

A close-up photograph of a cow's head and neck, showing its dark hair and a white patch on its forehead. In the background, several other cows are grazing in a field under a warm, golden sunset sky.

[ei.copo@earlham.ac.uk](mailto:ei.copo@earlham.ac.uk)



### Alice Minotto

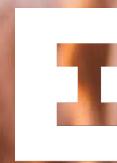
[Alice.Minotto@earlham.ac.uk](mailto:Alice.Minotto@earlham.ac.uk), @rosysnake

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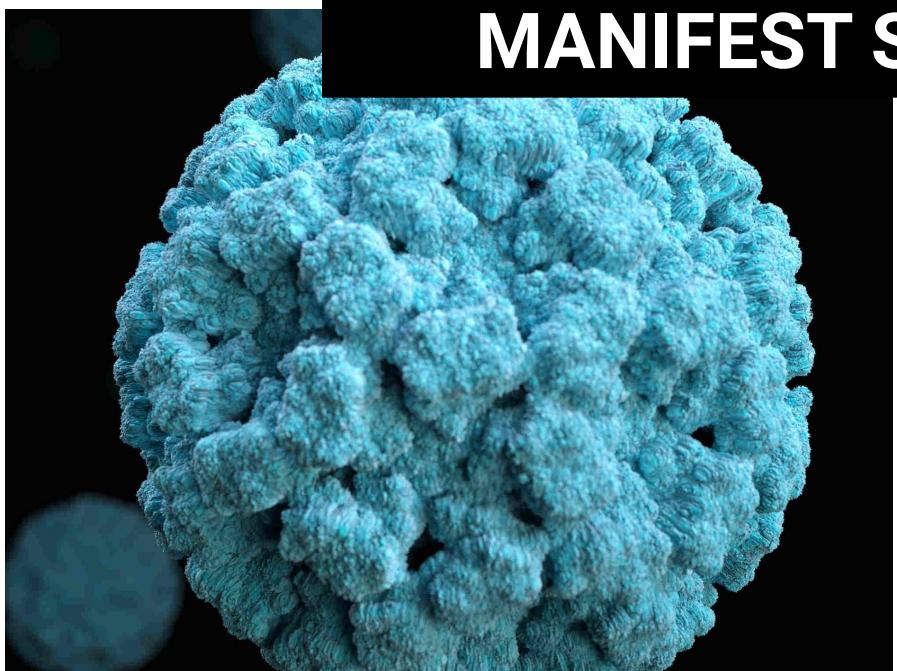
**Earlham  
Institute**

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Decoding Living Systems



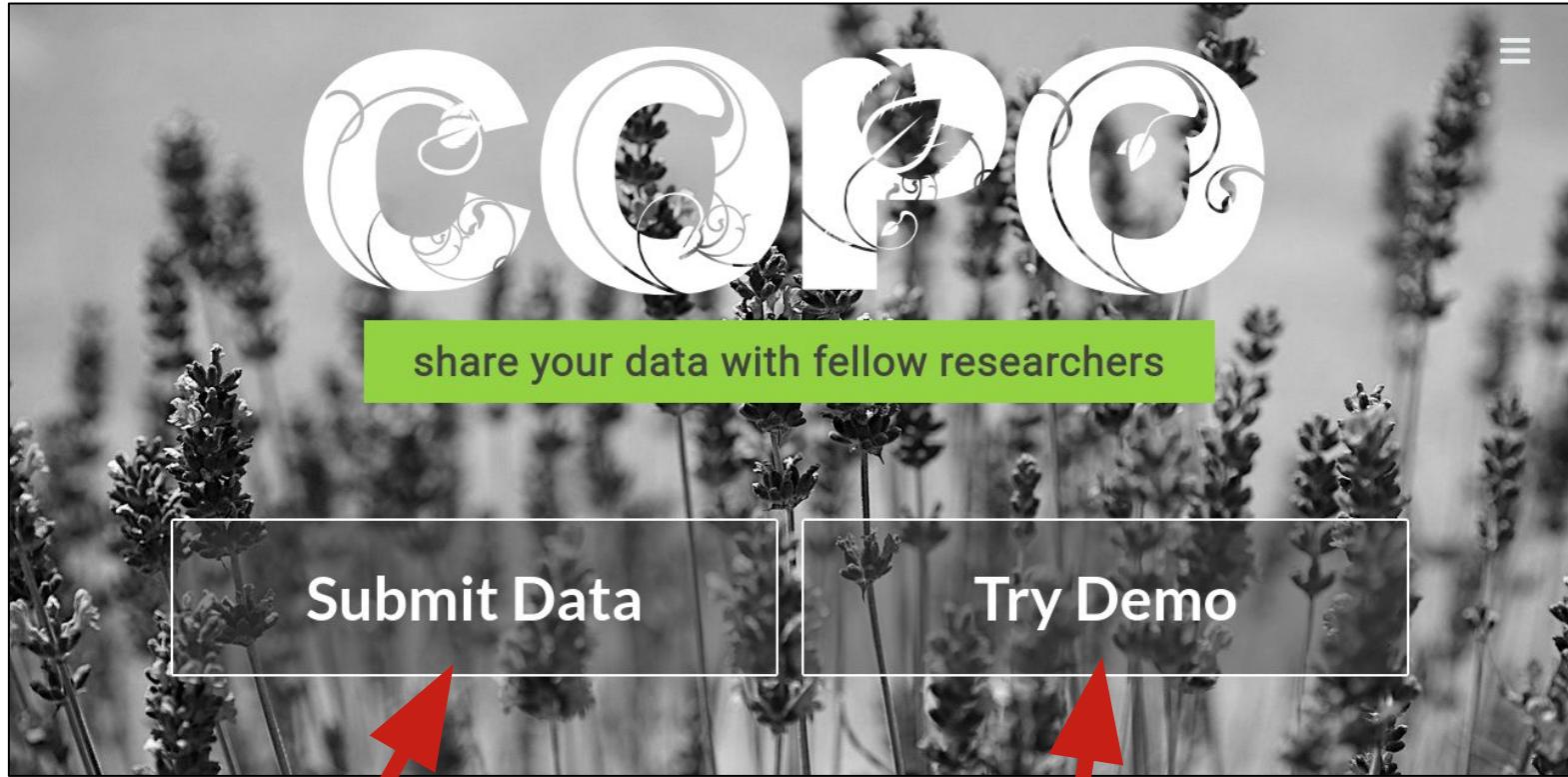
## VISUAL DOCUMENTATION FOR MANIFEST SUBMISSION



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# What you need before starting:

- an ORCID account ([here](#) to register)
- contact [ei.copo@earlham.ac.uk](mailto:ei.copo@earlham.ac.uk) to be added to a manifest group
- make sure you have the latest version of the manifest ([here](#))
  - if you are submitting samples as part of an ASG project, please refer to the latest metadata manifest
  - if you are submitting samples as part of an ERGA project, please refer to the latest metadata manifest [here](#)



Once you are confident

To familiarise with the platform

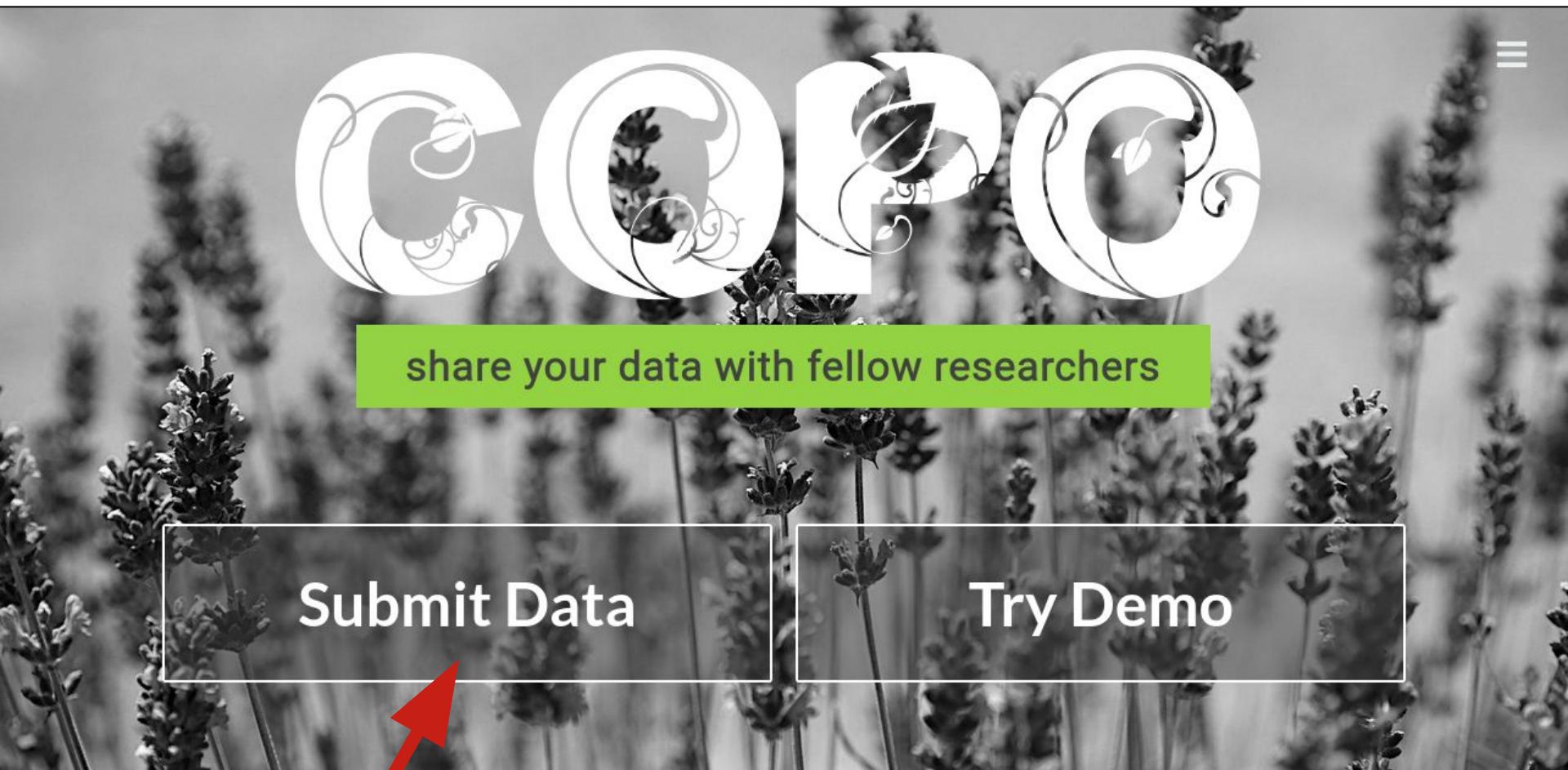
**IMPORTANT** - Submissions to ENA through the demo server will not persist, accessions created will be deleted after 24 hours.

We also update this server frequently, so it may occasionally be unreachable and you may find we have deleted your past uploads.



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**Log in with your ORCiD credentials:**



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# Create a profile:

The screenshot shows the COPO (Common Open Plant Ontology) web application. At the top left, there's a logo with the letters 'COP' in white. To its right are navigation icons for 'Info' (blue), 'Help' (green), and a user account labeled 'alice'. Below the header, the main content area has a dark grey background. On the left, a card for 'Profile0 (PROFILE0TYPE)' is displayed. The card includes a green header bar with the profile name and three vertical dots. Below this, the 'Created' date is listed as 'Tue, 27 Oct 2020 15:46'. A 'Description' section contains the text: 'IMPORTANT: we use this information submit samples to ENA'. At the bottom of the card are two buttons: 'Actions' and 'Components', each with a small downward arrow icon. In the center of the page, there's a search bar with the placeholder 'Search Help' and a dropdown menu set to 'Sort by: Date Created'. To the right of the search bar is a 'Help Topics' sidebar. It features a list of expandable items with plus signs: 'What is a COPO profile?', 'How do I create a profile?', 'How can I edit or delete a profile that I have created in COPO?', 'How many profiles can I have in COPO?', and 'How can I view more profiles that I have created in COPO?'. Below this list, it says '1 to 5 of 7 topics' and shows page navigation buttons for 'Previous', '1', '2', and 'Next'. At the very bottom of the sidebar is a 'Profile Types Legend' section with a green circle next to the text 'PROFILE0TYPE'. At the bottom left of the main content area, the text 'Showing: 1 / 1 profiles' is visible. A large red arrow points from the text 'Create a profile:' at the top to the blue '+' button located above the 'Actions' and 'Components' buttons on the profile card.

# Create a profile:

COPO

Work Profiles

Profile0 (PROFILE0TYPE)

Created: Tue, 27 Oct 2020 15:46

Description: IMPORTANT: we use this information submit samples to ENA

Actions

Components

Show: 1 / 1 profiles

Add Profile

Title required ⓘ

Profile1

Description required ⓘ

A collection of fish found in Oulton Broad, UK.

Profile Type  ⓘ

Stand-alone

Stand-alone

Darwin Tree of Life (DTOL)

Darwin Tree of Life Environmental Samples (DTOL\_ENV)

Aquatic Symbiosis Genomics (ASG)

European Reference Genome Atlas (ERGA)

Info Help

Search Help

Help Topics

+ What is a COPO profile?

How do I create a profile?

Can I edit or delete a profile that I have created in COPO?

How many profiles can I have in COPO?

How can I view more profiles that I have created in COPO?

Help topics

Previous 1 2 Next

Profile Types Legend

PROFILE0TYPE ●

**IMPORTANT** - name the profile according to the Sample Set ID assigned to the samples you are submitting

**IMPORTANT** - If you cannot see the project that you are associated with in the "Profile Type" drop down menu, you need to be added to the relevant group.

Please stop here and get in touch with [ei.copo@earlham.ac.uk](mailto:ei.copo@earlham.ac.uk)

# Add associated profile type:

The screenshot shows the COPO (Community Open Phenotype Ontology) web application. On the left, there's a sidebar for 'Work Profiles' with a green header bar labeled 'Profile0 (PROFILETYPE)'. Below it are sections for 'Created' (Tue, 27 Oct 2020 15:46) and 'Description' (IMPORTANT: we use this information submit samples to ENA). At the bottom of the sidebar are 'Actions' and 'Components' buttons. The main area features a modal window titled 'Add Profile'. Inside the modal, there are fields for 'Title' (labeled 'required') containing 'Profile1', 'Description' (containing 'A collection of fish found in Oulton Broad, UK.'), 'Profile Type' (set to 'European Reference Genome Atlas (ERGA)'), and 'Associated Profile Type'. The 'Associated Profile Type' dropdown menu is open, showing several options: 'Select associated type(s)', 'Aquatic Symbiosis Genomics (ASG)', 'Biodiversity Genomics Europe (BGE)' (which is highlighted in blue), 'Darwin Tree of Life (DTOL)', and 'Darwin Tree of Life Environmental Samples (DTOL\_ENV)'. A red arrow points to the 'Associated Profile Type' dropdown menu. To the right of the modal, there's a help sidebar with 'Help Topics' like 'What is a COPO profile?' and 'How many profiles can I have in COPO?'. It also shows '1 to 5 of 7 topics' and navigation buttons for 'Previous', '1', '2', and 'Next'. At the bottom right is a 'Profile Types Legend' with a green circle next to 'PROFILETYPE'.

\*If your desired profile type is a part of a larger project, select the associated type from the “Associated Profile Type” drop down menu.

\*More than one associated type can be selected from the drop down menu for the profile type.

# This is your new profile (part 1):

The screenshot shows the COPO (Common Open Plant Ontology) interface. At the top, there's a navigation bar with icons for search, refresh, and user profile (alice). Below the header, a banner displays a success message: "New profile record created! Web page will refresh in 3 seconds." On the left, a sidebar titled "Work Profiles" features a green "Profile0 (PROFILE0TYPE)" card. This card contains details: "Created: Tue, 27 Oct 2020 15:46" and a "Description" section stating, "IMPORTANT: we use this information to submit samples to ENA". Below the card are "Actions" and "Components" buttons. The main content area shows a single profile entry: "Profile0 (PROFILE0TYPE)". To the right of the profile card is a "Profile Types Legend" box containing a green circle with a white question mark and the text "PROFILE0TYPE". At the bottom of the page, a footer message says "Showing: 1 / 1 profiles".

# This is your new profile (part 2):

The screenshot shows the COPO software interface for managing work profiles. On the left, there are two profile cards:

- Profile1 (PROFILE1TYPE)**: Created on Mon, 05 Dec 2022 15:04. Description: A collection of fish found in Oulton Broad, UK. Associated Profile Type(s): BGE. Actions and Components buttons.
- Profile0 (PROFILE0TYPE)**: Created on Tue, 27 Oct 2020 15:46. Description: IMPORTANT: we use this information to submit samples to ENA. Actions and Components buttons.

On the right, there is a sidebar with the following sections:

- Help Topics**:
  - What is a COPO profile?
  - How do I create a profile?
  - How can I edit or delete a profile that I have created in COPO?
  - How many profiles can I have in COPO?
  - How can I view more profiles that I have created in COPO?
- 1 to 5 of 7 topics**
- Profile Types Legend**:
  - PROFILE1TYPE (pink circle)
  - PROFILE0TYPE (green circle)

At the bottom left, it says "Showing: 1 / 2 profiles".

# Edit or Delete profile:

Profile1 (PROFILE1TYPE)

Created:  
Mon, 05 Dec 2022 15:04

Description:  
A collection of fish found in Oulton Broad, UK.

Associated Profile Type(s):

- BGE ⓘ

Actions

Components

Created:  
Tue, 27 Oct 2020 15:46

Description:  
IMPORTANT: we use this information to submit samples to ENA

Actions

Components

\*If you would like to edit or delete a profile that you have created, click the white vertical ellipsis (⋮) located to the top right of the desired profile panel to view the profile options to do so



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# Upload a manifest:

Profile1 (PROFILE1TYPE) ⋮

**Created:**  
Mon, 05 Dec 2022 15:04

**Description:**  
A collection of fish found in Oulton Broad, UK.

**Associated Profile Type(s):**

- BGE !

Actions ▶ Components ▶

Submit ERGA Manifest ▶ Components ▶

Profile0 (PROFILE0TYPE) ⋮

**Created:**  
Tue, 27 Oct 2020 15:46

**Description:**  
IMPORTANT: we use this information to submit samples to ENA

Actions ▶ Components ▶

Submit ERGA Manifest ▶ Components ▶

A large red arrow points from the bottom left towards the 'Submit ERGA Manifest' button, highlighting it as the primary action to take.

\*The colour and wording of this panel will differ depending on which project you are submitting a manifest for.



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# Upload a manifest:

The screenshot shows the COPO (Cloud Object Persistence) interface. At the top, there's a navigation bar with the COPO logo, a user profile for 'alice', and icons for notifications and settings. Below the header, the main content area has a dark header bar with 'Profile: Profile 1' and a 'Samples' section. In the 'Samples' section, there are three circular buttons: orange (lightbulb), green (grid), and teal (list). A red arrow points from the text 'Upload Manifest' in a callout bubble above the green button to the green button itself. To the right of the samples section, there's a toolbar with four icons: a black cylinder, a green square, an orange speech bubble, and a red group of people. Further right is a 'Help' sidebar with tabs for 'Info' and 'Help'. The 'Help' tab is active, showing a search bar and a 'Help Topics' section with links for 'Describing samples' and 'Sample types'. It also shows '1 to 2 of 2 topics' and navigation buttons for 'Previous', '1', and 'Next'.

Profile: Profile 1

Samples

Upload Manifest

Samples - Getting started

The samples page provides a platform for describing and managing biological samples, obtained as part of a project.

The description functionality presents a wizard that guides the user through a step-by-step process of sample metadata attribution.

Use the to initiate sample description and follow the steps presented by the wizard.

Quick Tour: To explore the various controls available on this page, click the .

Help Topics

- + Describing samples
- + Sample types

1 to 2 of 2 topics

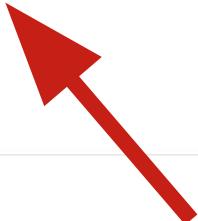
Previous 1 Next

\*Only sample managers will see the third (teal) button next to the green button, if this is not your role do not worry about that, you would not need it

# Upload a manifest:

Upload Spreadsheet

**Upload Sample Manifest**   **Upload Images**   **Upload Permits**

A large red arrow points from the bottom-left towards the 'Upload Sample Manifest' button.

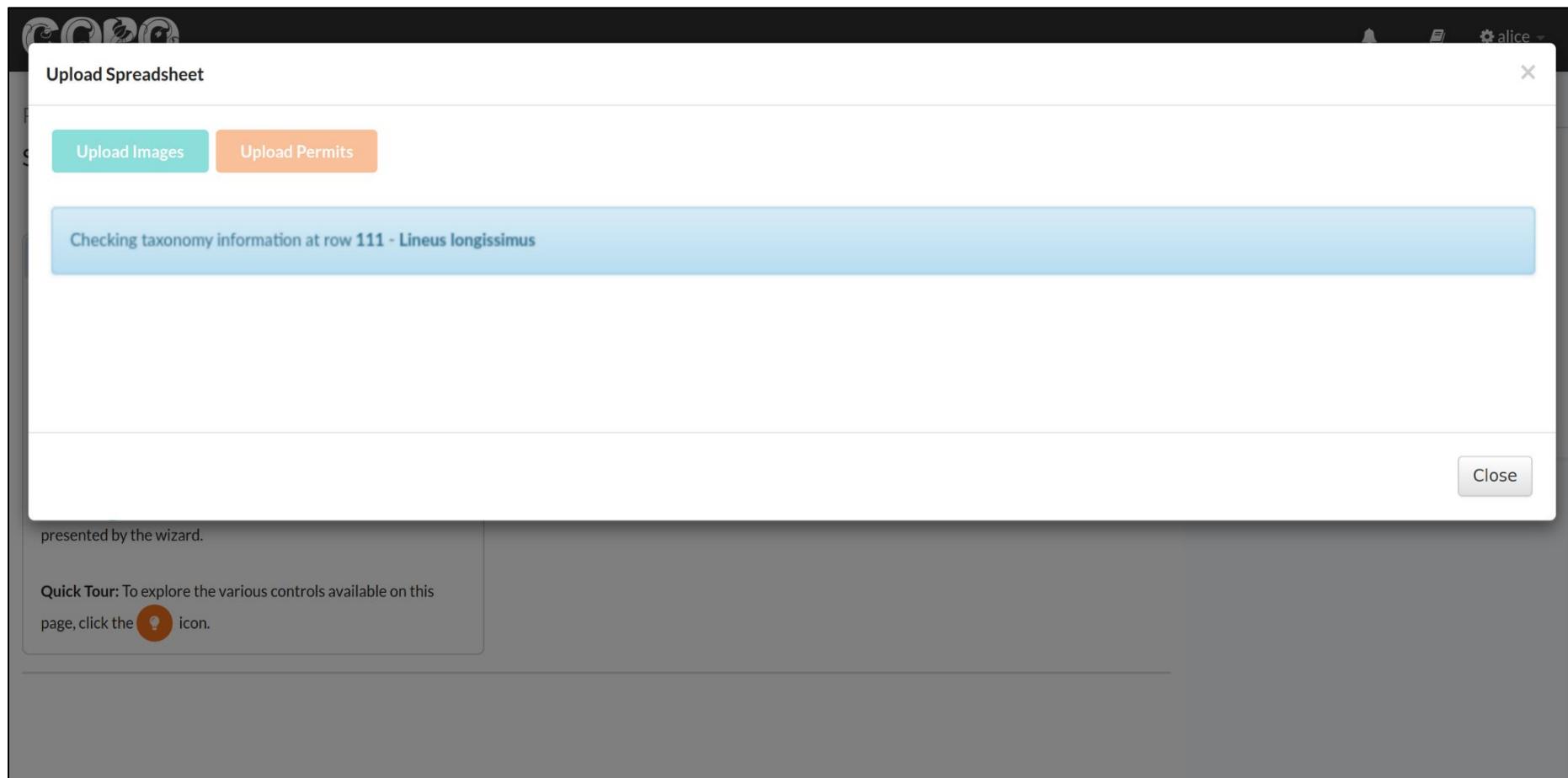
user through a step-by-step process of sample metadata attribution.

Use the  to initiate sample description and follow the steps presented by the wizard.

**Quick Tour:** To explore the various controls available on this page, click the .

Previous 1 Next

# COPO will validate taxonomy information and manifest format:



## What's happening (part 1):

- COPO is retrieving information from NCBI (National Center for Biotechnology Information) to check that the taxonomy information provided is correct. We also check that the TAXON\_ID is submittable to ENA.
- If some of the taxonomy fields are missing (excluding SCIENTIFIC\_NAME), COPO will make an educated guess about what these fields should be and will display warnings about what is going to be filled in.

**The taxonomy checks will be much quicker if you fill in TAXON\_ID.**

- COPO will substitute scientific name synonyms with the official scientific name. It will display a warning and also record the change in OTHER\_INFORMATION
- If any taxonomy field is incorrect, COPO will display an error and reject the manifest. You can download the error list with the red “Export Errors” button on the top right.
- **If you are unhappy with any of the warning/errors, DO NOT press finish; instead contact NCBI to discuss the taxonomy**



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# Manifest uploaded -taxonomy warnings:-

Upload Spreadsheet

Upload Images Upload Permits Export Errors

Synonym warning: *Asterina gibbosa* at row 294 is a synonym of *Asterina gibbosa* (Pennant, 1777). COPO will substitute the official scientific name.

Synonym warning: *Asterina gibbosa* at row 295 is a synonym of *Asterina gibbosa* (Pennant, 1777). COPO will substitute the official scientific name.

Synonym warning: *Asterina gibbosa* at row 296 is a synonym of *Asterina gibbosa* (Pennant, 1777). COPO will substitute the official scientific name.

Synonym warning: *Asterina gibbosa* at row 297 is a synonym of *Asterina gibbosa* (Pennant, 1777). COPO will substitute the official scientific name.

Synonym warning: *Aglais io* at row 336 is a synonym of *Inachis io*. COPO will substitute the official scientific name.

Synonym warning: *Aglais io* at row 337 is a synonym of *Inachis io*. COPO will substitute the official scientific name.

Synonym warning: *Aglais io* at row 338 is a synonym of *Inachis io*. COPO will substitute the official scientific name.

Synonym warning: *Satyrium w-album* at row 359 is a synonym of *Satyrium w-album*. COPO will substitute the official scientific name.

Synonym warning: *Aglais io* at row 385 is a synonym of *Inachis io*. COPO will substitute the official scientific name.

Synonym warning: *Melitaea athalia* at row 450 is a synonym of *Mellicta athalia*. COPO will substitute the official scientific name.

Synonym warning: *Colias crocea* at row 498 is a synonym of *Colias croceus*. COPO will substitute the official scientific name.

Synonym warning: *Colias crocea* at row 499 is a synonym of *Colias croceus*. COPO will substitute the official scientific name.

Synonym warning: *Colias crocea* at row 500 is a synonym of *Colias croceus*. COPO will substitute the official scientific name.

Synonym warning: *Colias crocea* at row 501 is a synonym of *Colias croceus*. COPO will substitute the official scientific name.

Synonym warning: *Colias crocea* at row 502 is a synonym of *Colias croceus*. COPO will substitute the official scientific name.

Synonym warning: *Colias crocea* at row 503 is a synonym of *Colias croceus*. COPO will substitute the official scientific name.

Synonym warning: *Colias crocea* at row 504 is a synonym of *Colias croceus*. COPO will substitute the official scientific name.

Synonym warning: *Melitaea athalia* at row 516 is a synonym of *Mellicta athalia*. COPO will substitute the official scientific name.

SAN.xlsx

This is a warning:  
COPO will make  
these changes



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# Manifest uploaded -taxonomy errors-:

The screenshot shows a modal window titled "Upload Spreadsheet" from the COPO application. The window contains several buttons: "Upload Images" (green), "Upload Permits" (orange), and "Export Errors" (red). A red error message box displays the file name "1row\_updated\_ashdiebacksyn\_wrongtaxid2.xlsx" and the error message "1. Invalid data: couldn't retrieve TAXON\_ID 7893 at row 2". In the bottom right corner of the error box, there is a small red rectangular placeholder. At the bottom of the window, there is a "Close" button. A "Quick Tour" link is located in the bottom left corner, accompanied by a lightbulb icon.

This is an error: COPO will not accept the manifest



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## What's happening (part 2):

- **ONLY IF** the taxonomy validation was successful and produced no errors, will COPO check the manifest against SOP specifications. This includes checks for general format, missing data, cells that have restricted values, etc..

# Manifest uploaded -compliance errors-:

The screenshot shows the COPO software interface with the following elements:

- Header:** COPO, Alice, and a user icon.
- Buttons:** Upload Spreadsheet, Upload Images (highlighted in green), Upload Permits, and Export Errors.
- Message Area:** A yellow box contains two messages:
  - Missing TAXON\_ID: row 2 - TAXON\_ID for Chalara Fraxinea will be filled with 746836
  - Synonym warning: Chalara Fraxinea at row 2 is a synonym of Hymenoscyphus fraxineus. COPO will substitute the official scientific name.
- Manifest File:** 1row\_updated\_ashdiebacksyn\_notaxid2\_nullrack.xlsx
- Errors:** A pink box lists three errors:
  - Field not found - DIFFICULT\_OR\_HIGH\_PRIORITY\_SAMPLE
  - Invalid data: WHOLE ORGANISM in column ORGANISM\_PART at row 2. Allowed values are ["\*\*OTHER\_FUNGAL\_TISSUE\*\*", "\*\*OTHER\_PLANT\_TISSUE\*\*", "\*\*OTHER\_REPRODUCTIVE\_ANIMAL\_TISSUE\*\*", "\*\*OTHER\_SOMATIC\_ANIMAL\_TISSUE\*\*", 'ABDOMEN', 'ANTERIOR\_BODY', 'BLADE', 'BLOOD', 'BODYWALL', 'BRACT', 'BRAIN', 'BUD', 'CAP', 'CEPHALOTHORAX', 'EGG', 'EGGSHELL', 'ENDOCRINE\_TISSUE', 'EYE', 'FAT\_BODY', 'FIN', 'FLOWER', 'GILL\_ANIMAL', 'GILL\_FUNGI', 'GONAD', 'HAIR', 'HEAD', 'HEART', 'HEPATOPANCREAS', 'HOLDFAST\_FUNGI', 'KIDNEY', 'INTESTINE', 'LEAF', 'LEG', 'LIVER', 'LUNG', 'MID\_BODY', 'MODULAR\_COLONY', 'MUSCLE', 'MYCELIUM', 'MYCORRHIZA', 'NOT\_COLLECTED', 'NOT\_APPLICABLE', 'NOT\_PROVIDED', 'OVARY\_ANIMAL', 'OVIDUCT', 'PANCREAS', 'PETIOLE', 'POSTERIOR\_BODY', 'SCALES', 'SCAT', 'SEEDLING', 'SEED', 'SHOOT', 'SKIN', 'SPERM\_SEMINAL\_FLUID', 'SPLEEN', 'SPORE', 'SPORE\_BEARING\_STRUCTURE', 'STEM', 'STIPE', 'STOMACH', 'TENTACLE', 'TERMINAL\_BODY', 'TESTIS', 'THALLUS\_FUNGI', 'THALLUS\_PLANT', 'THORAX', 'WHOLE\_ORGANISM', 'WHOLE\_PLANT']
  - Invalid data: REFERENCE GENOME in column PURPOSE\_OF\_SPECIMEN at row 2. Allowed values are ['REFERENCE\_GENOME', 'SHORT\_READ\_SEQUENCING', 'DNA\_BARCODING\_ONLY', 'RNA\_SEQUENCING']
- Note:** This manifest was compliant with SOP2.1 and cannot be accepted.

The errors should guide you to correct the manifest. You will have to correct and re-upload the updated spreadsheet



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# Manifest uploaded -correct manifest-:

Upload Spreadsheet

Upload Images    Upload Permits

Missing TAXON\_ID: row 2 - TAXON\_ID for Chalara Fraxinea will be filled with 746836  
Synonym warning: Chalara Fraxinea at row 2 is a synonym of Hymenoscyphus fraxineus. COPO will substitute the official scientific name.

Sample Metadata    Sample Images    Sample Permits

Show 10 entries    Search:

**Check the warnings if present**

| Series | Rack or Plate ID | Tube or Well ID | Specimen ID | Order or Group | Family      | Genus         | TAXON_ID | Scientific Name         |
|--------|------------------|-----------------|-------------|----------------|-------------|---------------|----------|-------------------------|
| 1      | null             | FF06763795      | SAN0000100  | HELOTALES      | HELOTIACEAE | HYMENOSCYPHUS | 746836   | HYMENOSCYPHUS FRAXINEUS |



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# Manifest uploaded -correct manifest-:

Upload Spreadsheet

Upload Images Upload Permits

Missing TAXON\_ID: row 2 - TAXON\_ID for Chalara Fraxinea will be filled with 746836  
Synonym warning: Chalara Fraxinea at row 2 is a synonym of Hymenoscyphus fraxineus. COPO will substitute the official scientific name.

Sample Metadata Sample Images Sample Permits

Preview of the manifest

Show 10 entries Search:

| SERIES | RACK_OR_PLATE_ID | TUBE_OR_WELL_ID | SPECIMEN_ID | ORDER_OR_GROUP | FAMILY      | GENUS         | TAXON_ID | SCIENTIFIC_NAME         |
|--------|------------------|-----------------|-------------|----------------|-------------|---------------|----------|-------------------------|
| 1      | null             | FF06763795      | SAN0000100  | HELOTIALES     | HELOTIACEAE | HYMENOSCYPHUS | 746836   | HYMENOSCYPHUS FRAXINEUS |



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# Upload images:

Upload Spreadsheet

Upload Images    Upload Permits

Missing TAXON\_ID at row 2 - TAXON\_ID for Chalara Fraxinea will be filled with 746836  
Synonym warning: Chalara Fraxinea at row 2 is a synonym of Hymenoscyphus fraxineus. COPO will substitute the official scientific name.

Sample Metadata    Sample Images    Sample PDF

Show 10 entries

Search:

File names of any associated images must be the same as "SPECIMEN\_ID" with the extension ".jpg" or ".png"

| SERIES | RACK_OR_PLATE_ID | TUBE_OR_WELL_ID | SPECIMEN_ID | ORDER_OR_GROUP | FAMILY      | GENUS         | TAXON_ID | SCIENTIFIC_NAME         |
|--------|------------------|-----------------|-------------|----------------|-------------|---------------|----------|-------------------------|
| 1      | null             | FF06763795      | SAN0000100  | HELOTIALES     | HELOTIACEAE | HYMENOSCYPHUS | 746836   | HYMENOSCYPHUS FRAXINEUS |



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# Uploaded images:

COPC

Upload Spreadsheet

[Upload Images](#) [Upload Permits](#)

Missing TAXON\_ID: row 2 - TAXON\_ID for Chalara Fraxinea will be filled with 746836  
Synonym warning: Chalara Fraxinea at row 2 is a synonym of *Hymenoscyphus fraxineus*. COPC will substitute the official scientific name.

Sample Metadata    Sample Images    Sample Permits

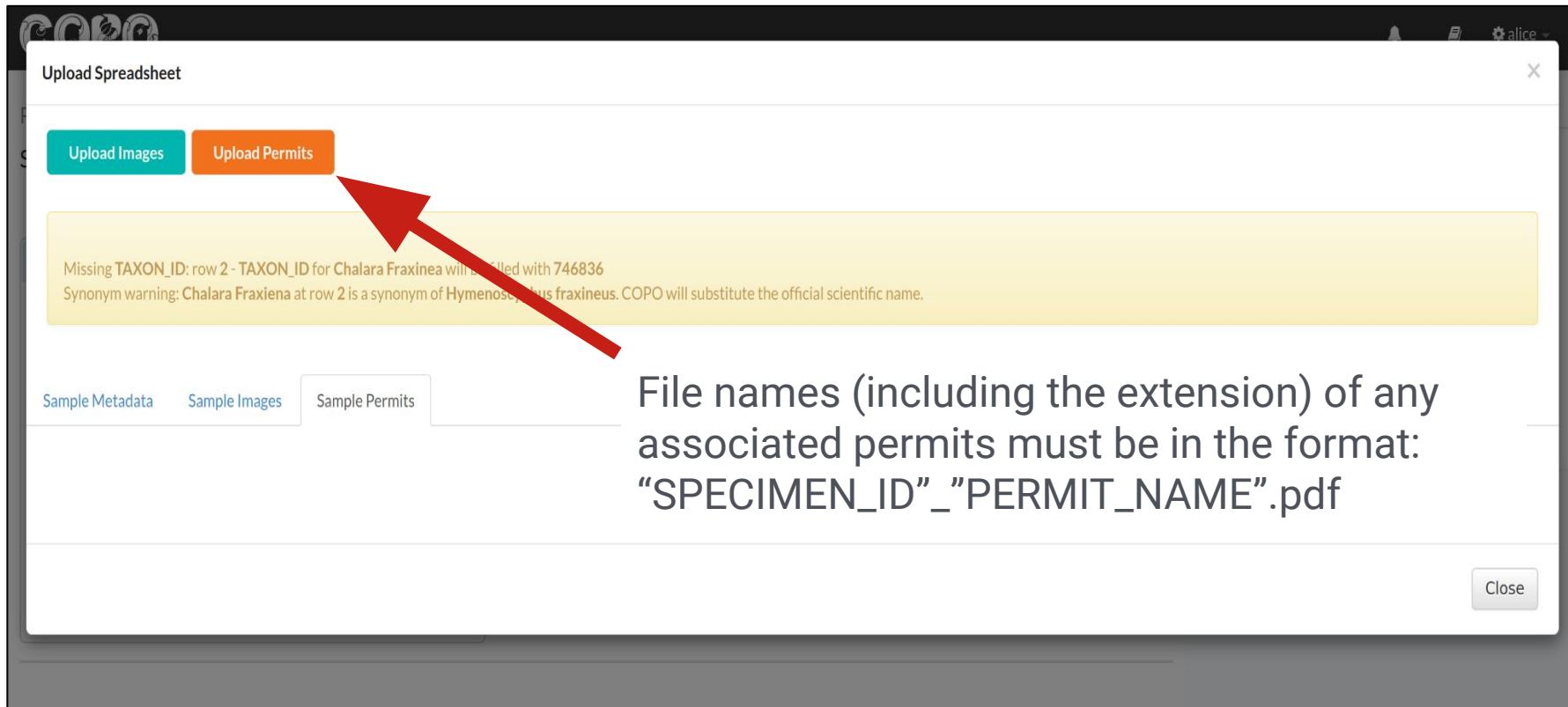
Show 10 entries Search:

| Specimen ID | Image File     | Image  |
|-------------|----------------|--|
| SAN0000100  | SAN0000100.png |  |

Showing 1 to 1 of 1 entries

Previous [1](#) Next

# Upload permits:



File names (including the extension) of any associated permits must be in the format: "SPECIMEN\_ID"\_"PERMIT\_NAME".pdf

**IMPORTANT** - If you have more than one permit file to upload, they must be uploaded at the same time i.e. after you have clicked the "Upload Permits" button, navigate to the directory where the permits are stored and **CTRL + click** all of the permits so that all the permits are highlighted and uploaded at the same time.

All permit files have to be selected/opened from the directory and uploaded together not one after the other.

# Uploaded permits:

Upload Spreadsheet

Upload Images Upload Permits Finish

Missing TAXON\_ID: row 2 - TAXON\_ID for Chalara Fraxinea will be filled with 746836  
Synonym warning: Chalara Fraxiena at row 2 is a synonym of Hymenoscyphus fraxineus. COPO will substitute the official scientific name.

Sample Metadata Sample Images Sample Permits

Show 10 entries Search:

| Specimen ID        | Permit Files                            | Notes |
|--------------------|---|-------|
| ERGA_DS_382X_01_01 | ERGA_DS_382X_01_01_SAMPLING_PERMITS.pdf |       |
| ERGA_TD_5269_01    | ERGA_TD_5269_01_SAMPLING_PERMITS.pdf    |       |

Showing 1 to 2 of 2 entries Previous 1 Next

**Close**

# Create the samples in COPO by clicking “Finish”:

Upload Spreadsheet

Upload Images   Upload Permits   **Finish**

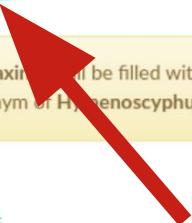
Missing TAXON\_ID: row 2 - TAXON\_ID for *Chalara Fraxinea* will be filled with 746836  
Synonym warning: *Chalara Fraxinea* at row 2 is a synonym of *Hyphomycophus fraxineus*. COPO will substitute the official scientific name.

Sample Metadata   Sample Images   Sample Permits

Show 10 entries   Search:

| Specimen ID | Image File     | Image  |
|-------------|----------------|--|
| SAN0000100  | SAN0000100.png |  |

Showing 1 to 1 of 1 entries   Previous 1 Next



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# Uploaded samples:

The screenshot shows the COPD software interface. At the top, there is a dark header bar with the COPD logo on the left and user information 'alice' on the right. Below the header, the main interface has a title 'Profile: Profile 1' and a section titled 'Samples'. On the left, there are three circular icons: orange (lightbulb), green (grid), and teal (list). To the right of these are several buttons: 'Select all', 'Select filtered', 'Clear selection', 'Export CSV', 'Source list' (highlighted in yellow), and 'Describe'. A search bar labeled 'Search Samples' is also present. The main content area displays a table of sample data. The table has columns for Name, Collected By, Date of Collection, Sex, Lifestage, Identified By, Identifier Affiliation, Common Name, and Spec Id. The first row shows data for a sample collected by Julie Ahringer and Richard Durbin on 2020-08-22, identified by Mark Blaxter from Sanger Institute, with common names lugworm and SANC. A green '+' icon is visible next to the 'Collected By' column. The table includes sorting arrows for each column. On the right side of the screen, there is a sidebar with 'Info' and 'Help' tabs. The 'Help' tab is active, showing a 'Search Help' input field and a 'Help Topics' section with links to 'Describing samples' and 'Sample types'. It also shows '1 to 2 of 2 topics' and navigation buttons for 'Previous', '1', and 'Next'.

| Name | Collected By                    | Date of Collection | Sex  | Lifestage               | Identified By | Identifier Affiliation | Common Name | Spec Id |
|------|---------------------------------|--------------------|------|-------------------------|---------------|------------------------|-------------|---------|
|      | JULIE AHRINGER   RICHARD DURBIN | 2020-08-22         | MALE | SPORE_BEARING_STRUCTURE | MARK BLAXTER  | SANGER INSTITUTE       | lugworm     | SANC    |

## Sample Managers:

- At this point, the sample managers will be emailed that a new manifest has been uploaded. They will be able to accept or reject each sample after inspection.

After samples are approved by a sample manager, they will be submitted to ENA (European Nucleotide Archive). Accessions can be inspected by scrolling right in the previous view.



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# Accepted samples:

CCPO

Profile: Profile 1

Samples

Select all Select filtered Clear selection Export CSV Source list Describe Search Samples

Showing 1 to 1 of 1 records Click + beside a record to view extra details

| Voucher ID     | Manifest ID                          | Biosample Accession | SRA Accession | Submission Accession | Status   | Public Name | Date Modified   |
|----------------|--------------------------------------|---------------------|---------------|----------------------|----------|-------------|-----------------|
| NOT APPLICABLE | 1943d3d2-7976-4563-859e-6877fb1d2560 | SAMEA7491029        | ERS5247681    | ERA3031374           | accepted | gyHymFrax1  | [object Object] |

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## Updating samples:

- To update samples, reupload a manifest with the amended changes. The new value will be detected and updated automatically once the resubmission is successfully completed.
- To update the taxonomy of a sample, make an email request to [ei.copo@earlham.ac.uk](mailto:ei.copo@earlham.ac.uk) detailing the **biosample accession** of the sample and the new **SCIENTIFIC\_NAME** of the sample. We will update the taxonomy field accordingly.

More information regarding sample updates can be found [here](#).

**NB:** Not all field values of existing samples can be updated by resubmitting a manifest with the amendments. The fields that can be updated are listed [here](#).



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If you encounter any errors or unexpected behaviour, please email [ei.copo@earlham.ac.uk](mailto:ei.copo@earlham.ac.uk) or open a GitHub issue in the [COPo repository](#) at the bottom of the page.

If you have a feature request for future releases, please open an issue in the GitHub repository.



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