

# Assignment 3: Homework for the NPGS GRIN-Global before Webinar 3

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## Revision Date

March 8, 2012

This exercise should be completed *before* you attend  
*the 3rd* webinar session.

**“Remember, we’re all in this together”**

**--Red Green and the GRIN-Global Development Team**

## 1. Log in

Login to the Curator Tool (CT) using the training server.



Reminder: The CT User Guide is available from the Training wiki page. If you copy the following link and bookmark it in your browser, you will have access to the latest revision:

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

Also, note that the Table of Contents has links to every section in the Guide. Since these links are hyperlinks, you can click on a link to “jump” to a section you are interested in. For example, there is a section on keyboard shortcuts; click and you will “jump” to that section:

GRIN-Global’s Table Relationships.....	15
<b>Conventions Used in this Manual</b>	<b>18</b>
Keyboard Shortcuts.....	18
Drag.....	19
Drag and Drop.....	19
Selecting Multiple Rows.....	20

### Keyboard Shortcuts

The GRIN-Global Curator Tool adheres to many of the standard Windows conventions. (The following shortcuts work within the Curator Tool and Windows, but on non-English keyboards the Windows keyboard shortcuts may be different whereas the Curator Tool shortcuts will function as described below.) For instance, when you need to copy data on the screen, you can highlight the data being copied and then use the keyboard shortcut **Ctrl-C**. This notation means “while holding the Ctrl key, tap the “C” key.”

There are other standard Windows keyboard combinations that are frequently used:

Keyboard Combinations	Effect
Ctrl + A	copy all (copy everything in the current “group”)
Ctrl + C	copy
Ctrl + D	duplicates down from the top cell to the bottom cell when a group of cells are selected
Ctrl + N	new (creates a new record when in Edit Mode)
Ctrl + V	paste



As part of this ongoing gap analysis, I appreciate any feedback on any documentation. If something isn’t clear to you, I would like to know so that I can review it and see how the wording and examples may be improved. Several so far have suggested an FAQ – (Frequently Asked Questions) – it’s in the works.

– Thanks! -- marty

## 2. Practice! -- adding records from a spreadsheet into the CT...

If you did not yet do the optional step 11 in assignment two, please do so now.

Also, you should be comfortable doing the following:

- managing the columns in a dataview: resizing, changing the order (from left to right), hiding unwanted columns, changing your column and other user settings
- dragging *new* records from a spreadsheet into the CT; dragging data from a spreadsheet to *overlay existing* records in the CT
- editing a record
- building lists; custom naming of lists and list sorting (indicating how the list items will be listed); hide list tabs

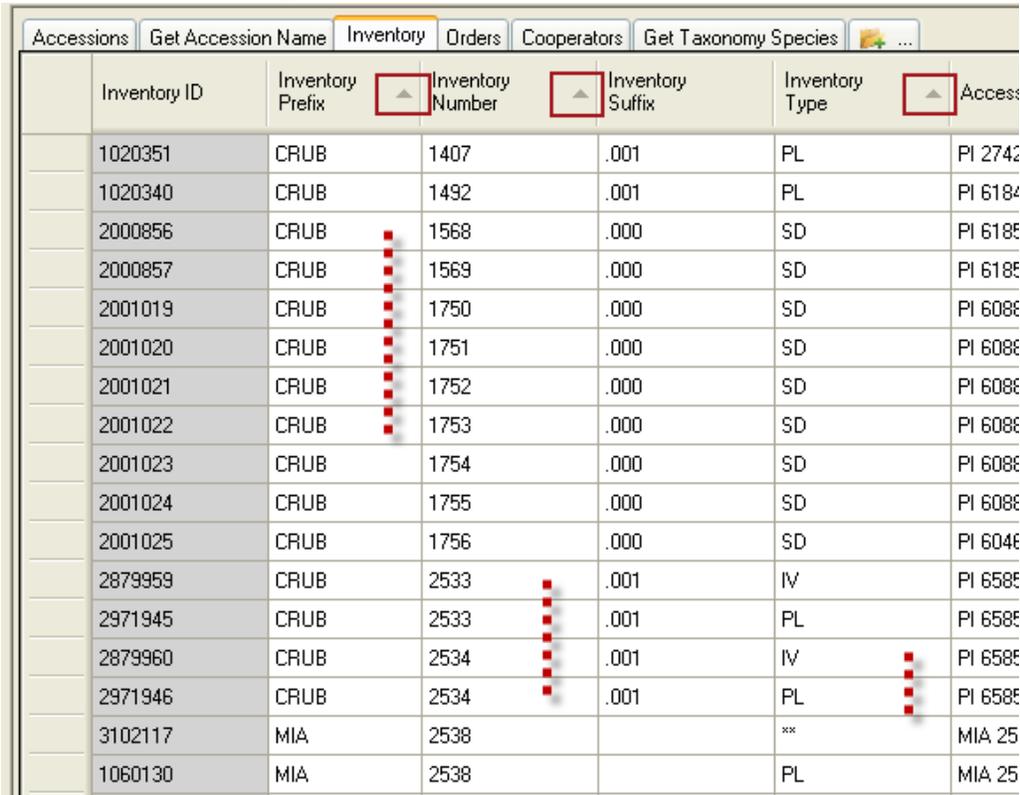
Do you know how to:

- Display a dataview that is currently not being displayed in the CT?
- Filter rows, so that you can specify which rows to display (or hide) within a list?
- Increase the response time, by modifying the Query Paging Size?
- Update your lookup tables, if necessary?

## Answering several questions asked since the previous webinar:

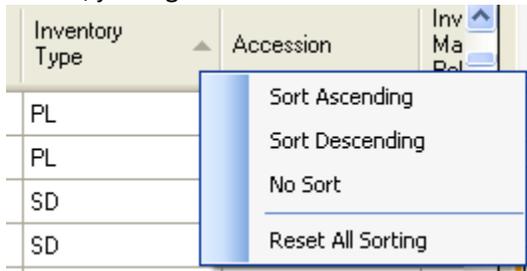
### 3. Sorting

One question that was asked: “Can you sort by multiple columns?” The answer is “yes.” Notice that there are icons next to several of the column heading names. The icons indicate that the column has been sorted in ascending order.



Inventory ID	Inventory Prefix	Inventory Number	Inventory Suffix	Inventory Type	Accession Number
1020351	CRUB	1407	.001	PL	PI 2742
1020340	CRUB	1492	.001	PL	PI 6184
2000856	CRUB	1568	.000	SD	PI 6188
2000857	CRUB	1569	.000	SD	PI 6188
2001019	CRUB	1750	.000	SD	PI 6088
2001020	CRUB	1751	.000	SD	PI 6088
2001021	CRUB	1752	.000	SD	PI 6088
2001022	CRUB	1753	.000	SD	PI 6088
2001023	CRUB	1754	.000	SD	PI 6088
2001024	CRUB	1755	.000	SD	PI 6088
2001025	CRUB	1756	.000	SD	PI 6048
2879959	CRUB	2533	.001	IV	PI 6588
2971945	CRUB	2533	.001	PL	PI 6588
2879960	CRUB	2534	.001	IV	PI 6588
2971946	CRUB	2534	.001	PL	PI 6588
3102117	MIA	2538		**	MIA 25
1060130	MIA	2538		PL	MIA 25

To sort, just right-click on the column heading, and select from the menu:



Notice that one option is **Reset All Sorting**, which of course clears all of the sorting. **No Sort**, when chosen, clears the sorting of the column whose heading you are currently clicking on.

#### 4. (Review) Search for sample records to review

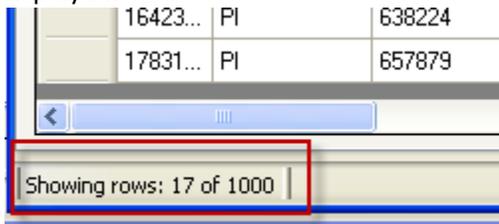
Practice doing a basic Search – find some existing records in the database. Type in the search **Taxon** QBE cell; click the **Search Now!** button. The records will be displayed in the **Search** window's grid.

Do you know what wild cards can be used in the QBE searches? If you are not sure, visit the CT User Guide, - check out the section

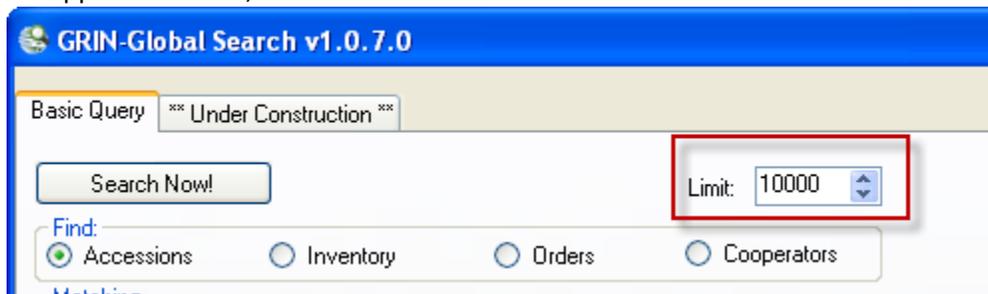
Feel free to experiment and use a taxon that you are familiar with or work with.

Several things to point out:

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:

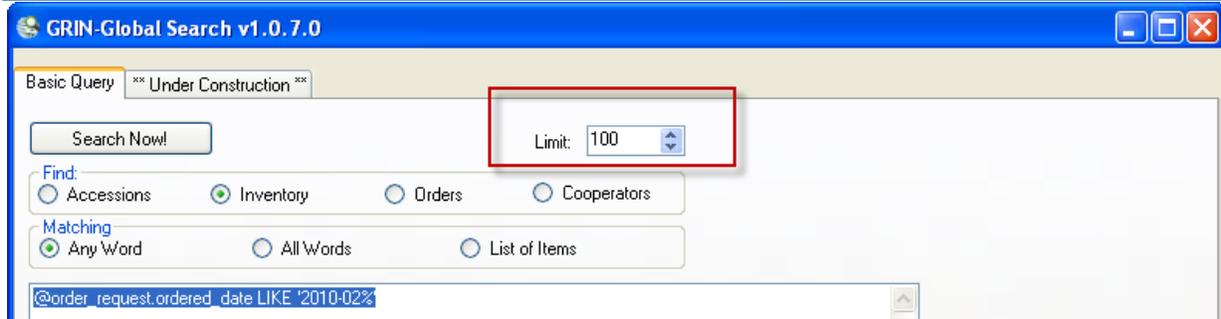


- Also, adjust the **Limit** when necessary. The default is 1000 records. Shown here, I have increased the upper limit to 10,000.



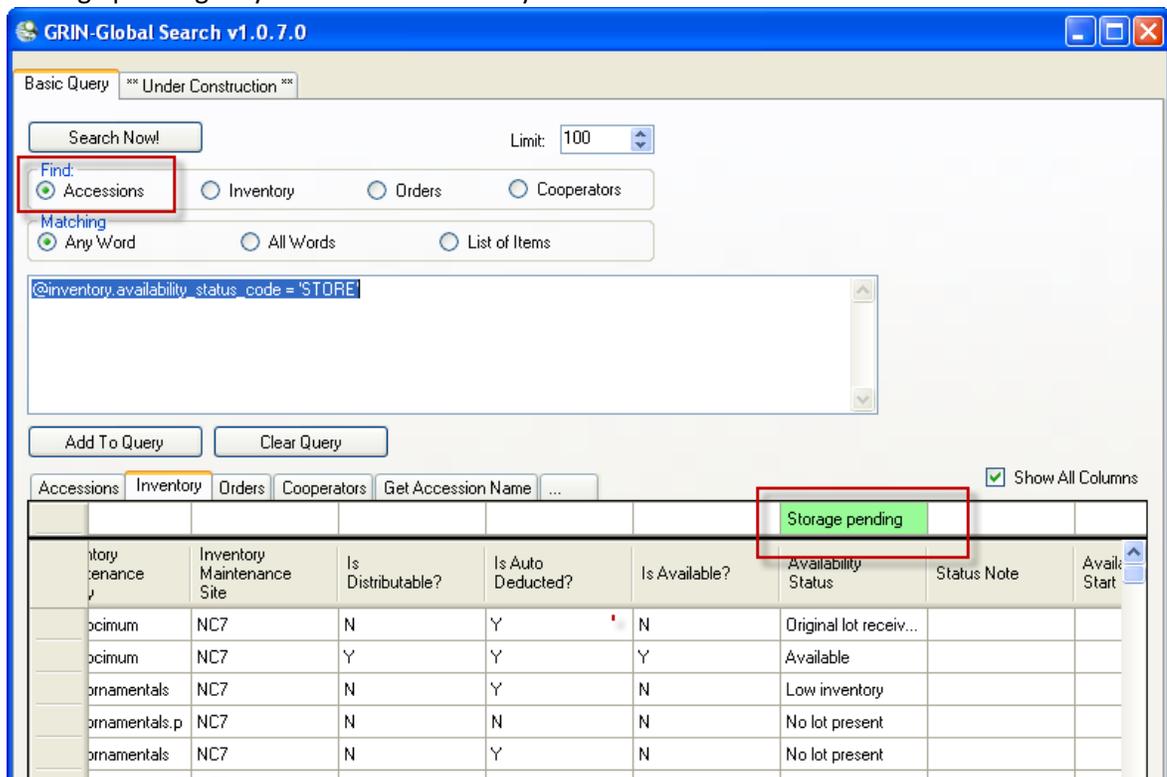
## 5. Searches

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

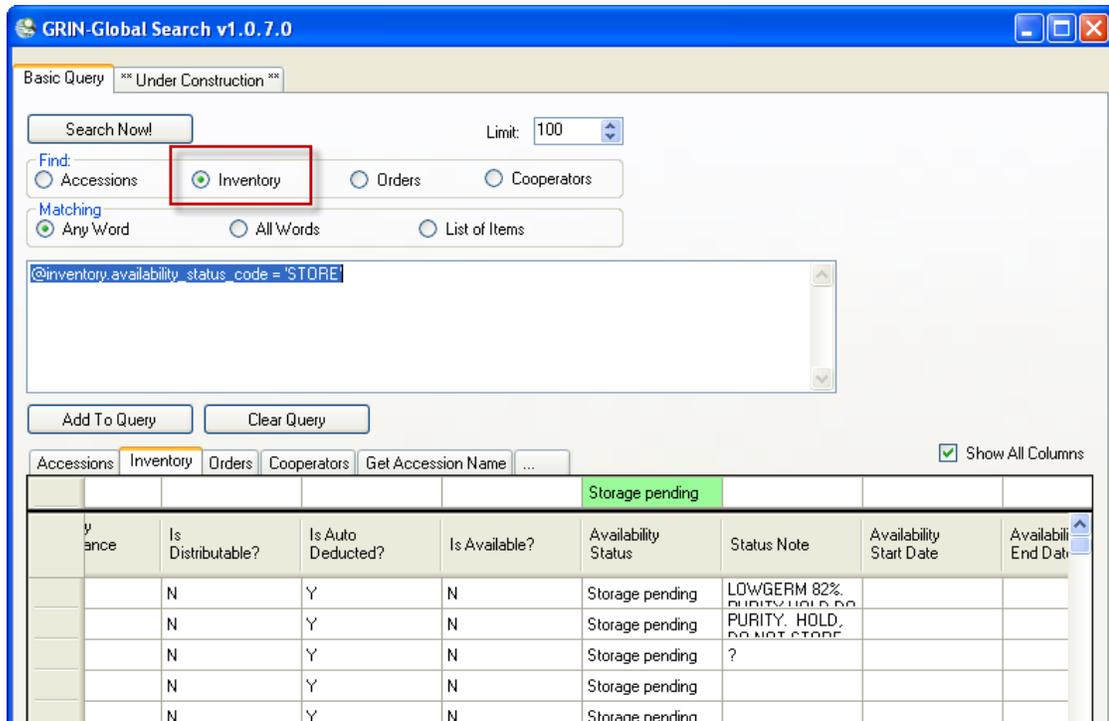


Do the following:

- Using the **Inventory** tab, use the **Inventory Status** field, and search for records whose status is “Storage pending” Try this two different ways:

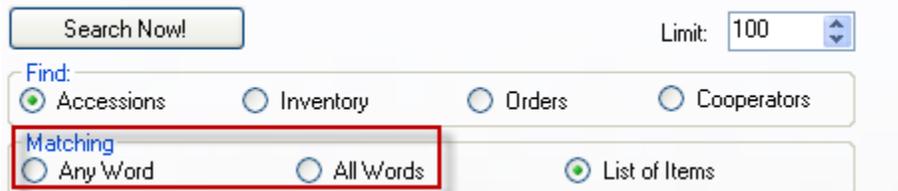


Now invoke the query again, but change the “resolver” (in the Find: option, change the option to Inventory):



Can you explain why you received two different sets of results? If you are not sure, you could practice dragging the results into lists in the CT to examine further. When you do that, switch between the Accession and Inventory dataviews.

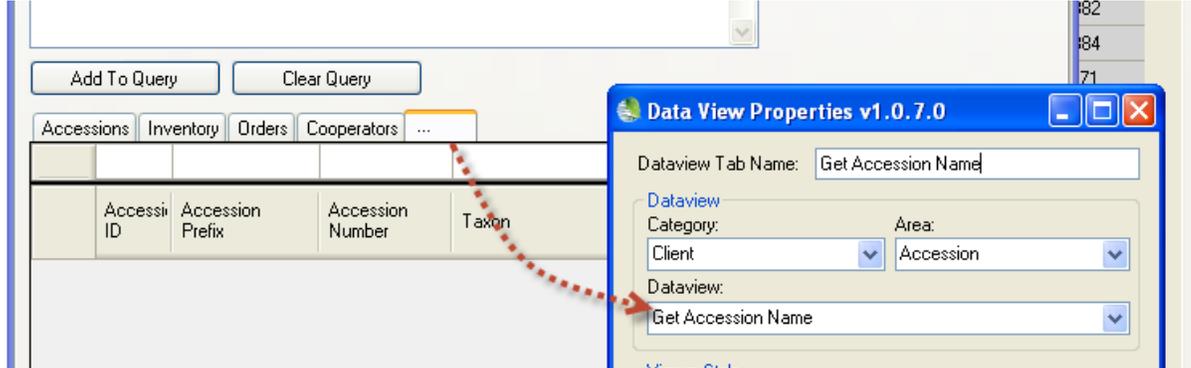
- b. Try several different searches using multiple criteria – in different QBE cells. Experiment with the two **Matching** options, **Any Word** and **All Words**, indicating OR and AND conditions.



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 open the **Accession 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.)

Internally a date is stored in the yyyy-mm-dd time... format, although in the U.S. English version the user sees the date displayed in the m/d/yyyy format. When searching, your search string in the QBE box needs to mimic the internally-stored version. For example, when searching for February records from 2010, enter the search string 2010-02\*. The query will return all February 2010 records. (Note: 2010\* produces all records for the year 2010, and 2010%02%14\* or 2010-02-14\* finds just February 14 2010 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:

