

How to upload a batch sample registration template in SESAR

<http://www.geosamples.org>

info@geosamples.org



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.)

Follow @igsn_info

SESAR Community Mailing List

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

Recent News

SESAR 7.3.0 Released

July 2019. SESAR version 7.3.0 is released. We have released a new version of SESAR. The release includes a number of...

SESAR Workshop at Goldschmidt 2019

June 2019. SESAR will co-host a workshop "Vive les Samples! Geosample data management and visualization for the discerning geochemist..."

SESAR Newsletter, May 2019, Vol 2

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

Uploading a Batch Registration Template in SESAR

In this tutorial you will learn how to upload a completed batch registration template for SESAR (System for Earth Sample Registration). If you have not already, please see the tutorial "How to download and complete a batch registration template", available at <http://www.geosamples.org/help>.



Resolve IGSN



get your igsn

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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

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

My Home

Welcome, Sarah Ramdeen

| | | |
|---|---|---|
| REGISTRATION <ul style="list-style-type: none">> Register an individual sample> Download batch registration template> Upload my batch samples> Update my existing samples profile | SAMPLES <ul style="list-style-type: none">> Search sample catalog> View/Edit my samples> View/Edit shared samples> View/Edit my groups> Upload files or images to samples | MY ACCOUNT <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 **1409 registered samples** in SESAR.

- 5 Core
- 1 Core Piece
- 1108 Other
- 8 Individual Sample
- 1 Individual Sample>Gas
- 1 Individual Sample>Thin Section
- 285 Deleted Sample(s).

Shared Samples

You have permissions for **1 other shared sample(s)** in SESAR.

- You have access to 1 sample(s) of user code [IELL1] since 2019-06-19 with Create, Edit, Delete, Read permission.

Version 7.4.0 (Feb 6, 2020)

Upload template



Upload your batch file template

From the MySESAR home page, click on “Upload my batch samples”.

Register/Update Samples Tab



MySESAR

Back to SESAR Home My Home My Samples Shared 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.

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

Upload
template



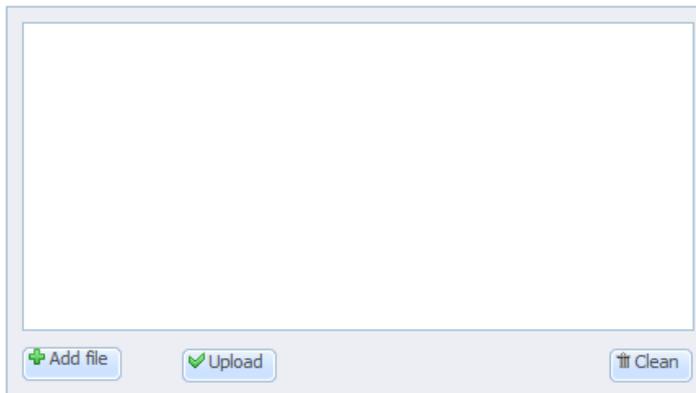
Upload a batch file template (alternate)

Another way to start the upload of a batch registration template is to click the 'Upload a New Batch Registration File' button on the Register/Update Samples tab, shown above.

Batch Sample Registration

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. Please be patient: large batches may take several minutes to upload.

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



[<< Back to Sample Registration](#)

Upload a batch file template

Click “Add file” to browse your computer for your completed batch registration template.

Batch Sample Registration

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. Please be patient: large batches may take several minutes to upload.

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



my_sesar_batch_samples.xls 

[<< Back to Sample Registration](#)

Upload a batch file template

Your file will show up in the window when it is uploaded. Only upload one file at a time. After you see your file, click the “Upload” button.

Batch Registration Submission

Object Type: Core

User Code: IESER

| Sample Name | IGSN | Parent IGSN | Release Date | Material | Field name (informal classification) | Classification | Sample description | |
|-------------|-----------|-------------|--------------|----------|--------------------------------------|----------------|--------------------|--|
| Sample 1 | IESER0016 | IESER0007 | 2020-03-22 | Rock | Basalt | Igneous | | |
| Sample 2 | | | | Rock | Basalt | Igneous | | |
| Sample 3 | | | | Rock | Basalt | Igneous | | |
| Sample 4 | | IESER0006 | 2022-01-30 | Rock | Basalt | Igneous | | |

Upload New File

Download as Excel

View Locations on Map

Register Now

Batch Grid Preview

You will see your uploaded samples in a preview. On this screen, you can review the content before proceeding with sample registration.

Batch Registration Submission



- The IGSN [IESER0003] is already registered to another sample in SESAR. Please choose another IGSN or leave blank for auto-system-assignment.
- The parent IGSN [IESER7777] does not exist in the system.
- Material type is invalid. Please refer to the [material list](#).
- "Igneous" is not subtype of material type [Material type]

Object Type: Core
User Code: IESER

| Sample Name | IGSN | Parent IGSN | Release Date | Material | Field name (informal classification) | Classification | Sample description |
|-------------|------------------|------------------|--------------|----------------------|--------------------------------------|----------------|--------------------|
| Sample 1 | <u>IESER0003</u> | <u>IESER7777</u> | 2020-03-22 | <u>Material type</u> | Basalt | <u>Igneous</u> | |
| Sample 2 | | | | Rock | Basalt | Igneous | |
| Sample 3 | | | | Rock | Basalt | Igneous | |
| Sample 4 | | IESER0006 | 2022-01-30 | Rock | Basalt | Igneous | |

[Upload New File](#)

Please upload a corrected spreadsheet in order to register the batch.
 (1) Correct the errors in your original spreadsheet using Excel
 (2) Click "Upload New File" and choose the file from your computer.

Contact info@geosamples.org with questions or comments.

Batch Grid Preview

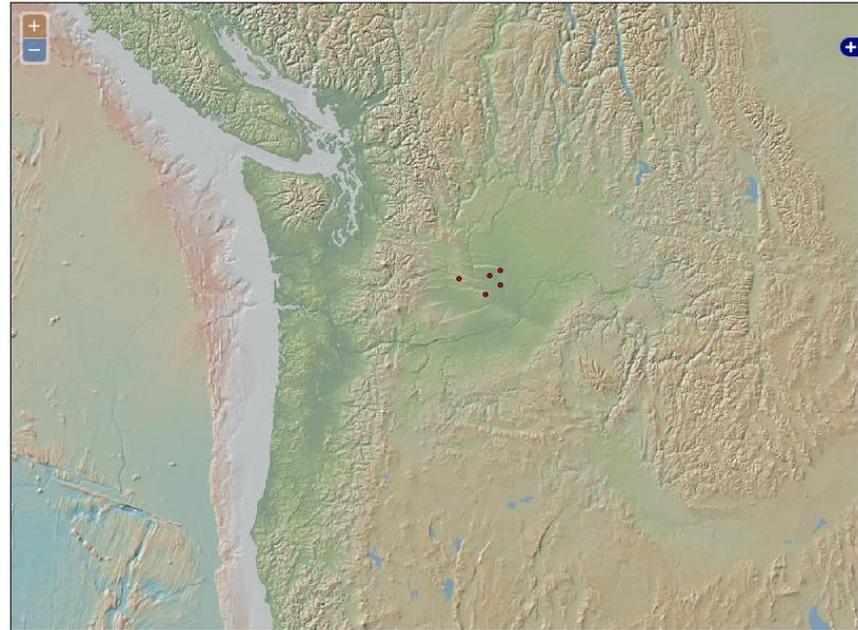
SESAR will display error messages and underline the cells with errors. Read the error messages and make the appropriate modifications in the original Excel Template. Then, please re-upload your template. In the example above, SESAR found errors in the IGSN, Parent IGSN, Material, and Classification fields. Links to controlled vocabularies will display if relevant.

Batch Registration Submission

Object Type: Core

User Code: IESER

| Sample Name | IGSN | Parent IGSN | Release Date | Material |
|-------------|-----------|-------------|--------------|----------|
| Sample 1 | IESER0016 | IESER0007 | 2020-03-22 | Rock |
| Sample 2 | | | | Rock |
| Sample 3 | | | | Rock |
| Sample 4 | | IESER0006 | 2022-01-30 | Rock |



If you have entered latitude and longitude, locations are shown as points or lines (e.g., for dredges). If locations are not correct, please edit and re-upload your SESAR batch registration template. WGS84 Geodetic Datum is assumed.

Upload New File

Download as Excel

View Locations on Map

Register Now

Batch Grid Preview – view locations on map

If you have entered latitude and longitude, you can click the “View Locations on Map” button to display a map with sample locations. Locations are shown as points or lines (e.g., for dredges) and WGS84 Geodetic Datum is assumed. If locations are not correct, please edit and re-upload your SESAR batch registration template.

Batch Registration Submission

Object Type: Core

User Code: IESER

| Sample Name | IGSN | Parent IGSN | Release Date | Material | Field name (informal classification) | Classification | Sample description | |
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| Sample 3 | | | | Rock | Basalt | Igneous | | |
| Sample 4 | | IESER0006 | 2022-01-30 | Rock | Basalt | Igneous | | |



< >

Upload New File Download as Excel View Locations on Map **Register Now**

Batch Grid Preview – Register Now

Once the grid preview is error-free, click the “Register Now” button to proceed.

Batch Registration Samples Accepted!

Your batch registration samples have been accepted for registration. You will receive an email once the samples have been successfully processed and registered in SESAR.

If you have further questions, please contact info@geosamples.org.

Batch Upload Accepted

If the upload was successful, you will reach the “Batch Registration Samples Accepted” page. You will receive an email within a few days confirming the registered samples.

MySESAR

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

My Home

Welcome, Sarah Ramdeen

REGISTRATION

- > Register an individual sample
- > Download batch registration template
- > Upload my batch samples
- > Update my existing samples profile

SAMPLES

- > Search sample catalog
- > View/Edit my samples
- > View/Edit shared samples
- > View/Edit my groups
- > Upload files or images to samples

MY ACCOUNT

- > Edit my account
- > Transfer my samples to another user
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View your samples

After you receive the email notification, you can view your samples from links on your MySESAR home page. You can use the “My Samples” tab, or the “View/Edit My Samples” link in the Samples box. Contact info@geosamples.org with any questions.