



#### 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.)

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

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May 2019. This newsletter summarizes new features and improvements in the System for Earth Sample Registration (SESAR). Click on the links...

##### SESAR Newsletter, February 2019, Vol 1

## How to Batch Update Sample Metadata in SESAR

<http://www.geosamples.org>

[info@geosamples.org](mailto:info@geosamples.org)



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## Batch Update Sample Metadata in SESAR

In this tutorial you will learn how to update sample metadata for multiple samples at one time in SESAR. Using batch update, you can update sample metadata for your previously registered samples in bulk, rather than one by one.



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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>).

MySESAR

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Sample Edit

IGSN: IESER000C

Ready? Submit to SESAR

Sample

Select Type of Object: \*

Individual Sample

Sample Sub Type: [\(View List\)](#)

Sample Name: \*

SER DFT 6

Access Permission

Release Date:

2020-02-06

Does the object have a parent?

Enter Parent IGSN (if in SESAR)

The parent is not in the system?

Enter the object type of the external parent:

-- select --

Enter the name of the external parent:

Description

[copy from my samples](#)

## Editing sample metadata in MySESAR

It is possible to edit sample information for existing samples on a one-by-one basis by going to the My Samples tab in MySESAR, and selecting “Edit” next to the sample you wish to edit. If you would like to edit many samples, we recommend that you use the batch update function instead (described in this tutorial).

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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](mailto: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

## Why update sample metadata in bulk?

Updating sample metadata in bulk rather than one sample at a time may be useful if you have a lot of samples you would like to update metadata for. This mechanism may also be useful if you want to pre-register samples prior to a sampling event. Some investigators do so in order to have IGSNs assigned to samples in the field. Since you may not have all the sample information prior to sampling (e.g., exact location and other details of collection and description), you can easily add additional metadata when you return from sampling by uploading a batch update template.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Object Type:	Core	User Code:	IESER									
2	Sample Name	IGSN	Parent IGSN	Release Date	Material	Field name (informal classification)	Classification	Sample description	Collection method	Comment	Purpose	Latitude	Longitude
3	Sample 1	IESER0016		3/22/2020									
4	Sample 2	IESER0017		3/22/2020									
5	Sample 3	IESER0018		3/22/2020									
6	Sample 4	IESER0019		3/22/2020									
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
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29													
30													
31													

## Pre-registering Samples Before Fieldwork or Subsampling

To pre-register samples before field work or subsampling, simply submit a batch registration template with minimal metadata for the number of samples you intend to collect. Above is a batch registration template where the investigator knew only that she would collect approximately 20 rock samples. The SESAR data manager returned this template to the investigator with the IGSNs pasted in. The investigator is now free to return to MySESAR to print labels to take out into the field. When she returns from the field, she can submit the same template with additional metadata filled in.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Object Type:	Core	User Code:	IESER									
2	Sample Name	IGSN	Parent IGSN	Release Date	Material	Field name (informal classification)	Classification	Sample description	Collection method	Comment	Purpose	Latitude	Longitude
3	DFT-1	IESER0016		3/22/2020	Rock		Igneous					41.0036	-73.9091
4	DFT-2B	IESER0017		3/22/2020	Rock		Igneous					41.0036	-73.9091
5	DFT-2	IESER0018		3/22/2020	Rock		Igneous					41.0036	-73.9091
6	DFT-K	IESER0019		3/22/2020	Rock		Igneous					41.0036	-73.9091
7													
8													
9													

## Batch Updating Sample Info (e.g., after fieldwork)


Preparing a template to batch update sample info is much the same as preparing a template to batch register samples. In fact, if you are updating metadata for samples that were registered in a single batch template, you can use the exact same template to update sample metadata. Or, you can download a new batch registration template from MySESAR. The important part is that the update template needs to include the IGSN for each sample, as well as the fields that you wish to update. In the above example, the values in red are those that the investigator would like to add to the existing samples profiles.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Object Type:	Core	User Code:	IESER									
2	Sample Name	IGSN	Parent IGSN	Release Date	Material	Field name (informal classification)	Classification	Sample description	Collection method	Comment	Purpose	Latitude	Longitude
3	DFT-1	IESER0016		3/22/2020	Rock		Igneous					41.0036	-73.9091
4	DFT-2B	IESER0017		3/22/2020	Rock		Igneous					41.0036	-73.9091
5	DFT-2	IESER0018		3/22/2020	Rock		Igneous					41.0036	-73.9091
6	DFT-K	IESER0019		3/22/2020	Rock		Igneous					41.0036	-73.9091
7													
8													
9													

## Tips for Batch Updating Sample Metadata

- 1) Any fields you do not include in the template will not be updated and remain the same as when you registered the samples.
  - 2) If you do include a field and do not fill it in, any existing metadata for that field will be overwritten by the null values. For example, if you had previously set the material to be Rock for a sample, but then upload a batch update template that contains the field “material” with no values filled in, the material will be changed to null.
  - 3) You can change the release date for samples in bulk by submitting a batch update template where you change the dates in column D.
- SESAR strongly recommends that sample metadata becomes public immediately upon sample registration or within two years of registration.





**MySESAR**

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### 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](mailto: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**



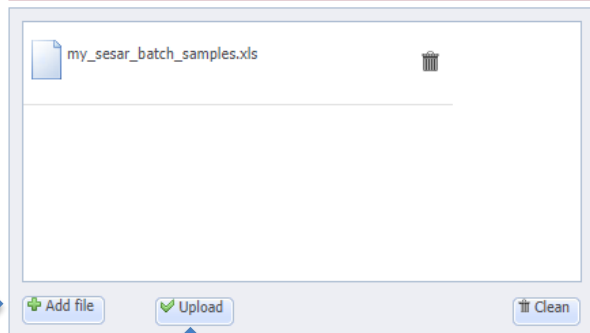
## How to Upload a Batch Update Template

After preparing your batch update template, please go to the Register/Update Samples tab in MySESAR and select “Upload File to Update Sample Metadata.”

## Update Sample Metadata

Only batch registration templates in Excel (xls) format will be accepted. Please use the [template creator](#) to generate a template. Only one file can be uploaded at a time.

If you downloaded your template before January 19th, 2018, you will need to download a new batch registration template.



my\_sesar\_batch\_samples.xls

[Add file](#) [Upload](#) [Clean](#)

[<< Back to Sample Registration](#)

## Upload your Batch Update Template

You will then be prompted to upload your batch update template by first clicking “Add File” and then “Upload.”

## Update Sample Metadata

Object Type: Core

Sample Name	IGSN	Parent IGSN	Release Date	Material	Field name (informal classification)	Classification	Sample description	Coll
DFT-1	IESER0001			Rock		Igneous		
DFT-2B	IESER0002			Rock		Igneous		
DFT-2	IESER0003			Rock		Igneous		
DFT-K	IESER0004			Rock		Igneous		

[Upload New File](#) [Download as Excel](#) [View Locations on Map](#) [Update Now](#)

## How to Batch Update Sample Info: Grid Preview

Once you have uploaded your batch update template, you will see the grid preview (just like batch registration). If there are any issues with your batch, SESAR will display error messages in red and underline the cells in question. If there are errors, please make the appropriate modifications inside the template and re-upload it. Once there are no errors and you are satisfied with what you see, please select “Update Now.”

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Sample [DFT-1] with IGSN [IESER0001] was updated successfully.


Sample [DFT-2B] with IGSN [IESER0002] was updated successfully.

Sample [DFT-2] with IGSN [IESER0003] was updated successfully.

Sample [DFT-K] with IGSN [IESER0004] was updated successfully.

After you click “Upload Now”, you should see a series of success messages, one for each sample in your batch update template.

IGSN: IESER0001



**IGSN:** IESER0001  
**Sample Name:** Sample Name 1  
**Other Name(s):**  
**Sample Type:** Core  
**Parent IGSN:** Not Provided


Description

Material:	Not Provided
Classification:	Not Provided
Field Name:	Not Provided
Description:	Not Provided
Age (min):	Not Provided
Age (max):	Not Provided
Collection Method:	Not Provided
Collection Method Description:	Not Provided
Size:	Not Provided
Geological Age:	Not Provided
Geological Unit:	Not Provided
Comment:	Not Provided
Purpose:	Not Provided

Geolocation

Latitude (WGS84):	Not Provided
Longitude (WGS84):	Not Provided
Northing (m) (UTM NAD83):	Not Provided
Easting (m) (UTM NAD83):	Not Provided
Zone:	Not Provided
Vertical Datum:	Not Provided
Elevation Start:	Not Provided
Elevation End:	Not Provided
Nav Type:	Not Provided
Physiographic Feature:	Not Provided
Name Of Physiographic Feature:	Not Provided
Location Description:	Not Provided
Locality:	Not Provided
Locality Description:	Not Provided
Country:	Not Provided
State/Province:	Not Provided
County:	Not Provided
City:	Not Provided

IGSN: IESER0001



**IGSN:** IESER0001  
**Sample Name:** DFT-1  
**Other Name(s):**  
**Sample Type:** Core  
**Parent IGSN:** Not Provided

Description

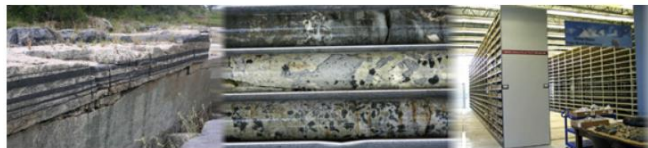
Material:	Rock
Classification:	Igneous
Field Name:	Not Provided
Description:	Not Provided
Age (min):	Not Provided
Age (max):	Not Provided
Collection Method:	Not Provided
Collection Method Description:	Not Provided
Size:	Not Provided
Geological Age:	Not Provided
Geological Unit:	Not Provided
Comment:	Not Provided
Purpose:	Not Provided

Geolocation

Latitude (WGS84):	41.0036
Longitude (WGS84):	-73.9091
Northing (m) (UTM NAD83):	Not Provided
Easting (m) (UTM NAD83):	Not Provided
Zone:	Not Provided
Vertical Datum:	Not Provided
Elevation Start:	Not Provided
Elevation End:	Not Provided
Nav Type:	Not Provided
Physiographic Feature:	Not Provided
Name Of Physiographic Feature:	Not Provided
Location Description:	Not Provided
Locality:	Not Provided
Locality Description:	Not Provided
Country:	Not Provided
State/Province:	Not Provided
County:	Not Provided
City:	Not Provided

## Batch Update: Before and After

The sample profile on the left represents an initial sample registration with minimal sample metadata (perhaps prior to sample collection), while the right image shows the sample information for the same sample after updating sample metadata (including sample name, classification, sample description, and latitude and longitude) using the batch update mechanism.



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## SESAR Help

### Help Pages

- FAQ - some frequently asked questions
- User-submitted questions and answers - from the IGSN Webinar 3/27/2013
- Sample Registration - step by step instructions for individual or batch registration
- Vocabularies - list of vocabularies, controlled and suggested, used in SESAR
- Label printing in SESAR
- More documents and presentations about SESAR and IGSN

### Tutorials

- YouTube Video Tutorials
- How to download and complete a batch registration template [pdf]
- How to upload a completed batch registration template [pdf]
- How to batch update sample metadata [pdf]
- How to manage your samples in MySESAR [pdf]

### Quick Guide

- SESAR Quick Guide: definitions and examples for filling out metadata (.xls)

## Questions? Contact us.

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