

2023 Q1 BCDC Specimen Metadata Submission and Report Generation

STEP 1: Register for an account on the Ingest System

- Register for an account on the online tool by emailing your ORCID ID to the team at data.curation@alleninstitute.org. You will use your ORCID ID and password to login to the tool.

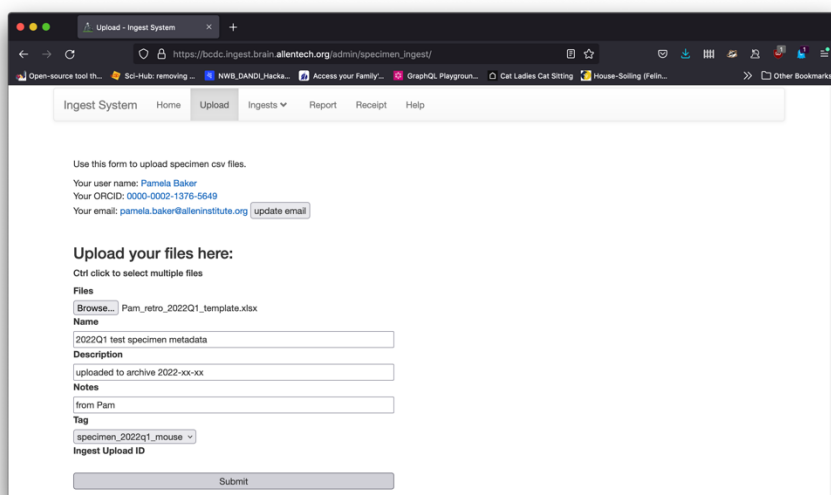
STEP 2: Prepare your specimen inventory using the template file.

- The sample metadata template can be downloaded from the BCDC Metadata Github repository here: [template and instructions](#). **YOU MUST USE THE TEMPLATE FILE FOR UPLOAD TO THE INGEST TOOL OR THE UPLOAD WILL FAIL.** Add the specimen metadata for your 2023 Q1 submissions directly in the spreadsheet. You can add metadata for multiple data collections in the same inventory. Contact us if you have any questions or would like us to review your inventory before upload.

STEP 3: Login to the ingest tool at <https://bcdc.ingest.brain.allentech.org>.

STEP 4: Upload your specimen inventory file to BCDC on the 'Upload' tab.

- Click the 'Upload' tab at the top of the page. This page is the form for submitting your inventory file (see screenshot below). Click on the '**Browse..**' button to select the completed .xlsx workbook from your computer. The other fields in the form can be filled out as follows:
 - Name: An identifier label for this upload, e.g. 'U01 Baker 2023Q1 Specimens'
 - Description: Additional description of this upload e.g. 'test_retro samples to NeMO'
 - Notes: any other notes for this upload
 - Tag: Select 'specimens_2023q1_mouse' for mouse data, or 'specimens_2023q1_human' for other species.
 - Project: Select 'default' from the project dropdown.
- Click 'Submit' to submit the inventory file. It may take a few seconds for the upload to complete - don't reload the page. When the upload is finished, your new upload will appear in the table below the Submit button.



The screenshot shows the 'Upload' tab of the Ingest System. The page has a navigation bar with 'Ingest System', 'Home', 'Upload', 'Ingests', 'Report', 'Receipt', and 'Help'. The main content area is titled 'Upload your files here:' and includes instructions to 'Ctrl click to select multiple files'. There is a 'Files' section with a 'Browse...' button and a file named 'Pam_retro_2022Q1_template.xlsx'. Below this are input fields for 'Name' (containing '2022Q1 test specimen metadata'), 'Description' (containing 'uploaded to archive 2022-xx-xx'), and 'Notes' (containing 'from Pam'). There is a 'Tag' dropdown menu with 'specimens_2023q1_mouse' selected. At the bottom, there is an 'Ingest Upload ID' field and a 'Submit' button.

Screenshot of the Upload page in the Ingest System online tool.

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After completing Step 4 your specimen metadata is submitted to BCDC.

STEP 5: Print out the ingest report from the online tool.

- NOTE: if you just uploaded a file, it may take a few minutes before the system is ready with your report.
- Click on the 'Ingests' tab -> Select 'Ingests' from the dropdown menu.
- The '**Ingest Upload**' column has the 'Name' that you assigned for this upload. Under 'Batch Handle' there are two links, 'report' and 'receipt'. The 'report' link shows the summary table used for your NIH report. Print the report page from your browser as PDF/HTML to attach to your NIH quarterly report. If you notice any errors or issues with the report, please contact us at data.curation@alleninstitute.org.

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