# INS-CGN-PG-009 GENIS: entry and change of information

Information on the collections is managed using GENIS, the CGN's information system. This system is extensively documented in the GENIS Data Dictionary (see the folder "KMS\_appendices"). GENIS is a professional Oracle-based database system and contains many security features and checks on the quality (integrity) of the information.

**Responsibilities**

GENIS is the responsibility of the Documentation Project Manager; day-to-day application management is done by the Documentation Project Officer. The curators and Seed Manager are responsible for providing the information in a form in which it can be entered. This input can be done in various ways. There are agreements on the form of the information to be supplied, as described below, but these can be deviated from if, for whatever reason, this is considered useful by those involved. The Project Officer Documentation and the Project Manager Documentation are responsible for data entry. The curators are responsible for the content quality (reliability and completeness) of the data, while the Project Officer Documentation and the Project Manager Documentation watch over the structural quality (integrity and format) of the data. The structural quality of the data is ensured on the basis of the database and a validation programme.

**Structure**

GENIS contains six types of user information: passport data, parallel numbers, phenotypic data, germination data, distribution information and storage data. The procedures regarding the input of these data differ per type, and will therefore be described per type. Various codes are also used for which separate procedures apply. For data type definitions and a detailed description of the authorisations of the various roles, please refer to GENIS Data Dictionary (see the folder "KMS\_appendices").

**Passport details**

Passport data can be collected under the responsibility of the curator in Excel spreadsheets developed for this purpose (FOR-CGN-PG-031, available in GENIS via Reports, or directly in the "KMS\_attachments" folder)*.* These spreadsheets are flexible and have few user requirements. However, once the information is collected and handed over to the Project Officer Documentation, the information must comply with strict rules regarding format and coding. These rules are defined in the GENIS Data Dictionary (see the folder "KMS\_attachments").

The Project Officer Documentation checks the data for format, coding and plausibility. Any corrections are discussed with the data supplier. If the data meet the conditions, they are loaded into GENIS by the Project Officer Documentation.

Passport data can also occasionally be entered directly into GENIS. In this case, data are validated for format and coding by triggers in the database upon entry.

Once the data are in GENIS, they can be completed and corrected (see INS-CGN-PG-011).

**Parallel numbers**

Parallel numbers (numbers in other collections for material that also has CGN numbers), are given to the Documentation Project Officer, who takes care of entry.

**Phenotypic data**

Characterisation/evaluation data are collected under the responsibility of the curators. They are then cleaned and completed, in consultation with the Project Officer Documentation. If necessary, the data are reduced to one score per accession per feature/method combination. The 'Receipt number' is supplemented with the corresponding accession number if necessary, and the experiments, properties and methods are entered in coded form. In case no codes already exist for these experiments, properties and/or methods, these can be requested from the Project Officer Documentation via Excel templates (FOR-CGN-PG-017, FOR-CGN-PG-025 and FOR-CGN-PG-26, respectively, available in GENIS via Reports, or directly in the folder "KMS\_attachments").

The Project Officer for documentation is responsible for checking format and entry of the phenotypic data in GENIS. Once the data are in GENIS, they can be completed and corrected by the curators.

**Germination data**

Germination data is collected by the germination officer and entered into Excel. The Project documentation officer takes care of checking this data and entering it into GENIS.

Once entered in GENIS, the data can be adjusted retrospectively if necessary.

**Requesting accessions and distribution information**

Requests for accessions can be entered manually in GENIS (Seed management process -> Seed request). For requests with large numbers of accessions, the template "CGN Entrance of distribution data.xls" can be used. This template can be accessed in GENIS via Reports.

During the application process, information about the transaction is automatically stored in GENIS. The missing data on the signatory of the SMTA is extracted from the GENIS Web logs and manually entered into GENIS by the project documentation officer.

**Storage data**

When material has been given accessed status, the bags are labelled with labels and placed in storage. When placed in storage, the box the bags are placed in and the individual bags are scanned. After being read by the scanner, the location data is automatically updated.

Storage data can also be manually updated in GENIS. Write-off of sent seed bags is automatic; all seed bags leaving storage are scanned and processed on a transaction-by-transaction basis**.**