## Selecting the GRIN-Global Server

Directions for Connecting to the Curator Tool and the Public Website



Revision Date September 21, 2020

#### 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:** <u>https://www.grin-global.org/</u>
- b. Dataview dictionary: https://goo.gl/2PynPg
- c. Tables (w/ fieldnames): <u>https://goo.gl/GJX35W</u>
- d. **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 npgstest1.agron.iastate.edu

## **Curator Tool**

list (Friendly) Name		Properties
TRNG	~	List Display Name:
WEB(Production)		AmesTest1
AmesTest1 NordGenTRNG	Move Up	Use SSL Use LDAP
DEV		Server Name (or IP Address):
ocalhost		hpgsTest1.agron.iastate.edu
	Move Down	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

#### **Public Website**

http://npgstest1.agron.iastate.edu/gringlobal/search

## Step-by-Step Directions

#### **1.** Log in to the Curator Tool

On your PC, in a networked environment, you will need to enter a **Username** and **Password**. However, the first time through, don't bother entering that information *yet*. Instead, you 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.)

In the following example, it has been set up:

🂐 Login		_		×
Username: Password:				
Enter usem	name and password, then login to GRIN-Gio	Chan click the obal.	ge passw e 'OK' butt	ord ton to
Connect To:	NordGenTRNG DB			~
		Edit	Server Li	st
	0	K	Can	cel .:

Clicking the Edit Server List button, this is what the next window should ultimately look like:

List (Friendly) Name           NordGenTRNG DB           TRN           1           Azurn           localhost           2	Move Up	Properties List Display Name: NordGenTRNG DB Use SSL Use LDAP Server Name (or IP Address): grintest.nordgen.org
	Move Down	Examples: grin-global-test1.agron.iastate.edu norpis-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 – the one to \_\_\_\_\_\_. Even the localhost is not appropriate for most people.

On this window:

#### 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**. This window is a bit odd, but basically you need to have the **Server-to-be-used** entry displayed in the left side.

Back at this window:	Obtain your Username and Password from the GRIN-Global
subscription 🚽 🗆 🗴	administrator.
Usemame: mar@rrginc.com Password:  Change password	Username: Password:
Connect To: NordGenTRNG DB	

#### 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, most of the time you will launch the CT, and then click on the Search button to launch the Search Tool.

After you had clicked on the OK button in the Login window, a disclaimer prompt will display. (In many cases, in a training environment, it displays the default text, which you can disregard.) Simply click **OK** to continue.

	_		×
You are accessing a U.S. Government information system, which includes ( computer network, (3) all computers connected to this network, and (4) all d	1) this computer evices and stor system in	r, (2) this age media	^
written, by your experience or any other official, except USDA's Chief Information	unon Officer.		~
	ОК	Cance	el

Review the CT's opening window:

SRIN-Global v1.9.8.30					
File Tools Help					
Search Accession Wize	ard 🌋 Cooperator Wiz	card [ Crop Tra	ait Wizard	asy SMTA Wizard	V
Show lists from: Show All	Accessions Inventory C	rders Cooperators	<b>6</b>		
Include Sub-Folders	Cooperator ID	Status	Last Name	Title	First
Tab 1 Tab 11 Monday T • •					
⊡ <sup>®</sup> Tab 1 Root Folder					

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!

SRIN-Global v1.9.8.30							-	
File Tools Help								
Q Search K Accession Wi	zard 🌋 Cooperator	Wizard	Crop Trait Wizard	Easy SMTA W	izard V Genes	sys Wizard		Ē
Show lists from: Show All Reisinger, Martin 9	Accessions Inventory	Orders Coope	erators  🙀					
Include Sub-Folders	Accession ID	Digital Object Identifier	Accession Prefix	Accession Number	Accession Suffix	Taxon	Name	Chooser
Tab 1 Root Folder								Other Options
		of 0 🕨 💵					Befre	> esh Data
	Data Editing Edit Data	Save Data	Cancel			IL.		
Hot-Sync Treeview with Dataview								
Showing rows: 0 of 0		Connected to:	https://grintest.nor	dgen.org/GRINGIol	bal/GUI.asmx			:

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.



I think of the left panel as being similar to a Windows Explorer screen:

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

SRIN-Global v1.9.8.30										-		×
File Tools Help												
Q Search 🛠 Accession W	Vizard	K Coopera	tor Wizard	Crop Tr	ait Wizard 📡	Easy SM	TA Wizard 📢	Genesys Wizar	d 🥂 Inventor	y Attachment Wiz	ard	Ŧ
Show lists from: Show All Reisinger, Martin9.	Acces	sions Inventory	Orders (	Cooperators 🍃	¥							
Include Sub-Folders		Accession ID	Digital Object Identifier	Accession Prefix	Accession Number	Accession Suffix	Taxon	Name	Origin	Maintenance Site	Is Core?	Choose
Tab 1 Tab 11 Monday • •	•	50306		MAR	1	RRG	Musa acu	MARTYGOLD		NORDGEN	N	L m
Monday Root Folder		50309		MAR	2	JNH	Humulus I	OLIVERGOLD	USA, Maryland	NORDGEN	Y	۲ اک
New Liet (1)		50323		MAR	3	RRG	Humulus I	Marty's Gold		NORDGEN	N	ions
Three Accessions     MAR_2_JNH     MAR_2_RRG     MAR_3_RRG     MAR_1_RRG     DynoGorous     MAR_1 (4)     MOPS2     MOPS2				8	<u></u>							Other Opt

In the CT, a similar situation...

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. Much more on this concept!

#### 3. Launch the Search Tool

The Curator Tool screen has a **Search Tool** button – click on that to launch the ST. Be patient. It takes a few seconds for the **Search Tool** window to display.

💐 GRIN-Global v1.9.8.30									
File Tools Help									
Q Search 🛠 Accession Wizard	K Coopera	ator Wizard	Crop	Trait Wizard	Eas	y SMTA Wizard	Gen	esys Wizard	<b>In</b>
Show lists from: Show All Access	sions	I-Global Search	v1.9.8.30	)		ß			
Include Sub-Folders	Ac ID Sec	ery							
Tab 1 Tab 11 Monday	50: Find: © Def	ault	0	accession			~		
Sample Accessions	503 503 Matchir O Any	ng Word	A	ll Words	0	List of Items			
MAR_2_JNH MAR_3_RRG	Search	Criteria							
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Data E	diting Acces	sions Inventory	Orders	Cooperators	Get Crop	Get Crop Trait	Get Crop Tra	ait Code Lang	G · ·
Ed	lit Da								
Hot-Sync Treeview with Dataviev		Accession ID	Digi Iden	al Object tifier	Accessio Prefix	n Aco Num	ession Iber	Accession Suffix	1

#### 4. Search for sample records to review

Search for some existing records in the database. In the Curator Tool, in the upper left corner, click on the **Search** button:

								Clear T	ext
acce 16512	ssion.taxonomy_s; ?)	pecies_id	IN (454416, 4	15439, 19414, 3	, 19415, 4154	38, 415437, 4	15440, 415435,	415436, 316513, 317	824, ^
arch	Results		Clear Query				Limit 10000	Page Size: 1(	v 10
710	2		ciedi query					Fage Size: It	
cces	sions Inventory	Orders	Cooperators	Get Crop	Get Crop Trait	Get Crop Tr	ait Code Lang		Columns
								Humulus%	1
	Accession ID	Digi Ider	tal Object htifier	Accession Prefix	Acc Nun	ession Iber	Accession Suffix	Taxon	Nar
		idei			- North		Contra		

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

When records are located, you will be prompted with a **Query Results** window indicating that records have been found; click **OK** to continue:



The found records will be displayed in the **Search** window's bottom grid:

sic Query										
Search N	low!									
ind: Default		0	accession			~				
atching Any Word		• A	Il Words	0	List of Iter	ms				
earch Criteri	a									
								Cle	ear Text	
				15420 104	14 10415	415400 415407	415440 415405 A1	5400 010510	217024	
accession t	axonomy_s	pecies_id	IN (454416, 4	15439, 194	14, 19415,	415438, 415437,	415440, 415435, 41	5436, 316513,	31/824,	
6512)										
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earch Resul	ts		Clear Query				Limž. 10000	A Page Circo	100	
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earch Resul Add To C Accessions	ts Query Inventory	Orders	Clear Query Cooperators	Get Crop Accessio	Get Crop	Trait Get Crop	Limit: 10000 Trait Code Lang G Accession	Page Size:   Page Size:  Humulus%	100 w All Co	lum
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#### 4. Filter the Retrieved Records

Practice filtering the records, to display a subset of those found by the initial search query. In the **Status** column (scroll to the right), click in a cell whose data is "**Active**." *Right-click*; and select "**Show only rows with this data**." The bottom, left corner of the grid, will indicate how many records are now being displayed:

Add T	00	uery	Clear Query			Limit: 10				
Accession	sions Inventory		Orders	Cooperators	Get Crop	Get Crop Trait	Get Crop T	rait Code Lang		
Backup Location 1		Backup Location 2		Status	. Li	ife Form	Level O Improve			
					Active	dit-		500_Adv		
					Active			300_Tra		
					Aug. 1.			000_T		
					Active			300_Tra		
<										

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

In this step, you will build and name a list in the Curator Tool. With this list, you will eventually be able to point to records for reference in future sessions. Name a tab, root folder (top level list), and a sub-list similar to the following. Select a genus in which you are interested.



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!

Search for the genus which you are interested in. Then drag the records from the Search Tool to the Curator Tool.



To select an entire grid, click in the upper, left corner:

	Ad	d To C	Juery		Clear Query					Lim
	Acces	sions	Inventory	Orders	Cooperators	Get Crop	Get Crop	Trait	Get Crop T	rait Co
	4	Acce	essionID	Digi Ider	tal Object htifier	Accessio Prefix	n	Acce Num	ession ber	A
		1184				DNK		1718		
	•	1206				DNK		1736		

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:

Add	To Query	Clear Query		Lim	it: 10000 🖨 Pa	age Size: 100	-	
ccessio	ons Inventory Orde	ers Cooperators Ge	et Crop Get Crop Tra	ait Get Crop Trait Co	de Lang G 🚺 🕨	Show All Colu	mns	
	Backup Location 1	Backup Location 2	Status	Life Form	Level Of Improvement	Reproductive Uniformity	^	
×			Active		500_Advanced o			
			Active		300_Traditional c			
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			Active		300_Traditional c			
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						<b>1</b>	>	
owing r	ows: 252 of 306	Conn	ected to: https://gr	intest.nordgen.org/	GRINGlobal/GUkas	mx		

The cursor should change and look similar to the following as you position the mouse over a folder in the CT window:



In this example, **Rubus** records are being dragged. (The quickest method for selecting all of a grid's records is to first click in the upper left corner header cell; then click in the blue area and drag to the folder.)

🔮 GRIN-Global v2.0.3994.2342	5					
File Help						
🕴 🔍 Search 🤻 Accession Wizard 💣	Order W	ïzard				
Show lists from:	Acces	sions Inumban M	-internet - Delieu (	Orders OrderDeserved	Astin Cause	Country
SYSTEM, Administrator, 🔍 🔍	0	sions Inventory M	antenancer olicy    t	Unders Underneques	Action Genus	Cooperator
Rubus 🚒		Accession ID	Accession Prefix	Accession Number	Accession Suffix	Species
🖃 📴 Rubus		301	PI	502589		Rubus sp.
		2706	PI	548891		Rubus sp.
		2737	PI	548922		Rubus sp.
		2738	PI 🖉	548923		Rubus sp.
		2740	+r**** R	548925		Rubus sp.
· · · · · · · · · · · · · · · · · · ·		2741	PI	548926		Rubus sp.
		2743	PI	548928		Rubus sp.
	•	2745	PI	548930		Rubus sp.

### 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.

For example, you can right click on a cell and then filter:

Add 1	To Query		Clear Query			Lim	it: 10000 🖨 Pa	age Size: 100
ccessio	ons Inventory	Orders	Cooperators	Get Crop	Get Crop Trait	Get Crop Trait Co	de Lang G 🔸 🕨	Show All Colu
	Backup Location 1	E	Backup Location 2	Status		Life Form	Level Of Improvement	Reproductive Uniformity
				Active			500 Advanced o	
				Active		Show only rows	with this data	
				Active		Hide rows with t	his data	
				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.

The first step is to ensure that the **Accessions** tab is the active tab in the data grid. If it is, then click on the **Accession Wizard** button:

🂐 GRIN-Global v1.9.8.30									-		×
File Tools Help	Vizard Coopera	tor Wizard	Crop Tr	ait Wizard 🖠	Easy SMTA	A Wizard	Genesys W	izard 🌾 Inver	ntory Attachment Wiz	ard	F
Show lists from: Show All	Accessions Inventor	y Orders C	ooperators 😕	¥							
Include Sub-Folders	Accession ID	Digital Object Identifier	Accession Prefix	Accession Number	Accession Suffix	Taxon	Name	Origin	Maintenance Site	Is Core	Chooser
Tab 1 Root Folder	4									>	ions Colu
		of 0   >	NI de	$\sim$					B	efresh Data	1
	Data Editing Edit Data	Save Data	Cance	el							_
Hot-Sync Treeview with Dataviev											
Showing rows: 0 of 0			Connected	d to: https://g	rintest.nordge	n.org/GRIN	Global/GUI.asm	x			- La

The accession wizard displays its own window:

ession Names Source	Pedigree IPB Quarantine	Annotation Voucher Action	Save Save Save an
Accession Prefix	Add new Accession Number	Accession Suffix	Status
Taxon			
Received Date Format [Null]	Received Date	Is Web Visible?	
Received Date Format [Null] Received As	Received Date	Is Web Visible?	Reproductive Uniformity

#### 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
- **Taxon**: select a valid Genus species from the **Lookup Picker** window that pops up. It will pop up when you start typing in the pink box:

Accession Wizard v1.9.8.3	30				
(	▶   ♣ 🗙   🔢				
Accession Names Source	Pedigree IPR Quarantine	Annotation	Voucher	Action	
Accession Prefix	Accession Number	Accession	n Suffix		Status
Taxon					
Received Date Forma	Lookup Picker v1.9	0.8.30	-		×
[Null]	HINT: For big lists, use	the text filter to	shorten th	e list searc	h.
Received As [Null]	Filter -> H Haageocereus fascicu Habenaria floribunda Habenaria odontopetal Habenaria repens Habenaria po.	laris a	∧ Show Valid F	Only Choic For This: _accepted_	es name
Maintenance Site	Habitzia tamnoides Habranthus brachyand Habranthus conzattii	rus			
Backup Location 1	Habranthus longifolius Habranthus longipes Habranthus robustus				
Backup Location 2	Habranthus spp. Habranthus tubispathus	s	*		
	Refresh List		O	K C	ancel

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).

Complete three fields in the Name Tab window:

4	s A	ccession Wiza	rd v1.9.8	.30			0	ו	×					
		1	of 1   ▶	▶   ⊕	$\times$						💾 Save	💾 S	ave and	l Exit
A	cce	ssion Names	Source	Pedigree	IPR	Quarantine	Annota	tion Vouche	r Action					
	1	New Name												
Г	Í	Name		Category		Name Rank		Name Group	Coop	erator	Note			
Þ			[	Null]										
	(													

#### 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**

For practice, open at least one dataview whose tab is not visible in the data grid. For example, open the **Get Code Value** dataview.

Orders	OrderReque	stActick Genus Cooperator CodeValue Geography AccessionNa	me Inv
	Code Value ID	Group Value Created Date Creat	ed By
	4366	冬 Data v2.0.3994.23426iew Properties 🔳 🗖 🔀	.M, Adn
	4367		.M, Adn
	4368	Dataview Tab Name: CodeValue	.M, Adn
	4369	Dataview Cotogony	.M, Adn
	4370	Client V Codes V	.M, Adm
	4371	Dataview:	.M, Adm
	4372	Get Code Value 🗸	.M, Adm
	4373		.M, Adm
	4374	Viewer Style	.M, Adm
	4375	• Spreadsheet • Form • Both	M, Adn
	4376		.M, Adm
	4377	Form:	M, Adm
	4378		M, Adn
	4379	OK Cancel	M, Adn

What are these Code Value records? Many Curator Tool dataviews use dropdowns to assist the user in selecting a valid entry from a list of possible values. Example:

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

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.)