



PROJECT DELIVERABLE REPORT

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** Type: R – Report; P – Prototype; D – Demonstrator; - O - Other



INTRODUCTION

During the process of uploading data we have collated questions by users and re-organised and developed them into a series of Frequently Asked Questions (FAQs). These FAQs can help users as they embark upon uploading of data into the Phenotype Database.

This is added to the website and available under WP6.

OVERVIEW OF THE DOCUMENT PRODUCED

The FAQ document has been added to the WP6 section of the ENPADASI website in order to assist people as they are uploading data.

As progress is made going forward we envisage that this document will be modified and updated.

Frequently Asked Questions

USING THE DASHIN DATABASE INTERFACE

- **AFTER UPLOADING MY SUBJECT DATA WHY IS THE ORDER OF MY DATA IS DIFFERENT TO MY BASE FILE, WITH A GAP OF SEVERAL BLANK COLUMNS BETWEEN SOME VARIABLES?**
If you look at the available fields on the left-hand side for that particular template you will see the order that they will appear on the system. You may change this order to suit your data, however this will impact on the order of data for other studies. Similarly, if other studies change this order this will be reflected on your study output also.
- **CAN OTHER STUDY INVESTIGATORS DELETE ANY OF MY AVAILABLE DATA FIELDS?**
No. Although the order of the available fields may be changed by other studies, no field that has data associated with it can be removed.
- **WHAT IF I DON'T HAVE AN ACCOUNT?**
You must register for an account at the website dashin.eu and sign up. Provide a user name in the form of your first name.last name, an email contact address and your details will be sent in a few days
- **DO MY DATA HAVE TO BE FORMATTED IN A PARTICULAR WAY FOR UPLOADING?**
Yes, contained within the training pack (located in work package 6 section of the ENPADASI.eu website) you will find sample files describing your study and how to represent your individual raw files. These files have been formatted in the correct way for upload and can be used as an example to format your files in the correct way.



- **WHAT DO THE GREEN ARROWS BESIDE SOME OF THE STUDY UPLOAD FIELDS INDICATE?**
These are mandatory fields that must be completed in order to progress to the next stage of the upload.
- **WHAT IS READER VS WRITER ACCESS?**
When a study does not have public design, it cannot be viewed on the all studies overpage and therefore only those account holders assigned as readers can view the study. If you wish for all users to know your study is in the system you must click yes to public design. Writers have the additional ability to edit any aspect of the uploaded data including additions or deletions. Users are advised to make writer access to those who have permissions to edit the data.
- **WHAT HAPPENS IF I MAKE A MISTAKE IN THE UPLOADING OF DATA?**
If a mistake is made in the upload of data, at each part there is the delete samples function at the bottom of each upload stage enabling the user to delete the unrequired data and re-start the upload process for that part.
- **I HAVE NEW UPDATED DATA TO UPLOAD –HOW DO I REPLACE THE OLD VERSIONS?**
If it is essential to re-upload and replace older versions of the data, it is imperative to contact the helpdesk at TNO before any further action is taken. It is not recommended for the user to undertake this process on their own.
- **THE STUDY ADMINISTER IS WORKING ON ANOTHER PROJECT, CAN I DE-REGISTER THIS PERSON AND REPLACE WITH ANOTHER?**
Yes, at the edit study page, it is possible to remove/add write or read access for persons of your choice
- **I AM HAVING TROUBLE ADDING A PUBLICATION USING THE TITLE- WHAT SHOULD I DO?**
The optimal way to add a publication is using its DOI as provided within Pubmed. This can be located at the end of the study abstract.
- **I HAVE TROUBLE EXPORTING DATA, WHAT DO I DO?**
Check whether the export is ready, it may take minutes before the export is completed. Otherwise, close your browser and try again. If the problem continues for occur, contact the administrators of the Phenotype database (ferry.jagers@tno.nl and Jildau.bouwman@tno.nl), please try to describe as detailed as possible what you have done.
- **THE WEBSITE IS FROZEN AND I CAN'T GET INTO MY ACCOUNT**
Close your browser and try again. If that does not work check whether your internet connection is working. If the problem continues for occur, contact the administrators of the Phenotype database (ferry.jagers@tno.nl and Jildau.bouwman@tno.nl), please try to describe as detailed as possible what you have done.
- **I HAVE ACCIDENTALLY DELATED DATA –HOW DO I RECOVER IT?**



The data are removed from the database and thereby cannot be recovered by the user. If the data is uploaded more than a day ago, the data will be available in the daily backup and thereby can be recovered by the administrators (ferry.jagers@tno.nl and Jildau.bouwman@tno.nl).

- **HOW DO I ADD A COMMENT OR ASK A QUESTION WITHIN THE HELP FUNCTION OF DASHIN AS GITHUB REQUIRES A USERNAME AND PASSWORD?**

Please contact the administrators of the Phenotype database (ferry.jagers@tno.nl and Jildau.bouwman@tno.nl).

- **I AM CONFUSED BY SOME OF THE TERMINOLOGY USED SUCH AS FEATURES, MODULES AND ASSAYS, WHERE CAN I FIND MORE INFORMATION?**

You can find this information in the quick user guide that you can find on the home page of the phenotype database (for the TNO instance <https://dashin.eu/interventionstudies/>)

- **I DON'T WANT MY STUDY TO BE PUBLIC HOW CAN I ENSURE THAT IT IS NOT?**

By default only person that uploads the data has access to the study. If you wish for all users to know your study is in the system you must click yes to public design in the first step of the study upload wizard. This only makes the design public. Thereafter, you can make specific assays visible to the public on the assay step of the wizard.

- **IF I MAKE MY STUDY PRIVATE, WHAT INFORMATION WILL OTHERS BE ABLE TO SEE ABOUT MY STUDY?**

Nobody can see the information of your private study, but the administrators of your instance (for the TNO instance Jildau Bouwman and Ferry Jagers)

- **WITHIN STUDY TEMPLATE OPTIONS FOR HUMAN STUDIES, THE SAME OPTION IS THERE FOR OBSERVATIONAL AND INTERVENTION STUDIES- WHY HAS THIS NOT BEEN SEPARATED?**

This was not separated for reasons of standardization of the information

- **WHAT IS THE PURPOSE OF A TEMPLATE ADMINISTRATOR?**

A template administrator can adjust the templates on the steps in the study upload wizard. A user can only request new templates or fields within a template.

- **WHY CAN THERE BE ONLY 1 TEMPLATE ADMINISTRATOR PER STUDY/CONSORTIUM?**

For purpose of standardization the number of template administrators is limited.

- **I HAVE A VARIABLE WITHIN ONE OF THE TEMPLATES (SUBJECTS) THAT DOESN'T APPEAR TO BE WITHIN THE LIST OF AVAILABLE FIELDS - HOW CAN I ADD A NEW FIELD?**

You can request a new field in the lower right corner of the template pop-up. A template administrator can then add your field to the specific template.



CONCLUSIONS

Herein, we give an overview of the FAQ document produced for use in conjunction with the Phenotype Database. The document is designed to aid researchers in steps/questions they may have in relation to uploading their data and use of the database.

The resource is available online through the ENPADASI website.