

ADDING SAMPLE INFORMATION TO THE *BARCODE SAMPLE DATABASE*

For *Barcode Long Island* and *Urban Barcode Project* Student Teams

The *Barcode Sample Database (SD)* can be accessed at:

<http://sampledb.dnalc.org/barcoding/>

1. **Mentors only:** Click “Register” next to “Don’t have an account?” and enter the requested information to create a username and password. *Be advised that usernames and passwords are case sensitive.* Once the account is created, you will need to confirm your new account through a link sent to you via email.
2. When a team’s proposal is accepted, an email is generated and sent to the team’s mentor with the team members’ usernames and passwords, to be distributed to the students by the mentor. Students who have participated in the program in past years will log in with their previously assigned username and password. Students may recover lost passwords by clicking “Forgot Password?” under the login.
3. A new barcoding project is automatically created for teams with accepted proposals on the *SD*, under the team’s project title. Once logged-in, your new project will appear under the “My Projects” tab. Your project was automatically assigned a unique three-letter code, which is visible on the project page and should be used to label all your samples.

My Projects | Create New Project | Signed in as: username | Log Out

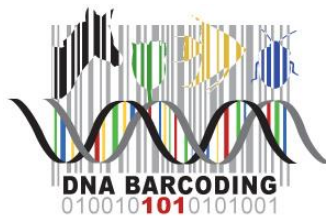
Your Projects

Show 10 entries | Search:

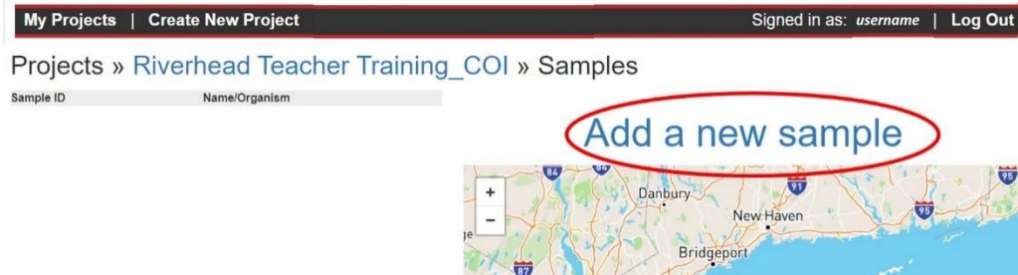
Samples	Code	Project Name / Description	Owner	Permissions
11	XQP	Riverhead Teacher Training_COI BLI Training Workshop	username	Owner,

Project Code

4. Click on the project name to access project information. The mentor and all student team members should be visible under the “Edit Members” tab. While unlikely, should you need to add additional team members, you can do so **if they are not already a part of the *SD* project:**
 - a. New members must also “Register” new accounts on the *SD* homepage.
 - b. To add a new member to your team, enter the member’s username into the “Add a new member” box under the “Edit Members” tab, select whether the participant is an “Admin” or “Member,” and click “Add Member.” Once added, members appear on the page. If you receive an error, confirm that the username is spelled correctly, properly capitalized, and that there are no extra spaces before or after the username. Also, confirm that the new member has verified their account via email.



- To add a sample to the project, click the “Samples” tab on the project page, then “Add a new sample.”



- You should provide metadata – data about the sample other than the sequence we are hoping to get – for each sample. This information should be as comprehensive as possible.

- Enter a sample ID for each new sample. The ID starts with the 3-letter project code (XQP in the example image here) followed by a 3-digit number, beginning with 001. Your first sample would be ***-001, the second ***-002, and so on. You **MUST** label samples in this format, or they will receive an error upon final submission.

Add a new sample

- Samples should be consecutively named, beginning with ***-001, however, any sample can be created at any time (***-005 can be added before ***-001).

- Sample ID, Common Name, Collector’s Name, Latitude, and Longitude are required fields. *Sample ID and Common Name cannot be changed once the sample has been submitted.*

- You should try to identify the organism taxonomically, to the best of your ability, and enter a tentative “Scientific Name.” However, this is not a required field.

- The date is automatically populated with the current date. Be sure to change this to the correct collection date if not collected on the day the sample is added to the database.

Sample information

* Sample ID: *From the barcode label (e.g. XQP-012)*

* What was collected:
 Common name:
 Scientific name:
as best as possible

* Collector’s name:

Collected on: Date when the sample was collected:

Institution storing the sample:

Images: You will be able to add images after you enter the sample info.

Location where the sample was collected

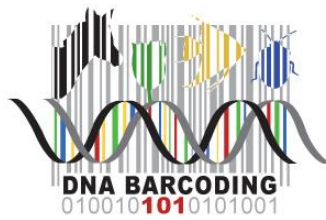
Click on the map to pin-point the collection site for this sample

* Latitude: } **Decimal degrees**
 * Longitude: }
 Altitude: (in meters)
 State/Province:
 Country:
 Habitat:

Exact site: Describe the site where this sample was collected from:

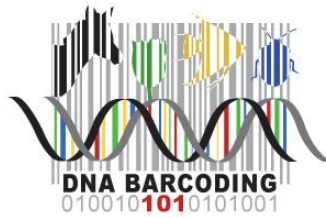
Notes: Add any notes relevant to this sample:

Cancel Add new sample ← **Click to save data**



- f. The “Institution storing the samples” may be the DNALC or your school/institution.
 - g. “Latitude” and “Longitude” need to be entered in decimal degrees, as opposed to degrees-minutes-seconds. Alternatively, participants can click on the map to drop a pin at their collection location.
 - h. Select the most appropriate habitat for the sampling location from the drop-down menu. Specific site details can be entered into the “Exact site” text box. Additional information regarding the sample, collection process, or supplementary metadata can be provided in the “Notes” text box.
7. Click “Add new sample” at the bottom of the page. This will add the sample information and return participants to the project page where the new sample information can be viewed by all team members.

8. Click on the link for the newly created sample – you will now see an option to upload pictures. *Pictures can only be uploaded once a sample is submitted.*
- a. Click “Add sample image”
 - b. Select the image file. *There is no limit to the number of images that can be uploaded for a sample, but they can only be uploaded one at a time.*
 - c. Notes can be added to the sample image using the optional “Notes” text box. Notes will appear in a banner across the bottom of the image.
 - d. Click “Upload” to add the image. Repeat the process with any additional photos. Images can be removed from a sample by clicking the small red “X” located in the upper right corner of the photo.
 - e. **IMPORTANT** – once images are added to the sample, scroll to the bottom of the sample information page and click “Update.” Uploaded images will not be saved otherwise.
 - f. Samples containing images will appear on the project homepage with a camera icon.



9. Click once more on the sample link to upload more optional specimen information, including Sex, Reproduction, Life stage, and confirmed Taxonomy. *Refrain from setting the taxonomy until the identification has been confirmed through DNA barcoding or a professional taxonomist.* This section will supersede the previous “Scientific Name.” Click “Update” to save any changes.

Specimen/Taxonomy information

Multi organism Check if you have many organisms you
sample: want analyzed separately

Taxonomy: not set [set taxonomy](#)

Sex:

Reproduction:

Life stage:

10. With the exception of Sample ID and Common Name, sample information can be edited at any time. Changes can be made to any sample by any project member, and changes will be immediately viewable by all project members. Team members can enter sample information simultaneously.