BBMRI.be
Biobanking and
BioMolecular resources
Research Infrastructure
Belgium

How to update your data in the Directory

- At the moment, **all** registered users have access to the data of **all** BBMRI.be biobanks
- *We will try to adapt this in the future*

PLEASE PAY ATTENTION TO ONLY UPDATE DATA OF YOUR OWN BIOBANK!

If you have accidently added/removed wrong data, contact us asap on secretariat.BBMRIbe@kankerregister.org so we can restore the database.

Introduction

- The BBMRI-BE Directory has a federated process of updating the data, where each biobank is responsible for updating the data of their biobanks in the node. This is done in a staging area that gives the local biobank access to update the data.

- Data in the BBMRI.be Directory can be managed in two different ways:
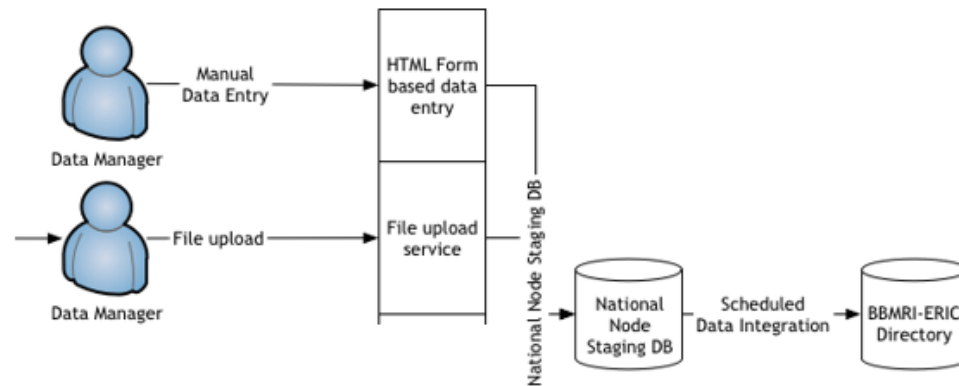
- This manual gives you a step-by-step guide for both update options.
- More information on the data model can be found in this document

Update data in the Directory

After logging in, you get some additional tabs on top of the page:

- **Advanced search**
  - With this tab, you can look for a specific biobank/collection and you can make (small) changes in your data within the web application (e.g. new contact person, additional ISO accreditation, …)

- **Import Data**
  - With this tab, you can upload an excel or csv file with updated data
  - **This is the preferred method to update data**, especially for larger updates (e.g. new collection, new sample types, …)
  - **! Always use an excel with the most recent data before updating the excel file!**
    - If you always use this upload method, this is not an issue
    - If you have done updates in the web application in the meantime, you can ask for an updated excel file from the Coordination Office (secretariat.BBMRIbe@kankerregister.org)

- **Data Explorer**
  - This is mainly used to add new variables/new biobanks
  - This will be done centrally by the Coordination Office, biobanks should not use this tab

Manual update

1. **Update via "Advanced search" (manual updates in the web application)**

Advanced search ▾

Biobanks

Collections

Networks

Persons

SearchAll

In the drop-down menu there are 4 subcategories, corresponding with the 4 tabs in the excel file for file upload: Biobanks – Collections - Networks - Persons

- **You can check your data with this button** 🔍

- **To make changes in your data, go to the subcategory that you would like to update and click on the edit icon** 📝 **next to your biobank/collection**

☰ Data	⁞⁞ Aggregates				
➕		▣	country	▣ biobank-collections	collection name
☑ 🗑 🔍			Belgium	BiobankUZ Brussel	CRC Brussel Diabetes Biobank
☑ 🗑 🔍			Belgium	BiobankUZ Brussel	Tumorbank UZ Brussel
☑ 🗑 🔍			Belgium	BiobankUZ Brussel	Central Biobank UZ Brussel VUB
☑ 🗑 🔍			Belgium	University Biobank Limburg	University Biobank Limburg
☑ 🗑 🔍			Belgium	Biobank Antwerpen	Tumorbank@UZA
☑ 🗑 🔍			Belgium	Biobank Antwerpen	Biobank Antwerpen
☑ 🗑 🔍			Belgium	Biobank Antwerpen	Existing collection of COVID-19 cases
☑ 🗑 🔍			Belgium	Biobank Antwerpen	Prospective COVID19 collections
☑ 🗑 🔍			Belgium	HIRUZ Biobank	Hospital biobank collections
☑ 🗑 🔍			Belgium	HIRUZ Biobank	Oncological collections
☑ 🗑 🔍			Belgium	Biobank-University Hospitals Leuven	Hepatitis B_C
☑ 🗑 🔍			Belgium	Biobank-University Hospitals Leuven	Inflammatory Bowel Disease
☑ 🗑 🔍			Belgium	Biobank-University Hospitals Leuven	Leuven Tumour Collection
☑ 🗑 🔍			Belgium	Biobank-University Hospitals Leuven	Prostate Cancer
☑ 🗑 🔍			Belgium	Biobank-University Hospitals Leuven	Rheumatoid Arthritis
☑ 🗑 🔍			Belgium	Biobank-University Hospitals Leuven	Spinal Cord
☑ 🗑 🔍			Belgium	Biothèque de l'Institut Jules Bordet Oncology	Biothèque de l'Institut Jules Bordet Oncology
☑ 🗑 🔍			Belgium	CHU Brugmann - BruTus Oncology	CHU Brugmann - BruTus Oncology
☑ 🗑 🔍			Belgium	ISPPC - Charleroi	ISPPC - Charleroi
☑ 🗑 🔍			Belgium	Biobanque Hôpital Erasme-ULB	Biobanque Hôpital Erasme-ULB

Manual update

- In the pop-up screen that appears, edit the data in the dedicated boxes by changing free text & checking the right check boxes

- After you did all necessary changes, click on "**Save Changes**" on the bottom of the page
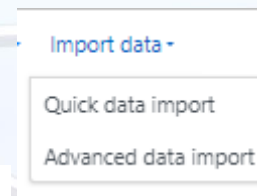
Batch Upload

2. Update via "Import data" (batch upload via excel/csv)

- Data import is done in the staging area of BBMRI.be and changes will be published to the BBMRI-ERIC Directory on a daily basis based on a scheduled job that runs during the night.

- The Excel file or CSV files have to adhere to a specific structure. CSV files can be bundled together in a ZIP file, where each file has the name of the table and Excel files can have multiple sheets, where each sheet has the name of the table. The names are as followed:
    - *Collection: eu_bbmri_eric_BE_collections*
    - *Biobanks: eu_bbmri_eric_BE_biobanks*
    - *Networks: eu_bbmri_eric_BE_networks*
    - *Contact information: eu_bbmri_eric_BE_persons*

- Each biobank received via mail an excel file template with their most recent data that can be used for this method of data import

- **If you want to update your excel data, make sure to work on the latest data that are in the Directory. If you have done manual updates within the web application since your last batch upload, ask the coordination office (secretariat.BBMRIbe@kankerregister.org) to download the most recent data from the Directory before you add new data.**

Batch Upload

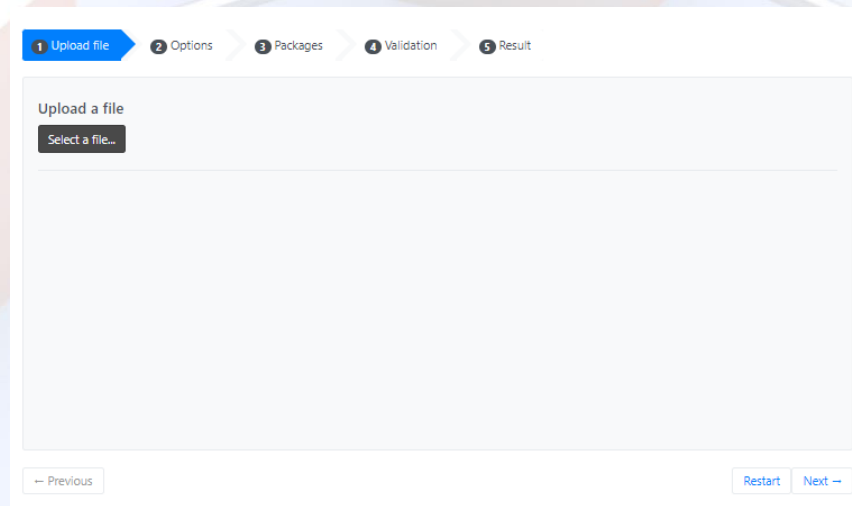**2. Update via "Import data" (batch upload via excel/csv)**

1. Click on "Advanced Data Import" ⟶

Import data ▾

Quick data import

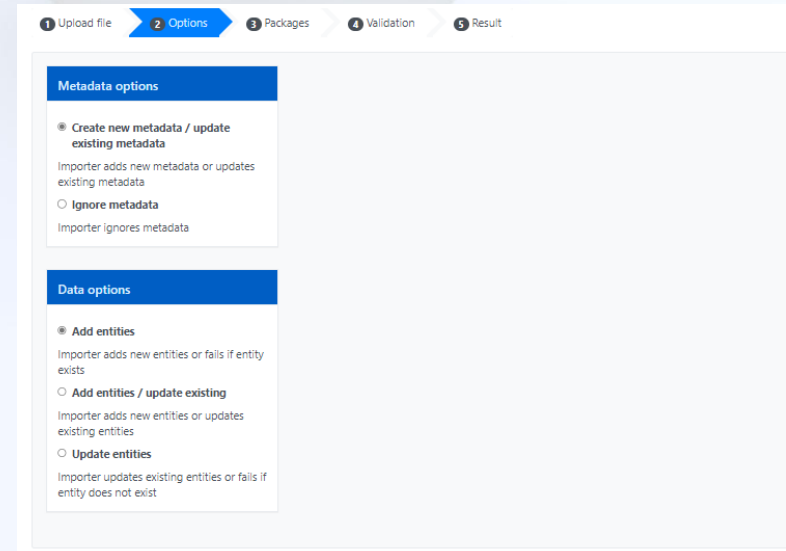Advanced data import

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1 Upload file   2 Options   3 Packages   4 Validation   5 Result

Upload a file

Select a file...

← Previous   Restart   Next →

⟵ 2. Select your excell/csv file and press "next"

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1 Upload file   2 Options   3 Packages   4 Validation   5 Result

Metadata options

● **Create new metadata / update existing metadata**
Importer adds new metadata or updates existing metadata

○ **Ignore metadata**
Importer ignores metadata

Data options

● **Add entities**
Importer adds new entities or fails if entity exists
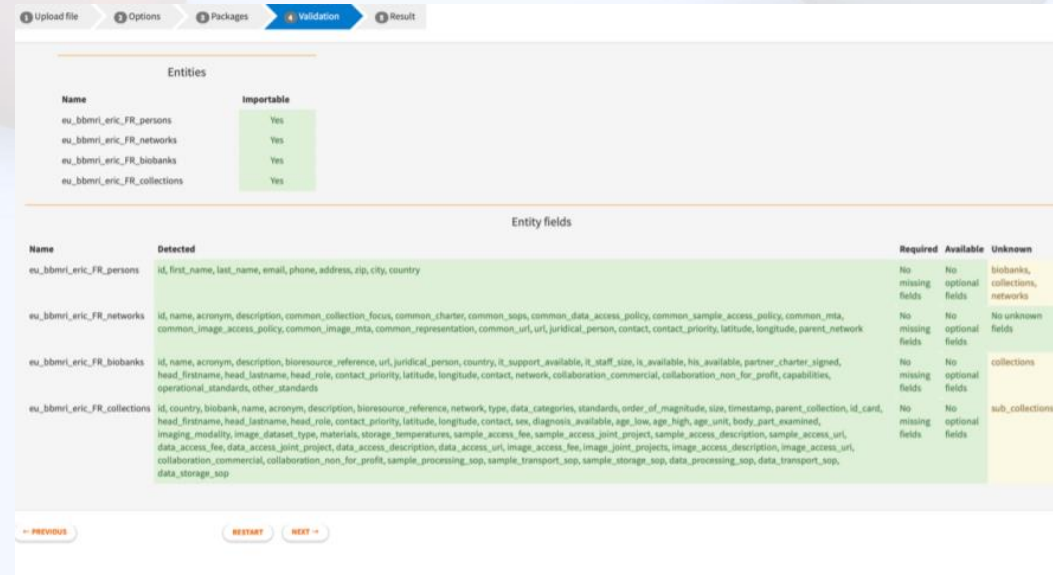
○ **Add entities / update existing**
Importer adds new entities or updates existing entities

○ **Update entities**
Importer updates existing entities or fails if entity does not exist

3. Select the following options: "Ignore/metadata" and "Add entities / update existing" and press "next". ⟶

Batch Upload

4. Verify that there are no Errors (denoted with a red background colour) indicated during the validation and press "Next". There might be some warnings (denoted with a yellow colour) indicated during the validation process when your file contains additional columns or does not provide data for optional columns.

5. If you have red errors, try to correct the errors based on the description and start again from step 2. If this is not possible, contact the coordination office on secretariat.BBMRIbe@kankerregister.org

6. The actual updating will now start, and at the end give a report with the number of updated records. At the end you can press "Finish" to complete the process. If the upload fails, please take a screenshot of the error report and contact secretariat.BBMRIbe@kankerregister.org

Batch Upload

- When you are finished with updating your data, sign out in the upper right corner

  Sign out

- You can go back to the homepage at any time by clicking on the BBMRI.be logo in the upper left corner

Questions

For all other questions, do not hesitate to contact us at
secretariat.BBMRIbe@kankerregister.org