

Langerhans Lab Protocols

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Updating the DRILL and Web Server:

To add spreadsheet data to DRILL MySQL database:

1. prepare the file to upload:
 - a. prep the Excel file:
 - i. delete header row
 - ii. check that your data covers 53 columns
 - b. save file as CSV (comma delimited)
 - c. open the *.csv file in Notepad and look for extraneous commas below or after your data—delete them if there, then save
2. log in to DRILL Admin: <http://gambusia.zo.ncsu.edu/DRILL-admin/>
3. select Append
4. on DRILL Admin page, click “Browse” to select your *.csv data file
5. Click “Upload File.” Depending on how many rows you are appending to the database, it could take some time to complete the update. Currently, it takes about 1.25 sec per row of data (e.g., over two minutes for 100 rows of data). You will get a message with information regarding upload success, whether the database was successfully updated, and error messages such as format error or # of duplicate entries found and not added to the database (along with their row numbers in uploaded file and specimen ID’s).
6. move your data on your computer from Not Uploaded to Uploaded folder
7. log out of DRILL Admin

To add images (photos, x-rays) to ftp server for eventual inclusion as database metadata on web server:

1. open FileZilla
2. click File -> Site Manager
 - a. select (all these should be pre-set): My Sites -> Langerhans Lab; host: gambusia.zo.ncsu.edu; Servertype: FTP; Logon tpe: Normal; User: DRILLaccess; password: ; account: (leave blank)
 - b. click Connect
 - c. left side of screen shows the computer you’re working on, right side (“remote site”) shows the Langerhans Lab FTP server
3. drag relevant files (dorsal, lateral, or xrays_lateral) to be added from left screen to right screen, into appropriate subfolder (matching species, collection ID, image perspective...) inside the folder “Images Ready for DRILL.” **If you are not an administrator, stop here.** The administrator will move your collection images to the DRILL web server (for public viewing).

To move photos or x-rays from FTP to Web server (admin only):

1. Open Remote Desktop, connect to gambusia.zo.ncsu.edu Password: You are now working on the server. (you could also walk over to the server and work on it directly, skipping this Remote Desktop step.)
2. on Server desktop, open “Image Folder Shortcut”
 - a. open folders [family] -> [genus] -> [species] -> [collection #] (if there is a collection # folder)
3. open shortcut on desktop for “FTP Server”
 - a. open ftproot -> local user -> DRILLaccess -> Images Ready for DRILL
 - b. open folders [family] -> [genus] -> [species] -> [collection #]
 - c. *if this is the first entry for this collection*, CUT (not copy) the collection folder (with dorsal and lateral or xrays_lateral subfolders within it), then paste it into the corresponding Server [species] folder

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- d. *if this is not the first entry for this collection*, CUT (not copy) the dorsal images and paste into the corresponding Server [collection #] -> dorsal folder, then cut & paste the lateral images into -> lateral folder, then delete the [collection #] folder in the FTP server's "Images Ready for DRILL".
4. Close the two windows, then close Remote Desktop by clicking X in the top center bar.