

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.

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.
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Recent News

IGSN eV Founded

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IGSN eV: The New International Implementation Organization of the IGSN

At the upcoming AGU Fall Meeting 2011 in San Francisco, a new international organization will be founded, the IGSN eV, to govern and...

US Extended Continental Shelf Project to Use IGSNs

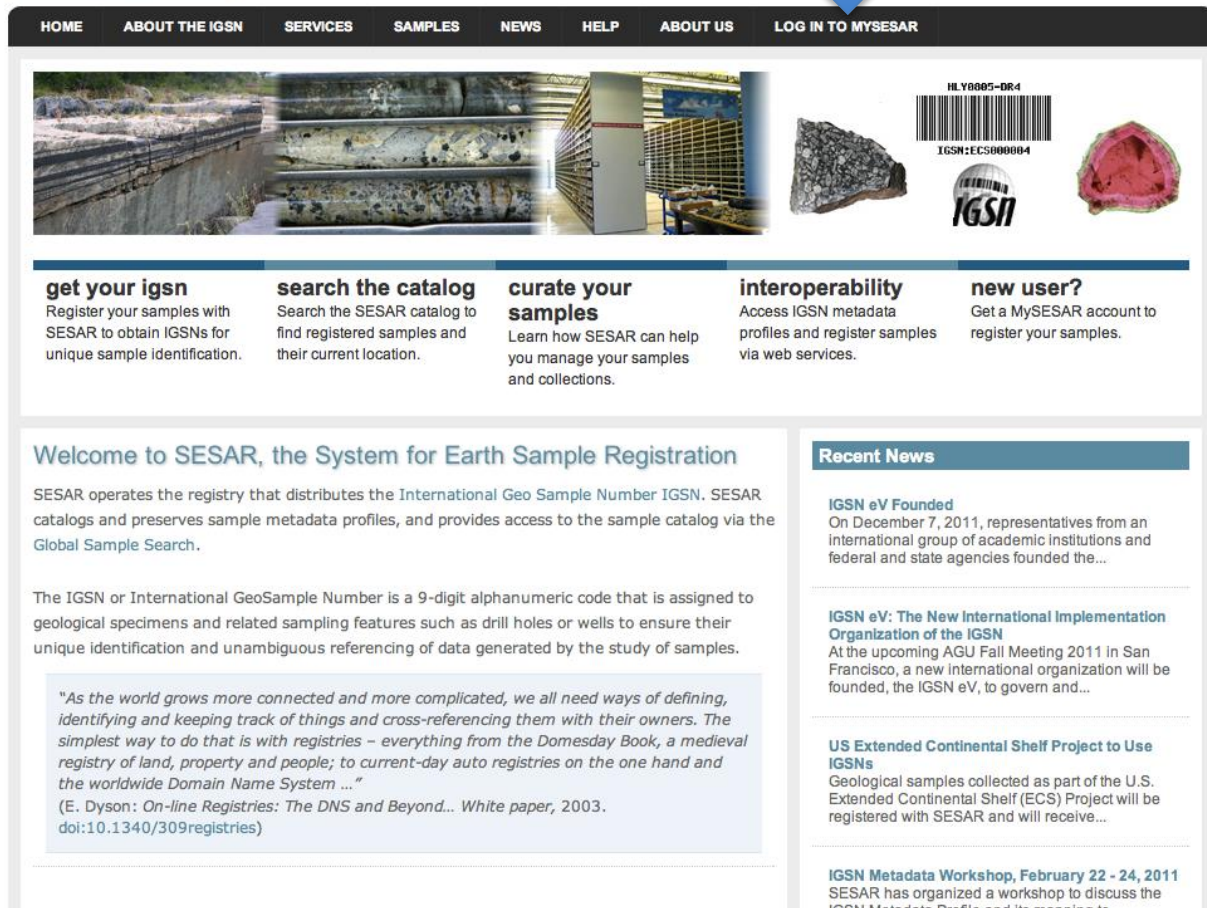
Geological samples collected as part of the U.S. Extended Continental Shelf (ECS) Project will be registered with SESAR and will receive...

IGSN Metadata Workshop, February 22 - 24, 2011

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

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 Registry). 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>.



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>).

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 template



Upload your batch file template

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

Sample Registration Tab

MySESAR

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

Use this option if you want to register multiple samples by filling out a SESAR spreadsheet template. SESAR will help you create a spreadsheet template (one for each sample type) that you can fill out on your computer and then upload to SESAR.

We found an existing batch file that has not yet completed registration!

[Continue With Existing File](#)

If you are starting with a new batch registration load, start by creating a batch file template to enter your samples.

[Create a Batch File Template](#)

[Upload a New Batch File](#)

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 File' button on the Sample Registration tab, shown above.

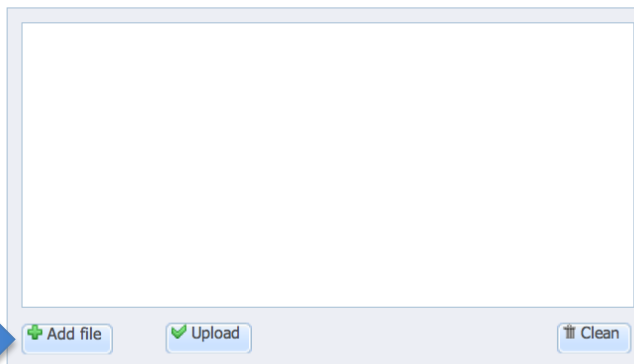
Batch Sample Registration

Only batch registration templates in Excel (xls) format created by the [template creator](#) will be accepted.

The recommended web browser for SESAR Batch Sample Registration is Firefox. Chrome and Safari browsers have known issues with the Batch Registration process, please do not use them. We are currently working to fix this issue.

If you do not have access to a Firefox, we invite you to email your completed batch registration template to info@geosamples.org.

Click "Add" button to select your file for upload. Only one file can be uploaded and saved per account.



The screenshot shows a file upload interface. It consists of a large empty rectangular box for the file. Below the box are three buttons: 'Add file' (with a plus icon), 'Upload' (with a checkmark icon), and 'Clean' (with a trash icon). A blue arrow points to the 'Add file' button.

[<< 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 created by the [template creator](#) will be accepted.




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Click "Add" button to select your file for upload. Only one file can be uploaded and saved per account.



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 : Individual Sample
 Samples viewable by the public? yes
 Samples searchable on: March 05, 2012

Sample Name	IGSN	Parent IGSN	Material	Field name (informal classification)	Classification	Sample description	Age (min)	Age (max)
Sample 1			Rock	basalt	Igneous	sample description	1	2
Sample 2			Rock	basalt	Igneous	sample description	1	2
Sample 3			Rock	basalt	Igneous	sample description	1	2
Sample 4			Rock	basalt	Igneous	sample description	1	2
Sample 5			Rock	basalt	Igneous	sample description	1	2

[Upload new file](#)
[update](#)
[Download as Excel](#)
[Register Now](#)

Batch Grid Preview – check and update

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

Object Type : Individual Sample
 Samples viewable by the public? yes
 Samples searchable on: March 05, 2012



- HSUROC001 is already registered to another sample in SESAR. Please choose another IGSN or leave blank for auto-assignment
- Parent IGSN HSUROC003 does not exist and must already be registered for it to be valid.
- A valid latitude range must be between 90 and -90
- Navigation Type GPSS is invalid. Please refer to the [navigation type list](#).

Sample Name	IGSN	Parent IGSN	Material	Field name (informal classification)	Classification	Sample description	Age (min)	Age (max)
Sample 1	HSUROC001	HSUROC003	Rock	basalt	Igneous	sample description	1	2
Sample 2	HSU00000A		Rock	basalt	Igneous	sample description	1	2
Sample 3			Rock	basalt	Igneous	sample description	1	2
Sample 4			Rock	basalt	Igneous	sample description	1	2
Sample 5			Rock	basalt	Igneous	sample description	1	2


Batch Grid Preview – correcting errors

SESAR will display error messages and underline the cells with errors. Read the error messages and make the appropriate modifications. In the example above, SESAR found errors in the IGSN, Parent IGSN, Latitude, and Navigation Type fields. Links to controlled vocabularies will display if relevant.

Batch Registration Submission

Object Type : Individual Sample
 Samples viewable by the public? yes
 Samples searchable on: March 05, 2012

Sample Name	IGSN	Parent IGSN	Material	Field name (informal classification)	Classification	Sample description	Age (min)	Age (max)
Sample 1	HSUROC009	HSUROC001	Rock	basalt	Igneous	sample description	1	2
Sample 2	HSU00000A		Rock	basalt	Igneous	sample description	1	2
Sample 3			Rock	basalt	Igneous	sample description	1	2
Sample 4			Rock	basalt	Igneous	sample description	1	2
Sample 5			Rock	basalt	Igneous	sample description	1	2



Batch Grid Preview – check and update

Once you have corrected the errors, click the “update” button.

Batch Registration Submission

Object Type : Individual Sample
 Samples viewable by the public? yes
 Samples searchable on: March 05, 2012

Sample Name	IGSN	Parent IGSN	Material	Field name (informal classification)	Classification	Sample description	Age (min)	Age (max)
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Sample 5			Rock	basalt	Igneous	sample description	1	2



Batch Grid Preview – download updated file


If you made updates in the grid preview, you can click the “Download as Excel” button to save an updated copy to your computer.

Batch Registration Submission

Object Type : Individual Sample
 Samples viewable by the public? yes
 Samples searchable on: March 05, 2012

- HSUROC001 is already registered to another sample in SESAR. Please choose another IGSN or leave blank for auto-assignment
- Parent IGSN HSUROC003 does not exist and must already be registered for it to be valid.
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Sample 4			Rock	basalt	Igneous	sample description	1	2
Sample 5			Rock	basalt	Igneous	sample description	1	2



Batch Grid Preview – Upload a new file

You may also upload a new file with corrected errors, instead of manually updating cells on the grid preview. Use the “Upload new file” button to do this.

Batch Registration Submission

Object Type : Individual Sample
Samples viewable by the public? yes
Samples searchable on: March 05, 2012

Sample Name	IGSN	Parent IGSN	Material	Field name (informal classification)	Classification	Sample description	Age (min)	Age (max)
Sample 1	HSUROC009	HSUROC001	Rock	basalt	Igneous	sample description	1	2
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Sample 5			Rock	basalt	Igneous	sample description	1	2



Upload new file update Download as Excel Register Now

Batch Grid Preview – Register Now

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

MySESAR

Back to SESAR Home

My Home

My Samples

Sample Registration

Transfer Ownership

Search

My Profile

Logout

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 | Sample Registration | Transfer Ownership | Search | My Profile | Logout

My Home

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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 My Samples” link in the Samples box. Contact info@geosamples.org with any questions.