

Assignment 1: Hands-on Practice with the Curator Tool



Revision Date

September 28, 2015

This exercise should be completed after attending the 1st GRIN-Global webinar session.

The success of this webinar series is dependent on you completing the “homework” outside of the webinar sessions. During the actual sessions, we will review questions submitted during the week and introduce new material; however, because of time constraints, much of the learning will take place outside of the sessions.

Thank you in advance for taking the time to participate in the training and to make it a truly effective learning opportunity.

--Marty Reisinger and the rest of the GRIN-Global Development Team

What do I need to do to successfully complete the GRIN-Global webinar series?

1. [Install the GRIN-Global Curator Tool](#) and its associated prerequisites if the CT isn't installed (Someone with Administrator rights for your PC needs to do this)
2. [Install AT&T Connect on your PC](#) if you have not yet used AT&T Connect yet
3. Participate in the six webinars; complete the “homework” exercises throughout the series

Feedback

Marty Reisinger will be conducting the training – his email is <mailto:marty.reisinger@ars.usda.gov>. You may contact him directly (especially about the training), or, better yet, whenever you have questions about GRIN-Global or the data, contact the email list for the entire USDA GG development team at feedback@ars-grin.gov.

Table of Contents

Download or open the current <i>Curator Tool User Guide</i> :	3
Bookmark Two Bookmarks:	3
Locate and review the current GRIN-Global data dictionary	3
Locate the CT videos and watch them	4
Start up the Curator Tool and Login	4
Update your lookup tables	6
Build a few Lists in the Curator Tool.	7
Search for Sample Records to Review	8
Practice filtering the records,	9
Copy Records from the Search Tool to the Curator Tool	10
Renaming Lists and Moving Items from One List to Another	12
Folders: Two Types – Static and Dynamic	13
Static Folders: Advantages	13
Advantages of Each Folder Type	13
Creating Dynamic Folders	14
Create New Database Records	15
Editing Records	17
Switching from Grid to Form View	19
Create New Database Records using the Accession Wizard	19
Explore Dataviews	20
Sorting the Data	22
Import Sample Data (from another Source)	23

Download or open the current *Curator Tool User Guide*:

http://www.ars-grin.gov/npgs/gringlobal/docs/gg_curator_tool_user_guide.pdf A detailed Table of Contents begins on page 3. You can jump to a topic in the Table of Contents by clicking on any entry listed there.

Since the *Curator Tool User Guide* is still being updated, avoid printing it now, as it is guaranteed to change.

We recommend that you read the entire *Curator Tool User Guide*, (especially if you can't sleep at night), but more pragmatically, just follow the exercises listed below in this document. Where suitable, references will be made to the *Curator Tool* guide.



At NPGS you will be using GRIN-Global in a networked situation.

Bookmark Two Bookmarks:

<http://www.ars-grin.gov/npgs/gringlobal/ggwiki/sb/home.htm>

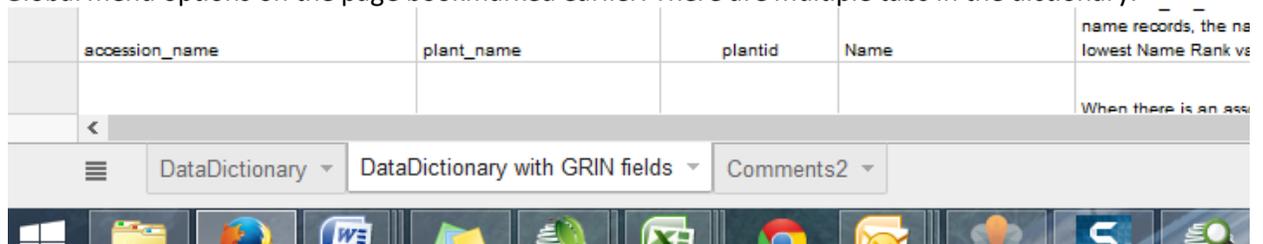
Later, when you need something related to GG, you will most likely find it under a menu option.

Also (NPGS only) bookmark the NPGS Training Resources page:

http://www.ars-grin.gov/npgs/gringlobal/webpages/NPGS_training_links.html

Locate and review the current GRIN-Global data dictionary

(a) Find, open, and review the online GRIN-Global data dictionary. Hint: the link is on one of the GRIN-Global menu options on the page bookmarked earlier. There are multiple tabs in the dictionary.



(b) Find the GRIN-Global fieldnames that are now being used for the following GRIN fieldnames:

GRIN Fieldname	GRIN-Global Fieldname
acid	
invid	
orno	
taxno	

Locate the CT videos and watch them

Watch the first six videos listed. (The five in the left column and the top one in the second column.)
(Hint: use your new bookmarks)

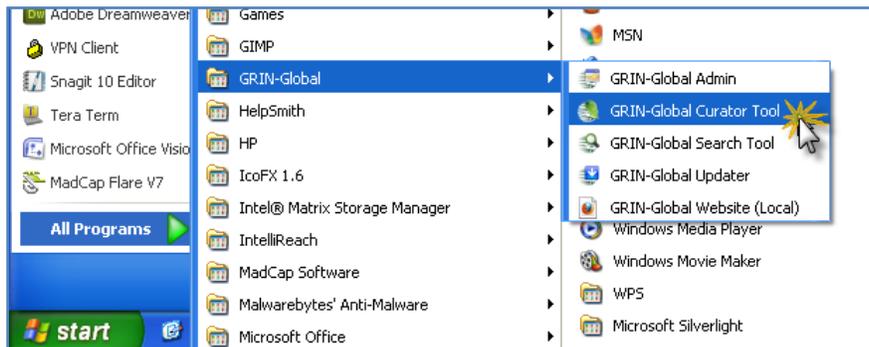
Start up the Curator Tool and Login



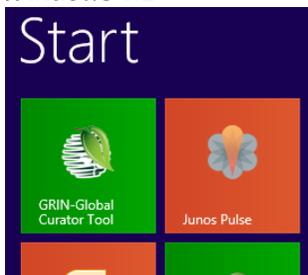
You do not need to be on **ARSNet** or on VPN to connect to the public web site or to use the Curator Tool.

Windows 7:

Assuming that the CT has been installed properly, you should have a menu item on the Windows Start menu:



Windows 8.1

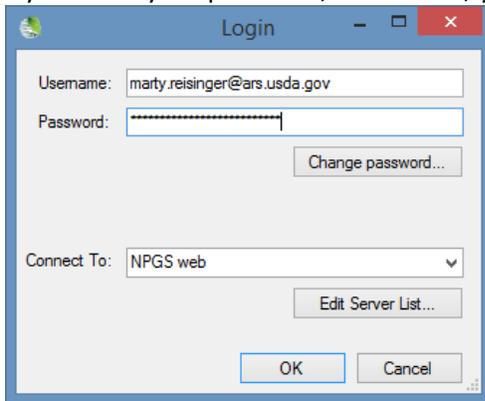


User Logins & Passwords

The GRIN (Classic) account is completed different than the GG account. Users with a GRIN ID cannot automatically log in to the GRIN-Global database.

Your email account is the GRIN-Global **Username**. In GRIN-Global, the **Password** is initially set by the GG DBA (Quinn Sinnott). If you do not know your GRIN-Global **Password**, contact Quinn at quinn.sinnott@ars.usda.gov.

If you know your password, as the user, you can reset it in the CT Login window:

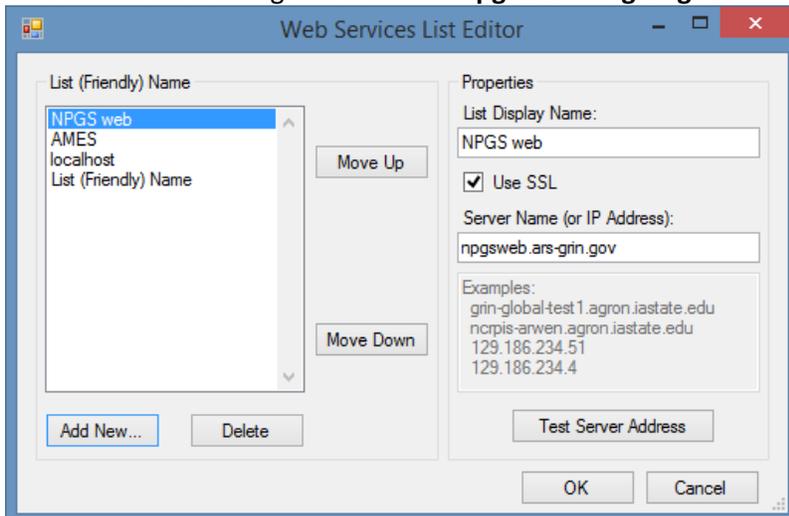


Connecting the Curator Tool to a GRIN-Global Server

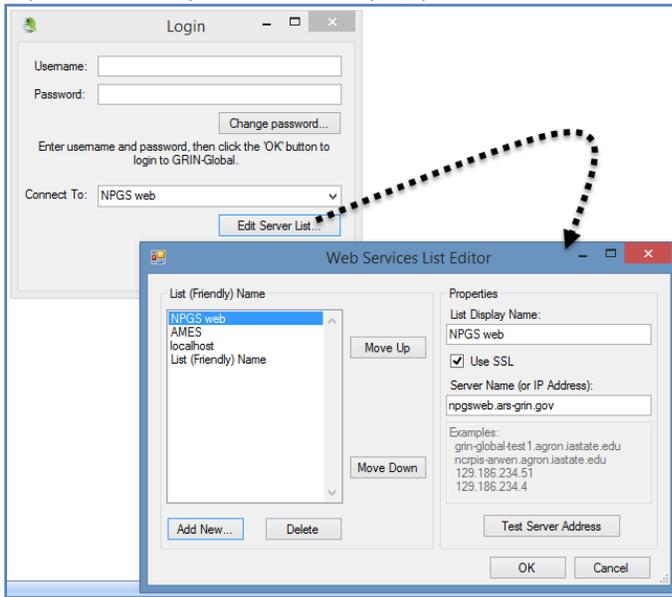
(Complete directions for connecting the GRIN-Global servers to the Curator Tool are explained in the installation guide.) When the Curator Tool is initially invoked, it needs to be supplied with three fields:

- **Username** _____
- **Password** _____

The **Connect To:** field indicates the server name where the database resides. At NPGS we need to point to a remote server in Beltsville by specifying the server's address. Your PC administrator (or you) should have added the training server named **npgsweb.ars-grin.gov** to the server list:



If you have not pointed to this yet, you will need to click on the **Edit Server List...** button.)



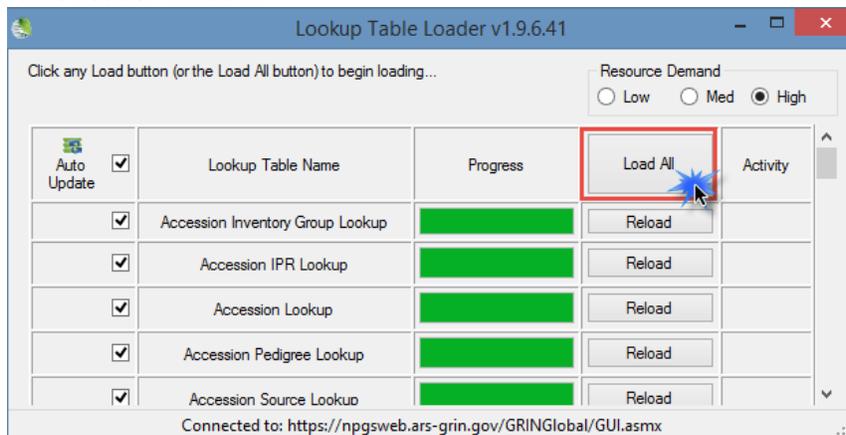
In NPGS, the optional SSL checkbox needs to be selected (checked).

Update your lookup tables

When you initially login to the Curator Tool (CT), your lookup tables will need to be updated. The complete instructions are in the CT User Guide.

This may take a half-hour the first time you do this.

Basically, these lookup tables are used by the Curator Tool to point to the data on the server. When you are prompted to update the lookups, you need to manually click the **Load All** button on the Lookup Table Loader window.



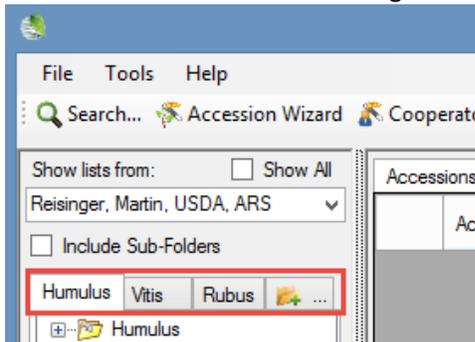
Build a few Lists in the Curator Tool.

Review the video <http://www.ars-grin.gov/npgs/gringlobal/videos/lists.swf> to see how it's done. Note that this video is a bit out of date, so there will be some minor differences. For example, the Search button was moved to the top left corner of the screen.

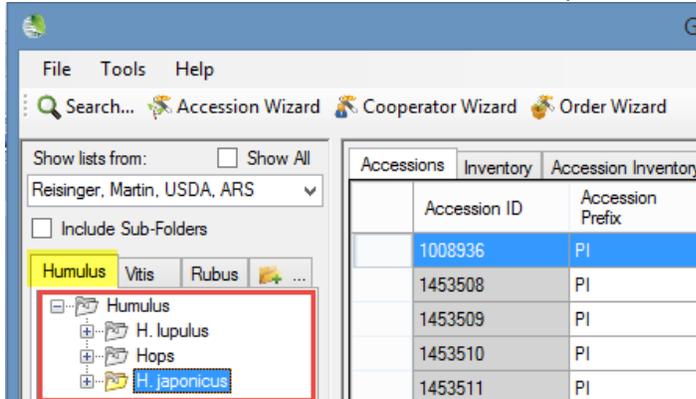


The two words “lists” and “folders” are used here interchangeably.

Create several tabs. The following example shows three tabs: “Humulus,” “Vitis,” and “Rubus.”



On each tab, create one or more lists. For example:



Lists that you create are yours. As you use GG, you will find many reasons for building lists to track groups of records. Think of how you currently organize your emails. Some people have one large Inbox, where they store every email that comes to them, whereas others have many folders in which they “squirrel away” emails to meet their unique needs. (I think squirrel away is a very appropriate “verb.”) In any case, lists can be setup for any purpose.

Lists can be shared. Currently, by default, GG is designed to allow sharing of lists by users within the same site. If you select the **Show All** checkbox, the lists for every user in the organization are available and can be shared. Note that you can use, but not modify, another person’s lists.

Search for Sample Records to Review

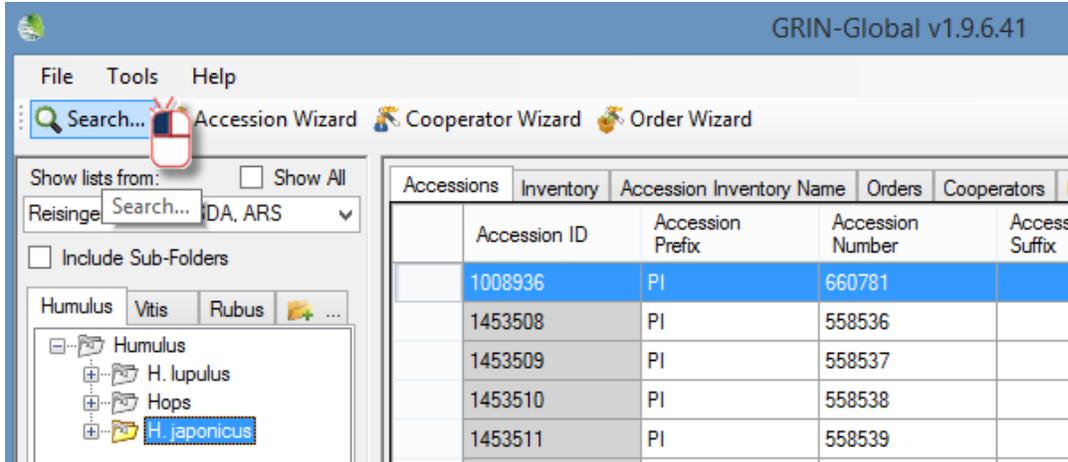
Search for Sample Records to Review

Practice doing a basic Search – find some existing records in the database. Type **Rubus*** in the search **Taxon** QBE cell; click the **Search Now!** button. The records will be displayed in the **Search** window's grid.

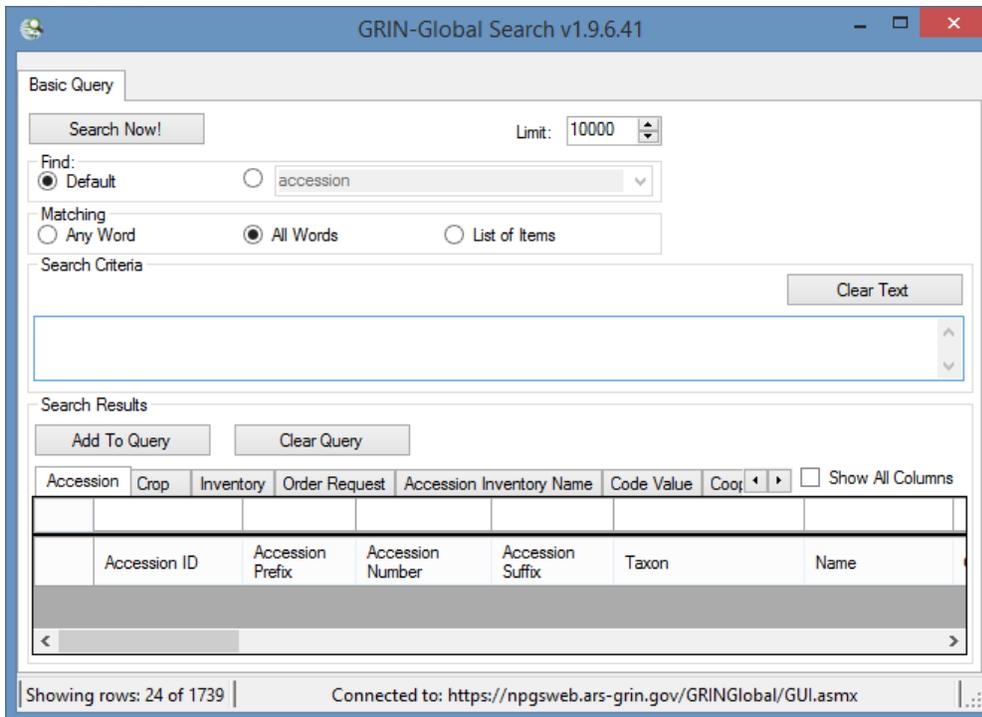


Remember to use the wild card (* or %) with your search criteria. “Rubus” by itself is not a complete Taxon.

The Search Tool can be launched by clicking its button on the Curator Tool:



Search Tool



Practice filtering the records,

Experiment and use a taxon with which you are familiar. Remember that this database is a copy of the GRIN production data. Here is one that I did for **Helianthus***

GRIN-Global Search v1.9.6.41

Basic Query

Search Now! Limit: 500

Find: Default accession

Matching: Any Word All Words List of Items

Search Criteria

@accession.taxonomy_species_id IN (27922, 27923, 27924, 27925, 27926, 27927, 27928, 27929, 27930, 27931, 27932, 27933, 27934, 27935, 27936, 27937, 27938, 27939, 27940, 27941, 27942, 27943, 27944, 27945, 27946, 70328, 70329, 70330, 104276, 104277, 104278, 104280, 104281, 104282, 104283, 104284, 104285, 104286, 104287, 104288, 104289, 104290, 104291, 104292, 104293, 104294, 104295, 104296, 104297, 104298, 104299, 104300, 104305, 104306, 104307, 104308, 104309, 104310, 104312, 104313, 104314, 104315, 104316, 104317, 104318, 104319, 104320, 104321, 104322, 104323, 104324, 104325, 104326, 104327, 104328, 300254, 300255, 300256, 300257, 300258, 300260, 310251, 312127, 312128, 314989, 314990, 316322, 316323, 316324, 401634, 405724, 407282, 407283, 409207, 409208, 409209, 409398, 413635, 413636, 413959, 416231, 416232, 424004, 453037, 453039, 460084, 460085, 461940, 467567, 467969)

Search Results

Accession	Inventory	Order Request	Accession Inventory Name	Crop	Cooperator	Inventory Maintenance Policy	...	<input type="checkbox"/> Show All Columns
					Helianthus*			
Accession ID	Accession Prefix	Accession Number	Accession Suffix	Taxon	Name	Origin	Mainte Site	
1035357	Ames	6153		Helianthus annuus	ANN-56	United States, W...	NC7	
1035360	Ames	6154		Helianthus annuus	ANN-57	United States, W...	NC7	
1037413	Ames	6695		Helianthus angustifolius	SCH-849	United States, N...	NC7	
1038331	Ames	6997		Helianthus angustifolius	ANG-1203	United States, Fl...	NC7	
1039708	Ames	7386		Helianthus angustifolius	ANG-1613	United States, Te...	NC7	

Showing rows: 500 of 500 | Connected to: https://npgsweb.ars-grin.gov/GRINGlobal/GUI.aspx

Several things to point out:

- The **Taxon** field includes the genus/species information – use a wildcard (* or %)
- **Show All Columns** – as shown, it is currently unchecked (not selected). (This checkbox should display only the columns that are displayed in the Curator Tool for the same dataview, but in 1.9.6.41 it is not working.)

Practice filtering the records,

- Filter (**Show only rows with this data**) – to display a subset of the Retrieved Records

To display a subset of those found by the initial search query. Right-click on a cell containing data on which you intend to filter; select **Show only rows with this data**.

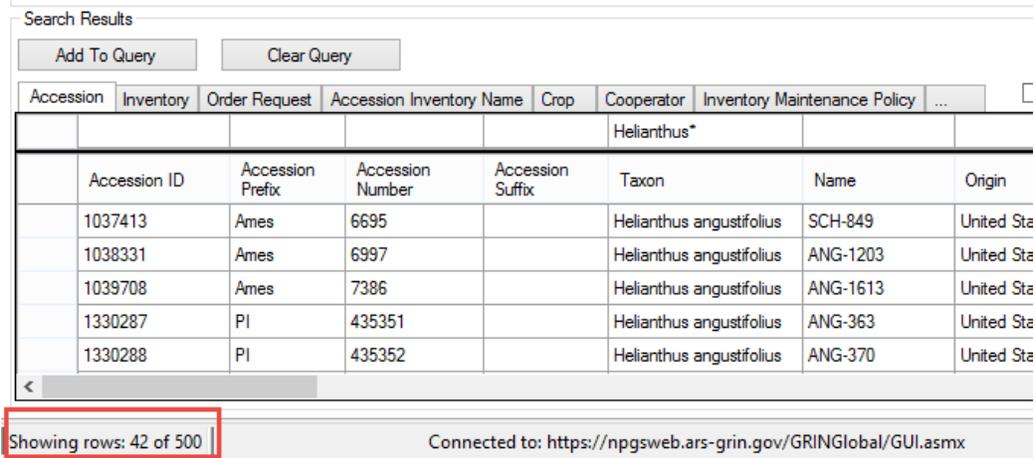
Search Results

Accession	Inventory	Order Request	Accession Inventory Name	Crop	Cooperator	Inventory Maintenance Policy	...	<input type="checkbox"/> Show All Columns
					Helianthus*			
Accession ID	Accession Prefix	Accession Number	Accession Suffix	Taxon	Name	Origin	Mainte Site	
1035357	Ames	6153		Helianthus annuus	ANN-56	United States, W...	NC7	
1035360	Ames	6154		Helianthus annuus	ANN-57	United States, W...	NC7	
1037413	Ames	6695		Helianthus angustifolius	SCH-849	United States, N...	NC7	
1038331	Ames	6997		Helianthus angustifolius	ANG-1203	United States, Fl...	NC7	
1039708	Ames	7386		Helianthus angustifolius	ANG-1613	United States, Te...	NC7	

Context menu options: Show only rows with this data, Hide rows with this data, Reset row filter

Copy Records from the Search Tool to the Curator Tool

The bottom, left corner of the grid, will indicate how many records are now being displayed:



Search Results

Add To Query Clear Query

Accession	Inventory	Order Request	Accession Inventory Name	Crop	Cooperator	Inventory Maintenance Policy	...
					Helianthus*		
Accession ID	Accession Prefix	Accession Number	Accession Suffix	Taxon	Name	Origin	
1037413	Ames	6695		Helianthus angustifolius	SCH-849	United Sta	
1038331	Ames	6997		Helianthus angustifolius	ANG-1203	United Sta	
1039708	Ames	7386		Helianthus angustifolius	ANG-1613	United Sta	
1330287	PI	435351		Helianthus angustifolius	ANG-363	United Sta	
1330288	PI	435352		Helianthus angustifolius	ANG-370	United Sta	

Showing rows: 42 of 500

Connected to: <https://npgsweb.ars-grin.gov/GRINGlobal/GUI.aspx>

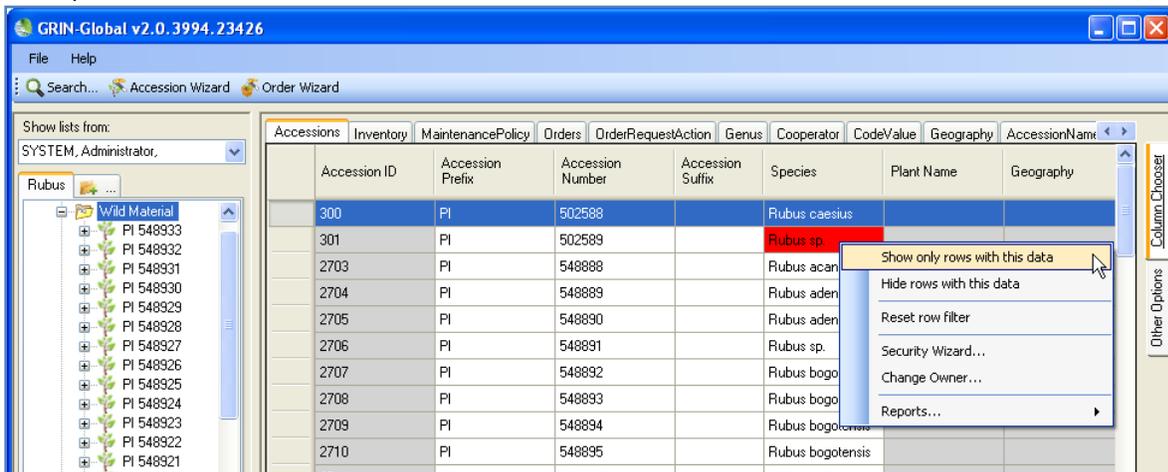
Copy Records from the Search Tool to the Curator Tool

This step requires some manual dexterity!

Use the Search Tool to find records that meet some criteria of yours. To keep it simple for now, you might consider just searching Accession records and searching for accessions of a specific species. However, feel free to experiment with your searches. We will be covering search issues extensively in the second webinar.

In the following example, I am working with *Rubus* records. You can do the same, or you are invited to work with records that are familiar to you.

Filter your current records so that only **Rubus sp.** records are displayed. (Right-click to display the menu):



GRIN-Global v2.0.3994.23426

File Help

Search... Accession Wizard Order Wizard

Show lists from: SYSTEM, Administrator,

Rubus

Accessions	Inventory	MaintenancePolicy	Orders	OrderRequestAction	Genus	Cooperator	CodeValue	Geography	AccessionName
Accession ID	Accession Prefix	Accession Number	Accession Suffix	Species	Plant Name	Geography			
300	PI	502588		Rubus caesius					
301	PI	502589		Rubus sp.					
2703	PI	548888		Rubus acan					
2704	PI	548889		Rubus aden					
2705	PI	548890		Rubus aden					
2706	PI	548891		Rubus sp.					
2707	PI	548892		Rubus bogo					
2708	PI	548893		Rubus bogo					
2709	PI	548894		Rubus bogoten					
2710	PI	548895		Rubus bogoten					
2711	PI	548896		Rubus bogoten					

Other Options

Column Chooser

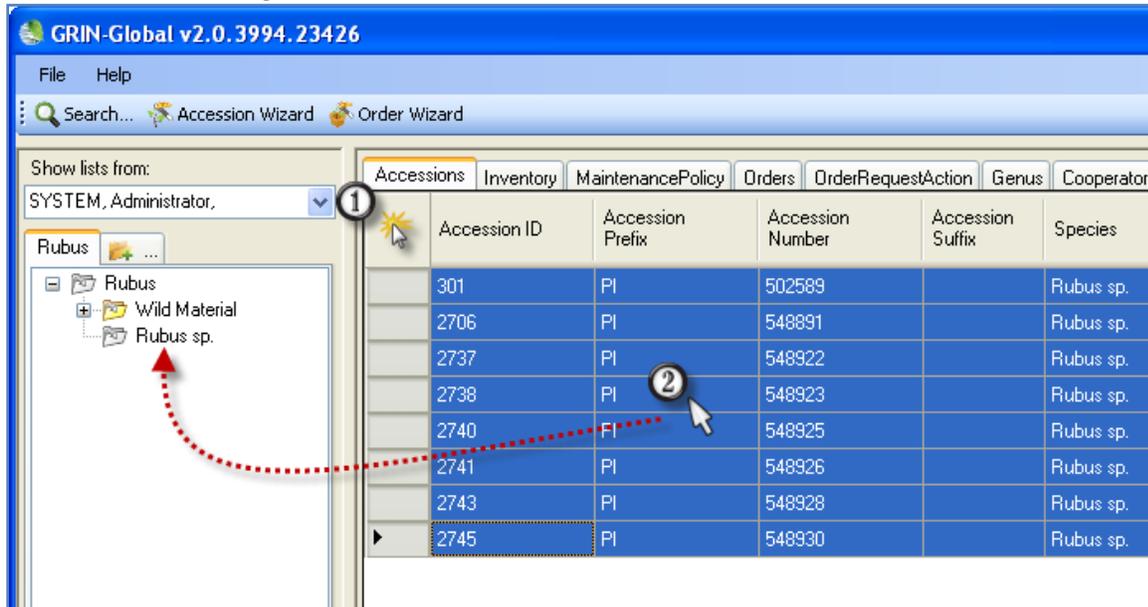
Other Options

Column Chooser

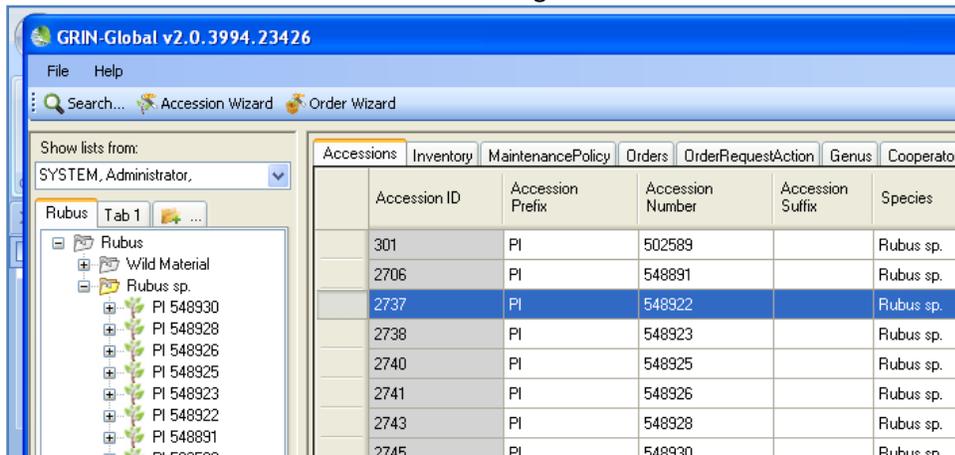
Either before or after the records are filtered, in the CT, create another list; name it **Rubus sp.** Then drag the displayed records from the Search Tool to this new list in the Curator Tool. (The quickest method for selecting all of the grid's records is to (1) first click in the upper *left* corner header cell; then (2) click in

Copy Records from the Search Tool to the Curator Tool

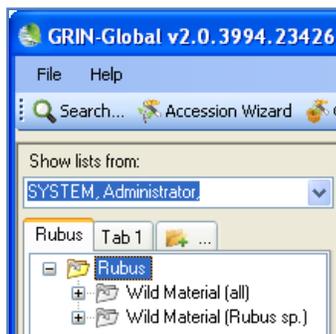
the blue area and drag to the folder.)



The result should look similar to the following:



In the example below, there are two lists under the **Rubus** folder. You can rename the two lists to better reflect their actual contents, similar to the following example.



Renaming Lists and Moving Items from One List to Another

Lists are extremely versatile and personal. You create and modify lists to manage and track your data to meet your specific workflow needs.

In the List panel, create a new list.

- In the following example, I created a *tab* which I titled **Prunus**;
- I renamed the first *folder* to **Prunus angustifolia**
- I searched for Accessions whose Taxon was **Prunus ang*** I then dragged the found records (38 at the time I did it) into the **Prunus angustifolia** folder.
- Then I created a second list, called **PI**, as a sub-folder to the **Prunus angustifolia** folder
- Practice moving, *one at a time*, only those **angustifolia** records whose prefix is PI PIs (there are three) into this folder

Now you should essentially have two lists – one has most of the accessions, and the second list just has the accessions that have been assigned PI numbers.

Why did I do this? Because I wanted to review all of the **Prunus angustifolia** in the GG database and keep those with PI number in one list by themselves. Remember that how you build your lists is up to you. Some people keep their t-shirts in one drawer and their socks in another. Some teenagers simplify and just throw all their clothes on the floor... Each person organizes things in the way that works for them.

The screenshot shows the GRIN-Global v1.7.7.0 interface. On the left, a tree view shows a folder named 'Prunus' containing several sub-folders: DPRU 1929, DPRU 1930, DPRU 1931, DPRU 1932, DPRU 1933, DPRU 1934, DPRU 1935, DPRU 1936, DPRU 3074, DPRU 3075, DPRU 3076, PI, PI 662383, PI 421528, and PI 282949. On the right, a table displays accessions with columns for Accession ID, Accession Prefix, Accession Number, Taxon, and Accession Inventory Name. The table shows three rows of data, all with a 'PI' prefix and 'Prunus angustifolia' taxon. A 'Data Editing' dialog box is open at the bottom, showing '1 of 3' records and buttons for 'Edit Data', 'Save Data', and 'Cancel'.

Accession ID	Accession Prefix	Accession Number	Taxon	Accession Inventory Name
1565657	PI	421528	Prunus angustifolia	421528
1687015	PI	282949	Prunus angustifolia	Hutchens P
1882342	PI	662383	Prunus angustifolia	Chickasaw

Folders: Two Types – Static and Dynamic

There two folder types in the CT: “static,” and “dynamic.” So far we have only discussed “static.”

Static Folders

A static folder points to specific records in the database. At some point in time, items (pointers to the database records) are added to the list. If records similar to the records in the list are later added to the database, the static folder does not automatically know about these new records. You would need to manually search the database and then drag the newly found records to the CT list.

Dynamic Folders: Advantages

Dynamic folders have an advantage that static folders do not have: a dynamic folder searches the database to ensure the list is current. (Under what conditions a dynamic folder [refreshes](#) is explained in detail later.) Another advantage of setting up a dynamic folder is that the folder retains your search criteria; it eliminates the steps of switching to the search tool and dragging desired records into the Curator Tool.

Static Folders: Advantages

So why use a static folder? First, they are simpler in some respect. Secondly, often you will want to review specific records, and only those records.

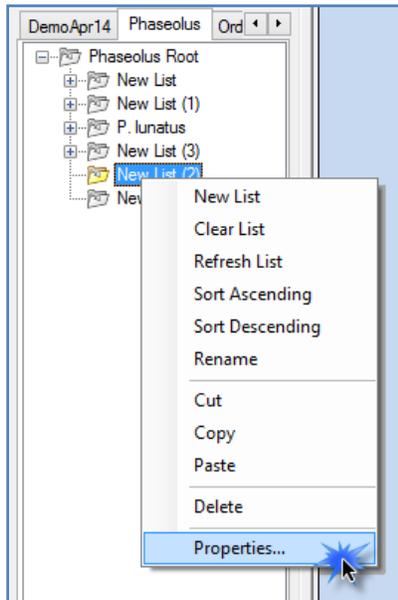
Advantages of Each Folder Type

Listed below are a few examples of when each folder type is preferable:

Situation	Folder Type
Keep track of a list of records which you are working on from one day to the next – the list doesn’t change	Static
List of orders that had been submitted on a specific day (although there would be a fixed number of records that match the date criteria – a static list would work – a dynamic list could point to that one date – later, the date could be edited to search for orders submitted on a different date)	Static (or Dynamic
Maintain a list of all accessions for a specific Taxon	Dynamic
Review a subset of a site’s inventory based on a certain criterion	Dynamic
Track orders based on specific criteria	Dynamic

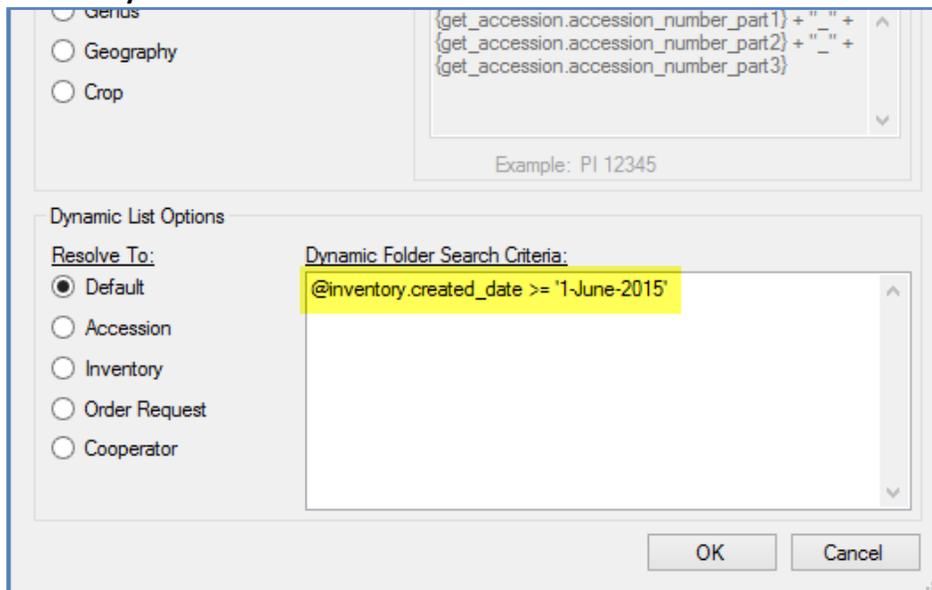
Creating Dynamic Folders

In this exercise you will copy a query into the CT, in a new dynamic folder.



Create a new list; right-click; select **Properties**.

Copy the following text: **@inventory.created_date >= '1-June-2015'** into the **Dynamic Folder Search Criteria** box as shown:



Review the results in the grid.

Edit the query, and change the month to **September**

In the above example, you copied text for the query. You can also run a query in the Search Tool, and then copy that criteria text into the DF Search Criteria box. In other words, first test a search, and when it works the way you intend it, then copy it into the CT.

Create New Database Records

2nd Dynamic Folder Example

Enter the following query into a DF Search Criteria box:

@accession.taxonomy_species_id IN (19415)

Have the Accession dataview be the active dataview. This query will work, but later you might not remember what it was searching for. The following is an alternative query producing the same results:

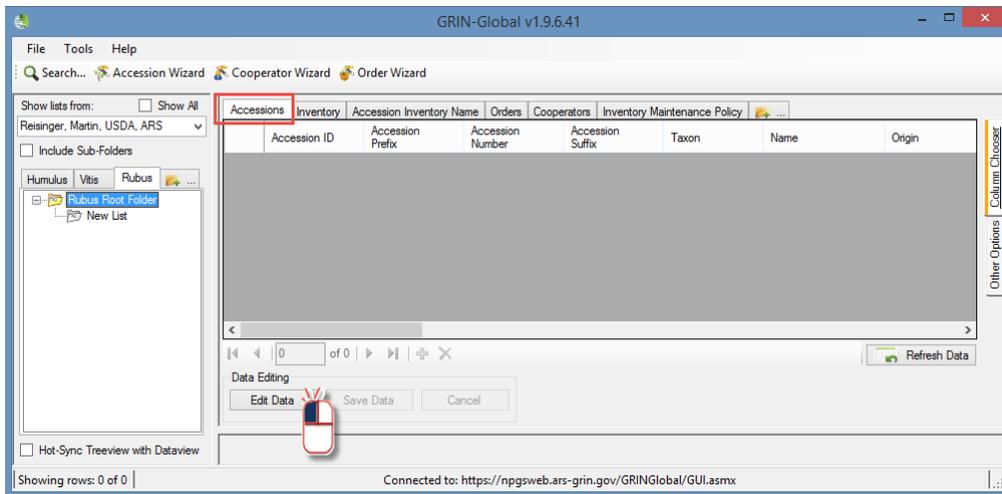
@taxonomy_species.name = 'Humulus lupulus'

Many other dynamic folders can be constructed with alternatives to using the IDs, since the IDs tend not to be very helpful later. Additional examples are [online](#).

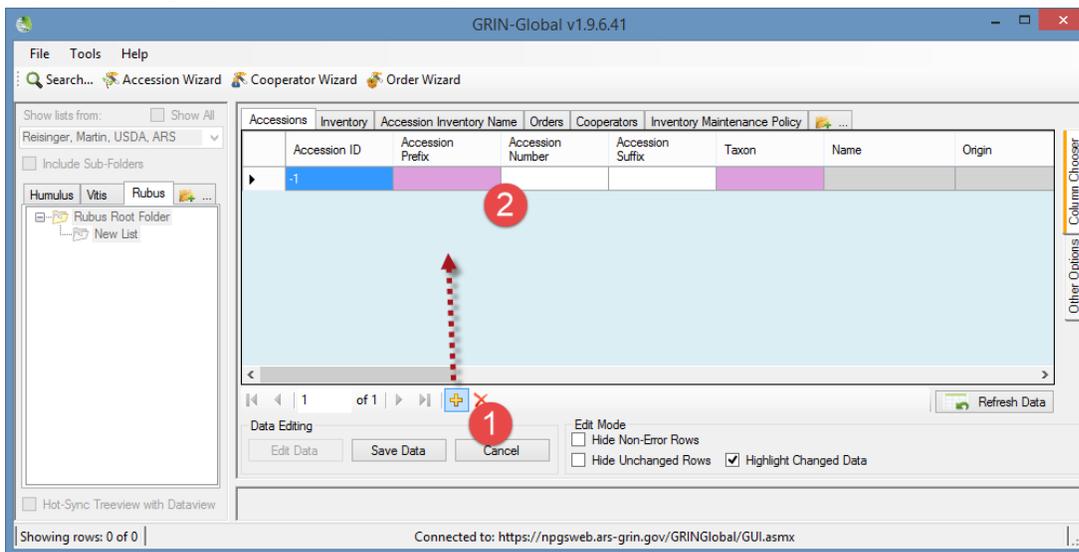
Create New Database Records

In this exercise, you will create new accession records. Plan on creating at least three new records. The

Accessions tab should be active; click the **Edit Data** button:



Click the **Add new** button and then input the new record's fields. Remember: the violet cells are required; the gray ones are "read-only" and cannot be entered at this time.



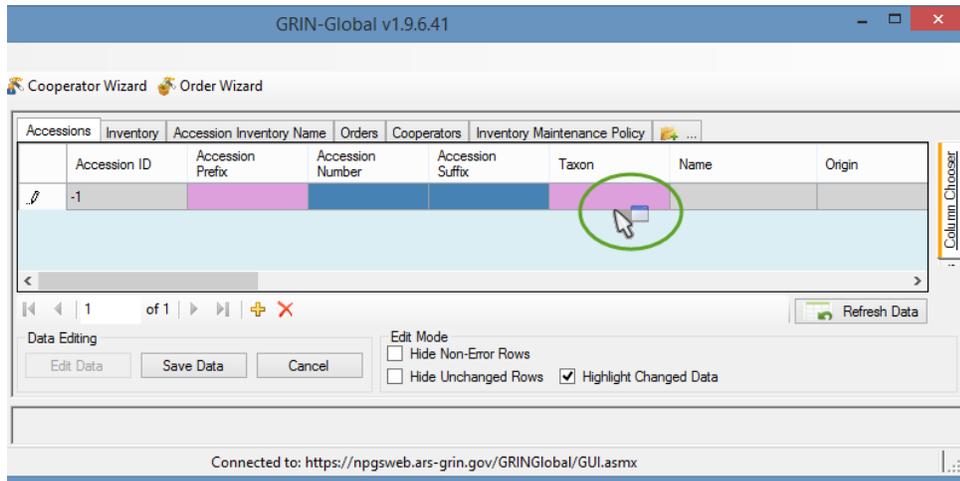
Fill in the cells with your input – be imaginative and create phony but realistic data.

Create New Database Records

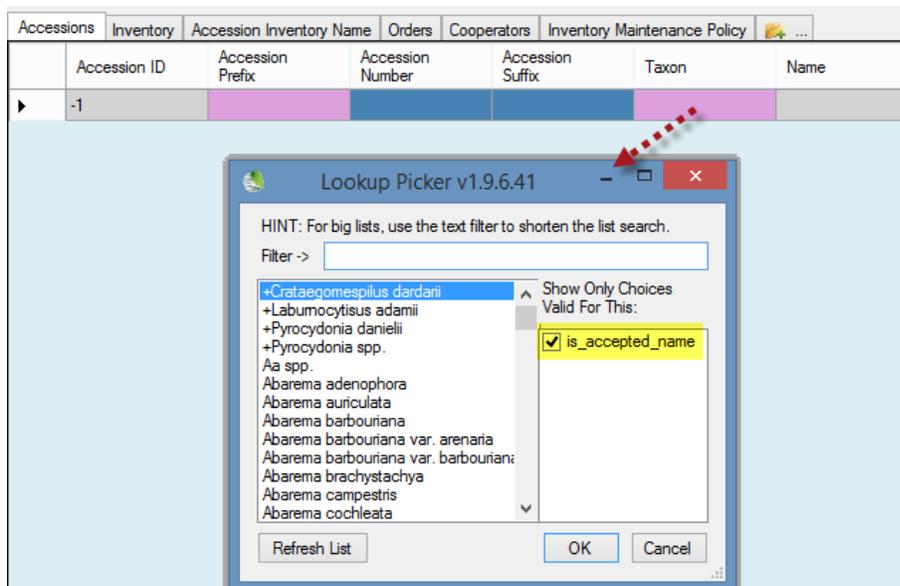


So that you and others will be able to recognize these records as test records, for the Suffix, consider using your initials as the suffix.

Some fields use “lookups” that are part of the GG system and will be explained at a later time. For now, the key point to remember is (a) how to recognize a cell that uses a lookup and (b) what action to take. In the example below, **Taxon** is a field that uses a lookup:

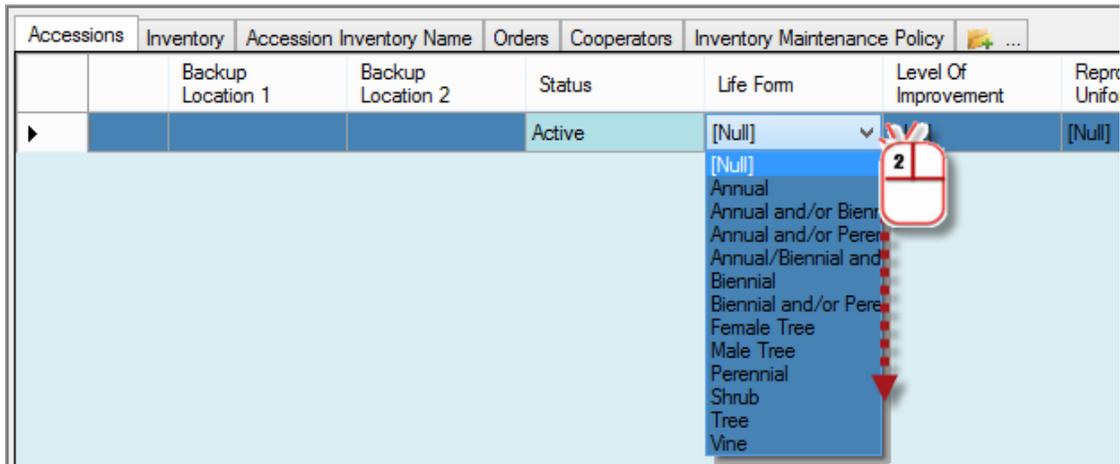


Double-click on **Taxon**; select one from the list. On the right side of the window you will notice that this lookup table also has an option – in this specific case, the filter for “**is_accepted_name**” is checked – if you deselect that checkbox, all names will be listed. Without getting into a discussion on taxonomy about accepted names, the key point now is for you to pay attention when there are filters shown in the lookup window – in some case you may want to expand your list by turning the filter(s) off.



Editing Records

You will see that some fields have drop downs: double-click and open the drop-down; select a code from the list:



Create at least three new records.

Editing Records

Data displayed in the right side of the Curator Tool, in the datagrid, is real data – whatever is displayed is stored in the GG database. The tabs above the grid are called “dataview tabs.” These dataviews have been programmed to display data, sometimes from one table in the database, but generally the dataviews display data from multiple, related tables. The programmers created this dataview interface to make it easier for us to view and edit the data in the database.

With the Accessions dataview active, click the **Edit Data** button to enable editing. Practice editing your new records; make some changes to several fields; then save your changes. In edit mode, you can make changes to the existing records, you can insert new records, and you can delete records – *if you have permission*. Since you just created these accessions, you should be able to edit them.



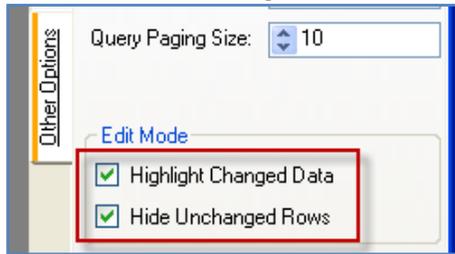
When deleting, remember there is no “undo.”



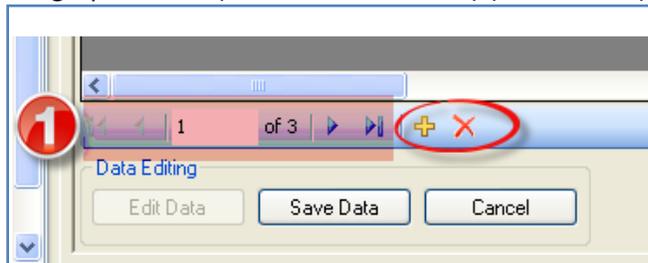
It should be obvious from the two buttons in the screen above, that you have two options when in Edit mode – you can save your changes, or cancel and return to display mode.

Before editing any data, take a moment to select the **Highlight Changed Data** option (on the **Other Options** tab on the right) so that when editing, the Curator Tool will display different indicator colors.

Consider also selecting the **Hide Unchanged Rows** option.



You can move to a record by clicking on it or by using the navigation bar (shown to the right of the #1 in the graphic below). Note also the Add (+) and Delete (X) icons.



We mentioned that any cells that are gray are not editable in that dataview. However, you may be able to edit that data in a different dataview. (More on that later.)

Keyboard Shortcuts

When in Edit mode, there are a couple of nifty keyboard shortcuts you can use. Rather than repeat all that text here, be sure to read the complete section *Creating and Editing Records* in the Curator Tool Guide. Teaser: there is a really nice keyboard shortcut which makes it possible to insert a new record and duplicate the data from the record immediately above it in the grid. There is another keyboard shortcut that duplicates the data from one cell to the cell directly below it.

Remember that you are working with live (test) data. You can always click the **Cancel** button when necessary.

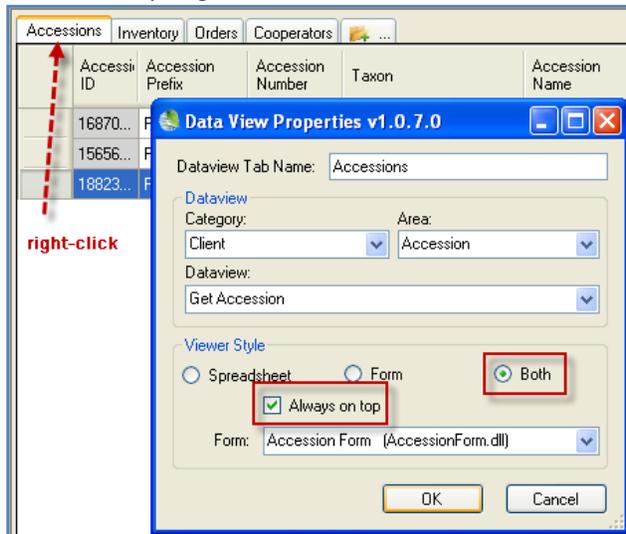
Save the changed record(s).

You have just permanently changed the records in the training database. In this case, the data are training records, so it's not a big deal if something happens to them. In the production system, we will have security enabled, so that records can be set up with specific permissions and ownership – we'll save that discussion for the 6th webinar session.

Create New Database Records using the Accession Wizard

Switching from Grid to Form View

Currently there are several dataviews that can be viewed in the grid or as forms. The Accession dataview is one that can be viewed either way. (Inventory is another.) Try it. Note: you cannot be in Edit mode when attempting to do this.



Create New Database Records using the Accession Wizard

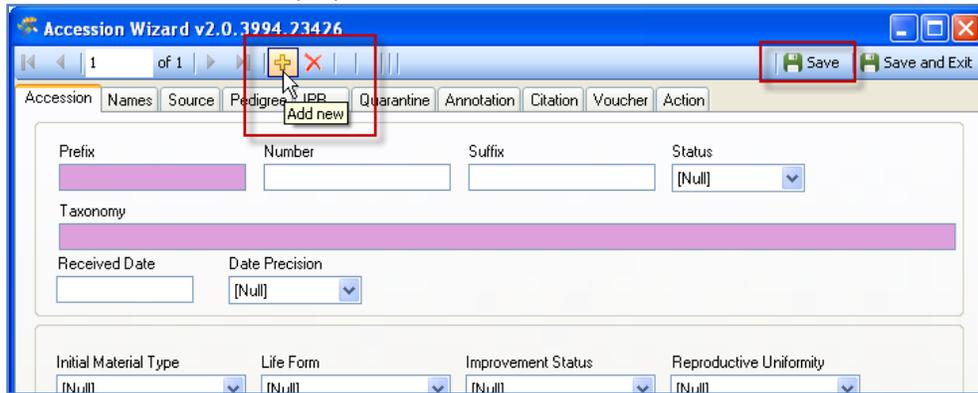
In this exercise, you will create a new accession record, using the Curator Tool's Accession Wizard. Refer to the Curator Tool User Guide's *Accession Wizard Overview* section for background information.

The first step is to ensure that the **Accessions** tab is the active tab in the datagrid. If it is, then click on the **Accession Wizard** button:



Explore Dataviews

The accession wizard displays its own window:

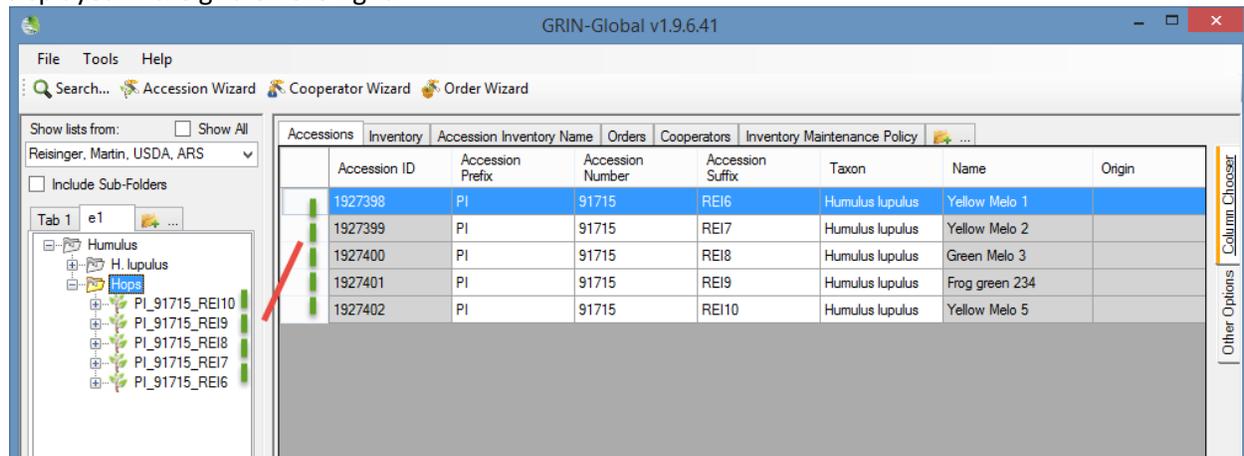


Click the **Add new** button to begin the inputting of a new accession. Create your own data for the fields. Remember that you must provide data for required fields, such as **Prefix** and **Taxonomy (Species)** which are denoted by a violet color. Fill in at least the first two screens (the **Accession** tab and the **Names** tab). Remember to use the **Save** button frequently. When you are finished, click the **Save and Exit** button in the upper right corner.

Explore Dataviews

There is considerable information on dataviews in the Curator Tool User Guide. An overview is in the *Database and GRIN-Global Basic Concepts* section; the steps for displaying dataviews are explained in the *Curator Tool Overview* section.

In this example, my bottom list is highlighted on the left. It only has 5 accession records in it; all are displayed in the grid on the right.



Explore Dataviews

Now when I open another dataview, the **Accession Inventory Names** dataview, I will see the Accession-Inventory Name records associated with those Accessions.

The screenshot shows a software interface with a table of Accession Inventory Name records. The table has columns: Accession Inventory Name ID, Accession, Inventory, and Category. The records are:

Accession Inventory Name ID	Accession	Inventory	Category
1860812	PI 91715 REI6	PI 91715 REI6 **	Collector identifier
1860813	PI 91715 REI7	PI 91715 REI7 **	Cultivar name
1860814			
1860815			
1860816			
1860817			
1860818			

A dialog box titled "Data View Properties v1.9.6.41" is open, showing the following settings:

- Dataview Tab Name: Accession Inventory Name
- Dataview Category: Client
- Area: Accession/Inventory
- Dataview: Get Accession Inventory Name
- Viewer Style: Spreadsheet (selected)
- Form: (empty)

The 5 accessions had 7 related Name records:

The screenshot shows a software interface with a table of Accession Inventory Name records. The table has columns: Accession Inventory Name ID, Accession, Inventory, Category, Name, and Name Rank. The records are:

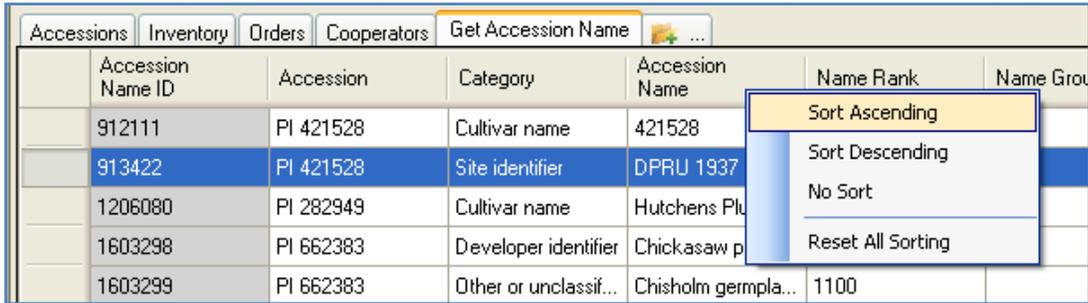
Accession Inventory Name ID	Accession	Inventory	Category	Name	Name Rank
1860812	PI 91715 REI6	PI 91715 REI6 **	Collector identifier	Yellow Melo 1	1
1860813	PI 91715 REI7	PI 91715 REI7 **	Cultivar name	Yellow Melo 2	1
1860814	PI 91715 REI8	PI 91715 REI8 **	Collector identifier	Green Melo 3	1
1860815	PI 91715 REI9	PI 91715 REI9 **	Collector identifier	Yellow Melo 4	3
1860816	PI 91715 REI10	PI 91715 REI10 **	Collector identifier	Yellow Melo 5	1
1860817	PI 91715 REI9	PI 91715 REI9 **	Collector identifier	Frog green 234	1
1860818	PI 91715 REI9	PI 91715 REI9 **	Collector identifier	Red sunshine	10

From this example you can see that an accession can have multiple name records associated with it. It is also true an accession may not have a name record. Furthermore, remember that accession names are not stored in the accession table – they are stored in a separate table – names are considered to be children of accessions – you can't have name records unless you have a parent accessions record. Another corollary here is that children records are not allowed to become "orphans," that is, it is impossible to delete a parent record if it has any children records. It is impossible to delete an accession record if it has any name records associated with it.

Sorting the Data

Sorting the Data

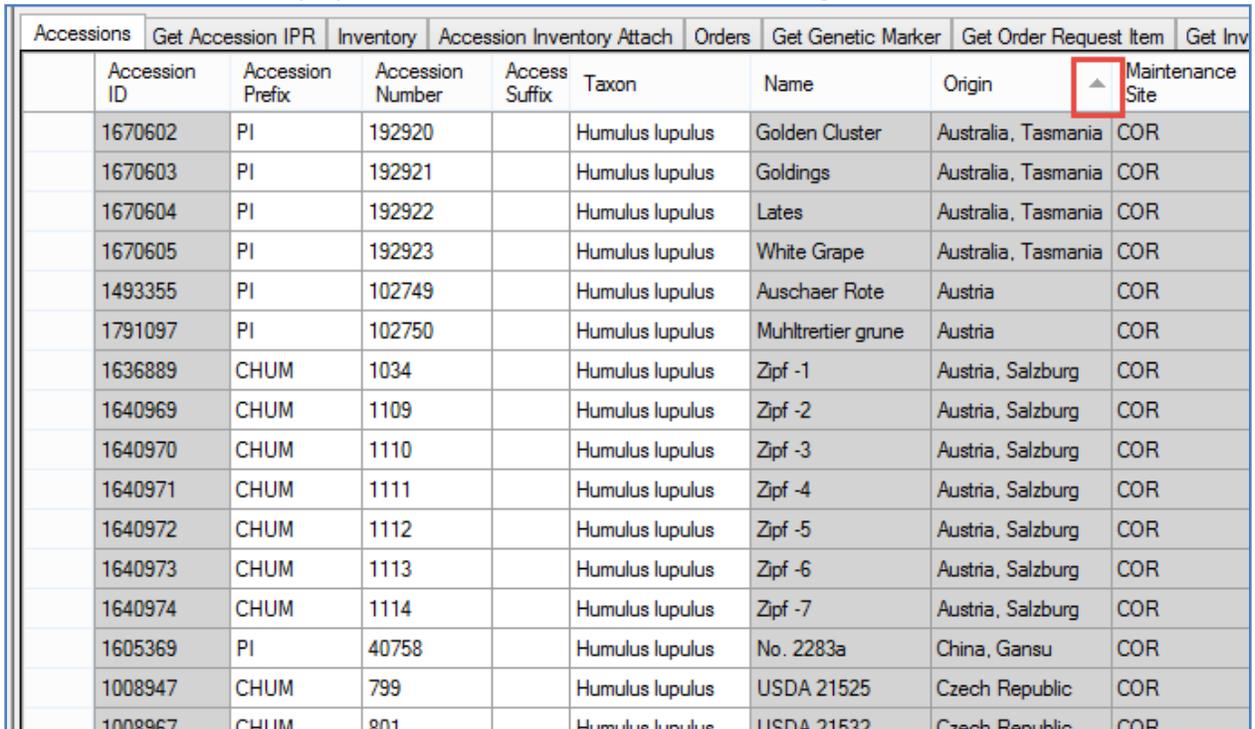
Practice sorting records. When you right-click on a column heading, a sort menu displays:



The screenshot shows a table with columns: Accession Name ID, Accession, Category, Accession Name, Name Rank, and Name Group. A context menu is open over the 'Accession Name' column, showing options: Sort Ascending, Sort Descending, No Sort, and Reset All Sorting.

Accession Name ID	Accession	Category	Accession Name	Name Rank	Name Group
912111	PI 421528	Cultivar name	421528		
913422	PI 421528	Site identifier	DPRU 1937		
1206080	PI 282949	Cultivar name	Hutchens Pl		
1603298	PI 662383	Developer identifier	Chickasaw p		
1603299	PI 662383	Other or unclassif...	Chisholm germpla...	1100	

A sorted column will display a sort directional indicator in its heading:



The screenshot shows a table with columns: Accession ID, Accession Prefix, Accession Number, Access Suffix, Taxon, Name, Origin, and Maintenance Site. The 'Origin' column heading has a small upward-pointing triangle icon, indicating it is sorted in ascending order.

Accession ID	Accession Prefix	Accession Number	Access Suffix	Taxon	Name	Origin	Maintenance Site
1670602	PI	192920		Humulus lupulus	Golden Cluster	Australia, Tasmania	COR
1670603	PI	192921		Humulus lupulus	Goldings	Australia, Tasmania	COR
1670604	PI	192922		Humulus lupulus	Lates	Australia, Tasmania	COR
1670605	PI	192923		Humulus lupulus	White Grape	Australia, Tasmania	COR
1493355	PI	102749		Humulus lupulus	Auschaer Rote	Austria	COR
1791097	PI	102750		Humulus lupulus	Muhltretier grune	Austria	COR
1636889	CHUM	1034		Humulus lupulus	Zipf -1	Austria, Salzburg	COR
1640969	CHUM	1109		Humulus lupulus	Zipf -2	Austria, Salzburg	COR
1640970	CHUM	1110		Humulus lupulus	Zipf -3	Austria, Salzburg	COR
1640971	CHUM	1111		Humulus lupulus	Zipf -4	Austria, Salzburg	COR
1640972	CHUM	1112		Humulus lupulus	Zipf -5	Austria, Salzburg	COR
1640973	CHUM	1113		Humulus lupulus	Zipf -6	Austria, Salzburg	COR
1640974	CHUM	1114		Humulus lupulus	Zipf -7	Austria, Salzburg	COR
1605369	PI	40758		Humulus lupulus	No. 2283a	China, Gansu	COR
1008947	CHUM	799		Humulus lupulus	USDA 21525	Czech Republic	COR
1008967	CHUM	801		Humulus lupulus	USDA 21532	Czech Republic	COR

You can layer sorts – sort one column, then another, and so on, such as first by Taxon, then by Origin, then by Maintenance Site.

Optional Exercises

Import Sample Data (from another Source)

If you complete this optional exercise, you will have mastered a good portion of the basics of working with the Curator Tool interface.

Copy data from the transfer spreadsheet to the Curator Tool.

You can add many new records into GRIN-Global at one time. Basically, you drag and drop or copy the block of data from the spreadsheet into the Curator Tool Data Grid. Two things to remember:

- the Data Grid must be in Edit mode (click the **Edit** button if necessary)
- include the **empty Accession ID** column when **adding new records**.
(If you were updating existing records, you would need to include the existing IDs. For now, we'll assume you are adding new records.)

The user is dragging a block of cells from a spreadsheet into the Curator Tool. (The CT is in edit mode.)

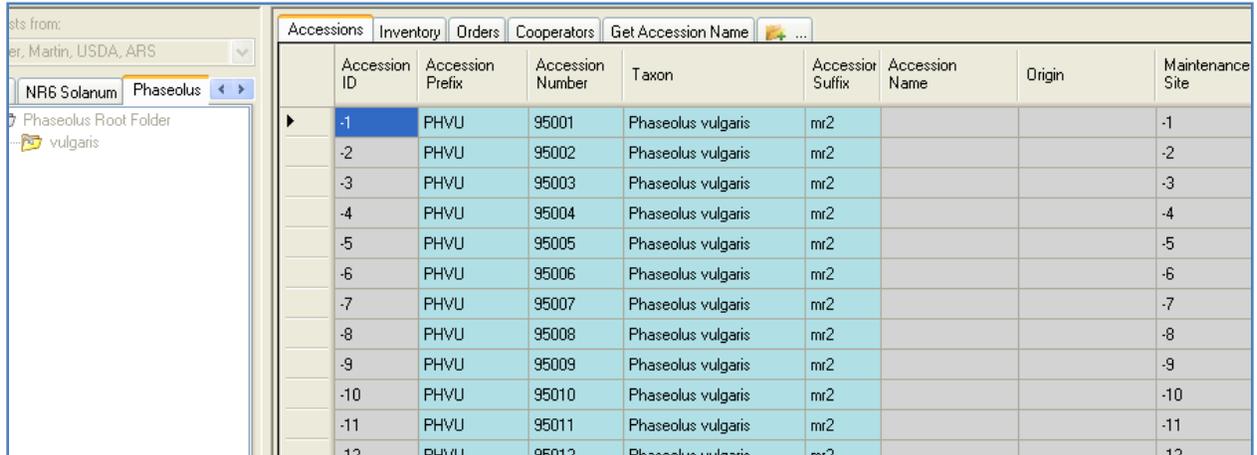
The screenshot shows the GRIN-Global v1.0.7.0 interface. The main window displays a data grid with columns: Accession ID, Accession Prefix, Accession Number, Accession Suffix, Accession Name, Origin, and Maintenance Site. The grid is in edit mode, and a spreadsheet is being dragged into it. The spreadsheet data is as follows:

	A	B	C	D	E
	Accession ID	Accession Prefix	Accession Number	Accession Suffix	Taxon
1					
2		PHVU	95001	mr2	Phaseolus vulgaris
3		PHVU	95002	mr2	Phaseolus vulgaris
4		PHVU	95003	mr2	Phaseolus vulgaris
5		PHVU	95004	mr2	Phaseolus vulgaris
6		PHVU	95005	mr2	Phaseolus vulgaris
7		PHVU	95006	mr2	Phaseolus vulgaris
8		PHVU	95007	mr2	Phaseolus vulgaris
9		PHVU	95008	mr2	Phaseolus vulgaris
10		PHVU	95009	mr2	Phaseolus vulgaris
11		PHVU	95010	mr2	Phaseolus vulgaris
12		PHVU	95011	mr2	Phaseolus vulgaris
13		PHVU	95012	mr2	Phaseolus vulgaris

A callout bubble points to the 'Accession Suffix' column with the text: "use your initials or some recognizable short acronym for the suffix".

Import Sample Data (from another Source)

After the “drop,” the Curator Tool should look similar to the following window:



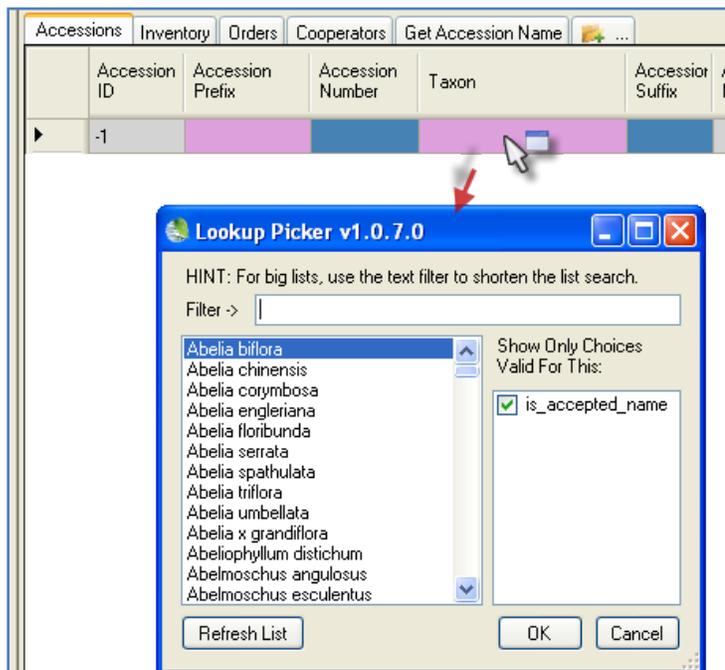
Accession ID	Accession Prefix	Accession Number	Taxon	Accession Suffix	Accession Name	Origin	Maintenance Site
-1	PHVU	95001	Phaseolus vulgaris	mr2			-1
-2	PHVU	95002	Phaseolus vulgaris	mr2			-2
-3	PHVU	95003	Phaseolus vulgaris	mr2			-3
-4	PHVU	95004	Phaseolus vulgaris	mr2			-4
-5	PHVU	95005	Phaseolus vulgaris	mr2			-5
-6	PHVU	95006	Phaseolus vulgaris	mr2			-6
-7	PHVU	95007	Phaseolus vulgaris	mr2			-7
-8	PHVU	95008	Phaseolus vulgaris	mr2			-8
-9	PHVU	95009	Phaseolus vulgaris	mr2			-9
-10	PHVU	95010	Phaseolus vulgaris	mr2			-10
-11	PHVU	95011	Phaseolus vulgaris	mr2			-11
-12	PHVU	95012	Phaseolus vulgaris	mr2			-12

Notice that GRIN-Global temporarily assigned Accession IDs to the new records. The minus (-) signs indicate that the IDs are temporary; when the data is saved, permanent IDs are assigned.

For sample data, there is a spreadsheet stored on the training wiki which can be downloaded as a template. [http://www.ars-grin.gov/npgs/gringlobal/training/transfer_phaseolus_npgs.xls]

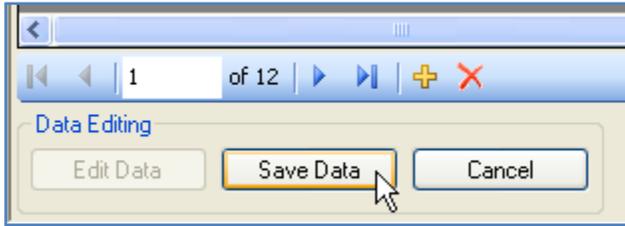


If you use that spreadsheet as your model, you should make the suffix something unique to you (since we are all sharing the same database). If you want to really try something here, use your preferred taxon. If you aren't sure what taxonomy is in GG, start manually adding a single new record in the CT. In Edit mode, click in the **Taxon** field to determine what valid taxonomy are in the database:

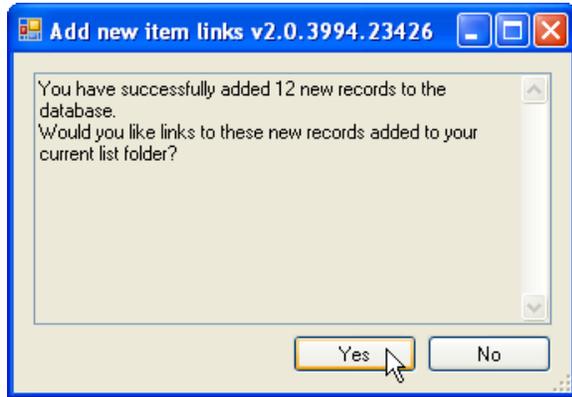


Import Sample Data (from another Source)

Save the imported data that is now in the Curator Tool; click the **Save Data** button:



You will be prompted to add the links to these records; click **Yes**.



Note: If you had clicked **No**, the records would be added to the GG database, but pointers would not be created under the current list in the List Panel (as shown below).

