

# How to Manage Your Samples in MySESAR

This tutorial will teach you to how to manage samples in MySESAR, including how to:

- Search the sample catalog
- Edit samples
- Print labels for samples
- Group samples
- Transfer ownership of samples

For details relating to sample registration, please see tutorials for individual sample and batch sample registration here:

<http://www.geosamples.org/registration>

# Log in to MySESAR



ABOUT ▾ REGISTER SEARCH RESOURCES ▾ NEWS



Welcome to SESAR

ADVANCING OPEN AND FAIR SAMPLES IN THE EARTH, ENVIRONMENTAL, AND PLANETARY SCIENCES



SEARCH CATALOG



REGISTER SAMPLES



FIND RESOURCES

First, log in to MySESAR by clicking the link in the banner of the SESAR home page (<http://www.geosamples.org>).

# MySESAR: My Home

MySESAR

[Back to SESAR Home](#)

**My Home**

[My Samples](#)

[Shared Samples](#)

[My Groups](#)

[Register/Update Samples](#)

[Transfer Ownership](#)

[Search](#)

[My Account](#)

[Help](#)

[Logout](#)

## My Home

Welcome, Sarah Ramdeen

### REGISTRATION

- > [Register an individual sample](#)
- > [Download batch registration template](#)
- > [Upload my batch samples](#)
- > [Update my existing samples profile](#)

### SAMPLES

- > [Search sample catalog](#)
- > [View/Edit my samples](#)
- > [View/Edit shared samples](#)
- > [View/Edit my groups](#)
- > [Upload files or images to samples](#)

### MY ACCOUNT

- > [Edit my account](#)
- > [Transfer my samples to another user](#)
- > [Set permissions for my user code](#)

## My Samples

You have a total of [1409 registered samples](#) in SESAR.

- [5 Core](#)
- [1 Core Piece](#)
- [1108 Other](#)
- [8 Individual Sample](#)
- [1 Individual Sample>Gas](#)
- [1 Individual Sample>Thin Section](#)
- [285 Deleted Sample\(s\)](#).

## Shared Samples

You have permissions for [1 other shared sample\(s\)](#) in SESAR.

- [You have access to 1 sample\(s\) of user code \[IELL1\] since 2019-06-19 with Create, Edit, Delete, Read permission.](#)

Version 7.4.0 (Feb 6, 2020)

MySESAR, shows pending batch registrations, a summary of registered samples, and quick links for registration, searching the sample catalog, and editing user profiles.

# My Samples

MySESAR

Back to SESAR Home My Home **My Samples** My Groups Register/Update Samples Transfer Ownership Search My Account Help Logout

My Samples

Filter by User Code Filter on IGSN Between Filter by Sample Name Begins With Filter by Registration Date Between

IESER0007 and IESER000D  and

Filter Samples

page 1 of 1 Samples per page: 100

[Download extended list](#) - [Download Name and IGSN list only](#) - [View printable labels for all samples](#) - [Add Column\(s\)](#)


		IGSN	Sample Name	Object Type	Material:Classification	Latitude	Longitude
<a href="#">view</a>	<a href="#">edit</a>	IESER0007	SER DFT 1	Individual Sample			
<a href="#">view</a>	<a href="#">edit</a>	IESER0008	SER DFT 2	Individual Sample			
<a href="#">view</a>	<a href="#">edit</a>	IESER0009	SER DFT 3	Individual Sample			
<a href="#">view</a>	<a href="#">edit</a>	IESER000A	SER DFT 4	Individual Sample			
<a href="#">view</a>	<a href="#">edit</a>	IESER000B	SER DFT 5	Individual Sample			
<a href="#">view</a>	<a href="#">edit</a>	IESER000C	SER DFT 6	Individual Sample			
<a href="#">view</a>	<a href="#">edit</a>	IESER000D	Depth testing	Individual Sample		34	81

You may view and edit samples in your collection on the My Samples tab in MySESAR. To do so: (A) search for the sample(s) of interest based on User Code, IGSN, sample name or registration date and then click “filter samples”

(B) You may also add columns to do the display by selecting “Add Column(s)”.

Once you have located your sample(s), you have several options: You may view or edit individual sample profiles. You may download and excel file with a list of sample Name and IGSN only or download extended list, which will return all metadata you originally entered. You also have the option to print labels (described in detail later).

# MySamples: Edit



## Sample Edit

IGSN: IESERIESER000A Ready? Submit to SESAR

**Sample**

Select Type of Object: \*

Sample Sub Type: (View List)

Sample Name: \*

**Access Permission**

Release Date:

**Does the object have a parent?**

Enter Parent IGSN (if in SESAR)

**The parent is not in the system?**

Enter the object type of the external parent:

Enter the name of the external parent:

**Description** — copy from my samples

Material:

[View List](#)

Field Name:

Sample Description:

Other Name(s):

Age (min):

Age (max):

Age Unit:

Geological Age:

Geological Unit:

Collection Method:

Collection Method Description:

Size:

Size Unit:

Comment:

**Purpose:**

**Geolocation** — copy from my samples

Latitude (System Default: WGS84):

Longitude (System Default: WGS84):

Northing (m) (System Default: UTM NAD83):

Easting (m) (System Default: UTM NAD83):

Zone (e.g., 11R):

Vertical Datum:

Elevation Start:

Elevation End:

Elevation Unit:

Nav Type:

Primary Physiographic Feature:

Name of Physiographic Feature:

Location Description:

Locality:

Locality Description:

Country:

State/Province:

County:

City/Township:

**Collection** — copy from my samples

Field Program/Cruise:

Platform Type:

Platform Name:

Platform Descr:

Launch Type:

Launch Platform Name:

Launch ID:

Collector/Chief Scientist:

Collector/Chief Scientist Address:

Collection Date:

**Collection Time:**

Collection Date (end):

Collection Time (end):

Collection Date Precision:

**Duration** — copy from my samples

Current Archive:

Current Archive Contact:

Original Archive:

Original Archive Contact:

**Relation To Parent** — copy from my samples

Depth in Core (min):

Depth in Core (max):

Depth Scale (i.e., MBSF, MCD):

**Enter up to 5 relevant links associated with this sample**

URL 1:

Select Type of URL:

Description:

URL 2:

Select Type of URL:

Description:

URL 3:

Select Type of URL:

Description:

URL 4:

Select Type of URL:

Description:

URL 5:

Select Type of URL:

Description:

**Upload sample documentation** —

Upload primary sample image:  No file chosen

Remove IESERIESER000A\_Dr Ford.jpg from this sample

Mark IESERIESER000A\_Dr Ford.jpg as the primary\_image

SESAR support a total of 3 associated files for each IGSN. Storage is limited to 1000 files per user code. The acceptable formats are .rtf, .pdf, .doc, .docx, .txt, .jpg, .gif, .tiff, .png.


No file chosen


\* required field

Ready? Submit to SESAR


You may edit a sample profile, including nearly all fields. You can enter up to 5 related URLs (links to webpages or related publications) and upload up to 3 images or files. Once you are finished editing, select “Ready? Submit to SESAR”.

# My Samples: View

IGSN: IESER001I 



[IESER001I\\_SER DFT 6.jpg](#) (primary image)

 **IGSN:** IESER001I  
**Sample Name:** SER DFT 6  
**Other Name(s):**  
**Sample Type:** Individual Sample  
**Parent IGSN:** Not Provided

**Description**

Material:	Rock
Classification:	Metamorphic>Eclogite
Field Name:	eclogite
Description:	Not Provided
Age (min):	Not Provided
Age (max):	Not Provided
Collection Method:	Manual>hammer
Collection Method Description:	Not Provided
Size:	Not Provided
Geological Age:	Not Provided
Geological Unit:	Franciscan Formation
Comment:	Not Provided
Purpose:	Not Provided

**Geolocation**

Latitude (WGS84):	38.53975
Longitude (WGS84):	-123.11552
Northing (m) (UTM NAD83):	Not Provided
Easting (m) (UTM NAD83):	Not Provided
Zone:	Not Provided
Vertical Datum:	Not Provided

**Collection**

Field Program/Cruise:	Not Provided
Platform Type:	Not Provided
Platform Name:	Not Provided
Platform Description:	Not Provided
Launch Type:	Not Provided
Launch Platform Name:	Not Provided
Launch ID:	Not Provided
Collector/Chief Scientist:	Zeb Peters
Collector/Chief Scientist Detail:	Not Provided
Collection Start Date:	2018-12-02
Collection End Date:	Not Provided


**Curation**

Current Archive:	Not Provided
Current Archive Contact Details:	Not Provided
Original Archive:	Not Provided
Original Archive Contact Details:	Not Provided


**Related Samples**

Parents:	No Parents
Siblings:	No Siblings
Children:	No Children

**Relevant Documents:**

 [IESER001I\\_SER DFT 6.jpg](#) (primary image)

**Relevant Links:**

 <http://www.geosamples.org>: Project website

[request deletion of this sample \(IGSN IESER001I\)](#)

If you select view, you will see a list of all metadata entered for that sample including whether there are related parents, siblings or children. At the bottom of the page, you may request deletion of the sample. De-activation is a more appropriate term for what happens when a sample is requested for deletion. If you choose this button, you will be prompted to provide a reason for deletion, such as it was a test sample or a mistake. Once an administrator has processed your, the sample profile no longer appears in the sample catalog. The IGSN cannot be reused in the future.

# Printing IGSN Labels

The screenshot shows the MySESAR interface. At the top, there is a navigation bar with the MySESAR logo and several menu items: Back to SESAR Home, My Home, My Samples, My Groups, Register/Update Samples, Transfer Ownership, Search, My Account, Help, and Logout. Below this is a 'My Samples' section with a search filter. The filter includes fields for 'Filter by User Code', 'Filter on IGSN Between' (with input 'IESER000A and IESER000J'), 'Filter by Sample Name Begins With', and 'Filter by Registration Date Between'. A 'Filter Samples' button is to the right. Below the filter is a table of samples. The table has columns: IGSN, Sample Name, Object Type, Material:Classification, Latitude, Longitude, Location, Release Date, and select all for print. The table contains 10 rows of sample data. A 'Print Selected' button is located above the table. Red arrows point to: A) the My Samples tab in the navigation bar; B) the search filter area; C) the 'select all for print' checkboxes in the table; and D) the 'Print Selected' button.

		IGSN	Sample Name	Object Type	Material:Classification	Latitude	Longitude	Location	Release Date	select all for print
view	edit	IESER000A	AT4	Individual Sample	Rock:Igneous	25.02	-34.4		2019-11-15	<input type="checkbox"/>
view	edit	IESER000B	AT9	Individual Sample	Rock:Igneous	25.02	-34.4		2019-11-15	<input type="checkbox"/>
view	edit	IESER000C	AT11	Individual Sample	Rock:Igneous	25.02	-34.4		2019-11-15	<input type="checkbox"/>
view	edit	IESER000D	AT15	Individual Sample	Rock:Igneous	25.02	-34.4		2019-11-15	<input type="checkbox"/>
view	edit	IESER000E	AT18	Individual Sample	Rock:Igneous	25.02	-34.4		2019-11-15	<input type="checkbox"/>
view	edit	IESER000F	AT20	Individual Sample	Rock:Igneous	25.02	-34.4		2019-11-15	<input type="checkbox"/>
view	edit	IESER000G	AT27	Individual Sample	Rock:Igneous	25.02	-34.4		2019-11-15	<input type="checkbox"/>
view	edit	IESER000H	AT29	Individual Sample	Rock:Igneous	25.02	-34.4		2019-11-15	<input type="checkbox"/>
view	edit	IESER000I	AT37	Individual Sample	Rock:Igneous	25.02	-34.4		2019-11-15	<input type="checkbox"/>
view	edit	IESER000J	AT40	Individual Sample	Rock:Igneous	25.02	-34.4		2019-11-15	<input type="checkbox"/>

To print labels:

- Go to the My Samples tab in MySESAR and
- Search for the samples you would like to print labels for either based on User Code, IGSN, sample name or registration date.
- Once you have located the samples you wish to print, check the box to the right of those samples
- Then click “print selected”. You also have the option to View printable labels for all samples.

For more info, see <http://www.geosamples.org/help/labelprinting>.



# IGSN Label Printing

**Customize label fields**

Please select three fields which will be printed in the label (Ctrl-Click on PC; Cmd-Click on Mac).

Sample Name  
Sample Type  
Other Name  
Sample Size  
Depth in Hole/Core (min)

Update Fields

Please select label sheet layout:  
4"x1" (20 per sheet (10x2)) OL75

Save to PDF File **Note:** See label printing document at this [link](#).

**Your Sample Label Layout Preview**


IGSN: IESER000A Name: AT4 Type: Individual Sample AKA:	IGSN: IESER000B Name: AT9 Type: Individual Sample AKA:
IGSN: IESER000C Name: AT11 Type: Individual Sample AKA:	IGSN: IESER000D Name: AT15 Type: Individual Sample AKA:
IGSN: IESER000E Name: AT18 Type: Individual Sample AKA:	IGSN: IESER000F Name: AT20 Type: Individual Sample AKA:

Red arrows indicate: A points to the field selection list; B points to the 'Update Fields' button; C points to the layout selection dropdown; D points to the 'Save to PDF File' button.

- After you select “print selected”, a window will pop up will a view of your labels. Next
- (A) Select 3 additional fields to display on your label in addition to the IGSN. Your choices include sample name, sample type, other name, sample size, depth in hole (min and/or max), and collection start date.
  - (B) Then select “update fields” to view labels with your selected fields
  - (C) Choose the layout for your label sheet. If you are happy with your labels,
  - (D) Select “Save to PDF File”.



# Sample Grouping



MySESAR

Back to SESAR Home My Home My Samples **My Groups** Register/Update Samples Transfer Ownership Search My Account Help Logout

## My Groups

This is beta version. Please give us your [feedback](#) to improve its functionality.

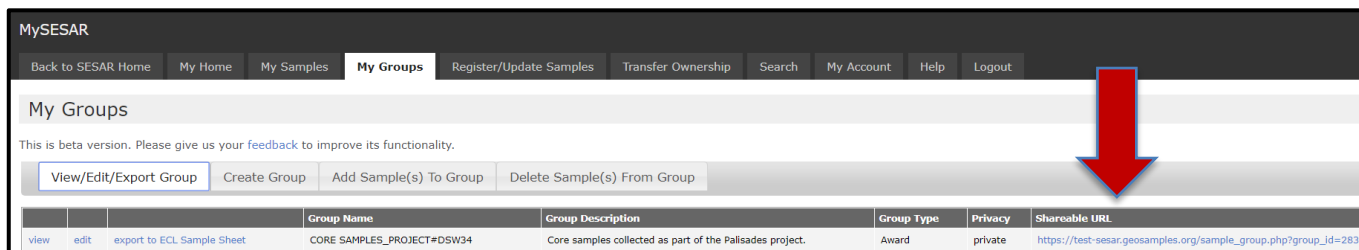
View/Edit/Export Group **Create Group** Add Sample(s) To Group Delete Sample(s) From Group

**Enter New Group Information Below**

Group Name	<input type="text" value="Maximum 100 Characters"/>	Examples: 2013 April Death Valley Trip; Smith 210-05
Group Description	<input type="text" value="Maximum 1000 Characters."/>	
Group Type	Award ▾	
Group sharable	<input checked="" type="radio"/> Private <input type="radio"/> Public	
<input type="button" value="Create a New Group"/>		

**Sample Grouping:** Create, edit, and view customized groups of SESAR samples. There is a tab in MySESAR called My Groups. Create groups for projects, loan groups, field programs, or funding awards. You can add samples both from your own user code or from other user codes. These groups will be saved in your SESAR workspace.

# Sample Grouping: Shareable URL or export sample metadata for ECL templates



MySESAR

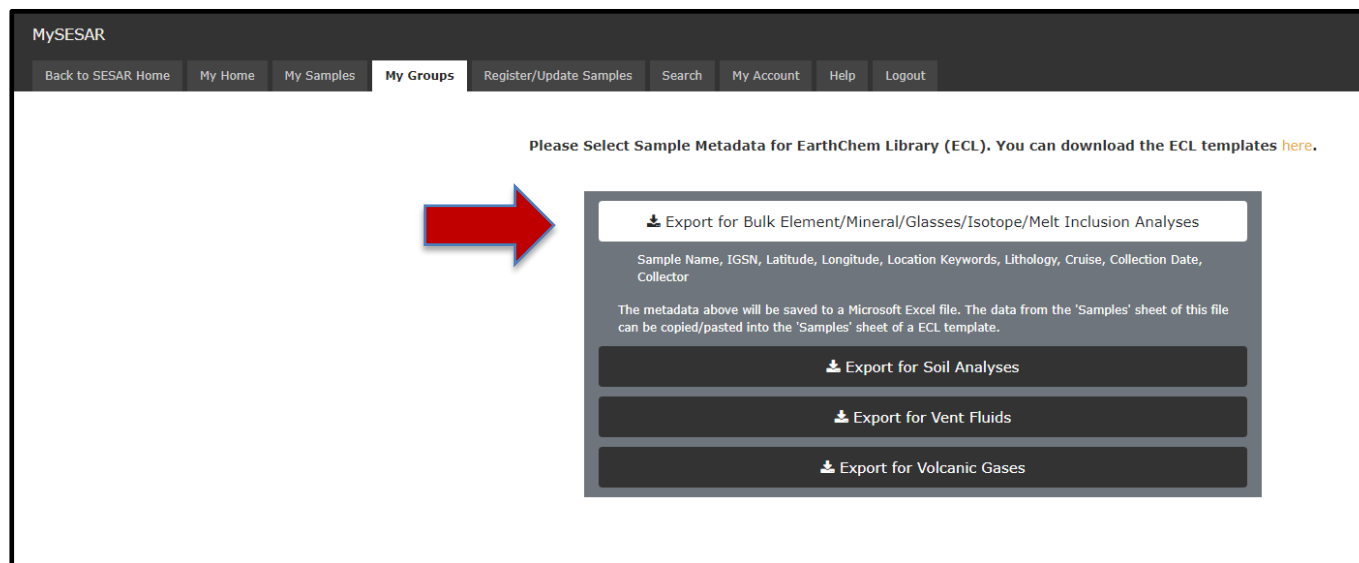
Back to SESAR Home My Home My Samples **My Groups** Register/Update Samples Transfer Ownership Search My Account Help Logout

My Groups

This is beta version. Please give us your [feedback](#) to improve its functionality.

View/Edit/Export Group Create Group Add Sample(s) To Group Delete Sample(s) From Group

			Group Name	Group Description	Group Type	Privacy	Shareable URL
view	edit	export to ECL Sample Sheet	CORE SAMPLES_PROJECT#D5W34	Core samples collected as part of the Palisades project.	Award	private	<a href="https://test-sesar.geosamples.org/sample_group.php?group_id=283">https://test-sesar.geosamples.org/sample_group.php?group_id=283</a>



MySESAR

Back to SESAR Home My Home My Samples **My Groups** Register/Update Samples Search My Account Help Logout

Please Select Sample Metadata for EarthChem Library (ECL). You can download the ECL templates [here](#).

Export for Bulk Element/Mineral/Glasses/Isotope/Melt Inclusion Analyses

Sample Name, IGSN, Latitude, Longitude, Location Keywords, Lithology, Cruise, Collection Date, Collector

The metadata above will be saved to a Microsoft Excel file. The data from the 'Samples' sheet of this file can be copied/pasted into the 'Samples' sheet of a ECL template.

Export for Soil Analyses

Export for Vent Fluids

Export for Volcanic Gases

**Sample Grouping:** In the v7.4.0 release, we added two features, shareable URLs for groups and an export feature. A URL is generated for each group, which can be shared with anyone. You can also export sample metadata for a group in one of four formats. These formats are designed to map to the 'Sample' sheet of the EarthChem Library templates.

# Transfer Ownership



MySESAR

Back to SESAR Home My Home My Samples Shared Samples My Groups Register/Update Samples **Transfer Ownership** Search My Account Help Logout

## Transfer Ownership

### Sample Ownership Transfer

**Note:**  
All requested transfers must be approved by the recipient before the sample(s) are transferred. The SESAR administrator will be the temporary owner until the recipient has accepted or declined the request. If you need assistance transferring a large number of samples, please contact the SESAR Curators for assistance at [info@geosamples.org](mailto:info@geosamples.org).  
\* Is required field.

\*Select samples below to be transferred:

- Transfer all samples owned by me
- Transfer all samples with IGSN starting with:
- Transfer samples with the following IGSNs (comma delimited list of IGSNs):

\*Transfer samples to the following SESAR User (Only ONE ID needed):

GeoPass of recipient:   
Or  
ORCID of recipient:

### User Code Ownership Transfer

MySESAR

Back to SESAR Home My Home My Samples Shared Samples My Groups Register/Update Samples **Transfer Ownership** Search My Account Help Logout

## Accept Ownership Of Sample Transfers

select all  IGSN Sample Name Original Owner

<input type="checkbox"/>	IESER0003	TEST elevation	Sarah Ramdeen
--------------------------	-----------	----------------	---------------

It is possible to transfer ownership of samples to another SESAR user under the “Transfer Ownership” tab in MySESAR. You must select which samples you would like transferred by selecting either all samples, samples within a certain IGSN range or a comma-delimited list of IGSNs. You must also provide the ORCID or GeoPass of the user. The recipient must approve the transfer.

## Questions? Contact us!

If you have additional questions, please feel free to contact us at [info@geosamples.org](mailto:info@geosamples.org) or visit our help pages and other tutorials at <http://www.geosamples.org/help>.