



# User Guide

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Getting Started with Depositing your Data in LymeCommons

Version 1.3 · 03/25/2024

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# 1. Introduction

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## 1.1 Overview

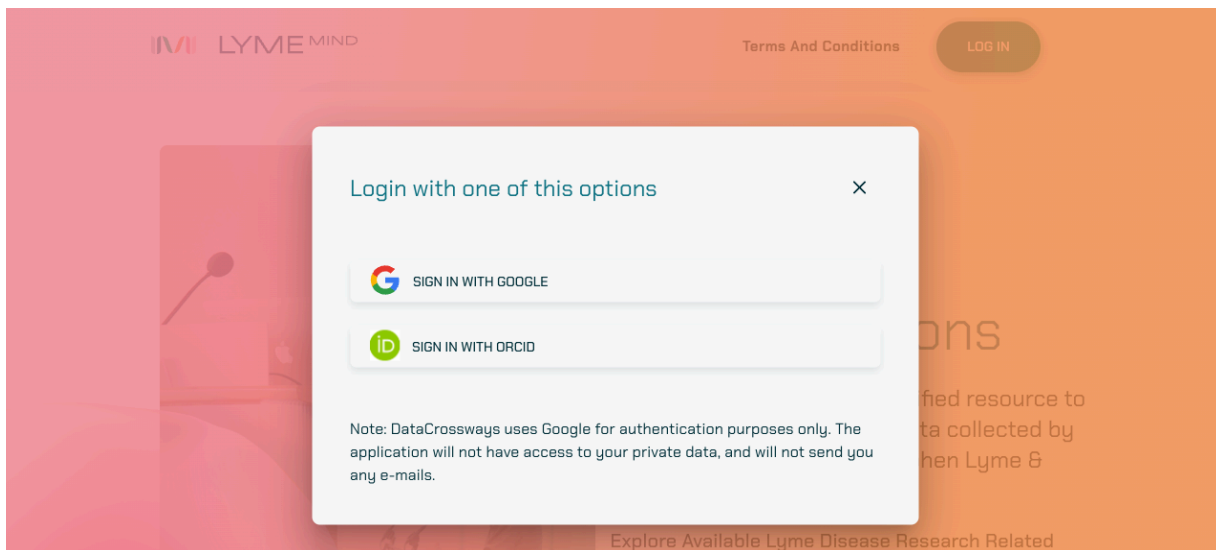
[LymeCommons](#) is designed to enable investigators funded by the Cohen Lyme & Tickborne Disease Initiative to share and archive the biomedical research data that they produce. The hope is that the repository will not only serve as a file system to store data produced by the consortium for the long term, but also to enable investigators to collaborate and find published dataset to accelerate research and discovery.

## 2. User Accounts

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### 2.1 Log in

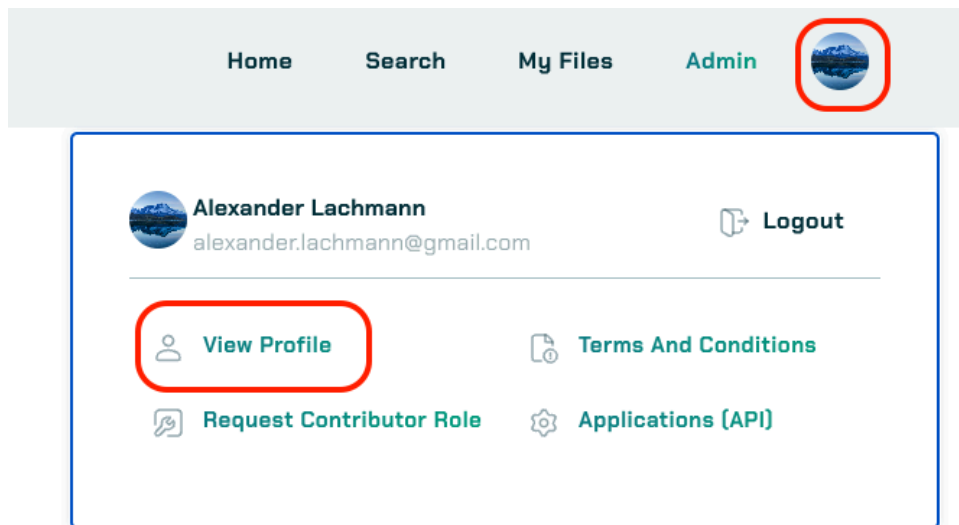
LymeCommons allows you to use your own Google or ORCID accounts to sign in.



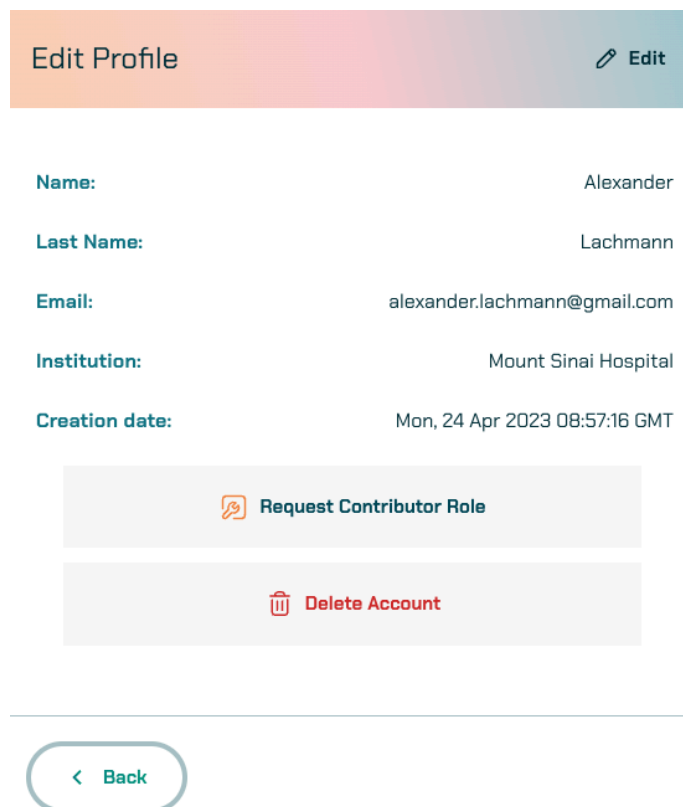
Please note that these accounts are only utilized for user identity verification. LymeCommons does not gain access to any additional data or has access to your login credentials.

## 2.2 User Profiles

Once logged in, you can access your profile by clicking the user icon at the top right corner.



Basic user information is available on [View Profile](#).



## 2.2.1 Editing your User Profile

Once you click the [Edit](#) button, you can change your profile information including your [First Name](#), [Last Name](#), and [Institution](#).

Edit Profile

Editing

**Name:**

Alexander

**Last Name:**

Lachmann

**Email:**


alexander.lachmann@gmail.com


**Institution:**

Mount Sinai Hospital


**Creation date:**

Mon, 24 Apr 2023 08:57:16 GMT

 Request Contributor Role

 Delete Account

Cancel

 Save

## 2.3 Request a Contributor Role

Users need to contact the admin by **e-mailing** [alexander.lachmann@mssm.edu](mailto:alexander.lachmann@mssm.edu) to request a contributor role. Remember to specify which collections you need to access as a contributor in the request email.

Once the email is received, the admin will work with the requester to provide all required permissions, if appropriate.

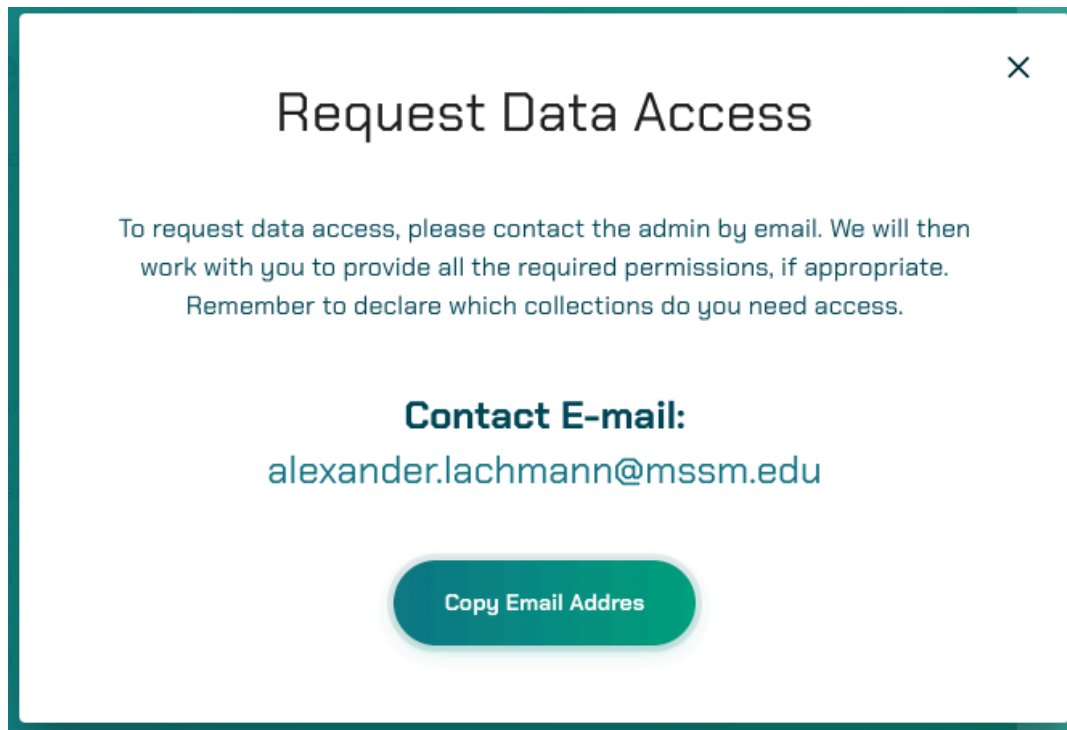
This information is accessible in the User Account.

The screenshot displays a user account interface. At the top, a navigation bar includes links for Home, Search, My Files, and Admin, along with a user profile picture. Below this, a user profile card for Alexander Lachmann (alexander.lachmann@gmail.com) is shown, featuring a Logout button and links for View Profile, Terms And Conditions, Request Contributor Role (highlighted with a red circle), and Applications (API). Below the profile card is an 'Edit Profile' section with an Edit button. The profile details are listed as follows:

|                |                               |
|----------------|-------------------------------|
| Name:          | Alexander                     |
| Last Name:     | Lachmann                      |
| Email:         | alexander.lachmann@gmail.com  |
| Institution:   | Mount Sinai Hospital          |
| Creation date: | Mon, 24 Apr 2023 08:57:16 GMT |

At the bottom, there are two buttons: 'Request Contributor Role' (highlighted with a red circle) and 'Delete Account'.

Once users click [Request Contributor Role](#), a pop-up with relevant information will appear.

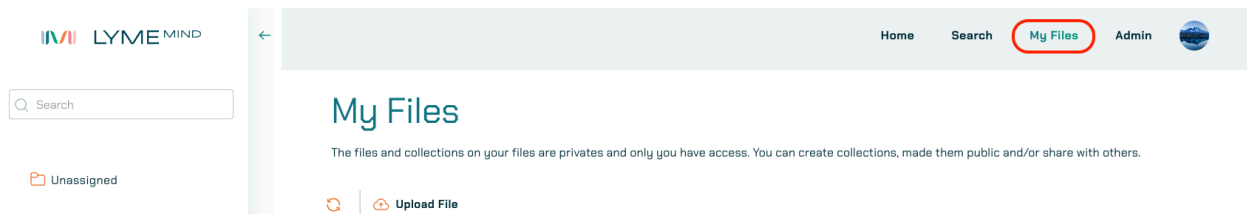




## 3. Files

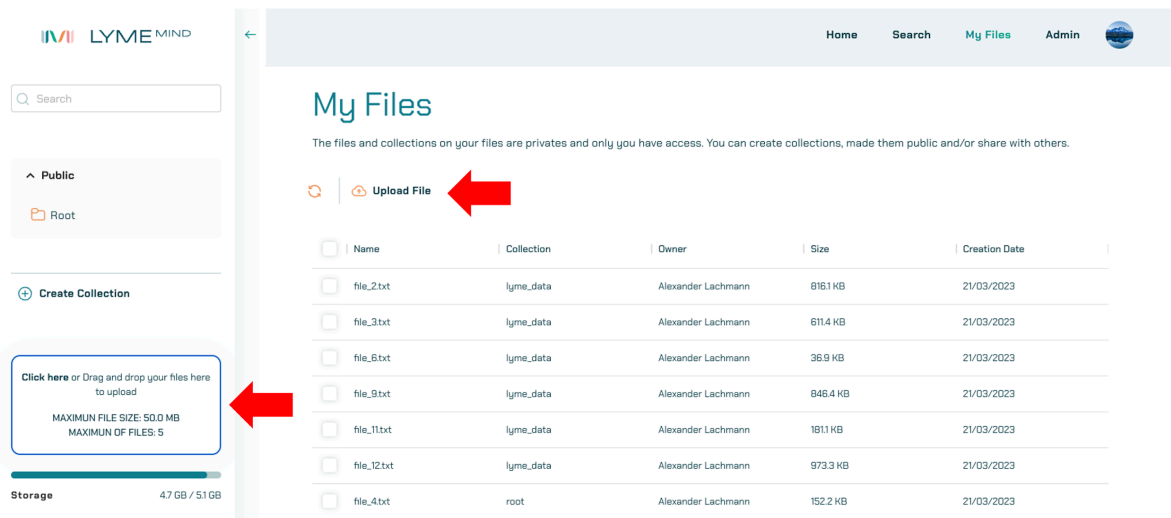
### 3.1 Managing Files

By clicking **My Files** on the top right of the page, you can manage the files that you have uploaded to LymeCommons. The files and collections of your files are private. This means that only you have access to them.



### 3.2 Uploading Files

To upload files, you can either drag and drop the files to the indicated area, or navigate to the files in your local directory.



Once the file upload is completed, refresh the page to check if the new file is available in your directory.

It is possible to search the file using its name.

LYME MIND

Home Search My Files Admin

Search

Public

Root

Create Collection

Click here or Drag and drop your files here to upload

MAXIMUM FILE SIZE: 50.0 MB  
MAXIMUM OF FILES: 5

Storage 4.7 GB / 51 GB

### My Files

The files and collections on your files are private and only you have access. You can create collections, make them public and/or share with others.

Download Results Upload File







| <input type="checkbox"/> | Name         | Collection | Owner              | Size     | Creation Date |
|--------------------------|--------------|------------|--------------------|----------|---------------|
| <input type="checkbox"/> | file_100.txt | lyme_data  | Alexander Lachmann | 689.3 KB | 21/03/2023    |
| <input type="checkbox"/> | file_101.txt | lyme_data  | Alexander Lachmann | 456.7 KB | 21/03/2023    |
| <input type="checkbox"/> | file_102.txt | lyme_data  | Alexander Lachmann | 375.9 KB | 21/03/2023    |
| <input type="checkbox"/> | file_103.txt | lyme_data  | Alexander Lachmann | 673.2 KB | 21/03/2023    |
| <input type="checkbox"/> | file_104.txt | lyme_data  | Alexander Lachmann | 382.5 KB | 21/03/2023    |
| <input type="checkbox"/> | file_105.txt | lyme_data  | Alexander Lachmann | 929.3 KB | 21/03/2023    |
| <input type="checkbox"/> | file_106.txt | lyme_data  | Alexander Lachmann | 56.3 KB  | 21/03/2023    |
| <input type="checkbox"/> | file_107.txt | lyme_data  | Alexander Lachmann | 934.6 KB | 21/03/2023    |
| <input type="checkbox"/> | file_108.txt | lyme_data  | Alexander Lachmann | 711.5 KB | 21/03/2023    |

By selecting a single file, you can use the following actions:


- **Edit** : Update the file name, collection, status, accessibility, visibility, and metadata
- **Delete**: Remove file from LymeCommons
- **Add to Collection**: Put the file in a collection
- **Copy Link**: Share a link to access the file
- **Download File**: Download the file
- **Download Metadata**: Get metadata in JSON format


# My Files


The files and collections on your files are private and only you have access. You can create collections, make them public and/or share with others.

 Edit Delete Add To Collection Copy Link More

| <input checked="" type="checkbox"/> | Name       | Collection | Owner              |          | Creation Date |
|-------------------------------------|------------|------------|--------------------|----------|---------------|
| <input checked="" type="checkbox"/> | file_2.txt | lyme_data  | Alexander L        |          | 21/03/2023    |
| <input type="checkbox"/>            | file_3.txt | lyme_data  | Alexander Lachmann | 611.4 KB | 21/03/2023    |
| <input type="checkbox"/>            | file_6.txt | lyme_data  | Alexander Lachmann | 36.9 KB  | 21/03/2023    |

 Download file

 Download Metadata

 Unselect All

## 3.3 Editing Files

From the editing window, you can edit the **File name**, **Collection**, **Status**, **Accessibility**, **Visibility**, and **Metadata**. This functionality also allows you to download the file and metadata, or delete the file from LymeCommons.

file\_2.txt

Editing

ID:

14

File Name:

file\_2.txt

Date:

Tue, 21 Mar 2023 17:16:49 GMT

Size:

816.1 KB

Collection:

lyme\_data

Owner:

Alexander Lachmann

Status:


Uploading


Accessibility:


Locked

Visibility:

Hidden

 Download File

 Download Metadata

 Delete File

Metadata:

```
{
  "array": [
    1,
    3,
    4,
    5
  ],
  "creator": {
```

### 3.4 Deleting and Downloading Files

It is also possible to select multiple files and [Delete](#), [Add to a collection](#), [Download files](#), and [Download metadata](#) simultaneously.

# My Files

The files and collections on your files are private and only you have access. You can create collections, make them public and/or share with others.

  **Delete** |  **Add To Collection** |  **Download Selection** |  **Download Metadata** |  **More**

| <input checked="" type="checkbox"/> | Name        | Collection | Owner              | Size     | Creation Date |
|-------------------------------------|-------------|------------|--------------------|----------|---------------|
| <input checked="" type="checkbox"/> | file_2.txt  | lyme_data  | Alexander Lachmann | 816.1 KB | 21/03/2023    |
| <input type="checkbox"/>            | file_3.txt  | lyme_data  | Alexander Lachmann | 611.4 KB | 21/03/2023    |
| <input checked="" type="checkbox"/> | file_6.txt  | lyme_data  | Alexander Lachmann | 36.9 KB  | 21/03/2023    |
| <input checked="" type="checkbox"/> | file_9.txt  | lyme_data  | Alexander Lachmann | 846.4 KB | 21/03/2023    |
| <input type="checkbox"/>            | file_11.txt | lyme_data  | Alexander Lachmann | 181.1 KB | 21/03/2023    |

## 4. Collections

With collections, you can manage your files into groups, to facilitate bulk-file access management.

### 4.1 Creating Collections

You can click on [Create Collection](#) on the left to create a new directory.

**LYME MIND**

Search

Public

Root

[+ Create Collection](#)

Click [here](#) or Drag and drop your files here to upload

MAXIMUM FILE SIZE: 50.0 MB  
MAXIMUM OF FILES: 5

Storage 4.7 GB / 5.1 GB

## My Files

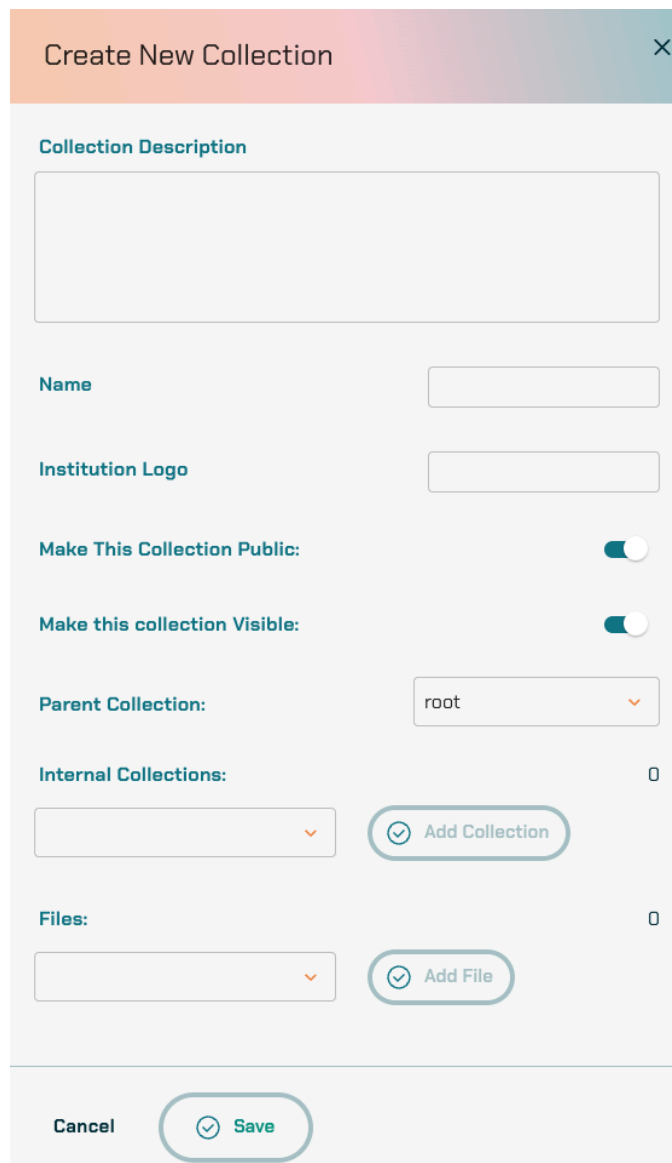
The files and collections on your files are private and only you have

[Refresh](#) | [Upload File](#)

| <input type="checkbox"/> | Name        | Collection |   |
|--------------------------|-------------|------------|---|
| <input type="checkbox"/> | file_2.txt  | lyme_data  | / |
| <input type="checkbox"/> | file_3.txt  | lyme_data  | / |
| <input type="checkbox"/> | file_6.txt  | lyme_data  | / |
| <input type="checkbox"/> | file_9.txt  | lyme_data  | / |
| <input type="checkbox"/> | file_11.txt | lyme_data  | / |
| <input type="checkbox"/> | file_12.txt | lyme_data  | / |
| <input type="checkbox"/> | file_4.txt  | root       | / |

Now you will see a window for the new collection. You can identify the values of the following fields:

- **Description**
- **Name**
- **Institution Logo**
- **Make This Collection Public:** Whether other users can download the data.
- **Make This Collection Visible:** Whether other users can see the data.
- **Parent Collection:** Upper Directory
- **Internal Collection:** Lower Directory
- **Files:** Select files on LymeCommons to add to the collection

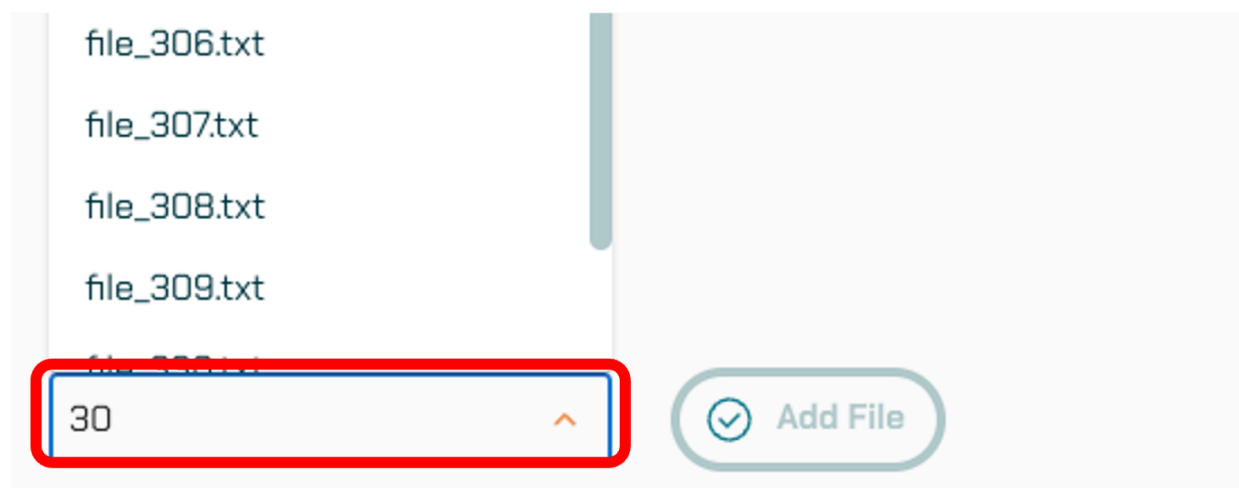


The image shows a 'Create New Collection' dialog box with a light gray background and a blue header bar. The header bar contains the title 'Create New Collection' and a close button (X). The dialog is organized into several sections:

- Collection Description:** A large text area for entering the collection's description.
- Name:** A text input field for the collection's name.
- Institution Logo:** A text input field for the institution's logo.
- Make This Collection Public:** A toggle switch, currently turned on (blue).
- Make this collection Visible:** A toggle switch, currently turned on (blue).
- Parent Collection:** A dropdown menu showing 'root' as the selected option.
- Internal Collections:** A section with a dropdown menu and a count of '0'. Below the dropdown is a button labeled 'Add Collection' with a checkmark icon.
- Files:** A section with a dropdown menu and a count of '0'. Below the dropdown is a button labeled 'Add File' with a checkmark icon.

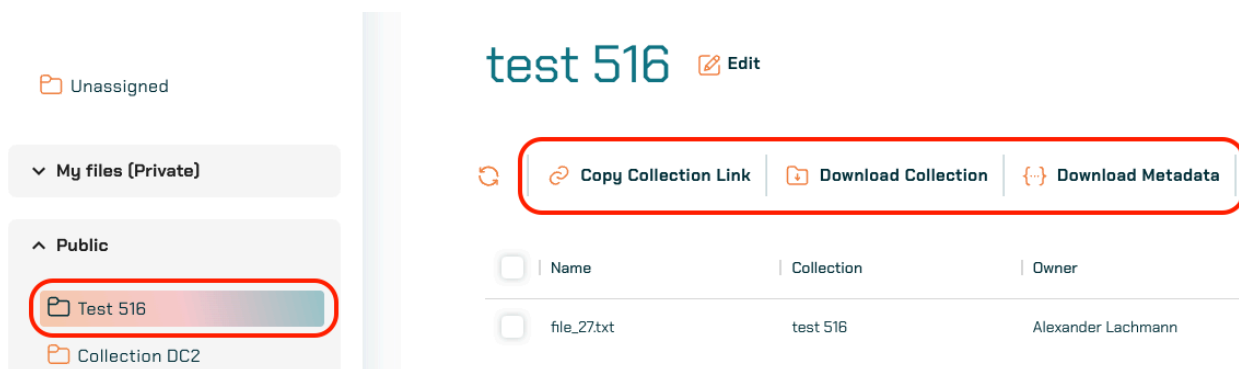
At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save' (with a checkmark icon).

You can now add multiple files to the collection. The files should be already uploaded on LymeCommons and you can search for the file with its name.



## 4.2 Sharing and Downloading Collections

Based on the collection level, you can obtain a link that you can share with other users using the [Copy collection link](#). With [Download collection](#), you can download all files under the collection at once. You can also download the metadata in JSON format using [Download metadata](#). Click the name of the collection to access it.





## 4.3 Editing Collections

You can change the settings of the collection.

Click the collection and then the Edit button will become available next to the title of the collection.

The screenshot shows a user interface for managing collections. On the left, a sidebar lists 'Unassigned' and 'My files (Private)'. Under 'My files (Private)', 'Test 513' is highlighted with a red box. Below it is 'Test 516'. At the bottom of the sidebar is 'Public'. The main area displays the title 'test 513' in blue, with an 'Edit' button (pencil icon) highlighted with a red box. Below the title are four action buttons: 'Copy Collection Link', 'Download Collection', and 'Download Metadata'. Below these buttons is a table with columns: 'Name', 'Collection', 'Owner', and 'Size'. The table is currently empty, showing 'No rows'.

| Name    | Collection | Owner | Size |
|---------|------------|-------|------|
| No rows |            |       |      |

### Make This Collection Public:

Users can make a collection private or public

### Make This Collection Visible:

Users can make a collection visible or invisible

By clicking the **Edit** button again, you should be able to change the attributes of the collection.

Collection - test 513

Edit

ID:

20

uuid:

7FsCX76tGzTV

Creation date:

Tue, 25 Apr 2023 22:14:01 GMT

Collection Description:

Name:

test 513

Owner Name:

Alexander Lachmann

Institution Logo:

Make This Collection Public:

☐

Make this collection Visible:

☐

Parent Collection:

root

Internal Collections:

1

test 516

Files:

0

## Collection - test 513

Editing

On an editing window, the below actions are available.

**ID:** 20

**uuid:** 7FsCX76tGzTV

**Creation date:** Tue, 25 Apr 2023 22:14:01 GMT

**Collection Description:**

**Name:**

**Owner Name:** Alexander Lachmann


**Institution Logo:**


**Make This Collection Public:** ☒

**Make this collection Visible:** ☒


**Parent Collection:**


**Internal Collections:** 1

test 516 



**Files:** 0



 **Delete Collection**

### > Change collection settings

- Collection Description
- Name
- Institution Logo
- Collection hierarchy
  - Parents Collection
  - Internal Collections

### > Add or remove files in the collection

### > Delete the Collection

## 4.4 Deleting a Collection

You can delete the collection in the collection edit window.

Collection - test 513 **Editing**

Collection Description:

Name:

Owner Name: Heesu Kim

Institution Logo:

Make This Collection Public: ☒

Make this collection Visible: ☒

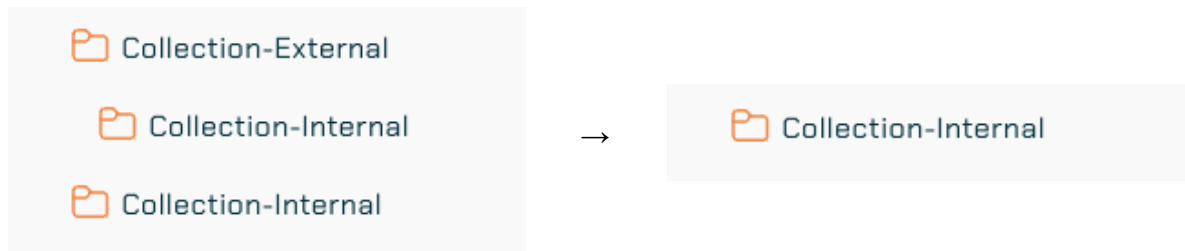
Parent Collection:

Internal Collections: 0

Files: 0

Cancel

If a collection contains internal collections, deleting the external collection will not automatically delete the internal ones. You will need to remove internal collections separately.



## 4.5 Accessing Files

When you select a file in the collection, you will see the following functionalities at the file level.

The screenshot shows a file management interface with a table of files. The file 'file\_4.txt' is selected, and a red arrow points to it. A dropdown menu is open for 'file\_4.txt', showing options: 'Download Metadata' and 'Unselect All'. The interface includes a toolbar with buttons: 'View Details', 'Remove From Collection', 'Copy Link', 'Download File', and 'More'.

| <input checked="" type="checkbox"/> | Name       | Collection | Owner              | Size     | Creation Date |
|-------------------------------------|------------|------------|--------------------|----------|---------------|
| <input checked="" type="checkbox"/> | file_4.txt | root       | Alexander Lachmann | 152.2 KB | 21/03/2023    |
| <input type="checkbox"/>            | file_2.txt | root       | Alexander Lachmann | 0.1 KB   | 21/03/2023    |
| <input type="checkbox"/>            | file_1.txt | root       | Alexander Lachmann | 743.4 KB | 21/03/2023    |
| <input type="checkbox"/>            | file_7.txt | root       | Alexander Lachmann | 71.6 KB  | 21/03/2023    |
| <input type="checkbox"/>            | file_5.txt | root       | Alexander Lachmann | 820.8 KB | 21/03/2023    |
| <input type="checkbox"/>            | file_3.txt | root       | Alexander Lachmann | 0.1 KB   | 21/03/2023    |

- **View Details:** Show the details about a file

The screenshot shows the 'file\_4.txt' details page. The page displays the following information:

- File Name:** file\_4.txt
- Date:** Tue, 21 Mar 2023 17:16:49 GMT
- Size:** 152.2 KB
- Collection:** root
- Status:** uploading
- Accessibility:** locked
- Visibility:** hidden
- Metadata:**

```
{  "array": [    1,    3,    4,    5  ]}
```

- **Remove From Collection:** Removes the file from the collection. The file will still be available on LymeCommons under My Files
- **Copy link:** Get the link to download the file
- **Download File**
- **Download Metadata:** Get metadata in JSON format

## 5. Searching LymeCommons

### 5.1 Searching for Data Files

You can search for the data and files based on name and keywords.

The screenshot shows the LymeCommons Data Search interface. On the left is a sidebar with filters: Collection, Creator Name, Creator Present, Creator Affiliation, Project, Subject Id, Subject Age, Subject Gender, Subject Ethnicity, and Experiment Group. A search bar is at the top left, and a 'Search' button is at the top right. The main area is titled 'Data Search' and contains a table of results. The table has columns for Name, Collection, Owner, and Size. The results show files named file\_30.txt through file\_306.txt, all in the 'lyme\_data' collection, owned by 'Alexander Lachmann'. The table is paginated, showing 1-10 of 299 files.

**Search Bar:** Search

**Filters:**

- Collection
- Back to all filters
- Creator Name
- Creator Present
- Creator Affiliation
- Project
- Subject Id
- Subject Age
- Subject Gender
- Subject Ethnicity
- Experiment Group

**Data Search**

Search and download the files you need. To upload files you need to Request Data Access from the menu.

**Download Results**

| <input type="checkbox"/> | Name         | Collection | Owner              | Size     |
|--------------------------|--------------|------------|--------------------|----------|
| <input type="checkbox"/> | file_30.txt  | lyme_data  | Alexander Lachmann | 954.1 KB |
| <input type="checkbox"/> | file_130.txt | lyme_data  | Alexander Lachmann | 632.4 KB |
| <input type="checkbox"/> | file_230.txt | lyme_data  | Alexander Lachmann | 644.3 KB |
| <input type="checkbox"/> | file_300.txt | lyme_data  | Alexander Lachmann | 339.0 KB |
| <input type="checkbox"/> | file_301.txt | lyme_data  | Alexander Lachmann | 927.3 KB |
| <input type="checkbox"/> | file_302.txt | lyme_data  | Alexander Lachmann | 793.7 KB |
| <input type="checkbox"/> | file_303.txt | lyme_data  | Alexander Lachmann | 553.9 KB |
| <input type="checkbox"/> | file_304.txt | lyme_data  | Alexander Lachmann | 55.2 KB  |
| <input type="checkbox"/> | file_305.txt | lyme_data  | Alexander Lachmann | 507.9 KB |
| <input type="checkbox"/> | file_306.txt | lyme_data  | Alexander Lachmann | 402.4 KB |

Showing 1-10 of 299 files

Page 1 of 30 10 rows

## 5.2 Accessing Data Files

When you find the data files after a search, you can obtain a shareable URL of the file, you can download the file, or download the metadata about the file in JSON format.

**Copy Link** provides the file download URL by copying it to the clipboard.

The screenshot shows the 'Data Search' interface. At the top, there's a title 'Data Search' and a subtitle 'Search and download the files you need. To upload files you need to Request Data Access from the menu.' Below this is a row of action buttons: 'View Details', 'Copy Link', 'Download File', 'Download Metadata', and 'More'. The 'Copy Link' button is highlighted with a red box. Below the buttons is a table with columns: 'Name', 'Collection', 'Owner', 'Size', and 'Creation Date'. The table contains three rows of data. The first row is 'test.jpg' with collection 'test\_folder', owner 'Alexander Lachmann', size '132.7 KB', and creation date '07/11/2023'. This row is highlighted with a blue background and a red box around the 'test.jpg' text. A 'Unselect All' button is visible on the right side of the table.

| <input checked="" type="checkbox"/> | Name                        | Collection  | Owner              | Size     | Creation Date |
|-------------------------------------|-----------------------------|-------------|--------------------|----------|---------------|
| <input type="checkbox"/>            | NIDA Poster L1000 2023_v... | root        | Alexander Lachmann | 2.3 MB   | 08/11/2023    |
| <input type="checkbox"/>            | LM3_Deidentified.tsv        | LM3         | Avi Ma'ayan        | 12.2 MB  | 12/11/2023    |
| <input checked="" type="checkbox"/> | test.jpg                    | test_folder | Alexander Lachmann | 132.7 KB | 07/11/2023    |

**View Details** provides basic information about the data file including file name, date uploaded, size, collection, status, accessibility, visibility, and metadata.

The screenshot shows the 'Data Search' interface. At the top, there's a title 'Data Search' and a subtitle 'Search and download the files you need. To upload files you need to Request Data Access from the menu.' Below this is a row of action buttons: 'View Details', 'Copy Link', 'Download File', 'Download Metadata', and 'More'. The 'View Details' button is highlighted with a red box. Below the buttons is a table with columns: 'Name', 'Collection', 'Owner', 'Size', and 'Creation Date'. The table contains three rows of data. The first row is 'test.jpg' with collection 'test\_folder', owner 'Alexander Lachmann', size '132.7 KB', and creation date '07/11/2023'. This row is highlighted with a blue background and a red box around the 'test.jpg' text.

| <input checked="" type="checkbox"/> | Name                        | Collection  | Owner              | Size     | Creation Date |
|-------------------------------------|-----------------------------|-------------|--------------------|----------|---------------|
| <input type="checkbox"/>            | NIDA Poster L1000 2023_v... | root        | Alexander Lachmann | 2.3 MB   | 08/11/2023    |
| <input type="checkbox"/>            | LM3_Deidentified.tsv        | LM3         | Avi Ma'ayan        | 12.2 MB  | 12/11/2023    |
| <input checked="" type="checkbox"/> | test.jpg                    | test_folder | Alexander Lachmann | 132.7 KB | 07/11/2023    |

test.jpg

**File Name:** test.jpg

**Date:** Tue, 07 Nov 2023 16:35:07 GMT

**Size:** 132.7 KB

**Collection:** test\_folder

**Status:** ready

**Accessibility:** open

**Visibility:** visible

**Metadata:**

```
{  
  "TEST": "TEST"  
}
```

You can select multiple files, which gives you options to **Download Selection** and **Download Metadata**.

- **Download Selection** will download all selected files individually.
- **Download Metadata** will download a single JSON file with metadata of all selected files.



Download Selection



Download Metadata



Unselect All

| <input checked="" type="checkbox"/> | Name                        | Collection  | Owner              | Size     | Creation Date |
|-------------------------------------|-----------------------------|-------------|--------------------|----------|---------------|
| <input checked="" type="checkbox"/> | NIDA Poster L1000 2023_v... | root        | Alexander Lachmann | 2.3 MB   | 08/11/2023    |
| <input type="checkbox"/>            | LM3_Deidentified.tsv        | LM3         | Avi Ma'ayan        | 12.2 MB  | 12/11/2023    |
| <input checked="" type="checkbox"/> | test.jpg                    | test_folder | Alexander Lachmann | 132.7 KB | 07/11/2023    |



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More information about LymeCommons will be made available on [GitHub](#), [Twitter](#), and [YouTube](#).

If you have any questions, suggestions, or you would like to report a bug or have a feature request, please contact us at [alexander.lachmann@mssm.edu](mailto:alexander.lachmann@mssm.edu), [heesu.kim@mssm.edu](mailto:heesu.kim@mssm.edu), and [avi.maayan@mssm.edu](mailto:avi.maayan@mssm.edu).