# Exercise after the First Webinar

Directions for Connecting to the Curator Tool and the Public Website and some basic exercises to try



Revision Date February 22, 2022

#### Prerequisites

In order to follow these directions, you need to have the Curator Tool installed on your PC. The Curator Tool (CT) is the program used internally by the genebank staff. The general public does not have access to this program.

Complete CT installation instructions, with detailed steps, are online at: <a href="https://www.grin-global.org/docs/gg\_install\_CT\_directions.pdf">https://www.grin-global.org/docs/gg\_install\_CT\_directions.pdf</a>



Generally, at most organizations, an IT support person is needed because of security constraints. Also, the installation can be a bit tricky!

Bookmark links to the following websites:

- a. **GG Documentation Site:** https://www.grin-global.org/
- b. Dataview dictionary: https://goo.gl/2PynPg
- c. **GG Public Website:** <u>https://training.ars-grin.gov/gringlobal/search.aspx?</u> (NPGS Training as an example)



Besides instructions for launching the Curator Tool and the Public Website, this document also explains the CT basics.

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# **Cliff Notes Version**

#### Connecting to a GG server

In this example, the server's address is **npgsweb.ars-grin.gov** This is NPGS's production server, where the actual NPGS data is stored.

However, for training purposes, we do not want to use this server.

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2,000			

TRAINING	<u>^</u>	List Display Name:
npgsweb		npgsweb
DEV ames List (Friendly) Name	Move Up	Use SSL Use LDAP Server Name (or IP Address):
		npgsweb.ars-grin.gov
	Move Down	Examples: grin-global-test1.agron.iastate.edu ncrpis-arwen.agron.iastate.edu 129.186.234.51 129.186.234.4
Add New Delet	e	Test Server Address

#### **Public Website**

In a browser window, use the following links to access the GG websites.

https://npgsweb.ars-grin.gov/gringlobal/search	production database: NPGSWEB
https://training.ars-grin.gov/gringlobal/search	training database: TRAINING

# Directions

#### 1. Log in to the Curator Tool on the TRAINING Server

On your PC, in a networked environment, you will need to enter a **Username** and **Password**. However, the first time, don't bother entering that information *yet*. Instead, you may need to first supply the Server information (**Connect To**:) by clicking on the **Edit Server List** button (unless your IT person has already set up the CT to server connection for you.)

We will use the TRAINING server. The advantage will be that this serves as your sandbox – play in it and nobody gets hurt. **Don't use the NPGSWEB production database – you do not want to put training records there.** 

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Connect To:	NPGSweb				$\sim$
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ist (Friendly) Name TRAINING NPGSweb	Properties List Display Name: TRAINING
Move L	Jp Use SSL Use LDAP Server Name (or IP Address): training.ars-grin.gov
Move Do	Examples: grin-global-test1.agron.iastate.edu ncrpis-arwen.agron.iastate.edu 129.186.234.51 129.186.234.4
Add New Delete	Test Server Address

I blurred many of my connections on the left side (I have connections to many GG databases at different organizations.) Most likely you will only have one. (If you a **localhost** on the left side, it is useless for most users and can be safely deleted.) This window is a bit odd, but basically you need to have the two server entries displayed in the left side. Use the **Move Up** and **Move Down** buttons to position the

server you use most frequently at the top of the left list. For now, consider moving TRAINING to the top position.

Click Add New...

Enter:

- List Display Name: any text can be entered here -
- Use SSL checkbox select (check) it
- Server Name: your server: \_\_\_\_\_\_\_
  Example: training.ars-grin.gov or npgsweb.ars-grin.gov

Click OK.

🔹 Login — 🗆 🗙 administ	trator
	lidlor.
Usemame: mar@m Password: Change password Connect To: TRAINING Edit Server List OK Cancel passworm passworm	ne: d: , each database, NPGSWEB and TRAINING, requires <b>Username</b> and <b>Password</b> combination. e DBA will frequently make them the same for you databases. Depending on when you change the ds, they could at some point have different ds.

### 2. Launch the Curator Tools

Genebank staff will typically use two tools simultaneously, the Curator Tool (CT) and the Search Tool (ST). Although each can be launched from the main Windows screen, typically you will launch the CT and then click on the Search button to launch the Search Tool.

	-		×
You are accessing a U.S. Government information system, which includes (1) this co computer network, (3) all computers connected to this network, and (4) all devices a the this network or the network of the system in the system is system in the system in	mputer, nd stora	(2) this age media	^
written, by your approvisor or any other official, ancept USDA's Chief Information Offic	cer.		~
ОК		Cancel	

SRIN-Global v1.9.8.30				
File Tools Help				
Search Accession Wiz	ard 🌋 Cooperator Wiza	ard 👔 Crop Tra	ait Wizard 👹 Ea	asy SMTA Wizard 🔰
Show lists from: Show All	Accessions Inventory Ord	ders Cooperators	🎮 🖸	
Include Sub-Folders	Cooperator ID	Status	Last Name	Title First
Tab 1 Tab 11 Monday T				
New List				

If your name is not displayed immediately under the **Show lists from**... box (above image, (A) then stop! Something is not correct with your setup. Contact your GRIN-Global support. (When a user account is set up properly, and when the CT is set up properly, the account user should be in that box. If it is not, then your work will not be saved when you close the CT.

In the image above, your B and C may look a bit different from mine. In (B), I have multiple tabs set up because I was using the CT already. You probably only have one tab, "Tab 1." Perfect if that is the case!

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Curator Tool Window

Many of the items above are self-evident. But I'll point out that the screen has two panels, a left and right panel.



Many folders ("Lists"), with many items in each list. These items point to files stored on the PC's drives.

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In my example, the folder **Three Accessions**, is the current folder opened in the left panel. Three accessions are displayed in the right panel in the datagrid. The data in the right datagrid is the actual data stored in the database. What you see on the right is a glimpse of the actual data. I highlighted the **Accessions** tab in the right panel. We'll talk about this, but each of the tabs on the right side are called dataview tabs. Each dataview has been designed to provide the user with a look at the data.

Sometimes the data has been stored in more than one table. In this case that is true – the data in the **Name**, **Origin**, and **Maintenance Site** fields came from related tables, but most of the data is stored in the **Accession** table. The gray fields are a hint about this. Much more on this concept!

## 3. Launch the Search Tool

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File Tools Help										
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# 4. Search for sample records to review

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	<sup>w</sup> 2	Clear Query			Limit: 10000	Page Size: 100	-
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						Humulus% 🚺	
Access	ion ID	Digital Object Identifier	Accession Prefix	Accession Number	Accession Suffix	Taxon	Nam

I typed **Humulus%** in the cell above Taxon. The % serves as a wildcard – anything after **Humulus** in this case will be considered. (I didn't need to include a species.) The yellow area shows the result after I clicked on the **Add to Query** button.



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## 4. Filter the Retrieved Records

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### 5. Build Lists in the Curator Tool.



Right-click! Right clicking opens menus. The menu that is displayed provides the available options at that point in time.

## 6. Copy Records from the Search Tool to the Curator Tool

This step requires some manual dexterity!



	Ad	Add To Query			Clear Query					Lin
,	Acces	sions	Inventory	Orders	Cooperators	Get Crop	Get Crop	Trait	Get Crop	Trait C
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	•	1206				DNK		1736		
		1207				DNK		1735		

To "drag," it is easier to have the Search Tool in the foreground as shown in the previous image – but this isn't necessary. You can also drag from the Search Tool to the CT icon on the Windows' taskbar. Keep holding the mouse button, and when the CT window displays, keep dragging over to a list in the List Panel:

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		2740	er 🗸	548925		Rubus sp.
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		2743	PI	548928		Rubus sp.
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## 7. Right click when you don't know what to do!

Many of the features in the CT are situational – they can be invoked when you right click.

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				Active		Reset row filter			

### 8. Practice Moving Items from One List to Another (& Renaming Lists)

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



When you delete items in *your lists*, you are not impacting the actual database records. Experiment! If you delete any list items, repeat the search that you did earlier and you will see the records are still in the database.

# 9. Create New Database Records

In this exercise, you will create a new accession record, using the Curator Tool's Accession Wizard.

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File Tools Help	_										
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#### Accession

Click the **Add new** button to begin the inputting of a new accession. Create your own data for the fields.

For this practice session, use for the:

- **Prefix:** your initials
- Number: enter a minus one: -1
- Suffix: some other brief text such as a text combination: I used for example, RRG



Remember to *frequently* use the **Save** button (in the upper right corner).

Fill in the first two screens (the **Accession** tab and the **Names** tab). In the **Names** window, click on the **New Name** button to start.



Some fields are required when creating new records. In the Wizards, the pink color is a hint, that the field is required, but the pink color is not consistent (in wizards).

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	(													

#### When you are finished, click the **Save and Exit** button in the upper right corner.



Here, and in other parts of the CT, click in another cell or tab to another cell, in order to complete the entering of data in a cell.

### **10. Explore Dataviews**



Level Of Improvement		Reproductive Uniformity	
[Null]	$\sim$	[Null]	
		Apomictic Apomictic Highly inbred Hybrid Mixture Nucellar Outcross Partial inbred Population Pureline Recombinant Inbred Line Selfing	Accession?

The items in the dataview dropdowns are stored in two related Code Group tables, one of which this **Get Code Value** dataview is accessing. What codes and data values are stored in the two Code Group tables? All kinds! (More on this later.)

#### **11. Practice Searching**

Using your browser, please bookmark this page! <u>https://www.grin-global.org/userdocs.htm</u>

C ŵ	🛍 🔿 🔒 https:	//www.grin-glo	]				
GRIN-Global	About GRIN-Global <del>-</del>	GG Sites <del>-</del>	Release Notes <del>-</del>	Documentation -	Training <del>-</del>	Resources <del>-</del>	
User Documentation				Codes (Values & Descriptions) Curator Tool (FAQs) Dictionary Public Website (FAQs) Public Website Help			
enhanced by Google				Public Website 2020 Version (FAQs) Reports: How to Install Crystal RPT files (CT v1.9.8			
Curatorial staff and other genebank employees who will be using GRIN-Global sh with the user documentation. The following documents are frequently updated so periodically to download the current documents. (Save a tree - don't print!)				Schema (Diagram) User Documents User Decuments(Cpanish) Videos (Curator Tool)			

Open the Search Guide and read it from cover to cover. Seriously, at least open the PDF, and skim through. You will see all kinds of examples and explanations regarding searching. Try some searches finding accessions or whatever you are interested in.

Ci 🔿 A https://www.grin-global.org/userdocs.htm	☴ 97% ☆
	Reports (.PDF) (.docx) Searching (.PDF) (.docx) Security: OW-ship & Permi sions (.PDF) (.docx) SMTA Refer to section below. SQL: Page with SQL Examples and Tutorial (webpage) Source Habitat Observations & Descriptors (.PDF) (.docx) Viability Wizard (.PDF)(.docx)

## 12. Something Extra to do if you are Inclined

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DQs VIG · ·	1008986 1413696 2	N	lew Name Name	Category	Name Rank	Name Group	Cooperator	Note
PI_692607 PI_635491 PI_635486	1430744 1453539	•	Pacific Gem USDA 21609	Cultivar name Donor identifier	1 2	HOPS OTHERNUM		Dr. A. Haunold,
PI_635485 PI_635484 PI_635482	1453573 1453574 1459220		CHUM 803	Site identifier	3	LOCAL		