

CMR Specify User Manual (Sample Search)

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1 Introduction

Several methods are available to find relevant samples in the CMR Specify system, as summarised in Table 1 below. Figure 1 illustrates the links to access them. The top right search box behaves the same way as a simple search.

Search Type	Description	Advantages	Limitations
Simple Search	A keyword-based search that returns broader search results, i.e., any records matching your search terms. Search results are most effective when using a wildcard (*). The search is always case insensitive .	Fast and easy to use. You can search using individual terms or phrases.	The search results are restricted to metadata fields that are indexed in the system.
Query Builder	Flexible user interface to define search and filter results based on metadata fields. The search is always case insensitive.	Extensive search that returns more precise results. The search results can be used to generate Record Sets or Reports.	Users should be familiar with search fields and search operators to effectively refine their searches.
Storage Tree	Storage is visually displayed in a hierarchical structure (e.g., building > room), allowing users to find samples based on a container.	A quick way to locate all samples stored within a container.	Search is only possible by the storage tree hierarchy.

Table 1. Summary of search methods available in CMR Specify.





2 Login into the System

In Sections 3, 4, and 5, we will apply the three search methods outlined in Table 1 to find rock and mineral samples.

Important: Access to system features is restricted based on user roles. You **must log in** to use all available search methods—such as Simple Search, Query Builder, and Storage Tree. Without logging in, you will only have access to the Simple Search and limited records browsing.

- 1. Log in to the CMR Specify system using your username and the password provided. If you don't have an account to access the system yet, please contact us.
- 2. Choose the CMR Rock and Mineral Samples.



3 Simple Search

Simple searches in Specify are configured by default to search metadata fields indexed in the system (see Table 2). This means the system will return results when your search term(s) match the values of those metadata fields. This search type eliminates the need for structured, field-by-field queries for common and straightforward searches.

Important: The simple search is always case insensitive.

 Table 2. Search fields configured in CMR Specify.

Table	Indexed Metadata Fields
Collection Object	Catalogue Number, Cataloged Date, Sample Number, Alt. Sample Number, Field Sample Number, IGSN, Project Identifier, Project Short Name, Drill Hole Number, Remarks
Locality	Locality
Storage	Storage including Building, Room, Aisle, Cabinet, Shelf, Pallet and Container
Agent	First Name, Last Name, Email
Project	Project Identifier, Project Name

3.1 Find Samples via Simple Search

a. To perform a simple search, click the **Search** link in the left panel, and enter one or more terms representing your samples of interest. Alternatively, you can enter the search terms in the textbox at the top right of the system (Figure 1). We will search samples by a researcher's email, e.g., steve.barnes@csiro.au.

Simple Search	
steve.barnes@csiro.au	
	Canaal

b. The search results are organised by type (e.g., Collection Object, Agent, Project, etc.), along with the corresponding count. Expand the appropriate categories, e.g., **Collection Object** (samples), to locate the relevant results.

Note: The count reflects the number of records found during the search. This number may change as new records are added to the system.

	Single Sainh	
Simple Search	Pinary Sauch	
steve.barnes@csiro.au	► Agent (1)	
	* Collection Object (5300)	
	Collection Object: (1314) Deselect All	Create Record Set Drawse In Forms
Primary Search	Cassing Number Cassinged Date Cassinged Number Cassing Number Cassing Cassing Number Cassing Cassing Number Cas	is Sample Type 😨 Drill Hole Number 😨 Collection Object - Remarks 🛛 Depth From (m) 🖾 Depth To (m)
Agent (1)	Reference and the second	Calcification Barrachysteri Nederlandschlam Anal Baport 499-943/hydra Cole 2020 594-943/hydra Cole 2020 594-943/hydra Cole Data 2923-7-67 003000 httl Naraget 54/HKS
Conection Object (1,540) Secondary Search	2021 (0 2021 (0 2027)) (0 2027	Castodiac50ve Ummu(Priject Cleve Data/2011-07-01 000300 Junchrine Data Data 2022-03-04 (000000,Feeld Managetz EMPRIS
Collection Object Collectors (1,340)	ු 2014. ම හි 2019 හා දින්න කරන කරන කරන කරන කරන කරන කරන කරන කරන කර	Council view frames/Heret PAcademics: Line year all 000 COII and UMM Mic Umex/Heret COia Data 2017-12-01 00000 (Xichen Due Data 2012-12-01 000 Coined Managers SMMMS
	2024- CO-233945 they harsespectro.as Forestana Mole Colector	Castoclar:Steve Barrer;Field Manager: 5 DAPNES
	00-233446 stree Surrespondences Store Stree Surrespondences Store	Castodian Stove Barres, Field Manager 5 BARNIS
	C 2004- ma-2003010000 2004-06-25 000384 00-233840 street/arresolution.as xM03TOM Collection	Castodian/Steve Barnes
	C 2004 2004 2004 2004 200 2004 200 200 20	Castodian Stove Barres
	CO-233946 stress bernelficational MAGES MTS Collection	Custoder/Store Benes/Hild Manager C PEREND
	C0-23246 strengficational C04/244A Collector	Custodar:Stove Barren
	2004- 8/ RM-4002090007 2004-06-25 C00088 C0-2123046 streetspread(concurs) 9/15 RLAG Collector	Custoclar:Steve Barres
	C 2024- 00-233846 @ww.barnedponcau //WEGBURRA.HULS Colector	CustodanStove Barres/Field Manager R HLL
	- 0 1024- 0031.4L.10 00300 004000 00 00 0000 00 000 000000 00 00	Partolecióna Barrar

- c. The system will list the records, showing limited metadata in a table format.
 - To view detailed information about the samples of interest right away, select the relevant checkboxes and click **Browse in Forms**. If no records are selected, the system will include all records found.
 - To save a set of selected samples for later reference, click **Create Record Set**. This will allow you to revisit the samples at any time. **Note**: The button will only appear after you have selected the checkboxes.

		Deserver All									Create Reco	d Set Browse In Fo
	Catalog Number	😢 Cataloged Date	O Sample Number	🔯 Alt. Sample Number	O Collection Object - IGSN	Field Number	D Project Identifier	D Primary Contact	Secondary Contact	O Project Short Name	O Sample Type	Microanalysis Sam
0 Ø	2024- RM-0000015958	2024-06-25	C00673				OD-233946	steve.barnes@csiro.au		Savannah Nickel	Collection	
2 2	2024- RM-0000015959	2001-06-25	C00676				OD-233946	steve.barnes@csiro.au		Yilgarn Geochron Misc - D. Mole	Collection	
2 2	2024- RM-0000015960	2 24-06-25	C00677				OD-233946	steve.barnes@csiro.au		Fisher East GSWA Burley MSc	Collection	

d. When you choose **Browse in Forms**, the selected records appear in Form View. You can use the arrow buttons at the top right to navigate the records.

	lection object				
Catalog Number	2024-RM-0000015959	Cataloger	/ + C	Cataloged Date Full D	Date 25/06/2024
roject	Required Format: 2025-RM-##########				
Project Identifier	OD-233946 ~	Project Short Name	Yilgam Geochron Misc - D. Mole	Is Public? 🗹	
Primary Contact	steve.barnes@csiro.au	Secondary Contact			
ample					
Sample Number	C00676	Alt. Sample Number			
Field Number		IGSN			
Drill Hole Number		Depth From (m)		Depth To (m)	
Sample Type	Collection ~	Microanalysis Sample Type		/ Deposit Type	
Rock Type	~	Mineral Type		Commodities	
Remarks	Custodian:Steve Barnes;Project Close Date:2017-07-01 00:00:00;Archive D	ue Date:2022-07-01 00:00:00;Fi	eld Manager:S BARNES		
Related Link					
Other Metadata	+ -				
arent Sample					
Collection Object Co	lection				
ollecting Event					

3.2 Simple Search Wildcards

A **wildcard** will help you to find strings that match patterns rather than exact words or phrases. Table 3 lists the wildcard characters supported by the system.

- % (Percent Sign) Recommended: The percent sign offers the most flexibility, as it can be used anywhere within the search string. It allows for complex pattern matching and can appear multiple times within a search string.
- * (Asterisk): The asterisk helps search substrings that may appear at the **beginning** or **end** of a string. You can place an asterisk at both the start and the end of a query, but it cannot be used between characters, limiting its flexibility compared to other wildcards. If placed within the string, the asterisk will be treated literally.
- _ (Underscore): The underscore represents a single character and can be placed anywhere within the string. It helps search patterns where individual character is unknown.

Table 3. Wildcard characters.¹

Wildcard	Description	Placement Restrictions	Usage Examples	Matched Examples
°5	Percent sign represents zero or more characters	It can be used anywhere within the string	<pre>%forrest%, %forrest, forrest%, forrest%nic%</pre>	<pre>forrest%nic% matches "forrestania nickel", but not "forrestania", "forrestania- dmole"</pre>
*	Asterisk represents zero or more characters	It can be used at the beginning or end of a search string, but not within the string itself	*barnes*, *barnes, barnes*	*barnes matches "stephen barnes", "barnes", but not "barnes hill".
_	Underscore represents a single character	It can be used anywhere within the string	pegma_t_	pegmat_ matches "pegmatite"

Table 4 provides additional examples of combining the recommended wildcard (%), space characters, and quotation marks based on Jundee.

- Any string values **separated by spaces** will be searched as individual terms.
- Enclose the term in **double** or **single quotes** to search for an **exact phrase**.

Table 4. Search with wildcards.

Examples	Description
%Jundee	Returns any string that ends with Jundee.
Jundee%	Returns any string that starts with Jundee.
%Jundee%	Returns any string that includes Jundee at any position within it.
%Jundee Gold%	Returns any string that ends with Jundee or starts with Gold.
"Jundee Gold", 'Jundee Gold'	Returns any string where Jundee Gold is the exact match for the entire string.

3.3 Common Examples

This section includes examples of common sample searches for quick reference.

 Table 4. Common examples of simple search.

Search Goal	Search String
Find all samples starting with 17KLRC001	17KLRC001% or 17KLRC001*
Find all samples belong to Louise Schoneveld	louise.schoneveld@csiro.au %schoneveld% *schoneveld*
Find all samples collected under the exact project name M452	M452
Find all samples collected under the project with O2D number OD-208678	OD-208678
Find all samples catalogued on 27 th May 2024	2024-05-27 (see *)

¹ Modified from https://discourse.specifysoftware.org/t/wildcard/2230/3

*When the search criterion is a four-digit number between 1000 and 3000, and date fields (e.g. Catalogued Date) are included in the search configuration, Simple Search will focus on the **year** portion of all date fields. For example, entering "2024" will return all records with dates within 2024. To find records catalogued on a specific date, you must enter the full date in the format YYYY-MM-DD (e.g., 2024-05-27).

4 Query Builder

The Query Builder offers a flexible search interface for defining and executing searches. Since creating queries using the builder requires familiarity with the search fields, we have included several predefined queries in the system for your convenience.

	Name 💙	Timestamp Created	Timestamp Modified	
re	search-all-storages	2 months ago	2 months ago	
CO)	search-all-soil-samples	2 months ago	2 months ago	
CO)	search-all-rock-samples	2 months ago	2 months ago	
'nj	search-all-projects	last year	6 months ago	
re	search-all-pallets	2 months ago	2 months ago	
.oc	search-all-localities	last year	6 months ago	
lgt	search-all-agents	8 months ago	2 months ago	
	*	< 1/1 >	>> 10	

4.1 Find All Samples via Query Builder

1. Select **Queries** from the left panel. You will see the list of predefined queries. Select **search-allrock-samples.**

D	Queries (7)			
	Name 🗸	Timestamp Created	Timestamp Modified	
Pre	search-all-storages	2 months ago	2 months ago	1
CO	search-all-soil-samples	2 months ago	2 months ago	1
CO	search-all-rock-samples	2 months ago	2 months ago	1
Prj	search-all-projects	last year	6 months ago	1
Pre	search-all-pallets	2 months ago	2 months ago	1
Loc	search-all-localities	last year	6 months ago	1
Agt	search-all-agents	8 months ago	2 months ago	
	«	< 1/1 >	>> 10	
			Cancel	ew

2. You will see the metadata fields that make up the query. Click Query.

🔞 Query: search-all-rock-samples 🥖	6		Basic View Hide Field	Mapper Sa	ve Quer	Sav	e As
Collection Object							
(formatted)							
 Alt. Sample Number 							
 Catalog Number 	+						
 Cataloged Date 							
Cataloged Date (Day)							
Cataloged Date (Month)							
Cataloged Date (Year)							11.
Catalog Number	~	<i>→</i>	Any v				~
	-			_		_	=
Project Identifier	~	7	Any Y	Ľ	•	<u> </u>	×
Project Short Name	•	\rightarrow	Ary v	~		^	•
🖸 🗸 Primary Contact	~	\rightarrow	Any v	 		^	•
Secondary Contact	~	\rightarrow	Any v	 		^	-
🔟 🗸 Sample Number	•	\rightarrow	Ary v	~		^	•
🔟 🗸 Alt. Sample Number	~	\rightarrow	Any v	 		^	•
🚺 🗸 IGSN	•	\rightarrow	Ary v	~		•	-
Collecting Information	•	\rightarrow	$\checkmark \text{Field Number} \qquad \checkmark \qquad \Rightarrow \qquad \boxed{\text{Arry}} \qquad \checkmark$			^	~
🗴 🗸 is Public?	~	→	Any v	 		^	-
🚺 🗸 Sample Type	•	\rightarrow	Any v	 		^	-
🔟 🗸 Microanalysis Sample Type	•	\rightarrow	Any v	 		^	*
Drill Hole Number	~	→	Any v	 		^	~
Depth To (m)	•	\rightarrow	Any v	 		6	-
Reveal Hidden Form Fields				Distin	ct Co	w Q	uery

- 3. This will return all samples in the Rock and Mineral collection. The following options are available at the top right of the table.
 - **Create CSV**—This function exports the results in CSV (comma-separated values) file format, which can be opened in applications like Excel.
 - **Create KML**—This function generates a KML (Keyhole Markup Language) file from the results, including geographic data, which can be displayed in applications like Google Earth.
 - Create Record Set This function creates a bookmark of the results for easy access and future reference.
 - **GeoMap** This function displays the results on a map.
 - Browse in Forms This function views the query results in a form-based layout.

Note: If no records are selected (checkbox not ticked) for any of the options above, all records returned by the search will be included.

🗓 Quer	: search-all-rock-sa	mples 🥕 🖸								Basic V	Fiew Hide Field M	apper Save Query Save A	As
Results	(42088)								Create CS	Create KML	Create Record Set	GeoMap Browse In Forms	D
	O Catalog Number	Project Identifier	D Project Short Name	D Primary Contact	O Secondary Contact	Sample Number	Alt. Sample Number	Collection Ob	ect - IGSN 🔃 Field	Number 💽 Is Pub	lic? 😥 Sample Typ	e 🔝 Microanalysis Sample Ty	Y
ø	2024- RM-0000017312	OD-233946	MT GIBSON	ravi.anand@csiro.au		SC00868		https://doi.org/10.5 CSRWASC00868	58108/	No	SubCollection		
ď	2024- RM-0000017375	OD-233946	BODDINGTON	ravi.anand@csiro.au		SC00867		https://doi.org/10.5 CSRWASC00867	58108/	No	SubCollection		
- C	2024- RM-0000017172	OD-233946	AGNEW/ PERSEVERANCE	steve.barnes@csiro.au		SC00732		https://doi.org/10.5 CSRWASC00732	58108/	No	SubCollection		
e e	2024- RM-0000016675	OD-233946	TURNBERRY	ravi.anand@csiro.au		SC00722		https://doi.org/10.5 CSRWASC00722	58108/	No	SubCollection		
œ	2024- RM-0000017225	OD-233946	ST ANNES	ravi.anand@csiro.au		SC00721		https://doi.org/10.5 CSRWASC00721	58108/	No	SubCollection		
e e	2024- RM-0000017343	OD-233946	BUNARRA	ravi.anand@csiro.au		SC00720		https://doi.org/10.5 CSRWASC00720	58108/	No	SubCollection		
œ	2024- RM-0000017439	OD-233946	GNAWEEDA	ravi.anand@csiro.au		SC00719		https://doi.org/10.5 CSRWASC00719	58108/	No	SubCollection		
- C	2024- RM-0000017306	OD-233946	ROCKLEA	carsten.laukamp@csiro.au		SC00711		https://doi.org/10.5 CSRWASC00711	58108/	No	SubCollection		
۰ø	2024- RM-0000016727	OD-233946	GNAWEEDA SOIL AND VEG SAMPLES	ravi.anand@csiro.au		SC00706		https://doi.org/10.5 CSRWASC00706	58108/	No	SubCollection		
- C	2024- RM-0000017570	OD-233946	GOLDEN DELICIOUS SOIL AND VEG SAMPLES	ravi.anand@csiro.au		SC00705		https://doi.org/10.5 CSRWASC00705	58108/	No	SubCollection		
	2024-							https://doi.org/10.5	58108/				

4.2 Custom Search Operators

a. You can also customise the predefined query above by modifying the operators of the sample metadata fields. Click on the **arrow** to see the fields representing the default query.

) Query: search-all-rock-samples 🦯		Basic View Hide Field Mapper Save Query Save As
Query. search-all-rock-samples /		Collection Object		
Results: (42088)	Scroll to edit	Modified Date (Day) Modified Date (Wonth) Modified Date (Wonth) Modified Date (Fear) > Primary Contract > Project Identifier	*	
CO Catalog Number CO Project	Identifier CO P	 Project Short Name 		
		Catalog Number	$\rightarrow hy$ \rightarrow	
		Project Identifier	$\rightarrow h \gamma \sim$	
		🕯 🛛 🗸 Project Short Name	$\rightarrow key \sim$	• • • •
		Primary Contact	\rightarrow Any \rightarrow	
		Secondary Contact	$\checkmark \rightarrow Any \checkmark$	
		Sample Number	→ Any ~	
		Alt, Sample Number	Y → Any V	
		🚺 🗸 KOSN	$\checkmark \rightarrow Any \lor$	
		Collecting Information	\checkmark \rightarrow \checkmark field Number \checkmark \rightarrow λny \checkmark	
		🗴 🗸 is Public?	Y → key ∨	
		Sample Type	$\checkmark \rightarrow Any \lor$	
		Microanalysis Sample Type	$\checkmark \rightarrow Any \lor$	
		🗂 🗸 Drill Hole Number	Y → key ∨	
		🗂 🗹 Depth To (m)	Y → key ×	
		Reveal Hidden Form Fields		Distinct Count Query

b. The operators listed below can be used to modify each metadata field. Here are the definitions of the commonly used operators.

Collection Object			
 Modified Date 			
Modified Date (Day)			
Modified Date (Month)	+		
Modified Date (Year)			
 Primary Contact 			
 Project Identifier 			
 Project Short Name 			
Catalog Number	~	\rightarrow	✓ Any
👔 🗸 Project Identifier	~	\rightarrow	Like Equal
Project Short Name	~	\rightarrow	Greater than
	-		Greater or Equal to
Primary Contact	`	>	Less or Equal to
🗴 Secondary Contact	•	\rightarrow	Between
🚺 🗸 Sample Number	~	\rightarrow	Contains
🖞 🗸 Alt. Sample Number	~	÷	Starts With Empty
1 (100)		~	(Amu y)

- Any Any value from this field will match the query.
- Like You may use the wildcards percent sign (%) or underscore (_) within a field to refine
 a search using character substitution. These wildcards can be used together. Note: the
 wildcard asterisk (*) is not supported in the Query Builder.
 - % represents zero or more characters. For example, if you enter CBDD022% in the Sample Number field, the query will return all sample numbers that begin with CBDD022.



_ represents a single character. Unlike %, which can match multiple characters, _ will only match exactly one. For example, if you enter SC0073_ in the Sample Number field, the query will return all sample numbers that begin with SC0073 and end with a single character, e.g. SC00732, SC00734, SC00736.

🔟 🗸 Sar	mple Number	•	\rightarrow	+	\otimes	Like	►	\rightarrow	SC0073_	
---------	-------------	---	---------------	---	-----------	------	---	---------------	---------	--

If you want samples starting with SC007 followed by exactly two characters, you can specify the search string as SC007 (with two underscores, without spaces).

- Equal Find records where a field exactly matches a specified value.
- **Between** Find records where a field's value falls within a specified range. It is commonly used with numerical or date fields to filter results based on a range of values.
- In Specify a list of non-sequential values separated by commas. When using this operator on a field based on controlled terms (e.g. Sample Type and Rock type), hold down Ctrl (or H on Mac) to select multiple items from the list.
- Contains Search for records where a specific field contains a particular substring.

4.3 Custom Search Examples

This section will demonstrate applying the search operators to filter the search results from the predefined query **search-all-rock-samples** (Section 4.1). After applying the filters, click **Query**. In Query Builder, searches are performed in a **case-insensitive** manner.

1. Find samples from the locality "Capricorn".



- 2. Find samples through a **bounding box**.
 - Click on the blue map marker for either the Latitude or Longitude fields.
 - A window with a world map will appear. You can drag the **two blue markers** to adjust the bounding box to your area of interest. For more precision, use the zoom function (located at the top left of the window). When you're ready, click **Save**.
 - The bounding box coordinates will be automatically populated in the Latitude or Longitude fields.

Û	Collecting Information	\rightarrow	Locality V	→	Geographic Reference System	~	÷	Any v	
	Collecting Information	\rightarrow	Locality 🗸	→	✓ Locality	•	÷	Any v	\frown
Û	Collecting Information	\rightarrow	Locality V	→	✓ Latitude	~	÷	Any ~	
	Collecting Information	\rightarrow	Locality V	→	✓ Longitude	•	÷	Any v	0



3. Find samples using the **project identifier** "OD-233946".

 Project Identifier 				
 Project Short Name 				
Related Link	+			
 Remarks 				
✓ Rock Type				
✓ Sample Number				
✓ Sample Type				
✓ Sample Type	_	→ Any	~	

4. Find samples from the drill holes "WURC0001", "WURC0002" and "WURC0003".

Microanalysis Sample Type	~	\rightarrow	Any	~			
 Drill Hole Number	~	\rightarrow	+	O In	~	\rightarrow	WURC0001, WURC0002, WURC0003
Depth To (m)	~	\rightarrow	Any		~		

5. Find **polished blocks** from the project "IM4NiS".

Note: If you are unsure of the exact name of the project, you can use a wildcard for a broader search, e.g., \$IM4NIS\$.

Catalog Number	✓ →	Any ~
Project Identifier	✓ →	Any ~
TO Project Short Name	 ✓ 	+ \bigcirc Like \checkmark \rightarrow %IM4NiS%
Primary Contact	✓ →	Any ~
Secondary Contact	~ →	Any ~
Sample Number	✓ →	Any ~
🚺 🗸 Alt. Sample Number	✓ →	Any ~
🚺 🗸 IGSN	✓ →	Any ~
Collecting Information	·	$\fbox{Field Number} \checkmark \leftthreetimes{Any} \checkmark$
Is Public?	 → 	Any ~
🔟 🗸 Sample Type	✓ →	Any ~
Microanalysis Sample	Туре ∨ →	+ ⊘ Equal ~ → Polished Block ~
Drill Hole Number	 → 	Any ~
Depth To (m)	✓ →	Any v

6. Find samples from the **projects led** by "Renee Birchall", **catalogued** in "2024".

Note: The Primary Contact is identified by the sample provider's email address.

Primary Contact	✓ →	+ ⊘ Equal ∨ → renee.birchall@csiro.au
Secondary Contact	✓ →	Any ~
Sample Number	✓ →	Any v
1 Alt. Sample Number	✓ →	Any v
Field Number	✓ →	Any v
IGSN	✓) →	Any v
Is Public?	✓ →	Any v
🚺 🗸 Sample Type	✓ →	Any v
Microanalysis Sample Type	~ →	Any v
Drill Hole Number	~ →	Any v
Depth To (m)	✓ →	Any v
Depth From (m)	✓ →	(Any v)
🚺 🗸 Deposit Type	✓ →	Any v
Mineral Type	~ →	Any v
T Rock Type	✓ →	(Any v
Commodities	~ →	Any v
T Remarks	✓ →	(Any v
Cataloged Date	✓ →	+ ⊘ Between → → ⑦ 01/01/2024 □ and ⑦ 31/12/2024 □
TT & Cataloger	✓ →	\checkmark Email \checkmark \rightarrow Any \checkmark

7. Find samples with the **rock type** "Komatiite". **Note**: You can select an item in the list by typing the first matching letter (e.g. K).

Ŭ	✓ Deposit Type	•	\rightarrow	Any ~
Ŭ	✓ Mineral Type	•	\rightarrow	Any ~
 đ	✓ Rock Type	~	→	+ ♥ In → Picritic-rock Komatilte Meimechite Picrite

4.4 Save Query

- 1. Save As Recommended. If you modify the default search template (e.g., "search-all-rocksamples") provided in the system, click Save As to save your modified query as a new one for future use. This ensures that the original query remains unchanged.
- 2. Save Query This will overwrite the existing query with your most recent changes.



 Reset – The Query Builder does not have a reset button. If you haven't saved your query, refreshing the page will discard any changes. You can refresh the page on Windows by pressing the F5 key or clicking your browser's reload/refresh icon.

5 Storage Tree

- 1. Storage information is represented in the hierarchical tree, from Building to Container. When you search via a tree node, only the samples in the **current collection** (e.g., Rock and Mineral) will be retrieved.
- 2. To view it, click **Trees** on the left panel and select **Sample Storage.** Each node in the tree displays the number of objects it contains, e.g., Stillwater (33)—There are 33 samples are curated in this container.



3. Select the tree node representing your container (e.g., Stillwater) and click the **Search** icon in the tools area.

Pallet	Container
Pallet-241 (0 0)	
Pallet-242 (0)	
	Duckurd 1 (CC)
	Bushveld 2 (50)
	Chinese Ni and Fe deposite (51)
	DMoleKom (41)
	Eisber East Komatilites (1)
	Miscell Ni-Cu sulfide brencias (54)
	Moran (50)
	Muang Pha (32)
	Norilsk (65)
	SB-Mirabela (37)
	SB-Mordor (20)
	SB-MurphyWell (14)
	SB-NtakaHill (115)
	Shanuch (11)
	Ctillustor (22)

4. The search will return a list of samples under the container "Stillwater". You can use the options at the top right, e.g. **Browse in Forms** to navigate the samples. For an explanation of the options, see Section 4.1.

S	gecify 7	00 Q	uery	Collection Object using "Stillwater"	0		Basic V	/iew	Hide Field N	tapper Save Que
1	Results: (33)			(33)				Create I	Record Set Browse In Forms	
2	CSIRO			🔟 Catalog Number 🔺	Taxon - II Nar	ne		Sto	rage - Full I	Name
			ø	2024-RM-0000034713						
ŝ	Data Entry		Ø	2024-RM-0000034714				Stillwar	er	
0	frees		ø	2024-RM-0000034715				Stillwa	er	
			ø	2024-RM-0000034716				Stillwar	er	
•	nteractions		ø	2024-RM-0000034717				Stillwa	er	
			Ø	2024-RM-0000034718				Stillwar	er	
	Queries		ø	2024-RM-0000034719				Stillwa	er	
-	Record Sets		Ø	2024-RM-0000034720				Stillwa	er	
			ø	2024-RM-0000034721				Stillwa	er	
J	Reports		ø	2024-RM-0000034722				Stillwa	er	
			ø	2024-RM-0000034723				Stillwar	er	
₽	WorkBench		ø	2024-RM-0000034724				Stillwa	er	
			ø	2024-RM-0000034725				Stillwar	er	
1	Statistics		ø	2024-RM-0000034726				Stillwa	er	
4	Attachments		Ø	2024-RM-0000034727				Stillwar	er	
			Ø	2024-RM-0000034728				Stillwa	er	
	Lon Out		c2	2024-RM-0000034729				Stillwa	er	

5. You can also search for tree nodes using the search box at the top of the tree view. As you type, the system will provide recommendations. The example below demonstrates a search for "Bush"; the system provides all nodes starting with the term.



6. Click "Bushveld 2". The node will be highlighted in the tree. Then, you can use the **Search** icon on the top right to retrieve the samples stored under the container.

Sample Storage	/ K Bushveld 2	× ∎ t↓ £9					ዲ 🖍 🗴 + 💠 🛼 🚸 ጊ
🖍 Sites	Building	Room	Aisle	Cabinet	Shelf	Pallet	Container
✓ CSIRO	✓ ARRC Kensington	N 1000					
		 ■ 1010 				Pallet-241 (0, 0) Pallet-242 (0)	Bushveid 1 (65) Bushveid 2 (50) Chinese Mind Fe deposits (51) DivideKom (41) Ficher East Komatities (1) Miscel Ni-Cu sufficte breccias (54) Moran (60) Muang Pha (32) Norisk (65)

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