

TRAINING MANUAL: LABKEY FILE REPOSITORY

GETTING STARTED WITH LABKEY

. Training Prerequisites:

- Brain-CODE Portal Credentials
- LabKey Credentials

What is LabKey?

LabKey is a data management system which enables the tracking of molecular, genomics and other “omics” data types. LabKey is utilized in the organization, curation and sharing of molecular data collected by Brain-CODE IDPs. It also provides a secure data repository which allows for web-based queries, reports and collaboration tools

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LABKEY ACCESS CONTROLS

How is access controlled within LabKey?

In general, LabKey provides granular control over the ways in which data is presented to an audience. Data access is specified so that research team members have various permission levels depending on the data. This allows users to have read, edit or no access. Permission roles are granted on a folder by folder basis within LabKey. Therefore a user may have different permission levels depending on the folder they are within.

What are the main permission roles within LabKey?

1. Editor Role

Editors are permitted to make changes to data. They can read existing information and may modify or delete it. They may also upload or download files/folders.

2. Reader Role

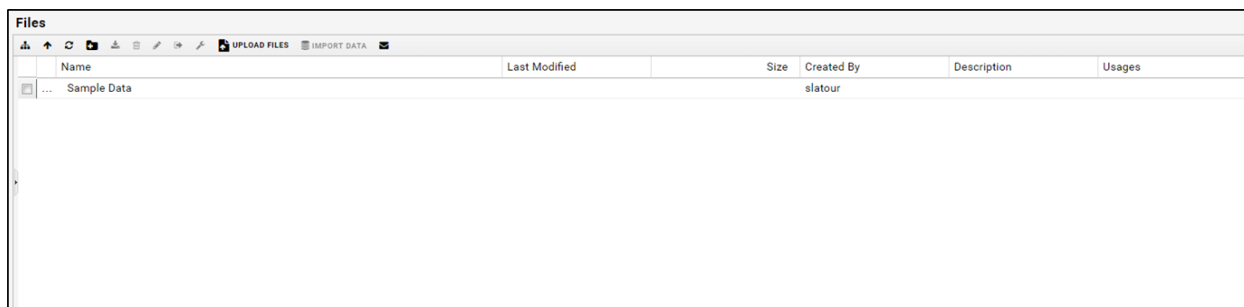
Readers are permitted to download files and view projects within LabKey. They are not permitted to upload files or make changes to pre-existing information.

LABKEY FILE REPOSITORY OVERVIEW

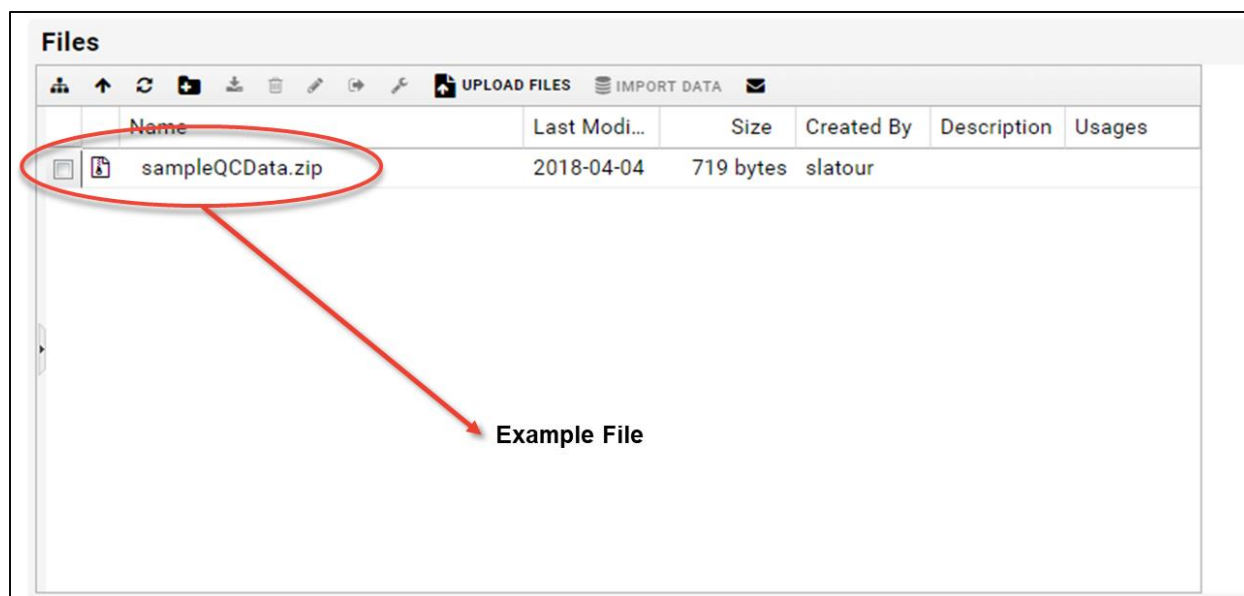
What is the file repository and what does it provide?

Research studies require collaboration between many members of the team. LabKey's file repository provides research teams with a secure, web-based file sharing platform. The file repository system within LabKey allows researchers to collaborate, share and manage files in a secure environment.

Example of File Repository



- a. In this example "Sample Data" is the parent file folder



- b. "sampleQCData.zip" is an example of a file within the LabKey File Repository

File Repository Toolbar Components



Toggle to view file folder directory tree



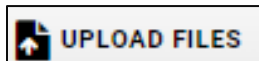
Toggle up one directory



Create a folder



Download a file



Upload a file/files



Rename a folder/file



Delete a folder/file

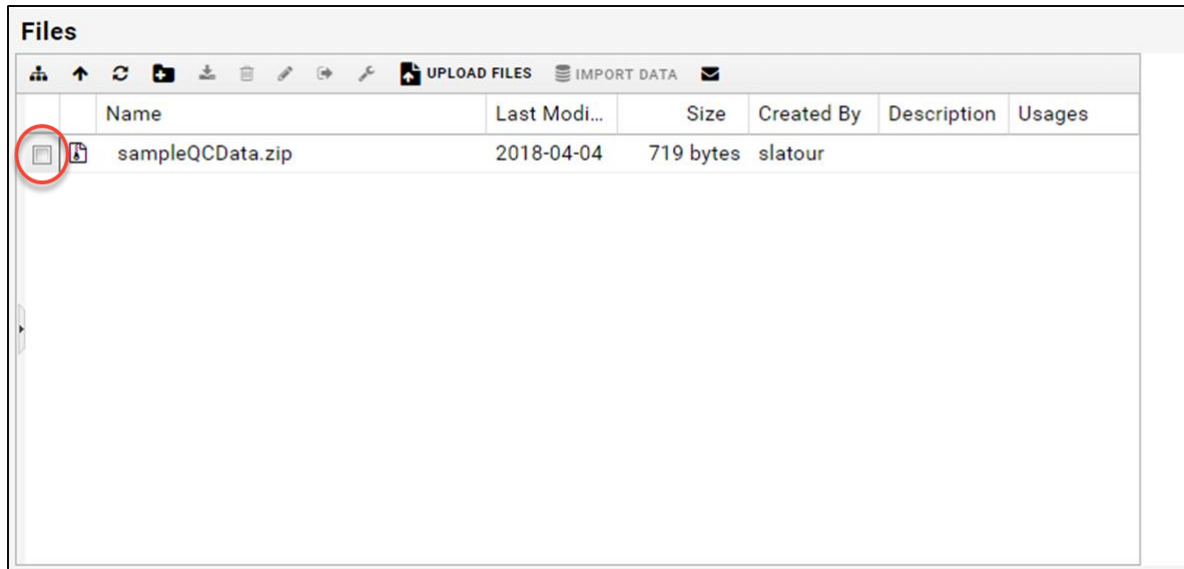
***NOTE do not used unless permitted by your program to delete files. Move to a “Deprecated” folder instead.**



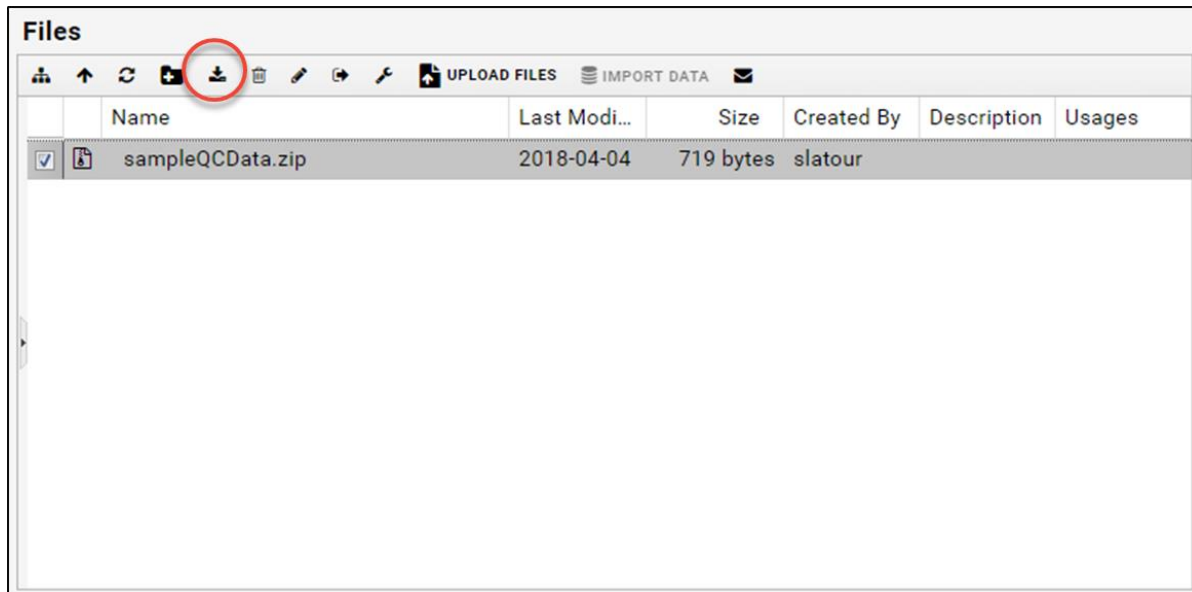
Move a folder/file

How to Download Files from the Repository:

1. Select the checkbox next to the file to be downloaded

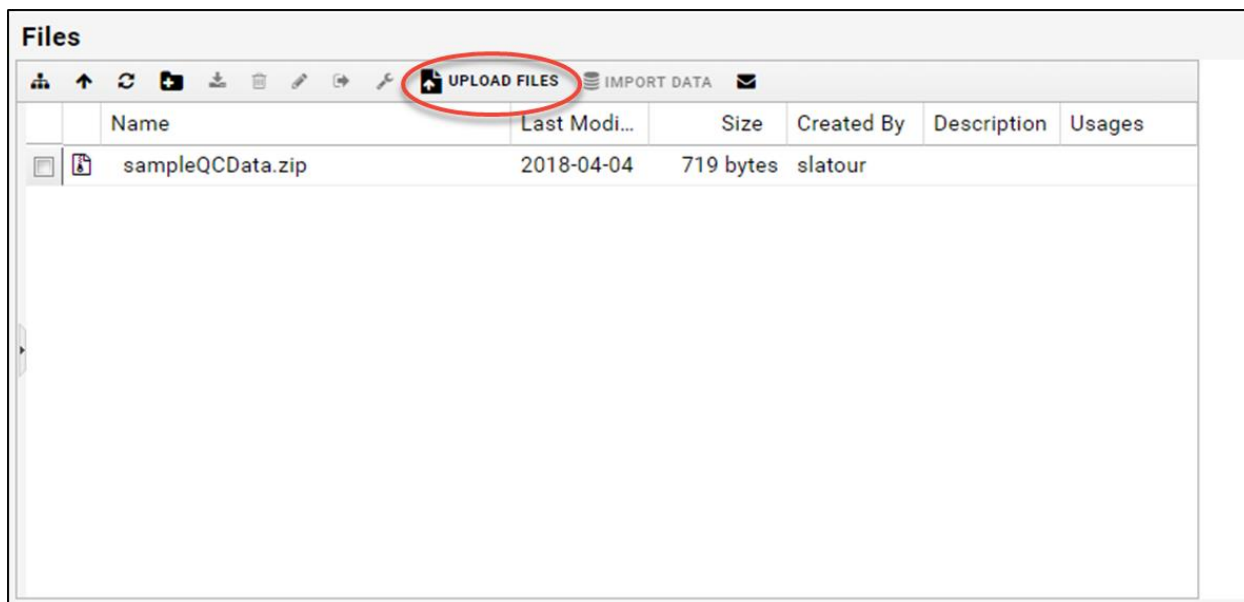


2. Select the download icon to begin downloading the file

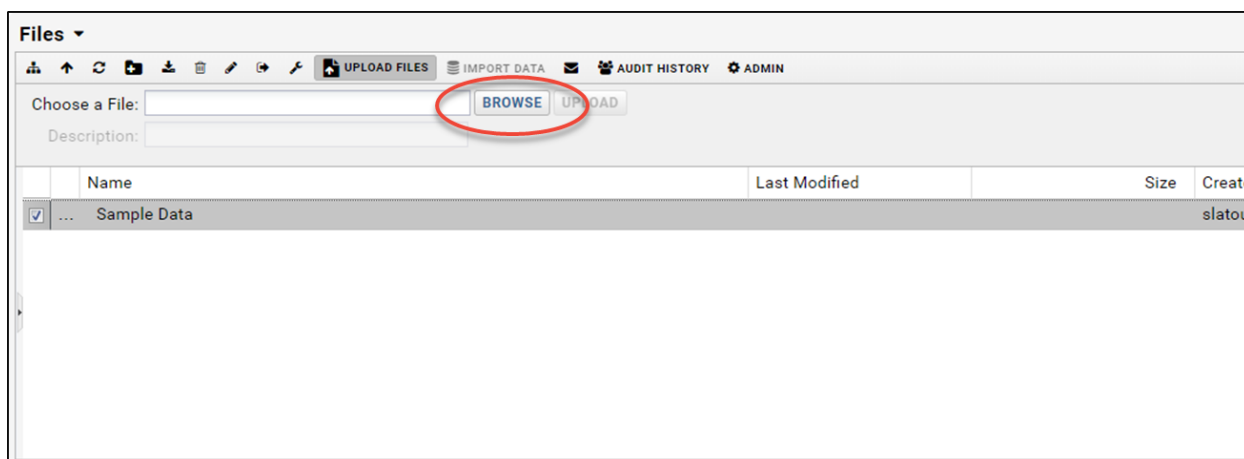


How to Upload Files to the Repository:

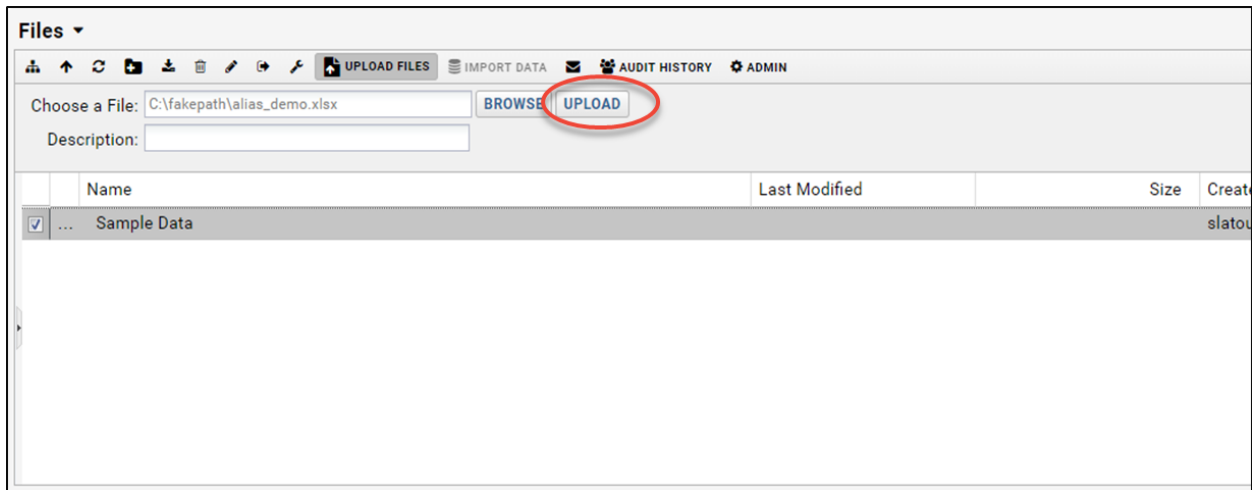
1. Select the “Upload Files” Icon



2. Select “Browse” to open your system’s file dialog



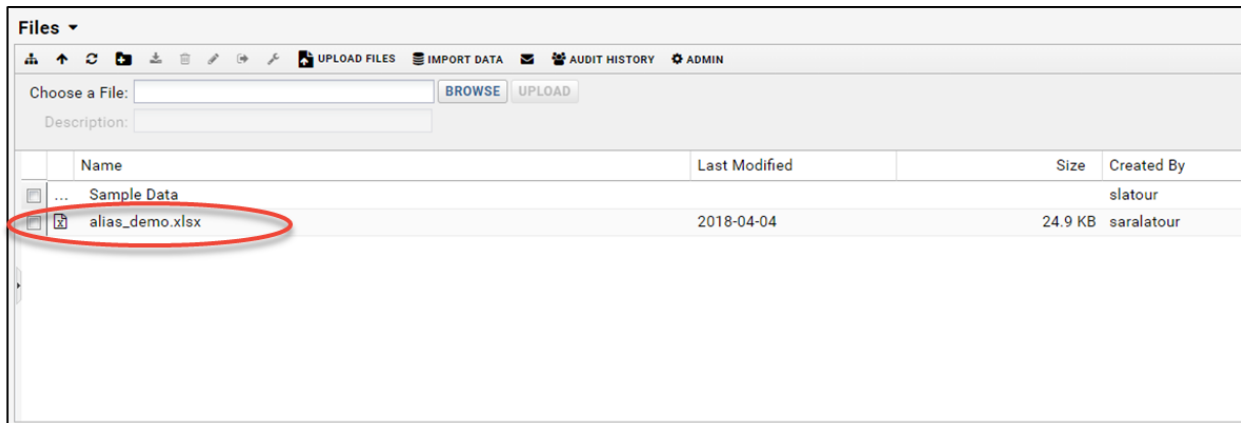
3. Once the files are selected from your system, select “Upload” to upload files into the repository



The screenshot shows a web interface for file management. At the top, there is a navigation bar with icons for home, back, refresh, upload, download, delete, edit, and a toolbar with buttons for 'UPLOAD FILES', 'IMPORT DATA', 'AUDIT HISTORY', and 'ADMIN'. Below the navigation bar, there is a form with a 'Choose a File:' input field containing the path 'C:\fakepath\alias_demo.xlsx', a 'BROWSE' button, and a circled 'UPLOAD' button. A 'Description:' input field is also present. Below the form is a table with columns for 'Name', 'Last Modified', 'Size', and 'Created By'. The table contains one row with a checked checkbox, an ellipsis, and the text 'Sample Data'.

	Name	Last Modified	Size	Created By
<input checked="" type="checkbox"/>	... Sample Data			slatou

4. You may ensure that your file was successfully uploaded to the repository



The screenshot shows the same file management interface as above, but now the 'UPLOAD' button is disabled. The table below the form has two rows. The first row is 'Sample Data' with a disabled checkbox. The second row is 'alias_demo.xlsx' with a checked checkbox, a last modified date of '2018-04-04', a size of '24.9 KB', and a creator of 'saralatur'. The 'alias_demo.xlsx' row is circled in red.

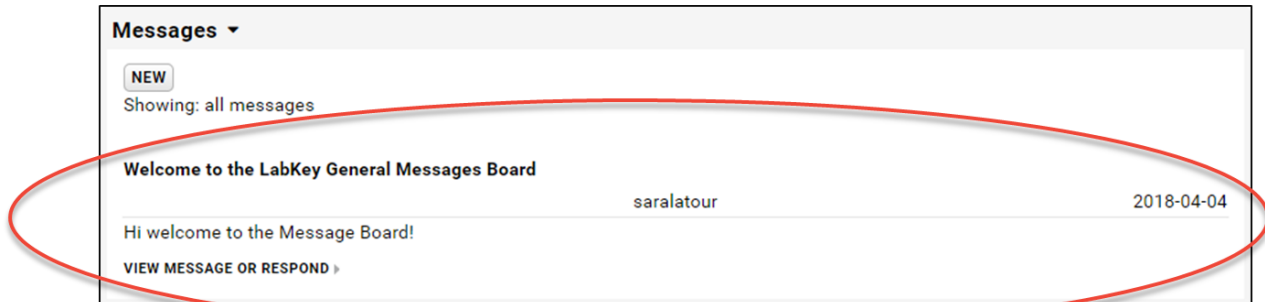
	Name	Last Modified	Size	Created By
<input type="checkbox"/>	... Sample Data			slatour
<input checked="" type="checkbox"/>	alias_demo.xlsx	2018-04-04	24.9 KB	saralatur

LABKEY COLLABORATION TOOLS – MESSAGE BOARDS

What are Message Boards and how are they useful?

LabKey message boards control access based on project-level permissions. The boards are utilized by research team members to facilitate discussions related to the project/study. The thread-style of the message boards allow for users to refer back to past discussions and collaborate effectively.

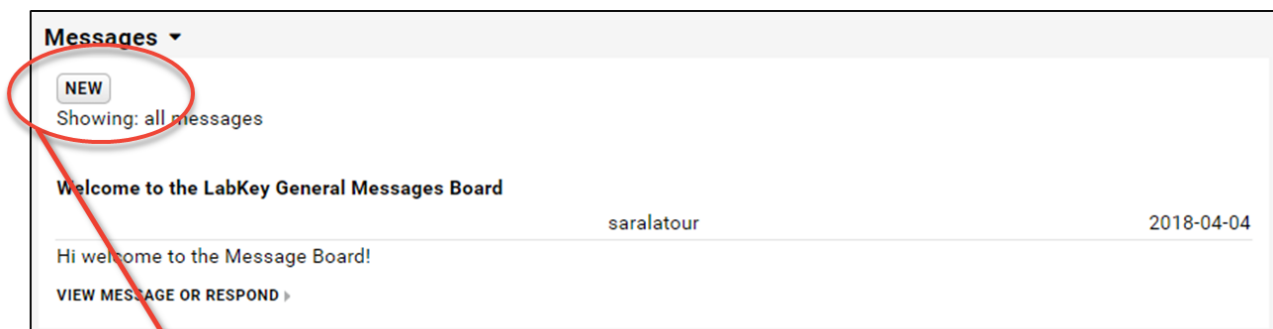
Example Message Board



Example message

The **bold** text is the message title. Beneath is the body of the message. In order to view more details about the message click “View Message or Respond”. This button also navigates you to a page where you may respond to the message, thus creating a thread. All messages contain data for when they were posted and the LabKey user who created them. In this example the username is “slatour” and the date it was posted was “2018-04-04”.

Creating a New Message:



Select “New” to create a new message/announcement

LABKEY COLLABORATION TOOLS – ISSUE TRACKER

Why is Issue Tracking useful within LabKey?

Issue tracking is a great way to solve multi-step problems requiring input from many team members. The issue tracker provides a grid that displays a list of all issues within a project. Issues may be assigned to a user and notification lists allow the issue to be shared across the research team.

States of Issues in LabKey:

1. Open

New issues start as “Open”. You may assign open issues to a specific user and notify others via email. Indicates no solution for issue yet.

2. Resolved

Marking the state of an issue as resolved indicates the solution has been found for that issue. The resolved issue gets re-assigned to the original issue creator.

3. Closed

If an issue has been marked as “Resolved” the original user can decide to re-open the issue or mark as “Closed”. The Closed status indicates that the issue has a satisfactory resolution. Only the original issue creator can close an issue. LabKey allows users to close issues only, and deleting is unavailable.

How to Open a New Issue:

1. Select “New Issue” from the issue tracker

Issues List : generalissues ▾

NEW ISSUE JUMP TO ISSUE SEARCH

GRID VIEWS ▾ REPORTS ▾ CHARTS ▾ EXPORT ▾ PRINT PAGING ▾ VIEW DETAILS MOVE ADMIN EMAIL PREFERENCES

<input type="checkbox"/>	Issue ID	Type	Area	Title	Assigned To	Priority	Status	Milestone
<input type="checkbox"/>	6	Defect		Data Point Missing	saratatour	4	open	

2. Compose the new issue.

- Set the title
- Set the status, type, priority and assigned user for the issue from the drop-down menus
- Use the Notify List to enter usernames that should be notified via email of the issue
- Create a comment describing details of the issue
- (Optional) Attach a file providing additional details

LabKey General Project Admin ▾ Help ▾ saratour ▾

Start Page

Issues List >

Insert New Issue

Fields marked with an asterisk * are required.

SAVE **CANCEL**

Title *?

Status 2018-04-05 by saratour

Assigned To *? 2018-04-05 by saratour

Type

Area

Priority *?

Milestone

Comment

SAVE **CANCEL**

Attach a file

3. Press “Save” to open the new issue

LabKey General Project

Issues List >

Insert New Issue

Fields marked with an asterisk * are required.

SAVE **CANCEL**

Title *? My New Issue

Status open Opened 2018-04-05 by saralatur Closed

Assigned To *? slatur Changed 2018-04-05 by saralatur Notify List? example@email.ca

Type Documentation Resolved

Area Resolution

Priority *? 3 Related

Milestone

Comment
This is a general issue. I opened a new issue.

SAVE **CANCEL**

Attach a file

4. Navigate to the Issues List to view your new issue

- The status will be set to open

Issues List

NEW ISSUE **JUMP TO ISSUE**

GRID VIEWS REPORTS CHARTS EXPORT PRINT PAGING VIEW DETAILS MOVE ADMIN EMAIL PREFERENCES

	Issue ID	Type	Area	Title	Assigned To	Priority	Status	Milestone
<input type="checkbox"/>	7	Documentation		My New Issue	slatur	3	open	
<input type="checkbox"/>	6	Defect		Data Point Missing	saralatur	4	open	

How to View/Update an Existing Issue:

1. Select the title of the issue

Issues List : generalissues ▾

NEW ISSUE JUMP TO ISSUE SEARCH

GRID VIEWS ▾ REPORTS ▾ CHARTS ▾ EXPORT ▾ PRINT PAGING ▾ VIEW DETAILS MOVE ADMIN EMAIL PREFERENCES

<input type="checkbox"/>	Issue ID	Type	Area	Title	Assigned To	Priority	Status	Milestone
<input type="checkbox"/>	6	Defect		Data Point Missing	saralatur	4	open	

2. View the Details page for the Issue

Here you can view the user who created the issue, the assigned user, the status, priority and type. Furthermore you can see when the issue was updated, closed or resolved. (See example below)

LabKey General Project Start Page

Issues List >

Issue 6: Data Point Missing

NEW ISSUE > RETURN TO GRID > **UPDATE** > RESOLVE > PRINT > EMAIL PREFS > CREATE RELATED ISSUE > Jump to Issue:

Status	open	Opened	2018-04-04 by saralatur	Closed
Assigned To	saralatur	Changed	2018-04-04 by saralatur	Notify
Type	Defect	Resolved		
Area		Resolution		
Priority	4			
Milestone				

2018-04-04 saralatur

Title > Data Point Missing

Assigned To > saralatur

Type > Defect

Priority > 4

This is an example of a generic issue

3. To update the issue select the “Update” button

4. Make additions or updates:

- a. Use the Comment field to update details or descriptions to the issue
- b. You may use drop down menus to adjust the priority, assigned user, or type of issue
- c. The Notify List can be changed (add or remove usernames to be notified via email)

Issues List > Issue 6: Data Point Missing >
Update Issue: Data Point Missing

Fields marked with an asterisk * are required.

Issue 6

Status Opened 2018-04-04 by saralatour Closed

Assigned To *? Changed 2018-04-04 by saralatour Notify List?


Type Resolved EMAIL PREFS >

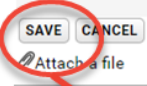
Area Resolution

Priority *? Related

Milestone

Comment

 Attach a file



5. Press “Save” to update the issue

How to Resolve an Issue:

1. Select the title of the issue to be Resolved

Issues List : generalissues ▾

NEW ISSUE JUMP TO ISSUE SEARCH

GRID VIEWS ▾ REPORTS ▾ CHARTS ▾ EXPORT ▾ PRINT PAGING ▾ VIEW DETAILS MOVE ADMIN EMAIL PREFERENCES

<input type="checkbox"/>	Issue ID	Type	Area	Title	Assigned To	Priority	Status	Milestone
<input type="checkbox"/>	6	Defect		Data Point Missing	saratour	4	open	

2. Select “Resolve” from the Issue Details screen

LabKey General Project Start Page

Issues List >

Issue 6: Data Point Missing

NEW ISSUE ▾ RETURN TO GRID ▾ UPDATE ▾ **RESOLVE ▾** PRINT ▾ EMAIL PREFS ▾ CREATE RELATED ISSUE ▾ Jump to Issue:

Status Opened 2018-04-04 by saratour Closed

Assigned To Changed 2018-04-04 by saratour Notify

Type Resolved

Area Resolution

Priority

Milestone

2018-04-04 saratour

Title


Assigned To

Type

Priority

This is an example of a generic issue

3. Select from the drop-down menu the type of Resolution. (Optional: Add comments about how the issue was resolved)

LabKey General Project Start Page 

Issues List > Issue 6: Data Point Missing >

Resolve Issue


Fields marked with an asterisk * are required.

Issue 6

Status	resolved	Opened	2018-04-04 by saralattour	Closed	
Assigned To *	saralattour ▼	Changed	2018-04-04 by saralattour	Notify List?	<input type="text"/>
Type	Defect ▼	Resolved	2018-04-05 by saralattour	EMAIL PREFS >	
Area	▼	Resolution	Fixed ▼		
Priority **	4 ▼	Duplicate	<input type="text"/>		
Milestone	▼	Related	<input type="text"/>		

Comment

This is a resolution.

 Attach a file

4. Select “Save” to change the status to “resolved”

Issues List > Issue 6: Data Point Missing >
Update Issue: Data Point Missing

Fields marked with an asterisk * are required.

SAVE **CANCEL**

Issue 6 Data Point Missing

Status open Opened 2018-04-04 by saralatur Closed

Assigned To *? saralatur Changed 2018-04-04 by saralatur Notify List?

Type Defect Resolved

Area Resolution

Priority *? 4 Related

Milestone

Comment
 I have updated the issue.

SAVE **CANCEL**

Attach a file

5. Check that the issue has been changed to “resolved” by checking the Status column within the Issue Tracker

- The username that the issue is assigned to should be the original poster

LabKey General Project

Issues List

NEW ISSUE **JUMP TO ISSUE**

GRID VIEWS	REPORTS	CHARTS	EXPORT	PRINT	PAGING	VIEW DETAILS	MOVE	ADMIN	EMAIL PREFERENCES
<input type="checkbox"/>	Issue ID	Type	Area	Title	Assigned To	Priority	Status	Milestone	
<input type="checkbox"/>	7	Documentation		My New Issue	slatur	3	open		
<input type="checkbox"/>	6	Defect		Data Point Missing	saralatur	4	resolved		

How to Close an Issue:

1. Click on the title of the issue (Status should be resolved)

LabKey General Project

Issues List

NEW ISSUE JUMP TO ISSUE

GRID VIEWS	REPORTS	CHARTS	EXPORT	PRINT	PAGING	VIEW DETAILS	MOVE	ADMIN	EMAIL PREFERENCES
<input type="checkbox"/>	Issue ID	Type	Area	Title	Assigned To	Priority	Status	Milestone	
<input type="checkbox"/>	7	Documentation		My New Issue	slatour		open		
<input type="checkbox"/>	6	Defect		Data Point Missing	saratour		resolved		

2. From the issues detail screen select “Close” below the issue’s title.

LabKey General Project Start Page

Issues List >

Issue 6: Data Point Missing

NEW ISSUE > RETURN TO GRID > UPDATE > **CLOSE** > REOPEN > PRINT > EMAIL PREFS > CREATE RELATED ISSUE > Jump to Issue:

Status	resolved	Opened	2018-04-04 by saratour	Closed
Assigned To	saratour	Changed	2018-04-05 by saratour	Notify
Type	Defect	Resolved	2018-04-05 by saratour	
Area		Resolution	Fixed	
Priority	4			
Milestone				

2018-04-04 saratour

Title » Data Point Missing

Assigned To » saratour

Type » Defect

Priority » 4

This is an example of a generic issue

2018-04-05 saratour

resolve as Fixed

Status open » resolved

This is a resolution.

3. Using the Comment field box describe why the issue is being closed.

Issues List > Issue 6: Data Point Missing >

Close Issue

Fields marked with an asterisk * are required.

Issue 6

Status	closed	Opened	2018-04-04 by saralatur	Closed	2018-04-05 by saralatur
Assigned To *?	Guest	Changed	2018-04-05 by saralatur	Notify List?	<input type="text"/>
Type	Defect	Resolved	2018-04-05 by saralatur	EMAIL PREFS >	<input type="text"/>
Area	<input type="text"/>	Resolution	<input type="text"/>		
Priority *?	4	Duplicate	<input type="text"/>		
Milestone	<input type="text"/>	Related	<input type="text"/>		

Comment

4. Select "Save" to close the issue

Issues List > Issue 6: Data Point Missing >

Close Issue

Fields marked with an asterisk * are required.

Issue 6

Status	closed	Opened	2018-04-04 by saralatur	Closed	2018-04-05 by saralatur
Assigned To *?	Guest	Changed	2018-04-05 by saralatur	Notify List?	<input type="text"/>
Type	Defect	Resolved	2018-04-05 by saralatur	EMAIL PREFS >	<input type="text"/>
Area	<input type="text"/>	Resolution	<input type="text"/>		
Priority *?	4	Duplicate	<input type="text"/>		
Milestone	<input type="text"/>	Related	<input type="text"/>		

Comment

5. Ensure that the issue is closed by looking at the status within the issues tracker grid.
 - a. The assigned user is now changed to Guest since the issue is no longer active

LabKey General Project

Issues List

NEW ISSUE JUMP TO ISSUE

GRID VIEWS ▾	REPORTS ▾	CHARTS ▾	EXPORT ▾	PRINT	PAGING ▾	VIEW DETAILS	MOVE	ADMIN	EMAIL PREFERENCES
<input type="checkbox"/>	Issue ID	Type	Area	Title	Assigned To	Priority	Status	Milestone	
<input type="checkbox"/>	7	Documentation		Mv New Issue	slatour	3	open		
<input type="checkbox"/>	6	Defect		Data Point Missing	Guest	4	closed		

CONTACT

LabKey Administrator: labkey.admin@braincode.ca

Brain-CODE Administrator: help@braincode.ca

RESOURCES

LabKey Documentation

<https://www.labkey.org/Documentation/wiki-page.view?name=fileTutorial>

Brain-CODE Portal:

<https://www.braincode.ca/>

LabKey Training Video:

<https://www.youtube.com/watch?v=iwgyH9eGNc8&t=5s>