

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.

The screenshot shows the ORCID login page in a web browser. The URL in the address bar is `orcid.org/signin?oauth&client_id=APP-URDZWNWTOU5HZVLEU&response_type=code&scope=/authenticate&redirect_uri=https://geotraces-portal.sedoo.fr/pi/`. The page features the ORCID logo at the top. Below it, the text "Sign into ORCID or [Register now](#)" is displayed, with "Register now" highlighted by a red rectangle. Underneath, there are two tabs: "Personal account" (selected) and "Institutional account". The main heading is "Sign in with your ORCID account". The login form includes an "Email or ORCID iD" field containing "0000-0002-7514-3247", an "ORCID password" field with masked characters, and a "Sign into ORCID" button highlighted by a red rectangle. Below the password field, there is a link: "Forgotten your password? Reset it here". At the bottom, there is a section "Sign in with a social media account" with buttons for "Sign in with Google" and "Sign in With Facebook".


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.



Welcome to the GEOTRACES Data for Oceanic Research (D0oR) Portal

- » Step 1 - Register datasets
- » Step 2 - Indicate principal investigators and associated researchers
- » Step 3 - Generate intercalibration report and data submission templates
- » Step 4 - Upload intercalibration reports
- » Step 5 - Give permission to use my data in the IDP
- » Step 6 - Provide publication information
- » List my datasets
- » Update your email and/or affiliation

! IMPORTANT ! A major change with IDP2021 is our move away from the formal registration step towards adherence to a fair use agreement available [here](#), to cover appropriate recognition of associated researchers in the subsequent usage of IDP.

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 D0oR 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

Geotraces data portal

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

William Landing - Logout

GEOTRACES
INTERMEDIATE
DATA PRODUCT *DOOR*

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"/>
KN204	GA03		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) if you have questions about this issue.

Geotraces data portal

GEOTRACES
INTERMEDIATE
DATA PRODUCT *DOOR*

William Landing - Logout

Step 1 - Register datasets

BACK TO MENU

1.1 Select a cruise

Scroll down and select a cruise

You can indicate if the cruise is missing or not

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	
KN193-4	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.

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 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_SMLH2O (Aerosol / Soluble mild leach with ultrapure water)	CONC (Concentration)	COARSE_IMPACTOR (Size-fraction)

Parameter name: ACETATE_A_SMLH2O_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).

Geotracers data portal

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

PE321	GA02 Leg2	64PE321	2010-06-10	2010-07-07	
JC057	GA02 Leg3		2011-03-01	2011-04-05	
KM204	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 are defined) defines the phases, and sampling systems. The Parameter Definition Committee defines the parameters. For more information, see the Parameter Definition Committee page.

If you select only one parameter, you can click the "Missing Parameter" button. If you select multiple parameters, you can click the "Missing Parameter" button.

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-fraction)

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 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.

Parameter Search Tool

Switch to Parameter Tree Exploration Tool

Domain	Element / Compound	Oxidation state (opt.)	Atomic mass (opt.)	Phase	Data type	Sampling system
ACROSOLS	ACETATE	-	-	A SML1/2O (Aerosol / Soluble mild leach with ultrapure water)	CONC (Concentration)	COARSE_IMPACTOR (Size-fractionation of acetate concentration in aerosols collected with size fractionation using a weak leach (ultrapure water))
BIOGEOGRAPHY AND BIOGEOCHEMISTRY	COARSE_IMPACTOR					
LIGANDS						
PARTICULATE TEIS						
POLAR						
PRECIPITATION						
BACK TO MENU						

OK

» Click OK when you are done selecting parameters for this cruise.

Missing parameter?

[Parameter Search Tool](#)

Switch to Parameter Tree Exploration Tool

The screenshot shows the 'New Data Entry' window. The 'Domain' dropdown menu is open, displaying a list of categories. The 'ACROSOLS' category is selected and highlighted in blue. The background table shows the following data for the first row:

Domain	Element / Compound	Oxidation state (opt.)	Atomic mass (opt.)	Phase	Data type	Sampling system
ACROSOLS	ACETATE	-	-	A. SMIL120 (Aerosol / Soluble mild leach with ultrapure water)	CONC (Concentration)	COARSE_IMPACTOR (Size-fraction)

OK

Geotrac data portal

1.2 Select one or more parameters

You can select parameters to be registered in the database. The Parameter Search Tool is designed to help you find parameters (where complete parameter names, phases, and sampling systems).

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

Domain: DISSOLVED_TISS

Parameter name: Ac_227_D_CONC

Parameter description: Concentration (or activity) of dissolved 227AC

Missing parameter?

Switch to Parameter Tree Exploration Tool

Domain	Oxidation state (opt.)	Atomic mass (opt.)	Phase	Data type	Sampling system
Ac		227	D (Dissolved)	CONC (Concentration)	ROBOT_PUMP (Seawater collector)

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=xxCaC4#

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=xxCaC4#

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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

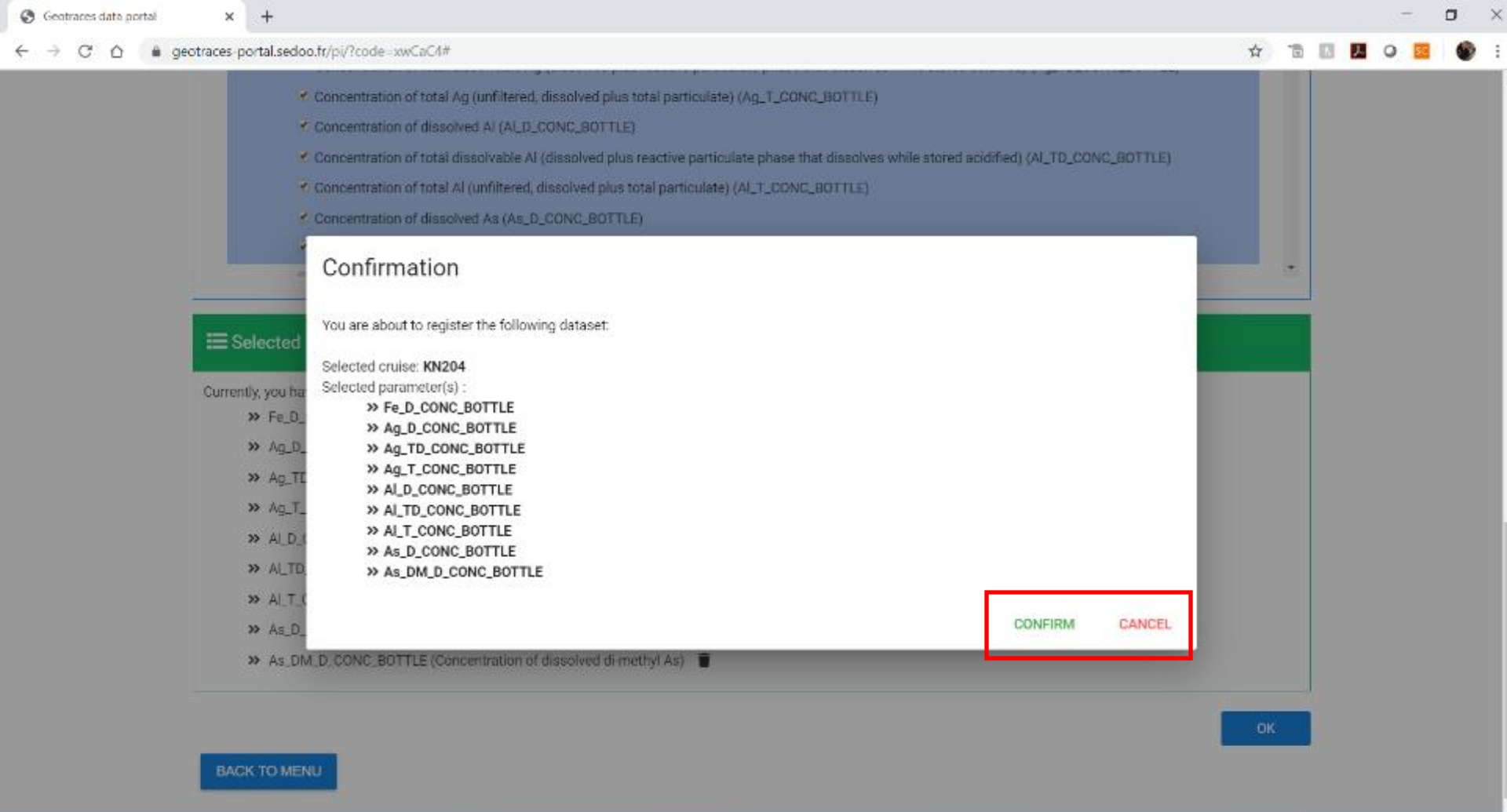
BACK TO MENU

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.

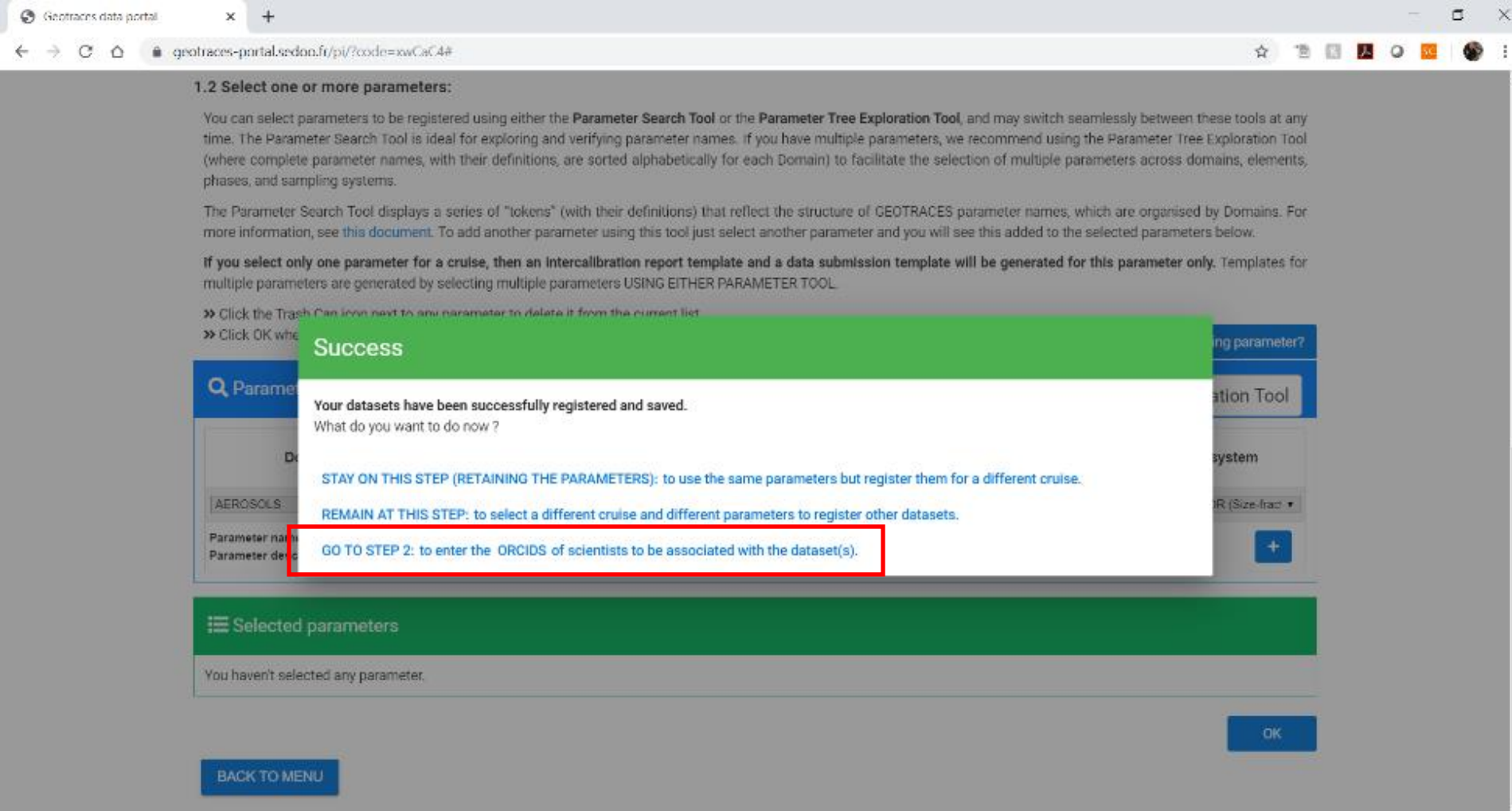


Step 1.2 (cont.)

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.



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.

Geotraces data portal

geotraces portal.sedoo.fr/pi/?code=xxwCaC4#

1.2 Select one or more parameters:

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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

AEROSOLS

BiogEOTRACES

DISSOLVED TEIS

HYDROGRAPHY AND BIOGEOCHEMISTRY

LIGANDS

PARTICULATE TEIS

POLAR

PRECIPITATION

462

635

1874

287

340

2094

3604

1436

Missing parameter?

Switch to Parameter Search Tool

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=xxwCaC4#

1.2 Select one or more parameters:

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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=xxwCaC4#

1.2 Select one or more parameters:

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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

- Boat pump
- Bottle
 - Seawater-Dissolved ligands and inorganic elements
 - Seawater-Dissolved, total dissolvable and total artificial radionuclides
 - Seawater-Dissolved, total dissolvable and total lead isotopes
 - Seawater-Dissolved, total dissolvable and total natural radionuclides
 - Seawater-Dissolved, total dissolvable and total radiogenic isotopes
 - Seawater-Dissolved, total dissolvable and total rare earth elements
 - Seawater-Dissolved, total dissolvable and total trace element isotopes

1874
352
336
30
25
18
40
18
45
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=xxCaC4#

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.

Geotraces data portal










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

Seawater-Dissolved, total dissolvable and total trace elements

- ☒ 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)

Selected parameters

Currently, you have selected 9 parameters.

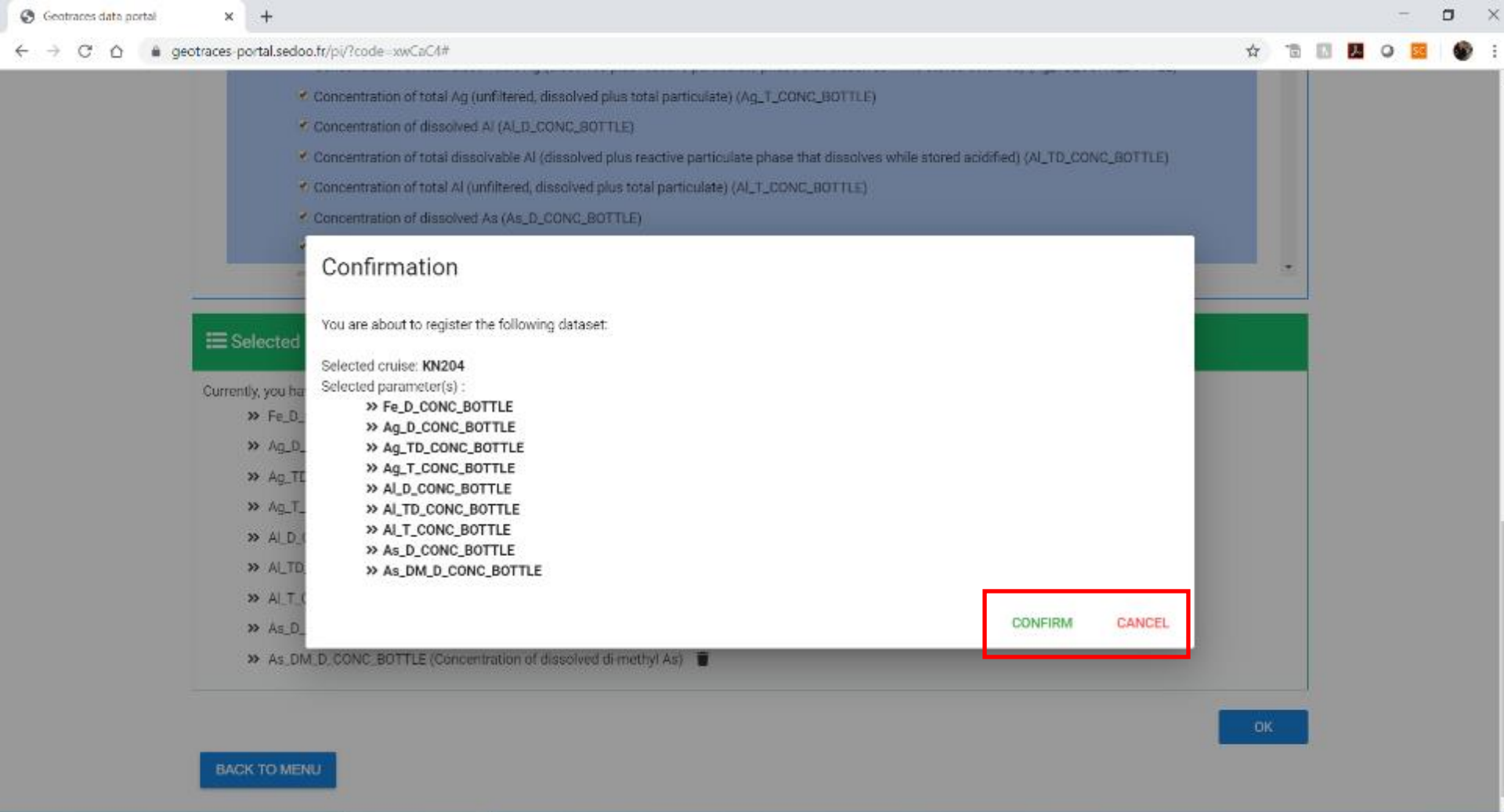
- » Fe_D_CONC_BOTTLE (Concentration of dissolved Fe) 
- » Ag_D_CONC_BOTTLE (Concentration of dissolved Ag) 
- » Ag_TD_CONC_BOTTLE (Concentration of total dissolvable Ag (dissolved plus reactive particulate phase that dissolves while stored acidified)) 
- » Ag_T_CONC_BOTTLE (Concentration of total Ag (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) 

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.

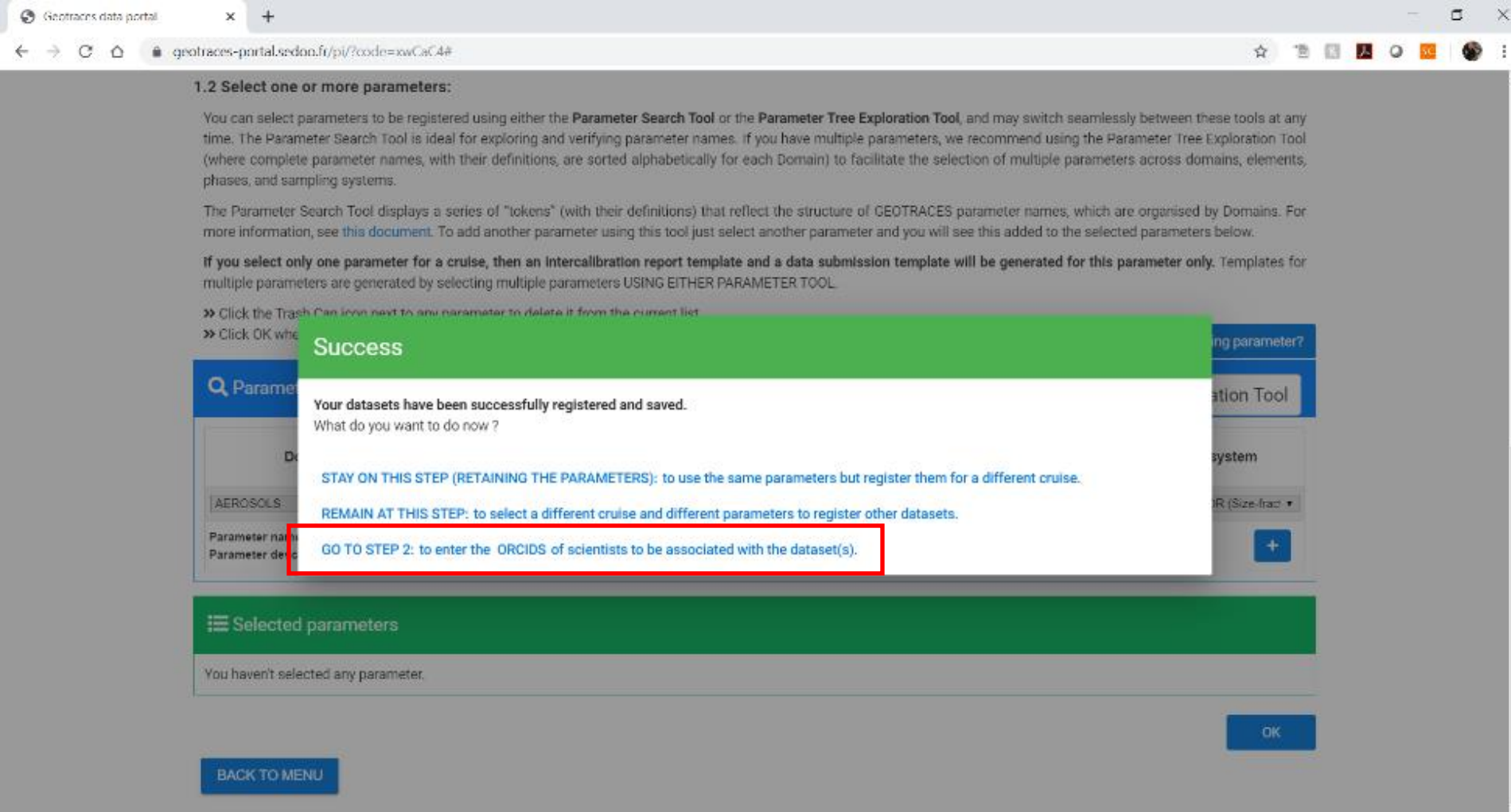


Step 1.2 (cont.)

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.

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 (geotracess.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	<div style="border: 2px solid red; padding: 5px; text-align: center;">  </div>	<div style="border: 2px solid red; padding: 5px; text-align: center;">  </div>
		-	 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		
^ 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 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.

Geotraces data portal

geotraces-portal.srdon.fr/pl/?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.

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 - 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 - 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 IDP.

Geotraces data portal

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	<input type="checkbox"/> 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.sedoo.fr/pi/?code=xwCaC4#

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	<input type="checkbox"/> Select All
hp6ct4::Al_D_CONC_BOTTLE		
weygtk::Al_TD_CONC_BOTTLE	 Download	Ungroup
vi3j4t::Al_T_CONC_BOTTLE		
Fe_D_CONC_BOTTLE::du1ll6	 Download	<input type="checkbox"/>
Ag_D_CONC_BOTTLE::eynsgy	 Download	<input type="checkbox"/>
Ag_TD_CONC_BOTTLE::qdprox	 Download	<input type="checkbox"/>
Ag_T_CONC_BOTTLE::6gwjse	 Download	<input type="checkbox"/>
As_D_CONC_BOTTLE::vspvm4	 Download	<input type="checkbox"/>
As_DM_D_CONC_BOTTLE::jnxqob	 Download	<input type="checkbox"/>
		Group

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).

Geotraces data portal

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

William Landing - Logout

GEOTRACES

INTERMEDIATE DATA PORTAL

Step 3 -

[BACK TO MENU](#)

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

The registered intercalibration template is available for download under the name: `ALD_CONC_BC`.

IMPORTANT: You must submit the intercalibration report before submitting the data files.

Please note: The data submission portal (step 4).

The data submission portal is available for download under the name: `Data Assembly template`, please contact GDAC for more information.

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 ORCID IDs 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-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.

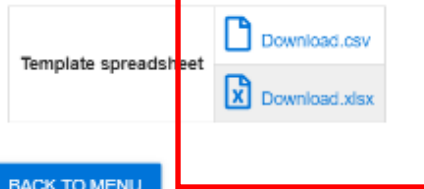
Remember that the parameter names and the unique barcodes must not be changed. When you are ready to submit an intercalibration report, you would go to Step 4.

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

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 DOoR. 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) 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-DMO website](#) for US researchers.



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.

Geotraces data portal

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

William Landing - Logout

GEOTRACES

INTERMEDIAL DATA PORTAL

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).

IMPORTANT: You must download the data template before submitting your data files.

Please note: The data submission process is managed by the Data Assembly Centre, GDAC. For more information, please contact GDAC.

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](#)

[PREVIOUS STEP](#)

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.

AutoSave data template (b).xlsx - Excel William Landing

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

Clipboard Font Alignment Number Styles Cells Editing Ideas

Calibri 11 Wrap Text General \$ % , . /

Conditional Formatting Format as Table Cell Styles Insert Delete Format

AutoSum Fill Sort & Filter Find & Select Ideas

Share

A1 X ✓ fx PI (passport name)

A	B	C
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*
	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)

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]

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.

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).

Geotraces data portal

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

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:

Id	KN199-4
Geotraces Id	GA03
Aliases	

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.

Id	KN204
Geotrases Id	GA03
Aliases	
Dates	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::eynsgy	<input type="checkbox"/>
Ag_TD_CONC_BOTTLE::qdpvox	<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::jrxqgb	<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).

Geotracers data portal


geotracers-portal.sedoo.fr/pl/?code=xwCaC4#

Ag_D_CONC_BOTTLE::eynsqy	
Ag_TD_CONC_BOTTLE::qdprox	
Ag_T_CONC_BOTTLE::5gwj5c	
Al_D_CONC_BOTTLE::hp6ct4	
Al_TD_CONC_BOTTLE::weygtk	
Al_T_CONC_BOTTLE::vi3j4t	
As_D_CONC_BOTTLE::vspvm4	
As_DM_D_CONC_BOTTLE::jnxqcb	

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.



UPLOAD

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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.

Geotracess data portal

geotracess-portal.sedoo.fr/pl/?code=xwCaC4#

William Landing - Logout



Step 5 - Permission to use data in IDP

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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"/>	K1199-4	Fe_D_CONC_FISH:anmjrp
<input type="checkbox"/>	K1199-4	Fe_II_D_CONC_FISH:u5vwe0
<input type="checkbox"/>	K1199-4	Fe_56_54_D_DELTA_FISH:glkgvvn
<input type="checkbox"/>	K1204	Fe_D_CONC_BOTTLE:du116
<input type="checkbox"/>	K1204	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 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)

Geotraces data portal

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

<input type="checkbox"/>	KN199-4	Fe_D_CONC_FISH:anmjrj
<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:du1li6
<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:8gwjse
<input checked="" type="checkbox"/>	KN204	Al_D_CONC_BOTTLE:hp6cl4
<input checked="" type="checkbox"/>	KN204	Al_TD_CONC_BOTTLE:weygtk
<input checked="" type="checkbox"/>	KN204	Al_T_CONC_BOTTLE:vi3j4t

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☒ GIVE PERMISSION ☐ REFUSE PERMISSION

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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.

Geotraces data portal

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

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Step 6 - Provide publication information

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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: du1li6		<div><div></div><div></div><div></div></div>
KN204	Ag_D_CONC_BOTTLE: eynsgy		<div><div></div><div></div><div></div></div>

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


















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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.

Dataset overview

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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						
	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::mgy4qg			✓	✓			Pending	
IMPACTOR::l1cgk0			✓	✓			Pending	
_IMPACTOR::bepvsu							Pending	
0hs0c							Pending	
zdxilh							Pending	

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).

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 »

When processed by the GEOTRACES Data Assembly Centre (GDAC), proofs of your data will available to be downloaded and checked under the dataset parameter name (note that you can click on the "Intercalibration" heater to put all of the datasets with proof at the top of the list). Should you have any question or observation, especially if you find errors or wish to provide revised or corrected data, please contact GDAC on geotraces.dac@bodc.ac.uk, otherwise no further action is required.

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

Filter

Cruise	Compliant data	Registered dataset	Proof Files 	Data template	Associated researchers	Principal investigator	Intercalibration report submitted	Intercalibrated	IDP	Permission (IDP)	DOI information provided	GDAC Status	Actions
KK1903		nifH_sum_DNA_TP_CONC_BOTTLE::nh6q1	<div>Proof checks available: Data file Graphs</div>					Approved				Processed	
KN199		nifH_UCYN-C_DNA_TP_CONC_BOTTLE::zarptb	<div>Proof checks available: Data file Graphs</div>					Approved				Processed	
KN204		nifH_UCYN-C_DNA_TP_CONC_BOTTLE::vnz15d	<div>Proof checks available: Data file Graphs</div>					Approved				Processed	

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.

The GEOTRACES DOoR portal

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).