

DESClogik: Quick Start Guide

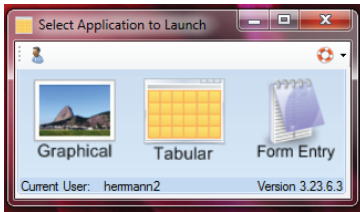
DESClogik Quick Start

Start DESClogik

1. Click on the DESClogik icon.

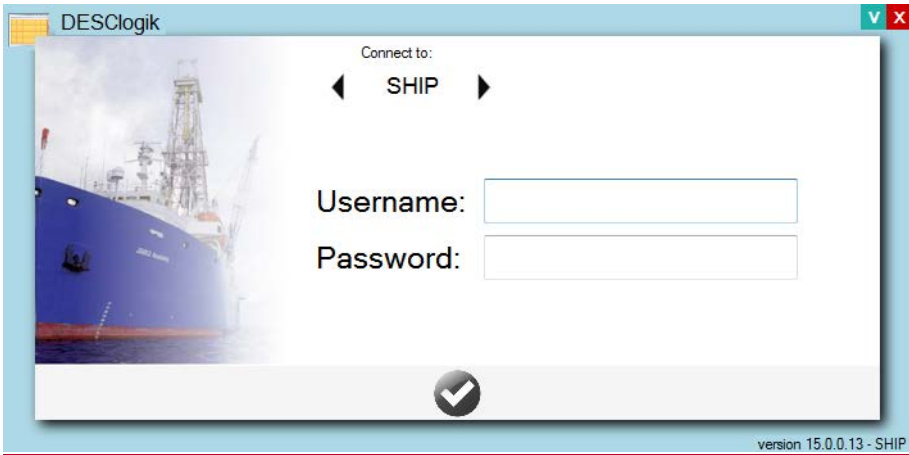


2. Select the Tabular application.



3. Login with username and password (for scientists, irs_lastname). ~~The project is the expedition number.~~

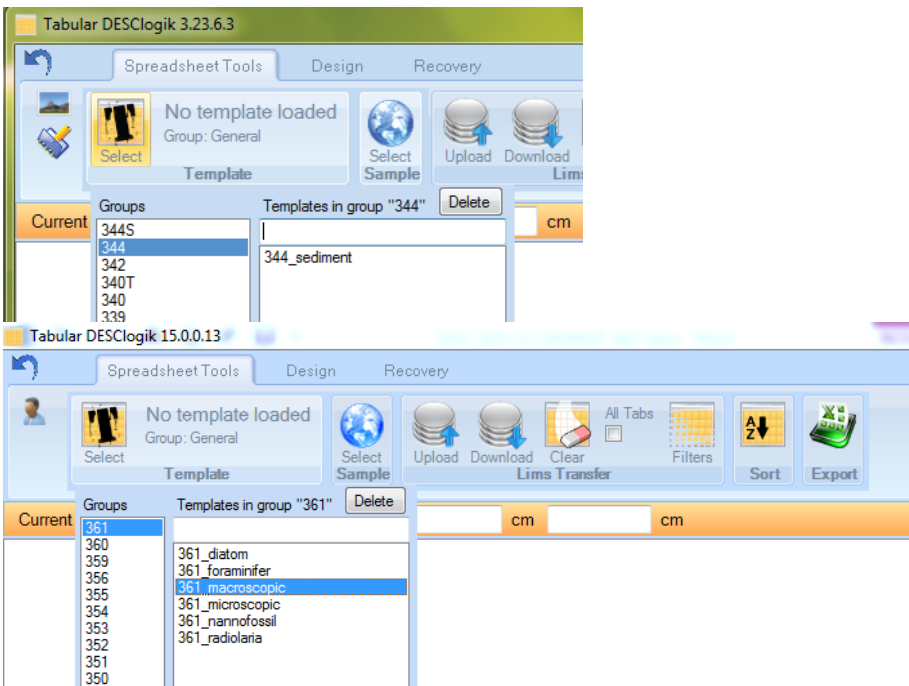




Open Template

Select the template from the dropdown list:

- X **Group:** your expedition [numbertemplate](#)
- X **Template:** your ~~fossil~~ [specialization or sub-group](#)



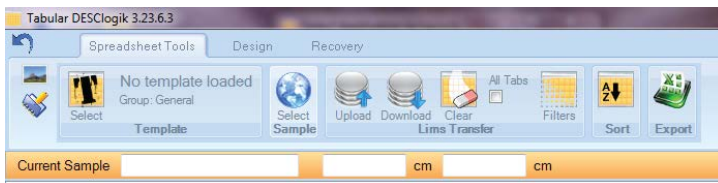
Task Bar

- **(Head Icon): Change user (will force you to log-in again but prompts you if there are unsaved data)**
- ✘ **Select T:** Select a template (spreadsheet data entry form).
- ✘ **Select Sample:** Select sample by Hole, Sample Type, and/or Test.
- ✘ **Upload:** Upload (save) template spreadsheet entries to LIMS.
- ✘ **Download:** Download data from LIMS into template spreadsheet.
- ✘ **Clear:** Clear data from template on screen ~~(on tab or all tabs)~~.
- ✘ **All Tabs checkbox:** apply upload, or download or clear process on active current (unchecked) tab or all tabs (checked) in template.
- ✘ **Sort:** Sort data in spreadsheet, using one or more columns.
- ✘ **Export:** Export spreadsheet to Excel (.xlsx).

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Select Sample

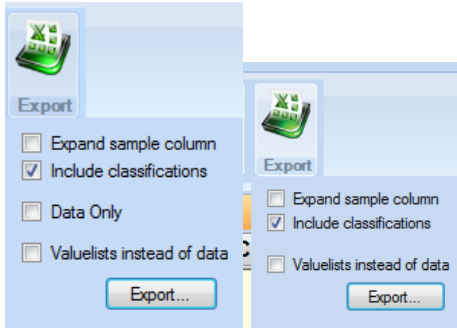
1. From the drop-down list, drill down to the sample to be described: ~~Select the sample from the drop-down list (select by hole, sample type, and/or test [PAL]). Double click on the sample LabelID~~
 - 2-a. If starting a data entry sheet, double click on a sample in the list, then click into the next sample row in the first column on the template to paste the sample into the spreadsheet template.
 - 3-b. If downloading data from LIMS, double-click on the sample(s) of interest.

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Export Data to Excel

You can ~~print out~~ export your DESC data spreadsheet at any time.

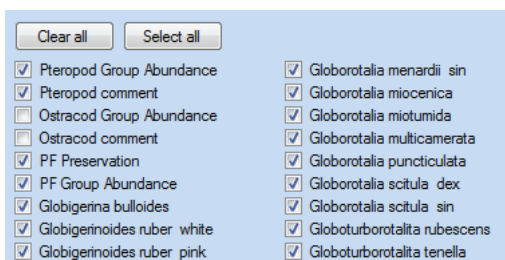
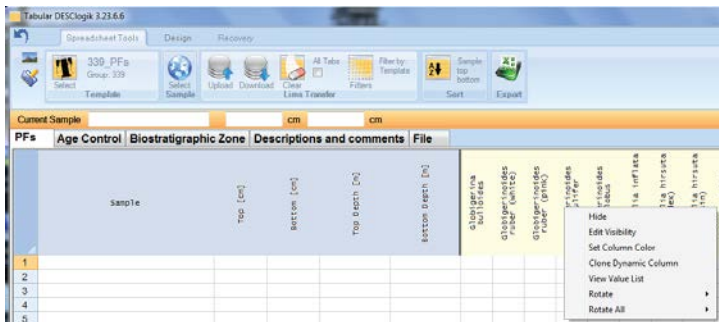
1. Click the Export button.
2. Choose a formatting option:
 - a. Expand sample column: if checked, the Expedition, Site, Hole, Core, Section, Section Half will export into separate columns. Do not select this box to export the sample ID in the concatenated label ID format.
 - b. Include classifications: if checked, the value list classifications will be downloaded into each cell with the data entry (recommended setting if you intend to copy/paste into DESC later). If left unchecked no bracketed classifications will export with their terms.
 - b-c. Data Only: removes all color and text formatting from the export
 - c-d. Value lists instead of data: for technical support personnel only.
3. Click Export and give a file output destination and name.



Selected features of ~~DESClogik~~DESClogik

Edit column visibility

1. Right-click on a column header and choose Edit Visibility.
2. Check the boxes in the sub-window to indicate which columns you want to see on the data entry spreadsheet. Those columns will be hidden for the duration of your session.
3. If the right-click menu is not enabled, check with technical support.



Copy/Paste from Excel into DESClogik

An alternative to entering DESC data directly into the DESC template is as follows:

1. Configure the appropriate template in DESC.
2. Export the template to Excel.

3. Enter descriptive data into Excel.

4. Copy/paste the data from the Excel file into the DESC template in two steps

a. Copy/paste the first 3 columns: Sample, Top (cm) and Bottom (cm)

b. Copy/paste all columns and rows to the right of Bottom depth

4- NOTE: Unless manually entered in the excel file, the top and bottom depths are not automatically calculated if blank cells are copied into them.

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If you follow this procedure, you must enter the following additional information (automatically added in DESC) into the Excel spreadsheet:

X Correct Sample ID

X Classification codes for the terms defined in the classification set. For example preservation codes P, M, G would be entered P[P32], M[P32], and G[P32] for classification set [P32], sandy would need to be sandy [USGS].

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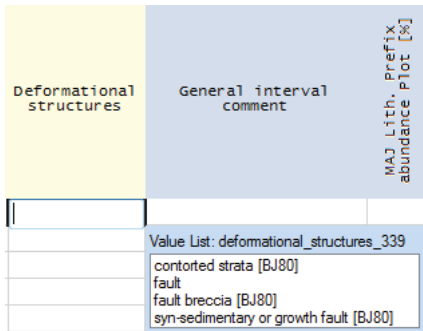
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Column Header Color Codes

X Blue: cells where observations are entered in free-form text.

X Yellow: a value list exists:

- o Double-click on the cell to see a drop-down list of values or
- o Start typing to autofill from the closest value in the list initiate dynamic search that shows a short list of possible values.



Note: The "Legend" button in the lower left-hand corner of the software provides a handy reference for cell color and outline meanings.