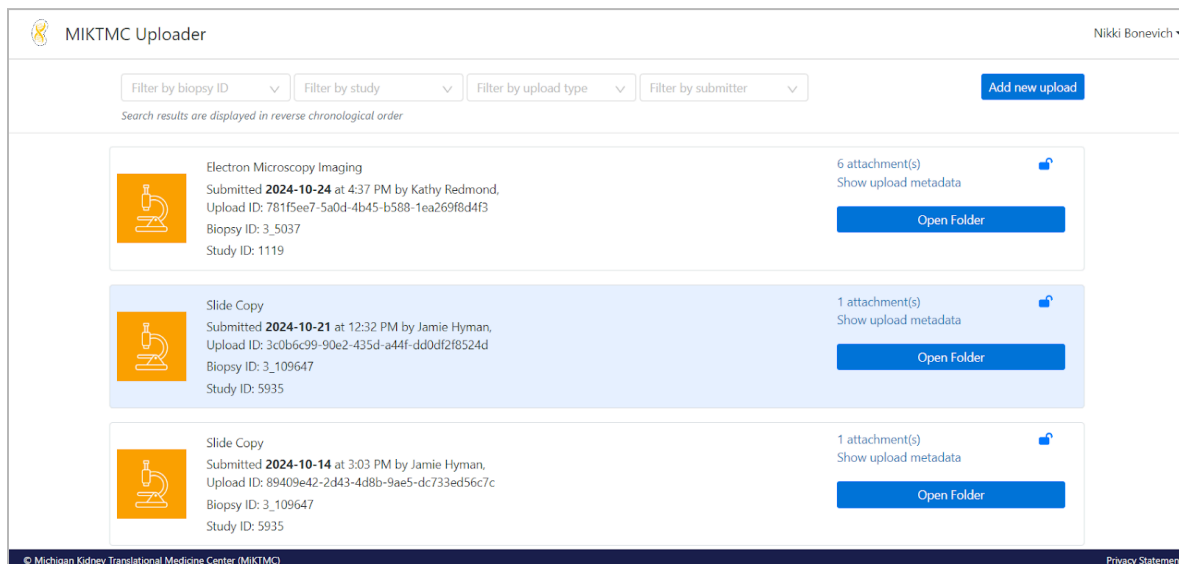# MiKTMC Uploader Help

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.
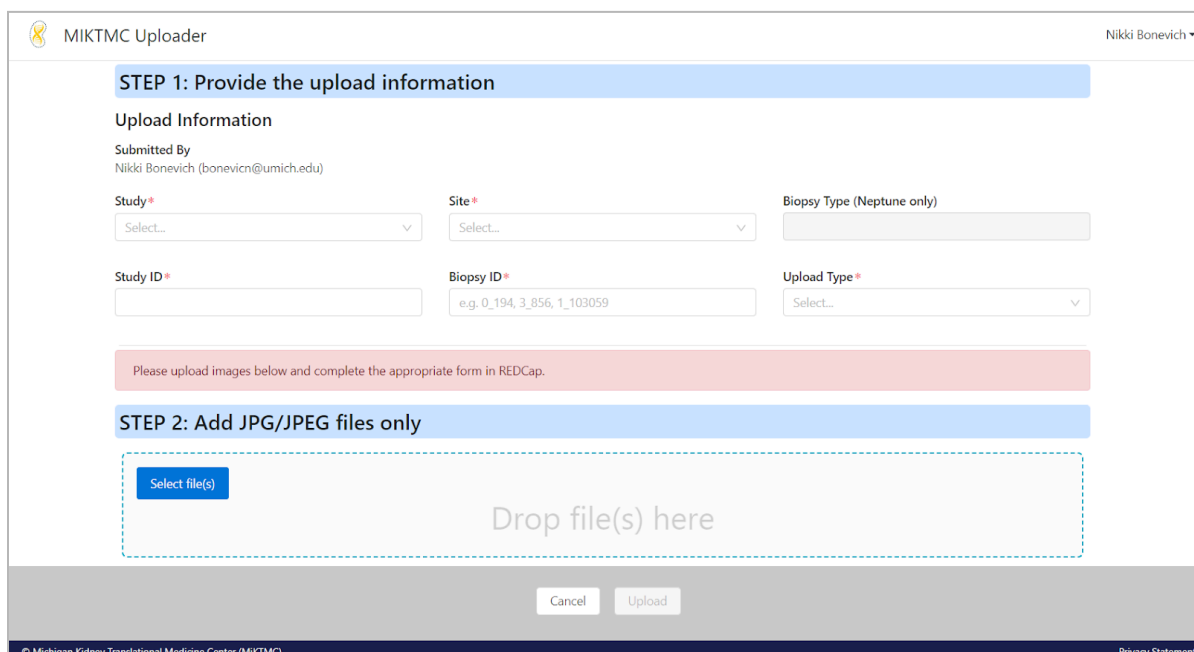
How to upload files

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

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

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 (bonevicn@umich.edu)

Study*	Site*	Biopsy Type (Neptune only)
Select...	Select...	

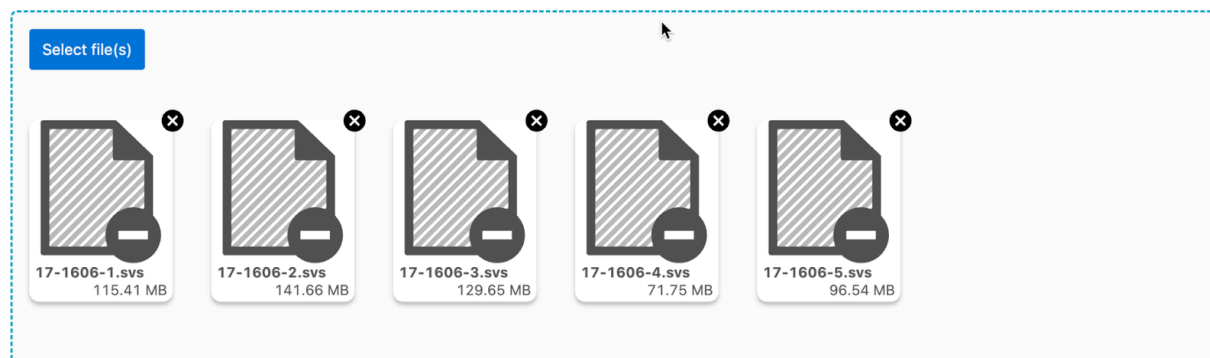 | Study ID* | Biopsy ID* | Upload Type* |
   |---|---|---|
   | | e.g. 0_194, 3_856, 1_103059 | Select... |

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

   Select file(s)

 | 17-1606-1.svs | 17-1606-2.svs | 17-1606-3.svs | 17-1606-4.svs | 17-1606-5.svs |
   |---|---|---|---|---|
   | 115.41 MB | 141.66 MB | 129.65 MB | 71.75 MB | 96.54 MB |

   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**

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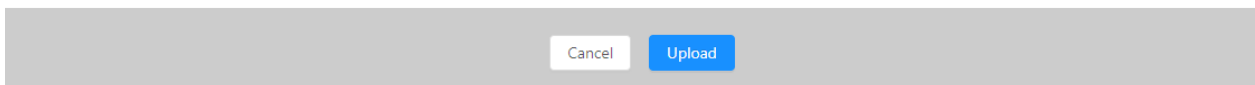
6. When the upload process has been completed, the MIKTMC Uploader will return to the main uploader page and the most recent upload will appear at the top of the list. Click the **# attachments** and/or **Show upload metadata** links to review the upload for accuracy.

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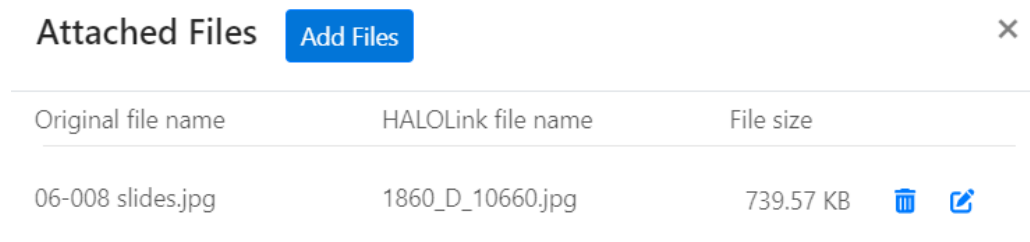
   c. Click **Add Files** to add additional attachments
   d. Click 🗑 to delete a specific file
   e. Click ✏ to replace one attachment with another

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