



INNOVATIVE HEALTH DATA HUB

# User Guide

---

Getting Started with Depositing your Data in **IHDH**

Version 1.0 • 06/10/2024

# Table of Contents

<b>1. Introduction.....</b>	<b>3</b>
1.1 Overview.....	3
<b>2. User Account.....</b>	<b>4</b>
2.1 Log in.....	4
2.2 User Profile.....	5
2.2.1 Edit User Profile.....	6
2.3 Request Contributor Role.....	7
<b>3. Files.....</b>	<b>9</b>
3.1 Manage Files.....	9
3.2 Upload Files.....	9
3.3 Edit Files.....	11
3.4 Delete and Download Files.....	12
<b>4. Collection.....</b>	<b>13</b>
4.1 Create Collection.....	13
4.2 Share / Download Collection.....	15
4.3 Edit Collection.....	16
4.4 Delete Collection.....	18
4.5 Access to Files.....	19
<b>5. Search.....</b>	<b>20</b>
5.1 Search for Data Files.....	20
5.2 Access to Data Files.....	21

# 1. Introduction

---

## 1.1 Overview

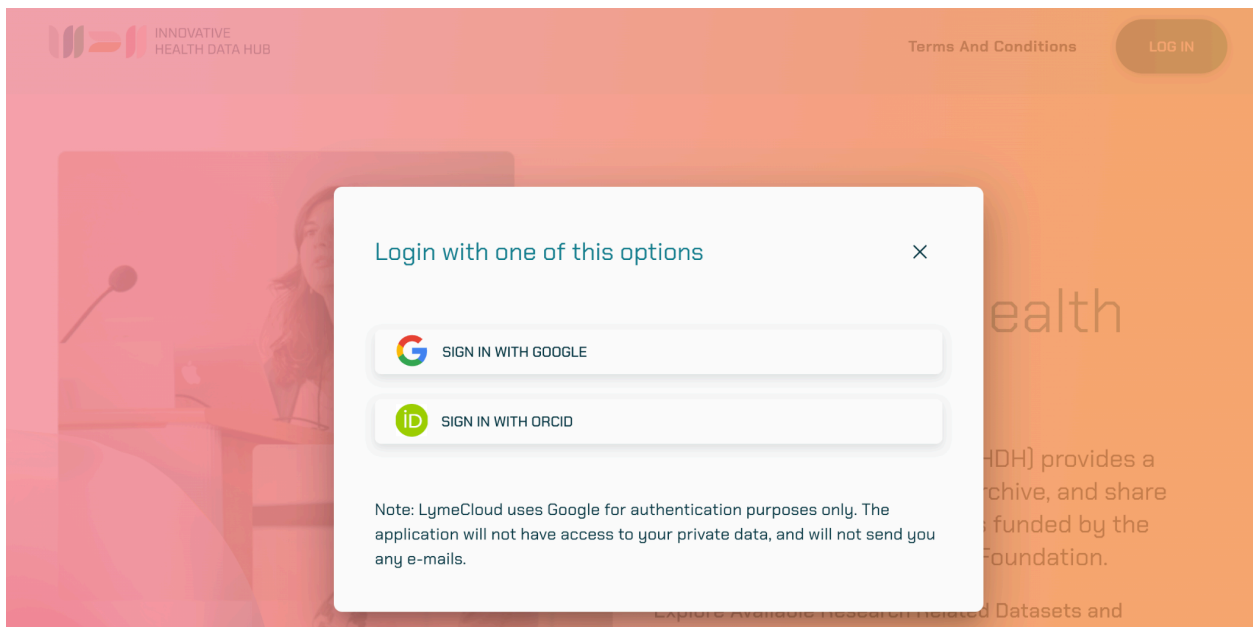
[IHDH](#) (Innovation Health Data Hub) is designed to enable investigators to share and archive the biomedical research data that they produce. The hope is that the repository will not only serve as a file system to store data produced by the consortium for the long term but also enable investigators to collaborate and find published datasets to accelerate research and discovery.

## 2. User Accounts

---

### 2.1 Log in

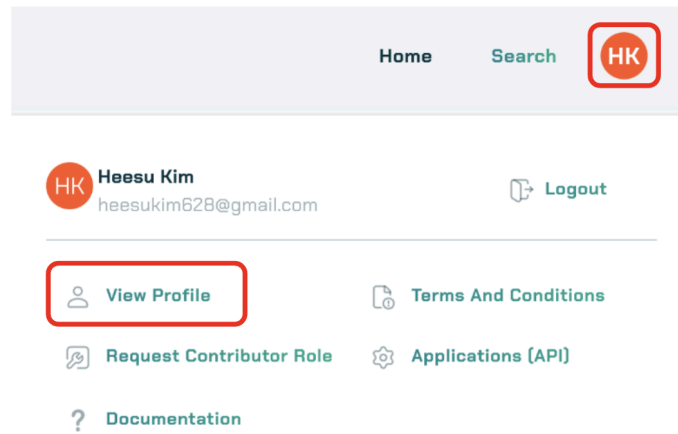
IHDH allows you to use your own Google or ORCID accounts to sign in.



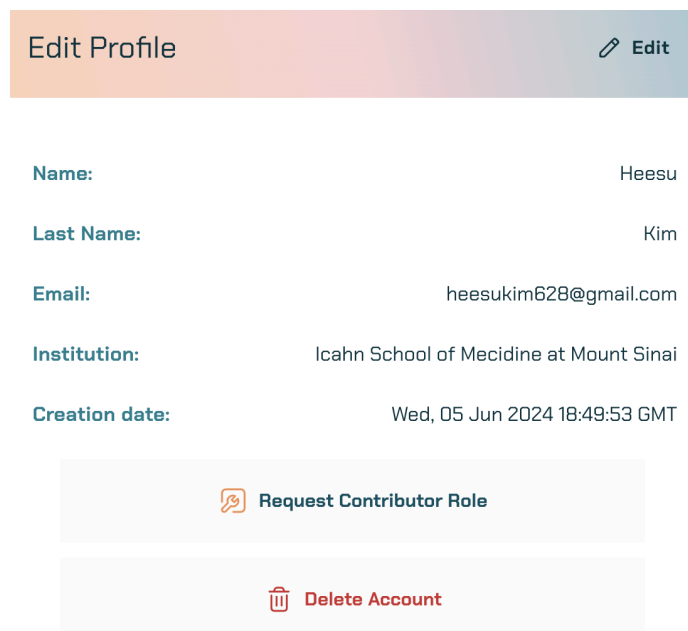
Please note that these accounts are only utilized for user identity verification. IHDH does not gain access to any additional data or has access to your login credentials.

## 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:

Heesu

Last Name:

Kim

Email:


heesukim628@gmail.com


Institution:

Icahn School of Mecedir


Creation date:

Wed, 05 Jun 2024 18:49:53 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 page for Heesu Kim. At the top, there is a navigation bar with 'Home', 'Search', and a profile icon labeled 'HK'. Below this, the user's name 'Heesu Kim' and email 'heesukim628@gmail.com' are shown, along with a 'Logout' button. A menu of options is presented, including 'View Profile', 'Terms And Conditions', 'Request Contributor Role' (highlighted with a red box), 'Applications (API)', and 'Documentation'. Below the menu is an 'Edit Profile' section with a gradient background and an 'Editing' status. The profile fields include Name (Heesu), Last Name (Kim), Email (heesukim628@gmail.com), Institution (Icahn School of Mccidir), and Creation date (Wed, 05 Jun 2024 18:49:53 GMT). At the bottom, there are two buttons: 'Request Contributor Role' (highlighted with a red box) and 'Delete Account'.

Home Search HK

HK Heesu Kim  
heesukim628@gmail.com Logout

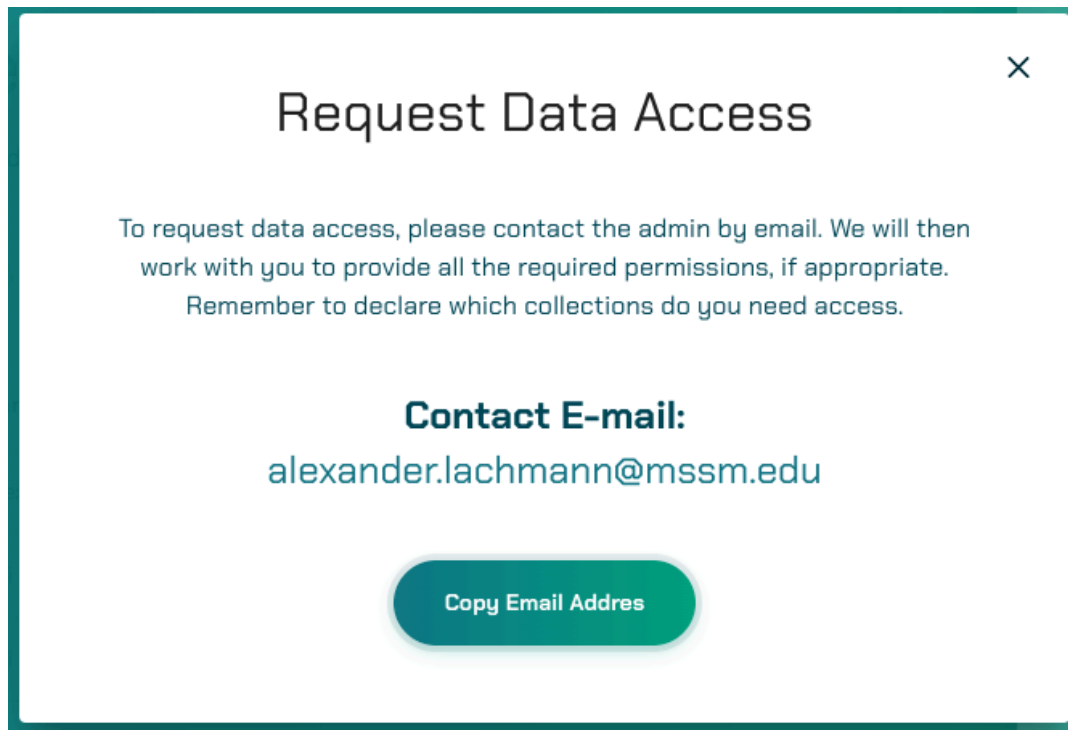
View Profile Terms And Conditions  
Request Contributor Role Applications (API)  
? Documentation

Edit Profile Editing

Name: Heesu  
Last Name: Kim  
Email: heesukim628@gmail.com  
Institution: Icahn School of Mccidir  
Creation date: Wed, 05 Jun 2024 18:49:53 GMT

Request Contributor Role  
Delete Account

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

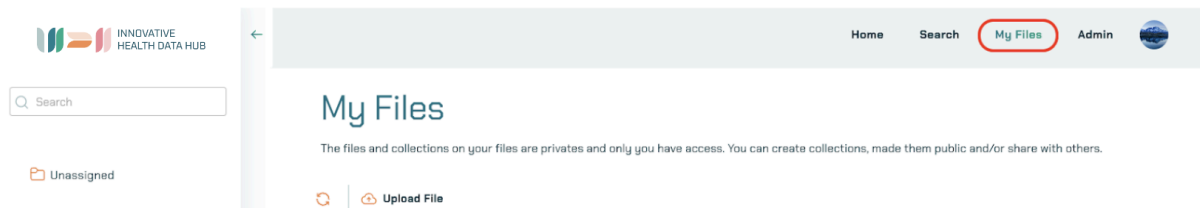




## 3. Files

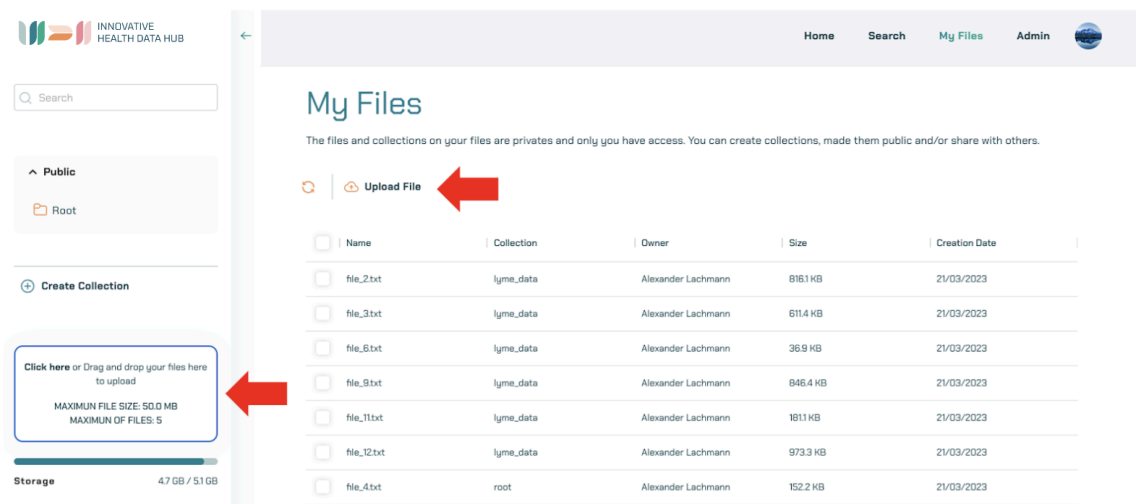
### 3.1 Managing Files

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



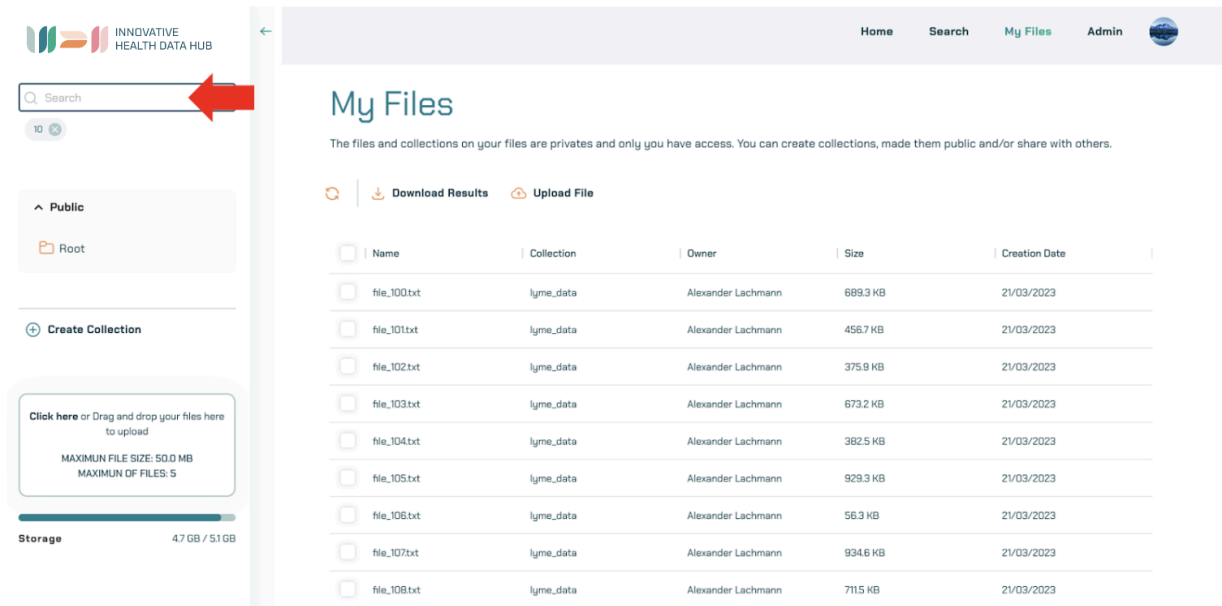
### 3.2 Uploading Files

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.



The screenshot shows the 'My Files' page of the Innovative Health Data Hub. The left sidebar contains a search bar, a 'Public' section with a 'Root' folder, a 'Create Collection' button, and a file upload area with instructions and limits (50.0 MB, 5 files). The main content area shows a table of files under the 'My Files' heading. The table has columns for Name, Collection, Owner, Size, and Creation Date. A red arrow points to the search bar in the sidebar.

**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







**Storage** 4.7 GB / 51 GB



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 IHDH
- **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 IHDH.

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.

	 <b>Delete</b>	 <b>Add To Collection</b>	 <b>Download Selection</b>	 <b>Download Metadata</b>	 <b>More</b>
<input checked="" type="checkbox"/>	<b>Name</b>	<b>Collection</b>	<b>Owner</b>	<b>Size</b>	<b>Creation Date</b>
<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.

INNOVATIVE HEALTH DATA HUB

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

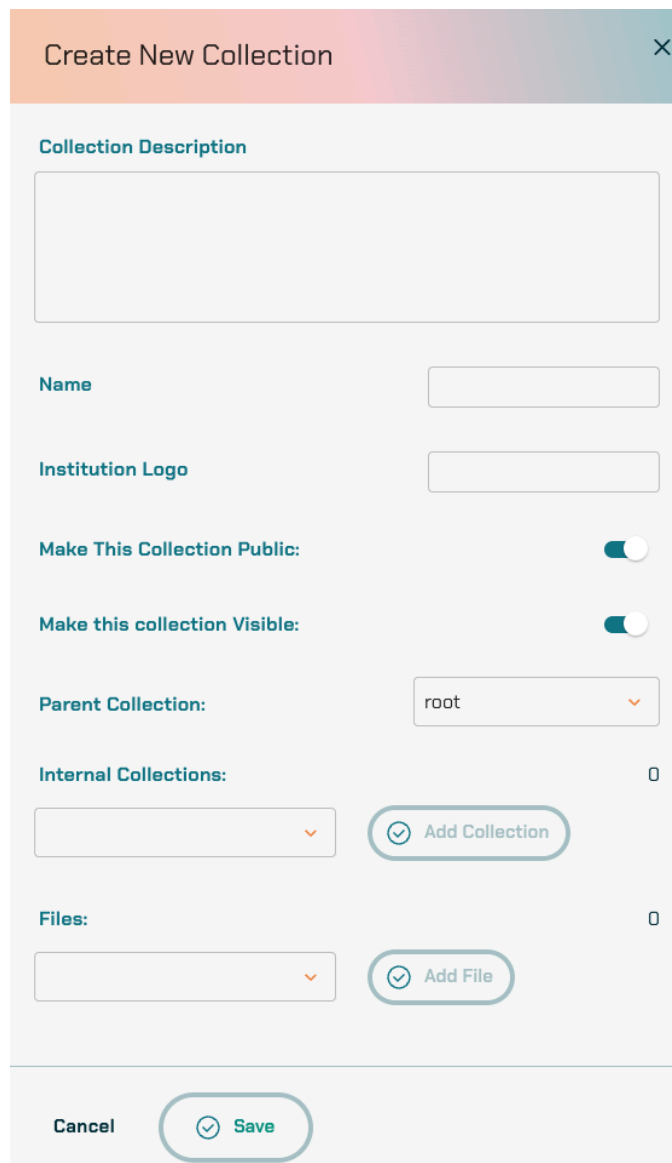
The files and collections on your files are private and only you have

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 IHDH 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. The first section, 'Collection Description', features a large text input field. Below this, the 'Name' field is a standard text input. The 'Institution Logo' field is also a text input. The 'Make This Collection Public:' and 'Make this collection Visible:' options are each accompanied by a toggle switch, both of which are currently turned on. The 'Parent Collection:' is a dropdown menu showing 'root'. The 'Internal Collections:' section includes a dropdown menu and a count of '0', with an 'Add Collection' button featuring a checkmark icon. The 'Files:' section also has a dropdown menu and a count of '0', with an 'Add File' button featuring a checkmark icon. At the bottom, there are two buttons: 'Cancel' and 'Save', with the 'Save' button highlighted with a blue border and a checkmark icon.

Create New Collection

Collection Description

Name

Institution Logo

Make This Collection Public:

Make this collection Visible:

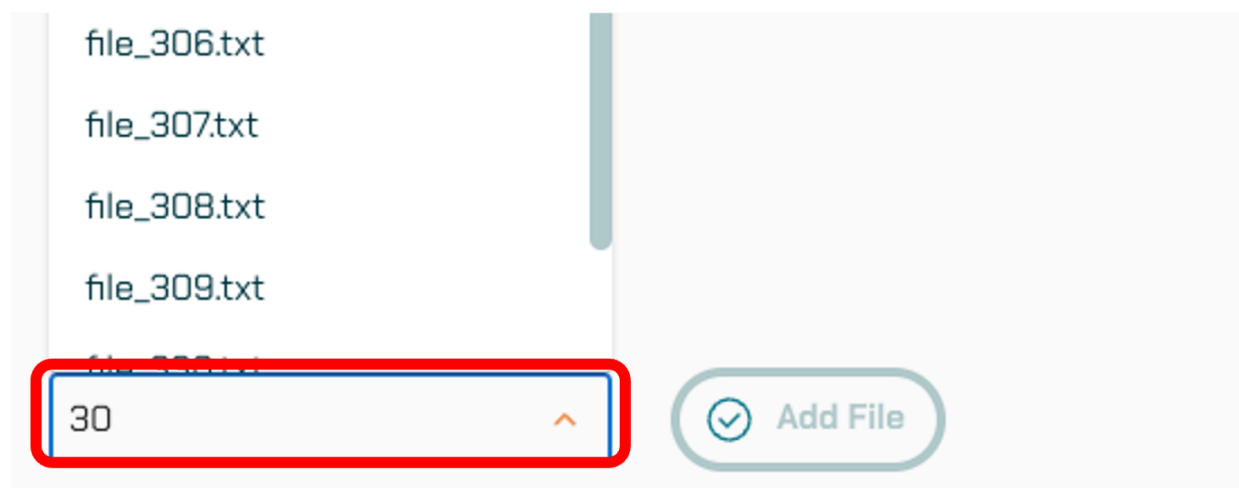
Parent Collection: root

Internal Collections: 0

Files: 0

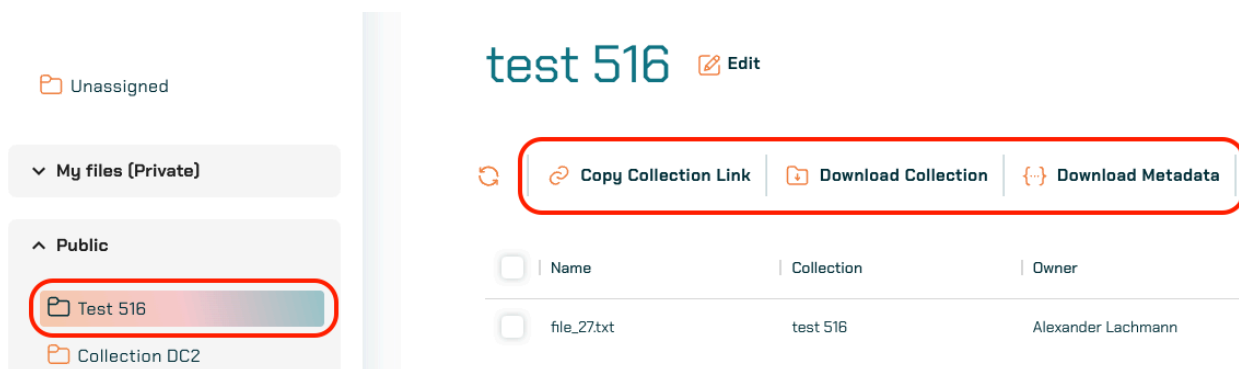
Cancel Save

You can now add multiple files to the collection. The files should be already uploaded on IHDH 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.

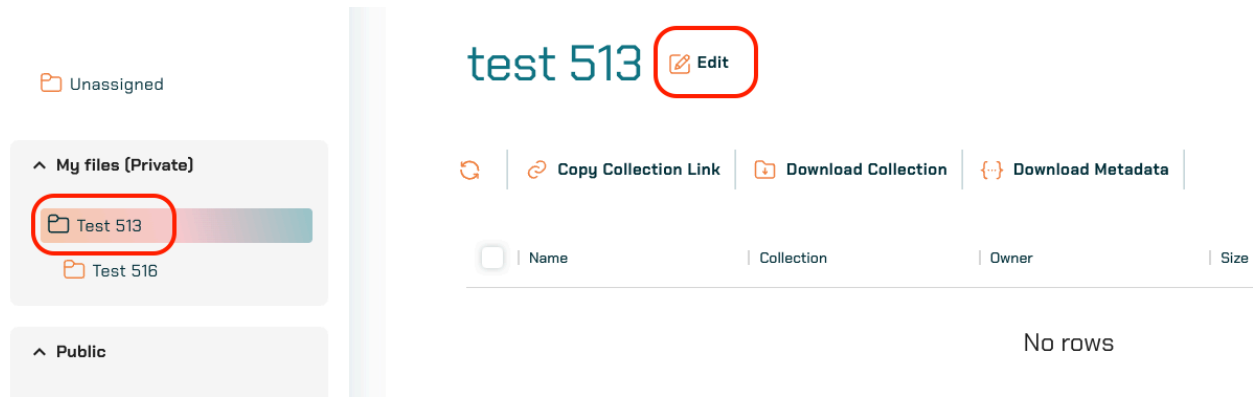




## 4.3 Editing Collections

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.



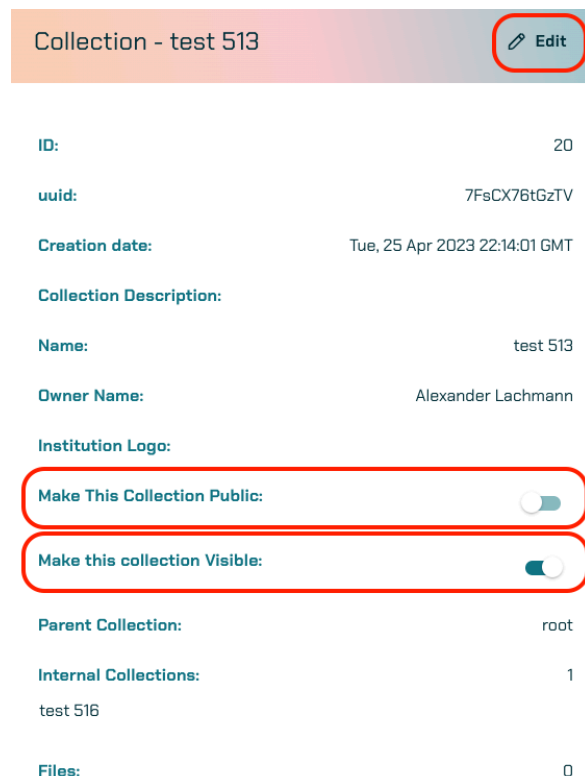
### Make This Collection Public:

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

Editing

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

On an editing window, the below actions are available.

### > Change collection settings

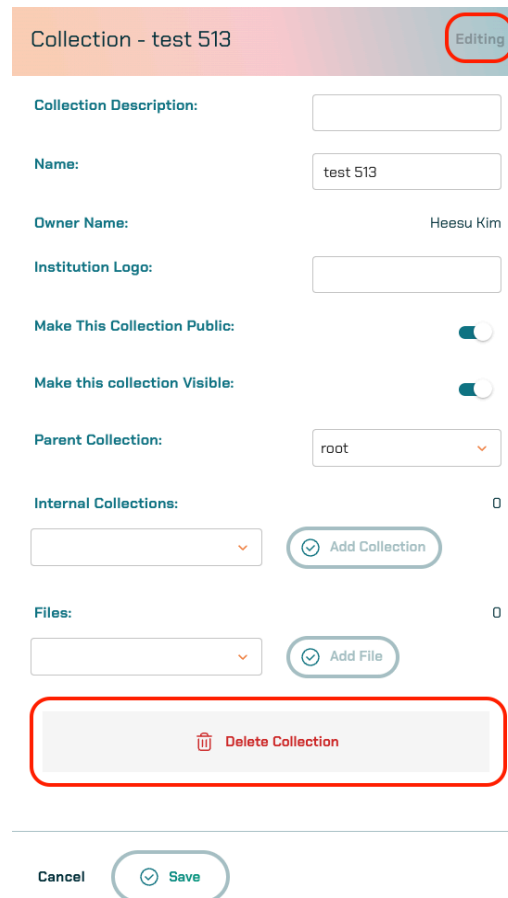
- [Collection Description](#)
- [Name](#)
- [Institution Logo](#)
- Collection hierarchy
  - [Parents Collection](#)
  - [Internal Collections](#)

### > 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: ☒

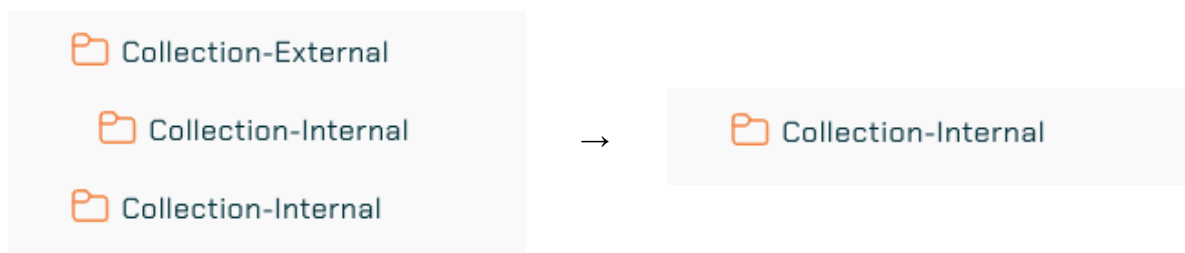
Make this collection Visible: ☒

Parent Collection:

Internal Collections: 0

Files: 0

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.

root Edit

View Details Remove From Collection Copy Link Download File More

Download Metadata Unselect All

<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

file\_4.txt

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 IHDH under My Files
- **Copy link:** Get the link to download the file
- **Download File**
- **Download Metadata:** Get metadata in JSON format

## 5. Searching IHDH

### 5.1 Searching for Data Files

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

**INNOVATIVE HEALTH DATA HUB**

Search

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	9541 KB
<input type="checkbox"/>	file_130.txt	lyme_data	Alexander Lachmann	6324 KB
<input type="checkbox"/>	file_230.txt	lyme_data	Alexander Lachmann	6443 KB
<input type="checkbox"/>	file_300.txt	lyme_data	Alexander Lachmann	3390 KB
<input type="checkbox"/>	file_301.txt	lyme_data	Alexander Lachmann	9273 KB
<input type="checkbox"/>	file_302.txt	lyme_data	Alexander Lachmann	7937 KB
<input type="checkbox"/>	file_303.txt	lyme_data	Alexander Lachmann	5539 KB
<input type="checkbox"/>	file_304.txt	lyme_data	Alexander Lachmann	552 KB
<input type="checkbox"/>	file_305.txt	lyme_data	Alexander Lachmann	5079 KB
<input type="checkbox"/>	file_306.txt	lyme_data	Alexander Lachmann	4024 KB

Showing 1-10 of 299 files

Previous

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 light blue background. A red box is drawn around the 'test.jpg' row. A tooltip 'Unselect All' is visible over the 'More' button.

<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 light blue background.

<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

---

If you have any questions or 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).