

1. We can now try creating a new asset in the **individuals** namespace. Right click **individuals** and select “Create Asset(s)”.

server: connected aaf:unimelb:toms [Tom Schmidt]

Asset Finder

Deep Search AUTO View Filters Namespace

Collections

- Files
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- Metadata

FAVOURITES:

- Applications
  - dicom
- projects
  - cryo-em
  - proj-hoffmann\_data-1128.4.49
    - Queries
    - data
    - individuals
    - libraries
  - training

35280960 [14] chn\_alb\_A001

35281030 [12] chn\_alb\_A002

35281033 [9] chn\_alb\_A003

35281798 [9] chn\_alb\_A004

35282328 [7] chn\_alb\_A005

Create Asset(s)

Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

1. Name etc. 2. Shape 3. Metadata 4. Content

Name: foot\_alb18\_id001

Type:

Description:

Collection:

Licence:

Revision History Notes:

metadata proj-hoffmann\_data-1128.4.49:individuals\_metadata is invalid: mandatory field date\_current\_update is missing a value

Inherited Quota:  
allocation: 5 TB used: 535.955 GB  
89% free

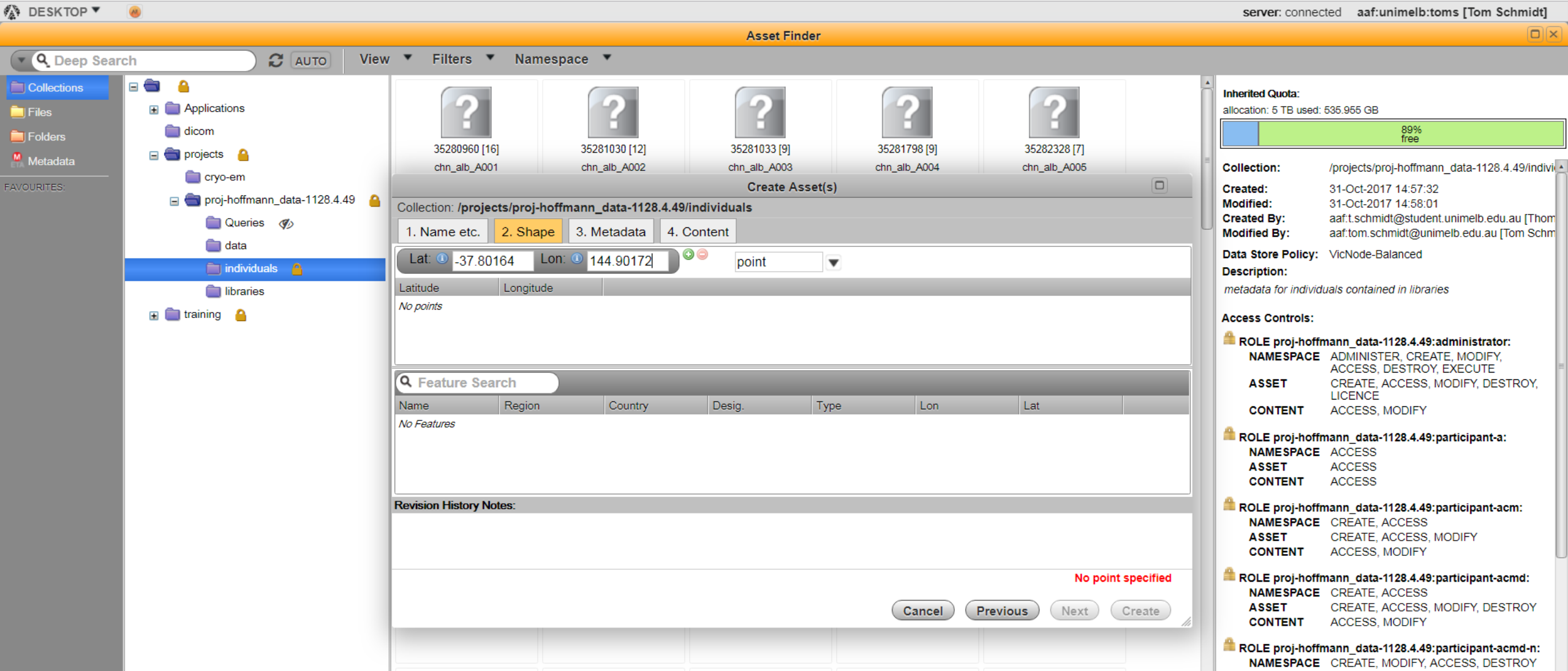
Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

Created: 31-Oct-2017 14:57:32  
Modified: 31-Oct-2017 14:58:01  
Created By: aaf.t.schmidt@student.unimelb.edu.au [Thomas L  
Modified By: aaf.tom.schmidt@unimelb.edu.au [Tom Schmidt]

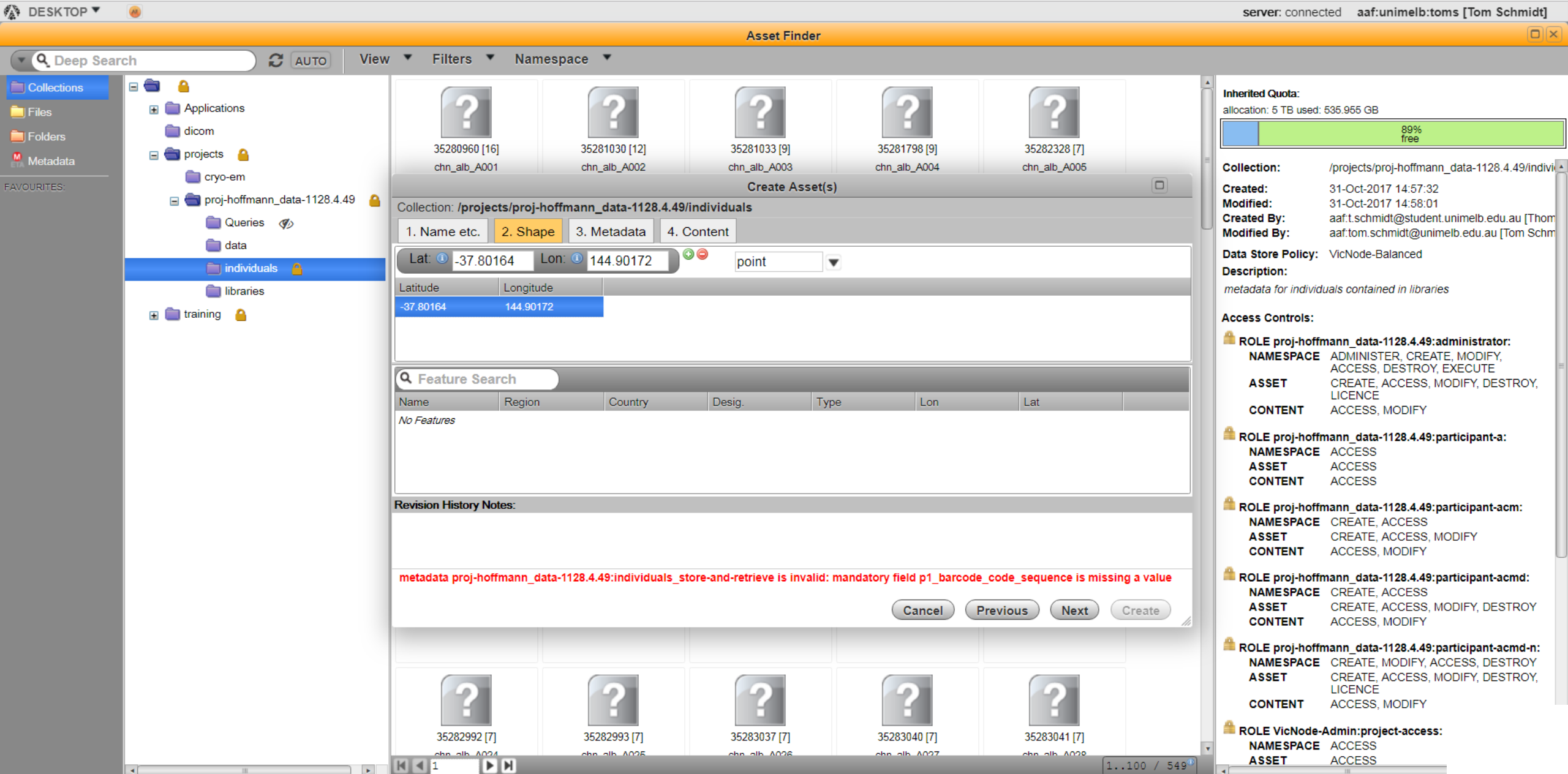
Data Store Policy: VicNode-Balanced

Description: metadata for individuals contained in libraries

2. First, we'll have to give our asset a name. Of primary importance here is to produce a name that is unique. There are various ways in which this can be achieved. One way is to incorporate the project of which the individual is part into its name.  
In this example, we are adding a dummy individual – an imaginary *Aedes albopictus* collected from Footscray in 2018. Thus we have called it “foot\_alb18\_id001”. All individuals within this project can be assigned the same prefix of “foot\_alb18”, while the “id001” delineates between this individual and others within the project.



- Next, move to then **2. Shape** tab. If the individual was collected from the field, it should be georeferenced, and here you can enter its location in decimal degrees (to five decimal places). If the individual was from the lab, leave this tab blank. Remember that, in decimal degrees, North and East are positive, South and West are negative.



4. After entering the location, press the green “+” on the right, then select the value from the list below. It should automatically recognise this as ‘point’ data.

DESKTOP server: connected aaf:unimelb:toms [Tom Schmidt] Create Asset(s)

Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

1. Name etc. 2. Shape 3. Metadata 4. Content

Metadata

- proj-hoffmann\_data-1128.4.49:individuals\_metadata
- proj-hoffmann\_data-1128.4.49:individuals\_storage
- proj-hoffmann\_data-1128.4.49:individuals\_locations
- proj-hoffmann\_data-1128.4.49:individuals\_store-and-retrieve
- proj-hoffmann\_data-1128.4.49:individuals\_name
- proj-hoffmann\_data-1128.4.49:individuals\_assays

**date\_current\_update:**

**person\_current\_update:**  ▼

**scientific\_name\_species:**  ▼

**common\_name\_species:**  ▼

**individual\_description:**

**date\_collection:**      
ISO8601 format has the following structure: YYYY-MM-DD If exact date unknown, give Jul 1st of that year. If year unknown, give Jul 1st 0001

**person\_collection:**  ▼  
If unknown, put "unknown"

**dev\_stage\_collected:**  ▼

**dev\_stage\_stored:**  ▼

**person\_identified:**  ▼

**isolate:**

**isolation\_source:**   
e.g. ovitrap, sample site

**mol\_type:**  ▼

**publication\_id:**  ▼

**sex:**  ▼

**strain:**

**sampling\_type:**  ▼  
If from the field, you must fill out the "individuals\_locations" document

Allow incomplete:  Allow invalid:

Revision History Notes:

5. Now we can fill out the metadata for our individual, "foot\_alb18\_id001". Click on the **3. Metadata** tab. We can now see two windows. On the left, there is a list of six document types: **individuals\_metadata**, **individuals\_storage**, **individuals\_locations**, **individuals\_store-and-retrieve**, **individuals\_name**, and **individuals\_assays**.

Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

- 1. Name etc.
- 2. Shape
- 3. Metadata
- 4. Content

- Metadata
- proj-hoffmann\_data-1128.4.49:individuals\_metadata
  - proj-hoffmann\_data-1128.4.49:individuals\_storage
  - proj-hoffmann\_data-1128.4.49:individuals\_locations
  - proj-hoffmann\_data-1128.4.49:individuals\_store-and-retrieve
  - proj-hoffmann\_data-1128.4.49:individuals\_name
  - proj-hoffmann\_data-1128.4.49:individuals\_assays

**date\_current\_update:**  ISO8601 format has the following structure: YYYY-MM-DD If exact date unknown, give Jul 1st of that year. If year unknown, give Jul 1st 0001

**person\_current\_update:**

**scientific\_name\_species:**

**common\_name\_species:**

**individual\_description:**

**date\_collection:** 01-Jan-0000 ISO8601 format has the following structure: YYYY-MM-DD If exact date unknown, give Jul 1st of that year. If year unknown, give Jul 1st 0001

person\_collection:

dev\_stage\_collected:

**dev\_stage\_stored:**

person\_identified:

isolate:

isolation\_source:  e.g. ovitrap, sample site

**mol\_type:**

publication\_id:

**sex:**

strain:

**sampling\_type:**  If from the field, you must fill out the \*individuals\_locations\* document

Allow incomplete:  Allow invalid:

Revision History Notes:

metadata proj-hoffmann\_data-1128.4.49:individuals\_metadata is invalid: mandatory field date\_current\_update is missing a value

6. In the **individuals\_metadata** document, we see 17 metadata elements (on the right hand side). Some of these are in **bold**, some are not. Those in bold are mandatory to fill out, those not in bold are optional. If you still have mandatory elements to complete, you will see a warning in red at the bottom of the page.

DESKTOP server: connected aaf:unimelb:toms [Tom Schmidt]

Create Asset(s)

Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

1. Name etc. 2. Shape 3. Metadata 4. Content

Metadata

- proj-hoffmann\_data-1128.4.49:individuals\_metadata
- proj-hoffmann\_data-1128.4.49:individuals\_storage
- proj-hoffmann\_data-1128.4.49:individuals\_locations
- proj-hoffmann\_data-1128.4.49:individuals\_store-and-retrieve
- proj-hoffmann\_data-1128.4.49:individuals\_name
- proj-hoffmann\_data-1128.4.49:individuals\_assays

**date\_current\_update:**  *not on this list, please contact Tom Schmidt.*

**person\_current\_update:**  *Date when this record was last updated.*

**scientific\_name\_species:**  *Field data type: date  
Time: NO  
not on this list, please contact Tom Schmidt.*

**common\_name\_species:**  *This field is mandatory  
Select the species from this list. If it is not listed here, please contact Tom Schmidt.*

**individual\_description:**  *Include here any information that may be of value to a future researcher. (e.g. Was the whole individual used or only the abdomen? Was the DNA high quality or low quality? Which project was this individual part of?)*

**date\_collection:**  *If exact date unknown, give Jan 1st of that year. If year unknown, give Jan 1st 0001*

**person\_collection:**  *If unknown, put "unknown"*

**dev\_stage\_collected:**  *If unknown, select "unknown"*

**dev\_stage\_stored:**  *If unknown, select "unknown"*

**person\_identified:**  *Select the name from this list. If they are not on this list, please contact Tom Schmidt.*

**isolate:**  *Isolate could refer to: sample site, ovitrap, treatment group, etc*

**isolation\_source:**  *e.g. ovitrap, sample site, treatment group*

Allow incomplete:  Allow invalid:

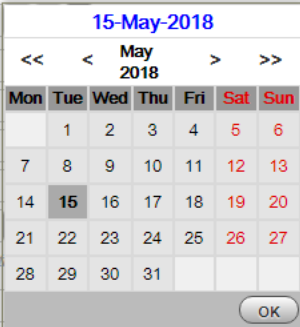
7. On the left of each element, there is a little **(i)** symbol. If you hover the mouse over the **(i)** symbol, a description of the metadata element will appear. This will help explain how to fill out each element.

Additional information is also listed in grey beneath many of the elements.

Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

- 1. Name etc.
- 2. Shape
- 3. Metadata
- 4. Content

- Metadata
- proj-hoffmann\_data-1128.4.49:individuals\_metadata
  - proj-hoffmann\_data-1128.4.49:individuals\_storage
  - proj-hoffmann\_data-1128.4.49:individuals\_locations
  - proj-hoffmann\_data-1128.4.49:individuals\_store-and-retrieve
  - proj-hoffmann\_data-1128.4.49:individuals\_name
  - proj-hoffmann\_data-1128.4.49:individuals\_assays

**date\_current\_update:**  

**person\_current\_update:**

**scientific\_name\_species:**

**common\_name\_species:**

**individual\_description:**

**date\_collection:**   
ISO8601 format has a 4 digit year. If year unknown, give Jul 1st of that year. If year unknown, give Jul 1st 0001

**person\_collection:**   
If unknown, put "unknown"

**dev\_stage\_collected:**

**dev\_stage\_stored:**

**person\_identified:**

**isolate:**

**isolation\_source:**   
e.g. ovitrap, sample site

**mol\_type:**

**publication\_id:**

**sex:**

**strain:**

**sampling\_type:**   
If from the field, you must fill out the \*individuals\_locations\* document

Allow incomplete:  Allow invalid:

metadata proj-hoffmann\_data-1128.4.49:individuals\_metadata is invalid: mandatory field date\_current\_update is missing a value

8. You can also see that some elements have a drop-down list to choose from entries (a dictionary), while some use calendars to select dates, and others you fill out manually (a string). Clicking on the calendar next to **date\_current\_update** allows us to select today's date as the entry for this element.



Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

- 1. Name etc.
- 2. Shape
- 3. Metadata
- 4. Content

- Metadata
- proj-hoffmann\_data-1128.4.49:individuals\_metadata
  - proj-hoffmann\_data-1128.4.49:individuals\_storage
  - proj-hoffmann\_data-1128.4.49:individuals\_locations
  - proj-hoffmann\_data-1128.4.49:individuals\_store-and-retrieve
  - proj-hoffmann\_data-1128.4.49:individuals\_name
  - proj-hoffmann\_data-1128.4.49:individuals\_assays

**date\_current\_update:** 15-May-2018

**person\_current\_update:** [dropdown menu]

**scientific\_name\_species:** [dropdown menu]

**common\_name\_species:** [dropdown menu]

**individual\_description:** [text input]

**date\_collection:** [dropdown menu]

**person\_collection:** [dropdown menu]

**dev\_stage\_collected:** [dropdown menu]

**dev\_stage\_stored:** [dropdown menu]

**person\_identified:** [dropdown menu]

**isolate:** [dropdown menu]

**isolation\_source:** [text input]

**mol\_type:** [dropdown menu]

**publication\_id:** [dropdown menu]

**sex:** [dropdown menu]

**strain:** [text input]

**sampling\_type:** [dropdown menu]

*If from the field, you must fill out the \*individuals\_locations\* document*

Allow incomplete:  Allow invalid:

Revision History Notes:

metadata proj-hoffmann\_data-1128.4.49:individuals\_metadata is invalid: mandatory field person\_current\_update is missing a value

- We can now fill out the remaining elements of metadata. Click the tab next to **person\_current\_update** and select your name. If you are not listed here, contact Tom Schmidt to get it added. Same goes for any time your entry is not listed within one of our metadata dictionaries.

DESKTOP server: connected aaf:unimelb:toms [Tom Schmidt]

Create Asset(s)

Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

1. Name etc. 2. Shape 3. Metadata 4. Content

Metadata

- proj-hoffmann\_data-1128.4.49:individuals\_metadata
- proj-hoffmann\_data-1128.4.49:individuals\_storage
- proj-hoffmann\_data-1128.4.49:individuals\_locations
- proj-hoffmann\_data-1128.4.49:individuals\_store-and-retrieve
- proj-hoffmann\_data-1128.4.49:individuals\_name
- proj-hoffmann\_data-1128.4.49:individuals\_assays

**date\_current\_update:** 15-May-2018

**person\_current\_update:** Tom Schmidt

**scientific\_name\_species:** Aedes albopictus

**common\_name\_species:** Asian Tiger Mosquito

**individual\_description:** Test individual for demonstration only

**date\_collection:** 01-Jan-0000  
*ISO8601 format has the following structure: YYYY-MM-DD If exact date unknown, give Jul 1st of that year. If year unknown, give Jul 1st 0001*

**person\_collection:**  
*If unknown, put "unknown"*

**dev\_stage\_collected:**

**dev\_stage\_stored:**

**person\_identified:**

**isolate:**

**isolation\_source:**  
*e.g. ovitrap, sample site*

**mol\_type:**

**publication\_id:** + -

**sex:**

**strain:**

**sampling\_type:**  
*If from the field, you must fill out the "individuals\_locations" document*

Allow incomplete:  Allow invalid:

Revision History Notes:

10. Some of the elements must be filled out manually. For instance, in **individual\_description** you should provide any information that is not listed elsewhere, but that might yet be useful for a researcher to know. This might be information common to all individuals in that library (e.g. "Only abdomens were used for DNA extraction.") or specific to this individual alone (e.g. "Lightcycler assay confirmed individual is non-Aegypti.")

DESKTOP server: connected aaf:unimelb:toms [Tom Schmidt]

Create Asset(s)

Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

1. Name etc. 2. Shape 3. Metadata 4. Content

Metadata

- proj-hoffmann\_data-1128.4.49:individuals\_metadata
- proj-hoffmann\_data-1128.4.49:individuals\_storage
- proj-hoffmann\_data-1128.4.49:individuals\_locations
- proj-hoffmann\_data-1128.4.49:individuals\_store-and-retrieve
- proj-hoffmann\_data-1128.4.49:individuals\_name
- proj-hoffmann\_data-1128.4.49:individuals\_assays

**date\_current\_update:** 15-May-2018

**person\_current\_update:** Tom Schmidt

**scientific\_name\_species:** Aedes albopictus

**common\_name\_species:** Asian Tiger Mosquito

**individual\_description:** Test individual for demonstration only

**date\_collection:** 01-May-2018  
*ISO8601 format has the following structure: YYYY-MM-DD If exact date unknown, give Jul 1st of that year. If year unknown, give Jul 1st 0001*

**person\_collection:** Tom Schmidt  
*If unknown, put "unknown"*

**dev\_stage\_collected:** Egg

**dev\_stage\_stored:** Adult

**person\_identified:** Tom Schmidt

**isolate:** Footscray Train Station

**isolation\_source:** Ovitrap  
*e.g. ovitrap, sample site*

**mol\_type:** genomic DNA

**publication\_id:** NOT PUBLISHED

**sex:** female

**strain:**

**sampling\_type:** field  
*If from the field, you must fill out the "individuals\_locations" document*

Allow incomplete:  Allow invalid:

Revision History Notes:

11. We have now filled out the rest of the **individuals\_metadata** document for “foot\_alb18\_id001”. Note we left blank the entry for **strain**, as this is not relevant information for this field-collected individual. As we selected “field” for **sampling\_type**, we must enter locational information in the **individuals\_locations** document.

DESKTOP server: connected aaf:unimelb:toms [Tom Schmidt]

Create Asset(s)

Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

1. Name etc. 2. Shape 3. Metadata 4. Content

Metadata

- proj-hoffmann\_data-1128.4.49:individuals\_metadata
- proj-hoffmann\_data-1128.4.49:individuals\_storage
- proj-hoffmann\_data-1128.4.49:individuals\_locations
- proj-hoffmann\_data-1128.4.49:individuals\_store-and-retrieve
- proj-hoffmann\_data-1128.4.49:individuals\_name
- proj-hoffmann\_data-1128.4.49:individuals\_assays

dna\_tube1\_label: test\_1

dna\_tube1\_location: Hoffmann Lab, -80C Freezer, 3rd level, Draw

dna\_tube1\_conc: 12.5

dna\_tube2\_label:

dna\_tube2\_location:

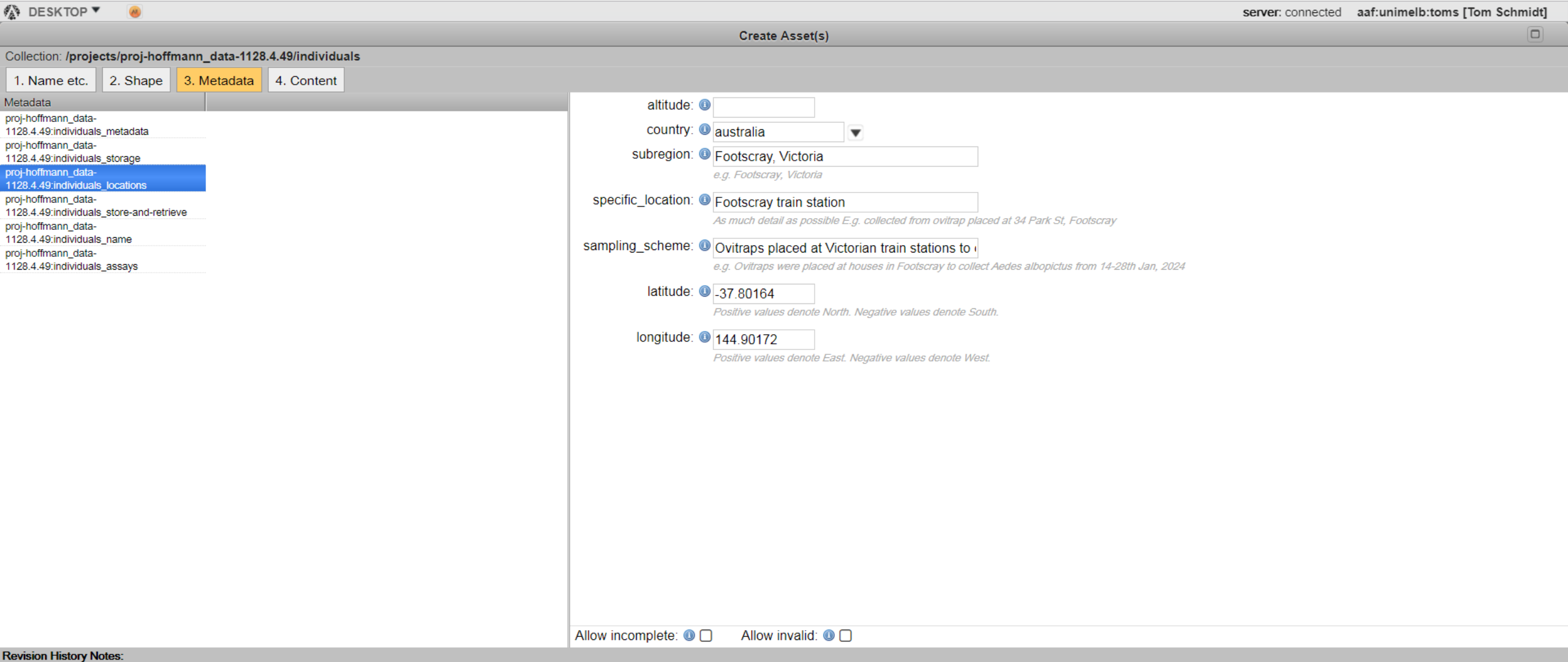
dna\_tube2\_conc:

initial\_storage\_solution: 100% ethanol

Allow incomplete:  Allow invalid:

Revision History Notes:

12. We can now fill out each document listed on the left. The **individuals\_storage** document holds metadata concerning the physical tube(s) containing DNA from this individual. Among the elements here, **tube1** and **tube2** refer to cases in which multiple elutions may have been taken from an individual. For “foot\_alb18\_id001” only a single elution was taken, so we can leave the **tube2** entries blank.



- The **individuals\_locations** document holds locational metadata. The **altitude** element can generally be left blank unless this is of significant interest and/or cannot be derived from the georeferenced data provided. The **latitude** and **longitude** elements will be the same as entered under the **Shape** tab.

DESKTOP server: connected aaf:unimelb:toms [Tom Schmidt]

Create Asset(s)

Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

1. Name etc. 2. Shape 3. Metadata 4. Content

Metadata

- proj-hoffmann\_data-1128.4.49:individuals\_metadata
- proj-hoffmann\_data-1128.4.49:individuals\_storage
- proj-hoffmann\_data-1128.4.49:individuals\_locations
- proj-hoffmann\_data-1128.4.49:individuals\_store-and-retrieve**
- proj-hoffmann\_data-1128.4.49:individuals\_name
- proj-hoffmann\_data-1128.4.49:individuals\_assays

radseq\_library\_name: P4\_CA5YJANXX

radseq\_library\_alias: test\_library

raw\_sequence\_filename: test\_library\_001\_R1.gz|test\_library\_001\_R2

barcode\_reference\_list: pearg\_bc2017

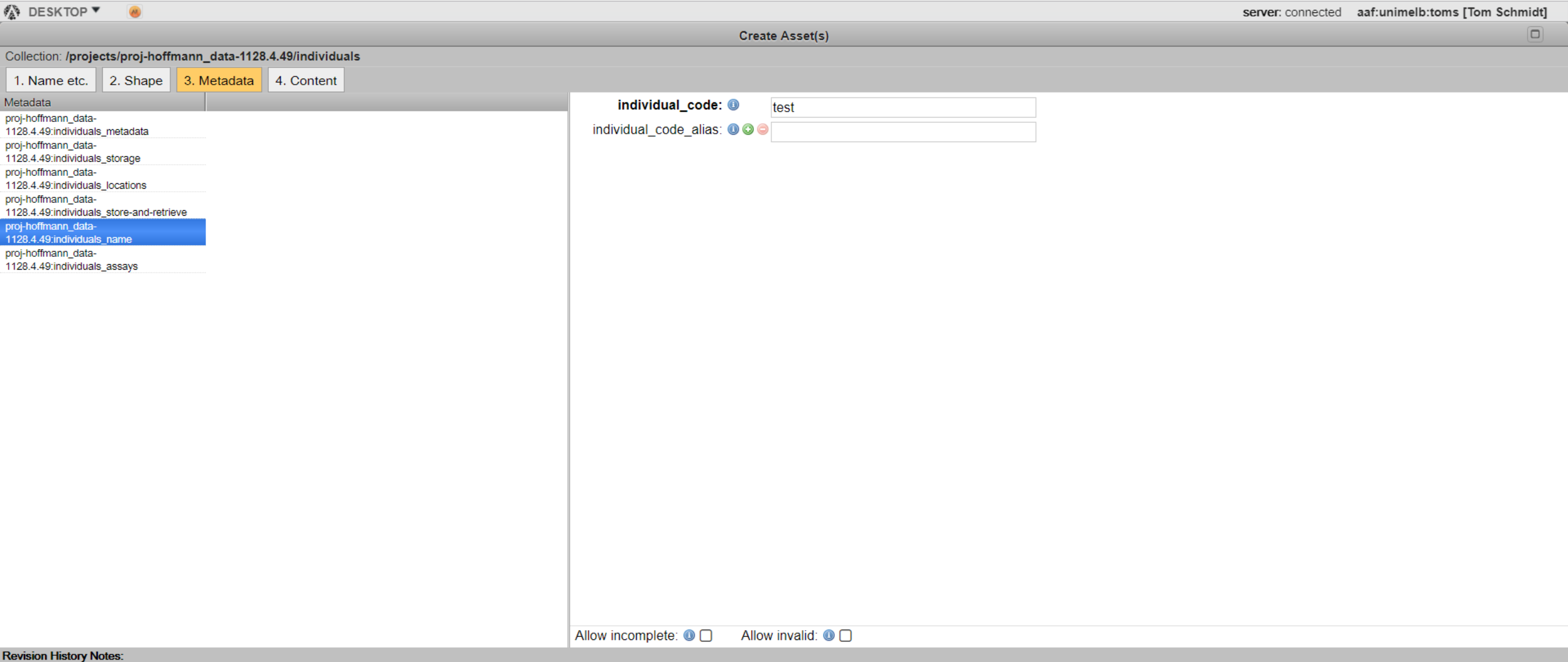
p1\_barcode\_code\_sequence: 3 ACGTCA

p2\_barcode\_code\_sequence: 1 CATGAC

Allow incomplete:  Allow invalid:

Revision History Notes:

- The **individuals\_store-and-retrieve** document specifies which library the individual is part of, and how to retrieve it from the library through demultiplexing. This is clearly of critical importance. The barcode reference list “pearg\_bc2017” contains the set of barcodes currently used in the lab, though some libraries were built with an older set of barcodes, and some new barcodes may be added in time.



Cancel Previous Next Create

15. In **individuals\_name**, simply give the name (and any aliases) of the individual. An alias could be a previous name of the individual, e.g. as used in a publication or other data set.

Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

- 1. Name etc.
- 2. Shape
- 3. Metadata
- 4. Content

Metadata

- proj-hoffmann\_data-1128.4.49:individuals\_metadata
- proj-hoffmann\_data-1128.4.49:individuals\_storage
- proj-hoffmann\_data-1128.4.49:individuals\_locations
- proj-hoffmann\_data-1128.4.49:individuals\_store-and-retrieve
- proj-hoffmann\_data-1128.4.49:individuals\_name
- proj-hoffmann\_data-1128.4.49:individuals\_assays

KDR\_assay: ⓘ + -

date\_current\_update: ⓘ  < > ...

resistance\_mutation: ⓘ  ▼  
*Fill out one of these documents for each resistance mutation screened for*

resistance\_genotype: ⓘ  ▼

wolbachia\_assay: ⓘ + -

date\_current\_update: ⓘ 15-May-2018 < > ...

wolbachia\_infection\_assay: ⓘ  ▼  
*If assay is not on list, please contact Tom Schmidt or Jess Chung*

wolbachia\_strain: ⓘ wAlbA ▼  
*Fill out one of these documents for each Wolbachia strain screened for.*

infection\_status: ⓘ infected ▼

infection\_titre: ⓘ   
*If using the protocol of Lee et al 2012 titres should be calculated using  $2^N[(cp(A)-cp(W))]$*

*Fill out one of these documents for each Wolbachia strain screened for.*

Revision History Notes:

Cancel Previous Next Create

16. In **individuals\_assays**, fill out the details of any assays that have been run for KDR or Wolbachia infection.



DESKTOP server: connected aaf:unimelb:toms [Tom Schmidt]

Create Asset(s)

Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

1. Name etc. 2. Shape 3. Metadata 4. Content

Metadata

- proj-hoffmann\_data-1128.4.49:individuals\_metadata
- proj-hoffmann\_data-1128.4.49:individuals\_storage
- proj-hoffmann\_data-1128.4.49:individuals\_locations
- proj-hoffmann\_data-1128.4.49:individuals\_store-and-retrieve
- proj-hoffmann\_data-1128.4.49:individuals\_name
- proj-hoffmann\_data-1128.4.49:individuals\_assays

KDR\_assay: ⓘ + ⓘ -

date\_current\_update: ⓘ  < > ...

resistance\_mutation: ⓘ  ▼  
*Fill out one of these documents for each resistance mutation screened for*

resistance\_genotype: ⓘ  ▼  
*Fill out one of these documents for each resistance mutation screened for*

wolbachia\_assay: ⓘ + ⓘ -

date\_current\_update: ⓘ 15-May-2018 < > ...

wolbachia\_infection\_assay: ⓘ  ▼  
*If assay is not on list, please contact Tom Schmidt or Jess Chung*

wolbachia\_strain: ⓘ wAlbA ▼  
*Fill out one of these documents for each Wolbachia strain screened for.*

infection\_status: ⓘ infected ▼

infection\_titre: ⓘ   
*If using the protocol of Lee et al 2012 titres should be calculated using  $2^N[cp(A)-cp(W)]$*

*Fill out one of these documents for each Wolbachia strain screened for.*

wolbachia\_assay: ⓘ + ⓘ -

date\_current\_update: ⓘ 15-May-2018 < > ...

wolbachia\_infection\_assay: ⓘ  ▼  
*If assay is not on list, please contact Tom Schmidt or Jess Chung*

wolbachia\_strain: ⓘ wAlbB ▼  
*Fill out one of these documents for each Wolbachia strain screened for.*

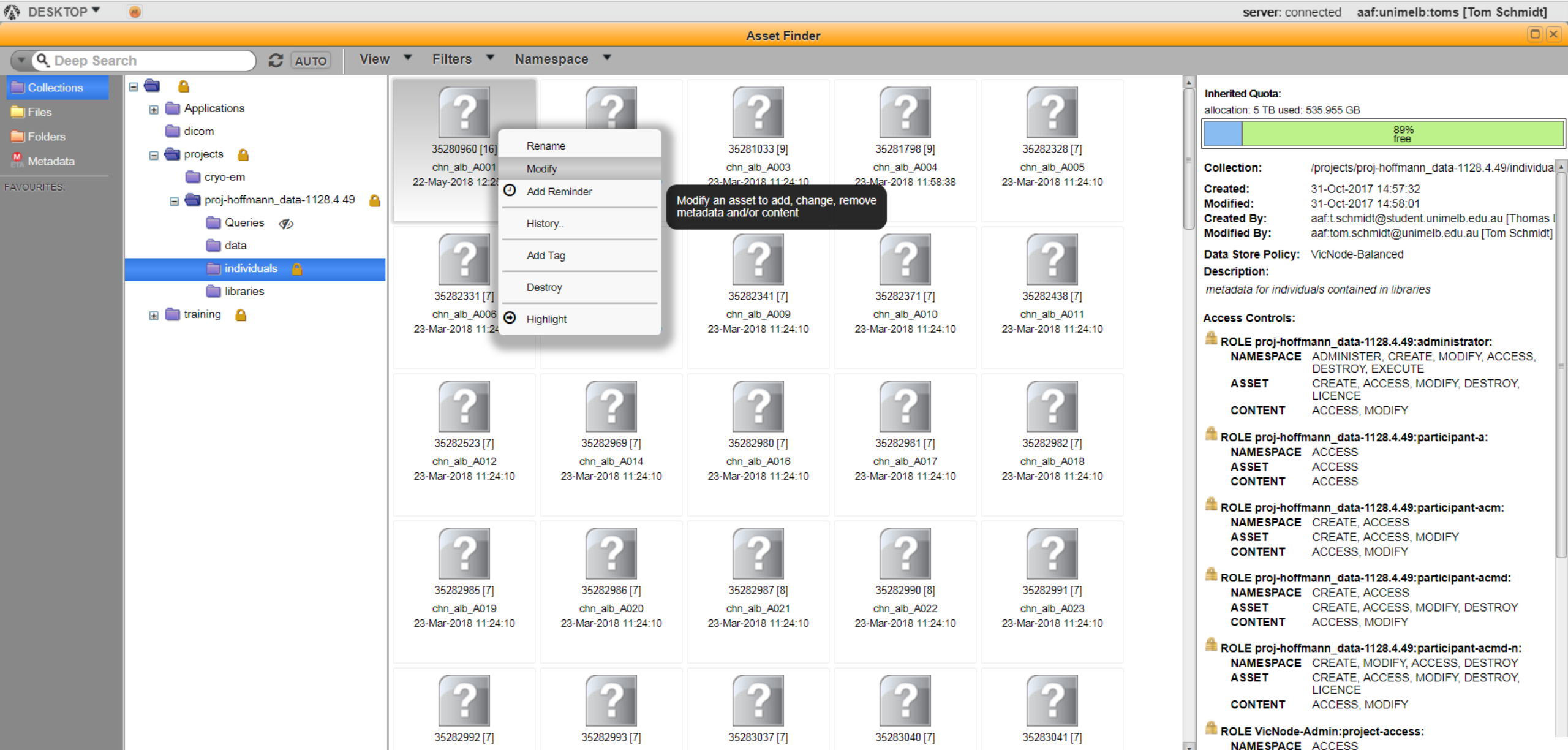
infection\_status: ⓘ infected ▼

infection\_titre: ⓘ 6.57  
*If using the protocol of Lee et al 2012 titres should be calculated using  $2^N[cp(A)-cp(W)]$*

Revision History Notes:

Cancel Previous Next Create

17. If multiple types of assay have been conducted, press the green '+' next to the assay to produce an additional section. Once you have finished, press "Create" in the bottom right hand corner to finish creating the asset.



18. Sometimes, you will want to modify an asset you created previously. To do this, locate the asset within its namespace, right-click and select “Modify”. Now you can make whatever changes you wish. When you are done, select “Modify” in the bottom right hand corner.

DESKTOP Asset Finder server: connected aaf:unimelb:toms [Tom Schmidt]

Deep Search AUTO View Filters Namespace

Collections

- Files
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- Metadata

FAVOURITES:

- Applications
  - dicom
  - projects
    - cryo-em
    - proj-hoffmann\_data-1128.4.49
      - Queries
      - data
      - individuals
      - libraries
    - training

35280960 [16] chn\_alb\_A001 22-May-2018 12:25

35281033 [9] chn\_alb\_A003 23-Mar-2018 11:24:10

35281798 [9] chn\_alb\_A004 23-Mar-2018 11:58:38

35282328 [7] chn\_alb\_A005 23-Mar-2018 11:24:10

35282331 [7] chn\_alb\_A006 23-Mar-2018 11:24:10

35282371 [7] chn\_alb\_A010 2018 11:24:10

35282438 [7] chn\_alb\_A011 23-Mar-2018 11:24:10

35282523 [7] chn\_alb\_A012 23-Mar-2018 11:24:10

35282969 [7] chn\_alb\_A014 23-Mar-2018 11:24:10

35282980 [7] chn\_alb\_A016 23-Mar-2018 11:24:10

35282981 [7] chn\_alb\_A017 23-Mar-2018 11:24:10

35282982 [7] chn\_alb\_A018 23-Mar-2018 11:24:10

35282985 [7] chn\_alb\_A019 23-Mar-2018 11:24:10

35282986 [7] chn\_alb\_A020 23-Mar-2018 11:24:10

35282987 [8] chn\_alb\_A021 23-Mar-2018 11:24:10

35282990 [8] chn\_alb\_A022 23-Mar-2018 11:24:10

35282991 [7] chn\_alb\_A023 23-Mar-2018 11:24:10

35282992 [7] chn\_alb\_A024

35282993 [7] chn\_alb\_A025

35283037 [7] chn\_alb\_A026

35283040 [7] chn\_alb\_A027

35283041 [7] chn\_alb\_A028

Rename  
Modify  
Add Reminder  
History..  
Add Tag  
Destroy  
Highlight

Destroy this asset and "tightly" coupled related assets, if any

Inherited Quota:  
allocation: 5 TB used: 535.955 GB  
89% free

Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals  
Created: 31-Oct-2017 14:57:32  
Modified: 31-Oct-2017 14:58:01  
Created By: aaf.t.schmidt@student.unimelb.edu.au [Thomas I  
Modified By: aaf.tom.schmidt@unimelb.edu.au [Tom Schmidt]

Description:  
metadata for individuals contained in libraries

Access Controls:

- ROLE proj-hoffmann\_data-1128.4.49:administrator:  
NAMESPACE ADMINISTER, CREATE, MODIFY, ACCESS, DESTROY, EXECUTE  
ASSET CREATE, ACCESS, MODIFY, DESTROY, LICENCE  
CONTENT ACCESS, MODIFY
- ROLE proj-hoffmann\_data-1128.4.49:participant-a:  
NAMESPACE ACCESS  
ASSET ACCESS  
CONTENT ACCESS
- ROLE proj-hoffmann\_data-1128.4.49:participant-acm:  
NAMESPACE CREATE, ACCESS  
ASSET CREATE, ACCESS, MODIFY  
CONTENT ACCESS, MODIFY
- ROLE proj-hoffmann\_data-1128.4.49:participant-acmd:  
NAMESPACE CREATE, ACCESS  
ASSET CREATE, ACCESS, MODIFY, DESTROY  
CONTENT ACCESS, MODIFY
- ROLE proj-hoffmann\_data-1128.4.49:participant-acmd-n:  
NAMESPACE CREATE, MODIFY, ACCESS, DESTROY  
ASSET CREATE, ACCESS, MODIFY, DESTROY, LICENCE  
CONTENT ACCESS, MODIFY
- ROLE VicNode-Admin:project-access:  
NAMESPACE ACCESS  
ASSET ACCESS

1..100 / 549

19. To delete an asset, right-click it and select "Destroy". You may only destroy your own assets, not those created by other people.

## IMPORTANT NOTICE 1

When an asset is modified or destroyed, the previous version is still saved and recoverable. This prevents malicious or accidental destruction of data and metadata.

**Always bear this in mind!** If you have accidentally destroyed or modified something you shouldn't have, do not try to hide the mistake or pretend that it did not happen. Contact an admin (e.g. Tom Schmidt or Jess Chung) immediately and they should be able to reset the asset to its previous version.

Rectifying these problems immediately is far preferable to being stuck with a database full of missing or incorrect elements.

server: connected aaf:unimelb:toms [Tom Schmidt]

Asset Finder

Deep Search AUTO View Filters Namespace

Collections

- Files
- Folders
- Metadata

FAVOURITES:

- Applications
  - dicom
- projects
  - cryo-em
- proj-hoffmann\_data-1128.4.49
  - Queries
  - data
  - individuals**
  - libraries
- training

Create Sub-Collection

Create Asset(s)

Download as Archive

Rename Collection

Modify Description

Add Reminder

Set Collection ACL

Set Metadata ACL

**Set Metadata Templates**

Set Asset Metadata

Destroy

Inherited Quota:  
allocation: 5 TB used: 535.955 GB  
89% free

Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

Created: 31-Oct-2017 14:57:32

Modified: 31-Oct-2017 14:58:01

Created By: aaf.t.schmidt@student.unimelb.edu.au [Thomas L...

Modified By: aaf.tom.schmidt@unimelb.edu.au [Tom Schmidt]

Data Store Policy: VicNode-Balanced

Description: metadata for individuals contained in libraries

20. Often you will want to upload metadata for all the individuals in a library at the same time. In this case, the individuals will frequently have much of the metadata in common. To avoid having to re-enter these values, you can pre-fill these common elements by right-clicking **individuals** and selecting Set Metadata Templates.

DESKTOP server: connected aaf:unimelb:toms [Tom Schmidt]

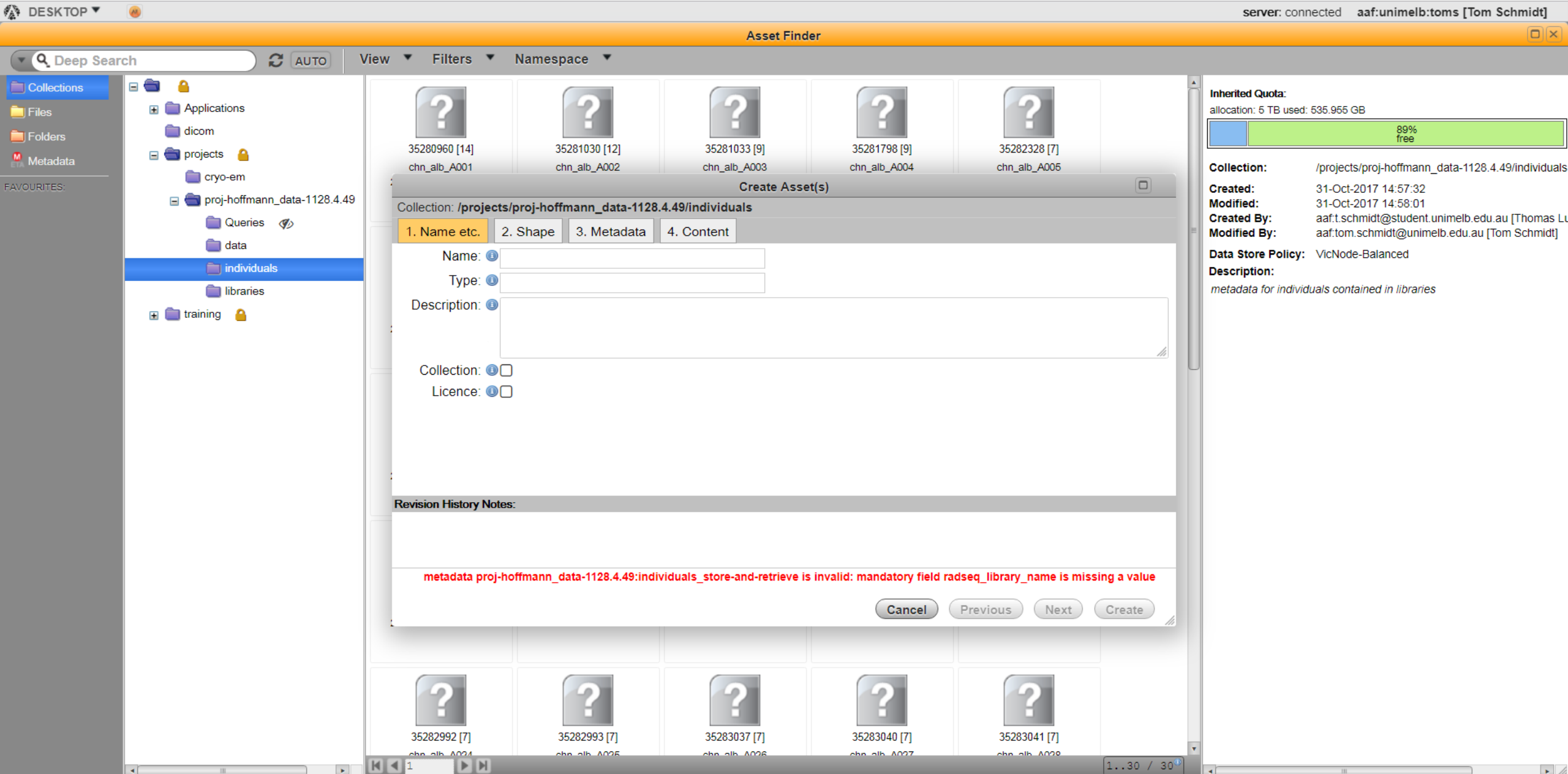
Set Metadata Templates /projects/proj-hoffmann\_data-1128.4.49/individuals

Metadata	Scope	Binding	Requirement
proj-hoffmann_data-1128.4.49:individuals	ALL	DEFAULT	MANDATORY
proj-hoffmann_data-1128.4.49:individuals	ALL	DEFAULT	OPTIONAL
proj-hoffmann_data-1128.4.49:individuals	ALL	DEFAULT	OPTIONAL
proj-hoffmann_data-1128.4.49:individuals_and-retrieve	ALL	DEFAULT	MANDATORY
proj-hoffmann_data-1128.4.49:individuals	ALL	DEFAULT	MANDATORY
proj-hoffmann_data-1128.4.49:individuals	ALL	DEFAULT	MANDATORY

**date\_current\_update:** 15-May-2018  
**person\_current\_update:** Tom Schmidt  
**scientific\_name\_species:** Aedes albopictus  
**common\_name\_species:** Asian Tiger Mosquito  
**individual\_description:** Test  
**date\_collection:**   
ISO8601 format has the following structure: YYYY-MM-DD If exact date unknown, give Jul 1st of that year. If year unknown, give Jul 1st 0001  
**person\_collection:** Tom Schmidt  
If unknown, put "unknown"  
**dev\_stage\_collected:** Egg  
**dev\_stage\_stored:** Adult  
**person\_identified:** Tom Schmidt  
**isolate:**   
**isolation\_source:**   
e.g. ovitrap, sample site  
**mol\_type:** genomic DNA  
**publication\_id:** NOT PUBLISHED  
**sex:**   
**strain:**   
**sampling\_type:** field  
If from the field, you must fill out the \*individuals\_locations\* document

21. Here we have gone through and pre-filled metadata for the individuals in this library. Note we did not pre-fill **date\_collection**, as not all individuals were collected on the same date. Likewise, they were not all of the same **sex**, or of the same **isolate**. These elements will have to be filled out for each individual in turn.



22. Now, we can try creating a new individual asset (right-click **individuals**: Create Asset(s)).

Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

- 1. Name etc.
- 2. Shape
- 3. Metadata
- 4. Content

Metadata

- proj-hoffmann\_data-1128.4.49:individuals\_metadata
- proj-hoffmann\_data-1128.4.49:individuals\_storage
- proj-hoffmann\_data-1128.4.49:individuals\_locations
- proj-hoffmann\_data-1128.4.49:individuals\_store-and-retrieve
- proj-hoffmann\_data-1128.4.49:individuals\_name
- proj-hoffmann\_data-1128.4.49:individuals\_assays

**date\_current\_update:** 15-May-2018

**person\_current\_update:** Tom Schmidt

**scientific\_name\_species:** Aedes albopictus

**common\_name\_species:** Asian Tiger Mosquito

**individual\_description:** Test

**date\_collection:**   
ISO8601 format has the following structure: YYYY-MM-DD If exact date unknown, give Jul 1st of that year. If year unknown, give Jul 1st 0001

**person\_collection:** Tom Schmidt   
If unknown, put "unknown"

**dev\_stage\_collected:** Egg

**dev\_stage\_stored:** Adult

**person\_identified:** Tom Schmidt

**isolate:**

**isolation\_source:**   
e.g. ovitrap, sample site

**mol\_type:** genomic DNA

**publication\_id:** NOT PUBLISHED

**sex:**

**strain:**

**sampling\_type:** field   
If from the field, you must fill out the \*individuals\_locations\* document

Allow incomplete:  Allow invalid:

Revision History Notes:

metadata proj-hoffmann\_data-1128.4.49:individuals\_store-and-retrieve is invalid: mandatory field radseq\_library\_name is missing a value

- Cancel
- Previous
- Next
- Create

23. And we can see that the elements common to the whole library are now pre-filled.



## IMPORTANT NOTICE 2

Using the pre-filling option provided through **Set Metadata Templates** can be much faster, but can be troublesome if two or more researchers are attempting to set templates at the same time. You may find yourselves overwriting each other's templates, and entering incorrect metadata.

Because of this, if you wish to use pre-set templates, you should first check if anyone is currently uploading metadata. If they are, you should wait for them to finish before you begin changing their template.

**Thankfully, it is very easy to check if someone is currently uploading metadata (see following).**

DESKTOP Asset Finder server: connected aaf:unimelb:toms [Tom Schmidt]

Deep Search View Filters Namespace

Collections

- Files
- Folders
- Metadata

FAVOURITES:

- Applications
  - dicom
  - projects
    - cryo-em
    - proj-hoffmann\_data-1128.4.49
      - Queries
      - data
      - individuals**
      - libraries
    - training

36614570 [1] ASH_LIB_04_V2599-1 21-May-2018 18:33:02	36614571 [1] ASH_LIB_04_15321-3 21-May-2018 18:34:47	36614573 [1] ASH_LIB_04_V1499-1 21-May-2018 18:39:07	36614574 [1] ASH_LIB_04_V1499-2 21-May-2018 18:39:59	36614577 [1] ASH_LIB_04_V1499-3 21-May-2018 18:41:01
36614578 [1] ASH_LIB_04_V1499-4 21-May-2018 18:42:12	36614579 [1] ASH_LIB_04_V1499-6 21-May-2018 18:45:31	36614580 [1] ASH_LIB_04_V1499-8 21-May-2018 18:46:31	36614581 [1] ASH_LIB_04_V1499-11 21-May-2018 18:47:26	36614582 [1] ASH_LIB_04_V1499-12 21-May-2018 18:48:24
36614583 [1] ASH_LIB_04_V3098-2 21-May-2018 18:49:13	36614584 [1] ASH_LIB_04_15633-1 21-May-2018 18:52:05	36614585 [1] ASH_LIB_04_15633-2 21-May-2018 18:52:55	36614586 [1] ASH_LIB_04_V1567-1 21-May-2018 18:53:53	36614587 [1] ASH_LIB_04_V3016-2 21-May-2018 18:55:24
36614588 [1] ASH_LIB_04_V3016-4 21-May-2018 18:56:18	36614589 [1] ASH_LIB_04_V3016-6 21-May-2018 18:57:22	36614591 [1] ASH_LIB_04_V3485-1 21-May-2018 18:59:55	36614593 [1] ASH_LIB_04_V3485-4 21-May-2018 19:00:43	36614594 [1] ASH_LIB_04_V3598-1 21-May-2018 19:01:52
36614595 [1] ASH_LIB_04_V3598-2	36614596 [1] ASH_LIB_04_V3598-2	36614598 [1] ASH_LIB_04_V3598-5	36614599 [1] ASH_LIB_04_V3598-6	36614600 [1] ASH_LIB_04_V3598-7

Inherited Quota:  
allocation: 5 TB used: 535.955 GB

Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals

Created: 31-Oct-2017 14:57:32  
Modified: 31-Oct-2017 14:58:01  
Created By: aaf.t.schmidt@student.unimelb.edu.au [Thomas Schmidt]  
Modified By: aaf.tom.schmidt@unimelb.edu.au [Tom Schmidt]

Data Store Policy: VicNode-Balanced

Description: metadata for individuals contained in libraries

Access Controls:

- ROLE proj-hoffmann\_data-1128.4.49:administrator:
  - NAMESPACE ADMINISTER, CREATE, MODIFY, ACCESS, DESTROY, EXECUTE
  - ASSET CREATE, ACCESS, MODIFY, DESTROY, LICENCE
  - CONTENT ACCESS, MODIFY
- ROLE proj-hoffmann\_data-1128.4.49:participant-a:
  - NAMESPACE ACCESS
  - ASSET ACCESS
  - CONTENT ACCESS
- ROLE proj-hoffmann\_data-1128.4.49:participant-acm:
  - NAMESPACE CREATE, ACCESS
  - ASSET CREATE, ACCESS, MODIFY
  - CONTENT ACCESS, MODIFY
- ROLE proj-hoffmann\_data-1128.4.49:participant-acmd:
  - NAMESPACE CREATE, ACCESS
  - ASSET CREATE, ACCESS, MODIFY, DESTROY
  - CONTENT ACCESS, MODIFY
- ROLE proj-hoffmann\_data-1128.4.49:participant-acmd-n:
  - NAMESPACE CREATE, MODIFY, ACCESS, DESTROY
  - ASSET CREATE, ACCESS, MODIFY, DESTROY, LICENCE
  - CONTENT ACCESS, MODIFY
- ROLE VicNode-Admin:project-access:
  - NAMESPACE ACCESS
  - ASSET ACCESS

24. First, click on the **individuals** namespace and click the '>|' arrow at the bottom to reach the end of the namespace.

server: connected aaf:animelb:toms [Tom Schmidt]

Asset Finder

Deep Search AUTO View Filters Asset

Collections

- Files
- Folders
- Metadata

FAVOURITES:

- Applications
  - dicom
- projects
  - cryo-em
  - proj-hoffmann\_data-1128.4.49
    - Queries
    - data
    - individuals**
    - libraries
- training

36614608 [2] ASH_LIB_04_V3727-9 21-May-2018 19:40:51	36614609 [2] ASH_LIB_04_V3910-1 21-May-2018 19:40:57	36614610 [2] ASH_LIB_04_V3910-2 21-May-2018 19:41:05	36614612 [2] ASH_LIB_04_V3910-3 21-May-2018 19:41:11	36614613 [2] ASH_LIB_04_V3910-4 21-May-2018 19:41:17
36614614 [2] ASH_LIB_04_V3910-5 21-May-2018 19:41:25	36614615 [2] ASH_LIB_04_V3910-6 21-May-2018 19:41:31	36614616 [2] ASH_LIB_04_V3910-7 21-May-2018 19:41:38	36614618 [2] ASH_LIB_04_V3910-8 21-May-2018 19:41:42	36614619 [1] ASH_LIB_04_V3910-10 21-May-2018 19:42:59
36614621 [2] ASH_LIB_04_V3790-1 21-May-2018 19:46:37	36614622 [1] ASH_LIB_04_V3748-1 21-May-2018 19:46:23	36614623 [1] ASH_LIB_04_V3727-1 21-May-2018 19:48:20	36614624 [1] ASH_LIB_04_V3727-8 21-May-2018 19:49:41	36614965 [1] ASH_LIB_04_V3727-10 21-May-2018 21:06:54
36614966 [1] ASH_LIB_04_V3727-12 21-May-2018 21:07:51	36614967 [1] ASH_LIB_04_V3727-13 21-May-2018 21:09:39	36614968 [1] ASH_LIB_04_V3727-14 21-May-2018 21:10:29	<b>36614969 [1] ASH_LIB_04_V3727-16 21-May-2018 21:11:23</b>	

Identifier: 36614969  
Version: 1  
Name: ASH\_LIB\_04\_V3727-16  
Type: content/unknown  
Collection: /projects/proj-hoffmann\_data-1128.4.49/individuals  
Created: 21-May-2018 21:11:23  
Created By: aaf.tom.schmidt@unimelb.edu.au [Tom Schmidt]

Metadata:

mf-revision-history

user

- id 3154
- authority
  - protocol saml
  - internalsp
- domain aaf
- name tom.schmidt@unimelb.edu.au
- type create

proj-hoffmann\_data-1128.4.49:individuals\_metadata

- date\_current\_update 21-May-2018 00:00:00
- person\_current\_update Tom Schmidt
- scientific\_name\_species Aedes aegypti aegypti
- common\_name\_species Yellow Fever Mosquito
- individual\_description Old data, unsure of who has additional information (Gordana Rasic?)
- date\_collection 08-Sep-2015 00:00:00
- person\_collection unsure
- dev\_stage\_collected Adult
- dev\_stage\_stored Adult
- person\_identified unsure
- mol\_type genomic DNA
- sex female
- sampling\_type field

proj-hoffmann\_data-1128.4.49:individuals\_storage

- dna\_tube1\_label 58
- initial\_storage\_solution 80% ethanol

proj-hoffmann\_data-1128.4.49:individuals\_locations

Relationship	Name	ID	Type
No related assets			

25. Scroll down to find the final asset in **individuals**. This is the most recently added individual. Click on it to display when it was created (displayed on the right hand side). If no-one has created an asset recently, you can modify the template. If the asset is newer, however, you should contact the person currently creating assets to negotiate a time for you to upload your metadata.

## IMPORTANT NOTICE 3

Once you have finished adding metadata, you should clear the pre-filled information for each element within **Set Metadata Templates**.

This will ensure that the next person to upload metadata does not have to first delete all of your pre-filled metadata before they start.