

## Instructions for Starting the Jar Module and Filling In a Target Request Record

| [Sesame Website](#) | [Structure Request Overview](#) | [Fields in Target Record](#) |

**Step 1. Go to the URL for the Jar Module.** Use a browser to go to the Sesame website: <http://www.sesame.wisc.edu>.

**Step 2. Launch the Jar Module.** Click on the icon or link for "Jar: Target Requests" in order to start the Jar module.

Answer "Yes" if you're asked "OK to open jar.jnlp with Java Web START Launcher?" If you do not have Java 2 Runtime Environment (JRE) installed on your computer, Jar will not launch. You will first need to install JRE. The link to the Java installation page is here: <http://java.sun.com/javase/downloads/index.jsp>.

**Step 3. Register to Use the Jar Module.** Create a "Username" and "Password" to register to use the Jar module by choosing "Options > New Register" and then filling in the registration fields.

Your "Username" and "Password" should be something you can remember, and can be alpha, numeric, or alphanumeric, and are case-sensitive. "Username" may be a maximum of 32 characters. "Password" can be any length. When you are done entering a "Username" and "Password" and (at least) the required fields in the registration form, click on "Register".

In the future, when you want enter the Jar module, you need only click on the "Login" and then enter your "Username" and "Password". Email [sesame@nmrfam.wisc.edu](mailto:sesame@nmrfam.wisc.edu) to have either of these reset if you forget them.

**Step 4. Open a New Target Request Record.** Choose "Options > New > Target Request" to open a new target request record.

**Step 5. Fill in a Target Request Record with Your Request Information.** For detailed line-by-line instructions, [CLICK HERE](#). Also, you can choose "Options > Verify" at any time that you want to verify whether you have filled in all of the required fields. Choose "Edit > Set PI Info" to automatically fill in Principal Investigator info based on the current user's profile.

**Step 6. Save a Target Request Record.** Choose "Options > Save Target Request" or "Options > Save As New Target Request" at any time to save what you've entered.

You can return to any Target Request record which you've started entering previously, and make additions or changes to it. Find the record by choosing "Search > Target Requests" and then searching using one of the available options. However, once you choose "Submit Request" you will not be able to alter your entry.

You can create a new Target Request from a request you've entered previously by bringing up the original request, changing any fields, and then choose "Options > Save As New Target Request" to save the new request.

**Step 7. Submit Your Request.** When you are satisfied with your request, choose "Target Request > Submit Request" to officially submit it. Be careful that everything is correct on your request before you submit it. Jar will check for incomplete entries.

If you have any questions about entering your request, or want to withdraw a request which you've submitted already, you will need to send an email to: [cesgoutsiderequest@biochem.wisc.edu](mailto:cesgoutsiderequest@biochem.wisc.edu). The record will remain, but "Request Status" will change from "Submitted" to "New" if you withdraw your request.

**Blank Target Request Record**  
(Click to Enlarge)



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