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
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Accessing ATIS

To enter the ATIS system (use Internet Explorer), from the main ARIS splash screen, select the **ATIS** icon.
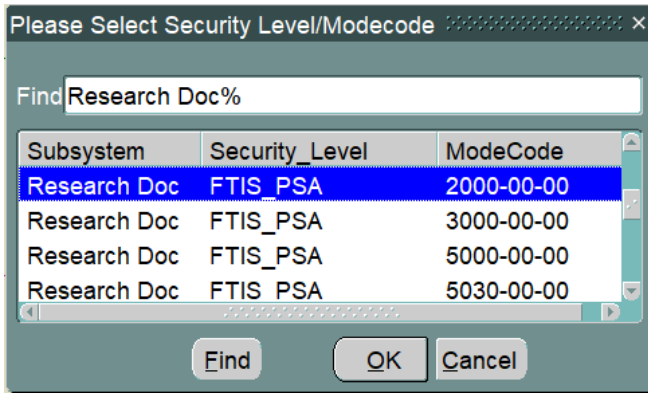
To go back to the home page, you have to cancel out by clicking **X** or click on File and Exit.
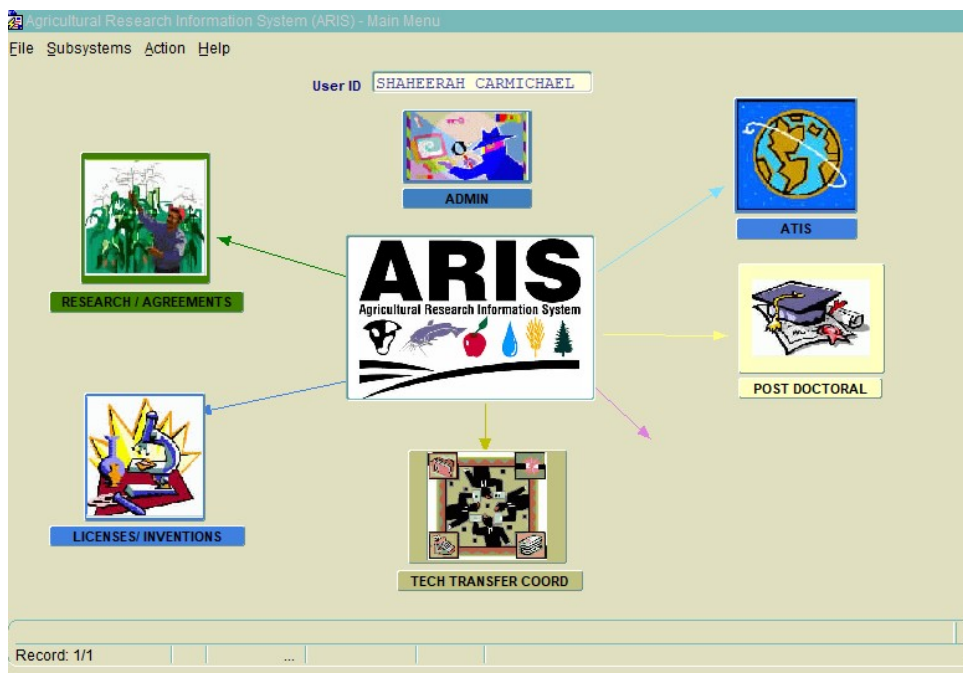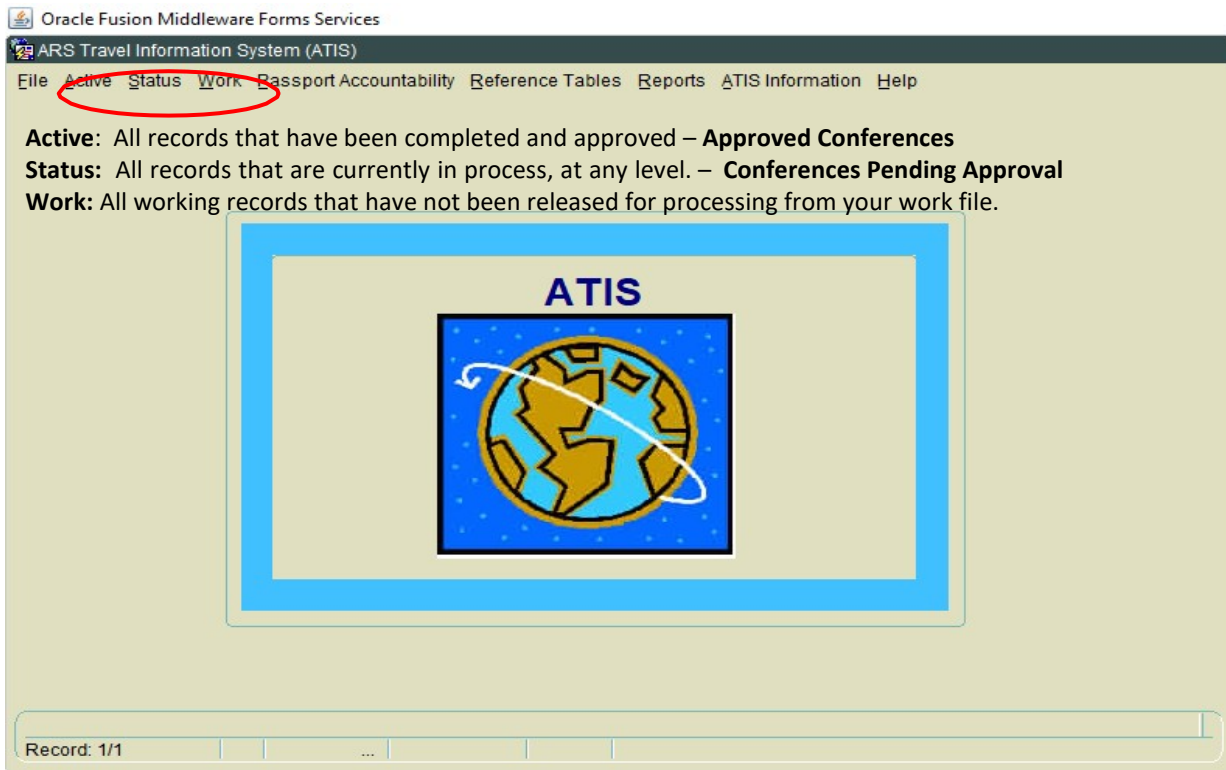

ARIS Main Splash Screen

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'.

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.

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.

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.

- o **Complete all mandatory fields in the Attendee Form:** Purpose of Attendance, Purpose description, National Program (select from codes) if applicable, dates and time.

- o 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.

- o 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.**
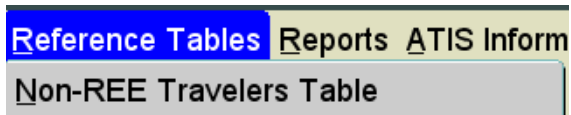
Next, enter the Name and Social Security Number (may be fake info, if unavailable) and **Save.**
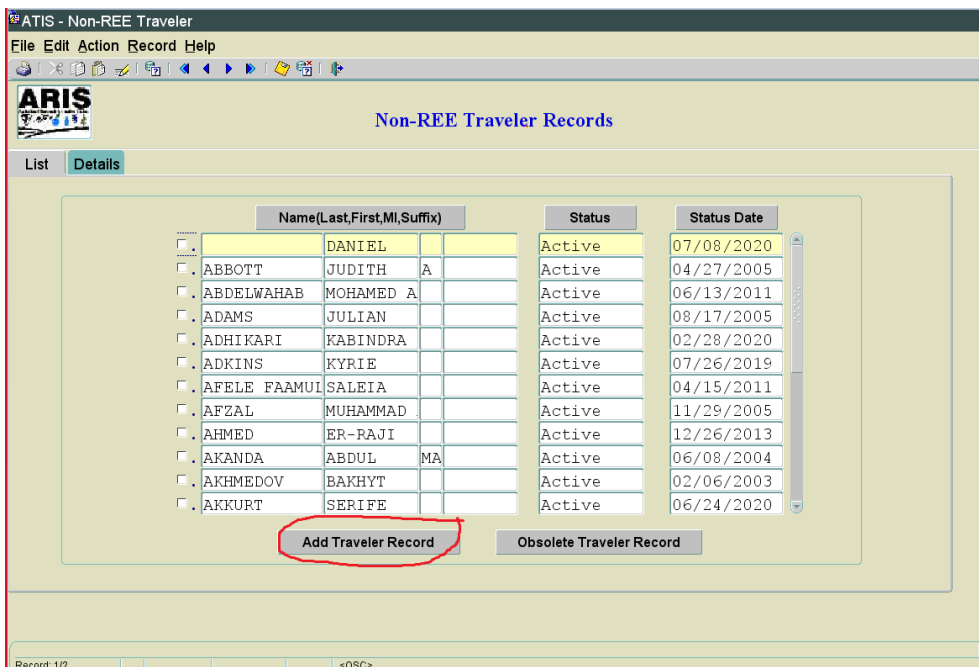
Conferences Pending Approval – "Status Screen"

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**.

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

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.

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.

ATIS - Meetings and Conferences Dashboard

Meeting#	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 Apicomplexa of Farm Animals https://www.apicovgvlesa.de	10/02/2019	10/04/2019			BERLIN			GERMANY	1	$1,620.00	INTERNATIONAL	APPROVED	APPROVED
2020-0724	15TH INTERNATIONAL CONFERENCE ON VIRUS AND OTHER GRAFT TRANSMISSIBLE DISEASES O	06/22/2020	06/26/2020	TBA		AMERSFOORT			NETHERLANDS	3	$11,006.00	INTERNATIONAL	DIRECTOR	PENDING
2020-1935	30TH FISH FEED AND NUTRITION WORKSHOP	09/14/2020	09/18/2020	TBD		AUBURN	AL	0000	UNITED STATES	4	$6,166.00	DOMESTIC	NO APPROVAL REQ	APPROVED
2020-2043	AMERICAN COLLEGE OF LABORATORY ANIMAL MEDINE (ACLAM) ANNUAL FORUM	05/02/2020	05/05/2020	TBD		ST. PETERSBURG	FL	330706	UNITED STATES	1	$1,220.44	DOMESTIC	NO APPROVAL REQ	APPROVED
2020-2044	WV VETERINARY MEDICAL ASSOCIATION (WVVMA) ANNUAL MEETING	04/01/2020	04/02/2020	TBD		WHITE SULFUR SPRINGS	WV	2115	UNITED STATES	1	$0.00	DOMESTIC	NO APPROVAL REQ	APPROVED
2020-2046	WV VETERINARY MEDICAL ASSOCIATION (WVVMA) LARGE ANIMAL MEETING	09/01/2020	09/02/2020	TBD		SUTTON	WV	20070	UNITED STATES	1	$0.00	DOMESTIC	NO APPROVAL REQ	APPROVED
2020-2451	NORTHEAST SUSTAINABLE AGRICULTURE RESEARCH AND EDUCATION (NESARE) ADMINISTRATIVE	02/10/2020	02/14/2020	TBD		BURLINGTON	VT	05403	UNITED STATES	1	$50.00	DOMESTIC	NO APPROVAL REQ	APPROVED
2020-2484	ADJUSTED - INTERNATION	08/10/2020	08/14/2020	TBD	TBD	TORONTO			CANADA	0	$0.00	INTERNATIONAL	APPROVED	APPROVED
2020-2499	NORTHEAST AGRICULTURAL AND BIOLOGICAL ENGINEERING CONFERENCE	06/15/2020	06/19/2020	Penn State University		UNIVERSITY PARK	PA	16802	UNITED STATES	1	$0.00	DOMESTIC	NO APPROVAL REQ	APPROVED
2020-2721	CALIFORNIA BEET GROWERS ASSOCIATION (CBGA) ANNUAL MEETING	02/08/2020	02/08/2020	TBD		BRAWLEY	CA	92227	UNITED STATES	1	$100.00	DOMESTIC	NO APPROVAL REQ	APPROVED
2020-2741	CALIFORNIA TOMATO RESEARCH INSTITUTE ANNUAL MEETING	12/05/2019	12/05/2019	University of California, Davis	Buehler Alumni Center	DAVIS	CA	95616	UNITED STATES	1	$0.00	DOMESTIC	NO APPROVAL REQ	APPROVED
2020-2752	2020 INTERNATIONAL SPINACH CONFERENCE	05/01/2020	05/08/2020	TBD		MELBOURNE			AUSTRALIA	1	$3,225.00	INTERNATIONAL	APPROVED	APPROVED
2020-9000	AMERICAN SOCIETY FOR CLINICAL PATHOLOGY (ASCP) ANNUAL MEETING 2020	09/09/2020	09/11/2020	VENUE TO BE DECIDED		AUSTIN	TX	73301	UNITED STATES	1	$1,099.00	DOMESTIC	NO APPROVAL REQ	APPROVED
2020-9001	LOWER EASTERN SHORE ORGANIC ROUNDTABLE	11/04/2019	11/04/2019	30730 Park Drive		PRINCESS ANNE	MD	21853	UNITED STATES	1	$150.00	DOMESTIC	NO APPROVAL REQ	APPROVED
2020-9003	NATIONAL COTTON COUNCIL QUALITY TASK FORCE	08/18/2020	08/19/2020	TBD		LUBBOCK	TX	00000	UNITED STATES	1	$1,242.55	DOMESTIC	TBD	PENDING
2020-9004	ASA SOUTHERN BRANCH MEETING	02/05/2020	02/07/2020	TBD		BIRMINGHAM	AL	00000	UNITED STATES	1	$1,900.00	DOMESTIC	NO APPROVAL REQ	APPROVED
2020-9010	INTERNATIONAL SYMPOSIUM OF FOOD COMPONENTS STRUCTURAL CHANGE AND QUALITY FUNCTIO	11/08/2019	11/14/2019	Not Yet Available		DONGGUAN CITY			CHINA	1	$328.00	INTERNATIONAL	APPROVED	APPROVED
2020-9016	HAWAII COFFEE ASSOCIATION ANNUAL CONFERENCE AND CUPPING COMPETITION	07/30/2020	08/01/2020	TBD		HONOLULU	HI	00000	UNITED STATES	4	$12,044.00	DOMESTIC	TBD	PENDING
2020-9017	Q-PROCESSING COURSE LEVEL 2	08/12/2020	08/16/2020	TBD		SEATTLE	WA	00000	UNITED STATES	1	$3,500.00	DOMESTIC	NO APPROVAL REQ	APPROVED
2020-9018	SCA COFFEE SKILLS: ROASTING SKILLS 1-3	10/15/2019	10/16/2019	TBD		SEATTLE	WA	00000	UNITED STATES	1	$3,250.00	DOMESTIC	NO APPROVAL REQ	APPROVED

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