

**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*

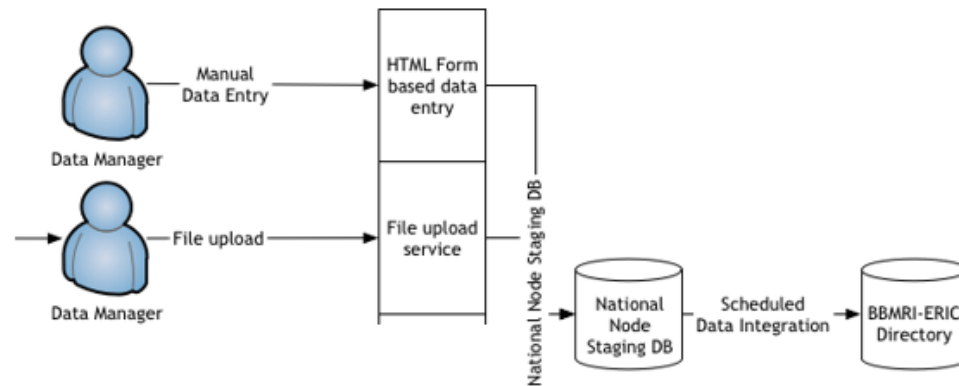
**PLEASE PAY ATTENTION TO ONLY UPDATE DATA OF YOUR OWN BIOBANK!**

If you have accidentally added/removed wrong data, contact us asap on [secretariat.BBMRIbe@kankerregister.org](mailto: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:

1. Manual data entry
2. Manual upload of Excel or CSV files



- 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](mailto: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

**type \***

- Birth cohort
- Case-Control
- Cohort
- Cross-sectional
- Disease specific
- Hospital
- Image collection
- Longitudinal
- Non-human
- Other
- Population-based
- Prospective study
- Quality control
- Rare disease collection
- Sample collection
- Twin-study

[Select all](#) [Deselect all](#)

Type(s) of collection - MIABS-2.0-19.

**data categories \***

- Antibodies titer (IgM and IgG)
- Biological samples
- Blood count and other lab results especially at the moment of hospital admission
- Data on clinical symptoms
- CT imaging of lungs, alternatively Xray
- Data on disease duration and disease outcome
- Genealogical records
- Imaging data
- Medical records
- National registries
- Not available
- Other
- Physiological/Biochemical measurements
- Survey data
- Treatment protocol (types of drugs used)

[Select all](#) [Deselect all](#)

Denotes which types of data are available (MIABS-2.0-13).

**order of magnitude \***

- <10
- 10 - 100
- 100 - 1000
- 1000 - 10.000
- 10.000 - 100.000
- 100.000 - 1.000.000
- 1.000.000 - 10.000.000
- 10.000.000 - 100.000.000
- 100.000.000 - 1.000.000.000

Size of the collection measured as 10<sup>6</sup> samples.

N/A  
Availability of Process Descriptors (PD) and/or Standard Operating Procedures (SOP) addressing the sample transport process

**Sample storage PD/SOP**

- Yes
- No
- N/A

Availability of Process Descriptors (PD) and/or Standard Operating Procedures (SOP) addressing sample storage conditions

**data management**

**Data processing PD/SOP**

- Yes
- No
- N/A

Availability of Process Descriptors (PD) and/or Standard Operating Procedures (SOP) for long term data storage and backup.

**Data transport PD/SOP**

- Yes
- No
- N/A

Availability of Process Descriptors (PD) and/or Standard Operating Procedures (SOP) for data security

**Data storage PD/SOP**

- Yes
- No
- N/A

Availability of Process Descriptors (PD) and/or Standard Operating Procedures (SOP) for data protection

**Quality**

Select option

**Combined Quality**

- Certified by accredited body
- Certified by FANIR
- BBMRI-ERIC audited

[Select all](#) [Deselect all](#)

Reference to one or more assessment levels, to which the collection belongs directly or indirectly (i.e., either the collection is explicitly marked with this assessment level or its biobank is)

**URL**

Collectors URL - MIABS-2.0-04.

**Biobank label**



# Batch Upload

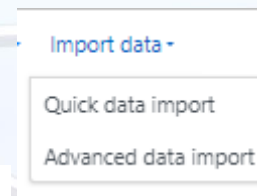
## 2. Update via “Import data” (batch upload via excel/csv)

- 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](mailto:secretariat.BBMRIbe@kankerregister.org)) to download the most recent data from the Directory before you add new data.**

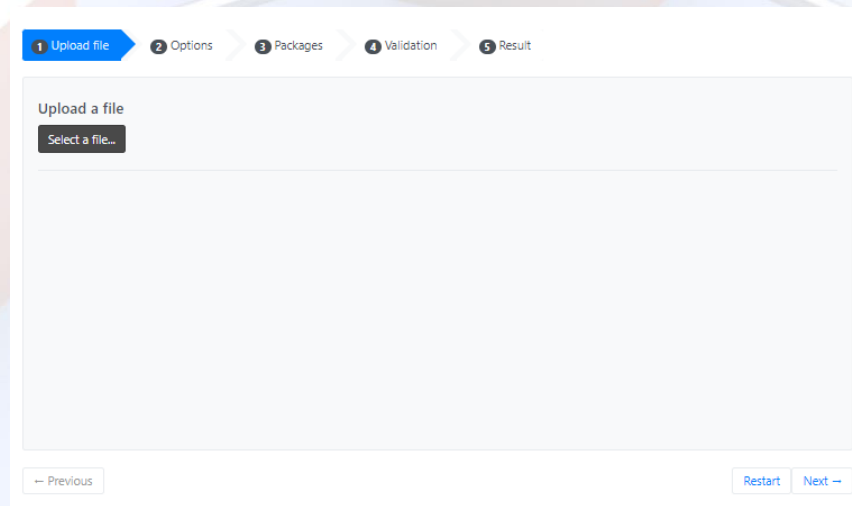
# Batch Upload

## 2. Update via “Import data” (batch upload via excel/csv)

1. Click on “Advanced Data Import” →



2. Select your excell/csv file and press “next”

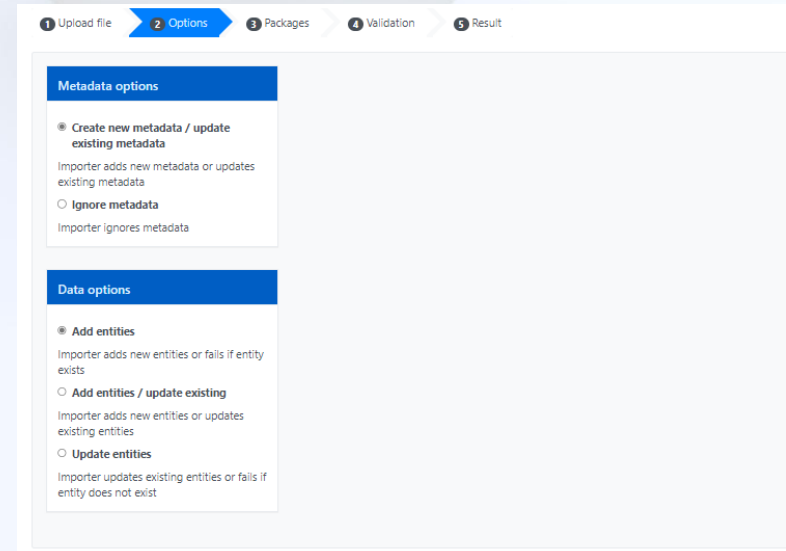


1 Upload file 2 Options 3 Packages 4 Validation 5 Result

Upload a file  
Select a file...

← Previous Restart Next →

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



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

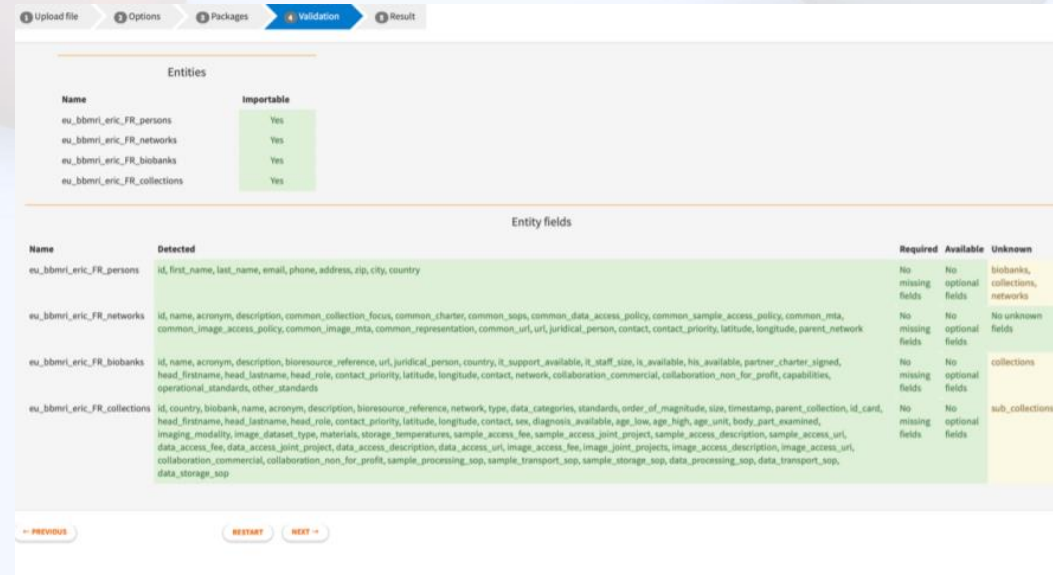
Add entities / update existing  
Importer adds new entities or updates existing entities

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



# 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.



The screenshot shows the 'Validation' step of the batch upload process. It displays two tables:

Name	Importable
eu_bbmri_eric_FR_persons	Yes
eu_bbmri_eric_FR_networks	Yes
eu_bbmri_eric_FR_biobanks	Yes
eu_bbmri_eric_FR_collections	Yes

Name	Detected	Required	Available	Unknown
eu_bbmri_eric_FR_persons	id, first_name, last_name, email, phone, address, zip, city, country	No missing fields	No optional fields	biobanks, collections, networks
eu_bbmri_eric_FR_networks	id, name, acronym, description, common_collection_focus, common_charter, common_seqs, common_data_access_policy, common_sample_access_policy, common_mta, common_image_access_policy, common_image_mta, common_representation, common_url, url, juridical_person, contact, contact_priority, latitude, longitude, parent_network	No missing fields	No optional fields	No unknown fields
eu_bbmri_eric_FR_biobanks	id, name, acronym, description, bioresource_reference, url, juridical_person, country, it_support_available, it_staff_size, is_available, hix_available, partner_charter_signed, head_firstname, head_lastname, head_role, contact_priority, latitude, longitude, contact, network, collaboration_commercial, collaboration_non_for_profit, capabilities, operational_standards, other_standards	No missing fields	No optional fields	collections
eu_bbmri_eric_FR_collections	id, country, biobank, name, acronym, description, bioresource_reference, network, type, data_categories, standards, order_of_magnitude, size, timestamp, parent_collection, id_cant, head_firstname, head_lastname, head_role, contact_priority, latitude, longitude, contact, sex, diagnosis_available, age_low, age_high, age_unit, body_part_examined, imaging_modality, image_dataset_type, materials, storage_temperatures, sample_access_fee, sample_access_project, sample_access_description, sample_access_url, data_access_fee, data_access_project, data_access_description, data_access_url, image_access_fee, image_access_project, image_access_description, image_access_url, collaboration_commercial, collaboration_non_for_profit, sample_processing_sop, sample_transport_sop, sample_storage_sop, data_processing_sop, data_transport_sop, data_storage_sop	No missing fields	No optional fields	sub_collections

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](mailto: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](mailto: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](mailto:secretariat.BBMRIbe@kankerregister.org)