

# 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:

[https://www.grin-global.org/docs/gg\\_install\\_CT\\_directions.pdf](https://www.grin-global.org/docs/gg_install_CT_directions.pdf)



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. **Tables (w/ fieldnames):** <https://goo.gl/GJX35W>
- d. **GG Public Website:** <https://training.ars-grin.gov/gringlobal/search.aspx?>  
(NPGS Training as an example)



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

# TOC

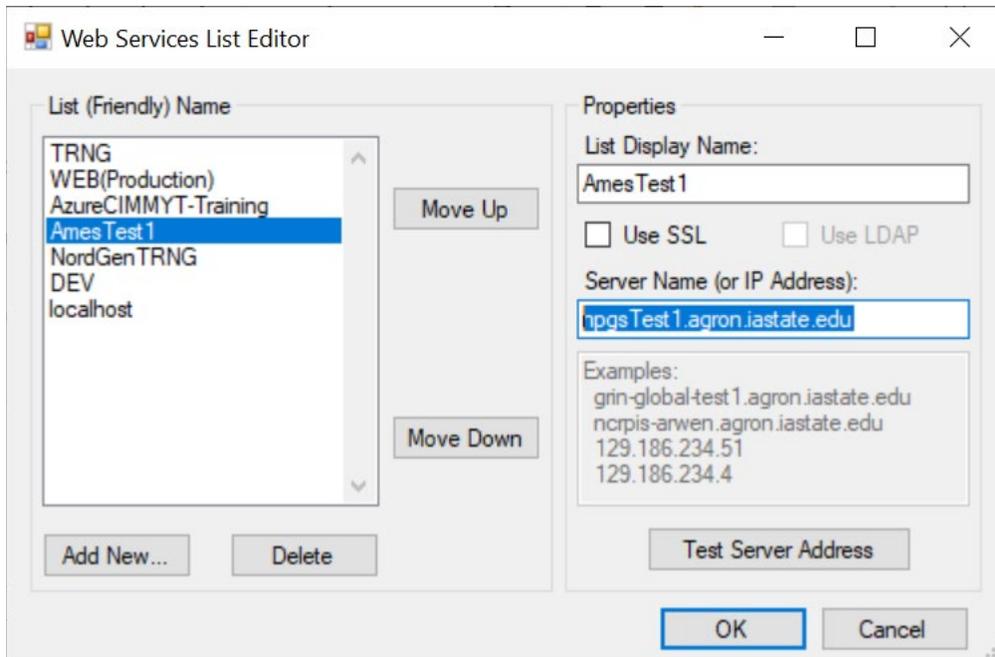
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## Cliff Notes Version

### Connecting to a GG server

In this example, the server's address is **npgstest1.agron.iastate.edu**

### Curator Tool



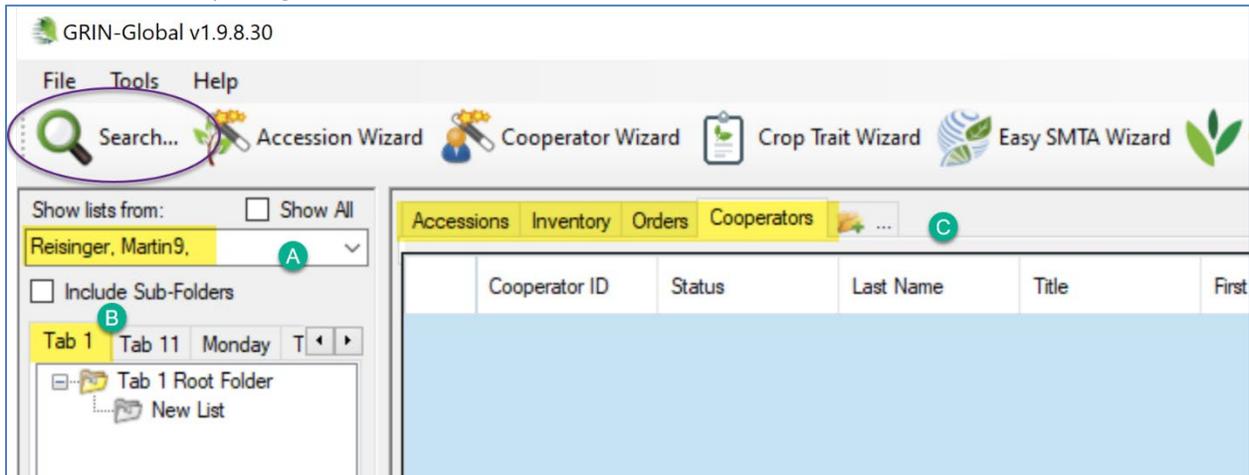
### Public Website

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





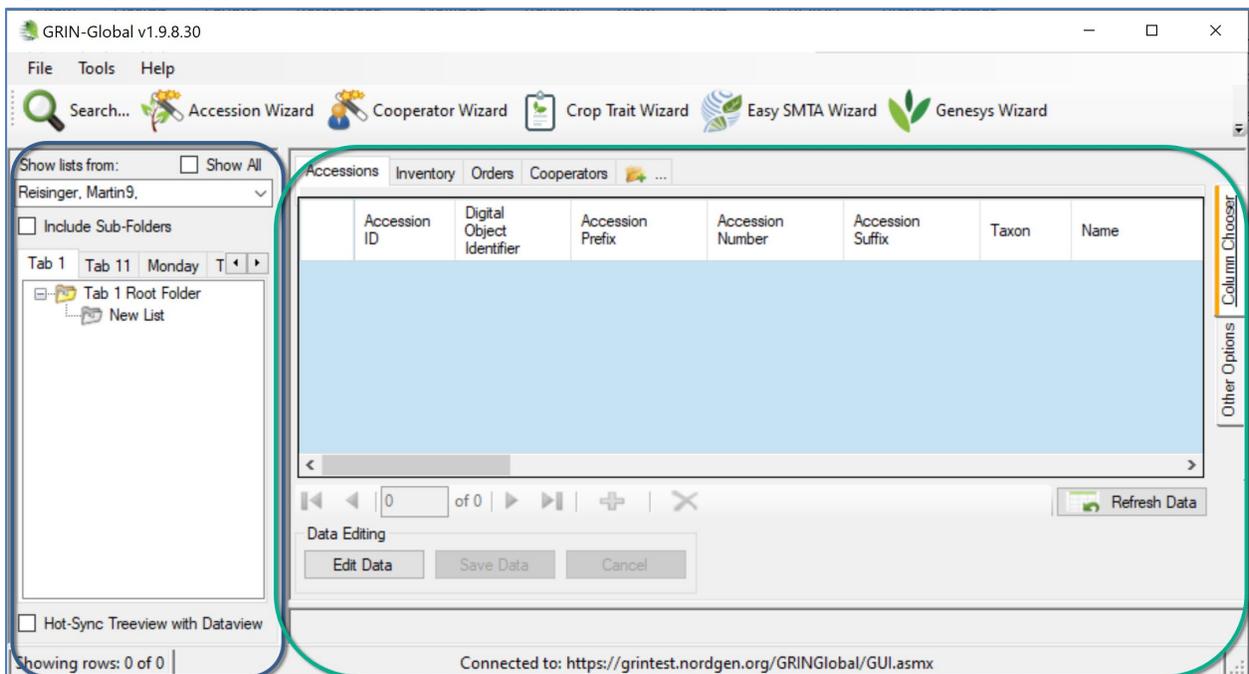
Review the CT's opening window:



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.

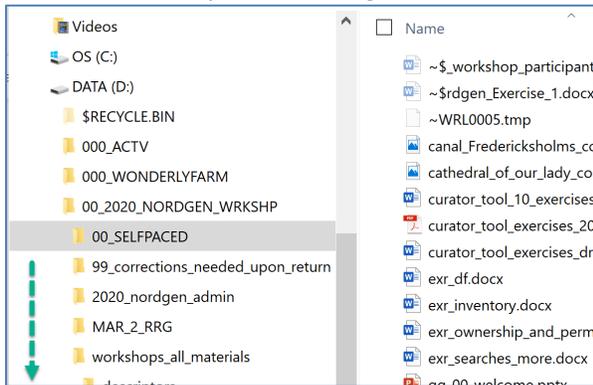
In the image above, your B and C may look a bit different from mine. In (B), I have multiple tabs set up because I was using the CT already. You probably only have one tab, "Tab 1." Perfect if that is the case!

### Curator Tool Window



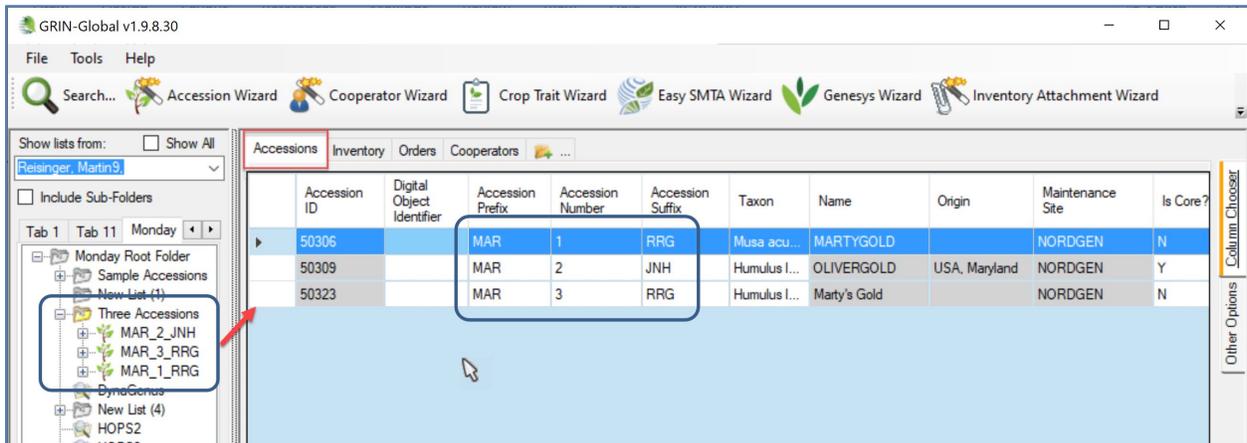
Many of the items above are self-evident. But I'll point out that the screen has two panels, a left and right panel.

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.

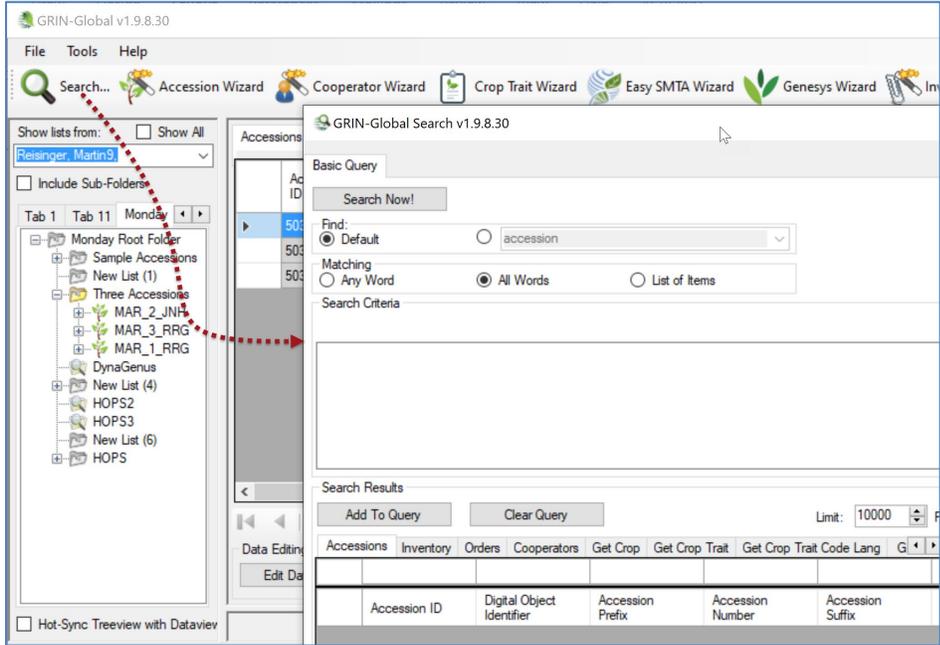
In the CT, a similar situation...



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!

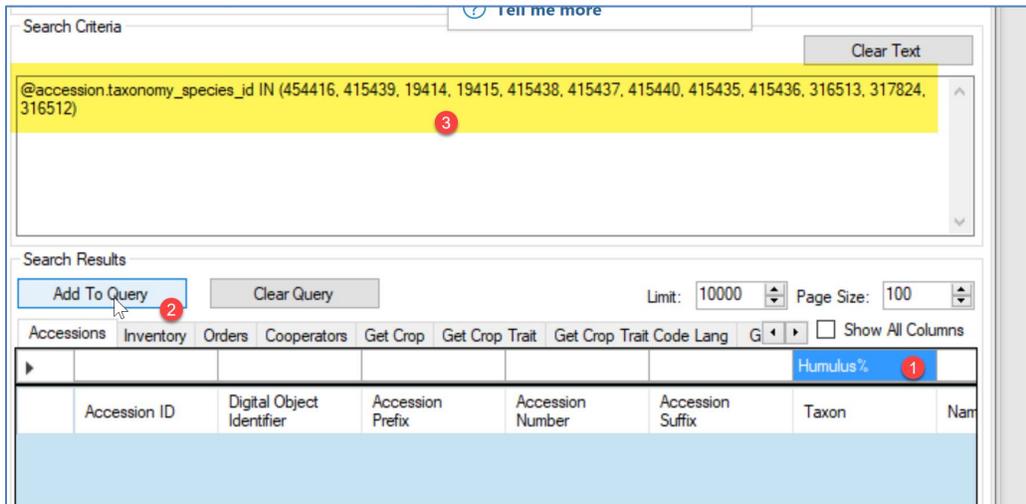
### 3. Launch the Search Tool

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.



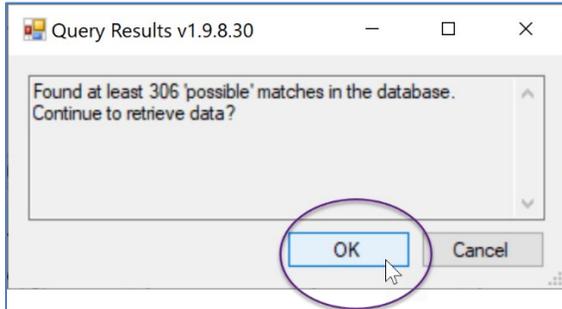
### 4. Search for sample records to review

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

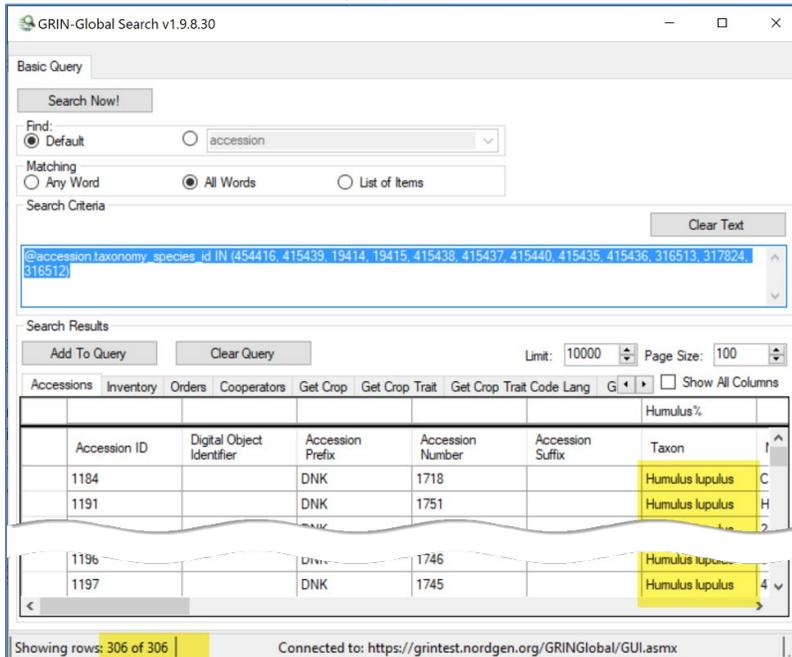


I typed **Humulus%** in the cell above Taxon. The % serves as a wildcard – anything after **Humulus** in this case will be considered. (So I didn't need to include a species.) The yellow area shows the result after I clicked on the **Add to Query** button.

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

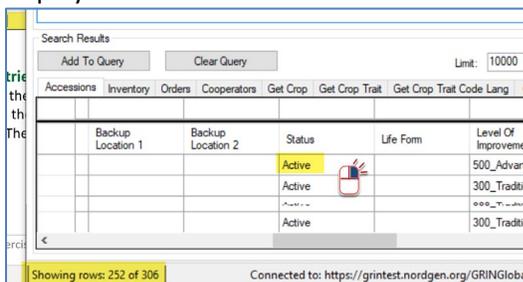


The found records will be displayed in the **Search** window's bottom grid:



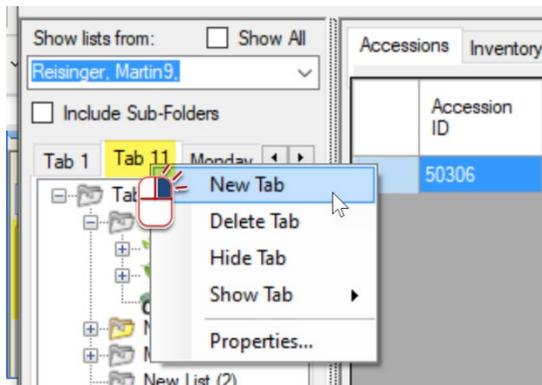
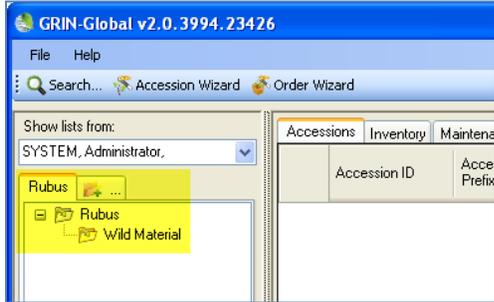
#### 4. Filter the Retrieved Records

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:



## 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.

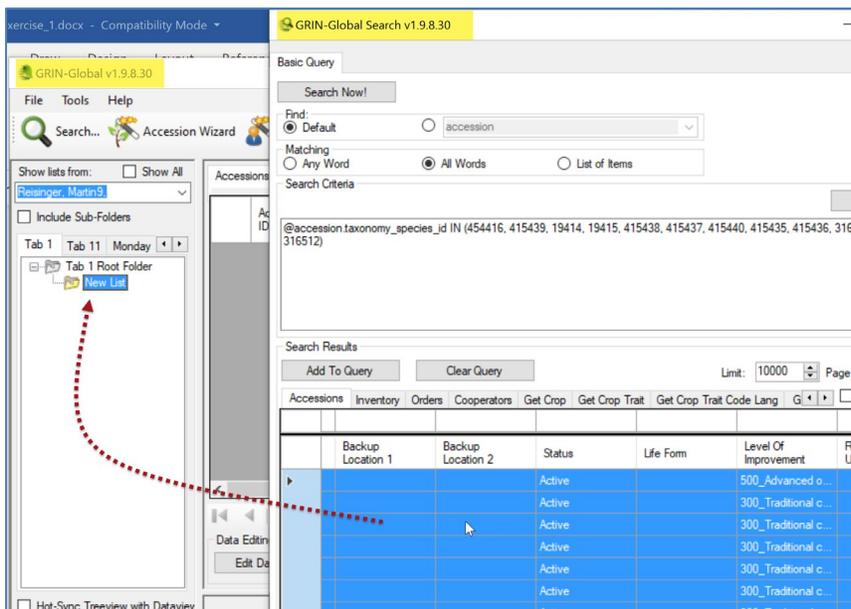


Right-click! Right clicking opens menus. The menu that is displayed provides the available options at that point in time.

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

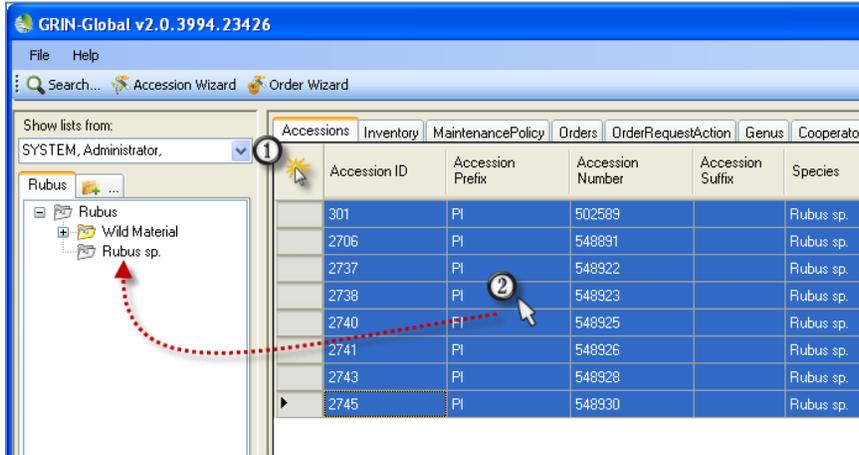
This step requires some manual dexterity!

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





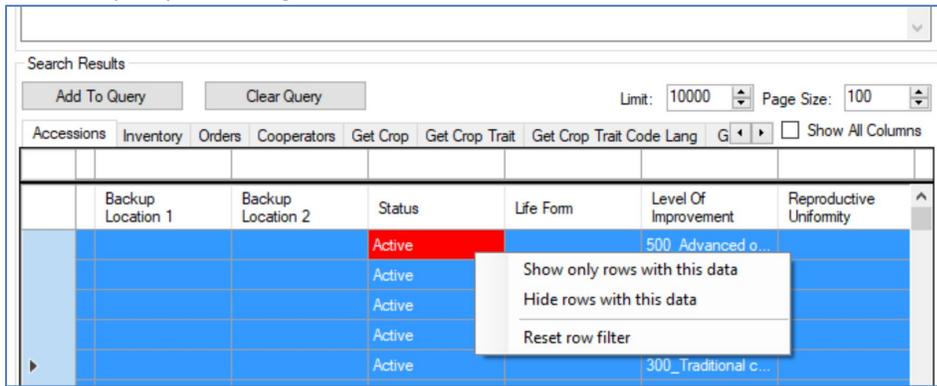
In this example, **Rubus** records are being dragged. (The quickest method for selecting all of a grid's records is to first click in the upper left corner header cell; then click in the blue area and drag to the folder.)



### 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:



### 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.

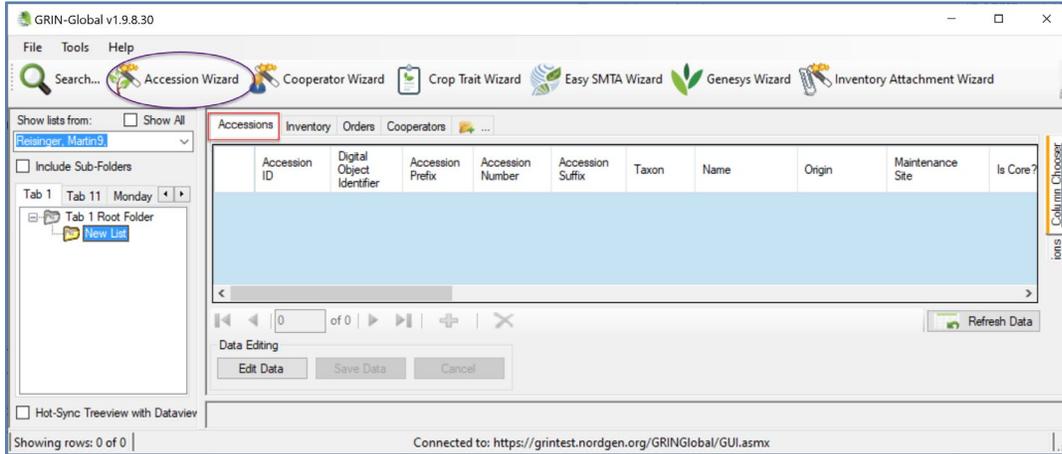


When you delete items in *your lists*, you are not impacting the actual database records. Experiment! If you delete any list items, repeat the search that you did earlier and you will see the records are still in the database.

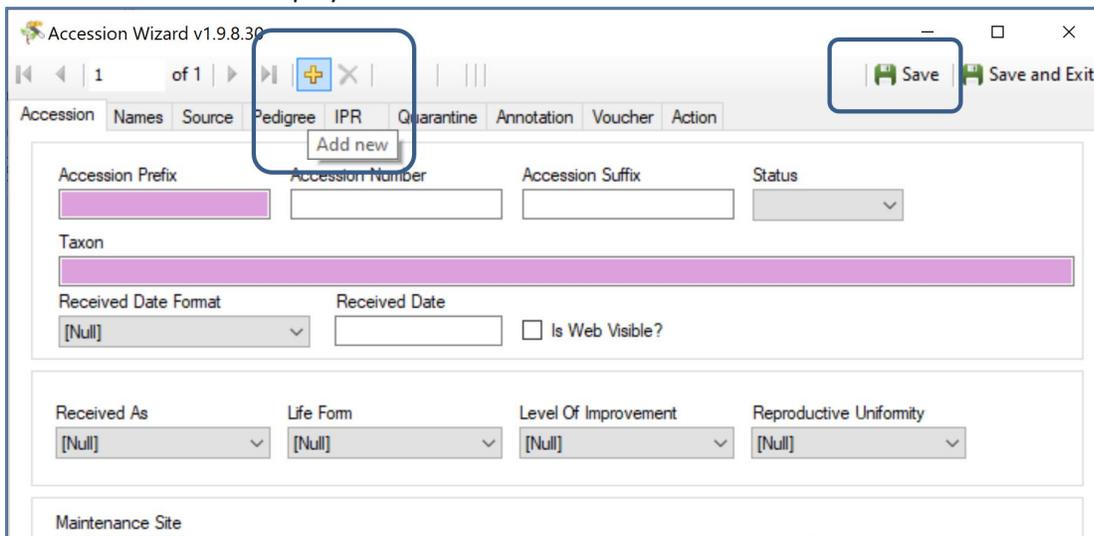
## 9. Create New Database Records

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:



The accession wizard displays its own window:

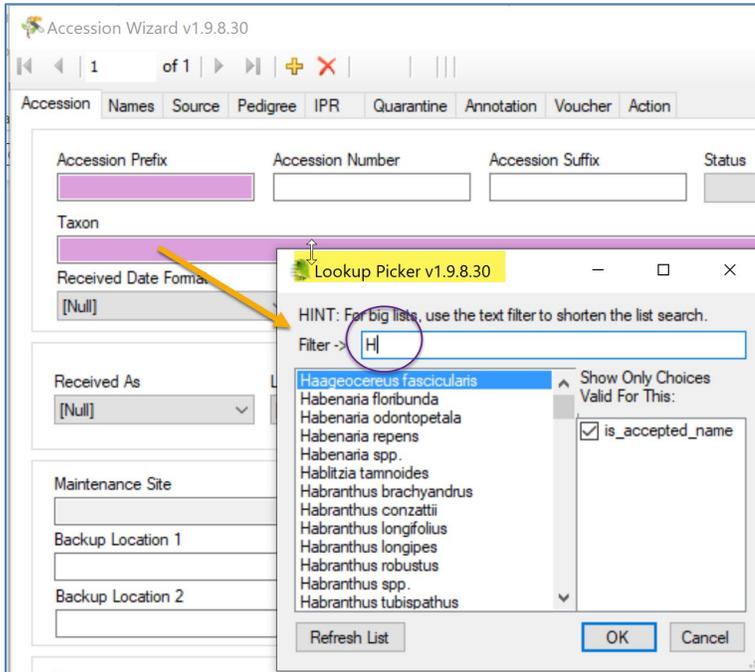


## Accession

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:



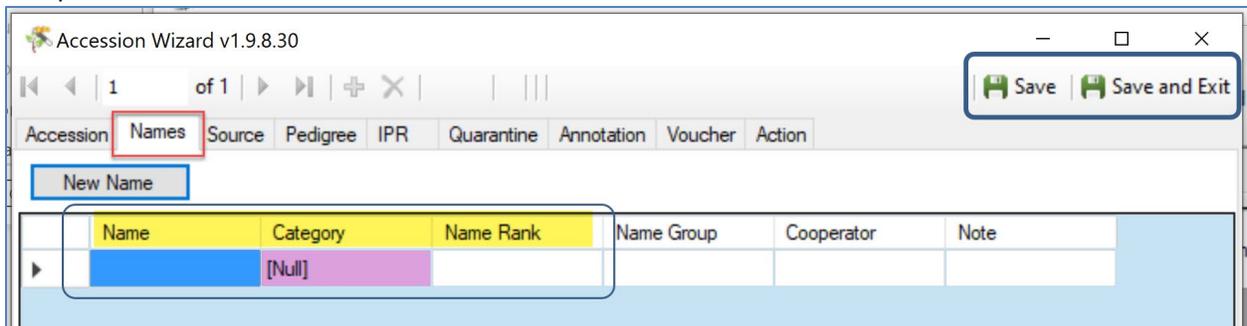
Remember to *frequently* use the **Save** button (in the upper right corner).

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:



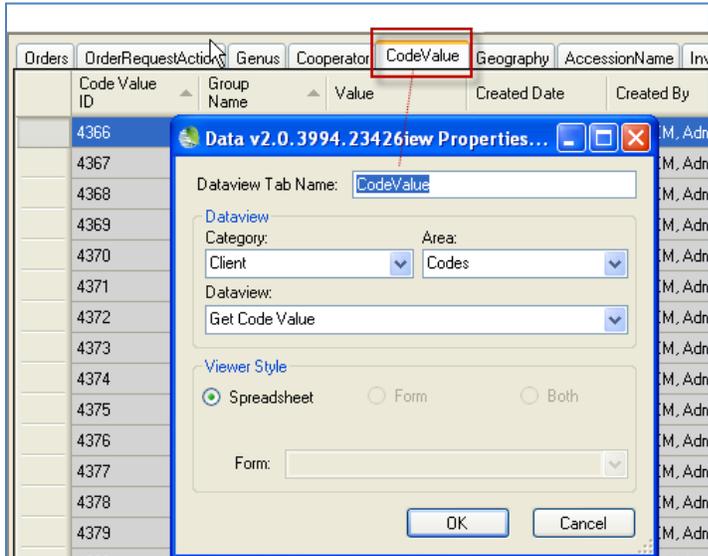
When you are finished, click the **Save and Exit** button in the upper right corner.



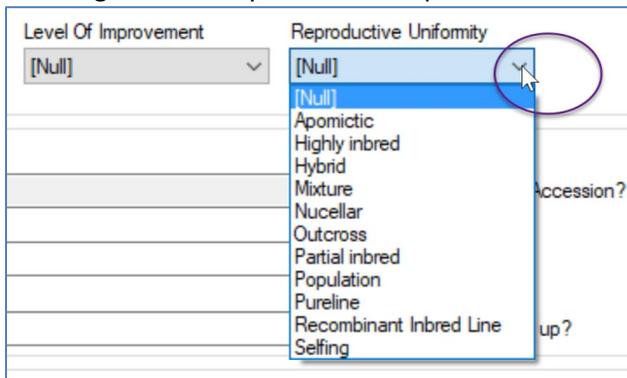
Here, and in other parts of the CT, click in another cell or tab to another cell, in order to complete the entering of data in a cell.

## 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.



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:



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.)