Attachment Wizard



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This document includes changes to the revised attachment wizard included in Curator Tool version 1.21.10.4 and later versions.



Please send any questions related to the wizard to <u>marty.reisinger@usda.gov</u> or <u>feedback@ars-grin.gov</u>.

The Appendix contains <u>change notes</u> pertaining to this document.

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Initial Tips



Before invoking the Attachment Wizard, configure your CT so that the *selected* GG records in the right panel, the datagrid, are the records to which the image/document files are to be attached.

Remember also that you can <u>drag files directly</u> from Windows Explorer to an item in a CT list.

In the example below, the user has the **Inventory** dataview active before invoking the Attachment Wizard. Images will be attached to the inventory records:

💐 GRIN-Global v1.21.10.4							
File Tools Help							
Q Search 🛠 Accession Wizard 🥂 Atta	achment	Wizard 🌋	Cooperator W	Vizard 🎸	Order Wizard	Viab	vility Wizard
Show lists from: Show All	Acces	sions	V Orders Coo	operators Get	Inventory Mair	ntenance Polic	cy Get Accession
Include Sub-Folders		Inventory ID	Inventory Prefix	Inventory Number	Inventory Suffix	Inventory Type	Accession
Session 5 ATTCH 🚒		5568022	MAR	1	RRG	**	MAR 1 RRG
ATTCH Root Folder		5568023	MAR	1	RRG	SD	MAR 1 RRG
MAR_22_RRG		5568064	MAR	1	RRG2022i	SD	MAR 1 RRG
MAR_21_RRG		5568135	MAR	1	RRG2	SD	MAR 1 RRG
· · · · · · · · · · · · · · · · · · ·	•	5568139	MAR	1	RRG3	SD	MAR 1 RRG
MAR_13_RRG MAR_24_RRG MAR_24_RRG MAR_17_RRG MAR_15_RRG MAR_1_RRG MAR_1_RRG_** MAR_1_RRG_SD MAR_1_RRG2022_SD MAR_1_RRG2SD MAR_1_RRG2SD MAR_1_RRG3_SD MAR_1_RRG3_SD MAR_1_RRG MAR_2_RRG MAR_5_RRG MAR_3_RRG MAR_3_RRG MAR_3_RRG MAR_3_RRG MAR_3_RRG MAR_3_RRG MAR_3_RRG MAR_3_RRG MAR_3_RRG MAR_3_RRG MAR_3_RRG MAR_3_RRG MAR_3_RRG MAR_3_RRG MAR_3_RRG	F J	Attachment V ile Accession Crop View Existing Attachme MAR MAR MAR	Vizard v1.21.10 () Inve Crop Trait Attachments I RRG3 SD 1 RRG2 SD 1 RRG2 SD 1 RRG SD 1 RRG **	0.4 entory O Crop Trait C Batch Files	O Accessii	on/Inventory (Taxonomy Far	Group (mily OTaxo



Ensure the name of the file being attached – the image, docx, PDF, etc., is correct. When attaching files to accessions or inventory, the wizard attempts to match the file's name with a corresponding inventory or accession identifier.



When referring to files being attached, throughout the text, rather than state "images/documents" we'll simply state "images" or "files." The attachment wizard will be referred to as either the **Attachment Wizard** or simply the "wizard."



Multiple wizard windows can be open simultaneously.

Background

The Curator Tool's **Attachment Wizard** can be used to upload images and other files (such as PDFs, spreadsheets, documents) to the GRIN-Global (GG) server.

However, besides uploading files, the **Attachment Wizard** also creates "attachment" records in the GG database. Each attachment record points to an uploaded file and makes it possible to document the attachment records with descriptions, dates, and other information pertaining to the image or document file. The public website can display this information (if the attachment record is designated as web visible.)

GRIN-Global has many attachment tables; prior to release 1.21.10.4, the attachment wizard uploaded attachments specifically with *inventory* records. The files were attached either to a physical inventory record or to an accession's system inventory record, but always in the GG's **acc_inventory_attach** table. The revised wizard, titled the **Attachment Wizard**, is very similar to the prior **Inventory Attachment Wizard** in appearance and has a few more options, but the main enhancement is the ability to attach to additional record types.



When attached to a system inventory record (**Inventory Type** **), the file is considered to be associated with the accession and not with a specific inventory lot.



If you are using an older CT version, prior to 1.21.10.4, use the <u>relevant documentation</u> which is available at the GG website.

Attachment Types

Beginning with release 1.21.10.4, the wizard can attach files to eight GG attach tables. GG attachment types to which uploaded files will be associated:

- Inventory
- Crop
- Crop Trait
- Crop Trait Code
- Method
- Accession Inventory Group
- Order Request
- Taxonomy Family
- Taxonomy Genus
- Taxonomy Species



URL links can also be treated as "attachments." However, they are added to the database in a different manner than physical file attachments. Refer to the <u>URL Links</u> section for details.

Attaching Files in the Curator Tool

Three basic methods exist for attaching files:

- 1. <u>Drag files directly</u> from Windows Explorer to an item in a CT list
- 2. <u>Drag files into the Attachment Wizard</u> (from Windows Explorer to an item in wizard)
- 3. <u>Use the Batch Files</u> method in the Attachment Wizard (this method opens a Windows Explorer window in which you can then select the containing folders or the files directly)

The first method is perhaps the simplest. The third method above is generally used when you have many files to be attached at one time.

Deleting Attachment Files



Don't confuse deleting the attachment *records* with deleting the attachments. Currently, if the attachment resides on a storage location that the Middle Tier has permission to delete the file, then the file will be removed from the storage location - but if the Middle Tier does not have permission to remove files, then the attachment file will remain at that location. However, the attachment record will be deleted.

In NPGS, all GG attachment files added via the attachment wizard can be deleted.

When looking at the grid in the attachment wizard, you are viewing the attachment records.

Accession Inventory Accession Crop Crop Trait C	ccession/Inventory Group	Order Re	quest ON	Nethod Save	Save and E
View Existing Attachments Batch Files				View	◯ Tile ◯ De
AIA/Humulus/2125442/Humulus_lupt AIA/Humulus/2125442/fut_01jpt AIA/Humulus/2125442/fut_01jpt AIA/Humulus/2125442/doc_xmple.pc 	Form View Grid View			<u> </u>	
 AIA/Humulus/2125442/poogle world AIA/Humulus/2125442/poogle world AIA/Humulus/2125442/hum_leaf.jpg AIA/Humulus/2125442/ears.jpg 	Accession Inventory	Accession	Inventory	Image Virtual Path	Thumbnail Virtual Path
AIA/Humulus/2125442/ears.jpg	Attach ID				
AIA/Humulus/2125442/ears.jpg	Attach ID 1246649	MAR 15 RRG	MAR 15 RRG **	AIA/Humulus/2125442/Humulus_lupulus_A	AIA/Humulus/21.
 AIA/Humulus/2125442/ears.jpg AIA/Humulus/2125442/paper.pdf AIA/Humulus/2125442/paper.docx 	Attach ID 1246649 1246647	MAR 15 RRG MAR 15 RRG	MAR 15 RRG ** MAR 15 RRG **	AIA/Humulus/2125442/Humulus_lupulus_A AIA/Humulus/2125442/fruit_01.jpg	AIA/Humulus/21. AIA/Humulus/21.
 AIA/Humulus/2125442/ears.jpg AIA/Humulus/2125442/paper.pdf AIA/Humulus/2125442/paper.docx 	Attach ID 1246649 1246647 246665	MAR 15 RRG MAR 15 RRG MAR 15 RRG	MAR 15 RRG ** MAR 15 RRG ** MAR 15 RRG **	AIA/Humulus/2125442/Humulus_lupulus_A AIA/Humulus/2125442/fruit_01.jpg AIA/Humulus/2125442/fruit_01	AIA/Humulus/21 AIA/Humulus/21
 AlA/Humulus/2125442/ears.jpg AlA/Humulus/2125442/paper.pdf AlA/Humulus/2125442/paper.docx 	Attach ID 1246649 1246647 246665 1246650	MAR 15 RRG MAR 15 RRG MAR 15 RRG MAR 15 RRG	MAR 15 RRG ** MAR 15 RRG ** MAR 15 RRG ** MAR 15 RRG **	AIA/Humulus/2125442/Humulus_lupulus_A AIA/Humulus/2125442/fruit_01.jpg AIA/Humulus/2125442/doc_xmple.pdf AIA/Humulus/2125442/doc_xmple.pdf	AIA/Humulus/21 AIA/Humulus/21 AIA/Humulus/21
 AlA/Humulus/2125442/ears.jpg AlA/Humulus/2125442/paper.pdf AlA/Humulus/2125442/paper.docx 	Attach ID 1246649 1246647 246665 1246650 1246650 1246667	MAR 15 RRG MAR 15 RRG MAR 15 RRG MAR 15 RRG MAR 15 RRG	MAR 15 RRG ** MAR 15 RRG ** MAR 15 RRG ** MAR 15 RRG ** MAR 15 RRG **	AIA/Humulus/2125442/Humulus_lupulus_A AIA/Humulus/2125442/fruit_01.jpg AIA/Humulus/2125442/doc_xmple.pdf AIA/Humulus/2125442/mar_1_2018-09-04 AIA/Humulus/2125442/google world cup.png	AIA/Humulus/21 AIA/Humulus/21 AIA/Humulus/21 AIA/Humulus/21 AIA/Humulus/21
AlA/Humulus/2125442/ears.jpg AlA/Humulus/2125442/paper.pdf AlA/Humulus/2125442/paper.docx	Attach ID 1246649 1246647 246655 1246650 1246650 1246667 1246667	MAR 15 RRG MAR 15 RRG MAR 15 RRG MAR 15 RRG MAR 15 RRG MAR 15 RRG	MAR 15 RRG ** MAR 15 RRG **	AIA/Humulus/2125442/Humulus_lupulus_A AIA/Humulus/2125442/fruit_01.jpg AIA/Humulus/2125442/doc_xmple.pdf AIA/Humulus/2125442/mar_1_2018-09-04 AIA/Humulus/2125442/google world cup.png AIA/Humulus/2125442/hum_leaf.jpg	AIA/Humulus/21 AIA/Humulus/21 AIA/Humulus/21 AIA/Humulus/21 AIA/Humulus/21 AIA/Humulus/21
AlA/Humulus/2125442/ears.jpg AlA/Humulus/2125442/paper.pdf AlA/Humulus/2125442/paper.docx	Attach ID 1246649 1246647 246655 1246650 1246657 1246667 1246667 1246666	MAR 15 RRG MAR 15 RRG MAR 15 RRG MAR 15 RRG MAR 15 RRG MAR 15 RRG MAR 15 RRG	MAR 15 RRG ** MAR 15 RRG **	AIA/Humulus/2125442/Humulus_lupulus_A AIA/Humulus/2125442/fruit_01.jpg AIA/Humulus/2125442/fruit_01.jpg AIA/Humulus/2125442/mar_1_2018-09-04 AIA/Humulus/2125442/google world cup png AIA/Humulus/2125442/hum_leaf.jpg AIA/Humulus/2125442/ears.jpg	AIA/Humulus/21 AIA/Humulus/21 AIA/Humulus/21 AIA/Humulus/21 AIA/Humulus/21 AIA/Humulus/21 AIA/Humulus/21
AlA/Humulus/2125442/ears.jpg AlA/Humulus/2125442/paper.pdf AlA/Humulus/2125442/paper.docx	Attach ID 1246649 1246647 246665 1246650 1246667 246666 1246666 1246648	MAR 15 RRG MAR 15 RRG	MAR 15 RRG ** MAR 15 RRG **	AIA/Humulus/2125442/Humulus_lupulus_A AIA/Humulus/2125442/fruit_01.jpg AIA/Humulus/2125442/fruit_01.jpg AIA/Humulus/2125442/mar_1_2018-09-04 AIA/Humulus/2125442/google world cup.png AIA/Humulus/2125442/google world cup.png AIA/Humulus/2125442/ears.jpg AIA/Humulus/2125442/ears.jpg	AlA/Humulus/21 AlA/Humulus/21 AlA/Humulus/21 AlA/Humulus/21 AlA/Humulus/21 AlA/Humulus/21

To delete an attachment record, click in the left row header cell(s) to select records to be deleted; press the **Delete** key; click on the **Save** or **Save and Exit** buttons. Hold the **CTRL** key when clicking to select multiple records, or SHIFT for contiguous records (rows).

Main Wizard Window

The image below illustrates a wizard window when initially opened. In this example the CT's folder in the left panel was empty and therefore no records were listed in the grid on the CT's right panel. Because of this situation, the wizard's default radio button, **Inventory**, has been selected:





Since the 11 attachment types are selected by using their respective radio buttons, this implies that only one type may be attached at one time.

When you drag/drop a file into the wizard when the **Accession** radio button is selected, the wizard will assign the file to the system inventory record (type = **) regardless of which child inventory the file was dragged onto.

If you drag the same file onto a (physical) inventory record when the **Inventory** radio button is selected, the wizard will assign it to the inventory record that the file was dragged onto.

Steps when using the Wizard (Summary)

Steps:

- in the CT's left list panel, start with a folder (list) of items pointing to one of the valid record types that can have attachments
- 2. in the right panel (the datagrid area), have the corresponding dataview active (Crop dataview if attaching to crops, etc.) and select the records with which you intend to attach files
- 3. invoke the Attachment Wizard
- 4. either highlight and select images in Windows Explorer and drag them to a folder icon in the wizard's left panel, or click the wizard's **Batch Files...** button



When using the Batch Files method, the Windows names of the folder/files are critical. When dragging files to the wizard and attempting to attach to a crop, the manual drag will work

regardless of the path/filename. But when using the Batch Files method, the wizard looks for a match to the item selected in the CT list and if there isn't a match, the attaching will fail.

Viewing Images and Filetypes in the Public Website

Images

Accession image displays on the search results page:

	γ	γ							
Simple Search	List Search	Advanced Searc	ch Results						
our query includ	ed: All accession	ns MAR 5 RRG							
] View Observa	tion Data								
elected item(s) b	Add to Ca	rt Add to Wish List	View Accession	n Details					
								S	
Basic Info	Source Info Show	v all columns Show/h	nide columns S	how 10 rows Exc	el			Search:	
Showing 1 to 1	of 1 entries								Previous
			KONOMY \$	ORIGIN 🔶	REPOSITORY	÷	IMAGE	¢	AVAIL
□ M4	NR 5 RRG	MAR 5 RRG Hum var. l	ulus lupulus L. upulus		NC7			¥	Not Avai
	Simple Search our query includ O View Observa elected item(s) b Basic Info Showing 1 to 1 M4	Simple Search List Search our query included: All accession View Observation Data elected item(s) below: Add to Ca Basic Into Source Into Show Showing 1 to 1 of 1 entries ACCESSION MAR 5 RRG	Simple Search List Search Advanced Search Dur query included: All accessions MAR 5 RRG IView Observation Data Add to Cart Add to Wish List elected item(s) below: Add to Cart Add to Wish List Basic Info Source Info Show all columns Show/n Showing 1 to 1 of 1 entries Accession NAME TA) MAR 5 RRG MAR 5 RRG MAR 5 RRG Hum	Simple Search List Search Advanced Search Results Dur query included: All accessions MAR 5 RRG Diver Observation Data Divery Observation Data Basic Info Search Add to Cart Add to Wish List View Accession Basic Info Source Info Show all columns Show/hide columns S Showing 1 to 1 of 1 entries Accession NAME Taxonomy Image: Column Structure MAR 5 RRG MAR 5 RRG Humulus lupulus L. var. lupulus Var. lupulus Var.	Simple Search List Search Advanced Search Results Dur query included: All accessions MAR 5 RRG Diver Observation Data Divery Observation Data Basic Info Search Add to Cart Add to Wish List View Accession Details Basic Info Source Info Show all columns Show/hide columns Show 10 rows Exc Showing 1 to 1 of 1 entries Accession NAME TAXONOMY ORIGIN Image: Column Search MAR 5 RRG MAR 5 RRG Humulus lupulus L. var. lupulus Var. lupulus Var. lupulus Var. lupulus	Simple Search List Search Advanced Search Results Dur query included: All accessions MAR 5 RRG DView Observation Data elected item(s) below: Add to Cart Add to Wish List View Accession Details Basic Info Source Info Show all columns Show/hide columns Show 10 rows Excel Showing 1 to 1 of 1 entries Accession NAME TAXONOMY ORIGIN REPOSITORY MAR 5 RRG MAR 5 RRG Humulus lupulus L var. lupulus NC7	Simple Search List Search Advanced Search Results Dur query included: All accessions MAR 5 RRG DView Observation Data elected item(s) below: Add to Cart Add to Wish List View Accession Details Basic Info Source Info Show all columns Show/hide columns Show 10 rows Excel Showing 1 to 1 of 1 entries	Simple Search List Search Advanced Search Results Dur query included: All accessions MAR 5 RRG DView Observation Data elected item(s) below: Add to Cart Add to Wish List View Accession Details Basic Info Source Info Show all columns Show/hide columns Show 10 rows Excel Showing 1 to 1 of 1 entries	Simple Search List Search Advanced Search Results Dur query included: All accessions MAR 5 RRG Add to Cart Add to Wish List View Accession Details PView Observation Data Add to Cart Add to Wish List View Accession Details Basic Info Source Info Show All columns Show/hide columns Show 10 rows Excel Showing 1 to 1 of 1 entries Accession NAME TAXONOMY ORIGIN REPOSITORY IMAGE MAR 5 RRG MAR 5 RRG Humulus lupulus L. var. lupulus NC7 Image: Cart Cart Cart Cart Cart Cart Cart Cart

When the image is clicked, if more images exist, image thumbnails will be displayed:



Non-image attachments, such as PDFs, will be listed on the **Other** tab of the Accession detail page. "Document" is the default text for the link; supply a Description to provide meaningful text.

Summary Passport	Taxonomy Other Pedigree	IPR	Observation
Annotations	6		Pathogens
Other Links			Vouchers
Document Document			
Actions			

Details for:	MAR 5 RRG	à, Humulus l	upulus L.	var. <i>lupulu</i>	s, MAR	5 RRG
Summary	Passport	Taxonomy	Other	Pedigree	IPR	Observat
			_		<u> </u>	
Annotatio	ons					P
Other Lin	cs					V
Document						
Doc with n	nany illustrati	ons				
		5				
Actions						



Viewing Existing Images (and other File Types) in the CT

The attachment wizard can be used to view existing images previously related to items listed in the Curator Tool.

In the CT's left list panel:

- in the left List Panel, start with a list of items pointing to any of the valid record types that can have attachments / select the folder or list item
- 1. in the right panel, the datagrid, have the respective dataview active and select the records with which you intend to attach files
- 2. invoke the **Attachment Wizard**
- 3. click the wizard's View Existing Attachments checkbox

In the following example, a **Crop** item is selected in the CT's left List Panel. Notice how the **Crop** radio button in the wizard is active. Shown here, the user clicked the **View Existing Attachments** (4) box to display the images:

J	Show lists from: Show All	Get In	ventory Maintenance	Policy Get Accessio	Source Get Crop	Get Code Value La	anguage Get Acces	sion Inventory Atta
1	Reisinger, Martin A., Reisinger Resc 🗸		,			J		
ľ	Destude Cole Folders	1	Crop ID	Crop	Note	Created Date	Created By	Modified Date
1	Include Sub-Folders		418	BUCKWHEAT	Contains	1/27/2017 11:17	Leon, Blanca, U	1/5/2021 7:27 A
I	Session 5 ATTCH 🚒 💶			_	information on			
	ATTCH Root Folder		🖳 Attachment Wi	izard v1.21.10.4	9			
	E CROP		File					
			Attachment Type	O Inventory	O Accessi	on/Inventory Group	O Order I	Request
			Crop 0 0	Crop Trait O Cro	p Trait Code	Taxonomy Family	O Taxonomy Gen	us 🔿 Taxon
	100 New List (4) 100 New List (5)		ew Existing At	tachments Ba	ch Files			
	🕅 New List (6)	4	E Attachment	ts	BL	JCKWHEAT		
I			BUCK	WHEAT	AT (222			
			🖉 cro	p_attach/BUCKWHE	AT/330px-Ja			

Selective Viewing of Attachments

When you have many attachments, it is possible to select attachment records from a list in the datagrid and then launch the Attachment Wizard.

SRIN-Global v1.21.10.4					
File Tools Help					
Q Search 🛠 Accession Wizard	K A	ttachment Wizard	Cooperator V	Vizard 炎 Ord	er Wizard 🏾 🏹 Viability Wizard
Show lists from: Show All Martin A., Reisinger Resource Group, Inc. ~	Get A	ccession Inventory	Attach Get Web Order	Request Get Crop	p Attach Get Crop Get Crop Trait Get Inventory Viability
Include Sub-Folders		Accession Inventory Attach ID	Accession	Inventory	Image Virtual Path
Session 5 ATTCH 🚒 • •		1246700	MAR 5 RRG	MAR 5 RRG **	AIA/Humulus/2125421/mar_5_rrg_03.jpg
MAR_23_RRG A		1246701	MAR 5 RRG	MAR 5 RRG **	AIA/Humulus/2125421/mar_5_mg_flower_01_jpg
MAR_25_RRG		1246702	MAR 5 RRG	MAR 5 RRG **	AIA/Humulus/2125421/mar_5_mg_flower_02_jpg
MAR_3_RRG		1246707	MAR 5 RRG	MAR 5 RRG **	AIA/Humulus/2125421/flower_02.jpg
B MAR_4_RRG		1246709	MAR 5 RRG	MAR 5 RRG **	AIA/Humulus/2125421/paper.pdf
MAR_5_RRG_**		1246710	MAR 5 RRG	MAR 5 RRG **	AIA/Humulus/2125421/paper wth pictures.docx
MAR_5_RRG_SD		1246711	MAR 5 RRG	MAR 5 RRG **	https://npgsweb.ars-grin.gov/trac/GG/ticket/2356
MAR_5_NING_50	Þ	1246712	MAR 5 RRG	MAR 5 RRG **	http://grin-global.org/

Click the Attachment Wizard icon to see only the three highlighted records:

2	🛃 Attachment Wizard v1.21.10.4		- 🗆 ×
E	File		
	Attachment Type O Accession Inventory O Accession/Inv	ventory Group Order Request O Method	Save Save and Exit
	O Crop O Crop Wait O Crop Trait Code O Taxon	omy Family O Taxonomy Genus O Taxonomy Species	
	View Existing Attachments Batch Files		View O Large O Small O List O Tile O Details
	Attachments MAR 5 RRG ** Mark 5 RRG ** Mark 1 RRG ** AlA/Humulus/2125421/flower_02.jpg AlA/Humulus/2125421/paper wth pictures.docx	MAR 5 RRG ** http://grin-global.org/	flower_02jpg paper wth pictures.docx

Editing Attachment Records

If you own the attachment records or have the permission to edit the records, you can view them in the attachment wizard, make the changes in the respective fields, and then save the records. Either wizard view tab may be used (**Form View** or **Grid View**).

Canceling Changes

One way to cancel changes is to close the wizard window before saving:



Errors

When Attaching

If the Wizard cannot determine which GG record to attach to, an error message will display:



In the wizard's **Grid View** tab, information about the error can be viewed by rolling the mouse over the red "I." Other indicators will be visible. A valuable clue occurs when a "-1" displays instead of an actual GG item. Also, instead of pointing to a pathname on the server, the path will be to your PC's drive (C: below).

🖳 Attachment Wizard v1.21.10.4		
File Attachment Type Attachment Type Accession Crop Crop Crop Crop Crop Crop Crop Cro	Order Request O Method Taxonomy Genus O Taxonomy Species	Save Save and Ex
View Existing Attachments Batch Files		View
Ames 35644 21ncao01 SD Ames 35644 21ncao01 SD 2 fnt Anter State Copy jpg	Ames 3564 21ncao01 SD	
	Form View and View Accession Inventory Image V Path Accession Inventory Path	firtual Thumbnail Virtual Path Sort Order A Title
		DOCUM. C:VaG_DOCUM

To resolve, examine the filename. Most likely there is a typo of some sort in the name, or the GG item (such as an accession or inventory identifier in this case was completely missing). Another possibility is that you need to review the <u>name parsing options</u>.

When using the wizard's **Batch Files** method, the names of the folder/files are critical. When dragging files to the wizard and attempting to attach to a crop, the manual drag will work regardless of the path/filename. But when using the Batch Files method, the wizard looks for a match to the item selected in the CT list and if there isn't a match, the attaching will fail.

In the following example, the user is using the **Batch Files** button to select some files from a Windows folder. Unfortunately, the folder name in Windows is misspelled (3rd image). The second image with the **-1** next to the folder icon is a visual clue that this attachment is not working properly.

File Tools Help Q Search KAccession Wizard KAtt	tachment Wizard	or Wizard 🏾 🍝 Order Wiz	zard 🏾 🏹 Viability Wiza	rd
Show lists from: Show All Accession	ons Inver Attachment Wizard on	Get Inventory Maintenance	Policy Get Accession Sou	rce Get Crop Get Code Value I
Induit A., Heisinger Resource Group, Inc.	Crop ID Crop	Note Crea	ted Date Created By	Modified Date Mod
	418 BUCKWHEAT	Contains 1/27	2017 11:17 Leon, Blanc	a, U 1/5/2021 7:27 AM SYS
Session 5 ATTCH A cot Folder				
Attachment Wizard v1.21.10.4				×
File				
Attachment Type Accession Inventory Accessio	ion/Inventory Group Order F	Request O Method		Save Save and Exit
Crop	Taxonomy Family O Taxonomy Gen	us O Taxonomy Species		
View Evicting Attachmente Batch Files			View	
Attachments			Large () Small	O List O Tile O Details
google world cup png	X		• •	
→ • ↑ 🖡 > This PC > Windows (C:) >	aGG_EXAMPLES > MAR 15	RRG > BUCKWHEET		
images_for_attaching_xrcises_misc				
Kevins stuff				
MAR 15 RRG			A	
BUCKWHEET	PDF		Ğ 🦲 gle	all the
📙 martysfavs_sampledata	doc_xmple.pdf	ears.jpg	google world	hum_leaf.jpg
📜 reports			cup.png	

Error Example: Filename Not Matching the Designated Delimiter

In the following example, the name next to the paperclip icon looks like it would match a valid accession identifier: MAR 24 RRG. However, when reviewing the parsing option, the wizard has been configured to work with the underscore character (2nd image below).

🚽 Attachment Wizard v1.21.10.4			
File			
Attachment Type Accession Inventory	Accession/Inventory (Group 🔿 Order Requ	uest C
○ Crop ○ Crop Trait ○ C	rop Trait Code 🛛 🔿 Taxonomy Far	mily 🔿 Taxonomy Genus	
View Existing Attachments	Jatch Files		
de Options	— 🗆 ×		
Attachment File Filters			
Include: (e.g. *.jpg; *.png; *.gif; *.xlsx; *.doo	:x; *.pptx; *.pdf; *.txt; *.rtf; *.zip)	1	
Exclude: (e.g. *.tif; *.tiff; * t.jpg)	.ppt; .pptx; .pdf; .txt; .rtf; .zip; .jpeg		
*.tif; *_t.jpg; *.exe; *.dll] .	
File Name Automation			
◯ Smart Parsing □ Case Sensitive	Ignore Folder Names		
Delimited Parsing Token Delimiters			
	Dash		
Space	Other		
00_data_for_parsing_testing_wiza	ard > Marty's Testing > Marty	/'s Testing 🔉 DelimitedExa	amples
∧ □ Name	Date	Туре	Size

When the filename was edited and the spaces were replaced with underscore characters, the attaching worked properly:

🖳 Attachment Wizard v1.21.10.4	
File	
Attachment Type Accession Inventory Accession/Inventor	y Group Order Request O Method
O Crop O Crop Trait O Crop Trait Code O Taxonomy	Family O Taxonomy Genus O Taxonomy Species
View Existing Attachments Batch Files	
- MAD	24 PBC **
AIA/Humulus/2125451/MAR_24_RRG jpg	24 KU

10/7/0010 0.10 AM

25644 24.

Tags

Known Bugs

Not Displaying the Attachments

Sometimes after images have been attached, as a user you may click on another **Attachment Type** radio button. That action frequently impacts the display of the attachments; you may need to close the wizard and then reopen.

Folder and File Naming Conventions – Important!

The file name *or the folder name* of the folder containing the files to be attached is critically important, especially when using the Batch Method to attach files with GG records.

The wizard uses programmed logic in the process of uploading images or attachments. The wizard evaluates the Windows folder name and / or the actual file names to determine which GG items to attach.

Shown below, the default radio button **Inventory** is selected:

🛃 Attachment Wizard v1.21.10	.4			
File				
Accession Inve	ntory)	Accession/Inventory Group	Order Reques	st O Method
O Crop O Crop Trait	Crop Trait Code	O Taxonomy Family	O Taxonomy Genus	O Taxonomy Species
View Existing Attachments	Batch Files			
Attachments				

When associating images with inventory records, the wizard evaluates the filename and searches for a matching inventory identifier.

Inventory identifiers consist of 4 components - Inventory:

- -prefix
- -number
- -suffix
- -form type

Accession identifiers use 3 components - Accession:

- -prefix
- -number
- -suffix

Folder Paths Can Impact the Attaching

When either the **Accession** or **Inventory** radio buttons are selected, the CT and the wizard are looking for matches by filenames, but when a match isn't found, the CT software reviews the Windows name of the *folder* where the image files have been stored. The software not only looks at the Windows folder with the files, but when attempting to match files/folders with GG items, the software will look "up the path" – if the software can't find a name in an image file's parent folder, it will look at the folder's parent folder, etc.

In this example, files are in the 00_pix folder, but its parent folder is **MAR 15 RRG** which matches an Accession identifier in the database.



Filename Components

A file name can contain important information interpreted by the wizard. File naming components can be used to fill certain fields in the GG attachment record. For example, you can indicate by the image's filename that it is a flower.



The wizard has three parsing options available that guide the wizard when it attempts to match file names with corresponding GG names. The default option is *Smart* parsing. This basically means that the wizard will look for either underscore or space characters to separate the filename components. If your Windows file names use characters other than underscores or spaces, review the *Parsing File Names* section.

We mentioned previously that the CT uses the folder or file name to match to an inventory record. File naming options can also include a plant part, an order number, and a date (such as the date the photo was taken). For example, the following name is indicating the inventory PI 500000 tr05az SD, January 1, 2005, sort order is 1, and flower. \pi 500000 tr05az SD 01-01-2005 01 flower.jpg

When associating with Accession or Inventory records, you must include the *inventory or accession identifier (in the filename or pathname);* all of the other filename components are optional.

Component	Format	Example
inventory identifier* (& underscore)	<pre>inventory_number_part1 + "_" + inventory_number_part2 + "_" + inventory_number_part3 + "_" + form-type-code + "_"</pre>	pi_500000_tr05az_sd_
accession identifier* (& underscore)	accession_number_part1 + "_" + accession _number_part2 + "_" + accession _number_part3 + "_"	PI_500000_

date (& underscore) (optional)	mm-dd-yyyy + "_" (more info: <u>Attach Date)</u>	01-01-2005_
sort_order (& underscore) (** optional)	nn + "_" (more info: <u>Sort Order)</u>	01_
plant_part (optional)	(more info: <u><i>Plant Part</i></u>); not exclusively plant parts)	flower

* When attaching to Accession or Inventory items, if the identifier is not part of the filename, then the identifier must be the folder name.

** Unique image order numbers make it possible to have multiple images for the same inventory, plant part, and date.

When using the <u>Batch Files method</u>, if your folders are setup in a fashion similar to the following, with each folder named after an accession, you can use the IMAGES folder to attach all the attachment files from the folders to their respective accessions.

	MAGES	✓ 🖒 Search IN	MAGES
DATA	^ Name	Date modified	Туре
⊳ IL HAR STO	NAR_1	9/5/2018 4:12 PM	File folder
A IMAGES	I PI_558601	9/5/2018 4:20 PM	File folder
MAK_I	👢 PI_558665	9/5/2018 4:24 PM	File folder
PI_558665	👢 PI_558681	9/5/2018 4:25 PM	File folder
PI 558681	📕 PI_558693	9/5/2018 4:22 PM	File folder
▶ PI_558693			

Another example where each folder name matches an accession identifier:

Panes	Layout	Current view	Sho
\leftarrow \rightarrow \checkmark \uparrow 📜 \Rightarrow This PC \Rightarrow Windows (C:) \Rightarrow a	aGG_EXAMPLES > files_to _attach	>	
🧎 files_to _attach 🔨	Name ^	Date r	nodified
📙 PI 698720	PI 698720	11/22	/2021 6:25 PM
📙 PI 698721	PI 698721	11/22	/2021 6:26 PM
📙 PI 698722	📙 PI 698722	11/22,	/2021 6:27 PM

In each folder, files are stored. For example, the *folder* PI 698720 contain five files:





The **Inventory Type c**ode for all system inventory records in GRIN-Global is **. Since Windows does not allow asterisks (*) to be used as a Windows filename character, specify the accession identifier (use only accession –prefix, –number, and –suffix).

In this case, the wizard attaches the files to the system inventory record, therefore associating the files with the accession, not a specific inventory record.

In the wizard, you can also use an inventory identifier (the four components: prefix, number, suffix, and Inventory Type), and use the Accession radio button.



Example when Windows files are dragged to a CT List Item

In the above example, the user clicked on the Windows Explorer **misc** folder. Notice that **misc**'s parent folder is **MR_24_RRG**.

The user clicked and then dragged **misc** to the CT and dropped on the **MR_24_RRG_SD** item which points to an inventory record. Since neither **misc** nor its parent folder **MR_24_RRG** matched the **MR_24_RRG_SD** item, but matched the accession, the image files were attached to the accession's system inventory record, **MR_24_RRG_****



- All attached files (for all inventory_ids) for the same accession_id are stored in the same folder
- The wizard looks for an inventory identifier (Prefix, Number, Suffix, Inventory Type) within the filename; when not found, the wizard will review the folder name

(pathname). It will look "up the path"– if it can't find a name in the parent folder, it will look at the parent's parent folder, etc.

When the attaching of the source files is successful, the wizard names the server destination location during the attachment process with a virtual pathname. In this example, the accession_inventory_attachment dataview is displaying the paths:

Acce	ssions Inventory O	rders Cooperators	Get Accession Inver	tory Attach 🚒		
	Accession Inventory Attach ID	Accession	Inventory	Image Virtual Path	Thumbnail Virtual Path	Sort Order
F	541459	MR 1 RRG	MR 1 RRG **	AIA/Vitis/72/1958772/mr_1_mg_flower01.jpg	AIA/Vitis/72/1958772/mr_1_rg_flower01_thumbnail.jpg	
	541461	MR 1 RRG	MR 1 RRG **	AIA/Vitis/72/1958772/mr_1_rrg_fruit.pdf	AIA/Vitis/72/1958772/mr_1_rrg_fruit_thumbnail.pdf	
	541460	MR 1 RRG	MR 1 RRG **	AIA/Vitis/72/1958772/mr_1_rrg_flower02.jpg	AIA/Vitis/72/1958772/mr_1_rrg_flower02_thumbnail.jpg	
	541462	MR 1 RRG	MR 1 RRG **	AIA/Vitis/72/1958772/mr_1_rrg_fruit_01.jpg	AIA/Vitis/72/1958772/mr_1_rrg_fruit_01_thumbnail.jpg	

The text "**AIA**" is used at one level to indicate an Accession Inventory Attachment. The wizard determines the genus of the accession and uses genus for the next level of the pathname. In the following example, the 96 is a random number generated by the software to subdivide folders, ensuring that only a limited number of files are stored in any one folder.





"AIA" is the folder name only used with files stored as accession and inventory attachments. In this attachment wizard, the biggest change was the ability to attach to other attachment tables. These all use different folder names. For details, see <u>Appendix B: Attachment Locations</u>.

What Types of Files Can be Attached?

The wizard window has a menu with one item, **File**, which in turn has one item, **Options...**. The primary reason for selecting **File | Options...** is to indicate which file extensions the wizard can handle ("Include").



File Include and Exclude Filters

Include

The list of possible file extensions has been seeded with many file types that are most likely to be added as attachments.

🚽 Options		<u></u>		×
Attachment File Filten Include: (e.g. *.jpg	; *.png; *.gif; *.xlsx; *.docx; *.pptx; *	.pdf; *.txt; *.rtf; *.z	ip)	
*.jpg; *.png; *.gif; *.xl	s; *.xlsx; *.doc; *.docx; *.ppt; *.pptx	; *.pdf; *.txt; *.rtf; '	*.zip; *.jpeg	
Exclude: (e.g. *.tif;	*.tiff; *_t.jpg)			
*.tif; *_t.jpg; *.exe; *.e				
File Name Automation	Case Sensitive Ignor	re Folder Names		
Delimited Parsing	Token Delimiters 7: 0 9: 0		0	
		ОК	Cano	cel

However, if you need to specify additional file types, add the file extension to the list by supplying the semicolon separator (;), an asterisk (*), period (.), and the extension. For example, if you needed to add .JPEG, you would consider the following:

```
*.jpg; *.png; *.gif; *.xls; *.xlsx; *.doc; *.docx; *.ppt; *.pptx; *.pdf; *.txt; *.rtf; *.zip; *.JPEG
```

where the red text indicates the new file extension to be included.



The above *.JPEG is used as an example. However, the .JPEG extension has been added to this list since version v1.22.8.24.

Exclude

This list has a few obvious file types that need to be excluded. As with the **Include** option, if you need to specify additional file extensions to the existing list, do so in the same manner as described above.

Frequently Asked Questions

FAQ 01 How do you attach multiple images to more than one accession?

What is the easiest method to have the same image of .PDF file be attached to multiple GG records?

One way would be to simply repeat the action of dragging and dropping the same image(s) from Windows Explorer to either CT items, dropping on each CT item (repeatedly), or drag them, one folder at a time, to an item listed in the wizard. However, there is a method (requiring some setup work in Windows Explorer), to configure the folders and attachment files a certain way, before using the attachment wizard. Described below:

In Windows Explorer...

- create the folders (see <u>Appendix A: Making a Batch of Folders</u> for a quick method when you need to create many folders)
- name the folders to match the identifiers (use a trailing underscore (_))
- group the folders under one folder such as "BATCH-MAY8"
- copy the same file(s) into each folder (use CTRL + C to copy the source file(s); paste the file(s) at each target folder, using (CTRL + V)

In the Curator Tool...

- select the records in the datagrid that will get the attachments
- use the wizard's Batch Files method to select the folder "BATCH-MAY8"



🌲 GRIN-Global v1.21.10.4										
File Tools Help										
Q Search 🛠 Accession Wizard 🌾	Attachme	ent Wizard 🧯	Coope	erator W	izard 🌾 Order Wiza	ard 🌿 Via	ability	Wizard		
Show lists from: Show All	Get Site	Accessions	Inventory	Orders	Get Order Request Item	Cooperators	Get N	Method (Get Method	d Attach
Inger, Warun A., Reisinger Resource Group, Inc. V		Accession ID	Digita Identi	al Object ifier	Accession Prefix	Accession Number	^	Access Suffix	ion	Taxor
ATTCH S/H Descriptors 🚒		2125422			MAR	6		RRG		Humul
E-B ATTCH Root Folder		2125423			MAR	7		RRG		Humul
MAR Accessions		2125425			MAR	9		RRG		Humul
		2125448			MAR	21		RRG		Humul
MAR_7_RRG		2125449			MAR	22		RRG		Humul
· → ✓ MAR_9_RRG		2125450			MAR	23		RRG		Humul
MAR_22_RRG MAR_22_RRG MAR_21_RRG CROP										



FAQ 02: Why is there an Accession button when there isn't an Accession attachment table?

This button is used when you want to ensure the images are connected with the system inventory records, that is, inventory records whose **Inventory Type** code is **. This association denotes that the attachments are associated with the accession, not a specific inventory sample.



Parsing File Names

As background information, parsing means to split text or other input into pieces of data that can be easily stored or manipulated. Each of the text pieces that is parsed is considered a "token."

Fortunately, you usually do not need to worry about how the wizard uses the parsing options because the default is the Smart Parsing option. (The wizard has three different parsing options. The software is programmed to recognize certain conventions explained in the *File Naming Conventions* section.



Smart Parsing

By default, unless you select Delimited or Fixed Field parsing, the wizard will parse a file name using the underscore or space characters.

so that filename such as MAR_24_RRG fruit 04-24-1979.jpg will be treated by the wizard as corresponding to the accession MAR 24 RRG, the image is a fruit image, and the date the photo was taken was April 24, 1979.

Delimited Parsing

Specify characters to indicate the separate components.

Fixed Field Parsing

With Fixed Field Parsing, you can indicate how many characters are to be used for each part of the inventory identifier. There are four component parts to the inventory identifier: prefix, number, suffix, and type.) To be able to use this option, two things are necessary:

- The inventory identifier is in a consistent position within the filename
- Each component of the inventory identifier uses the same number of characters

An example is best used to illustrate this parsing option. In this example, the accession_inventory identifier begins in the beginning of the filename. The first 4 positions are used for the prefix, then 6 characters for the number, 8 characters for the suffix, and 2 for the inventory type code.



When file names are generated by a system that does not start the file name with the inventory/accession prefix, but then is consistent, you could use the first token box to indicate the number of leading characters, that is, specifically how many characters should be ignored before the prefix token is read.

Two Other Parsing Options

Under File Name Automation, you can indicate when the wizard should use (or ignore) characters used in the filename. You can also ignore the folder names when matching up the attachment files with the GG records.

🛃 Options					\times
Attachment File Filter Include: (e.g.*.jpg	s ; *.png; *.gif; *.xlsx; *.docx	; *.pptx; *.pdf; *.txt;	; *.rtf; *.zip	o)	
*.jpg; *.png; *.gif; *.x	ls; *.xlsx; *.doc; *.docx; *.p	pt; *.pptx; *.pdf; *.t	xt; *.rtf; *.	zip; *.jpeg	
Exclude: (e.g. *.tif	*.tiff; *_t.jpg)				
*.tif; *_t.jpg; *.exe; *.	dll				
File Name Automatio	n				
O Smart Parsing	Case Sensitive	Ignore Folder 1	Names		
	Token Delimiters				

Example: When the **Ignore Folder Names** checkbox was selected, the following attach process failed because the folder names (MAR_1_RRG and MAR_2_RRG) were not recognized during the Batch Files

process:

Options					×
Attachment File Filters Include: (e.g. *.jpg;	.png; *.gif; *.xlsx; *.do	cx; *.pptx; *.pdf; *.	txt; *.rtf; *.zij	p)	
*.jpg; *.png; *.gif; *.xls;	*.xlsx; *.doc; *.docx; *	*.ppt; *.pptx; *.pdf;	".txt; ".rtf; "	.zip; *.jpeg	
Exclude: (e.g. *.tif; *	.tiff; *_t.jpg)				
*.tif; *_t.jpg; *.exe; *.dll					
File Name Automation O Smart Parsing	Case Sensitive	Ignore Folde	er Names)	
Delimited Parsing	Token Delimiters Underscore Space	Dash			



Alternative Methods for Attaching Images

There are several techniques for using the wizard. Perhaps the simplest is to drag files from a Windows Explorer screen directly to an item in the CT List Panel.

Attaching Files Directly to a List Item

Note

An alternative to launching the Attachment Wizard is to drag image files directly from a Windows Explorer window to an *item* (not a folder) in the CT's left list panel.

The images are attached and this action immediately launches the Attachment Wizard:



Since you can only select one item at a time in the CT left list panel, this technique is limited. Multiple files can be attached, but to only one GG record. In the following example, two PDF files are being dragged from a Windows screen. If the user drags them to the item MAR 112 RRG, the attachments will be associated with the system inventory record. When dragged to the MAR 112 RRG SD item, they are associated with the corresponding inventory record.



Batch Method to Select Attachments

In the following series of screens, by using the wizard's **Batch Files button**, the user has attached images from a folder that was named with the accession identifier: **MR 19921 RRG**. To work properly, using **Batch Files**, you must have either the folder or the image files named in such as way (as explained in the <u>File Naming Components</u> section) so that the wizard can associate them to the respective accession/inventory.

- 1. in the data grid, have the desired dataview open (Inventory, Crop, Crop Trait, etc.)
- 2. click the Attachment Wizard button

The wizard is initiated

🄩 GRIN-Global v1.21.10.4								
File Tools Help								
🔍 Search 🤻 Accession Wizard 🌾	Attachm	ent Wizard	Cooperato	r Wizard 🧉	S Order Wiz	ard 🌾 Via	ability Wizard	
Show lists from: Show All	Acce	ssions	Orders Coo	operators Get	Method Get	Method Attach	Get Accession	Inventory Group Ge
Include Sub-Folders		Inventory ID	Inventory Prefix	Inventory Number	Inventory Suffix	Inventory Type	Accession	Inventory Maintenance Policy
Session 5 ATTCH Part Filler		5568033	MAR	6	RRG	**	MAR 6 RRG	SYSTEM
ATTCH Root Folder		5568034	MAR	7	RRG	**	MAR 7 RRG	SYSTEM
🖶 📂 New List		5568036	MAR	9	RRG		MAR 9 RRG	SYSTEM
ia → MAR_6_RRG ia → MAR_7_RRG ia → MAR_0_RRG								

The wizard window displays; click Batch Files:

💀 Attachment Wizard v1.21.10.4						-	
File Attachment Type Accession Inventory	Accession/Inventory Group	O Order Reque	est O Method		Sa	ve	
○ Crop ○ Crop Trait ○ Crop Trait Coo	de O Taxonomy Family	O Taxonomy Genus	◯ Taxonomy Species				
View Existing Attachments Batch Files Batch Files				View Large		List 🔾	and the second se
MAR 6 RR							

Optional: select the View Existing Attachments checkbox



At this point, an alternative method is to switch to a File Explorer screen and begin a <u>drag and</u> <u>drop</u> operation.

3. *Browse* to the folder where the attachments are stored (PC or network drives available to the PC) and select the folder; click OK



drop and paste a valid Windows path:



🖳 Open			×
\leftarrow \rightarrow \checkmark \bigstar This PC \Rightarrow Doc	uments	✓ Õ	ents
Organize 🔻 New folder			- 🔳 🔞
Pictures	* Name	Date modified	Туре
DAILY	000ATTOP	4/28/2022 11:47 AM	File folder
GG documentation	000GG	4/28/2022 2020 PM	File folder
3D Objects	S col unstall 01 ppg	4/22/2022 10-52 AM	UNIC File
Desktop	Sql_instail_or.prig	4/23/2022 10.32 AM	FIGTHE
Documents			
F1		- 0	
File name: C:\Use	rrs\Marty.Reisinger\Documents\000GG\IMAGES\MARimag		~
		Open	Cancel

In this example, (A) the attachment wizard displayed this path originally, but the user pasted in the path (B). (You can use either (A) position to paste into.) Click the **Open** button to switch to the pasted path.

4. Begin the attachment selection. In the following example, MARimages was selected. (The three images below illustrate what files were in the selected Windows folder(s).)



The files being attached are listed in the left panel of the wizard. Thumbnail images are displayed in the upper right panel:



In this example, two of the Windows folders matched GG Accession identifiers – the MAR 5 RRG and the MAR 7 RRG. However, the Windows folder that had been selected was called **MARimages**. That folder had 2 files – paper.docx and paper.pdf. None of these names – the folder or the filenames – match anything in GGG, so the wizard is not able to match and displays a -1 referring to the non-match to MARimages.

When you see a **-1**, you should not proceed – typically cancel, and then review your naming conventions. If the goal was to include the paper.docx and paper.pdf files with MAR 5 RRG and MAR 7 RRG, copy the files into the corresponding Windows folders:



🖷 Attachment Wizard v1.21.10.4			
File Attachment Type Accession Crop Crop	ventory Group Order Request O Method nomy Family O Taxonomy Genus O Taxonomy Species		
View Existing Attachments Batch Files Attachments MAR 5 RRG ** AlA/Humulus/2125421/hum_leaves.jpg AlA/Humulus/2125421/paper.docx AlA/Humulus/2125421/paper.docx AlA/Humulus/2125421/paper.docx AlA/Humulus/2125423/paper.docx AlA/Humulus/2125423/paper.docx AlA/Humulus/2125423/paper.docx AlA/Humulus/2125423/paper.docx AlA/Humulus/2125423/paper.docx AlA/Humulus/2125423/paper.docx AlA/Humulus/2125423/paper.docx AlA/Humulus/2125423/paper.docx AlA/Humulus/2125423/paper.docx	MAR 5 RRG **	View (inclusion) Large	O Sma

When using the Batch File method, the wizard uses the Windows folder or file names to associate the images to the corresponding GG items.

Drag and Drop Method to Select Attachments

This is the alternative method to using the <u>Batch Files method</u>. The two methods produce similar results. However, when you use the Batch Files method, all the folder's files are included, whereas when dragging and dropping, you can select which files to do so.

Example Using the Drag and Drop Method to Select Attachment Files

In the following series of screens, by using the **drag and drop method** with the wizard, the user has attached images from a folder that was named with the accession identifier: **MR 19921 RRG**.

- 1. start with a list of accessions (or other GG items)
- 2. select the accession rows in the right-panel (datagrid)

Wizard is Initiated

- 3. Click the Wizard button.
- 4. Switch to a Window's File Explorer window; click on a folder, or alternatively, select files in a folder using standard Windows keyboard and mouse combinations, and then drag onto the wizard's folder icon in top, left panel of the wizard window:

2		Inventory Attachment Wizard			×
File					
				Save Save and	Exit
View Existing Atta	achments Browse				
T					
	File Home Share View				
	(→ + ↑) → This PC → Window	vs (C:) → aGG → images → images for a	attaching + mr_19921_rrg		
	icons_2016jun27	^ Name	Date	Type	Size
	🔺 📜 images for attaching	C 01 arring	0/10/2005 1-44 DM	IDC Ela	500 //0
	Bears	5 02 ear.ipg	8/12/2005 1:36 PM	JPG File	544 KB
· · · · ·	Humulus	s 03_ear.jpg	8/12/2005 7:36 AM	JPG File	764 KB
	Maize	≤ 04_ear.jpg	1/30/2007 10:34 AM	JPG File	581 KB
	••• mr_19921_rrg	s 05_ear.jpg	8/12/2005 1:36 PM	JPG File	544 KB
	rubus_fruit	≤ 06_ear.jpg	8/12/2005 7:36 AM	JPG File	764 KB
	L rubus_fruit - Copy	s 07_ear.jpg	1/30/2007 10:34 AM	JPG File	581 KB
	spares	≤ 08_ear.jpg	8/12/2005 1:44 PM	JPG File	522 KB
	ubus_fruit.zip	🧏 mr_19921_rg_pa	per.pdf 9/19/2017 10:15 AM	Adobe Acrobat D	138 KB
4	images from YP PC	(C.)		and the second se	

The result: the files are listed under a subfolder. The thumbnail images will also be displayed in the upper right panel.

Attachment Wizard Window Details

Grid View tab



Item	Notes
Α	Menu: "File" - use to include/exclude file types or to change the parsing options
В	Radio buttons used to indicate what is being attached
C	The left panel displays the attachments.
D	Radio buttons to control the display/size of the images while viewing in the wizard
E	Icons or thumbnail prints representing each attachment
F	Two tabs. In Form View, you can edit the Titles, Descriptions, Dates, etc. for one
	image/attachment at a time; the Grid View (shown here) displays all the attachments, in a
	table view

Form View tab

Attachment Record Fields



Title

Displays when the user rolls the mouse over the image thumbnail on the main accession details page.

Description

Data supplied in the **Description** field displays when the image is viewed in a browser window.



Sort Order

The Sort Order field is used by the PW for displaying images in a relative order. On the public website, the search results page will display the image with the lowest number on the results page. When the accession's detail page is viewed, the image order is controlled from left to right by the sort order field.



Attachments such as PDFs and other document types (non-images) are listed on the **Other** tab of the Accession Details.

etails for:	MAR 15 RR	G, Humulus	<i>lupulus</i> L	var. <i>lupul</i> i	us, MAI	R 15 R	RG	
Summary	Passport	Taxonomy	Other	Pedigree	IPR	Obse	ervation	
Annotatio	ns						Patho	gens
Other Link	s						Vouch	ers
Document My PDF								
ord do	c has been sa	ived 4u						

Is Web Visible?

This flag field determines if the image is displayed on the Public Website (or not).



In the current public website, when more than 500 accessions are returned from a search, the image column is not displayed on the search results page, regardless of the Is Web Visible flag.

Attach Date (& Attach Date Format)

If no date data is provided, the date displayed will default to the date attached. (In the current GG, digital photo image <u>Exif</u> data is not used, but plans are to explore this capability in future releases.) When a complete date is unknown, the **Date Format** field provides alternatives such as NEAR...

2		Display Imag	ge - Mozilla Firefox	
<u>F</u> ile <u>E</u> dit <u>V</u> iew Hi <u>s</u> tory	<u>B</u> ookmarks	<u>T</u> ools <u>H</u> elp		
🛈 🔒 https://npgsde	ev.ars-grin.go	w/gringlobal/imag	edisplay.aspx?lnk=5538	334, Single H. Flowe •••
Image for: MR 1 RRG Taken by: <u>Reisinger, M</u> Inventory sample: MR When copyright inform	- Mature flow Martin A., Rei 1 RRG SD mation is incl	er & leaves singer Resource G uded, it displays h	roup, Inc. o <mark>INEAR 20</mark> ere.	18.
Inventory		Title		Description
MR 1 RRG SD Sort Order		Single H. Rower	^	Mature flower & A leaves
3 Is We	h Visible?		~	
				~
Attach Date	Attach Date	Format	Cooperator	×
Attach Date NEAR 2018	Attach Date	Format	Cooperator Reisinger, Martin A., Reis	inger Resource Group, Inc

Cooperator

The cooperator information, when supplied to the Cooperator field, will display below the image when it is expanded:



Description Code

The code group **ATTACH_DESCRIPTION_CODE** contains the list of valid **Description c**odes. (The GG Admin maintains this code group and can modify to meet the organization's needs. A CT user on the PW with a linked PW account in the **Tools | Web Query** feature can display any code and code values using the SQL below; refer to the SQL online documentation for complete details.)



The SQL is:

SELECT cv.code_value_id, cv.group_name as group_name, cv.value, cvl.title, cvl.description FROM code_value cv LEFT JOIN code_value_lang cvl ON cv.code_value_id = cvl.code_value_id AND cvl.sys_lang_id = 1 WHERE cv.group_name = 'attach_description_code' ORDER BY group_name, cv.value

Execute SQL	Download Current Page	Download	Download All Rows		
code_value_ic	group_name	value	title	description	
4707	ATTACH_DESCRIPTION_CODE	Achenes	Achenes		
4709	ATTACH_DESCRIPTION_CODE	Branch	Branch		
4708	ATTACH_DESCRIPTION_CODE	Bud	Bud		
4710	ATTACH_DESCRIPTION_CODE	Bulb	Bulb		
4711 🚦	ATTACH_DESCRIPTION_CODE	Cladode	Cladode		
4740	ATTACH DESCRIPTION CODE	Collection Cite	Collection Cite		

Category

The code group **ATTACH_CATEGORY** contains the list of valid **Category** codes. (The GG Admin maintains this code group and can modify to meet the organization's needs.) If edited after initially loading images, the correct code must be properly selected. For example, Image attachment for images files.



Use the same SQL as shown above for the Description Code, but change the WHERE clause to 'WHERE cv.group_name = 'attach_category'

Copyright Information

A text field that displays in the browser window.



Content Type

The **Content Type** field is determined by the attachment wizard's logic. It is using the image file's extension and is based on standards (<u>MIME</u>); this makes it possible to display the attached file.

Note

Note is a text field which does not display on the Public Website, but may be used to document the file.

Attach Date

The attachment file's name or location can determine if a date is automatically inserted into the file's **Attach Date** field.

- 1. When the attachment file's filename contains a valid date properly formatted, that date will be added to the **Attach Date** field. The valid format is "mm-dd-yyyy"
- 2. When a date isn't included in the filename, the programming logic reviews the folder names in the path structure to see if any folder name includes a date. The logic looks at the current folder, and then each higher folder level until it finds a date. When that happens, that date will be inserted as the attached date. (This would allow the same date to be applied to many files in one folder.)
- 3. Finally, if neither the filename nor folder name contains a date, then the *current date* is inserted in the attachment file's **Attach Date** field.



Similar to the searching hierarchy described above for dates, the wizard also looks for the other naming components such as accession or inventory identifiers, plant part, etc.

Plant Part

For the "plant_part" component of the filename, in the NPGS, the following terms are valid. These codes are stored* in the ATTACH_DESCRIPTION_CODE code group :

Achenes	Flower	Panicle	Spike
Branch	Fruit	Plant	Spine
Bud	Greenhouse	Pod	Stalk
Bulb	Head	Root	Stem
Cladode	Kernels	Seed	Stipule
Collection_Site	Leaves	Seedling	Tendril
Ear	Miscellaneous	Shoot	Umbel
Field	Nut	Silique	Vegetative

* the current list of valid ATTACH_DESCRIPTION_CODES can be obtained by running a <u>SQL</u> script mentioned earlier.

Locations of Attachment Files



Appendix B has details on the naming conventions for the attachment paths. Each organization running GRIN-Global will have its own unique file server where the image and document files are stored. The GG administrator can assist with deleting the files if necessary.

The following information is intended primarily for Administrators:

The full directory path breaks down into several parts:

Example: C:\inetpub\wwwroot\gringlobal\uploads\images\AIA\Humulus

The web installer puts the GG site in C:\inetpub\wwwroot\gringlobal Then the Middle Tier (MT) controls the next part of the path. It always puts the images in the uploads\images directory under the GG site install directory. (You couldn't change that without altering the MT code and rebuilding.) Then the AIA\humulus part comes from a dataview that tells the Wizard what to use. If an admin wanted to, they could change that part by altering the inventory_attach_wizard_get_filepath dataview.

NPGS Attachment File Locations

In the NPGS, use the following convention to locate an attached file at the URL: https://npgsweb.ars-grin.gov/gringlobal/uploads/images/*image virtual path*

For example, using the first attachment record in the screen above: https://npgsweb.ars-grin.gov/gringlobal/uploads/images/ AIA/Humulus/1964682/sample_hum.pdf

(In this example, the number 1964682 is the accession_ID value.)

If you delete the attachment and wish to reuse the same naming convention, but with a different attached file, you can. It is not necessary to first delete the attachment record(s), simply upload the new attachment(s).

URL Links

A URL can be dragged from a browser window and dropped onto an object in a CT list. (The object must have an attachment table.) After releasing the mouse over the object, the wizard will launch (C) and will create a URL link attachment. Enter a Description to describe the link on the Public Website.



Alternative Method for adding links

URL links can also be added to the database and associated via attachment records. When adding many links, use the respective **Attachment** dataview (Accession_Inventory Attachment, Crop Attachment, etc.).

To Add a URL Link

Open the desired **Attachment** dataview; click the Edit Data button. The Crop attachment is used here as an example.

- 1. Select the CROP name from the lookup table.
- 2. Either type the complete URL text or drag the URL from the browser URL box to the **Virtual Path** field.
- 3. Enter a Description.

Get	Accession Inventory At	tach Get Web (Order Request	Get Crop Attach	Get Crop	Get Crop Trait	Get Inventory Viabil	lity Data Get Inventory V	ìability 🗾 🚒	
	Crop Attach ID	Crop	Virtual Pa	th Thum Virtua	bnail Path	Sort Order	Title	Description	Content Type	Category
+	-1	-	6							[Null]
				2						

If you need to bulk add many URLs, you can set up a spreadsheet to drag and drop the records, following the steps as with any other drag and drop process.

You can also add URL links by adding a new line in the wizard's grid. Use CTRL + N to create a new record and enter the three fields that are needed as above.

In the more recent GG public website, these links display in the Accession's **Other** tab:

Summary	Passport	Taxonomy	Other	Pedigree	IPR	Observation
Annotatio	ons					
Other Lin	ks					
Svalbard L	ink m					
Actions						

In the original GG public website, the link displays at the bottom of the accession's detail page:



Appendix A: Making a Batch of Folders

MD – Make Directory DOS Command

One way to use the wizard is to select attachment files for many accessions, with each accession having its own folder with the images and other files in the respective folders.

In the following screen, within Windows Explorer, the file **buildbetter.bat** was double-clicked. The result was it created the 4 new highlighted folders named after accessions. Note that the names include underscore characters, including a trailing underscore:



So, what was special about buildbetter.bat?

- it is a plain, ordinary text file with the extension ".bat" (must have the .bat !)
- 4 lines of text were included in buildbetter.bat (as shown above)
- when double-clicked, the bat file executes DOS commands and, in this case, creates 4 folders. (MD is Make Directory. After MD is a space character, and then the path C:\IMAGES\BATCHES where the new folders are to be created.



A bat fie is a text file. You can use ant text file editor such as Notepad, or even Word, to create and save the .bat file. In Word, use the Save as .txt option, and then rename the ".txt" to ".bat"



Change the Folder Options to display file extensions and other good stuff (details in pages below).

Changing Options for Folders (so that they display (Show hidden folders))

Unfortunately, Microsoft decided to hide certain folders as well as file extensions by default. The default view: the folder **C:\ProgramData** is hidden:



Whenever I get a new PC, I immediately change 3 of the default settings. I use File Explorer extensively, so I change the settings for "**Display full path**," "**Show hidden files...**," and "**Hide extensions for known types**" to be able to see "hidden" folders and files.

Default File Explorer Settings

Advanced settings:



Preferred settings which you can make the default for the entire PC:



To make the display options apply to all folders, select the **Apply to Folders** button:



The C:\ProgramData should display. You may need to close the File Explorer window and then reopen



Appendix B: Attachment Locations

Below are the default attachment paths that the new Attachment Wizard uses unless there is an override from a dataview on the Middle Tier.



Tip

Administrators: Below are the details (including the calculation the wizard makes, an example of what that calculation resolves to on the server, and the name of the dataview you will want to create if you prefer to override the hard-coded default in the Attachment Wizard).

Locations of Attachment Files

Each organization running GRIN-Global will have its own unique file server where the image and document files are stored. The GG administrator can assist with deleting the files if necessary.

The following information is intended primarily for Administrators:

The full directory path breaks down into several parts: Example: C:\inetpub\wwwroot\gringlobal\uploads\images\AIA\Humulus

The web installer puts the GG site in C:\inetpub\wwwroot\gringlobal Then the Middle Tier (MT) controls the next part of the path. It always puts the images in the uploads\images directory under the GG site install directory. (You couldn't change that without altering the MT code and rebuilding.) Then the AIA\humulus part comes from a dataview that tells the Wizard what to use. However, if an admin wanted to, they could change that part by altering the attach_wizard_get_filepath dataview.

NPGS

In the NPGS, use the following convention to locate an attached file at the URL: https://npgsweb.ars-grin.gov/gringlobal/uploads/images/*image virtual path*

For example, using the first attachment record in the screen above: https://npgsweb.ars-grin.gov/gringlobal/uploads/images/ AIA/Humulus/1964682/sample_hum.pdf

(In this example, the number 1964682 is the accession_ID value.)

If you delete the attachment and wish to reuse the same naming convention, but with a different attached file, you can. It is not necessary to first delete the attachment record(s), simply upload the new attachment(s).

Table	Attachment Default Path [server\folders]
accession_inventory_attach	* accession_inv_attach\INVENTORY_FRIENDLY_NAME\
accession_inv_group_attach	accession_inv_group_attach\GROUP_FRIENDLY_NAME\
crop_attach	crop_attach\CROP_FRIENDLY_NAME\
crop_trait_attach	crop_trait_attach\CROP_TRAIT_FRIENDLY_NAME\
crop_trait_code_attach	crop_trait_code_attach\CROP_TRAIT_CODE_FRIENDLY_NAME\
method_attach	method_attach\METHOD_FRIENDLY_NAME\
order_request_attach	order_request_attach\ORDER_NUMBER\
taxonomy_attach	taxonomy_attach\FAMILY_FRIENDLY_NAME\
taxonomy_attach	taxonomy_attach\GENUS_FRIENDLY_NAME\
taxonomy_attach	taxonomy_attach\SPECIES_FRIENDLY_NAME\

* NPGS: uses AIA in lieu of accession_inv_attach

Examples

Accession_Inventory attachment: https://npgsweb.ars-grin.gov/gringlobal/uploads/images/AIA/MAR_1_RRG.jpg

A Method attachment:

https://npgsweb.ars-grin.gov/gringlobal/uploads/images/

method_attach/RYE.AGRON.ABERDEEN.16/img_jca.JPG

Appendix C: Document Change Notes

- November 13, 2023

- editing changes
- a few screens updated to reflect current Public Website

– May 12, 2021

- expanded parsing options section; included examples
- expanded DOS batch file section for creating multiple folders

– May 5, 2021

• this guide is a complete re-write of the previous Accession Inventory Attachment guide to reflect the updated Attachment Wizard released in CT v 1.21.10.4