

MiKTMC Uploader Help

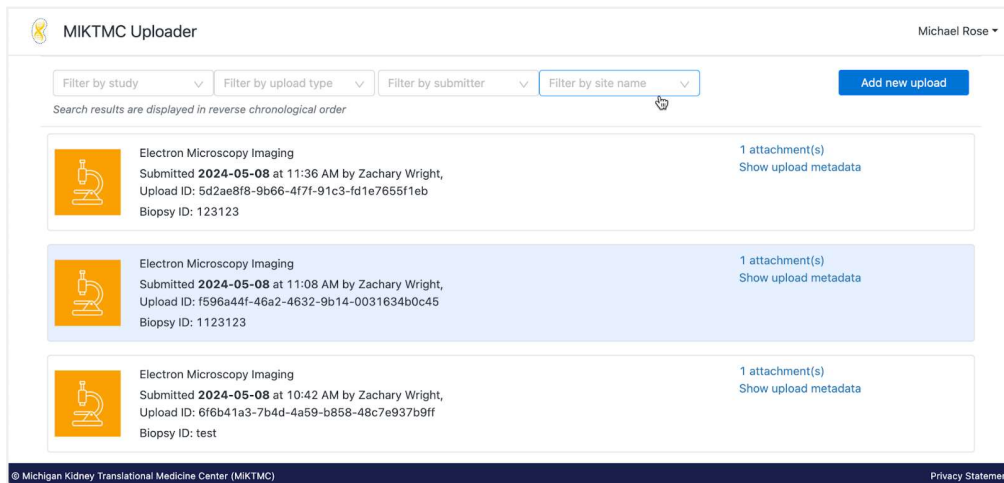
Prepare your files for upload

It is recommended that your files are prepared before you upload them. 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.

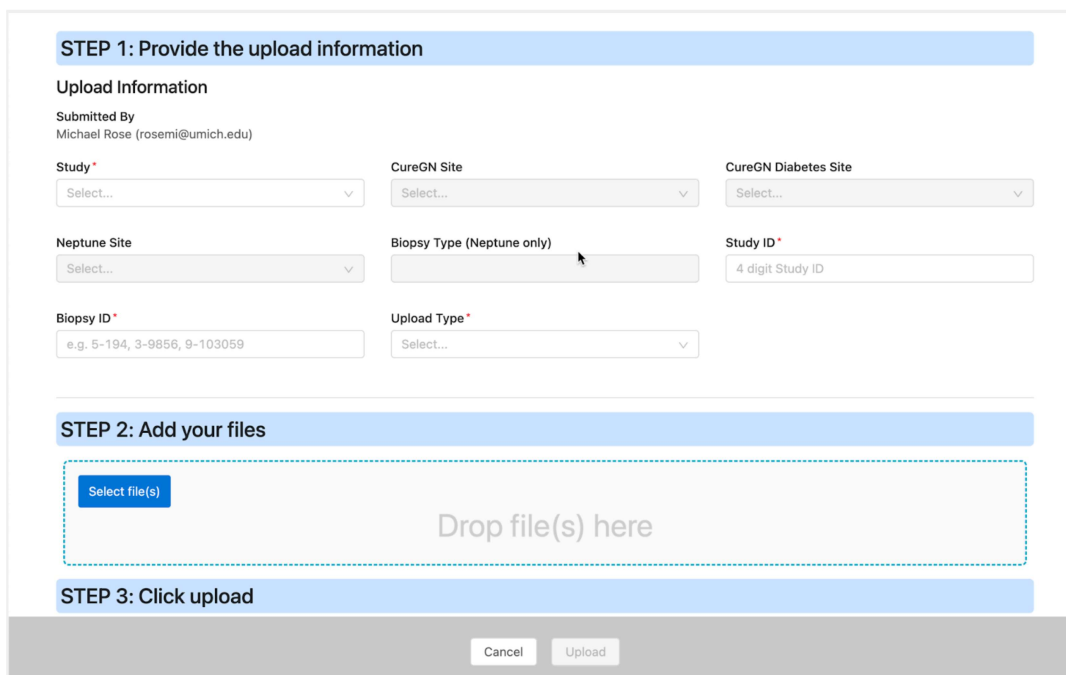
How to upload files

1. After you have signed in, you will see the main uploader page.



The screenshot shows the MiKTMC Uploader interface. At the top, there's a header with the MiKTMC logo and the user name "Michael Rose". Below the header, there are four filter dropdowns: "Filter by study", "Filter by upload type", "Filter by submitter", and "Filter by site name". 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 uploads, each with an orange microscope icon, the title "Electron Microscopy Imaging", the submission date and time, the submitter's name, the upload ID, and the biopsy ID. Each entry also indicates "1 attachment(s)" and a link to "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 upload form page, which is divided into three steps.
STEP 1: Provide the upload information includes a section for "Upload Information" with the submitter's name "Michael Rose (rosemi@umich.edu)". Below this are several dropdown menus for "Study*", "CureGN Site", "CureGN Diabetes Site", "Neptune Site", and "Biopsy Type (Neptune only)". There is also a text input field for "Study ID*" with a placeholder "4 digit Study ID". At the bottom of this section are input fields for "Biopsy ID*" (with an example "e.g. 5-194, 3-9856, 9-103059") and "Upload Type*".
STEP 2: Add your files features a large dashed box with the text "Drop file(s) here" and a blue button labeled "Select file(s)".
STEP 3: Click upload is represented by a blue bar at the bottom of the form. At the very bottom of the page, there are two buttons: "Cancel" and "Upload".

3. STEP 1: Provide the upload information

Enter or select the required information (items denoted with a red asterisk) for this upload.

Please note: Some fields will be disabled based on the study selected. Additionally, ID formats may differ from study to study.

4. STEP 2: Add your 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.



If you add a file by mistake, it may be removed by clicking the X icon.

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. When you click **Upload**, you will see an overall upload status bar and a status bar on each file until all files have successfully completed.

6. When the upload process has completed, you will be taken back to the main uploader page and your upload will appear at the top of the list. Click the **attachments** and/or **Show upload metadata** links to review for accuracy.

How to edit an upload

If you find any discrepancies in the files or metadata information, you will need to reach out to our study professionals for assistance:

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

Need additional help?

If you have questions, issues to report, or feedback to provide, please email mikttmc-help@umich.edu.