

# **THE GATE USER'S GUIDE**

**COMPANION TO  
THE GATE - DATABASE APPLICATION**

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# Preface

## **Background Information on *The Gate User's Guide***

*The Gate User's Guide* is the companion to *The Gate* database application. *The Gate* is a database application written in Microsoft Access, and the data that it will manipulate are contained in an Oracle database. The Ocean Drilling Program (ODP) named the Oracle database Janus. The Curation group asked the ODP software developers to write a program that would enhance editing of curation data in the ODP-wide Janus database. The Janus database was developed in an effort to contain many diverse databases into one uniform database. The Janus database is comprised of different databases used throughout ODP's various departments. There are many kinds of data involved including engineering, administrative, scientific, personnel, and curatorial. The name *The Gate* was chosen because the application, literally, is the gateway from a computer into the Janus Oracle database.

## **Purpose of *The Gate User's Guide***

*The Gate User's Guide* assists the curation employee in entering, editing, and querying data in the curation database. The curation employee will also find instructions on compiling reports, completion letters, and assistance in project management. The guide will be archived for curatorial database reference purposes and perhaps may be a resource in the future development of other user's guides.

## **Content of *The Gate User's Guide***

*The Gate User's Guide* contains detailed information about using *The Gate* database application. The guide will supply the curation user with step-by-step instructions for operating *The Gate*. The instructions will

- detail which buttons/steps to use for what purpose
- define what those buttons/steps are
- explain results you will get from buttons/steps that you choose

## **Who Should Use *The Gate User's Guide***

*The Gate User's Guide* was written for curation personnel at the ODP-TAMU. The personnel range from new employees and first-time users to experienced curation personnel.

## **Sources Used in Developing *The Gate User's Guide***

The structure of *The Gate User's Guide* was developed in part by perusing *Microsoft Word User's Guide* and *Microsoft Access User's Guide*. Personal interviews were conducted at the Ocean Drilling Program (ODP) and the ODP employees were of great assistance in developing the instructions. Jack Foster of the Information Services Group was very helpful and also John Firth of the Curation Group. Barbara Chapa, a student worker for the Curation Group, was most helpful in offering back-up assistance on routine duties and she also tested the user's guide.

# Introduction

Welcome to *The Gate User's Guide*! This user's guide was made with you, the curation employee, in mind. *The Gate User's Guide* is the companion to *The Gate* — database application. This guide contains step-by-step procedures for entering, editing, and querying data in *The Gate* - Janus Curation database application.

This guide assumes that you are an employee in the Curation group at the Ocean Drilling Program. It has been written in easy-to-follow language and all chapters have an illustration that accompanies the text, so you will see what is being discussed. We recommend that you refer to the illustrations throughout the guide, while following the steps through *The Gate*. The illustration should reflect what appears on your screen.

The structure of *The Gate User's Guide* was developed in part by perusing *Microsoft Word User's Guide* and *Microsoft Access User's Guide*. Personal interviews were conducted at the Ocean Drilling Program (ODP) and the ODP employees were of great assistance in developing the instructions. Jack Foster of the Information Services Group was very helpful along with John Firth of the Curation Group. Various student workers in the Curation Group were most helpful in offering back up assistance of routine duties and also tested the user's guide.

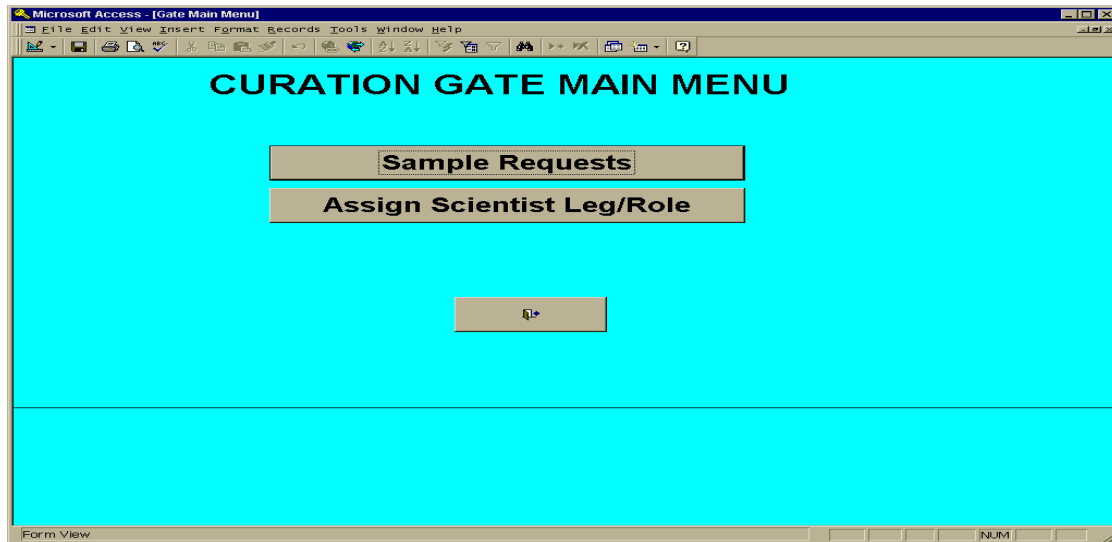
**Note: If you have any questions or problems please email [bowman@odpemail.tamu.edu](mailto:bowman@odpemail.tamu.edu).**

# Chapter 1 — Curation Gate Main Menu

## 1.1 Purpose of Instructions

### 1.1.1. Introduction

**The Curation Gate Main Menu** section of *The Gate User's Guide* is the gateway into *The Gate* program. You may choose either Sample Requests or Assign Scientist Leg/Role. Choosing the door icon will exit you from the program.



**Figure 1. — Curation Gate Main Menu**

**Equipment You Will Need** to successfully run *The Gate* database application.

- Pentium with 48 megs of RAM
- NT platform
- *Microsoft Access Office 97*

**Tips to Enhance Your Use of *The Gate*** database application.

- Each chapter will begin with a brief overview.
- Any field that contains a down arrow has a dropdown menu that you choose from to fill in that field. Simply put your cursor on the down arrow and select an option.

## 1.1.2 Fields — Assign Scientist Leg/Role

**Assign Scientist Leg/Role** window is for shipboard and moratorium sample requestors. The purpose is to associate a scientist with the leg he is requesting material from. This applies to upcoming legs or during the one-year moratorium for a leg. The data for a current leg and within one year of a leg is restricted to shipboard scientists and approved shore-based scientists only. Assigning a scientist to a leg ensures that that scientist will have access to that leg's data.

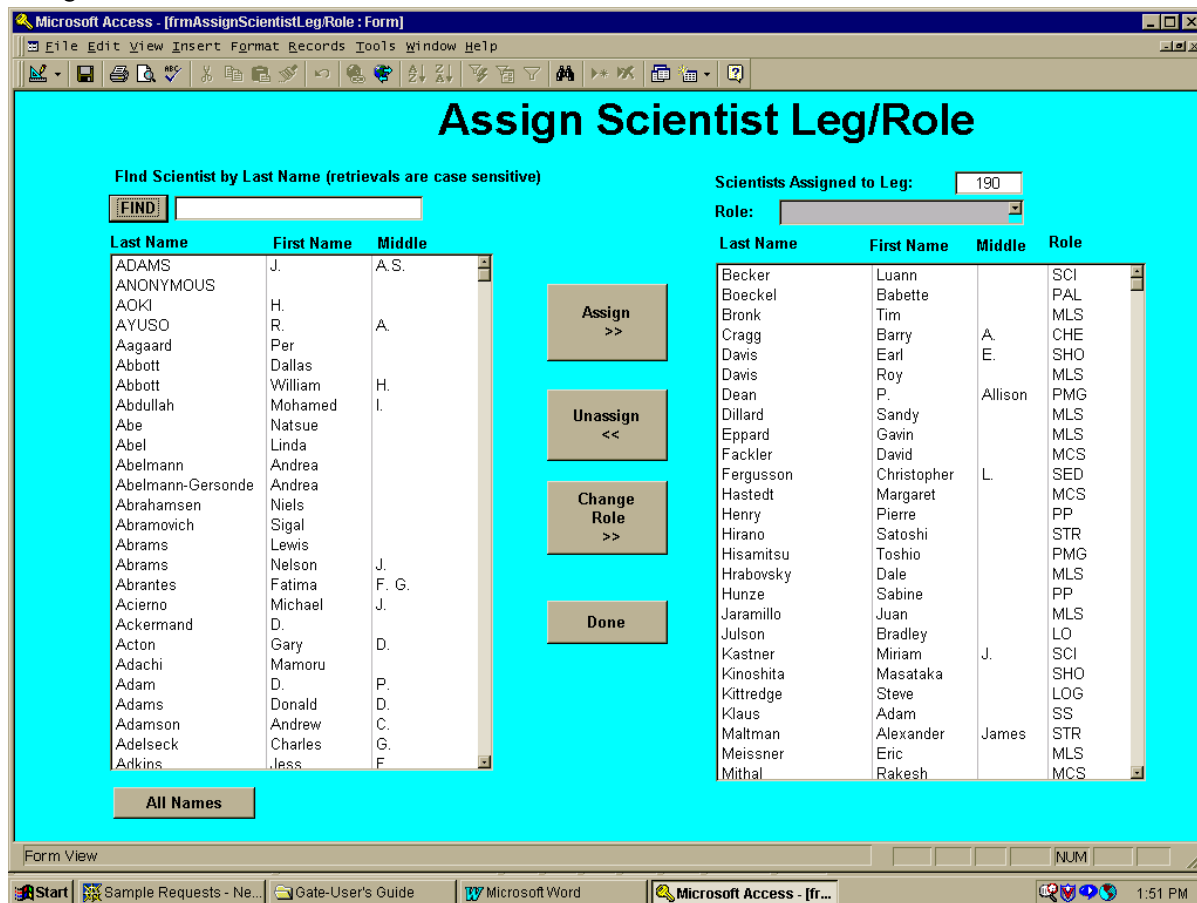


Figure 2. — Assign Scientist Leg/Role

### Fields:

**Find** — invokes search idanus scientist table for last name provided.

*All Names* —populates with all the names from Janus scientist table.

**Assign** —assigns name in left hand field to space in right hand field (particular leg).

**Unassign** —removes name from right hand field (particular leg).

**Change Role** —assigns or reassigns role given to scientist.

**Role** — role scientist fills on the ship (duty assigned).

Cur — Curator

MCS — Marine Computer Specialist

MLS — Marine Lab Specialist

SED — Sedimentologist

PP — Physical Properties

CHE — Chemist

SS — Staff Scientist

LO — Lab Officer

LOG — Logging Engineer

COC — Co-Chief Scientist

PMAG - Paleomagnetist

PAL — Paleontologist

OPS — Operations Personnel

XR — X-ray Specialist

STR — Structural Geologist

SHO — Shorebased Investigator

PET —Petrologist

ODP — ODP Internal Personnel

SCI - Scientist

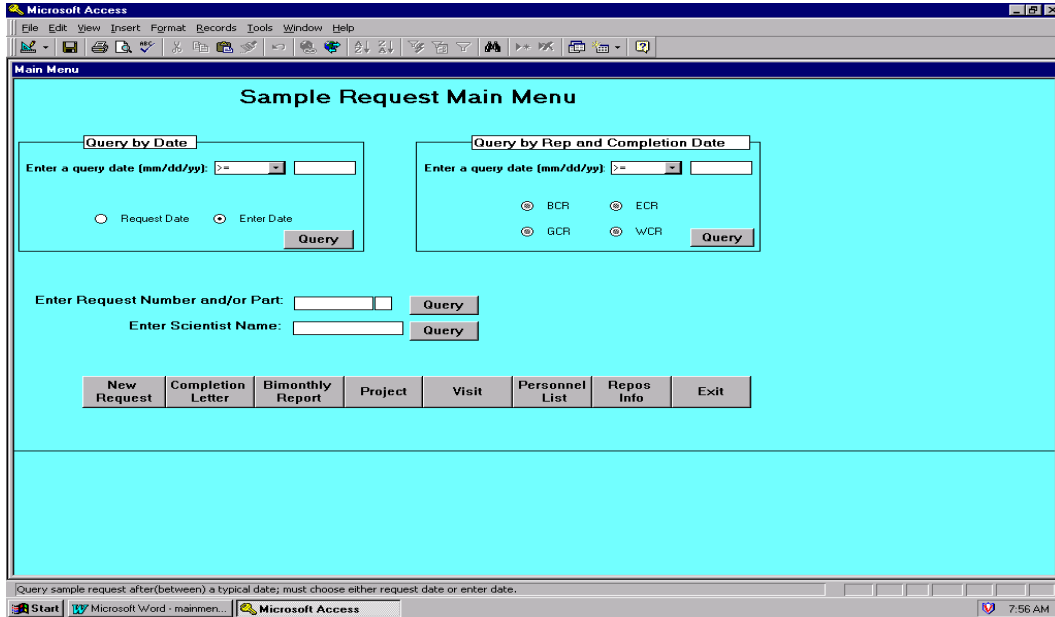
MCB — Microbiologist

DEV — Developer



## 1.1.3 Fields — Sample Requests

**Sample Request Main Menu** window contains queries that may be performed using dates or repositories and also contains function buttons found at the bottom of the main menu window. These function buttons will be discussed in the subsequent chapters.



**Figure 3. — Sample Request Main Menu Window**

- Chapter 1 - Curation Gate Main Menu
- Chapter 2 - New Request
- Chapter 3 - Completion Letter
- Chapter 4 - Bimonthly Report
- Chapter 5 - Project
- Chapter 6 - Visit
- Chapter 7 - Personnel List
- Chapter 8 - Repos Info
- Chapter 9 - Appendixes

## Chapter 2 — New Request

### 2.1 Purpose of Instructions

#### 2.1.1. Introduction

**The New Request** section of *The Gate User s Guide* contains detailed instructions that will assist you, the curation employee, in entering new sample request data into the ODP-Janus Oracle database. You will use the New Request window when you receive a new sample request or need to edit an existing request in the ODP-Janus database. This chapter will supply you, the curation user, with step-by-step instructions for successfully entering and storing sample request data. The instructions will

- detail which buttons/steps to use for what purpose
- define what those buttons/steps are
- explain results you will get from buttons/steps that you choose

**Equipment You Will Need** to successfully run *The Gate* database application.

- Pentium with 48 megs of RAM
- NT platform
- *Microsoft Access Office 97*

**Tips to Enhance Your Use** of *The Gate* database application.

- Each chapter will begin with a brief overview.
- Any field that contains a down arrow has a dropdown menu that you choose from to fill in that field. Simply put your cursor on the down arrow and select an option.

## 2.1.2. Fields — New Request Window Overview

The New Request window contains fields that you must fill in with data.

Request Number	Part	Type	Request Date (mm/dd/yyyy)	Publication Goal (mm/dd/yyyy)	Overdue Letter Sent (mm/dd/yyyy)	Date Entered (mm/dd/yyyy)	Date Ack (mm/dd/yyyy)	Date Sent (mm/dd/yyyy)	Date Approved (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)	Approval Status
16664	A	Shipboard	11/02/1998			11/10/1998	11/10/1998	11/10/1998	11/10/1998		
16663	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Conditional
16662	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Conditional
16661	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Conditional
16660	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Conditional
16559	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Conditional
16558	A	Shipboard	11/06/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Conditional
16557	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Approved
16556	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Approved
16555	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Conditional
16554	A	Post Mort	11/05/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Approved
16553	A	Post Mort	11/05/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Approved
16552	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Approved
16551	A	Shipboard	11/02/1998			11/02/1998	11/02/1998	11/02/1998	11/01/1998	11/05/1998	
16549	A	Post Mort	10/31/1998			11/02/1998	11/02/1998	11/02/1998	11/09/1998		
16512	A	Shipboard	11/01/1998			11/02/1998	11/02/1998	11/02/1998			

Figure 4. — New Request Window

### Fields:

**Request Number** — the number assigned to a specific sample request.

**Part** — an alpha part is assigned and can range from A-Z. One sample request number can have many parts or just one.

**Type** — what type of sample request. The type can be shipboard, moratorium or post-moratorium.

**Request Date** —the date the scientist filled out the sample request.

**Publication Goal** —the date the scientist will publish work derived from the samples requested.

**Overdue Letter Sent** —the date filled in if curator s office sends reminder letter that it is passed the publication goal date and no publication has been received. The letter reminds the scientist that he is overdue.

**Date Entered** —the date you enter the sample request data.

**Date Ack.** —the date the curator s office sends an acknowledgement to the scientist notifying him of our receipt of his request.

**Date Sent** —the date the sample request is sent to the appropriate repository for sampling.

**Date Approved** — the date the repository approves the sample request.

**Completion Date** — the date the repository completes taking samples for that sample request.

**Approval Status** —explanation of approval situation if the request is not a straightforward approval. The approval status can be rejected, deferred, partially deferred, approved, partially approved, conditional, withdrawn, decision pending or retired.

## 2.1.3. Functions — New Request Window Overview

The **New Request** window contains buttons that invoke sub-windows where more detailed data is entered.

Request Number	Part	Type	Request Date (mm/dd/yyyy)	Publication Goal (mm/dd/yyyy)	Overdue Letter Sent (mm/dd/yyyy)	Date Entered (mm/dd/yyyy)	Date Ack. (mm/dd/yyyy)	Date Sent (mm/dd/yyyy)	Date Approved (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)	Approval Status
16664	A	Shipboard	11/02/1998			11/10/1998	11/10/1998	11/10/1998	11/10/1998		
16663	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Conditional
16662	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Conditional
16661	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Conditional
16660	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Conditional
16559	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Conditional
16558	A	Shipboard	11/06/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Conditional
16557	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Approved
16556	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Approved
16555	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Conditional
16554	A	Post Mort	11/05/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Approved
16553	A	Post Mort	11/05/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Approved
16552	A	Shipboard	11/09/1998			11/09/1998	11/09/1998	11/09/1998	11/09/1998	11/09/1998	Approved
16551	A	Shipboard	10/31/1998			11/02/1998	11/02/1998	11/02/1998	11/01/1998	11/05/1998	
16549	A	Post Mort	10/31/1998			11/02/1998	11/02/1998	11/02/1998	11/09/1998		
16512	A	Shipboard	11/01/1998			11/02/1998	11/02/1998	11/02/1998			

Figure 5. — New Request Window Fields

### Functions:

**New** — invokes a new blank line is created for you to enter data.

**Scientist** —invokes a scientist window for data entry and edit.

**Repository** — invokes repository window. You check repository that will sample.

**Cancel** — cancels any data entry in any field as long as you have not saved the record.

**Save** — saves data you have entered.

**Research** — invokes a research window for data entry and edit.

**Assign** —invokes a scientist window where you attach scientist to sample request.

**Leg Detail** —invokes a leg, site, hole window for data entry and edit.

**Notes** — invokes a window where you check material, method, specialty, and/or request item.

**Close** — closes window and takes user back to Sample Request Main Menu.

## Chapter 2 — New Request

### 2.2 Steps to Complete

#### 2.2.1. Entering New Request Data

**Note:** You can use your tab key or return key to move from field to field. You may also place your mouse in the field you wish to edit.

- 1. Put your mouse on **New** button and click.
- 2. Enter new **Request Number** that you choose by selecting a number that is sequential to the last number listed.
- 3. Enter new **Part** letter.
- 4. Choose **Type** from dropdown menu.
- 5. Enter numerical month, day and year of **Request Date**.
- 6. Enter **Publication Goal** numerical month, day and year.
- 7. Enter date **Overdue Letter Sent** (if there was one sent) numerical month, day and year.
- 8. Enter **Date Entered** numerical month, day and year.
- 9. Enter **Date Ack.** numerical month, day and year.
- 10. Enter **Date Sent** numerical month, day and year.
- 11. Enter **Date Approved** numerical month, day and year.
- 12. Enter **Completion Date** numerical month, day and year.
- 13. Choose **Approval Status** (only if the approval is not fully approved or in question).

## 2.2.2. Selecting a Function

The **Cancel**, **Save** **Close** buttons perform a function but do not require data entry:

- **Cancel** - cancels any data entry in any field as long as you have not saved the record.
- **Save** — saves data you have entered.
- **Close** — closes window and takes user back to Sample Request Main Menu.

The **New**, **Scientist**, **Repository**, **Research**, **Assign**, **Leg Detail**, and **Notes** buttons require data entry after they are invoked.

- **New** - invokes a new blank line is created for you to enter data.

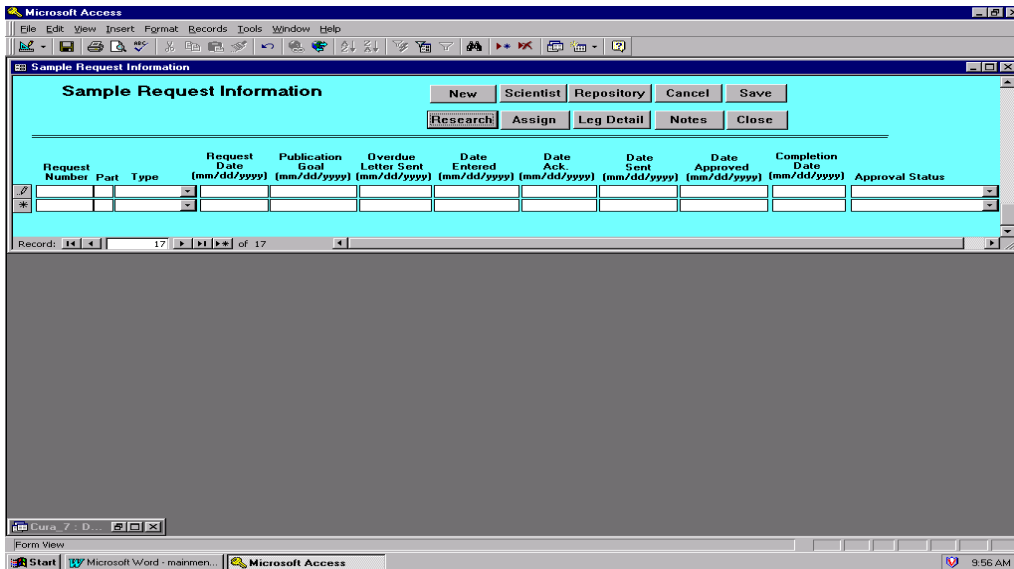


Figure 6. — New Request Button Window

- **Scientist** - invokes a scientist window for data entry and edit.

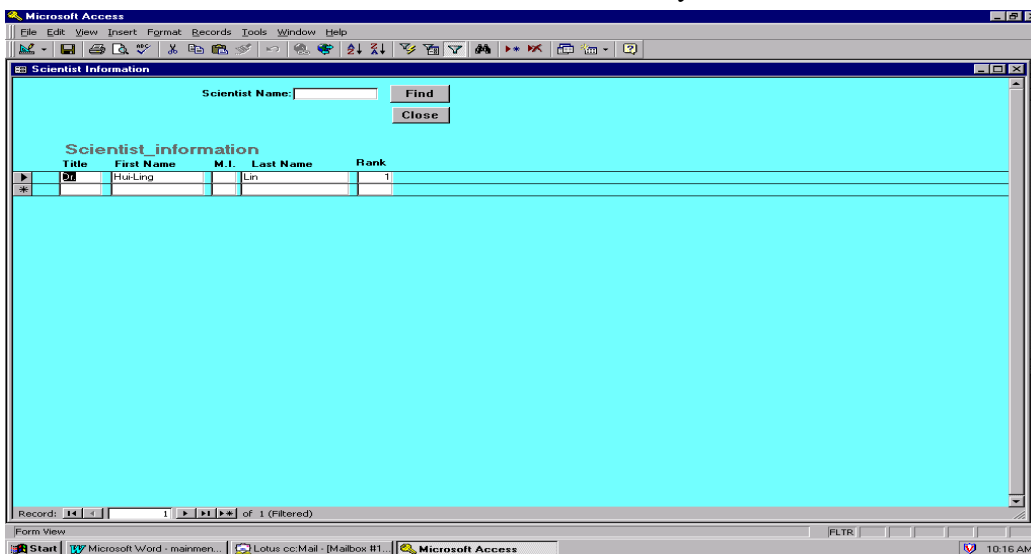
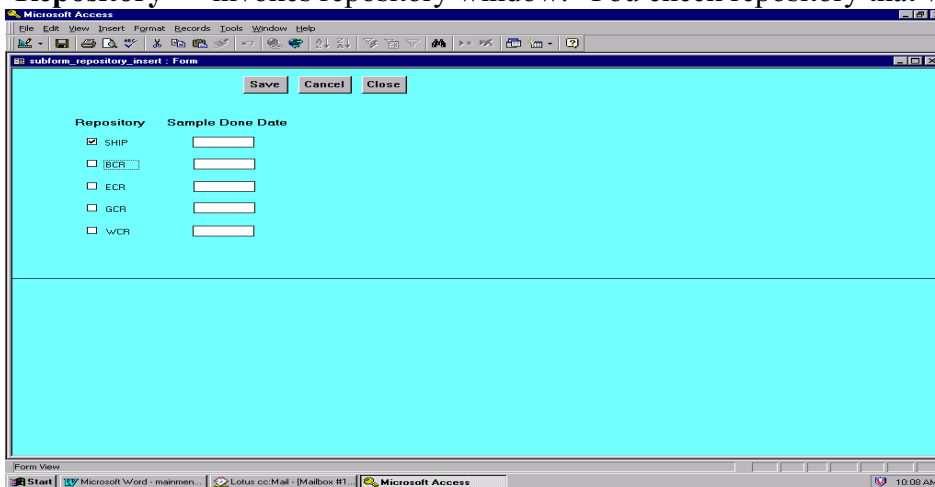


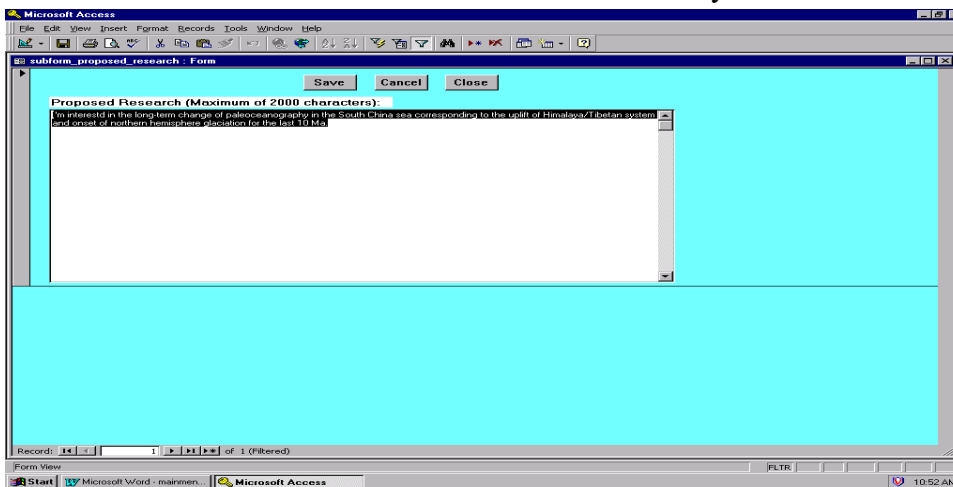
Figure 7. — Scientist Button Window

- **Repository** — invokes repository window. You check repository that will sample.



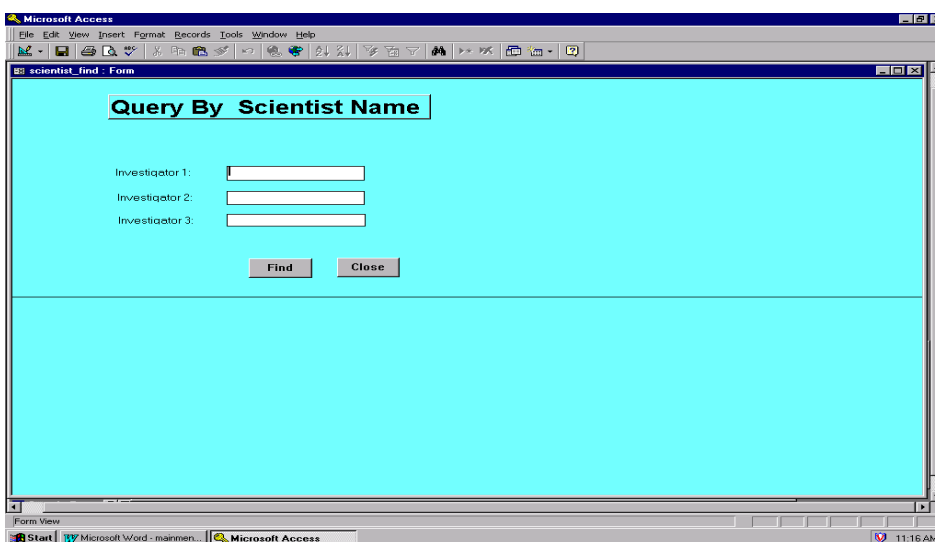
**Figure 8. — Repository Button Window**

- **Research** — invokes a research window for data entry and edit.



**Figure 9. — Research Button Window**

- **Assign** —invokes a scientist window where you attach scientist to sample request.



**Figure 10. — Assign Button Window**

- **Leg Detail**—invokes a leg, site, hole window for data entry and edit.

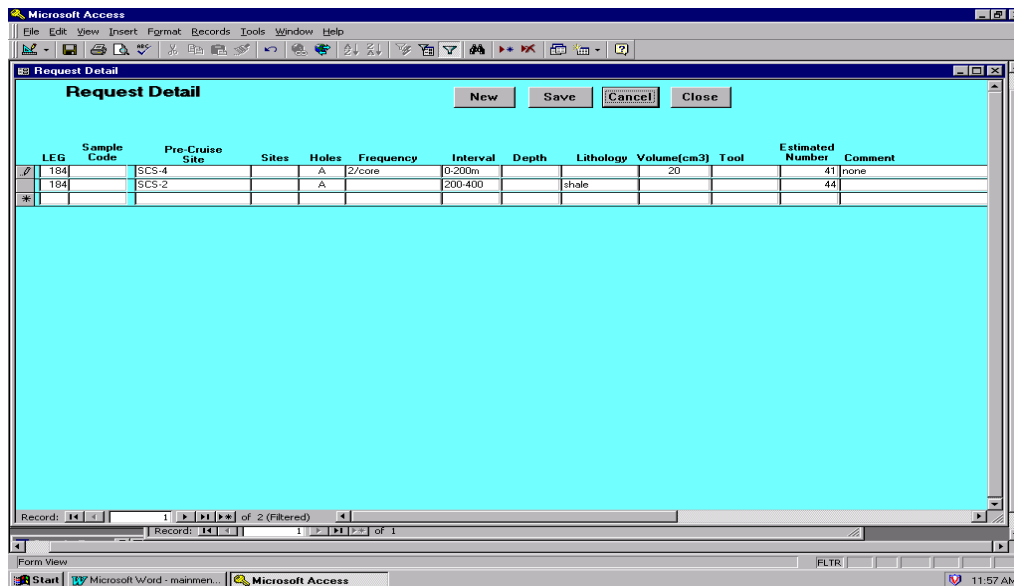


Figure 11. — Leg Detail Button Window

- **Notes** — invokes a window where you check material, method, specialty, and/or request item (partially shown).

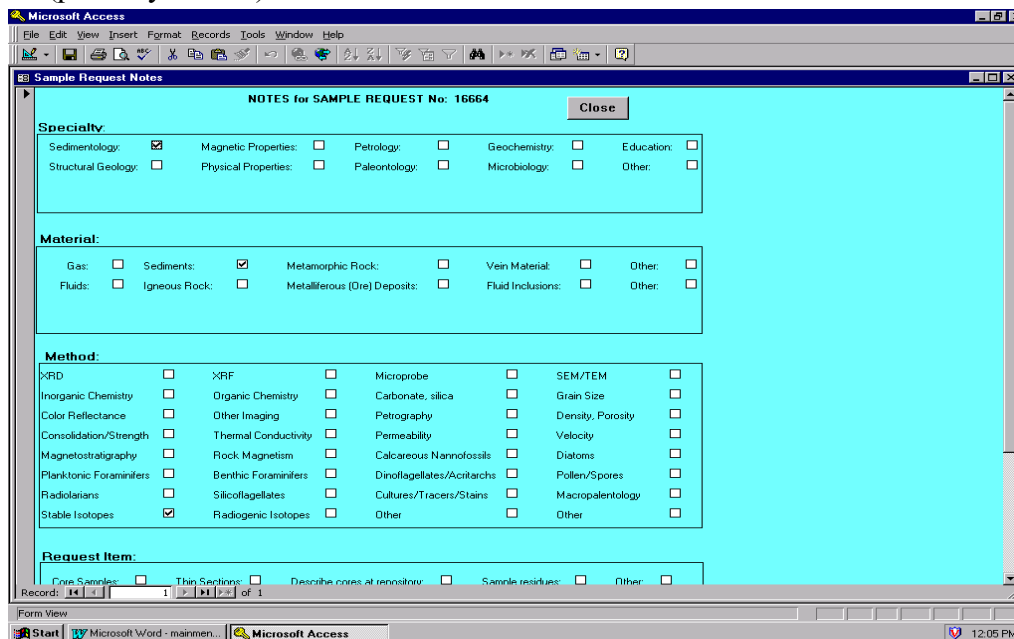


Figure 12. — Notes Button Window



## Chapter 3 — Completion Letter

### 3.1 Purpose of Instructions

#### 3.1.1. Introduction

**The Completion Letter** section of *The Gate User's Guide* contains detailed instructions that will assist you, the curation employee, in entering data that you will then use to compile completion letters. You will produce the completion letter after a sample request has been completed and the samples are ready for shipment. You will send the completion letter with the samples to the requesting scientist. You will send a copy of the letter to the Curator's Office for database record keeping. You can also produce a Handcarried Report, which contains the same information as the completion letter, but you give the Handcarried Report to the scientist who handcarries his own samples. A Label function is also available. You may produce a mailing label with this function.

The guide will supply you, the curation user, with step-by-step instructions for successfully entering and producing a completion letter. The instructions will

- detail which buttons/steps to use for what purpose
- define what those buttons/steps are
- explain results you will get from buttons/steps that you choose

**Equipment You Will Need** to successfully run *The Gate* database application.

- Pentium with 48 megs of RAM
- NT platform
- *Microsoft Access Office 97*

**Tips to Enhance Your Use** of *The Gate* database application.

- Each chapter will begin with a brief overview.
- Any field that contains a down arrow has a dropdown menu that you choose from to fill in that field. Simply put your cursor on the down arrow.

### 3.1.2. Fields — Completion Letter Window

The completion letter window contains fields that the user must fill in with data.

Figure 13. — Completion Letter Window

#### Fields:

**Enter Request Number and Part Number** — the number assigned to a specific sample request an alpha part is also assigned.

**Request Status** — what situation the sample request is in. The request status can be complete, partially complete, or processing.

**Number of Boxes Sent** — The number of boxes containing samples that will be shipped to the scientists.

**Samples Sent** —The number of samples taken and shipped to the scientist.

**Enter Your Name** — Your name, the person shipping the samples.

**Title** —Your curation employee job title.

**Repository** — The repository that the sampler and letter writer works in.

**\*Special note: to produce the completion letter you must first enter some data (any data will do) into the sample request note field, enter a date, AND choose a note name in the Sample Request Window. See long view by double clicking request number in New Request Window (Figure 14).**

The screenshot shows the 'Sample Request' form in Microsoft Access. The form is titled 'Sample Request' and has buttons for 'Leg Detail', 'Save', 'Cancel', and 'Close'. The data entry fields are as follows:

- Request Number: 17153
- Part No.: D
- Request Type: Post Mort
- Approval Status: Approved
- Approval Status Comments: (empty text box)
- Date Requested (mm/dd/yyyy): 02/22/2001
- Date Entered (mm/dd/yyyy): 02/26/2001
- Ack. Date (mm/dd/yyyy): 02/22/2001
- Date Sent (mm/dd/yyyy): 02/22/2001
- Date Approved (mm/dd/yyyy): 03/05/2001
- Final Completion Date (mm/dd/yyyy): 03/05/2001
- Publication Goal Date (mm/dd/yyyy): 02/22/2003
- Sample Due Date (mm/dd/yyyy): (empty)
- Date Letter Sent (mm/dd/yyyy): (empty)

On the right side, there is a 'Complete Date (mm/dd/yyyy)' section with checkboxes for SHIP, BCR, ECR, GCR, and WCR. The GCR checkbox is checked, and the date 03/05 is entered next to it.

Below the form fields is a table titled 'Request Comments:':

SAMPLE REQUEST NOTE	DATE	NOTE NAME
ok	02/26/2001	Completion Letter Comments
*		

At the bottom, there is a 'Proposed Research: (Maximum of 2000 Characters)' text area containing the following text:

This project follows the previous investigation on this Leg, on site 849. We have already produced (231Pa/230Th)<sub>xs,0</sub> and delta 66Zn on the upper part of the core covering the last 90,000 years. The results are remarkable for both (231Pa/230Th)<sub>xs,0</sub> and delta 66Zn. However, the studied part of the core only cover one real Glacial Period (Last Glacial Period), and the less extreme Isotopic Stage #4. In order to confirm our observations we want to analyse sediment from the beginning the Isotopic Stage #5 and we also want to include the end of Isotopic Stage #5.

The bottom of the window shows a record navigation bar with 'Record: 1 of 1 (filtered)' and fields for 'FLTR' and 'NUM'.

**Figure 14. — Long View Window (partial view)**

### 3.1.3. Functions — Completion Letter Window

The **Completion Letter** window contains buttons that invoke particular functions.

Figure 15. - Completion Letter Window

#### Functions:

**Handcarried Report** — A letter that accompanies samples taken by a scientist. The scientist will be carrying the samples and letter with him, i.e. they will not be shipped.

**Preview** — Push button and a screen pops up previewing the completed Handcarry letter.

**Print** — Push button and a completed handcarry letter prints out on the printer.

**Completion Letter** — A letter that is shipped with samples to the requesting scientist.

**File** — Push button and a form letter pops up in Word that you can edit.

**Preview** — Push button and a screen pops up previewing the Completion Letter.

**Print** — Push button and a Completion Letter prints out on the printer.

**Mailing Label** — A mailing label to be put on boxes of samples for shipping.

**Label** — Push button and a mailing label with current address data is made.

**Close** — Push button and current Completion Letter Window closes and takes you to the Main Menu where you can exit the program.

# Chapter 3 — Completion Letter

## 3.2 Steps to Complete

### 3.2.1. Entering Completion Letter Data

**Note:** You can use your tab key or return key to move from field to field. You may also place your mouse in the field you wish to edit.

**\*special note:**to produce the completion letter you must first enter some data (any data will do) into the sample request note field on the Sample Request Window (see page 13). See long view by double clicking request number in New Request Window (figure 4).

- 1. Fill in Request number (for example: 16468 ) from the sample request that you have finished.
- 2. Fill in request part (for example: A) from the sample request that you have finished.
- 3. Choose request status: partially complete, completed, processing. The category you choose signifies what stage the sample request is in.
- 4. Fill in number of boxes (containing samples) to be shipped.
- 5. Fill in number of samples shipped in boxes.
- 6. Choose your name from the drop down menu. Upon filling in your name, the application will immediately fill in your job position title and location.

Enter Request Number and part number: 16468 A			
Request Status: Completed	Enter Your Name: Mimi Bowmar		
Number of Boxes Sent: 2	Title: Administrative Assistant		
Sample Sent: 50	Repository: GCR Gulf Coast Repository		
<b>Handcarried Report</b> Preview Print	<b>Completion Letter</b> File Preview Print	<b>Mailing Label</b> Label	Close

Figure 16. — Completion Letter Fields

**Note:** You are now ready to select the function.

### **3.2.2 Selecting a Function**

**Note:** Place your mouse over and push the button under the heading of the function you need.

1. Select Handcarried Report
  - 1.1 Preview — look at handcarried report in Word.
  - 1.2 Print — send handcarried report to printer.
  
2. Select Completion Letter
  - 2.1 File — create completion letter in Word for editing.
  - 2.2 Preview — look at completion letter in Word.
  - 2.3 Print — send completion letter to printer.
  
3. Select Mailing Label
  - 3.1 Label — to make label.
  
4. Select Close — to close program.

**Note:** See appendixes for examples of each.

## Chapter 4 — Bimonthly Report

### 4.1 Introduction

**The Bimonthly Report** section of *The Gate User s Guide* contains detailed instructions that will assist you, the curation employee, in entering time parameters that The Gate will then use to formulate a bimonthly report. This chapter will supply you, the curation user, with step-by-step instructions for successfully using the bimonthly report. The instructions will

- detail which fields are for what purpose
- define what those fields are
- explain results you will get from the buttons/steps that you choose

**Equipment You Will Need** to successfully run *The Gate* database application.

- Pentium with 48 megs of RAM
- NT platform
- *Microsoft Access Office 97*

**Tips to Enhance Your Use** of *The Gate* database application.

- Each chapter will begin with a brief overview.
- Any field that contains a down arrow has a dropdown menu that you choose from to fill in that field. Simply put your cursor on the down arrow and select an option.

## 4.2 Instructions - Bimonthly Report Window

### Fields:

The bimonthly report window contains only two fields that the user must fill in with data. These fields are numerical date fields (month, day, year). Choose a two-month period and enter (ex. 01/01/97 to 02/28/97).

### Functions:

**Close** — Push button and current Bimonthly Report Window closes and takes you to the Main Menu where you can exit The Gate.

**Preview** — Push button and a screen pops up previewing the completed Bimonthly Report that contains four sections (project.rtf, visitor.rtf, task.rtf, infor.rtf —see **appendix**).

**File** — Push button and the four sections pop up in Microsoft Word that you can edit.

**Print** — Push button and a completed report (four sections) prints out on the printer.

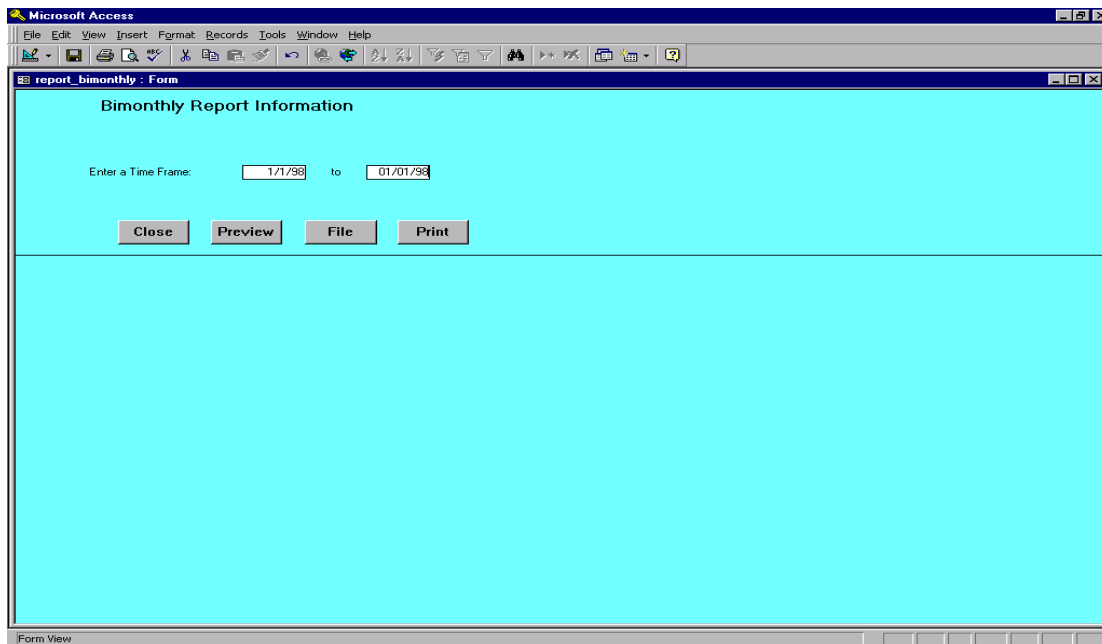


Figure 17. — Bimonthly Window

To Begin your Bimonthly Report

**Note:** You can use your tab key or return key to move from field to field. You may also place your mouse in the field you wish to edit.

- 1. Choose what time frame you wish to cover in your bimonthly report and enter.

Then depending on what you need to do with the report

**Note:** Place your mouse over and push the button under the heading of the function you need.



- 2. Choose preview.
- 3. Choose file.
- 4. Choose print.

## Chapter 5 — Project

### 5.1 Introduction

**The Project** section of *The Gate User s Guide* contains instructions that will assist you, the curation employee, in tracking projects and tasks that are assigned to you by the Curator. This chapter will supply you, the curation user, with step-by-step instructions for successfully using the Project function of The Gate. The instructions will

- detail which fields are for what purpose
- define what those fields are
- explain results you will get from the buttons/steps that you choose

**Equipment You Will Need** to successfully run *The Gate* database application.

- Pentium with 48 megs of RAM
- NT platform
- *Microsoft Access Office 97*

**Tips to Enhance Your Use** of *The Gate* database application.

- Each chapter will begin with a brief overview.
- Any field that contains a down arrow has a dropdown menu that you choose from to fill in that field. Simply put your cursor on the down arrow and select an option.

## 5.2 Instructions - Project Window

### Fields:

**Person's Last Name** - last name of person responsible for project.

### Project Date (mm/dd/yy)

Operator field consists of greater than or equal to, less than or equal to or between.

Blank field — date project assigned.

**Repository** — the repository the project is assigned to. The repositories are BCR, ECR, GCR, WCR, or CURation at headquarters.

### Functions:

**Query** —Invokes query on last name, date, or repository. Query results in report listing projects and tasks assigned to that particular search criteria, i.e., repository specific, date specific.

**New** — Invokes a new blank project window to enter new project information.

**Close** —Invokes Project window to close and takes you to the Main Menu where you can exit the program.

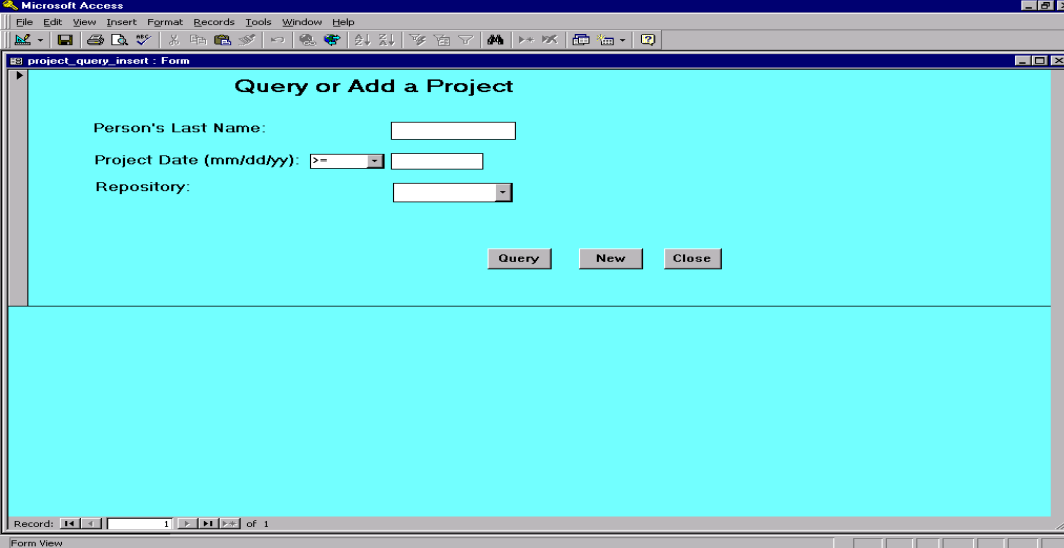


Figure 18. Project Window

To Begin Query using Project

**Note: Use your tab or return key to move from field to field.**

- 1. Decide what to query on (last name, date, or repository) and enter appropriate info.
- 2. Choose query.

➤ To Add New Project

**Note: Place your mouse over and push the button under the heading of the function you need.**

- 1. Choose New button.

To Close Window

- 1. Closes Project window and you are returned to the main menu where you can exit The Gate.

## Chapter 6 — Visit

### 6.1 Introduction

**The Visit** section of *The Gate User's Guide* contains instructions that will assist you, the curation employee, in tracking Visitors to your repository. This chapter will supply you, the curation user, with step-by-step instructions for successfully using the Visit function of The Gate. The instructions will

- detail which fields are for what purpose
- define what those fields are
- explain results you will get from the buttons/steps that you choose

**Equipment You Will Need** to successfully run *The Gate* database application.

- Pentium with 48 megs of RAM
- NT platform
- *Microsoft Access Office 97*

**Tips to Enhance Your Use** of *The Gate* database application.

- Each chapter will begin with a brief overview.
- Any field that contains a down arrow has a dropdown menu that you choose from to fill in that field. Simply put your cursor on the down arrow and select an option.

## 6.2 Instructions - Visit Window

### Fields:

**Visitor Last Name** —Last name of visitor or Last name of guide of tour group.

**Visit Date (mm/dd/yy)** —Date the visitor(s) are in repository.

**Repository** — the repository the visit occurs in. The repositories are BCR, ECR, GCR, WCR, or CURation at headquarters.

### Functions:

**Query** — Invokes query on last name, visit date, or repository. Query results in listing of visits, times, dates and people depending on that particular search criteria, i.e., name specific, repository specific.

**New** — Invokes a new blank visitor window to enter new visitor information.

**Close** —Invokes Visitor window to close and takes you to the Main Menu where you can exit The Gate.

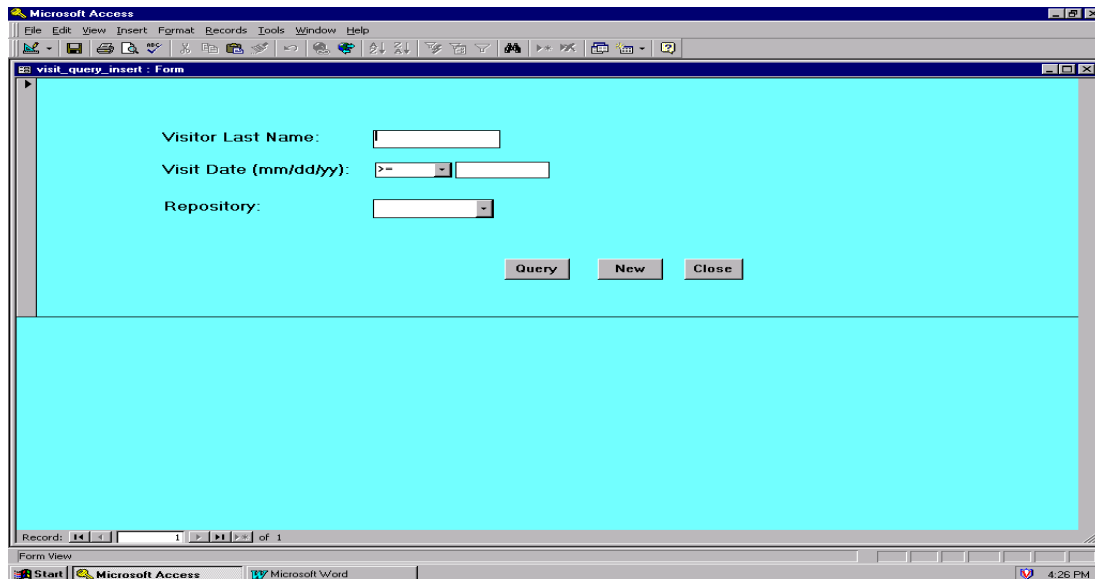


Figure 19. — Visit Window

To Begin Query using Visit

**Note:** Use your **tab** or **return** key to move from field to field.

- 1. Decide what to query on (last name, date, or repository) and enter appropriate info.
- 2. Choose query.

To Add New Visit

**Note:** Place your mouse over and push the button under the heading of the function you need.

- 1. Choose New button.

To Close Window

- 1. Closes Visit window and you are returned to the main menu where you can exit The Gate.

## Chapter 7 — Personnel List

### 7.1 Introduction

**The Personnel List** section of *The Gate User s Guide* contains a list of all personnel that work at each of the four repositories and also curation headquarters. The Personnel List is used in the Completion Letter and Project sections of The Gate. You, the curation employee, can update and add personnel to this list. This chapter will supply you, the curation user, with step-by-step instructions for successfully using the Personnel List function of The Gate. The instructions will

- detail which fields are for what purpose
- define what those fields are
- explain results you will get from the buttons/steps that you choose

**Equipment You Will Need** to successfully run *The Gate* database application.

- Pentium with 48 megs of RAM
- NT platform
- *Microsoft Access Office 97*

**Tips to Enhance Your Use** of *The Gate* database application.

- Each chapter will begin with a brief overview.
- Any field that contains a down arrow has a dropdown menu that you choose from to fill in that field. Simply put your cursor on the down arrow and select an option.

## 7.2 Instructions — Personnel List Window

### Fields:

**First Name** — First name of curation employee.

**M** — Middle initial of employee.

**Last Name** — Last name of curation employee.

**Title** — curation employee job title.

**Repository** — the repository the visit occurs in. The repositories are BCR, ECR, GCR, WCR, or CURation at headquarters.

### Functions:

**Close** — Invokes Personnel List window to close and takes you to the main menu where you can exit The Gate.

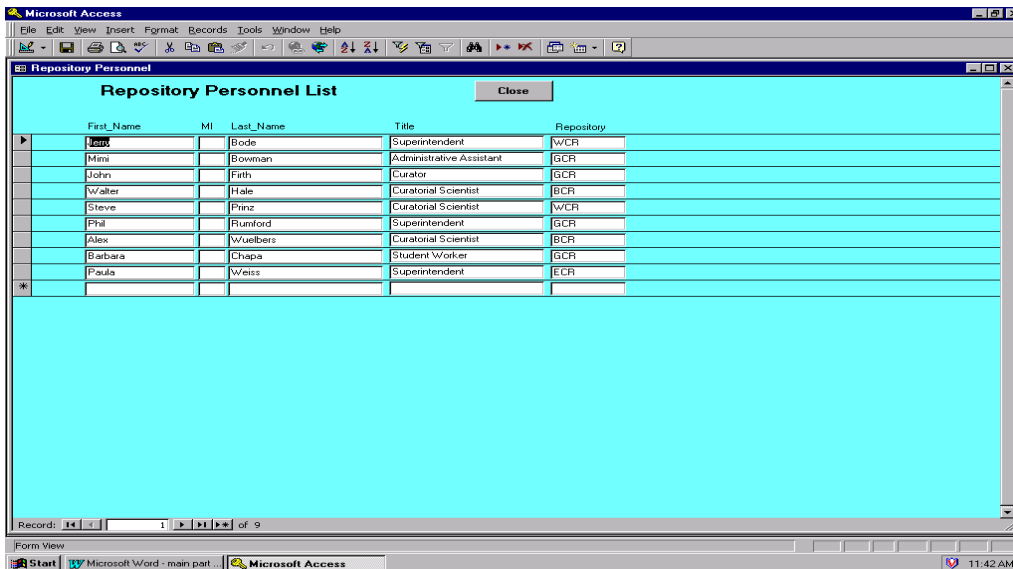


Figure 20. — Repository Personnel Window

### To Add New Personnel

**Note:** Use your tab or return key to move from field to field.

- 1. Decide what to add (first name, middle initial, last name, title, or repository) and enter appropriate info.

### To Close Window

- 1. Close Visit window and you are returned to the main menu where you can exit The Gate.

## Chapter 8 — Repos Info Window

### 8.1 Introduction

**The Repos Info** section of *The Gate User s Guide* contains a list of each repository and its complete address. The Repository Information Maintenance Form is used in the Completion Letter and Project sections of The Gate. You, the curation employee, can update the repository information. This chapter will supply you, the curation user, with step-by-step instructions for successfully using the Repos Info function of The Gate. The instructions will

- detail which fields are for what purpose
- define what those fields are
- explain results you will get from the buttons/steps that you choose

**Equipment You Will Need** to successfully run *The Gate* database application.

- Pentium with 48 megs of RAM
- NT platform
- *Microsoft Access Office 97*

**Tips to Enhance Your Use** of *The Gate* database application.

- Each chapter will begin with a brief overview.
- Any field that contains a down arrow has a dropdown menu that you choose from to fill in that field. Simply put your cursor on the down arrow and select an option.

## 8.2 Instructions — Repos Info Window

### Fields:

**Description** — Acronym and full name of repository.

**Responsible Person** — Superintendent of repository.

**Address1, Address2, Address3** — Institution and/or street address.

**CityStateZip** — city, state, zip.

**Country** - Country where repository is located.

**Telephone** — (partially shown) Repository telephone number.

**Fax** —(not shown) Repository fax number.

**Email** —(not shown) Repository email address.

### Functions:

**Close** —Invokes Repository Information Maintenance Form window to close and takes you to the main menu where you can exit The Gate.

Description	Responsible Person	Address1	Address2	Address3	CityStateZip	Country	Tele
BCE Bremen Core Repository	Walker Hale	Ocean Drilling Program	Konsul-Smidt Str. 30	Schuppen 3	28217 Bremen	Germany	(49) 4
ECR East Coast Repository	Paula Weiss	ODP East Coast Reposit	Lamont-Doherty Earth Ob	Route 9W	Palisades, NY 10964	USA	(914)
GCR Gulf Coast Repository	Phil Rumford	ODP Gulf Coast Reposit	1000 Discovery Drive		College Station, TX 77845	USA	(409)
WCR West Coast Repository	Jerry Bode	Ocean Drilling Program	UCSD Shipping and Recli	7835 Trade St., Suite 100	San Diego, CA 92121-2460	USA	(619)

Figure 21. — Repository Information Maintenance Form Window

To Edit Repository Information Maintenance Form

**Note:** Use your tab or return key to move from field to field.

- 1. Decide what to change (description, responsible person, address1, address, address3, CityStateZip, Country, Telephone).
- 2. Click on field.
- 3. Update changes.

To Close Window

- 1. Close Repository Information Maintenance Form window and you are returned to the main menu where you can exit The Gate.



## Chapter 9 — Appendixes

### Appendix A — Handcarried Report

Handcarried Sample Report

26-Oct-98

ODP Request # 16511 A

Requestor Name: Bowman

Request Date: 10/8/98

Request Status: Completed

Box Sent: 2

sample\_sent: 13

TO: Curator, ODP

FROM : Jerry Bode,

SUBJ: A set of Ocean Drilling Program samples has been handcarried by the investigator.

This is a good note to end things on and should be in the letter.

cc: Repository reference Files

## Chapter 9 — Appendixes

### Appendix B — Completion Letter

Tuesday, October 27, 1998

ODP Request 16511 A

Request Date: 10/08/1998

Request Name: Bowman

Request Status: Completed

Ms. Mimi Bowman  
Ocean Drilling Program  
Texas A&M University  
1000 Discovery Drive  
College Station, Texas 77845  
USA

Dear Ms. Bowman

2 carton(s) containing 13 samples was sent to you under separate cover.

Please check the contents of the package against the sample list enclosed.

This is a good note to end things on and should be in the letter.

You can obtain a sample listing for this request by using the pre-defined sample request web query available at <http://www-odp.tamu.edu/database>.

Do not hesitate to contact us if you have any questions about your request.

Sincerely

Jerry Bode  
Superintendent, West Coast Repository

Telephone  
FAX:  
E-Mail:

cc: Dr. John firth, ODP  
GCR Reference

## **Chapter 9 — Appendixes**

### **Appendix C — Mailing Label**

Mimi Bowman  
Ocean Drilling Program  
1000 Discovery Drive  
College Station, TX 77845  
USA

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