
SARRA HELP DOCUMENTATION

THE STUDY AREA RESOURCE REQUEST APPLICATION

INTRODUCTION

Welcome to the NEW Study Area Research Request Application (SARRA). This web-based application is the new way for University of Wyoming researchers to submit research requests to the University's Agriculture Experiment Stations.

Access SARRA from the "Important Links" section of the UW Agriculture Experiment Station webpage: <http://www.uwyo.edu/uwexpstn/> or directly via <http://applications.wygisc.org>.

FUNCTIONALITY

The new SARRA application is designed to provide researchers, directors and farm managers with the tools and resources needed to make, accept, manage, and record pertinent information associated with research requests. Please note that SARRA is not designed as a replacement for communication between researchers, directors and farm managers; rather it is a tool to help facilitate and track the projects that are the end result of those interactions.

Functionality for researchers:

- AES Site Selection
- Research Request Application/Edits
- Current and Past Project Review
- Historic Data Review
- Report Generation

Functionality for directors/farm managers:

- Research Request Review and Acceptance
- Field/Location Assignment
- Current and Past AES Site Request Review
- Historic Data Review
- Report Generation

WEB BROWSER FUNCTIONALITY REQUIREMENTS

Compatible Web Browsers: The SARRA application has been tested in Internet Explorer 8 (IE8) and higher, Firefox and Google Chrome. Earlier versions of IE (such as IE7) will NOT support the use of this application. This flash application is compatible with Safari.

Note: To ensure you are seeing updates automatically with Internet Explorer it is recommended that you open Internet Explorer > Tools > Internet Options > Settings (under browsing history) > change the “Check for newer versions of stored pages” radio button to “Every time I visit the webpage”.

Flash Player: You must be running **Flash Player version 10 or higher** to view the SARRA Application. As long as you’re running flash player version 10 or higher, you can use most browser types.

Note: having trouble downloading and installing flashplayer 10? Google Chrome can be downloaded with flashplayer installed automatically.

FlexBuilder: (with which this application is built) is not compatible with Apple iOS (iPhones).

Popup Blocker: you may need to disable popup blocker, or add <http://applications.wygisc.org> to your safe sites list.

Browser Back Button: This flex application (similar to your online banking) does not allow the use of the back button. Navigation must occur within the application features.

Platform: The SARRA application should function properly on Apple/Macintosh desktop/laptop computers. If the application doesn’t load properly you may need to download the newest version of the Macintosh Flash Player Plugin content debugger from <http://www.adobe.com/support/flashplayer/downloads.html>

SIGN IN/REGISTER

Sign In: Users must sign in to use the SARRA application

Register: New users must register prior to being able to Sign In. If it is your first time visiting the site you will need to register. Please note that registration approval is not automated and you will receive an email once you have been provided access.

Opening SARRA: Click the AES R&E Tab near the top of the page and then click the R&E Resource Request Application (SARRA) v 2.4 link.

BASIC TOOLS



Radio Buttons – Allow you to pick one option (e.g. choose either a Crop or Livestock study type)



Check Boxes – Allow you to make one or multiple choices (e.g. your activity type can be both Extension and Research)



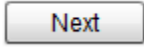
Drop down menus – Allow you to select one option from the list provided (i.e. the year the study request is being made)



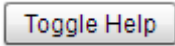
Calendar Tool – Allows you to select the date range/span the for the study



Text Boxes – Allow you to type in the appropriate information being requested (e.g. Study Objectives and Expected Benefits)



Buttons – Allow you to complete a variety of tasks. Note: each button is labeled with its function



Toggle Help Button – Allows you to see some basic help in the form anytime the button is present. Note: For full help use the “SARRA Help Documentation” link in the upper right hand corner of the application

REQUEST A NEW STUDY SITE

SELECT A STATION

To begin a new study site selection request; first to choose the appropriate agricultural experiment station from the list on the left hand side of the screen. To select a station click the corresponding radio button .



Agricultural Experiment Stations

- Sustainable Agriculture Research and Extension Center (SAREC)
- Sheridan Research and Extension Center (SREC)
- Powell Research and Extension Center (PREC)
- Laramie Research and Extension Center (LREC)

COMPLETE PROJECT INFO

Selecting an Agriculture Experiment Station will open a project information form on the right hand side of the screen. Please note that the forms for each site are similar but will have slight changes based on desired information specific to each AES station.

James C. Hageman Sustainable Agriculture Research and Extension Center

Study Type: Crop Livestock

Study Location: SAREC Site Rogers Research Center

Season: Spring/Summer Fall/Winter

Initiation Date:

End Date:

Project Leader:

Department:

Funding: Funded Pending Service Related

Funding Source:

Activity Type: Extension Instruction Research

Project Short Title:

Short Title for this Test:

Objectives and Expected Benefit:

StudyID:

Note: In the form above the Year drop down box is to select the year upcoming project year (e.g. 2013) and the calendar tool is to select specific/approximate start and end dates.

STATION SPECIFIC INFORMATION

To submit a study request please fill out each page of the form as completely as possible. From any page of the form you have the following options:

Continue to the next page of the form.

Return to the previous page in the form

Submit your Study Request to the director/farm manager

SUBMIT REQUEST

Upon submitting a request emails will be sent out to the appropriate personnel for review as well as to the person submitting the request. Each submitted request will be reviewed by the director/farm manager at the requested Agricultural Experiment Station. Upon review and approval the director/farm manager will make the appropriate field assignment. During the review and acceptance process any changes made, or field assignments designated (director/farm manager only) by the researcher or director/farm manager will be sent to the appropriate parties for review.

REVIEW

After you have created one or more study requests, you can use the review tab to review all current and previous study request submissions. Note researchers will only see projects he/she has submitted and will not be able to access other researchers study information.

Project List

Study Name	Year	Station	Project Leader
App Test 22	2012	SAREC	Wendy
AppTestOct29	2013	SAREC	WLB
bulls	2013	SAREC	you too
Camelina BRDI	2012	SAREC	Augustine Oboi
Camelina BRDI	2012	SAREC	Augustine Oboi
Cow study	2013	LREC_LV	Wendy
greenhouse	2015	LREC_LV	Shawn
greenhouse test	2015	LREC_LV	Shawn
NK cells and Toxople	2013	LREC_LV	Jason Gigley
NRPN & SRPN	2012	SAREC	Nachtman
Oct 30 test	2012	SAREC	WLB
Oct30	2014	SREC	Wlb
Oct30	2014	SAREC	WLB
Oct30	2013	SREC	WIB
Oct30 Greenhouse	2014	LREC_LV	WLB
Oct30 Greenhouse	2014	LREC_LV	WLB
Oct30 PREC	2013	PREC	WLB
Oct30Lab	2012	LREC_LV	wlb
PLP Test 10:30	2013	SAREC	PLP
plp Test LREC green	2013	LREC_LV	PHil
PLP Test LREC Lab	2013	LREC_LV	Phil
powell test 3	2014	PREC	Shawn
SAREC test	2013	SAREC	Shawn
Sheridan test	2015	SREC	Shawn L

Review Submitted Study

Select a Study

- Select the appropriate agricultural experiment station from the list on the left
- Once you select a station, you will be automatically be redirected to a form appropriate for that station
- Request button at top of page is grayed out because that is the form you are on

Review Info

- Fill out the Project Information form as completely as possible
- In order to submit your request you must at the very least select a year
- Click on the Next button to move continue entering information
- There are either 3 or 4 (depending on the station) pages of information to complete.

Edit Info

- Fill out the next 2 or 3 pages as completely as possible
- These forms will vary depending on which station you are requesting space from
- Use the Next and Back buttons to move between the pages to change information as necessary

Review Assigned Location

- To finish your request click on the 'Submit' button in the bottom right corner
- This will send an email to the farm managers with your request
- You can edit the information that you entered and/or review this and other requests by clicking on the 'Review' button at the top left of the page

Review options include:

Change Columns

Columns x

- Study Name
- Study ID
- Year
- Station
- Project Leader
- Department
- Date Start
- Date End
- Test Title
- Assigned Field

Update

Allows you to view the following additional basic details in the table of contents:

[Project List Report \(pdf\)](#)

Creates a PDF including basic details about all studies in your list. If you click on and highlight a study in the list you have the option to delete, print all the provided study information

To explore a current or past study request select the study of interest by click it to highlight the study:

The screenshot shows the SARRA application interface. At the top, there are tabs for 'Request', 'Review', 'Field Info/Assignment', 'Reports', and 'Crops'. The current page is titled 'greenhouse (test green house)' and has a link for 'Step by Step Instructions'. The main content is divided into two panels. The left panel, titled 'Project List', contains a table with columns for 'Study Name', 'Year', 'Station', and 'Project Leader'. The 'greenhouse' study from 2015 at station 'LREC_LV' with project leader 'Shawn' is highlighted. A red arrow points from this row to the right panel. The right panel, titled 'Laramie Research and Extension Center', displays detailed information for the selected study, including 'Study Type: greenhouse', 'Study Location', 'Field Assignment: null', 'Season: Spring/Summer Fall/Winter 2015', 'Initiation Date: 10/01/2012', 'End Date: 10/15/2012', 'Project Leader: Shawn', 'Department: WyGIS', 'Funding: Funded Pending Service Related', 'Funding Source: money', 'Activity Type: Extension Instruction Research', 'Project Short Title: greenhouse', and 'Short Title for this Test: test green house'. Below this information is a text area for 'Objectives and Expected Benefit' and a 'StudyID: LV_2015_2_S'. At the bottom of the right panel are buttons for 'Delete', 'Edit', 'Print', 'Resubmit', and 'Next'. At the bottom of the left panel are buttons for 'Change Columns', 'Project List Report (pdf)', and 'Toggle Help'.

Once a project is highlighted you have the following options:

[Delete](#)

Allows you to flag the study as “deleted.” This means that the project will no longer be visible anywhere in the SARRA application. Note: Deleted projects still exist, if you need to retrieve one please contact WyGIS

[Print](#)

Allows you to create a PDF report including all of your project details.

[Edit](#)

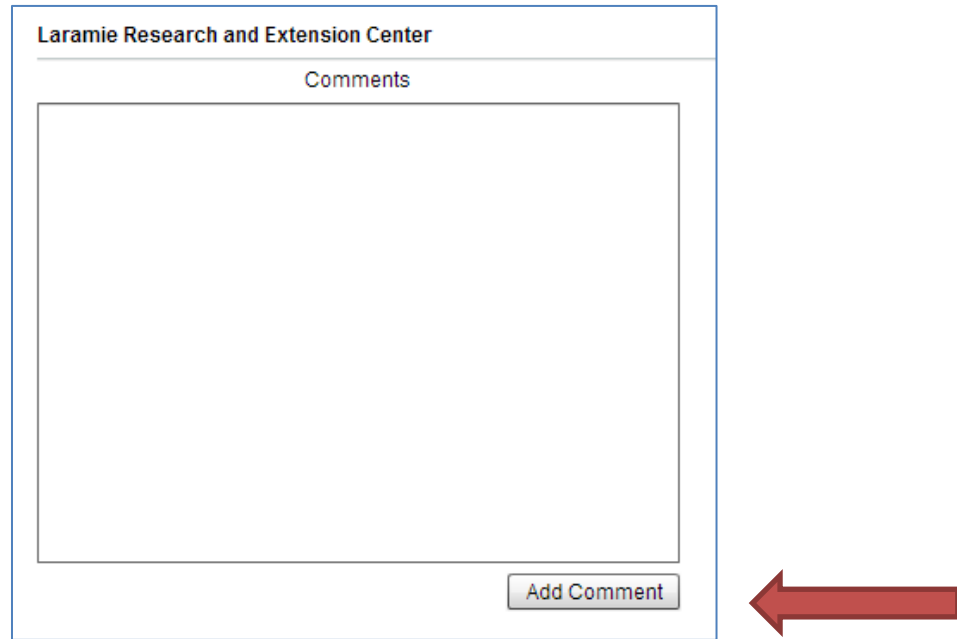
Allows you to edit all the items on the current page in the form. A dialog box will open which allows you to edit and save any changes you’ve made to a particular portion of the study request.

[Resubmit](#)

Allows you to duplicate an existing study for a different year or location without having to repopulate the entire form again. Additionally, if you navigate to the final “form” page of any study using the review tab you have the option to add comments.

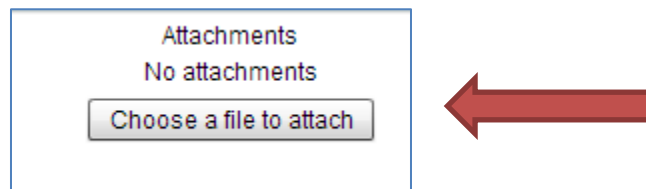
After a study has been submitted a new page in the form entry becomes available from this menu you can:

1) Add a comment



Note anytime you add a comment it will appear in the comments box above any previous comment.

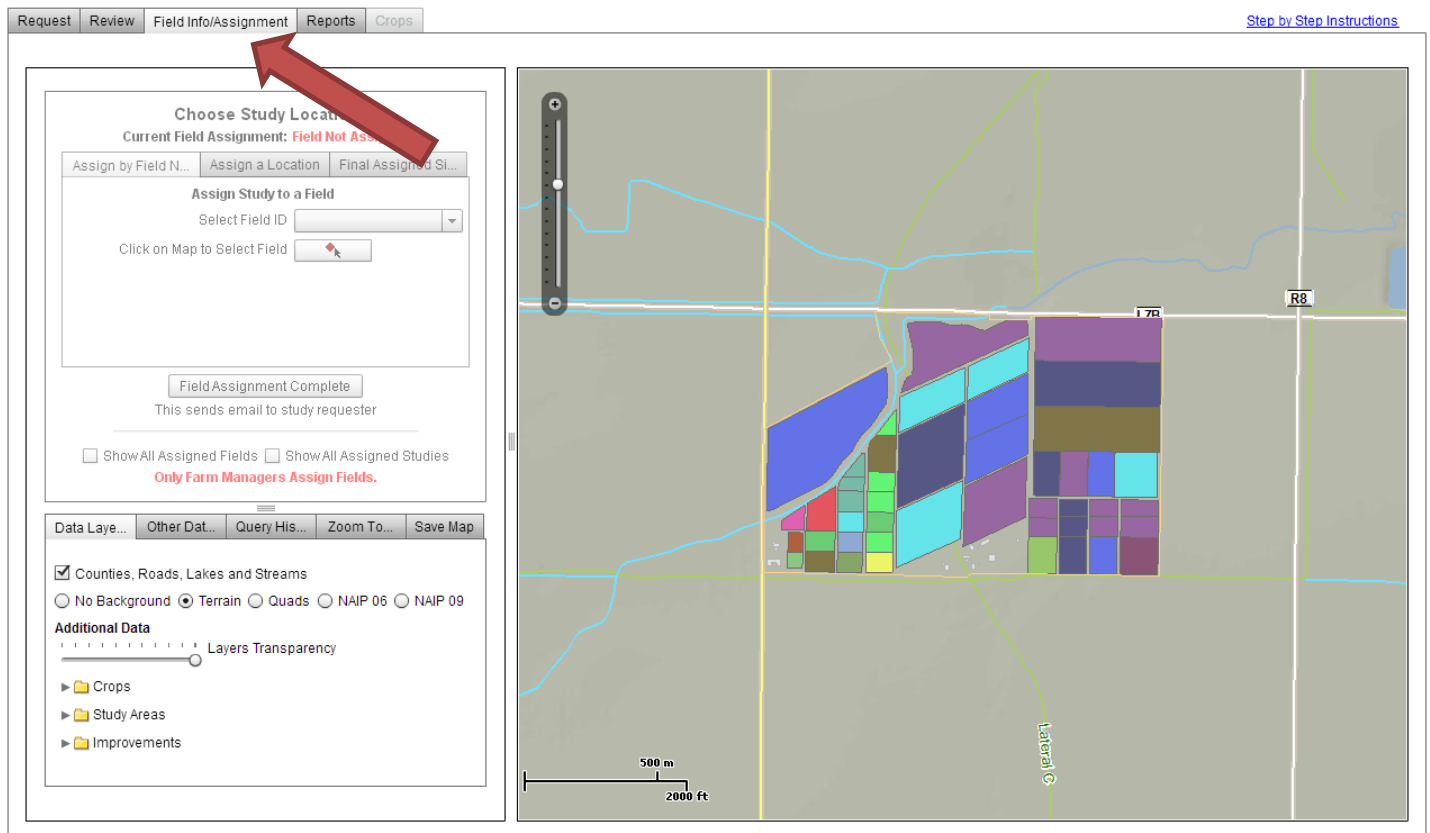
2) You can also attach any pertinent study information using the Attachment tool.



Note that you can currently add multiple files as you like, and that any file type is acceptable.

FIELD INFORMATION

For researchers interested in exploring a particular AES Station, field layout, and historic data the Field Info/Assignment tab provides a view of the map and a set of tools to interact with the map.



Please note that the Field Assignment tools are only available to directors and farm managers. Researchers will receive and email when field assignments are made, but may contact the director or farm manager, as appropriate, for additional information about field assignment. Tools available:

Map Operations:

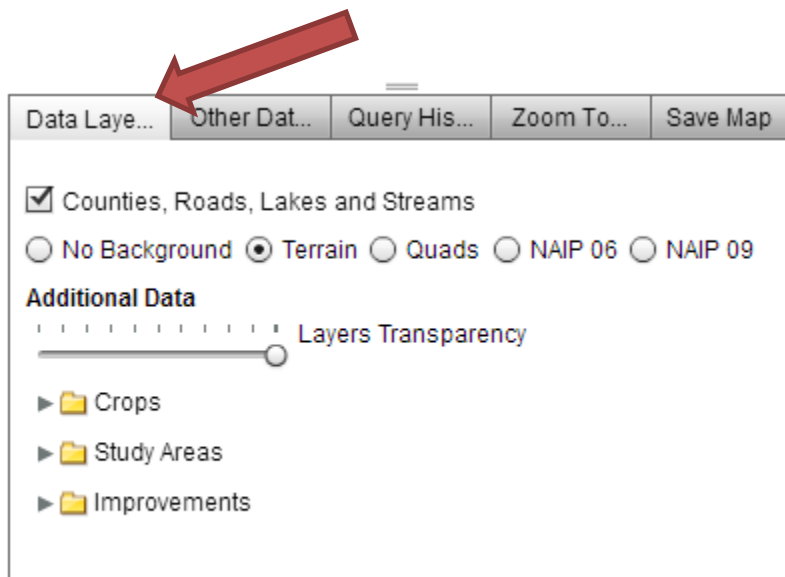
Pan Click and drag to pan around the map



Zoom Scale bar – Allows you to zoom in and out at specific scales. Additionally you can hold the shift key down and click and drag the mouse to zoom to the extent of a rectangle you create

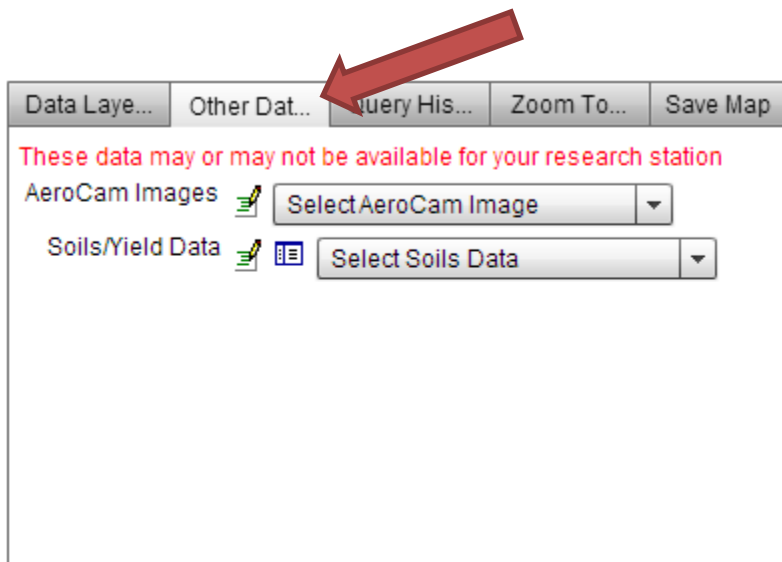
Data Layers: These tools allow you to:

- Toggle on/off base data (roads, water features, county boundaries)
- Choose your map background (Terrain, USGS Topo Quads, NAIP 2006 or 2009 Arial Images)
- Set the transparency of map layers
- View current and historic data (Crops, Study Areas, Improvements)



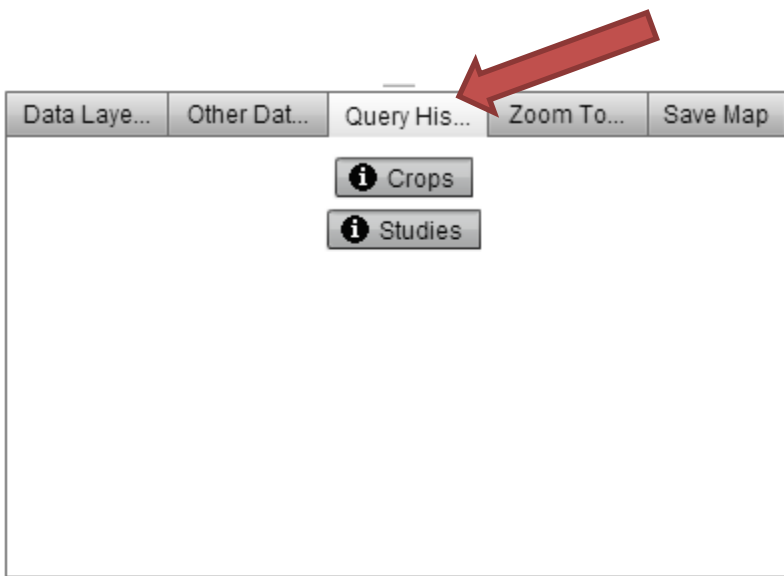
Other Data Layers: These tools allow you to:

- Select Available Aerocam imagery
- Select available soils/yield data
- Note: Not all data is available at for all research stations



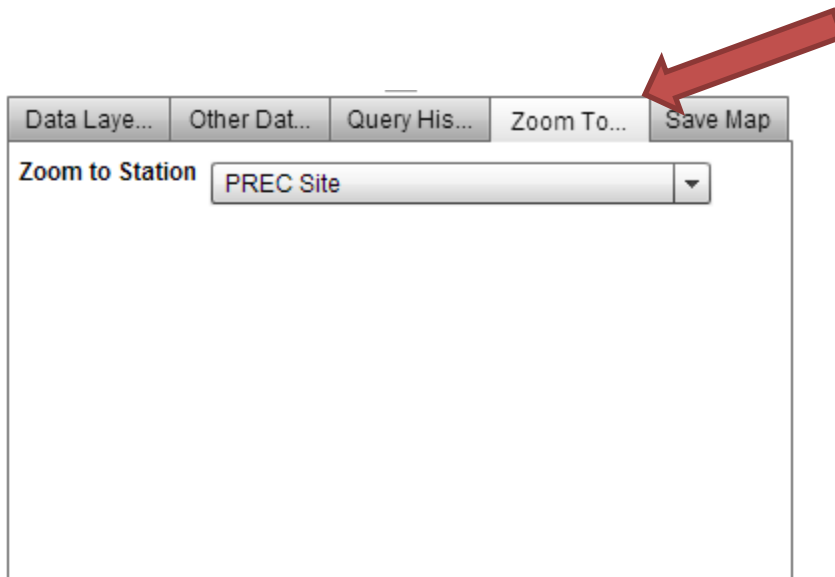
Query Historic Data: These tools allow you to:

- Query historic crop data
- Query historic study data



Zoom Tools: These tools allow you to:

- Zoom to a specific stations extent



Save Map: These tools allow you to:

- Save a map as either a:
 - Jpg
 - Png
 - Pdf
 - Pdfs allow the user to add a title and additional notes



DIRECTOR/FARM MANAGER SPECIFIC TOOLS

- After a researcher makes a request for a study the director/farm manager (or person assigned) at the specified site will receive an email informing them of the new study.
- Director/farm manager can review the request, suggest/make changes to the study (these changes should be the result of ongoing conversations between the research and director/farm manager), and finalize the study by setting a study location.
- All of the tabs in the application will work the same for a director/farm manager as they do for a researcher, except a farm manger will see a list of all the projects and proposed projects for his/her AES station. He/she can create an entire list of proposed/accepted studies via the review tab [Project List Report \(pdf\)](#) button.
- Additionally, directors/farm managers have the ability to set the location and final shape and area for the study.
- At any time during the study area assignment process a manger can use the map tools to query or view different layers, and also has the option to view all assigned fields and or studies.

Choose Study Location
Current Field Assignment: **null**

Assign by Field N... Assign a Location Final Assigned Si...

Assign Study to a Field

Select Field ID

Click on Map to Select Field

This sends email to study requester

Show All Assigned Fields Show All Assigned Studies

Only Farm Managers Assign Fields.



Location and area tools include:

- 1) Assign by Field Name – which allows the director/farm manager to either select the field name in which the study will be located, or click on the “Click on Map to Select Field” tool and add a more specific point location for the study

Choose Study Location
Current Field Assignment: **null**

Assign by Field N... Assign a Location Final Assigned Si...

Assign Study to a Field

Select Field ID

Click on Map to Select Field

This sends email to study requester

- 2) Assign a Location – which allows the director/manager to set either a point location for the study or create a polygon boundary for the study

Choose Study Location
Current Field Assignment: **null**

Assign Using Map

This sends email to study requester

- 3) Final Assigned Size – which allows the director/farm manager to set the actual size for the final agreed upon study

Choose Study Location
Current Field Assignment: **null**

Enter Final Assigned Size

Size:

Units: ▾

This sends email to study requester

Upon completion or update of a study location assignment:

Allows the director/farm manager to complete the field assignment process and automatically sends an email to researcher informing him/her of the location assignment/change

Choose Study Location
Current Field Assignment: **null**

Assign by Field N... Assign a Location Final Assigned Si...

Assign Study to a Field

Select Field ID

Click on Map to Select Field

This sends email to study requester

Show All Assigned Fields Show All Assigned Studies

Only Farm Managers Assign Fields.

CONTACT US

If you have additional questions, concerns or problems with the application please contact:

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