

## GEOTRACES Data for Oceanic Research (DOoR) Portal User Guide

The purpose of the DOoR portal is to facilitate the registration and tracking of data submissions for GEOTRACES Intermediate Data Products (IDP). The DOoR portal is the system that GEOTRACES scientists must use to register datasets for inclusion in IDP2021. This PPT file includes screen shots of the various pages you will see when you use the DOoR, along with hints on how to navigate the portal system. You will be able to do the following:

- Step 1 - Register datasets
- Step 2 – Indicate authorised scientist (PI) and other associated scientists including data generators
- Step 3 - Generate intercalibration report and data submission templates
- Step 4 - Upload intercalibration reports
- Step 5 - Give permission to use your data in IDP2021
- Step 6 - Provide publication information (DOIs for your papers and data)

You can get additional help using the help assistance available on the DOoR portal or by contacting the GEOTRACES IPO ([Elena.Masferrer@legos.obs-mip.fr](mailto:Elena.Masferrer@legos.obs-mip.fr)), or Bill Landing ([wlanding@fsu.edu](mailto:wlanding@fsu.edu)), or your country representative on the GEOTRACES Scientific Steering Committee. We will hold “help sessions” at the 2020 Ocean Sciences Meeting (at the SCOR booth) and other venues that will be announced as they are arranged. You can find this file and other useful information on the DOoR portal at the GEOTRACES IPO web site (<http://www.geotraces.org/>).

The portal development was managed by Elena Masferrer Dodas (GEOTRACES IPO) and was programmed by the SEDOO (the data management center of Observatoire Midi-Pyrénées, Toulouse, Fr), led by Francois André, Guillaume Brissebrat and Arnaud Mière all of whom are gratefully acknowledged. The GEOTRACES Scientific Steering Committee, the Standards and Intercalibration Committee, the Data Management Committee, the Parameter Definition Committee, and BODC-GDAC all provided valuable guidance during the development of the portal. Financial support was provided by the U.S. National Science Foundation (Grant OCE-1840868) to the Scientific Committee on Oceanic Research. We hope you will enjoy using the portal!

## Welcome to the GEOTRACES Data for Oceanic Research (DOoR) Portal

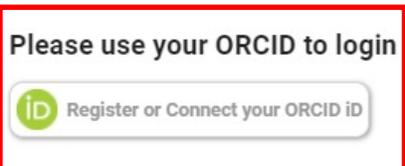
The GEOTRACES DOoR is for:

- » Principal Investigators (PI) to register datasets for inclusion in GEOTRACES Data Products and track its status. The registration process should take about 15 minutes for first time users.
- » Providing ORCIDs for other scientists to be associated with each dataset (graduate students, postdocs, etc.).
- » Generating and downloading templates needed to submit intercalibration reports, submitting and/or resubmitting your intercalibration reports and tracing their progress.
- » Generating and downloading data templates to be used for data submission to the appropriate data centre and track the status of inclusion in IDP.
- » PIs to provide permission for the inclusion of your data in GEOTRACES Data Products (only PIs can register datasets because only PIs can grant this permission).
- » Providing DOIs of publications that include your data.

**This is not a replacement for data submission to GDAC or the relevant US/Dutch/French/Chinese national data centre.**

For further information please refer to the flow chart "[How to Ensure that your data are in Intermediate Data Product 2021 \(IDP2021\)](#)".

**DOoR tutorials** - Detailed information on the DOoR functions is available on the [How to document](#) or on the *Video guide* available on [Youtube](#) and [Youku](#) (for Chinese researchers).



Log into the DOoR portal using this link:

<https://geotraces-portal.sedoo.fr/pi/>

The Welcome screen explains what the DOoR portal is for.

There are links to this tutorial and a video tutorial.

Start by clicking "Please use your ORCID to login."

If you don't have an ORCID ID, you will be prompted to **Register Now** on the next screen.



Clicking the Login button will take you to this page where you can enter your ORCID and password, then “Sign into ORCID”.

Or you can “Register now” to establish an ORCID.

Geotraces data portal

geotraces-portal.sedoo.fr/pi/?code=xwCaC4

William Landing - Logout



## Welcome to the GEOTRACES Data for Oceanic Research (DOoR) Portal

Please complete, correct or confirm your email and affiliation:

Note: We want to ensure this information is kept up-to-date for communication purposes and to ensure proper acknowledgement of your data. For these reasons, we request that you confirm or modify this information each time you log in (modifications can be made simply by typing over existing information). Thank you for your understanding and cooperation.

Email address confirmation awaited  
wlanding@fsu.edu

RE-SEND THE CONFIRMATION EMAIL

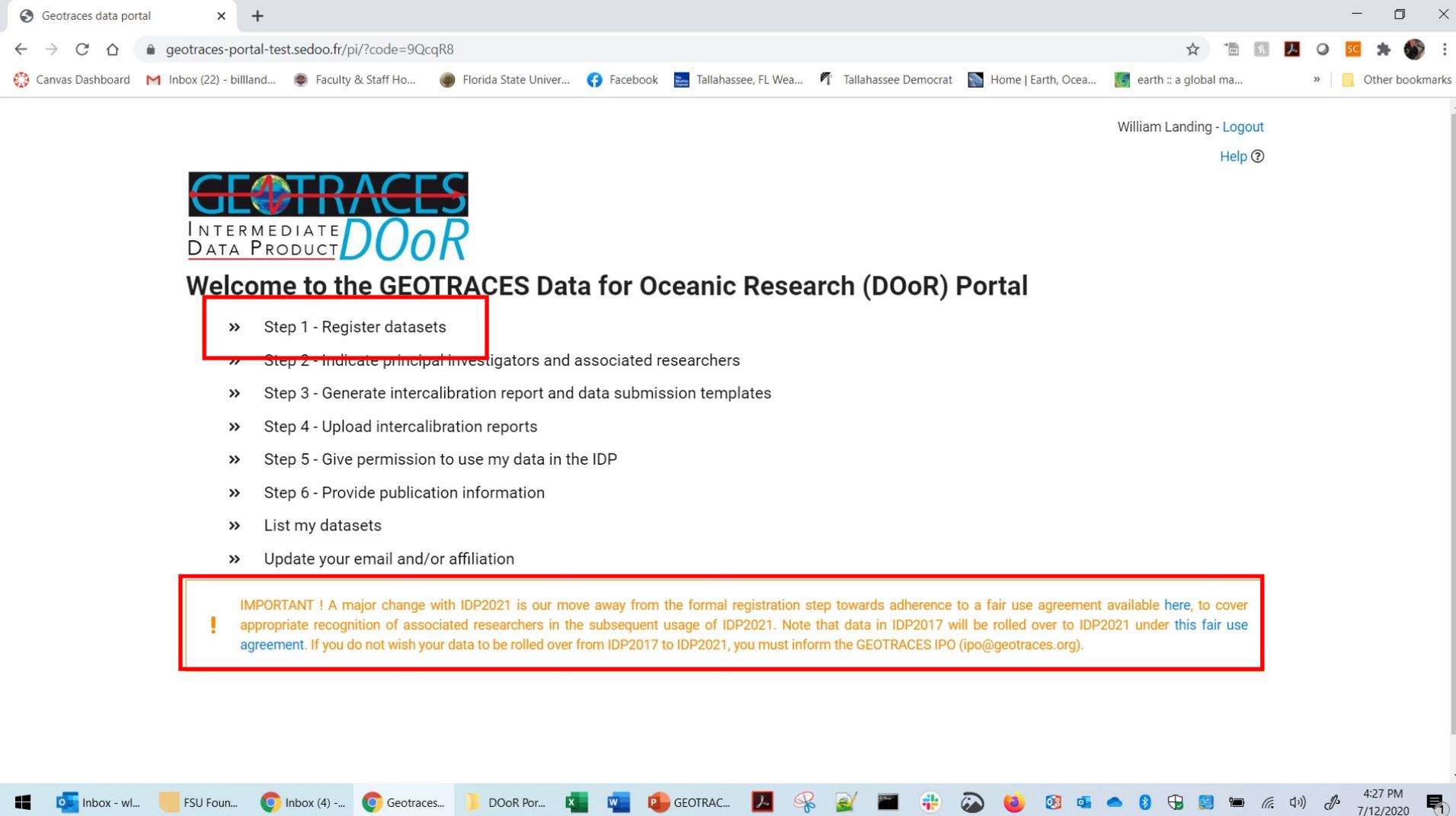
Affiliation  
Florida State University

OK

The first time you log into the DOoR portal you will need to enter your institutional email and affiliation.

You will need to confirm your email address and institutional affiliation each time you log into the DOoR portal (so we can maintain an accurate list of DOoR users).

Click "OK" when the information is correct.



Step 1: The first step is to identify the datasets you want to register.

For GEOTRACES data products, a dataset is defined on a cruise-by-cruise basis and on a parameter-by-parameter basis (because this is how the Intercalibration process is organized).

Note that the DOoR is not used to actually submit your data. You must submit your data to the relevant US, Dutch, French, or Chinese national data centers or to the GEOTRACES Data Assembly Centre (GDAC at BODC), preferably using the data submission template you can download in Step 3.2

Please note the IMPORTANT announcement that we are changing from a required “registration step” to the Fair Use Agreement for people to access GEOTRACES data in IDP2021. If you do not want your data from IDP2017 to be available in IDP2021 under the Fair Use Agreement, you must inform the GEOTRACES IPO.

Geotraces data portal

geotraces portal.sedoo.fr/pi/?code=xwCaC4#

William Landing - Logout

## Step 1 - Register datasets

[BACK TO MENU](#)

**1.1 Select a cruise:**  
Scroll down and check the cruise associated with the dataset(s) to be registered.

[Missing cruise?](#)

You can indicate part of id/aliases to filter the list

Id	Geotraces id	Aliases	Start date	End date	
KN193-6		InterCal 1 Leg2	2008-06-28	2008-07-11	<input type="radio"/>
KN193-5		InterCal 1 Leg1	2008-06-07	2008-06-26	<input type="radio"/>
GEOVIDE	GA01		2014-05-14	2014-06-29	<input type="radio"/>
PE319	GA02 Leg1	64PE319	2010-04-27	2010-05-25	<input type="radio"/>
PE321	GA02 Leg2	64PE321	2010-06-10	2010-07-07	<input type="radio"/>
JC057	GA02 Leg3		2011-03-01	2011-04-05	<input type="radio"/>
KN193-4	GA02		2011-11-05	2011-12-10	<input type="radio"/>

None of the above, this is a request for [compliant data](#).

### Step 1.1: Select a Cruise

You can scroll through the list of GEOTRACES cruises, or enter any part of the cruise ID, GEOTRACES ID, or alias in the search bar to find your cruise.

If you don't find your cruise, click the "Missing cruise?" button to open an email to Mohamed Adjou (GDAC) to ask him about your missing cruise (see next screen).

If you want to register "Compliant Data", click the button and provide the cruise ID or give an alias to the cruise.

When a dataset may have been generated by more than one scientist each scientist can register their portion of the dataset or one of the scientists can assume the responsibility for registering the entire dataset on behalf of the other scientists.

Please contact GDAC ([geotraces.dac@bodc.ac.uk](mailto:geotraces.dac@bodc.ac.uk)) if you have questions about this issue.

Geotraces data portal

geotraces-portal.sedoo.fr/pi/?code=AlqYPs#

William Landing - Logout

**GEOTRACES**  
INTERMEDIATE  
DATA PRODUCT *DOOR*

### Step 1 - Register datasets

BACK TO MENU

#### 1.1 Select a cruise

Scroll down and select a cruise

You can indicate a missing cruise

**Missing Cruise? Please wait for a reply from GDAC regarding a missing cruise before continuing to select your parameters**

To: GDAC (GEOTRACES International Data Assembly Centre)

Your message

SEND CANCEL

KN193-6					
KN193-5					
GEOVIDE	GA01		2014-05-14	2014-06-29	
PE319	GA02 Leg1	64PE319	2010-04-27	2010-05-25	
PE321	GA02 Leg2	64PE321	2010-06-10	2010-07-07	
JC057	GA02 Leg3		2011-03-01	2011-04-05	
KN204	GA03		2011-11-05	2011-12-10	

None of the above, this is a request for [compliant data](#).

If you clicked the Missing Cruise button:

Compose your email to GDAC and wait for their reply before continuing to select the parameters you want to register.

1.2 Select one or more parameters:

You can select parameters to be registered using either the **Parameter Search Tool** or the **Parameter Tree Exploration Tool**, and may switch seamlessly between these tools at any time. The Parameter Search Tool is ideal for exploring and verifying parameter names. If you have multiple parameters, we recommend using the Parameter Tree Exploration Tool (where complete parameter names, with their definitions, are sorted alphabetically for each Domain) to facilitate the selection of multiple parameters across domains, elements, phases, and sampling systems.

The Parameter Search Tool displays a series of "tokens" (with their definitions) that reflect the structure of GEOTRACES parameter names, which are organised by Domains. For more information, see [this document](#). To add another parameter using this tool just select another parameter and you will see this added to the selected parameters below.

If you select only one parameter for a cruise, then an intercalibration report template and a data submission template will be generated for this parameter only. Templates for multiple parameters are generated by selecting multiple parameters USING EITHER PARAMETER TOOL.

» Click the Trash Can icon next to any parameter to delete it from the current list.  
» Click OK when you are done selecting parameters for this cruise.

Parameter Search Tool

Switch to Parameter Tree Exploration Tool

Domain	Element / Compound	Oxidation state (opt.)	Atomic mass (opt.)	Phase	Data type	Sampling system
AEROSOLS	ACETATE	-	-	A_SMLI20 (Aerosol / Soluble mild leach with ultrapure water)	CONC (Concentration)	COARSE_IMPACTOR (Size-fraction)

Parameter name: ACETATE\_A\_SMLI20\_CONC\_COARSE\_IMPACTOR  
Parameter description: Soluble portion of larger size fraction of acetate concentration in aerosols collected with size fractionation using a weak leach (ultrapure water)

Selected parameters

You haven't selected any parameter.

OK

BACK TO MENU

Missing parameter?

Step 1.2: After selecting your cruise, the next step is to select the parameters/datasets you want to register.

There are two ways to select your parameters; the Parameter Search Tool and the Parameter Tree Exploration Tool.

If you don't find your parameter name, click the "Missing parameter" button to pop up an email template to send to the Parameter Definition Committee (PDC; next screen).

Geotraces data portal

geotraces-portal.seidou.fr/pi/?code=AlqYPs#

PE321	GA02 Leg2	64PE321	2010-06-10	2010-07-07	
JC057	GA02 Leg3		2011-03-01	2011-04-05	
KM004	GA02		2011-11-05	2011-12-10	

None of the above, this is a request for **compliant data**.  
 For compliant data requests please provide the cruise ID or give an alias to the cruise:

**1.2 Select one or more parameters:**

You can select parameters by time. The Parameter Definition Committee (where complete parameters, phases, and sampling systems are defined). The Parameter Definition Committee provides more information on the website.

If you select only one parameter, you can click on the parameter name to see more information.

» Click the Trash icon to delete a parameter.  
 » Click OK when you are done.

**Missing Parameter? Please wait for a reply from the Parameter Definition Committee regarding a missing parameter before continuing to select your parameters**

To: GEOTRACES Parameter Definition Committee

Your message

SEND CANCEL

Domain	Element / Compound	Oxidation state (opt.)	Atomic mass (opt.)	Phase	Data type	Sampling system
AEROSOLS	ACETATE			A_SMI_H2O (Aerosol / Soluble mild leach with ultrapure water)	CONC (Concentration)	COARSE_IMPACTOR (Size-trap)

Parameter name: ACETATE\_A\_SMI\_H2O\_CONC\_COARSE\_IMPACTOR  
 Parameter description: Soluble portion of larger size fraction of acetate concentration in aerosols collected with size fractionation using a weak leach (ultrapure water)

Selected parameters

If you clicked the Missing Parameter button:  
 Give the PDC as much information as you can about your missing parameter (then wait for their reply):

1. Element/Compound
2. Oxidation state (optional)
3. Atomic Mass (optional)
4. Phase (dissolved, particulate, etc.)
5. Data type (concentration?)
6. Sampling System (rosette, pump, etc.).

The PDC will search the existing database of names to see if it exists, or they will generate a new name and add it to the database.

Geotraces data portal

geotraces.portal.sedoo.fr/pi/?code=xwCaC4#

### 1.2 Select one or more parameters:

You can select parameters to be registered using either the **Parameter Search Tool** or the **Parameter Tree Exploration Tool**, and may switch seamlessly between these tools at any time. The Parameter Search Tool is ideal for exploring and verifying parameter names. If you have multiple parameters, we recommend using the Parameter Tree Exploration Tool (where complete parameter names, with their definitions, are sorted alphabetically for each Domain) to facilitate the selection of multiple parameters across domains, elements, phases, and sampling systems.

The Parameter Search Tool displays a series of "tokens" (with their definitions) that reflect the structure of GEOTRACES parameter names, which are organised by Domains. For more information see [this document](#). To add another parameter using this tool just select another parameter and you will see this added to the selected parameters below.

If you select **only one parameter for a cruise**, then an intercalibration report template and a data submission template will be generated for this parameter only. Templates for multiple parameters are generated by selecting multiple parameters USING EITHER PARAMETER TOOL.

» Click the Trash Can icon next to any parameter to delete it from the current list.  
» Click OK when you are done selecting parameters for this cruise.

Missing parameter?

#### Parameter Search Tool

Switch to Parameter Tree Exploration Tool

Domain	Element / Compound	Oxidation state (opt.)	Atomic mass (opt.)	Phase	Data type	Sampling system
AEROSOLS	ACETATE	-	-	A_SMLI20 (Aerosol / Soluble mild leach with ultrapure water)	CONC (Concentration)	COARSE_IMPACTOR (Size-fraction)
AEROSOLS	ACETATE	-	-	A_SMLI20 (Aerosol / Soluble mild leach with ultrapure water)	CONC (Concentration)	COARSE_IMPACTOR (Size-fraction)
BioGEOTRACES	ACETATE	-	-	A_SMLI20 (Aerosol / Soluble mild leach with ultrapure water)	CONC (Concentration)	COARSE_IMPACTOR (Size-fraction)
DISSOLVED TEIS	ACETATE	-	-	A_SMLI20 (Aerosol / Soluble mild leach with ultrapure water)	CONC (Concentration)	COARSE_IMPACTOR (Size-fraction)
HYDROGRAPHY AND BIOGEOCHEMISTRY	ACETATE	-	-	A_SMLI20 (Aerosol / Soluble mild leach with ultrapure water)	CONC (Concentration)	COARSE_IMPACTOR (Size-fraction)
LIGANDS	ACETATE	-	-	A_SMLI20 (Aerosol / Soluble mild leach with ultrapure water)	CONC (Concentration)	COARSE_IMPACTOR (Size-fraction)
PARTICULATE TEIS	ACETATE	-	-	A_SMLI20 (Aerosol / Soluble mild leach with ultrapure water)	CONC (Concentration)	COARSE_IMPACTOR (Size-fraction)
POLAR	ACETATE	-	-	A_SMLI20 (Aerosol / Soluble mild leach with ultrapure water)	CONC (Concentration)	COARSE_IMPACTOR (Size-fraction)
PRECIPITATION	ACETATE	-	-	A_SMLI20 (Aerosol / Soluble mild leach with ultrapure water)	CONC (Concentration)	COARSE_IMPACTOR (Size-fraction)

OK

BACK TO MENU

Step 1.2 (cont.):

GEOTRACES parameter names are composed of "tokens" that follow a very specific format (click "this document").

The parameters are sorted by type into Domains.

Using the Parameter Search Tool, select the Domain where your parameter should be found.

After you select a Domain, the Element/Compound list will be populated.

Geotraces data portal x GEOTRACES 01-0003.fa19) Introductio x +

geotraces portal.sedoo.fr/pi/?code=AlqYF

### 1.2 Select one or more parameters

You can select parameters to be registered in real time. The Parameter Search Tool is designed for this purpose (where complete parameter names, domains, elements, phases, and sampling systems are displayed).

The Parameter Search Tool displays more information, see [this document](#).

If you select only one parameter for multiple parameters are generated by the tool.

- » Click the Trash Can icon next to a parameter to remove it from the current list.
- » Click OK when you are done selecting parameters.

**Parameter Search Tool**

Switch to Parameter Tree Exploration Tool

Missing parameter?

Domain	Oxidation state (opt.)	Atomic mass (opt.)	Phase	Data type	Sampling system
DISSOLVED_TISS		227	D (Dissolved)	CONC (Concentration)	ROBAT_PUMP (Seawater collecto

Parameter name: Ac\_227\_D\_CONC ROBAT\_PUMP  
Parameter description: Concentration (or activity) of dissolved 227AC

Selected parameters

You haven't selected any parameter.

OK

BACK TO MENU

## Step 1.2 (cont.)

Scroll through the alphabetical Element/Compound list (Token 1) to find your parameter.

Geotraces data portal

geotraces-portal.sedoo.fr/pi/?code=xwCaC4#

### 1.2 Select one or more parameters:

You can select parameters to be registered using either the **Parameter Search Tool** or the **Parameter Tree Exploration Tool**, and may switch seamlessly between these tools at any time. The Parameter Search Tool is ideal for exploring and verifying parameter names. If you have multiple parameters, we recommend using the Parameter Tree Exploration Tool (where complete parameter names, with their definitions, are sorted alphabetically for each Domain) to facilitate the selection of multiple parameters across domains, elements, phases, and sampling systems.

The Parameter Search Tool displays a series of "tokens" (with their definitions) that reflect the structure of GEOTRACES parameter names, which are organised by Domains. For more information, see [this document](#). To add another parameter using this tool just select another parameter and you will see this added to the selected parameters below.

If you select only one parameter for a cruise, then an intercalibration report template and a data submission template will be generated for this parameter only. Templates for multiple parameters are generated by selecting multiple parameters USING EITHER PARAMETER TOOL.

- » Click the Trash Can icon next to any parameter to delete it from the current list.
- » Click OK when you are done selecting parameters for this cruise.

Missing parameter?

#### Parameter Search Tool

Switch to Parameter Tree Exploration Tool

Domain	Element / Compound	Oxidation state (opt.)	Atomic mass (opt.)	Phase	Data type	Sampling system
DISSOLVED TEIS	Fe	-- None --	-- None --	D (Dissolved)	CONC (Concentration)	BOAT_PUMP (Seawater collecte

Parameter name: Fe\_D\_CONC\_BOAT\_PUMP  
Parameter description: Concentration of dissolved Fe

Selected parameters

You haven't selected any parameter.

OK

BACK TO MENU

## Step 1.2 (cont.)

If a parameter has multiple oxidation states, then that field (Token 2) will be populated. For Fe, oxidation state "II" would be an option you could select.

If a parameter has multiple atomic masses (such as isotope ratio data) then that field (Token 3) will be populated. For Fe, masses 56\_54 would be an option you could select.

Next, select the Phase (Token 4) for your parameter. Each Domain will have its own set of Phase options.

GeoTraces data portal

geotraces-portal.sedoo.fr/pi/?code=xwCaC4#

### 1.2 Select one or more parameters:

You can select parameters to be registered using either the **Parameter Search Tool** or the **Parameter Tree Exploration Tool**, and may switch seamlessly between these tools at any time. The Parameter Search Tool is ideal for exploring and verifying parameter names. If you have multiple parameters, we recommend using the Parameter Tree Exploration Tool (where complete parameter names, with their definitions, are sorted alphabetically for each Domain) to facilitate the selection of multiple parameters across domains, elements, phases, and sampling systems.

The Parameter Search Tool displays a series of "tokens" (with their definitions) that reflect the structure of GEOTRACES parameter names, which are organised by Domains. For more information, see [this document](#). To add another parameter using this tool just select another parameter and you will see this added to the selected parameters below.

If you select only one parameter for a cruise, then an intercalibration report template and a data submission template will be generated for this parameter only. Templates for multiple parameters are generated by selecting multiple parameters USING EITHER PARAMETER TOOL.

» Click the Trash Can icon next to any parameter to delete it from the current list.  
» Click OK when you are done selecting parameters for this cruise.

Missing parameter?

#### Parameter Search Tool

Switch to Parameter Tree Exploration Tool

Domain	Element / Compound	Oxidation state (opt.)	Atomic mass (opt.)	Phase	Data type	Sampling system
DISSOLVED TEIS	Fe	-- None --	-- None --	D (Dissolved)	CONC (Concentration)	BOAT_PUMP (Seawater collected from a small boat using a pump)

Parameter name: Fe\_D\_CONC\_BOAT\_PUMP  
Parameter description: Concentration of dissolved Fe

#### Selected parameters

You haven't selected any parameter.

OK

BACK TO MENU

## Step 1.2 (cont.)

The Data Type (Token 5) will be populated with options that are based on the previous token choices. CONC (concentration) is most common.

Next, select the Sampling System (Token 6) for your parameter. Each Domain will have its own set of Sampling System options.

Once you have selected every token, click the blue "+" button to add it to the list that will be shown immediately below.

GeoTraces data portal

geotraces-portal.sedoo.fr/pi/?code=xwCaC4#

### 1.2 Select one or more parameters:

You can select parameters to be registered using either the **Parameter Search Tool** or the **Parameter Tree Exploration Tool**, and may switch seamlessly between these tools at any time. The Parameter Search Tool is ideal for exploring and verifying parameter names. If you have multiple parameters, we recommend using the Parameter Tree Exploration Tool (where complete parameter names, with their definitions, are sorted alphabetically for each Domain) to facilitate the selection of multiple parameters across domains, elements, phases, and sampling systems.

The Parameter Search Tool displays a series of "tokens" (with their definitions) that reflect the structure of GEOTRACES parameter names, which are organised by Domains. For more information, see [this document](#). To add another parameter using this tool just select another parameter and you will see this added to the selected parameters below.

If you select only one parameter for a cruise, then an intercalibration report template and a data submission template will be generated for this parameter only. Templates for multiple parameters are generated by selecting multiple parameters USING EITHER PARAMETER TOOL.

- » Click the Trash Can icon next to any parameter to delete it from the current list.
- » Click OK when you are done selecting parameters for this cruise.

Missing parameter?

#### Parameter Search Tool

Switch to Parameter Tree Exploration Tool

Domain	Element / Compound	Oxidation state (opt.)	Atomic mass (opt.)	Phase	Data type	Sampling system
DISSOLVED TEIS	Fe	-- None --	-- None --	D (Dissolved)	CONC (Concentration)	BOTTLE (Niskin or similar water)

Parameter name: Fe\_D\_CONC\_BOTTLE  
Parameter description: Concentration of dissolved Fe

#### Selected parameters

Currently, you have selected 1 parameter.

- » Fe\_D\_CONC\_BOTTLE (Concentration of dissolved Fe) 

OK

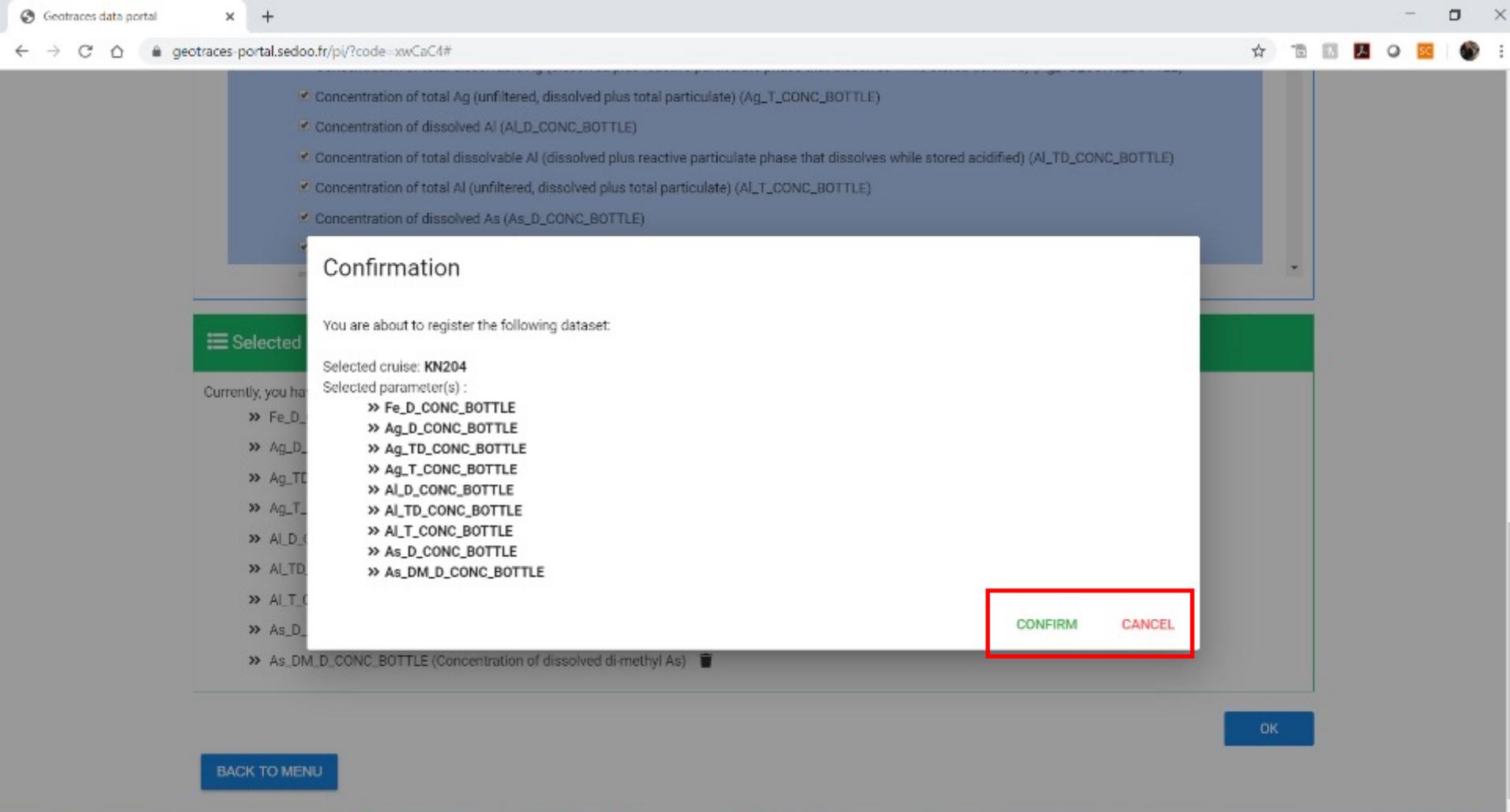
BACK TO MENU

## Step 1.2 (cont.)

Your parameters now appear in a list below.

You can click the red or black trash can icons to delete any parameters at this time.

Once you have selected all the parameters you want to register for this cruise, click the blue OK button and a popup will appear.



## Step 1.2 (cont.)

This popup will ask you to confirm your selection of parameters.

If you CONFIRM, this will create dataset registrations where each parameter is associated with a particular cruise and with the submitter of the dataset.

If you CANCEL, you will return to the previous Step 1.2 window where you can add or delete parameters.

The screenshot shows a web browser window with the URL `geotraces-portal.secdon.fr/pi/?code=xwCaC4#`. The page title is "1.2 Select one or more parameters:". The main content area contains instructions about selecting parameters and a success message. The success message is a white box with a green header that says "Success". The text inside the message reads: "Your datasets have been successfully registered and saved. What do you want to do now?". Below this, there are three options: "STAY ON THIS STEP (RETAINING THE PARAMETERS): to use the same parameters but register them for a different cruise.", "REMAIN AT THIS STEP: to select a different cruise and different parameters to register other datasets.", and "GO TO STEP 2: to enter the ORCID(s) of scientists to be associated with the dataset(s)". The third option is highlighted with a red rectangular box. At the bottom of the page, there is a "BACK TO MENU" button on the left and an "OK" button on the right.

## Step 1.2 (cont.)

If you clicked CONFIRM this popup will appear offering you several options.

You could STAY ON THIS STEP to use the parameter list you selected and register them for a different cruise.

You could REMAIN AT THIS STEP to create a new dataset registration for a different cruise.

You could GO TO STEP 2 to enter the ORCID(s) of scientists you want to be associated with each data set.

Geotraces data portal

geotraces portal.sedoo.fr/pi/?code=xwCaC4#

### 1.2 Select one or more parameters:

You can select parameters to be registered using either the **Parameter Search Tool** or the **Parameter Tree Exploration Tool**, and may switch seamlessly between these tools at any time. The Parameter Search Tool is ideal for exploring and verifying parameter names. If you have multiple parameters, we recommend using the Parameter Tree Exploration Tool (where complete parameter names, with their definitions, are sorted alphabetically for each Domain) to facilitate the selection of multiple parameters across domains, elements, phases, and sampling systems.

The Parameter Search Tool displays a series of "tokens" (with their definitions) that reflect the structure of GEOTRACES parameter names, which are organised by Domains. For more information, see [this document](#). To add another parameter using this tool just select another parameter and you will see this added to the selected parameters below.

If you select only one parameter for a cruise, then an intercalibration report template and a data submission template will be generated for this parameter only. Templates for multiple parameters are generated by selecting multiple parameters USING EITHER PARAMETER TOOL.

» Click the Trash Can icon next to any parameter to delete it from the current list.  
» Click OK when you are done selecting parameters for this cruise.

Parameter Tree Exploration Tool

Switch to Parameter Search Tool

Missing parameter?

- AEROSOLS
- BiogEOTRACES
- DISSOLVED TEIS
- HYDROGRAPHY AND BIOGEOCHEMISTRY
- LIGANDS
- PARTICULATE TEIS
- POLAR
- PRECIPITATION

Selected parameters

## Step 1.2 (cont.) Using the Parameter Tree Exploration Tool:

You can also use the Parameter Tree Exploration Tool to find parameter names (and you can switch between the tools at any time).

The Parameter Tree tool shows the Domains. Clicking the "+" symbol will expand the Domain to show the Sampling Systems (next slide).

Geotraces data portal

geotraces-portal.sedoo.fr/pi/?code=xwCaC4#

### 1.2 Select one or more parameters:

You can select parameters to be registered using either the **Parameter Search Tool** or the **Parameter Tree Exploration Tool**, and may switch seamlessly between these tools at any time. The Parameter Search Tool is ideal for exploring and verifying parameter names. If you have multiple parameters, we recommend using the Parameter Tree Exploration Tool (where complete parameter names, with their definitions, are sorted alphabetically for each Domain) to facilitate the selection of multiple parameters across domains, elements, phases, and sampling systems.

The Parameter Search Tool displays a series of "tokens" (with their definitions) that reflect the structure of GEOTRACES parameter names, which are organised by Domains. For more information, see [this document](#). To add another parameter using this tool just select another parameter and you will see this added to the selected parameters below.

If you select only one parameter for a cruise, then an intercalibration report template and a data submission template will be generated for this parameter only. Templates for multiple parameters are generated by selecting multiple parameters USING EITHER PARAMETER TOOL.

» Click the Trash Can icon next to any parameter to delete it from the current list.  
» Click OK when you are done selecting parameters for this cruise.

Missing parameter?

#### Parameter Tree Exploration Tool

Switch to Parameter Search Tool

- AEROSOLS
- BioGEOTRACES
- DISSOLVED TEIS
  - Boat-pump
  - Bottle
  - Meltpond-pump
  - Pump
  - Ship's underway
  - Subice-pump

Selected parameters

## Step 1.2 (cont.)

Clicking the “+” symbol on a Sampling System will expand a list of Element/Compound types (next slide).

Geotraces data portal

geotraces portal.sedoo.fr/pi/?code=xwCaC4#

### 1.2 Select one or more parameters:

You can select parameters to be registered using either the **Parameter Search Tool** or the **Parameter Tree Exploration Tool**, and may switch seamlessly between these tools at any time. The Parameter Search Tool is ideal for exploring and verifying parameter names. If you have multiple parameters, we recommend using the Parameter Tree Exploration Tool (where complete parameter names, with their definitions, are sorted alphabetically for each Domain) to facilitate the selection of multiple parameters across domains, elements, phases, and sampling systems.

The Parameter Search Tool displays a series of "tokens" (with their definitions) that reflect the structure of GEOTRACES parameter names, which are organised by Domains. For more information, see [this document](#). To add another parameter using this tool just select another parameter and you will see this added to the selected parameters below.

If you select only one parameter for a cruise, then an intercalibration report template and a data submission template will be generated for this parameter only. Templates for multiple parameters are generated by selecting multiple parameters USING EITHER PARAMETER TOOL.

» Click the Trash Can icon next to any parameter to delete it from the current list.  
» Click OK when you are done selecting parameters for this cruise.

Missing parameter?

#### Parameter Tree Exploration Tool

Switch to Parameter Search Tool

- DISSOLVED TEIS (1874)

- Boat pump (352)
- Bottle (336)
  - Seawater-Dissolved ligands and inorganic elements (30)
  - Seawater-Dissolved, total dissolvable and total artificial radionuclides (25)
  - Seawater-Dissolved, total dissolvable and total lead isotopes (10)
  - Seawater-Dissolved, total dissolvable and total natural radionuclides (40)
  - Seawater-Dissolved, total dissolvable and total radiogenic isotopes (18)
  - Seawater-Dissolved, total dissolvable and total rare earth elements (45)
  - Seawater-Dissolved, total dissolvable and total trace element isotopes (27)

Selected parameters

## Step 1.2 (cont.)

Clicking the “+” symbol on an Element/Compound type will expand to show all the parameters under that Element/Compound type (next slide).

Geotraces data portal

geotraces-portal.sedoo.fr/pi/?code=xwCaC4#

### 1.2 Select one or more parameters:

You can select parameters to be registered using either the **Parameter Search Tool** or the **Parameter Tree Exploration Tool**, and may switch seamlessly between these tools at any time. The Parameter Search Tool is ideal for exploring and verifying parameter names. If you have multiple parameters, we recommend using the Parameter Tree Exploration Tool (where complete parameter names, with their definitions, are sorted alphabetically for each Domain) to facilitate the selection of multiple parameters across domains, elements, phases, and sampling systems.

The Parameter Search Tool displays a series of "tokens" (with their definitions) that reflect the structure of GEOTRACES parameter names, which are organised by Domains. For more information, see [this document](#). To add another parameter using this tool just select another parameter and you will see this added to the selected parameters below.

If you select only one parameter for a cruise, then an intercalibration report template and a data submission template will be generated for this parameter only. Templates for multiple parameters are generated by selecting multiple parameters USING EITHER PARAMETER TOOL.

» Click the Trash Can icon next to any parameter to delete it from the current list.  
» Click OK when you are done selecting parameters for this cruise.

Missing parameter?

#### Parameter Tree Exploration Tool

Switch to Parameter Search Tool

Seawater-Dissolved, total dissolvable and total trace elements 133

- Concentration of dissolved Ag (Ag\_D\_CONC\_BOTTLE)
- Concentration of total dissolvable Ag (dissolved plus reactive particulate phase that dissolves while stored acidified) (Ag\_TD\_CONC\_BOTTLE)
- Concentration of total Ag (unfiltered, dissolved plus total particulate) (Ag\_T\_CONC\_BOTTLE)
- Concentration of dissolved Al (Al\_D\_CONC\_BOTTLE)
- Concentration of total dissolvable Al (dissolved plus reactive particulate phase that dissolves while stored acidified) (Al\_TD\_CONC\_BOTTLE)
- Concentration of total Al (unfiltered, dissolved plus total particulate) (Al\_T\_CONC\_BOTTLE)
- Concentration of dissolved As (As\_D\_CONC\_BOTTLE)
- Concentration of dissolved di-methyl As (As\_DM\_D\_CONC\_BOTTLE)

Selected parameters

### Step 1.2 (cont.)

Scroll through to find and select your parameters, and they will be added to the list below.

The screenshot shows the Geotraces data portal interface. At the top, the browser address bar displays "geotraces.portal.sedoo.fr/pi/?code=xwCaC1#". Below the address bar, a list of parameters is shown under the heading "Seawater-Dissolved, total dissolvable and total trace elements". A red box highlights the first seven items in this list, all of which have their checkboxes checked:

- Concentration of dissolved Ag (Ag\_D\_CONC\_BOTTLE)
- Concentration of total dissolvable Ag (dissolved plus reactive particulate phase that dissolves while stored acidified) (Ag\_TD\_CONC\_BOTTLE)
- Concentration of total Ag (unfiltered, dissolved plus total particulate) (Ag\_T\_CONC\_BOTTLE)
- Concentration of dissolved Al (ALD\_CONC\_BOTTLE)
- Concentration of total dissolvable Al (dissolved plus reactive particulate phase that dissolves while stored acidified) (AL\_TD\_CONC\_BOTTLE)
- Concentration of total Al (unfiltered, dissolved plus total particulate) (AL\_T\_CONC\_BOTTLE)
- Concentration of dissolved As (As\_D\_CONC\_BOTTLE)
- Concentration of dissolved di-methyl As (As\_DM\_D\_CONC\_BOTTLE)

Below this list is a green header "Selected parameters". Underneath, it states "Currently, you have selected 9 parameters." and lists the following parameters, each with a trash icon to its right:

- Fe\_D\_CONC\_BOTTLE (Concentration of dissolved Fe)
- Ag\_D\_CONC\_BOTTLE (Concentration of dissolved Ag)
- Ag\_TD\_CONC\_BOTTLE (Concentration of total dissolvable Ag (dissolved plus reactive particulate phase that dissolves while stored acidified))
- Ag\_T\_CONC\_BOTTLE (Concentration of total Ag (unfiltered, dissolved plus total particulate))
- ALD\_CONC\_BOTTLE (Concentration of dissolved Al)
- AL\_TD\_CONC\_BOTTLE (Concentration of total dissolvable Al (dissolved plus reactive particulate phase that dissolves while stored acidified))
- AL\_T\_CONC\_BOTTLE (Concentration of total Al (unfiltered, dissolved plus total particulate))
- As\_D\_CONC\_BOTTLE (Concentration of dissolved As)
- As\_DM\_D\_CONC\_BOTTLE (Concentration of dissolved di-methyl As)

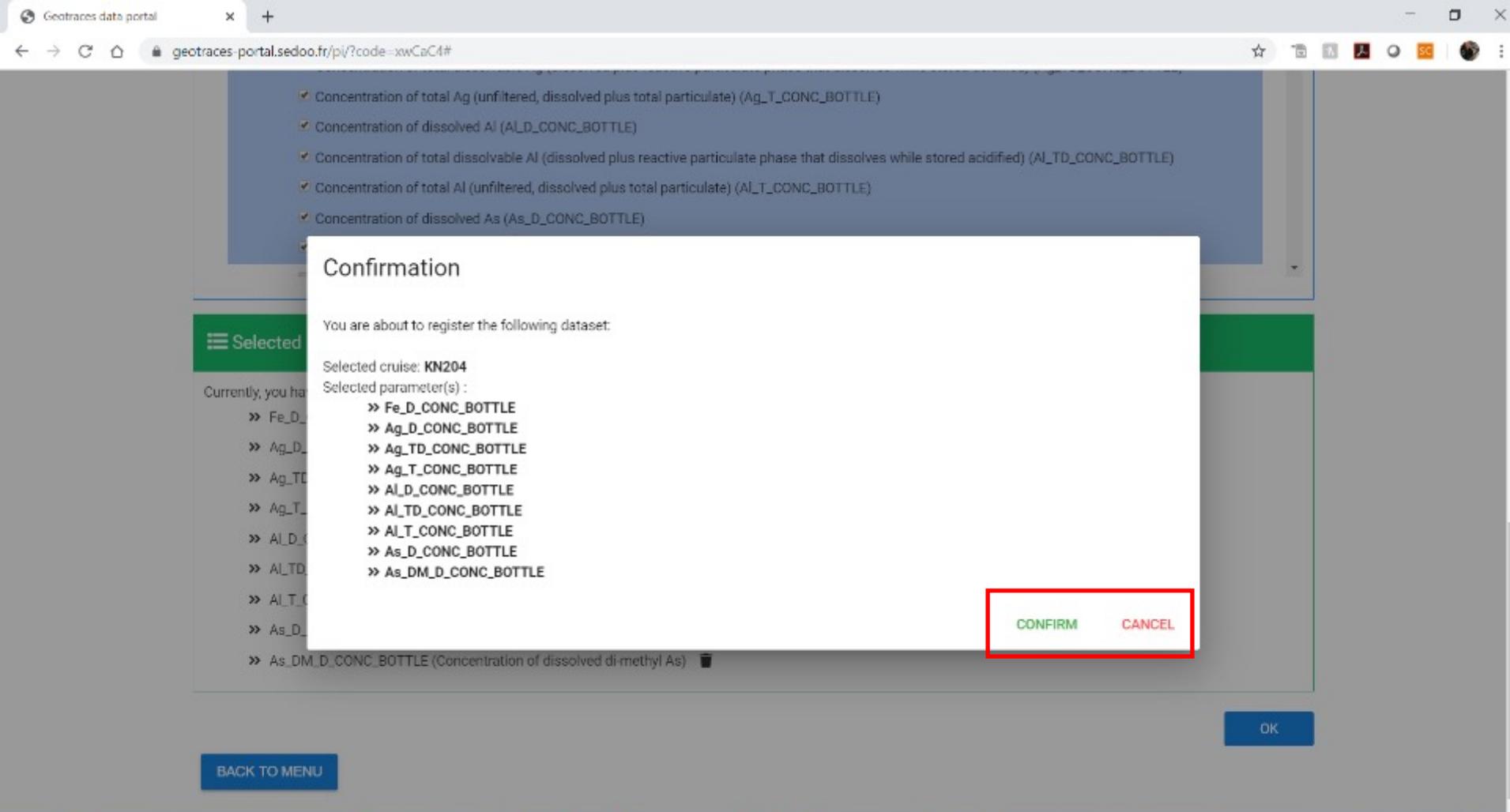
A red box highlights the first five items in this list.

## Step 1.2 (cont.)

You can see which parameter names you have selected, and they appear in the list below.

You can delete any choice by un-checking the box or by clicking the black trash can icon.

Click the OK button at the bottom when you are done selecting parameters for this cruise and a popup will appear.



## Step 1.2 (cont.)

This popup will appear, asking you to confirm your selection of parameters.

If you CONFIRM, this will create dataset registrations where each parameter is associated with a particular cruise and with the scientist who registered the dataset.

If you CANCEL, you will return to the previous Step 1.2 window where you can add or delete parameters.

The screenshot shows a web browser window with the URL `geotraces-portal.secdon.fr/pi/?code=xxCaC4#`. The page title is "1.2 Select one or more parameters:". The main content area contains instructions on how to use the Parameter Search Tool and Parameter Tree Exploration Tool. A success message is displayed in a white box with a green header: "Success: Your datasets have been successfully registered and saved. What do you want to do now?". Below the message are three options: "STAY ON THIS STEP (RETAINING THE PARAMETERS): to use the same parameters but register them for a different cruise.", "REMAIN AT THIS STEP: to select a different cruise and different parameters to register other datasets.", and "GO TO STEP 2: to enter the ORCIDS of scientists to be associated with the dataset(s)". The "GO TO STEP 2" option is highlighted with a red rectangle. The background interface shows a search bar, a list of parameters (including "AEROSOLS"), and a "Selected parameters" section which currently says "You haven't selected any parameter." There are "OK" and "BACK TO MENU" buttons at the bottom.

## Step 1.2 (cont.)

If you clicked CONFIRM this popup will appear offering you several options.

You could STAY ON THIS STEP to use the parameter list you selected and register them for a different cruise.

You could REMAIN AT THIS STEP to create a new dataset registration for a different cruise.

You could GO TO STEP 2 to enter the ORCIDs of scientists you want to be associated with each data set. You can also return to Step 2 at a later date.

## Step 2 - Indicate principal investigators and associated researchers

[BACK TO MENU](#)
[← TO PREVIOUS STEP](#)
[TO NEXT STEP →](#)

Please enter the ORCIDs of scientists whose names should be associated with each dataset, such as postdocs, grad students, or technicians using the orange pen tool on the right-hand side. Publication co-authors should not be included here.

Please also enter their email addresses (professional emails such as university or institute emails) and a validation email will be sent to each new email address. When validated, email addresses will appear in green. Note that if a validated email already exists, it will be suggested automatically.

When registering a dataset, you must also identify the PRINCIPAL INVESTIGATOR (PI). The PI is defined as the scientist who is ultimately responsible for granting permission for the data to be included in IDP2021. **Identifying the PI is required in order for you (or the PI) to submit intercalibration reports (see Step 4) and in order for you (or the PI) to grant permission for the data to be included in IDP2021 (see Step 5).** If you are not the PI, when you identify the PI in Step 2 the PI will automatically receive an email informing them that they have been identified as the PI for the dataset you have registered.

When a dataset may have been generated by more than one scientist (or co-PI) each scientist (or co-PI) can register their portion of the dataset or one of the scientists can register the entire dataset on behalf of the other scientists. In the latter case, all co-PIs should be added as associated researchers in Step 2 since everyone listed for each dataset will be acknowledged (in alphabetical order) in eGEOTRACES figures and in IDP2021. Please contact GDAC (geotraces.dac@bodc.ac.uk) if you have questions about this issue.

It is possible to transfer the information entered for one registered dataset to another registered dataset. To do this, please click on the buttons *Copy* and *Paste* available on the right-hand upper corner of each column. In case of error, you can modify the PI selected at any time by clicking on the name of the PI.

Associated scientists		Search	
^ Cruise	Registered dataset	Associated researcher(s)	Principal investigator
KK1903	Cu_A_T_CONC_LOWVOL::w0n71d		
		-	👤 William Landing
KK1903	ACETATE_A_SMLH2O_CONC_COARSE_IMPACTOR::mapoy4		
			👤 William Landing

If you go to Step 2, you will see a list of all your datasets where each parameter is associated with a given cruise.

Click the orange pencil icons to add the PI and the data generators with each dataset, cruise-by-cruise and parameter-by-parameter. You will need the ORCIDs and institutional email addresses of those people.

The goal is to have links between the PIs and the data generators, the grad students, the postdocs, etc. who were responsible for a given dataset, using ORCIDs to maintain those links. You can also return to Step 2 at a later date to complete or modify this information.

## Step 2 - Indicate principal investigators and associated researchers

BACK TO MENU

← TO PREVIOUS STEP

TO NEXT STEP →

Please enter the ORCIDs of scientists whose names should be associated with each dataset, such as postdocs, grad students, or technicians using the orange pen tool on the right-hand side. Publication co-authors should not be included here.

Please also enter their email addresses (professional emails such as university or institute emails) and a validation email will be sent to each new email address. When validated, email addresses will appear in green. Note that if a validated email already exists, it will be suggested automatically.

When registering a dataset, you must also identify the PRINCIPAL INVESTIGATOR (PI). The PI is defined as the scientist who is ultimately responsible for granting permission for the data to be included in IDP2021. **Identifying the PI is required in order for you (or the PI) to submit intercalibration reports (see Step 4) and in order for you (or the PI) to grant permission for the data to be included in IDP2021 (see Step 5).** If you are not the PI, when you identify the PI in Step 2 the PI will automatically receive an email informing them that they have been identified as the PI for the dataset you have registered.

When a dataset may have been generated by more than one scientist (or co-PI) each scientist (or co-PI) can register their portion of the dataset or one of the scientists can register the entire dataset on behalf of the other scientists. In the latter case, all co-PIs should be added as associated researchers in Step 2 since everyone listed for each dataset will be acknowledged (in alphabetical order) in eGEOTRACES figures and in IDP2021. Please contact GDAC (geotraces.dac@bodc.ac.uk) if you have questions about this issue.

It is possible to transfer the information entered for one registered dataset to another registered dataset. To do this, please click on the buttons *Copy* and *Paste* available on the right-hand upper corner of each column. In case of error, you can modify the PI selected at any time by clicking on the name of the PI.

Associated scientists		Search <span style="float: right;">🔍</span>	
^ Cruise	Registered dataset	Associated researcher(s)	Principal investigator
KK1903	Cu_A_T_CONC_LOWVOL::w0n71d	✍️	✍️ 📄
		-	👤 William Landing
KK1903	ACETATE_A_SMLH2O_CONC_COARSE_IMPACTOR::mapoy4	✍️	✍️ 📄
			👤 William Landing

In step 2, you must also indicate who is the PRINCIPAL INVESTIGATOR (defined as the scientist who should in principle grant permission for the data to be included in IDP2021) in the corresponding column (click on the text to view the pop-up window that will allow you to select the name). If this person it is not identified, you will not be able to submit the intercalibration reports in step 4.

An email will be automatically sent to the PI to inform him/her about the dataset(s) registration.

Geotraces data portal

geotraces-portal.sedon.fr/pi/?code=xwCaC4#

William Landing - Logout



### Step 3 - Generate intercalibration report and data submission templates

[BACK TO MENU](#) [← TO PREVIOUS STEP](#)

On this page, you can generate and download formatted templates for intercalibration reports (step 3.1) and data submission files (step 3.2) with your selected registered dataset(s).

The registered data now has a set of barcodes to uniquely identify each parameter for a specific cruise. These barcodes will be used to identify and track each dataset through the intercalibration and data submission process. Each barcode consists of the parameter name followed by 6-alphanumeric characters separated by a ":" (e.g. ALD\_CONC\_BOTTLE:cf2g1p). The barcode is also included in the header of each data column in the data submission template you can download in Step 3.2.

**IMPORTANT:** You must not alter the headers, including the barcode(s), in the downloadable intercalibration report template, or the column headers in the downloadable data submission spreadsheet.

**Please note:** The intercalibration report template(s) generated on this page (step 3.1) should be used to prepare your intercalibration report, which is then submitted through this portal (step 4). If you have any questions about filling out the intercalibration report, please contact the S&I committee co-chairs at [sic@geotraces.org](mailto:sic@geotraces.org).

The data submission template generated on this page (step 3.2) must be used to organise your data for submission by email to your data centre (GEOTRACES Data Assembly Centre, GDAC - [geotraces.dac@bodc.ac.uk](mailto:geotraces.dac@bodc.ac.uk) - or the US/Dutch/French/Chinese national data centres). If your data has already been submitted without using this template, please contact GDAC - [geotraces.dac@bodc.ac.uk](mailto:geotraces.dac@bodc.ac.uk) - for guidance on how to associate the correct parameter names and bar code assignments with your registered dataset.

Submission of intercalibration reports can be done concurrently with submission of data files.

First, select on of the cruises for which you have already registered a dataset:

Step 3: Generating intercalibration report and data submission templates.

If you click BACK TO MENU from any screen, now click Step 3.

Read the general instructions for preparing intercalibration reports.

Pay special attention to the "barcode" information. It is essential that you retain the unique barcodes that associate you (the data submitter) with each cruise and each parameter in your datasets. These barcodes will be used to track each dataset through every step leading to IDP2021.

Geotraces data portal

geotraces-portal.sedon.fr/#!/?code=xwCaC4#

First, select on of the cruises for which you have already registered a dataset:

Cruise  
KN204

Cruise:

Id	KN204
Geotraces id	GA03
Aliases	
Dates	2011-11-05 - 2011-12-10

3.1 Intercalibration report template for registered datasets from selected cruise:

You can combine several datasets into one single intercalibration report by selecting parameter names and clicking on the "Group" button below. If you wish to submit an individual intercalibration report for each registered parameter/dataset, please download the intercalibration report template for each parameter/dataset.

Code	Intercalibration report template	Select All
Fe_D_CONC_BOTTLE::du1ll6	 Download	<input type="checkbox"/>
Ag_D_CONC_BOTTLE::eynsqy	 Download	<input type="checkbox"/>
Ag_TD_CONC_BOTTLE::qdprox	 Download	<input type="checkbox"/>
Ag_T_CONC_BOTTLE::6gwjsc	 Download	<input type="checkbox"/>
Al_D_CONC_BOTTLE::hp6ct4	 Download	<input type="checkbox"/>

Step 3.1: Generating intercalibration reports.

Scroll down to select the cruise where you have registered datasets, and a list of those datasets will appear, showing the parameter name and the unique barcode that was attached to it.

You can now download an Intercalibration report template for each parameter, or you can Group several parameters (next slide).



Geotraces data portal

geotraces-portal.sedon.fr/pi/?code=xwCaC4#

William Landing - Logout

## GEOTRACES INTERMEDIATE DATA PROGRAM

### Step 3 -

[BACK TO MENU](#)

On this page, you can download the data template or the intercalibration template.

The registered intercalibration template is available in the [Data Assembly](#) section of the portal (step 4).

The data submission process can be done concurrently with submission of data files.

**IMPORTANT:** Your submission spreadsheet must be submitted through the portal (step 4).

Please note: The data submission process can be done concurrently with submission of data files.

Submission of intercalibration reports can be done concurrently with submission of data files.

**Your download is launched**

Click on "CLOSE" to remain on this page to download the data template or the intercalibration template.

If you have downloaded both templates you may now **log out and log back in again when the Intercalibration report is ready**, to submit under **STEP 4**.

If desired you can proceed to complete the other actions by going to:

- [STEP 5: to grant permission for your registered datasets to be included in the IDP.](#)
- [STEP 6: to provide the list of publication and data DOIs that should be linked to your registered datasets.](#)
- [RETURN TO STEP 2: to enter the ORCIDs of scientists who you wish to be associated with each dataset.](#)
- [RETURN TO STEP 1: to register other datasets.](#)
- [LIST MY DATASETS: to view an overview of your registered datasets.](#)
- [GO BACK TO MENU.](#)

**CLOSE**

Step 3.1: Generating intercalibration reports.

Click CLOSE to return to the previous screen and continue downloading the intercalibration report templates for every parameter/dataset you want the S&I committee to review.

## GEOTRACES Intercalibration Report

**Cruise ID\***: KN204

**Submitting investigator\***: William Landing - Florida State University -  
wlanding@fsu.edu

**Parameters to be intercalibrated\***:

- Al T CONC BOTTLE::vi3j4t nmol/kg
- Al D CONC BOTTLE::hp6ct4 nmol/kg
- Al TD CONC BOTTLE::weygtk nmol/kg

**\*Once generated, these headings must not be changed or altered.**

Please fill in as many sections as possible.

**1. Did your lab participate in an intercalibration exercise (<http://www.geotraces.org/sic/intercalibrate-data/intercalibration-exercises>)? If so, please provide a relevant figure or table, describe the results of the intercalibration, identifying your laboratory, and provide a reference for the intercalibration exercise, if published.**

**2. Did your sampling method at sea follow the GEOTRACES cookbook (available at: <http://www.geotraces.org/cookbook>)? Please give a brief description of your sampling methodology (e.g., what bottles were used, what type and size of filters were used, how the samples were treated at sea, etc.).**

**3. Briefly outline the analytical methodology used in your laboratory, and**

Step 3.1: Generating intercalibration reports.

Here is an example Intercalibration report template (first page), showing the metadata associated with a dataset of Grouped parameters.

Remember that the parameter names and the unique barcodes must not be changed. When you are ready to submit an intercalibration report, you would go to Step 4.

You should now go to Step 3.2 to download the data submission template file.

### 3.2 Data template for registered datasets from selected cruise:

Use this spreadsheet template (.csv or .xls) to prepare your data for submission to GDAC (or US/French/Dutch/Chinese data centre). Note that your data are not to be submitted through DOR. Do not change the parameter names or the bar code assignments. If your data has already been submitted without using this template, please contact GDAC ([geotraces.dac@bodc.ac.uk](mailto:geotraces.dac@bodc.ac.uk)) for guidance on how to associate the correct parameter names and bar code assignments with your dataset.

**IMPORTANT:** Email your full data set to GDAC (or US/French/Dutch/Chinese data centre) along with the metadata using the metadata form available on the [GDAC website](#) or [BCO-DMIS website](#) for US researchers.



BACK TO MENU

← TO PREVIOUS STEP

## Step 3.2: Data submission template files

After downloading the intercalibration template files, you should download the data submission template file. This file (Excel or .csv text format) will show the metadata that has been collected thus far for your dataset registration and will list every parameter (with its barcode). This template should be used to submit your actual data to the US, Dutch, French, or Chinese data center or to GDAC, because it contains the correct GEOTRACES parameter names and units and has the barcodes that allow us to track each dataset all the way to IDP2021.

If you have already submitted your data to your national data center (or to GDAC), we recommend that you contact Mohamed Adjou (GDAC, [geotraces.dac@bodc.ac.uk](mailto:geotraces.dac@bodc.ac.uk)) to discuss the most efficient way to associate your actual data with the parameter/datasets you are registering using the DOR. The result may be that you use this data submission template to re-submit your data.

Geotraces data portal

geotraces-portal.sedon.fr/pi/?code=xwCaC4#

William Landing - Logout

## Your download is launched

Click on "CLOSE" to remain on this page to download the data template or the intercalibration template.

If you have downloaded both templates you may now **log out and log back in again when the Intercalibration report is ready**, to submit under **STEP 4**.

If desired you can proceed to complete the other actions by going to:

- [STEP 5: to grant permission for your registered datasets to be included in the IDP.](#)
- [STEP 6: to provide the list of publication and data DOIs that should be linked to your registered datasets.](#)
- [RETURN TO STEP 2: to enter the ORCIDs of scientists who you wish to be associated with each dataset.](#)
- [RETURN TO STEP 1: to register other datasets.](#)
- [LIST MY DATASETS: to view an overview of your registered datasets.](#)
- [GO BACK TO MENU.](#)

**CLOSE**

On this page, 1 dataset(s).

The registered intercalibration ALD\_CONC\_BC

**IMPORTANT:** Y submission spr

**Please note:** T portal (step 4).

The data subm Centre, GDAC - contact GDAC -

Submission of intercalibration reports can be done concurrently with submission of data files.

## Step 3.2:

When you click to download the data submission file you will see this popup. Click CLOSE to return to the previous screen or select another option.

Column title	Station ID*
PI (passport name)	William Landing
ORCID	0000-0002-7514-3247
Cruise ID	KN201
GEO TRACES CRUISE ID	GA03
Cruise Alias	
NOTE: Please do not edit these cells because they help identify your data set registration.	
(*) The information marked with an asterisk need to be consistent with cruise logs available in the cruise report and/or with the Chief scientist.	
NOTE: Please enter enough information to uniquely identify your data set.	
Column title	Station ID*
Unit/Format	None

## Step 3.2: The data submission template

The data submission template includes some metadata for each cruise for which you have registered a dataset.

Please pay attention to the notes about NOT changing or editing certain cells.

Do not edit the orange highlighted cells.

Change the width of column A and B to view more of the spreadsheet.

dataTemplate (6).xlsx - Excel

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number Styles Cells Editing

PI (passport name) William Landing

ORCID 0000-0002-7514-3247

Cruise ID KN204

GEOTRACES CRUISE ID GA03

Cruise Alias

NOTE: Please do not edit these cells because they help identify your data set registration.

[\*] The information marked with an asterisk need to be consistent with cruise logs available in the cruise report and/or with the Chief scientist.

NOTE: Please enter enough information to uniquely identify your data set.

Column title	Station ID*	Start Date (UTC)*	Start Time (UTC)*	End Date (UTC)*	End Time (UTC)*	Start Latitude *	Start Longitude*	End Latitude *	End Longitude*	Event ID*	Sample ID*	Sample Depth*
Unit/Format	None	[dd/mm/yyyy]	[hh:mm]	[dd/mm/yyyy]	[hh:mm]	[+N, -S] 3-decimal places	[+E, -W] 3-decimal places	[+N, -S] 3-decimal places	[+E, -W] 3-decimal places	None	None	[m]

Step 3.2: The data submission template.

We recommend using the SeaDataNet quality flag scheme:

<https://www.seadatanet.org/>

Enter information that is consistent with your cruise logs and cruise reports in the yellow highlighted columns. The goal is to enter enough information to uniquely identify your dataset.

Please pay attention to the units/formats that we recommend.

NOTE: The 6-digit barcode must not be changed. Please use this data template or add the barcodes to your data submission to GDAC or your data center.

NOTE: We prefer that you report 1SD precision, but please make it clear in your metadata if you use some other precision estimate and edit the 1SD text on lines 10 and 12.

NOTE: We prefer that you use the recommended units shown on line 13, but please make it clear in your metadata if you use other concentration units, and edit the concentration units on line 13.

Fe_D_CONC_BOTTLE::du1li6	1SD::Fe_D_CONC_BOTTLE::du1li6	Flag::Fe_D_CONC_BOTTLE::du1li6	Ag_D_CONC_BOTTLE::eynsy	1SD::Ag_D_CONC_BOTTLE::eynsy	Flag::Ag_D_CONC_BOTTLE::eynsy	Ag_TD_CONC_BOTTLE::qdprox	1SD::Ag_TD_CONC_BOTTLE::qdprox
Fe_D_CONC_BOTTLE	1SD_Fe_D_CONC_BOTTLE	Flag_Fe_D_CONC_BOTTLE	Ag_D_CONC_BOTTLE	1SD_Ag_D_CONC_BOTTLE	Flag_Ag_D_CONC_BOTTLE	Ag_TD_CONC_BOTTLE	1SD_Ag_TD_CONC_BOTTLE
[nmol/kg]	[nmol/kg]	None	[pmol/kg]	[pmol/kg]	None	[pmol/kg]	[pmol/kg]

### Step 3.2: The data submission template

Scroll to the right in the data submission file to see the parameter names and barcodes.

**Do not edit the barcodes!**

Read the 3 NOTES shown above the data entry cells regarding the barcodes, the precision, and the units.

You should enter the actual data for each parameter (in the preferred units), the precision of the measurements (1SD preferred), and the data quality flag (preferably using the SeaDataNet scheme; <https://www.seadatanet.org/>). Please add notes to this file and to your metadata file if you use other units, or a different precision estimate, or a different quality flag scheme.

After putting your data into this file, submit it to the US, Dutch, French or Chinese data center (or to GDAC). If you have already submitted your data to your national data center (or to GDAC at BODC), we recommend that you contact Mohamed Adjou (GDAC, [geotraces.dac@bodc.ac.uk](mailto:geotraces.dac@bodc.ac.uk)) to discuss the most efficient way to associate your actual data with the parameter/datasets you are registering using the DOOR. The result may be that you use this data submission template to re-submit your data. If you have any other questions about your data submission files, please contact Mohamed Adjou ([geotraces.dac@bodc.ac.uk](mailto:geotraces.dac@bodc.ac.uk)).

Geotraces data portal

geotraces-portal.sedoo.fr/pi/?code=xwCaCA#

William Landing - Logout



## Step 4 - Upload intercalibration reports

[BACK TO MENU](#) [TO NEXT STEP →](#)

Use this page to submit your intercalibration reports. To update or delete submitted intercalibration reports go to [List my datasets](#).

**IMPORTANT:** It is essential that you use the intercalibration report template. Please do not alter the headers, including the barcode(s), in the downloadable intercalibration report template. You must also use the barcode associated with each parameter name when submitting your data to GDAC (or US/French/Dutch/Chinese data centre) using the data submission template generated in the step 3.2.

**PLEASE note that ONLY the S&I committee can view intercalibration reports submitted through this Portal.**

First, select a cruise:

Cruise

 KN199-4

Cruise:

<b>Id</b>	KN199-4
<b>Geotraces Id</b>	GA03
<b>Aliases</b>	

## Step 4: Uploading Intercalibration reports

You must use the Intercalibration report template files that you downloaded in Step 3.1

These will be reviewed by the GEOTRACES Standards and Intercalibration Committee (S&I).

Click the “Cruise” line to select a cruise for which you registered one or more datasets.

<b>Id</b>	KN204
<b>Geotraces Id</b>	GA03
<b>Allases</b>	
<b>Dates</b>	2011-11-05 - 2011-12-10

**Registered datasets:**

Please select the registered dataset(s) included in the intercalibration report you wish to upload:

Code	<input type="checkbox"/> Select All
Fe_D_CONC_BOTTLE::du1li6	<input type="checkbox"/>
Ag_D_CONC_BOTTLE::eyngsy	<input type="checkbox"/>
Ag_TD_CONC_BOTTLE::qdprox	<input type="checkbox"/>
Ag_T_CONC_BOTTLE::6gwjsc	<input type="checkbox"/>
Al_D_CONC_BOTTLE::hp6ct4	<input type="checkbox"/>
Al_TD_CONC_BOTTLE::weygtk	<input type="checkbox"/>
Al_T_CONC_BOTTLE::vi3j4t	<input type="checkbox"/>
As_D_CONC_BOTTLE::vspvm4	<input type="checkbox"/>
As_DM_D_CONC_BOTTLE::jnxqjb	<input type="checkbox"/>

**Report:**

## Step 4: Uploading Intercalibration reports

You must select the parameters you are including in each Intercalibration report.

If you neglected to identify the PI for any parameters in Step 2 you will see this error:

**The following parameter(s) cannot be included in the report as the principal investigator has not been defined in step 2:**

You should go back to Step 2 and identify the PI, then return to Step 4.

If you Grouped parameters before you downloaded the intercalibration report template, then select those same parameters to Group them again (see next page).

Geotracés data portal

geotracés-portal.sedoo.fr/pi/?code=xwCaC4#

Ag_D_CONC_BOTTLE::eynsqy	<input type="checkbox"/>
Ag_TD_CONC_BOTTLE::qdprox	<input type="checkbox"/>
Ag_T_CONC_BOTTLE::6gwjjs	<input type="checkbox"/>
Al_D_CONC_BOTTLE::hp6ct4	<input type="checkbox"/>
Al_TD_CONC_BOTTLE::weygtk	<input type="checkbox"/>
Al_T_CONC_BOTTLE::vi3j4t	<input type="checkbox"/>
As_D_CONC_BOTTLE::vspvm4	<input type="checkbox"/>
As_DM_D_CONC_BOTTLE::jnxqcb	<input type="checkbox"/>

**Report:**

Click here to upload your intercalibration report file for the registered dataset(s) selected above. Ensure you have selected the registered dataset(s) before uploading the report.

**IMPORTANT:** Please note that if you grouped several parameters (each representing one registered dataset) before you downloaded the intercalibration report template then you will submit one intercalibration report covering all of those parameters/datasets. If you wish to submit an individual intercalibration report for each registered parameter/dataset, you must go back to Step 3.1, select the registered parameter/datasets one by one, download the intercalibration report template for each parameter/dataset, then complete and upload the corresponding intercalibration report and, repeat this process again for each registered parameter/dataset.



## Step 4: Uploading Intercalibration reports

Please read the text on this screen regarding uploading reports for groups of parameters.

Click the little upload arrow to browse your computer for each Intercalibration report file, then **UPLOAD** each file separately.

Go to the **NEXT STEP** when you are done.

Geotraces data portal

geotraces-portal.sedoo.fr/pi/?code=xwCaC4#

William Landing - Logout



### Step 5 - Permission to use data in IDP

[BACK TO MENU](#) [← TO PREVIOUS STEP](#) [TO NEXT STEP →](#)

Use the two buttons below to give or deny permission for the selected dataset(s) to be included in the GEOTRACES Data Products. Once permission is given or declined the dataset will be moved to the appropriate dataset tab. The permission status of each dataset can be modified by the data submitter (the PI) at any time.

[? UNCATEGORIZED DATASETS](#) [👍 AUTHORIZED DATASETS](#) [👎 UNAUTHORIZED DATASETS](#)

<input type="checkbox"/>	Cruise	Parameter
<input type="checkbox"/>	KN199-4	Fe_D_CONC_FISH:anrijp
<input type="checkbox"/>	KN199-4	Fe_II_D_CONC_FISH:u5vwed
<input type="checkbox"/>	KN199-4	Fe_56_54_D_DELTA_FISH:gkgvwn
<input type="checkbox"/>	KN204	Fe_D_CONC_BOTTLE:du1i6
<input type="checkbox"/>	KN204	Ag_D_CONC_BOTTLE:eynsgy

Step 5: Granting permission to use data in a GEOTRACES IDP.

You (the data submitter) can select data sets (cruise-by-cruise and parameter-by-parameter) to grant permission for those data to be included in IDP2021.

You (or the designated PI) can change this selection at any time if your change your mind.

Remember that IDP2021 will be made available under the GEOTRACES “Fair Use Agreement” (available at this link: [https://www4.obs-mip.fr/wp-content-omp/uploads/sites/31/2019/12/Fair\\_Data\\_Use\\_Statement-for-IDP2021-1.pdf](https://www4.obs-mip.fr/wp-content-omp/uploads/sites/31/2019/12/Fair_Data_Use_Statement-for-IDP2021-1.pdf))

The screenshot shows a web browser window with the URL `geotraces-portal.sedon.fr/pi/?code=xwCaC4#`. The main content is a table of datasets. A red box highlights a group of seven rows, each with a checked checkbox in the first column. Below the table, another red box highlights two buttons: a green 'GIVE PERMISSION' button and a red 'REFUSE PERMISSION' button. Below these are two blue buttons: 'BACK TO MENU' and 'TO NEXT STEP'. The table data is as follows:

Checkbox	Cruise	Parameter
<input type="checkbox"/>	KN199-4	Fe_D_CONC_FISH:anmjrp
<input type="checkbox"/>	KN199-4	Fe_II_D_CONC_FISH:u5vwe0
<input type="checkbox"/>	KN199-4	Fe_56_54_D_DELTA_FISH:gkgvvn
<input checked="" type="checkbox"/>	KN204	Fe_D_CONC_BOTTLE:du1l16
<input checked="" type="checkbox"/>	KN204	Ag_D_CONC_BOTTLE:eynsqy
<input checked="" type="checkbox"/>	KN204	Ag_TD_CONC_BOTTLE:qdprox
<input checked="" type="checkbox"/>	KN204	Ag_T_CONC_BOTTLE:6gwjsc
<input checked="" type="checkbox"/>	KN204	Al_D_CONC_BOTTLE:hp6cd4
<input checked="" type="checkbox"/>	KN204	Al_TD_CONC_BOTTLE:weygtk
<input checked="" type="checkbox"/>	KN204	Al_T_CONC_BOTTLE:vi3jft

At the bottom right of the table, it says 'Rows per page: 10' and '1/10 of 12'.

### Step 5:

Check boxes to select data sets (cruise-by-cruise and parameter-by-parameter) to GIVE PERMISSION or REFUSE PERMISSION for those data to be included in IDP2021.

The datasets you GIVE permission for will now be listed under Authorized datasets. Those you REFUSE permission for will be listed under Unauthorized datasets.

You (or the designated PI) can change this selection at any time if your change your mind.

Geotraces data portal

geotraces-portal.sedon.fr/pi/?code=xwCaC4#

William Landing - Logout



## Step 6 - Provide publication information

[BACK TO MENU](#) [← TO PREVIOUS STEP](#)

The GEOTRACES Intermediate Data Products are designed to cross reference datasets with the publication(s) in which they were originally released to help ensure their citation by subsequent data users.

Please provide the DOI information for the publication(s) that you wish to link to each of the following datasets that you have authorised for inclusion in GEOTRACES Data Products. If the datasets themselves have a data DOI assigned, then please also provide this information in the corresponding column. Please provide the DOI information in the format: 10.1002/Ino.10363

It is possible to transfer the DOI information entered for one registered datasets to another registered dataset. For this, please click on the buttons *Copy* and *Paste* available on the right-hand side of the table.

Cruise	Registered dataset	Publication DOI	Dataset DOI
KN204	Fe_D_CONC_BOTTLE: du116		<div style="border: 2px solid red; padding: 2px;"> <input type="text"/> </div>
KN204	Ag_D_CONC_BOTTLE: eynsgy		<input type="text"/>

## Step 6: Provide publication information

Please enter any publication DOIs or dataset DOIs here so we can ensure that your data are correctly cited.

Please note the DOI format to use (not as an https link).

If publications are not yet available, return to this page when they are published to link them to your IDP data.

# Dataset overview

[BACK TO MENU](#)

On this page you can track the progress of your registered datasets. Use the column « actions » to revise and resubmit an intercalibration report, to download submitted reports - intercalibration report(s) or cruise form(s) - or to delete a dataset registration. The option to delete a registration is only available prior to an intercalibration report being submitted.

To resubmit a report including multiple registered datasets, you only need to update the report of one single registered datasets included in the report and the system will automatically apply this to all other registered datasets included in the report.

It is possible to download the data template (as .csv or .xlsx files) for those datasets with intercalibration report already submitted to the S&I Committee by clicking on the respective buttons available under the column « Data template »

Place the cursor over the check mark under "Intercalibration Report Submitted" and "Intercalibrated" to view the date of submission or approval of a report.

Datasets		Search					
^ Cruise	^ Registered dataset	Data template	Associated researchers	Principal investigator	Intercalibration report submitted	Intercalibrated	Permission (IDP)
0903	Fe_II_D_CONC_MELTPOND_PUMP::vmvfee	 			✓	✓	
0903	Fe_D_CONC_FISH::meympb	 			✓	✓	
0903	Fe_Fe'0_D_CONC_BOTTLE::vpmfgc 	 			✓	✓	
0903	Fe_II_D_CONC_BOTTLE::myoz33	 			✓	✓	

## List My Datasets:

You can follow the progress of each dataset you have registered from the “List my datasets” link on the main menu.

From this page, you can generate and download the data template for those datasets for which you have already submitted the intercalibration report, if needed. For this, click on the buttons available under the data template column (marked in red in the figure) to download the report as .csv or .xlsx file respectively.

## List My Datasets:

If you scroll right you'll see the "GDAC status" which indicates whether your actual dataset has been received at GDAC.

## Dataset overview

[BACK TO MENU](#)

On this page you can track the progress of your registered datasets. Use the column « actions » to revise and resubmit an intercalibration report, to download submitted reports - intercalibration report(s) or cruise form(s) - or to delete a dataset registration. The option to delete a registration is only available prior to an intercalibration report being submitted.

To resubmit a report including multiple registered datasets, you only need to update the report of one single registered datasets included in the report and the system will automatically apply this to all other registered datasets included in the report.

Place the cursor over the check mark under "Intercalibration Report Submitted" and "Intercalibrated" to view the date of submission or approval of a report.

Datasets		Search						
ID	Associated researchers	Principal investigator	Intercalibration report submitted	Intercalibrated	Permission (IDP)	DOI information provided	GDAC Status	Actions
_IMPACTOR::mapoy4							Pending	
w0n71d			✓				Pending	
_IMPACTOR::f8mmru			✓				Pending	
_IMPACTOR::mgy4qq			✓	✓			Pending	
IMPACTOR::11cgk0			✓	✓			Pending	
_IMPACTOR::bepvsu							Pending	
0hs0c							Pending	
zdxilh							Pending	

You will also see a red trash can button you can click to delete a dataset registration; this function is available only prior to submitting an intercalibration report.

Once an intercalibration report is submitted, under the column « actions » you will be able to revise and resubmit an intercalibration report as well as download submitted reports - intercalibration report(s) or cruise form(s).

## Dataset overview

BACK TO MENU

On this page you can track the progress of your registered datasets. Use the column « actions » to revise and resubmit an intercalibration report, to download submitted intercalibration report(s) or cruise form(s) - or to delete a dataset registration. The option to delete a registration is only available prior to an intercalibration report being submitted.

To resubmit a report including multiple registered datasets, you only need to update the report of one single registered datasets included in the report and the system will automatically apply this to all other registered datasets included in the report.

It is possible to download the data template (as .csv or .xlsx files) for those datasets with intercalibration report already submitted to the S&I Committee by clicking on the respective buttons available under the column « Data template »

Place the cursor over the check mark under "Intercalibration Report Submitted" and "Intercalibrated" to view the date of submission or approval of a report.

Datasets								Search
^ Cruise	Registered dataset	Data template	Associated researchers	Principal investigator	Intercalibration report submitted	Intercalibrated	Permissions	
0903	Fe_D_CONC_FISH::meympb	 			✓	✓		
0903	Fe_II_D_CONC_BOTTLE::myoz33 <b>Proof checks available:</b> Data file Image file	 			✓	✓		

## List my datasets:

Proofs of your GEOTRACES data, as processed at the GEOTRACES Data Assembly Centre (GDAC), will be available to be checked on this page. You will be notified by email when the files are posted. Once available you can download them by clicking on the "Data file" and "Image file" links available under each dataset parameter name.

These files will include the version of your data to be published in the next GEOTRACES Intermediate Data Product. Should you have any question or observation please, contact GDAC on [geotraces.dac@bodc.ac.uk](mailto:geotraces.dac@bodc.ac.uk), otherwise no action is required

The GEOTRACES DOR portal

Congratulations!! You have completed all the necessary steps to register your dataset(s) for possible inclusion in IDP2021.

If you have any questions about this guide, please contact Bill Landing ([wlanding@fsu.edu](mailto:wlanding@fsu.edu)) or the GEOTRACES IPO ([ipo@geotraces.org](mailto:ipo@geotraces.org)).