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 IDP. 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 IDP
- 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), or Bill Landing (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:

- Scientists 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.
- Scientists to provide permission for the inclusion of your data in GEOTRACES Data Products.
- 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 (IDP)".
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)*.

Please use your ORCID to login

Register or Connect your ORCID iD

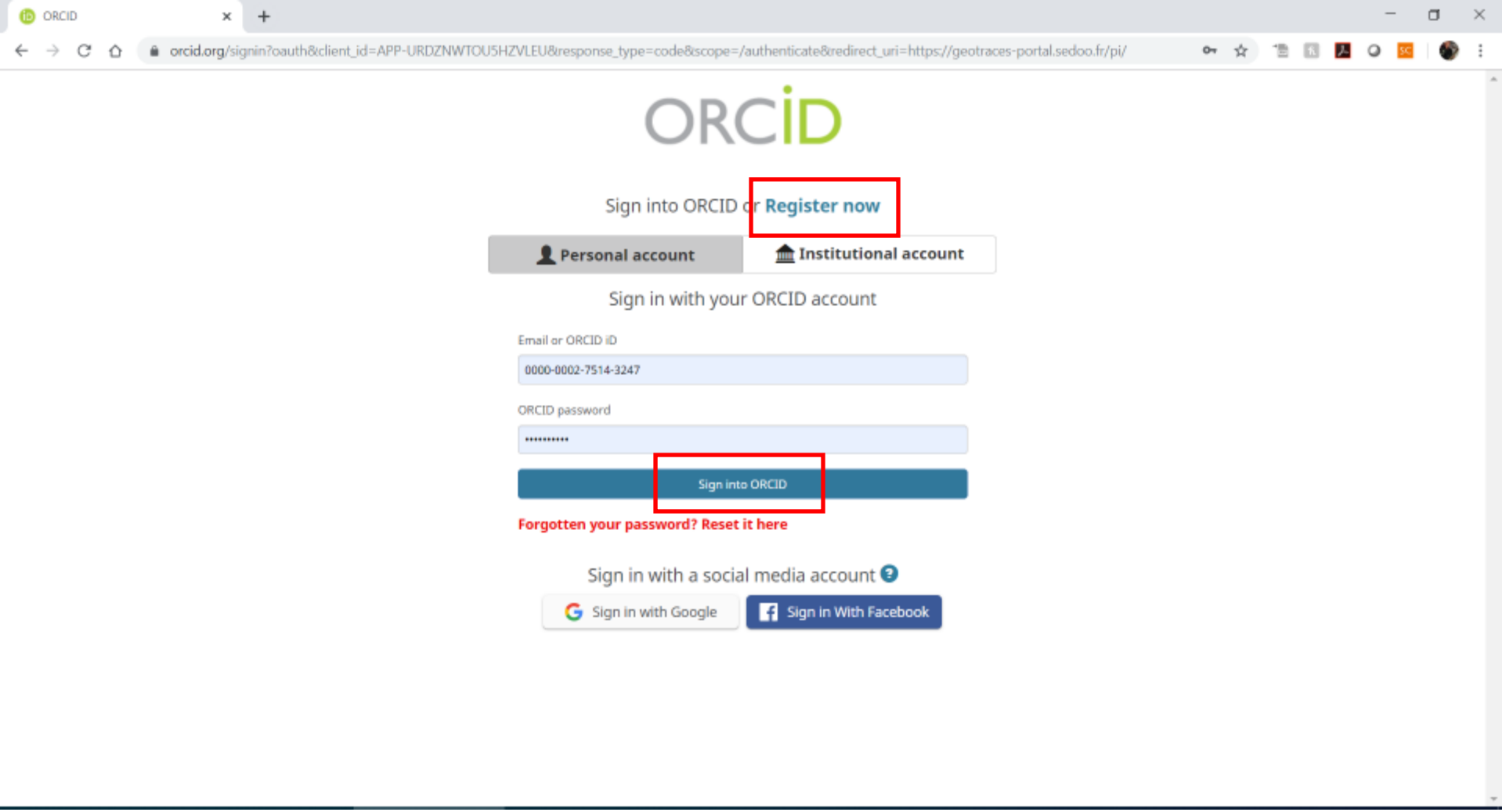
Log into the DOoR portal using this link: https://geotraces-portal.sedoo.fr/pi/

The Welcome screen explains what the DOoR portal is for.

There are links to this tutorial and a video tutorial.

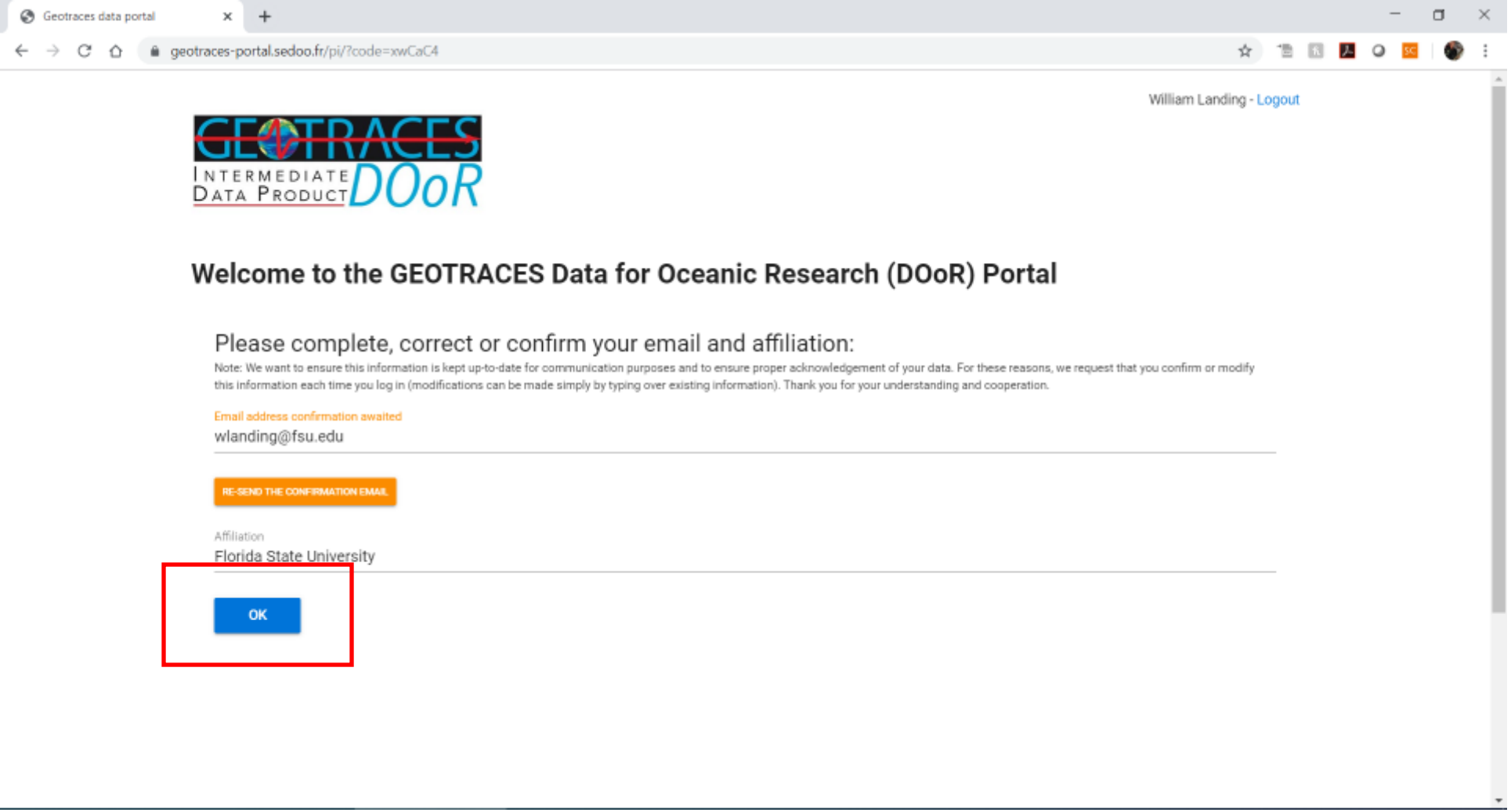
Start by clicking "Please use your ORCID to login."

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”.

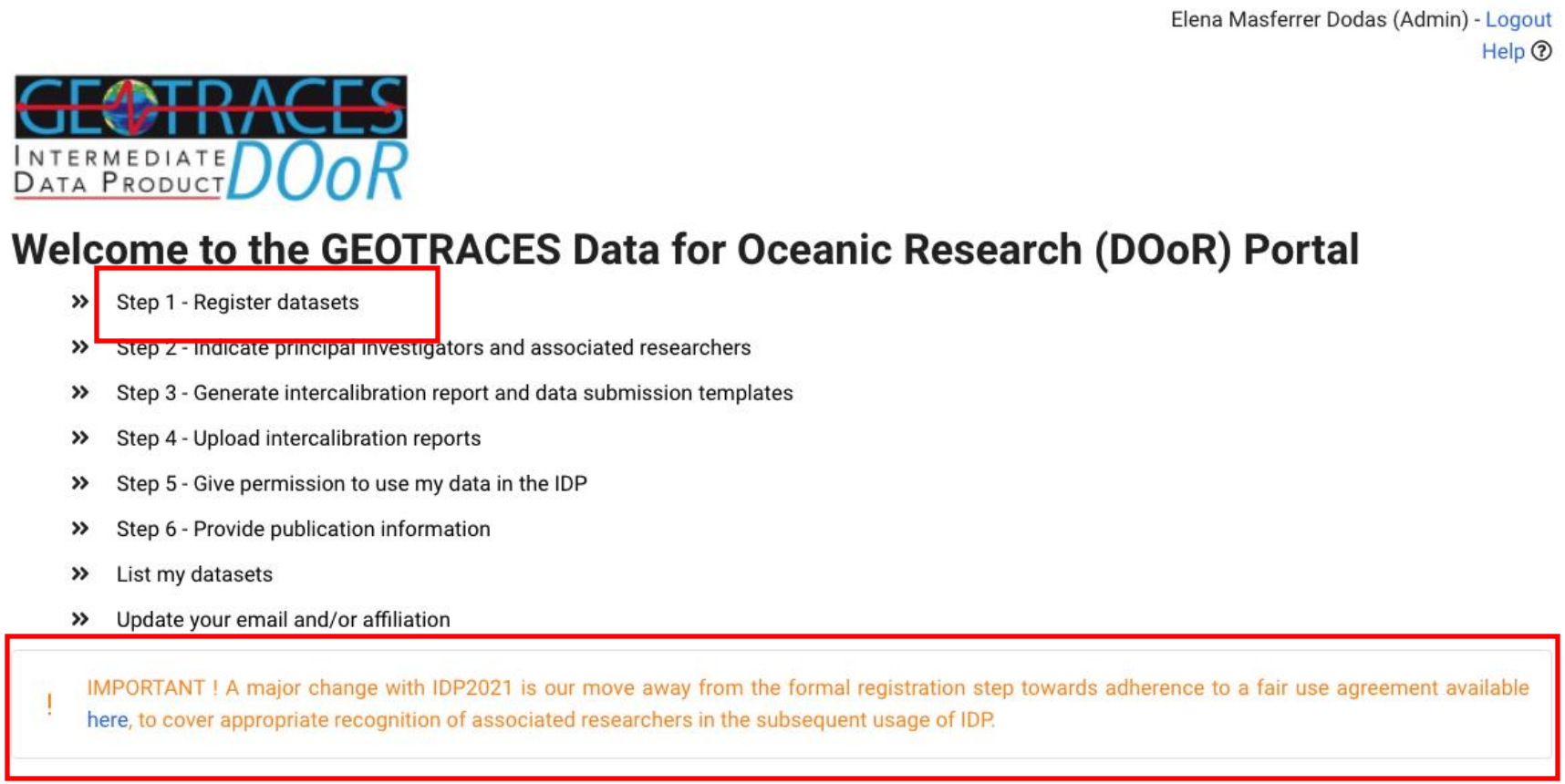
Or you can “Register now” to establish an ORCID.



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.

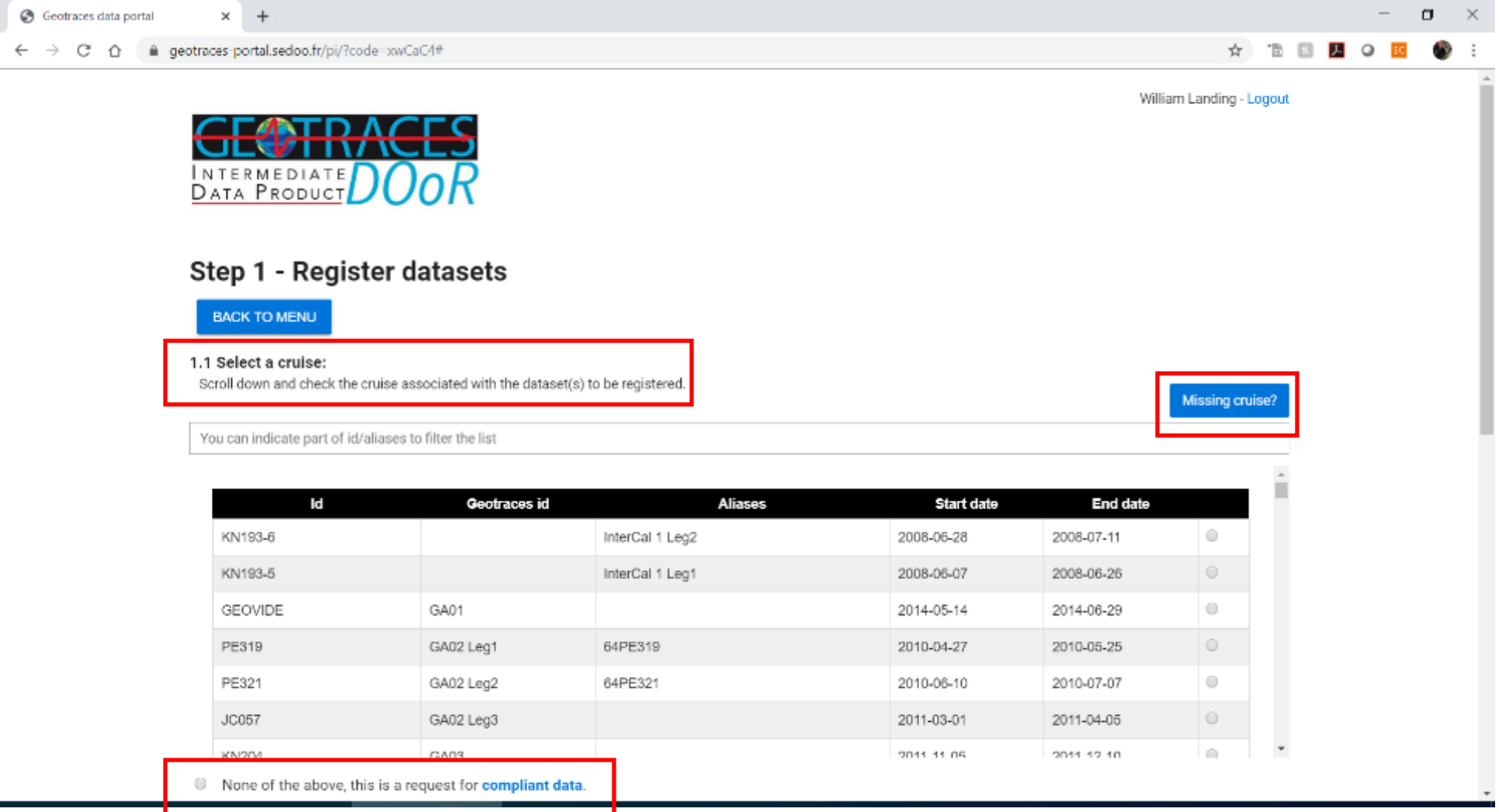


Please note the IMPORTANT announcement that we are changing from a required "registration step" to the Fair Use Agreement for people to access GEOTRACES data in IDP.

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



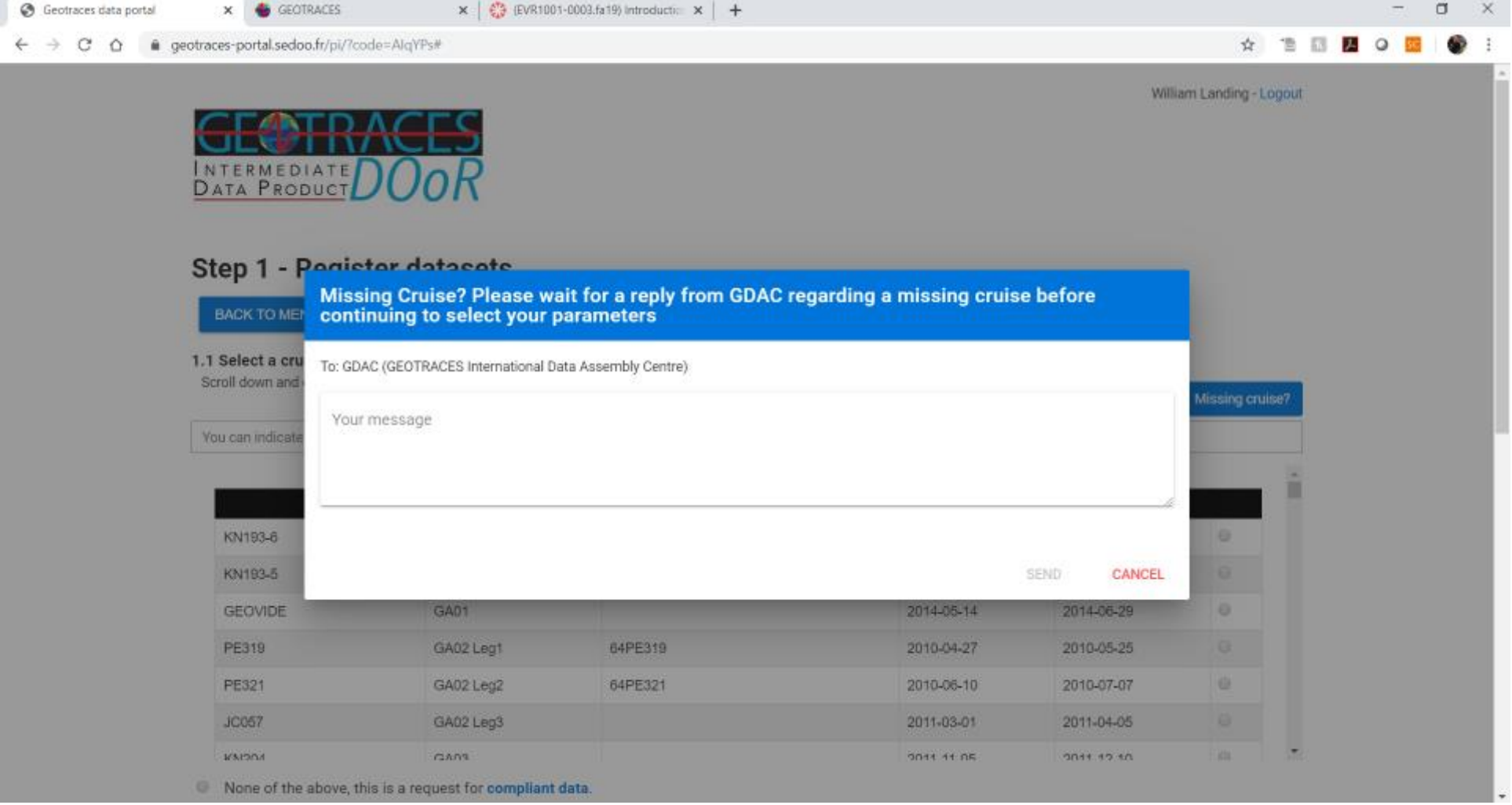
When a dataset may have been generated by more than one scientist each scientist can register their portion of the dataset or one of the scientists can assume the responsibility for registering the entire dataset on behalf of the other scientists.
Please contact GDAC (geotraces.dac@bodc.ac.uk) if you have questions about this issue.

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.

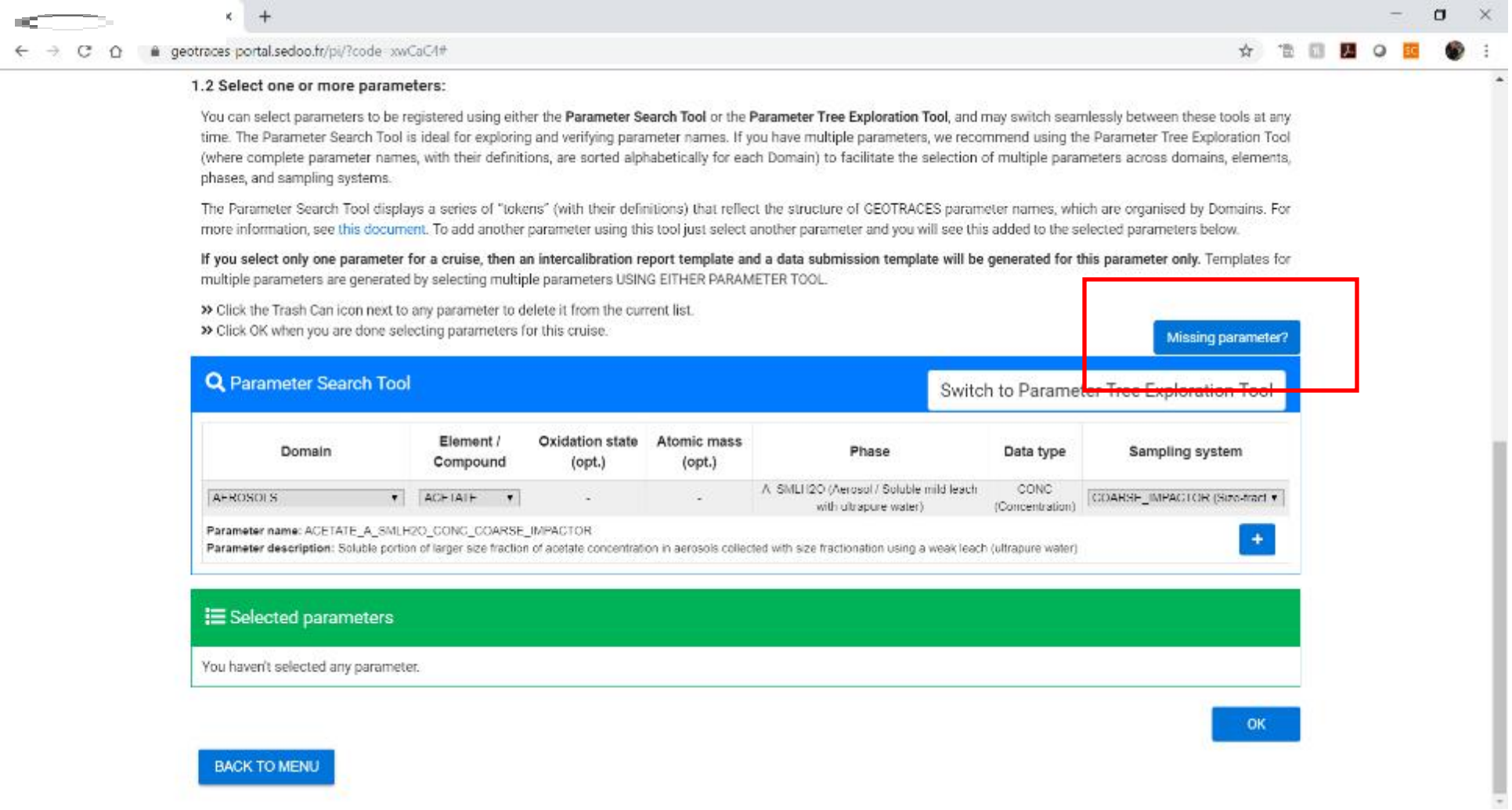
If you don't find your cruise, click the "Missing cruise?" button to open an email to Mohamed Adjou (GDAC) to ask him about your missing cruise (see next screen).

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



If you clicked the Missing Cruise button:

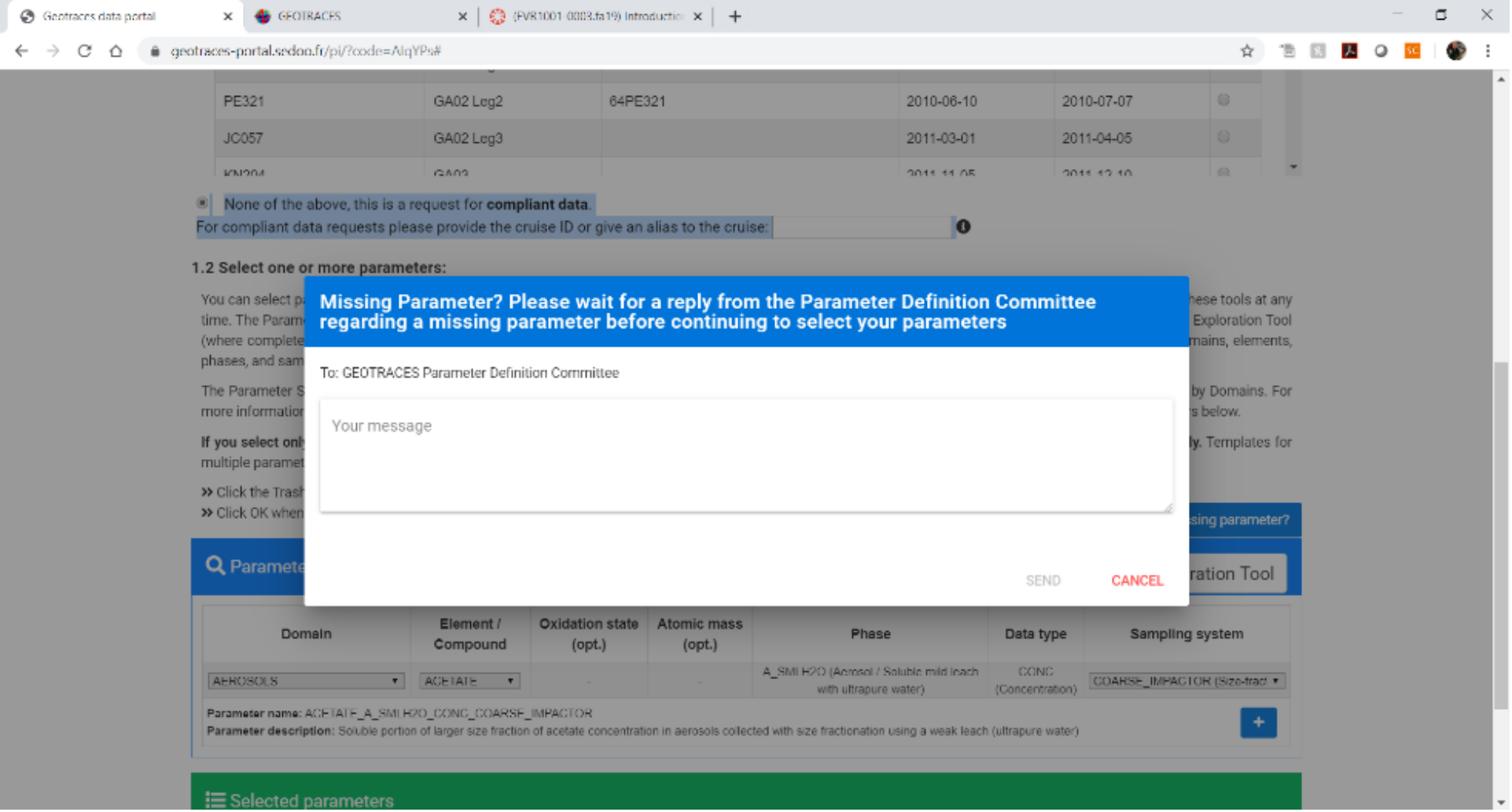
Compose your email to GDAC and wait for their reply before continuing to select the parameters you want to register.



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.

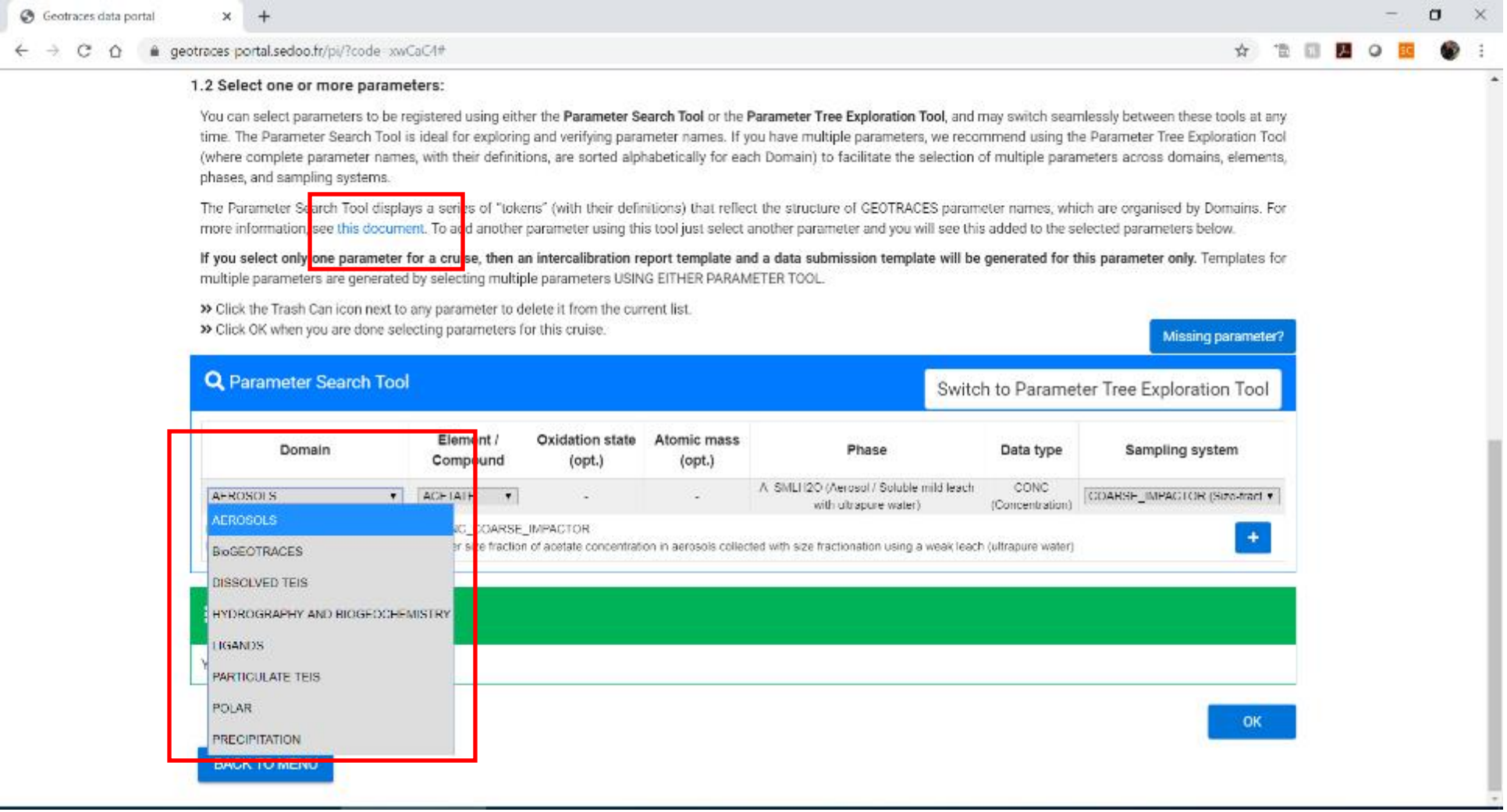
If you don't find your parameter name, click the "Missing parameter" button to pop up an email template to send to the Parameter Definition Committee (PDC; next screen).



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.



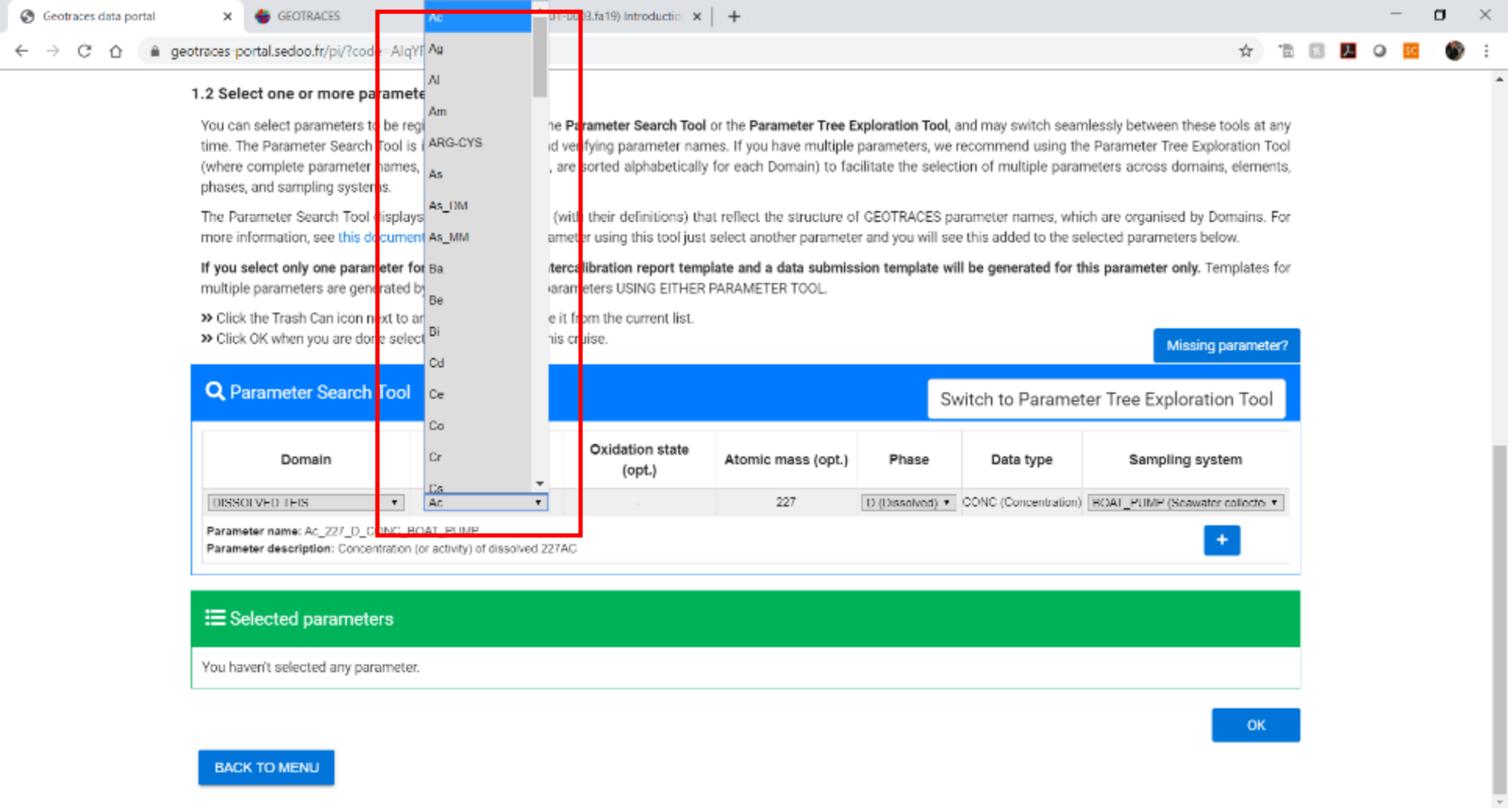
Step 1.2 (cont.):

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

The parameters are sorted by type into Domains.

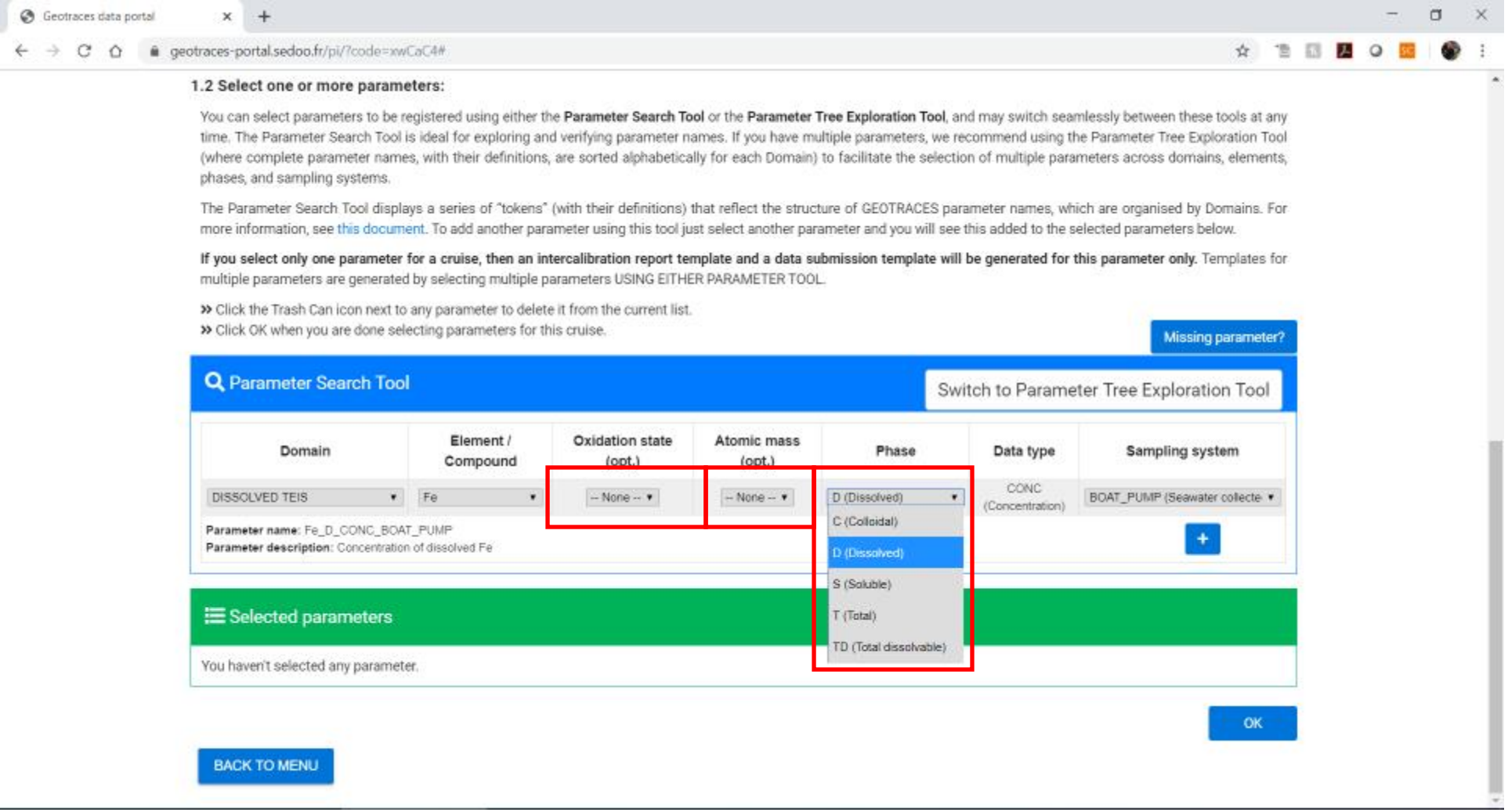
Using the Parameter Search Tool, select the Domain where your parameter should be found.

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



Step 1.2 (cont.)

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

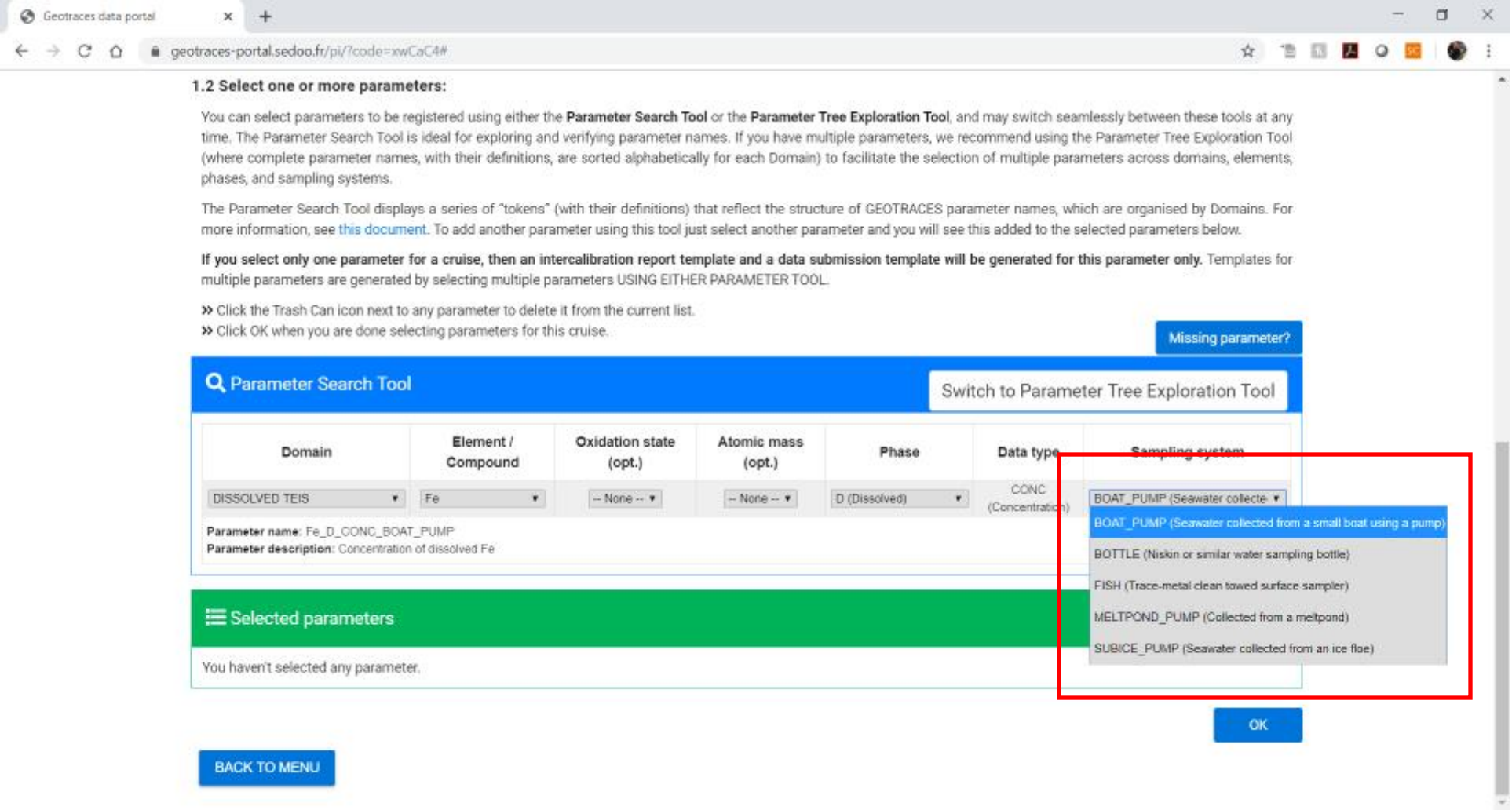


Step 1.2 (cont.)

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.

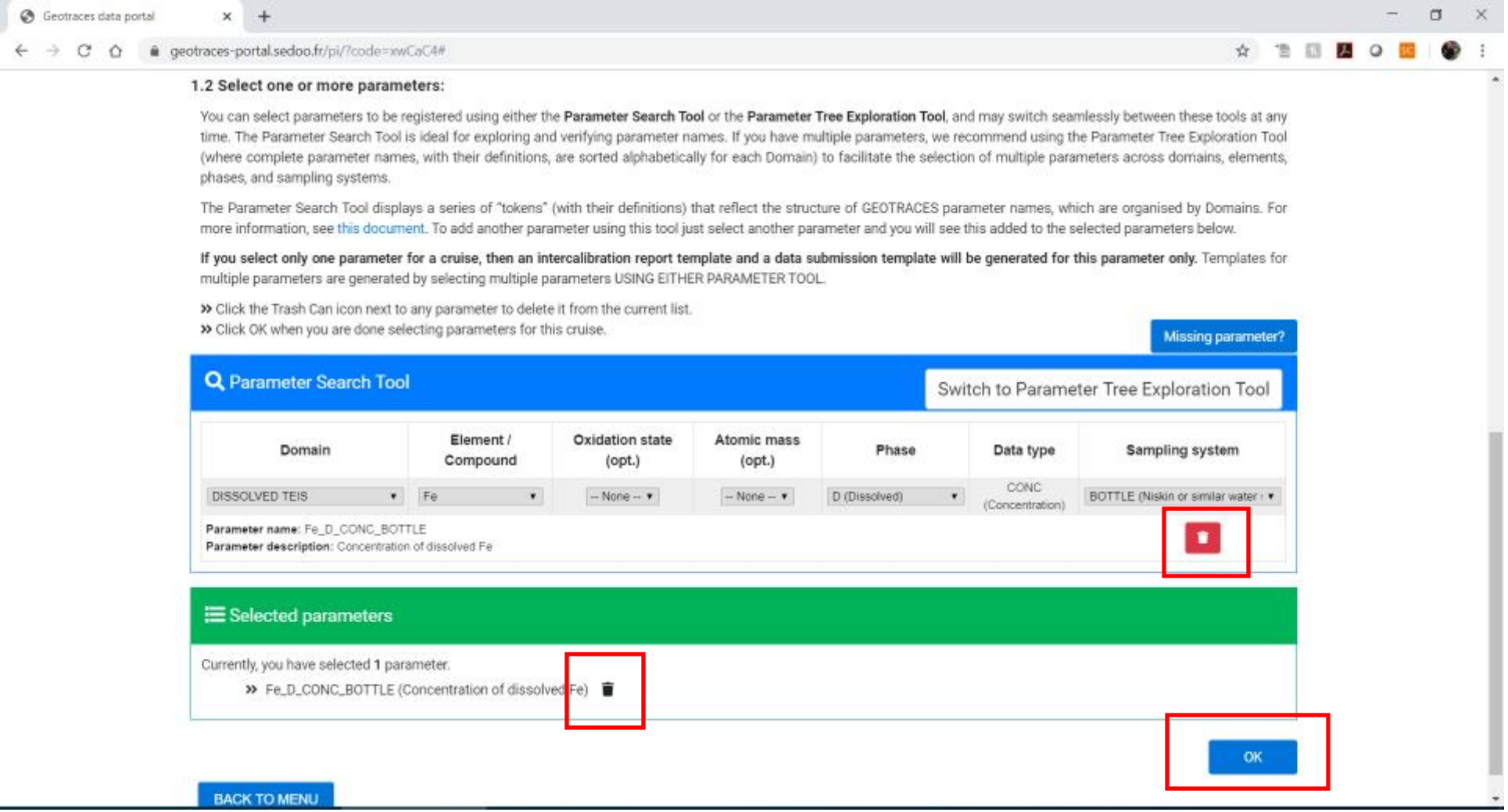


Step 1.2 (cont.)

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.

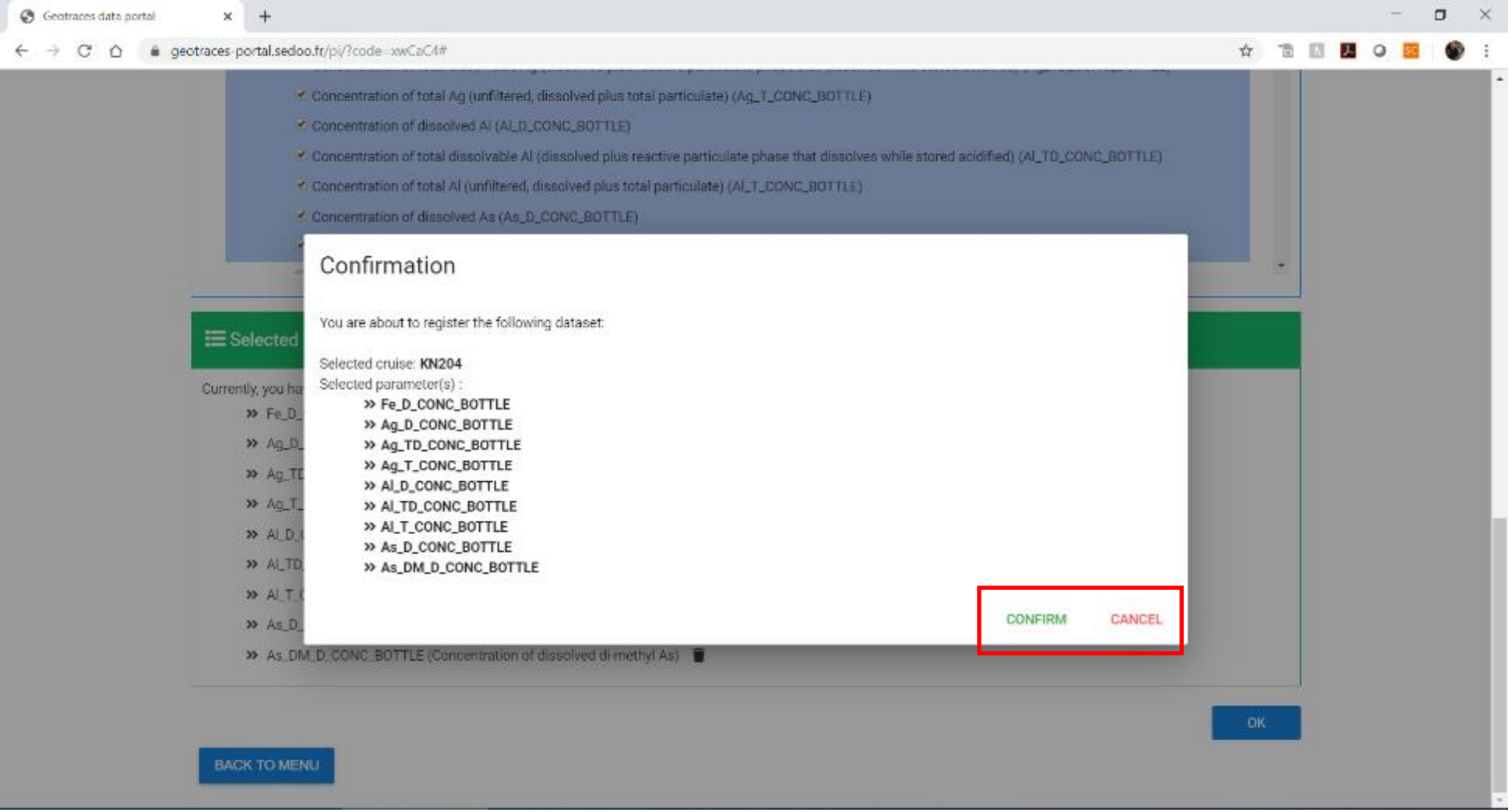


Step 1.2 (cont.)

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.

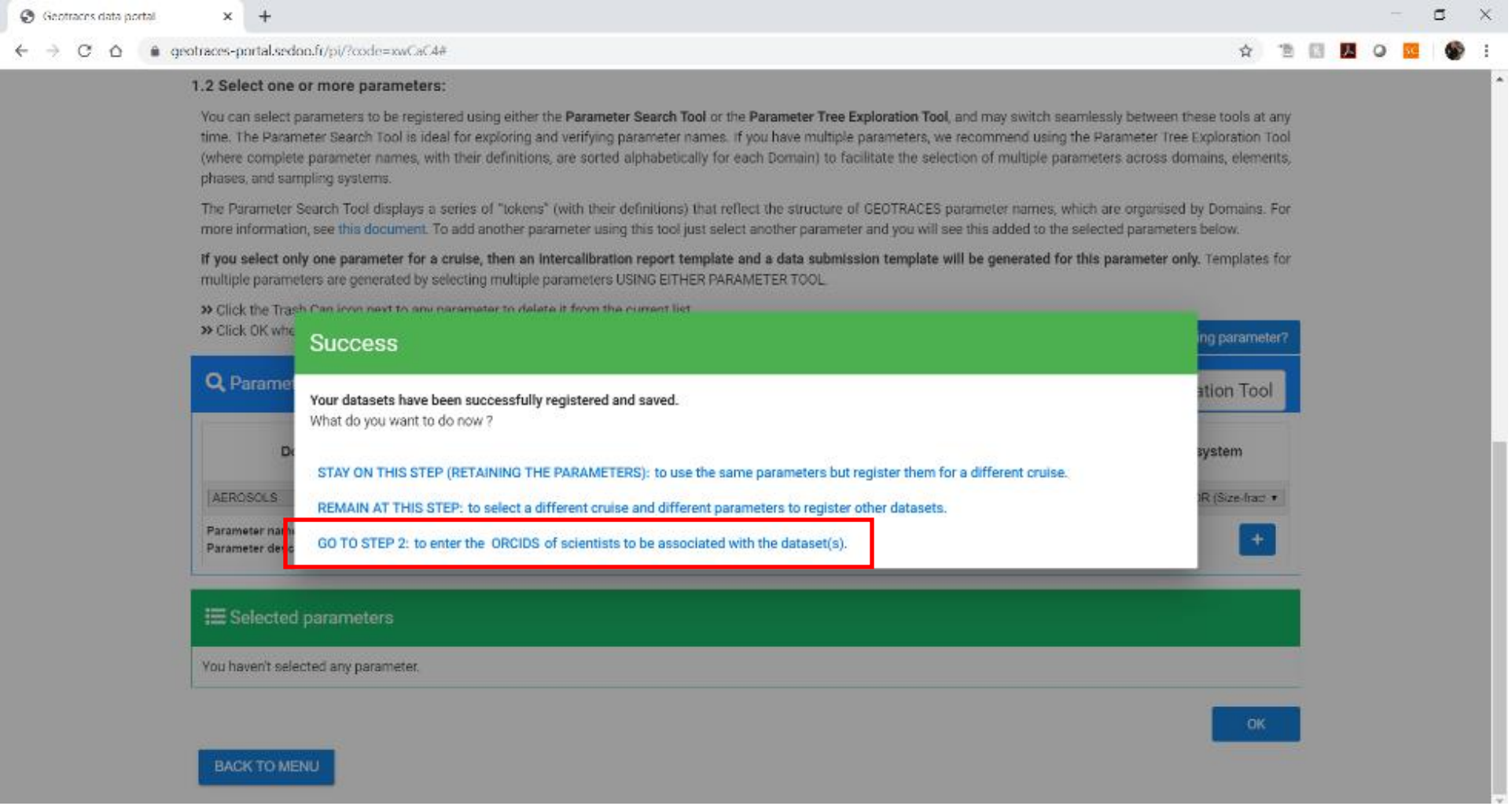


Step 1.2 (cont.)

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.



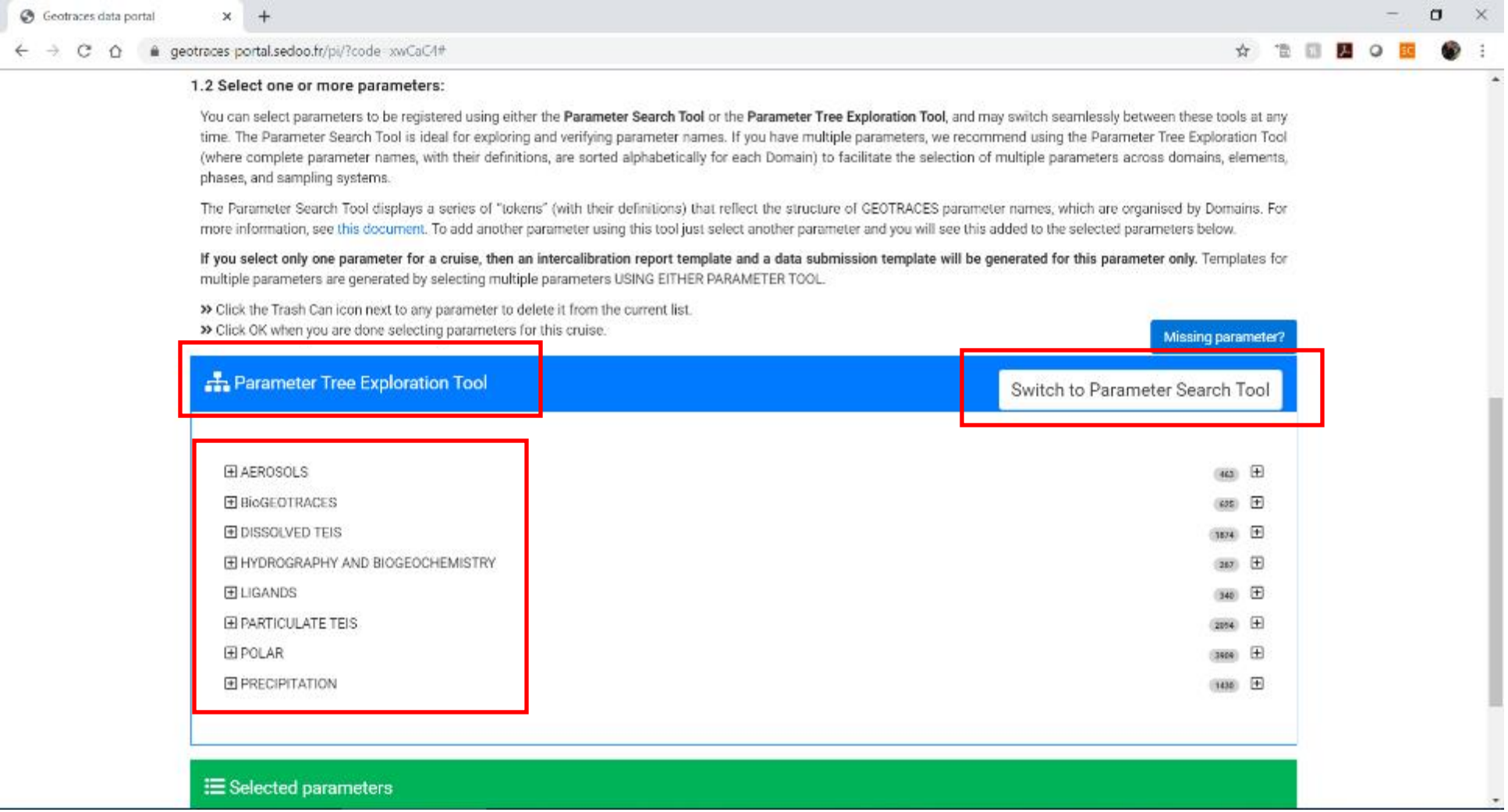
Step 1.2 (cont.)

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.

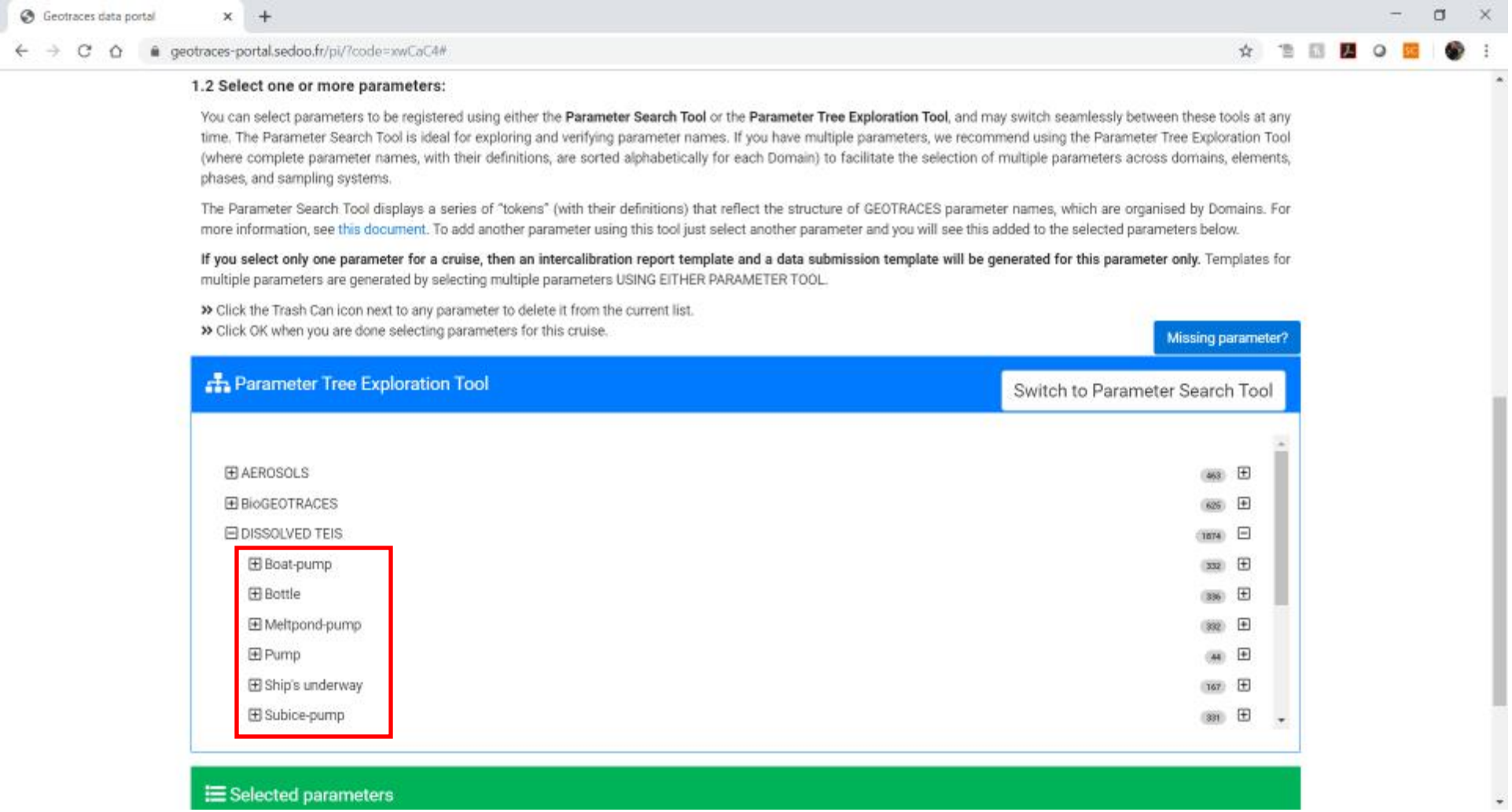
You could GO TO STEP 2 to enter the ORCIDs of scientists you want to be associated with each data set.



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

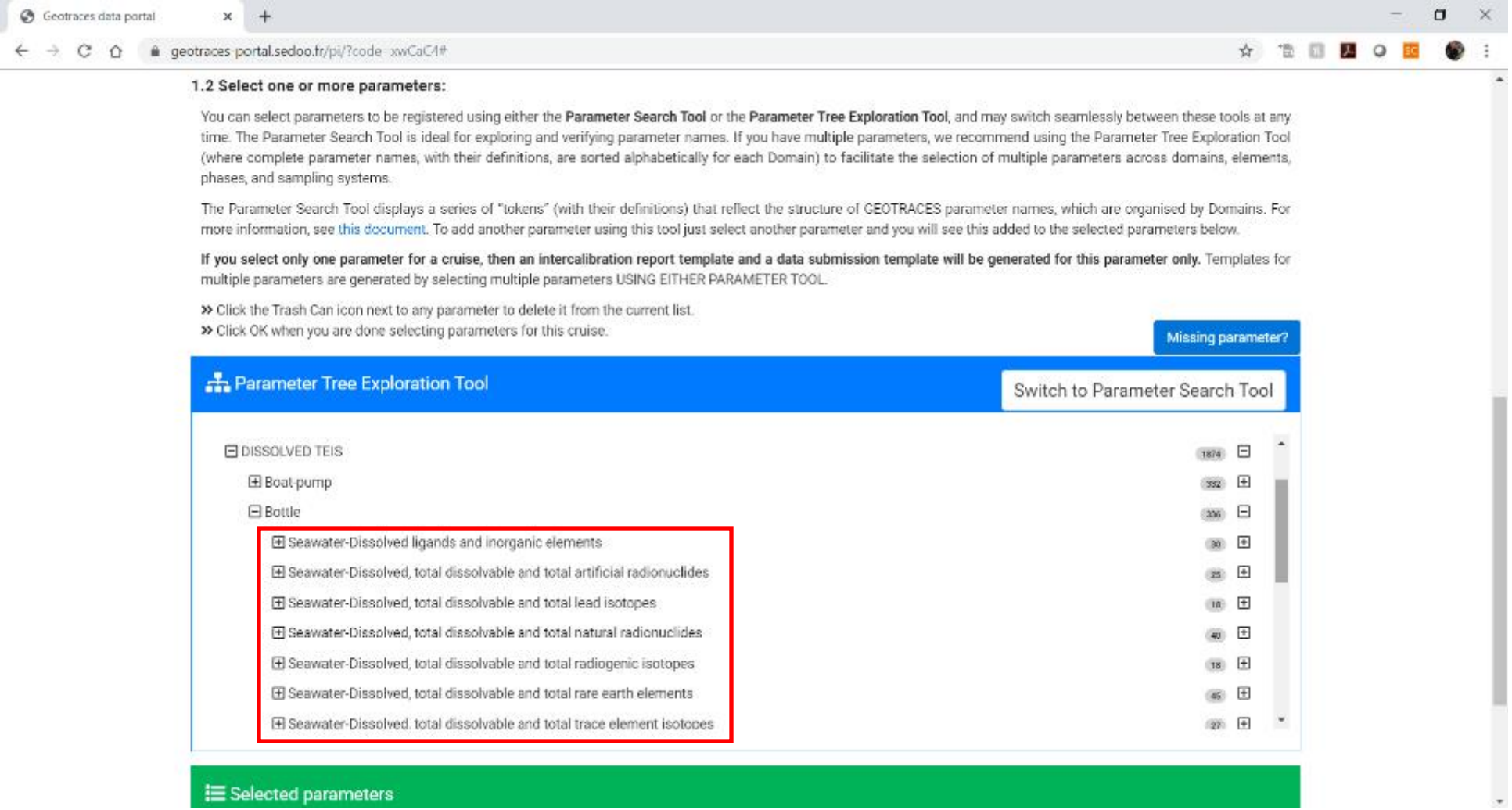
You can also use the Parameter Tree Exploration Tool to find parameter names (and you can switch between the tools at any time).

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



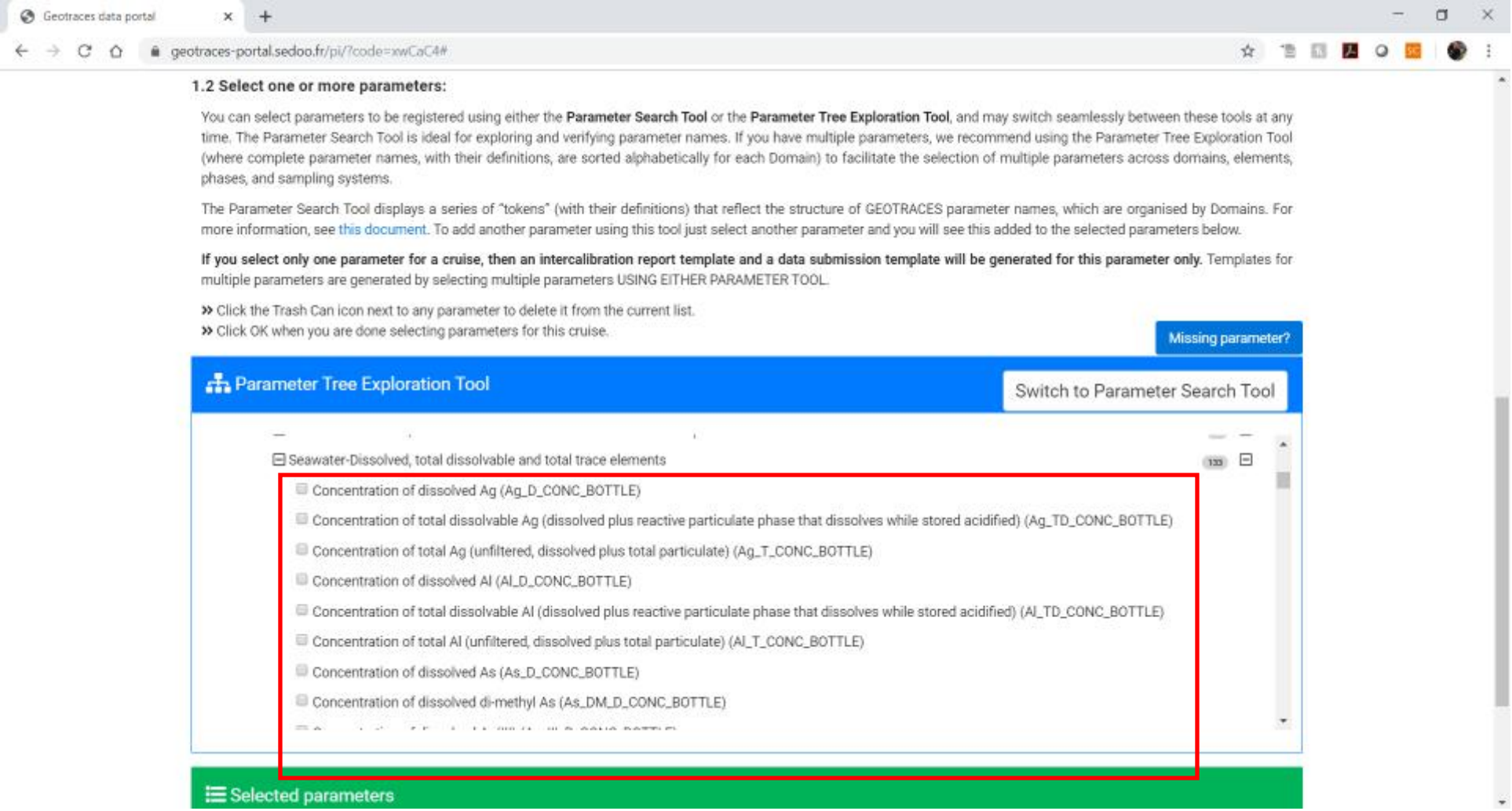
Step 1.2 (cont.)

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



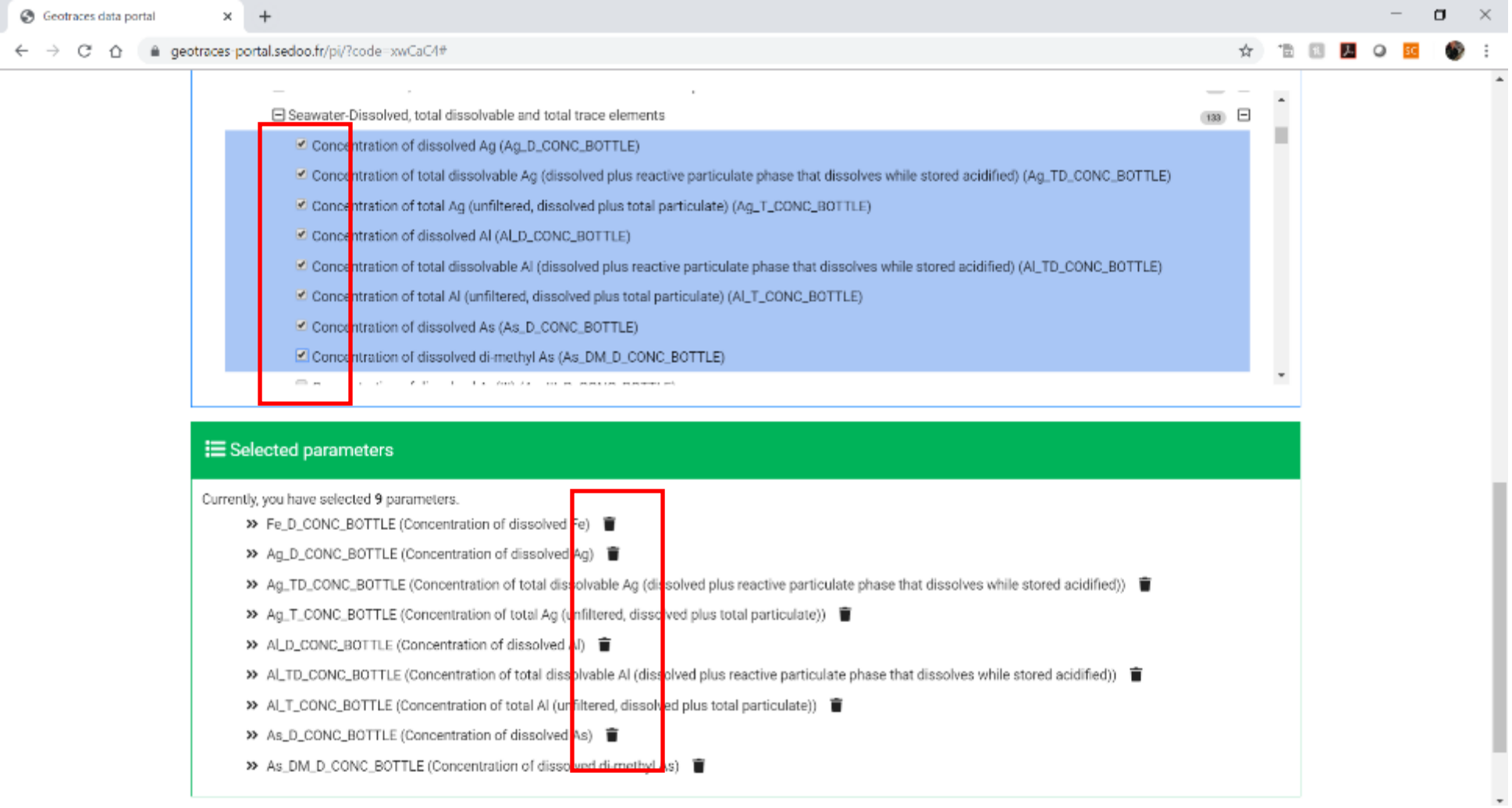
Step 1.2 (cont.)

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



Step 1.2 (cont.)

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

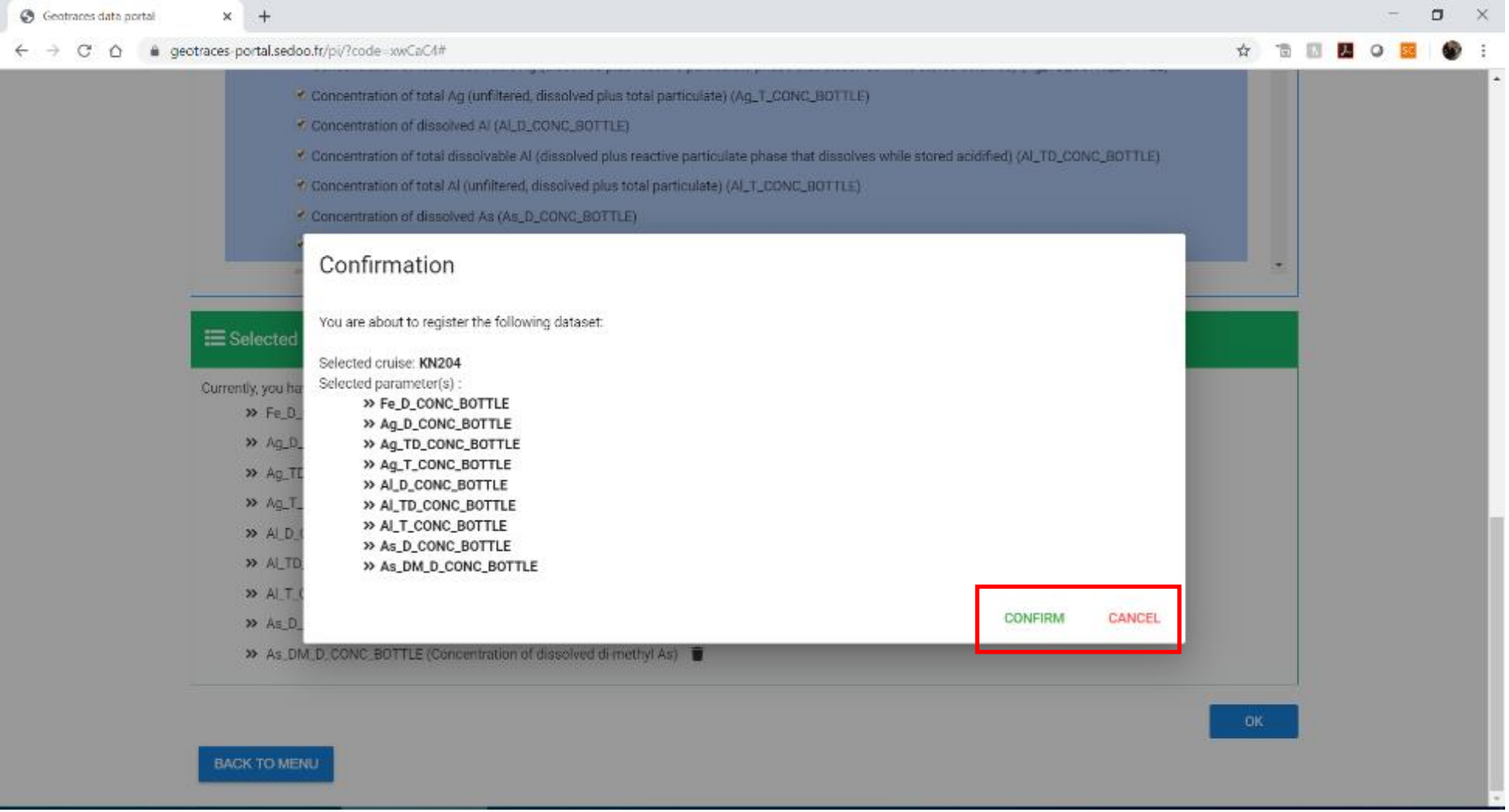


Step 1.2 (cont.)

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.

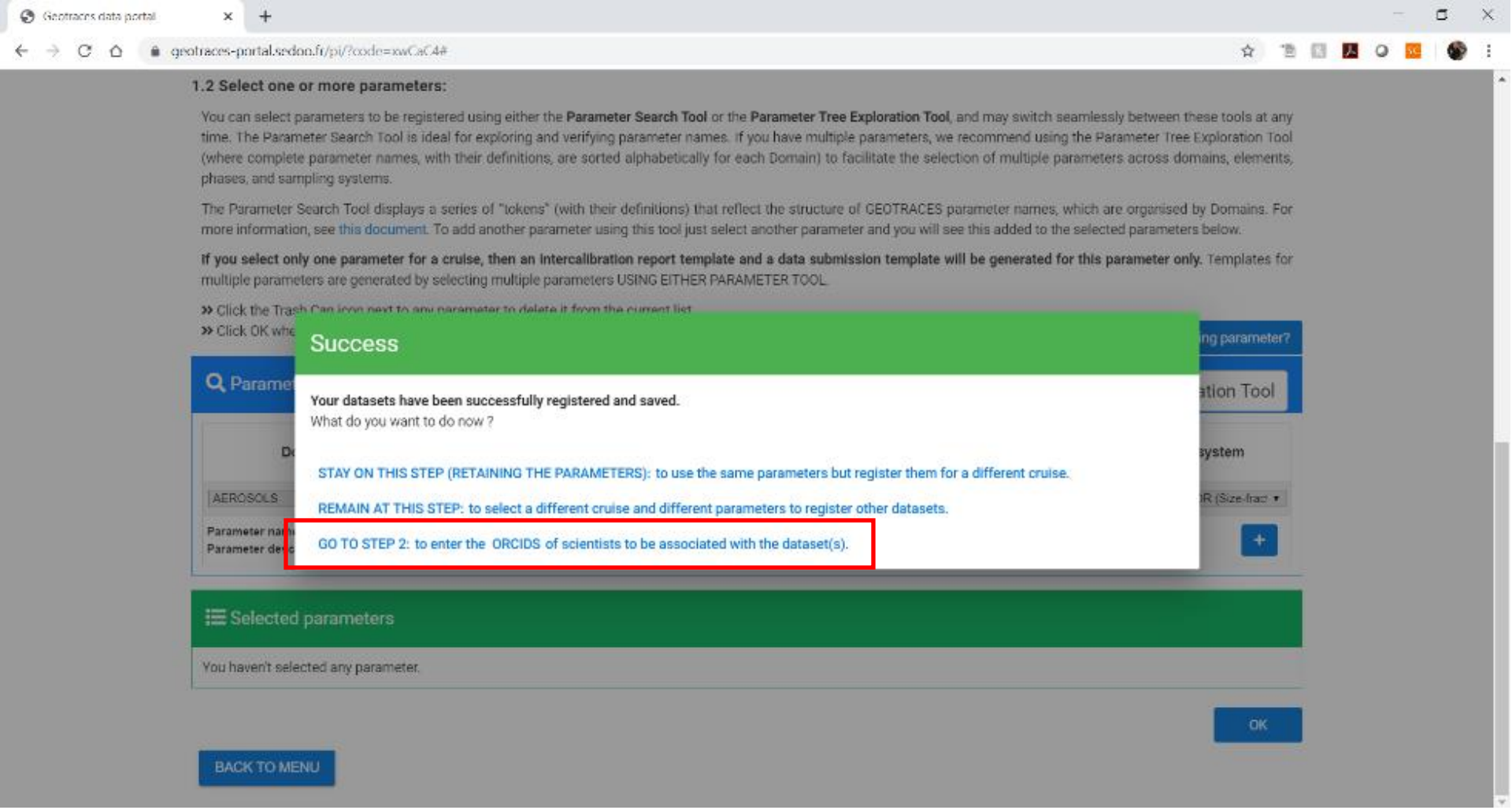


Step 1.2 (cont.)

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.



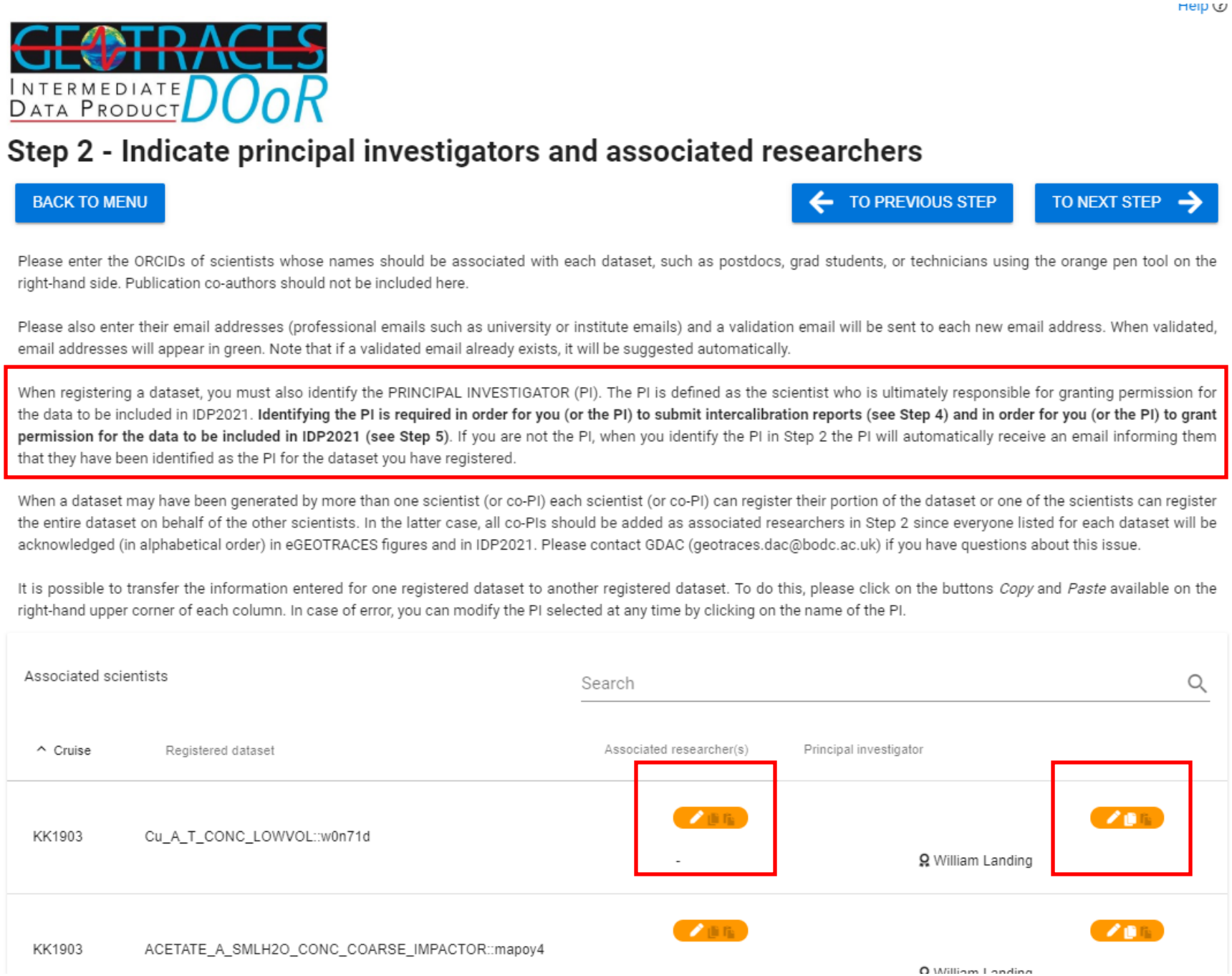
Step 1.2 (cont.)

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.

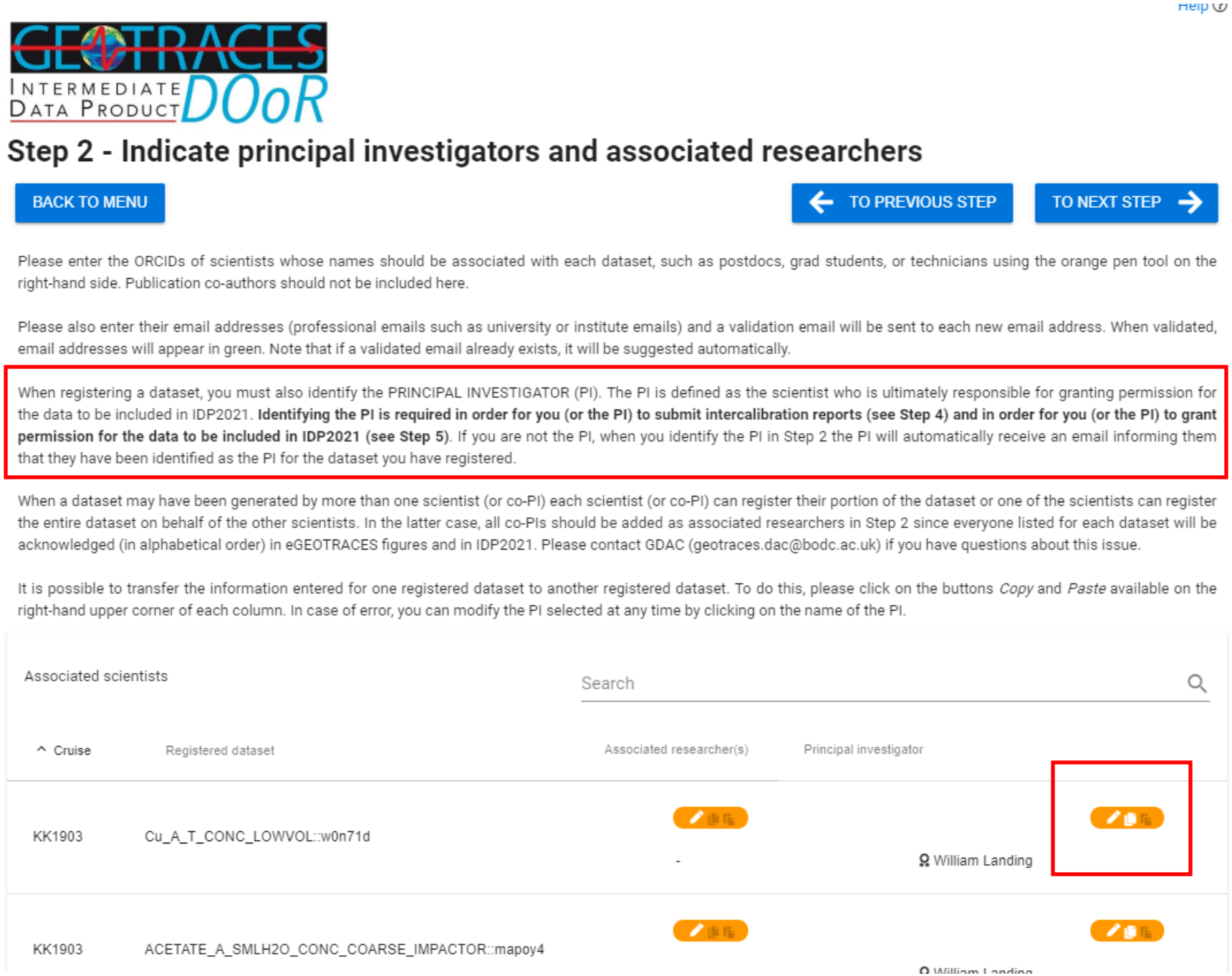
You could GO TO STEP 2 to enter the ORCIDs of scientists you want to be associated with each data set. You can also return to Step 2 at a later date.



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

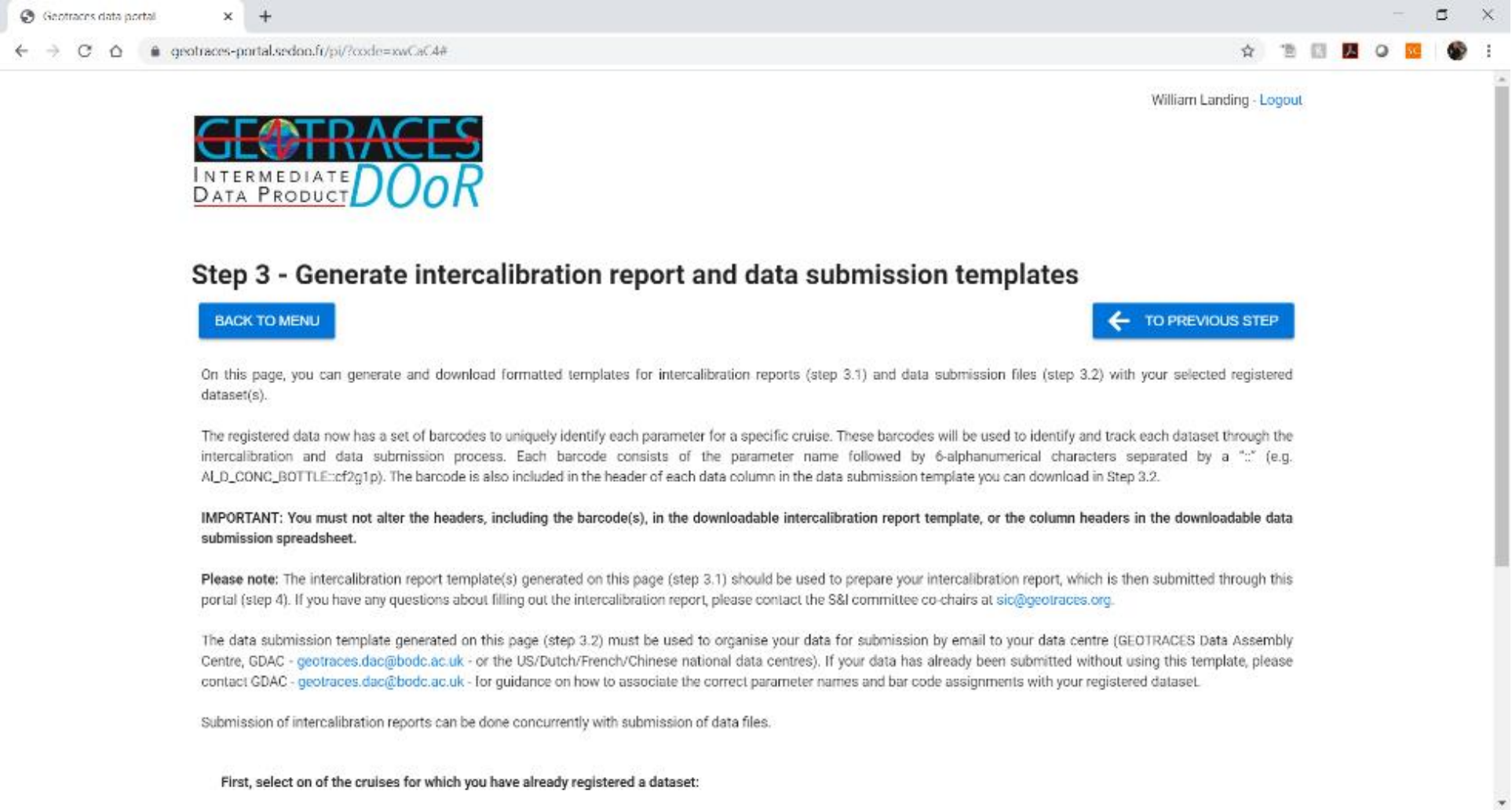
Click the orange pencil icons to add the PI and the data generators with each dataset, cruise-by-cruise and parameter-by-parameter. You will need the ORCIDs and institutional email addresses of those people.

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.



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 IDP) 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.

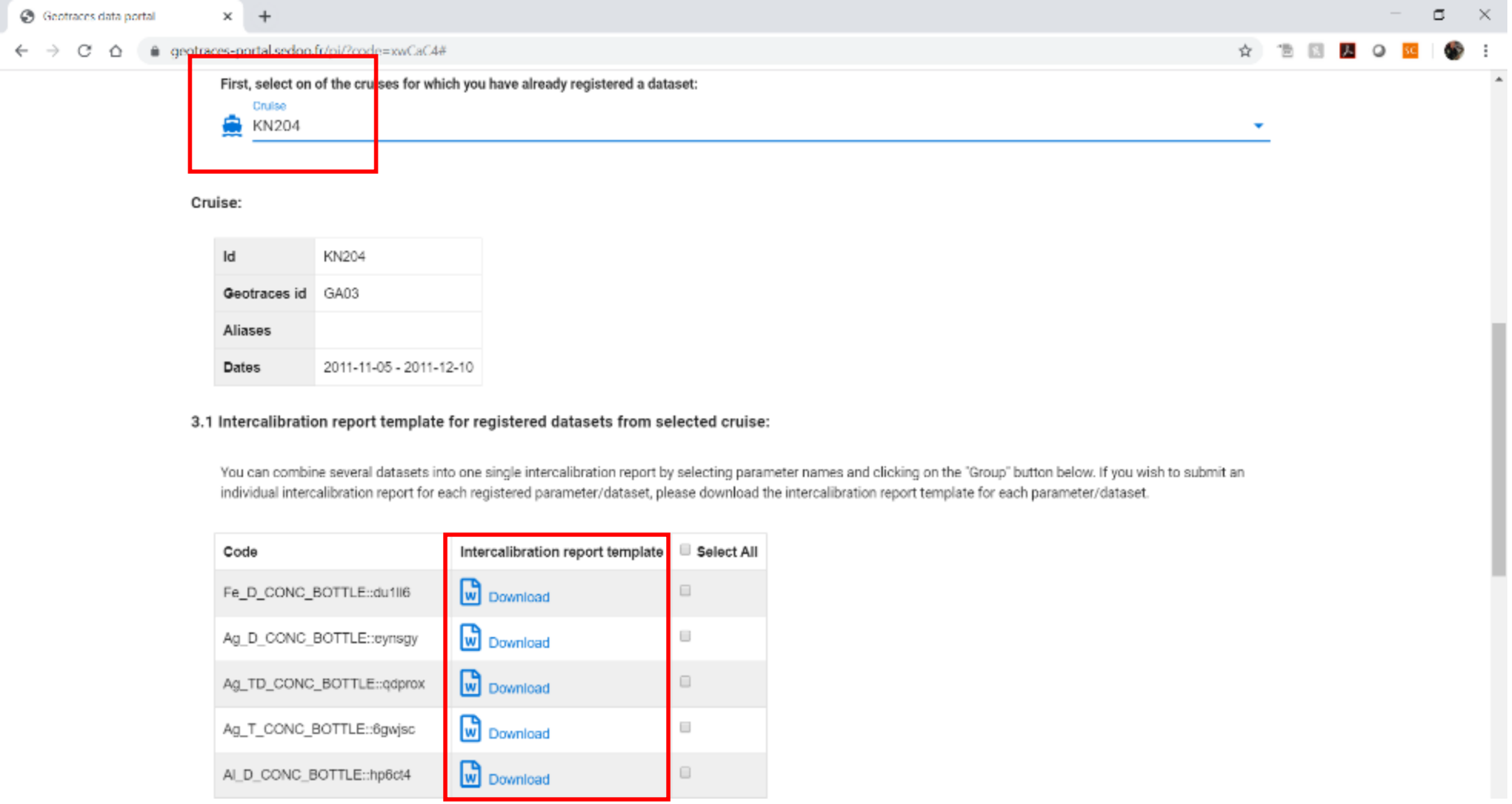


Step 3: Generating intercalibration report and data submission templates.

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

Read the general instructions for preparing intercalibration reports.

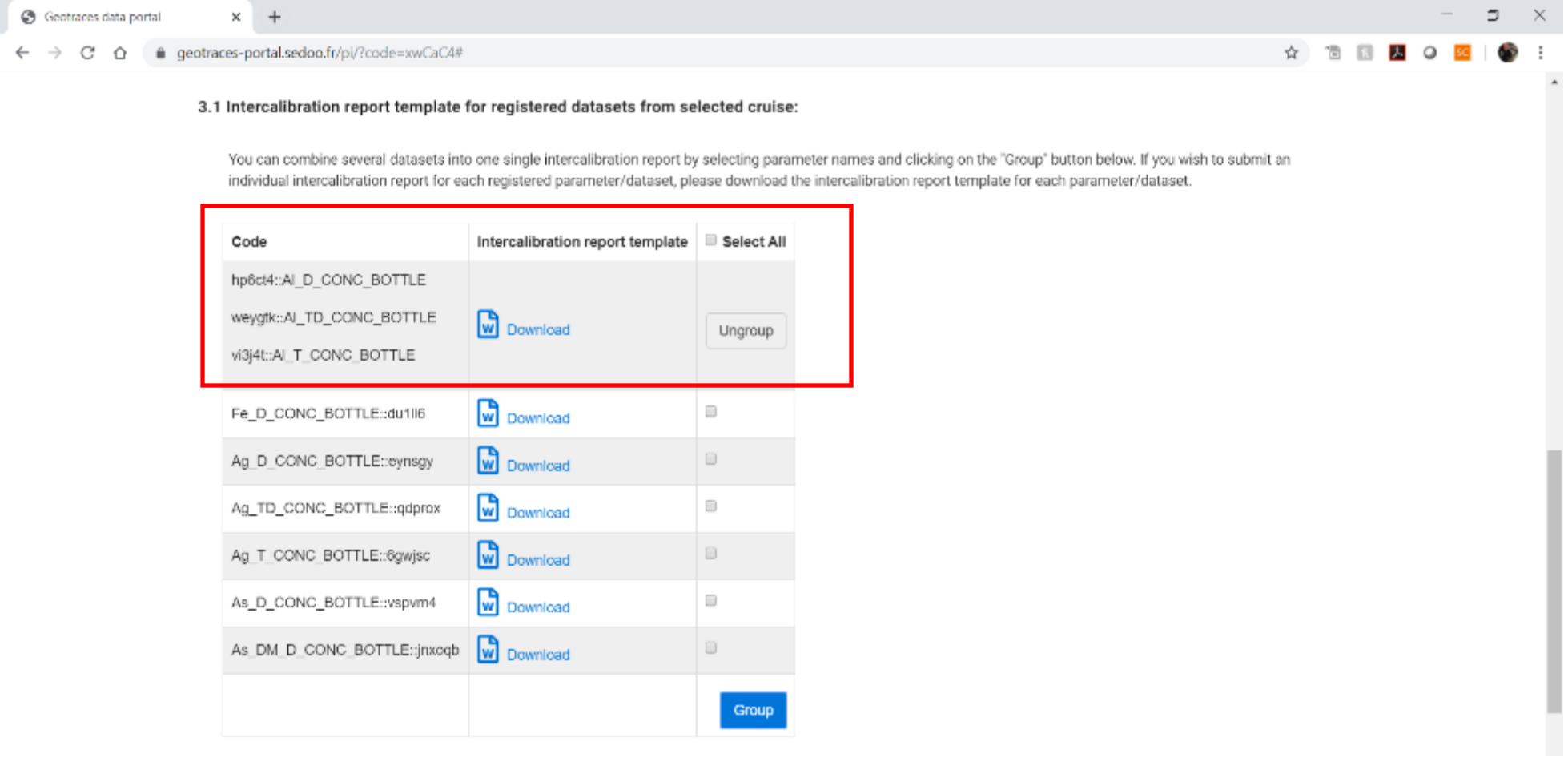
Pay special attention to the “barcode” information. It is essential that you retain the unique barcodes that associate you (the data submitter) with each cruise and each parameter in your datasets. These barcodes will be used to track each dataset through every step leading to IDP.



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).

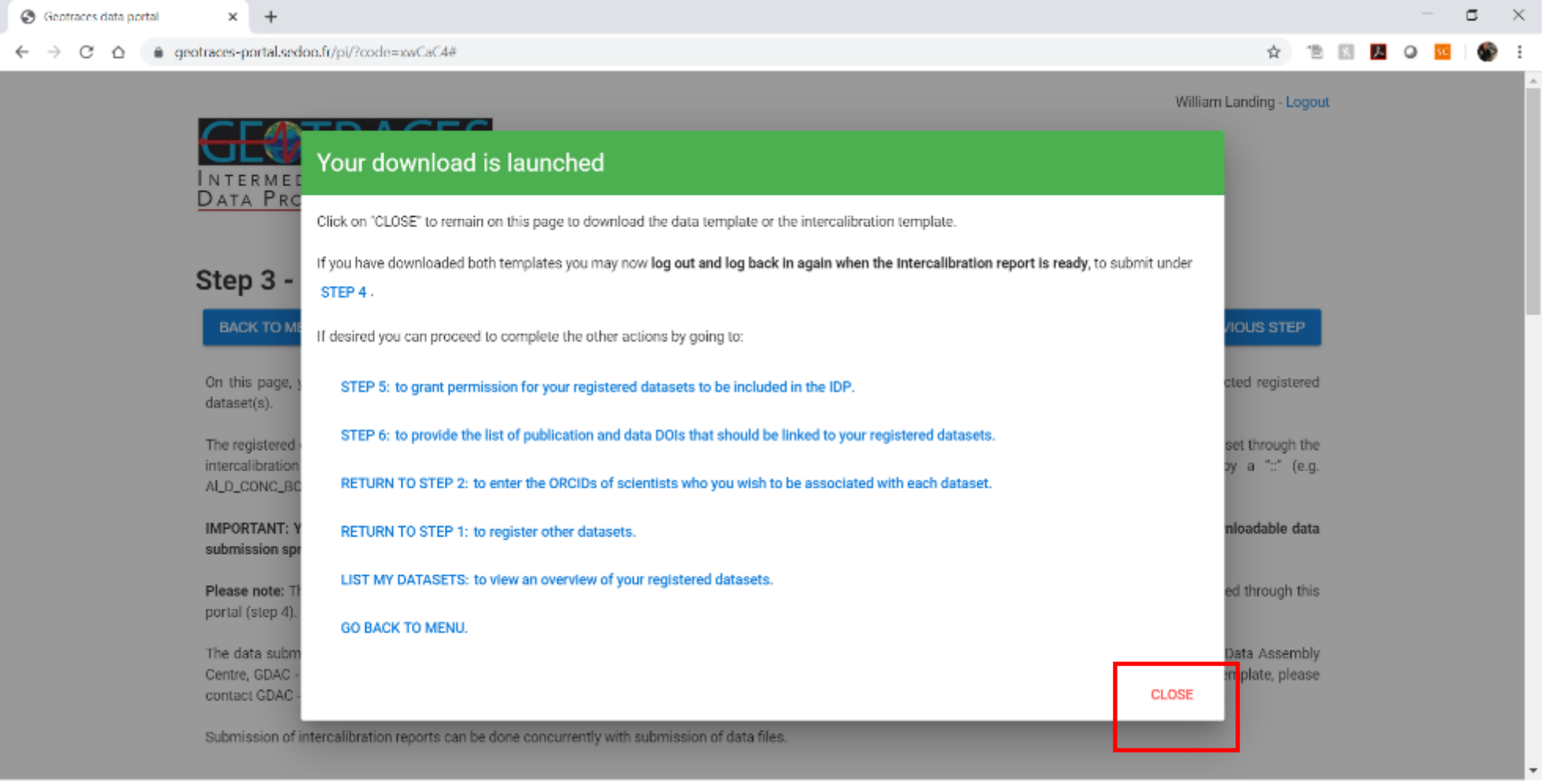


Step 3.1: Generating intercalibration reports.

In this example, it made sense to Group the Al parameters for the intercalibration report because the same analytical methods were used for all of them.

You can now download an Intercalibration template (Word file) for each parameter or group of parameters.

After each download, a popup will appear (next slide).



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-exercices)? 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.).

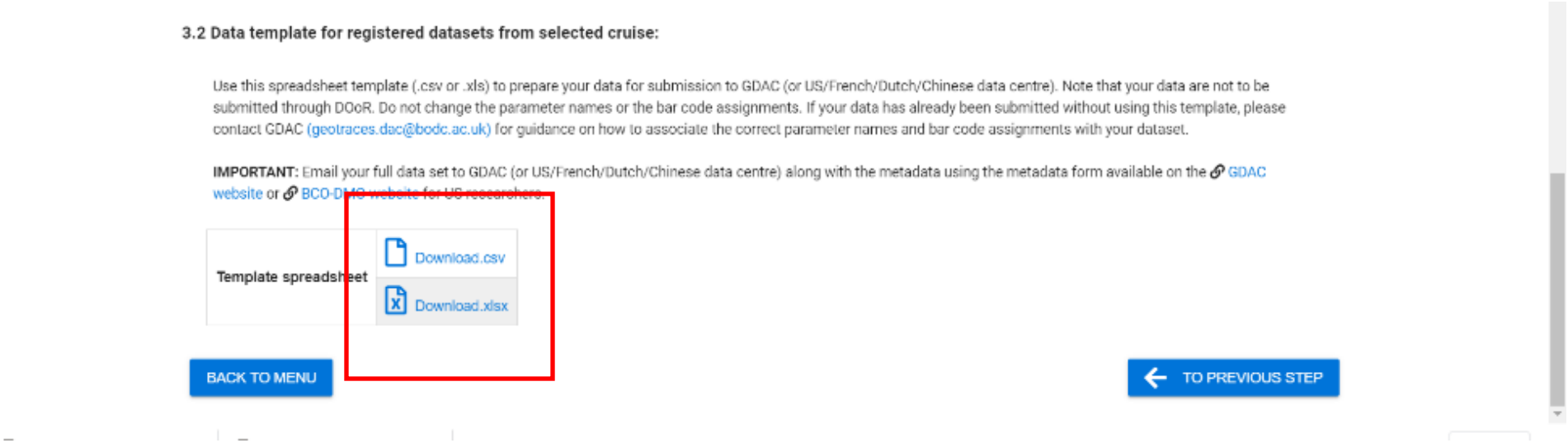
3. Briefly outline the analytical methodology used in your laboratory, and

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.

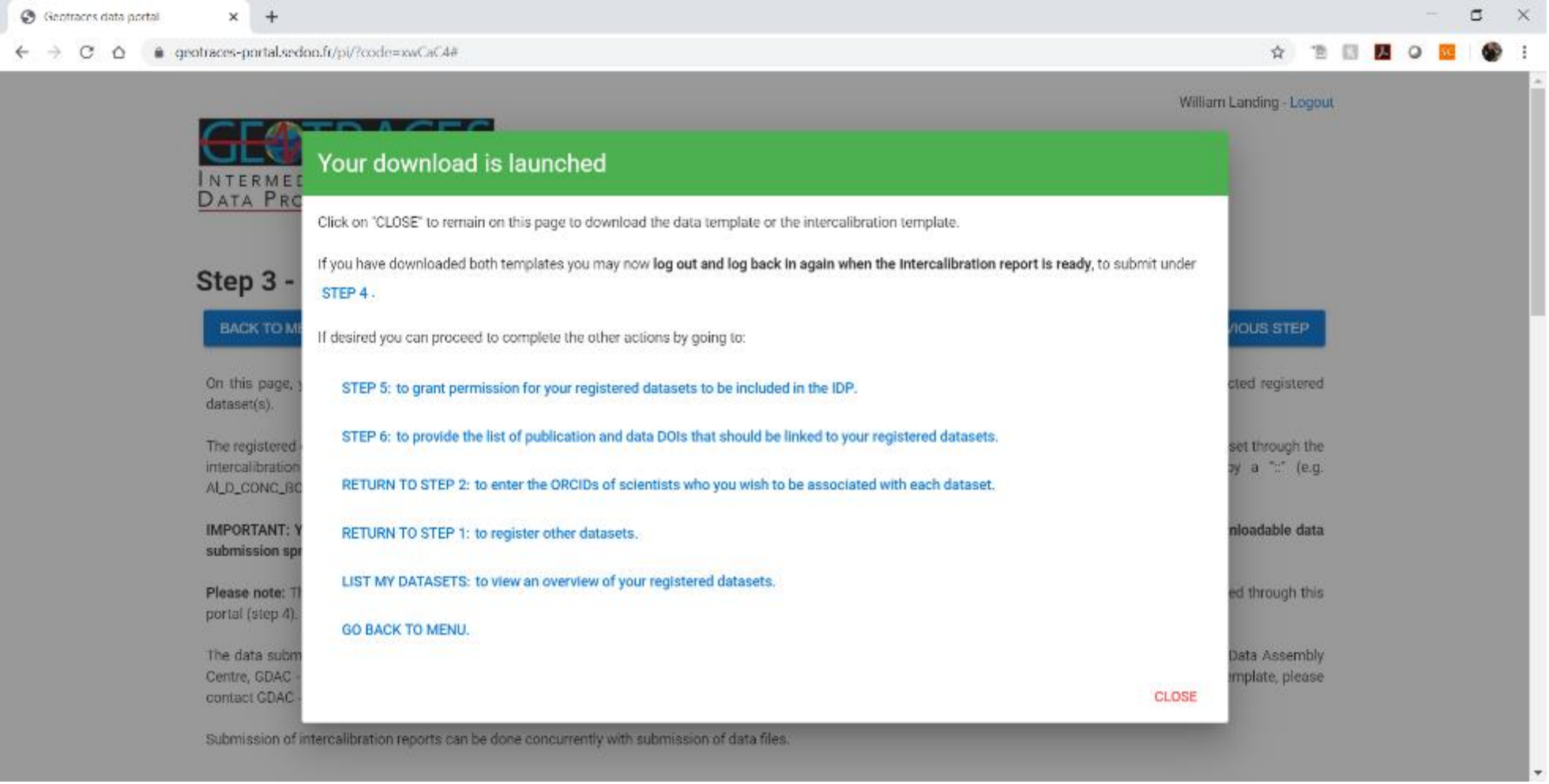
You should now go to Step 3.2 to download the data submission template file.



Step 3.2: Data submission template files

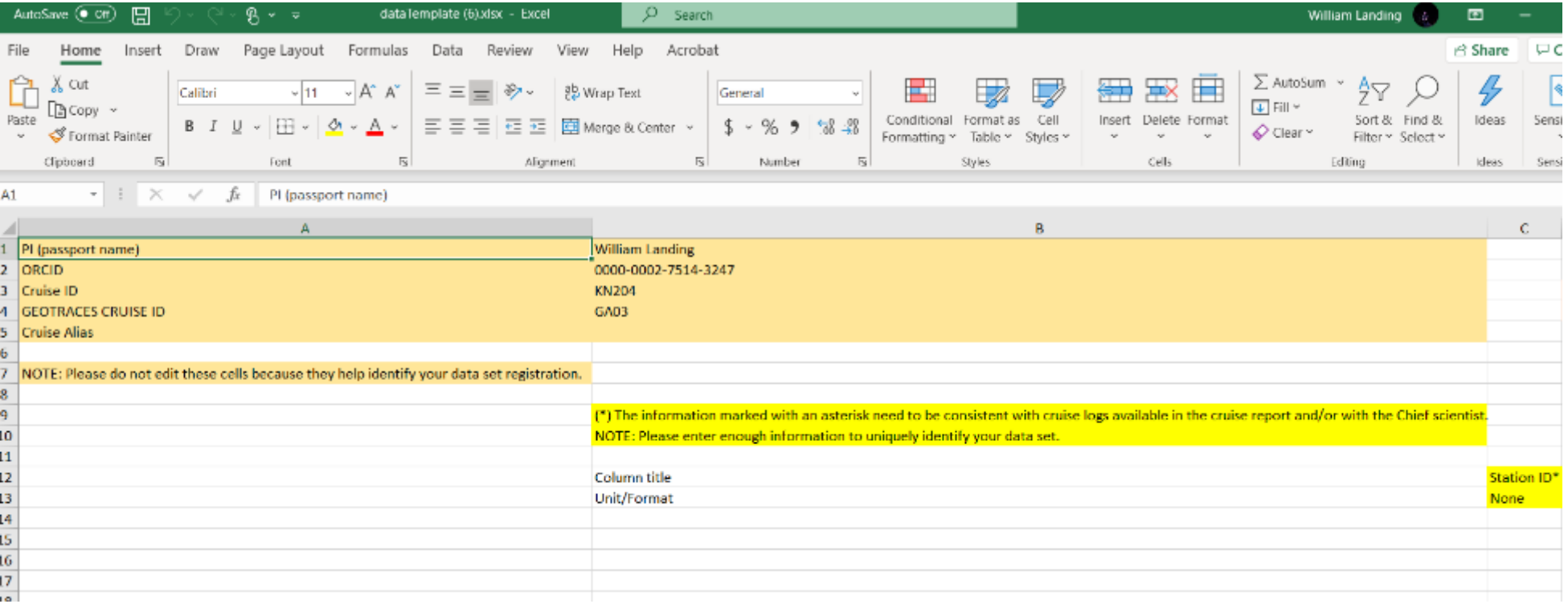
After downloading the intercalibration template files, you should download the data submission template file. This file (Excel or .csv text format) will show the metadata that has been collected thus far for your dataset registration and will list every parameter (with its barcode). This template should 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 IDP.

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) 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.



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.



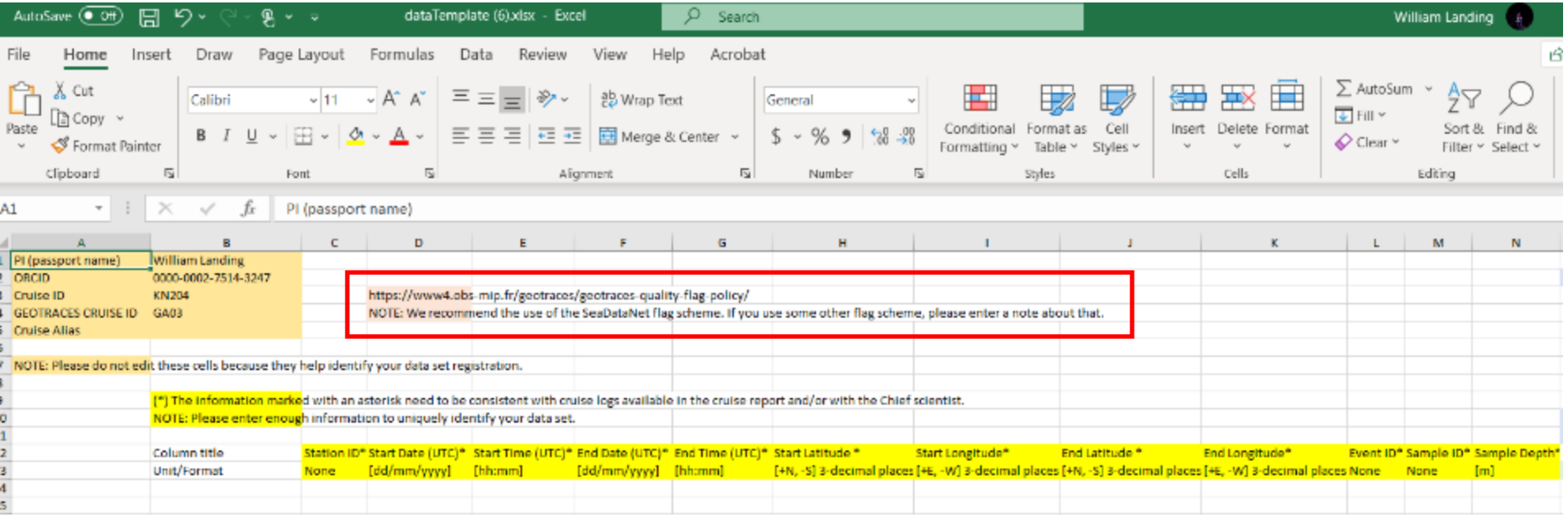
Step 3.2: The data submission template

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.



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.

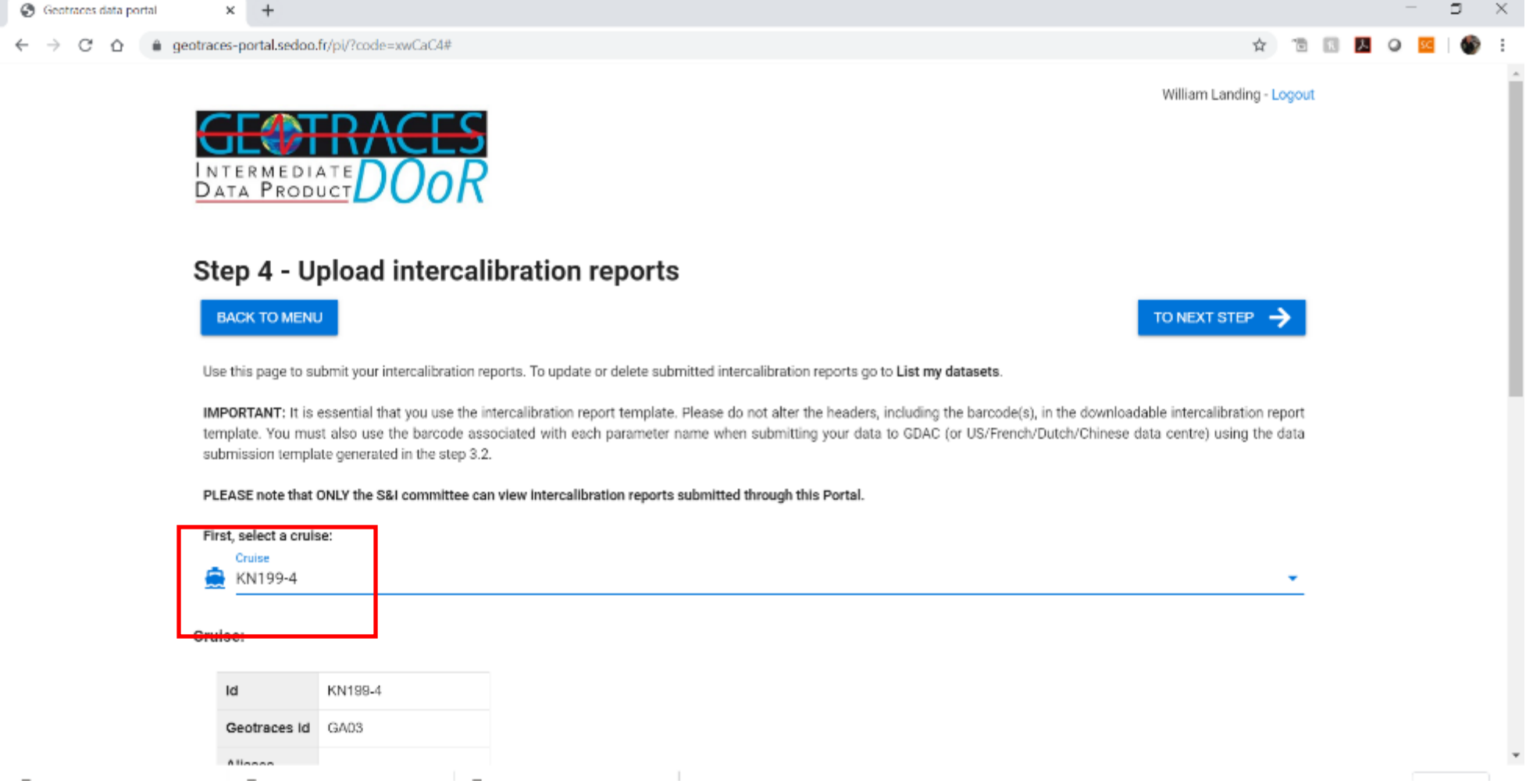
NOTE: The 6-digit barcode must not be changed. Please use this data template or add the barcodes to your data submission to GDAC or your data center.
NOTE: We prefer that you report 1SD precision, but please make it clear in your metadata if you use some other precision estimate and edit the 1SD text 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::eynsgy	1SD::Ag_D_CONC_BOTTLE::eynsgy	Flag::Ag_D_CONC_BOTTLE::eynsgy	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) 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).

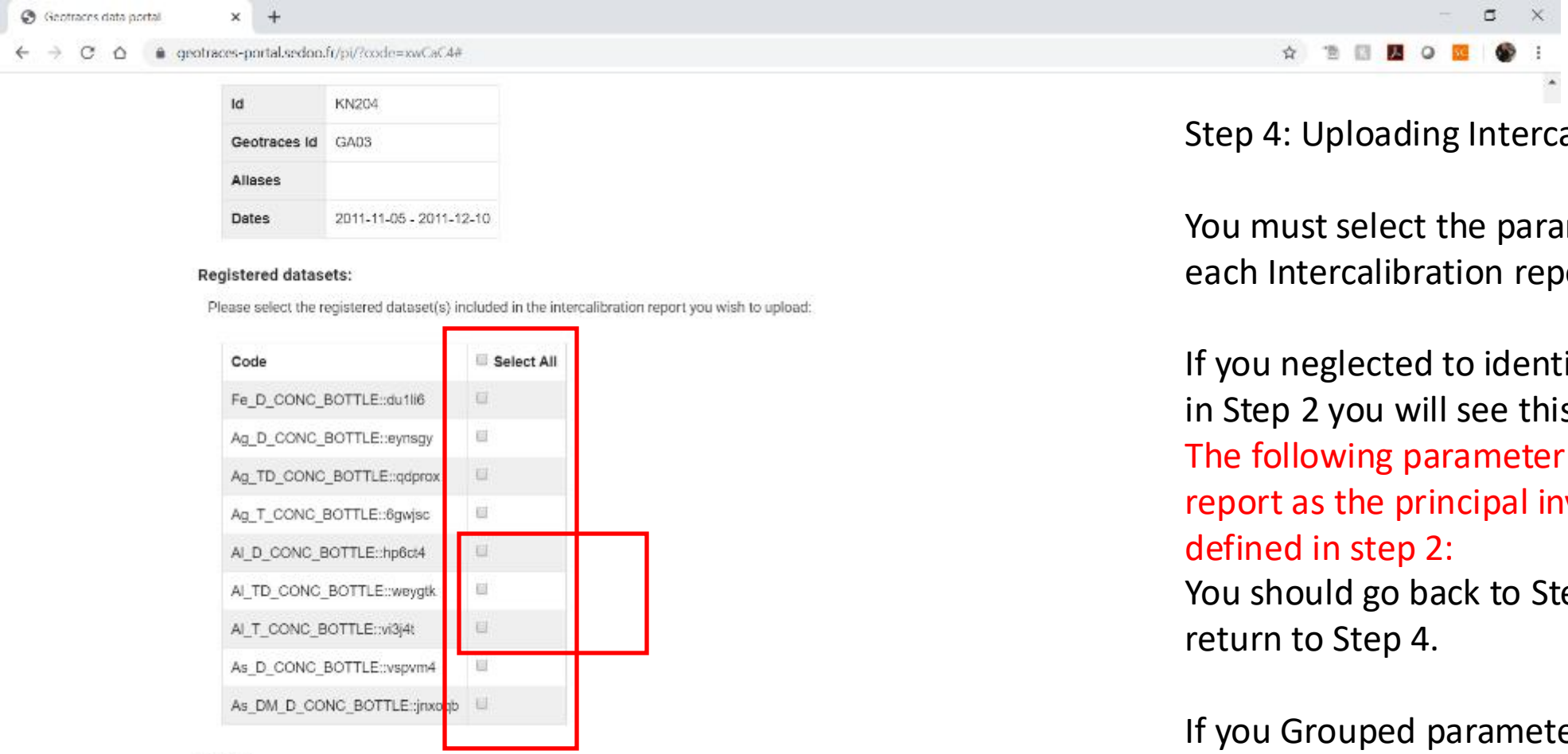


Step 4: Uploading Intercalibration reports

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.

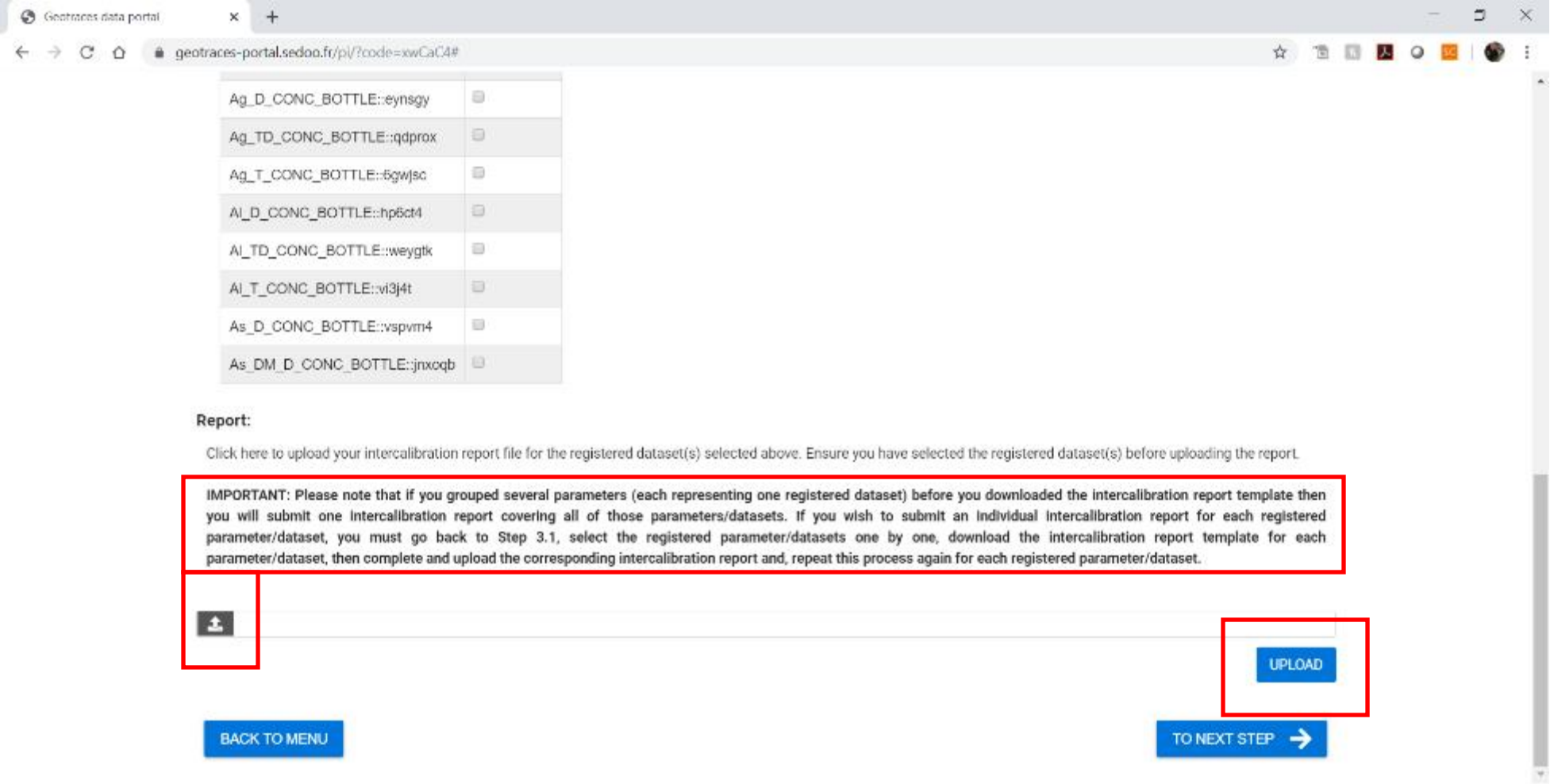


Step 4: Uploading Intercalibration reports

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).

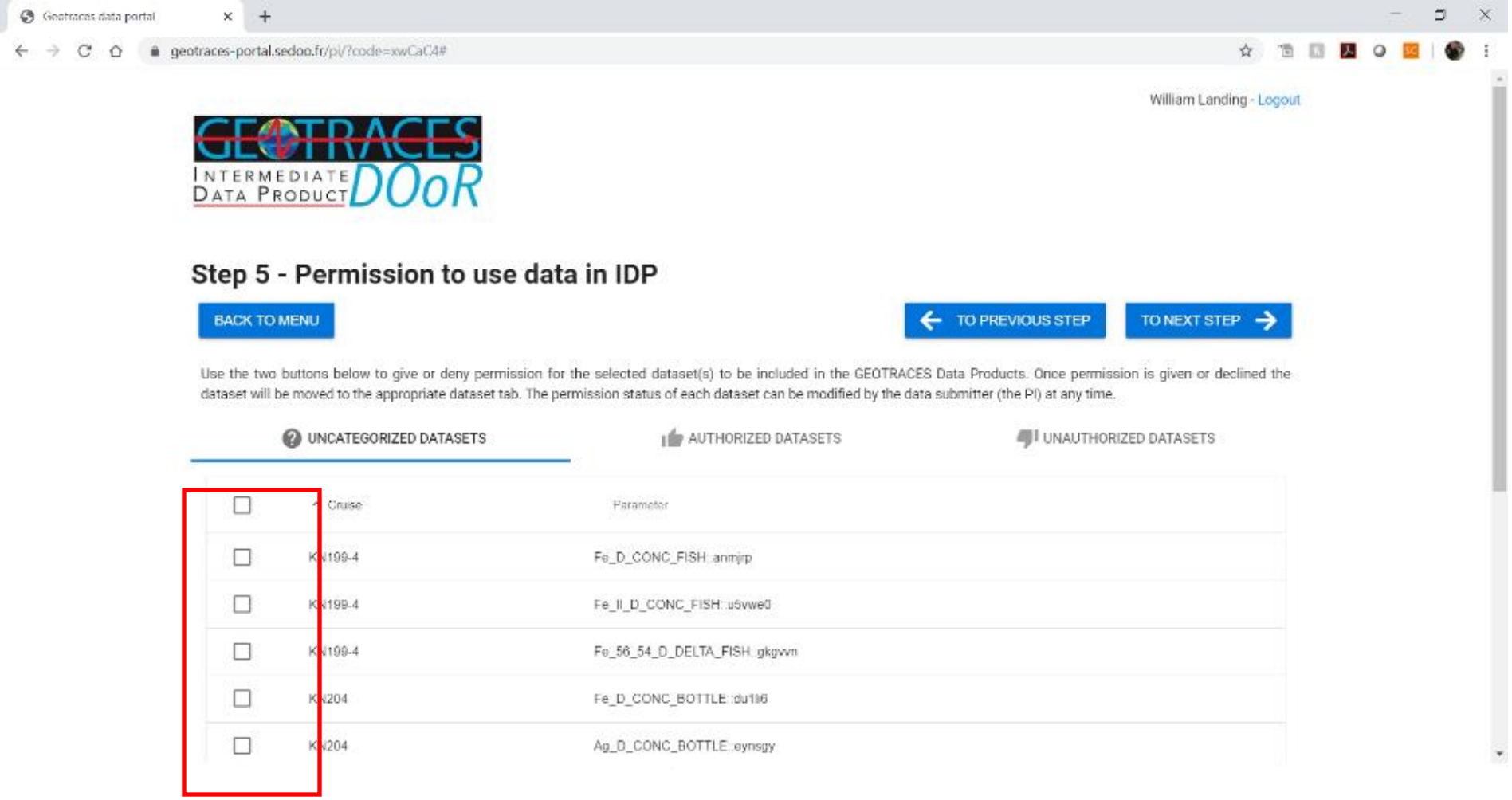


Step 4: Uploading Intercalibration reports

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.

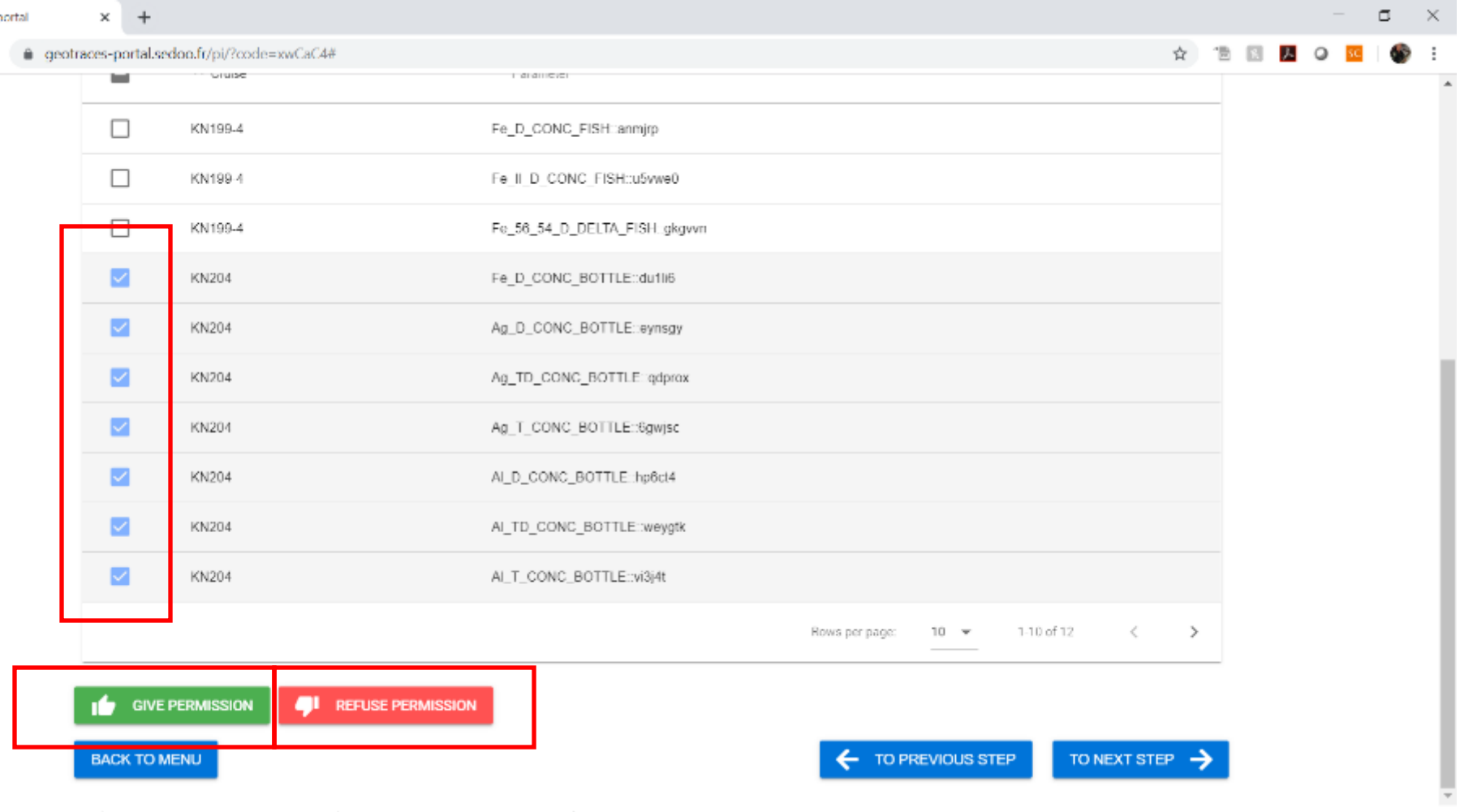


Step 5: Granting permission to use data in a GEOTRACES IDP.

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 IDP.

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

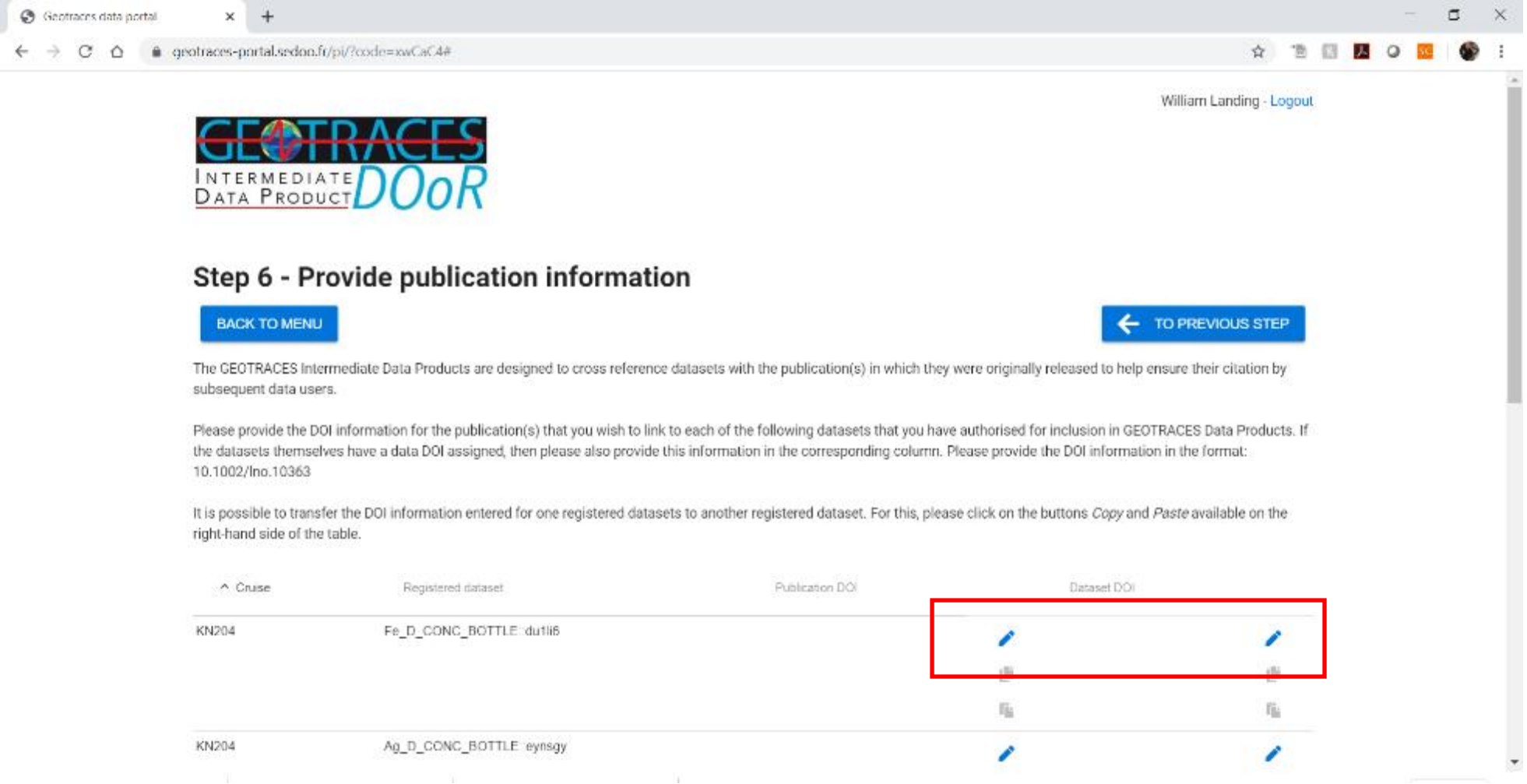
Remember that IDP will be made available under the GEOTRACES “Fair Use Agreement” (available at this link: https://www4.obs-mip.fr/wp-content-omp/uploads/sites/31/2019/12/Fair_Data_Use_Statement-for-IDP2021-1.pdf)



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 IDP.

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.



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

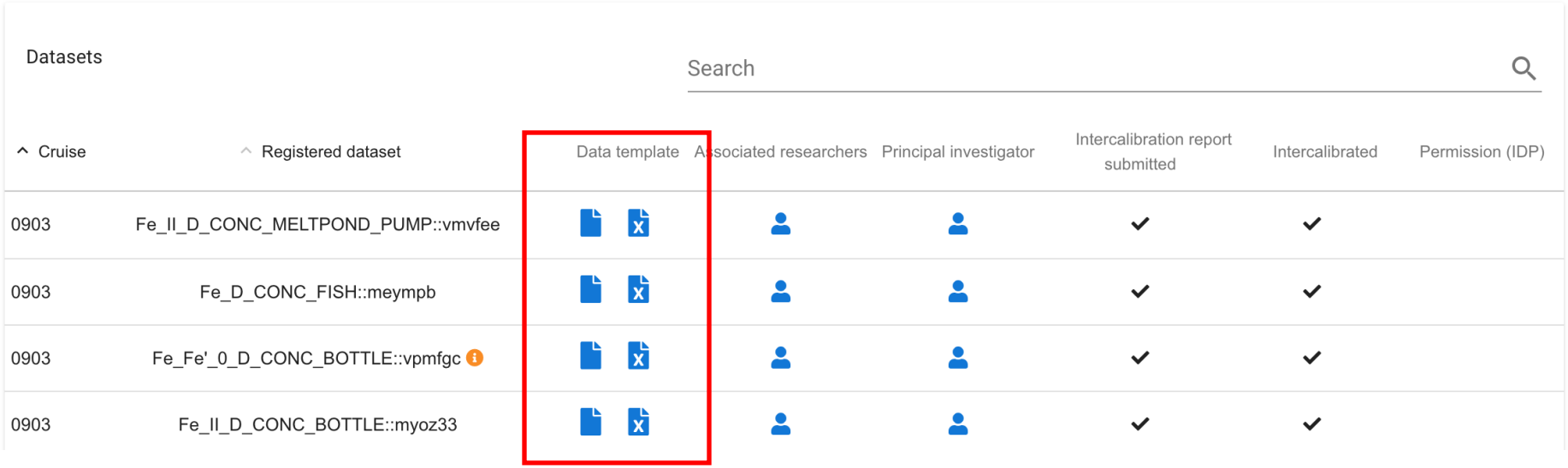
BACK TO MENU

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 »

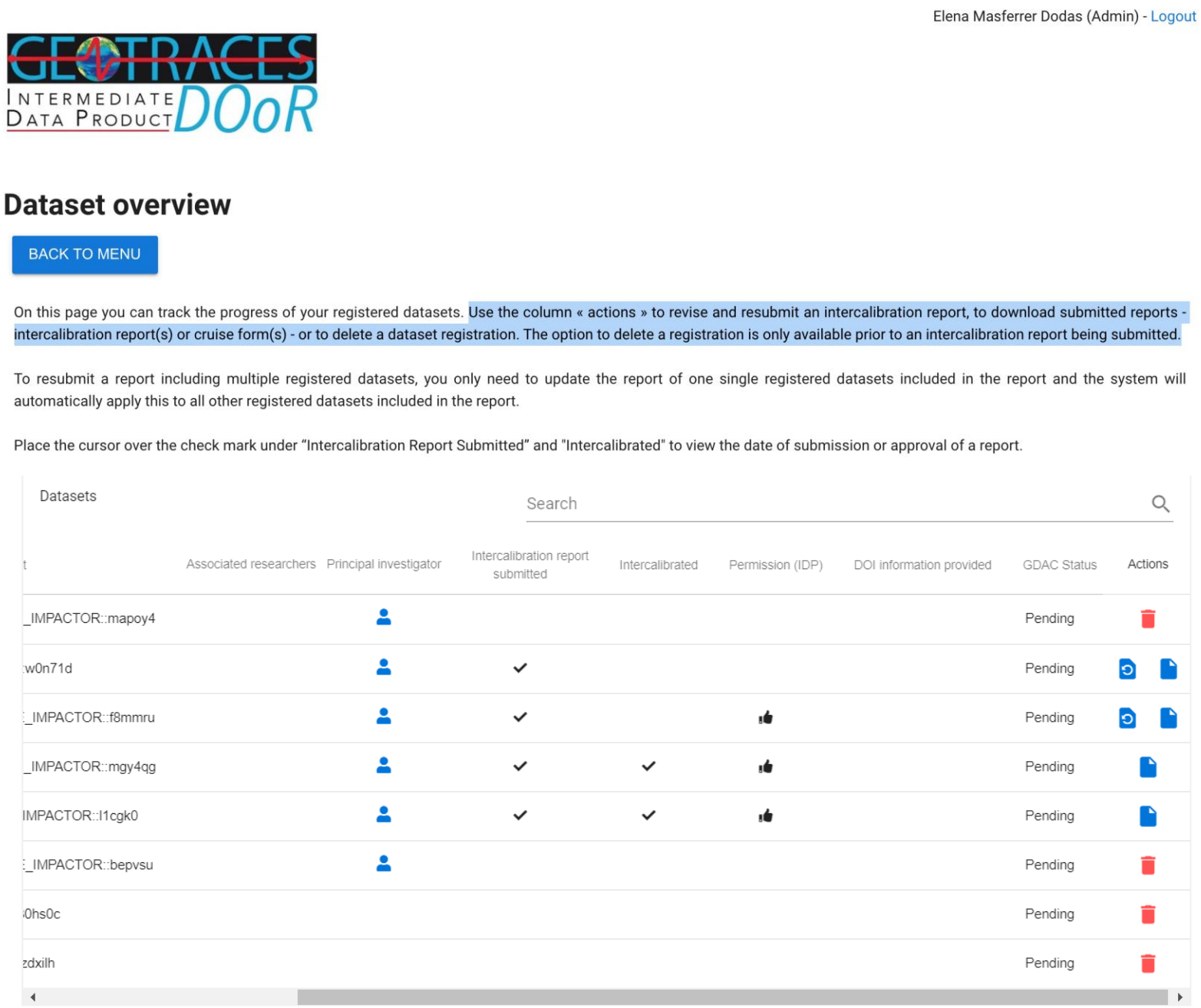
Place the cursor over the check mark under “Intercalibration Report Submitted” and "Intercalibrated" to view the date of submission or approval of a report.



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 .xlxs file respectively.

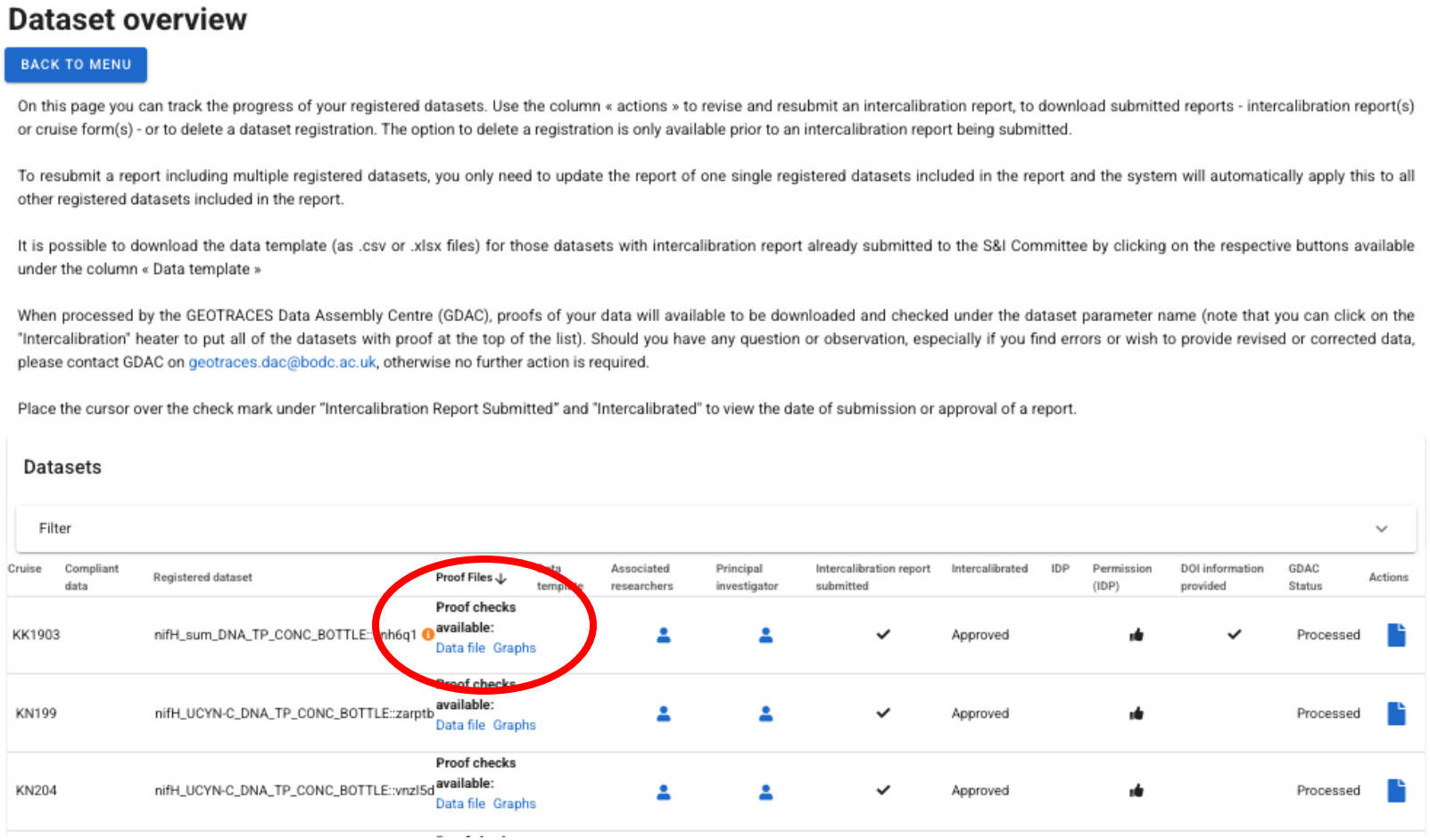


List My Datasets:

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

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).



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 view them by clicking on the “Data file” and “Graphs” links available under the column “Proof files”.

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, otherwise no action is required.

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

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