Creating Tissue Sample Labels Protocol

Step 1. Identify the Samples

- Identify the work_id(s) for which sample(s) you would like to create labels. this can be found via the "Search" function on the Research Department Website. Contact the Database Associate if you require assistance.

Step 2. Query the Data for the Labels

- Using your internet browser, navigate to the Research Department Website and log in.
- https://research.botanicgardens.org
- Then, navigate to the Read Only Query page
- https://research.botanicgardens.org/admin/query.php
- Paste the following query in the text box:

```
SELECT wi.work_id, wi.work_individual_id, wi.individual_id,
sl.scientific_name_with_author, wd.collection_site_name, c.county, s.state,
wd.date_collected, wd.date_submitted, u.fullname, f.family

FROM work_individuals AS wi

LEFT JOIN work_done AS wd ON wi.work_id = wd.work_id

LEFT JOIN synonym_list AS sl ON wd.accepted_species_id = sl.accepted_species_id

LEFT JOIN counties AS c ON wd.county_id = c.county_id

LEFT JOIN states AS s on wd.state_id = s.state_id

LEFT JOIN work_users AS wu ON wd.work_id = wu.work_id

LEFT JOIN users AS u ON wu.user_id = u.user_id

LEFT JOIN accepted_species AS asp ON wd.accepted_species_id = asp.accepted_species_id

LEFT JOIN families AS f ON asp.family_id = f.family_id

WHERE wi.work_id =

GROUP BY wi.individual_id;
```

- If you are querying more than 1 work_id, change the "=" to "IN". Then elnclose the comma separated list of values in parentheses. see example below.

```
WHERE wi.work_id IN (123, 456, 789)
```

- Select "submit"

Step 3. Export and Save the Results

- The results should look something like this:

SELECT wi.work_id, wi.work_individual_id, wi.individual_id, sl.scientific_name_with_author, wd.collection_site_name, c.county, s.state, wd.date_collected, wd.date_submitted, u.fullname, f.family FROM work_individuals AS wi LEFT JOIN work_done AS wd ON wi.work_id = wd.work_id LEFT JOIN synonym_list AS sl ON wd.accepted_species_id = sl.accepted_species_id LEFT JOIN counties AS c ON wd.county_id = c.county_id LEFT JOIN states AS s on wd.state_id = s.state_id LEFT JOIN work_users AS wu ON wd.work_id = wu.work_id LEFT JOIN users AS u ON wu.user_id = u.user_id LEFT JOIN accepted_species AS asp ON wd.accepted_species_id = asp.accepted_species_id LEFT JOIN families AS f ON asp.family_id = f.family_id WHERE wi.work_id = 1122 GROUP BY wi.individual_id;
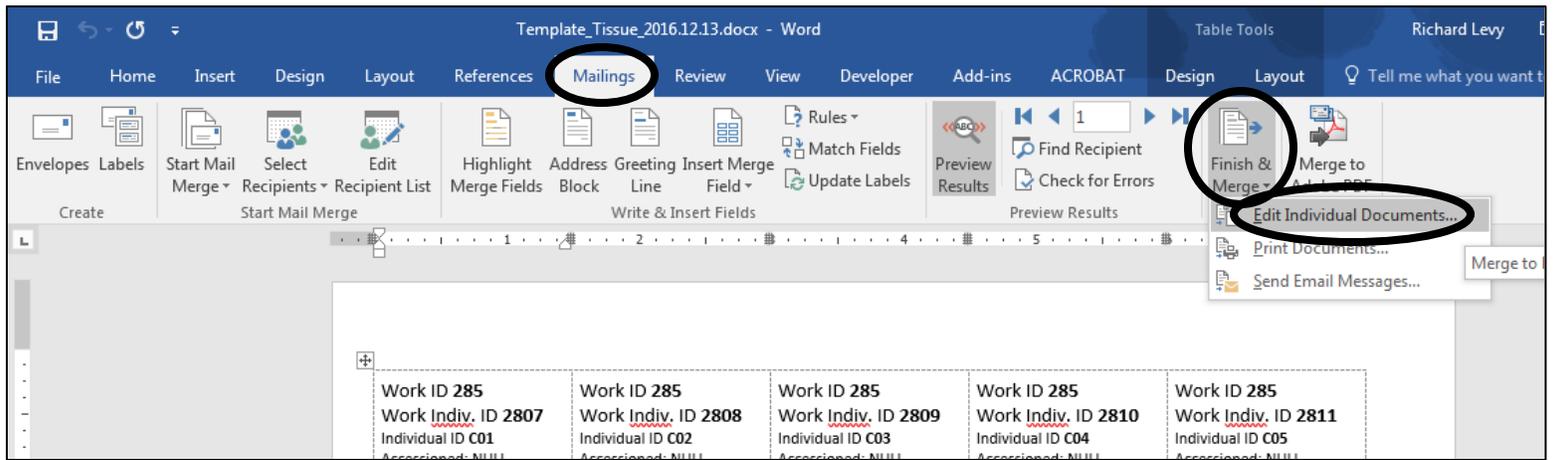
Download as CSV

work_id	work_individual_id	individual_id	scientific_name_with_author	collection_site_name	county	state	date_collected	date_submitted	fullname	family
1122	3258	1	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3267	10	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3268	11	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3269	12	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3270	13	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3271	14	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3272	15	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3273	16	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3274	17	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3275	18	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3276	19	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3259	2	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3277	20	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3278	21	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3279	22	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3280	23	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3281	24	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3282	25	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3283	26	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3284	27	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3285	28	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3286	29	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3260	3	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3287	30	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3288	31	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3289	32	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3290	33	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3291	34	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3292	35	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3293	36	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3294	37	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3295	38	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3296	39	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3261	4	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3297	40	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3298	41	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3262	5	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae
1122	3263	6	Physaria bellii G. Mulligan	North Boulder, Hwy 36 at Neva Access Road	Boulder	Colorado	2017-08-23	2017-08-25	Rebecca Hufft	Brassicaceae

- Select "Download as CSV"
- Once the file has downloaded, open it and save it
- Use the naming convention: work_id###_### (lowest_highest # for multiple work_ids)
- Save it here: Q:\Research\BiologicalAssets\BiologicalAssetLabels\DataSheets\Tissue

Step 4. Make and Print the Labels

- Open the Tissue Label Template Document:
  Q:\Research\BiologicalAssets\BiologicalAssetLabels\Templates\Template_Tissue_2016.12.13.docx
- Click "Yes" and "OK" for the first 2 prompts
- Then in the next window, navigate to the .csv file with the data you are using to make the labels.
- Select "comma" as the text separator.
- Check the first label that is generated upon the file being opened to make sure the corrct data was selected
- Under "Mailings" select "Finish and Merge" "Edit Individual Documents"

- A new Word document will open with all of the labels displayed
- Check that all values "NULL" are removed and left blank
- Print 2 copies of the document on acid free paper. Print one sided\
- Save the completed document in the corresponding "Printed" folder here: Q:\Research\BiologicalAssets\BiologicalAssetLabels\ReadyForPrint\Tissue