

# 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.

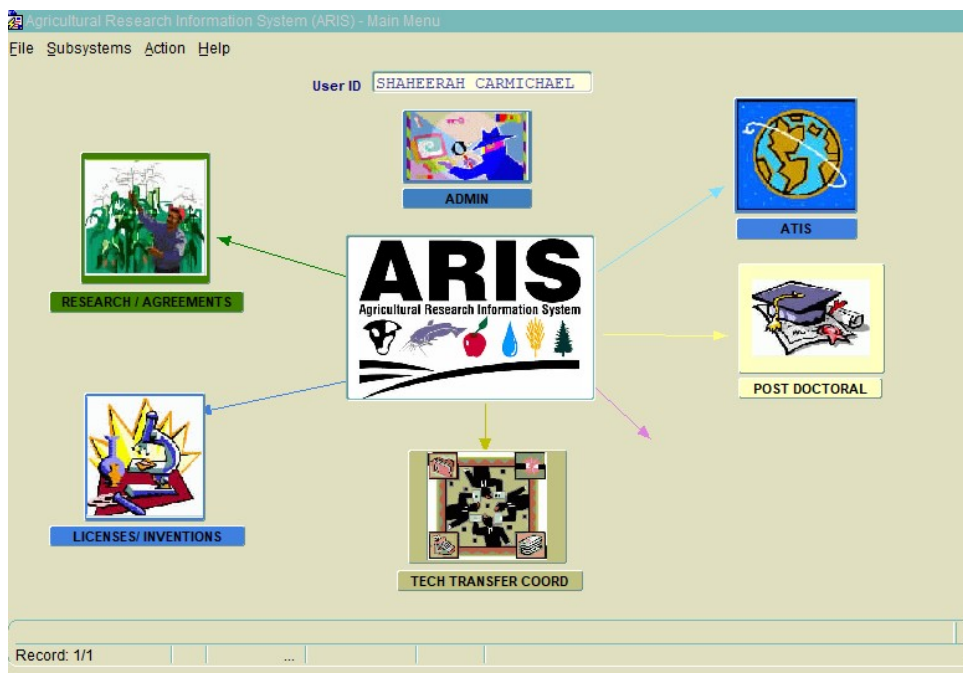
## Quick Start Guide Topics

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## Accessing ATIS

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

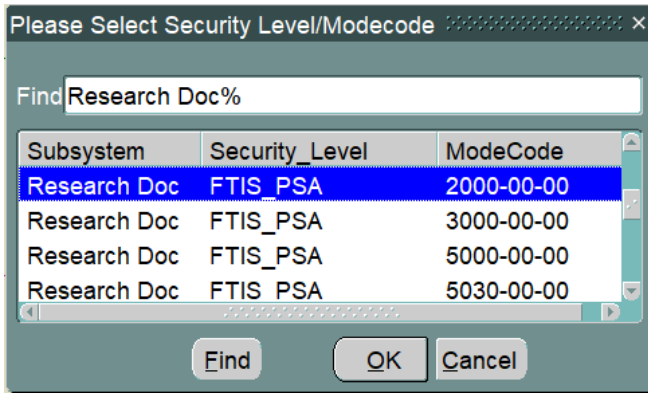
To go back to the home page, you have to cancel out by clicking **X** or click on File and Exit.



ARIS Main Splash Screen

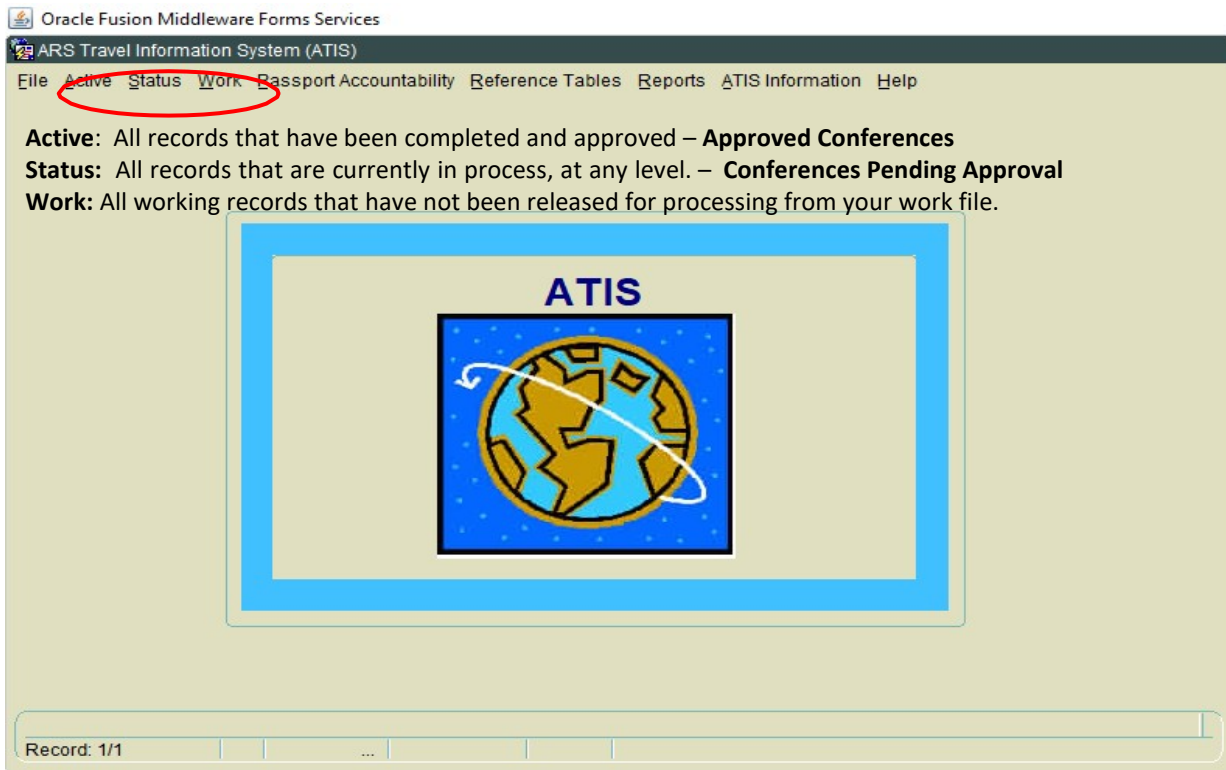
After clicking the ATIS icon on the main menu you should get a Security Level screen. Pick the

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.

Oracle Fusion Middleware Forms Services  
ARIS Meeting # 2019-0714 ATIS - Conferences Begin Date 09/30/2019 Conference Approval Status  
Conference MOUNTAIN WEST SOCIETY OF TOXICOLOGY End Date 09/30/2019 REC'D BY FHMAD

Attendee List

Full Name	Duty Station	Purpose of Attendance	Authorized?	Conference Approval Status
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Add Attendee - REE Add Attendee - Non-REE Delete Attendee Display Obsolete Attendees

Attendee Details

\*Last Name \*First Name Middle Init Suffix Name REE Non REE  
\*Org Code Agency Org  
\*Duty Station \*Position Title  
\*Email Address Date of Last Email Sent  
\*Purpose of Attendance \*National Program  
\*Purpose Description  
\*Past Benefits Select/Unselect NP Codes  
\*Attendee Start Date / Time \*Attendee End Date / Time  
Local Participant Indicator  
\*Airfare \*Total Local Travel Expenses \*Total Miscellaneous Expenses  
\*Total Amount of Soft Grant/Trust Funds \*Total Rental Car Expenses \*Registration Fees  
Contributing Organization Contributing Organization Type Contributing Organization Funds Contributed  
Travel Authorization No. Conference Approval Status \*Authorized by Area Office or Appropriate Manager  
User Last Modified Date Last Modified  
Save Cancel

Record: 1/1 <OSC>

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.

Add Attendee - REE Add Attendee - Non-REE

WIN\_ABCDEF\_LOV

0% Find  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

ABBOTT, ANGELIQUE L  
ABDEL-HALEEM, HUSSEIN A  
ABERNATHY, JASON W  
ABOLENCIA, SYLVIA D  
ABRAMS, ADELAINE E  
ADAIR, Nanci L  
ADDINGTON, HANNAH L  
ADKINS, YURIKO C  
ADKISSON, EIKO  
AGUILERA, MARIO R  
AHMAD, MANAR A  
ALABED, DIAA F  
ALBA, CAELIN C  
ALBU, SEBASTIAN

Count 1488 Cancel

## 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.

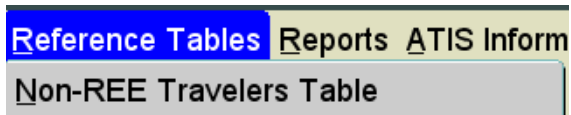
Unpopulated fields with an \* are **mandatory**, such as last name, first name, duty station, position title, etc. List of Values or LOVs (▼ button) and search capabilities (? button) are available wherever you see these symbols.

- **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.

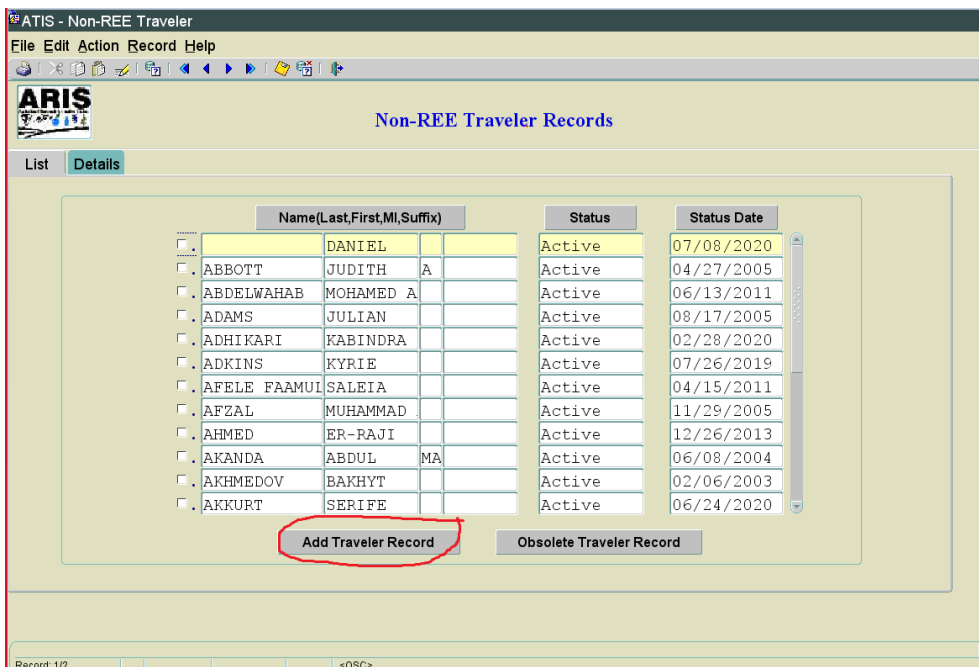
When data entry is complete, click the **Save** button.

**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**.

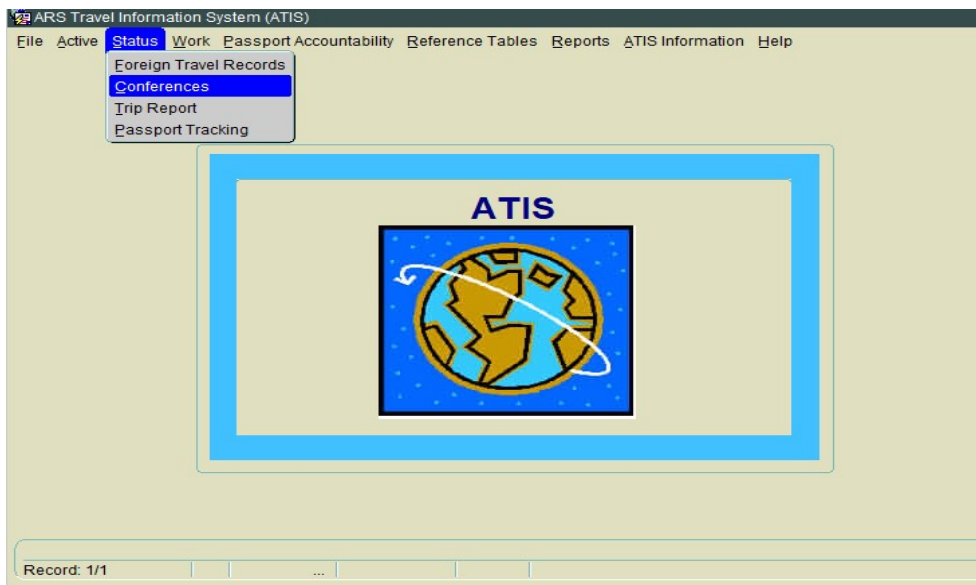


Next, enter the Name and Social Security Number (may be fake info, if unavailable) and **Save**.



## 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**.





ARIS Travel Information System (ATIS) - Active

File Edit Action Record Prints Help

Meeting # 2019-0685 **ATIS - Conferences** Begin Date 09/30/2019 Conference Approval Status

Conference INTERNAL EROSION MODEL VALIDATION PROGRAMME WORKING GROUP End Date 09/30/2019 APPROVED

List Details Attendee

Meeting #	Conference Name	Begin Date	End Date	City	State	Country	Status
<input type="checkbox"/> 2019-0685	INTERNAL EROSION MODEL VALIDATION PROGRAMME	09/30/2019	09/30/2019	STILLWATER	OK		APPROVED
<input type="checkbox"/> 2019-0700	AFMC CONFERENCES	09/30/2019	09/30/2019	TBD			APPROVED
<input type="checkbox"/> 2019-0709	INTERNATIONAL NYMPOSIUM ON SUSTAINABLE SYSTEMS	09/30/2019	09/30/2019	TBD	TB	UNITED STATES	APPROVED
<input type="checkbox"/> 2019-0710	IR-4 FOOD USE WORKSHOP	09/30/2019	09/30/2019	TBD			APPROVED
<input type="checkbox"/> 2019-0855	SOCIETY FOR APPLIED MICROBIOLOGY	09/30/2019	09/30/2019	NOT KNOWN	XX	UNITED STATES	APPROVED
<input type="checkbox"/> 2020-3090	NUTRITION 2019	06/09/2020	06/12/2020	BOSTON	MA	UNITED STATES	APPROVED
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

*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.

The screenshot shows the 'ATIS - Conferences Search Screen' with various search criteria fields. The 'Domestic or International' dropdown menu is highlighted with a red circle. Other fields include Meeting No, Trip Year, Conference Name, Type of Conference, Official Conference Start/End Dates, Hosted/Sponsor Agency, Address 1/2, City, State, Zip, Country, Orgcode, Attendee Last/First Name, Attendee Status, Conference Facility Type, Conference Website, GSA Lodging Rate, Lodging Taxes in Percentage, Speaker Fees, GSA M&IE Rate, Audio Visual Services, Printing & Reproduction, Facility Charges, Event Room Rental, Other Costs, and Meals and Refreshments.

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**.

The screenshot shows a dialog box titled 'List of Meeting and Conferences in Excel Report Query' overlaid on a table. The table has columns for 'Conference Name', 'Conf Type', and 'Age'. The dialog box contains the following fields: Trip Year (dropdown), Meeting Start Date Range (From/To), Domestic or International (dropdown), Agency Sponsor (dropdown), Agency Attendee (dropdown), Country (text with help icon), On the Annual Plan (dropdown with 'Either Yes or No'), Status (dropdown), and Sort by (dropdown). Buttons for 'Submit', 'Clear', and 'Cancel' are at the bottom.



# 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	Nc. of Participants	Total Cost	Domestic or International	Approval Level	Approval Status
0100-0001	International Meeting on Apicomplexa of Penn State	05/04/2019	05/04/2019			HERLIS			CERDANY	1	\$1,420.00	INTERNATIONAL	APPROVED	APPROVED
0100-0728	15TH INTERNATIONAL CONFERENCE ON VIRUS AND OTHER GREAT TRANSMISSIBLE DISEASES	06/22/2020	06/26/2020			INDIANAPOLIS			INDIANAPOLIS	3	\$11,000.00	INTERNATIONAL	DEFERRED	DEFERRED
0100-0888	10TH FIRE FIGHT AND WILDLIFE SERVICES	06/16/2020	06/19/2020			MURKIN	AL	0200	UNITED STATES	1	\$6,200.00	DOMESTIC	NO APPROVAL REQ	APPROVED
0100-0143	AMERICAN COLLEGE OF LABORATORY ANIMAL SCIENCE (ACLAS) ANNUAL FORUM	09/02/2020	09/05/2020			ST. PETERSBURG	FL	33704	UNITED STATES	1	\$1,400.00	DOMESTIC	NO APPROVAL REQ	APPROVED
0100-0344	NY VETERINARY MEDICAL ASSOCIATION (NYVMA) ANNUAL MEETING	04/01/2020	04/02/2020			WHITE SULPHUR SPRINGS	WV	26155	UNITED STATES	1	\$0.00	DOMESTIC	NO APPROVAL REQ	APPROVED
0100-0384	NY VETERINARY MEDICAL ASSOCIATION (NYVMA) LARGE ANIMAL MEETING	04/01/2020	04/02/2020			WYOMING	WV	26170	UNITED STATES	1	\$0.00	DOMESTIC	NO APPROVAL REQ	APPROVED
0100-0441	BIOMATERIALS SUSTAINABLE EDUCATION RESEARCH AND EDUCATION (BSARE) ADMINISTRATION	02/15/2020	02/14/2020			MILWAUKEE	WI	53403	UNITED STATES	1	\$0.00	DOMESTIC	NO APPROVAL REQ	APPROVED
0100-0494	BIOPHYTES - INTERACTIVE	04/10/2020	04/14/2020			TORONTO	ON		CANADA	0	\$0.00	INTERNATIONAL	APPROVED	APPROVED
0100-0495	BIOPHYTES - INTERACTIVE	04/10/2020	04/14/2020			TORONTO	ON		CANADA	0	\$0.00	INTERNATIONAL	APPROVED	APPROVED
0100-0496	BIOPHYTES - INTERACTIVE	04/10/2020	04/14/2020			TORONTO	ON		CANADA	0	\$0.00	INTERNATIONAL	APPROVED	APPROVED
0100-0721	CALIFORNIA MEET GROWERS ASSOCIATION (CMGA) ANNUAL MEETING	02/08/2020	02/08/2020			SHARLEY	CA	92227	UNITED STATES	1	\$100.00	DOMESTIC	NO APPROVAL REQ	APPROVED
0100-0741	CALIFORNIA TOROYO RESEARCH INITIATIVE ANNUAL MEETING	12/05/2019	12/05/2019			DAVIS	CA	95616	UNITED STATES	1	\$0.00	DOMESTIC	NO APPROVAL REQ	APPROVED
0100-0752	10TH INTERNATIONAL SYMPOSIUM CONFERENCE	09/01/2020	09/01/2020			MELBOURNE			AUSTRALIA	1	\$3,270.00	INTERNATIONAL	APPROVED	APPROVED
0100-0900	AMERICAN SOCIETY FOR CLINICAL PATHOLOGY (ASCP) ANNUAL MEETING 2020	09/09/2020	09/11/2020			HOUSTON	TX	77001	UNITED STATES	1	\$1,000.00	DOMESTIC	NO APPROVAL REQ	APPROVED
0100-0901	LOWER EASTERN GROUNDWATER CONFERENCE	11/04/2019	11/04/2019			PROCESSE ARNE	ND	58553	UNITED STATES	1	\$200.00	DOMESTIC	NO APPROVAL REQ	APPROVED
0100-0902	WESTERN GROUNDWATER CONFERENCE	09/16/2020	09/16/2020			TORONTO	ON	09000	UNITED STATES	1	\$1,200.00	DOMESTIC	NO APPROVAL REQ	APPROVED
0100-0904	SAAS ADOPTION BRANCH MEETING	02/05/2020	02/07/2020			INDIANAPOLIS	IN	46204	UNITED STATES	1	\$1,500.00	DOMESTIC	NO APPROVAL REQ	APPROVED
0100-0910	INTERNATIONAL SYMPOSIUM ON FOOD COMPONENTS STRUCTURAL CHANGE AND QUALITY FUNCTION	11/08/2019	11/14/2019			OSGOWAY CITY			CHINA	1	\$200.00	INTERNATIONAL	APPROVED	APPROVED
0100-0914	BARCEL COFFEE ASSOCIATION ANNUAL CONFERENCE AND COFFEE COMPETITION	07/09/2020	08/01/2020			MADRID	ES	00000	UNITED STATES	4	\$12,000.00	DOMESTIC	NO APPROVAL REQ	APPROVED
0100-0917	Q-PROCESSING COURSE LEVEL 1	08/12/2020	08/18/2020			SEATTLE	WA	00000	UNITED STATES	1	\$3,500.00	DOMESTIC	NO APPROVAL REQ	APPROVED
0100-0918	QCA COFFEE SKILLS: ROASTING SKILLS 1-3	08/18/2020	08/18/2020			SEATTLE	WA	00000	UNITED STATES	1	\$1,200.00	DOMESTIC	NO APPROVAL REQ	APPROVED

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