



Database Curation Module

Training Guide

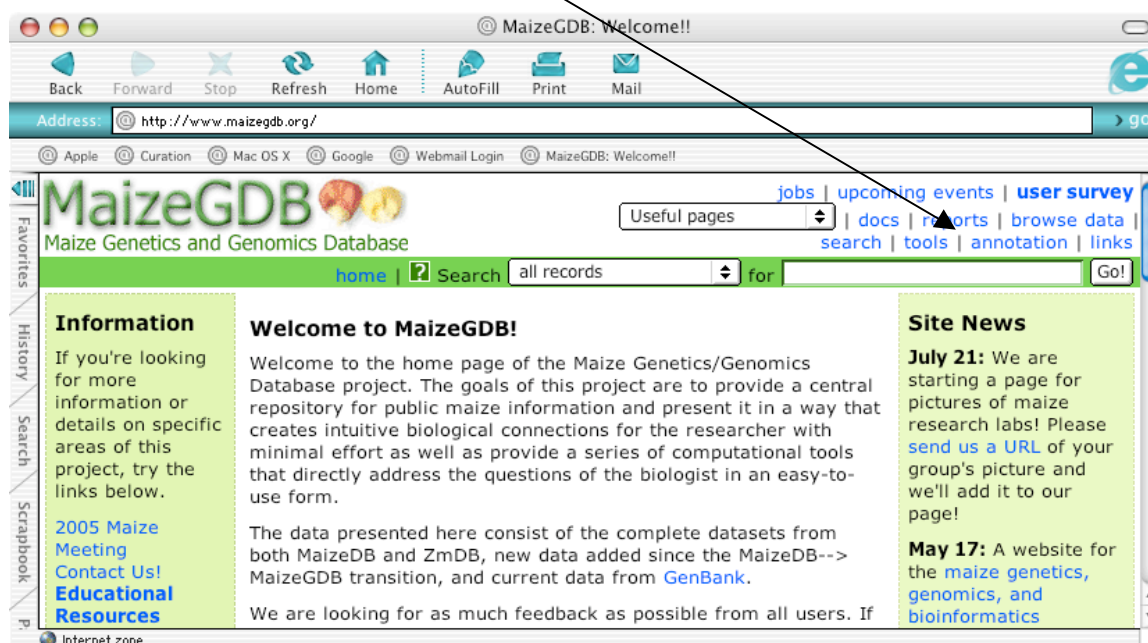
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GET A USER ACCOUNT TO BEGIN ENTERING DATA

To enter data into MaizeGDB you must first create a user account. To do so, click on the link labeled “annotation” in the header at <http://www.maizegdb.org>



Follow the links to create a new user account. After having created an account for community annotation, try out the user annotation functionality! You can add notes to records like this:



To activate your curation account (which will allow you to enter new records in addition to appending annotations to existing ones), send an email to mgddb@iastate.edu asking to have your MaizeGDB account enabled for community annotation.

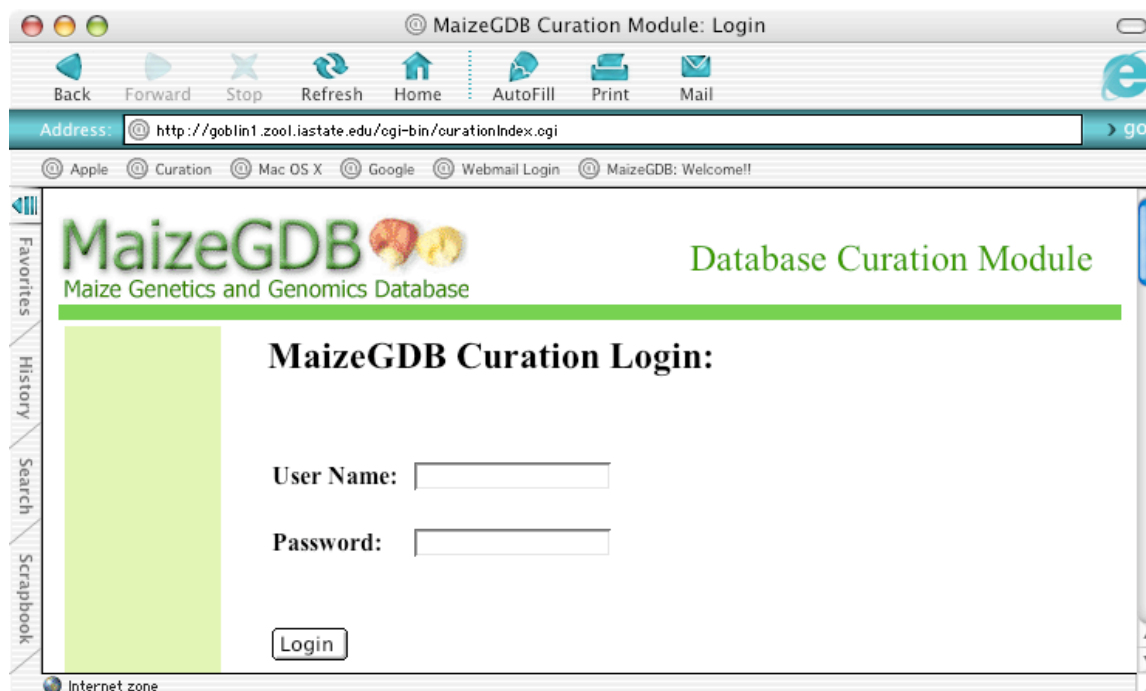
There are three basic things that researchers need to be able to do:

1. Create new records and associate them with existing ones
2. Edit the content of existing records
3. Associate existing records with each other

We will go over all these data entry needs, paying particular attention to the reference module, which is one that most publishing researchers are expected to use frequently, and that allows researchers to associate new references with existing records like locus, variation, and probe (among others) quickly.

LOG IN AT THE MAIZEGDB CURATION PLAYGROUND

Go to <http://goblin1.zool.iastate.edu/cgi-bin/curationIndex.cgi> where you will see:



Fill in your username and password to log in.

Important Notes

From this point forward you should never use the back button! Use the buttons on the actual curation pages to go back to previous pages.

Never open more than one window to the curation tools. This has been found to be a problematic practice by other curators.

There are common themes present on each page:

1. A header that shows your username at the top right



Database Curation Module
Hello Corn...

2. A sidebar



Radio buttons allow for toggle between the create and modify existing modes

The selected module is shown in bold

For help with using the module, you can contact an expert for quick resolution of any problem encountered using the tool

Be sure to log out when you're done!

3. A main screen where data can be entered

LOCUS NAME: *new*

Nomenclature & Type

[Insert into Database](#) [Cancel](#)

Name: ?

Species: ?

Type: ?

Full Name: ?

Plant Wide Gene Name: ?

Property: ?

?

Synonyms	Authority
None Entered	

[Add a Synonym](#)

Try out the help boxes ? to see an explanation of what type of data belongs in each field!

CREATE A NEW RECORD

Let's try out the tools by creating a new reference!

Click on "Reference" in the sidebar, and enter the data for the paper that was placed at your station. As a general rule, if you don't know what to put into a field, leave it blank.

Your reference is of type "Article" and you should fill in the Lookup Field for "In Journal" because none of the examples provided are books (which would require that you fill in the field for "In Book"). An example lookup string for the journal *Nature* would be "nat" (use short search strings because they will find more choices).

Feel free to add an abstract if one is available (most abstracts can be found at PubMed <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi>).

Now you should add authors. Click on the blue link to add authors. Using the first few letters of the author's last name (less of the name will find more potential matches), fill in the lookup field (in the bottom half of the screen). You should add the number "1" for author order for the first author, the second should be assigned "2," etc. Click on "Submit & Continue" and choose the correct author from the dropdown menu's choices. *If your author is not there*, click on "Re-edit Search Fields" to see if you misspelled the name. If so, try again. If not, your person may not be present in the database!

If an author is not in the database, you should scroll to the very bottom of the page and click on "Create a New Person Record." A new window will pop up. At a minimum, you must assign a last name and first initials to the new person record. Once the record has been inserted into the database, close the person record data entry window by clicking on the browser's X at the top of the window.

You are now back at the main author entry window. If the button at the bottom half of the window is labeled "Submit & Continue," just press it. Select the newly created person record from the list of choices. If it is labeled "Add to List of Authors," click on the blue link to the right that is labeled "Re-edit Search Fields." Locate the new person record, then click on the button labeled "Submit & Continue." Select the newly created person record from the list of choices.

The author is in the database, so now you are ready to add that author! Click on "Add To List of Authors" and see that the first author is added to the list of authors displayed in the upper portion of the screen. Repeat this process until all authors have been added, then click the button labeled "Author List Complete" in the upper portion of the window to return to the main page of the reference module.

Check over your work so far to see that it looks correct, and use either the blue link at the

top of the page or the button at the bottom of the page (both are labeled “Submit & Continue”) to proceed.

Check the dropdown menu generated for “In Journal” and select the correct journal name. If the journal name is not present, try a different search string by using the “Re-edit Search Fields” links at the top and bottom of the page (remember that shorter is always better). If the journal does not exist, don’t be bothered! Simply add a comment to the comment field toward the bottom of the page telling what the journal name should be so that your record can be fixed later by an expert curator.

Now click on “Insert Into Database” (located at both the top and bottom of the page). Note that the radio buttons in the sidebar now show that you are in edit mode.

If you wish to associate existing loci or other data with your reference, use the links that now appear on the far right of the main page to go to “Gene Products, Loci, Variations, Probes, Primers/Enzymes, Stocks, Terms.” At the new page, click on “Edit Data.” You are in the MaizeGDB Curation Playground, so feel free to add any data you wish to make up. Realize that you can only associate the reference with existing data, so associate it with records you know exist at MaizeGDB (like the locus *Adh1* or the enzyme EcoRI).

Click on “Commit Changes to Database” (located at the top and bottom of the page) to finish.

Congratulations! You’ve entered data into the MaizeGDB Curation Playground Database!

EDITING (MODIFY) AN EXISTING RECORD

There are two types of existing records: ones that you own, and ones owned by other curators. You have access to edit only the records that you yourself create.

To edit existing records owned by other users, use the link toward the bottom of the sidebar to “Email an Expert Curator” and send the necessary information to a professional curator who can edit others’ records.

To edit records that you own, set the radio button at the top of the sidebar to “Modify Existing” and click on the name of the module needed for a particular datatype. Once there, you simply have to select the record you wish to edit from the list of records that you own, and click on that record’s link to “Edit Data.” It’s that simple!

ASSOCIATING EXISTING RECORDS

Associating existing records takes place within the context of record ownership. If you wish to associate an existing locus that you do not own with a record that you do own (like a new reference), use the module for the record that you do own (e.g., the Reference module) to make the association. If you own neither record, you must email an expert curator to make the association. If you own both records, you can associate them using either record’s respective module.

Examples:

1. I own a reference record and would like to associate it with an existing locus.
Using the reference tool, locate your reference, then click on the link to the far right labeled “Gene Products, Loci, Variations, Proves, primers/Enzymes, Stocks, Terms.” Enter edit mode and lookup the name of the existing locus to associate it with your reference.
2. I own a locus record and would like to associate it with someone else’s reference.
Using the locus tool, locate your locus, then click on “References & Comments.” Enter edit mode and lookup the name of the existing reference to associate it with your locus.
3. I own both records!
Congratulations and thanks for contributing to the database! You can associate the records using either module.
4. I want to associate a reference that I do not own with a locus that I do not own.
Use the link labeled “Email an Expert Curator” in the left sidebar to send the relevant information to an expert curator who can make those associations for you.

HOW DO I KNOW WHETHER MY RECORDS WERE ACCEPTED BY THE CURATOR?

When records that you enter have been okayed by a curator, you will receive an email containing a URL that enables you to preview your record at the curation database. In addition, you can look at the status of all records that you have entered by selecting modify mode and looking at the status of all records you have entered of a given type!

ID	Name	Title	Status
934558	. 2004. Nature. 5:5-10	title	Failed
934557	. 2004. Sci China Ser B. 5:2-7	New Submitted Reference	Submitted
934527	Baran, SB. 2003. 0:23-44	Sanford's Test Reference 1	Submitted
934530	Lawrence, C.J. 2004.	New trash for corn cob (edited)	Failed
934529	Lawrence, C.J. 2004. 1:1-10	MaizeGDB Curation	Approved

5 References Found

[Email us](#) if you don't see your newly created 'Reference' in the list.

WHEN WILL MY NEW RECORD BE VIEWABLE AT MAIZEGDB?

Go to <http://www.maizegdb.org> and look at the bottom right corner of the screen. If your new record was approved by a curator before the last database update, they are presently viewable. Records activated subsequent to the last database update and before the next scheduled update will be viewable after the date of the next scheduled update.

Last Database Update:
August 4, 2004
Next Scheduled Update:
September 2, 2004

(Note that you will need to get a real username and enter a record at the real curation site for it to become a part of the production database at <http://www.maizegdb.org>. You have only entered a record into the playground at during the training session.)

USEFUL LINKS AND CONTACT INFORMATION

The MaizeGDB Website:

<http://www.maizegdb.org/>

A playground to learn in:

<http://goblin1.zool.iastate.edu/cgi-bin/curationIndex.cgi>

The REAL curation site:

<http://gizmo1.zool.iastate.edu/cgi-bin/curationIndex.cgi>

The curation site's MaizeGDB-style user interface:

note: only viewable AFTER a MaizeGDB professional curator has made your record active

Main Page	http://gizmo1.zool.iastate.edu/index.php
Clone Library	http://gizmo1.zool.iastate.edu/cgi-bin/displayclrecord.cgi?id=XXXXXX
Gel Pattern	http://gizmo1.zool.iastate.edu/cgi-bin/displaygelrecord.cgi?id=XXXXXX
Gene Product	http://gizmo1.zool.iastate.edu/cgi-bin/displaygprecord.cgi?id=XXXXXX
Linkage Group	http://gizmo1.zool.iastate.edu/cgi-bin/displaylgrecord.cgi?id=XXXXXX
Locus	http://gizmo1.zool.iastate.edu/cgi-bin/displaylocusrecord.cgi?id=XXXXXX
Map	http://gizmo1.zool.iastate.edu/cgi-bin/displaymaprecord.cgi?id=XXXXXX
Map Scores	http://gizmo1.zool.iastate.edu/cgi-bin/displaymapscorerecord.cgi?id=XXXXXX
Panel of Stocks	http://gizmo1.zool.iastate.edu/cgi-bin/displayposrecord.cgi?id=XXXXXX
Person	http://gizmo1.zool.iastate.edu/cgi-bin/displaypersonrecord.cgi?id=XXXXXX
Phenotype	http://gizmo1.zool.iastate.edu/cgi-bin/displayphenorecord.cgi?id=XXXXXX
Primer/Enzyme	http://gizmo1.zool.iastate.edu/cgi-bin/displayprimerrecord.cgi?id=XXXXXX
Probe	http://gizmo1.zool.iastate.edu/cgi-bin/displayproberecord.cgi?id=XXXXXX
-BAC	http://gizmo1.zool.iastate.edu/cgi-bin/displaybacrecord.cgi?id=XXXXXX
-Overgo	http://gizmo1.zool.iastate.edu/cgi-bin/displayovergorecord.cgi?id=XXXXXX
-SSR	http://gizmo1.zool.iastate.edu/cgi-bin/displayssrrecord.cgi?id=XXXXXX
-EST	http://gizmo1.zool.iastate.edu/cgi-bin/displayestrecord.cgi?id=XXXXXX
Recombination Data	http://gizmo1.zool.iastate.edu/cgi-bin/displayrecombrecord.cgi?id=XXXXXX
Reference	http://gizmo1.zool.iastate.edu/cgi-bin/displayrefrecord.cgi?id=XXXXXX
Species	http://gizmo1.zool.iastate.edu/cgi-bin/displayspeciesrecord.cgi?id=XXXXXX
Stock	http://gizmo1.zool.iastate.edu/cgi-bin/displaystockrecord.cgi?id=XXXXXX
Term	http://gizmo1.zool.iastate.edu/cgi-bin/id_search.cgi?id=XXXXXX
Variation	http://gizmo1.zool.iastate.edu/cgi-bin/displayvarrecord.cgi?id=XXXXXX

Send feedback to:

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Or call us at MaizeGDB:

(515) 294-4294