

How to download and complete a batch sample registration template 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.

<http://www.geosamples.org>

info@geosamples.org

Log in to MySESAR



ABOUT ▾

REGISTER

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Welcome to SESAR

ADVANCING OPEN AND FAIR SAMPLES IN THE EARTH, ENVIRONMENTAL, AND PLANETARY SCIENCES



SEARCH CATALOG

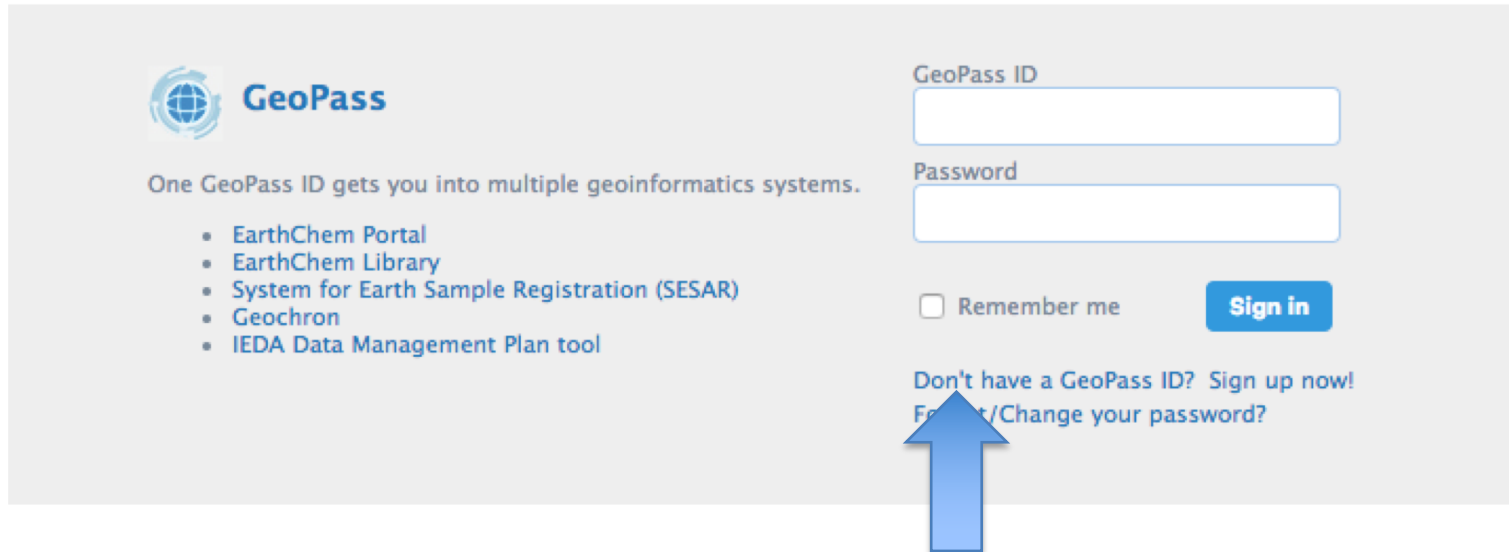


REGISTER SAMPLES



FIND RESOURCES

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



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/aboutigns> .

Create a batch file template

Download
template



MySESAR

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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
- > 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)

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

Create a batch file template (alternate)

Register/Update Sample Tab



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.

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



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 type of sample

Choose sample
type



MySESAR

Back to SESAR Home My Home My Samples Shared 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
IESER

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.

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>

Click the fields for which you have data

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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

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!!! 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.


Check off fields for which you have information



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>

Click Submit to create template

Click button to create template



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)

Related URL of the samples

- Related URL
- Related URL Type
- Related URL Description

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 out 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										
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28										
29										

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.

Resources for filling out the template

SESAR Batch Registration Quick Guide			
Last modified 6 February 2020			
Please use this guide to help you fill out the SESAR Batch Registration Template. For more assistance contact info@geosamples.org .			
Use the <i>Paste Special</i> feature, 'Paste Values' when copying and pasting text into the Batch Registration Template to ensure all formatting is removed from the text.			
Note: Fields that are searchable in the SESAR 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 or Experimental Specimen, 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 SESAR 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).	SESAR recommends that sample metadata become public within 2 years of sample registration.
Material	Rock; Liquid>Aqueous	Material that the sample consists of. Mandatory.	Please use controlled list
Field name (informal classification)	basalt; amphibole; sea water	Taxonomy (field name) Informal classification of sample.	

The SESAR 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.

Resources for filling out the template



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Vocabularies



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VOCABULARIES

[ALL VOCABULARIES](#)

[SAMPLE TYPE \(OBJECT\)*](#)

[MATERIAL *](#)

[SUB-OBJECT TYPE](#)

[CLASSIFICATION \(ROCK\)*](#)

[CLASSIFICATION \(MINERAL\)*](#)

SESAR Vocabularies

This page contains the controlled or recommended vocabularies used for select SESAR metadata fields. Controlled lists are marked with an asterisk (*).

See the [SESAR Quick Guide](#) for the complete list of SESAR metadata fields and their definitions.

If you have questions about metadata content, please contact the SESAR Curator at info@geosamples.org.

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

Upload your completed SESAR batch template

To upload your completed template



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

Please email info@geosamples.org with any questions.

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>.