##### **INS-CGN-PG-013 GENIS TEMPLATES AND TOOLS**

Data can be entered in GENIS in several ways. Via the GENIS screens, with SQLplus, with SQL\*XL or via VBA in MS Excel. Except for data entrance via the screens, these methods may be used in combination with MS Excel templates. The templates are used for standardized data delivery by the curators and for easy entrance in GENIS, but also to perform data manipulations before upload to GENIS. Data of experiments, for instance, are much easier to supply by curators and checked before entrance when presented in a matrix but need to be transformed before uploading. Or, if data have to be updated they have to be presented in a well interpretable way to the persons who perform the update but need to be transformed again to execute the update. Finally, templates are making it possible to archive data updates and inserts.

This document will give an overview of all templates that are available.

The available templates and tools can be split into different groups:

* GENIS user templates: used by the curators for data delivery.
* GENIS user tools: used for data entry or creating overviews.
* GENIS templates: used by members of the documentation group for data manipulations before insert and that require more database related knowledge.

**Storage and availability**

All GENIS templates and tools are available via the “KMS\_bijlagen” folder on the N:\ drive. The GENIS user templates and user tools can also be approached via the ‘Reports’ section (Reports.xlsm) in GENIS.

**GENIS user templates**

* *CGN Passport data.xls*: For supplying passport data and parallel information to the documentation group by the curators. Can directly be loaded in table GNS\_PASSPORT or table GNS\_PARALLEL after check on plausibility.
* *CGN Request for decoding experiments versieX-ddmmyy.xls*: For requests by curators to the documentation group for entrance of an experiment and corresponding code. Can be directly loaded in table GNS\_EXPERIMENT after check.
* *CGN Request for decoding methods versieX-ddmmyy.xls*: For requests by curators to the documentation group for entrance of a method for scoring plant traits and corresponding code. Can be directly loaded in table GNS\_METHOD after check.
* *CGN Request for decoding traits versieX-ddmmyy.xls*: For requests by curators to the documentation group for entrance of a trait and corresponding code. Can be directly loaded in table GNS\_TRAIT after check.

**GENIS user tools**

* *CGN Entrance of distribution data.xlsm*: For entrance of bulk distribution data by the Seed Manager.
* *No user bags.xlsm*: tool to create an overview of accessions without user bags.

**GENIS templates**

* *Entrance data for archive status.xlt*: For data manipulations in table GNS\_PASSPORT and to follow the process when seed samples change status from “Accessed” into “Archived”. In these cases, not only data have to be updated but the material has to be moved within the storing facilities as well.
* *Entrance data for not accessed status.xlt*: For data manipulations in table GNS\_PASSPORT and to follow the process when seed samples change status from “Accessed” into “Not Accessed” from. Not only data have to be updated but the material has to be removed from the storing facilities as well.
* *Entrance of experiment.xlt*: For checking, transformation and insertion of experimental data into table GNS\_SCORE.