Assignment 2:
Hands-on Practice with the Curator Tool

Revision Date
October 5, 2015

This exercise should be completed after attending the 2nd GRIN-Global webinar session.

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Create Several Folders and Build Lists

You will create several tabs and folders.

Tip

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

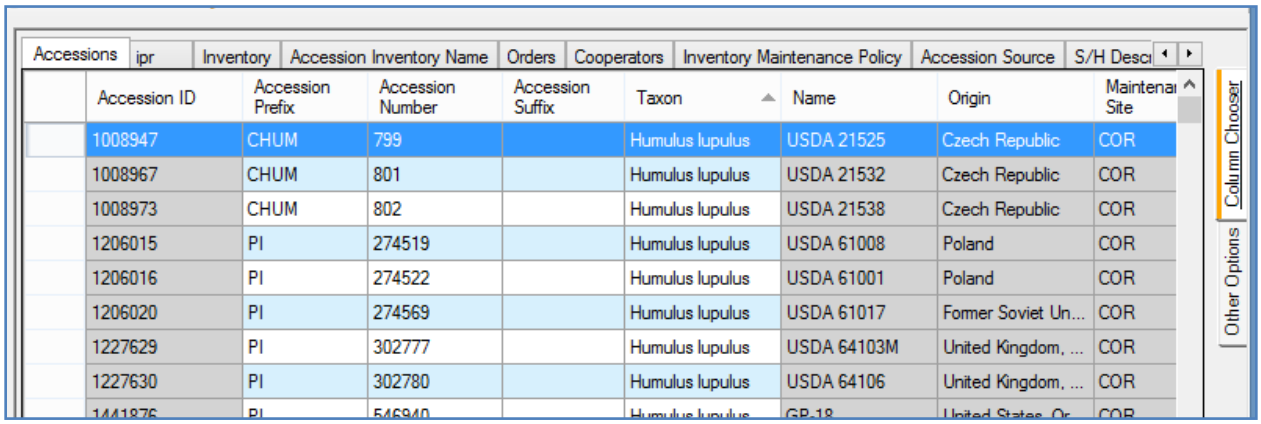
a. Name one of the folders “My Favs.” Use the Search Tool to find some accessions for some Taxon in which you are interested.

   Drag records from the Search Tool to the folder icon in the CT. Don’t close the ST; just minimize its window.

b. Name another folder My Dynamic Favs. Switch back to the Search Tool again – this time, instead of dragging the found records, drag the text (the code) in the large text box to the folder icon on in the CT.

Which of the folders above would be better for tracking a group of specific accessions? (a) or (b)

Shown here is a partial window of results that for Humulus*



Accession ID	Accession Prefix	Accession Number	Accession Suffix	Taxon	Name	Origin	Maintenai Site
1008947	CHUM	799		Humulus lupulus	USDA 21525	Czech Republic	COR
1008967	CHUM	801		Humulus lupulus	USDA 21532	Czech Republic	COR
1008973	CHUM	802		Humulus lupulus	USDA 21538	Czech Republic	COR
1206015	PI	274519		Humulus lupulus	USDA 61008	Poland	COR
1206016	PI	274522		Humulus lupulus	USDA 61001	Poland	COR
1206020	PI	274569		Humulus lupulus	USDA 61017	Former Soviet Un...	COR
1227629	PI	302777		Humulus lupulus	USDA 64103M	United Kingdom, ...	COR
1227630	PI	302780		Humulus lupulus	USDA 64106	United Kingdom, ...	COR
1441876	PI	546940		Humulus lupulus	GR-18	United States, Or	COR

Find the Lookup Table Maintenance button; click it and review the Lookup Table Loader window.

System Inventory Records

If you have a list pointing to Accessions records, and then switch to the inventory dataview, try hiding the System inventory records. What do you do to hide them?_____

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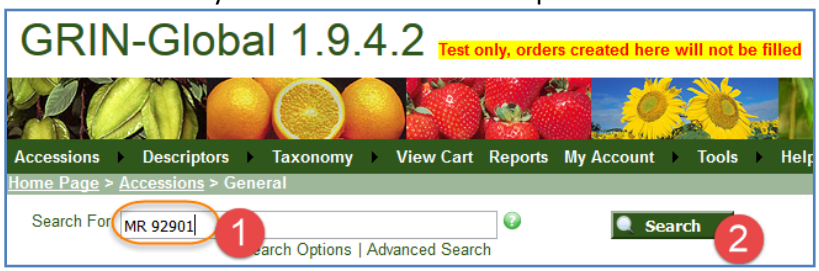
Drag and Drop

Practice a adding a "bunch" (10 or so?) of Accession records at one time. Remember when adding the new accessions from the sheet to the CT that you will not include the **Accession ID**.

a. First, use the Search Tool to find Accessions from which you can use to model your new accessions. You can copy one or more Accessions from the Search Tool to a spreadsheet.
b. In the spreadsheet, modify some of the fields – don't worry about the audit fields (or any gray fields). Be sure to include the field **Is Web Visible?** and indicate with **Y** for the column.
c. Drag the spreadsheet records to the CT, and drop in the datagrid in the right panel.
d. Open a browser window and use the URL: https://npgsweb.ars-grin.gov/gringlobal/search.aspx search for one of your new accessions. Example:



e. Leave the browser window open, but return to the CT and edit the records in the CT. Change at least one of the accession to have its Is Web Visible? column unchecked (not selected) and return to the Public Website to see what effect this has. What effect does it have?

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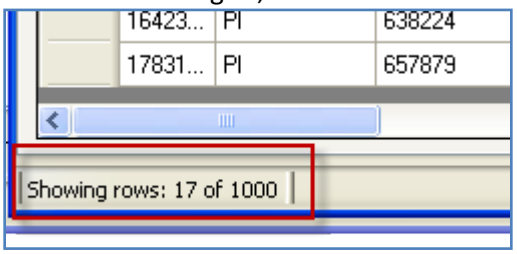
Searches

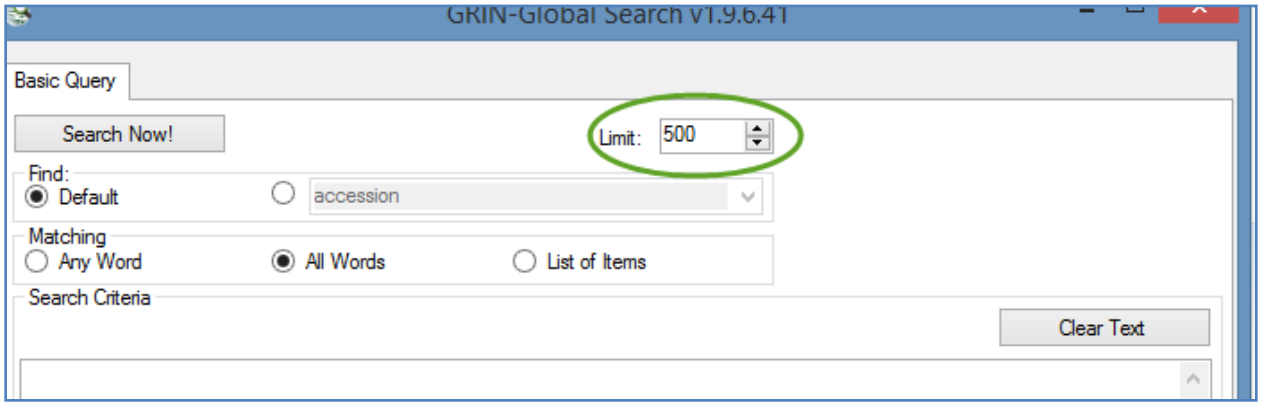
Practice searching for records using the Search Tool.

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



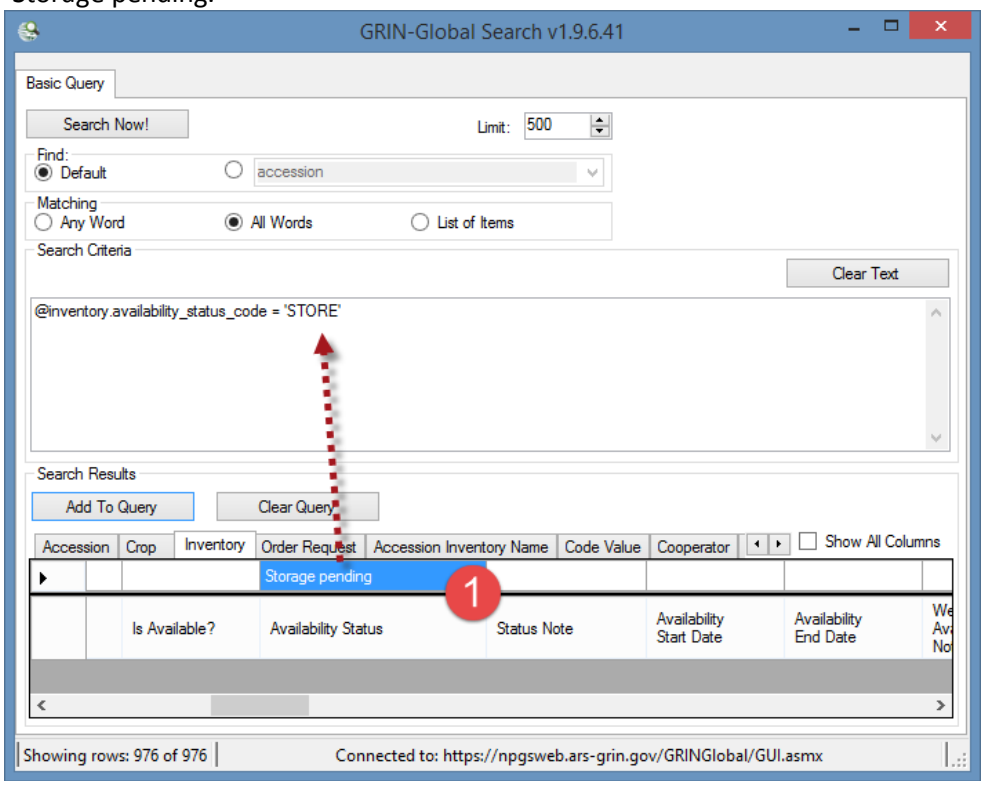
Tip

To expedite your response time, consider setting a Limit of 100 or 500 records before doing these exercises since this is just practice.

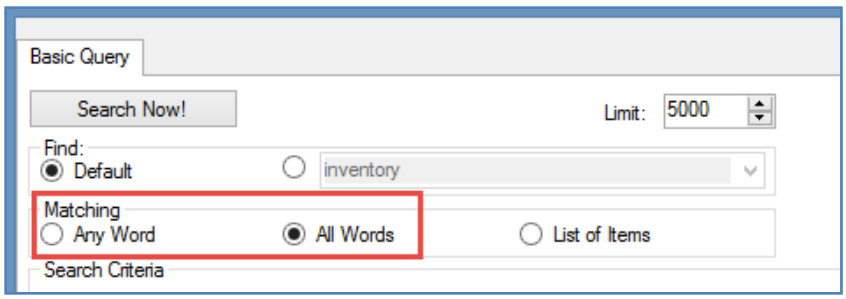


Do the following:

a. Using the **Inventory** tab, use the **Inventory Status** field, and search for records whose status is "Storage pending."



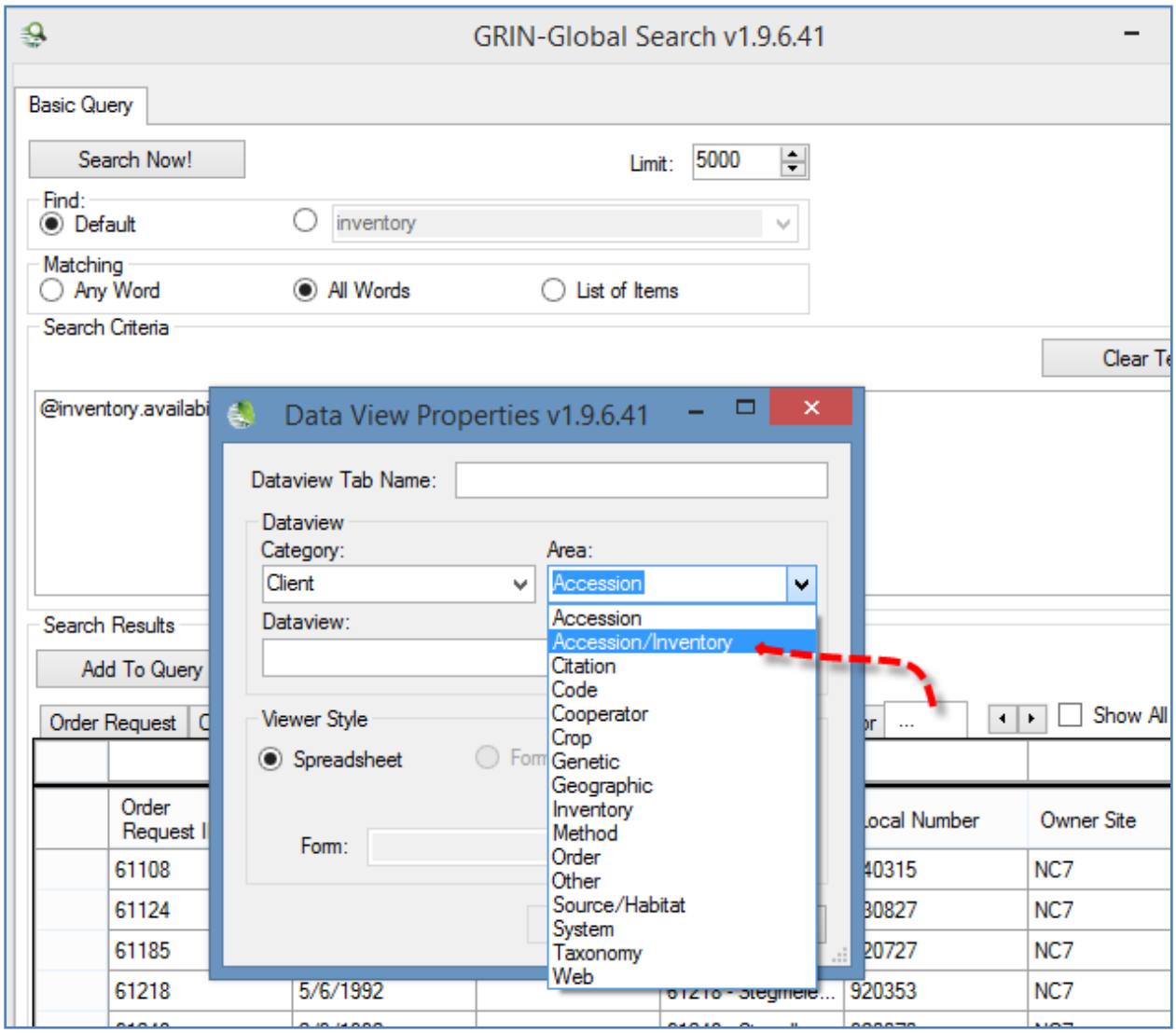
b. Try several different searches using multiple criteria – in different QBE cells. Experiment with the two **Matching** options, **Any Word** and **All Words**, indicating OR and AND conditions.



Note: Be certain that the **List of Items** radio button *is not selected* when running QBE searches

c. Now repeat one of your successful searches from step B above, but this time, click on the **List of Items** radio button. Did you get the same results?

d. Open additional dataviews in the search grid. For example, do you want to look for records by Accession Name? Then in the **Accession/Inventory** area, open the **Get Accession Inventory Name** dataview.

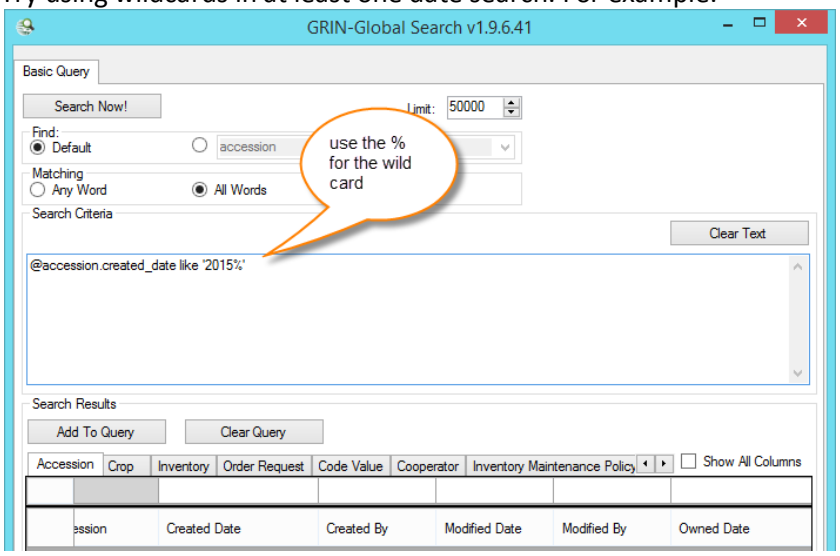


e. Try several different searches using multiple criteria – in the *same* QBE cells. To do that, each time you enter a criterion, click the **Add to Query** button.

f. (The training server is using Microsoft's SQL Server database. The following is true for dates in this environment.)

   Use '2015% to find 2015 records. Note that you must end the search string with a wildcard, because the date fields also store time in the field.)

   Try using wildcards in at least one date search. For example:



Best query is in the format: **YYYY-MM-DD** (Trailing wildcard is required or the query will fail.)

No other date formats are supported. So the following are valid searches:

@accession.created_date like '2015%'
@accession.created_date like '2015-09-%'
@accession.created_date like '2015-09-05%'
@accession.created_date like '2015-%-05%'

Note: For consistency, time is converted to Greenwich Mean Time (GMT). For example, records added on the East Coast at 10 pm may be found showing the next day's date.

Dynamic Folders

Note: "Dynamic Folders" will be covered in the 3rd session.

Practice making several dynamic folders. Refer to the online document Dynamic Folders for complete details and examples (which you can copy and paste into the Search Tool).