



www.sip-archiv.de

User Manual

Everything you always wanted to know about SIP-Archiv

As of: 30th July 2021 – SIP-Archiv 2.2.1

For reasons of better readability, gender-neutral differentiation of terms will not be used in this manual. In the interests of equal treatment, the terms used refer to all genders. The shortened linguistic form is used for editorial purposes only and does not carry any meaning.

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1 Introduction

Dear SIP community!

It was only a matter of time until the discussion about the creation of a data bank structure for a lasting solution to archiving these comprehensive findings and the associated primary research data arose in the technical committee Induced Polarisation (IP) at the Deutsche Geophysikalische Gesellschaft (DGG). The foundation for this type of research infrastructure was laid down at the committee meeting in Hannover during the 75th anniversary of the DGG in 2015.

Thanks to the involvement of all the IP committee members, it was possible to quickly create an initial service catalogue for the long-term archiving of SIP laboratory data and to make this available. The Leibniz Institute for Applied Geophysics has already agreed to make available the necessary personnel and infrastructural resources of the SIP community required for the practical implementation of the data bank as well as for its long-term operation. Following a comprehensive design phase, programming work began on the application at the end of 2015.

The 'SIP-Archiv' has three main strategies which the development team would like to mention at this point: 1. The participating institutions maintain full control over their data and manage it independently; 2 the data bank structure enables long-term, sustainable archiving, 3. the application also includes extensive research and data exchange functions for 'active' work and integration. Some of the most frequently asked questions during the creation of the service catalogue were the following: "What happens to our data? Who can see the data, who can save it locally? How can we prevent data from being used or from being published at all when this has not been agreed on? How do I find my data again?" The development team took these questions and needs into account and have created a data bank system that files the data according to person or institute, and in which the relevant person or institute is also responsible for data management. A search does not give any direct insight into the original measurement data, therefore, as only meta data relating to samples (such as petrophysical values, lithotype or age) or measurements (such as frequency range, measuring fluid or PH value) are displayed for the user community.

This structure also means that only the owners of the data can, should and may edit and share their sample and measurement data with third parties (i.e. people outside their own institution). In this way, all users can search for and request sample and measurement meta data; however, making this data available, or not, requires the active involvement of the owners of the data. As a consequence, exchange and transparent communication between the groups involved nationally is strengthened and good scientific practice is fostered.

Due to the location of the data bank at LIAG (the Geozentrum) in Hannover, the long-term operation as well as the long-term maintenance and development of the system is guaranteed. In addition, the archive is securely embedded in the IT infrastructure of Geozentrum Hannover and therefore meets all the data protection and legal requirements.

As an initial step, the system was started for SIP measurements of hard rock, timber and building materials, with provision being made for the consistent maintenance and development of the system

over the next few years. The next stages of expansion will see the development of the archiving system to record SIP data for unconsolidated material. Following that, larger test series and even filed measurements could be considered, depending on the demand and feasibility.

A high level of user-friendliness and the most intuitive usage possible with regard to data input and data searches has been taken into account during programming. The input of data is carried out on form-based screens that contain all the parameters and information relevant for samples and measurements. Developing these input fields is possible where the user's wishes and needs can be flexibly handled upon while the archive is being used. In addition, it would be possible to record the associated publications with the data so that results that have already been published can be searched for quickly.

To ensure the development and operation of this application, you, the user, are called upon and warmly invited to take part in completing, optimising and developing this data infrastructure! We can only improve and maintain the system based on your activities and feedback. The archiving and maintenance of your top quality data creates a real SIP treasure that will hopefully bring many exciting discussions and synergetic effects to the community!

The development team at SIP-Archiv are therefore delighted to make the application available to you, the users, for 'active' operation!

2 The SIP-Archiv Interface

2.1 Page layout

Each SIP-Archiv page is divided into 3 areas:

- 1 the **Header** with the SIP-Archiv logo
- 2 the **Work Area** with various content depending on the task at hand
- 3 the **Footer** with various links

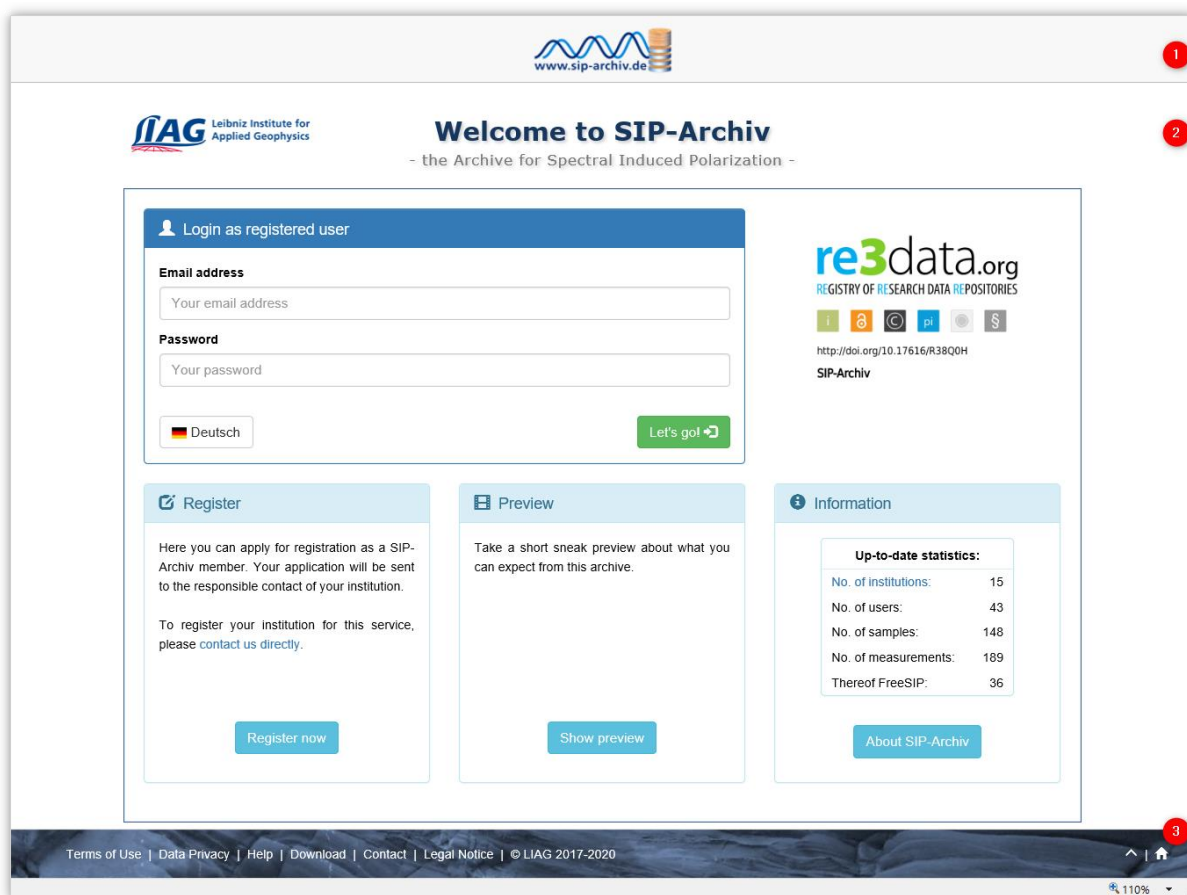



Figure 1: SIP-Archiv page layout

After you have logged in, clicking on the SIP-Archiv logo in the **header** 1  will always bring you back to the main menu.

The **Work Area** 2 consists of various content depending on which functions you have just chosen and the tasks you need to carry out.

Beside the title in the work area of a page, you will always find a symbol on the left that, just as with the SIP-Archiv Logo, brings you back to main menu when you click on it:

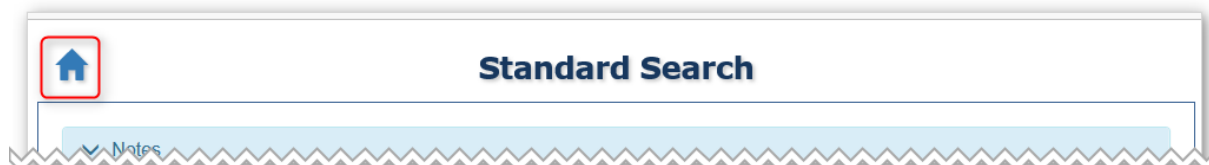


Figure 2: back to the main menu

In the **left pane at the footer** **3** of the page, you will find links to various detailed and important pieces of information:



Figure 3: Footer – left pane

- 1 Terms for Use:** the terms of use for the SIP-Archiv
- 2 Data Privacy:** the SIP-Archiv data protection statement
- 3 Help:** frequently asked questions with answers and a link to this manual
- 4 Download:** a page with important and helpful documents that can be downloaded
- 5 Contact:** a contact form for when you would like to get in touch with us
- 6 Legal Notice:** Information for SIP-Archiv users

After you have logged in, you will find various links to support your work using SIP-Archiv **on the right hand side of the footer**:



Figure 4: Footer – right pane

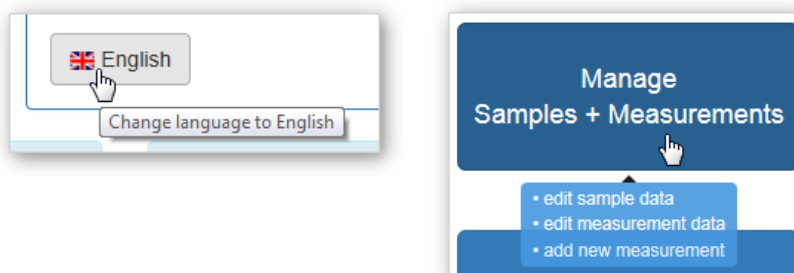
- 1 Top of page:** the arrow pointing upwards will bring you to the top of the current page
- 2 Homepage:** this link brings you to the main menu
- 3 Log Out:** you can end your current SIP-Archiv session at any time
- 4 Login Details:** here you can see which name you used to log in – clicking on this will show your details that are saved in the SIP-Archiv
- 5 Watch List:** You will see the number of measurements in your Watch List; clicking on this will bring you immediately to the Watch List (see chpt. 4.5.1)

2.2 Quick tips here and there


In addition to this *manual* and the assistance found under *Frequently Asked Questions*, you will also find other quick and concise tips for various functions in the footers of many SIP-Archiv interfaces.

Tooltip:

A Tooltip is a small window with a description of a particular element on the graphic interface. It appears when you move the mouse over the respective element, e.g.:



Pop-up:

At various locations in SIP-Archiv, you will find a small question mark  next to terms, titles or text. Clicking on these will bring up a small window with a short explanation about the point in question. E.g.:

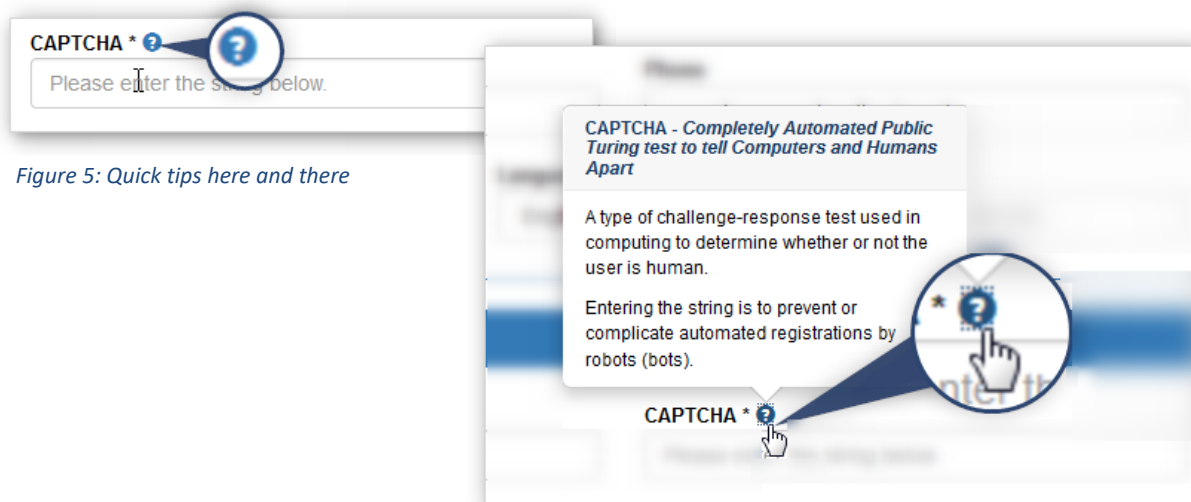


Figure 5: Quick tips here and there

Place holder:

In many input fields on forms, there are quick tips on what you are supposed to enter into a particular field, e.g.:


Geol. age free text (e.g. lower cretace)	Grain density e.g. 2.694 g/cm ³
--	---

As soon as you put the cursor into the input field, the tip disappears:

Porosity from ... to ... %	Porosity 27 42 I x %
--	---


2.3 Special controls

Details:

In some lists (e.g. sample lists, chpt. 3.8; measurement lists, chpt. 3.8.2) you will find an 'eye symbol' . If you click on this symbol, a superimposed window with information opens up containing, for example, the complete meta data for a sample or measurement.




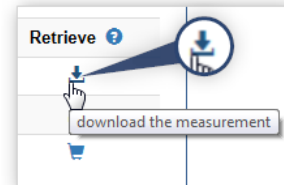
Editing:


In some lists (e.g. sample lists, chpt. 3.8; measurement lists, chpt. 3.8.2) you will find a 'pen symbol' . If you click on this symbol, a form opens up in which you can edit the meta data of a sample or measurement.

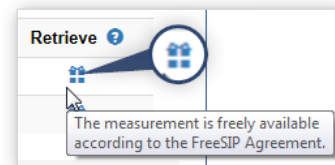


Downloading:


If there is a measurement in the list of measurements for a sample that belongs to your institute, you will find the symbol  to download the data. If you click on this symbol, you can download the measurement file directly to your PC (see chpt. 3.8.4).

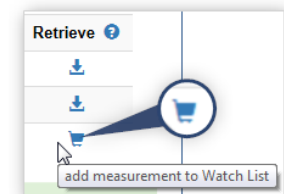


If there is a measurement in the list of measurements for a sample that is subject of the **FreeSIP agreement** (see chpt. 5.3), the **FreeSIP symbol**  is found in the list of measurements. You can also download this measurement directly to your PC by clicking on the symbol (see chpt. 3.8.4, p. 31).



Watch list:

If there is a measurement in the list of measurements for a sample that belongs to an external institute, you will find a shopping cart symbol . If you click on this symbol, the measurement will be added to your Watch List (see chpt. 3.8.4, p. 31).



2.4 Entering data

Character strings and numerical values:

Most elements are normal **text fields** where you can enter any values:

Name * <input type="text" value="Name of the sample"/>	Length <input type="text" value="123.4"/> <input type="text" value="mm"/>
--	---

! **Important:** Please always enter numerical quantities in the unit specified and *never* write the unit with it in the input field.

When entering numerical quantities, you can use a comma or a point as the decimal separator (135,7 or 135.7). Decimal numbers will be saved internally with a point as the separator.

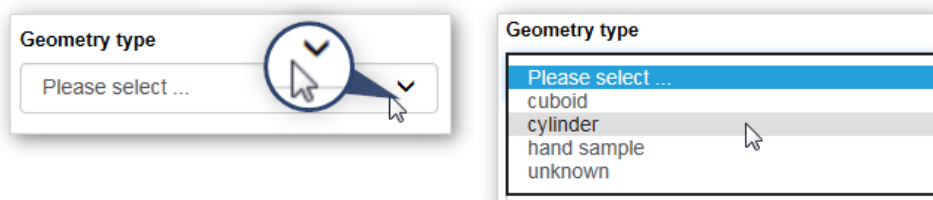


Recommendation: Please *only enter physically reasonable numerical values*. It is not useful to include too many decimal places. Please use the examples in the respective input fields to help you.

Please do not use *any* separating character for thousands!

Drop-down lists:

There are also **selection fields** where you can select values that have already been used previously:



Choose the data you are looking for from the list. Inserting free text is not possible here.

Mandatory information:

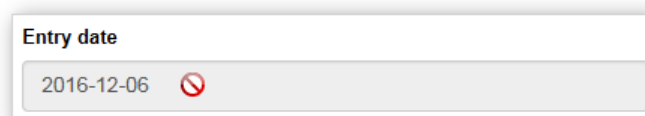
Some of the boxes (e.g. Name) are marked with an *:



This indicates a **mandatory field**; without completing these, you cannot save your entries in a form.

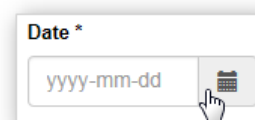
Automatic entries:

If a field has a **grey background**, then you cannot directly change the data in it. This is often due to the fact, that the data in this field has been entered automatically:



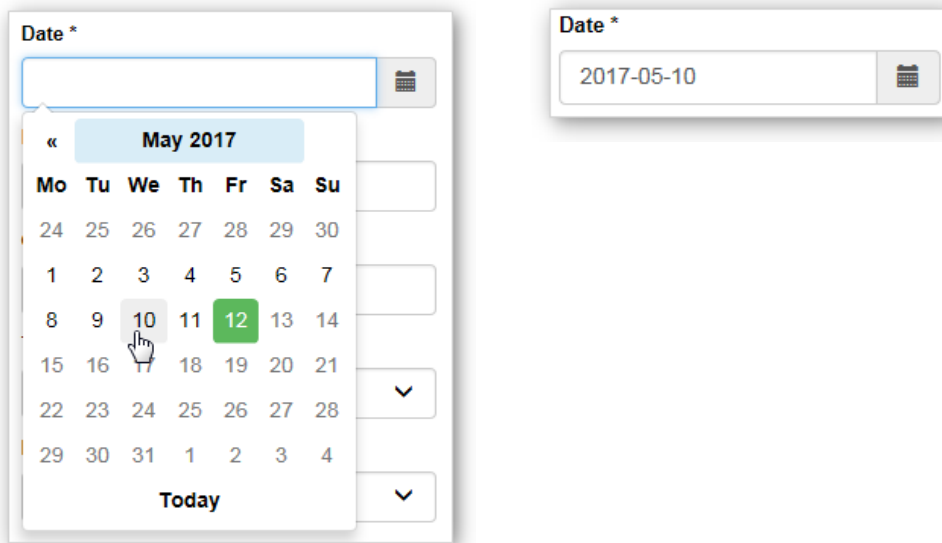
Calendar for selecting the date:

You can enter the date directly by typing it into the relevant input field or you can select it in the calendar. The calendar will open when you click on the input field or when you click on the relevant symbol.



If you would prefer to type the date, you can close the calendar by pressing **ESC** on your keyboard or by clicking into an area outside the calendar window.

To enter a date using the calendar, simply click on the date you need in the calendar. The calendar will close and the date will appear in the input field:



The following command buttons can be used to navigate within the calendar:

- ❶ « to the previous time range (e.g. previous month)
- ❷ » to the next time range (e.g. next month)
- ❸ **Heading**: to the next overview (e.g. monthly overview)
- ❹ **Today**: use current date, close calendar

In the **monthly overview** of a year, click on the desired month and then chose the desired day. Clicking on the heading in the monthly overview (year) will bring you to an overview of the years in that **decade**. You can click on the desired year and then on the desired month in order to select a day (date). Clicking the decade heading once will bring you to an overview of the **decade**, clicking on this decade heading will produce a list of **centuries**. In each overview, the command buttons « and » will bring you one time range forward and back respectively.

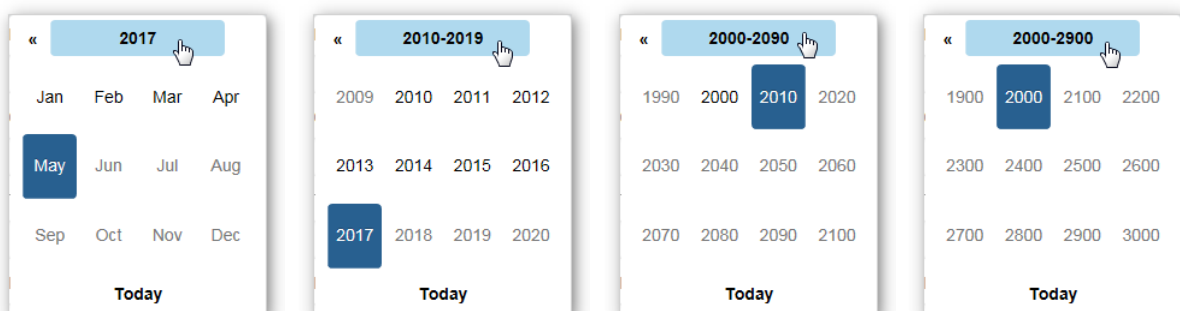
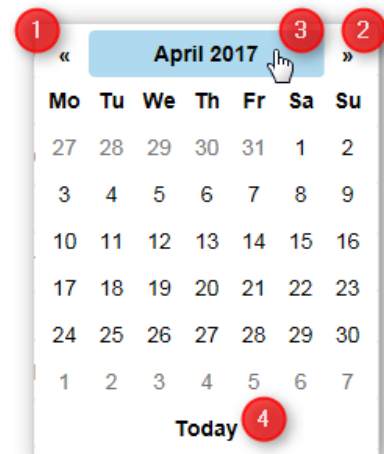


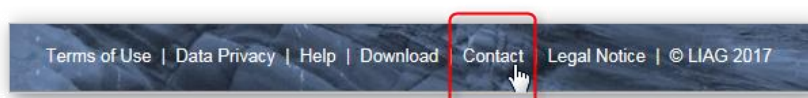
Figure 6: Calendar overviews

3 First Steps

As access to SIP-Archiv is only possible for registered users from registered institutions, you and your institution must register with SIP-Archiv before carrying out any work on it. The steps for registering are described in the following sections.

3.1 Registering an institute

To request your institute's participation in SIP-Archiv, please click on 'Contact' in the footer:



Please select the option 'Register Institute' in the contact form:

Figure 7: SIP-Archiv institute registration

Please complete the form and submit it. You will receive a contract from us in which the conditions for participation in SIP-Archiv are outlined; the contract will need to be signed. After we have received the signed contract from you, your institute will be able to participate in SIP-Archiv free of charge.

3.2 Registering a user account

As access to SIP-Archiv is only possible for registered users, you must register with SIP-Archiv before carrying out any work on it. On the homepage, click on the command button **'Register'**:

Fill out the form that opens in the new window:

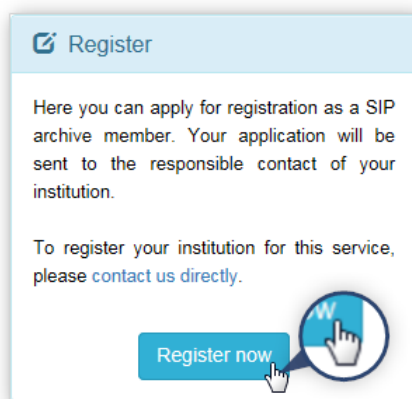
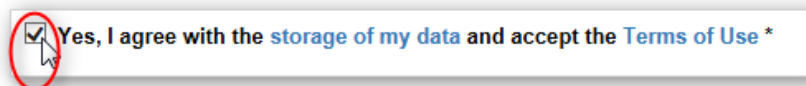
A screenshot of the 'Register as new user' form. The form is titled 'Register as new user' and has a home icon in the top left. It is divided into several sections: 'Notes for registration' (a dropdown menu), 'Personal information' (fields for Name, First name, Salutation, Title, Institution, Phone, Language, and Email address), 'Security' (fields for Password, Confirm Password, and CAPTCHA), and a final section with two checkboxes for terms and conditions. At the bottom, there are two buttons: 'Cancel registration' and 'Complete registration'. Red circles with numbers 1 through 7 are overlaid on the form to indicate specific fields or elements: 1 on the Password field, 2 on the Confirm Password field, 3 on the CAPTCHA field, 4 on the CAPTCHA image, 5 on the first checkbox, 6 on the second checkbox, and 7 on the Complete registration button.

Figure 8: SIP-Archiv user registration

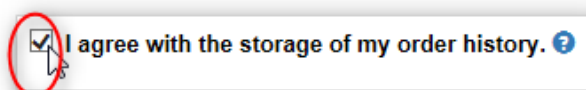
Please note:

- Fields marked with an * are required fields.
- Usage is limited to participating institutes. If you are interested in taking part, please contact the system administration (see chpt. 3.1).
- Your password ❶ must contain at least 8 characters including uppercase and lowercase letters, and numbers.
- For your security, you must enter your password twice. Please do *not* copy and paste the password when entering it for the 2nd time ❷ – type it again instead. In this way, any typos can be avoided.
- In order to prevent any automatic registration to SIP-Archiv by robots (Bots), you will have to enter an anti-spam series of characters (CAPTCHA¹) ❸. Request a different series of characters by clicking on the CAPTCHA ❹.
- If you want to participate in SIP-Archiv then it is important for you to accept the terms of use. In order to do this, please tick the box ❺:



The terms of use can be viewed and downloaded in PDF form by clicking on '[Rules of Use](#)'. Clicking on '[Storage of my data](#)' will allow you to see the data protection statement for the SIP-Archiv; this can also be downloaded in PDF form.

- If you wish, your data retrieval will be stored in the SIP-Archiv. In this way, you will always have an overview of your requests. You will also be notified via e-mail if any of the measurements you have already accessed for a sample have had new measurements added to them or if the meta data of a measurement has been changed. In addition, you will receive a scheduled SIP-Archiv newsletter. In order to activate this feature, please tick the box ❻:



Submit your registration request by clicking on '**Complete registration**' ❼. You will receive your login details via e-mail once you have registered. If you would like to correct your user details at a later time, please read the guide in chapter 4.6.1.

3.3 Register for an administrator account

Within the contract for registering an institute (see chpt. 3.1), details of a contact person from that institute must be provided. This person acts as the administrator for the institute in the SIP-Archiv. They can process registration requests for normal users as well as share measurements with people outside of the institute. We update the details of the contact person upon registration of the institute

¹ CAPTCHA – 'Completely Automated Public Turing test to tell Computers and Humans Apart'; The request for and submission of the series of characters should prevent automatically registering from robots (bots).

in the SIP-Archiv data bank with a standard password and then send the contact person (and, if applicable, their replacement) an e-mail with a prompt to change the password.

3.4 Login window

After both your institute and you have been registered, you can log in to the SIP-Archiv. At the log in area on the SIP-Archiv homepage, enter your e-mail address **1** and your password **2** and click on 'Go!' **3**:

Figure 9: Login as a registered user

In order to display the text and captions in English, click on 'English' **4**. If you selected English as your preferred language when registering, the language will change to English after you have logged in.

3.5 Welcome page

After logging in successfully, the SIP-Archiv main menu will open. If you have measurements in your Watch List or if you are waiting for a response from a contact person in another institute about a request for measurements, information relating to these will be displayed:

Figure 10: Login successful

By clicking on 'Watch List' **1** or 'Requests' **2** you will be brought to the relevant overview directly (see chpt. 4.4.). The command button '**continue**' **3** will bring you to the SIP-Archiv main menu.

If you are the contact person for an institution, you will also be notified here about any pending release requests from other users **4** (see chpt. 5.1), about registration requests, as well as about deactivated user accounts **5** (see chpt. 5.2.1):

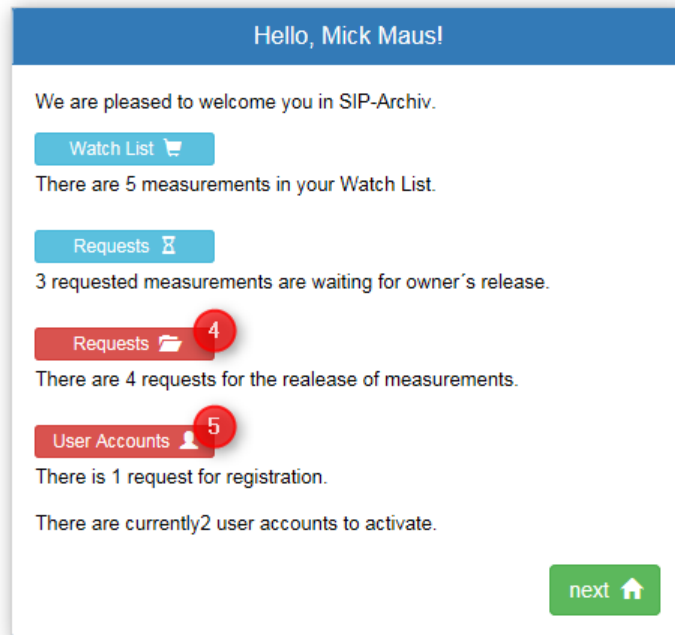


Figure 11: Login successful for contact person

By clicking on the according command button, you will be forwarded directly to the relevant overviews.

3.6 Main menu

The SIP-Archiv main menu is divided into 3 sections:

- 1 **Research:** Features for searching for samples and measurements
- 2 **Manage Data:** Features for entering new samples and measurements as well as managing publications and requests
- 3 **Manage Users:** Features for processing user information and guidelines

There are 3 command buttons in each section; these command buttons bring you to the pages required in order to carry out the various tasks in SIP-Archiv:

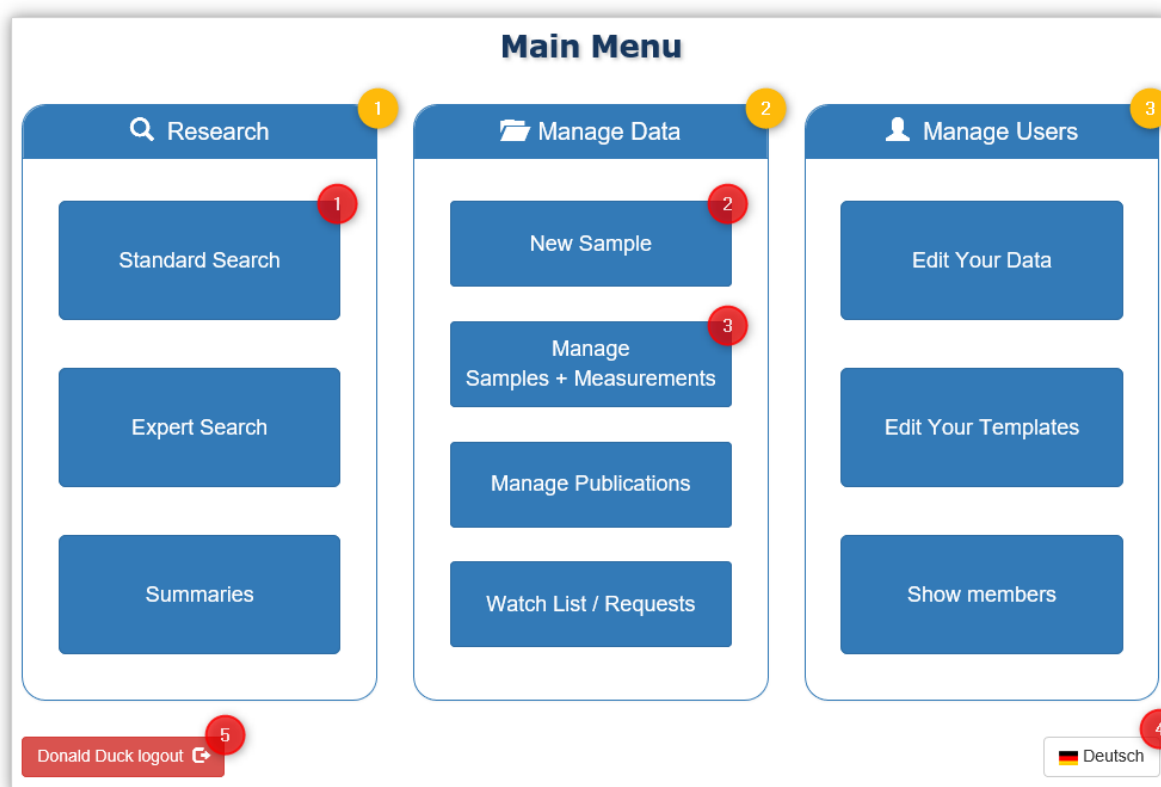


Figure 12: SIP-Archiv main menu – first steps

The basic functions ‘**Standard search**’ 1 (chpt. 3.7), ‘**Enter samples**’ 2 (chpt. 3.9) and ‘**Add measurements**’ 3 (chpt. 3.10) will be described in more detail in the ‘First Steps’ chapter of this book. The explanations for other functions can be found in chapter 4.

You can also **change the language** in which text and captions are displayed in SIP-Archiv at any time via the main menu 4. When you are finished working in SIP-Archiv you can end your SIP-Archiv session by clicking on ‘... **logout**’ 5.

3.7 Carrying out a simple search

The standard search in SIP-Archiv allows you to easily search for samples and measurements on the basis of the information used to describe the samples and the measurements (the so-called *meta data*).

3.7.1 The search interface

You can access the standard search option by clicking on '**Standard search**' in the '**Research**' section of the main menu (see Figure 12, p. 19):

Figure 13: Standard search – search field groups

You can search for various meta data here. For a clearer overview, meta data is divided into 4 groups:

- ❶ '**General information**': Basic descriptions of the samples and measurements
- ❷ '**Petrophysical information**': Sample characteristics
- ❸ '**Measurement parameters**': Measurement characteristics
- ❹ '**Publications**': Information about publications on the sample and/or measurement

While the search fields for 'General information' are always shown, the search fields for the other search groups are normally closed to allow for a clearer overview ❷. You can open a closed search field group by clicking on the header for that group ❶:

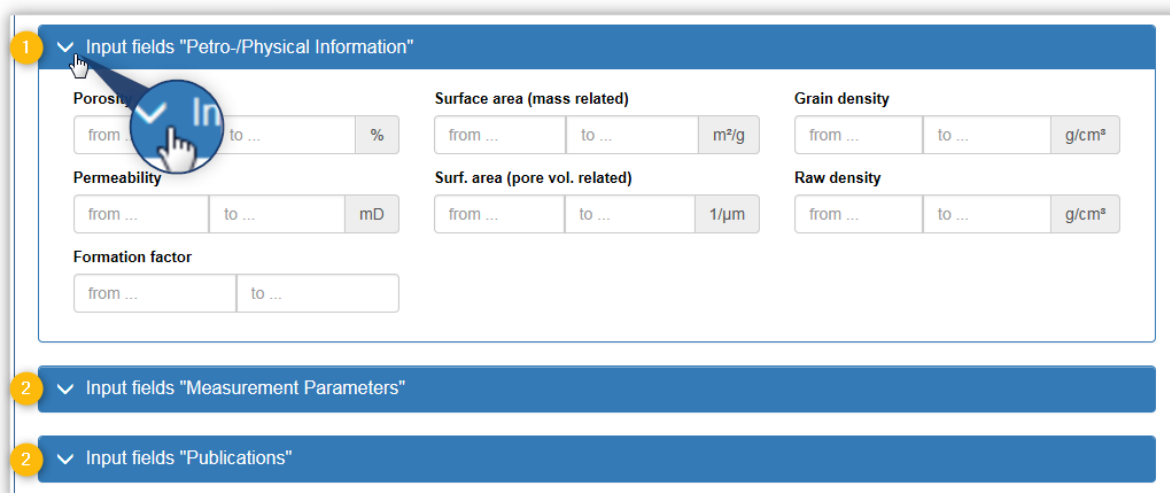


Figure 14: Open search field groups

Clicking on the header again will close the search field group 2.

3.7.2 Entering search terms

Depending on the type of meta data, you can either enter your search terms into the search fields or you can choose a value from a list:

Character strings:

The character strings entered can be found anywhere in the searched section; uppercase and lowercase letters are *not* differentiated from one another.

Example: a search for 'est' would bring up the results 'test sample', 'sample quick test', 'carboxylic acid ester', 'ERRARE HUMANUM EST'

Drop-down lists:

Choose the data you are looking for from the list. Inserting free text is not possible here; the search will look for a match for the term you have chosen.

Numerical values:

When searching for numerical values, it is possible to enter 2 values, for each element, that mark the upper and lower limits of the value you are searching for. If only one value is entered, then only the lower ("From ...", corresponding to \geq) or the upper ("To ...", corresponding to \leq) value is limited. If both values are entered as the same, then it is a search for identical values (=).

You can select the date you are looking for from a calendar. The calendar will open when you click on the input field. Using the calendar to select the date is explained in more detail in chapter 2.4 (p. 12).

3.7.3 Tips for the standard search

- All search terms will be linked by an 'and' and used as the search filter.
- **Empty search fields** will *not* be included in the search.
- **Any samples** that contain the search criteria in the meta data from samples or measurements will be listed in the search results.

3.7.4 Search options

The group of search options can be found underneath the search field groups. Here you can restrict the search to special characteristics or sample types and specify the sorting of the search results from the outset:

Search options		
Samples filtered by spec. characteristics:	Samples filtered by type of sample:	Samples sorted by:
<input checked="" type="checkbox"/> Filter criteria also apply to measurements ?	<input type="checkbox"/> only hard rock samples ?	ID ▾ ascending ▾
<input type="checkbox"/> only samples from round robin tests ?	<input type="checkbox"/> only loose material samples ?	Measurements sorted by:
<input type="checkbox"/> only FreeSIP measurements ?	<input type="checkbox"/> only anthropogenic samples ?	ID ▾ ascending ▾

Figure 15: Search options

Filtering samples according to special characteristics:

All filters for the specific characteristics can be used individually or combined with each other (eg "Filter criteria also apply to measurements" *and* "only FreeSIP measurements").

Also use the search filter for measurements

Measurements belonging to the samples are shown in the results list (see chpt. 3.8, p. 27) of the corresponding sample. There are 2 versions available here:

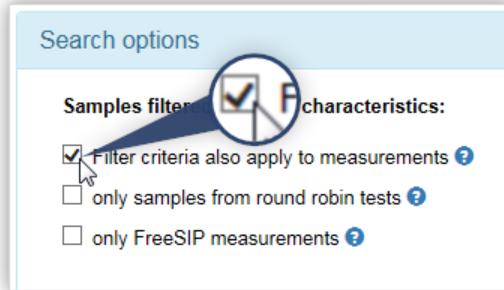


Figure 16: Also use the search filter for measurements

- Only include measurements that correspond to the search criteria (**default setting**). If you choose this option, only the measurements from the samples found in the results list that contain meta data matching the measuring parameters will be listed.
- Show **all** measurements for a sample. Uncheck the box in order to display all the measurements from the samples found, regardless of whether the meta data of the measurements meet the desired measurement parameters or not.

Only show samples from round robin tests

You can limit your search to only show samples that belong to a **round robin test** (see chpt. 4.7, p. 89): If you choose this option, the search results will only include samples that belong to a round robin test. To do this, click on the check box:

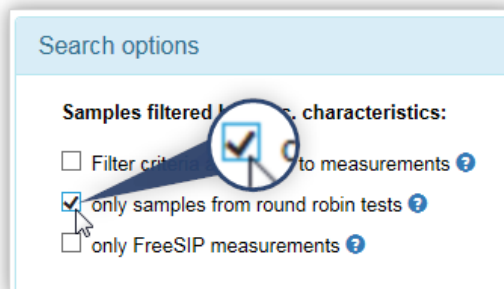


Figure 17: Search filter 'only show round robin tests'

Only show FreeSIP measurements

You can limit the search to only show samples that are subject to the **FreeSIP agreement** (see chpt. 5.4, p. 112): If you choose this option, the search results will only include samples samples that have been released under the FreeSIP Agreement. To do this, click on the check box:

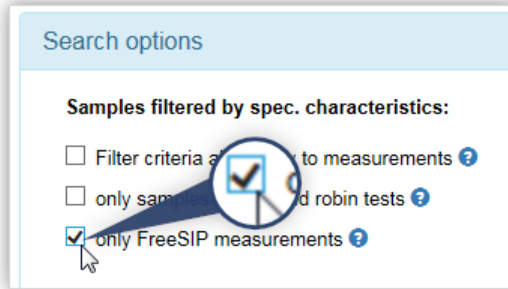


Figure 18: Search filter 'only show FreeSIP measurements'

Filter samples according to sample types:

The filters for the sample types cannot be combined with each other, only one sample type filter can be used. If no sample type filter is set, all sample types are taken into account during the search.

Only show hard rock samples

You can limit the search to hard rock samples: If this option is selected, only those samples assigned to the sample type **hard rock** are listed in the result list. To do this, click on the check box:

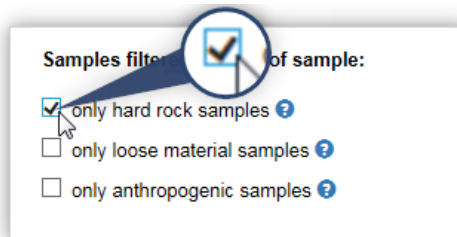


Figure 19: Search filter 'only show hard rock samples'

Only loose material samples

You can limit the search to loose material samples: If this option is selected, only those samples assigned to the sample type **loose material** are listed in the result list. To do this, click on the check box:

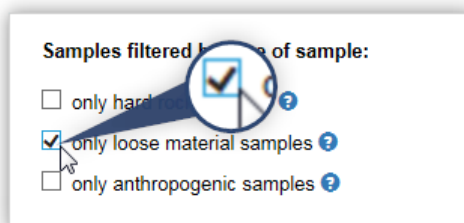


Figure 20: Search filter 'only show loose material samples'

Only anthropogenic samples

You can limit the search to anthropogenic samples: If this option is selected, only those samples assigned to the sample type **anthropogenic** are listed in the result list. To do this, click on the check box:

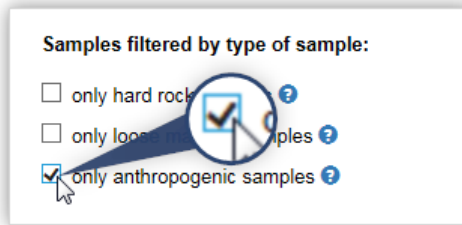


Figure 21: Search filter 'only show anthropogenic samples'

Organise the search results

You can set the **organisation of the list of results** here. To do this, choose the relevant options:

- **Sort samples:** in ascending or descending order according to ID, name, lithotype, institution or entry date. To do this, choose the sorting criteria and the order from the list:

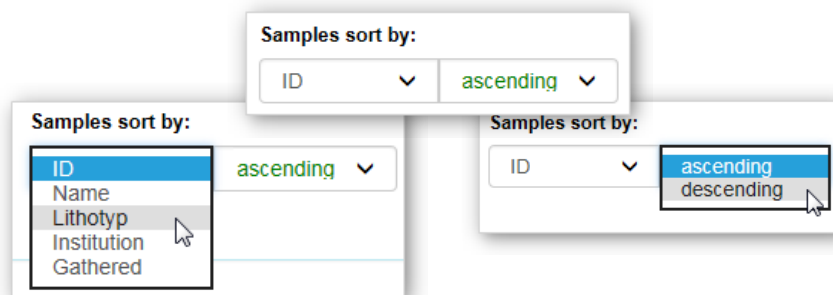


Figure 22: Sort samples

In the list of results, you can change how the samples are sorted later by clicking on the relevant header.

- **Sort measurements:** in ascending or descending order according to ID, name, conductivity, fluid temperature or the date of measurement. To do this, choose the sorting criteria and the order from the list:

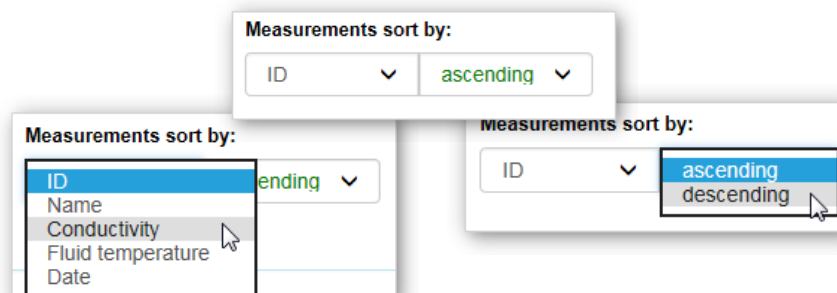


Figure 23: Sort measurements

3.7.5 Management and navigation:

The command buttons to manage search functions can be found underneath the search options:

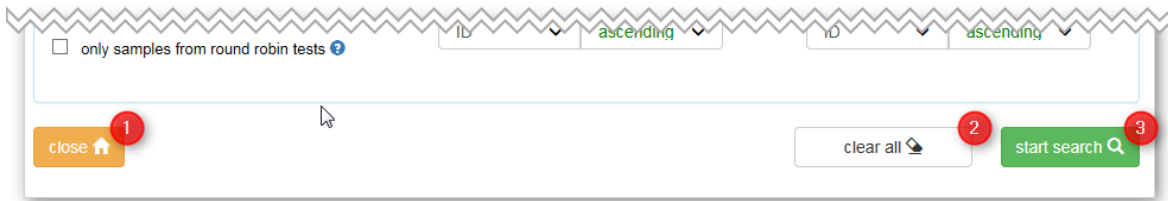


Figure 24: Standard search management and navigation command buttons

The command buttons have the following functions:

- 1 **'close'**: ends the standard search and returns to the main menu
- 2 **'reset all'**: empties all the input fields and reactivates the standard options
- 3 **'start search'**: starts a search according to the search terms entered and the search options chosen

3.8 Search results

After you have selected the **'start search'** command button, the results of your search will be displayed in a list in a new window. Example:

Search request: - Lithotype = 'sandstone'
- Saturation fluid = 'NaCl-sol.'

Search options: - Also use the search filter for measurements
- Sort samples according to name in ascending order
- Sort measurements according to ID in ascending order

Ser. No.	Sample ID	Sample Name	Lithotyp	Institution	Gathered	Revised	MeasurementDetails
1	53	BE02A	sandstone	LIAG	16-09-07	18-02-01	2/3
2	46	Bk9	sandstone	TU BAF	16-09-07	18-02-01	2/4
3	44	BR5/2	sandstone	TUC	16-09-07	18-02-01	1/1
4	57	Bs4	sandstone	TU BAF	16-09-07	18-02-01	2/5
5	78	BU_1/10	sandstone	TUC	16-09-07	18-02-01	2/2
6	66	BU12/3	sandstone	TUC	16-09-07	18-02-01	1/1
7	63	BU3/1	sandstone	TUC	16-09-07	18-02-01	1/1
8	51	CS11	sandstone	BAM	16-09-07	18-02-01	2/2
9	55	CS13	sandstone	BAM	16-09-07	18-02-01	2/2
10	48	CS16	sandstone	BAM	16-09-07	18-02-01	2/2
11	60	CS22	sandstone	BAM	16-09-07	18-02-01	2/2
12	65	EL31A	sandstone	LIAG	16-09-07	18-02-01	1/1

Figure 25: Search result

3.8.1 Browsing through the list of results:

If your search brings up more than 12 results, the list of results will be displayed across multiple pages. In this case, you will find information on the current page and all the page numbers in the upper half of the results table ❶. You will also find command buttons for browsing within the list of results above and below the table (first page ❷, previous page ❸, next page ❹, last page ❺):

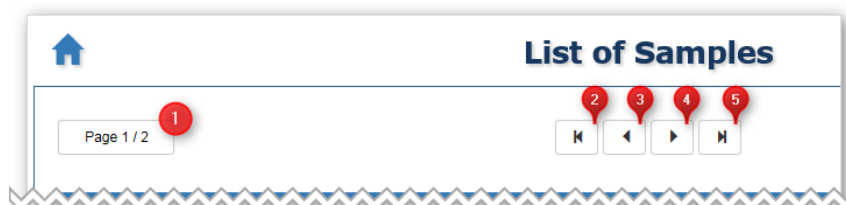
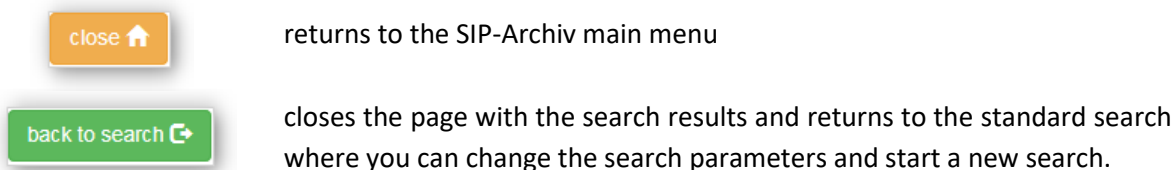


Figure 26: Search result – browse

3.8.2 Complete search

You will find the command buttons **'close'** and **'return to search'** underneath the results table and next to the browsing command buttons:



3.8.3 The table of results

The samples found will be listed in the results table (see Figure 25, p. 27). The table contains the most important meta data in relation to the samples.

Sort table

You can sort the tables in ascending order according to the meta data in question by clicking on the respective column headers **'Sample ID'**, **'Sample Name'**, **'Lithotype'**, **'Institution'** or **'Recorded'**:

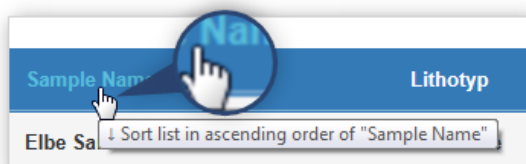


Figure 27: Search result – sort table of samples

Show all sample data

If you click on the 'eye symbol' in the '**Details**' column in the table (see chpt. 2.3), all the meta data for the sample in question will be displayed in an information window:

Details of Sample "BE02A" ✕

General information:

Sample ID: 53	Lithotype: sandstone
Institution: LIAG	Geol. formation: Bentheimer gamma
Contact person: Dr. Max Test	Geol. age: Unterkreide
Entry date: 2016-09-07	Sample is intact: yes
Last modification: 2018-02-01	Round robin test: no
Type of sample: hard rock	

Petrophysical Information:

Geometric information:

Porosity [%]: 21.5	Geometry type: cylinder
Permeability [mD]: 555	Length [mm]: 40
Formation factor: 15	Diameter [mm]: 29.71
Surface area (mass related) [m²/g]: 0.347	
Surf. area (pore vol. related) [1/μm]: 3.36	
Grain density [g/cm³]: 2.651	

More results / data available: ?

Annotation:

CT	MIP/MICP	Min.	SEM	NMR	GSD	Chem.
----	----------	------	-----	-----	-----	-------

Publications:

Ser. No.	DOI	Title	Link to publication	Date
1	10.1190/GEO2016-0135.1	Induced Polarization and Pore Radius - A Discussion	Link to publication	2016-05-01

close ↗

Figure 28: Details of a sample

Show measurements

Regardless of the search option selected for '*Also use the search filter for measurements*' (see chpt. 3.7.4), the column '**Measurements**' will only display either the number of matching measurements and the whole measurement for this sample (e.g. '2/3 ▼') or only the total number of measurements in the sample (e.g. '3 ▼') :

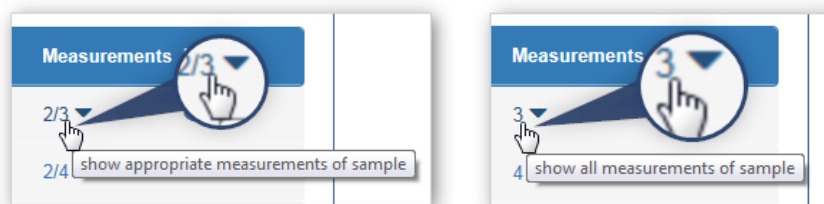


Figure 29: Search result – measurements for the sample

By clicking on this detail or on the symbol, ▼ you will open a table with the corresponding measurements for that sample. The table contains the most important information in relation to the measurements:

Ser. No.	Sample ID	Sample Name	Lithotyp	Institution	Gathered	Revised	Measurements	Details
1	53	BE02A	sandstone	LIAG	16-09-07	18-02-01	▼	👁

Measurements of sample BE02A :								
Ser. No.	Name	Freq. Range	Fluid	Conductivity	Type of phase	Date	Details	Retrieve
1	BE02A_1	0.001 - 1000 Hz	NaCl-sol.	100 mS/m	D	2016-09-07	👁	🛒
2	BE02A_2	0.001 - 287 Hz	NaCl-sol.	99 mS/m	C	2016-11-11	👁	🛒
3	BE02A_3	10 - 999 Hz	tap water	87 mS/m	F	2016-09-09	👁	🛒

Figure 30: Search result – table of measurements

Show all measurements data

If you click on the ‘eye symbol’ in the ‘**Details**’ column in the table (see chpt. 2.3), all the meta data for the measurement in question will be displayed in an information window:

Details for Measurement BE02A_1

General information:

Measurement-ID: 33	Measuring device: SIP-Fuchs
Owner: LIAG	Measuring cell:
Date: 2016-09-07	Filename: 2016_01_21_BE02A.res
Performer: Dr. Matthias Halisch	FreeSIP: no

Measurement Details:

Electrode type: annular electrode	Saturation fluid: NaCl-sol.
Electrode material: AgCl	Degree of saturation [%]: 100
Frequency [Hz]: 0.001 - 1000	Conductivity [mS/m]: 100
Type of phase: D - local maximum	Fluid temperature [°C]: 19.6
Configuration factor [m]: 0.029019	pH-Value: 8.52

Comment:

close
add to Watch List

Figure 31: Details of a measurement

add to Watch List

The command button ‘**add to Watch List**’ will be displayed if the measurement is from an institution that is not yours. You will need to request the measurement from the owner of the data for such measurements.

By clicking on the command button, you can add the measurement to your Watch List and then submit a request from there (see chpt.4.5.1).



The number of measurements in your Watch List will be shown in brackets behind the shopping cart symbol in the footer. Clicking on this symbol will bring you directly to your Watch List.



When it comes to a measurement from your own institution, the command button '**download**' with the **Download symbol** will be displayed instead. Such a measurement can be also downloaded on your PC by simply clicking on the command button.



The command button "**download**" with the **FreeSIP symbol** will be displayed if the measurement has been released by the data owner according to the **FreeSIP sgreement** (see chapter 5.3, page 99) for download to all SIP-Archiv users. Such a measurement also can be downloaded on your PC by simply clicking on the command button.



The command button '**close**' closes the information window and you will return to the sample list with the table of measurements.

3.8.4 Add measurements to Watch List or download measurements

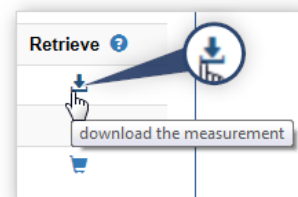
There are three possibilities for obtaining the measurement files. In the column '**Retrieve**' in the table with the measurements, you will find a **Shopping Cart** symbol, a **Download symbol** or the **FreeSIP symbol**:


Ser. No.	Name	Freq. Range	Fluid	Conductivity	Type of phase	Date	Details	Retrieve
1	Dol15_1	0.00286 - 6000 Hz	CaCl-sol.	100 mS/m	B	2016-07-25		Download symbol
2	Dol15_2	0.00286 - 6000 Hz	CaCl-sol.	100 mS/m	B	2016-07-22		Download symbol
3	Dol15_3	1 - 2 Hz	MgCl-sol.	234 mS/m	C	1970-01-01		Shopping Cart symbol
4	Dol15_4	0.01 - 142000 Hz	NaCl-sol.	98.2 mS/m	E	2017-02-17		FreeSIP symbol

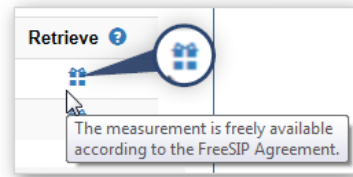
Figure 32: Search result – add measurement to Watch List or download measurement

Download measurement

In the case of a measurement from your own institution, the **Download symbol** will be displayed. The name of the measurement will also appear in bright green. Such a measurement can be downloaded by simply clicking on the symbol on your PC.



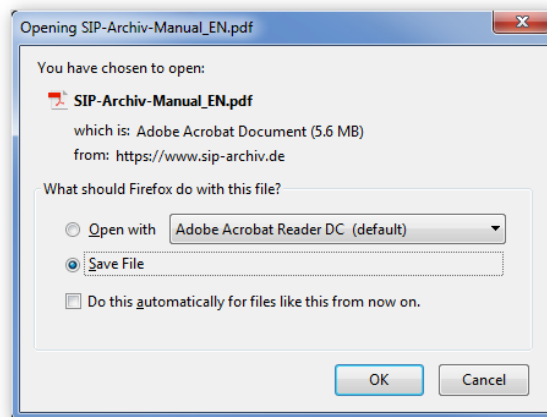
The **FreeSIP symbol**  is displayed if the data owner gave a download permission for all SIP-Archiv users according to the **FreeSIP agreement** (see chpt. 5.4, p. 112).




By clicking on one of the symbols depending on your browser, the file should begin to download.
e.g. in Microsoft Internet Explorer 11:

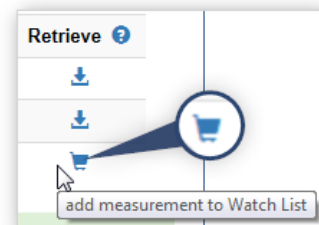


e.g. in Mozilla Firefox 50:

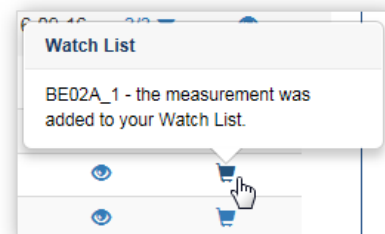


Add measurements to my Watch List

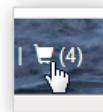
The **Watch List symbol**  will be displayed if the measurement is from an institution that is not yours. You will need to request the measurement from the owner of the data for such measurements. By clicking on the symbol, you can add the measurement to your **Watch List** and then submit a request from there (see chpt.4.5.1, p. 72).



After you have clicked on the symbol, a small information window will let you know that the measurement has been added to your Watch List.



The number of measurements in your Watch List will be shown in brackets behind the shopping cart symbol in the footer. Clicking on this symbol will bring you directly to your Watch List.



Providing measurements

Regardless of whether you download a measurement directly or if a measurement has been made available to you upon request (see also chpt. 4.4, p. 70 and chpt. 5.1.1, p. 98), the measurements will always be provided in a ZIP archive². The ZIP archive will contain the actual measurements as well as an Excel file in which the sample and measurement parameters for the measurements and the related samples are listed.

The suggested name for ZIP archive direct downloads is 'SIP-Download-[Institution Acronym]_[Measurement Name].zip' (e.g. SIP-Download-LIAG_BS-P00A_1.zip).

A ZIP archive with measurements that has been sent to you via e-mail after the owner of the measurement(s) has made it/them available to you will be called 'SIP-Request-[Institution Acronym]_[yyyy-mm-dd].zip' (e.g. SIP-Request-LIAG_2017-06-16.zip).

² The ZIP format (from "zipper") is a format for compressing files without compromising quality that, firstly, reduces the space required for archiving and that also functions as a container file in which several related files or even directory trees can be compiled. The file extension for a zip archive file is: .zip (source: Wikipedia).

3.9 Create a new sample

Samples are one of the central elements to SIP-Archiv. The parameters you input for a rock sample are saved so that you do not have to re-enter this information again for each new measurement. In the main menu, click on '**New Sample**'. In the window that opens, select what material the sample is:

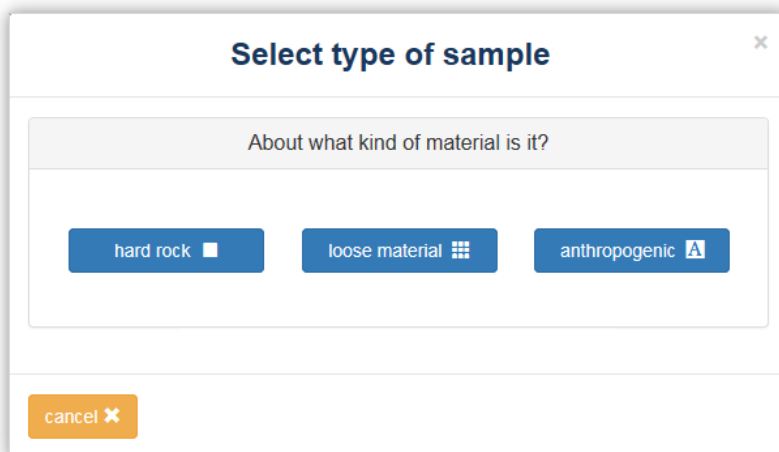


Figure 33: select type of sample

You can choose between the sample types **hard rock**, **loose material** and **anthropogenic material**. Depending on the selected material (sample type), there are minor differences in the metadata to be collected:

Metadata	hard rock	loose material	anthropogenic
geol. formation	x	–	–
geol. Age	x	x („age“)	x („age“)
formation factor	x	–	x
grain density	–	x	–
geometry type	cuboid cylinder hand sample unknown	– cylinder – unknown	cuboid cylinder hand sample unknown
more results / data available	CT MIP/MICP Min SEM NMR Hydr. GSD Chem. Zeta	CT – Min SEM NMR Hydr. GSD Chem. Zeta	CT MIP/MICP Min SEM NMR Hydr. GSD Chem. Zeta

Table 1: Metadata differences in sample types

Click on one of the buttons to open the corresponding dialog for entering the data for your sample type. The following figure 34 shows an example of the dialog for creating a new sample of solid rock. The dialogues for creating loose material and anthropogenic samples are identical except for the differences listed in Table 1.

Add new sample - hard rock

Import data from template

General information:

Name * hard rock material *

Sample is intact * Round robin test Geol. formation Geol. age

General information (added automatically):

Institution Contact person

Type of sample Entry date Last modification

Petrophysical Information:

Porosity * % Formation factor

Permeability mD Grain density g/cm³

Surface area (mass related) m²/g Surf. area (pore vol. related) 1/μm

Geometric information:

Geometry type *

Length mm Diameter mm

Length X mm Length Y mm Length Z mm

More results / data available:

CT MIP/MICP Min.
SEM NMR Hydr.
GSD Chem. Zeta

Annotation:

Publications:

Publications currently connected with this sample: none

DOI	Title	Date
—	—	—

Figure 34: Create a new hard rock sample

The meta data to be included in the creation of the sample is compiled in separate groups:

- 1 'General information'
- 2 'General information (completed automatically)' (standard closed group)
- 3 'Petrophysical information'

- 4 'Geometrical information':
- 5 'Additional results/data available'
- 6 'Comments'
- 7 'Publications'

Working with **templates** (command button '**Import data from template**') will be looked at in more detail in chapter 4.6.2, page 80.

3.9.1 Filling out the form

Most elements are normal **text fields** where you can enter any values:

The image shows two input fields. The first is labeled 'Name *' and contains the text 'Name of the sample'. The second is labeled 'Length' and contains the numerical value '123.4' followed by a unit selector dropdown menu currently showing 'mm'.

! **Important:** Please always enter numerical quantities in the unit specified and *never* write the unit with it in the input field.

When entering numerical quantities, you can use a comma or a point as the decimal separator (135,7 or 135.7). Decimal numbers will be saved internally with a point as the separator.



Recommendation: Please *only enter physically reasonable numerical values*. It is not useful to include too many decimal places. Please use the examples in the respective input fields to help you.

Please do not use *any* separating character for thousands!

There are also **selection fields** where you can select values that have been used previously:

The image shows two selection fields. The first is labeled 'Geometry type' and has a dropdown arrow icon. The second is labeled 'Geometry type *' and has a dropdown menu open showing the following options: 'Please select...', 'cuboid', 'cylinder', 'hand sample', and 'unknown'.

Choose the data you are looking for from the list. Inserting free text is not possible here.

Some of the boxes (e.g. Name) are marked with an *: This indicates a **mandatory field**, without completing these, you cannot save your samples.

The image shows a selection field labeled 'Sample is intact *'. The dropdown menu is open, showing the option 'yes' selected. A blue callout bubble with a white asterisk points to the asterisk in the label.

If a field has a **grey background**, then you cannot directly change the data in it. This is often due to the fact that the data in this field has been completed automatically:

Entry date

2016-12-06

3.9.2 Specifics when entering samples

General information !

The **name of the sample** is subject to some restrictions. This must be unique across all institutions and may only include the following characters: **A-Z** **a-z** **0-9** **-** **_**

! Attention: The entire length of the sample name must not exceed 50 characters! Please choose relevant names for your samples.

Checks will be carried out after you have saved your sample.

In order to select the **material**, you must first click on the command button '**please select**':

anthropogenic material *

Name of the material

unconsolidated material *

Name of the material

hard rock material *

Name of the rock

please select

In the window that opens, you can choose a type and apply the selected material:

Select - hard rock

Please select a hard rock material:

Please select ...

cancel

transfer

Select - hard rock

Please select a hard rock material:

Sedimentary Rocks

- silica clastic
- breccia
- clay
- clay slate (Alaunschiefer)
- clay slate (Schiefer-ton)
- conglomerate
- diamictite
- fanglomerate
- greywacke
- quarzite
- sandstone

Select - hard rock

Please select a hard rock material:

quarzite

cancel

transfer

Figure 35: Material drop-down menu

General information (completed automatically) ²

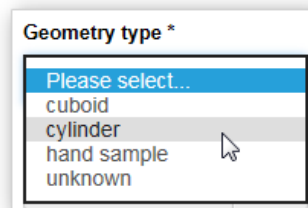
This refers to information generated by the system. You can view this information, however you cannot make changes to it. For better clarity, this group of meta data is, by default, closed upon accessing the page. You can open a closed group by clicking on the header; clicking the header a second time will close the group

Petrophysical information ³

In general, the field **porosity** is a mandatory field. If you are not in a position to determine this, due to the sample not being available anymore for example, then you can enter 'n/a' in the input field. There is also a tip related to this in the form [?].

Geometrical information ⁴

Select the **type of geometry** from the drop-down menu:



Tip: Entering just the first few letters in a list may bring you quickly to what you are looking for.

The sample measurements you can enter depend on the **type of geometry**:

- **Cylindrical** samples should be entered using length and diameter.
- Enter the three length values for **cubes**.
- For **hand specimens**, enter the dimensions of the smallest encasing cube.
- If you do not know the dimensions, select **unknown**. The following fields will then be disabled.



Recommendation: For hand specimens (irregularly shaped samples), please enter the data for the smallest encasing cube in the order length x width x height.

Depending on the chosen geometry (cylinder or cube/hand sample), the relevant fields will be enabled so you can input the data:

Geometric information: ?

Geometry type *
cylinder

Length * Diameter *
e.g. 39.74 mm e.g. 29.84 mm

Length X Length Y Length Z
X mm Y mm Z mm

Geometric information: ?

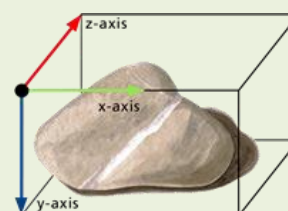
Geometry type *
cuboid

Length Diameter
length mm Ø mm

Length X * Length Y * Length Z *
e.g. 3€ mm e.g. 1€ mm e.g. 6€ mm



Recommendation: When entering data for the dimensions of a cube or a hand sample, please refer to the dimensions as shown in this template:



You will also find the template when you click on the question mark ? when choosing the type 'cube' or 'hand sample'.

Additional results/data 5

If you carried out additional petrophysical measurements on the sample, you have the possibility to indicate the '**availability of additional data**' for a number of procedures. These results will *not* be compiled in SIP-Archiv. Tick the box (click the box again if you wish to remove the tick):

More results / data available: ?

CT <input type="checkbox"/>	MIP/MICP <input type="checkbox"/>	Min. <input type="checkbox"/>
SEM <input type="checkbox"/>	NMR <input type="checkbox"/>	Hydr. <input type="checkbox"/>
GSD <input type="checkbox"/>	Chem. <input type="checkbox"/>	Zeta <input type="checkbox"/>

The abbreviations are as follows:

- CT: X-ray computed tomography data (or from other 3D imaging methods)
- SEM: Scanning electron microscope images
- PSD: Particle size distribution
- MIP/MICP: Mercury injection capillary pressure data
- NMR: Nuclear Magnetic Resonance (T1; T2)
- Chem.: Geochemical analyses (e.g. cation exchange capacity)


- Min.: Mineralogical analyses (e.g. X-ray diffraction)
- Hydr.: Hydrological analyses (e.g. Multi-Step Inflow Tests)
- Zeta: Zeta potential measurement

You can also find an explanation of the abbreviations by clicking on the question mark .

Comments

If you have additional information about the samples that is not covered in the fields provided but that you think may be important for other users, then write a **comment** for the sample. The comment is limited to 200 characters.

3.9.3 Entering publications

If the sample to be completed is the basis of a scientific **publication**³, you can enter this information . To do so, click on **'Add publication'** (see Figure 34, p. 35). The following window will be displayed:

add publication 

Link a Publication ✕

You can enter a new publication or refer to a publication already supplied in SIP-Archiv.

In any case, please enter the DOI (Digital Object Identifier) first and then press the Button "**check DOI**". If a publication with this DOI is already known in the system, the corresponding data will be automatically inserted into the input fields.

If it is a publication that has not been saved yet, please enter the required data.

Afterwards press the button "**save + transfer**" to connect the publication to your sample. A newly supplied publication will be saved to SIP Archiv.

please enter a DOI and check it: *

Title of the publication: *

Link (URL) to the publication: *

Date of publication: *


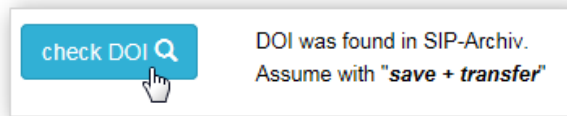


Figure 36: Entering details of a publication

³ The term publication here refers exclusively to fully citable literature, i.e. classic peer-reviewed manuscripts. Grey literature (BSc, MSc theses, or comparable) is only to be entered if these sources are freely accessible and searchable via a unique DOI.

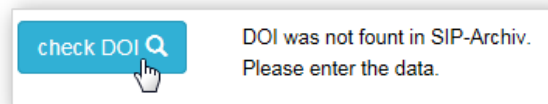
You can enter a new publication or make reference to a publication that has already been entered into the SIP-Archiv.

In either case, enter the DOI (Digital Object Identifier) firstly and then click on '**Check DOI**'. If there is already a publication in the system with this DOI then the relevant information will be entered automatically into the input fields:

Please note that the data saved to a publication found here can only be changed by contact persons of the institution concerned.

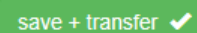
If the publication has not been entered so far, please enter the details required:




You can select the date of the publication from the calendar. The calendar will open when you click on the input field or when you click on the relevant symbol. Using the calendar to select the date is explained in more detail in chapter 2.4 (p. 12).

! **Important:** The details relating to a publication can be corrected at a later time only by the contact persons of the institution concerned! Please check the details you have entered very carefully before saving them!

Finally, click on '**save + transfer**' to transfer the publication to the sample. The publication's details will be shown in the 'Publications' section in the dialog box so that you can use it with a new sample:



Publications:				
Publications currently connected with this sample: 1				add publication +
DOI	Title	Date	1	2
10.14279/depositonce-208	Untersuchungen zur Inversion von spektralen IP-Dat...	2001-06-19	Link	remove 

The '**Link**' ❶ opens up the website associated with the publication in a new window. Please note that when you click on this link, you will leave SIP-Archiv; the content in this new window is the sole responsibility of the operator of this site!

Clicking on '**remove**' ❷ will delete the publication entry for this sample; however, the details of the publication itself will remain in the SIP-Archiv.

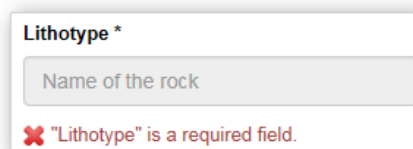
A newly completed publication will also be saved in the SIP-Archiv and can be selected for other samples.

You can add an additional publication to the list of publications by clicking on '**Add publication**' again.

3.9.4 Saving a sample

When you have entered all the information, click on save. The system will carry out a quick check on your data.

If some information is missing or, for example, the name is already in use, then a note will appear at the relevant field, e.g.:



Lithotype *

Name of the rock

✘ "Lithotype" is a required field.

If no errors are detected during the checks, you will continue to a confirmation page:

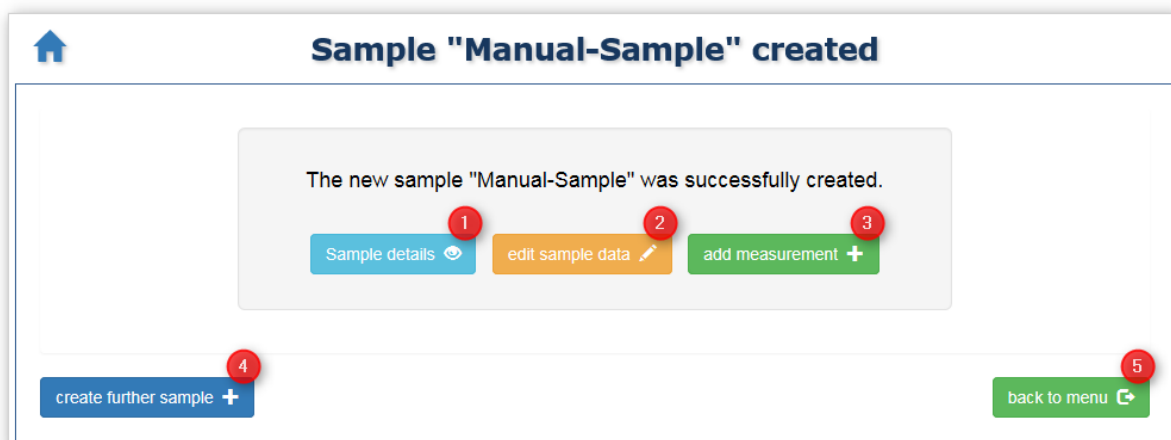


Figure 37: New sample created successfully

You can **check** ❶ the data you have entered once more in another display and, if necessary, you can **edit** ❷ it one more time. You will find information on how to do this in chapter 4.3 (p. 62). You can also **add another measurement** ❸ directly to the current sample (see chpt. 3.10, p. 43).

Additionally, you can enter another sample from here using **enter sample** ❹. If you would like to complete another task in SIP-Archiv, use the command button ❺ to bring you back to the **main menu**.

3.10 Add a new measurement

Perhaps you have just completed your first sample. This will not appear in a search yet because there is still no measurement data available. How do you now add the main elements, i.e. the measurements, to SIP-Archiv?

You can either click on **'Add measurement'** on the confirmation page directly after adding a new sample (see chpt. 3.9.4) and you will continue to the page for entering a new measurement (see below).

Or you can select the option **'Manage samples + measurements'** in the main menu in the **'Data management'** section (see chpt. 3.6, p. 3.6). The page **'Manage samples and measurements'** will open up. Here you will find an overview of all samples that you can add to (these are samples from your institution or active round robin tests that your institution is taking part in):

Page 1 / 3

measurement of my institution
active round robin test
finished round robin test

Ser. No.	Sample ID	Sample Name	Material	Institution	Gathered	Revised	Measurements	Details
1	9	Bla(Bla)	silt	BGR	16-01-26	18-02-01	2	
2	10	JG-01	breccia	BGR	16-02-15	18-02-01	0	
12	166	Handbuch-Probe	quarzite	BGR	16-12-05	18-02-01	0	

Measurements of sample *Handbuch-Probe* :

Ser. No.	Name	Freq. Range	Fluid	Conductivity	Type of phase	Date	Details	FreeSIP
								<input type="checkbox"/>

add measurement + FreeSIP

close back to menu

Figure 38: Manage measurements

Select the relevant sample and click on the small arrow in the **measurements** column. If any measurements for this sample have already been added, they will be displayed in a table (see chpt. 3.8.3 – Display measurements, p. 28).

You will find the option **'Add measurement'** underneath the table:

add measurement +

Clicking on this will open up the following page:

Figure 39: Add new measurement

3.10.1 Filling out the form

Working with **templates** (command button '**Import data from template**') will be looked at in more detail in chapter 4.6.2 (p. 80).

Most elements are normal **text fields** where you can enter any values, e.g.:

! **Important:** Please always enter numerical quantities in the unit specified and *never* write the unit with it in the input field.

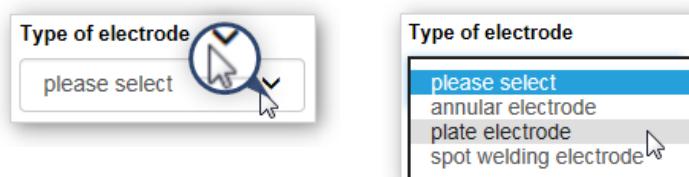
When entering numerical quantities, you can use a comma or a point as the decimal separator (135,7 or 135.7). Decimal numbers will be saved internally with a point as the separator.



Recommendation: Please *only enter physically reasonable numerical values*. It is not useful to include too many decimal places. Please use the examples in the respective input fields to help you.

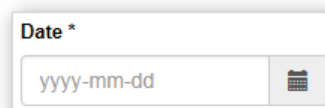
Please do not use *any* separating character for thousands!

There are also **selection fields** where you can select values that have already been used previously e.g.:

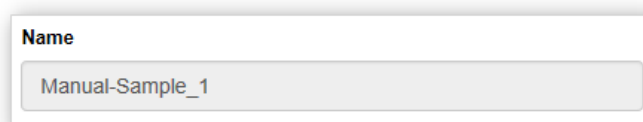


Choose the data you are looking for from the list. Inserting free text is not possible here.

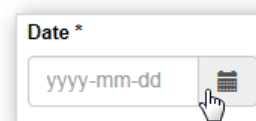
Some of the boxes (e.g. Name) are marked with an *: This indicates a **mandatory field**, without completing these, you cannot save your samples.



If a field has a **grey background**, then you cannot directly change the data in it. This is often due to the fact that the data in this field has been completed automatically:



You can select the **date of the measurement** from the calendar. The calendar will open when you click on the input field or when you open the relevant symbol.

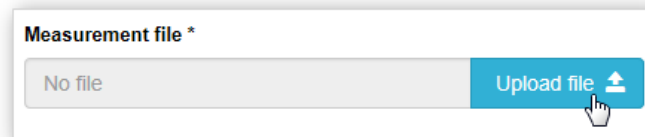


If you would prefer to input the date using the keyboard, you can close the calendar by pressing the **ESC** key. Using the calendar to select the date is explained in more detail in chapter 2.4 (p. 12).

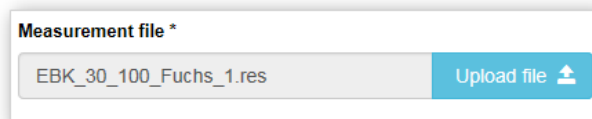
3.10.2 Specifics with when inputting measurements

Measurement data

Along with the various meta data for each measurement there is also the actual measuring data. Click on the command button **'upload file'** to add a **measurement data file**:



A dialog box will open in which you can select your file. Select the relevant measurement data file and confirm your selection. The file will be allocated to the measurement:



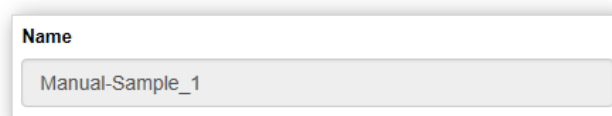
! **Attention:** The entire length of the measurement data file name must not exceed 64 characters! Please choose relevant names for your measurement data files.

Please note that it is prohibited to upload executable files. The following file types are currently excluded from the import:


bat, bin, cmd, com, cpl, exe, inf, ins, inx, isu, job, jse, lnk, msc, msi, msp, mst, paf, pif, ps1, reg, rgs, scr, sct, shb, shs, u3p, vb, vbe, vbs, ws, wsf, wsh


Measurement name


Unlike with a sample, you cannot **name the measurement** yourself. The name of the measurement will be composed of the name of the sample and a serial number:



Phase curve type

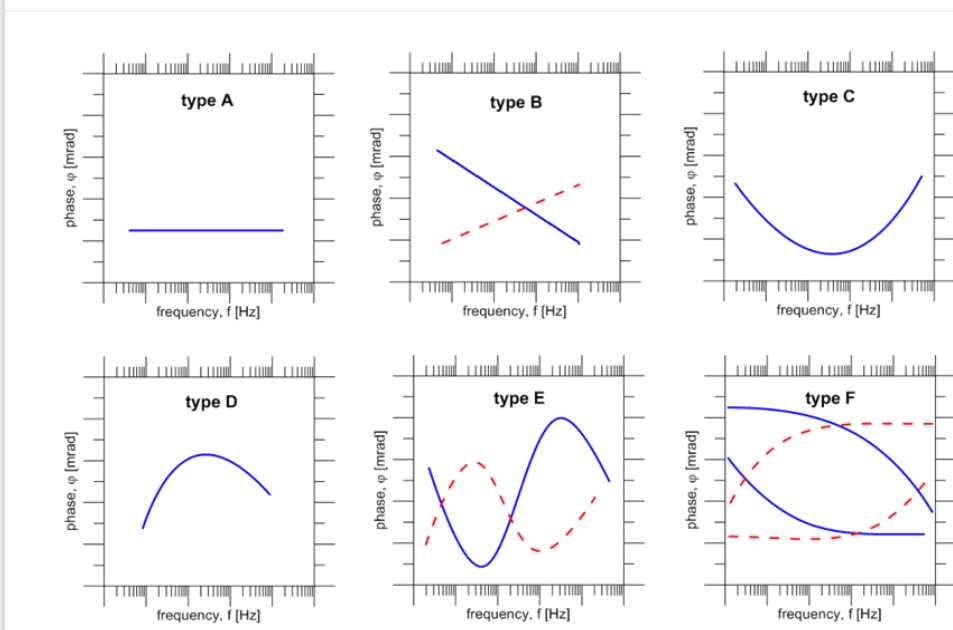
The **phase curve type** provides a small glimpse into how the measuring curve behaves in the measured interval. By way of illustration, you will find an illustrated legend for each phase type wherever you see phase types being used. Click on the small question mark  to view this:

Type of phase * 

please select 

types of phase

Phase-/ Graph types of the measurements



type A: constant phase angle	type B: (constant) slope	type C: minimum	type D: maximum	type E: maximum - minimum minimum - maximum	type F: other
--	------------------------------------	---------------------------	---------------------------	--	-------------------------



close 

Figure 40: Phase curve types for a rough measurement classification

You can choose from the drop-down list for the phase types relevant to the current measurement:

Type of phase * 

please select

A - constant phase angle

B - (constant) slope

C - local minimum

D - local maximum

E - MinMax / MaxMin

F - other

3.10.3 Saving a measurement

When you have entered all the information, click on 'save measurement'. The system will carry out a quick check on your data. If some information is missing or incorrect, then a note will appear at the relevant field, e.g.:

The screenshot shows a form field labeled "Conductivity *". The input field contains the text "numeric value" and a unit selector dropdown set to "mS/m". Below the input field, a red error message reads: "X 'Conductivity' is a required field."

! Attention: For security reasons, the system cannot access your measurement data file again if saving the reading fails. This must be completed again.

If all information is complete then you will continue to a confirmation page:

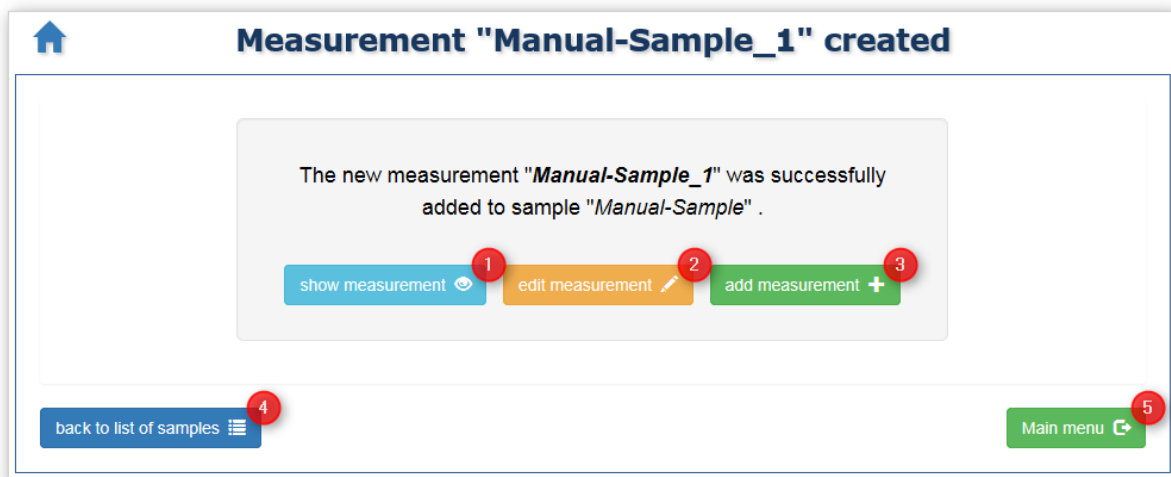


Figure 41: Measurement has been created successfully

You can **check** ① the data you have entered once more in another display and, if necessary, you can **edit** ② it one more time. You will find information on how to do this in chapter 4.3. You can also **add another measurement** to the current sample by clicking on **add measurement** ③.

Additionally, you can go back to the **sample list** ④ from here, for example to work on another sample. If you would like to complete another task in SIP-Archiv, use the command button ⑤ to bring you back to the **main menu**.

4 SIP-Archiv in Detail

The SIP-Archiv main menu is divided into 3 sections:

- 1 **Research:** Features for searching for samples and measurements
- 2 **Manage Data:** Features for entering new samples and measurements as well as managing publications and requests
- 3 **Manage User:** Features for processing user information and templates

There are 3 respectively 4 command buttons in each section; these command buttons bring you to the pages required in order to carry out the various tasks in SIP-Archiv:

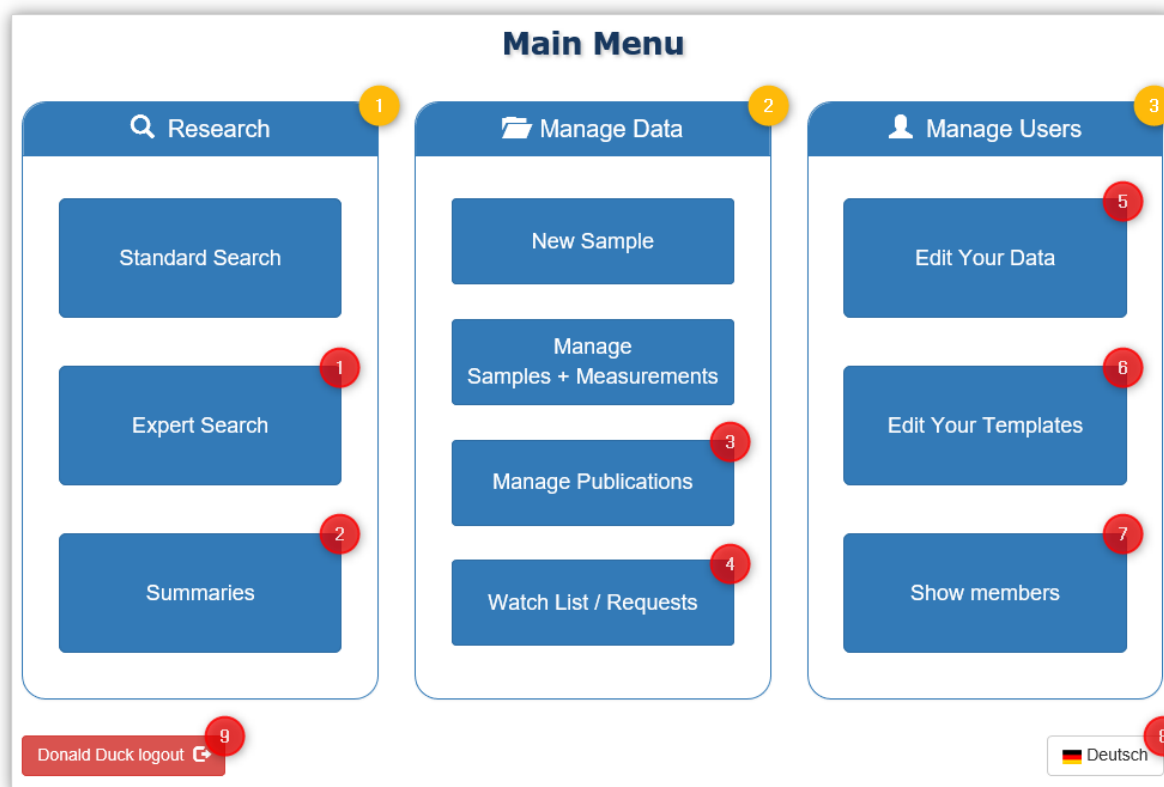


Figure 42: SIP-Archiv main menu – in detail

This chapter, 'SIP-Archiv in detail', in the manual will take a closer look at the additional search functions 'Expert search' 1 (chpt. 4.1, p. 50) and 'Summaries' 2 (chpt. 4.2, p. 59), the data management with the editing of samples (chpt. 4.3.2, p. 63) and measurements (chpt. 4.3.5, p. 66), the management of publications 3 (chpt. 4.4, p. 70) and of 'Watch Lists and Requests' 4 (chpt. 4.5, p. 72) as well as at the user management section and the functions 'Edit Your Data' 5 (chpt. 4.6.1, p. 77), 'Edit Your Templates' 6 (chpt. 4.6.2, p. 80) and 'Show members' 7 (chpt. 4.6.3, p. 87).

The basic functions 'Standard search' (chpt. 3.7), 'Enter samples' (chpt. 3.9) and 'Add measurements' (chpt. 3.10) will be described in more detail in the 'First Steps' chapter (chapter 3).

You can change the language in which text and captions are displayed in SIP-Archiv at any time via the main menu **8**. When you are finished working in SIP-Archiv you can end your SIP-Archiv session by clicking on ‘... logout’ **9**.

4.1 Expert search

The expert search in SIP-Archiv allows you to perform a comprehensive search for samples and measurements on the basis of the information used to describe the samples and the measurements (the so-called *meta data*) with the help of customisable parameters.

4.1.1 The search interface

You can access the expert search by clicking on ‘**Expert search**’ **1** in the ‘Search’ section of the main menu (see above):

Figure 43: Expert search – search field groups

You can search for various meta data here. For a clearer overview, meta data is divided into 4 groups:

- 1** ‘**General information**’: Basic descriptions of the samples and measurements
- 2** ‘**Petrophysical information**’: Sample characteristics
- 3** ‘**Measurement parameters**’: Measurement characteristics
- 4** ‘**Publications**’: Information about publications on the sample and/or measurement

While the search fields for 'General information' are always shown, the search fields for the other search groups are normally closed to allow for a clearer overview ². You can open a closed search field group by clicking on the header for that group ¹:

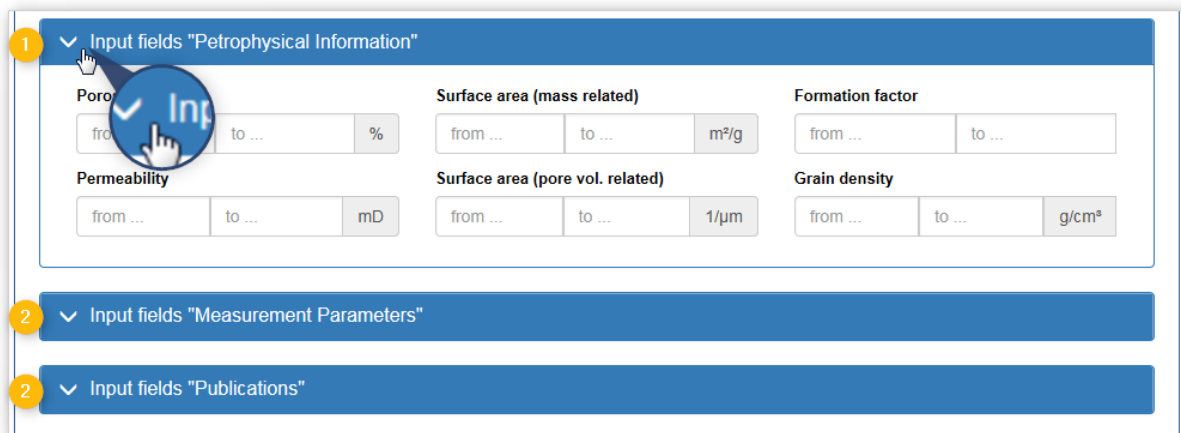


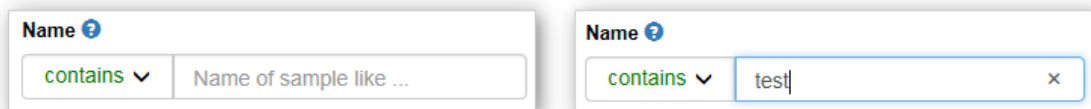
Figure 44: Open search field groups

Clicking on the header again will close the search field group ².

4.1.2 Entering search terms

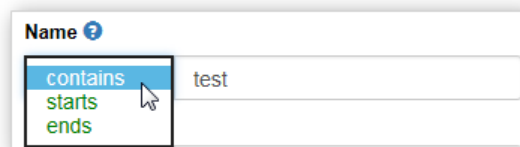
Depending on the type of meta data, you can either enter your search terms into the search fields or you can choose a value from a list.

Character strings:



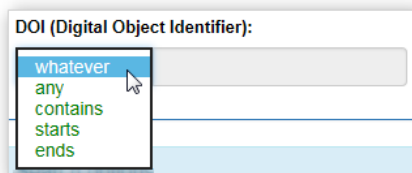
Options for character strings: Depending on the meta data sought after, with the help of various options before the input fields you can select whether and where the entered character string should be in the element you are looking for. *No* differentiation is made between upper and lowercase letters.

When searching for a **sample name**, you can choose where the character strings in your search will appear in the name. The following options are available:



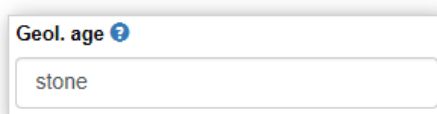
- **contains:** the character string entered, e.g. 'test', may be at any position within the element you are looking for (finds 'test sample', 'sample test', 'SIP-Archiv test sample')
- **begins:** the character string searched for will be at the beginning of the element (finds 'test sample')
- **ends:** the character string searched for will be at the end of the element (finds 'sample test')

The following options are also available to you when searching for a **Digital Object Identifier (DOI)** in the search field group 'Publications':



- **whatever:** the searched element will not be included in the search
- **any:** some information exists for the element in question

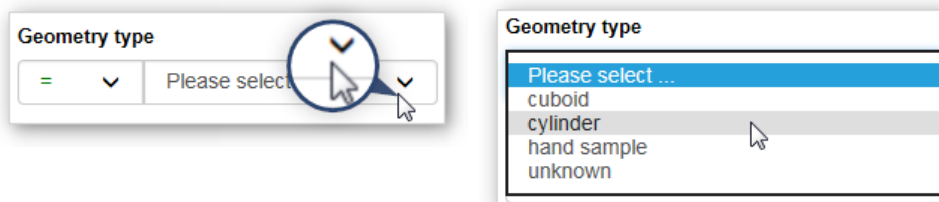
When searching for other freely entered character strings (e.g. **Formation, Geol. age**) the character strings entered can be found anywhere in the searched section; *no* differentiation is made between UPPER and lowercase letters:



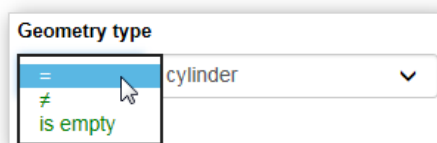
Example: a search for geological age 'stone' will find 'middle bunter sandstone' and 'Stone Age'.

Drop-down list:

Choose the data you are looking for from the list. Inserting free text is not possible here:



Depending on whether the relevant meta data has to be entered upon completion or not, you will find various options in the drop-down lists:

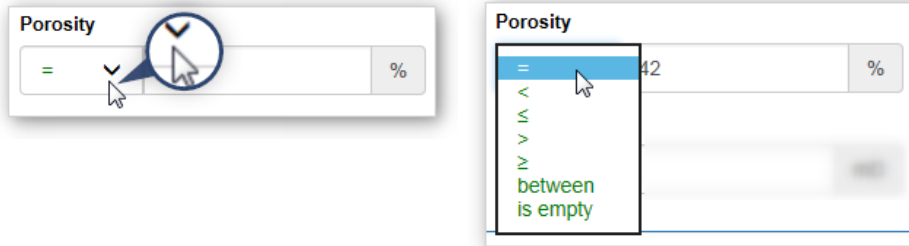


- **= (equal):** The element searched for is the same as the value selected (here: finds all cylindrical samples)
- **≠ (unequal):** The element searched for is not the same as the value selected (here: finds all *non*-cylindrical samples)
- **s empty:** this option is only available when the meta data does not need to be entered: no details have been provided for the relevant element (here: finds all samples for which no information regarding the geometry was provided when the samples were entered).

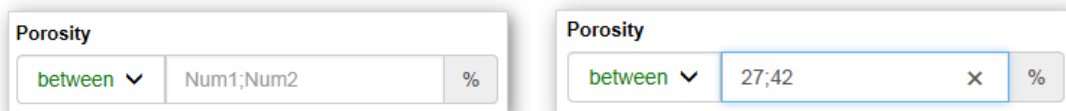
Numerical values:



When searching for numerical values, for each element you can enter which option should be used to search for the value entered. In order to do this, open the drop-down list and select the desired option:



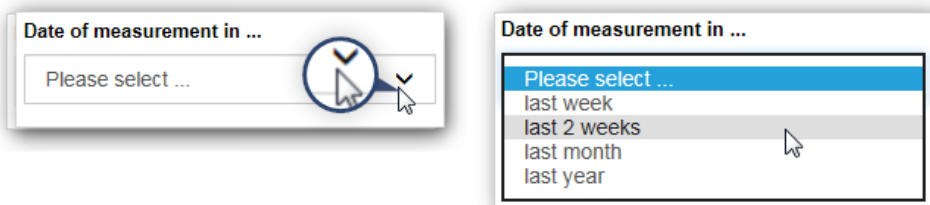
- = (**equal**): the element searched for is the same as the value entered
- < (**less**): the element searched for is less than the value entered
- ≤ (**less than or equal to**): the element searched for is less than or equal to the value entered
- > (**greater**): the element searched for is greater than the value entered
- ≥ (**greater than or equal to**): the element searched for is greater than or equal to the value entered
- **between**: the element searched for is greater than the first and less than the second value entered. A semi-colon is used as the separator between the limit values (27;42):



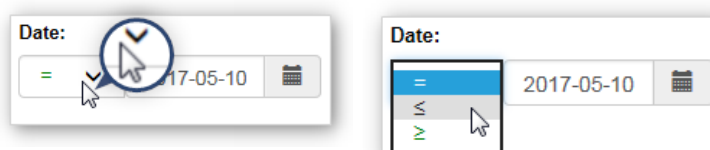
- **is empty**: no information has been provided for the element in question

Information regarding date and time

When searching for a **measurement date** in the search field group 'Measurement parameters', you can limit the search to when the measurement was carried out. In order to do this, open the drop-down list and select the desired time period:



When searching for a **date** in the search field group 'Publications', you can limit the search to when the publication was published. In order to do this, open the drop-down list and select the desired option:



- = (**equal**): the publication was published on the date you have entered
- ≤ (**less than or equal to**): the publication was published on or before the date you have entered
- ≥ (**greater than or equal to**): the publication was published on or after the date you have entered

You can select the date you are looking for from the calendar. The calendar will open when you click on the input field or when you click on the relevant symbol. Using the calendar to select the date is explained in more detail in chapter 2.4 (p. 12).

4.1.3 Tips for the expert search

- All search terms should be linked by an **'and'** and used as the search filter.
- **Empty search fields** will *not* be included in the search.
- **Any samples** that contain the search criteria in the meta data from samples or measurements will be listed in the search results.

4.1.4 Search options

The group of search options can be found underneath the search field groups. You can set additional parameters to restrict the search to special characteristics or sample types and to specify the sorting of search results from the outset:

Figure 45: Search options

Filtering samples according to special characteristics:

All filters for the specific characteristics can be used individually or combined with each other (eg "Filter criteria also apply to measurements" *and* "only FreeSIP measurements").

Also use the search filter for measurements

Measurements belonging to the samples are shown in the results list (see chpt. 3.8, p. 3.8) of the corresponding sample. There are two versions available here:

Figure 46: Also use the search filter for measurements

- Only include measurements that correspond to the search criteria (**default setting**). If you choose this option, only the measurements from the samples found in the results list that contain meta data matching the measuring parameters will be listed.

- Show **all** measurements for a sample. Uncheck the box in order to display all the measurements from the samples found, regardless of whether the meta data of the measurements meet the desired measurement parameters or not.

Only show samples from round robin tests

You can limit your search to only show samples that belong to a **round robin test**: If you choose this option, the search results will only include samples that belong to a round robin test. To do this, click on the check box:

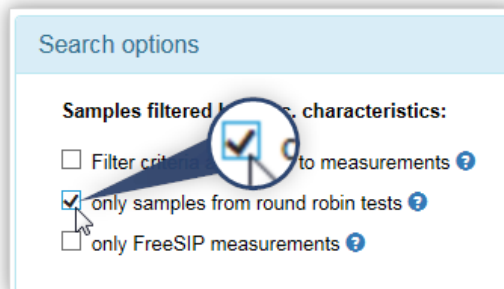


Figure 47: Search filter 'only show round robin tests'

Only FreeSIP measurements

You can limit the search to only show samples that are subject to the **FreeSIP agreement** (see chpt. 5.4, p. 112): If you choose this option, the search results will only include samples samples that have been released under the FreeSIP Agreement. To do this, click on the check box:

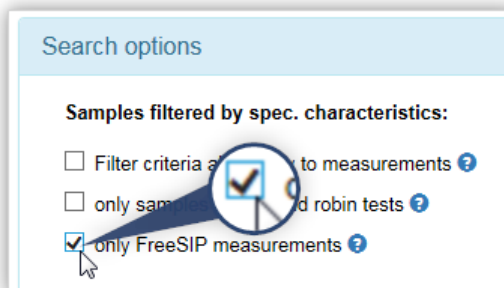


Figure 48: Search filter 'only show FreeSIP measurements'

Filter samples according to sample types:

The filters for the sample types can not be combined with each other, only one sample type filter can be used. If no sample type filter is set, all sample types are taken into account during the search.

Only show hard rock samples

You can limit the search to hard rock samples: If this option is selected, only those samples assigned to the sample type **hard rock** are listed in the result list. To do this, click on the check box:

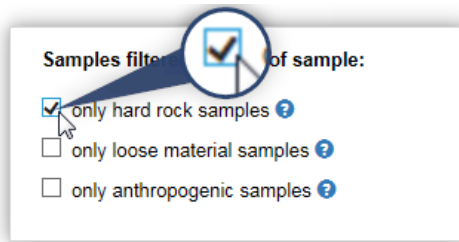


Figure 49: Search filter 'only show hard rock samples'

Only loose material samples

You can limit the search to loose material samples: If this option is selected, only those samples assigned to the sample type **loose material** are listed in the result list. To do this, click on the check box:

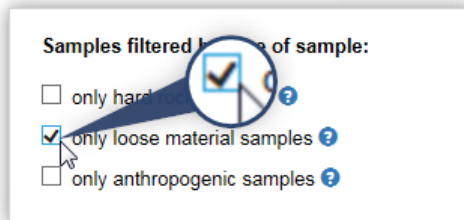


Figure 50: Search filter 'only show loose material samples'

Only anthropogenic samples

You can limit the search to anthropogenic samples: If this option is selected, only those samples assigned to the sample type **anthropogenic** are listed in the result list. To do this, click on the check box:

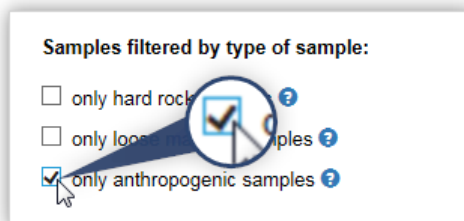


Figure 51: Search filter 'only show anthropogenic samples'

Organise the search results

You can set the **organisation of the list of results** here. To do this, choose the relevant options:

- **Sort samples:** in ascending or descending order according to ID, name, lithotype, institution or entry date. To do this, choose the sorting criteria and the order from the list:

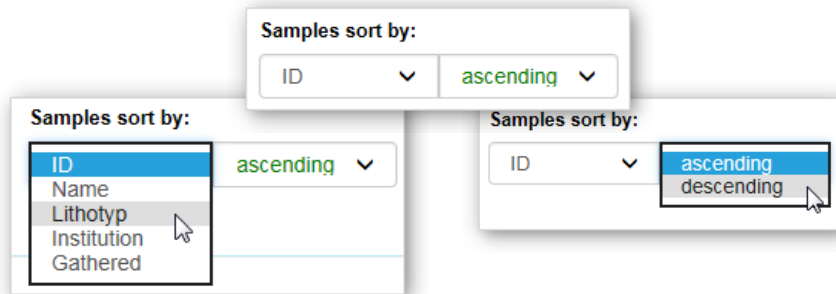


Figure 52: Sort samples

In the list of results, you can change how the samples are sorted later by clicking on the relevant header.

- **Sort measurements:** in ascending or descending order according to ID, name, conductivity, fluid temperature or the date of measurement. To do this, choose the sorting criteria and the order from the list:

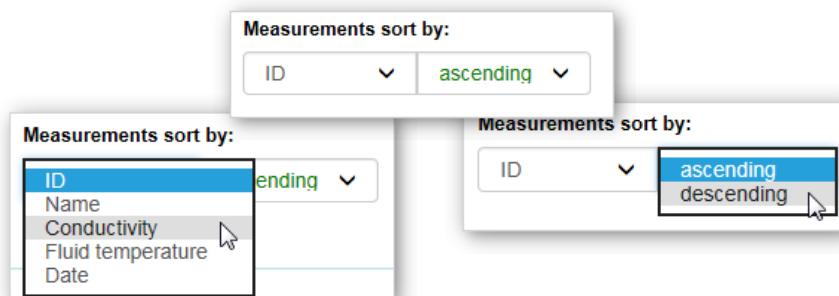


Figure 53: Sort measurements

4.1.5 Management and navigation:

The command buttons for managing search functions can be found underneath the search options:

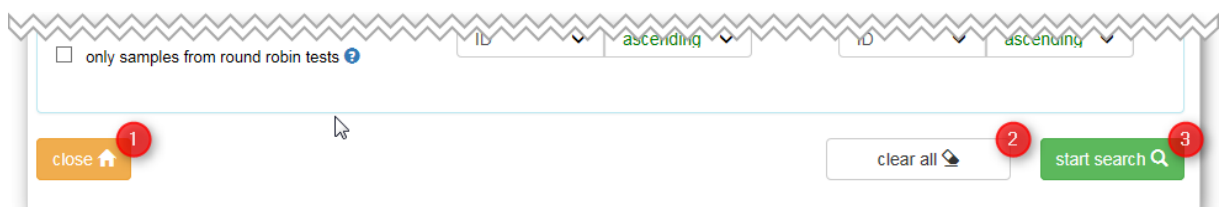


Figure 54: Standard search management and navigation command buttons

The command buttons have the following functions:

- 1 **'close'**: ends the standard search and returns to the main menu
- 2 **'clear all'**: empties all the input fields and reactivates the standard options
- 3 **'start search'**: starts a search according to the search terms and the search options entered

4.1.6 Search results

After you have selected the **'start search'** command button, the results of your search will be displayed in a list in a new window. This list is identical to the list of results displayed for you during the standard search:

Ser. No.	Sample ID	Sample Name	Lithotyp	Institution	Gathered	Revised	Measurement	Details
1	53	■ BE02A	sandstone	LIAG	16-09-07	18-02-01	2/3	👁
2	46	■ Bk9	sandstone	TU BAF	16-09-07	18-02-01	2/4	👁
3	44	■ BR5/2	sandstone	TUC	16-09-07	18-02-01	1/1	👁
4	57	■ Bs4	sandstone	TU BAF	16-09-07	18-02-01	2/5	👁
5	78	■ BU_1/10	sandstone	TUC	16-09-07	18-02-01	2/2	👁
6	66	■ BU12/3	sandstone	TUC	16-09-07	18-02-01	1/1	👁
7	63	■ BU3/1	sandstone	TUC	16-09-07	18-02-01	1/1	👁
8	51	■ CS11	sandstone	BAM	16-09-07	18-02-01	2/2	👁
9	55	■ CS13	sandstone	BAM	16-09-07	18-02-01	2/2	👁
10	48	■ CS16	sandstone	BAM	16-09-07	18-02-01	2/2	👁
11	60	■ CS22	sandstone	BAM	16-09-07	18-02-01	2/2	👁
12	65	■ EL31A	sandstone	LIAG	16-09-07	18-02-01	1/1	👁

Figure 55: Search result

The appearance of and the functions related to the list of results are described in detail in chapter 3.8 (p. 27).

4.2 Quick access using the overview features

The overviews allow you to access the selected samples and measurements quickly thanks to predefined lists. You can access the overviews by clicking on **'Summaries'** ² in the **'Search'** section of the main menu (see Figure 42, p. 49):

Ser. No.	Sample ID	Sample Name	Material	Institution	Gathered	Revised	MeasurementDetails
1	47	DoI15	dolomite	BGR	16-09-07	20-07-16	4
2	165	Manual-Sample	quarzite	BGR	16-12-05	18-09-28	2
3	166	Handbuch-Probe	quarzite	BGR	16-12-05	18-02-01	3

Figure 56: Summaries – samples with own measurements

There will be three different overviews to choose from here; these can be accessed using the tabs:

- 1 **'Own measurements'**: shows all samples with your measurements
- 2 **'Institution measurements'**: shows all samples with measurements from your institution
- 3 **'Round robin tests'**: shows all samples from round robin tests

With the **'Download'** button ⁵ you can download the current summary as a Microsoft Excel file to your PC. The file contains three data sheets: "Samples and measurements", "Samples" (samples without the associated measurements) and "Measurements" without the associated samples.

The command button **'close'** ⁴ closes the overview and returns to the main menu.

The overviews display the results of a search with predefined filters. Therefore, the appearance and functions of the overview lists are identical to the list of results that you see when carrying out a simple or expert search; these are described in detail in chapter 3.8 (p. 27).

4.2.1 Own measurements

By default, after opening the page **'Overviews'**, the tab ¹ with an overview of the samples that contain measurements that you have completed will be displayed. Please note that the table of measurements

for a sample will contain *all* the measurements related to this sample. The names of the measurements entered by you will have a **light green** background:

Measurements by Duck | Measurements by LIAG | Round robin tests

List of samples with measurements performed by Donald Duck

Download

my measurement · active round robin test · finished round robin test

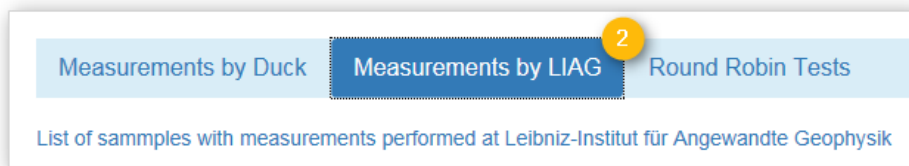
Ser. No.	Sample ID	Sample Name	Material	Institution	Gathered	Revised	MeasuremenDetails
1	47	Dol15	dolomite	BGR	16-09-07	20-07-16	4

Measurements of sample Dol15 :

Ser. No.	Name	Freq. Range	Fluid	Conductivity	Electrode	Date	Details	Retrieve ?
1	Dol15_1	0.00286 - 6000 Hz	CaCl-sol.	100 mS/m	AgCl	2016-07-25		
2	Dol15_2	0.00286 - 6000 Hz	CaCl-sol.	100 mS/m	AgCl	2016-07-22		
3	Dol15_3	1 - 2 Hz	MgCl-sol.	234 mS/m		1970-01-01		
4	Dol15_4	0.01 - 142000 Hz	NaCl-sol.	98.2 mS/m	AgCl	2017-02-17		

Figure 57: Own measurements

4.2.2 Measurements from your own institution



Clicking on this tab ② will display an overview of the samples that contain measurements belonging to your institution. Please note that the table of measurements for a sample will contain *all* the measurements related to this sample. The names of the measurements from your institution will have a **light blue** background:

Measurements by Duck | Measurements by LIAG | Round robin tests

List of samples with measurements performed at Leibniz-Institut für Angewandte Geophysik

Download

measurement of my institution · active round robin test · finished round robin test

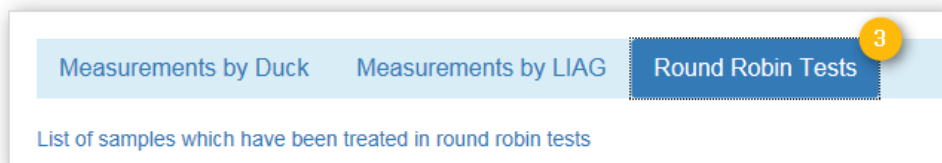
Ser. No.	Sample ID	Sample Name	Material	Institution	Gathered	Revised	MeasuremenDetails
1	1	BE1	breccia	BGR	16-01-26	18-09-28	20
9	47	Dol15	dolomite	BGR	16-09-07	20-07-16	4


Measurements of sample Dol15 :

Ser. No.	Name	Freq. Range	Fluid	Conductivity	Electrode	Date	Details	Retrieve ?
1	Dol15_1	0.00286 - 6000 Hz	CaCl-sol.	100 mS/m	AgCl	2016-07-25		
2	Dol15_2	0.00286 - 6000 Hz	CaCl-sol.	100 mS/m	AgCl	2016-07-22		
3	Dol15_3	1 - 2 Hz	MgCl-sol.	234 mS/m		1970-01-01		
4	Dol15_4	0.01 - 142000 Hz	NaCl-sol.	98.2 mS/m	AgCl	2017-02-17		

Figure 58: Measurements of your own institution

4.2.3 Round robin tests



Clicking on this tab  will display an overview of the samples that belong to a round robin test (see chpt. 4.7.1, p. 89). Please note that the table of measurements for a sample will contain *all* the measurements related to this sample. The names of the measurements from your institution will have a light blue background:

Ser. No.	Sample ID	Sample Name	Material	Institution	Gathered	Revised	Measurement Details
1	6	HPX-3	conglomerate	LIAG	16-01-26	18-02-01	3

Measurements of sample HPX-3 :

Ser. No.	Name	Freq. Range	Fluid	Conductivity	Electrode	Date	Details	Retrieve
1	HPX-3_1_LIAG	1 - 5 Hz	NaCl-sol.	50 mS/m	Ag	1912-01-01		
2	HPX-3_2_LIAG	1 - 1000 Hz	CaCl-sol.	123 mS/m	AgCl	2016-06-20		
3	HPX-3_13_LIAG	0.001 - 1000 Hz	NaCl-sol.	5000 mS/m	AgCl	2016-06-20		

Figure 59: Measurements from round robin tests

See chapter 4.7 (p. 89) for more detailed information on round robin tests.

4.3 Data management

You will find how to enter a new sample, manage samples and measurements and publications as well as manage your Watch List and requests in the **'Manage Data'** section in the main menu:

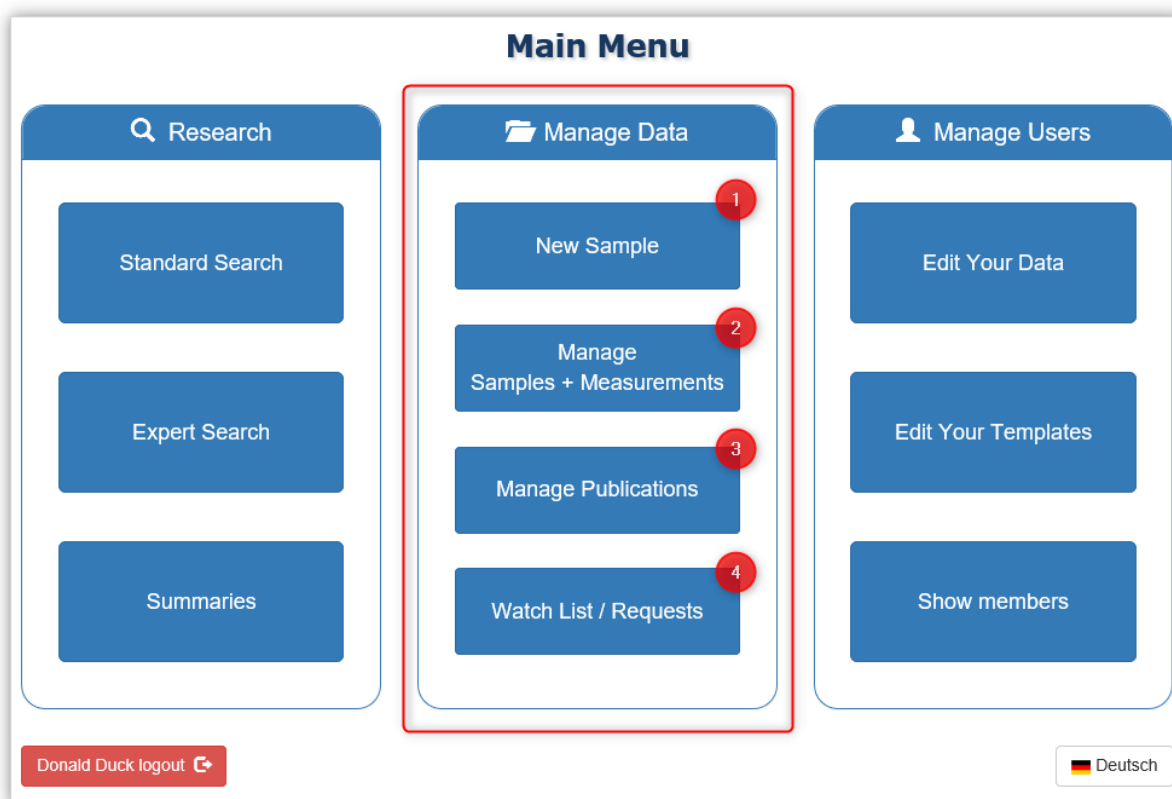


Figure 60: Data management




- ❶ **New Sample:** Create a new sample here (see chpt. 3.9, p. 34).
- ❷ **Manage Samples + Measurements:** In this section, you can add measurements to samples (see chpt. 3.10, p. 43) and edit the data for measurements that you have entered. Under certain circumstances, this section will also permit you to edit the sample parameters retrospectively.
- ❸ **Manage Publications:** Here you will find an overview of the publications that your institution has entered in SIP Archiv. For each publication you can show a list of the samples associated with it. As a contact person, you also have the opportunity of editing the metadata of a publication and change its links to samples.
- ❹ **Watch List / Requests:** Here you will find an overview of the measurements you have added to the Watch List, the measurements you have requested and, if desired, a history of any measurements that you have requested in the past (see chpt. 4.4, p. 70). Contact persons can also process the requests for measurements from your institution here (see chpt. 5.1, p. 96).

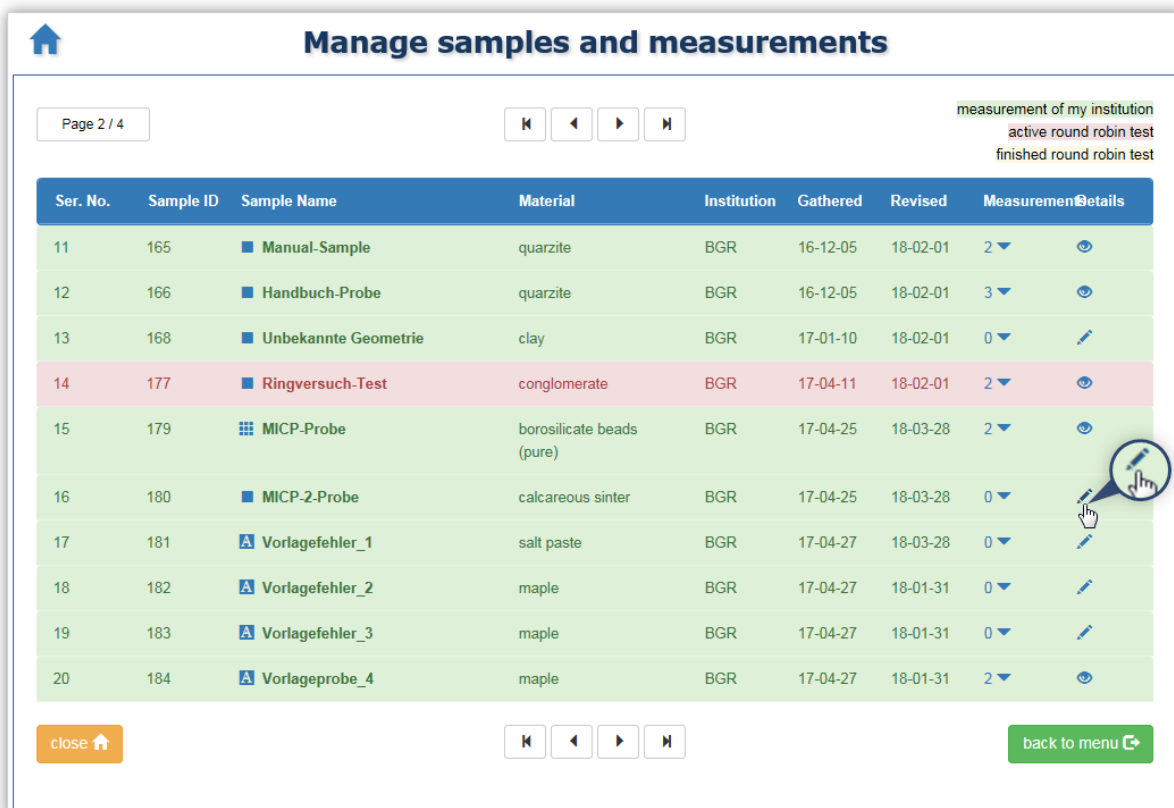
4.3.1 Entering samples

Entering a new sample is described in detail in the chapter 'First Steps' in section 3.9 (p. 34).











4.3.2 Editing samples

Editing sample parameters is generally always possible for the contact person at the respective institution (exception: active round robin test, see chpt. 4.7.1, p. 89). The person who has inserted the sample also has the opportunity to correct the parameters of the sample retrospectively here, as long as no measurements have been added to the sample yet.

In order to edit a sample, proceed as follows: Clicking on the command button '**Manage samples + measurements**'  in the main menu will open a page with an overview of all samples where you can add or edit measurements. These are samples from your institution or from active round robin tests that your institution is taking part in (see chpt. 4.3.5, p. 66). Samples for which you can edit the parameters will be shown with a 'pen symbol'  instead of an 'eye symbol'  in the '**Details**' column:



The screenshot shows the 'Manage samples and measurements' interface. At the top, there is a home icon, the title 'Manage samples and measurements', and a legend for the 'MeasurementDetails' column: 'measurement of my institution' (eye icon), 'active round robin test' (eye icon), and 'finished round robin test' (eye icon). Below the legend is a table with the following data:

Ser. No.	Sample ID	Sample Name	Material	Institution	Gathered	Revised	MeasurementDetails
11	165	Manual-Sample	quartzite	BGR	16-12-05	18-02-01	2 
12	166	Handbuch-Probe	quartzite	BGR	16-12-05	18-02-01	3 
13	168	Unbekannte Geometrie	clay	BGR	17-01-10	18-02-01	0 
14	177	Ringversuch-Test	conglomerate	BGR	17-04-11	18-02-01	2 
15	179	MICP-Probe	borosilicate beads (pure)	BGR	17-04-25	18-03-28	2 
16	180	MICP-2-Probe	calcareous sinter	BGR	17-04-25	18-03-28	0 
17	181	Vorlagefehler_1	salt paste	BGR	17-04-27	18-03-28	0 
18	182	Vorlagefehler_2	maple	BGR	17-04-27	18-01-31	0 
19	183	Vorlagefehler_3	maple	BGR	17-04-27	18-01-31	0 
20	184	Vorlageprobe_4	maple	BGR	17-04-27	18-01-31	2 

At the bottom of the interface, there is a 'close' button, navigation arrows, and a 'back to menu' button. A callout bubble highlights the pen icon for sample 16.

Figure 61: Editing sample data

Clicking on this symbol will take you to the '**Edit samples**' page. This form is almost identical to the form used to add a new sample. The important things to note when entering details of a sample are described in detail in chapter 3.9.1 (p. 36):

Edit sample details: MICP-2-Probe

General information:

Name *
MICP-2-Probe

hard rock material *
calcareous sinter please select

Sample is intact *
yes

Round robin test
no

Geol. formation
free text (e.g. Bentheimer)

Geol. age *
free text (e.g. lower cretaceot)

General information (added automatically):

Petrophysical Information:

Porosity *
19.48 %

Formation factor
e.g. 12.32

Permeability
e.g. 238.74 mD

Grain density
e.g. 2.694 g/cm³

Surface area (mass related)
Sm - e.g. 0.475 m²/g

Surf. area (pore vol. related)
Spor - e.g. 3.84 1/μm

Geometric information:

Geometry type *
cylinder

Length *
20 mm

Diameter *
10 mm

Length X
X mm

Length Y
Y mm

Length Z
Z mm

More results / data available:

CT MIP/MICP Min.

SEM NMR Hydr.

GSD Chem. Zeta

Annotation:

Publications:

Publications currently connected with this sample: 1 add publication +

DOI	Title	Date	Link	remove
007	In tödlicher Mission	1981-06-24	Link	remove

cancel 1 save 2

Figure 62: Editing samples

Change the existing data here as desired. Clicking the command button ‘cancel’ 1 will finish the editing without saving your changes. Click on the command button ‘save’ 2 to save the changes you have made to the sample. The system will carry out a quick check on your data. If some information is still missing or incorrect, then a note will appear at the relevant input field. Please note that the data saved to a publication cannot be changed (see chpt. 3.9.3).

If all information is complete then you will be continued to a confirmation page:

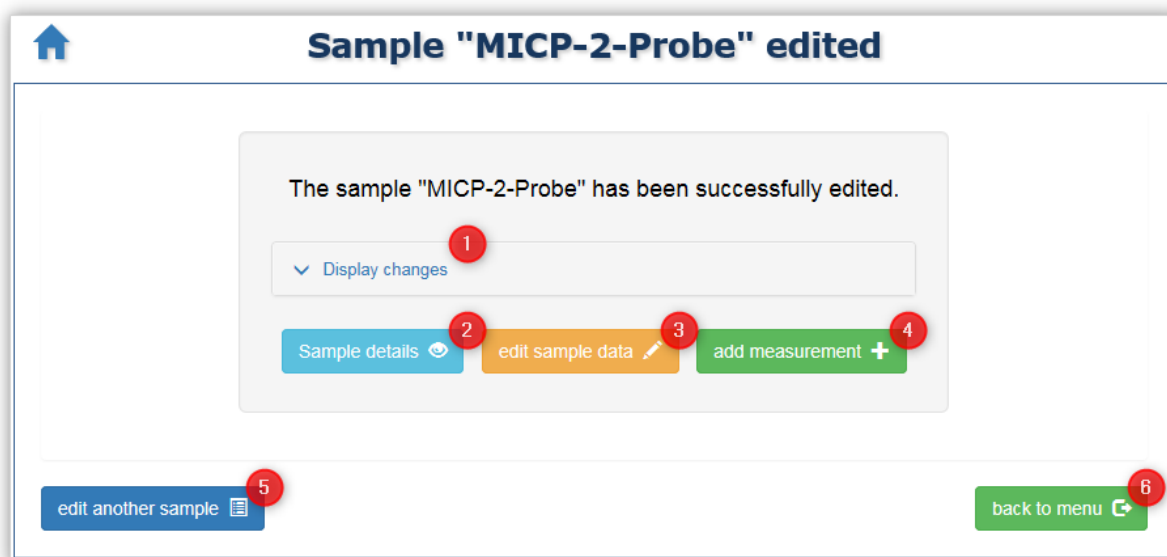


Figure 64: Sample edited successfully

Click on “Display changes” ① to show your modifications in a table:

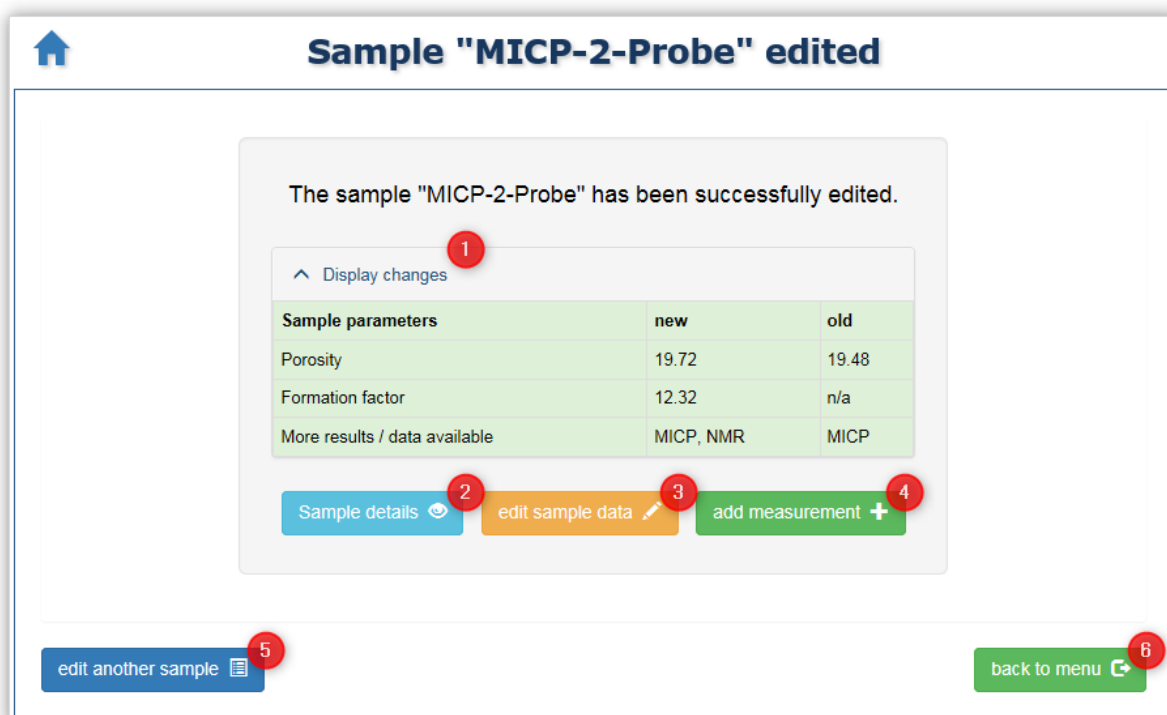


Figure 63: Sample edited successfully - details

All users who have already received a measurement belonging to this sample will be informed by e-mail about the modifications on the data if their order history is activated (see chpt. 3.2 and 4.6.1).

You can **check** ② the data you have entered once more in another display and, if necessary, you can **edit** ③ it one more time. You can also **add a measurement** to the current sample using **add measurement** ④.

Additionally, you can go back to the **sample list** 5 from here, for example to work on another sample. If you would like to complete another task in SIP-Archiv, use the command button 6 to bring you back to the **main menu**.

4.3.3 Deleting samples

Samples can only be deleted by the system administrators at LIAG and only at the request of the contact person – or their representative – at the institution in question (so-called authorised persons according to the contract for order data processing Inserting in SIP-Archiv, appendix 2). If deleting a sample is necessary, please contact us. Please note that deleting a sample will also lead to the deletion of all the measurements belonging to the sample.

4.3.4 Inserting measurements

Adding a new measurement is described in detail in the chapter ‘First Steps’ in section 3.10.

4.3.5 Editing measurements

Clicking on the command button ‘**Manage samples + measurements**’ 2 in the main menu (see Figure 60, p. 62) will open a page with an overview of all samples where you can add or edit measurements. These are samples from your institution or from active round robin tests that your institution is taking part in:

The screenshot displays the 'Manage samples and measurements' interface. At the top, there is a home icon and the title 'Manage samples and measurements'. Below the title, there is a page indicator 'Page 1 / 2' and navigation buttons. A legend indicates the status of measurements: 'measurement of my institution' (yellow), 'active round robin test' (green), and 'finished round robin test' (red). The main table lists samples with columns: Ser. No., Sample ID, Sample Name, Lithotyp, Institution, Gathered, Revised, and MeasurementDetails. The sample 'Handbuch-Probe' (ID 166) is highlighted in green. Below this, a sub-table titled 'Measurements of sample Handbuch-Probe' shows measurement details with columns: Ser. No., Name, Freq. Range, Fluid, Conductivity, Type of phase, Date, and Details. A red arrow points to the '3' in the 'Revised' column of the sample row. A modal window is open over the measurements table, showing a 'measurement +' button and a magnifying glass icon.

Figure 65: Editing measurement data

Select the relevant sample and click on the small arrow ▼ in the **Measurements** column. The measurements for this sample will be displayed in a table. You will be able to edit the data for the measurements you entered yourself⁴. The name of these measurements will have a light green background in the table and will also show a pen symbol ✎ in the **Details** column. If the measurement in question is subject to the FreeSIP Agreement, it is marked with the FreeSIP symbol 🏠 (see chpt. 5.4).

Clicking on this symbol will bring you to the '**Edit measurement**' page. This form is identical to the form used to add a new measurement. The important things to note when entering details of a measurement are described in detail in chapter 3.10.1:

The screenshot shows a web form titled "Edit measurement details: Manual-Sample_1". The form is organized into two columns of input fields. The left column includes: "Measurement file (select none to keep existing file)" with a file name "2016_07_22_DOI15.res" and an "Upload file" button; "Date *" with the value "2016-07-22"; "Device" with "Liag-Fuchs"; "Cell" with "Foxbox"; "Type of electrode" with "annular electrode"; "Material of electrode" with "AgCl"; "Configuration factor" with "numeric value" and unit "m"; and "Frequency range *" with two input boxes: "0.00286 Hz" and "6000 Hz". The right column includes: "Name" with "Manual-Sample_1"; "Saturation fluid *" with a dropdown menu showing "CaCl-sol."; "Level of saturation" with "98" and a "%" unit; "Conductivity *" with "100" and a "mS/m" unit; "Fluid temperature" with "22" and a "°C" unit; "pH-value" with "6.50"; "Type of phase *" with a dropdown menu showing "B - (constant) slope"; and a "Comment" field with "Testsample". At the bottom left is a "cancel" button with a red circle containing the number "1". At the bottom right is a "save measurement" button with a red circle containing the number "2".

Figure 66: Editing measurements

Change the existing data here as desired. You can upload another measurement file or you can keep the existing one by not selecting a new file.

Clicking the command button '**cancel**' ❶ will finish the editing without saving your changes. Click on the command button '**save measurement**' ❷ to save the changes you have made to the measurement. The system will carry out a quick check on your data. If some information is still missing or incorrect, then a note will appear at the relevant input field.

⁴ Contact persons for an institution may edit *any* of the readings from their institution!

If all information is complete then you will continue to a confirmation page:

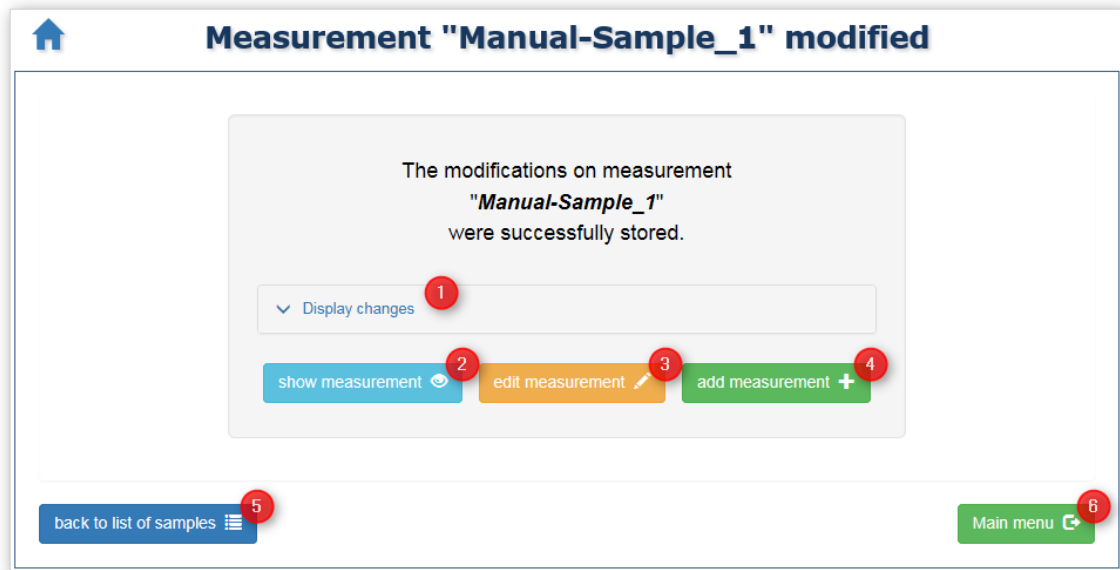


Figure 67: Measurement edited successfully

Click on “Display changes” ① to show your modifications in a table:

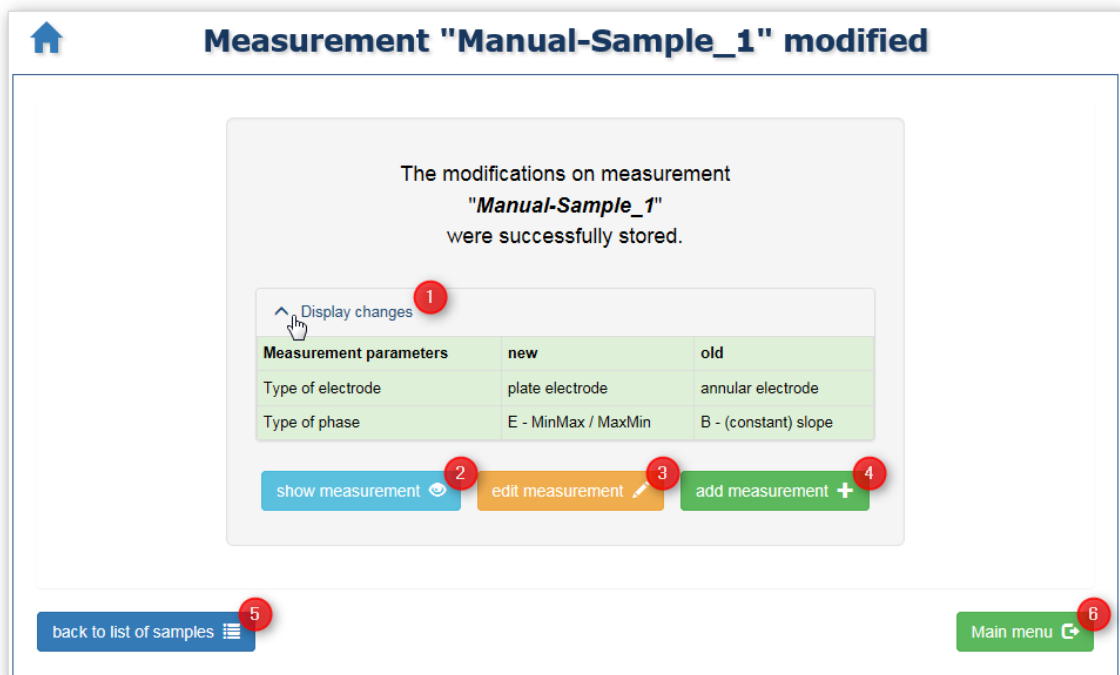


Figure 68: Measurement edited successfully - details

All users who have already received this measurement will be informed by e-mail about the modifications on the data if their order history is activated (see chpt. 3.2 and 4.6.1, p. 15 and 77).

You can **check** ② the data you have entered once more in another display and, if necessary, you can **edit** ③ it one more time. You can also **add another measurement** to the current sample using **add measurement** ④.

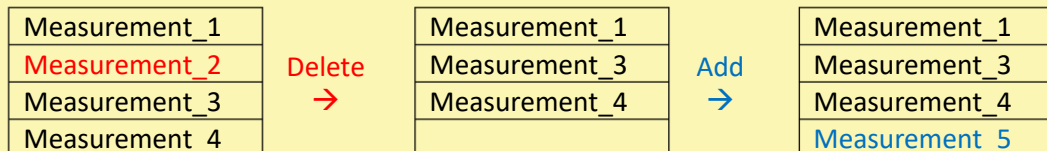
Additionally, you can go back to the **sample list** 5 from here. If you would like to complete another task in SIP-Archiv, use the button 6 to bring you back to the **main menu**.

4.3.6 Deleting measurements

At this time, measurements can only be deleted by the system administrators at LIAG and only at the request of the contact person – or their representative – at the institution in question (so-called authorised persons according to the contract for order data processing in SIP-Archiv, appendix 2). If deleting a measurement is necessary, please contact us.



Please note: Deleting a measurement will create a gap in the numbering related to the measurements in the sample (see Measurement name, p. 12). The gap created by deleting the measurement will *not* be filled by a newly added measurement, i.e. the deleted name of the measurement will not be used again:



4.4 Manage Publications

If a sample is the basis of a scientific publication⁵, you can enter this information as described in chapter 3.9.3 (see p. 40) when creating or editing a sample ("**New sample**" and "**Manage Samples + Measurements**" areas). Furthermore, in this area "Manage publications" you have the possibility to get an overview of the publications available for your institution. As the contact person for your institution, you can edit the metadata of the publications as well as the links to samples (see chpt. 5.3, p. 109).

The subsequent assignment of publications to the samples of the own institution is only possible for the contact persons of an institution. Exception: as long as no measurements have been recorded for a sample, the person who recorded the sample can also assign a publication (see chap.4.3.2, p. 63)

For an overview of all publications currently available to you in SIP Archiv, proceed as follows: Clicking on the button "**Manage publications**" in the main menu (see Figure 60, p. 62) opens a page with an overview of those publications that are or can be linked to samples of your institution (generally publications recorded by members of your institution):



Ser. No.	ID	Publication title	Link to publication	DOI	Date	Samples	Details
1	1	Relationship between spectral induced polarization and hydraulic properties of saturated and unsaturated sandstone	http://onlinelibrary.wil ...	10.1029/2005WR004202	05-12-14	4	👁
2	2	Induced Polarization and Pore Radius - A Discussion	https://library.seg.org/ ...	10.1190/geo2016	16-05-01	4	👁
3	31	Test zu Fehlermeldung vom Fr 14.08.2020 21:51	https://link.springer.co ...	10.1007/s12517-013-1188-7	13-11-27	1	👁
4	32	2. gtest zur Fehlermeldung vom Fr 14.08.2020 21:51	https://www.onepetro.org ...	SPWLA-2009-v50n6a1	09-12-31	1	👁
5	34	Validierungstest in Coronazeiten	test.de ...	1234567890	21-01-27	3	👁

Figure 69: Manage Publications - list

The column "**Samples**" shows you the number of associated samples to this publication, by clicking on the small arrow ▼ you can display all samples associated with this publication:

⁵ The term publication here refers exclusively to fully citable literature, i.e. classic peer-reviewed manuscripts. Grey literature (BSc, MSc theses, or comparable) is only to be entered if these sources are freely accessible and searchable via a unique DOI.

publication of my institution
publication of other institution

Ser. No.	↑↓ ID	↑↓ Publication title	Link to publication	↑↓ DOI	↑↓ Date	Samples	Details
2	2	Induced Polarization and Pore Radius - A Discussion	https://library.seg.org/...	10.1190/geo2016	16-05-01	4	

Samples of publication 10.1190/geo2016 - Induced Polarization and Pore Radius - A Discussion

Ser. No.	Sample ID	Sample Name	Type of sample	Material	Institution	Measurements	Details
1	9	Bla(Bla)	hard rock	silt	BGR	2	
2	3	BS08/15	hard rock	diamictite	TU-BS	0	
3	164	Handbuch-Probe_1	hard rock	quarzite	BGR	2	
4	165	Manual-Sample	hard rock	quarzite	BGR	2	

close new publication

Figure 70: Publications and associated samples

By clicking on the eye symbol in the column "**Details**" in the publication list, you can display all details of the publication incl. the associated samples in a window:

Details of publication DOI "10.1190/geo2016"

DOI (Digital Object Identifier): 10.1190/geo2016

Owner of publication: BGR - Federal Institute for Geosciences and Natural Resources

Title of the publication: Induced Polarization and Pore Radius - A Discussion

Link (URL) to the publication: <https://library.seg.org/doi/10.1190/geo2016-0135.1>

Date of publication: 2016-05-01

currently linked sample(s):

Name	ID	Material	Measurements	Institution
Bla(Bla)	9	Silt	2	BGR
BS08/15	3	Diamiktit	0	TU-BS
Handbuch-Probe_1	164	Quarzit	2	BGR

close

Figure 71: Publication details

Editing the details (metadata) of a publication and the linked samples is only permitted for the contact persons of the institution concerned (see chap.5.3, p. 109)

4.5 Adding measurements to the Watch List and requesting measurements

You will find your Watch List and an overview of your requests in the main menu under the **'Data management'** section; click on the command button ❸ **'Watch List / Requests'** to access this (see Figure 60, p.62):

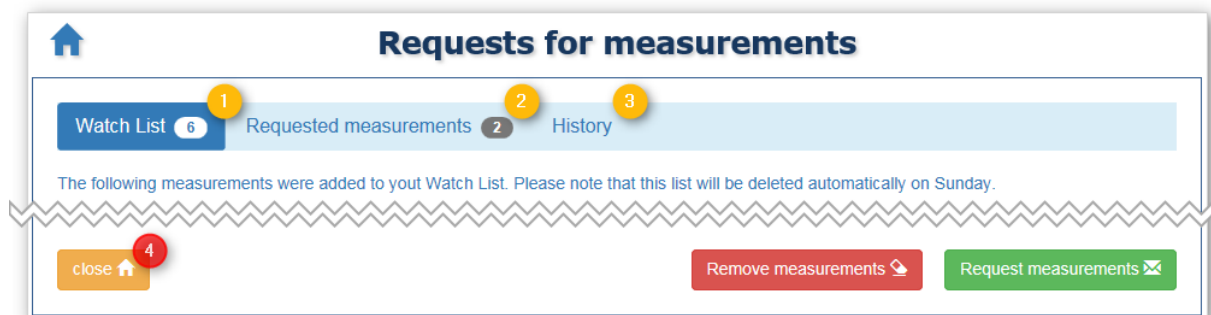


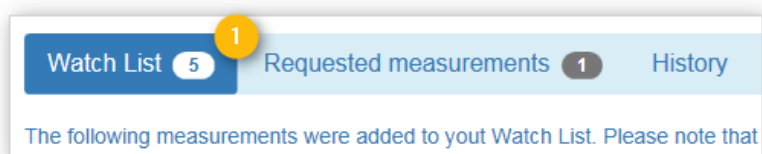
Figure 72: Measurements requests

There will be three different overviews to choose from here; these can be accessed using the tabs⁶:

- ❶ **'Watch List'**: shows an overview of the measurements you have added to your Watch List
- ❷ **'Requested measurements'**: shows your requests for measurements from external institutions that haven't been answered yet
- ❸ **'History'**: shows an overview of the measurements you have requested in the past. You need to activate this function separately (see chpt. 4.5.3, p 77).

The command button **'close'** ❹ closes each overview and returns to the main menu.

4.5.1 Watch List






After opening the **'Measurement requests'** page, the tab ❶ with your personal Watch List will be displayed by default.









Background


Measurements from external institutions cannot be simply downloaded to your PC as is the case with measurements from your institution. You will need to request the measurement from the owner of the data for such measurements. First, compile your planned requests in this Watch List.

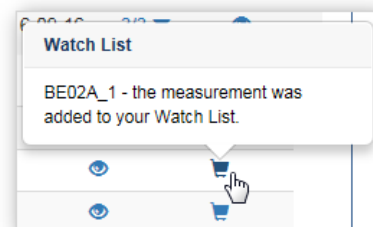
⁶ Contact persons at institutions will see an extra tab here where they can allow access to requested measurements from their institutions (see chpt. 5.1.2).

Adding measurements to my Watch List

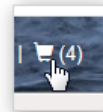
As described in detail in chapter 3.8.4, there are three possibilities for accessing the measurement data files. After running a search, you will find a **Shopping Cart symbol** , a **Download symbol**  or the **FreeSIP symbol**  in the 'Retrieve' column of the measurements table:

Ser. No.	Name	Freq. Range	Fluid	Conductivity	Type of phase	Date	Details	Retrieve
1	Dol15_1	0.00286 - 6000 Hz	CaCl-sol.	100 mS/m	B	2016-07-25		
2	Dol15_2	0.00286 - 6000 Hz	CaCl-sol.	100 mS/m	B	2016-07-22		
3	Dol15_3	1 - 2 Hz	MgCl-sol.	234 mS/m	C	1970-01-01		
4	Dol15_4	0.01 - 142000 Hz	NaCl-sol.	98.2 mS/m	E	2017-02-17		


The **Watch List symbol** will  be displayed if the measurement is from an institution that is not yours. By clicking on the symbol, you can add the measurement to your Watch List and then submit a request from there. After you have clicked on the symbol, a small information window will let you know that the measurement has been added to your Watch List.



The number of measurements in your Watch List will be shown in brackets behind the shopping cart symbol in the footer.



List of measurements in the Watch List



Requests for measurements

Watch List 6
Requested measurements 2
History

The following measurements were added to your Watch List. Please note that this list will be deleted automatically on Sunday.

Ser. No.	Owner	Sample Name	Material	Measurement name	Date	Select
1	LIAG	■ L50	breccia	L50_4	2016-09-13	<input type="checkbox"/>
2	TU-BS	■ Dol15	dolomite	Dol15_3	1970-01-01	<input type="checkbox"/>
3	LIAG	■ Dol15	dolomite	Dol15_4	2017-02-17	<input type="checkbox"/>
4	LIAG	■ Handbuch-Probe	quarzite	Handbuch-Probe_3	2017-04-04	<input type="checkbox"/>
5	LIAG	■ BE1	breccia	BE1_8	2016-08-08	<input type="checkbox"/>
6	LIAG	■ Bla(Bla)	silt	Bla#2	2000-01-01	<input type="checkbox"/>





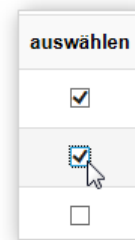
close 
Remove measurements 
Request measurements 

Figure 73: Watch List

The following information is listed in the table: the sample owner to whom the measurement belongs, the name of the sample, the sample lithotype, as well as the name and date of the measurement.

Clicking on the '**Eye symbol**'  in the '**Details**' column will display all the data associated with the measurement in an information window. Click on the name of the sample will display all the data associated with the sample in an information window (see chpt. 3.8.3, p. 28).

The column '**Select**' has a check box for each measurement. Clicking on this box allows you to mark the measurements for which you wish to take further action. Clicking on the box again will uncheck the box:



Clicking on the check box '**all**' underneath the column will check all the boxes in the table (or uncheck them all again).

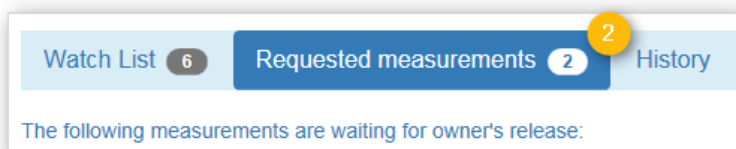
After you have selected a measurement or several measurements by checking the boxes, you can then carry out the desired action:

- 1 **Requesting measurements:** an e-mail will be sent to the contact person at the institution in question requesting them to grant access to the requested measurements. You will receive a copy of the e-mail.
- 2 **Remove measurements:** the measurements in question can be deleted from the Watch List without special request.
- 3 **close:** The page will be closed and you will return to the main menu.



Please note: The list of measurements in the watch list is automatically cleaned out during the night from Sunday to Monday, all entries are deleted.

4.5.2 Requested measurements



Clicking on the tab 2 '**Requested measurements**' will open up the tab with the list of measurements requested by you that have yet to be processed by the relevant owner of the measurement.

List of requested measurements

Requests for measurements

Watch List **6** Requested measurements **2** History

The following measurements are waiting for owner's release:

Ser. No.	Owner	Sample Name	Material	Measurement name	Date	requested on
1	LIAG	L50	breccia	L50#11	2015-11-14	2017-05-22
2	LIAG	L50	breccia	L50_5	2016-09-14	2017-09-15

close

Figure 74: requested measurements

The following information is listed in the table: the sample owner to whom the measurement belongs, the name of the sample, the sample lithotype, as well as the name and date of the measurement. Clicking on the **'Eye symbol'** in the **'Details'** column will display all the data associated with the measurement in an information window. Click on the name of the sample will display all the data associated with the sample in an information window (see chpt. 3.8.3). The date that you sent the request to the owner of the measurement is displayed in the **'requested on'** column. As soon as the owner of the measurement has processed your request, this will no longer be displayed in the table. Clicking on the command button **'close'** will close the page and return you to the main menu.

4.5.3 History

Watch List **6** Requested measurements **2** History **3**

The following measurements you already requested in the past, you already should have got them:

Clicking on the tab **'History'** will open the tab with the list of all the measurements you have requested in the past. Please note that this function is only available if you explicitly agreed to the storage of your order history during the registration process or gave your consent to this at a later time by editing your personal data (see chpt. 4.6.1):

I agree with the storage of my order history. ?

Yes, I agree with the storage of my data and accept the Terms of Use *

List of measurements requested in the past

The following measurements you already requested in the past, you already should have got them:

Ser. No.	Owner	Sample Name	Material	Measurement name	Date	requested on	released at
1	LIAG	L50	breccia	L50_5	2016-09-14	2017-02-16	2017-02-16
2	LIAG	Testprobe	diamictite	Testprobe_1	2016-08-16	2017-02-16	2017-02-16
3	LIAG	kikr Test	salt paste	kikr Test_2	2016-11-11	2017-08-10	
4	LIAG	L50	breccia	L50_6	2016-09-14	2017-08-11	
5	BGR	Dol15	dolomite	Dol15_2	2016-07-22	2017-08-	
6	LIAG	L50	breccia	L50#11	2015-11-14	2017-09-	


The measurement is freely available according to the FreeSIP Agreement. Download on 2017-08-14


close

Figure 75: History

The following information is listed in the table: the sample owner to whom the measurement belongs, the name of the sample, the sample lithotype, as well as the name and date of the measurement. Clicking on the name of the measurement will display all the data associated with the measurement in an information window. Click on the name of the sample will display all the data associated with the sample in an information window (see chpt. 3.8.3, p. 28).

The date that you sent the request to the owner of the measurement is displayed in the **'requested on'** column. The **'released on'** column shows the date that your request was approved by the owner and sent to you via e-mail.

If you downloaded a measurement that has been available due to the FreeSIP agreement, you will find the according **FreeSIP symbol**  in the "released on" column instead of the shipping date. Put the mouse over the symbol to see the download date in a tooltip.

Clicking on the command button  **'close'** will close the page and return you to the main menu.

4.6 User administration

In the main menu section '**Manage Users**', you will find the functions for editing your own user data, for creating and editing your own templates to add to new samples and measurements, as well as an overview of the colleagues at your institution:

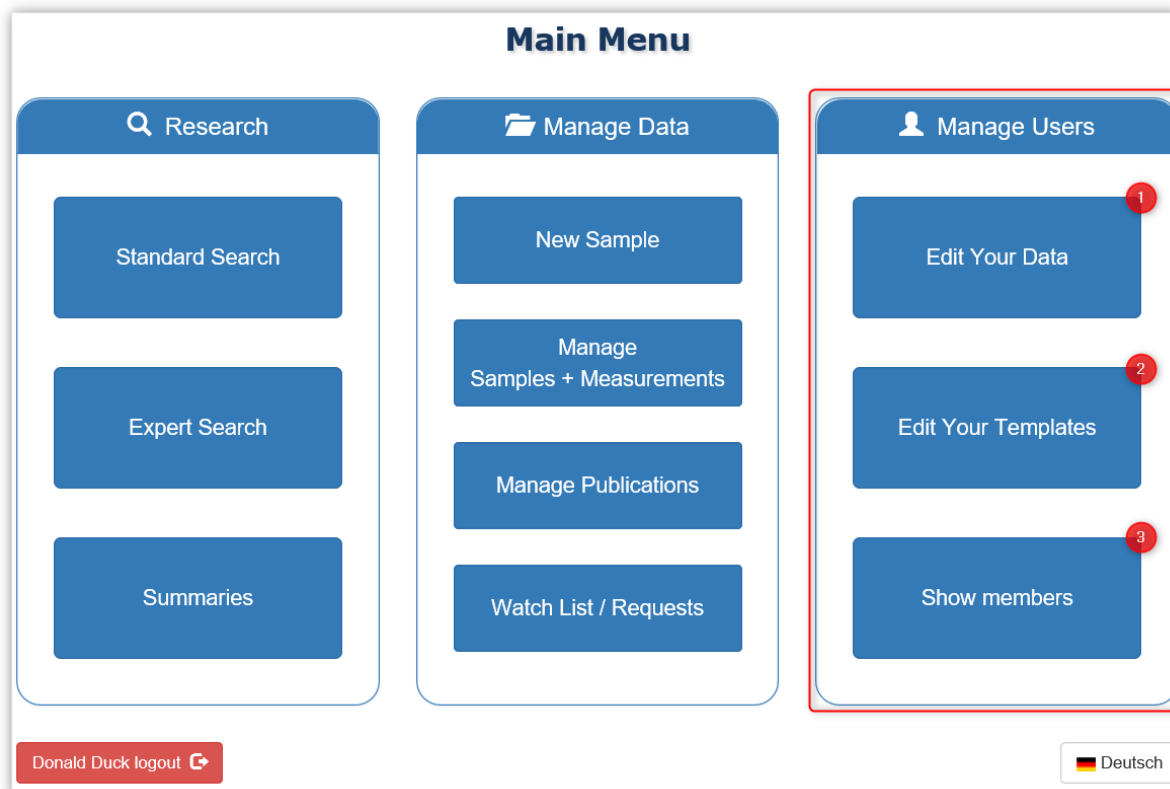


Figure 76: User administration

- ❶ **Edit Your Data:** You can change your personal data here.
- ❷ **Edit Your Template:** Here you can create or edit a template for adding new samples and measurements.
- ❸ **Show members⁷:** Here you will see an overview of all colleagues at your institution who are registered on SIP-Archiv. Contact persons can also process the requests for registration from your institution here and can grant access to, deactivate or delete user accounts (see chpt. 5.2, p. 102).

4.6.1 Edit your own data

A new page with a form will open up when you click on '**Edit Your Data**' ❶ in the main menu. This form allows you to view and edit the data that you have saved in SIP-Archiv:

⁷ For contact persons, this command button will be displayed as 'Manage Members' and can be found in the main menu. The differences are described in more detail in chapter 5.2.

Update user data

Personal information

Name *
Maus

Institution *
LIAG

First name *
Mick

Phone
643-3453

Salutation
Mr

Title
Dr.

Language
Deutsch

Email *
maus@liag-hannover.de

Security

Password 1
Password

CAPTCHA * 3
Please enter the string below.

Confirm Password 2
to be sure once again ...

Rz eTc j o z 4

I agree with the storage of my order history. 5

Yes, I agree with the storage of my data and accept the Terms of Use * 6

Discard changes ✕ 8

Save changes ✉ 7

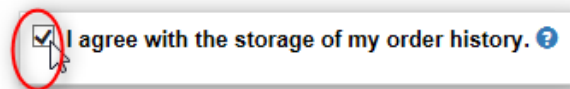
Figure 77: Edit own user data

The form is identical to the one you would have filled out upon registering as a user with SIP-Archiv (see chpt. 3.2, p. 15). Your saved data will be displayed here.

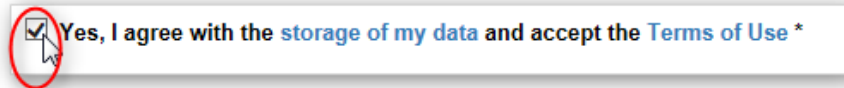
Please note:

- Only the data for which you have entered new information will be changed.
- Fields marked with an * are required fields.
- You cannot change the affiliation with your institution. If this is necessary, your existing account must be deleted before you can register again as a user at a new institution.
- Your password 1 must contain at least 8 characters including upper and lowercase letters, and numbers. It is only necessary to enter your password here if you wish to change it. If you do not enter a password here, your old password will remain active.
- For your security, you must enter your password twice. Please do *not* copy and paste the password when entering it for the 2nd time 2 – type it again instead. In this way, any typos can be avoided.

- In order to prevent any automatic registration to SIP-Archiv by robots (Bots), you will have to enter an anti-spam series of characters (CAPTCHA⁸) ③. Request a different series of characters by clicking on the CAPTCHA ④.
- If you wish, your data retrieval will be stored in SIP-Archiv. In this way, you will always have an overview of your orders (see chpt. 4.5.3, p. 75). You will also be notified via e-mail if any of the measurements you have already accessed for a sample have had new measurements added to them or if the meta data of a measurement has been changed. In addition, you will receive a scheduled SIP-Archiv newsletter. In order to activate this feature, please tick the box ⑤; clicking the box again will deactivate the function:
- After changing your data, it is necessary to accept the terms of use of SIP-Archiv and to consent



to the storage of your data again. In order to do this, please tick the box ⑥:
The terms of use can be viewed and downloaded in PDF form by clicking on ‘[Terms of Use](#)’.



Clicking on ‘[Storage of my data](#)’ will allow you to see the data protection statement for SIP-Archiv; this can also be downloaded in PDF form.

Save your changes by clicking on ‘[Save changes](#)’ ⑦. A small test will be run to ensure that all information is correct. Finally, your changes will be displayed in a new window:

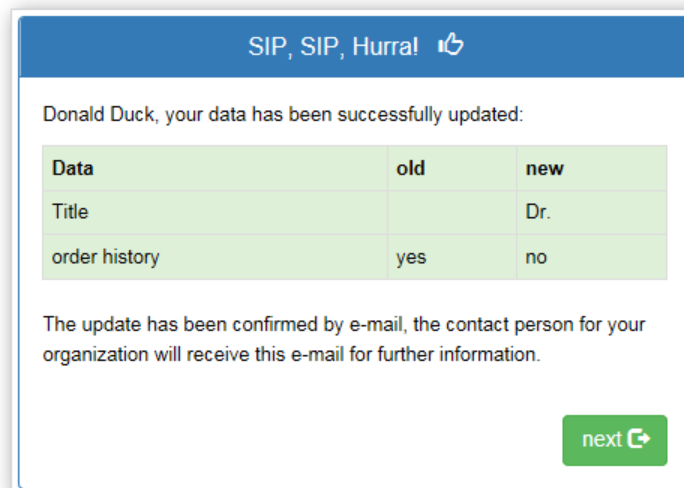


Figure 78: Userdata updated successfully

Changes made to your data will be confirmed with you via e-mail; the contact person at your institution will also receive a copy of this e-mail. If you have changed your password, this will not be displayed in

⁸ CAPTCHA – Completely Automated Public Turing test to tell Computers and Humans Apart; The request for and submission of the series of characters should automatically prevent robots (bots) from registering.

the e-mail and it will not be shared with the contact person for your institution. Click on the command button **'next'** to return to the main menu.

If you would no longer like to edit your details then click on the command button **'Discard changes'** ⁸ in the form; this will take you back to the main menu.

4.6.2 Templates

Using templates will allow you to set sample and measurement related parameters in advance and use these again and again. For example, if you would like to enter several samples with the same lithotype, the same geological formation and/or the same geological age into SIP-Archiv, then you can save these details in one of your personal templates. You can also store the parameters for measurements in the template so that you can quickly and easily complete series of measurements for which the parameters are the same e.g. in terms of the electrode type, electrode material and fluid used. You can create your own template for each sample type (see chpt. 3.9, p. 34). Depending on the selected sample type, there are slight differences in the metadata (see Table 1, p. 34).

Create or edit a template

Click on **'Edit Your Templates'** (see Figure 76, p. 77 in the main menu to edit your personal template for sample and measurement parameters. A form will open up in which you can enter the parameters (Figure 80, p. 81). The form is divided into three sections: in the upper section you can select the sample type for which you want to edit the template by clicking on the corresponding tab ¹:

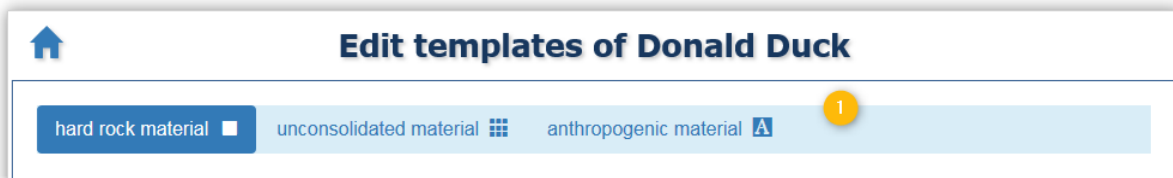
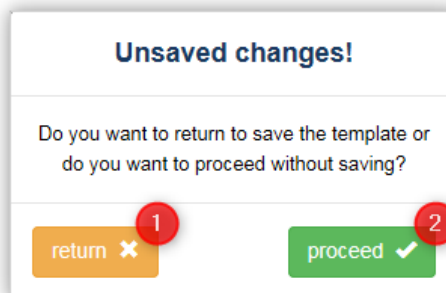


Figure 79: Select template of the sample type

If you have made changes to a template and switch to a different tab without saving your changes first, a warning appears:



By clicking the button ¹ "return" you get back to the changed template and can save your changes there. With "continue" ² switch to the desired template, your changes to the previous template are discarded.

By default, when you open the form, the hard rock material template is selected **1**:

Edit templates of Donald Duck

hard rock material unconsolidated material anthropogenic material **1**

Template for hard rock material samples of Donald Duck

Sample parameters: **2**

Material
oolithe please select

Geometry type
hand sampl

Geol. formation
Hildesheimer

Geol. age
old

More results / data available:

CT MIP/MICP Min.
SEM NMR Hydr.
GSD Chem. Zeta

Annotation:
no comment

Measurement parameters: **3**

Device
Liag-Dax

Saturation fluid
AlCl-sol.

Cell
tin can

Degree of saturation
99.4 %

Type of electrode
spot welding electrode

Fluid temperature
42.6 °C

Material of electrode
Ag

Configuration factor
0.042 m

Frequency range

0.02 Hz 220000 Hz

Comment
nada

close clear all save

Figure 80: Creating templates

The middle section allows you to enter parameters for samples **2** and the lower section allows you to enter parameters for measurements **3**.

The rules and tips for filling out this form are the same as those outlined in chapter 3.9.1 (p. 36) for entering samples and in chapter 3.10.1 (p. 44) for adding measurements. However, there are no mandatory fields in the template form.

Deleting a parameter in a template

- **For areas with free text or numbers**, click on the input field in question. Highlight the text/numbers and press the **Del** key or press the backspace key until the characters you wish to delete are gone. Alternatively, you can click on the ✕ in the right of the input field in order to delete the content:

- For **drop-down lists**, open the list in question and choose the option **'Please select'**:

- Click on **'clear all'** **2** (see below) to remove all the saved parameters in a template at once.



Please note: The details will only be deleted from your template once you have saved the template!

Saving a template

Save your template by clicking on **'save'** **1**. A notification to confirm the template has been saved will appear in front of the form:


Figure 81: Template successfully saved

Click on **'clear all'** **2** to delete all the parameters; return to the main menu by clicking **'close'** **3**. Your changes will not be saved if you do not save them before closing the page.

Using templates for new samples


In order to use the parameters in a template for a new sample, proceed as follows: Open the form for entering a new sample in the main menu by clicking on **'New sample'** in the 'Data management' section (see Figure 61, p. 63). In the form 'Create new sample', click on **'Import data from template'** **1**:


Add new sample - hard rock



Import data from template  **1**

General information:

Name *
Name of the sample

hard rock material *
Name of the rock please select 

Sample is intact * **Round robin test **

yes  no 

Geol. formation **Geol. age**

free text (e.g. Bentheimer) free text (e.g. lower cretace)





cancel  save 

Figure 83: Import sample data from template


The parameters you had entered in the template will automatically be entered into the correct input fields and a symbol next to the command button will signal that the import was successful. Empty parameters in the template will remain empty in the form:


Add new sample - hard rock



Import data from template  

General information:

Name *
Name of the sample

hard rock material *
oolithe please select 


Sample is intact * **Round robin test **


yes  no 

Geol. formation **Geol. age**


Hildesheimer alt


General information (added automatically):


Petrophysical Information: 


Porosity *  **Formation factor**

e.g. 19.48 % e.g. 12.32

Geometric information: 

Geometry type * 

hand sample 

More results / data available: 

CT <input checked="" type="checkbox"/>	MIP/MICP <input type="checkbox"/>	Min. <input checked="" type="checkbox"/>
SEM <input type="checkbox"/>	NMR <input type="checkbox"/>	Hydr. <input type="checkbox"/>
GSD <input type="checkbox"/>	Chem. <input checked="" type="checkbox"/>	Zeta <input type="checkbox"/>

Annotation:

kein Kommentar



cancel  **2** save  **1**

Figure 82: Sample template imported

Data transferred from a template can be changed and deleted at a later time. The rules and tips for filling out the form are the same as those outlined in chapter 3.9.1 (p. 36).

When you have entered all the data for the new sample, click on **'save'** ❶. Click on **'cancel'** ❷ to discard your changes and return to the main menu.

Using a template for a new measurement

In order to use the parameters in a template for a new measurement, follow the steps outlined in detail in chapter 3.10 (p. 43). Click on **'Manage measurements'** in the 'Data management' section (see Figure 60, p. 62). In the list of samples, select the desired sample, open the table with the associated measurements and click on **'Add measurement'**. In the form 'Create new measurement', click on **'Import data from template'** ❶:

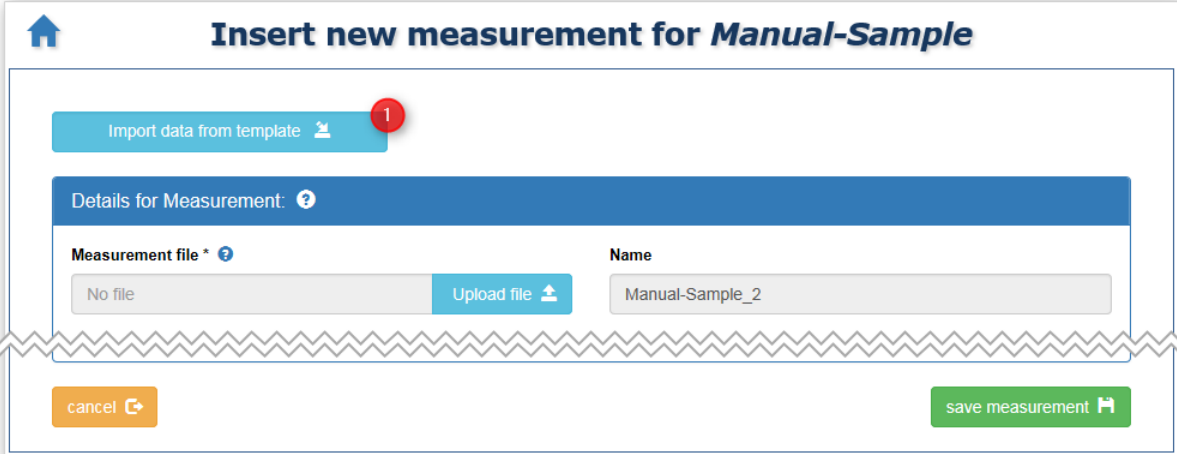


Figure 84: Import measurement data from template

The measurement parameters you had entered in the template will automatically be entered into the correct input fields and a symbol next to the command button will signal that the import was successful. Empty parameters in the template will remain empty in the form:

Figure 85: Measurement template imported

Data transferred from a template can be changed and deleted at a later time. The rules and tips for filling out the form are the same as those outlined in chapter 3.10.1 (p. 44).

Click on '**cancel**' **2** to discard the data entered and return to the list of samples.

When you have entered all the data for the new measurement, click on '**save measurement**' **1**. The system will carry out a quick check on the information entered. If some information is incorrect, then a note will appear at the relevant field, e.g.:

! Attention: For security reasons, the system cannot access your measurement data file again if saving the measurement fails. This must be completed again.

If all information is complete then you will continue to a confirmation page:

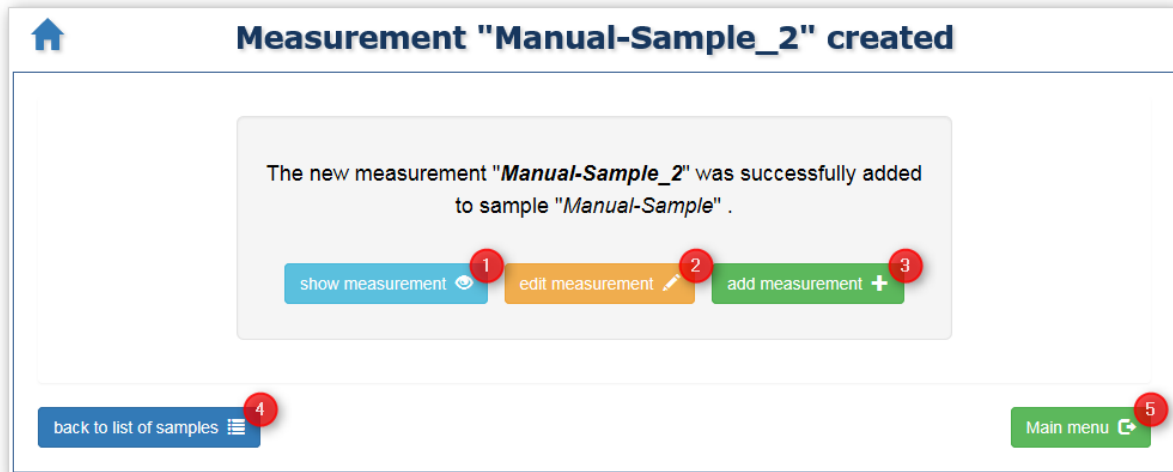



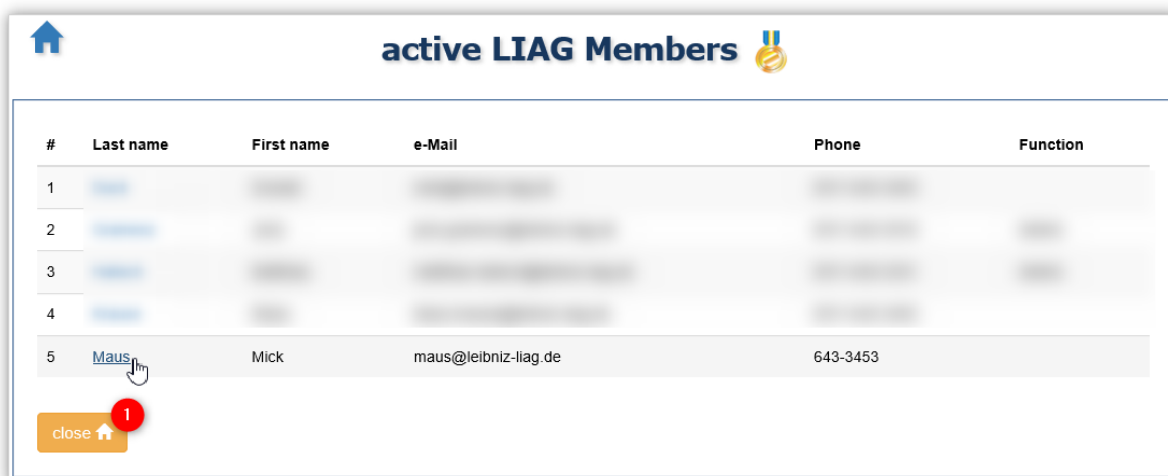
Figure 86: Measurement has been created successfully

You can **check** ① the data you have entered once more in another display and, if necessary, you can **edit** ② it one more time. You will find information on how to do this in chapter 4.3. You can also **add another measurement** to the current sample by clicking on **add measurement** ③ and use your template once again to complete the form quickly and easily.

Additionally, you can go back to the **sample list** ④ from here, for example to work on another sample. If you would like to complete another task in SIP-Archiv, use the command button ⑤ to bring you back to the **main menu**.

4.6.3 Show members

In the main menu, click on  **'Show members'**, (see Figure 76, p. 77),⁹ to see a list of all the colleagues in your institution who are registered on SIP-Archiv:



#	Last name	First name	e-Mail	Phone	Function
1					
2					
3					
4					
5	Maus	Mick	maus@leibniz-liag.de	643-3453	

Figure 87: Show members

Click on **'close'**  to return to the main menu.

The symbol next to the heading indicates the rank of your institution in the *SIP Achievement Ranking* (see chapter 5.5, p. 113). Click on the symbol for more information:



First name	e-Mail

SIP-Achievement

LIAG-Ranking: **SILVER**
 ≥ 200 samples with measurements in SIP-Archiv! (233/478)

SIP Achievement Rankings:

- ≥ 5 samples: Ranking "WATER"
- ≥ 20 samples: Ranking "SAND"
- ≥ 50 samples: Ranking "WOOD"
- ≥ 100 samples: Ranking "ORE"
- ≥ 150 samples: Ranking "BRONZE"
- ≥ 200 samples: Ranking "SILVER"
- ≥ 350 samples: Ranking "GOLD"
- ≥ 500 samples: Ranking "PLATINUM"
- ≥ 1000 samples: Ranking "IRIDIUM"

Figure 88: SIP achievement ranking

The different ranks in the SIP achievement ranking are based on the number of samples with measurements from an institution in the SIP Archiv. Upon reaching a rank, your institution will receive a corresponding certificate.

⁹ For contact persons, this command button will be displayed as 'Manage members' and can be found in the main menu. The differences are described in more detail in chapter 5.2.

If you would like to display all the details for a particular colleague in an information window, click on the relevant **Surname**:



Figure 89: User account - details

4.7 Round robin tests

A round robin test is a series of measurements that are taken by various institutions for a single sample. In contrast to a 'normal' sample, measurements from external institutions can be added to round robin samples.



Please note: Please only enter new measurements of round robin tests that you are actually participating in. Adding measurements that do not belong to the sample to a round robin test sample creatively will lead to a 6-week restriction on your access to the SIP-Archiv, and expulsion from the SIP-Archiv Community in the event of a repeat offense.

After the initiating *institution A* has entered the sample (see chpt. 4.7.1, p. 89), carried out their measurements and added these to the sample, the next participating *institution B* will receive the sample by post or in person¹⁰. *Institution B* will carry out their measurements on the sample, add these to the sample (see chpt. 4.7.2, p. 91) and then pass the sample on to *institution C* (and so on). When all participating institutions have completed their measurements, *institution A* will end the round robin test (see chpt. 4.7.3, p. 93).

4.7.1 Creating a round robin test

In order to initiate a round robin test, a new sample must be created (as outlined in detail in chapter 3.9). A previously entered sample cannot be used for a round robin test. In order to mark the new sample as a round robin test, select the option 'yes' from the '**Round robin test**' drop-down menu:

The screenshot shows a web form titled "Add new sample - hard rock". At the top left is a home icon. Below the title is a button "Import data from template" with a document icon. The form is divided into a "General information:" section. It contains several input fields: "Name *" with the value "Ringeling-2017"; "Lithotype *" with the value "sandstone" and a "please select" button; "Sample is intact *" with a dropdown menu set to "yes"; "Part of a round robin test" with a dropdown menu set to "yes" (highlighted with a red box); "Geol. formation" with the value "Hildesheimer"; and "Geol. age" with the value "Pleistocene". At the bottom of the form are two buttons: "cancel" with an 'x' icon and "save" with a floppy disk icon.

Figure 90: Creating a round robin test

¹⁰Unfortunately, due to our limited resources, e-mail and downloading options have been unable to provide a solution for the sending of samples ☹

Finally, enter the additional sample parameters as outlined in detail in chapter 3.9.1 (p. 36) and save the new sample. If all the information entered is complete, you will continue to a confirmation page which will allow you to check the data you have entered once more in another display and, if necessary, edit this one more time (see Figure 37, p. 42).

! Attention: Corrections to the sample parameters can only be made if no measurements have yet been added to the round robin test.

Finally, add your measurements as described in chapter 3.10 (p. 43). Of course, you may also apply your template here, see chpt. 4.6.2, p. 80:

The screenshot shows a web interface for adding a new measurement. The title is "Insert new measurement for Ringeling-2017". At the top left is a home icon. Below the title is a button "Import data from template" with a document icon. The main form is titled "Details for Measurement: ?" and is divided into two columns. The left column contains: "Measurement file * ?" (input: EBK_30_100_Fuchs_1.res, button: Upload file), "Date *" (input: 2017-04-20, calendar icon), "Device" (input: LIAG-Dachs), "Cell" (input: LMZ-7b), "Type of electrode" (dropdown: plate electrode), "Material of electrode" (dropdown: Ag), "Configuration factor" (input: 0.00148, unit: m), and "Frequency range *" (inputs: 0.02 Hz, 125000 Hz). The right column contains: "Name" (input: Ringeling-2017_1_LIAG), "Saturation fluid *" (dropdown: NaCl-sol.), "Level of saturation" (input: 99.84, unit: %), "Conductivity *" (input: 99.95, unit: mS/m), "Fluid temperature" (input: 18.3, unit: °C), "pH-value" (input: 6.90), "Type of phase * ?" (dropdown: A - constant phase angle), and "Comment" (input: Demo measurement of LIAG for the round robin test Ringeling-2017). At the bottom left is a "cancel" button with a refresh icon, and at the bottom right is a "save measurement" button with a save icon.

Figure 91: Add new measurement to round robin test

Unlike with a sample, you cannot **name the measurement** yourself. The name of a round robin test measurement will be composed of the name of the sample, a serial number and the name of the institution. The designated name will be shown:

The close-up shows a text input field with the label "Name" above it. The text inside the field is "Ringeling-2017_1_LIAG".

In this example, it is the first measurement for the round robin test *Ringeling-2017* that was carried out by LIAG.

When you have entered all the information, click on '**save measurement**'. The system will carry out a quick check on your data. If all information is correct and complete then you will continue to a confirmation page:



Figure 92: Your round robin test has been successfully created

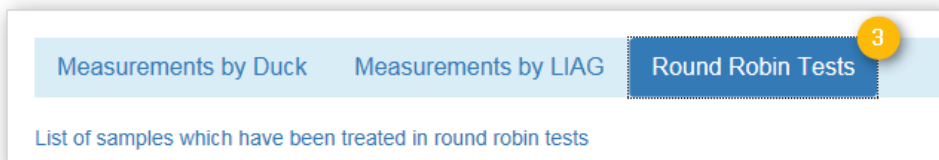
You can **check** ① the data you have entered once more in another display and, if necessary, you can **edit** ② this one more time. You will find information on how to do this in chapter 4.3. You can also **add another measurement** ③ to the current **round robin test**.

Additionally, you can go back to the **sample list** ④ from here, for example to add a measurement to another round robin test. If you would like to complete another task in SIP-Archiv, use the command button ⑤ to bring you back to the **main menu**.

4.7.2 Participate in a round robin test

After the initiating *institution A* (LIAG in our example) has added their measurement(s) to the sample, they will then pass the physical sample on to the next participating *institution B* (BGR in our example). A colleague at BGR carries out measurements for the sample and adds these to the sample as follows:

As a participant in a round robin test, open the page '**Summaries**' in the main menu (see chpt. 4.2) and select the tab '**Round robin tests**' (see chpt. 4.2.3):



In the list of samples, select 'your' round robin test and open the table with the corresponding measurements by clicking on the symbol ▼ in the 'Measurements' column:

The screenshot shows the 'Summaries' page with three tabs: 'Measurements by Duck', 'Measurements by BGR', and 'Round Robin Tests'. Below the tabs is a list of samples treated in round robin tests. A table lists the following samples:

Ser. No.	Sample ID	Sample Name	Lithotyp	Institution	Gathered	Revised	Measurements	Details
1	6	HPX-3	conglomerate	LIAG	16-01-26	17-08-09	3 ▼	👁
2	9	Bla(Bla)	silt	BGR	16-01-26	16-06-08	2 ▼	👁
3	72	ILS22	limestone	BGR	16-09-07	17-04-07	1 ▼	👁
4	77	Ring666	sand-lime brick	LIAG	16-09-07	16-09-16	2 ▼	👁
5	177	Ringversuch-Test	conglomerate	BGR	17-04-11	17-04-11	3 ▼	👁
6	178	Ringeling-2017	sandstone	LIAG	17-04-21	17-08-16	1 ▼	👁

Below the table, the 'Measurements of sample Ringeling-2017' are shown in a detailed view:

Ser. No.	Name	Freq. Range	Fluid	Conductivity	Electrode	Date	Details	Retrieve
1	Ringeling-2017_1_LIAG	0.02 - 125000 Hz	NaCl-sol.	99.95 mS/m	Ag	2017-04-20	👁	🔍

At the bottom right of the detailed view, there is a red warning triangle icon and a blue button labeled 'add measurement +' with a red notification bubble containing the number '1'. A 'close' button is located at the bottom left.

Figure 93: Add measurement to round robin test

Click on the option '**add measurement**' underneath the table:

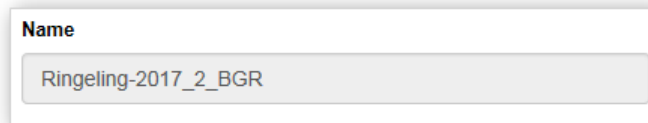
add measurement +

The form for recording the measurement parameters will open up here, as described in detail in chapter 3.10.1 (p. 44) (of course, you may also apply your template here, see chpt. 4.6.2, p. 80):

The screenshot shows the 'Insert new measurement for Ringeling-2017' form. It features a blue header with a home icon and the title. Below the header is a blue button labeled 'Import data from template' with a document icon. The main section is titled 'Details for Measurement:' and contains two input fields: 'Measurement file *' with the value 'Dol15_Fuchs_1.res' and an 'Upload file' button, and 'Name' with the value 'Ringeling-2017_2_BGR'. At the bottom, there are two buttons: 'cancel' and 'save measurement'.

Figure 94: Add round robin test measurement

The name of the round robin test measurement will be composed of the name of the sample, a serial number and the name of the institution. The designated name will be shown:



A screenshot of a web form. At the top, the word "Name" is written in bold. Below it is a text input field containing the text "Ringeling-2017_2_BGR". The input field has a light gray border and a subtle shadow.

In this example, it is the 2nd measurement for the round robin test *Ringeling-2017* that was carried out by BGR.

When you have entered all the information, click on '**save measurement**'. The system will carry out a quick check on your data. If all information is correct and complete then you will continue to a confirmation page (see Figure 41, p. 48). At this stage, you can check the data you have entered once more in another display and, if necessary, edit this one more time. You can also add another measurement to the current sample. Additionally, you can go back to the sample list from here or return to the main menu.






Please note: Please only enter new measurements of round robin tests that you are actually participating in. Adding measurements that do not belong to the sample to a round robin test sample creatively will lead to a 6-week restriction on your access to the SIP-Archiv, and expulsion from the SIP-Archiv Community in the event of a repeat

4.7.3 Ending a round robin test

A round robin test can be ended by the sample owner (the initiator of the round robin test) and by the contact person of the institution to which the sample belongs.



Attention: Ending a round robin test is irrevocable; it cannot be reversed.

To complete a round robin test, click on '**Manage Samples + Measurements**' , (see Figure 60, p. 62) in the main menu. A page showing an overview of all the samples from your institution, or active round robin tests that your institution is taking part in and to which you can add measurements, will open up (see chpt. 4.3.5, p. 66). Samples for which you can edit the parameters will be shown with a 'pen symbol'  instead of an 'eye symbol'  in the '**Details**' column:

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measurement of my institution
active round robin test
finished round robin test

Ser. No.	Sample ID	Sample Name	Lithotyp	Institution	Gathered	Revised	Measurement	Details
31	84	PK3	calcareous sinter	LIAG	16-09-13	16-09-16	0	
32	172	Poroprobe	ortho gneis	LIAG	17-01-27	17-04-26	0	
33	77	Ring666	sand-lime brick	LIAG	16-09-07	16-09-16	2	
34	178	Ringeling-2017	sandstone	LIAG	17-04-21	17-04-21	2	
35	19	Schnelltest	clay	LIAG	16-06-02	16-11-23	0	
36	161	Schräg/Strich	conglomerate	LIAG	16-11-28	16-11-28	0	
37	167	Sprachprobe	oil shale	LIAG	16-12-16	16-12-16	1	
38	36	Starprobe	clay slate (Alaunschiefer)	LIAG	16-06-21	16-09-13	0	
39	80	Test-klkr1	dolerite	LIAG	16-09-08	16-09-08	1	
40	162	Test66	andesite	LIAG	16-11-30	16-11-30	1	

close

back to menu

Figure 95: Choosing to end a round robin test

Clicking on this symbol for an active round robin test will open an information page with several command buttons:

Sample in active round robin test

The sample "Ringeling-2017" is in the state of an active round robin test.

During the round robin test it is not possible do modify data of the sample. However, you can declare the round robin test to be finished.

If you declare the round robin test to be finished

- metadata of the sample can be modified
- all measurements of the sample are subject to the FreeSIP Agreement
- other users can freely download these measurements
- no further measurements can be added to the sample

ATTENTION! It is not possible to revoke this action!

finish round robin test

cancel

Sample details

back to menu

Figure 96: Complete round robin test

Click on **'cancel'** ② to return to the sample list. If you simply wish to view the data from the round robin test, then click on **'Sample details'** ③; the option **'back to menu'** ④ will take you back to the main menu.

By clicking on the option **'finish round robin test'** ①, you declare that the round robin test is complete. You can then edit the sample parameters (see chpt. 4.3.2). All measurements of the sample then are subject to the FreeSIP-Agreement, i. e. all other users will have direct access the measurements (see chpt. 5.3, p. 109). However, additional measurements cannot be added to a completed round robin test. Clicking on the command button will take you to a confirmation page:

Round Robin Test "Ringeling-2017" completed

The round robin test "Ringeling-2017" has been completed. The measurements of the round robin test are now freely available according to the FreeSIP Agreement and ready for download.

show round robin test data ①

For this round robin test the following measurements exist:

Ser. No.	Name	Date	Details
1	Ringeling-2017_1_LIAG	2017-04-20	👁️
2	Ringeling-2017_2_BGR	2017-04-21	👁️

back to sample list ②

back to menu ③

Figure 97: Round robin test completed

You can **view** ① all the parameters for the round robin test in an information window. All the measurements relating to the round robin test will be listed in a table. Clicking on the 'eye symbol' 👁️ in the **'Details'** column will display all the data associated with the measurement in an information window. Additionally, you can go back to the **sample list** ② from here, for example to work on another sample. If you would like to complete another task in SIP-Archiv, use the command button ③ to take you back to the **main menu**.

5 SIP-Archiv for Contact Persons

In SIP-Archiv, the people from their institution who are responsible for the coordination and monitoring of SIP-Archiv are referred to as **contact persons** and their **representatives**. They are named as the authorised persons in the **User Contract** (Contract for order data processing in SIP-Archiv) agreed with LIAG and are responsible for the compliant usage of SIP-Archiv within their institution. They determine which persons associated with their institution may use SIP-Archiv (**Manage members**, chpt. 5.2) and which measurements from their institution may be shared with other institutions (**Manage requests**, chpt. 5.1). In addition, they can release measurements generally for all users according to the FreeSIP Agreement (**The FreeSIP Agreement**, chpt. 5.4, p. 112). Furthermore they also have the right to edit the parameters for *all* samples and measurements from their institution retrospectively and to initiate the deletion of samples and measurements (see chpt. 4.3, p. 62 et seq.).

The individual actions and task will be explained in more detail in the following section, provided they have not been covered in a previous chapter. Where this is the case, the relevant chapter will be referred to.

5.1 Manage requests

You will find the overview for the management of requests in the main menu under the menu option **'Watch List / Requests'** in the section **'Manage Data'** (see Figure 60, p. 62). Next to the previously described functions such as 'Watch List', 'Requested measurements', and 'History' (see chpt. 4.4, see 70 et seq.), contact persons for an institution and their representatives will also have the extra option to manage requests under the title **'Requests for release'**, found on an additional tab:

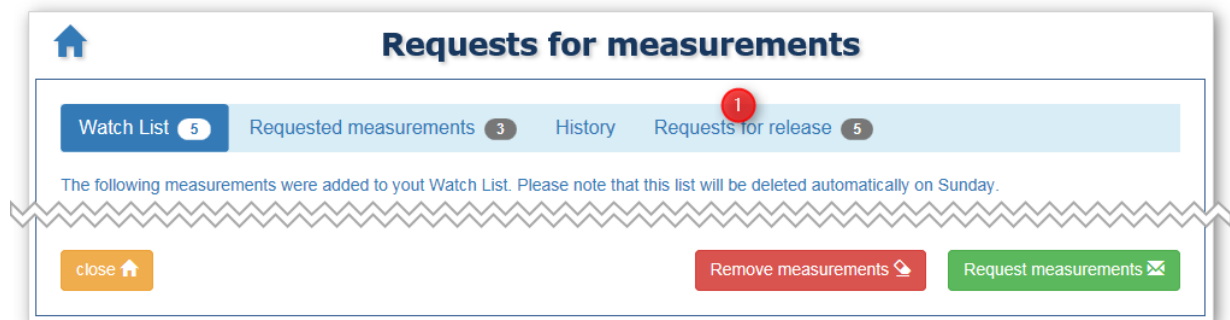



Figure 98: Requests for measurement for contact persons

After opening the **'Watch List / Requests'** page, the tab with your personal Watch List will be displayed by default. Next to the title of the tab, the number of entries for each will be displayed in the corresponding overview. If there are any requests for access, you will also be notified of these on your welcome page after logging in (see chpt. 3.5, p. 17 et seq.) and can go directly to this tab by clicking on the relevant option.

Click on the tab **'Requests for release'**  to display the current requests (here there are 5) for measurements from your institution:

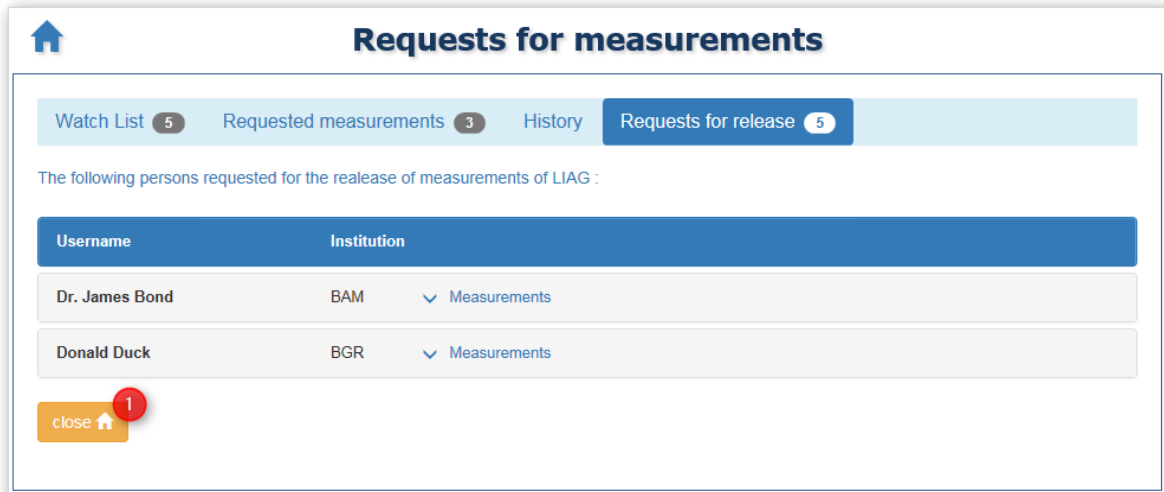
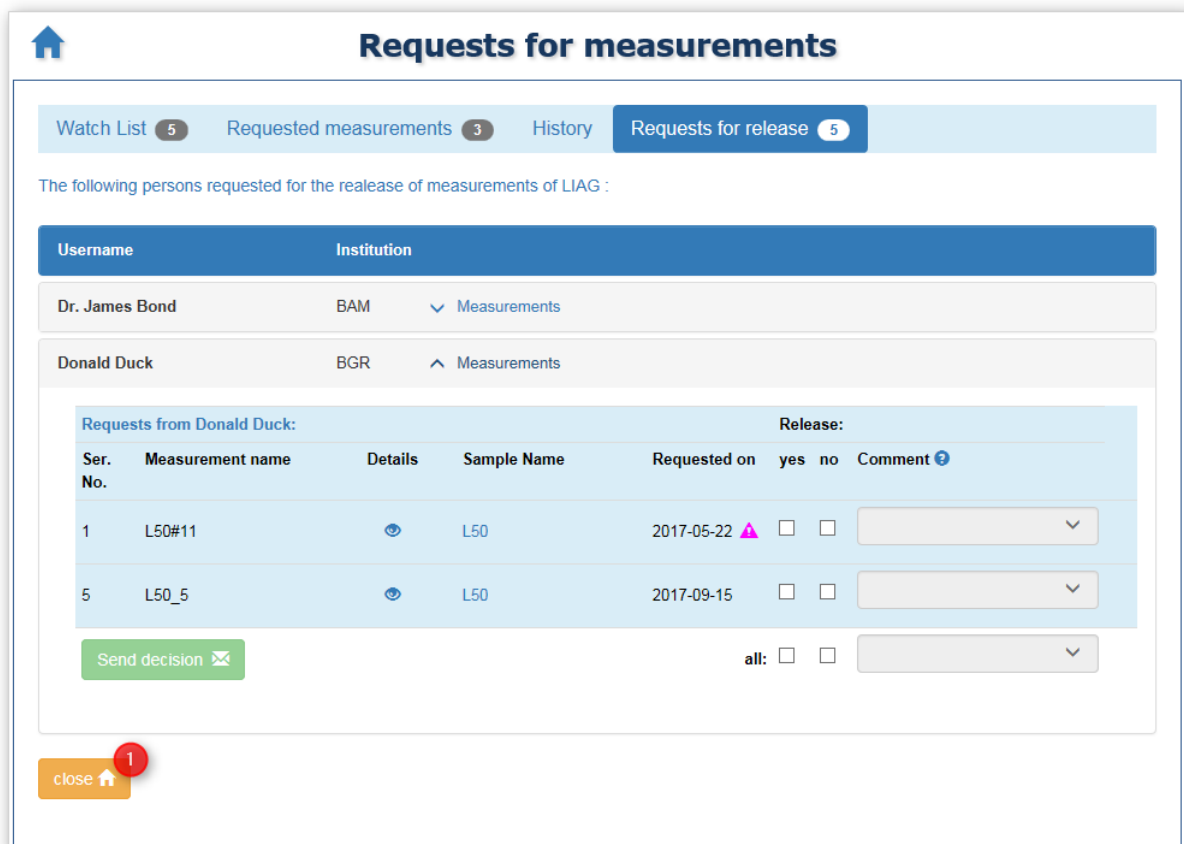


Figure 99: Requests for measurements - overview

The names and the institutions of the people who have requested measurements from your institution will be displayed. Clicking on '▼ Measurements' will open up the table of requested measurements and the corresponding users. The table contains the most important information in relation to the requests:



Username	Institution	Measurements
Dr. James Bond	BAM	▼ Measurements
Donald Duck	BGR	▲ Measurements

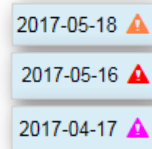
Requests from Donald Duck:					Release:		
Ser. No.	Measurement name	Details	Sample Name	Requested on	yes	no	Comment
1	L50#11		L50	2017-05-22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
5	L50_5		L50	2017-09-15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>


Figure 100: Requests for release of measurements

Clicking on the username in the table overview will display all information about that user in a window (see p. 88).

Clicking on the name of a measurement will open a window with all the details relating to the measurement (see Figure 31, p. 30). If you click on the name of the sample in the column **'Sample name'**, all the data relating to this measurement will be displayed in an information window (see Figure 28, p. 29).

In the column, **'Requested on'**, you will see the date the user submitted the request. If more than 3 days have passed since the date of the request, you will be notified by a warning symbol. The colour will change again after 6 days and again after 30 days.



Click on **'close'**  to return to the main menu.

5.1.1 Allowing access to measurements

In the **'Release'** column, you can mark the relevant measurement for release by checking the box in the **'yes'** column:

Inquiries from Donald Duck:					Release:		
Ser. No.	Measurement name	Details	Sample Name	inquired at	yes	no	Comment ?
1	L50#11		L50	2017-05-22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2	L50_2		L50	2017-05-18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
					all:	<input type="checkbox"/>	<input type="text"/>

Figure 101: release selected measurement

Check the **'all'** box in the **'yes'** column in order to grant the users access to *all* the measurements at once:

Inquiries from Donald Duck:					Release:		
Ser. No.	Measurement name	Details	Sample Name	inquired at	yes	no	Comment ?
1	L50#11		L50	2017-05-22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2	L50_2		L50	2017-05-18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
					all:	<input checked="" type="checkbox"/>	<input type="text"/>

Figure 102: release all measurements

5.1.2 Declining requests for access

In the **'Release'** column, you can deny access to the relevant measurement by checking the box in the **'no'** column:

Inquiries from Donald Duck:					Release:		
Ser. No.	Measurement name	Details	Sample Name	inquired at	yes	no	Comment
1	L50#11		L50	2017-05-22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2	L50_2		L50	2017-05-18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Please select ...

Send decision

all:

Figure 103: Deny access for selected measurement

In this case, a drop-down list will open in the **'Comments'** section; you must select your reason for denying access to the measurement here:

2017-05-18

all:

Data in publication

- Please select ...
- Confidential project data
- Data in development
- Data in publication
- Please contact me
- Other reason (enter text)

If none of the reasons listed for denying access match your decision, you can select the option **'Other reason (enter text)'** and write your own comment with a maximum of 50 characters:

2017-05-18

all:

- Please select ...
- Confidential project data
- Data in development
- Data in publication
- Please contact me
- Other reason (enter text)

2017-05-18 The measurement has errors :-({

Check the **'all'** box in the column **'no'** in order to deny access to *all* the measurements at once:

Donald Duck BGR ^ Measurements

Inquiries from Donald Duck: **Release:**

Ser. No.	Measurement name	Details	Sample Name	inquired at	yes	no	Comment ?
1	L50#11		L50	2017-05-22	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Please select ...
2	L50_2		L50	2017-05-18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Please select ...

all:

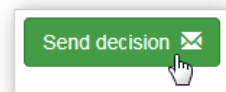
Figure 104: Deny access for all measurements

You can select the reason (or enter a comment) for denying access to the measurements for each individual measurement or you can select a reason in the drop-down list underneath the table for all measurements. If you enter your own comment here under **'Other reason (enter text)'**, this will be applied to all the measurements. You can then change the comments for each individual measurement at a later time.

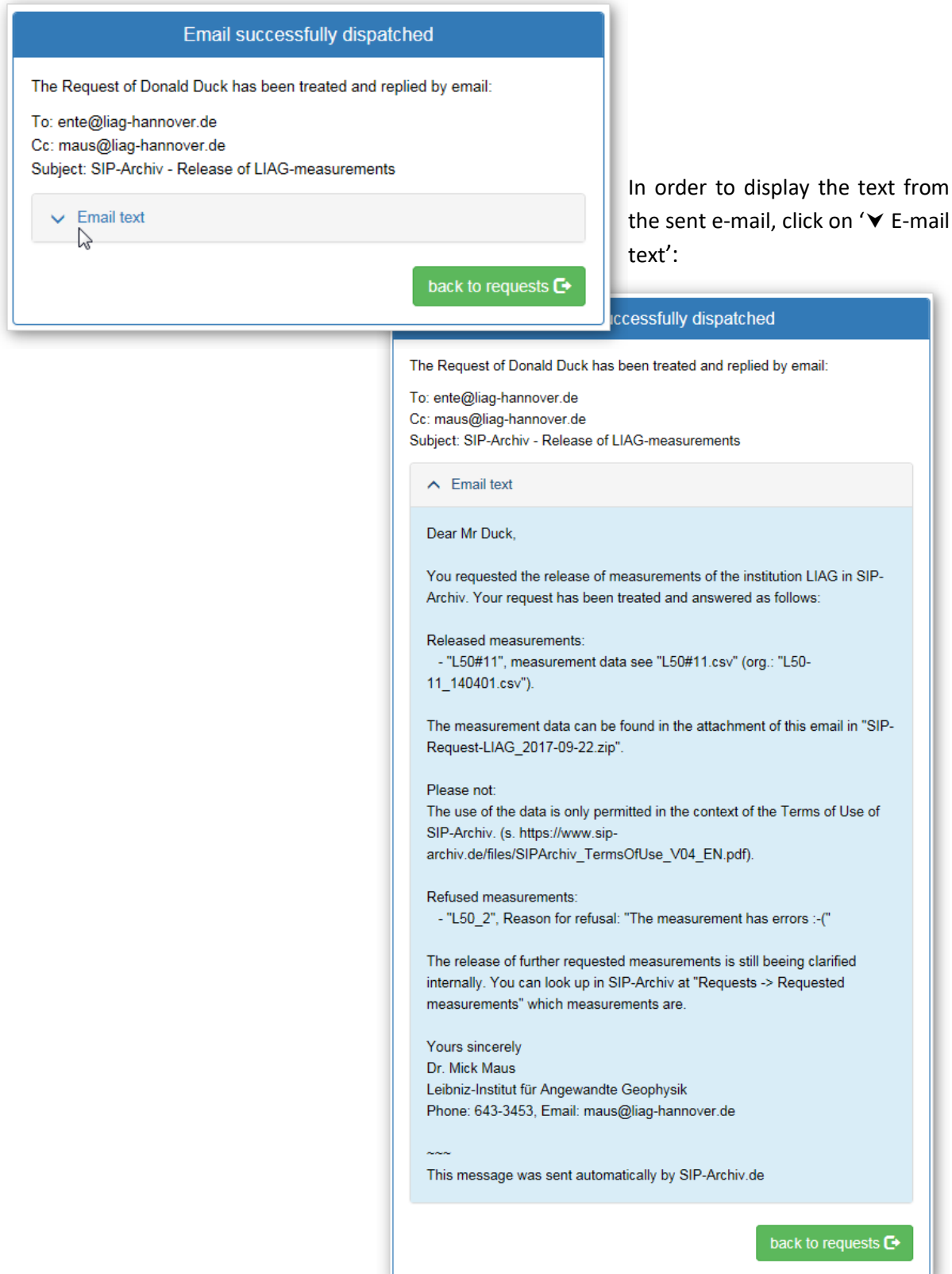
In order to activate the drop-down list for reasons for denying access again after writing your own comments, click on the symbol next to the text input field:

2017-05-22 The measurement has errors :-(
 2017-05-18 The measurement has errors :-(
 all: The measurement has errors :-(

After you have dealt with all the requests from a user, click on **'Send decision'** to conclude the processing of his requests.



The user will then receive an e-mail with the response to his request, listing any reasons for denied access. A ZIP file will be sent as an attachment in the e-mail; the ZIP file will contain the measurements released by you as well as an Excel file with the parameters of the measurement and the associated samples. You will receive a copy of the e-mail. After it has been sent, a confirmation message will be displayed on a new page:



In order to display the text from the sent e-mail, click on '▼ E-mail text':

Figure 105: Notification of the answered request

Click on the option '**back to requests**' in order to return to the overview of requests. The requests that have just been processed will have been removed from your requests list; all other requests will remain in the table.

5.2 Manage members

As the contact person (or their representative) for your institution, you will find the option **‘Manage Members’** in the main menu in the section **‘Manage Users’**. For standard users, this will appear as **‘Show Members’** (see Figure 76, p. 77). Here you have the option to activate (see chpt. 5.2.1, Activating users; p. 103), deactivate (see chpt. 5.2.2, Deactivating users: p. 104), reactivate (see chpt. 5.2.3, p. 105) and to delete (see chpt. 5.2.4, p. 106) individual user accounts. Click on the command button to open the page:

#	Last name	First name	e-Mail	Status	Change status
1				●	activate delete
2				●	Admin Admin
3				●	Admin Admin
4				●	activate delete
5	Maus	Mick	maus@leibniz-liag.de	●	Admin Admin
6	Mustermann	Erika	erika@liag-hannover.de	●	activate refuse
7				●	deactivate delete

User account status:
 ● activated ● newly registered ● deactivated

Figure 106: Manage members

The symbol next to the heading indicates the rank of your institution in the SIP achievement ranking (see chapter 5.5, p. 113). Click on the symbol for more information.

You will see traffic lights icons next to the surnames, first names and e-mail addresses of the users from your institution in the **‘Status’** column. These icons show the current registration status of the corresponding user account:

- **Active user account**, the user has been approved and can work with SIP-Archiv
- **New registration request**, not yet an active user account
- **Inactive user account**, approval for this user has been (temporarily) withdrawn

If you would like to display all the details for a particular member in an information window, click on the relevant surname. In the **‘Change status’** column, you will find text links that will initiate various actions when you click on them. Making changes to an account belonging to a contact person or their representative can only be carried out by the system administrators at LIAG and only at the request of the contact person – or their representative – at the institution in question (so-called authorised persons according to the contract for order data processing in SIP-Archiv, appendix 2). In this case, you will find the note ‘Admin’ instead of a text link. These accounts are created by the system administrators at LIAG when the institution is registered.

5.2.1 Activating users

When a user has registered for SIP-Archiv for your institution, you will receive an e-mail with a request to approve the new account. Log in to SIP-Archiv, find the relevant option in the welcome window (see

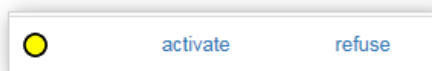
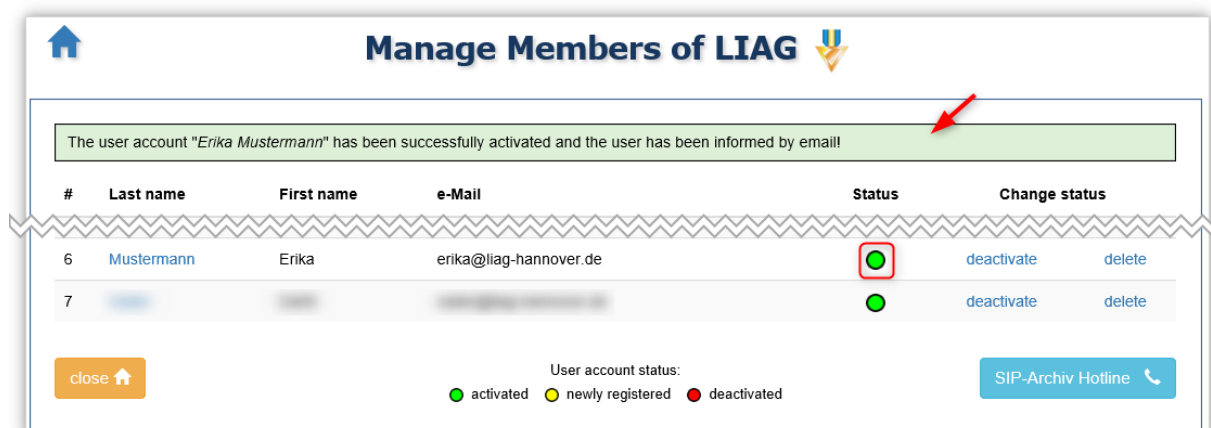




Figure 11, p. 18) and go directly to the member management page by clicking on **'User Accounts'**. In the member table (see Figure 106, p. 102) you will find links to **'activate'** or **'refuse'** in the 'Change status' column next to new users with a yellow traffic light icon:

Click on [activate](#) to accept the registration request and to activate the user account. A message confirming the successful activation of the account will appear above the table and the traffic light icon will change to green:



The screenshot shows the 'Manage Members of LIAG' interface. At the top, there is a home icon and the title 'Manage Members of LIAG' with a LIAG logo. Below the title is a green message box with a red arrow pointing to it: 'The user account "Erika Mustermann" has been successfully activated and the user has been informed by email!'. Below the message is a table with the following columns: '#', 'Last name', 'First name', 'e-Mail', 'Status', and 'Change status'. The table contains two rows:

#	Last name	First name	e-Mail	Status	Change status
6	Mustermann	Erika	erika@liag-hannover.de		deactivate delete
7					deactivate delete

At the bottom of the interface, there is a 'close' button, a legend for 'User account status' (green circle for 'activated', yellow circle for 'newly registered', red circle for 'deactivated'), and a 'SIP-Archiv Hotline' button with a phone icon.

Figure 107: User account successfully activated

The user will receive an e-mail to notify them that their account has been approved; you will also receive a copy of the e-mail.

Click on [refuse](#) to deny the registration request. A confirmation prompt will appear to check whether you really want to delete the account:

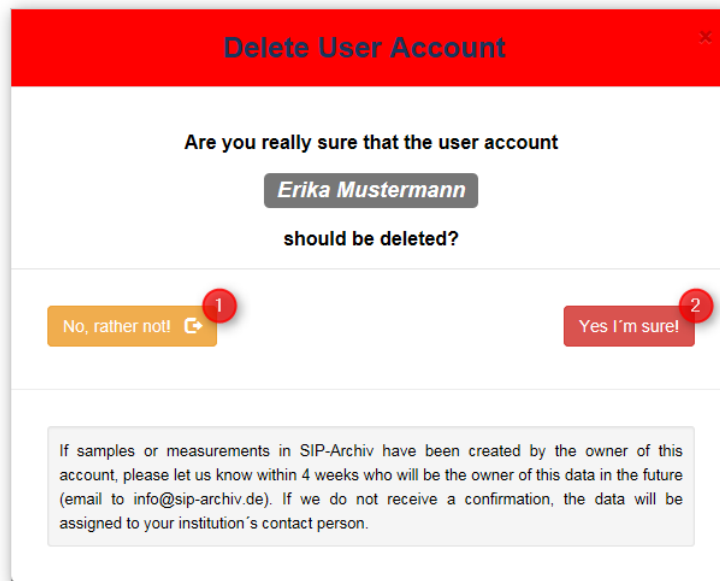


Figure 108: Security request deleting a user account

If you are not sure whether or not you would actually like to refuse the account, click on **'No, rather not'** ❶; this will bring you back to the table with the list of members. Click on **'Yes, I'm sure!'** ❷ to confirm that you would like to delete the account. The window will close and a message confirming the successful deletion of the account will appear over the table:

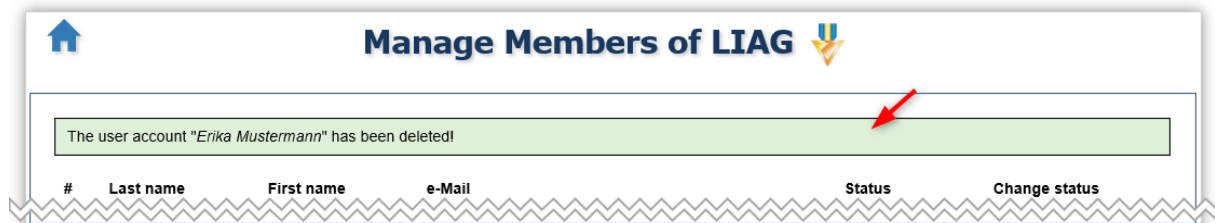


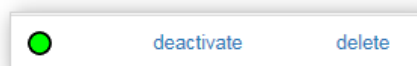
Figure 109: User account successfully deleted

The account will no longer appear in the table with the list of colleagues.

Please also note the tips for deleting a user account found in chapter 5.2.4 (p. 106).

5.2.2 Deactivating users

If an user account is not used (temporarily), as the contact person for the institution, you have the option to deactivate this account. In the table with the list of members (see Figure 106, p. 102) you will find the links **'deactivate'** and **'delete'** in the **'Change status'** column next to active accounts:



Click on [deactivate](#) to disable the account and to deny the corresponding user access to SIP-Archiv in the future. A message confirming the successful deactivation of the account will appear over the table and the traffic light icon will change to red:

The user account "Erika Mustermann" has been deactivated and the user has been informed by email!

#	Last name	First name	e-Mail	Status	Change status
6	Mustermann	Erika	erika@liag-hannover.de	●	activate delete
7				●	deactivate delete

close User account status: ● activated ● newly registered ● deactivated SIP-Archiv Hotline

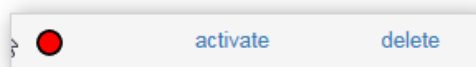
Figure 110: User account successfully deactivated

The user will receive an e-mail to notify them that his account has been deactivated; you will also receive a copy of the e-mail.

Deactivating an account belonging to a contact person or their representative can only be carried out by the system administrators at LIAG and only at the request of the contact person – or their representative – at the institution in question (so-called authorised persons according to the contract for order data processing in SIP-Archiv, appendix 2).

5.2.3 Activating users

As the contact person for your institution, if a temporarily deactivated user account needs to be reactivated, you have the option to activate the account. In the table with the list of colleagues (see Figure 106, p. 102) you will find the links '[activate](#)' or '[delete](#)' in the '[Change status](#)' column next to inactive accounts:



Click on [Activate](#) to reactivate the account and to allow the user access to SIP-Archiv once again. A message confirming the successful activation of the account will appear above the table and the traffic light icon will change to green:

The screenshot shows the 'Manage Members of LIAG' interface. At the top, there is a green notification box with the message: 'The user account "Erika Mustermann" has been successfully activated and the user has been informed by email!'. Below this is a table with columns: '#', 'Last name', 'First name', 'e-Mail', 'Status', and 'Change status'. The table contains two rows. The first row (ID 6) shows 'Mustermann', 'Erika', 'erika@liag-hannover.de', and a green status icon. The second row (ID 7) shows a blurred name and a green status icon. Below the table, there is a legend for 'User account status' with three categories: 'activated' (green dot), 'newly registered' (yellow dot), and 'deactivated' (red dot). There are also buttons for 'close', 'SIP-Archiv Hotline', and a 'close' button with a home icon.

#	Last name	First name	e-Mail	Status	Change status
6	Mustermann	Erika	erika@liag-hannover.de	●	deactivate delete
7				●	deactivate delete

Figure 111: User account successfully activated

The user will receive an e-mail to notify them that their account has been activated; you will also receive a copy of the e-mail.

Reactivating an inactive account belonging to a contact person or their representative can only be carried out by the system administrators at LIAG and only at the request of the contact person – or their representative – at the institution in question (so-called authorised persons according to the contract for order data processing in SIP-Archiv, appendix 2).

5.2.4 Deleting users

As the contact person for your institution, if a user account is no longer in use, you have the option to delete the account. In the table with the list of members (see Figure 106, p. 102) you will find the links '**deactivate**' and '**delete**' in the '**Change status**' column next to active accounts, and '**activate**' and '**delete**' in the same column next to inactive accounts:



Click on [delete](#) to remove the user account. A confirmation prompt will appear to check whether you really want to delete the account:

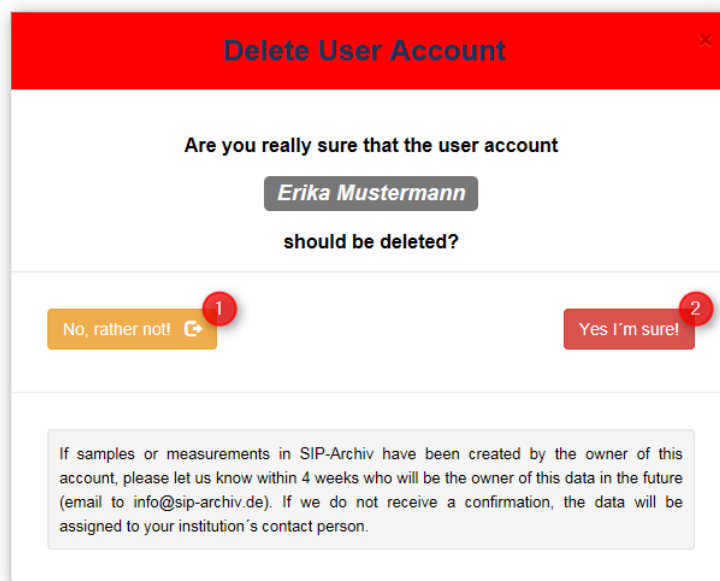


Figure 112: Security request deleting a user account

If you are not sure whether or not you would actually like to delete the account, click on '**No, rather not!**' **1**; this will bring you back to the table with the list of members. Click on '**Yes, I'm sure!**' **2** to confirm that you would like to delete the account. The window will close and a message confirming the successful deletion of the account will appear over the table:

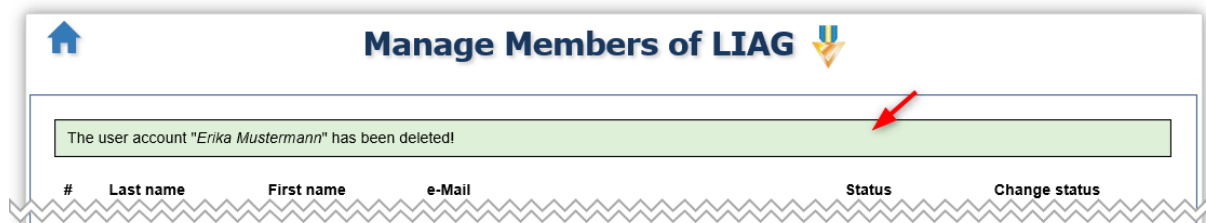


Figure 113: User account successfully deleted

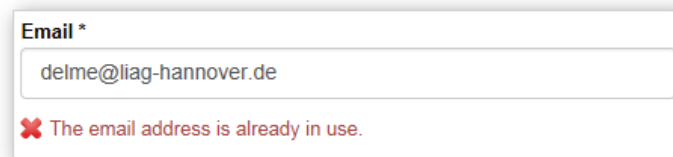
The account will no longer appear in the table with the list of members.

! **Important:** When a user account is deleted, the contact person at the institution must decide who will now act as the new owner of the data (samples and measurements) that was previously associated with the deleted user. Relevant instructions outlining how to proceed here need to be communicated to the system administrators at LIAG.

If no instructions are received within the given time, the samples and measurements from the user will be automatically assigned to the contact person at the institution.

Technically, the user account will not be completely deleted – it will simply appear to have been deleted. It will no longer appear on the list of members and cannot be reactivated by the contact person of the institution. The deletion of an account can, however, be undone by the system administrators at LIAG within 90 days, but only at the request of the contact person – or their representative – at the institution in question; the account can then be reactivated. The account will be deleted completely from the data bank after 90 days.

While the account is not yet completely deleted from the system, any attempt at registration using the ‘deleted’ e-mail address within the 90-day period will lead to an error message stating that this e-mail address is still in use:



The screenshot shows a web form with a label 'Email *' above a text input field. The input field contains the email address 'delme@liag-hannover.de'. Below the input field, there is a red error message: '✘ The email address is already in use.'

The user can liaise with the contact person at the institution in order to perhaps reactivate the account. If the contact person at the institution gives the appropriate instruction to the system administrators at LIAG, the account can be reactivated.

5.2.5 SIP-Archiv hotline

For urgent issues, you will find the command button ‘*SIP-Archiv Hotline*’ on the bottom right of the members management page. Clicking on this will open up an information window with up-to-date contact details for the responsible staff members at LIAG:

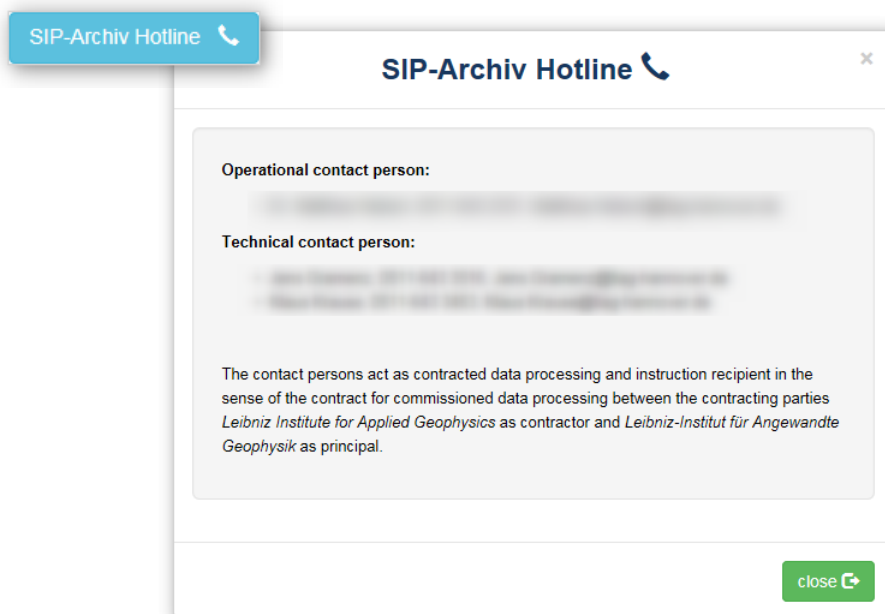
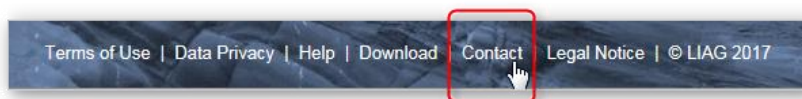


Figure 114: SIP-Archiv hotline

Where possible, however, please use the contact form to get in touch with the system administrators at LIAG; the contact form can be opened by clicking on the 'Contact us' link in the footer:



5.3 Manage Publications

Editing the information on publications¹¹ is only permitted for the contact persons of the institution concerned. All users of SIP Archiv can assign publications to their own samples when creating a new sample (see chap. 4.4, p. 70). The metadata of a sample (and thus also the link to a publication) can only be changed subsequently by the creator of the sample in the section "Manage samples + measurements" as long as no measurements exist for the sample.

In this section "**Manage Publications**", contact persons of an institution can subsequently edit the metadata of publications and change the links of publications with samples of their own institution.

To edit a publication, proceed as follows: Clicking on the button "**Manage Publications**" in the main menu (cf. Figure 69, p. 70) opens a page with an overview of all publications whose metadata you can edit:

The screenshot shows the 'Manage Publications' page. At the top, there is a home icon and the title 'Manage Publications'. Below the title, there are two legends: 'publication of my institution' (green background) and 'publication of other institution' (light blue background). The main content is a table with the following columns: Ser. No., ID, Publication title, Link to publication, DOI, Date, Samples, and Details. The table contains five rows of data. The 'Samples' column has dropdown arrows, and the 'Details' column has eye icons. At the bottom left, there is a 'close' button with a home icon, and at the bottom right, there is a 'new publication +' button.

Ser. No.	ID	Publication title	Link to publication	DOI	Date	Samples	Details
1	1	Relationship between spectral induced polarization and hydraulic properties of saturated and unsaturated sandstone	http://onlinelibrary.wil ...	10.1029/2005WR004202	05-12-14	4	👁
2	2	Induced Polarization and Pore Radius - A Discussion	https://library.seg.org/ ...	10.1190/geo2016	16-05-01	4	👁
3	31	Test zu Fehlermeldung vom Fr 14.08.2020 21:51	https://link.springer.co ...	10.1007/s12517-013-1188-7	13-11-27	1	👁
4	32	2. gtest zur Fehlermeldung vom Fr 14.08.2020 21:51	https://www.onepetro.org ...	SPWLA-2009-v50n6a1	09-12-31	1	👁
5	34	Validierungstest in Coronazeiten	test.de ...	1234567890	21-01-27	3	👁

Figure 115: Manage publications for Contact Persons - List

The column "**Samples**" shows you the number of associated samples to this publication, by clicking on the small arrow ▼ you can display all samples associated with this publication:

¹¹ The term publication here refers exclusively to fully citable literature, i.e. classic peer-reviewed manuscripts. Grey literature (BSc, MSc theses, or comparable) is only to be entered if these sources are freely accessible and searchable via a unique DOI.

publication of my institution
publication of other institution

Ser. No.	↑↓ ID	↑↓ Publication title	Link to publication	↑↓ DOI	↑↓ Date	Samples	Details
2	2	Induced Polarization and Pore Radius - A Discussion	https://library.seg.org/ ...	10.1190/geo2016	16-05-01	4	

Samples of publication 10.1190/geo2016 - Induced Polarization and Pore Radius - A Discussion

Ser. No.	Sample ID	Sample Name	Type of sample	Material	Institution	Measurements	Details
1	9	Bla(Bla)	hard rock	silt	BGR	2	
2	3	BS08/15	hard rock	diamictite	TU-BS	0	
3	164	Handbuch-Probe_1	hard rock	quarzite	BGR	2	
4	165	Manual-Sample	hard rock	quarzite	BGR	2	

close new publication +

Figure 116: Publications and associated samples

By clicking on the pencil icon in the "Details" column, you can display all details of the publication incl. the associated samples in a window for editing:

polarization and hydraulic properties of saturated and unsaturated sandstone

2	2	Induced Polarization and Pore Radius - A Discussion	https://library.seg.org/ ...	10.1190/geo2016	01.05.16	4	
---	---	---	---	-----------------	----------	---	--

Edit publication details: DOI "10.1190/geo2016"

You can edit the information on DOI (Digital Object Identifier), title, link (URL) and date of publication and link other samples to your publication or remove an existing link between this publication and a sample.

DOI (Digital Object Identifier): *

Owner of publication:

Title of the publication: *

Link (URL) to the publication: *

Date of publication: *

available sample(s): ? 1

- AnthropogenProbe_1 - ID: 190
- Anthropogen_ZETA - ID: 196
- BE1 - ID: 1
- DoI15 - ID: 47
- EBK48 - ID: 69

currently linked sample(s): ? 2

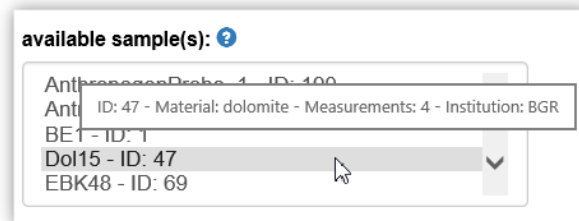
- Bla(Bla) - ID: 9
- BS08/15 - ID: 3
- Handbuch-Probe_1 - ID: 164
- Manual-Sample - ID: 165

cancel 5 save + transfer 6

Figure 117: Edit Publication

Change the existing data here as desired. The special features to be considered when entering the data are described in detail in chapter 3.9.1(p. 36) for sample data and basically also apply to the publication data.

To get more detailed information about the samples in the lists "available sample(s)" ❶ and "linked sample(s)" ❷, place the mouse pointer briefly over the sample in question:



5.3.1 Link a Publication to Sample(s)

In the list "available sample(s)" ❶ you will find all samples to which you can link the publication (all samples belonging to your institution). To link one of the listed samples to your publication, select the corresponding sample and click on the button ❸ with the arrow pointing to the right →. This will add the sample to the list "linked sample(s)" ❷ and remove it from the list "available sample(s)" ❶:

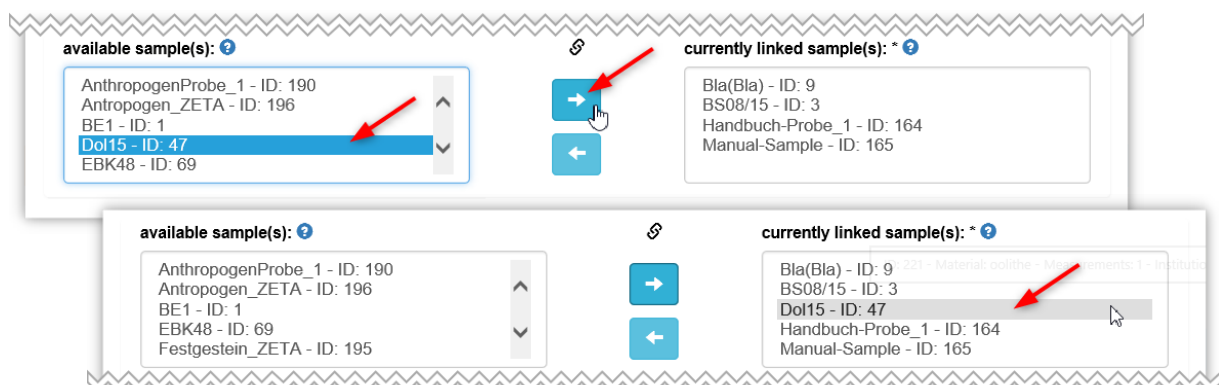


Figure 118: Add Sample-Publication-Link

! Attention: The new link will only take effect after you click on the "save + transfer" button ❹.




The system carries out a short check of your data. If any information is missing or incorrect, a corresponding note will appear.

If all the information on the publication is complete, you will return to the list of publications.

Click on the "cancel" button ❺ to end the editing process without saving your changes.

5.3.2 Remove Link to Sample(s)

In the list "linked sample(s)" ❷ you will find all samples to which the publication is already linked. To remove an existing link, select the sample in question and click on the button ❻ with the arrow

pointing to the left . This removes the sample from the list "linked sample(s)"  and transfers it to the list "available sample(s)" :

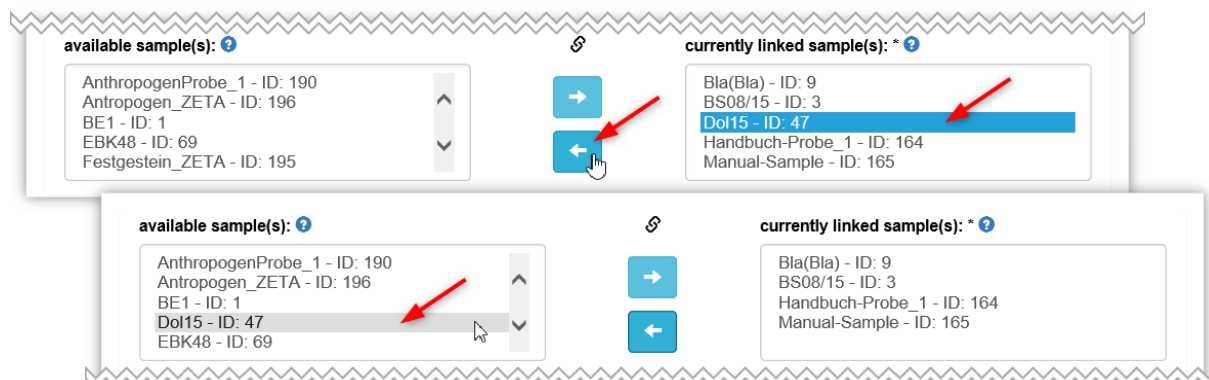





Figure 119: Remove Sample-Publication-Link

 **Attention:** The removal of the link(s) only takes effect after you click on the "save + transfer" button .

The system performs a short check of your data. If any information is still missing or incorrect, a corresponding note will appear. Please note that a publication must always be linked to at least one sample.


If all information on the publication is complete, you will return to the list of publications.

Click on the "cancel" button  to end the editing process without saving your changes.

5.4 The FreeSIP Agreement










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When providing data pursuant to this agreement and downloading such data, the terms of this Agreement are implicitly acknowledged.

Measurements that are subject to the FreeSIP Agreement are identified by the **FreeSIP symbol**  in the result list after a search and can be downloaded directly by clicking on the icon (see chpt. 3.8.4, p. 31).

5.5 The SIP Achievement

The SIP Achievement was created to honor the participating institutions in a playful competition for uploaded samples in SIP Archiv. A ranking was created based on the number of samples with according measurements of an institution:

5 samples:	Rank 1: „WATER“	
20 samples:	Rank 2: „SAND“	
50 samples:	Rank 3: „WOOD“	
100 samples:	Rank 4: „ORE“	
150 samples:	Rank 5: „BRONZE“	
200 samples:	Rank 6: „SILVER“	
350 samples:	Rank 7: „GOLD“	
500 samples:	Rank 8: „PLATINUM“	
1000 samples:	Rank 9: „IRIDIUM“	

Each ranking level is assigned a corresponding symbol, which is displayed next to the name of the institution in the overview of the institutions on the SIP Archiv homepage. By clicking on the symbol you can show the current number of samples and measurements from the institution:

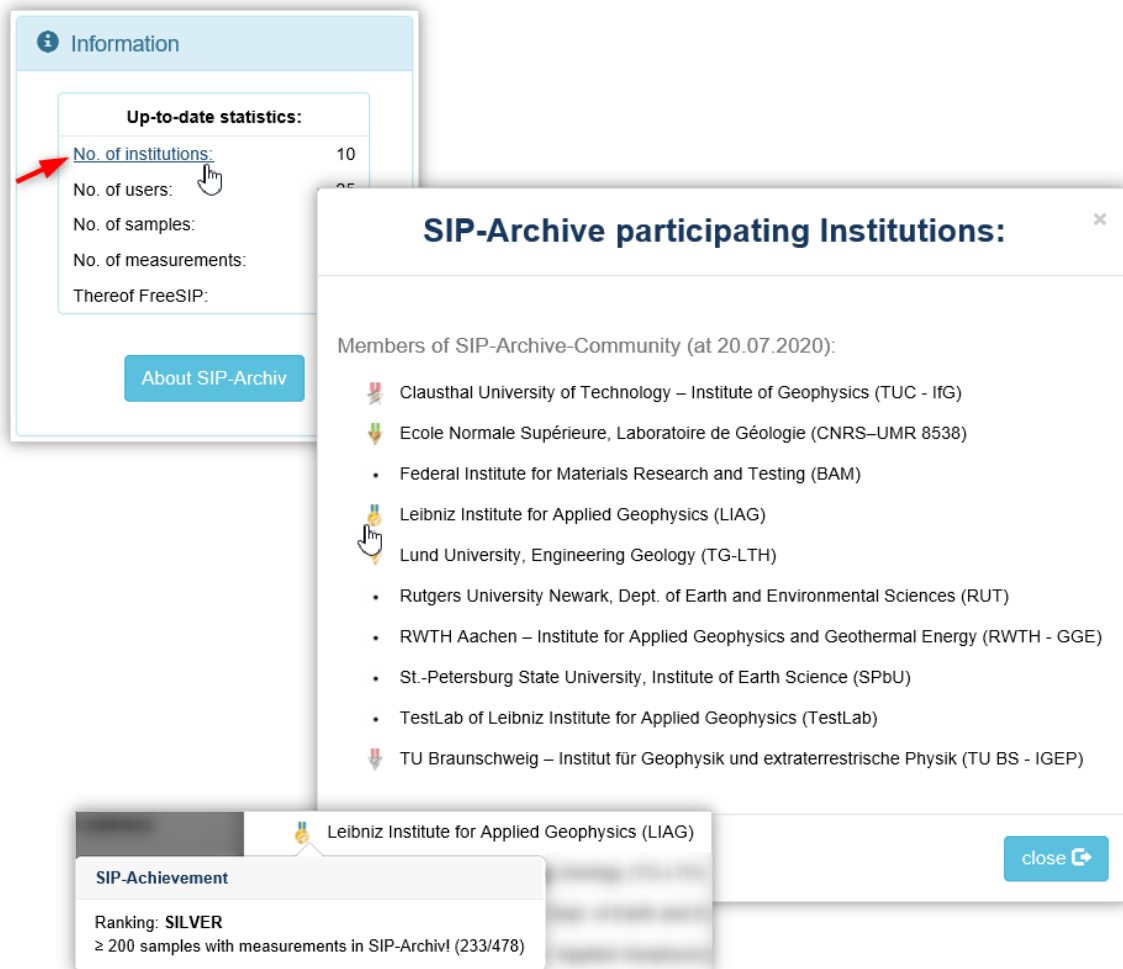


Figure 120: Symbols for the SIP Achievement

Upon reaching a rank, your institution will receive a corresponding certificate from us:



Figure 121: Certificate of Achievement

6 Best Practices

Summary of Best Practice tips from the relevant chapters.

Entering numerical values

When entering numerical values, you can use a comma or a point as the decimal separator (135,7 or 135.7). Decimal numbers will be saved internally with a point as the separator.



Recommendation: Please *only enter physically reasonable numerical values*. It is not useful to include too many decimal places. Please use the examples in the respective input fields to help you.

Please do not use *any* separating character for thousands!

Changing sample meta data

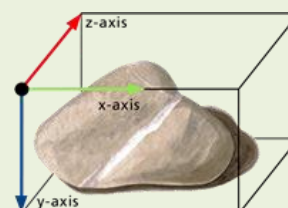


Recommendation: If samples are altered retrospectively (Editing samples), the changes made to the meta data should be documented in the comments field.

Information on the sample geometry



Recommendation: When entering data for the dimensions of a cube or a hand sample, please refer to the dimensions in this template:



Round robin tests



Please note: Please only enter new measurements to round robin tests that you are actually participating in. Adding measurements that do not belong to the sample creatively will lead to a 6-week restriction on your access to the SIP-Archiv, and expulsion from the SIP-Archiv Community in the event of a repeat offense.

Publications



The term publication here refers exclusively to fully citable literature, i.e. classic peer-reviewed manuscripts. Grey literature (BSc, MSc theses, or comparable) is only to be entered if these sources are freely accessible and searchable via a unique DOI.

7 Troubleshooting

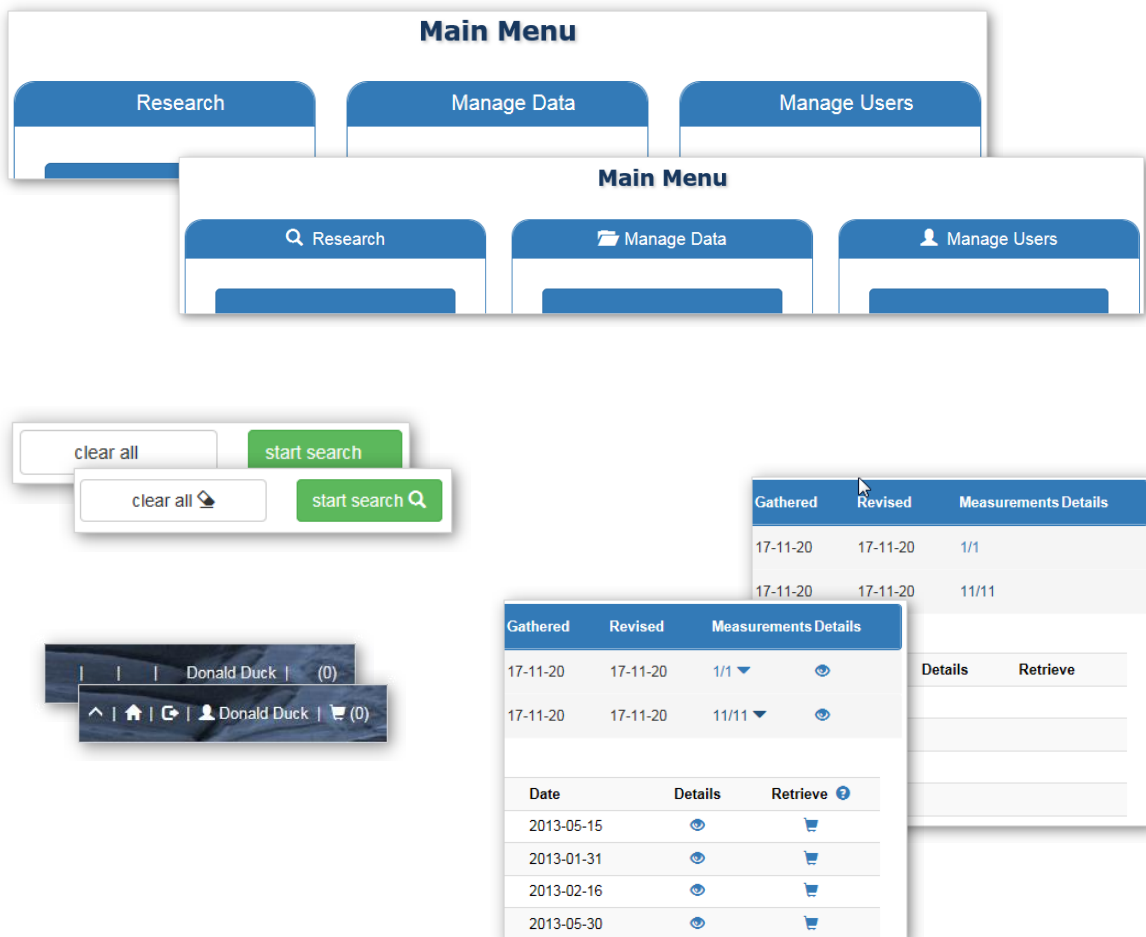
This chapter summarizes notes on peculiarities and quirks when working with SIP Archiv, which may occur e. g. due to browser settings and cannot be affected by the program. If you notice any such or similar occurrences when working with SIP-Archiv, please try to correct them with the help of the following notes. We are always grateful for further information and notifications, please contact us in such a case.

7.1 Microsoft Internet Explorer

Here you will find known problems and their solutions that in the context of the configuration of the Microsoft Internet Explorer.

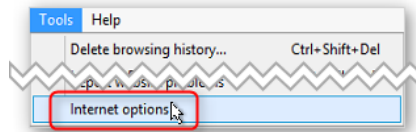
7.1.1 Missing Symbols and Icons

Under certain circumstances, particular icons may not be displayed on the SIP-Archiv user interface, e. g.:

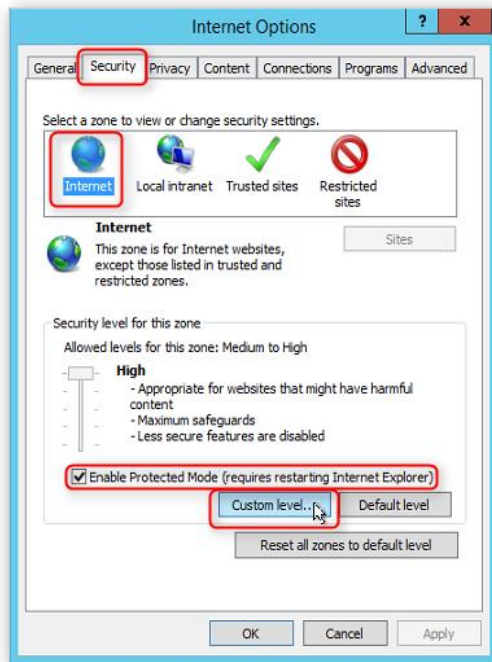


In this case, you must check and correct the Internet Explorer security settings:

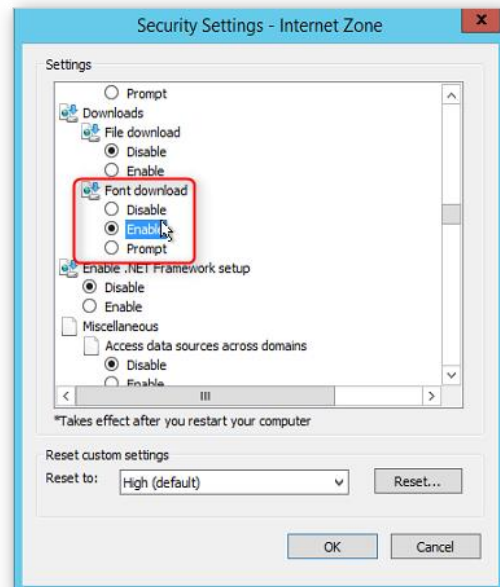
Click on **"Tools"** in the menu bar of Internet Explorer and on **"Internet Options"** in the menu that opens:



1. On the Internet options, click on the tab **"Security"** and then select **"Internet"**. By default the checkbox **"Protected Mode"** should be activated. Click the **"Custom Level ..."** button:



In the opening menu **"Security Settings – Internet Zone"** scroll down to the section **"Downloads"**, in the sub-item **"Font download"** select **"Enable"** and confirm your modification with **"OK"**:

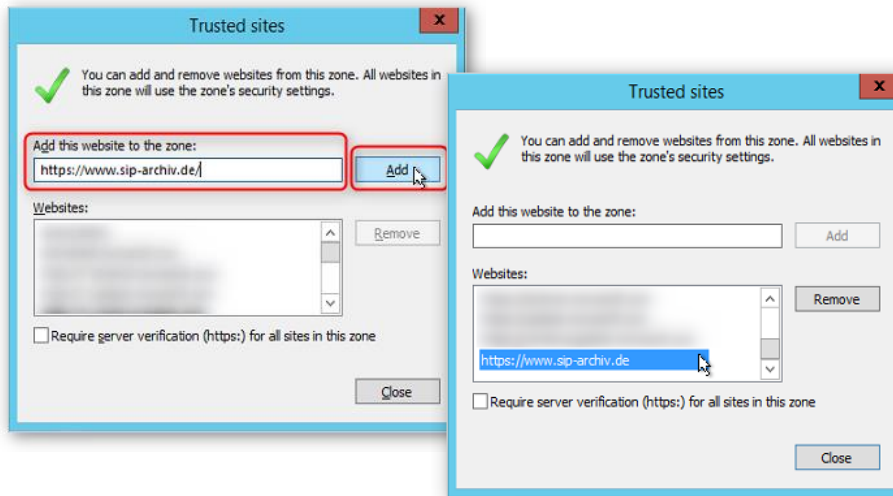


Reload the page and the icons will be displayed.

2. You can permanently allow the font download by adding the page www.sip-archiv.de to the list of so-called trusted sites. On the Internet options, click on the tab **"Security"**, select **"Trusted sites"** and then on the **"Sites"** button:



At the Trusted sites dialog enter "***https://www.sip-archiv.de***" into the input field and then click on the "***Add***" button:



The website will be added to the list of trusted websites. Close the dialog and reload the page, the icons will now be displayed permanently.

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