

# Accessions

---



## Revision Date

February 12, 2014

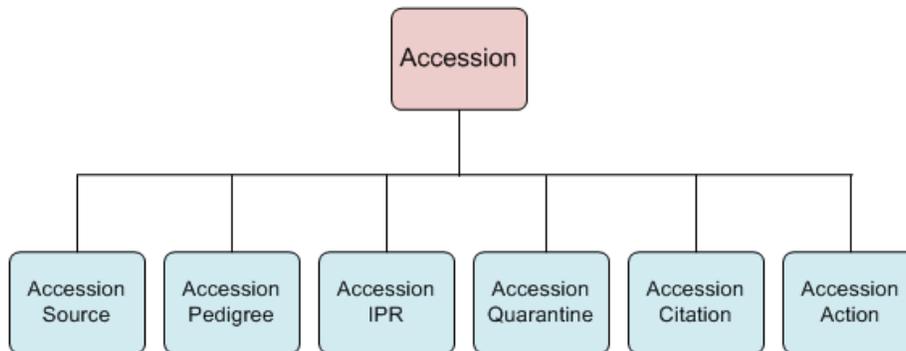
Much of an accession's passport information is stored in various accession- related tables. In this section, we'll review accessions and explain the procedures for entering and updating accession data. Refer to the document *FAO/IPGRI Multi-Crop Passport Descriptors* for complete information on the passport descriptors.

## Topics

General Overview .....	2
Accession Key and Required Fields .....	3
How are Passport Descriptors Handled in the Curator Tool? .....	4
Creating New Accessions .....	5
Modify Existing Accession Records .....	8
Deleting Accession Records .....	9
Drag and Drop Method for Adding New Accessions .....	16

## General Overview

The accession dataview primarily displays data stored in the accession table and the accession children tables. The accession data is stored in multiple related tables (not all are shown here):



The diagram does not show all of the Accession-related tables, nor does it show how all Inventory records are considered to be children of parent accession records. (In order to create an inventory record, you must relate each inventory record to an existing “parent” accession record.)

In GRIN-Global (GG), the multicrop passport descriptors (MCPD) data, and other data, is distributed across multiple accession tables that are linked to each other. In contrast, inventory tables contain information about the physical germplasm, such as quantities available for distribution.

In the GG Curator Tool, many related dataviews have been designed for inputting and editing accession data stored in these tables. In fact, there are at least 10 accession-related dataviews. However, many of the tables’ fields are optional and may never be used by some organizations. (GRIN-Global was designed to be flexible and accommodate the requirements of different organizations and genebanks.)

Besides this document, for additional details on the various tables and fields, refer to the online [GRIN-Global dictionary](#).

### Schema Differences Between GG Version 1 and Later Versions

In GRIN-Global version 1.0, there is an *accession\_name* table as well as an *inventory\_name* table. Starting with the 1.5 schema, the accession and inventory *name* tables are merged into one table, taking advantage of the fact that every accession has at least one inventory record, a system-generated inventory record. A Name record can be associated with either the accession’s system-generated inventory record, hence applying to the accession in general, or associated with a specific inventory record.



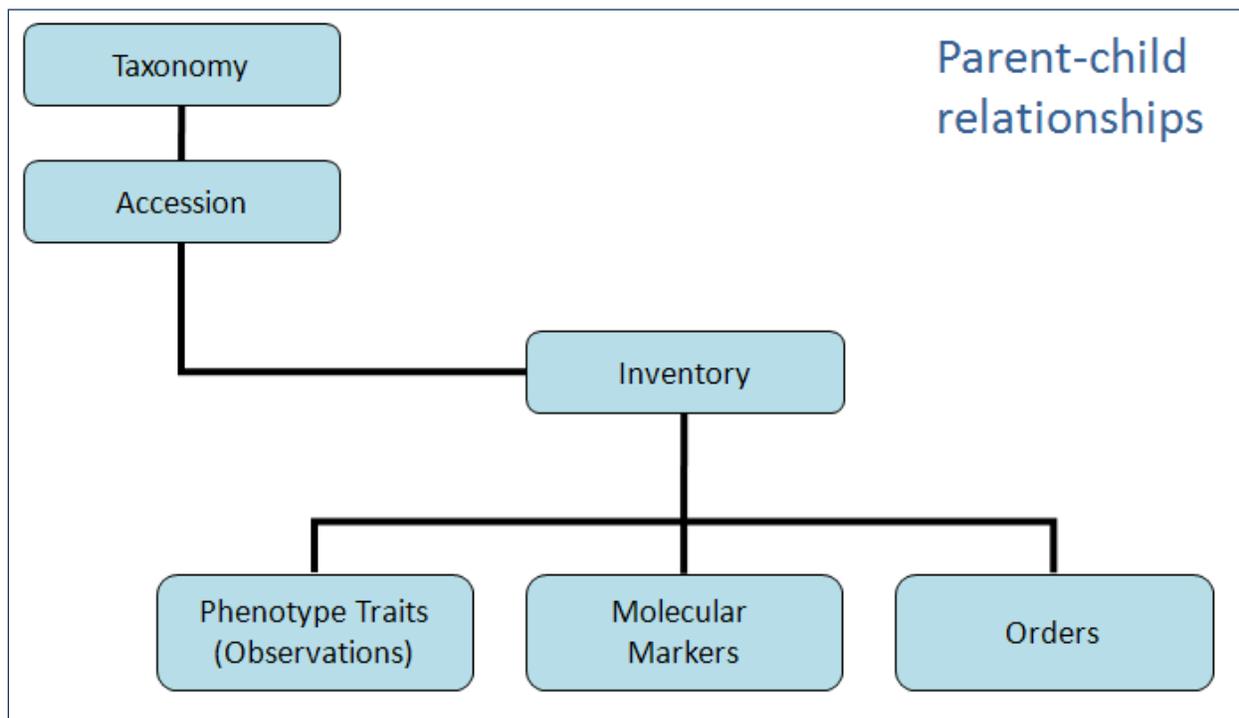
All system-generated (virtual) inventory records have a double-asterisk in their **Inventory Type** field. Physical inventory records should never use the \*\* for their type, but rather the Type-Code that indicates what form of germplasm the inventory is (Budwood, Cane, Cuttings, DNA Sample, Fruit, etc.)

## Accession Key and Required Fields

An accession is typically assigned a local identifying number until a decision is made to assign the accession a permanent accession identifier. Typically, in many genebanks, the curator is required to first evaluate the passport data and then grow and observe the germplasm in order to determine if it is unique and whether it should be considered as a unique accession. Before the accession is entered into the permanent collection, the site evaluating the accession will use an identifier intrinsic to its site, such as GMAL 3737. Accessions in the U.S. National Plant Germplasm System (NPGS) permanent collection are identified with a "PI" prefix and a number assigned sequentially. PI (*Plant Introduction*), is a term historically used by the NPGS.

Accession ID	Accession Prefix	Accession Number	Accession Suffix	Taxon	Name	Geography	Site ID	Is Core?	Is Backed Up?	B L
1002715	CRIB	101		Ribes burejense	GOOSEBERRY	Unknown	COR	<input type="checkbox"/>	<input type="checkbox"/>	
1003402	CRIB	138		Ribes fasciculatum var. chine...	Yabu-Sanzashi	Korea, South	COR	<input type="checkbox"/>	<input type="checkbox"/>	
1004151	PI	188		Ribes fasciculatum var. chine...	Yabu-Sanzashi	Kazakhstan,...	COR	<input type="checkbox"/>	<input type="checkbox"/>	
1005187	CRIB	306		Ribes cereum	Wax Currant, ...	United State...	COR	<input type="checkbox"/>	<input type="checkbox"/>	
1008856	PI	617691		Ribes fasciculatum	R. fasciculatum	China, Jiangsu	COR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N
1008891	PI	617694		Ribes fasciculatum var. chine...	R. fasciculatum	China, Jiangsu	COR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1008921	PI	617697		Ribes montigenum	R. montigenum...	United State...	COR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1010215	PI	617736		Ribes nigrum	KAZ 93-28-03	Kazakhstan	COR	<input type="checkbox"/>	<input type="checkbox"/>	
1088623	Q	23175		Ribes nigrum	Jet	United King...	COR	<input type="checkbox"/>	<input type="checkbox"/>	
1092071	Q	25905		Ribes nigrum	Amos Black 1/22	United King...	COR	<input type="checkbox"/>	<input type="checkbox"/>	
1228428	PI	304272		Ribes dikuscha	R. dikuscha R...	Russian Fed...	COR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
-12							-1	<input type="checkbox"/>	<input type="checkbox"/>	

The following diagram illustrates the relationships between the primary GRIN-Global tables:



Reading from top down, the diagram is showing the dependencies and parent-child hierarchy among the data. For example, in order to input an accession, the database must first have the relevant taxonomic data. If the accession's taxon is *Helianthus tuberosus*, that taxon must be in the database first. When inputting the accession information, the GG user selects the taxon *Helianthus tuberosus* from a (lookup) list taxons, rather than enter it. This ensures that the taxonomic data is consistent and avoids typographical errors.

If the taxon is not in the database, then someone responsible for managing the organization's taxonomy must first add the taxonomy name(s) to their GRIN-Global database before the accession can be added.

### How are Passport Descriptors Handled in the Curator Tool?

In GRIN-Global, passport data is stored among several tables. In the GG Curator Tool, the group of Accession dataviews are used to view and edit the data. [Refer to [MULTI-CROP PASSPORT DESCRIPTORS \(in GRIN-Global\)](#)]

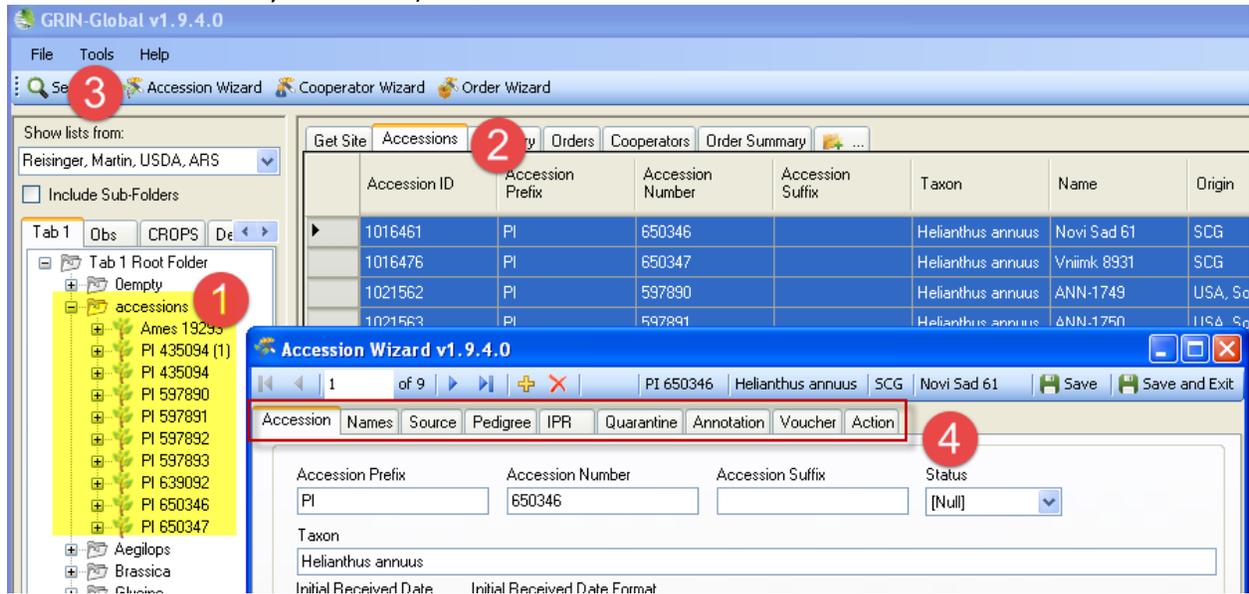
#### *Reviewing Existing Accessions*

If an accession already exists in the database, you can use the Search Tool to find it. You can review the data within the search tool; however, if you intend to edit this data, you will need to display the record within the Curator Tool. Refer to the Curator Tool User Guide for detailed directions for searching for records and dragging them into the Curator Tool.

#### *Using the Accession Wizard to Review Passport Data*

In the Curator Tool, the simplest way to display or edit much of an accession's passport data is to select the accession record in the grid and then start the accession wizard. Using the wizard, you can easily review the related accession dataviews where much of the passport data is stored. (Germplasm data is

found via the Inventory dataviews.)



## Creating New Accessions

You can choose from various main approaches when creating new accession records:

Number of Accession Records	Approach to Use
one	Accession Wizard or the accession dataview
several	Accession Wizard
many	Drag and drop from a spreadsheet into the accession dataview

The three approaches (accession dataview, accession wizard, drag and drop many records from a spreadsheet ) are explained below.

### Overview

The Accession wizard simplifies the initial entering of an accession’s data which is distributed across an accession parent table and many accession children tables. Using the *Accession wizard*, you can input data that is stored in accession children tables while saving the accession parent record.

When using the *Accession dataview*, you will also need to manually select and choose from the other accession – related dataviews that handle any child accession records.

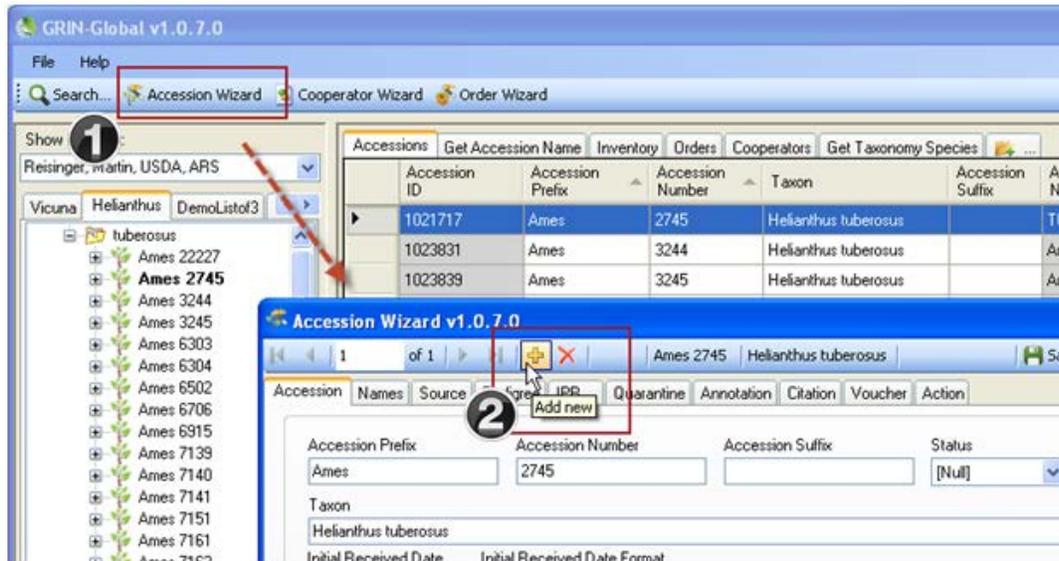
The significant advantage in using the “drag and drop” method with the accession dataview is the ability to add many accession records at one time. However, when bulk adding many accession records, since the accession data is spread across many tables, most likely you will perform several additional drag and drop operations to drag and drop data into the respective dataviews, using the parent accessions’ primary keys as the connecting data.

## Create a New Record using the Accession Dataview

General directions for adding any type of new record are included in the *Creating, Updating, and Deleting Records* section of the Curator Tool User Guide.

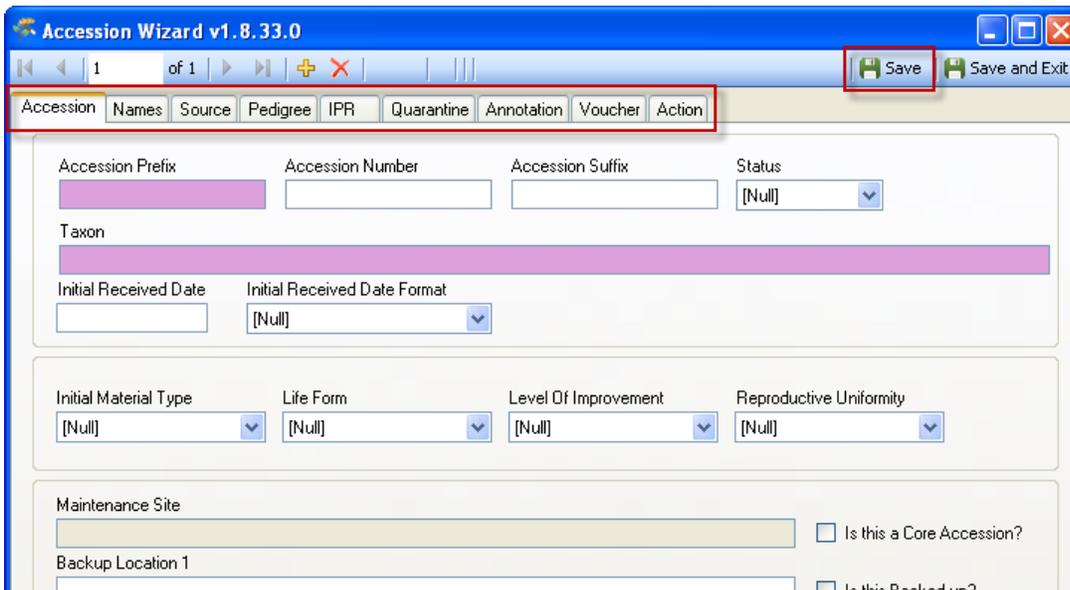
## Create a New Record using the Accession Wizard

When *creating a new* record, it doesn't really matter which dataview you have open as the active dataview. To start the wizard, click the **Accession Wizard** button. When creating a new Accession record, in the wizard screen, click the **Add New** button:

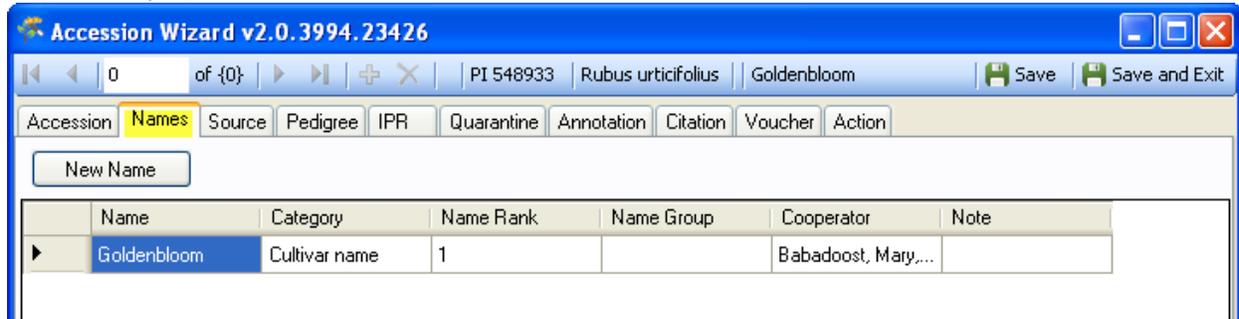


## General Accession Wizard Concepts

After the Accession Wizard button is clicked on the main Curator Tool window, the Accession Wizard displays the wizard's tabs in its own window. The left tab is **Accession** – this contains the fields used by the parent accession table. After completing the fields under the **Accession** this tab, click the **Save** button. While using the wizard, you can click on any of the tabs to display the tab's corresponding dataview.



In this example, the **Names** tab has been selected.



### *Saving the Data*

In any window in which you enter data, in order to save the record, you must input data in the *required* fields' data. You do not need to complete every window, since they are dataviews to different tables.



When completing (or partially completing) a dataview, before proceeding to the next tab, click the **Save** button as you continue inputting in the wizard.

Use the **Save and Exit** button when you are finished using the wizard. (Since you can use the wizard to edit existing data, you can always return later and edit the data.)

The **Save and Exit** button will close the accession wizard and return to the Curator Tool, but first it will indicate that you were successful and also prompt you to add an item to the current list folder in the Curator Tool window. If you select **Cancel**, the database record will have been created, but no item pointing to it will be generated in the current list folder.

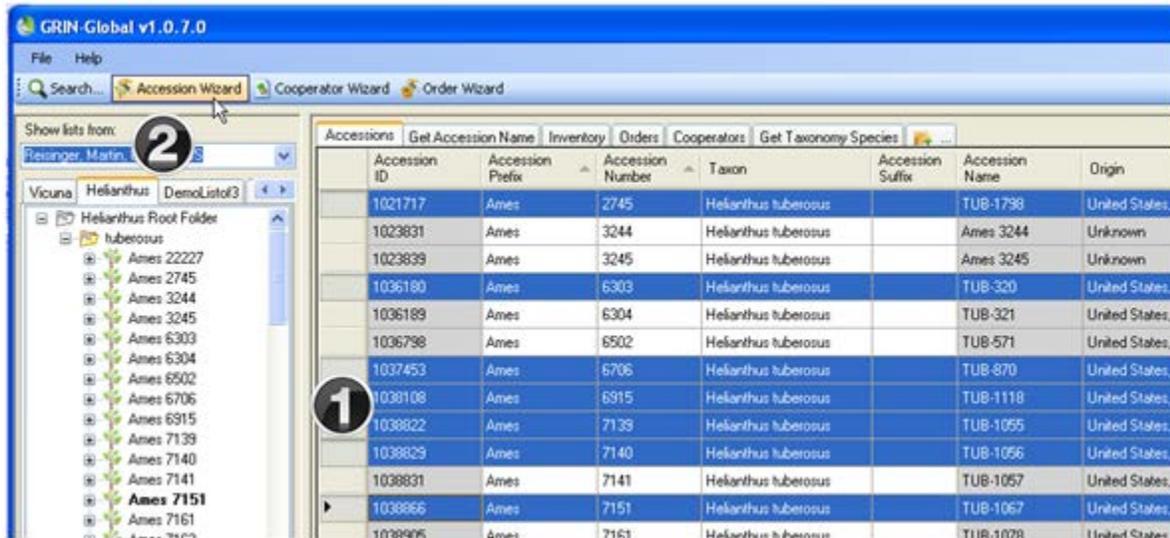


## Modify Existing Accession Records

As in *creating* accession records, there are three main ways in which you can update existing records:

- Open the **Accession** dataview and edit an existing record
- Select existing records in the **Accession** dataview and start the **Accession Wizard**
- Drag and drop data from a spreadsheet into the Curator Tool's **Accession** dataview

If you wish to modify existing accession records, *before* starting the wizard, in the Data Grid, highlight the desired accession record (or multiple records) to be modified, then click the **Accession Wizard** button.



The screenshot shows the GRIN-Global v1.0.7.0 software interface. The 'Accession Wizard' button is highlighted with a red circle and the number '2'. The 'Accessions' table is displayed with columns: Accession ID, Accession Prefix, Accession Number, Taxon, Accession Suffix, Accession Name, and Origin. A row with Accession ID 1038866 is highlighted in blue, with a red circle and the number '1' next to it.

Accession ID	Accession Prefix	Accession Number	Taxon	Accession Suffix	Accession Name	Origin
1021717	Ames	2745	Helianthus tuberosus		TUB-1798	United States
1023831	Ames	3244	Helianthus tuberosus		Ames 3244	Unknown
1023839	Ames	3245	Helianthus tuberosus		Ames 3245	Unknown
1036180	Ames	6303	Helianthus tuberosus		TUB-320	United States
1036189	Ames	6304	Helianthus tuberosus		TUB-321	United States
1036798	Ames	6502	Helianthus tuberosus		TUB-571	United States
1037453	Ames	6706	Helianthus tuberosus		TUB-870	United States
1038108	Ames	6915	Helianthus tuberosus		TUB-1118	United States
1038822	Ames	7139	Helianthus tuberosus		TUB-1055	United States
1038829	Ames	7140	Helianthus tuberosus		TUB-1056	United States
1038831	Ames	7141	Helianthus tuberosus		TUB-1057	United States
1038866	Ames	7151	Helianthus tuberosus		TUB-1067	United States
1038896	Ames	7161	Helianthus tuberosus		TUB-1078	United States

## Deleting Accession Records

In a relational database where there are parent and children tables, the general principle is that a parent record cannot be deleted if it has any children records. In order to delete an Accession record, (which should be a rare occurrence), you must ensure that all of its children records are first deleted.

The Accession Wizard is useful for helping you to do this. First, select the Accession record in the Curator Tool Accession dataview that you intend to delete; click the Accession Wizard button:

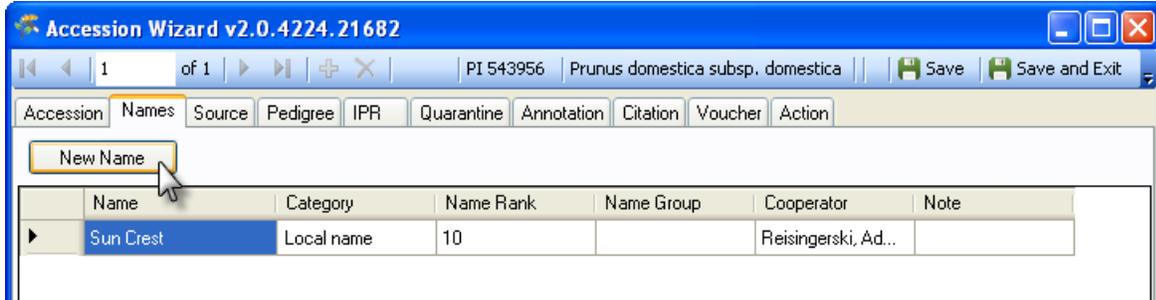


In the Accession Wizard, examine the tabs for children rows. If the Accession has a child record, you can delete that record by selecting it and then clicking the keyboard's **Delete** key. In the example shown below, the Accession has a **Name** record; the user selected the row by clicking on the left margin; then the user presses the **Delete** key. Before exiting this tab, the user needs to click the window's **Save** button:

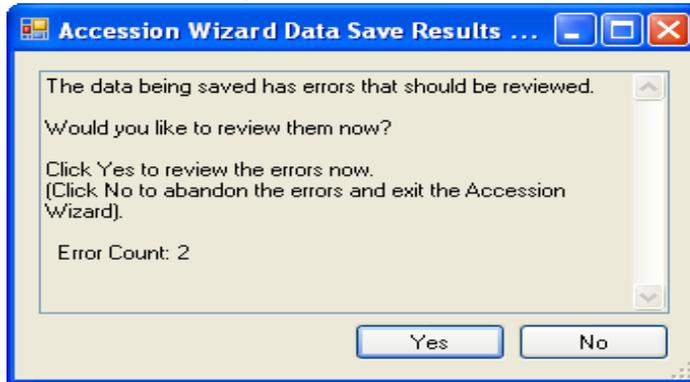


## Subordinate Accession Dataviews

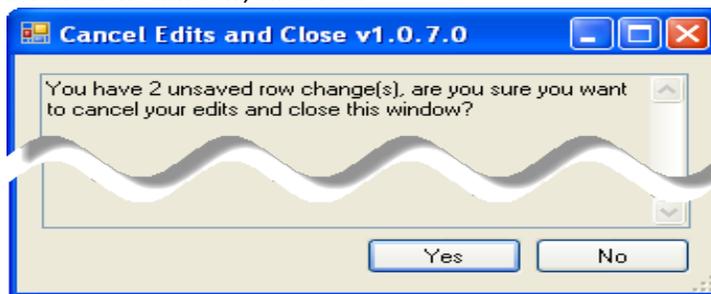
The subordinate (or “child”) dataviews have their respective tabs. On each of these windows, there is a **New dataview** button. When clicked, the Curator Tool displays a new row on the dataview grid for inputting data. Shown here is the **New Name** button on the wizard’s **Names** form.



In moving through the various subordinate Accession wizard windows, you may have clicked a **New** button without intending to do so. When you click on **Save and Exit**, you will be prompted with an error message; click **No**:



On the next window, click **Yes**:



There are several fields in the Accession wizard dataviews which are unique and will be explained in detail here. Otherwise, when you require more information, refer to the [online data dictionary](#) for any accession-related fields.

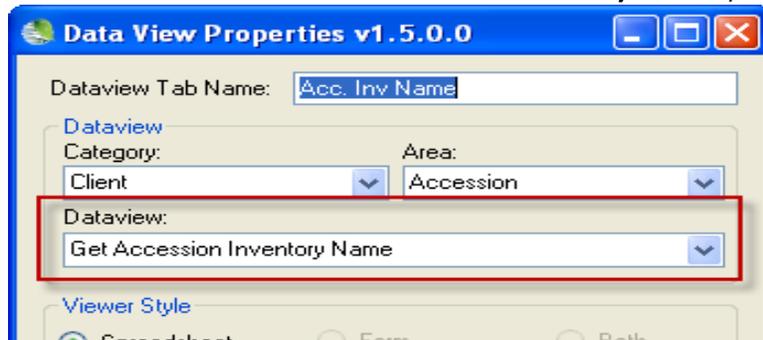
## Accession Inventory Names Dataview

The same accession may be referenced by multiple names. For instance, it may have a name designated by the donor as well as a local or common name. Other developed accessions may be known by a breeder's cultivar name or in some cases a trademark name. GRIN-Global provides the capability for unlimited names to be associated with accessions. In the main Accession dataview only one accession name is displayed. A subordinate (child) table viewed by the **get\_accession\_inv\_name** dataview (**Accession Inventory Names**) stores all of the associated names for the accession.

In the example below, in the Accessions dataview, the Accession Name displayed for Accession Number 536173 is "US 998."

Accession ID	Accession Prefix	Accession Number	Accession Suffix	Taxon	Name	Origin
1004649	Grif	236		Arachis hypogaea	K-168	China
1004650	Grif	237		Arachis hypogaea	K-169	China
1004664	PI	602061		Arachis hypogaea	K-412	China
1004677	PI	602062		Arachis hypogaea	K-421	China
1004708	PI	602063		Arachis hypogaea	K-473	China
1004751	Grif	251		Arachis hypogaea	K-481	China
1004785	Grif	254		Arachis hypogaea	K-484	China
1004803	Grif	256		Arachis hypogaea	K-487	China
1004842	Grif	261		Arachis hypogaea	K-492	China
1431109	PI	536173		Arachis hypogaea var. fastigi...	US 998	Brazil
1004663	PI	602362		Arachis hypogaea	K-386	China
1004709	PI	666200		Arachis hypogaea	K-474	China
1004724	PI	664273		Arachis hypogaea	K-475	China

However, there are several names for this Accession when you click on the **Names** dataview. (The Names dataview's name is "**Get Accession Inventory Name.**")



Accession Inventory Name ID	Accession	Inventory	Category	Name	Name Rank	Name Group
569716	PI 536173	PI 536173 ***	Donor identifier	US 998	60	IBPGR
569717	PI 536173	PI 536173 ***	Collector identifier	Sv-474	1070	
721880	PI 536173	PI 536173 ***	Local name	Gaspeado	1030	

How does the Curator Tool determine which name to display in the **Accessions** dataview? The Curator Tool doesn't arbitrarily pick a name from the **Name** dataview, but rather selects the name from the record in the associated **Names** dataview whose **Name Rank** field has the lowest value. In this example, the lowest **Name Rank** was "60," so the name displayed in the **Accessions** dataview was "US 998."

To keep this simple, if you have multiple records for one Accession in the Names dataview, enter "1" in the **Name Rank** field in the **Name** dataview for the record whose name is to be listed in the Accession dataview. (Some genebanks might refer to this as the "top name.") Some organizations may use a fairly complicated algorithm for assigning numeric values to names, but ultimately in the Curator Tool the name associated with the lowest value in the **Name Rank** field determines the name that will be displayed in the corresponding accession dataview record.

If two (or more) accession name records exist for the same accession and have the same lowest **Name Rank** value, then the one whose name is alphabetically first will be displayed in the accession dataview.

## Accession Source Dataview

The **Source** dataview maintains data pertaining to accessions collected in the wild or obtained from farmers, markets, or other local sources, and donations from breeders.

### Source Type

There are three possible **Source Types**:

- Collection source event
- Developer source event
- Donor source event

Source Type	Source Date	Source Date Format	Is Origin?	Geography	Note
Collection source event		[Null]	<input checked="" type="checkbox"/>		

### Is Origin?

This “**Is Origin?**” checkbox, when checked, indicates that this record’s **Geography** field will be considered as the accession’s source location.

## Source Descriptors, Codes, and Data for Source Habitat Information

In the 1.0 schema, the habitat section of the accession\_source table held the core data that has been associated with an accession collected in the wild (e.g. latitude, longitude, elevation, general source description, general associated species, etc.). Beginning with the 1.8.x schema, this core set of collection site/habitat information still remains in the accession\_source table, while five new source\_ tables have been added. The five new tables provide an extremely flexible method for adding more detailed information about the collection site which was not possible with 1.0’s single accession\_source table. Now genebank managers can create custom descriptors and codes for an unlimited amount of detail on the collection site.

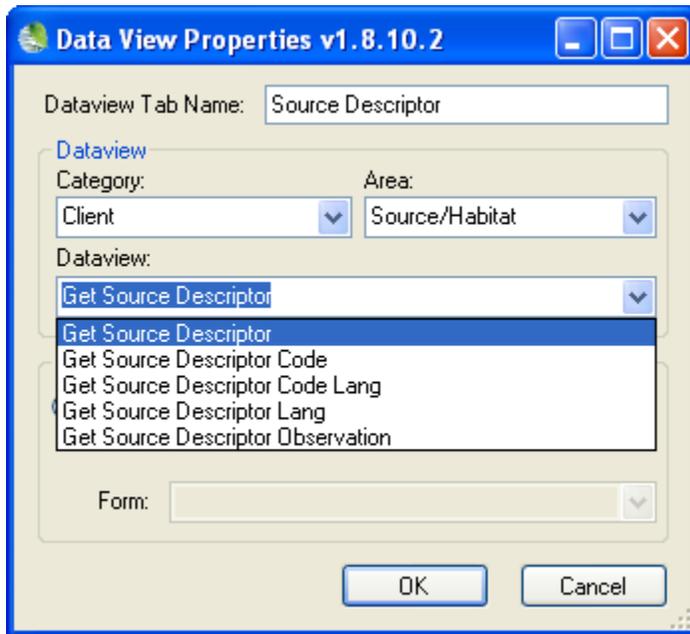
For example, within a category called **Soil Descriptors** there could be sub-descriptors such as Moisture, Texture, Magnesium Content, etc. The level of detail and range of descriptors is up to the database managers.

In order to use this expanded functionality, there are four essential steps to follow:

1. the organization determines what habitat descriptors and codes are to be added to the database. *Before making source habitat observations*, the descriptors and translations of the descriptors and their codes (if they use codes) and their code translations must be entered into the GG database using the **Source Descriptor** and **Source Descriptor Lang** and **Source Descriptor Code** and **Source Descriptor Code Lang** dataviews
2. the collectors collect and record their field data

3. an accession record is created with its child source record and a source that documents the collection event
4. the **Source Descriptor Observation** data is recorded in GRIN-Global in the **Source Descriptor Observation** dataview. Note that the Accession Wizard can be used to enter **Source Descriptor Observations**

In the Curator Tool, there are 5 inter-related habitat dataviews in the Source/Habitat area:



- Source Descriptor Code
- Source Descriptor Code Lang
- Source Descriptor
- Source Descriptor Lang
- Source Descriptor Observation



The Global Information System/Georeferencing data is stored in the Curator Tool in the Accession Source dataview.

## Steps to Establish the Source Descriptors (and Codes)

1. Create the **Source Descriptor** record  
example: **HIWATER**

Orders	Cooperators	Citation	Accession Source	Name Group	Accession Inventory Name	Source Descriptor	Source Descriptor Lang
	Source Descriptor ID	Coded Name	Category	Data Type	Is Coded?	Max Length	Num Forma
	294082	HIWATER	Climate character...	Alpha/numeric d...	Y	2	

2. Create the **Source Descriptor Language** record  
example: (Indicate the language and title; the **Description** field is for future use.)

Orders	Cooperators	Citation	Accession Source	Name Group	Accession Inventory Name	Source Descriptor	Source Descriptor Lang	Sc
	Source Descriptor Lang ID	Source Descriptor	Sys Lang	Title	Description	Created Date	Created By	
	1	HIWATER	English	High Water		11/10/2013 2:56...	Reisinger, Martin,...	

3. Create the **Source Descriptor Code** records (if coded; as needed)  
example:

Name Group	Accession Inventory Name	Source Descriptor	Source Descriptor Lang	Source Descriptor Code	Source	
	Source Descriptor Code ID	Source Descriptor	Value Code	Created Date	Created By	Modified D
	22197	HIWATER	1	11/10/2013 2:56...	Reisinger, Martin,...	
	22198	HIWATER	5	11/10/2013 3:00...	Reisinger, Martin,...	
	22199	HIWATER	9	11/10/2013 3:00...	Reisinger, Martin,...	

4. Create the **Source Descriptor Code Language** records  
example:

Accession Inventory Name	Source Descriptor	Source Descriptor Lang	Source Descriptor Code	Source Descriptor Code Lang	Source		
	Source Descriptor Code Lang ID	Source Descriptor Code	Sys Lang	Title	Description	Created Date	Created
	11	1	English	Water is low		11/10/2013 2:59...	Reisinger, Martin,...
	12	5	English	Water is average		11/10/2013 3:01...	Reisinger, Martin,...
	13	9	English	Water is high		11/10/2013 3:01...	Reisinger, Martin,...

Now the **Source Descriptor** and its codes can be used in recording **Source Observation** records.

Source Descriptor	Source Descriptor Lang	Source Descriptor Code	Source Descriptor Code Lang	Source Descriptor Observation			
	Source Observation ID	Accession Source	Source Descriptor	Source Descriptor Code	Value Code	Numeric Value	String
	533	Ames 2745 COLL...	HIWATER	5	5		

## Accession Wizard and Source Description Observation Data

The accession wizard can be used to enter **Source Descriptor Observations**.

### Other Accession Dataview Fields

For information about the other fields used in the accession dataviews, refer to the [online data dictionary](#).

## Drag and Drop Method for Adding New Accessions



The following section explains how to copy accession data stored in a spreadsheet into the GRIN-Global Curator Tool. More detailed instructions are included in the Curator Tool User Guide.

Assume the source accession data is stored in a spreadsheet. In this example, the user's data is in columns, but the spreadsheet headings do not match the Curator Tool column headings. (Not all of the fields in this spreadsheet are being shown):

	A	B	C	D	E	F	H	J	O	P
1		acp	acno	acs	<b>Taxon</b>	<b>PI</b>	<b>Variety</b>	<b>PVP Numbe</b>	<b>Inventory</b>	
2		PI	667734		<i>Glycine max</i>	PI 667734	LG01-5087-5		NSSL 499203.01	
3		PI	667735		<i>Glycine max</i>	PI 667735	Brookings		NSSL 499204.01	
4		PI	667736		<i>Glycine max</i>	PI 667736	Codington		NSSL 499205.01	
5		PI	667737		<i>Glycine max</i>	PI 667737	Roberts		NSSL 499206.01	
6		PI	667738		<i>Glycine max</i>	PI 667738	SD06-322		NSSL 499207.01	
7		PI	667739		<i>Glycine max</i>	PI 667739	SD06-525		NSSL 499208.01	
8		PI	667740		<i>Glycine max</i>	PI 667740	UA 5612		NSSL 499209.01	
9		PI	667741		<i>Glycine max</i>	PI 667741	G08PR-394		NSSL 499210.01	
10		PI	667742		<i>Glycine max</i>	PI 667742	G09PR-80		NSSL 499211.01	
11		PI	667743		<i>Triticum aestivum</i>	PI 667743	Antero		NSSL 499212.01	
12		PI	667744		<i>Triticum aestivum</i>	PI 667744	ARS-Selbu		NSSL 499213.01	
13										

In GRIN-Global, the data is stored in multiple tables. The starting point for bulk adding accession records is the accession dataview. Although you may have all of the accession's data in one spreadsheet, most likely you will need to perform several drag and drop operations in order to populate the respective children tables used by GRIN-Global to manage the accession data.

First, rename the spreadsheet column headings to match the Curator Tool column names. For example:

Spreadsheet	GRIN-Global Column Headings (“friendly names”)
acp	Accession Prefix
acno	Accession Number
acs	Accession Suffix (not used in this illustration)
PI	Accession
Variety	Name
Received	Initial Received Date



The renaming is important because all drag and drop actions into the Curator Tool expect the spreadsheet column headings to match with the CT field names.

Alternatively, the actual GRIN-Global table field names may be used. To view or use the table field names, hold the Ctrl key and drag a record from the Curator Tool accession dataview into an empty spreadsheet.

The screenshot shows a dataview window at the top with columns: Site, Accession, Accession Source, Accession Inventory Name, Inventory, Inventory Action, Inventory Quality Status, Cooperators, Get Order Re. The selected row contains: 1674746, PI, 639092, Triticum aestivum..., 99CF 485, United States, W..., NSGC, Y.

Below it is a spreadsheet with columns A-F. The data from the dataview is being dragged into the spreadsheet cells: A2 (1674746), B2 (PI), C2 (639092), D2 (Triticum aestivum subsp.), E2 (99CF 485), F2 (United States, W...).

In preparing the spreadsheet for dragging data into the Curator Tool, for every new record that you are creating you must supply data for the required fields. If you are not sure which fields are required, review the dataview in Edit mode in the Curator Tool; the required fields will display in a violet color:

The screenshot shows a dataview window with columns: Accession, Inventory, Orders, Cooperators, Accession Inventory Name, Crop Trait, Accession Source, Taxonomy Species, Accession Action, Inventory. The 'Accession' column is highlighted in violet. The selected row contains: -1, Accession Prefix, Accession Number, Accession Suffix, Taxon, Name, Origin, Maintenance Site.

Also, for Accession records, the combination of Prefix, Number, and Suffix must be unique.

When *adding new* accessions, do not include **Accession IDs**. You will carry the heading, but the cells beneath the **Accession ID** heading, it should be empty. (When *updating existing* accessions, you do include the corresponding **Accession IDs**.)

Notice that the Curator Tool DV column headings (above) match the heading in the spreadsheet example below.

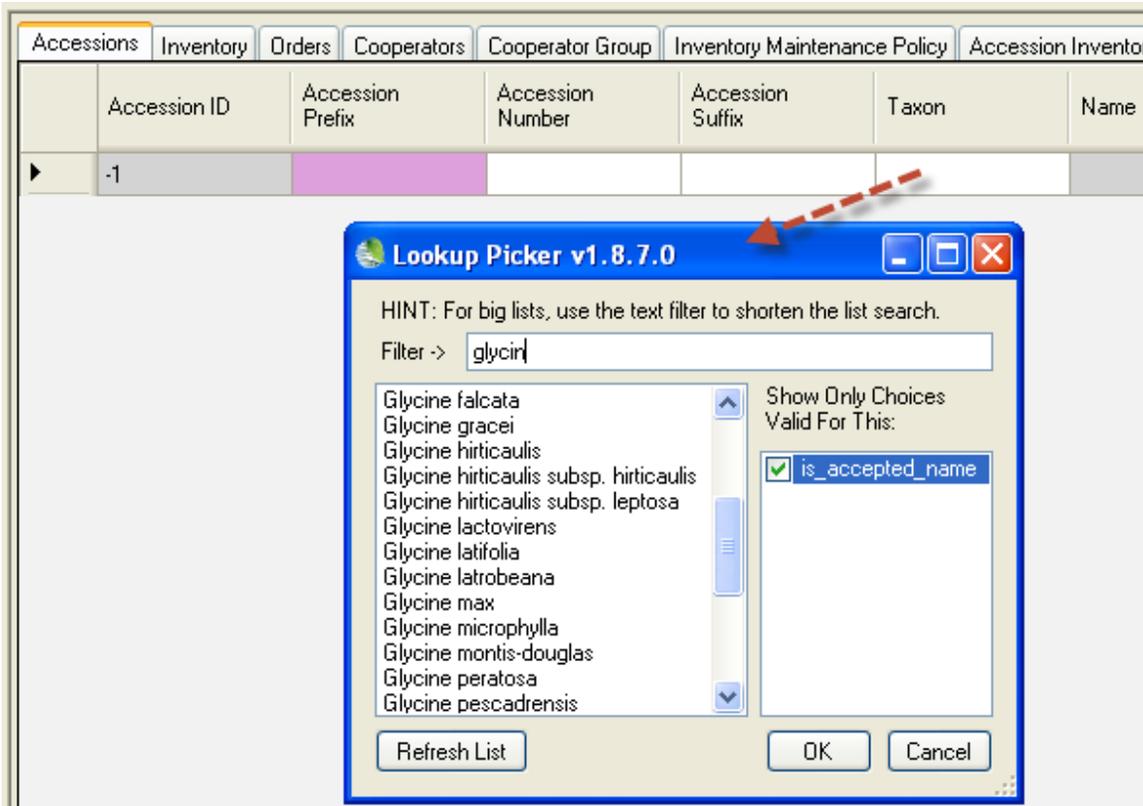
A	B	C	D	E	F	K
Accession ID	Accession Prefix	Accession Number	acs	Taxon	Initial Received Date	
	PI	667734		Glycine max	4/24/2013	
	PI	667735		Glycine max	5/2/2013	
	PI	667736		Glycine max	5/2/2013	
	PI	667737		Glycine max	5/2/2013	
	PI	667738		Glycine max	5/2/2013	
	PI	667739		Glycine max	5/2/2013	
	PI	667740		Glycine max	5/6/2013	
	PI	667741		Glycine max	5/22/2013	
	PI	667742		Glycine max	5/22/2013	
	PI	667743		Triticum aestivum	4/22/2013	
	PI	667744		Triticum aestivum	5/21/2013	

Dragging from the spreadsheet to the Curator Tool results in the following:

Accession	Inventory	Orders	Cooperators	Accession Inventory Name	Crop Trait	Accession Source	Taxonomy Species	Accession	
Accession ID	Accession Prefix	Accession Number	Accession Suffix	Taxon	Name	Origin	Maintenance Site	Is Core?	Is Back Up?
-2	PI	667734		Glycine max				<input type="checkbox"/>	
-3	PI	667735		Glycine max				<input type="checkbox"/>	
-4	PI	667736		Glycine max				<input type="checkbox"/>	
-5	PI	667737		Glycine max				<input type="checkbox"/>	
-6	PI	667738		Glycine max				<input type="checkbox"/>	
-7	PI	667739		Glycine max				<input type="checkbox"/>	
-8	PI	667740		Glycine max				<input type="checkbox"/>	
-9	PI	667741		Glycine max				<input type="checkbox"/>	
-10	PI	667742		Glycine max				<input type="checkbox"/>	
-11	PI	667743		Triticum aestivum				<input type="checkbox"/>	
-12	PI	667744		Triticum aestivum				<input type="checkbox"/>	



Before dragging your data into the Curator Tool, consider validating the **Taxon** entries to ensure your spreadsheet data will match the Taxonomy records stored in the GRIN-Global database. One way to do this is to make the Accession dataview active and click the **Edit** button. Mimic the steps for creating a new record, that is, click the + (Add) button. Click in the **Taxon** field and determine the correct spelling for each taxonomy in your spreadsheet data.



One option each organization has when installing GRIN-Global is to pre-load the Taxonomy database that originated from the GRIN database. Furthermore, an organization can include additional taxonomy records to the database, but these taxonomy records must be added before adding the accessions in the drag and drop. (A workaround is to select an existing Taxon, drag your spreadsheet data, and then add/correct the taxonomy data – this is a workaround, and is not ideal, since you may forget to update the taxonomy data!)

After the accession data has been successfully dropped into the CT, when you click the **Save Data** button, you will also be prompted to add links to the current list – you can choose to do so, or indicate

“No” to proceed with the save the new accession database records, but not add items to the current list.

The screenshot displays a software interface with a table of accession records. The table has columns for Accession ID, Accession Prefix, Accession Number, Accession Suffix, Taxon, and Name. Three records are visible, all with the prefix 'MAR' and the taxon 'Helianthus tubero...'. A dialog box titled 'Add new item links v1.8.7.0' is overlaid on the table, asking: 'You have successfully added 3 new records to the database. Would you like links to these new records added to your current list folder?' with 'Yes' and 'No' buttons.

Accession ID	Accession Prefix	Accession Number	Accession Suffix	Taxon	Name
1908435	MAR	666001		Helianthus tubero...	
1908436	MAR	666002		Helianthus tubero...	
1908437	MAR	666003		Helianthus tubero...	

**Add new item links v1.8.7.0**

You have successfully added 3 new records to the database.  
Would you like links to these new records added to your current list folder?

Yes No