

How to download and complete 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.

curate your samples

Learn how SESAR can help you manage your samples and collections.

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 the 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 a 9-digit alphanumeric code that is assigned to geological 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)

Recent News

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US Extended Continental Shelf Project to Use IGSNs

Geological samples collected as part of the U.S. Extended Continental Shelf (ECS) Project will be registered with SESAR and will receive...

IGSN Metadata Workshop, February 22 - 24, 2011

SESAR has organized a workshop to discuss the IGSN Metadata Profile and its mapping to...

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 Registry). Using batch registration, you can register large numbers of samples at one time.

Log in to MySESAR



Search An IGSN

Look Up

HOME **ABOUT THE IGSN** **SERVICES** **SAMPLES** **NEWS** **HELP** **ABOUT US** **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
- Geochemical Resource Library (GRL)
- IEDA Data Management Plan tool
- Marine Geoscience Data System (MGDS)
- System for Earth Sample Registration (SESAR)
- US Antarctic Program Data Coordination Center (USAP-DCC)

GeoPass ID
Password

Remember me **Sign in**

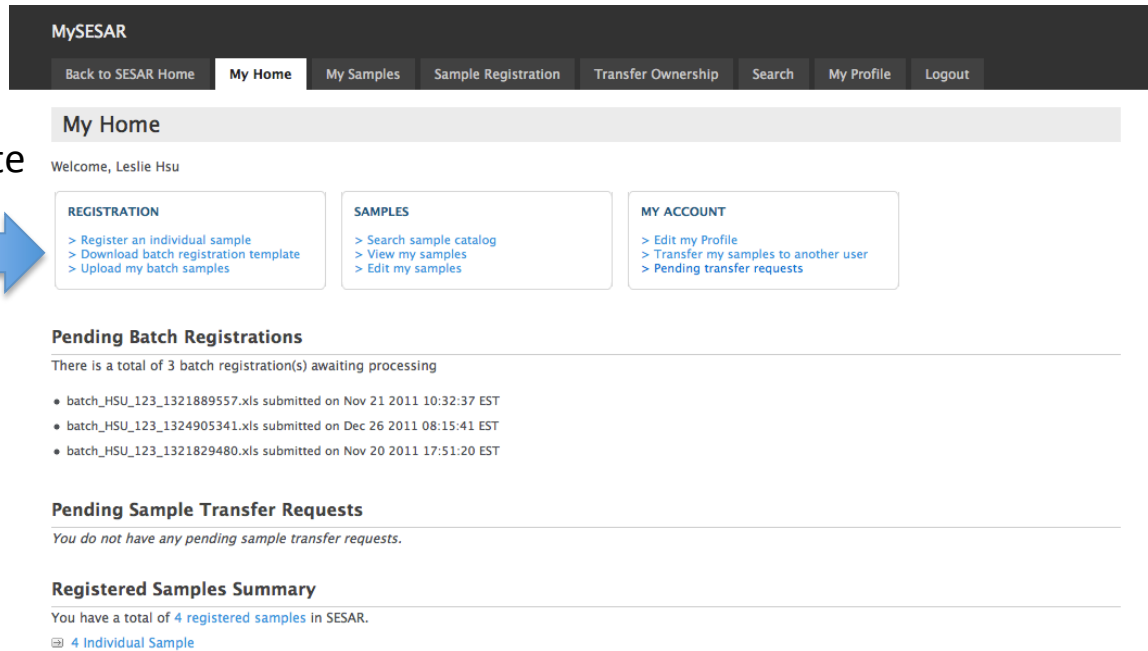
Don't have a GeoPass ID? [Sign up now!](#)
[Forgot/Change your password?](#)

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 (Integrated Earth Data Applications) 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 3-character User Code. This code will be the first three digits (numbers or letters) of your samples' IGSNs (International Geo Sample Number). Read more about IGSNs at <http://www.geosamples.org/aboutign> .



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', 'My Samples', 'Sample Registration', 'Transfer Ownership', 'Search', 'My Profile', and 'Logout'. Below this is a 'My Home' header section. The main content area is divided into three columns: 'REGISTRATION', 'SAMPLES', and 'MY ACCOUNT'. A large blue arrow points to the 'REGISTRATION' column, which contains the following links: '> Register an individual sample', '> Download batch registration template', and '> Upload my batch samples'. Below these columns are three sections: 'Pending Batch Registrations' (listing three submitted batch files with dates and times), 'Pending Sample Transfer Requests' (stating there are none), and 'Registered Samples Summary' (stating there are 4 registered samples, with a link to view them).

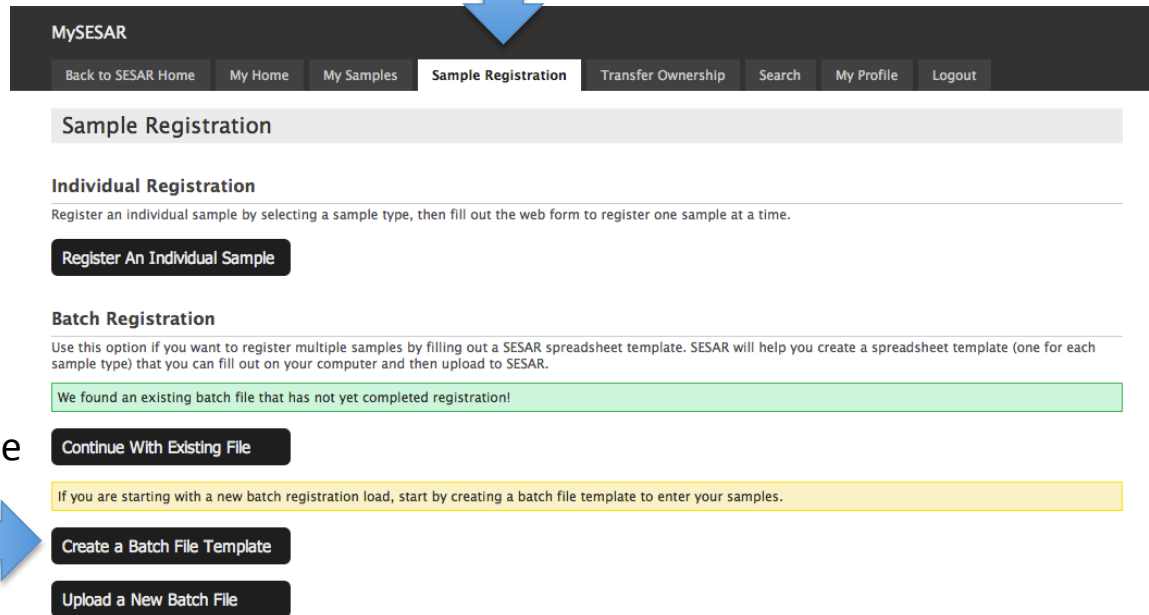
Download template



Create a batch file template

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

Sample Registration Tab



The screenshot shows the MySESAR website's navigation bar with the 'Sample Registration' tab highlighted. Below the navigation bar, the 'Sample Registration' section is displayed. It includes a sub-section for 'Individual Registration' with a 'Register An Individual Sample' button. The 'Batch Registration' section contains a message about an existing batch file and a 'Continue With Existing File' button. Below this, a yellow box contains the instruction: 'If you are starting with a new batch registration load, start by creating a batch file template to enter your samples.' This is followed by two buttons: 'Create a Batch File Template' and 'Upload a New Batch File'.

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 Sample Registration tab, shown above.

Choose sample
type



MySESAR

Back to SESAR Home My Home My Samples **Sample Registration** Transfer Ownership Search My Profile Logout

Batch Sample Registration Template Creator

Basic Information (required to proceed)

Select Type of Object
-- select --

Are these samples for public or private viewing?
 Public
 Private

Date these samples should be available in searches
February 01, 2012

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.

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>

Choose public
or private



MySESAR

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Choose public versus private samples

Choose if these samples will be public or private. Public samples will show up in the search for all users. Private samples will show up only in your MySESAR environment.

MySESAR

Back to SESAR Home My Home My Samples **Sample Registration** Transfer Ownership Search My Profile Logout

Batch Sample Registration Template Creator

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Choose date of sample availability



Choose date that the samples will be available in searches

If you leave the default date, your samples will be available in searches immediately after they are registered. If you choose a date in the future, your samples will be made publically available in searches on that specified date.

Batch Sample Registration Template Creator

Basic Information (required to proceed)

Select Type of Object

Are these samples for public or private viewing?
 Public
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Date these samples should be available in searches

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Submit to create template

Description

- Material
- Field name (informal classification)
- Classification
- Sample description
- Age (min)
- Age (max)
- Age unit: million years (Ma) years
- Geological Age
- Geological Unit
- Collection method
- Collection method description
- Size
- Size unit (i.e., cm, in, m, kg)
- Comment (i.e., cm, in, m, kg)
- Purpose

Geolocation

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
- Latitude (end)
- Longitude
- Longitude (end)
- Elevation start (in meters)
- Elevation end (in meters)
- 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., 13:00 GMT)
- 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)

Click button to
create template



Click Submit to create template

When you click the button “Submit to create template,” the template (template.xls) will be downloaded to your local machine.

Fill in data



	A	B	C	D	E	F	G	H
1	Object Type:	Individual Sample	All Public:	yes	Searchable date:	February 01, 2012		
2	Sample Name	IGSN	Parent IGSN	Material	Collection method	Purpose	Latitude	Longitude
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

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.

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.	curate your samples Learn how SESAR can help you manage your samples and collections.	interoperability Access IGSN metadata profiles and register samples via web services.	new user? Get a MySESAR account to register your samples.
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Help for new SESAR users

(Dec 15, 2011) This web page provides information to help investigators use the new SESAR (System for Earth SAmples Registration) system for sample management.

Steps to submitting sample metadata:

1. Download the appropriate template from this page (see template section below)
2. Fill in the template, using the [column header information](#)
3. If you don't already have one, [sign up for a GeoPass account](#), and select a three-digit namespace. Often this namespace is the initials of the chief scientist or lead PI, or acronym for an institution, etc. This is necessary because all of the IGSNs that you register with that GeoPass account will begin with your three digit namespace.
4. Email the template to info@geosamples.org

Templates

- Dredge Operations Template
- Individual Sample Template (e.g. for samples from dredges or wax cores)

Help

- Please use the steps above instead of the procedure on the regular Sample Registration help page.
- Vocabularies (including description of metadata fields)
- FAQ

Questions?

- Please contact info@geosamples.org

Example templates

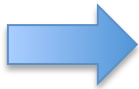


Resources for filling out the template

To see examples of filled out templates, please visit:

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

To upload your completed template



MySESAR

Back to SESAR Home **My Home** My Samples Sample Registration Transfer Ownership Search My Profile Logout

My Home

Welcome, Leslie Hsu

REGISTRATION

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

SAMPLES

- > Search sample catalog
- > View my samples
- > Edit my samples

MY ACCOUNT

- > Edit my Profile
- > Transfer my samples to another user
- > Pending transfer requests

Pending Batch Registrations

There is a total of 3 batch registration(s) awaiting processing

- batch_HSU_123_1321889557.xls submitted on Nov 21 2011 10:32:37 EST
- batch_HSU_123_1324905341.xls submitted on Dec 26 2011 08:15:41 EST
- batch_HSU_123_1321829480.xls submitted on Nov 20 2011 17:51:20 EST

Pending Sample Transfer Requests

You do not have any pending sample transfer requests.

Registered Samples Summary

You have a total of 4 registered samples in SESAR.

4 Individual Sample

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.