Attaching and Security Exercises

Revision Date
November 21, 2023

Additional Links:

Security: Ownership & Permissions:
http://grin-global.org/docs/gg_security.docx

Attachments:
http://grin-global.org/docs/gg_attachment_wizard.docx

Ownership & Permissions Review

Ownership & Permissions is explained in the online document:
https://www.grin-global.org/docs/gg_security.docx

Practice!

Ownership

Assuming you have created an accession, change the ownership. First ensure that you own it. Check the **Owned_by** field.

Select the record; right click. Select **Change Owner** and do so.

Accession ID	Digital Object Identi	Accession Prefix	Accession Number	Accession Suffix	Taxon	Name
2125417		MAR	1	RRG	Humulus lupulus	MAR 1 F
2125418		MAR	2	RRG	Humulus lupulus	MAR 2 F
2125419		MAR	3	RRG	Humulus lupulus var. cordifolius	MAR 3 F
2125426		MAR	10	RRG	Humulus lupulus var. lupulus	MAR 10
2125427		MAR	11	RRG	Hum	MAR 11
2125428		MAR	12	RRG	Hum	MAR 12
2125429		MAR	13	RRG	Hum	MAR 13
2125430		MAR	14	RRG	Hum	MAR 14
2125442		MAR	15	RRG	Hum	MAR 15
2125443		MAR	16	RRG	Hum	MAR 16
2125444		MAR	17	RRG	Humulus lupulus var. lupulus	MAR 17

Tabs: Accessions | Inventory | Orders | Cooperators | Get Inventory Maintenance Policy | Get Accession Source | Get Code Value Language | Get Accession

Right-click menu: Show only rows with this data / Hide rows with this data / Reset row filter / Security Wizard... / Change Owner... / Reports...

On the next window, select who will be the new owner, and one of the two radio buttons. Typically, but not always, you may want to include the ownership change to the children records as well.

Inventory

Remember that *new* Inventory records inherit their ownership from the owner of the **Inventory Maintenance Policy** that was used when the inventory record was created. If the IMP record's ownership changes, that change does not impact *existing* inventory records.

Permissions

Practice using the Security Wizard. Again, select records you own. Right-click, and select **Security Wizard**:

Attachments

References
Webinar PDF: https://www.ars-grin.gov/npgs/gringlobal/series_intro/gg_attachments.pdf

The online guide: https://www.grin-global.org/docs/gg_inventory_attachment_wizard.docx

Practice! Attach several files to one or more accessions that you own. Use at least one image file (a .jpg or .gif file), an Excel spreadsheet, a Word document, and a PDF.

You will need to have some miscellaneous files of different types to fully explore attaching files to the GG database. Remember that when attaching, you are essentially performing two tasks:

- you are uploading files to the GG server and
- you are creating attachment records that document the files.

The attachment records can indicate various data to display on the public website such as a description, date the photograph was taken and relevant plant part (if applicable), contributor, and so on.

Beginning with 1.21.10.4, the Inventory Wizard was expanded and is now able to attach to records besides inventory records. The wizard was renamed to reflect this – now called Attachment Wizard.

Remember when using the Batch File method, the name of the file or it folder is especially important. Details are in the online guide.