

Accessions



Revision Date

September 24, 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.

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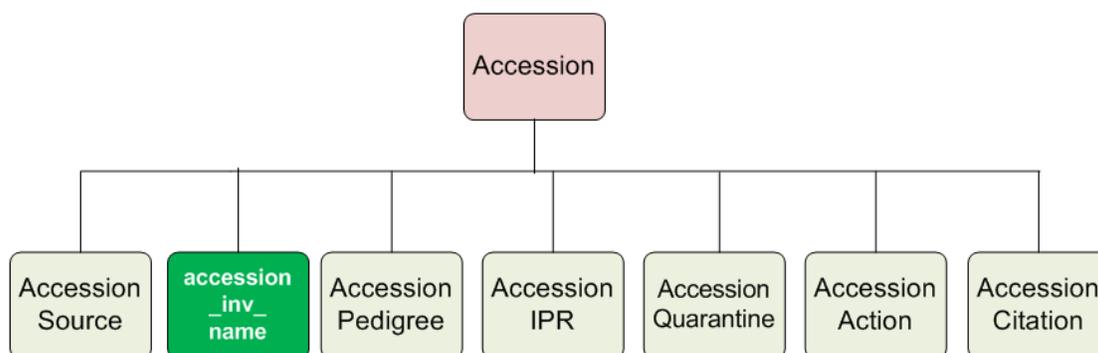
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General Overview

The accession dataview primarily displays data stored in the accession table. The following is an accession dataview example (not all of the fields are shown):

Site	Accessions	Get Accession Action	Inventory	Orders	Order Request Item	Order Request Action	Cooperators	Get Accession Inventory Name	Get Accession Pedigree		
	Accession ID	Accession Prefix	Accession Number	Accession Suffix	Taxon	Name	Origin	Maintenance Site	Is Core?	Is Backed Up?	Backup Location 1
	1001631	W6	50		Allium sativum	M89-31	Morocco	W6	N	Y	NSSL
	1016566	W6	1861		Allium sativum	DUNGANSKI	Uzbekistan	W6	N	Y	NSSL
	1016576	W6	1862		Allium sativum	FERGANSKI	Uzbekistan	W6	N	Y	NSSL
	1016718	W6	1883		Allium sativum	MAISKI	Uzbekistan	W6	N	Y	NSSL
	1016731	W6	1884		Allium sativum	RISHTANSKI	Uzbekistan	W6	N	Y	NSSL
	1016733	W6	1885		Allium sativum	FERGANSKI	Uzbekistan	W6	N	N	
	1016774	PI	615416		Allium sativum	11079	Uzbekistan	W6	N	N	

A few fields are from 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. For example, in order to create an inventory record, you must relate each inventory record to an existing “parent” accession record. The accession_inv_name DV is subordinate to accessions or inventory.

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.)

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. (Refer to the [Multicrop Passport Descriptors document](#) for more details about the descriptors.)

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

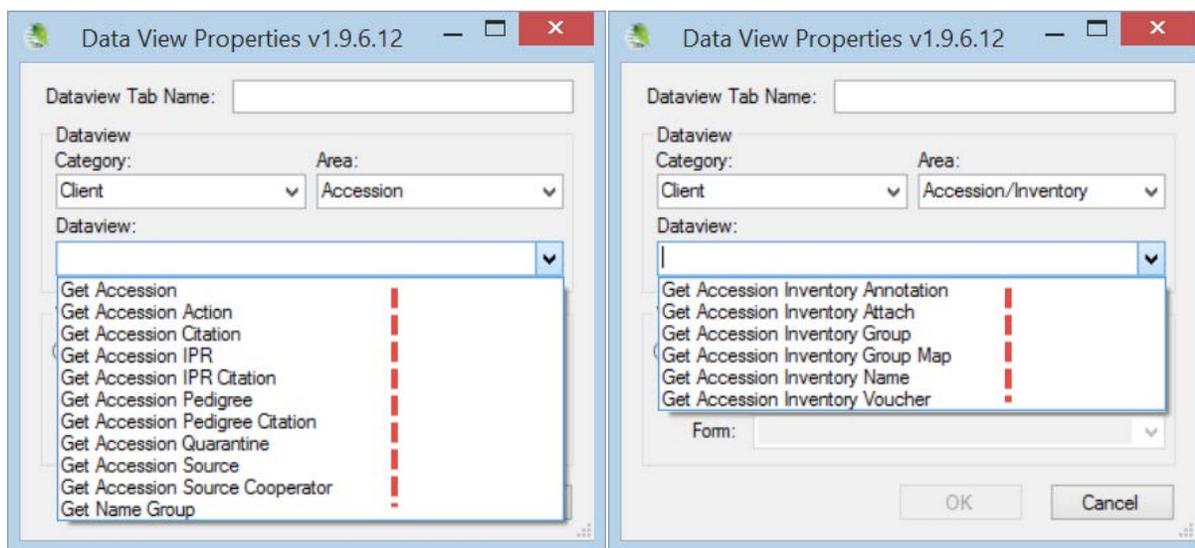
inventory record. A Name record can be associated with either the accession’s system-generated inventory record, hence applying to the accession in general, or associated with a specific inventory record.



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 Dataviews

The two screens below show the many different dataviews that pertain to Accession. The second screen’s dataview apply to both accessions and inventory, hence they were stored in an area titled **Accession/Inventory**. Your organization may have additional dataviews that were designed to meet specific user needs for your organization. (The dataviews shown here were developed by the GG development team.)



Accession Key and Required Fields

The following graphic shows a partial list of the fields that comprise the Accession (“get_accession”) dataview:

Accession ID	Initial Material Type
Accession Prefix	Is Backed Up?
Accession Number	Is Core?
Accession Suffix	Is Web Visible?
Backup Location 1	Life Form
Backup Location 2	Note
Level Of Improvement	Reproductive Uniformity
Initial Received Date	Status
Initial Received Date Format	Taxon

Refer to the [online dictionary](#) for field descriptions.

Accession Naming Conventions

An accession is typically assigned a local identifying number (“identifier”) 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 Identifier Examples:

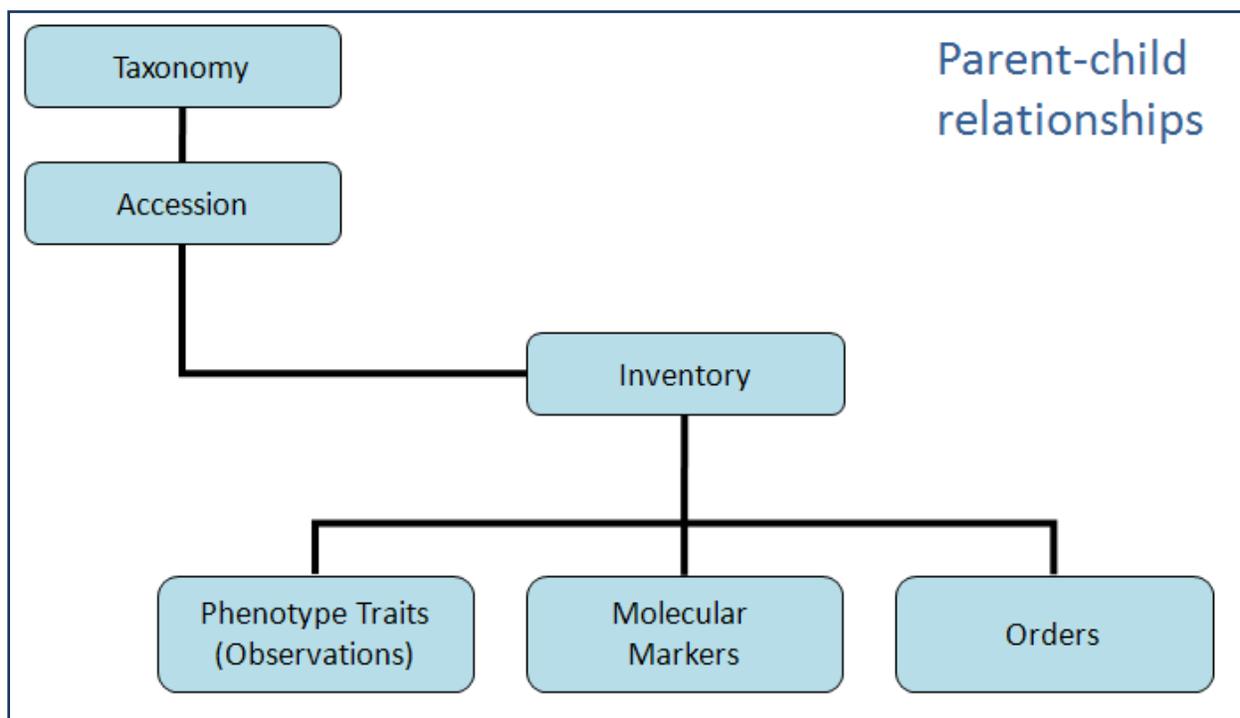
PI 500000
GMAL 4414 .a
TEMP 499 .00



NPGS keeps their historical accessions in the GG database in order that the information can be stored and accessed. Since these accessions do not have physical inventory, germplasm cannot be offered to requestors. These historical accessions have a status of “INACTIVE.” All inactive accessions will display a “Not Available” message in the Public Website’s **Availability** column.

Relationship to Other GG Tables

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 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.

What Determines an Accession's Visibility and its Availability?



Users sometimes confuse two issues: whether an accession is displayed (or not) on the Public Website and whether (or not) the accession is available for germplasm requests.

The schema change in GRIN-Global server version 1.8 added the **Is Web Visible?** field to the Accession dataview to indicate the accession's visibility. GG uses that (Yes/No) flag field to display or not display the accession on the GG Public Website.

The accession's inventory records establish the criteria that determine the accession's availability – that is, whether the germplasm may be ordered. The rules governing availability are a bit complex and are described in the GG [Inventory](#) guide.

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 \(in GRIN-Global\)](#)]

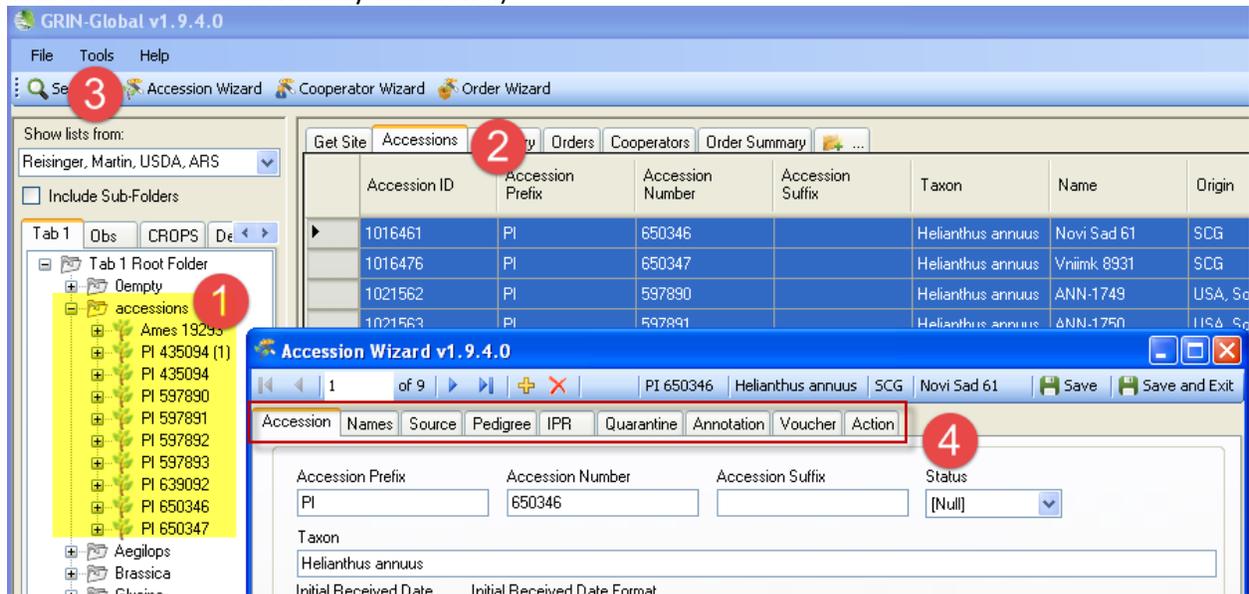
Reviewing Existing Accessions

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 and invoke Edit Mode. 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 datagrid 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 three 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.

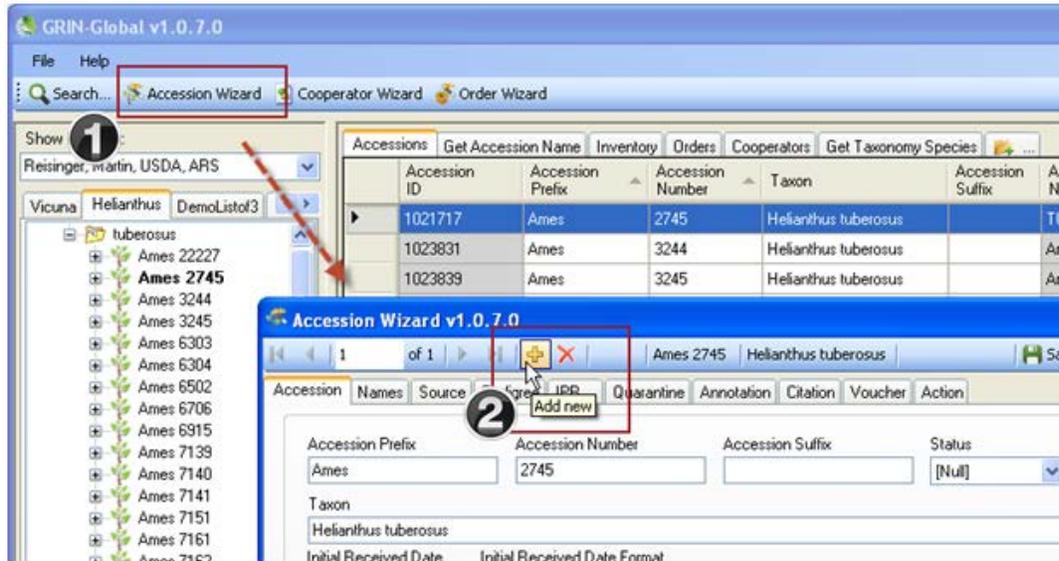
The significant advantage in using the “drag and drop” method with the accession dataview is the ability to add many accession records at one time. However, when bulk adding many accession records, since the accession data is spread across many tables, most likely you will perform several additional 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.

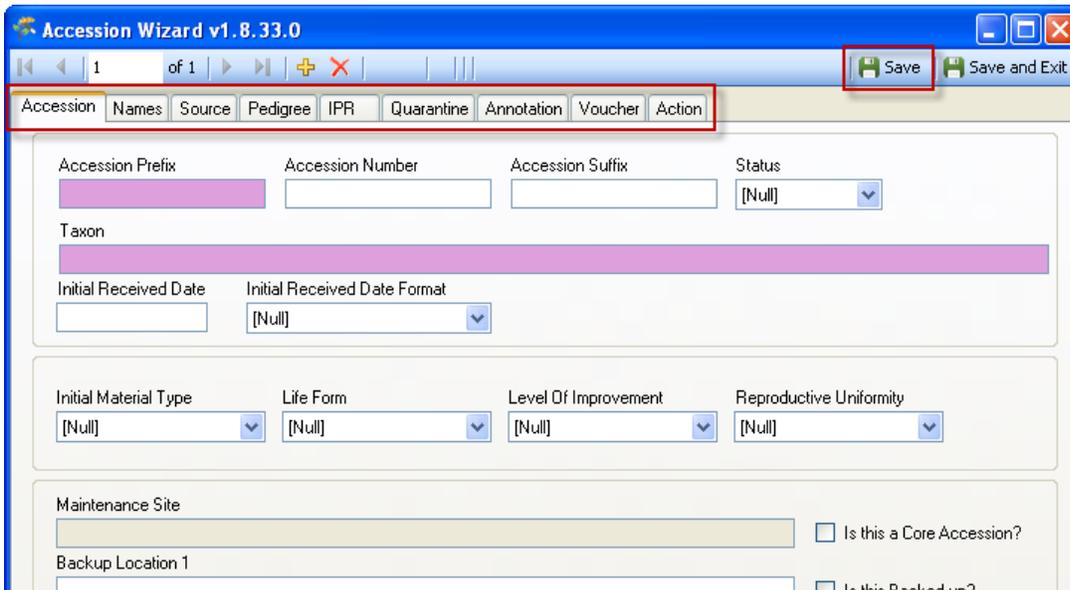
Create a New Record using the Accession Wizard

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.

Name	Category	Name Rank	Name Group	Cooperator	Note
Goldenbloom	Cultivar name	1		Babadoost, Mary,....	

Saving the Data

In any dataview 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 in the wizard, since the dataviews are independent and view 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 the new record will be generated in the current list folder.

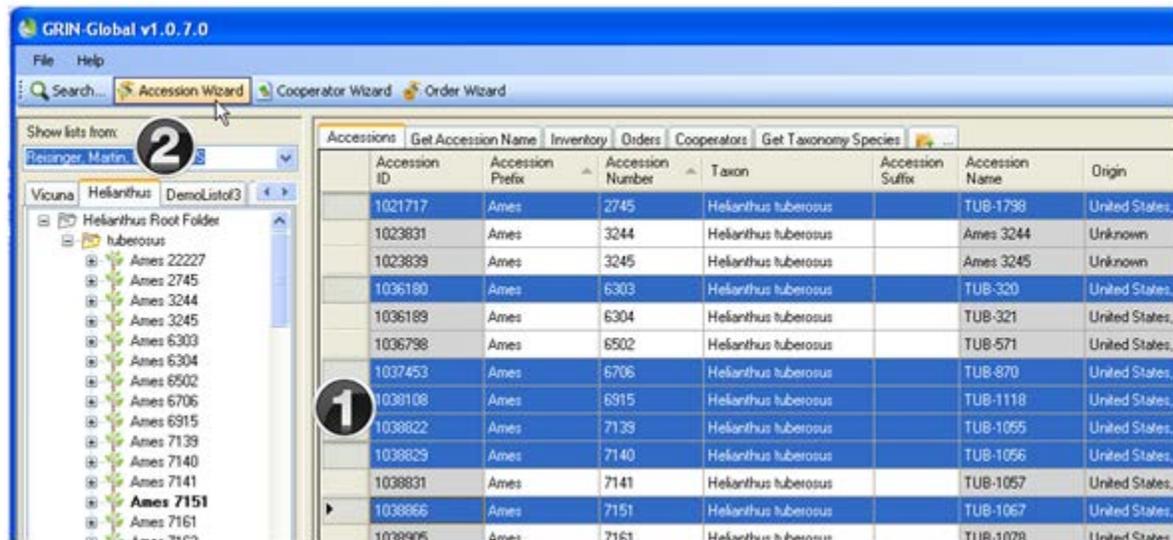


Modify Existing Accession Records

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 DataGrid, highlight the desired accession record (or multiple records) to be modified, then click the **Accession Wizard** button.



Deleting Accession Records

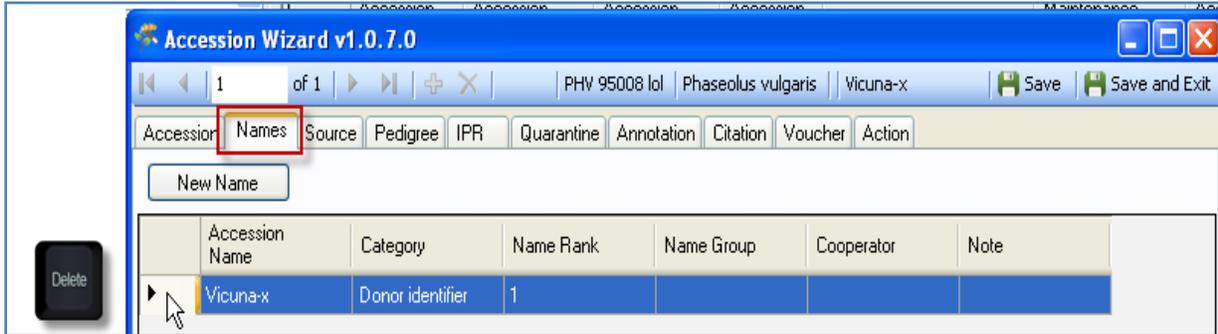
In a relational database where there are parent and children tables, the general principle is that a parent record cannot be deleted if it has any children records. In order to delete an Accession record, (which should be a rare occurrence), you must ensure that all of its children records are deleted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



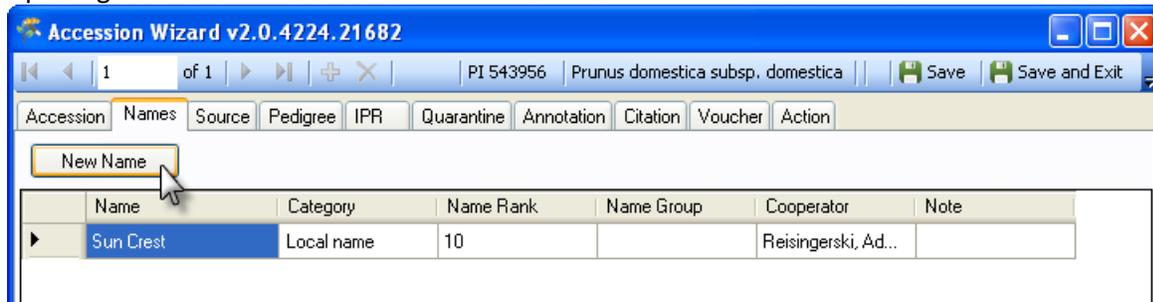
In the Accession Wizard, examine the tabs for children rows. If the Accession has a child record, you can delete that record by selecting it and then clicking the keyboard's **Delete** key. In the example shown below, the Accession has a **Name** record; the user selected the row by clicking on the left margin; then

the user presses the **Delete** key. Before exiting this tab, the user needs to click the window's **Save** button:

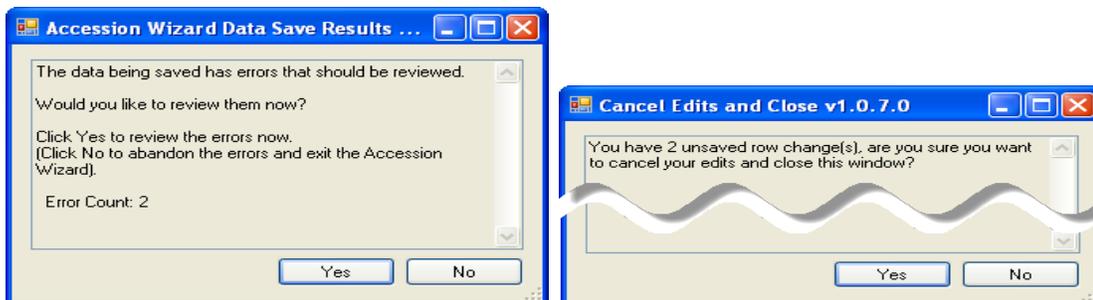


“Subordinate” Accession Dataviews

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**:

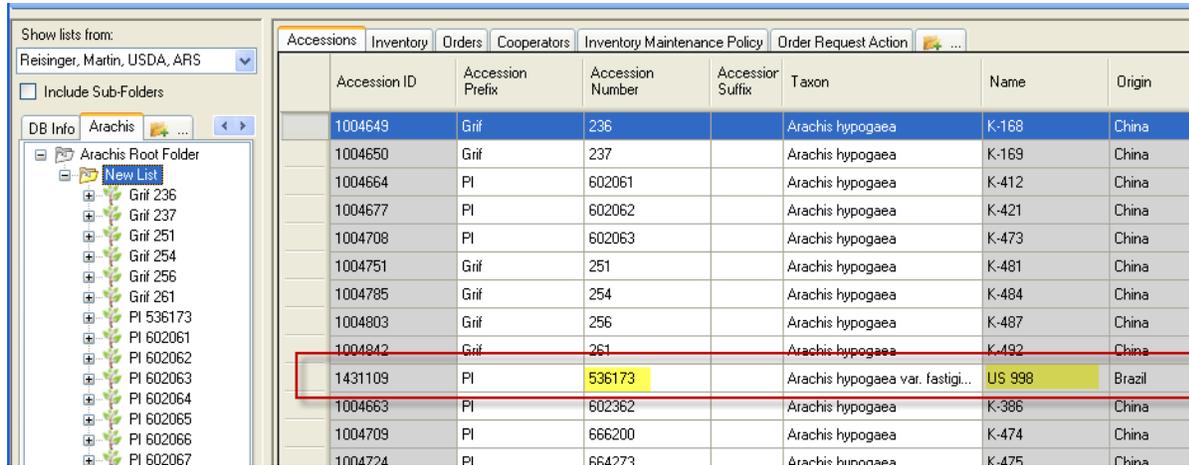


There are several fields in the Accession wizard dataviews which are unique and will be explained in detail here. Otherwise, when you require more information, refer to the [online data dictionary](#) for any accession-related fields.

Accession Inventory Names Dataview

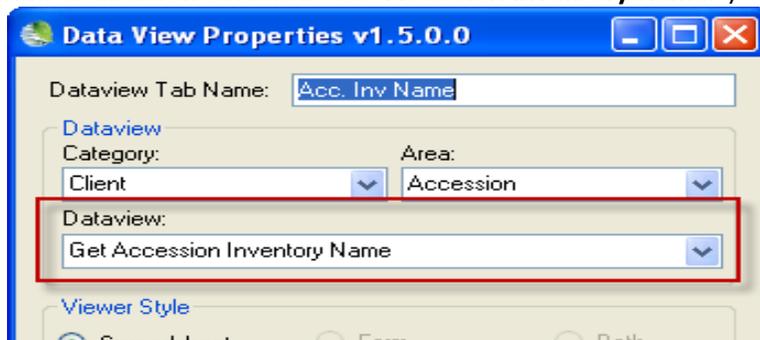
The same accession may be referenced by multiple names. For instance, it may have a name designated by the donor as well as a local or common name. Other developed accessions may be known by a breeder's cultivar name or in some cases a trademark name. GRIN-Global provides the capability for unlimited 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. NPGS has written a trigger to calculate the top name based on certain criteria – most organizations will not use this trigger or will create one to meet their specific needs.

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.

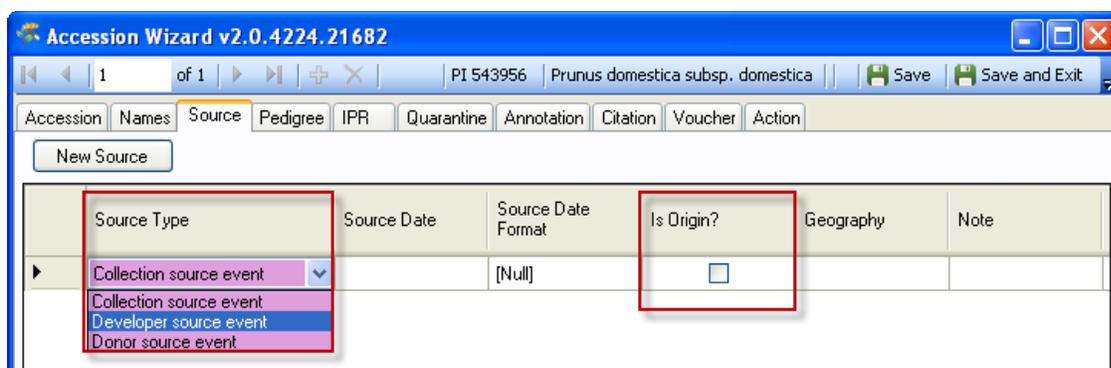
Accession Source Dataview

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



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

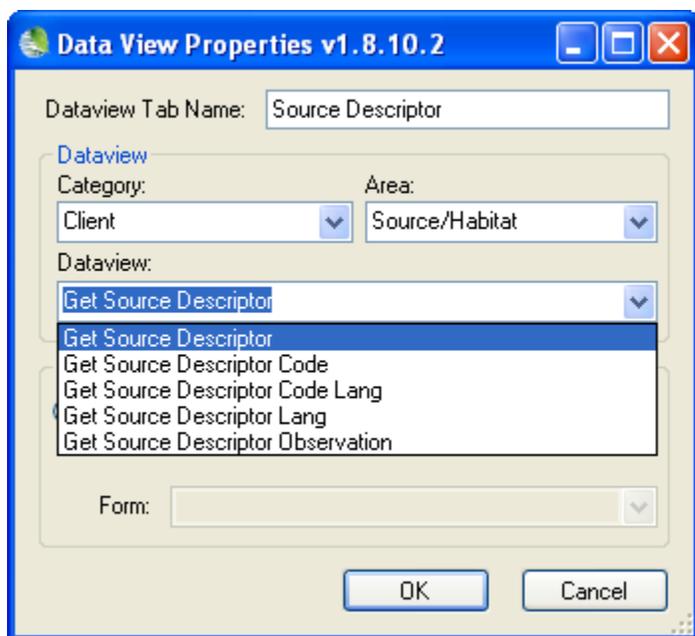
In the 1.0 schema, the habitat section of the accession_source table held the core data that has been associated with an accession collected in the wild (e.g. latitude, longitude, elevation, general source description, general associated species, etc.). Beginning with the 1.8.x schema, this core set 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 genbank managers can create custom source habitat descriptors and codes and manage an unlimited amount of detail about 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 organization and the GG database manager.

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.

Complete [documentation](#) for creating and using habitat source descriptors is available online, but a brief overview is provided below.

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 Lar
	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 D		
	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...	Reisinge
	12	5	English	Water is average		11/10/2013 3:01...	Reisinge
	13	9	English	Water is high		11/10/2013 3:01...	Reisinge

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 Descriptor 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

Use the accession wizard to enter **Source Descriptor Observations**.

[Note: the button “New Source Descriptor” is mislabeled and will be corrected; it should be “New Source Observation.”]

Other Accession Dataview Fields

For information about the other fields used in the accession dataviews, refer to the [online data dictionary](#). The following notes summarize the “accession” dataviews.

Dataview accession_	Note
action	The accession_action dataview displays data pertaining to actions performed on an accession. Examples: INACTIVATED, INCREASED, TRANSFERRED. Accession actions in GRIN (Classic) were created not only for actions done on an accession as a whole, but to keep information on how the accession was being handled, treated, documented, etc. The accession_action data evolved from the inactivation process where you could document that the accession died, include details, but not display the details to be public. The use of accessions_actions has also grown into a way to document the passport review process which is difficult to do in one sitting, but can be done over time. The actions can be used to indicate what has and has not been reviewed.
citation	Displays citations from the citation table that are associated with an accession record.
IPR	Primarily displays the accession's intellectual property rights (IPR). One accession can have several IPR records since the accession can be covered by several IPRs.
IPR_citation	Displays citations from the citation table associated with an accession_ipr record.
pedigree	Displays table of pedigree information. Although standards are not used for pedigrees, individual entries should be clear and consistent throughout each crop. Each accession record may have only one pedigree record associated with it.
pedigree_citation	Displays citations from the citation table associated with an accession_pedigree record.
quarantine	Accesses accession quarantine table. When an accession is restricted by several types of quarantine, the accession will have multiple quarantine records; however each accession can have only one occurrence of a particular type of quarantine.
source	(described above)
source_cooperator	This dataview makes it possible to associate (“map”) multiple source cooperators to multiple accession source records.
name_group	Accessions can be grouped under a name for various reasons – later the name group can be used to locate the accessions collectively grouped under the name.

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	Taxon	PI	Variety	PVP Numbe	Inventory	
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	Aton		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.

Site	Accession	Accession Source	Accession Inventory Name		Inventory	Inventory Action	Inventory Quality Status	Cooperators	Get Order Re
	Accession ID	Accession Prefix	Accession Number	Accession Suffix	Taxon	Name	Origin	Maintenance Site	Is
	1674746	PI	639092		Triticum aestivum...	99CF 485	United States, W...	NSGC	Y

	A	B	C	D	E	F	G
1	accession_id	accession_number_part1	accession_number_part2	accession_number_part3	taxonomy_species_id	plant_name	geog
2	1674746	PI	639092		Triticum aestivum subsp. 99CF 485	United	

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:

Accession	Inventory	Orders	Cooperators	Accession Inventory Name		Crop Trait	Accession Source	Taxonomy Species	Accession Action	Inventory
Accession ID	Accession Prefix	Accession Number	Accession Suffix	Taxon	Name	Origin	Maintenan	Site		
-1										

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 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.

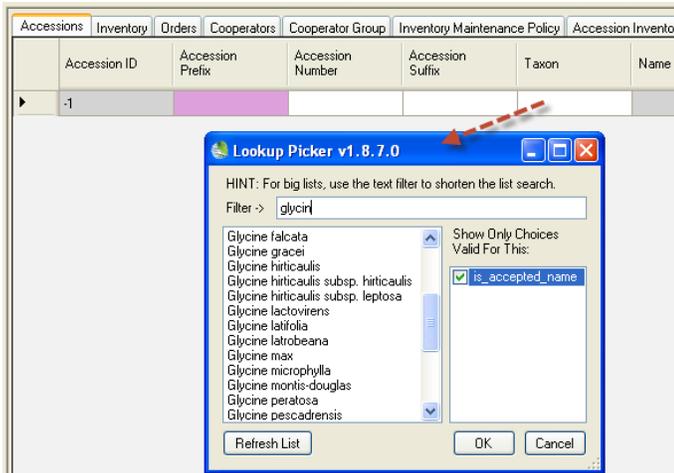
A	B	C	D	E	F	K
Accession ID	Accession Prefix	Accession Number	acs	Taxon	Initial Received Date	
	PI	667734		Glycine max	4/24/2013	
	PI	667735		Glycine max	5/2/2013	
	PI	667736		Glycine max	5/2/2013	
	PI	667737		Glycine max	5/2/2013	
	PI	667738		Glycine max	5/2/2013	
	PI	667739		Glycine max	5/2/2013	
	PI	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"/>	

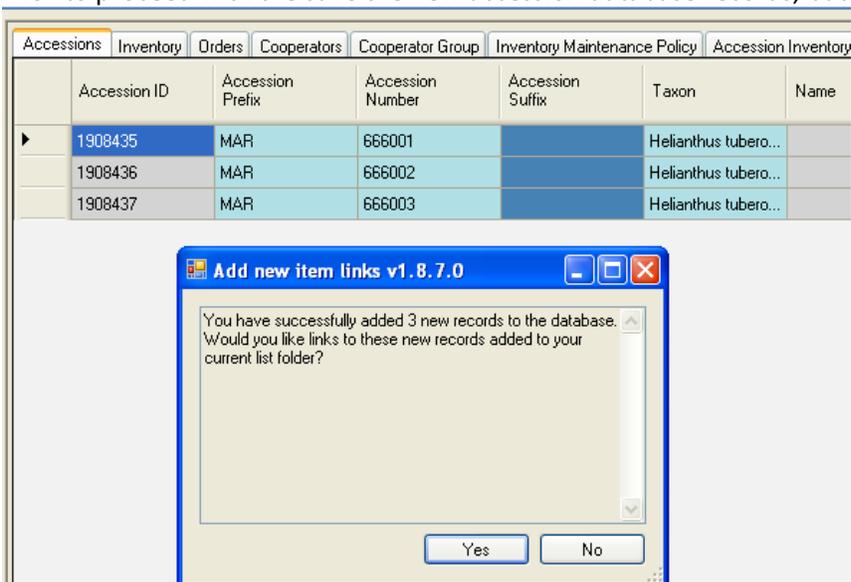


Before dragging your data into the Curator Tool, consider validating the **Taxon** entries to ensure your spreadsheet data will match the Taxonomy records stored in the GRIN-Global database. One way to do this is to make the Accession dataview active and click the **Edit** button. Mimic the steps for 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.



Appendix: Changes in this Document

– September 24, 2014

- edited text regarding accession visibility and inventory availability