

# 10 Exercises for Becoming Familiar with the Curator Tool

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## Revision Date

October 2, 2015

In this exercise, you will learn how to use the Curator Tool interface.



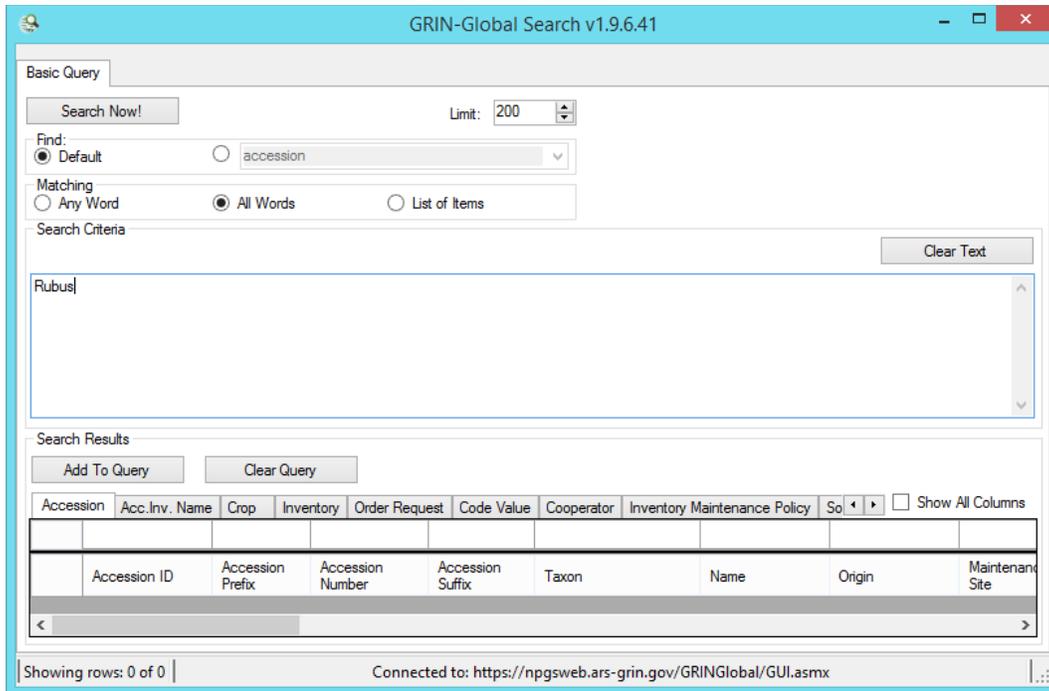
If you haven't already, either download or open the current Curator Tool User Guide:

[http://www.ars-grin.gov/npgs/gringlobal/docs/gg\\_curator\\_tool\\_user\\_guide.pdf](http://www.ars-grin.gov/npgs/gringlobal/docs/gg_curator_tool_user_guide.pdf)

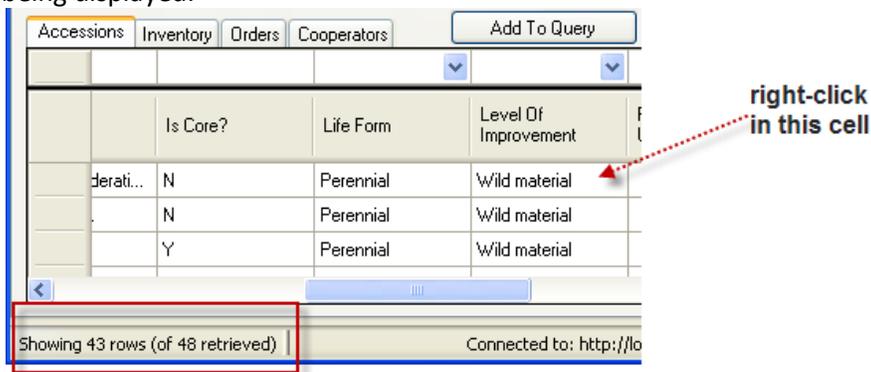
There is a detailed Table of Contents on pages 3 – 6. You can “jump” to any of the topics by clicking on any entry listed in the table of contents.

Complete the following exercises:

1. Start up the Curator Tool. To log in on your server database, you need to know the **User Name** and password and the correct server information (“**Connect To:**”).
2. Create several tabs and folders in the List Panel (on the left hand side).
3. Search for some existing (sample) records to review. Type **Rubus%** in the search box; click the **Search Now!** button. Records will be returned in the grid in the bottom half of the **Search** window.



- Practice filtering the records, to display a subset of those found. In the **Level of Improvement** column, click in a cell whose data is **"Wild Material."** Right-click; and select **"Show only rows with this data."** The bottom, left corner of the grid, will indicate how many records are now being displayed:



- "Maintaining Lists to Organize Your Data." Build a list in the Curator Tool. With this list, you will be able to point to "your" records for reference in future sessions. Practice creating and naming tabs and at least several lists.
- Copy your records from the Search tool to the Curator Tool. This step requires some manual dexterity! (Review the video <http://www.ars-grin.gov/npgs/gringlobal/videos/lists.swf> to see how it's done).
- Practice creating lists and moving items from one list to another. Lists will enable you to organize the database records to meet your specific needs.



When you delete items in *your lists*, you are not impacting the actual data. Experiment! If you delete any list items, repeat the search that you did earlier in step 2 and you will see the records are still in the database.

8. Create new database records. Create two Accession records; use the Accession wizard to create one; manually create the second.
9. Select the **Highlight Changed Data** option so that when editing, the Curator Tool will display different indicator colors. Change other options, especially your **Query Paging Size**.
10. Edit the data in at least one of the records that you created. Save the changed record.