

Logon Needs

- * **User ID**—Obtained by completing a registration form provided by the Area Budget & Fiscal Officer.
- * **Password**—Once a User ID is established the initial password will be *password*. The system will prompt user to change password after first logon and every 60 days once the new password is established. Passwords must be between 6-8 characters and comply with ARS IT Security Standards (refer to "Recommended Best Practices for IT Security")

<http://www.ars.usda.gov/ocio/security/>

Access Needs

- * Microsoft Internet Explorer (MSIE) 5.5 or higher
- * Adobe Acrobat (Reader or complete software)
- * JInitiator—The first time the web address is entered, the system will prompt user for download (see Area Program Analyst or Area Computer Specialist for complete installation instructions or follow prompts).

Logging On

- * Open SAMS
- * Type User ID & Password,
(not case sensitive)
- * Database should be SAMS
- * Click on Connect or hit enter

Automatic idle time logout on SAMS is 30 minutes. You will be automatically logged out of SAMS if inactive for 30 minutes.

Modecode Access

Each SAMS user has the ability to enter data within their 4-digit modecode for the organization they support (Example 00 00).



FAQ's

If I forget my password can my Area Budget & Fiscal Officer tell me what it is?

- *No. The password for SAMS is user-specific and the user is the only one who knows the password. If you forget your password you E-mail the ARIS mailbox and request it be reset.*

While entering data can I save my work and return at a later time to complete entry?

- *Yes. SAMS has a save function that allows user to save on every screen during data entry.*

Do I need to save my entry after each screen?

- *No. SAMS automatically saves your 'work' when moving from screen to screen.*

Can I use my Netscape Navigator to open SAMS?

- *The recommended web-browser is Microsoft Internet Explorer as it is the browser that is provided with all Windows Operating Systems. Also, the JInitiator automatically updates via MSIE but will not automatically update with other web-browsers.*

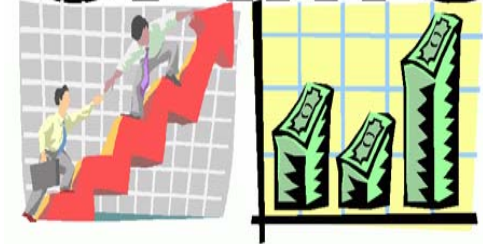
Do I have to click the 'add' button in order to enter the data if it will allow me to manually type it in?

- *The system is programmed for the user to click the 'add' button and then query ("?) for the information. However, if you know the codes, click the 'add' button first and then you may manually type the information.*

Can I change my password more frequently?

- *No. Your password can only be changed when prompted every 60 days.*

SAMS



THE BASICS

If you have a problem:

- **You Area Budget & Fiscal Officer will be the FIRST line of contact**
- **For technical assistance, contact your Area Computer Specialist.**
- **Help Desk: (301)504-1074**
- **Lisa Baldus (301)504-1300
Financial Management
Division**



Searching Tips

Query Screens

: (colon) RANGE / BETWEEN

Used as the separator between the start and end values in a range.

Can be used for all types of data, including dates.

Example: In a date field **12/15/2003:12/14/2004** retrieves records having any value on or between these two dates.

;(semicolon) OR

Used as a separator in a list of search items in a single line.

Example: **brown:smith** retrieves records having either brown or smith in the field. A line on a search screen cannot end with a semicolon.

% (percent)

Used as a "wildcard" search. The % can be placed prior to the phrase (search criteria) or after.

* Examples—If the user types:

helm%, the system retrieves all names that contain helm, and others where helm is a prefix;

* **%talk%**, the system retrieves all names that contain talking-ton, stalker and others where talk is in the word.

* **%helm%talk%**, when used like this, the % between the words works as an AND (&); the system retrieves all names that contain helm and talk, in any order, within the field.



List of Values (LOV) Screens

When searching in a LOV pop-up screen, the % still acts as a "wildcard" but it also acts as a column separator.


Example: The modecode LOV is separated into columns; searching from the first column, a % is not necessary, but if the user wanted to search from the other column(s) the text must follow the %.

Note: % is the only search symbol that can be used in a LOV; also accepts spaces. The % is needed to perform a proper search

Symbols & Features

* = requires entry


 = search is available when selected

 = list of options (pull down menu)


Sorting

The system allows sorting from the 'list' screen by ascending and descending order when user clicks on any of the gray header boxes.

The Add Button

 Throughout SAMS the user will have the 'add' button available to enter data. When the 'add' button is displayed, user must first click on the 'add' button. The first screen for data input will automatically be displayed ready for data entry by the user.

Cut, Copy, Paste

 These buttons (located on the toolbar throughout SAMS) work like any other windows based program.

Tabs

Allows user to navigate through different data screens within the highlighted acct code, mode code etc. These tabs are available throughout the system.