

MiKTMC Uploader Help

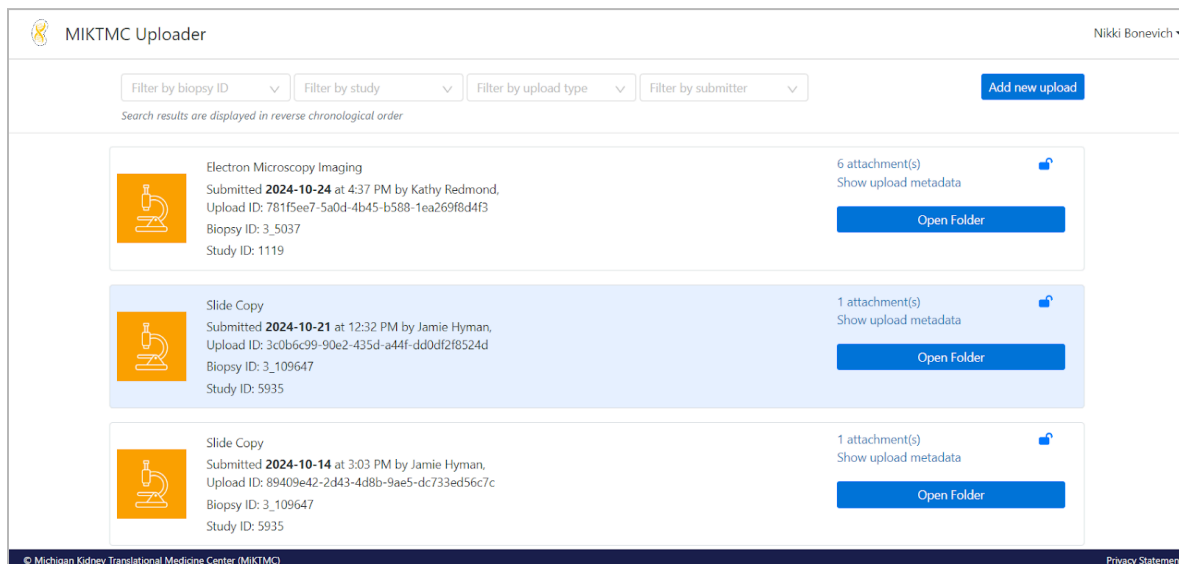
Prepare files for upload

It is recommended that all files are prepared before upload. This may include:

- Are files properly named?
- Confirm PHI is removed from files.
- Are the files organized, accessible, and ready for upload? For example, by file type, biopsy ID, study ID, etc.

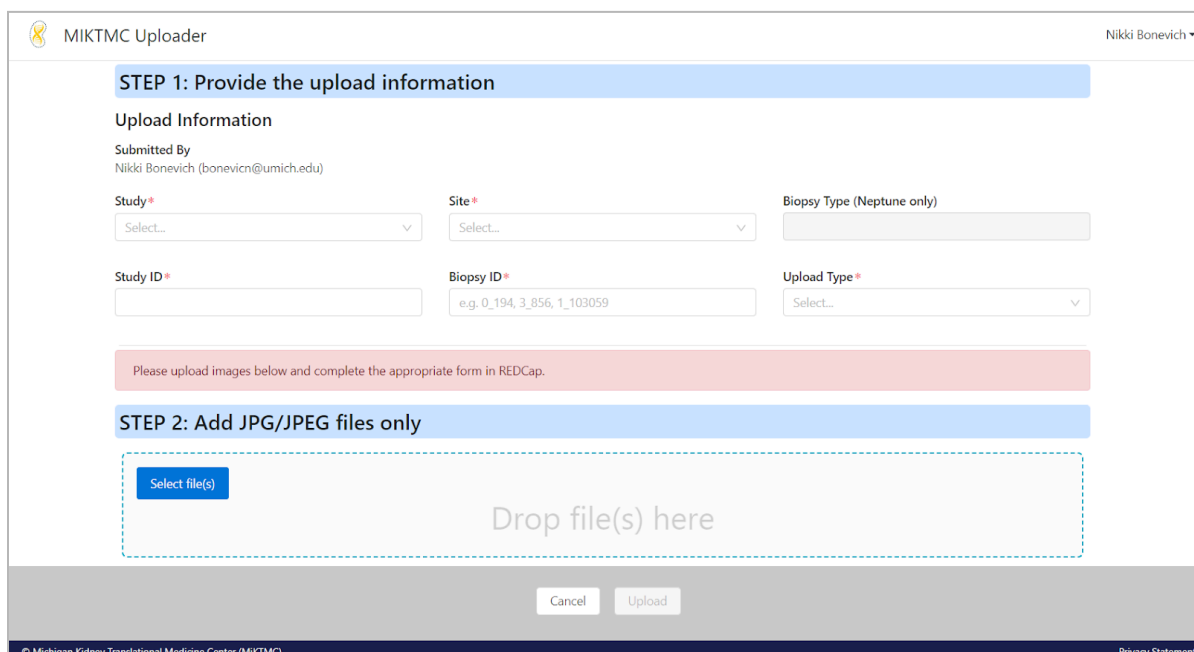
How to upload files

1. After signing in, the main uploader page will appear.



The screenshot shows the MiKTMC Uploader interface. At the top, there's a header with the MiKTMC logo and the user name 'Nikki Bonevich'. Below the header, there are four filter buttons: 'Filter by biopsy ID', 'Filter by study', 'Filter by upload type', and 'Filter by submitter'. To the right of these filters is a blue button labeled 'Add new upload'. Below the filters, a note states 'Search results are displayed in reverse chronological order'. The main content area displays a list of three uploads. Each upload entry includes an icon (a microscope), the title, the submission date and time, the submitter's name, the upload ID, the biopsy ID, and the study ID. To the right of each entry, there is a link to 'Show upload metadata' and a blue button labeled 'Open Folder'. The first entry is 'Electron Microscopy Imaging' submitted on 2024-10-24 at 4:37 PM by Kathy Redmond. The second entry is 'Slide Copy' submitted on 2024-10-21 at 12:32 PM by Jamie Hyman. The third entry is 'Slide Copy' submitted on 2024-10-14 at 3:03 PM by Jamie Hyman. At the bottom of the page, there is a footer with the text '© Michigan Kidney Translational Medicine Center (MiKTMC)' and a link to the 'Privacy Statement'.

2. Click the **Add new upload** button. The upload form page will appear:



The screenshot shows the MiKTMC Uploader upload form page. At the top, there's a header with the MiKTMC logo and the user name 'Nikki Bonevich'. Below the header, there is a blue bar with the text 'STEP 1: Provide the upload information'. Under this bar, the section is titled 'Upload Information'. It contains several fields: 'Submitted By' (Nikki Bonevich (bonevich@umich.edu)), 'Study*' (a dropdown menu), 'Site*' (a dropdown menu), 'Biopsy Type (Neptune only)' (a text input field), 'Study ID*' (a text input field), 'Biopsy ID*' (a text input field with the example 'e.g. 0_194_3_856_1_103059'), and 'Upload Type*' (a dropdown menu). Below these fields, there is a red bar with the text 'Please upload images below and complete the appropriate form in REDCap.' Under this bar, there is a blue bar with the text 'STEP 2: Add JPG/JPEG files only'. Below this bar, there is a large dashed box with the text 'Drop file(s) here' and a blue button labeled 'Select file(s)'. At the bottom of the page, there is a footer with the text '© Michigan Kidney Translational Medicine Center (MiKTMC)' and a link to the 'Privacy Statement'.

3. STEP 1: Provide the upload information

Enter or select all information listed for this upload. Some fields will be disabled based on the study selected. Additionally, ID formats may differ from study to study.

STEP 1: Provide the upload information

Upload Information

Submitted By

Nikki Bonevich (bonevich@umich.edu)

Study *

Select...

Site *

Select...

Biopsy Type (Neptune only)

Study ID *

Biopsy ID *

e.g. 0_194, 3_856, 1_103059

Upload Type *

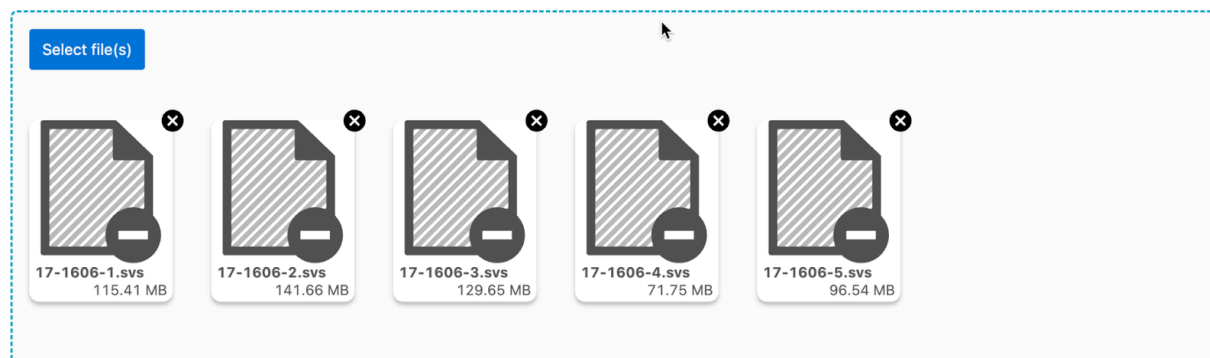
Select...


4. STEP 2: Add files

Click the **Select file(s)** button to select files from a file dialog - **OR** - drag files from a file window into the “drop file(s) here” section.

Please upload images below and complete the appropriate form in REDCap.

STEP 2: Add JPG/JPEG files only

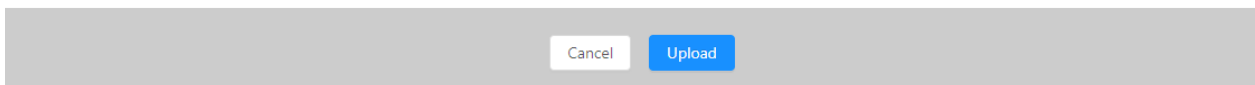


If a file is added by mistake it may be removed by clicking the  icon. Confirm the appropriate form in REDCap has been completed.

5. STEP 3: Click Upload

The **Upload** button is enabled when all required fields have been selected and at least one file has been added. Click **Upload**, an overall upload status bar and a status bar on each file until all files have successfully completed.

STEP 3: Click upload



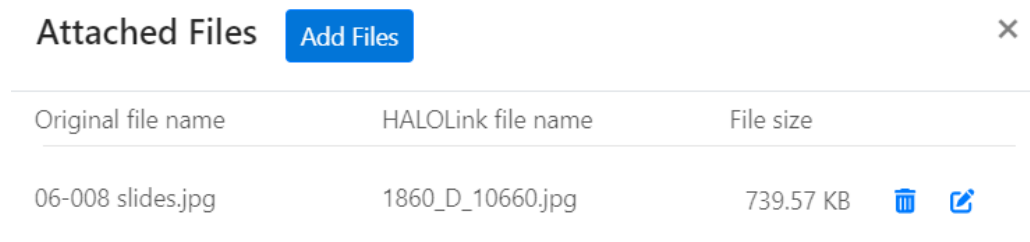
6. When the upload process has been completed, the MIKTMC Uploader will return to the main uploader page and the most recent upload will appear at the top of the list. Click the **# attachments** and/or **Show upload metadata** links to review the upload for accuracy.



How to edit an upload

If discrepancies are found after an upload, click on **# attachments** to make corrections.

1. Editing attachments

- a. Click on **# attachment(s)**
- b. The Attached Files window will open



- c. Click **Add Files** to add additional attachments
- d. Click  to delete a specific file
- e. Click  to replace one attachment with another

Need additional help?

For questions, reporting issues, or to provide feedback, contact our support team at: miktmc-help@umich.edu.

For project-specific assistance:

- For CureGN or CureGN Diabetes support, please contact: curegn-redcap@med.umich.edu
- For NEPTUNE support, please contact: neptune-redcap@med.umich.edu