DESClogik Quick Start Guide

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Start DESClogik

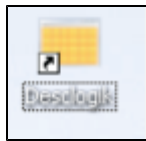1. Click on the DESClogik icon (*Figure 1*).

Figure 1. Desktop icon.

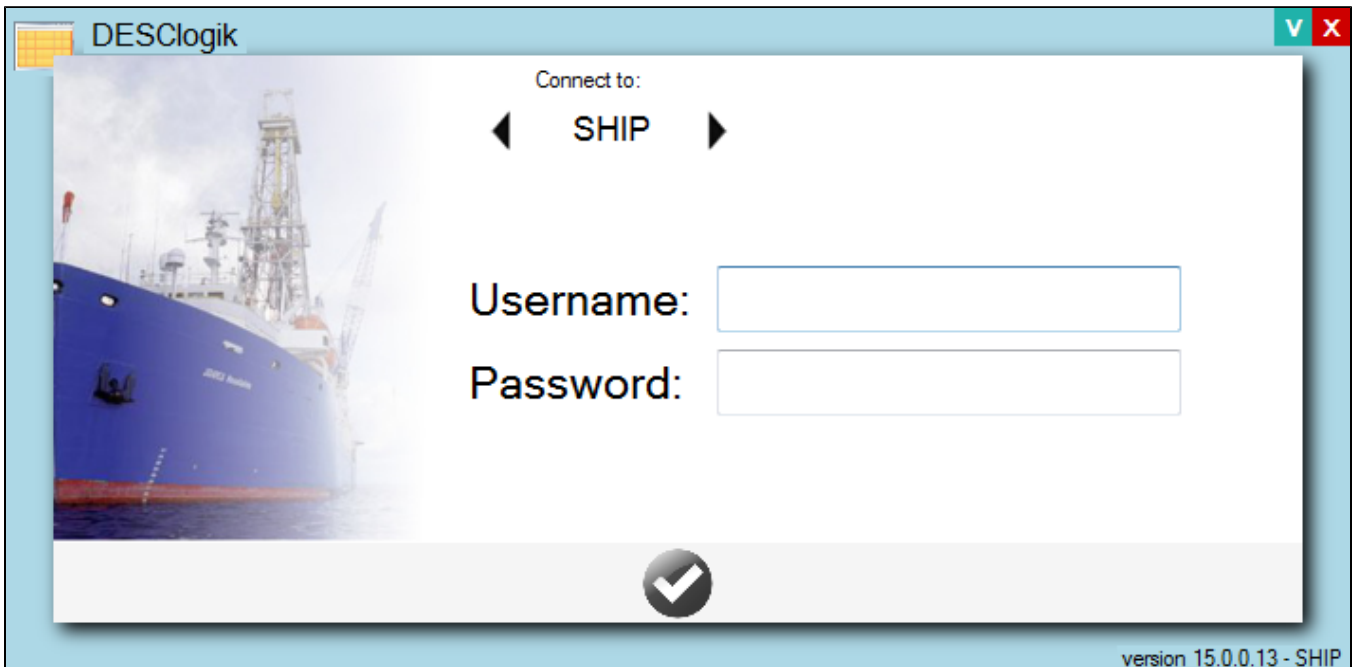2. Login with username and password (*Figure 2*; for scientists, jrs_lastname, default password **$Firstname2015**).

Figure 2. Login screen.

Open Template

Select the template from the dropdown list:

- **Group**: your expedition number
- **Template**: Double click your specialization or sub-group, e.g. **361_macroscopic** for core description (*Figure 3*).
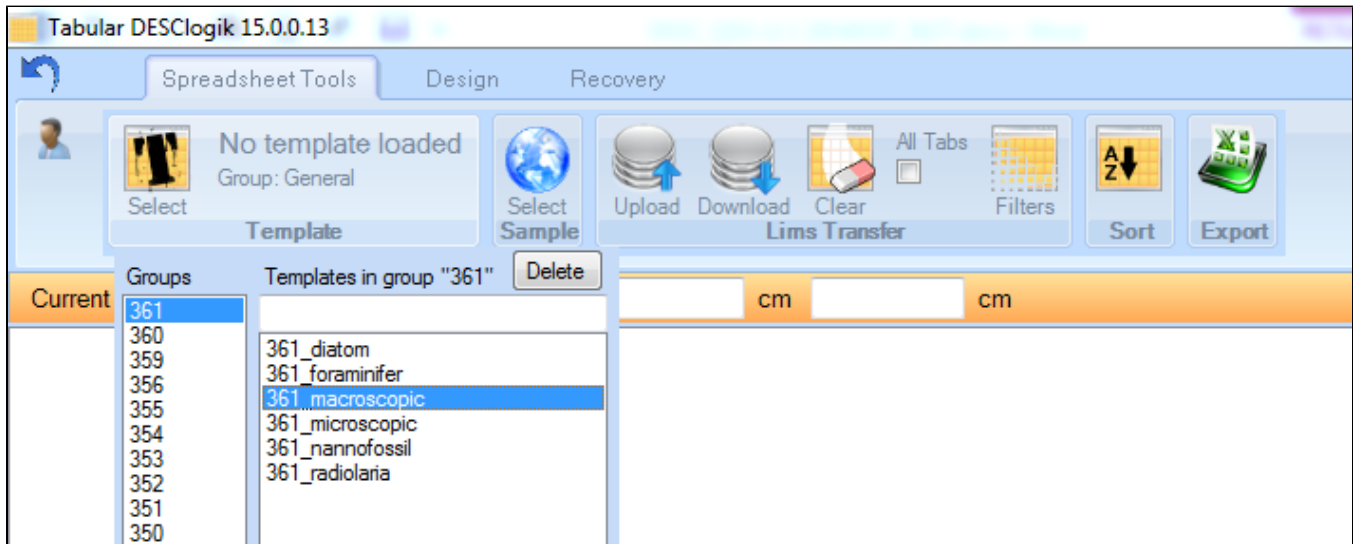
Figure 3. Home screen showing template selection.

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.
- **All Tabs** checkbox: apply upload, download or clear process on 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). Check *Data Only*.

Select Sample

1. From the drop-down list (the sample globe), drill down to the sample to be described: select by hole, sample type, and/or test [PAL]. Double click on the sample LabelID. Core description selects to *archive >> section*. E.g. *361-U1549A-23R-1A*.

    a. If starting a data entry, click into the next sample row in the first column to paste the sample into the spreadsheet template. Enter your description top and bottom of the description interval in the 2nd and 3rd columns. For section-halves the offset from top of section, i.e. *0 to 50 cm*. The default is 0cm to the bottom of section. Depth is automatically calculated.
    b. If downloading data from LIMS, double-click on the sample(s) of interest and click the download button.

Export Data to Excel

You can export your DESC data spreadsheet at any time.

1. Click the Export button on the header bar.
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.
    c. Data Only: removes all color and text formatting from the export
    d. Value lists instead of data: for technical support personnel only.

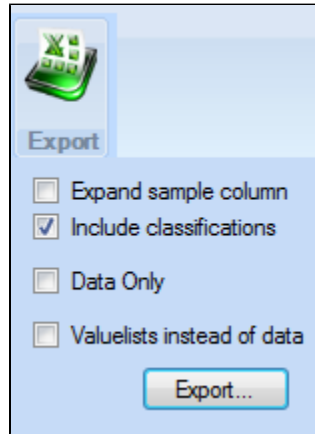3. Click Export and give a file output destination and name (*Figure 4*).

Figure 4. Export to Excel options and icon.

Selected features of DESClogik

Edit column visibility

This allows you to hide and unhide columns (*Figure 5*).

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 (*Figure 6*).
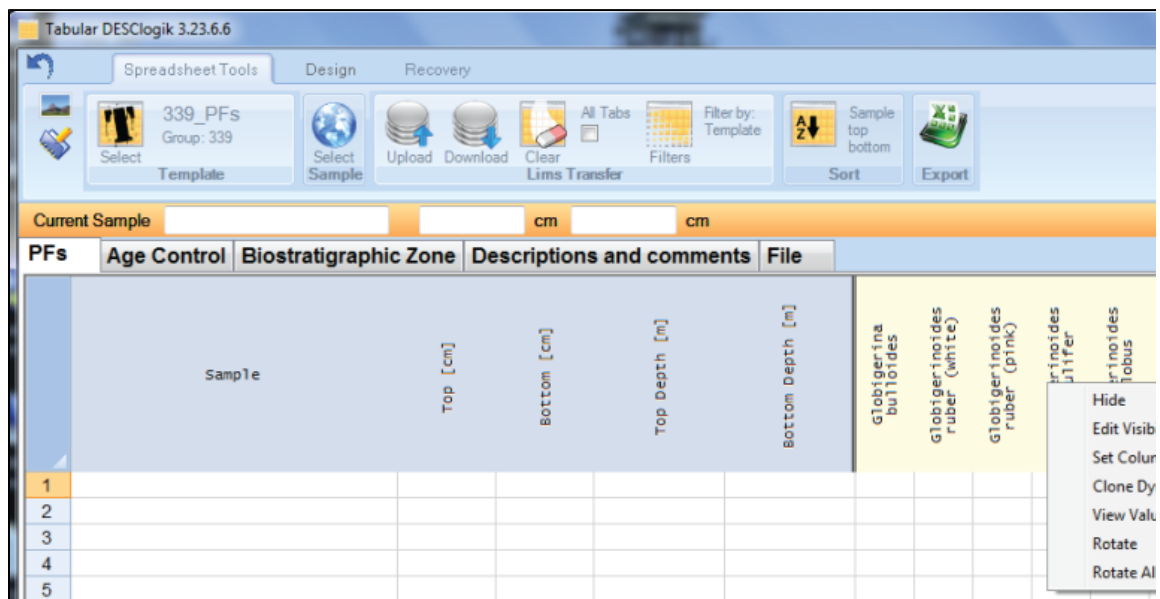3. If the right-click menu is not enabled, check with technical support.

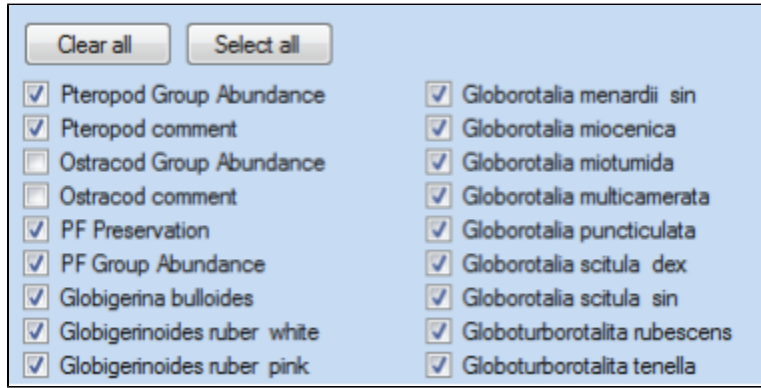*Figure 5. Editing the visibility of columns.*

Figure 6. Edit visibility sub-window. If checked, columns will appear in template. Data remains in LIMS when hidden.

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

NOTE: Unless manually entered in the excel file, the top and bottom depths are not automatically calculated if blank cells are copied into them. Depths will appear upon download.
If you follow this procedure, you must enter the following additional information (automatically added in DESC) into the Excel spreadsheet:

- **Correct Sample ID. This is critical.**
- Classification codes for the terms defined in the classification set. For example, *sandy* would need to be *sandy [USGS]*.

Column Header Color Codes

- Blue: cells where observations are entered in free-form text (*Figure 7*).
- Yellow: a value list exists (*Figure 7*):
- Double-click on the cell to see a drop-down list of values or
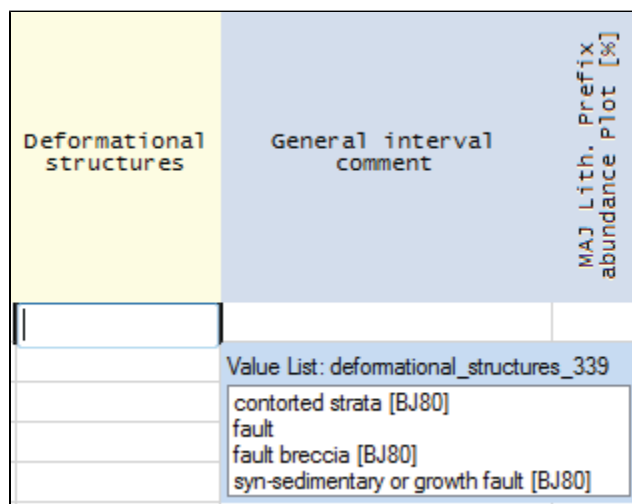- Start typing to initiate dynamic search that shows a short list of possible values.

Figure 7. Yellow column cell selected which displays the value-list associated. Note the bracketed reference codes.

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

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