

# **mybook**

Jane Doe

2021-08-18

# Table of contents

<b>1</b>	<b>orcaIntranetWebsite</b>	<b>3</b>
<b>2</b>	<b>ORCA Sample Management Database</b>	<b>4</b>
2.1	Introduction . . . . .	4
2.2	Adding Data to ORCA Sample Management Database . . . . .	5
2.2.1	Initial Steps . . . . .	5
2.2.2	Enter Sample Data for samples that follow the ORCA naming convention	5
<b>3</b>	<b>geotek</b>	<b>7</b>

# 1 orcaIntranetWebsite

This is a Quarto website.

To learn more about Quarto websites visit <https://quarto.org/docs/websites>.

[1] 2

## 2 ORCA Sample Management Database

### 2.1 Introduction

The admin screen of the ORCA Sample Management Database can only be accessed on-campus at <https://orca.otago.nz/orca>. This page offers an overview of all the samples contained in the Sample Database.

To enter sample information into the database the administration screen need to be entered. This screen can be accessed using the following <https://orca.otago.nz/orca/admin>

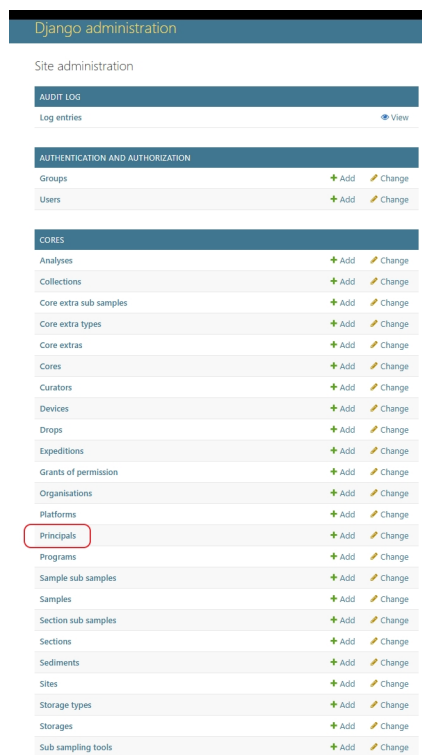


Figure 2.1: Introductory screen for the ORCA Sample Database

The view upon entering the admin screen can be seen in Figure 2.1

## 2.2 Adding Data to ORCA Sample Management Database

### 2.2.1 Initial Steps

You will need to check that some of the fundamental data for the samples you are entering into the database has already been entered e.g. principal scientist, coring platform, program etc. If this data is not in the database it will need to be entered prior to entering the sample information.

For example, if the *Principals* link in Figure 2.2 is selected, a list of all the Principal Investigators (PI) already in the system will open (See Figure 2.2a). If the PI for the samples being entered is not on this list, they will need to be entered. Select the *Add* button in the top right corner of the screen (See Figure 2.2a) and a data entry screen to enter the new PI will open (See Figure 2.2b). Fill out the required information and select on *Save* to enter the data.

Figure 2.2 consists of two screenshots. Screenshot (a) shows a window titled 'Select principal to change'. It has a search bar, a dropdown menu for 'Action', and a table of principals. The table has columns for 'PRINCIPAL', 'Firstname', and 'Lastname'. The principals listed are Rieselmann, Gary Wilson, and Chris Moy. There is an 'ADD PRINCIPAL' button in the top right corner. Screenshot (b) shows a window titled 'Add principal'. It has fields for 'Firstname', 'Lastname', 'Known', and 'Email'. There is a 'SAVE' button in the bottom left corner, and 'Save and add another' and 'Save and continue editing' buttons in the bottom right corner.

- (a) The main window showing the PI's in the system (b) The window that appears after Add is selected in the main PI window. Details of additional PI's can be added here

Figure 2.2: The windows that appear when the a new PI is being added to the database

### 2.2.2 Enter Sample Data for samples that follow the ORCA naming convention

All sample sites will have data entered the Expedition, Site and Drop tables

#### 2.2.2.1 Expedition

#### 2.2.2.2 Site

All sites will require the Expedition to be selected from the drop-down, a 3 Letter Location Code e.g DUS shall be entered into the Location Code field and 3 digit Site Number e.g 001 shall be entered into the Identifier field (See Figure 2.3a).

If the site is not a long core then click save at the bottom of the screen to save the data into the Site table

Figure 2.3a indicates the fields that must be filled out if a long core similar to IODP cores, LOCH Hydraulic Piston Core or the Uwitec Corer, is being collected at the site, the Site Latitude and Longitude shall also be entered in Decimal Degrees. A Water Depth should also be entered into this table

**Add site**

Uuid: 7c1bacb7-e386-4ba8-9444-9145c93739d8

Expedition: ..... + x 👁 Select Expedition from dropdown

Description:   
Free text description of site (location etc.)

Comments:   
Free text comments on site (difficulties etc.)

Location code: ..... Enter 3 Letter Site Code e.g. DUS  
Arbitrary code for location, selected per expedition

Location: 

500 km

  
Latitude  
  
Longitude  
  
WGS84 location of site (not including depth)

Altitude:   
WGS84 altitude of site above datum

Depth:   
Default depth of water for cores/samples obtained from this site (m)

Identifier: ..... Enter 3 digit site number e.g. 001  
Numeric identifier for site within expedition

**Add site**

Uuid: 7c1bacb7-e386-4ba8-9444-9145c93739d8

Expedition: ..... + x 👁 Select Expedition from dropdown

Description:   
Free text description of site (location etc.)

Comments:   
Free text comments on site (difficulties etc.)

Location code: ..... Enter 3 Letter Site Code e.g. DUS  
Arbitrary code for location, selected per expedition

Location: 

500 km

  
Latitude  
  
Longitude  
  
WGS84 location of site (not including depth)

Altitude:   
WGS84 altitude of site above datum

Depth: ..... Enter Water Depth in meters  
Default depth of water for cores/samples obtained from this site (m)

Identifier: ..... Enter 3 digit site number e.g. 001  
Numeric identifier for site within expedition

(a) The site data that must be entered for all sites except long cores

(b) The site data required for long cores

Figure 2.3: Entering the Site data into the database

## 3 geotek