Catwalk Quick Start Guide

OPEN CATWALK

1. Click the Catwalk icon to launch the software and log in with LIMS credentials.

SET DEFAULT PRINTER

2. With the current expedition selected, click the **Print** button to set the default label printer and format.

3. Select the **Core Entry** printer from the 'Current label printer' drop-down menu and the **section** format from the 'Label format' drop-down menu (leave the number of 'Copies' as **1**). Click both of the checkboxes below the drop-down menus to set as default. Click the **Close** button to return to the main screen.

4. Check the 'Print on upload' checkbox before entering the first core. This will remain checked.
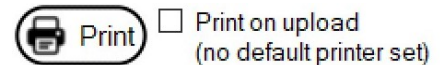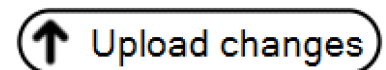
CREATE SECTIONS

5. In the 'Hierarchy browser', select the Expedition > Site > Hole > Core that you are working on and click the **Create sections for…** button.

6. Enter the number of sections, the default length of each section (if desired, but not required), and check the box if there is a core catcher. Click the **Create sections** button to create sections.

7. The new sections will appear in the 'SECT' tab. Correct or enter section length in the 'Catwalk length' column. Clear any red validation errors in the table and click the **Upload changes** button. Three sets of section labels will print if the 'Print on upload' checkbox is checked (default).

8. Click **Ok** to close the 'Info' popup window notifying you that labels have been printed.
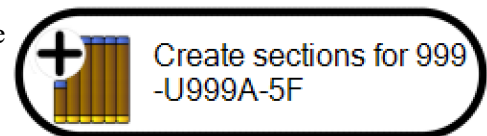
CREATE CATWALK SAMPLES

9. With a core selected, click the **Create catwalk sample for these sections** button.

10. Samples can be assigned to sections in three ways:
    o Individual Sample(s): A single mouse click will select an individual sample or group. **Left-click** on a section to drop one sample at a time into the section.

    o Individual Sample(s), Multiple Times: A single click will select an individual sample or a group. **Ctrl + left click** will drop an individual sample into a section. The remaining samples will stick to cursor, allowing for multiple drops.

    o Multiple Samples: A single **right-click** will drop multiple samples or an entire group into a section. **Ctrl + right click** will drop all of the samples into a section while the samples remain on the cursor.

11. In the 'SAMPLE' tab, correct or enter sample information in the 'Top offset (cm)' and 'Bottom offset (cm)' columns to clear any red validation errors in the table. Click the **Upload changes** button. Sample labels will print.

12. Templates for samples taken routinely can be saved in Catwalk by clicking **Expand template manager** and manually entering sample information or uploading a .csv file.
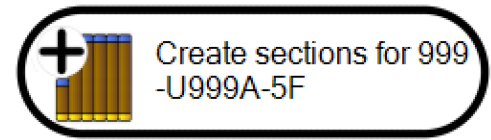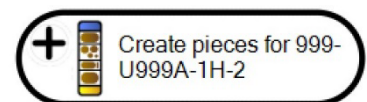
CREATE PIECES

13. Using the 'Hierarchy browser', select the core you would like to enter pieces for and click the **Create pieces for…**button.

14. Enter the number of pieces the section has and check the 'Oriented?' checkbox if all the pieces are oriented. Click the **Create pieces** button.

15. The new pieces will appear in the 'PC' tab. Correct or enter values in the 'Bin bottom offset (cm)' and check or uncheck the 'Oriented?' checkboxes to clear any red validation errors in the table. Click the **Upload changes** button.