DESClogik Ship and Shore Data SOP

The following lists the workflow that DESC technicians, et al. should follow when handling description data.

SHIPBOARD

1. At the end of the expedition, export all DESC workbooks for every hole, open each one to verify it is good (e.g., opens cleanly, same amount of rows as in DESC, data appear to be intact), and place copies in **BOTH** the DATA1/10.1 Core Descriptions folder (where they are protected from deletion) and on USERVOL (so the scientists can reference them at the editorial postcruise meeting if they neglect to bring copies home).
2. Similarly, copy all thin section PDF reports to the DATA1/10.1 Core Descriptions folder and USERVOL if they were created.
3. Export the thin section report definition and put it in DATA1 in the same folder. This is necessary because although the report definitions do come back to shore with the database they are not automatically restored to the proper shore location for routine use. It is not necessary to copy the definitions to USERVOL.
4. Be sure to save copies of the thumbnails used to generate the thin section reports to DATA1/ 10.1 Core Descriptions. If reports have to be regenerated on shore due to edits to the microscopic DESC templates, this will save a large amount of time and effort!

PUBS

1. Notify the Supervisor of Analytical Systems (SAS) when an editorial meeting is starting and what expedition it is, so that a TAS shore based technician can be assigned to become the DESC asset manager for the expedition.
2. Get the DESC assets from DATA1 for this expedition. There is no need for another export, it was already done on the ship.
3. The Publications Specialist needs to explain to the scientists how to flag edits in DESC assets in yellow, deletions in red, and additions in green. They will also track any unusual changes in a separate document.
4. The Publications specialist that collects all these changes to the DESC assets at the post-cruise editorial meeting will hand these files over to the appointed TAS shore based technician in order to coordinate the work needed.
5. Follow up with the TAS technician if you are unclear about the status of the assets. Copy the SAS on these conversations, so that alternate staff members can be assigned to the work in case the original technician becomes unavailable (e.g., goes to sea).

TAS

1. Check the edited spreadsheets and save them on INDIAN:\DESC_Cleanup\desk_workbooks_processing \{your Exp. here}.
2. Edit the spreadsheets and clean out colors, empty rows, etc. We are not putting the edits back into the LIMS database using DESClogik; the edited workbooks are the final product uploaded to LIMS as assets. If a tab is used occasionally but a given workbook's tab is empty then write "No Data" in the first cell of the first data row under the header. If a tab is not used for the entire expedition it can be deleted.
3. Copy the final worksheets to INDIAN:\DESC_Cleanup\desk_workbooks_3_final\{your Exp. here}
4. Open DESClogik, select the appropriate project for your expedition and load the DESCINFO asset upload template.
5. Select a site and hole for your expedition. The asset will be the spreadsheet(s) with description data for that hole and its thin section reports if applicable.
   a. Asset type = workbook, thin section etc.
   b. Asset category = select all that apply based on the contents of your spreadsheet
   c. Author = Exp### Scientific Party
   d. Source = DESClogik
   e. Regenerate the thin section reports if any changes were made to the microscopic templates.   For convenience put all individual reports for a hole into a binder (single PDF containing all files). Upload them to LIMS as above. Email the developers that you have done so they can move them appropriately to get around a bug in the uploader that prevents LIMS from recognizing these assets.
   f. Email the Supervisor of Databases and Archives (SDA) that you are done uploading the assets and to please put them under moratorium protection. When the SDA informs you that this is complete, test moratorium protection by trying to download DESC assets using the guest account (no login) in LORE. Also ensure that all of the assets are accounted for; you do not need to download them all to check integrity. If all is well, inform the expedition EPM, Pubs Specialist, SDA, and SAS that asset creation is completed.

Archived Versions

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