

MiKTMC Uploader Help

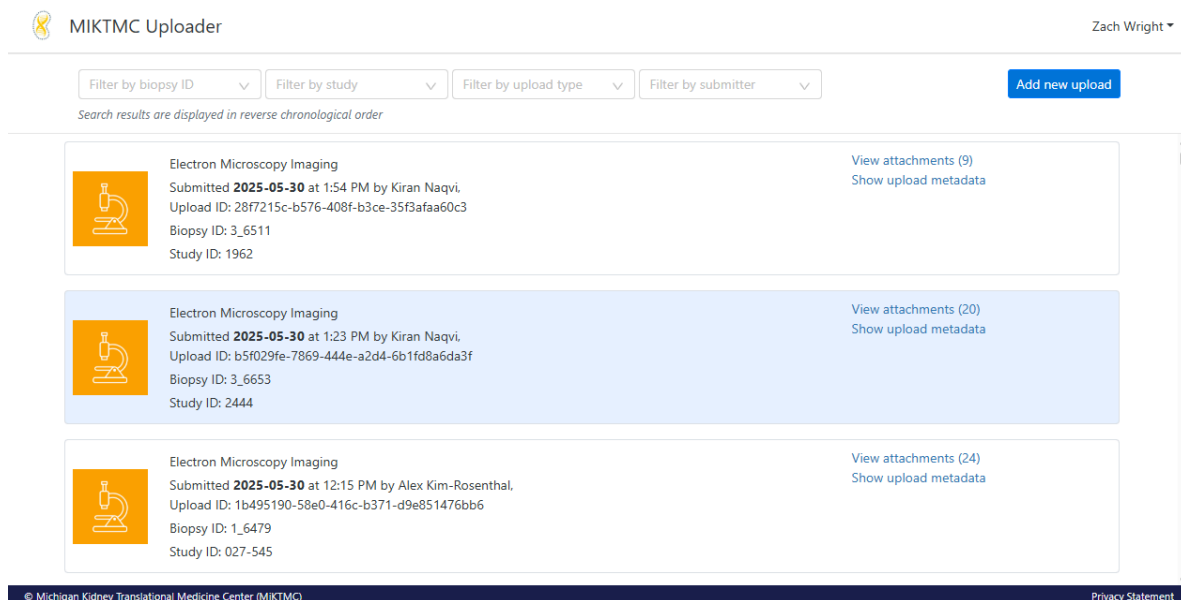
Prepare files for upload

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

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

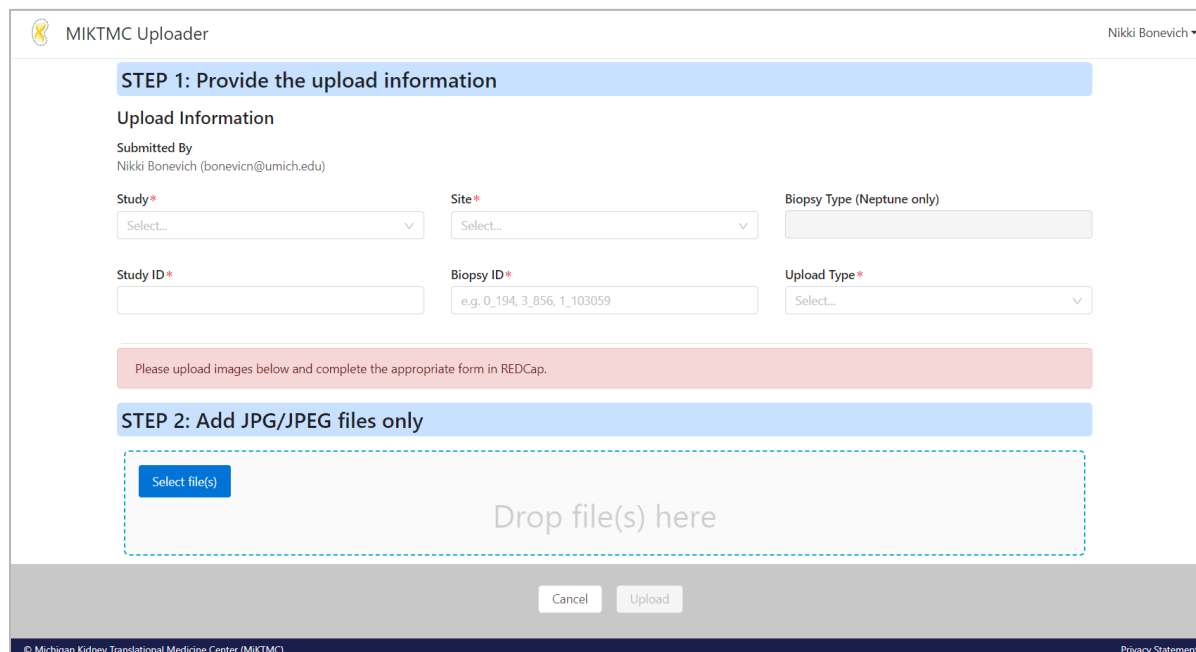
How to upload files

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 name 'MiKTMC Uploader'. On the right, the user's name 'Zach Wright' is displayed. 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 message states 'Search results are displayed in reverse chronological order'. The main content area displays a list of three uploads, each with a microscope icon, the title 'Electron Microscopy Imaging', the submission date and time, the submitter's name, the upload ID, the biopsy ID, and the study ID. To the right of each upload entry are links to 'View attachments' and 'Show upload metadata'. The footer contains the copyright notice '© 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 name 'MiKTMC Uploader'. On the right, the user's name 'Nikki Bonevich' is displayed. The form is divided into two main sections: 'STEP 1: Provide the upload information' and 'STEP 2: Add JPG/JPEG files only'. In the 'STEP 1' section, there's a sub-section 'Upload Information' with a 'Submitted By' field containing 'Nikki Bonevich (bonevich@umich.edu)'. Below this, there are four required fields: 'Study*', 'Site*', 'Biopsy ID*', and 'Upload Type*'. The 'Study*' and 'Site*' fields are dropdown menus, while the 'Biopsy ID*' and 'Upload Type*' fields are text input fields. The 'Biopsy ID*' field contains the example value 'e.g. 0_194_3_856_1_103059'. Below these fields, there's a red banner with the text 'Please upload images below and complete the appropriate form in REDCap.' In the 'STEP 2' section, there's a large dashed box with a blue button labeled 'Select file(s)' and the text 'Drop file(s) here'. At the bottom of the form, there are two buttons: 'Cancel' and 'Upload'. The footer contains the copyright notice '© 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 (bonevichn@umich.edu)

Study *

Select...

Site *

Select...

Biopsy Type (Neptune only)

Study ID *

Biopsy ID *

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

Upload Type *

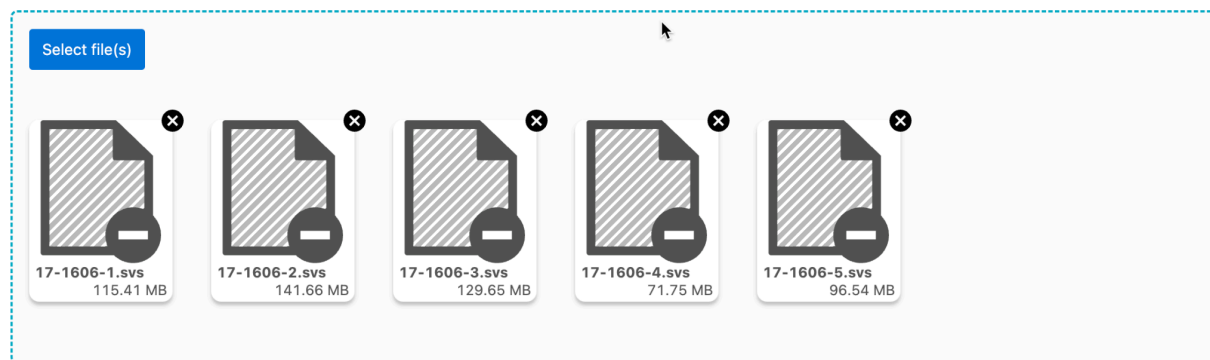
Select...


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

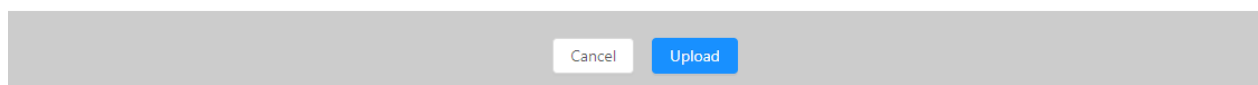


If a file is added by mistake it may be removed by clicking the  icon. Confirm the appropriate form in REDCap has been completed.

5. STEP 3: Click Upload

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

STEP 3: Click upload



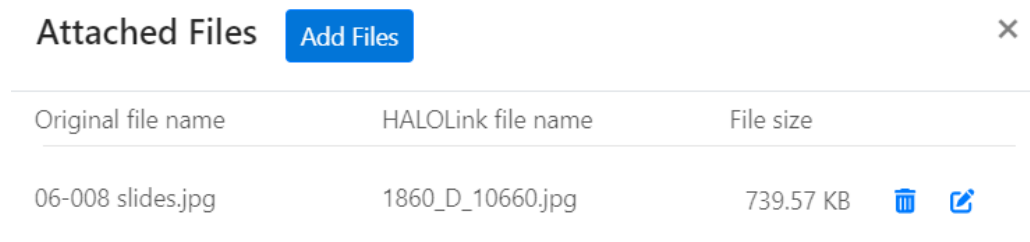
6. When the upload process has been completed, the MIKTMC Uploader will return to the main uploader page and the most recent upload will appear at the top of the list. Click the **View/edit attachments** and/or **Show upload metadata** links to review the upload for accuracy.



How to edit an upload

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

1. Editing attachments

- a. Click on **View/edit 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