How to Manage Your Samples in MySESAR

This tutorial will introduce you to how to manage samples in MySESAR, including how to search the sample catalog, how to view and edit samples, how to print labels, how to group samples and how to transfer ownership of samples. For details relating to sample registration, please see tutorials for individual sample and batch sample registration here: http://www.geosamples.org/help/registration.

Log in to MySESAR

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First, log in to MySESAR by clicking the link in the upper-right hand corner of the SESAR home page (http://www.geosamples.org).

MySESAR: My Home

The My Home tab, which is the default tab upon logging into MySESAR, shows pending batch registrations, a summary of registered samples, and quick links for registration, searching the sample catalog, and editing user profiles.

My Samples

You may view and edit samples in your collection on the My Samples tab in MySESAR. First, (A) search for the sample(s) of interest based on IGSN, sample name or registration date and then click "filter samples" (B). You may also add columns to do the display by selecting "Add Column(s)". One you have located your sample(s), you have several options: may view or edit individual sample profiles. You may download and excel file with a list of sample Name and IGSN only or download extended list, which will return all metadata you originally entered. You also have the option to print labels (described in detail later).

Sample Edit

IGSN: MGD00000A

[Ready? Submit to SESAR]

Sample

Select Type of Object: * — Individual Sample ▼

Sample Name: * — 4619_Bio_1

Enter Other Names (accepts comma separated list of names):

Does the object have a parent?

Enter IGSN of Parent:

The parent is not in the system?

Enter the object type of Parent: -- select -- ▼

Enter the name of the parent:

Description — copy from my samples

Material: Biology ▼

Macrobiology

Field Name:

Sample Description: Ridgeia (short-fats)

Age (min):

Age (max):

Age unit: million years (Ma) ▼

Geological age: Not Applicable

Geological unit: Not Applicable

Collection method: Manipulator

Geolocation — copy from my samples

Latitude: 10.49198

Longitude: -103.61332

Elevation (in meters):

Nav Type: GPS ▼

Physiographic feature: MidOceanRidge

Name of physiographic feature: EPR

Location Description:

Locality:

Locality description:

Country: Not Applicable ▼

State/Province: Not Applicable

County: Not Applicable

City/Township: Not Applicable

Collection — copy from my samples

Field Program/Cruise: AT15-16

Platform type: Ship

Platform name: Atlantis

Platform descr:

Launch Type: Not Applicable ▼

Launch Platform Name: Not Applicable

Launch ID: Not Applicable

Collector/Chief Scientist: Cormier_Marie-Helene

Collector/Chief Scientist Detail:

Collection start date: February 17, 2007

Collection start time (ie. 13:00 GMT): 12:54:00 EST

Curation — copy from my samples

Current Archive: Not Provided

Current Archive Contact Details:

Original Archive:

Original Archive Contact Details:

Relation To Parent — copy from my samples

Depth in Hole (min):

Depth in Hole (max):

Depth scale (ie. MBSF, MCD):

Enter up to 5 relevant links associated with this sample

URL 1: Enter URL

Enter Description of URL

URL 2: Enter URL

Enter Description of URL

URL 3: Enter URL

Enter Description of URL

URL 4: Enter URL

Enter Description of URL

URL 5: Enter URL

Enter Description of URL

MySamples: Edit

You may edit a sample profile, including nearly all fields. You can enter up to 5 related webpages and up to 5 related publications. You may also upload sample documentation including images and files. Once you are finished editing, select "Ready? Submit to SESAR".

IGSN: MGD000001

IGSN:	MGD000001
Sample Name:	D-1
Other Name(s):	
Sample Type:	Dredge
Parent IGSN:	Not Provided

Description

Field Name:	Not Provided
Description:	Not Provided
Age (min):	Not Provided
Age (max):	Not Provided
Collection Method:	Sampler:Rock:Dredge
Collection Method Description:	Not Provided
Size:	Not Provided
Geological Age:	Not Provided
Geological Unit:	Not Provided
Comment:	N of Clipperton; Dredge content=broken pillow, altered.
Purpose:	Not Provided

Geolocation

Latitude start:	10.49198
Latitude End:	10.48668
Longitude start:	-103.61332
Longitude End:	-103.614
Elevation start:	Not Provided
Elevation End:	Not Provided
Nav Type:	GPS
Physiographic Feature:	MidOceanRidge
Name Of Physiographic Feature:	EPR
Location Description:	Not Provided
Locality:	Not Provided
Locality Description:	Not Provided
Country:	Not Applicable
State/Province:	Not Applicable
County:	Not Applicable
City:	Not Applicable

Collection

Field Program/Cruise:	AT15-16
Platform Type:	Ship
Platform Name:	Atlantis
Platform Description:	Not Provided
Launch Type:	Not Applicable
Launch Platform Name:	Not Applicable
Launch ID:	Not Applicable
Collector/Chief Scientist:	Cormier_Marie-Helene
Collector/Chief Scientist Detail:	Not Provided
Collection Start Date:	2007-02-17 17:54:00Z
Collection End Date:	2007-02-17 19:05:00Z

Curation

Current Archive:	Not Provided
Current Archive Contact Details:	Not Provided
Original Archive:	Not Provided
Original Archive Contact Details:	Not Provided

Related Samples

Parents:	No Parents
Siblings:	No Siblings
Children:	No Children

request deletion of this sample (IGSN MGD000001)

My Samples: View

If you select view, you will see a list of all metadata entered for that sample including whether there are related parents, siblings or children. At the bottom of the page, you may request deletion of the sample. De-activation is a more appropriate term for what happens when a sample is requested for deletion. If you choose this button, you will be prompted to provide a reason for deletion, such as it was a test sample or a mistake. Once an administrator has processed your, the sample profile no longer appears in the sample catalog. The IGSN cannot be reused in the future.

Printing IGSN Labels

To print labels: A) go to the My Samples tab in MySESAR and B) search for the samples you would like to print labels for either based on IGSN, sample name or registration date. Once you have located the samples you wish to print, check the box to the right of those samples (C) and then (D) click "print selected". You also have the option to View printable labels for all samples. For more info, see http://www.geosamples.org/help/labelprinting. This functionality was added as of the release of SESAR v4.0.
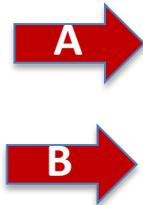
IGSN Label Printing

After you select "print selected", a window will pop up will a view of your labels. Next (A) select 3 additional fields to display on your label in addition to the IGSN. Your choices include sample name, sample type, other name, sample size, depth in hole (min and/or max), and collection start date. Then (B) select "update fields" to view labels with your selected fields. If you are happy with your labels, (C) select "Save to PDF File".

IGSN: MGD000001
Name: D-1
Type: Dredge
AKA: Not Provided

IGSN: MGD000002
Name: D-2
Type: Dredge
AKA: Not Provided

IGSN: MGD000003
Name: D-3
Type: Dredge
AKA: Not Provided

IGSN: MGD000004
Name: 1
Type: Dredge
AKA: Not Provided

IGSN: MGD000005
Name: 2
Type: Dredge
AKA: Not Provided

IGSN: MGD000006
Name: 3
Type: Dredge
AKA: Not Provided

IGSN: MGD000007
Name: 4
Type: Dredge
AKA: Not Provided

IGSN: MGD000008
Name: 5
Type: Dredge
AKA: Not Provided

IGSN: MGD000009
Name: 6
Type: Dredge
AKA: Not Provided

IGSN: MGD00000A
Name: 4619_Bio_1
Type: Individual Sample
AKA: Not Provided

Printing IGSN Labels

Once you select "Save to PDF File", your labels will be shown in 2 columns of 10 rows that will be 4" by 1" each. The margins of the page will be 1" each. We suggest printing a test page first before printing on the labels.

Sample Grouping

Sample Grouping: Create, edit, and view customized groups of SESAR samples. There is a new tab in MySESAR called My Groups. Create groups for projects, loan groups, field programs, or funding awards. You can add samples both from your own namespace or from other namespaces. These groups will be saved in your SESAR workspace. To help us guide future development, go to the following webpage and use the orange feedback tab on the right side of this page to let us know how you intend to use SESAR groups: http://www.geosamples.org/news/v4.3.

Transfer Ownership

It is possible to transfer ownership of samples to another SESAR user under the "Transfer Ownership" tab in MySESAR. You must select which samples you would like transferred by selecting either all samples, samples within a certain IGSN range or a comma-delimited list of IGSNs. You must also provide the email address of the requested owner. The recipient must approve the transfer.

Questions? Contact us.

If you have additional questions, please feel free to contact us at info@geosamples.org or visit our help pages and other tutorials at http://www.geosamples.org/help.