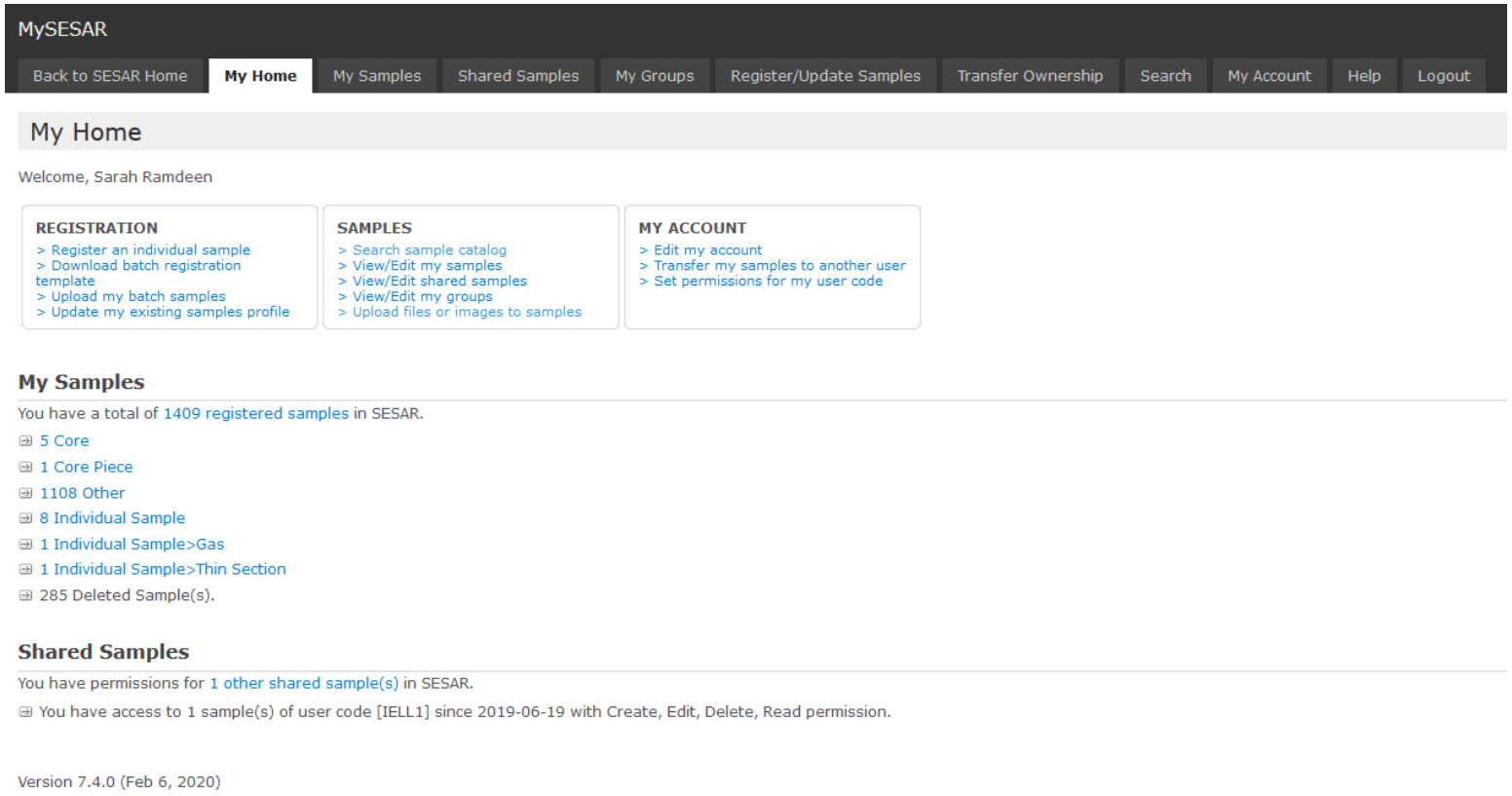
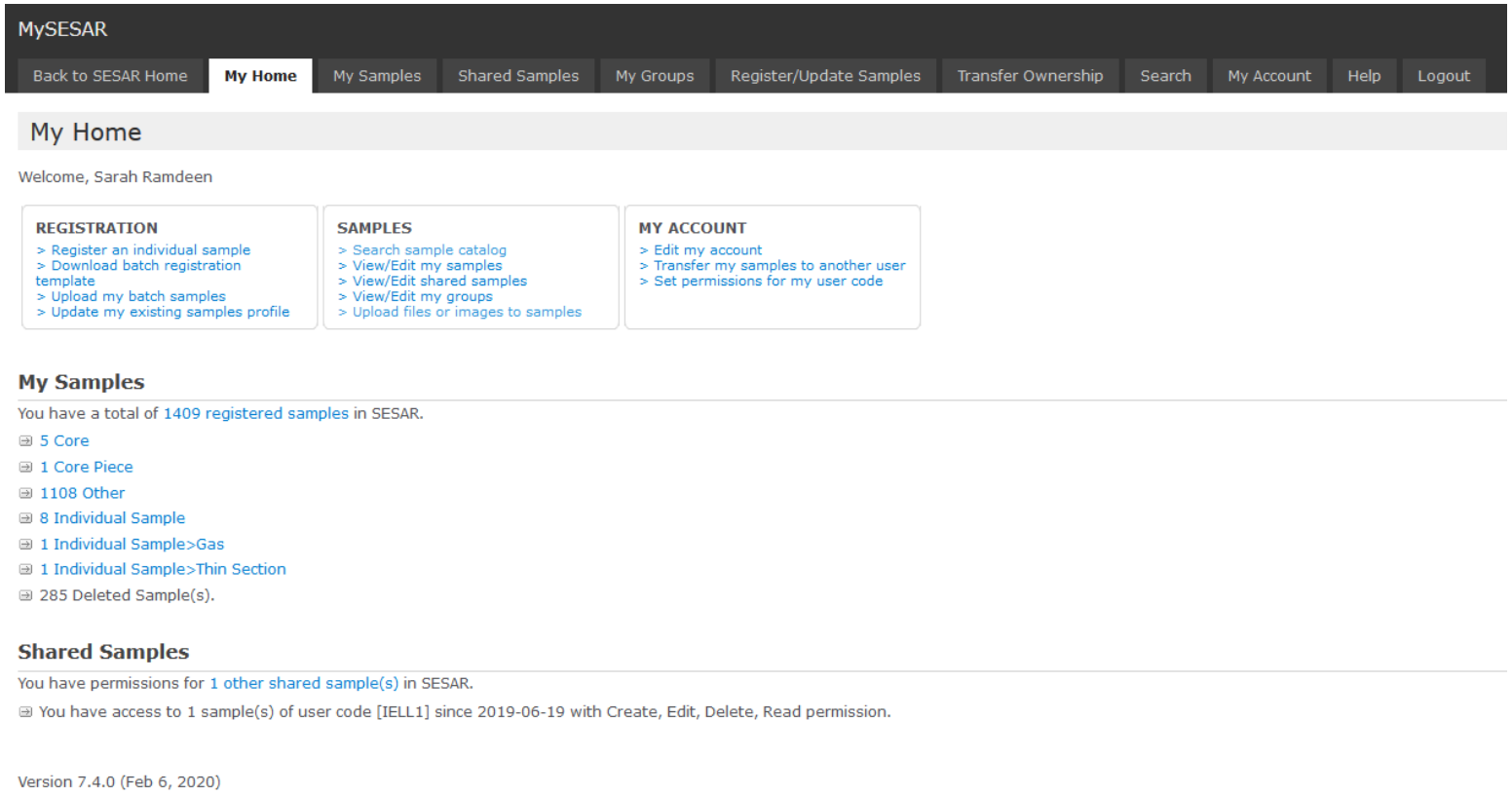


How to Manage Your Samples in MySESAR

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.

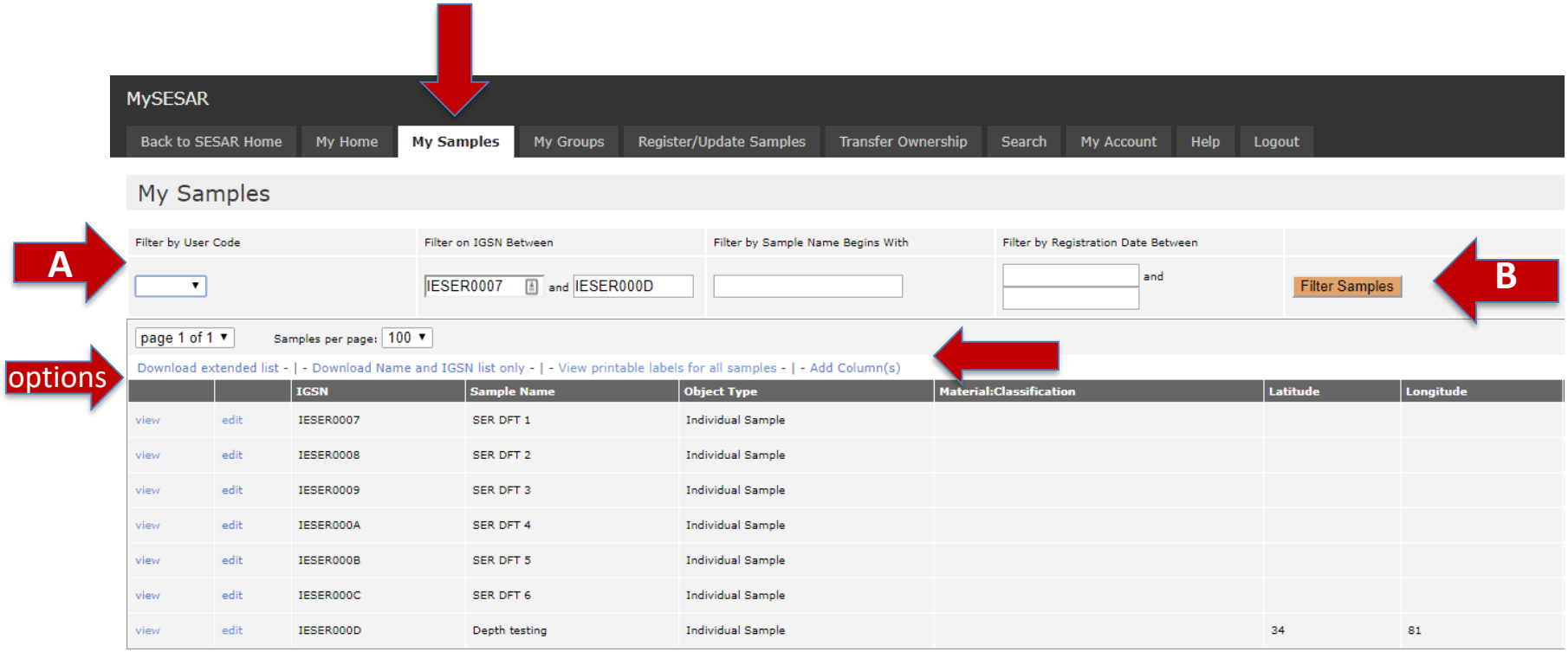
Log in to MySESAR

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



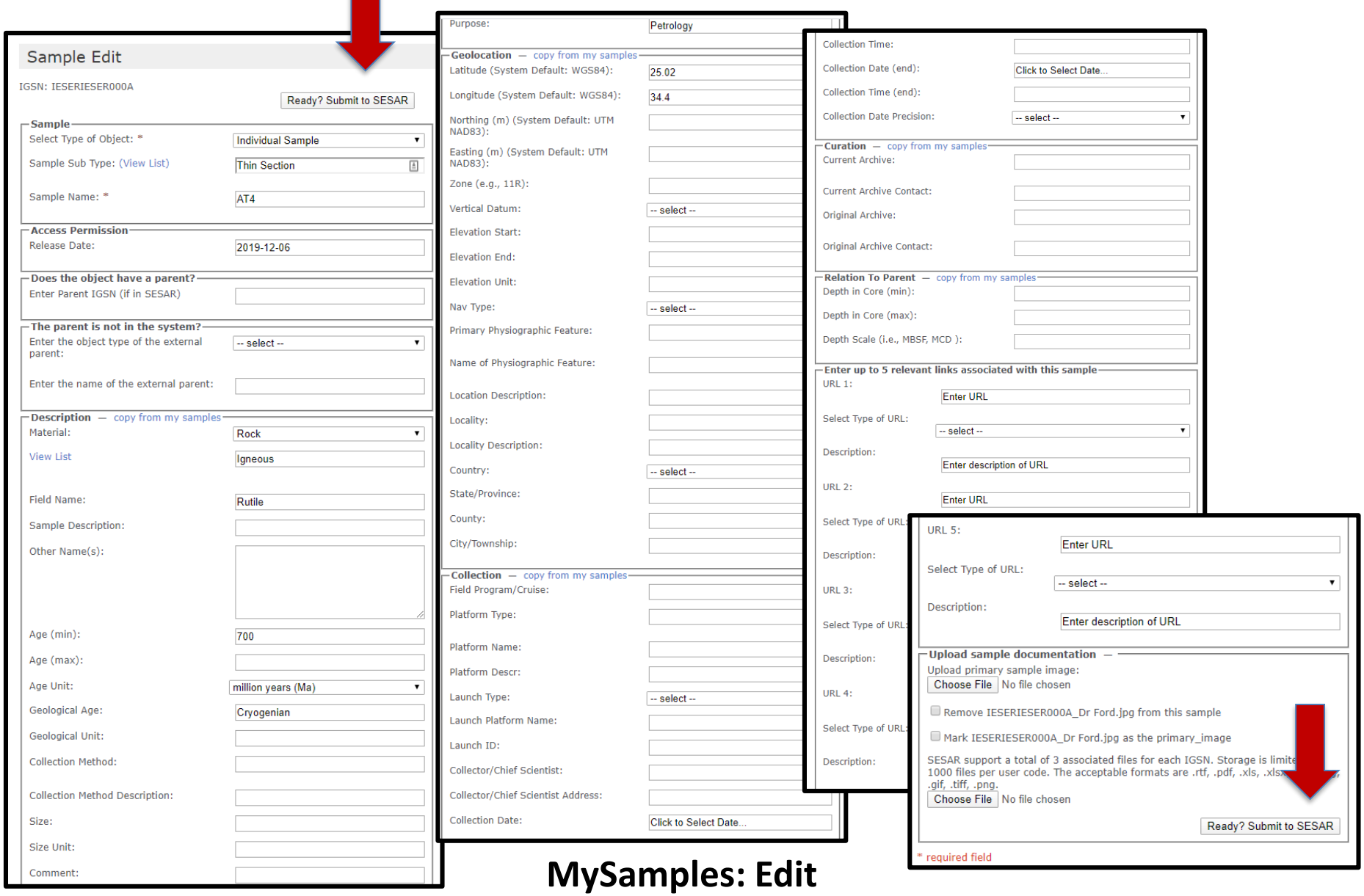
MySESAR: My Home

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.



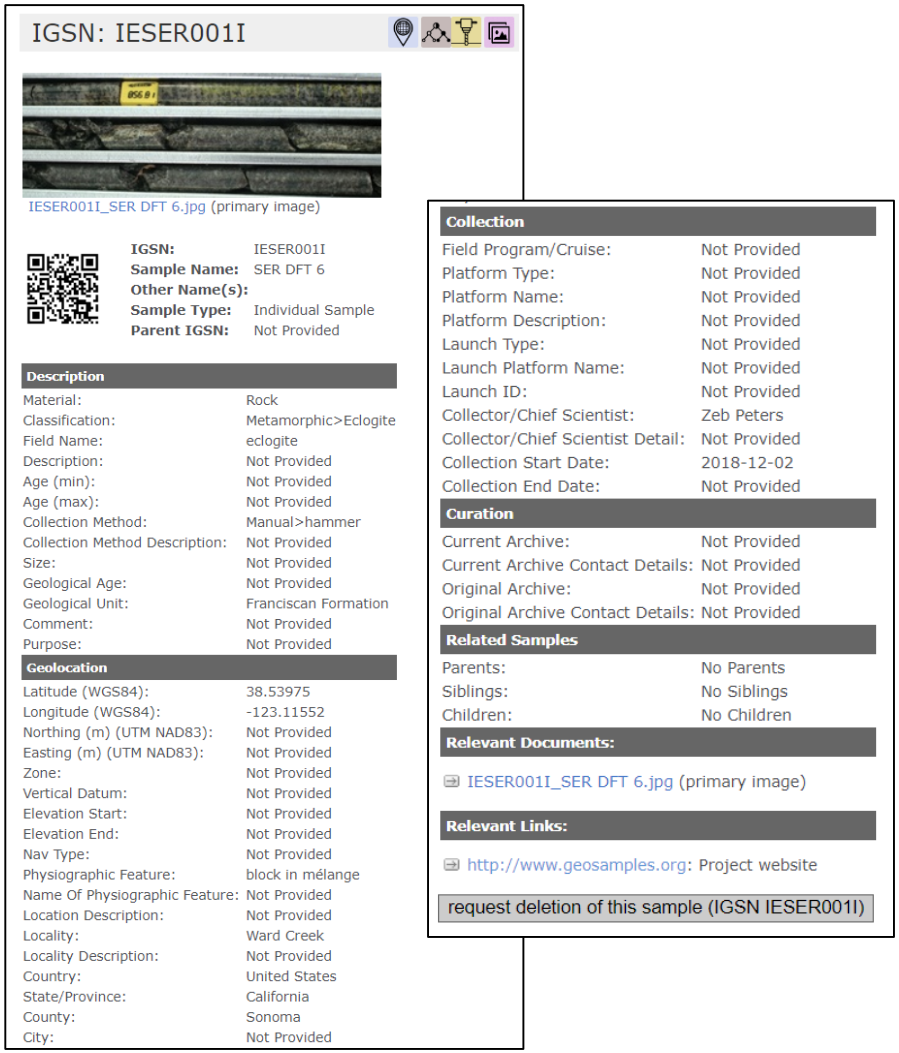
My Samples

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 User Code, 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).



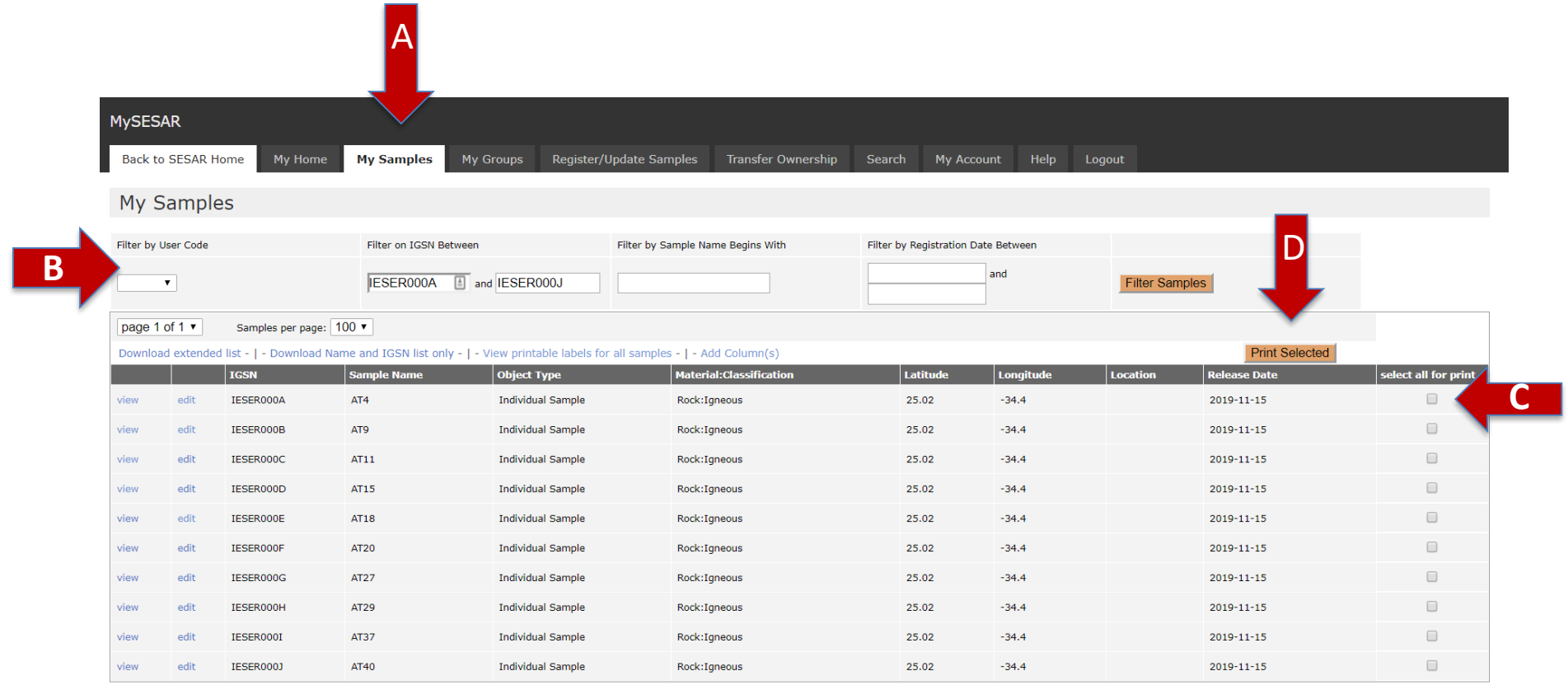
MySamples: Edit

You may edit a sample profile, including nearly all fields. You can enter up to 5 related URLS (links to webpages or related publications) and upload up to 3 images or files. Once you are finished editing, select “Ready? Submit to SESAR”.



My Samples: View

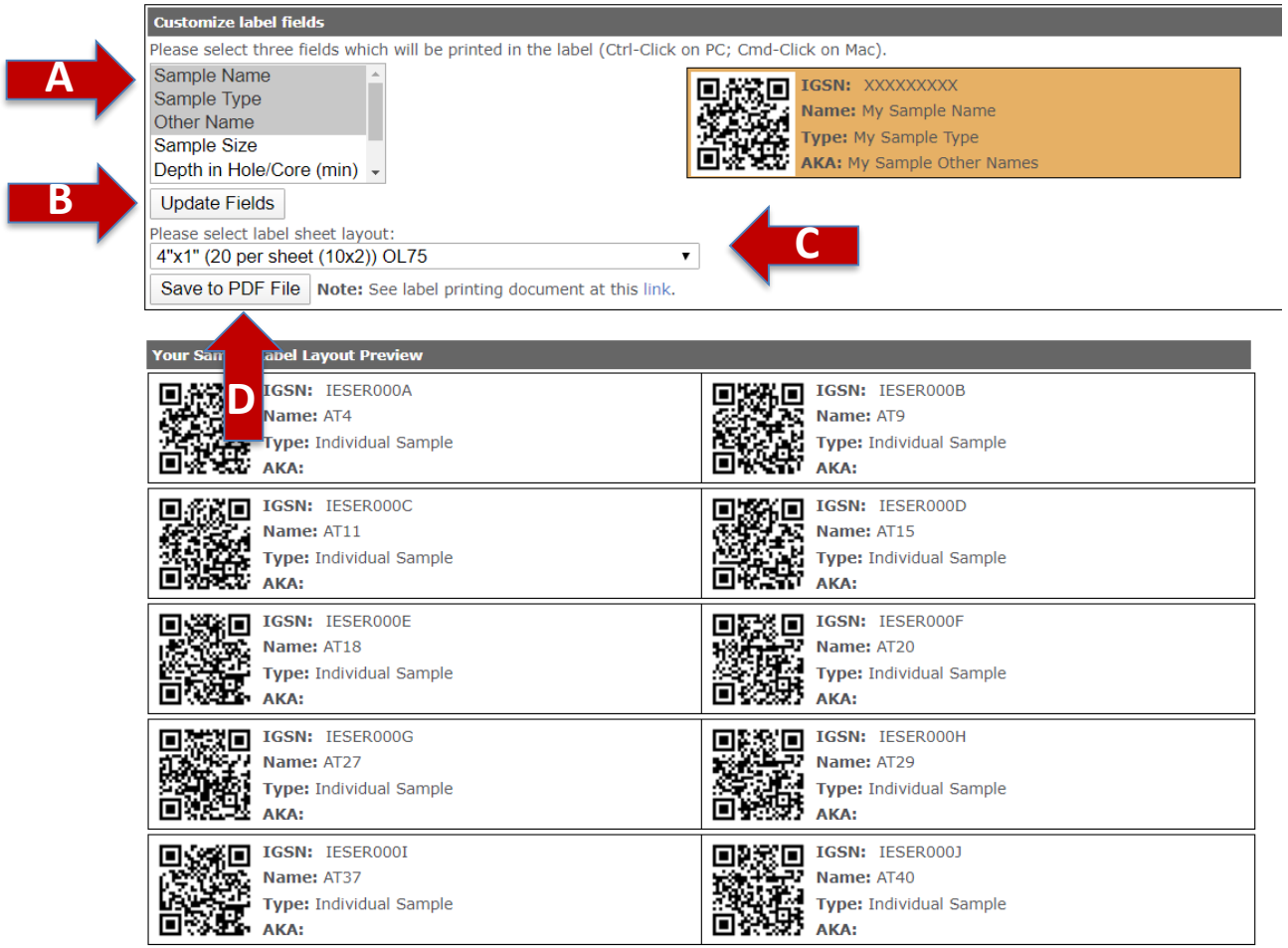
If you select view, you will see a list of all metadata entered for that sample including whether there are related parents, siblings or children. At the bottom of the page, you may request deletion of the sample. De-activation is a more appropriate term for what happens when a sample is requested for 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

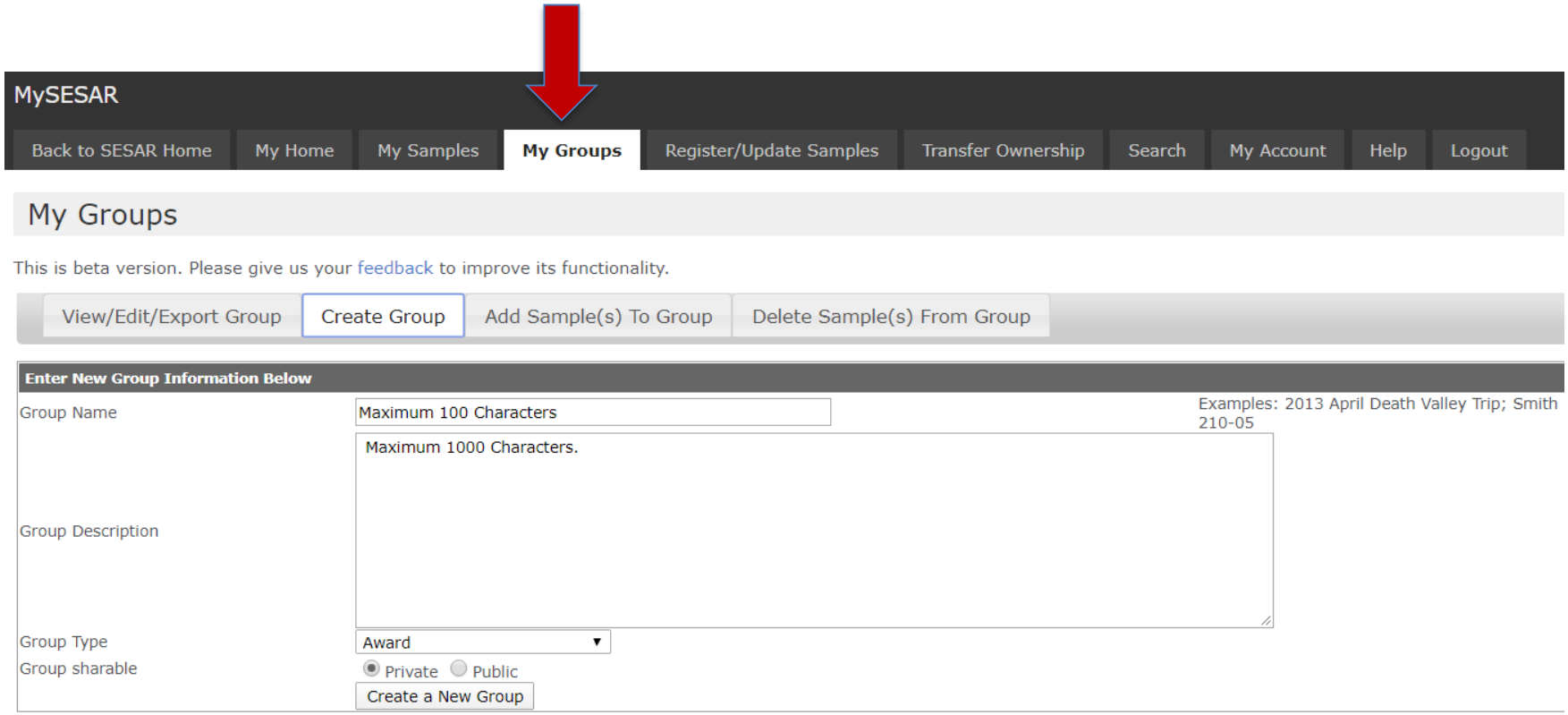
To print labels: A) go to the My Samples tab in MySESAR and B) search for the samples you would like to print labels for either based on User Code, IGSN, sample name or registration date. Once you have located the samples you wish to print, check the box to the right of those samples (C) and then (D) 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.



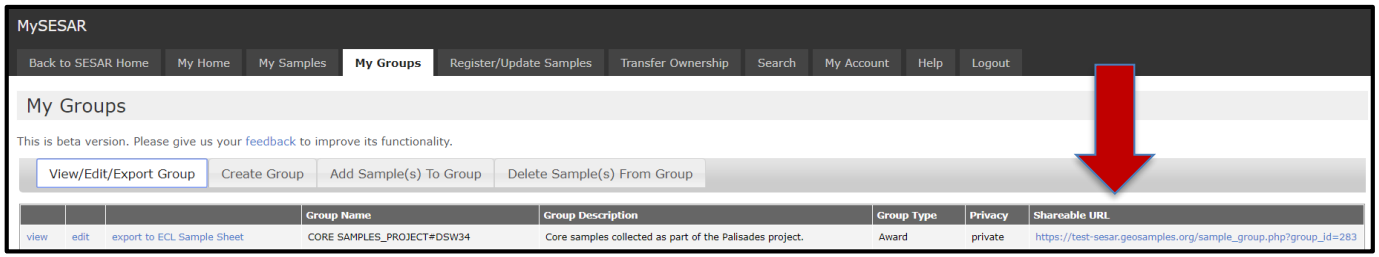
IGSN Label Printing

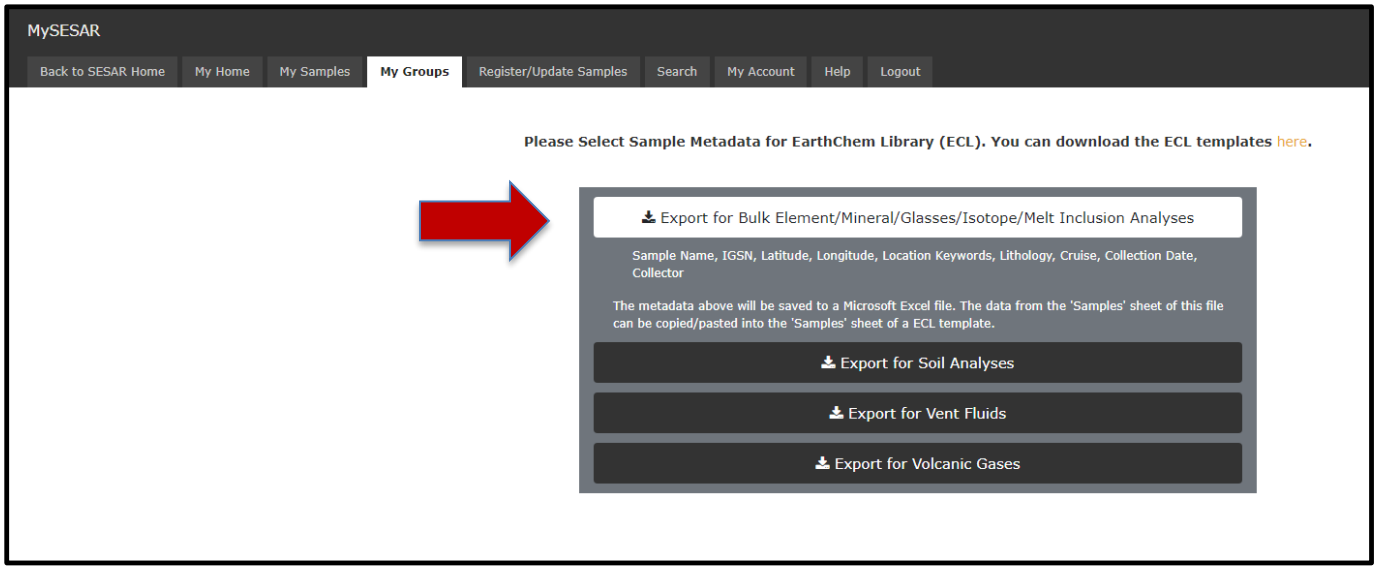
After you select “print selected”, a window will pop up will a view of your labels. Next (A) select 3 additional fields to display on your label in addition to the IGSN. Your choices include sample name, sample type, other name, sample size, depth in hole (min and/or max), and collection start date.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



Sample Grouping

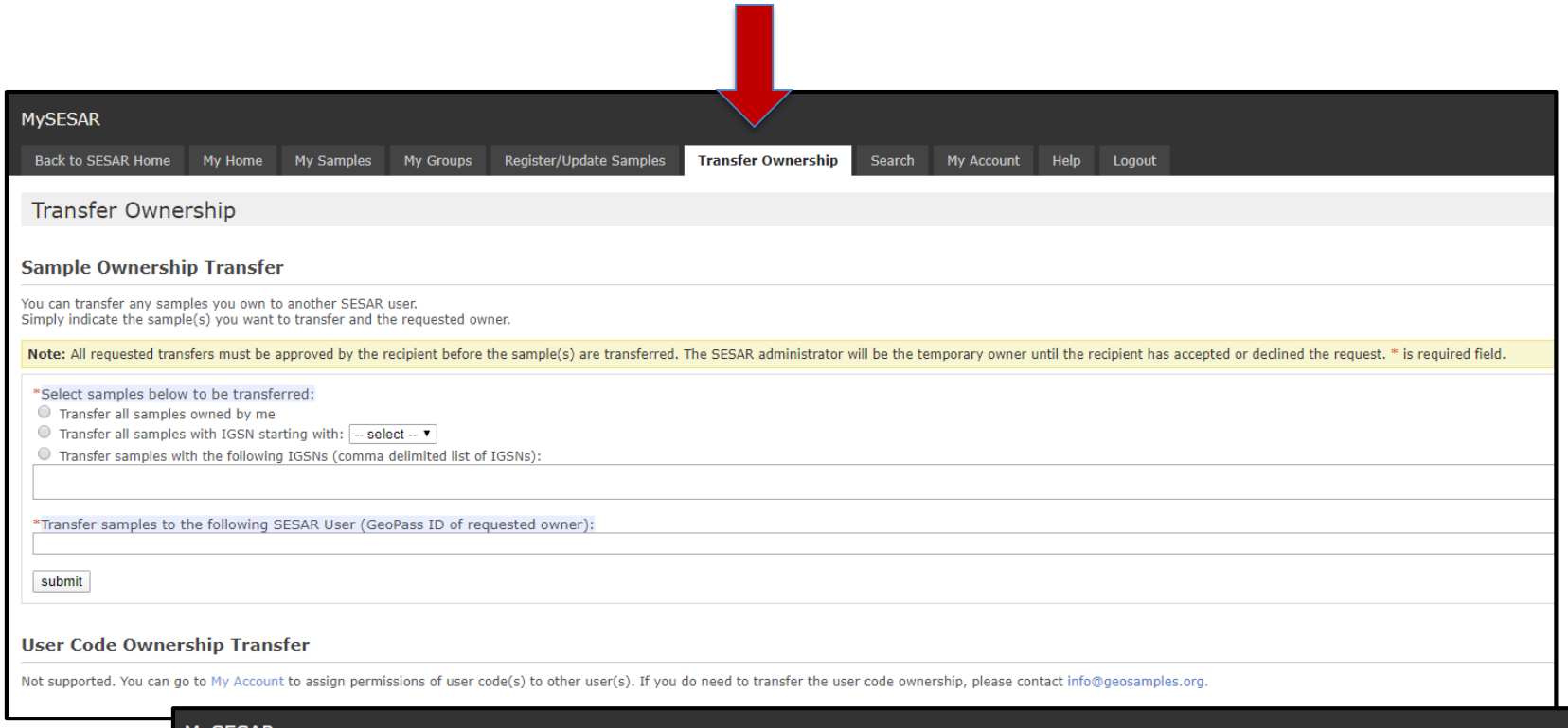
Sample Grouping: Create, edit, and view customized groups of SESAR samples. There is a tab in MySESAR called My Groups. Create groups for projects, loan groups, field programs, or funding awards. You can add samples both from your own user code or from other user codes. These groups will be saved in your SESAR workspace.





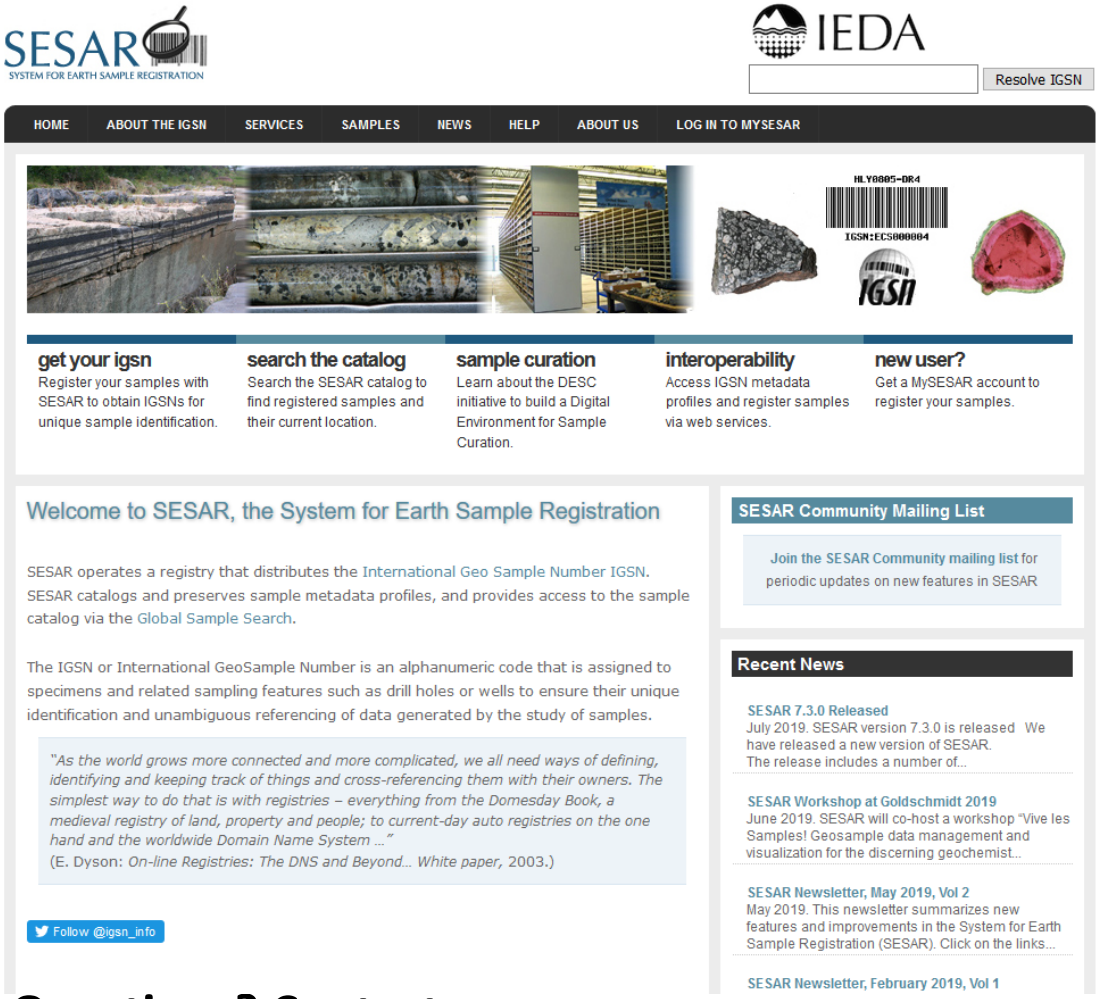
Sample Grouping:
Shareable URL or export sample metadata for ECL templates

Sample Grouping: In the v7.4.0 release, we added two features, shareable URLs for groups and an export feature. A URL is generated for each group, which can be shared with anyone. You can also export sample metadata for a group in one of four formats. These formats are designed to map to the 'Sample' sheet of the EarthChem Library templates.



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.