
2019-0710	IR-4 FOOD USE WORKSHOP	09/30/2019	09/30/2019	TBD			APPROVED
2019-0855	SOCIETY FOR APPLIED MICROBIOLOGY	09/30/2019	09/30/2019	NOT KNOWN	XX	UNITED STATES	APPROVED
2020-3090	NUTRITION 2019	06/09/2020	06/12/2020	BOSTON	MA	UNITED STATES	APPROVED

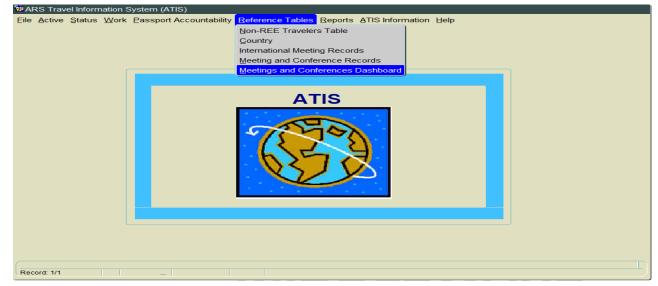
Conferences Approved Listing

Searching for an Approved Conference in the Active Screen

Select **Action**, **Query Screen** from the menu bar. Enter the information on the query screen to obtain the domestic conference you would like to display. Select the Execute Query icon and a listing will be displayed for all domestic conferences that meet the search criteria.

Viewing Current Meeting and Conference Records

To display the current listing of domestic and international meetings, select **Reference Tables** from the main ATIS screen and **Meeting and Conference Records**.



Meeting and Conference Records

To search for a specific meeting, year, or other criteria, select the Query icon or **Action, Query Screen** and a Query screen will be displayed. Ensure that the **Domestic or International** field is blank.

ARS Travel Information System (ATIS) - Work					
Eile Edit Query Prints Help						_
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ARIS	ATIS - Conferenc	es Search Screen				
Query						
Meeting No		Trip Year	Domestic or In	ternationa (
Conference Name					Type of Conference	
		_			Hosted/Sponsor Agency	
Official Conference Start Date		Official Conference End Date				
Address 1			Status Act	ve 💌		
Address 2						
City	State	Zip	Country	?		
	NOTE: This orgcode below applies	to Attendees only. You will see all confe	erences in list but only see	Attendees belonging to	this orgcode	
Orgcode						
Attendee Last Name		Attendee First Name	e		Attendee Status Active	
Attendees from Agency	?					
Conference Facility Type				?	Attendee Travel Authorization No.	
Conference Website					Autionzation No.	
GSA Lodging F	Rate	Lodging Taxes in Percentage				
Speaker F		GSA M&IE Rate				
Audio Visual Servi		Printing & Reproduction				
Facility Chan		Event Room Rental				
Other Co		Meals and Refreshments				
otiler co	/313	means and kerresinnents				

Search Screen

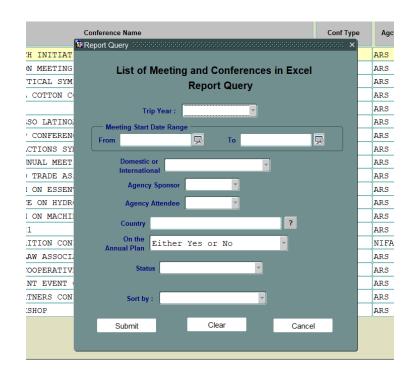
Creating Reports

The following reports are available:

• List of Conferences by FY

View a listing of all conferences in a Fiscal Year within the **Work** screen by selecting the **Prints** menu option and then **List of Conferences by FY**.

This report is also available under the **Reference Tables** menu option from the main ATIS screen. Select **Meeting and Conference Records**, **Prints**, and then **List of Meetings and Conferences by FY**.



Accessing the Meetings and Conferences Dashboard

View the **Meetings and Conferences Dashboard** under the **Reference Tables** menu option from the main ATIS screen.

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	and Conferences Dashboard													
Neeting #	Conference Name	Start Date	End Date	Address Line 1	Address Line 2	City	State	Zip Code	Country	No. of Participants	Total Cost	Domestic or International	Approval Level	Approval Status
2020-0001	International Meeting on Apicomplexe of Farm Animals https://www.apicowplexe.de	10/02/2019	10/04/2019			BEBLIN			GERMANY	1	\$1,620.0	INTERNATIONAL	APPROVED	AFFROVED
2020+0724	25TH INTERNATIONAL CONFERENCE ON VIRUS AND OTHER GRAFT TRANSMISSIBLE DISEASES OF	06/22/2020	06/26/2020	TBA	[AMERSFOORT			SETRERLANDS	3	\$11,006.0	INTERNATIONAL	DIRECTOR	PERDENS
2020-1935	JOTH FISH FEED AND SUTRITION WORKSHOP	09/16/2020				AUBCRN	11	0000	UNITED STATES	4			NO AFFROVAL REQ	AFFROVED
2020+2043	AMERICAN COLLEGE OF LABORATORY ANIHAL MEDINE (ACLAM) ANNUAL FORTH	05/02/2020				ST. FETERSDORG	FL	330706	UNITED STATES				NO AFFROVAL SEQ	AFFROVED
2020-2044	WV VETERINARY MEDICAL ASSOCIATION (WVVMA) ANNUAL MEETING	04/01/2020	04/02/2020	TBD		WHITE SULFUR SPRINGS	80	2115	UNITED STATES	1		DOMESTIC	NO APPROVAL REQ	AFFRONED
2020-2016	WV VETERINARY MEDICAL ASSOCIATION (WVMMA) LARGE ANIMAL MEETING	05/01/2020	05/02/2020	TBD		SUTTON	WV.	20578	UNITED STATES	1			NO_AFFROVAL_REQ	APPROVED
2020-2491	SORTHEAST SUSTAINABLE AGRICULTURE RESEARCH AND EDUCATION (NESARE) ADMINISTRATIVE	02/10/2020	02/14/2020	TBD	Tab	BURLINGTON	77	05403	UNITED STATES	1		DOMESTIC	NO AFFROVAL REQ	APPROVED
2020-2484	ADJUSTED - INTERNATION	05/10/2020	05/14/2020	TBD	[TBD	TORCHTO			CANADA	0	\$0.0	INTERNATIONAL	APPROVED	APPROVED
2020+2499	NORTHEAST AGRICULTURAL AND BIOLOGICAL ENGINEERING CONFERENCE	06/15/2020	06/19/2020	Penn State University	[UNIVERSITY PARK	12	16902	UNITED STATES	1			NO_AFFROVAL_REQ	AFFROVED
2020+2721	CALIFORNIA BEET GROWERS ASSOCIATION (CBGA) ANNUAL MEETING	02/08/2020	02/08/2020	TBD	[BRARLEY	CA	92227	UNITED STATES	1		DCHESTIC	NO AFFROVAL REQ	AFFROVED
2020-2741	CALIFORNIA TOMATO RESEARCE INSTITUTE ANNUAL MEETING	12/05/2015	12/05/2015	University of California, Davis	Buchler Alumni Center	DAVIS	CA	95616	UNITED STATES	1	\$0.0	DOMESTIC	NO AFFROVAL SEQ	AFFROVED
2020+2752	2020 INTERNATIONAL SPINACH CONFERENCE	05/01/2020	05/08/2020	TBD		MELBOURNE			AUSTRALIA	1		INTERNATIONAL	AFFROVED	AFFROVED
2020-3000	AMERICAN SOCIETY FOR CLINICAL PATHOLOGY (ASCP) ANNUAL MEETING 2020	05/05/2020	05/11/2020	VESUE TO BE DECIDED	1	AUSTIN	TX	73301	UNITED STATES	1			NO APPROVAL REQ	AFFROVED
2020-3001	LOWER EASTERN SHORE ORGANIC ROUNDIABLE			30730 Park Drive		PRINCESS ANNE	2D	21853	UNITED STATES	1			NO APPROVAL REQ	AFFRONED
2020-3003	SATIONAL COTTON CONNELL QUALITY TASK FORCE	08/18/2020	08/19/2020	Tab		LUBBOCK	TX	00000	UNITED STATES	1		DOMESTIC	Tab	PERDING
2020-3004	ASA SOUTHERN BRANCH MEETING	02/05/2020	02/07/2020	780		DIRMINGRAM	10	00000	UNITED STATES	4	\$1,500.0	DOMESTIC	NO AFFROVAL REQ	AFFROVED
2020-3010	STERMATIONAL SYMFOSIUM ON FOOD COMPONENTS STRUCTURAL CHANNE AND QUALITY FUNCTION	11/08/2019	11/14/2019	Not Yet Available		DORIGODAN CITY		1	CHINA	1	\$325.0	INTERNATIONAL	APPROVED	APPROVED
2020-3016	MANAII COFFEE ASSOCIATION ANNUAL CONFERENCE AND CUPPING COMPETITION	07/30/2020	08/01/2020	TBD		ROSOLULU	21	00000	UNITED STATES	4		DOMESTIC	TBD	(PERDENS
2020-3017	Q-PROCESSING COURSE LEVEL 2	08/12/2020	08/18/2020	780		SEATTLE	92.	00000	UNITED STATES	1	\$3,500.0	DOMESTIC	NO APPROVAL REQ	APPROVED
2020-3018	SCA COFFEE SHILLS: ROASTING SHILLS 1-3	10/15/2019	10/19/2019	180	1	SEATTLE	42	00000	UNITED STATES	1	\$3,250.0	DOMESTIC	NO AFFROVAL REQ	AFFROVED