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5

Data Repository



CHAPTER 5 – DATA REPOSITORY

The **Data Repository** is the central hub of the BRICS system, providing functionality to manage study information, and contribute, upload, and store the research data associated with each study.

The Data Repository module is closely related to the Data Dictionary module which provides long term repository for research data.

5.1 OBJECTIVE

The **Data Repository Tool** provides useful features for:

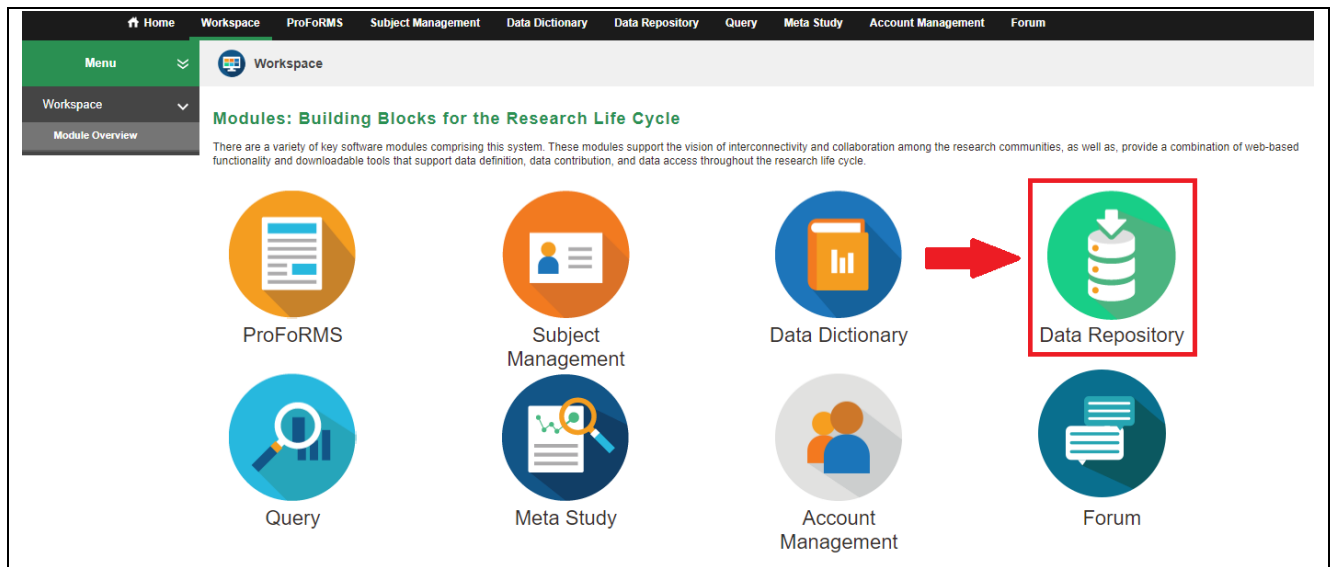
- ❖ Manage Studies
 - View Studies
 - Create a Study
 - Edit a Study
 - Submit Request to Approve Data Document
 - Add Form Structure
 - Search Studies
- ❖ Other Tools: Submission Tools, Image Packaging Tool, and Download Tool (See [Chapter 9 Image Packaging Tool](#), [Chapter 10 Submission Tool](#), and [Chapter 11 Download Tool](#)) are located within the Data Repository module. Please refer to the above-referenced chapters for additional information.

5.2 MODULE NAVIGATION

The **Data Repository** module (including sub-modules) are available within the BRICS Workspace

To Access the Data Repository Module: Perform the following actions:

1. Login to the system.
2. Navigate to the Workspace landing page.
3. Click the Data Repository module icon.

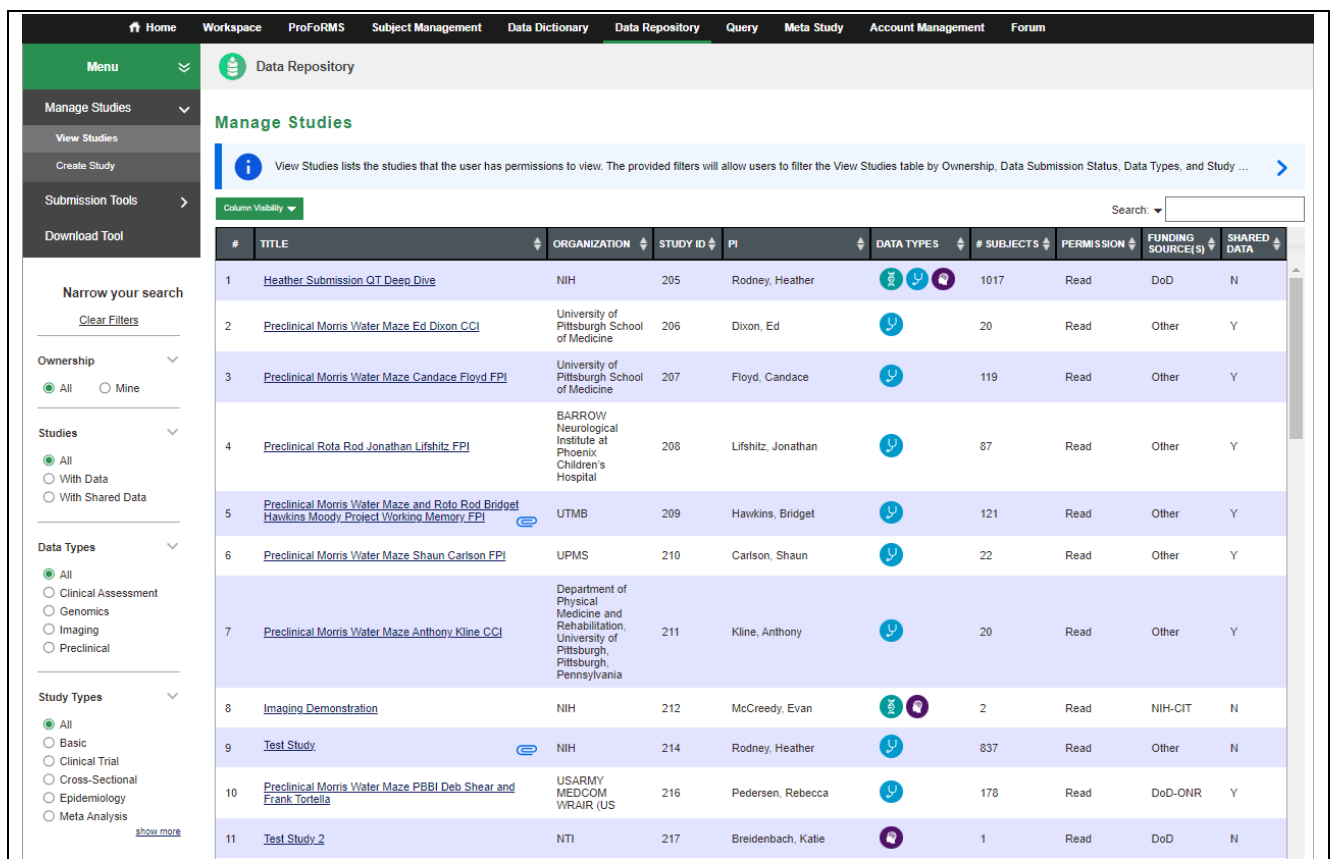


5.2.1 View Studies

The **View Studies** lists the studies that the user has permission to view. The filters provided within the View Studies list allow users to filter the list by **Ownership**, **Studies**, **Data Types** and **Study Types**. The search capability allows users to search in many different fields. Click into the Search box to see all searchable fields.

To View Studies in Data Repository: Perform the following actions:

1. Open the **Data Repository**. When opening the Data Repository page, you will be taken to the view studies page.



The screenshot displays the 'View Studies' interface in the BRICS Data Repository. The top navigation bar includes links for Home, Workspace, ProFORMS, Subject Management, Data Dictionary, Data Repository (active), Query, Meta Study, Account Management, and Forum. A left sidebar menu shows options like Manage Studies, View Studies, Create Study, Submission Tools, and Download Tool. Below the menu, there are search filters for Ownership (All, Mine), Studies (All, With Data, With Shared Data), Data Types (All, Clinical Assessment, Genomics, Imaging, Preclinical), and Study Types (All, Basic, Clinical Trial, Cross-Sectional, Epidemiology, Meta Analysis). The main content area features a 'Manage Studies' section with a search box and a table of studies.

#	TITLE	ORGANIZATION	STUDY ID	PI	DATA TYPES	# SUBJECTS	PERMISSION	FUNDING SOURCE(S)	SHARED DATA
1	Heather Submission QT Deep Dive	NIH	205	Rodney, Heather		1017	Read	DoD	N
2	Preclinical Morris Water Maze Ed Dixon CCI	University of Pittsburgh School of Medicine	206	Dixon, Ed		20	Read	Other	Y
3	Preclinical Morris Water Maze Candace Floyd FPI	University of Pittsburgh School of Medicine	207	Floyd, Candace		119	Read	Other	Y
4	Preclinical Rota Rod Jonathan Lifshitz FPI	BARROW Neurological Institute at Phoenix Children's Hospital	208	Lifshitz, Jonathan		87	Read	Other	Y
5	Preclinical Morris Water Maze and Roto Rod Bridget Hawkins Moody Project Working Memory FPI	UTMB	209	Hawkins, Bridget		121	Read	Other	Y
6	Preclinical Morris Water Maze Shaun Carlson FPI	UPMS	210	Carlson, Shaun		22	Read	Other	Y
7	Preclinical Morris Water Maze Anthony Kline CCI	Department of Physical Medicine and Rehabilitation, University of Pittsburgh, Pittsburgh, Pennsylvania	211	Kline, Anthony		20	Read	Other	Y
8	Imaging Demonstration	NIH	212	McCreedy, Evan		2	Read	NIH-CIT	N
9	Test Study	NIH	214	Rodney, Heather		837	Read	Other	N
10	Preclinical Morris Water Maze PBBI Deb Shear and Frank Tortella	USARMY MEDCOM WRAIR (US)	216	Pedersen, Rebecca		178	Read	DoD-ONR	Y
11	Test Study_2	NTI	217	Breidenbach, Katie		1	Read	DoD	N

2. To search for a study, use the search text box and/or the filters section.

Home Workspace ProFORMS Subject Management Data Dictionary **Data Repository** Query Meta Study Account Management Forum

Menu

- Manage Studies
 - View Studies
 - Create Study
- Submission Tools
- Download Tool

Data Repository

Manage Studies

View Studies lists the studies that the user has permissions to view. The provided filters will allow users to filter the View Studies table by Ownership, Data Submission Status, Data Types, and Study ...

Column Visibility

Search:

Narrow your search

[Clear Filters](#)

Ownership

All Mine

Studies

All
 With Data
 With Shared Data

Data Types

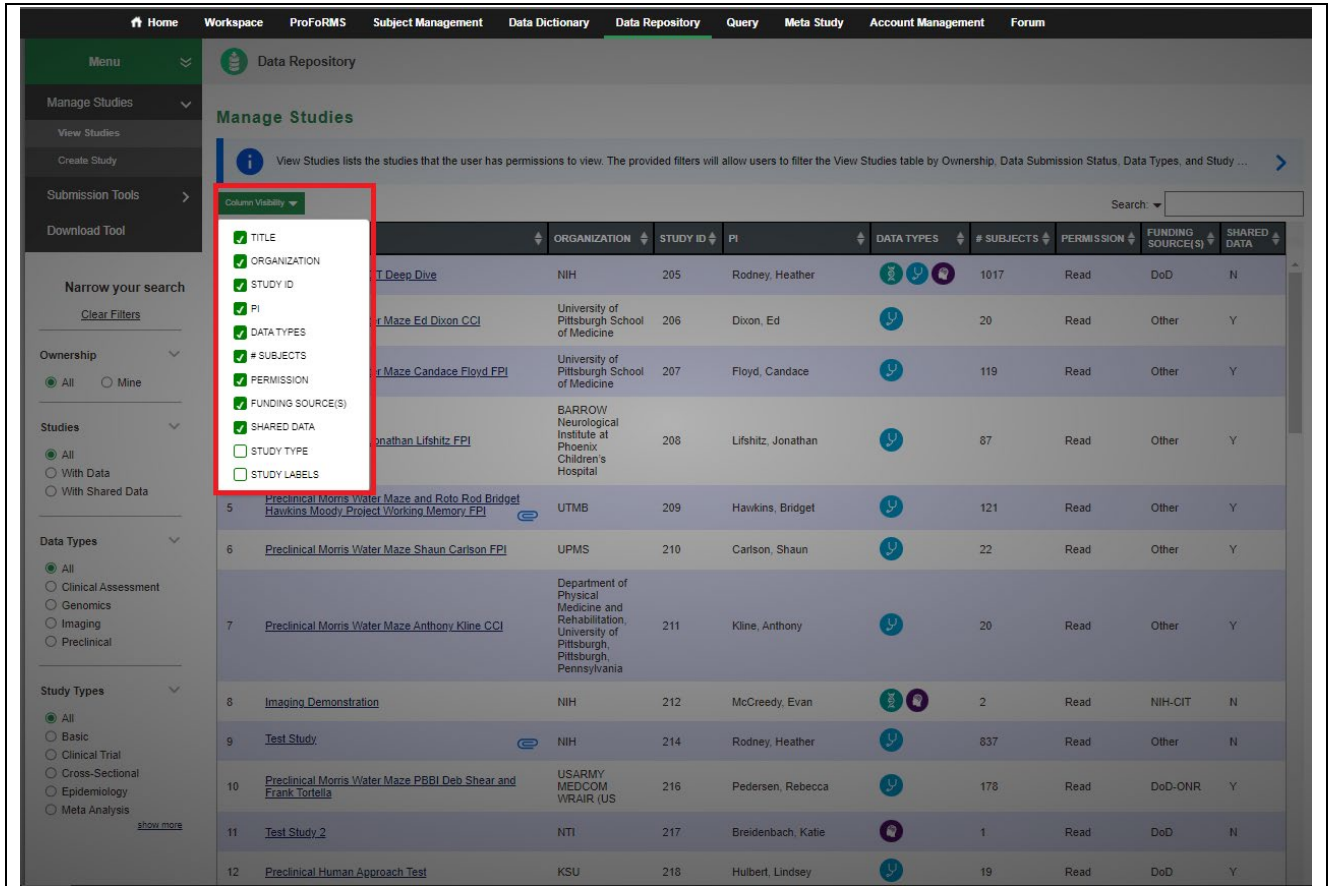
All
 Clinical Assessment
 Genomics
 Imaging
 Preclinical

Study Types

All
 Basic
 Clinical Trial
 Cross-Sectional
 Epidemiology
 Meta Analysis [show more](#)

#	TITLE	ORGANIZATION	STUDY ID	PI	DATA TYPES	# SUBJECTS	PERMISS		
1	Heather Submission QT Deep Dive	NIH	205	Rodney, Heather		1017	Read		
2	Preclinical Morris Water Maze Ed Dixon CCI	University of Pittsburgh School of Medicine	206	Dixon, Ed		20	Read		
3	Preclinical Morris Water Maze Candace Floyd FPI	University of Pittsburgh School of Medicine	207	Floyd, Candace		119	Read		
4	Preclinical Rota Rod Jonathan Lifshitz FPI	BARROW Neurological Institute at Phoenix Children's Hospital	208	Lifshitz, Jonathan		87	Read	Other	Y
5	Preclinical Morris Water Maze and Roto Rod Bridget Hawkins Moody Project Working Memory FPI	UTMB	209	Hawkins, Bridget		121	Read	Other	Y
6	Preclinical Morris Water Maze Shaun Carlson FPI	UPMS	210	Carlson, Shaun		22	Read	Other	Y
7	Preclinical Morris Water Maze Anthony Kline CCI	Department of Physical Medicine and Rehabilitation, University of Pittsburgh, Pittsburgh, Pennsylvania	211	Kline, Anthony		20	Read	Other	Y
8	Imaging Demonstration	NIH	212	McCreedy, Evan		2	Read	NIH-CIT	N
9	Test Study	NIH	214	Rodney, Heather		837	Read	Other	N
10	Preclinical Morris Water Maze PBBI Deb Shear and Frank Tortella	USARMY MEDCOM WRAIR, US	216	Pedersen, Rebecca		178	Read	DoD-ONR	Y
11	Test Study 2	NTI	217	Breidenbach, Katie		1	Read	DoD	N

- To display or hide columns, use the column visibility filter. The hidden columns preference settings will be retained for 2 hours.



The screenshot shows the 'Manage Studies' interface in the BRICS Data Repository. A red box highlights the 'Column Visibility' dropdown menu, which is currently open. The menu lists the following columns with their visibility status (checked for visible, unchecked for hidden):

- TITLE
- ORGANIZATION
- STUDY ID
- PI
- DATA TYPES
- # SUBJECTS
- PERMISSION
- FUNDING SOURCE(S)
- SHARED DATA
- STUDY TYPE
- STUDY LABELS

The table below shows a list of studies with the following columns: TITLE, ORGANIZATION, STUDY ID, PI, DATA TYPES, # SUBJECTS, PERMISSION, FUNDING SOURCE(S), and SHARED DATA.

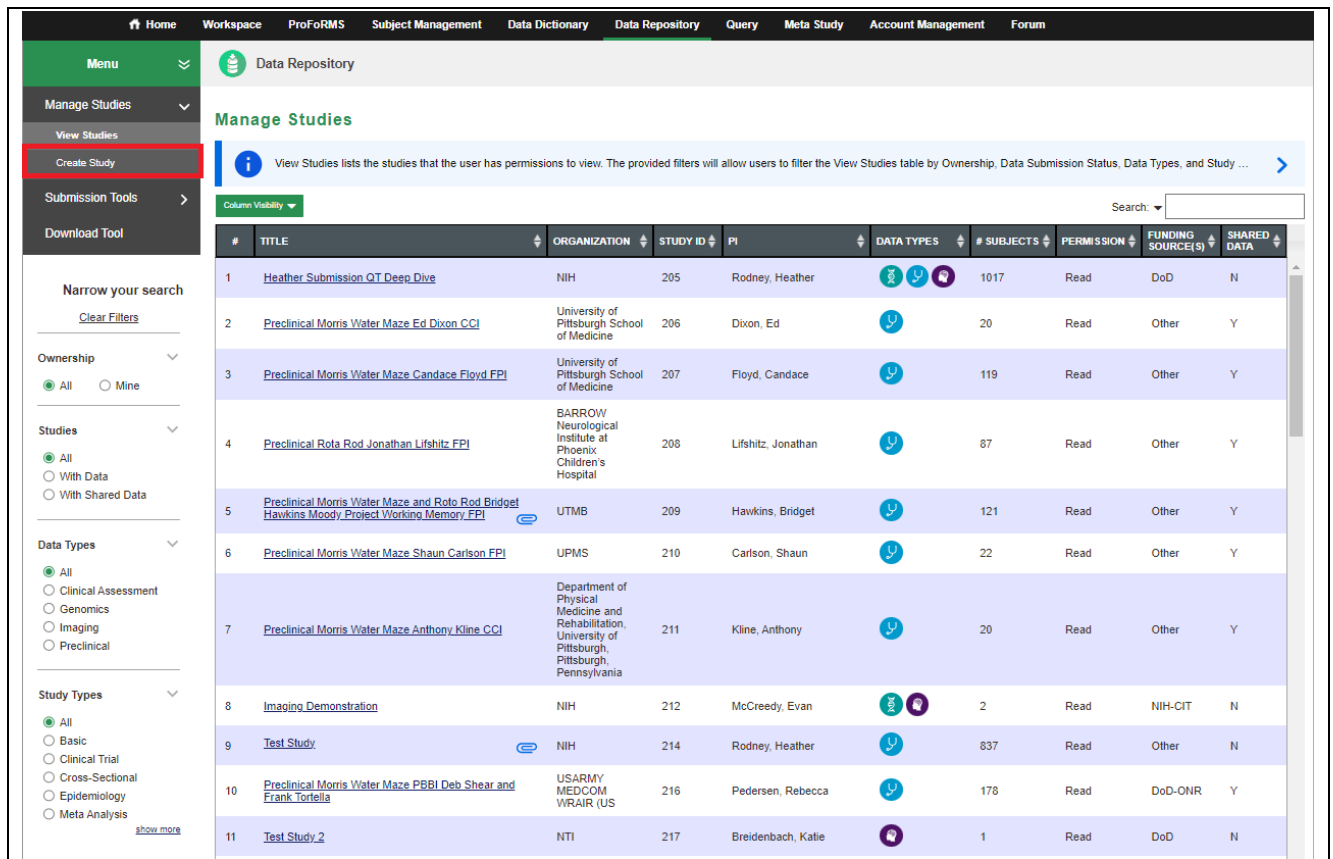
TITLE	ORGANIZATION	STUDY ID	PI	DATA TYPES	# SUBJECTS	PERMISSION	FUNDING SOURCE(S)	SHARED DATA
T Deep Dive	NIH	205	Rodney, Heather		1017	Read	DoD	N
r Maze Ed Dixon CCI	University of Pittsburgh School of Medicine	206	Dixon, Ed		20	Read	Other	Y
r Maze Candace Floyd FPI	University of Pittsburgh School of Medicine	207	Floyd, Candace		119	Read	Other	Y
Jonathan Lifshitz FPI	BARROW Neurological Institute at Phoenix Children's Hospital	208	Lifshitz, Jonathan		87	Read	Other	Y
5 Preclinical Morris Water Maze and Rolo Rod Bridget Hawkins Moody Project Working Memory FPI	UTMB	209	Hawkins, Bridget		121	Read	Other	Y
6 Preclinical Morris Water Maze Shaun Carlson FPI	UPMS	210	Carlson, Shaun		22	Read	Other	Y
7 Preclinical Morris Water Maze Anthony Kline CCI	Department of Physical Medicine and Rehabilitation, University of Pittsburgh, Pittsburgh, Pennsylvania	211	Kline, Anthony		20	Read	Other	Y
8 Imaging Demonstration	NIH	212	McCreedy, Evan		2	Read	NIH-CIT	N
9 Test Study	NIH	214	Rodney, Heather		837	Read	Other	N
10 Preclinical Morris Water Maze PBBI Deb Shear and Frank Tortella	USARMY MEDCOM WRAIR (US)	216	Pedersen, Rebecca		178	Read	DoD-ONR	Y
11 Test Study 2	NTI	217	Breidenbach, Katie		1	Read	DoD	N
12 Preclinical Human Approach Test	KSU	218	Hulbert, Lindsey		19	Read	DoD	Y

5.2.2 Create Study

The **Create Study** functionality allows users with permission to create a study by providing the relevant information requested and submitting the request which will be reviewed by a BRICS Systems Administrator. Once approved by the Systems Administrator, users may begin to submit data to the system.

To Create a Study in Data Repository: Perform the following actions:

1. Login to the system.
2. Navigate to the **Data Repository** Module and click **Create Study**



Manage Studies

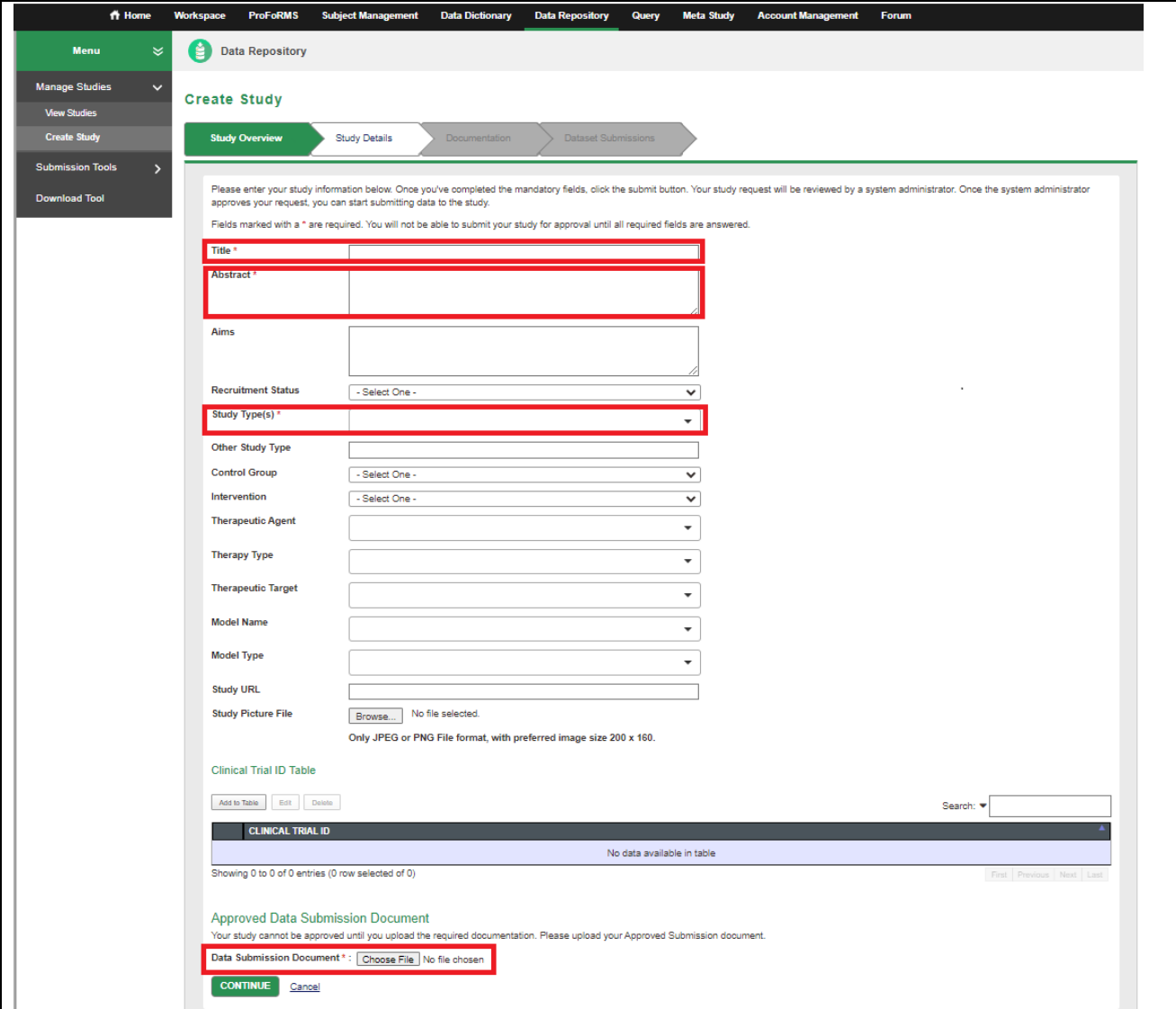
View Studies lists the studies that the user has permissions to view. The provided filters will allow users to filter the View Studies table by Ownership, Data Submission Status, Data Types, and Study ...

Search:

#	TITLE	ORGANIZATION	STUDY ID	PI	DATA TYPES	# SUBJECTS	PERMISSION	FUNDING SOURCE(S)	SHARED DATA
1	Heather Submission QT Deep Dive	NIH	205	Rodney, Heather		1017	Read	DoD	N
2	Preclinical Morris Water Maze Ed Dixon CC	University of Pittsburgh School of Medicine	206	Dixon, Ed		20	Read	Other	Y
3	Preclinical Morris Water Maze Candace Floyd FPI	University of Pittsburgh School of Medicine	207	Floyd, Candace		119	Read	Other	Y
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6	Preclinical Morris Water Maze Shaun Carlson FPI	UPMS	210	Carlson, Shaun		22	Read	Other	Y
7	Preclinical Morris Water Maze Anthony Kline CC	Department of Physical Medicine and Rehabilitation, University of Pittsburgh, Pittsburgh, Pennsylvania	211	Kline, Anthony		20	Read	Other	Y
8	Imaging Demonstration	NIH	212	McCreedy, Evan		2	Read	NIH-CIT	N
9	Test Study	NIH	214	Rodney, Heather		837	Read	Other	N
10	Preclinical Morris Water Maze PBBI Deb Shear and Frank Tortella	USARMY MEDCOM WRAIR (US)	216	Pedersen, Rebecca		178	Read	DoD-ONR	Y
11	Test Study_2	NTI	217	Breidenbach, Katie		1	Read	DoD	N

3. Fill out the **Create Study** data. To create the study you must fill out all of the required fields (All fields with an *asterisk are required.)

See photos below for a quick view of all required fields.



The screenshot shows the 'Create Study' form in the BRICS system. The form is titled 'Create Study' and has a progress bar with four steps: 'Study Overview' (active), 'Study Details', 'Documentation', and 'Dataset Submissions'. The form includes the following fields:

- Title *
- Abstract *
- Aims
- Recruitment Status: - Select One -
- Study Type(s) *
- Other Study Type
- Control Group: - Select One -
- Intervention: - Select One -
- Therapeutic Agent
- Therapy Type
- Therapeutic Target
- Model Name
- Model Type
- Study URL
- Study Picture File: Browse... No file selected. Only JPEG or PNG File format, with preferred image size 200 x 160.

Below the form is a 'Clinical Trial ID Table' with a search bar and a table header 'CLINICAL TRIAL ID'. The table is currently empty, showing 'No data available in table'.

At the bottom of the form is the 'Approved Data Submission Document' section, which includes the field 'Data Submission Document* : [Choose File] No file chosen'. This field is highlighted with a red box. Below this field are 'CONTINUE' and 'Cancel' buttons.

Home Workspace ProFoRMS Subject Management Data Dictionary **Data Repository** Query Meta Study Account Management Forum

Menu

- Manage Studies
 - View Studies
 - Create Study**
 - Submission Tools
 - Download Tool

Data Repository

Create Study

Study Overview **Study Details** Documentation Dataset Submissions

Study Research Management

Search:

ROLE	FULL NAME	E-MAIL	ORGANIZATION	ORCID
<input type="radio"/> Primary Principal Investigator	Jane Q Anonymous		NIH	
<input type="radio"/> Data Manager	John P Doe		NIH	

Showing 1 to 2 of 2 entries (0 row selected of 2) [First](#) [Previous](#) | 1 | [Next](#) [Last](#)

Study Information

Start Date * Please enter the date in ISO format, ex: 2013-12-21

End Date *

Estimated Number of Subjects

Funding Source(s) *

Funding Amount

Site Table *

Search:

SITE NAME	ADDRESS	CITY	STATE	COUNTRY	PHONE NUMBER
No data available in table					

Showing 0 to 0 of 0 entries (0 row selected of 0) [First](#) [Previous](#) [Next](#) [Last](#)

Grant Table

Search:

GRANT/PROJECT ID	GRANT/PROJECT NAME	GRANT/PROJECT FUNDER NAME
No data available in table		

Showing 0 to 0 of 0 entries (0 row selected of 0) [First](#) [Previous](#) [Next](#) [Last](#)

Create a Primary Principal Investigator

Create a Primary Test Site

Study Form Structure

Add Form Structures you initially intend to use to the table below by clicking on the "Add Form Structure" button. When you click the button, you will be presented with a list of published Form Structures to choose from. If you don't know the Form Structures you intend to use or if the forms haven't been created yet, leave this section blank. You can add your Form Structures to the study at a later time or when you submit data to your study. When submitting data, the system will automatically add the Form Structure used to the study's Form Structure list.

Search:

FORM STRUCTURE TITLE	SHORT NAME	FORM TYPE	ACTIONS
No data available in table			

Showing 0 to 0 of 0 entries First | Previous | Next | Last

Study Keywords and Labels

Associate Keywords

Associating keywords to the study promotes reuse and improves the search capability.

Filter Keywords:

Sort By: Name Frequency

<p>Available Keywords</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> Food (1) Keyword (2) Keyword2 (1) LEIA (4) submission (3) test (2) testing (3) </div>	<input type="button" value="<<"/> <input type="button" value=">>"/>	<p>Current Keywords</p> <div style="border: 1px solid #ccc; height: 60px;"></div>
---	--	--

Associate Labels

Filter Labels:

Sort By: Name Frequency

<p>Available Labels</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> test (2) testing (3) Label (2) foodimpact (1) LEIA (3) Label2 (1) </div>	<input type="button" value="<<"/> <input type="button" value=">>"/>	<p>Current Labels</p> <div style="border: 1px solid #ccc; height: 60px;"></div>
---	--	--

Study Overview: Complete all required fields marked with an ***asterisk**:

- ❖ **Title***
- ❖ **Abstract***
- ❖ **Aims**
- ❖ **Recruitment Status**
- ❖ **Study Type(s)***
- ❖ **Other Study Type:**
- ❖ **Control Group**
- ❖ **Intervention**
- ❖ **Therapeutic Agent**
- ❖ **Therapy Type**
- ❖ **Therapeutic Target**
- ❖ **Model Name**
- ❖ **Model Type**
- ❖ **Study URL**
- ❖ **Study Picture File:** Click **Browse...** to select a JPEG or PNG file.
- ❖ **Clinical Trial ID:** Click add to table to add a Clinical Trial ID.

Approved Data Submission Document*: Your study cannot be approved until you upload the required documentation. Please upload your Approved Submission document.

Click **Choose File** to browse your computer and upload your document.

Study Research Management - You are required to create a *Primary Principal Investigator. Select the "Add to the Table" button.

- ❖ **Role*:** You are **required** to have exactly 1 **Primary Principal Investigator**
- ❖ **First Name***
- ❖ **Middle Initial**
- ❖ **Last Name***
- ❖ **Suffix**
- ❖ **E-Mail**
- ❖ **Organization Name***
- ❖ **ORCID**
- ❖ **Picture File**

Study Information: Complete all required fields marked with an *asterisk:

- ❖ **Start Date***
- ❖ **End Date***
- ❖ **Estimated Number of Subjects**
- ❖ **Funding Source(s)***
- ❖ **Funding Amount**
- ❖ **Site Table*:** You are required to have a **Primary Site*** Click the "Add to Table" button.
 - **Site Name***
 - **Address**
 - **Country**
 - **City**
 - **Phone Number**
- ❖ **Grant Table**
 - **Grant/Project ID**
 - **Grant/Project Name**
 - **Grant/Project Funders Name**

Study Form Structure:

- ❖ **Form Structures:** Add Form Structures you initially intend to use to the table. If you don't know what the Form Structures you intend to use are then you can add form structures to your study at a later time.

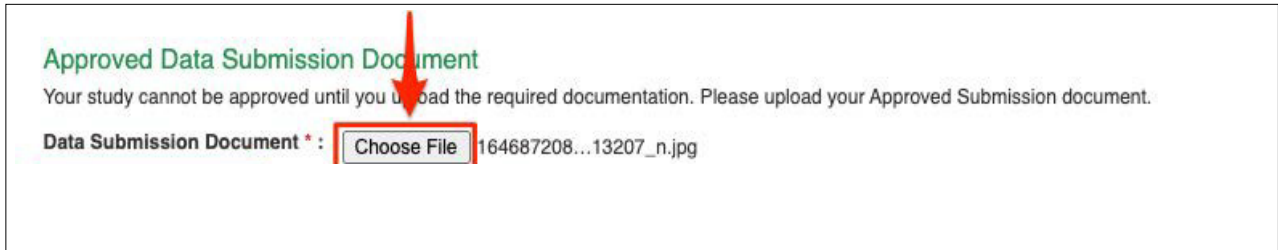
Study Keywords and Labels:

- ❖ **Associate Keywords:** Add any keywords you wish to be associated with your study.
- ❖ **Associate Labels:** Add any labels you wish to be associated with your study.

4. After filling out all of the required data. Click the **Submit Request** button.

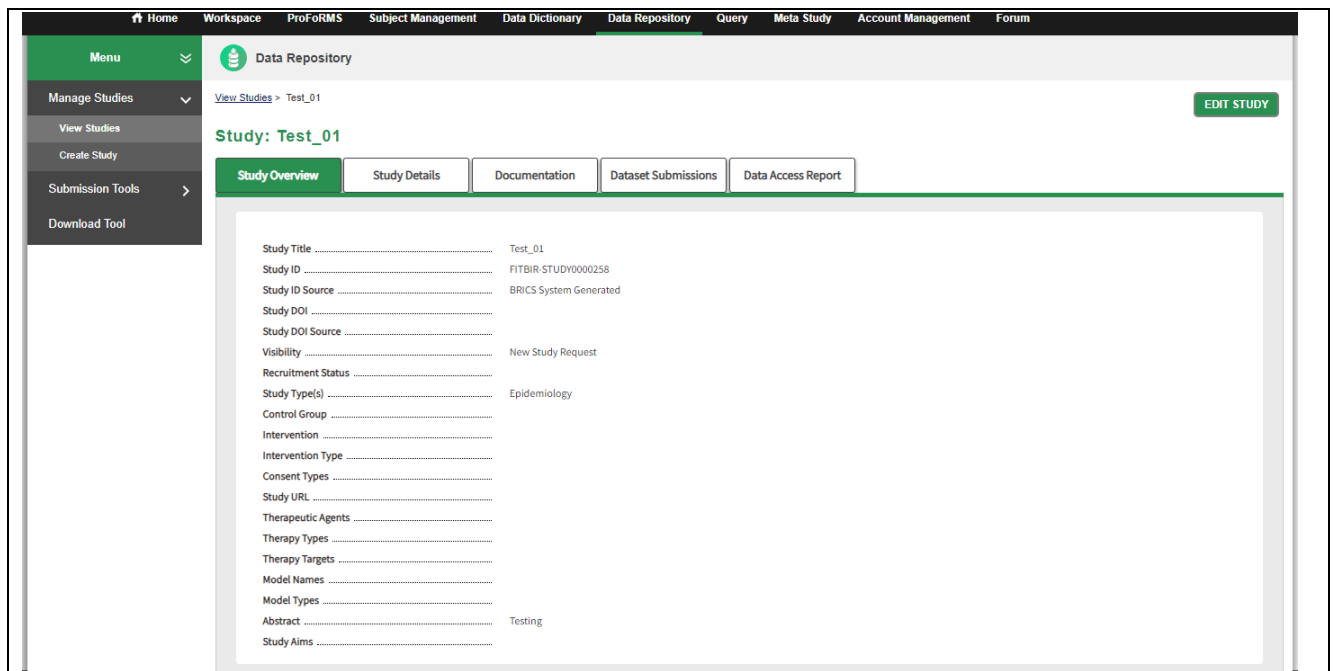
NOTE: Your study cannot be approved if the data submission document(s) are not uploaded.

Please make sure you upload your data submission documents.



5. If all required information is filled out. Then your request to create your study will be submitted and you will be redirected to the Study Overview page for your study.

NOTE: When you request to create the study, it will be reviewed by an admin for approval/rejection. Afterwards, you will receive an email notification with the status of the study.



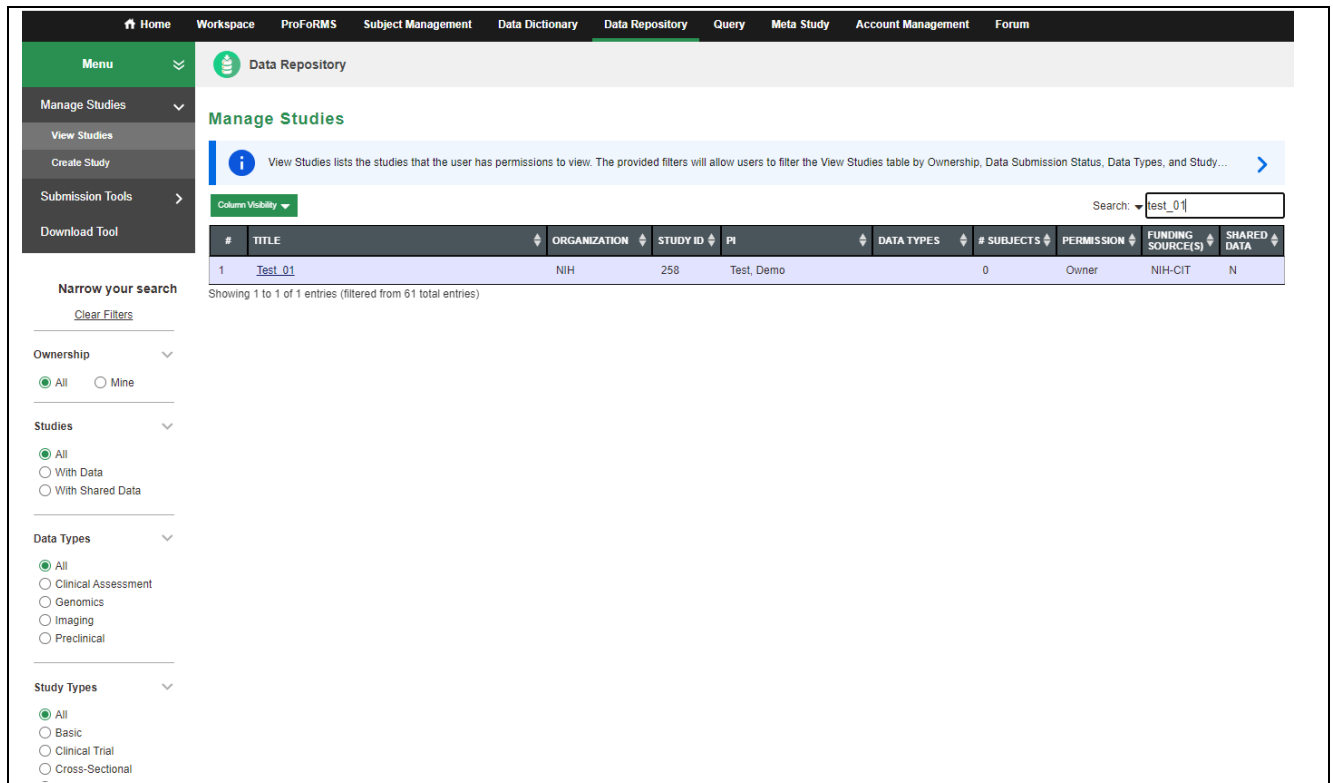
5.2.3 Edit Studies

The **Edit Studies** function allows the user to edit studies that the user has permission to edit.

To Edit Studies in Data Repository: **Perform the following actions:**

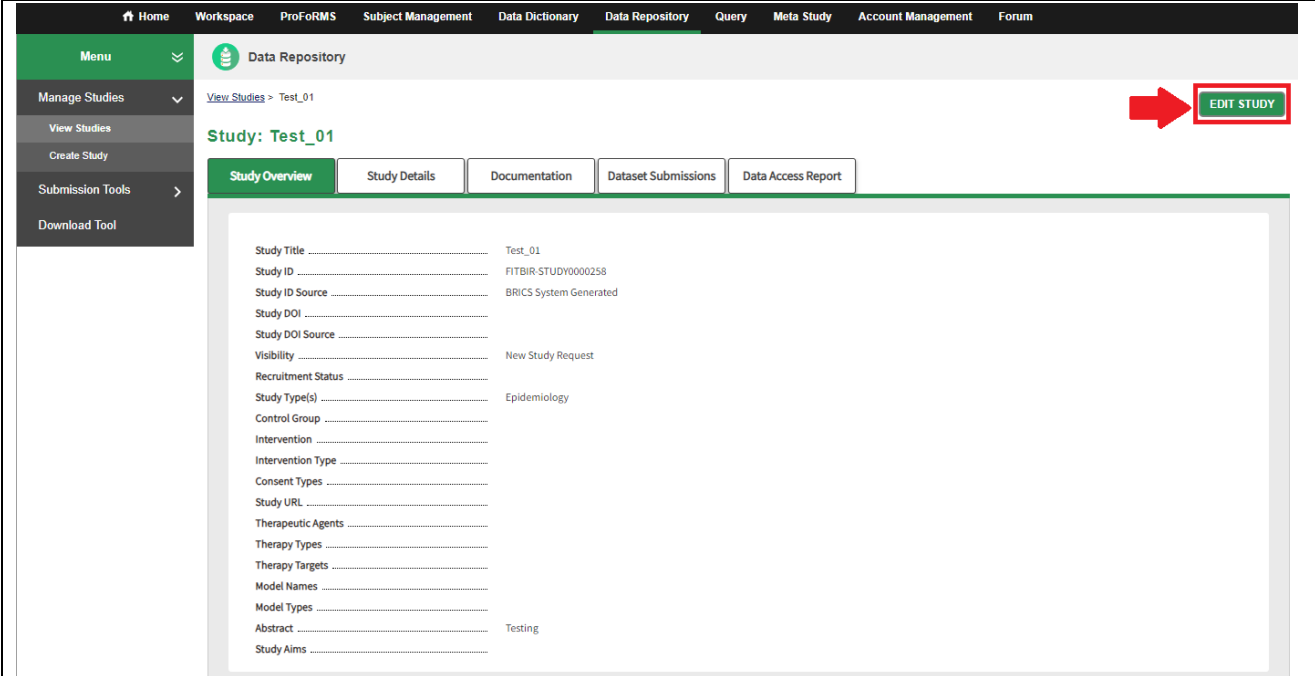
1. Open the Data Repository module and the View Studies page will load.
2. Find the study you'd like to edit in the View Studies page and click on its name to open it.

NOTE: Use the search box and/or filters to easily find your study.



The screenshot displays the 'Manage Studies' interface in the Data Repository module. At the top, there is a navigation bar with options like Home, Workspace, ProFoRMS, Subject Management, Data Dictionary, Data Repository (selected), Query, Meta Study, Account Management, and Forum. Below this is a sidebar menu with options: Menu, Manage Studies (selected), View Studies, Create Study, Submission Tools, and Download Tool. The main content area is titled 'Manage Studies' and includes an information icon and a description: 'View Studies lists the studies that the user has permissions to view. The provided filters will allow users to filter the View Studies table by Ownership, Data Submission Status, Data Types, and Study...'. A search bar contains the text 'test_01'. Below the search bar is a table with the following columns: #, TITLE, ORGANIZATION, STUDY ID, PI, DATA TYPES, # SUBJECTS, PERMISSION, FUNDING SOURCE(S), and SHARED DATA. The table contains one row with the following data: # 1, TITLE Test_01, ORGANIZATION NIH, STUDY ID 258, PI Test, Demo, DATA TYPES, # SUBJECTS 0, PERMISSION Owner, FUNDING SOURCE(S) NIH-CIT, SHARED DATA N. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 61 total entries)'. On the left side, there are several filter sections: 'Narrow your search' with a 'Clear Filters' link; 'Ownership' with radio buttons for 'All' (selected) and 'Mine'; 'Studies' with radio buttons for 'All' (selected), 'With Data', and 'With Shared Data'; 'Data Types' with radio buttons for 'All' (selected), 'Clinical Assessment', 'Genomics', 'Imaging', and 'Preclinical'; and 'Study Types' with radio buttons for 'All' (selected), 'Basic', 'Clinical Trial', and 'Cross-Sectional'.

5. The Study Overview page appears. Click the **Edit** button.

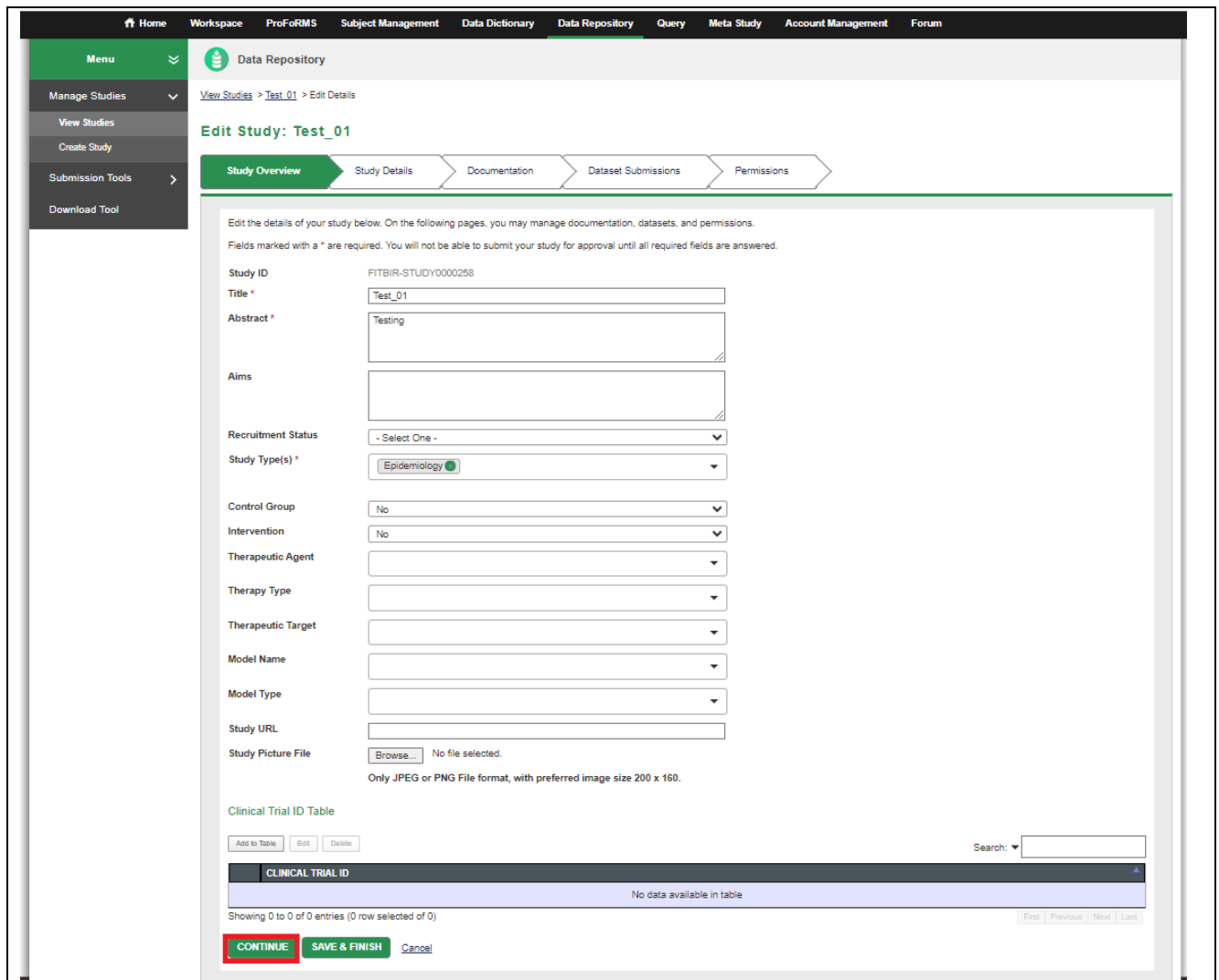


The screenshot displays the BRICS Data Repository interface. The top navigation bar includes links for Home, Workspace, ProFoRMS, Subject Management, Data Dictionary, Data Repository (highlighted), Query, Meta Study, Account Management, and Forum. A left sidebar menu contains options for Manage Studies, View Studies, Create Study, Submission Tools, and Download Tool. The main content area shows the 'Study: Test_01' overview page. A red arrow points to the 'EDIT STUDY' button in the top right corner. The study details are as follows:

Field	Value
Study Title	Test_01
Study ID	FITBIR-STUDY0000258
Study ID Source	BRICS System Generated
Study DOI	
Study DOI Source	
Visibility	New Study Request
Recruitment Status	
Study Type(s)	Epidemiology
Control Group	
Intervention	
Intervention Type	
Consent Types	
Study URL	
Therapeutic Agents	
Therapy Types	
Therapy Targets	
Model Names	
Model Types	
Abstract	Testing
Study Aims	

6. Edit the details of your study overview as shown below. Click the **Continue** button when complete.

On the following pages, you may manage **study details**, **documentation**, **dataset submissions**, and **permissions**. **Note:** Fields marked with an asterisk * are required. You will not be able to save your changes to your study until all required fields are answered.



Data Repository

Home Workspace ProFoRMS Subject Management Data Dictionary **Data Repository** Query Meta Study Account Management Forum

Menu

- Manage Studies
- View Studies
- Create Study
- Submission Tools
- Download Tool

Edit Study: Test_01

Study Overview Study Details Documentation Dataset Submissions Permissions

Edit the details of your study below. On the following pages, you may manage documentation, datasets, and permissions.
Fields marked with a * are required. You will not be able to submit your study for approval until all required fields are answered.

Study ID: FITBIR-STUDY0000258

Title *

Abstract *

Aims

Recruitment Status:

Study Type(s) *

Control Group:

Intervention:

Therapeutic Agent:

Therapy Type:

Therapeutic Target:

Model Name:

Model Type:

Study URL:

Study Picture File: No file selected.
Only JPEG or PNG File format, with preferred image size 200 x 160.

Clinical Trial ID Table

Search:

CLINICAL TRIAL ID
No data available in table

Showing 0 to 0 of 0 entries (0 row selected of 0)

7. Edit the details of your study as shown below. Click the **Continue** button when complete.

Home Workspace ProFoRMS Subject Management Data Dictionary **Data Repository** Query Meta Study Account Management Forum

Menu

- Manage Studies
- View Studies
- Create Study
- Submission Tools
- Download Tool

Data Repository

View Studies > Test_01 > Edit Details

Edit Study: Test_01

Study Overview **Study Details** Documentation Dataset Submissions Permissions

Associated GUIDs

Search:

NAME	ASSOCIATED BY	ASSOCIATED DATE
No data available in table		

Showing 0 to 0 of 0 entries

Study Research Management

Add to Table Edit Delete

Search:

ROLE	FULL NAME	E-MAIL	ORGANIZATION	ORCID
<input type="radio"/> Primary Principal Investigator	Demo Test		NIH	

Showing 1 to 1 of 1 entries (0 row selected of 1)

Study Information

Start Date *

End Date *

Estimated Number of Subjects

Funding Source(s) *

Funding Amount

Site Table *

Add to Table Edit Delete

Search:

SITE NAME	ADDRESS	CITY	STATE	COUNTRY	PHONE NUMBER
<input type="radio"/> fsadaf (Primary)					

Showing 1 to 1 of 1 entries (0 row selected of 1)

Grant Table

Add to Table Edit Delete

Search:

GRANT/PROJECT ID	GRANT/PROJECT NAME	GRANT/PROJECT FUNDER NAME
No data available in table		

Showing 0 to 0 of 0 entries (0 row selected of 0)

Study Form Structure

Add Form Structures you initially intend to use to the table below by clicking on the "Add Form Structure" button. When you click the button, you will be presented with a list of published Form Structures to choose from. If you don't know the Form Structures you intend to use or if the forms haven't been created yet, leave this section blank. You can add your Form Structures to the study at a later time or when you submit data to your study. When submitting data, the system will automatically add the Form Structure used to the study's Form Structure list.

Search:

FORM STRUCTURE TITLE	SHORT NAME	FORM TYPE	ACTIONS
No data available in table			

Showing 0 to 0 of 0 entries First Previous Next Last

Study Keywords and Labels

Associate Keywords

Associating keywords to the study promotes reuse and improves the search capability.

Filter Keywords:

Sort By: Name Frequency

<p>Available Keywords</p> <ul style="list-style-type: none"> Food (1) Keyword (2) Keyword2 (1) LEIA (4) submission (3) test (2) testing (3) 	<input type="button" value="<<"/> <input type="button" value=">>"/>	<p>Current Keywords</p> <div style="border: 1px solid gray; height: 60px;"></div>
---	--	--

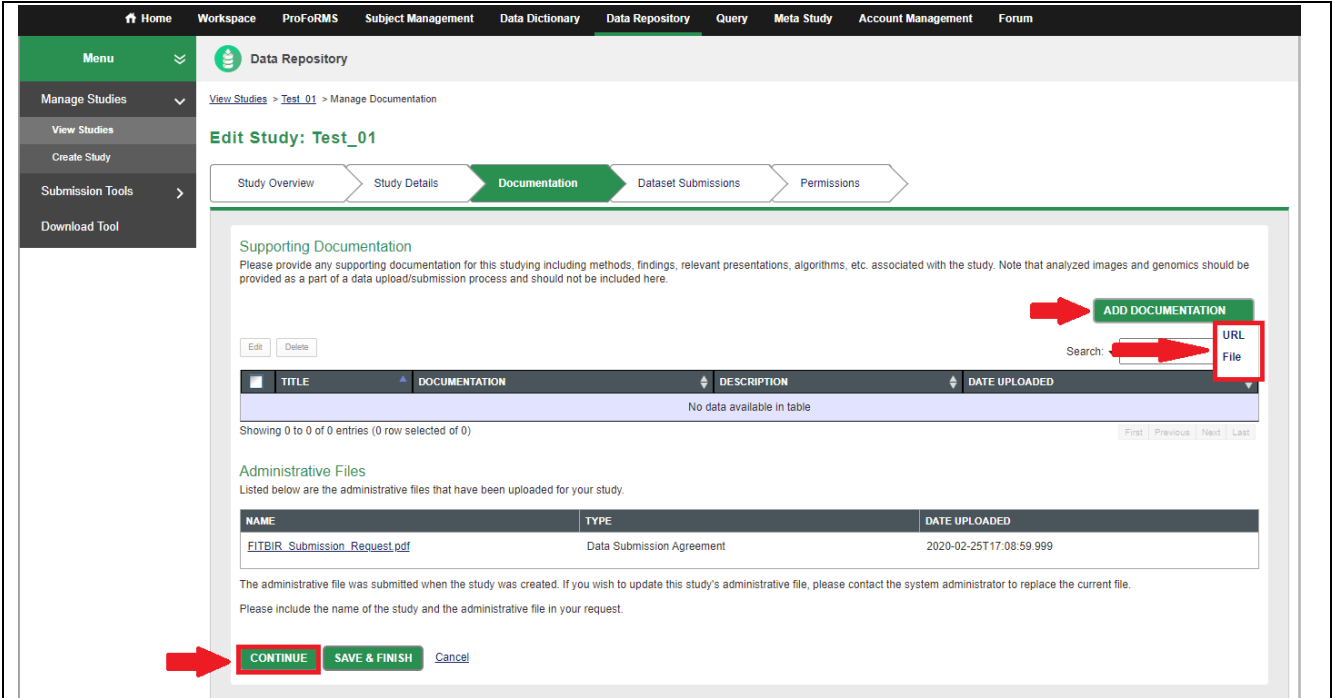
Associate Labels

Filter Labels:

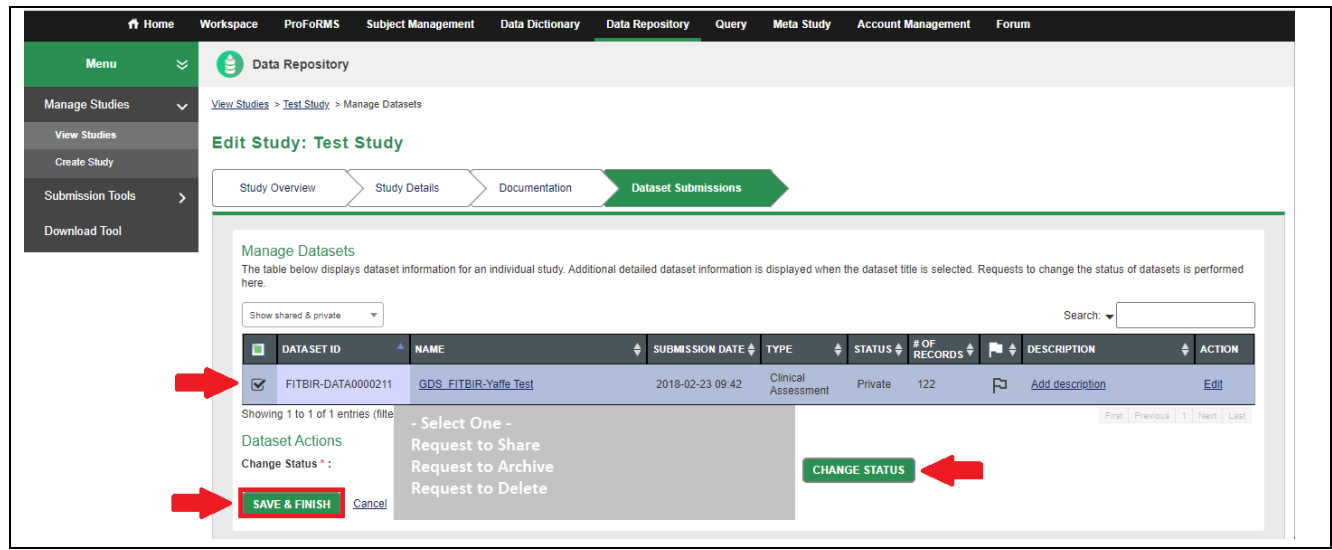
Sort By: Name Frequency

<p>Available Labels</p> <ul style="list-style-type: none"> test (2) testing (3) Label (2) foodimpact (1) LEIA (3) Label2 (1) 	<input type="button" value="<<"/> <input type="button" value=">>"/>	<p>Current Labels</p> <div style="border: 1px solid gray; height: 60px;"></div>
---	--	--

8. Manage Documentation: Click the **Add Documentation** button to select the desired file or URL to upload. Click the **Continue** button.



9. Manage Datasets: In the table below, the dataset information for an individual study is displayed when the dataset title is selected. You may request a change to the status of datasets from here by selecting the drop-down menu beside “**Change Status**”. Click the **Continue** button.



10. In the **Permissions** section, individual access to the study profile and datasets can be granted to users during submission. The different permissions are **Read**, **Write**, and **Admin/Owner**. Other users will have Read access once the datasets have been shared.

Note: The Permissions section will only be visible to the individual(s) with Admin/Owner permission.

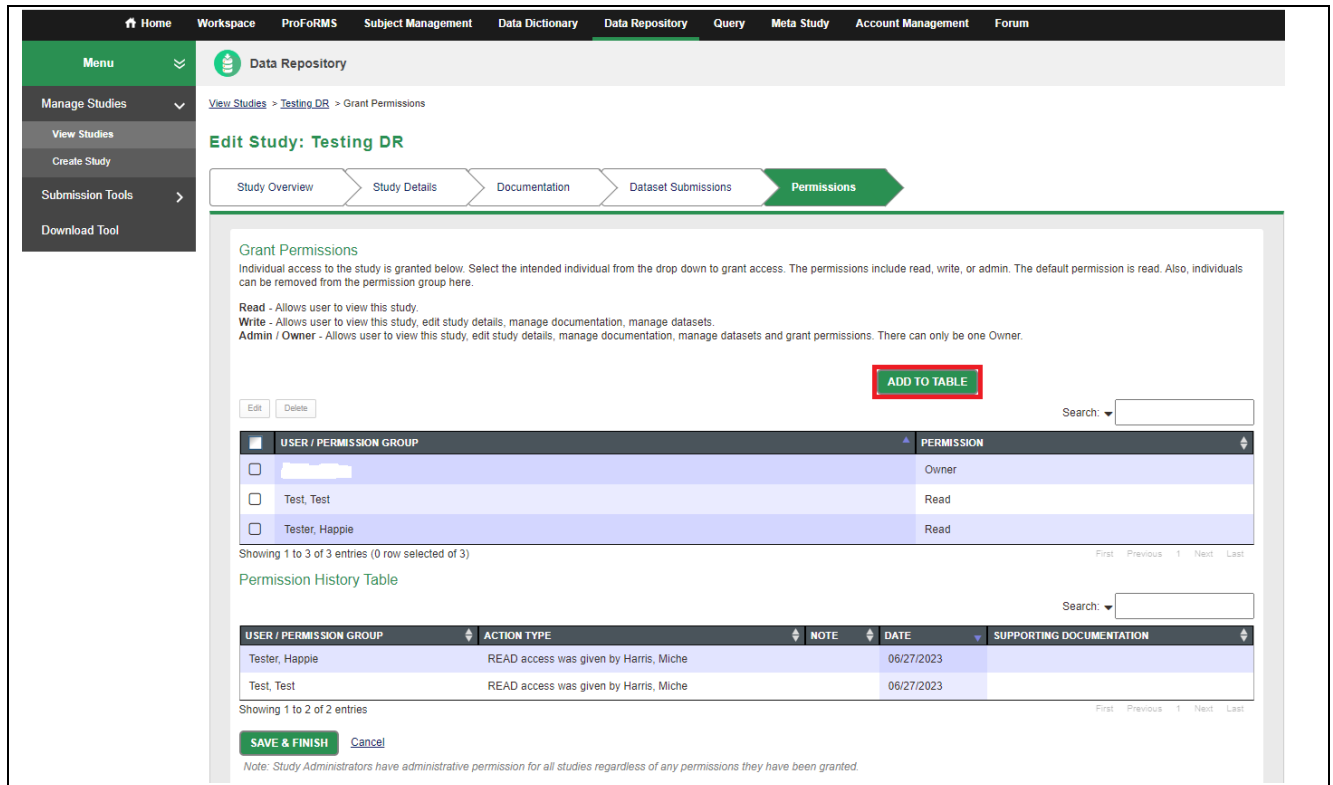
Below are the descriptions for the different permissions:

Read - Allows user to view this study.

Write - Allows user to view this study, edit study details, manage documentation, and manage datasets.

Admin / Owner - Allows user to view this study, edit study details, manage documentation, manage datasets and grant permissions. There can only be one Owner.

To grant access to study team members to the study profile and datasets, click on the **Add to Table** button.



Grant Permissions

Individual access to the study is granted below. Select the intended individual from the drop down to grant access. The permissions include read, write, or admin. The default permission is read. Also, individuals can be removed from the permission group here.

Read - Allows user to view this study.
Write - Allows user to view this study, edit study details, manage documentation, manage datasets.
Admin / Owner - Allows user to view this study, edit study details, manage documentation, manage datasets and grant permissions. There can only be one Owner.

ADD TO TABLE

USER / PERMISSION GROUP	PERMISSION
<input type="checkbox"/> [Redacted]	Owner
<input type="checkbox"/> Test, Test	Read
<input type="checkbox"/> Tester, Happie	Read

Showing 1 to 3 of 3 entries (0 row selected of 3)

Permission History Table

USER / PERMISSION GROUP	ACTION TYPE	NOTE	DATE	SUPPORTING DOCUMENTATION
Tester, Happie	READ	access was given by Harris, Miche	06/27/2023	
Test, Test	READ	access was given by Harris, Miche	06/27/2023	

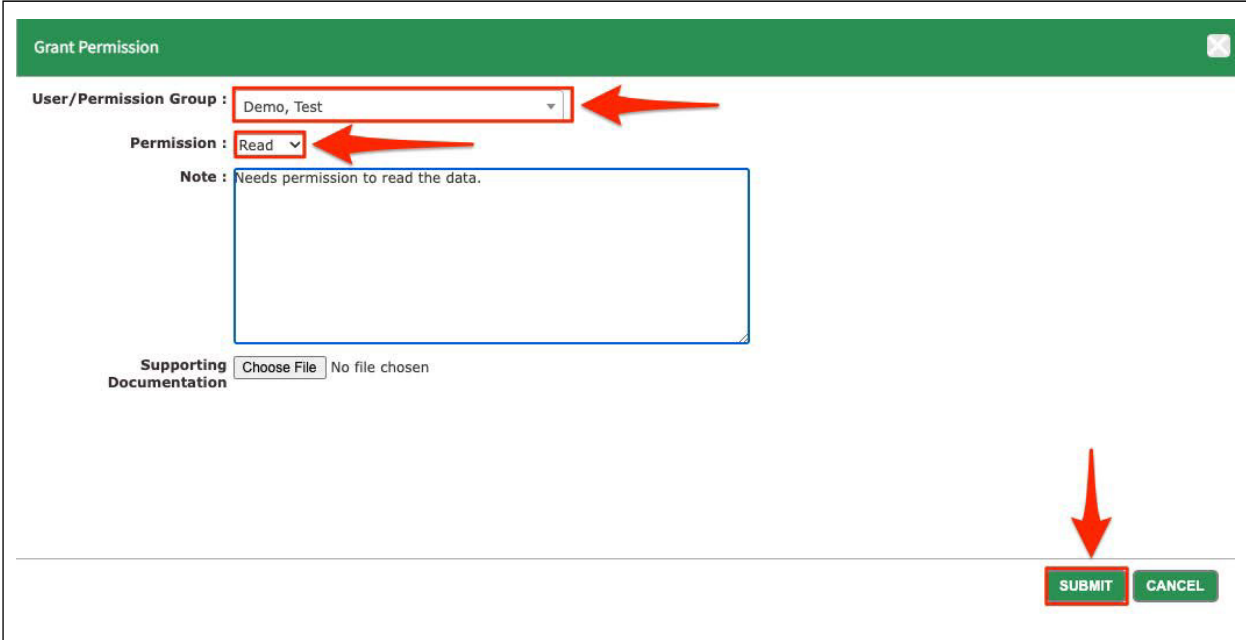
Showing 1 to 2 of 2 entries

SAVE & FINISH [Cancel](#)

Note: Study Administrators have administrative permission for all studies regardless of any permissions they have been granted.

11. Select a username/permission group from the Drop Down list. Select the permission access for the user(s). Click **Choose File** button to select the supporting documentation to upload. Click **Submit**.

Note: Study administrators have administrative permission for all studies regardless of any permissions they have been granted.



Grant Permission

User/Permission Group : Demo, Test

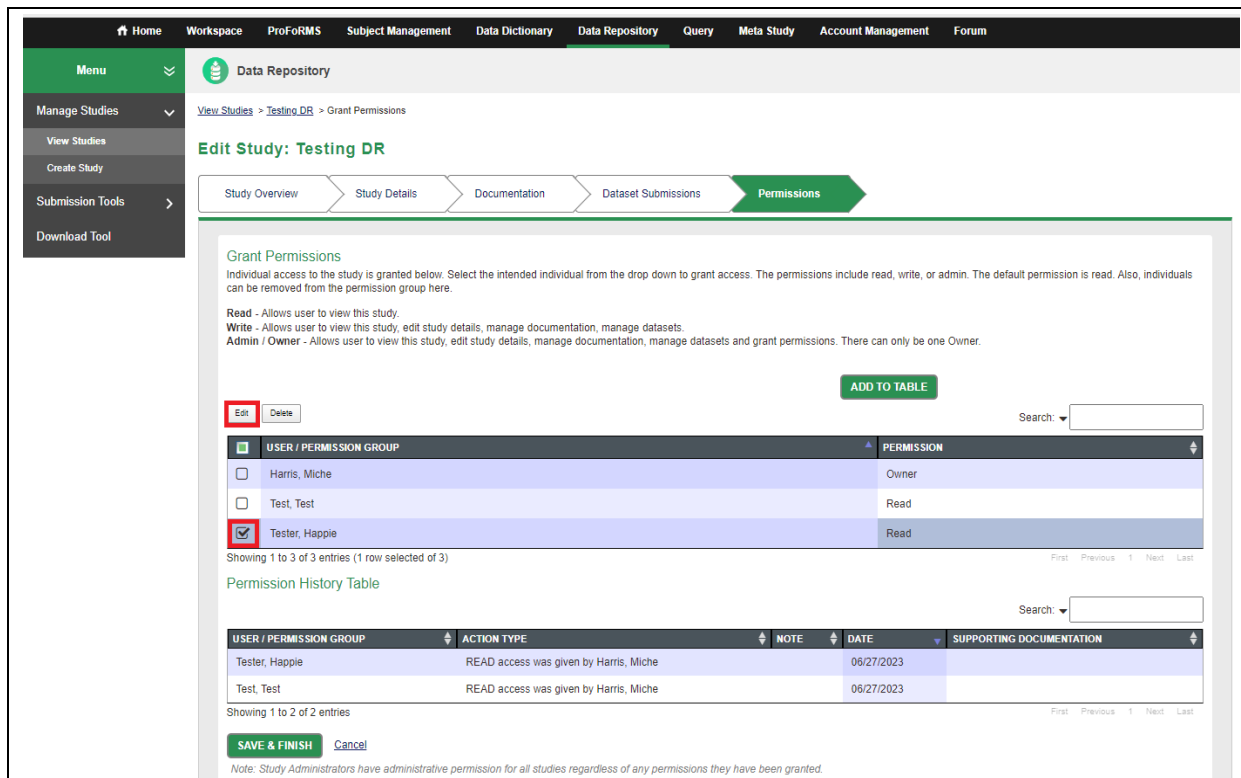
Permission : Read

Note : Needs permission to read the data.

Supporting Documentation Choose File No file chosen

SUBMIT CANCEL

To edit a user's permission to the study, choose the user/permission group and click **Edit**. Select the permission access for the user(s). Click **Choose File** button to select the supporting documentation to upload. Click **Submit** to complete the process.



Edit Study: Testing DR

Study Overview | Study Details | Documentation | Dataset Submissions | **Permissions**

Grant Permissions

Individual access to the study is granted below. Select the intended individual from the drop down to grant access. The permissions include read, write, or admin. The default permission is read. Also, individuals can be removed from the permission group here.

Read - Allows user to view this study.
Write - Allows user to view this study, edit study details, manage documentation, manage datasets.
Admin / Owner - Allows user to view this study, edit study details, manage documentation, manage datasets and grant permissions. There can only be one Owner.

Edit **ADD TO TABLE**

<input type="checkbox"/>	USER / PERMISSION GROUP	PERMISSION
<input type="checkbox"/>	Harris, Miche	Owner
<input type="checkbox"/>	Test, Test	Read
<input checked="" type="checkbox"/>	Tester, Happie	Read

Showing 1 to 3 of 3 entries (1 row selected of 3) First Previous 1 Next Last

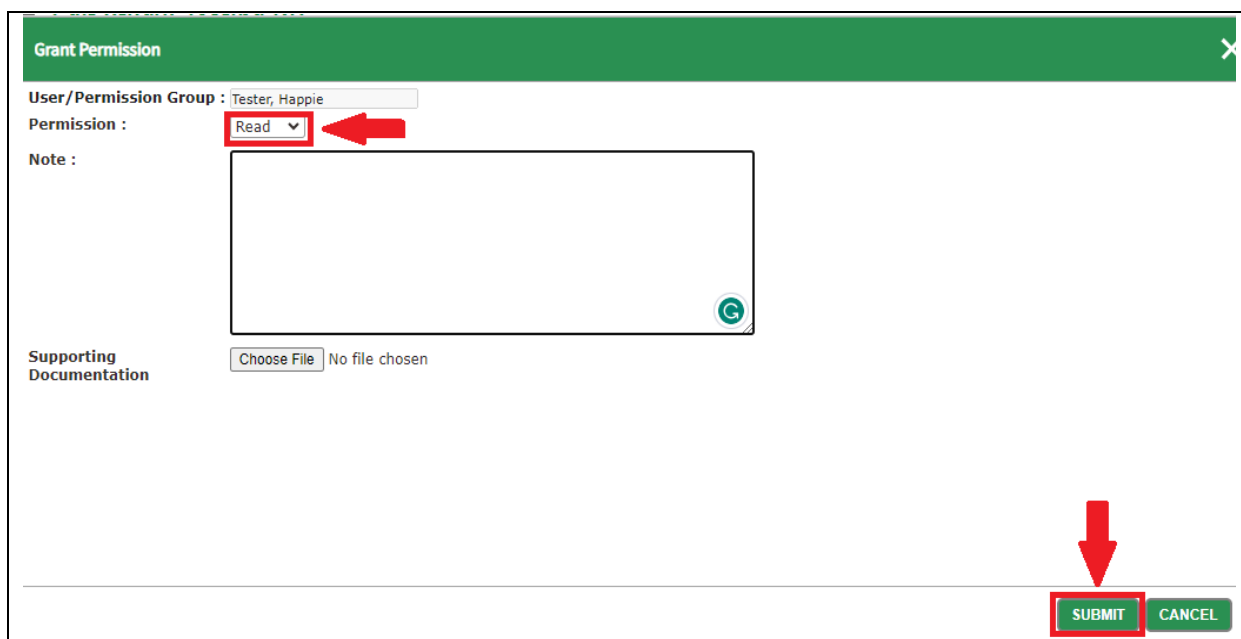
Permission History Table

USER / PERMISSION GROUP	ACTION TYPE	NOTE	DATE	SUPPORTING DOCUMENTATION
Tester, Happie	READ	access was given by Harris, Miche	06/27/2023	
Test, Test	READ	access was given by Harris, Miche	06/27/2023	

Showing 1 to 2 of 2 entries First Previous 1 Next Last


SAVE & FINISH

Note: Study Administrators have administrative permission for all studies regardless of any permissions they have been granted.



Grant Permission

User/Permission Group :

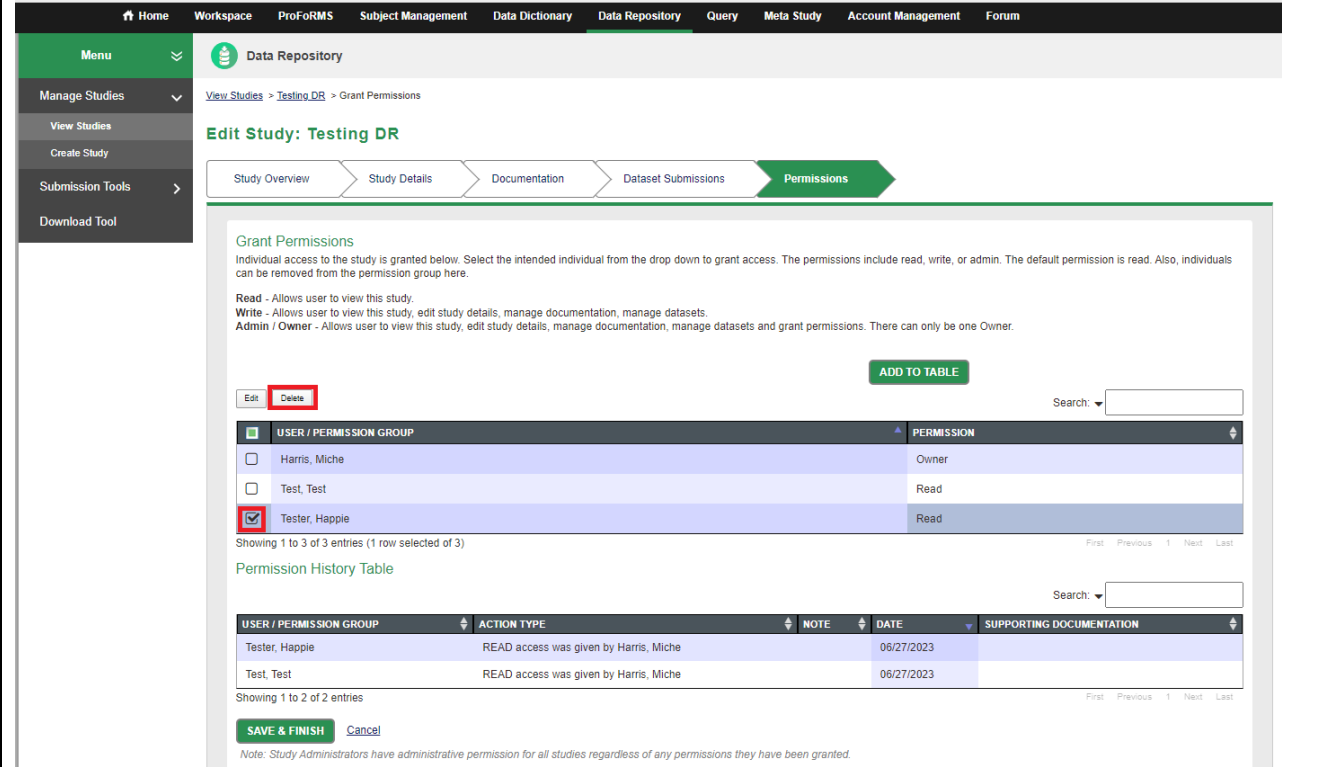
Permission : 

Note :

Supporting Documentation No file chosen

SUBMIT

To remove users from the study profile, choose the user/permission group and click **Delete**. Click **Choose File** button to select the supporting documentation to upload. Click **Delete** to complete the process.



Edit Study: Testing DR

Study Overview | Study Details | Documentation | Dataset Submissions | **Permissions**

Grant Permissions

Individual access to the study is granted below. Select the intended individual from the drop down to grant access. The permissions include read, write, or admin. The default permission is read. Also, individuals can be removed from the permission group here.

Read - Allows user to view this study.
 Write - Allows user to view this study, edit study details, manage documentation, manage datasets.
 Admin / Owner - Allows user to view this study, edit study details, manage documentation, manage datasets and grant permissions. There can only be one Owner.

ADD TO TABLE

Edit: **Delete** Search:

USER / PERMISSION GROUP	PERMISSION
<input type="checkbox"/> Harris, Miche	Owner
<input type="checkbox"/> Test, Test	Read
<input checked="" type="checkbox"/> Tester, Happie	Read

Showing 1 to 3 of 3 entries (1 row selected of 3) First Previous 1 Next Last

Permission History Table

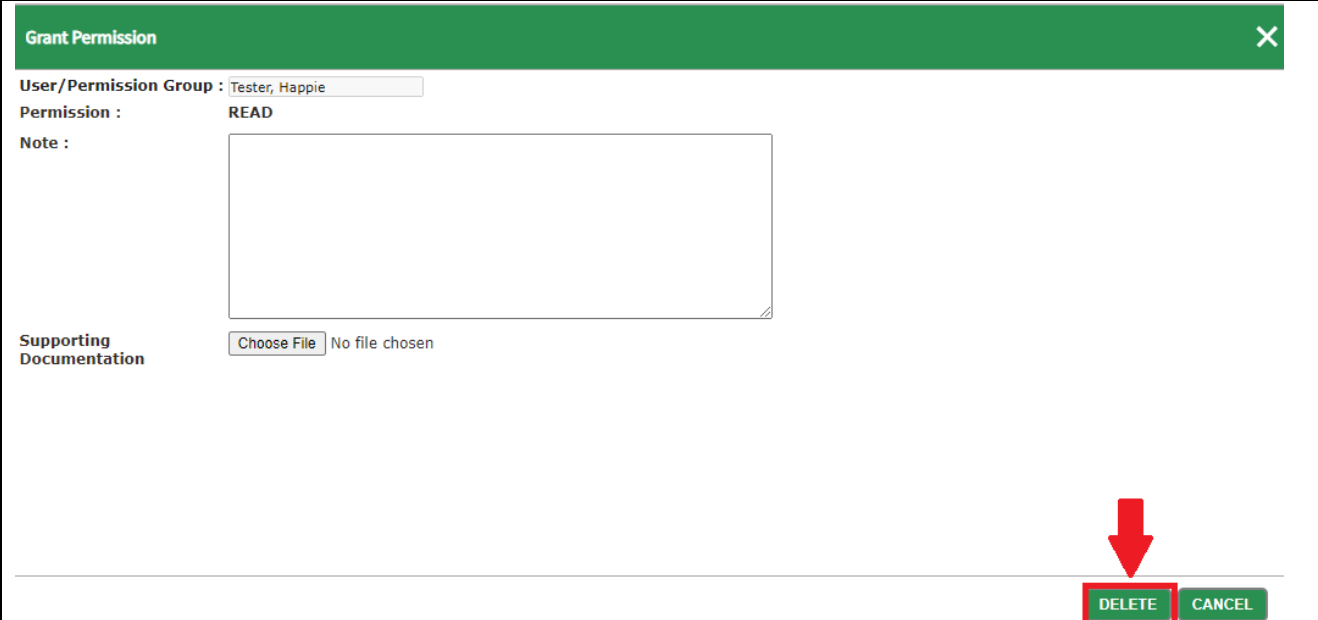
Search:

USER / PERMISSION GROUP	ACTION TYPE	NOTE	DATE	SUPPORTING DOCUMENTATION
Tester, Happie	READ access was given by Harris, Miche		06/27/2023	
Test, Test	READ access was given by Harris, Miche		06/27/2023	

Showing 1 to 2 of 2 entries First Previous 1 Next Last

SAVE & FINISH Cancel

Note: Study Administrators have administrative permission for all studies regardless of any permissions they have been granted.



Grant Permission [X]

User/Permission Group :

Permission : **READ**

Note :

Supporting Documentation No file chosen

DELETE **CANCEL**

12. After clicking **Save & Finish**, you will be taken to the **Study Overview Page**.

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