

OCEAN DRILLING PROGRAM

JRS

USER'S MANUAL

Updated 8/99

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Introduction

JRS is a program designed to aid in the recording of sample data. The entered data is subsequently saved to the central database. The main working window is a spreadsheet similar in appearance and function to Excel.

Document Layout

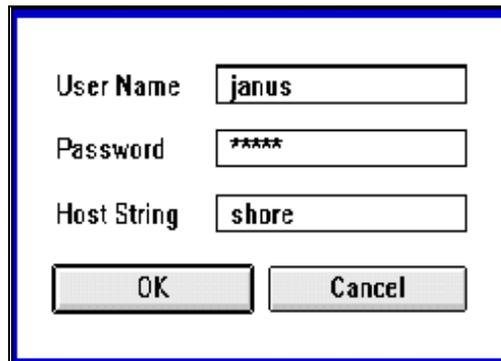
This document is broken up into several sections. The first two describe the spreadsheet and all the menu and toolbar functions. The third section describes how data is entered and saved. The remaining sections describe, in depth, all of the various special features of the program (e.g. Templates, Patterns, Inheritance, etc.). Two appendices describe how to install and upgrade JRS.

Starting JRS for the First Time

Double click on the JRS icon to start the program.

Login Window

Starting JRS opens the **Login** window (See Figure 1). Enter your **User Name**, **Password**, and **Host String** here. JRS automatically remembers the last **User Name** and **Host String** entered, and the next time the program is started, they will automatically be displayed.

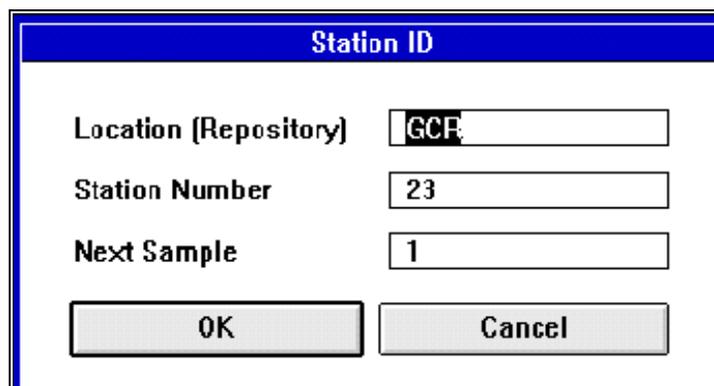


User Name	<input type="text" value="janus"/>
Password	<input type="password" value="*****"/>
Host String	<input type="text" value="shore"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Figure 1. Login Window of the JRS Program

Station ID Window

The information at this window allows the JRS program to assign each sample a unique ID (See Figure 2). **This window only appears the very first time the program is started.** These settings are saved in the "staid.jrs" file in the same folder as the program.



Station ID	
Location (Repository)	<input type="text" value="GCR"/>
Station Number	<input type="text" value="23"/>
Next Sample	<input type="text" value="1"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Figure 2. "Station ID" Window of the JRS Program

1. **Enter a Location** (Repository). If you are connected to the database, the program defaults to the correct location. If not, enter a location (e.g. GCR, WCR, SHIP).
2. **Enter a Station Number**. This number should be displayed on the computer.

3. **Enter the Next Sample number** (up to 7 digits). Enter the number “1” the first time. The number will be incremented automatically for samples entered in a stand-alone mode.

Note: JRS remembers these settings so you don't have to enter them again. This window should not appear the next time you login.

“Janus Sampling” Window

Figure 3 displays the sample entry window. Notice that it is a spreadsheet format, similar to Excel. The next two sections explain the menu and toolbar functions.

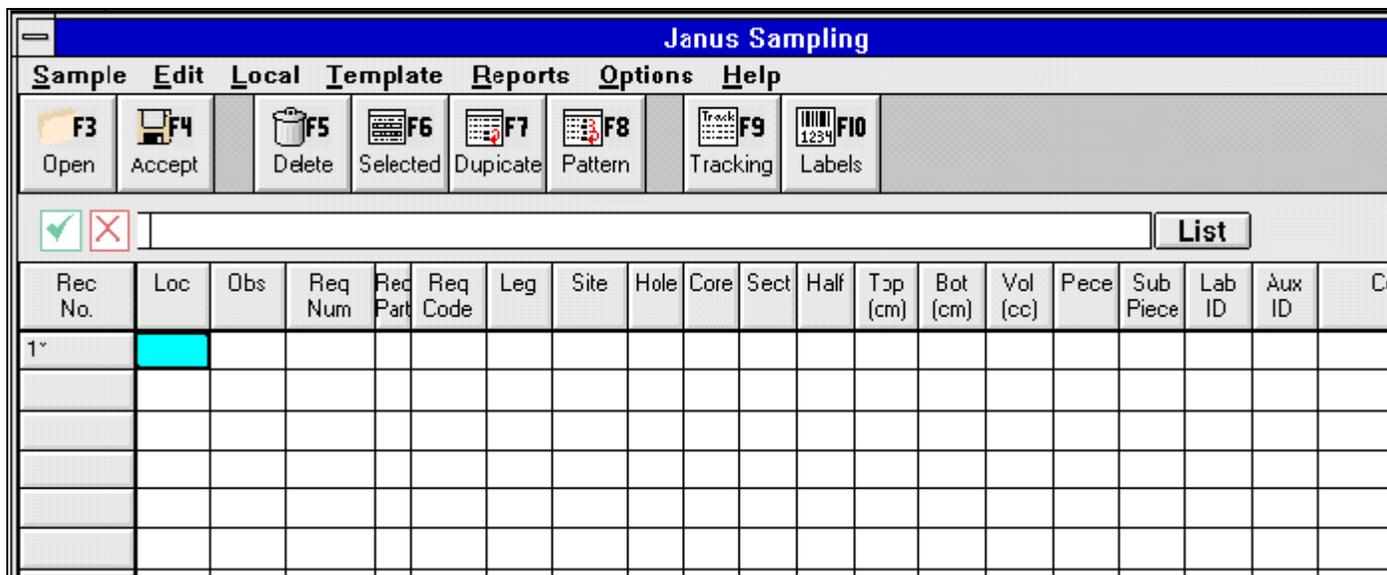


Figure 3. “The sample entry window”

- There is a menu bar at the top of the window. Each menu item has several available options. View these by clicking on the menu item.
- The toolbar buttons are beneath the men bar. **These buttons perform the most frequently used functions.**
- There is an entry prompt similar to Excel beneath the toolbar buttons. Typed entries appear in this prompt.
- Clicking on the **List** button displays a list of possible entries for a highlighted cell.
- Each row contains one sample. An asterisk (*) by the record number indicates that the sample has not been saved to the database.
- The **Exit** button completely closes the JRS program.

Menu Bar



Figure 4. The Menu bar.

Under Sample

- **New** – opens an empty spreadsheet.
- **Open** – opens the “Samples” Window (See Figure 5), which is used to select a specific set of samples. Fill in the pertinent blanks and click **OK**. A spreadsheet of samples opens, corresponding to the information entered. Performs the same function as the **Open** button or the **F3** key.

Figure 5. “Samples” Window of the JRS Program.

- **Accept Sample** – saves the present sample to the central database. Performs the same function as the **Accept** button or the **F4** key.
- **Login** – opens the login window. Allows user to login with an alternate password.
- **Logout** – allows the user to logout without closing the entire program.

- **Exit** – exits the JRS program completely.

Under Edit

- **Delete** – deletes the highlighted sample from the database. Same function as the **Delete** button or the **F5** key.

Note: This can only be done if the sample has no data or analyses (e.g. smear slide data) connected to it.

- **Field Duplicate** – this copies the data of the previous cell in the column to the next highlighted cell. Same function as the **Duplicate** button or the **F7** key (See "Time Savers" p. 11).
- **Field Pattern** – this duplicates an established pattern in a column. Same function as the **Pattern** button or the **F8** key (See "Time Savers" p. 11).
- **Edit Selected** – allows the user to edit one or more samples and one or more data entries at a time. Same function as the **Selected** button or the **F6** key (See "Time Savers" p. 11).

Under Local

- **Create File** – use this function to save your samples and data to a file (on a diskette or the hard drive) rather than the database (See "Saving Locally" p. 22).
- **Save** – saves your samples and data to the file you created. You can also use the **Accept** button, only in this case it saves to the file you created rather than the database (See "Saving Locally" p. 22).
- **Open** – displays all files that are saved locally (instead of those in the database).
- **Upload** – lets you to upload local files to the database (See "Saving Locally" p. 22).
- **Batch Upload** – allows you to upload multiple local files to the database at one time (See "Saving Locally" p. 22).

Under Template

- **Create** – opens an empty spreadsheet with a "Creating Template" message on it. Create a new template from here (See "Templates" p. 16).
- **Save** – allows you to save a <new> template, or save over an existing one (See "Templates" p. 16).
- **Load** – opens a list of available templates (See "Templates" p. 16).
- **Import** – allows the user to import a template as a Comma Delimited file from

another program, such as Excel (See "Templates" p. 16).

- **Backup** – displays a message about backing up templates to another directory (See "Templates" p. 16).
- **Restore** - displays a message about restoring templates back to the JRS directory (See "Templates" p. 16).

Under Reports

- **Tracking Sheet** – prints an 8.5 X 11 sheet of paper containing all information from the spreadsheet. Each sample has two lines: The first line contains all column information; the second line prints the barcode for each sample.
- **Labels** – prints a label for each highlighted sample on the spreadsheet. Highlight one sample by clicking on its **Record No.** Highlight more than one by **left** clicking on the first **Record No.**, then **right** clicking on the last **Record No.** The first, last, and all samples in between should now be highlighted.

Under Options

- **Residues** – this option is not developed.
- **Customize** – opens the “Customize” Window (See Figure 6). You can perform two functions at this window:

Check **Auto Print Labels** to automatically print labels of each sample entered.

Check any box under **Column Enable/Disable** to enable the column. Click again to remove the **X**. This disables the column (See "Time Savers" p. 11).

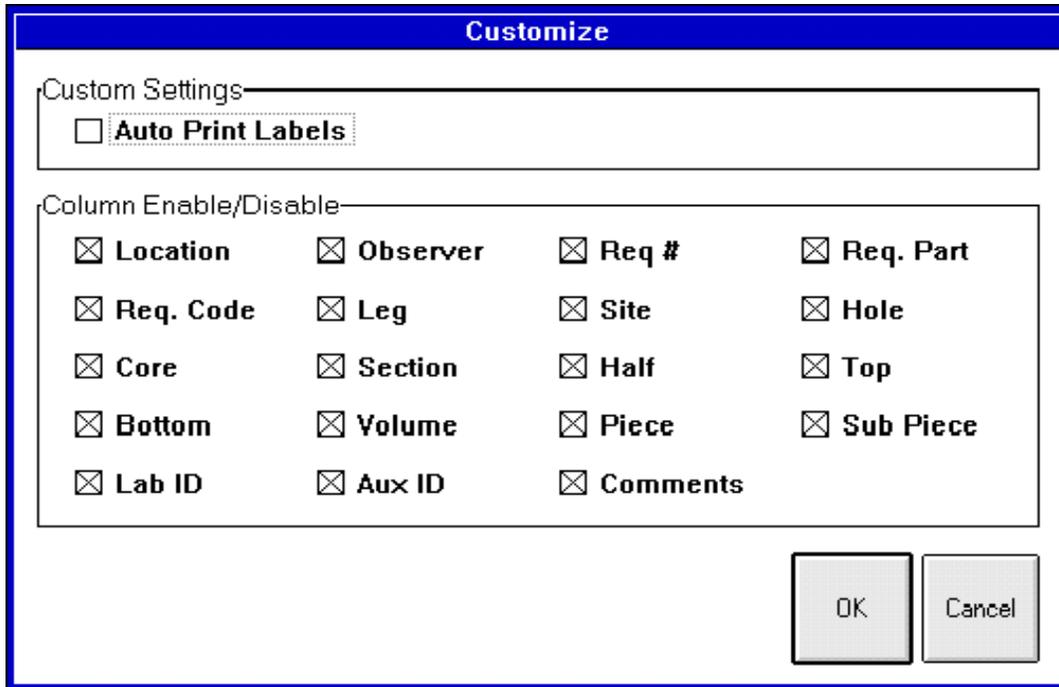


Figure 6. "Customize" Window of the JRS Program

- **Save Preferences** – saves any preferences you select (See "Time Savers" p. 11).
- **Edit Station ID** – opens the "Station ID" window. From here you can edit the location, station number, or next sample number.

Under Help

- **Contents** – this function not developed yet.
- **Search** – this function not developed yet.
- **Index** – this function not developed yet.
- **About JRS** – displays copyright information about the JRS program.

Toolbar Buttons

The toolbar buttons are provided for those functions most frequently performed.

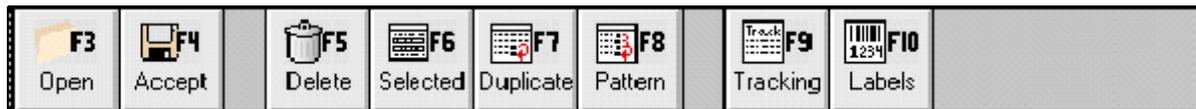


Figure 7. Toolbar buttons of the JRS Program.

- **Open** or **F3** Key - Use this function to open other sample records (e.g. from a specific leg, person, etc) or those from other stations (See Figure 5. "Samples" Window of the JRS Program." p. 4).

Fill in pertinent blanks and click **OK**. A spreadsheet with samples corresponding to the information you entered, or a "No Records Match" prompt, appears.

Add a new record to the spreadsheet if you want. Any record numbers with a (*) by them have not been saved to the database. Be sure to **Accept** (save) them to the database before exiting (See "Entering Samples" p. 9).

Edit any pre-existing records, then **Accept**, or save, them to the database.

- **Accept** or **F4** Key - This function saves the sample data to the central database. The program runs through a series of data checks before it will save (See "Entering Samples" p. 9).
- **Delete** or **F5** Key - This function deletes samples from the database. Highlight the sample you want to delete by clicking on its **Record Number** (far left column), then the **Delete** button.
- **Selected** or **F6** Key - This function allows you to edit one or more samples and one or more data entries at a time (See "Time Savers" p. 11).
- **Duplicate** or **F7** Key - This function copies the data of the previous cell in the column to the highlighted cell (See "Time Savers" p. 11)
- **Pattern** or **F8** Key - This function duplicates an established pattern in a column (See "Time Savers" p. 11)
- **Tracking** or **F9** Key - Use this function to print out an 8.5 X 11 paper with all the spreadsheet information, plus a barcode for each sample entered.
- **Labels** or **F10** Key - Use this function to print the labels of highlighted samples. Highlight one sample by clicking on its Record No. Highlight more than one sample by **left** clicking on the first sample's Record No., then **right** clicking on last sample's Record No. The first, last, and all samples in between are now highlighted.
- **Exit** - Click on this button to completely exit the JRS Program.

Entering Samples

Select **New** to open an empty spreadsheet, or **Open** to display a spreadsheet with specific sample records. You can add new samples and their data to either type of spreadsheet.

Spreadsheet Columns

Rec No.	Loc	Obs	Req Num	Req Part	Req Code	Leg	Site	Hole	Core	Sect	Half	Top (cm)	Bot (cm)	Vol (cc)	Piece	Sub Piece	Lab ID	Aux ID
---------	-----	-----	---------	----------	----------	-----	------	------	------	------	------	----------	----------	----------	-------	-----------	--------	--------

Figure 8. Columns of the “Janus Sampling” Spreadsheet.

- **Rec No.** – the Record Number column displays the unique ID assigned to each sample. Click on the **Rec No** button. It will cycle through the Sample ID, section length, and core type of each sample.
- **Loc** – the Location Column displays the same location you entered into the Station ID window (e.g. GCR, SHIP).
- **Obs** – Observer is the person entering the sample data.
- **Req Num** – Enter a Request Number if there's a request for that specific sample.
- **Req Part** – If you enter a request number you must also enter a Part (e.g. A).
- **Req code** – Enter a request code if you don't know the Request number. *Enter a code or a number, but don't enter both.* (Codes are used most often on the ship).
- **Leg, Site, Hole, Core, Section, Half, Top, Bottom, Volume** – Enter a value for each.
- **Piece and Subpiece** – For hard rock, enter a number if the sample was taken from a core piece or subpiece.
- **Lab ID and Aux ID** – enter a Lab ID and/or an Auxiliary ID if there's no request for the sample.

Required Columns

Several columns require data entry or the program will not Accept the sample. They are: **location, observer, leg, site, hole, core, section, half, top, bottom and volume.**

Columns With Lists

Several of the columns have a list of possible choices associate with them. Highlight a cell and click the **List** button to access these lists. The following columns have lists: **location, request code, leg, site, hole, core, section, half, lab ID.**

Entering Data

Data can be entered in several different ways:

- Move around the spreadsheet with the arrow keys. The current cell should be highlighted.

OR

- Click on any cell in the spreadsheet. This also highlights the cell.
- Enter data by typing. Notice that the values appear in the highlighted cell and the entry prompt. Click the \checkmark mark, or the **Enter** key to enter the data into the cell. Click **X** or **Delete** to erase the entry.
- You can also enter data by using the **List** button, which displays an appropriate list of selections for the highlighted cell. Click on the **List** button, then the selection you want entered.

Note: The cursor will not move to the next cell until data is either entered or deleted.

Accepting Data

Each sample must be saved to the database before you can enter another sample. Click **Accept** or **F4** to save a sample and its data to the central database. Before the program saves the sample, it runs through a series of integrity checks:

1. **Required Fields** – first, the program makes sure a value is entered in each required field. If not, a warning appears describing the problem. It then highlights the problem cell so that you can fix the error.
2. **Corelog Check** – next the program checks that the hole, core, and section entered exist in the database. If not, a warning appears, then the problem cell is highlighted. Make any corrections, then click **Accept** again.
3. **Sample Request Match** – next the program checks that the sample request is valid. If not, a warning appears, then it highlights the problem cell. Also, if you enter a request number that has no code, the program assigns the request a code consisting of the request # plus the request part (e.g. 15009A).
4. **Database Checks** – finally, if everything is ok, the program saves the sample to the database. The database then runs a series of checks. If it detects a problem, an error window appears describing the problem.

Time Savers

The JRS Program has several features that can save you time when entering multiple samples.

Disabling Columns

Disable a column on the spreadsheet if you know it is not going to be used. Once disabled, the cursor will move past it as if the column were not there.

There are two ways to disable a column:

- **Click on the column's top button** (e.g. Piece, Lab ID, etc.). The column turns gray when disabled (See Figure 9). Click the button again to enable the column.

Piece	Sub Piece	Lab ID
		SS
		SS

Figure 9. Disabled and enabled columns.

- OR, Choose **Customize** from the **Options** menu. A “Customize” window is opened (See Figure 10). The lower box is labeled “Column Enable/Disable”. Check the boxes by the columns you want to enable; remove the check to disable a column.

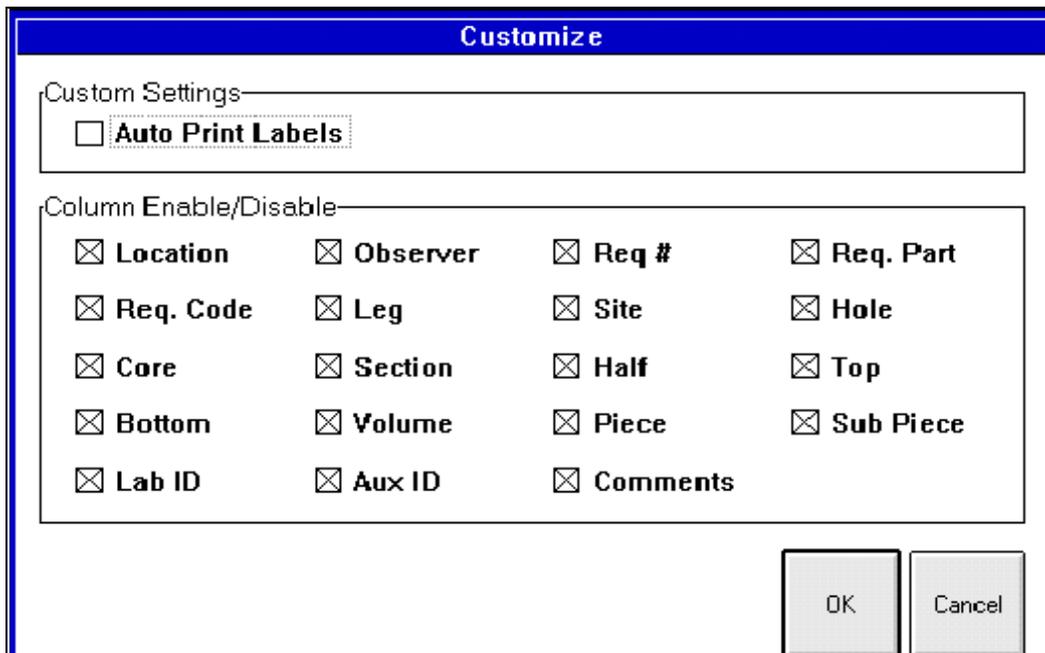


Figure 10. Disable/enable columns from this window.

Setting Preferences

The spreadsheet has several columns whose values you may never change, or will rarely change (e.g. location, half). For these columns, you can set **preferences**, which are remembered each time a new spreadsheet is opened.

1. Select **New** from the **Sample** menu. An empty spreadsheet is opened.
2. Enter the default values for the first sample.
3. Disable those columns that you want to carry the default values for each sample. **The program will not remember the values unless the columns are disabled!**
4. Select **Save Preferences** from the **Options** menu.
5. Open a new spreadsheet and notice that your default values are automatically entered (See Figure 11).

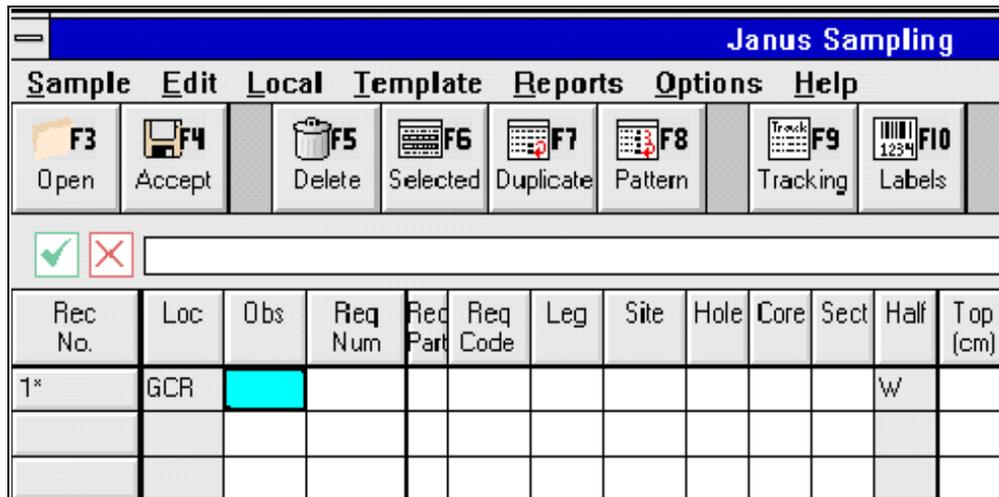


Figure 11. Location and Half columns now have default values set for all new spreadsheets.

Inheritance

This function tells the program to automatically copy the value from the previous cell in the column to the next cell in the column. This occurs for every sample. Use inheritance if you know the value for a column will stay the same for several samples.

Normal Inheritance

1. Enter the value to be copied in the column's first cell.
2. Press **Enter**.
3. Disable the column (See "Disabling Columns" p. 11).
4. Each time you **Accept** a sample, the value in the disabled column is passed onto the next record.

Special Cases

1. **Request Information** – normally, a check is made on each sample that has request information. With inheritance, if you enter the request information, then disable these columns, the program only checks the information once. Each subsequent save skips this step.
2. **Leg, site, hole, core, and section information** – with inheritance, once these columns are disabled, the program only does the “corelog” check on the first sample. Subsequent saves skip this step.
3. **Bottom interval** – the bottom interval cannot stay the same for each sample. Inheritance auto-calculates the bottom interval based on the top interval value.

Duplicating Values from Previous Samples

Often, one or two samples in a row will have the same value for a specific column. The inheritance function is often not convenient, though, if the value changes after only a few samples. The best function in this case is to **Duplicate**.

Leg	Site	Hole	Core	Sect	Half
172	1054	A	1	3	W
172	1054	A	1	4	W
172	1054	A	1	4	W
172	1054	A	1	5	W
172	1054	A	1	5	W
172	1054	A	1	5	W

Figure 12. Duplicating a Value.

Notice in Figure 12 that all values in leg, site, hole, core, and half are the same. In these columns it makes sense to either use inheritance or give these columns a default value (notice the columns are disabled). Section, on the other hand, changes every couple of samples. The best function for this situation is to Duplicate.

To duplicate the value of the previous cell in the column into the next sample, click the Duplicate button or the F7 key. In Figure 12, using **Duplicate** will copy the value “5” from the previous sample into the highlighted cell.

Using Patterns

Samples are often taken in a pattern (e.g. take a sample every 10, 50, 75, and 120 cm from the top of each core). Notice the “Top” interval pattern in Figure 13.

Hole	Core	Sect	Half	Top (cm)
A	1	3	W	10
A	1	4	W	50
A	1	4	W	75
A	1	5	W	120
A	1	5	W	10

Figure 13.Example of a Pattern

It is possible to duplicate this pattern throughout the column.

1. After a pattern is established, start it again by entering the first value of the pattern (e.g. the highlighted number “10”).
2. **Accept** this sample, and start a new one.
3. When you reach the column with the pattern, click **Pattern**, or **F8**.
4. The next value in the pattern is added to the column.
5. Repeat this for each sample of the pattern.

Note: If you click Pattern without entering the first pattern value (step 1), the program searches the previous values for a pattern. It then defaults to the first value in the pattern. Thus, it is possible to copy a pattern without using steps 1-3, but there is no guarantee that the program will establish the correct pattern with this method.

Editing Multiple Samples at Once

It is possible to make the same error in multiple samples while entering data. For example, you may physically switch to section #4 but accidentally continue to enter the number 3. You don't have to go through each sample and fix the error. Instead, use the **Selected** function.

1. Highlight the group of samples that need editing. Do this by left clicking on the first record number, then right clicking on the last record number of the group. This highlights the first and last record and all in between (See Figure 14).

Rec No.	Loc	Obs	Req Num	Req Part	Req Code	Leg	Site	Hole	Core	Sect	Half	Top (cm)	Bot (cm)	Vol (cc)	Piece	Sub Piece	Lab ID	Aux ID	
6	GCR	GIL				172	1054	A	1	3	W	11.0	12.0	5			PP		
7	GCR	GIL				172	1054	A	1	3	W	3.0	4.0	3			PP		
8	GCR	GIL				172	1054	A	1	3	W	3.0	4.0	5			SS		
9	GLH	GIL				172	1054	A	1	3	W	10.0	12.0	5			SS		

Figure 14. Editing multiple samples or columns at once.

2. Click **Selected** or **F6**. This opens a window with multiple entry blanks (See Figure 15).

Figure 15. Edit Samples at this Window.

3. Make all editing changes on this window then click **OK**.
4. The changes now appear in all highlighted samples (Notice in Figure 16 that the section number is changed from 3 to 4).

Rec No.	Loc	Obs	Req Num	Req Part	Req Code	Leg	Site	Hole	Core	Sect	Half
6	GCR	GIL				172	1054	A	1	4	W
7	GCR	GIL				172	1054	A	1	4	W

Figure 16. Editing Changes Appear on the Spreadsheet.

Templates

A template is a collection of data saved locally in the program. This function is used to minimize data entry when multiple, but similar, data sets are entered. It is most helpful for pre-entering sample information when lots of samples will be taken in a short time. Set the template up ahead of time, and you won't have to deal with disabling columns, or selecting preferences during the data entry.

Creating Templates

1. Select **Create** from the **Template** menu.
2. This opens an empty spreadsheet with a "Creating Template" message on the top right.
3. Enter data as if you're entering real sample data. Enable/disable columns, set up inheritance, etc (See Figure 17).

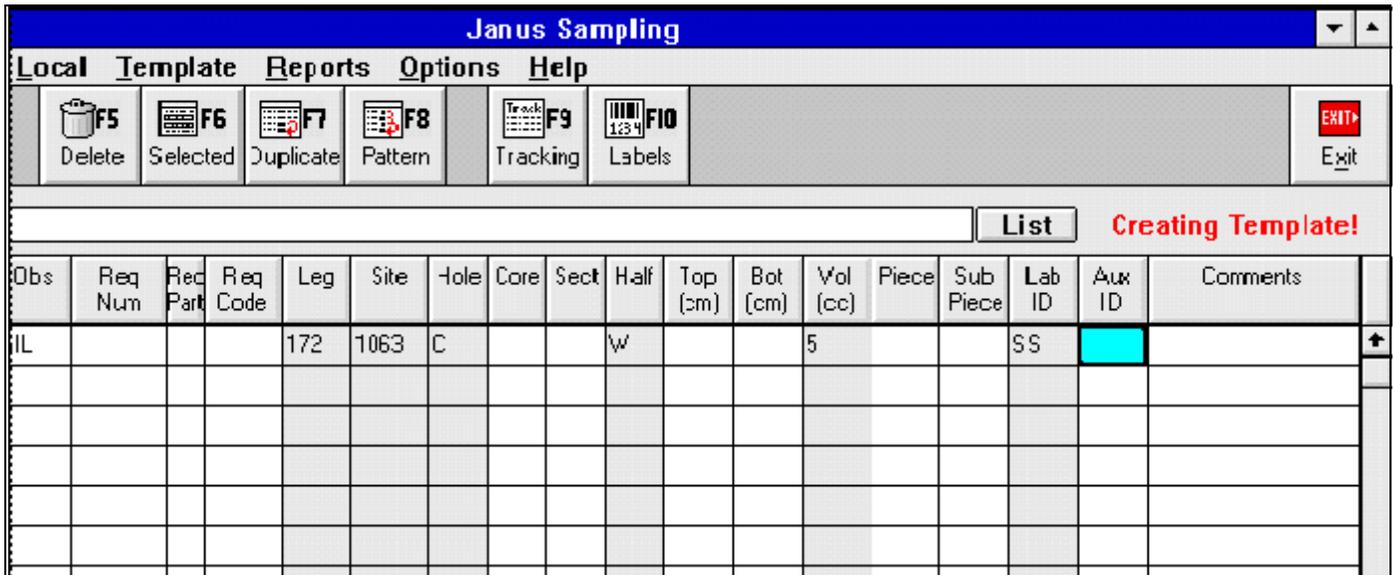


Figure 17. Creating a Template.

4. The differences between a template and a normal spreadsheet
 - Samples are not saved to the database. They are saved to local files.
 - JRS does not do the integrity checks.
 - JRS does not print labels or tracking sheets for templates.
 - All changes are kept in memory until saved.

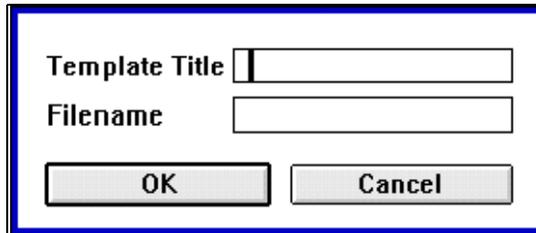
Saving Templates

1. Select **Save** from the **Template** menu.

2. This opens a window with all existing templates. You have two choices:
 - Override an existing template by highlighting it and double clicking on **OK**

OR

 - Choose **<New>** to assign the template a new name. This opens a window for entering a new template title and filename (See Figure 18).



The image shows a dialog box with a blue border. It contains two text input fields. The first field is labeled 'Template Title' and the second is labeled 'Filename'. Below these fields are two buttons: 'OK' and 'Cancel'.

Figure 18. Enter Template Title and Filename Here.

Editing Templates

Instead of making a whole new template, it may be more convenient to edit an existing one.

1. Select **Create** from the **Template** menu. This opens an empty spreadsheet in template mode.
2. Select **Load** from the **Template** menu. This displays a list of available templates.
3. Select the template you want to edit.
4. Edit the template.
5. Now, either save the template to the same name, or give it a **<New>** name to save it as a new template (See "Saving Templates" p. 16).

Using Templates

Templates can be used for two purposes. You can either edit an existing template to create a new one, or use a template to enter sample data into the database.

1. **Use existing templates to build other templates.** Do this by following steps 1-5 of "Editing Templates".
2. **Use templates to enter sample data to the database.**
 - Select **Load** from the **Template** menu. This displays a list of existing templates.
 - Select a template.
 - The spreadsheet appears with the cursor in the first available column.

Note: the spreadsheet is no longer in "Template" mode. It is

now ready to accept samples for saving to the database.

- Enter all data for one sample and click **Accept**. The sample is put through all the JRS integrity checks. **It is now saved to the database.**
- Continue doing this for all samples.
- Remember, if you want to change anything in a gray column, enable the column first.

Saving Samples as a Template

You can save a set of samples as a template if you will be entering a similar set of samples in the future.

1. Enter and **Accept** (save) all samples to the database.
2. Select **Save** from the **Template** menu.
3. This displays a warning, telling you that you are not in the mode for creating templates. It then gives you the option to save the spreadsheet as a template. Click **OK**.
4. A window with all existing templates appears. Double click on **<New>**.
5. Enter the template name and filename for your new template. Click **OK**.
6. The samples are now saved to the database and as a template.

Importing Templates from Excel

It is possible to make a template in Excel, then import it into the JRS program.

1. Open Excel
2. Select **Open** from the **File** menu. This displays the “Open” window (See Figure 19).

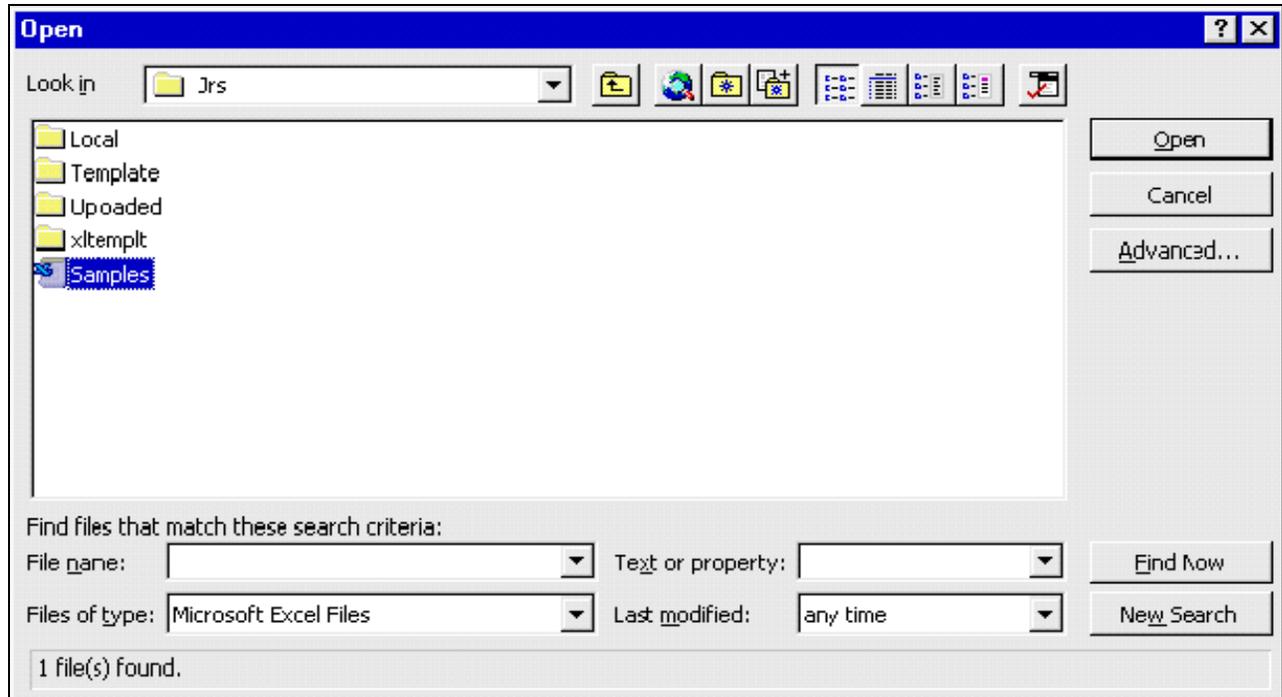


Figure 19. Open the “Samples” File in Excel.

3. Select “**Samples**” from the C:\ODP\JRS directory. Under **Files of Type:** Select “**Microsoft Excel Files**”. This opens a spreadsheet with the JRS columns.
4. Make your template.

Note: Do NOT delete any of the columns. You must have all the columns that are in the program spreadsheet. Do NOT add any columns after the “comments” column. JRS will not import the template if either of these changes are made.

5. Create a new folder to save templates in (e.g. “xltempl”, in Figure 20), then save them as a Comma Delimited File (“.csv”).

Note: DO NOT save the files to the Template folder in the JRS program.

6. Close the Excel file. JRS will not import the file if it is also open in Excel.
7. Select **Import** from the **Template** menu. An “Import from” window is displayed (See Figure 20).

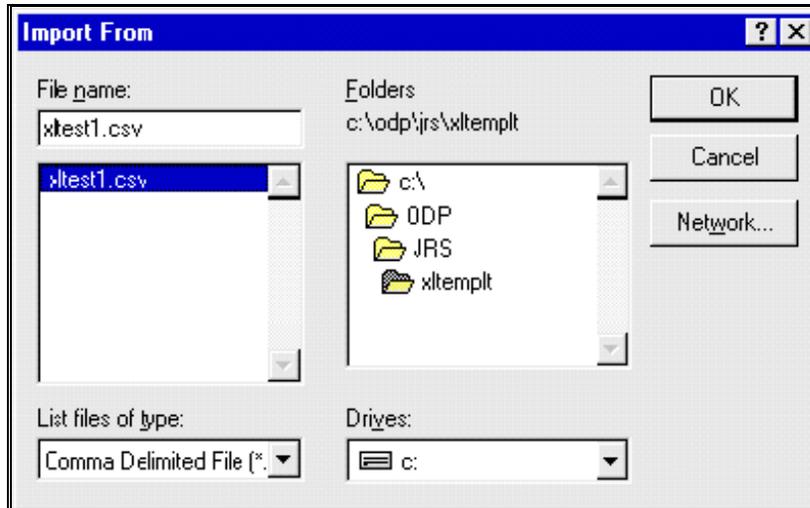


Figure 20. Import your file from Excel here.

8. Select the folder, then the file you saved the data to. Click **OK**.
9. The template appears as a spreadsheet in JRS. Select **Save** from the **Template** menu. This saves it to the “Template” folder. You can now use it for any of the functions described in the Templates section.

Backing-up or Restoring Templates

You can backup a template from JRS to another folder or a diskette. Selecting **Backup** from the **Template** menu opens this description. You cannot backup a template while in JRS. You must use either the file manager or NT Explorer.

1. Go to C:\ODP\JRS\Template
2. Select the template you want to backup.
3. Copy the template to your folder of choice, or to a diskette.

Restoring a template is basically the reverse of backing up a template. Selecting **Restore** from the **Template** menu opens a window telling you that you can restore a backup to the Template Folder. You cannot do this in JRS. You must use either file manager or NT Explorer.

1. Open up the directory with the backup template in it.
2. Copy the backup to the Template folder under C:\ODP\JRS

Exporting Sample Data

On ship or on shore, it is possible that you will want to view a specific set of samples in Excel. This also gives you the opportunity to save data on your own spreadsheet. Do this by exporting the data to Excel.

1. Open Netscape. Either type in the address **www-odp.tamu.edu/database**, or go to the ODP home page and click on **Database**.
2. Select **Predefined Queries**.
3. Under **Curation** select **Sample Report**. This opens a "Sample Data Query" form.
4. Fill in the pertinent information to select a set of samples (you can specialize or generalize your search as much as you want).
5. **For Output Type, make sure you select Comma Delimited**. This allows the data to be in a format similar to JRS.
6. From the **File** menu select **Save as**. Enter a file name with the **".csv"** extension to save it as a comma delimited file (e.g., in Figure 21 the filename is **mydata.csv**).

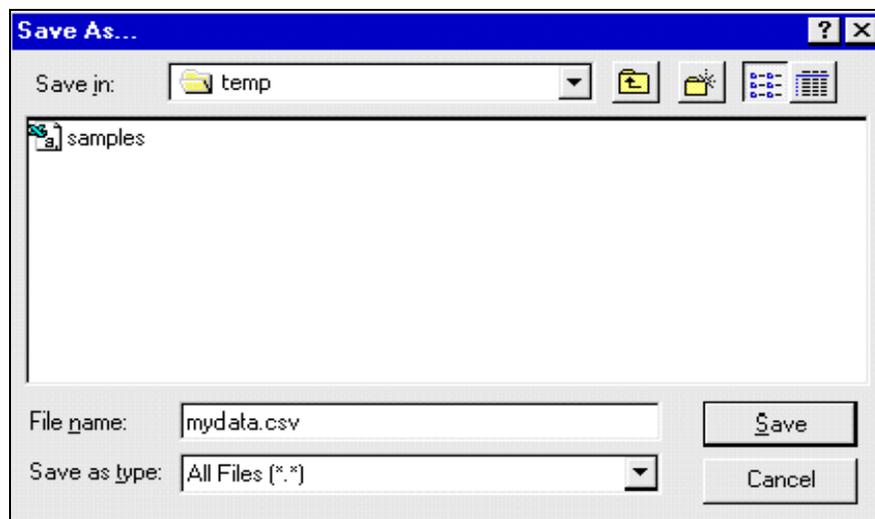


Figure 21. Save the data as a .csv file name.

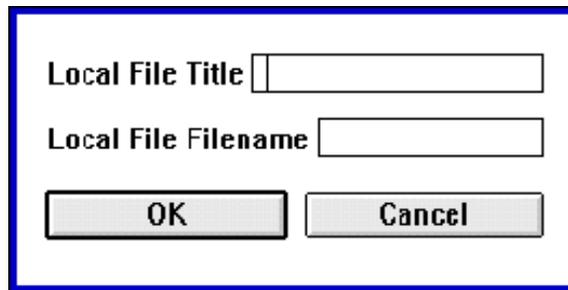
7. Open Excel.
8. Under the **File** menu select **Open**. This displays the "Open" window.
9. • Under **Look in:** choose the folder you saved the data to.
10. • Under **Files of type:** choose "Text Files".
11. Highlight your file and click **Open**.
12. A spreadsheet should appear. The top and bottom of the page is filled with HTML data. Either delete this or ignore it. Your data appears between the HTML language.

Saving Locally

It can be convenient, or necessary, to save samples to a local file rather than the database, especially if there is a connection problem. In these cases, save your sample data to a local file, then upload it to the database later.

Creating a File

1. Select **Create File** from the **Local** menu.
2. This opens an entry window. Enter a **Local File Title** and a **Local Filename** (See Figure 23).



The image shows a dialog box with a blue border. It contains two text input fields. The first field is labeled "Local File Title" and the second is labeled "Local File Filename". Below these fields are two buttons: "OK" and "Cancel".

Figure 22. Enter a Local Filename here.

Note: These files are saved to the “Local” folder of the JRS program. It is very important that you DO NOT save any other type of file to this folder

3. A normal JRS spreadsheet appears with a red message in the top right. The message is the spreadsheet filename.

Entering Samples

1. Enter samples and their data, just as you would in the normal mode.
2. Click **Accept**, or select **Save** from the **Local** menu after each sample.
3. The data is saved to the local file. The program runs a series of basic checks, but none of the integrity checks. Those happen when the samples are uploaded to the database.
4. You can also open a file that is already saved to the local file.
 - Select **Open** from the **Local** menu. A window appears, displaying all saved files.
 - Highlight the file you want and click **OK**.

Uploading Samples

Use this function to upload samples from a local file to the database.

1. Open the spreadsheet of data you want to upload.
2. Select **Upload** from the **Local menu**.
3. You will see a blue cursor pass through each sample. This is the database doing an integrity check on the sample data.
4. If there is a problem with a sample, the integrity check stops and a warning appears. Make any appropriate changes.

Note: At this point, any samples that were accepted before the problem are already saved to the database. You can see this because there is no longer an asterisk (*) by the Record No's.

5. After fixing any problem samples, run the upload process again. Once all the samples are accepted, the file is sent to the “uploaded” folder in the JRS directory.
6. It is possible that you might run into problems with your uploaded data. If for any reason samples are missing, or it had a problem with the process, the files can always be found again under “uploaded” in the JRS directory. You can then upload them to the database again if needed.

Batch Upload

You can enter multiple files, and then save them to the database at the same time with the “Batch Upload” function.

Note: once you start this process, you CANNOT stop it!!!

1. Select **Batch Upload** from the **Local menu**.
2. A warning appears telling you that the upload may take some time, and asks if you want to continue. Click **OK** or **Cancel**.
3. This process goes through every file in the local directory and uploads each one, running an integrity check at the same time.
4. All acceptable samples are uploaded to the database. **Any samples with problems remain in the local file.**
5. All files that are completely uploaded (i.e. all samples in the file passed the integrity check) appear in the JRS\Uploaded folder.
6. After the process is complete, select **Open** from the **Local menu**. Any files that had problem samples will still be there.

Note: Acceptable samples that were uploaded do NOT have an asterisk (*) by the Record No. Problem samples will still have an asterisk by the Record No (in Figure 24, samples 4 and 5 have not been accepted yet).

Rec No.	Loc	Obs	Req Num	Req Part	Req Code	Leg	Site	Hole	Core	Sect	Half	Top (cm)	Bot (cm)	Vol (cc)	Piece	Sub Piece
1	GCR	RUTH				172	1054	A	1	1	W	1	2	5		
2	GCR	RUTH				172	1054	A	1	2	W	2	3.0	5		
3	GCR	RUTH				172	1054	A	1	5	W	3	4.0	5		
4*	GCR	RUTH				172	1054	A	1	16	W	4	5.0	5		
5*	GCR	RUTH				172	1054	A	1	25	W	5	6.0	5		
6	GCR	RUTH				172	1054	A	2	1	W	1	2.0	5		
7	GCR	RUTH				172	1054	A	2	2	W	2	3.0	5		

Figure 23. Spreadsheet showing two samples not uploaded to database.

7. At this time, run **Upload** from the **Local** menu. Now you can visually see the problems because the program displays a warning window for each.
8. Correct any problems, run the upload again, and all samples are now saved to the database.

Warnings

Two warnings of importance:

1. **Do not save anything other than a local file to the “Local” Folder.** The program will not be able to read a foreign file. If you do this, anytime you try to bring up a local file, you will get an error window.
2. **Do not save anything to the “Template” folder in the JRS directory.** The only files that are saved here are templates made in the JRS program. You should NEVER save a template from Excel into this folder. If you do, you will have the same error problem as the local folder.

Appendix A. Installing JRS

What You Need

1. A 486 or higher IBM compatible computer with a minimum 8MB of RAM (16MB recommended).
2. A hard disk drive with at least 1 MB of free disk space.
3. VGA or higher resolution monitor.
4. Windows 3.1, Windows for Workgroups, or Windows 95, or Windows NT.
5. A printer supported by Windows to print tracking sheets, and a bar code printer to print bar code labels for samples.
6. A Neuron Data's Deployment Kit.
7. Oracle's SQL-Net with support files version 7.2.
8. Bartender for Windows to print barcodes to either a label printer or a laser printer.
This software should be installed in C:\BTW.

Installing JRS

1. Create a directory where you want to install JRS (e.g. C:\ODP\JRS).
2. Copy the JRS program files to the directory you created. The program is provided as a diskette.
3. Create an icon on your desktop for JRS.
 - The command line should include the directory you created and the programs executable (e.g. C:\ODP\JRS\JRS.exe).
 - The working directory is the one you created (e.g. \samples\JRS)
4. If you were provided with a JRS diskette, remove it and store in a safe place.

Appendix B. Upgrading or Reinstalling JRS

Upgrading JRS

1. Copy the new JRS program files to the directory of the old JRS version (this ensures that the same setups and templates will be used in the new version).

OR

2. Create a new folder. Copy all contents of the old version to the new folder. Then copy the new version into the new folder (again, this ensures that the same setups and templates will be used in the new version).

Recovering Lost Station ID Information

Each sampling station has a unique ID and “next sampling number”. This information is saved in the file “staid.jrs” in the JRS program folder. If the file is damaged or corrupted during installation or updates, it must be restored. In this case, it is best to ask an MCS for help.

Because each station has a unique ID, it is always important to copy the old JRS program into the new JRS folder. If both versions are used, and any samples are entered in stand alone mode, JRS assigns the same sample ID to multiple samples.

1. Run JRS
 2. If “staid.jrs” has been deleted, the program prompts you for the Station ID # (same as when you run the program for the first time).
 3. Enter the location, station number, and next sample number. **Be sure you use the same station # that was entered before.**
 4. JRS checks for database samples that match the location and station # you specified.
 5. If it finds matches, and the “next sample number” you entered has already been used, the program gives you a warning.
 6. Click **OK**.
 7. The program tells you that it’s going to get the next unused sample number from the database.
 8. The station ID screen will open. At this point you have two choices:
 - Accept the updated sample number by clicking **OK**. This saves the information.
- OR**
- Change the station number and reset the next sample number.
9. You are done re-installing JRS. You should not have to go through these steps again.