


How to download and complete a batch sample registration template in SESAR

<http://www.geosamples.org>

info@geosamples.org

HOME ABOUT THE IGSN SERVICES SAMPLES NEWS HELP ABOUT US LOG IN TO MYSESAR



get your igsn
Register your samples with SESAR to obtain IGSNs for unique sample identification.

search the catalog
Search the SESAR catalog to find registered samples and their current location.

sample curation
Learn about the DESC initiative to build a Digital Environment for Sample Curation.

interoperability
Access IGSN metadata profiles and register samples via web services.

new user?
Get a MySESAR account to register your samples.

Welcome to SESAR, the System for Earth Sample Registration

SESAR operates a registry that distributes the International Geo Sample Number IGSN. SESAR catalogs and preserves sample metadata profiles, and provides access to the sample catalog via the Global Sample Search.

The IGSN or International GeoSample Number is an alphanumeric code that is assigned to specimens and related sampling features such as drill holes or wells to ensure their unique identification and unambiguous referencing of data generated by the study of samples.

"As the world grows more connected and more complicated, we all need ways of defining, identifying and keeping track of things and cross-referencing them with their owners. The simplest way to do that is with registries – everything from the Domesday Book, a medieval registry of land, property and people; to current-day auto registries on the one hand and the worldwide Domain Name System ..."
(E. Dyson: *On-line Registries: The DNS and Beyond... White paper*, 2003. doi:10.1340/309registries)

SESAR Community Mailing List

Join the SESAR Community mailing list for periodic updates on new features in SESAR

Recent News

SESAR 7.1.0 Released
Jan 2018. SESAR version 7.1.0 is released, which includes many new features and improvements. Some highlights:

Connecting Data and Real-World Samples
Jan 2018. A recent EOS Meeting Report describes last year's International Symposium on Linking Environmental Data...

Batch Registration in SESAR

In this tutorial you will learn how to download and fill out a batch registration template for SESAR (System for Earth Sample Registration). Using batch registration, you can register large numbers of samples at one time.

Log in to MySESAR



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Log in to MySESAR

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

GeoPass

One GeoPass ID gets you into multiple geoinformatics systems.

- EarthChem Portal
- EarthChem Library
- System for Earth Sample Registration (SESAR)
- Geochron
- IEDA Data Management Plan tool

GeoPass ID
Password

Remember me **Sign in**

Don't have a GeoPass ID? Sign up now!
Forget/Change your password?

Sign up for a GeoPass account if you don't have one

GeoPass

MySESAR uses the GeoPass single-sign on system, which is used over many IEDA (Interdisciplinary Earth Data Alliance) sites. Sign in using your GeoPass username and password, or if you don't have one, sign up for an account.

The first time you log in to MySESAR, you will be prompted to choose a User Code. All new codes will begin with IEXXX, where XXX are three digits (numbers or letters) of your choosing (International Geo Sample Number). This code will form the beginning of all IGSNs you assign to your samples. Read more about IGSNs at <http://www.geosamples.org/aboutigsn> .

Download
template



MySESAR

Back to SESAR Home **My Home** My Samples My Groups Register/Update Samples Transfer Ownership Search My Account Help Logout

My Home

Welcome, Kelsey Markey

REGISTRATION	SAMPLES	MY ACCOUNT
<ul style="list-style-type: none">> Register an individual sample> Download batch registration template> Upload my batch samples> Update my existing samples profile	<ul style="list-style-type: none">> Search sample catalog> View/Edit my samples> View/Edit shared samples> View/Edit my groups	<ul style="list-style-type: none">> Edit my account> Transfer my samples to another user> Set permissions for my user code

My Samples

You have a total of [52 registered samples](#) in SESAR.

Version 7.1.0 Beta (January 18, 2018)

Create a batch file template

From the MySESAR home page, click on “Download batch registration template”.

Register/Update Sample Tab



MySESAR

Back to SESAR Home My Home My Samples My Groups **Register/Update Samples** Transfer Ownership Search My Account Help Logout

Sample Registration

Individual Registration

Register an individual sample by selecting a sample type, then fill out the web form to register one sample at a time.

[Register An Individual Sample](#)

Batch Registration

Register multiple samples by customizing and downloading a batch spreadsheet template. Please download one template per sample type using the Create a Batch File Template button below. Once you have completed the template, please upload it using the Upload a New Batch File button below. If you have questions while completing the template, please refer to the [SESAR QuickGuide](#) or contact us at info@geosamples.org.

We found an existing batch file that you uploaded, but did not submit to SESAR!

[Continue With Existing File](#)

[Create a Batch File Template](#)

If you downloaded your template before January 19th, 2018, you will need to download a new batch registration template. The new template allows you to specify a different release date for each sample. If no release dates are specified, sample metadata will be publicly accessible immediately (recommended).

[Upload a New Batch Registration File](#)

Update Sample Metadata

Update sample metadata using batch template (same as used for batch registration). Use this option only if you are updating metadata for samples you have already registered, you must include the assigned IGSN for each sample. Please note that any existing metadata will be overwritten by what you submit here.

[Upload File to Update Sample Metadata](#)

Download template



Create a batch file template (alternate)

Another way to download a batch registration template is click the 'Create a Batch File Template' button on the Register/Update Samples tab, shown above.

Choose sample type



MySESAR

Back to SESAR Home My Home My Samples My Groups Register/Update Samples Transfer Ownership Search My Account Help Logout

Batch Sample Registration Template Creator

Basic Information (required to proceed)

Select User Code
IEKCM

Select Type of Object
-- select --

This tool will provide you with a customized Excel template that contains the metadata fields you want to submit about your samples.

!!! All samples per batch must be of the same object type !!!

Start by filling out the basic information about the samples you will be registering. Metadata fields appropriate for the selected object type will appear. Check all the metadata fields you will be providing. Mouseover the metadata field for an explanation and/or example.

* indicates release fields in SESAR GUI.

In the downloaded folder, you will find both the batch template and the SESAR QuickGuide, a field-by-field explanation of how to complete the template.

Choose type of sample

First, select the type of object from the pull-down menu. All samples in the batch must be of the same sample (“object”) type.

A list of objects is provided at

<http://www.geosamples.org/help/vocabularies#object>

Batch Sample Registration Template Creator

Basic Information (required to proceed)

Select User Code
IEKCM

Select Type of Object
Core

Submit to create template

Mouse over the label to see more information

- Default Fields**
- Sample Name*: Required field.
 - IGSN*: Leave blank in the template ...
 - Parent IGSN*: Leave blank in the template ...
 - Release Date*: Leave blank for today ...

- Description**
- Material*
 - Field name (informal classification)*
 - Classification*
 - Sample description
 - Other name(s)
 - Age (min)
 - Age (max)
 - Age unit (e.g. million years (Ma))
 - Geological age
 - Geological unit
 - Collection method*
 - Collection method description
 - Size

This tool will provide you with a customized Excel template that contains the metadata fields you want to submit about your samples.

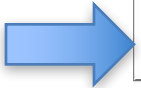
!!! All samples per batch must be of the same object type !!!

Start by filling out the basic information about the samples you will be registering. Metadata fields appropriate for the selected object type will appear. Check all the metadata fields you will be providing. Mouseover the metadata field for an explanation and/or example.

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In the downloaded folder, you will find both the batch template and the SESAR QuickGuide, a field-by-field explanation of how to complete the template.

Check off fields for which you have information



Click the fields for which you have data

When you choose the type of object, a list of all available information fields will appear in your browser. The suggested fields are pre-selected with checkmarks. Check all fields you have information for. You can obtain a definition of a field by hovering over the name, or by visiting <http://www.geosamples.org/help/vocabularies#metadata>

Geolocation

- Latitude* (Coordinate system: WGS84)
- Latitude (end)* (Coordinate system: WGS84)
- Longitude* (Coordinate system: WGS84)
- Longitude (end)* (Coordinate system: WGS84)
- Northing (Coordinate system: UTM NAD83)
- Easting (Coordinate system: UTM NAD83)
- Zone (e.g., 11R)
- Vertical datum
- Elevation start
- Elevation end
- Elevation unit
- Navigation type
- Primary physiographic feature*
- Name of physiographic feature*
- Location description
- Locality*
- Locality description
- Country*
- State/Province*
- County*
- City/Township*

Collection

- Field program/cruise*
- Platform type
- Platform name*
- Platform description
- Launch platform name
- Launch type
- Launch ID
- Collector/Chief Scientist*
- Collector/Chief Scientist Address
- Collection date
- Collection time (i.e., 10:13:35Z)
- Collection date (end)
- Collection time (end)
- Collection date precision

Curation

- Current archive
- Current archive contact
- Original archive
- Original archive contact

Relation To Parent

- Depth in Core (min)
- Depth in Core (max)
- Depth scale (i.e., MBSF, MCD)

Submit to create template

Click button to create template



Click Submit to create template

When you click the button “Submit to create template,” a file will be downloaded to your local machine with the registration template and the SESAR Quick Guide. The Guide provides examples, definitions and additional instructions for entering metadata for each field in the template.

Fill in data



	A	B	C	D	E	F	G	H	I	J
1	Object Type:	Core	User Code:	IEKCM						
2	Sample Name	IGSN	Parent IGSN	Release Date	Material	Field name (informal classification)	Classification	Collection method	Purpose	Latitude
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
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25										
26										
27										
28										
29										

Fill out the template

The first row of the template holds information that pertains to the entire spreadsheet. The second row of the template holds the names of the fields that you checked off in the Batch Sample Registration Template Creator. Start filling in the template starting from row 3.

SESAAR Batch Registration Quick Guide

Last modified 26 January 2018. Please use this guide to help you fill out the SESAAR Batch Registration Template. For more assistance contact info@geosamples.org.

Note: Fields that are searchable in the SESAAR catalog are highlighted in yellow. Controlled and suggested vocabulary lists are available at <http://www.geosamples.org/help/vocabularies>

Heading cell	Example	Definition	Additional instructions
These fields are completed prior to template download, but can be altered in the spreadsheet afterwards.			
Object Type	Core; Individual Sample	Object type of sample. If object type is Individual Sample, user may elect to enter a sub-object type (see below).	Please use controlled list
User Code	IEMEG	User code to be used as prefix for IGSNs to be assigned or assigned by user in the submitted batch template.	Please supply the user code to be used to assign IGSNs. If user assigns IGSNs in the IGSN column, the user code must match the user code in the IGSNs. For example, if the user specifies IEMEG is the user code, any user-specified IGSNs must begin with IEMEG. If a user does not specify the user code to be used, a default user code belonging to the registrant will be used.
Column name	Example	Definition	Additional instructions
Description			
Sample Name	TR-POW	Collector's sample name. Mandatory.	
IGSN	IEMEG0001	Leave blank if you want SESAAR to assign the IGSN.	
Parent IGSN	IEMEG0002	Leave blank if a parent IGSN does not exist.	
Release Date	2018-03-15	Date when sample metadata is publicly accessible and searchable. If null, defaults to date of registration (recommended).	SESAAR recommends that sample metadata become public within 2 years of sample registration.
Material	Rock; Liquid>Aqueous	Material that the sample consists of. Mandatory. More descriptive Object Type. This applies only to samples with Object Type set to Individual Sample.	Please use controlled list .
Sub-object type	Thin section; Powder		Please use controlled list
Classification	Igneous>Plutonic>Felsic; Plagioclase	Taxonomy (formal classification) Formal categorization of sample.	Please use controlled list (for Rocks) . Please use controlled list (for Minerals) .
Field name (informal classification)	basalt; amphibole; sea water	Taxonomy (field name) Informal classification of sample.	
Other name(s)	TRPOW; T-PROW	Other name(s) used for the sample.	Provide multiple other names in a semi-colon delimited fashion.
Sample Description	dredge with 50 pieces of basalt and mud	Free text to describe features of a sample such as its components, texture, color, shape, etc.	
Age (min)	4.2	Numerical value for the minimum age of a sample	Must be a number
Age (max)	4.6	Numerical value for the maximum age of a sample	Must be a number
Age unit (e.g. million years (Ma))	Ma	Unit for the age provided	
Geological age	Cretaceous	Age of a sample as described by the stratigraphic era, period, state, etc.	
Geological unit	Coconino Sandstone; Fig Tree Formation	A body of rock established as a distinct entity in the classification of the Earth's rocks, e.g. Supergroup, Group, Formation, or Flow	
Collection method	Dredging; Manual	Method by which a sample was collected	Suggested list

Resources for filling out the template

The SESAAR Quick Guide, which is downloaded alongside the batch registration template provides examples, definitions and additional instructions for entering metadata for each field in the template. The Guide specifies where controlled vocabulary is required and provides links to controlled lists.



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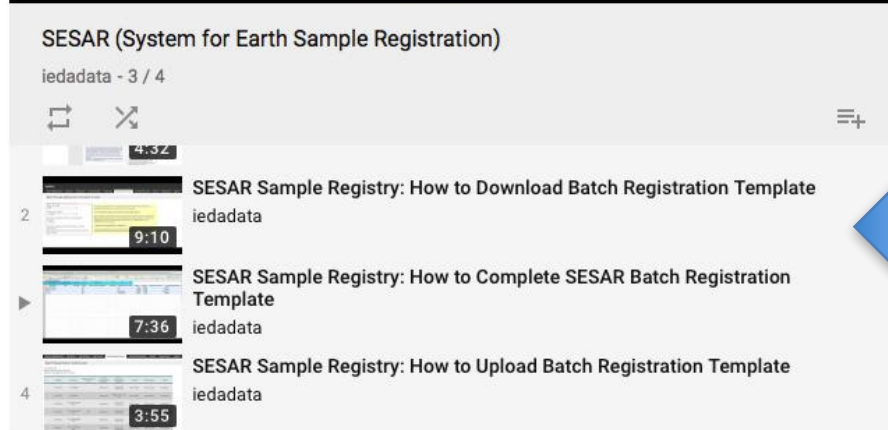
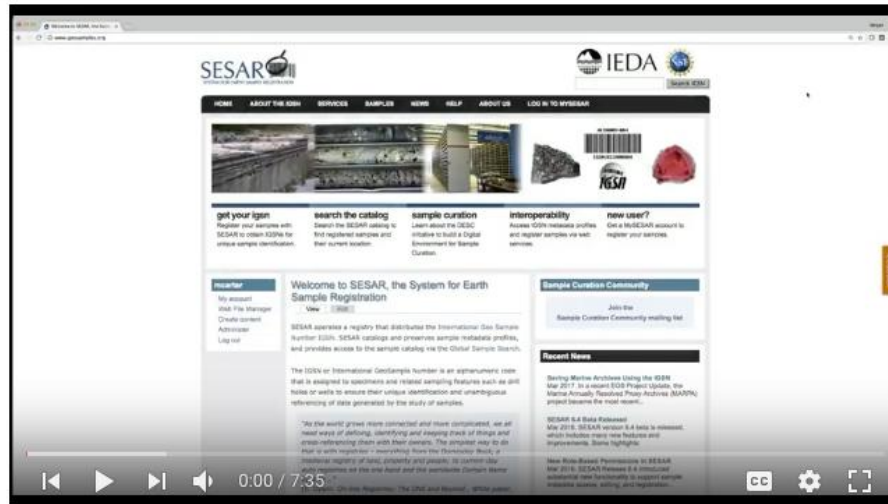
Vocabularies

This page lists the vocabularies used in the SESAR database. Controlled lists are marked by an asterisk, and the other lists are suggested. Dynamic lists are created realtime from the database, other lists are displayed on this page below.

- **Sample type (Object) *** [list]
- **Material *** [dynamic list]
- **Metadata fields** [list]
 - **Sub-Object Type (Individual Sample & Experimental Specimen Only)** [list]
 - **Classification (Rock) *** [list]
 - **Classification (Mineral) *** [list]
 - **Classification (Biology) *** [list]
 - **Collection method** [list]
 - **Country *** [list]
 - **Navigation Type *** [list]
 - **Physiographic Feature** [list]
 - **Platform and Launch Types** [list]

Resources for filling out the template

Vocabulary lists: <http://www.geosamples.org/help/vocabularies>



YouTube Tutorials

Resources for filling out the template

To see YouTube Tutorials, FAQ, vocabularies, and more please visit:

<http://www.geosamples.org/help>

The screenshot shows the MySESAR web application interface. At the top is a dark navigation bar with the MySESAR logo and several menu items: 'Back to SESAR Home', 'My Home' (which is highlighted), 'My Samples', 'My Groups', 'Register/Update Samples', 'Transfer Ownership', 'Search', 'My Account', 'Help', and 'Logout'. Below the navigation bar is a 'My Home' header. The main content area starts with a welcome message: 'Welcome, Kelsey Markey'. There are three main sections: 'REGISTRATION', 'SAMPLES', and 'MY ACCOUNT'. The 'REGISTRATION' section contains a list of actions: '> Register an individual sample', '> Download batch registration template', '> Upload my batch samples', and '> Update my existing samples profile'. A blue arrow points from the text 'To upload your completed template' on the left towards the 'Upload my batch samples' link. The 'SAMPLES' section contains: '> Search sample catalog', '> View/Edit my samples', '> View/Edit shared samples', and '> View/Edit my groups'. The 'MY ACCOUNT' section contains: '> Edit my account', '> Transfer my samples to another user', and '> Set permissions for my user code'. Below these sections is a 'My Samples' section with the text 'You have a total of 52 registered samples in SESAR.' and a footer with 'Version 7.1.0 Beta (January 18, 2018)'.

To upload your completed template



Upload your completed SESAR batch template

You are now ready to upload your completed batch sample registration template to SESAR.

Please email info@geosamples.org with any questions.