

How to upload a batch sample 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>

<http://www.geosamples.org>

info@geosamples.org

Log in to MySESAR



ABOUT ▾ REGISTER SEARCH RESOURCES ▾ NEWS



Welcome to SESAR

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



SEARCH CATALOG



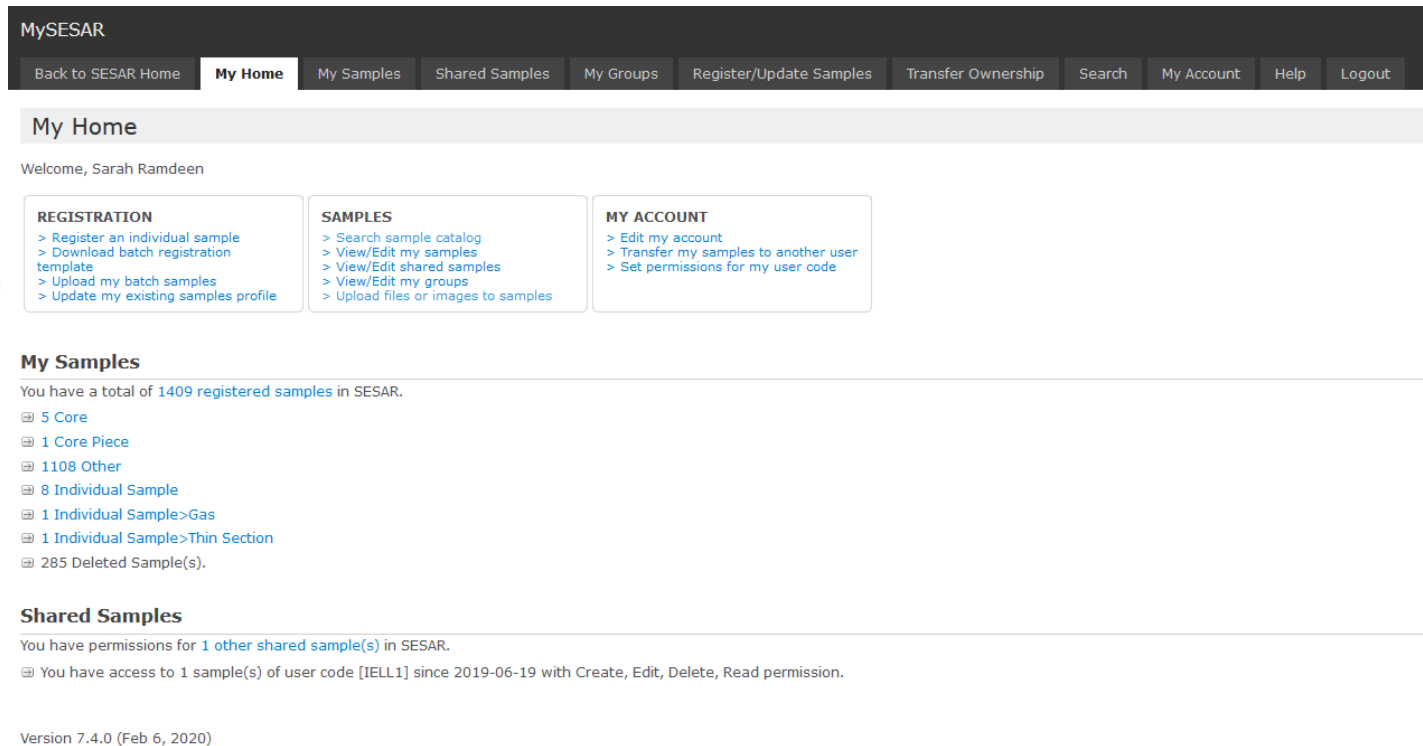
REGISTER SAMPLES



FIND RESOURCES

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

Upload your batch file template



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
- > 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 “Upload my batch samples”.

Upload a batch file template (alternate)

Register/Update Samples 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

Upload
template



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.

Upload a batch file template

MySESAR

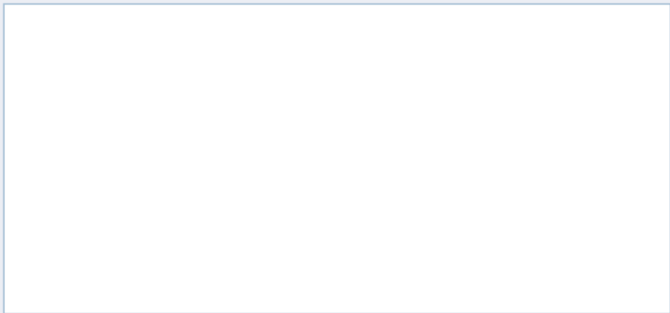
Back to SESAR Home My Home My Samples Shared Samples My Groups Register/Update Samples

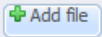


Transfer Ownership Search My Account Help Logout

Batch Sample Registration

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](#)

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

Upload a batch file template

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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

+ Add file ✓ Upload 🗑 Clean

[<< Back to Sample Registration](#)

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 Grid Preview

MySESAR

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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

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

Batch Grid Preview

MySESAR

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Batch Registration Submission

Object Type: Core
User Code: IESER

- 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 Material type is invalid. Please refer to the material list.
- "Igneous" is not subtype of material type [Material type]



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.

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 Grid Preview – view locations on map

MySESAR

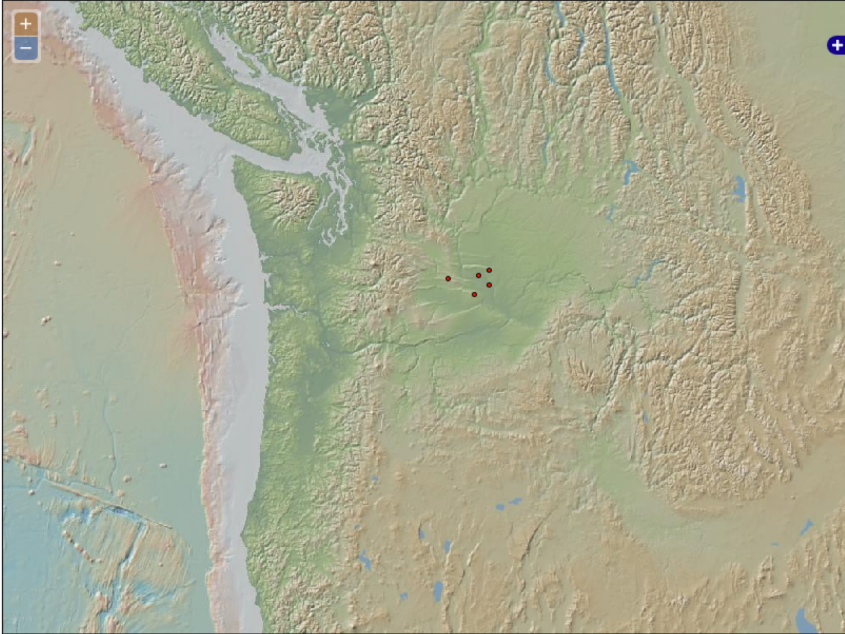

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Batch Registration Submission

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	



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

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.

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 Grid Preview – Register Now

MySESAR


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Batch Registration Submission

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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**

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

Batch Upload Accepted

MySESAR

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[Register/Update Samples](#)

[Transfer Ownership](#)

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[Logout](#)

Thank you! Your submission was successful.

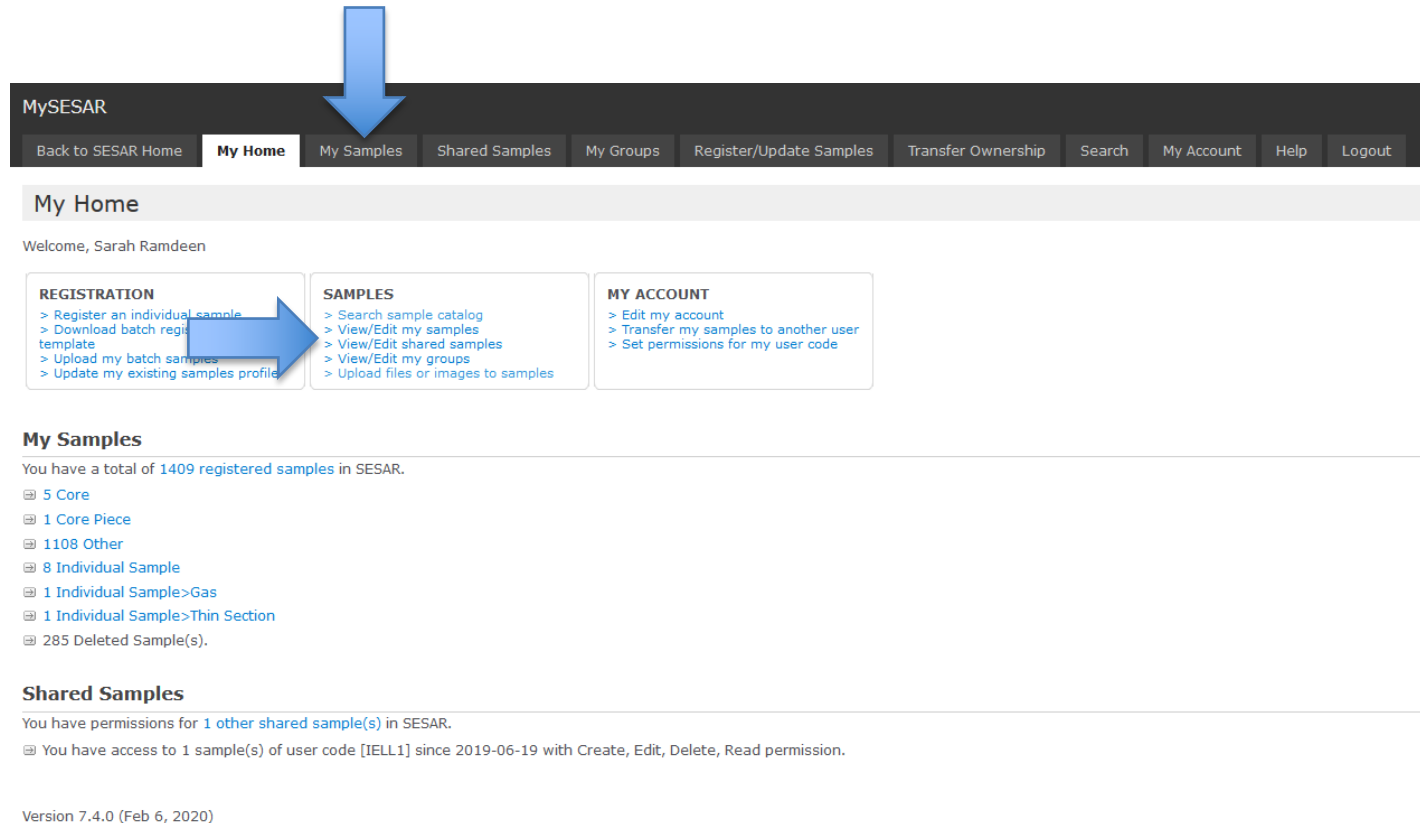
We will notify you when your samples have been successfully registered in SESAR or if revisions are necessary.

If you have any questions, please check our [FAQs](#) or [contact us](#).

Be sure to check your SPAM or JUNK folder if you don't hear from us within the next 10 days.

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.

View your samples



The screenshot shows the MySESAR web application interface. At the top, there is a dark navigation bar with the MySESAR logo and several menu items: 'Back to SESAR Home', 'My Home', 'My Samples', 'Shared Samples', 'My Groups', 'Register/Update Samples', 'Transfer Ownership', 'Search', 'My Account', 'Help', and 'Logout'. A large blue arrow points down from the top of the page to the 'My Samples' tab. Below the navigation bar, the 'My Home' section is displayed, including a welcome message for Sarah Ramdeen. There are three main boxes: 'REGISTRATION' with links like 'Register an individual sample', 'Download batch registration template', 'Upload my batch samples', and 'Update my existing samples profile'; 'SAMPLES' with links like 'Search sample catalog', 'View/Edit my samples', 'View/Edit shared samples', 'View/Edit my groups', and 'Upload files or images to samples'; and 'MY ACCOUNT' with links like 'Edit my account', 'Transfer my samples to another user', and 'Set permissions for my user code'. A blue arrow points from the 'REGISTRATION' box to the 'SAMPLES' box. Below this, the 'My Samples' section shows a total of 1409 registered samples, broken down into categories like Core, Core Piece, Other, Individual Sample, Individual Sample>Gas, Individual Sample>Thin Section, and Deleted Sample(s). The 'Shared Samples' section shows 1 other shared sample(s) with access permissions. The footer indicates the version is 7.4.0 (Feb 6, 2020).

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.

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>.