

Otago Repository for Core Analysis Operating Manual

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Table of contents

1	orcaIntranetWebsite	3
2	ORCA Sample Management Database	4
2.1	Introduction	4
2.2	Adding Data to ORCA Sample Management Database	5
2.2.1	Initial Steps	5
2.2.2	Enter data for samples that follow the ORCA naming convention	5
3	geotek	10

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>

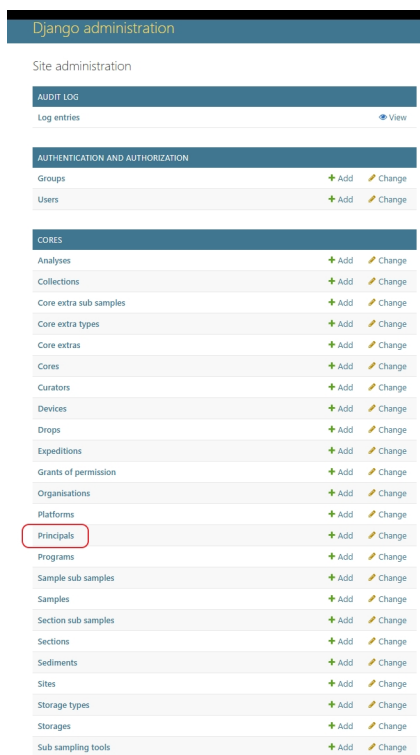


Figure 2.1: Introductory screen for the ORCA Sample Database

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 with a magnifying glass icon and a 'Search' button. Below the search bar is a table with columns for 'Action', 'Principal', and 'Go'. The table lists three principals: 'PRINCIPAL', 'Rieselman', 'Gary Wilson', and 'Chris Moy'. The 'Action' column has a dropdown menu and a 'Go' button. The 'Go' button is highlighted with a red box. Below the table, it says '3 principals'. Screenshot (b) shows a window titled 'Add principal'. It has four input fields: 'Firstname', 'Lastname', 'Known', and 'Email'. Each field has a small label below it: 'First name', 'Last name', 'Known as', and 'PI email'. At the bottom of the window, there are three buttons: 'SAVE', 'Save and add another', and 'Save and continue editing'. The 'SAVE' button is highlighted with a red box.

- (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 data for samples that follow the ORCA naming convention

2.2.2.1 Data required for all samples

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

2.2.2.1.1 Expedition Table

2.2.2.1.2 Site Table

To enter data into the Site table select *Sites* from the **Site Administration** window and Select *Add Site*

Standard sites will require the following information to be entered

1. An expedition to be selected from the drop-down,
2. a 3 Letter Location Code e.g DUS shall be entered into the Location Code field
3. 3 digit Site Number e.g 001 shall be entered into the Identifier field

The fields that must be filled are indicated in red in Figure [2.3a](#).

Click save at the bottom of the page to save the data into the Site table.

For a site where the sample being collected is a long core, that is, the sampling tool is entering the same hole multiple times and collecting numerous core sections to increase the sampling depth e.g. IODP core collected off the Joides Resolution, the Ohau core collected using a Hydraulic Piston Corer, the UoO Uwitec corer etc.

The additional fields that must be filled out in the event a long core is collected are

4. Latitude (dd.dddddd)
5. Longitude (ddd.ddddd)
6. Water depth (m)

These fields are indicated in blue in Figure [2.3b](#).

2.2.2.1.3 Drop Table

To enter data into the Drop table select *Sites* from the **Site Administration** window and Select *Add Drop*

Standard drops will require the following information to be entered

1. A site to be selected from the drop-down
2. Select the device being used at the site from the drop-down e.g. PST
3. The date of the drop, if the drop date is unknown enter 1900-01-01
4. The time of the drop, if drop time is unknown enter 00:00:00
5. The sample number, this is a 2 digit number.
6. Latitude (dd.dddddd)
7. Longitude (ddd.ddddd)
8. Water depth (m)

Add site

Uaid:

7c1bacb7-e386-4ba8-9444-914fc95739d8

Expedition:

.....

Expedition on which site was sampled

Select expedition from drop-down

Description:

Free text description of site (location etc.)

Comments:

Free text comments on site (difficulties etc.)

Location code:

Arbitrary code for location, selected per expedition

Enter 3 letter site code e.g. DUS

Location:

+

-

□

○

⊗

⊞

500 km

Leaflet | © OpenStreetMap contributors

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:

Numeric identifier for site within expedition

Enter 3 digit site number

Add site

Uaid:

7c1bacb7-e386-4ba8-9444-914fc95739d8

Expedition:

.....

Expedition on which site was sampled

Select expedition from drop-down

Description:

Free text description of site (location etc.)

Comments:

Free text comments on site (difficulties etc.)

Location code:

Arbitrary code for location, selected per expedition

Enter 3 letter site code e.g. DUS

Location:

+

-

□

○

⊗

⊞

500 km

Leaflet | © OpenStreetMap contributors

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:

Numeric identifier for site within expedition

Enter 3 digit site number

(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

7

The fields that must be filled are indicated in red in Figure 2.4a.

In the event a long core is collected at the site, the latitude, longitude and water depth should not be entered into this table, as it will already have been entered into the site table

The required fields for the drop table are

1. A site to be selected from the drop-down
2. Select the device being used at the site from the drop-down e.g. PST
3. The date of the drop, if the drop date is unknown enter 1900-01-01
4. The time of the drop, if drop time is unknown enter 00:00:00
5. The sample number, this is a 2 digit number.

There is an additional field required to be filled out when collecting a long is

6. Enter a Hole Id for the site. A for the first hole at a site B for the second hole at the site etc. If the rig moves to a new site start at A again

Add drop

Uuid: 95b89cdd-c0ff-43bc-8f00-6f48e0018010

Site: Site from which sample was taken

Device: Sampling device used

Datetime: Date & time of drop

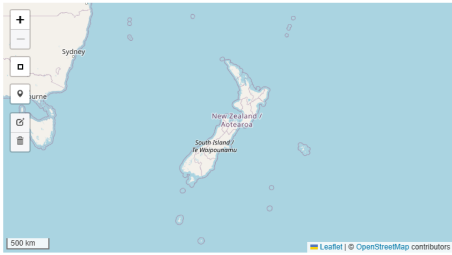
Sampleid: Sample ID base allocated for this drop

Externalid: Sample ID assigned by originating organisation

Source: External organisation that originated the relevant sample(s)

Holeid: If multiple holes at same location (e.g. with UWITEC Ceres), ID of hole from which this core was obtained

Samplernumber: Sample number (1-based) from the Site/Hole/Device combination

Location: 

Latitude: WGS84 location of drop (not including depth)

Longitude: WGS84 location of drop (not including depth)

Location text:

Depth: Depth of water from which sample obtained (m)

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

Add drop

Uuid: 95b89cdd-c0ff-43bc-8f00-6f48e0018010

Site: Site from which sample was taken

Device: Sampling device used

Datetime: Date & time of drop

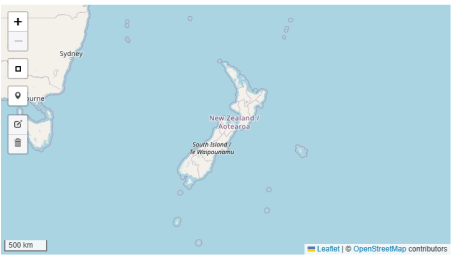
Sampleid: Sample ID base allocated for this drop

Externalid: Sample ID assigned by originating organisation

Source: External organisation that originated the relevant sample(s)

Holeid: If multiple holes at same location (e.g. with UWITEC Ceres), ID of hole from which this core was obtained

Samplernumber: Sample number (1-based) from the Site/Hole/Device combination

Location: 

Latitude: WGS84 location of drop (not including depth)

Longitude: WGS84 location of drop (not including depth)

Location text:

Depth: Depth of water from which sample obtained (m)

(b) The drop data required for long cores

Figure 2.4: Entering the Drop data into the database

3 geotek