INNOVATIVE HEALTH DATA HUB

User Guide

Getting Started with Depositing your Data in IHDH

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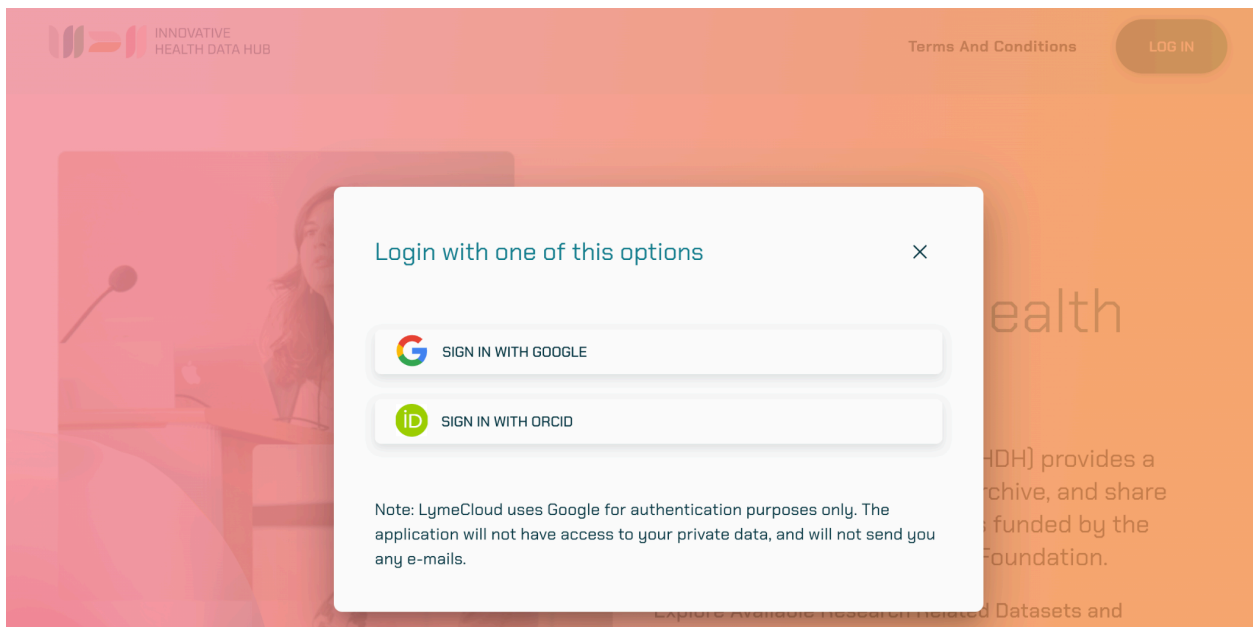
Please note that these accounts are only utilized for user identity verification. IHDH does not gain access to any additional data or has access to your login credentials.

2.2 User Profiles

Once logged in, you can access your profile by clicking the user icon at the top right corner.
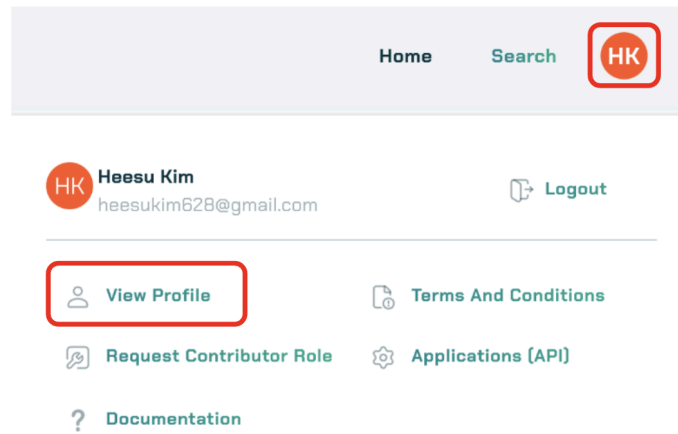
Basic user information is available on View Profile.
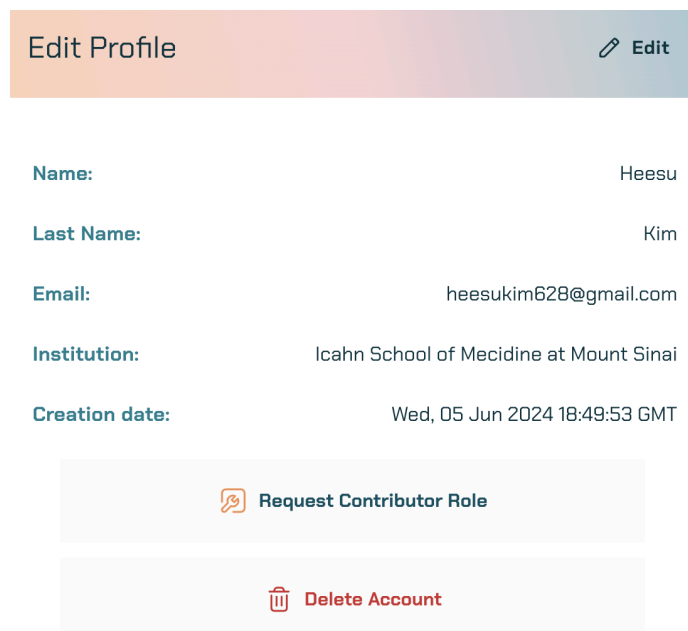
2.2.1 Editing your User Profile

Once you click the Edit button, you can change your profile information including your First Name, Last Name, and Institution.

2.3 Request a Contributor Role

Users need to contact the admin by **e-mailing** 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.

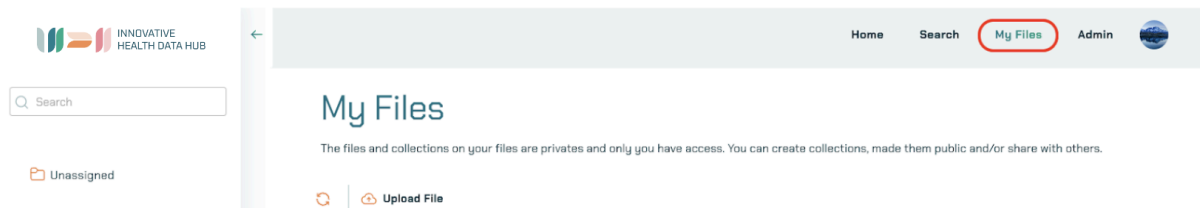Once users click Request Contributor Role, a pop-up with relevant information will appear.
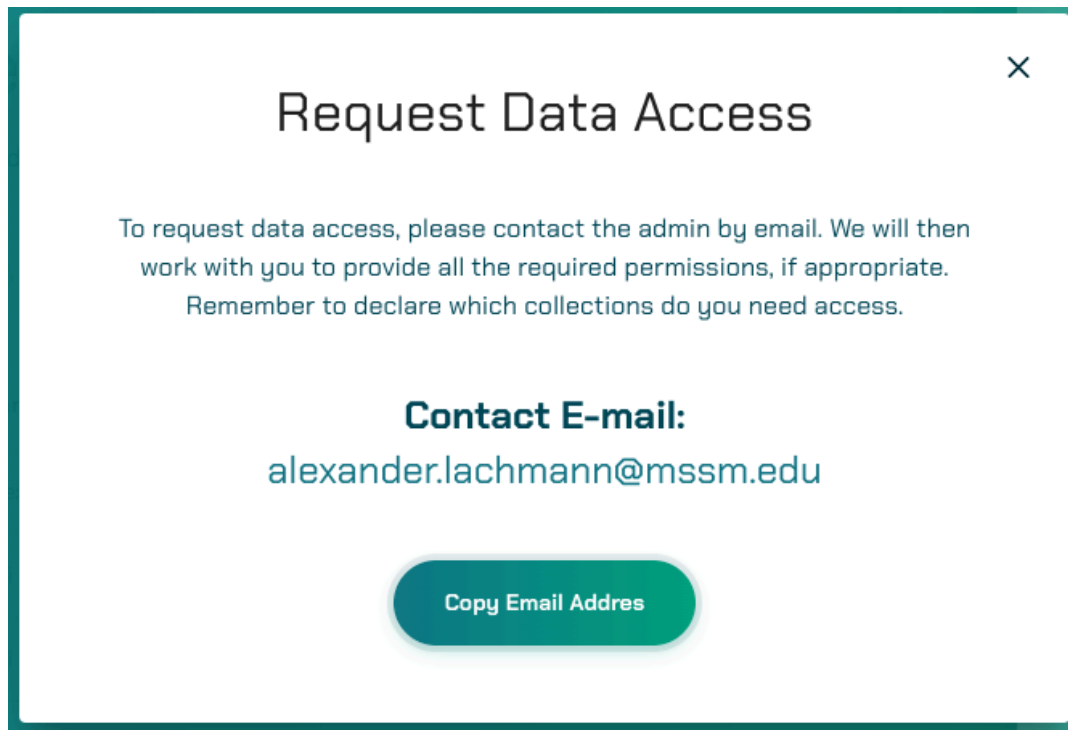
3. Files

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.
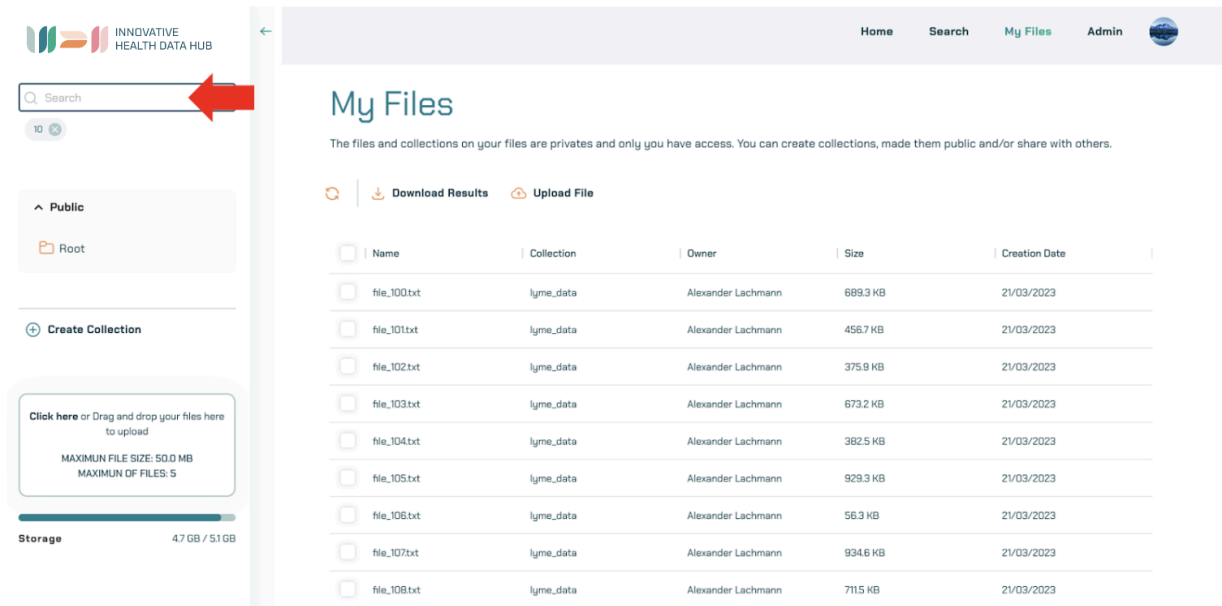

3.2 Uploading Files

To upload files, you can either drag and drop the files to the indicated area, or navigate to the files in your local directory.
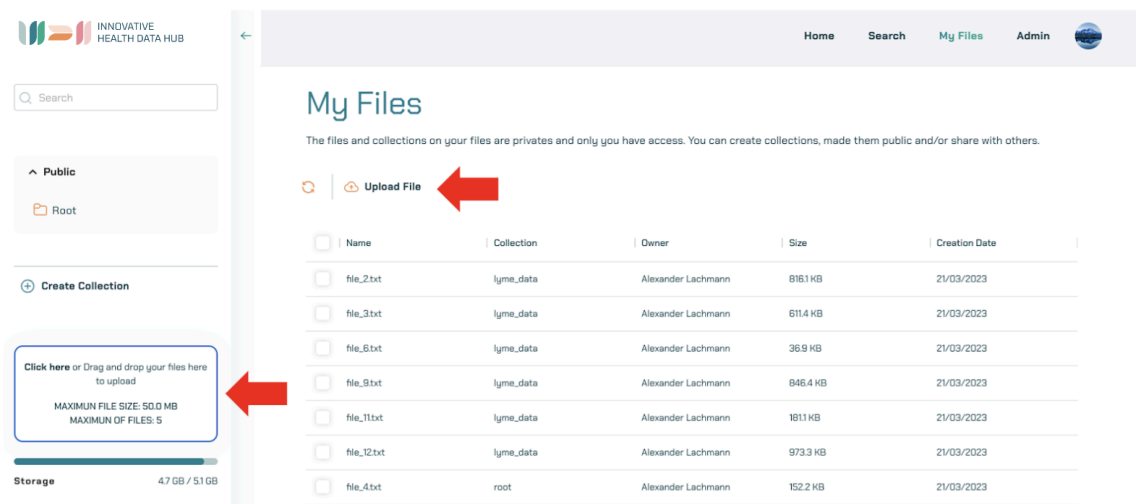
Once the file upload is completed, refresh the page to check if the new file is available in your directory.

It is possible to search the file using its name.

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

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.

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.

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.

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

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.
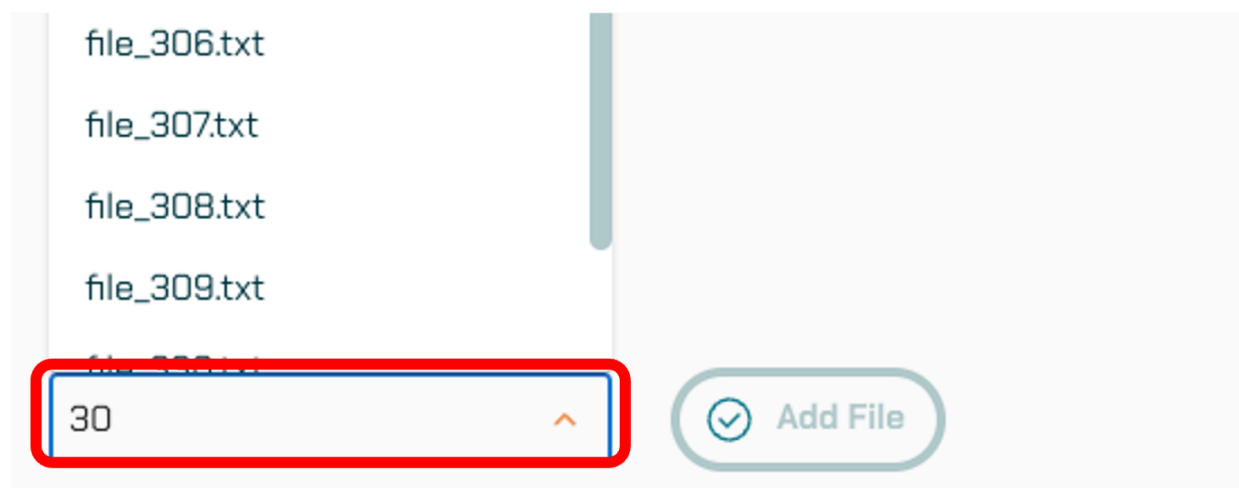
4.2 Sharing and Downloading Collections

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.
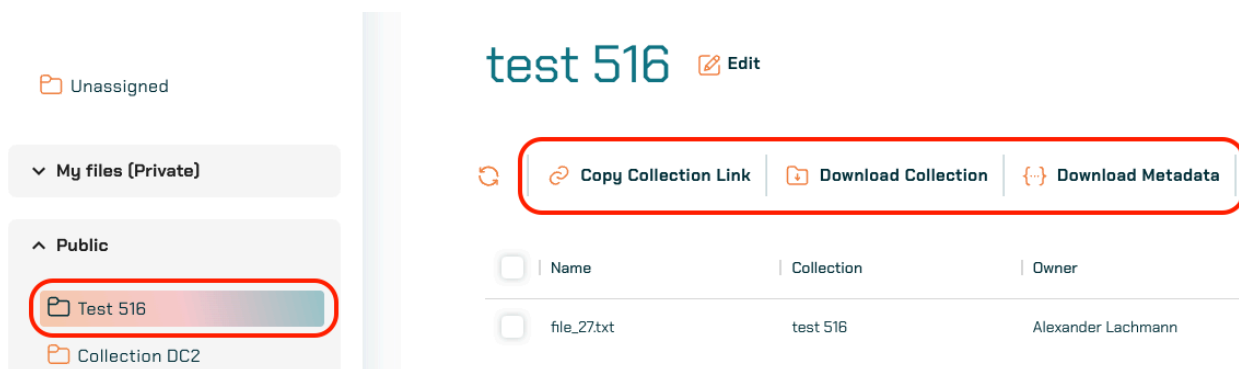
4.3 Editing Collections

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.
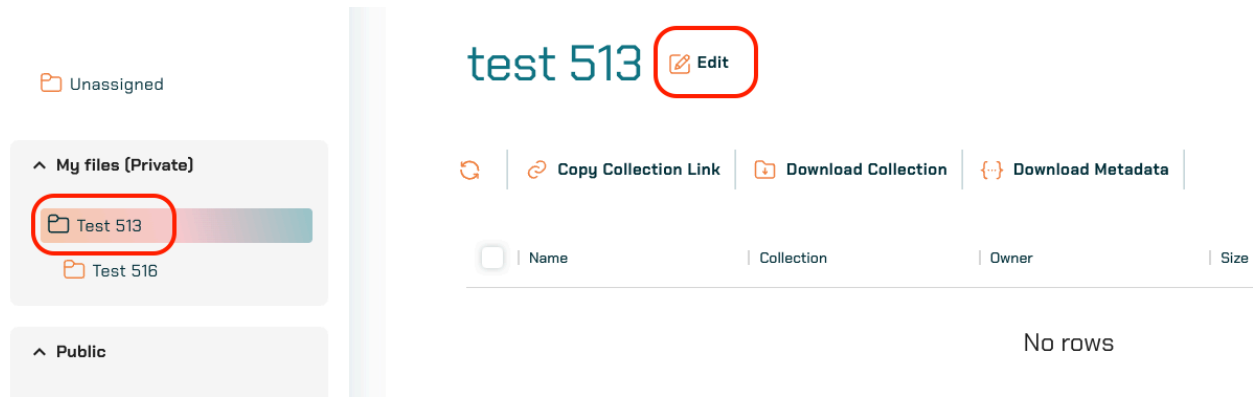
Make This Collection Public:

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

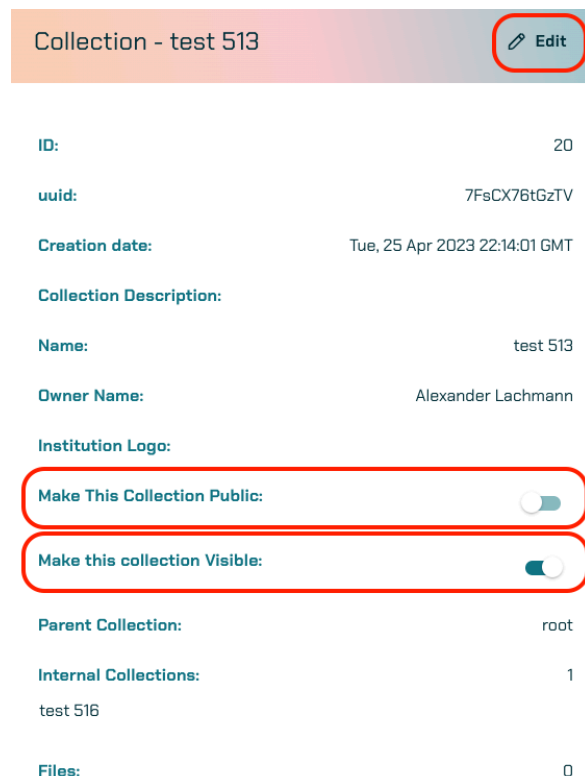|	
ID:	20
uuid:	7FsCX76tGzTV
Creation date:	Tue, 25 Apr 2023 22:14:01 GMT
Collection Description:	
Name:	test 513
Owner Name:	Alexander Lachmann
Institution Logo:	
Make This Collection Public:	
Make this collection Visible:	
Parent Collection:	Collection DC2
Internal Collections:	1

test 516 ⊗

Add Collection

Files: 0

Add File

🗑 Delete Collection

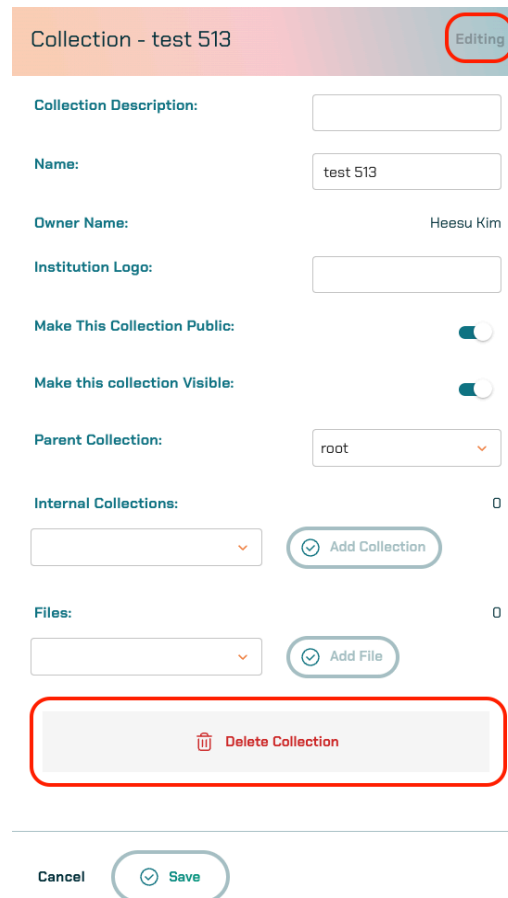On an editing window, the below actions are available.

➤ **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.

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.
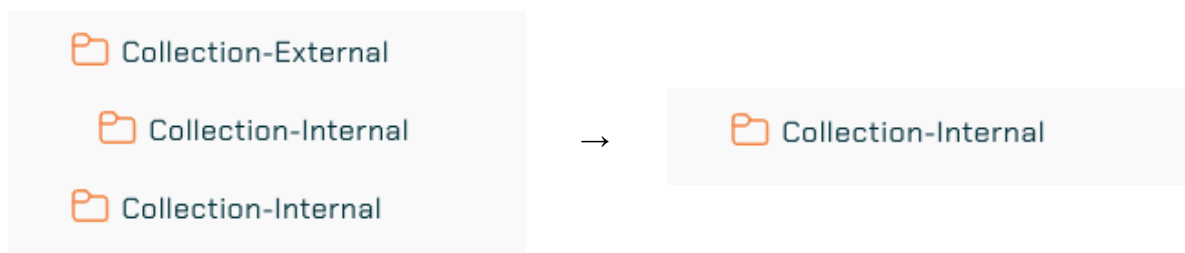
4.5 Accessing Files

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

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

- **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.

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.

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

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.

	Name	Collection	Owner	Size	Creation Date
✓	NIDA Poster L1000 2023_v...	root	Alexander Lachmann	2.3 MB	08/11/2023
	LM3_Deidentified.tsv	LM3	Avi Ma'ayan	12.2 MB	12/11/2023
✓	test.jpg	test_folder	Alexander Lachmann	132.7 KB	07/11/2023

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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, heesu.kim@mssm.edu, and avi.maayan@mssm.edu.