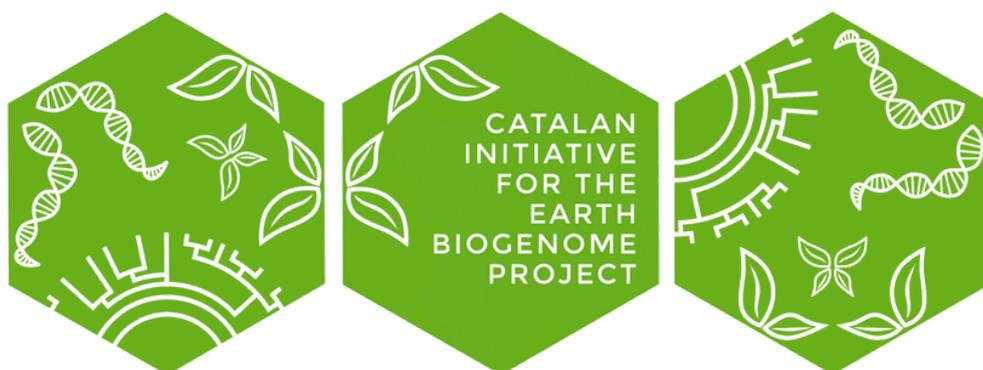


# USER GUIDE: UPLOADING DATA TO THE PORTAL



## TABLE OF CONTENTS

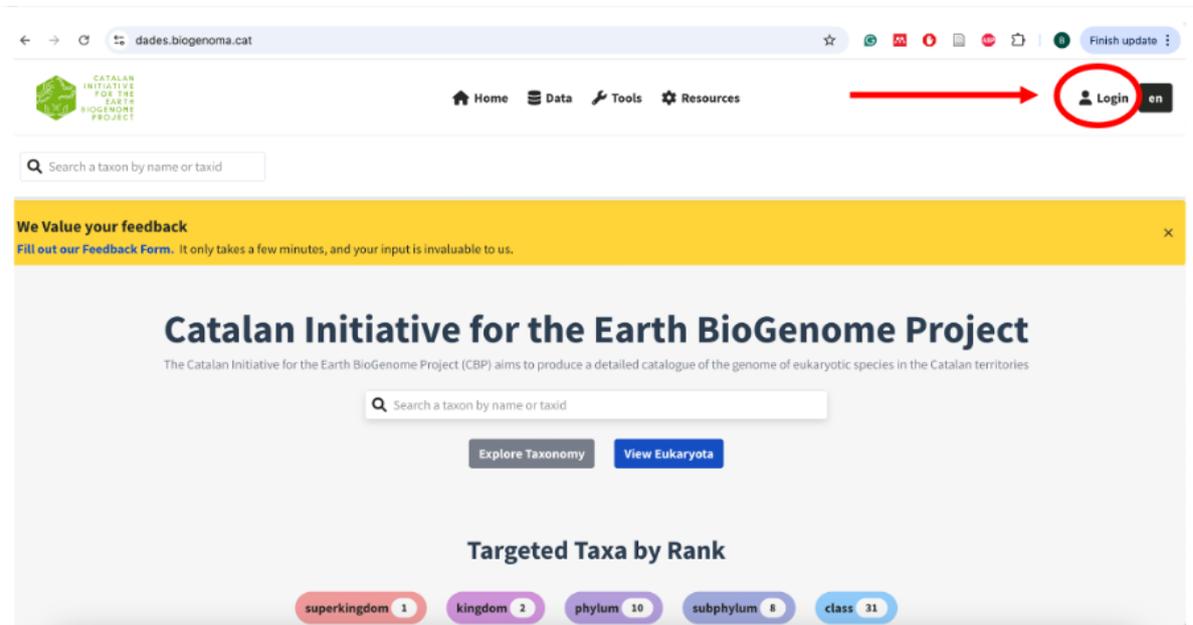
<b>1. CREATING A NEW ORGANISM</b>	<b>2</b>
1.1. STEP BY STEP	3
1.2. HOW TO UPLOAD AN IMAGE TO WIKIMEDIA STEP BY STEP	4
<b>2. CREATE A NEW BIOSAMPLE</b>	<b>7</b>
2.1. STEP BY STEP	8

## 1. CREATING A NEW ORGANISM

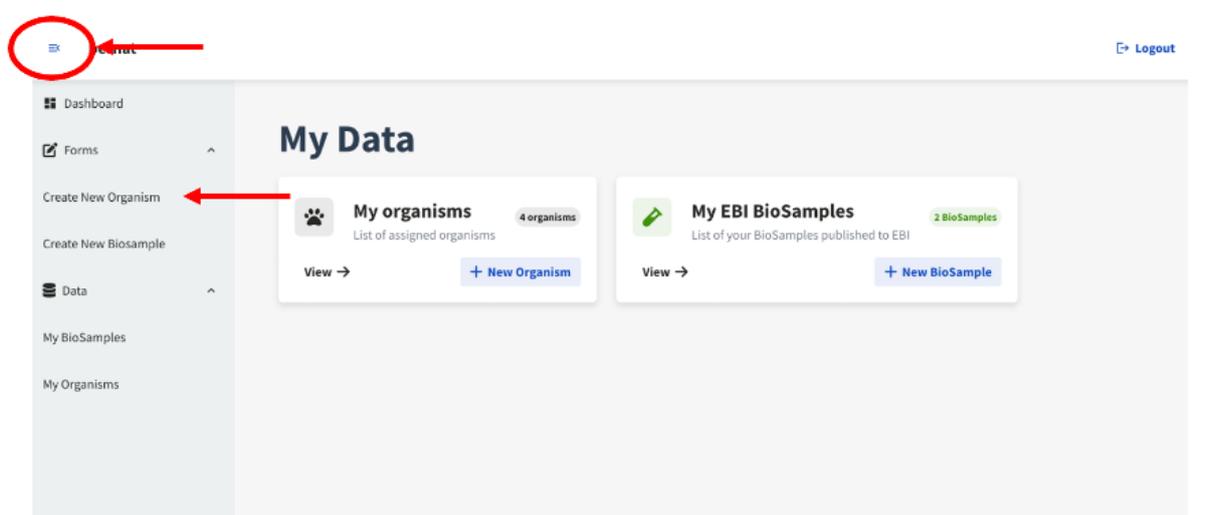
- I. On the **DATA** tab of the website ([www.biogenoma.cat](http://www.biogenoma.cat)), select the **data portal login** (top right).
- II. Log into the data portal using your group's username and password.
  - a. For each PI with a project associated with the CBP, a unique username and password will be generated and sent via email. If you have not received it yet, you can send an email to ([catbiogenoma@correu.iec.cat](mailto:catbiogenoma@correu.iec.cat)). Any group member in charge of uploading organism data must use this login.
- III. At the top left, next to the username, open the menu.
- IV. Select: **Forms > Create New Organism** to create the local sample in the CBP portal.
- V. In the **Organism Selection** tab, enter the species name or the **TAXID** (species' unique identifier). You can find it at: <https://www.ncbi.nlm.nih.gov/taxonomy>
- VI. Once the species is selected, fill in the required fields.
  - a. You must add a **photo of the individual** that will represent the electronic voucher. The photograph must be open access, it must be in a repository such as wikimedia or zenodo (see in the step by step section how to upload your photo to wikimedia). You will have to put the link to the picture on the portal.
  - b. In the **Sub-project** field, it is mandatory to include the PI's name and institution.
  - c. **GoaT Sequencing Status**: In this field, select the current stage of your species' sequencing process, and update it as the project progresses.
  - d. In **Publications**, you can also edit and add publications related to the project.
- VII. Created organisms can be modified via the tab: **Data > Organisms**.
- VIII. Once the organism is created in the CBP, you must **enter the data to create the bio-sample in ENA (EBI)**.

## 1.1. STEP BY STEP

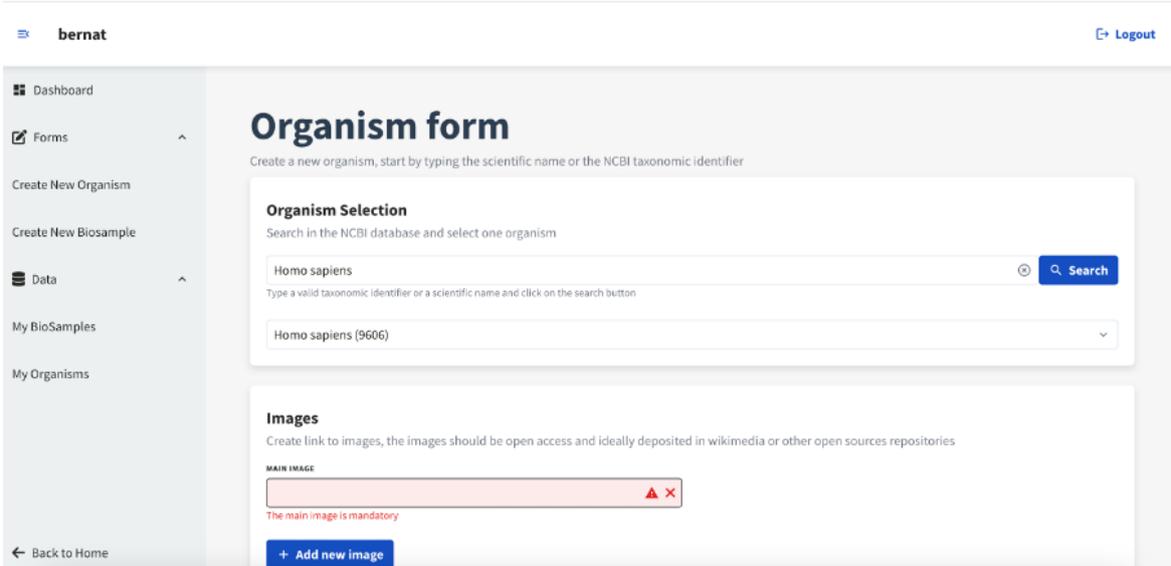
- I. Go to <https://dades.biogenoma.cat/> and click **Login**.



- II. Open the **Create New Organism** section by clicking on the upper-left menu.

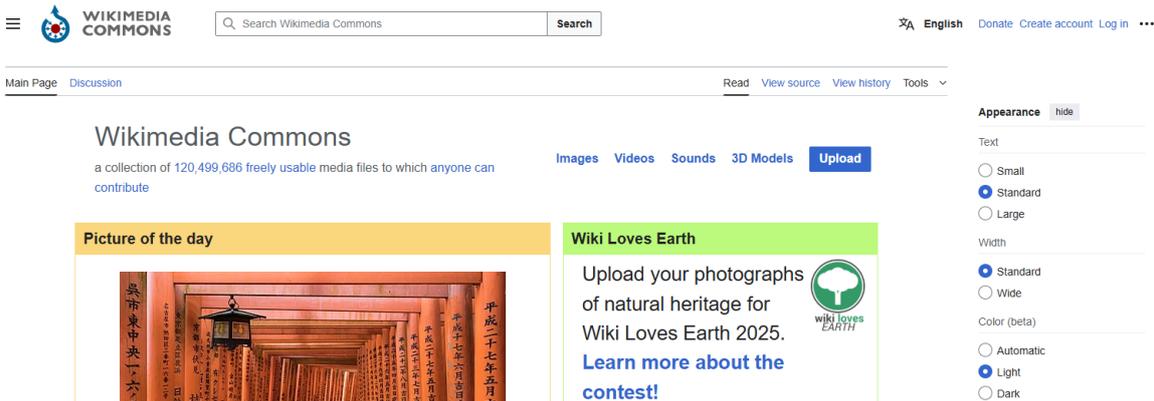


III. Fill in the form. **The fields that appear in red are mandatory.** The image provided in the field **Images** will represent the electronic voucher for the reference genome.



## 1.2. HOW TO UPLOAD AN IMAGE TO WIKIMEDIA STEP BY STEP

Go to [https://commons.wikimedia.org/wiki/Main\\_Page](https://commons.wikimedia.org/wiki/Main_Page)



- I. **Login** if you are already a user or **Create a New Account**.
- II. Once logged in, press **Upload** (up and right in the image, in blue).
- III. You will find some explanations on what can and what cannot be uploaded.

IV. Press **Next**.

V. You can upload your image:

## Upload Wizard

[Leave feedback](#) · [Alternative upload methods](#) · [Back to the old form](#)

! Please visit [Commons:Help desk](#) if you need to ask questions about uploading files.

🚫 Only upload [freely licensed](#) or [public domain](#) content. [Fair use](#) is not allowed on Wikimedia Commons. ([help](#))

Learn

Upload

Release rights

Describe

 **Select media files to share**

Drop files here

or

[Share images from Flickr](#)

VI. You will have to give answer to a few questions, specially you must select a license type (any CC is fine).

All media uploaded to Wikimedia Commons are free for anyone to use and share anywhere on internet or off internet. To ensure the work you upload is copyright-free, please provide the following information.

- This work was created by me and anyone is free to use it.
- This work was created by someone else and it is free to share.

### 1. Is this entirely your own work?

- This work is entirely created by me
- This work contains the work of others
- I generated this work using an artificial intelligence tool ([view guidelines](#))

### 2. What license do you want to publish this work under? All media on Commons should be published under a free license.

- Creative Commons CC0 Waiver  ([learn more](#))  
(release all rights, anyone is free to use this work in any way)
- Creative Commons Attribution 4.0  ([learn more](#))  
(requires the person using this media to give appropriate credit)
- Creative Commons Attribution ShareAlike 4.0   ([learn more](#))  
(requires the person using this media to give appropriate credit and distribute under the same license)
- Enter a different license

### 3. Please select the option that best describes the purpose of this work.

- This work provides knowledge, instructions, or information to others.
- This work is for my personal use, for example photos of myself, my family or friends, or self-promoting content.

VII. Press **Next**.

VIII. You can add a title and extra information for the image to be published.

IX. Once finished you can copy the link to the image and include it on the organism form.

X. The image will appear to the side of the link:

## Organism form

Edit *Dugesia etrusca*

### Organism Selection

Search in the NCBI database and select one organism

### Images

Create link to images, the images should be open access and ideally deposited in wikimedia or other open sources repositories

MAIN IMAGE



[+ Add new image](#)

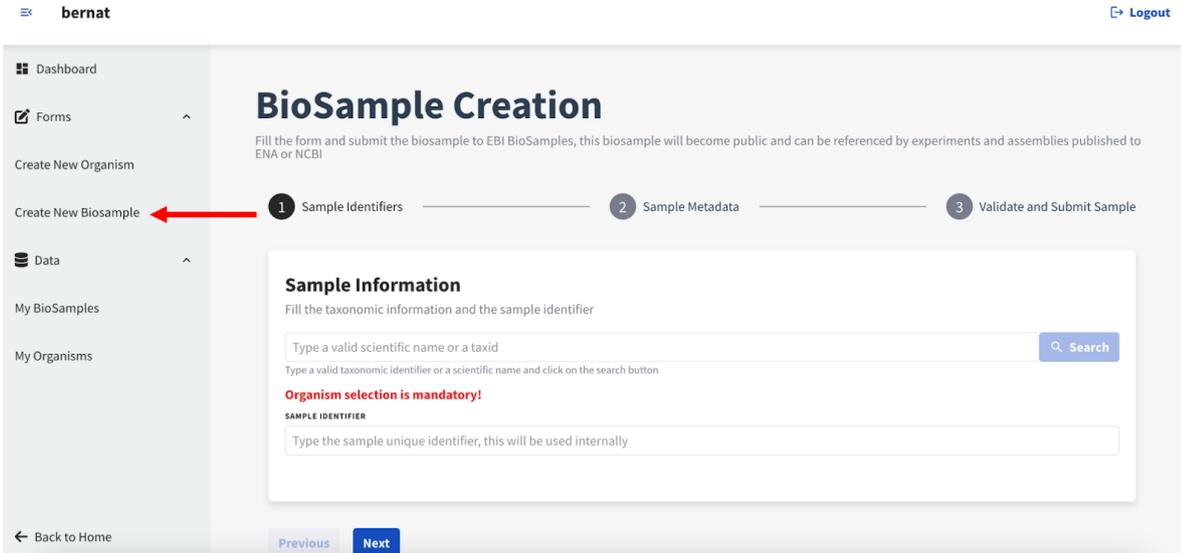
## 2. CREATE A NEW BIOSAMPLE

The portal is directly connected to the European Nucleotide Archive (ENA) and will generate an official Biosample with its corresponding accession number, which will appear within 24–48 hours under the section *DATA > My Biosamples*. Once the data has been submitted, it cannot be modified, so make sure to enter the final, correct information. To generate the biosample, follow these steps:

- I. At the **top left**, next to the username, there is a drop-down menu.
- II. Select: **Forms > Create New Biosample** to create the sample in ENA.
  - a. In the "**Organism Selection**" tab, enter the species name or the **TAXID** (unique identifier of the species). You can find it at: <https://www.ncbi.nlm.nih.gov/taxonomy>.
  - b. In the **Sample Identifier** field, enter your **internal sample code** (the one used at your institution).
- III. Click **Next** to move to the following tab, and once you are in the "**Sample Metadata**" section, you must complete at least the **mandatory fields** (**those marked in red**).
- IV. After filling in all the metadata, you can **validate the coordinates** in the "Coordinates Validation" section
- V. Click **Next**.
- VI. Finally, the "**Validate and Submit Sample**" tab will appear. If everything is correct, click **Finish**. A note indicating your biosample has been successfully published will appear on the screen.
- VII. Your biosample will then be validated by ENA and will appear within the next **24–48 hours** in **My Biosamples** section.

## 2.1. STEP BY STEP

- I. Select: **Forms > Create New biosample** to create a new ENA biosample.



bernart Logout

Dashboard

Forms

Create New Organism

Create New Biosample ←

Data

My BioSamples

My Organisms

← Back to Home

### BioSample Creation

Fill the form and submit the biosample to EBI BioSamples, this biosample will become public and can be referenced by experiments and assemblies published to ENA or NCBI

1 Sample Identifiers — 2 Sample Metadata — 3 Validate and Submit Sample

#### Sample Information

Fill the taxonomic information and the sample identifier

Type a valid scientific name or a taxid Search

Type a valid taxonomic identifier or a scientific name and click on the search button

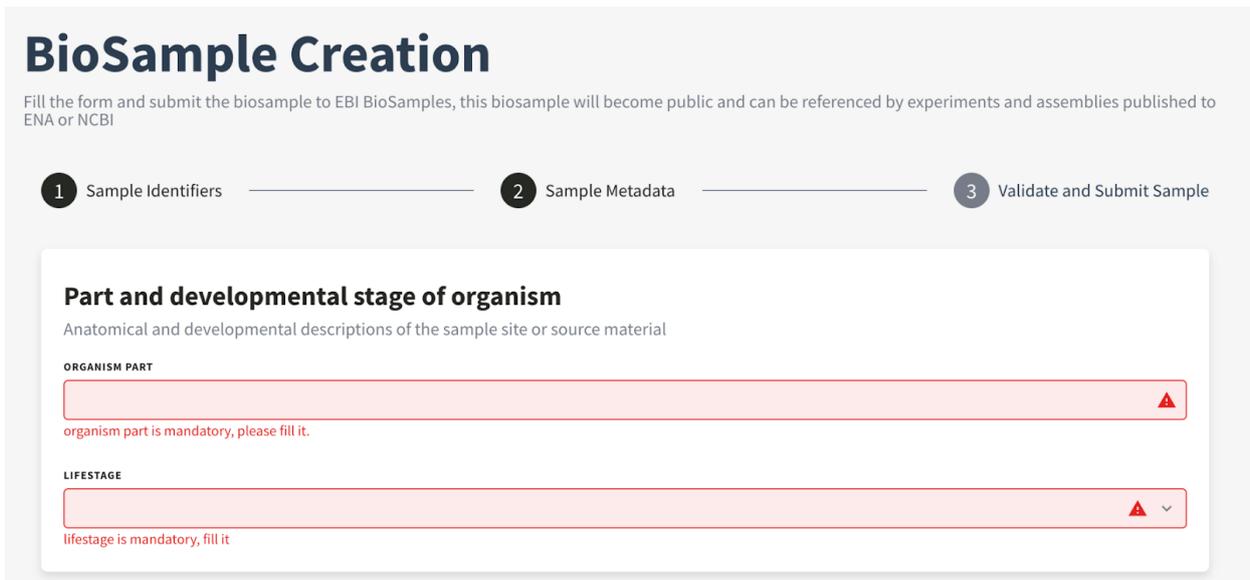
**Organism selection is mandatory!**

SAMPLE IDENTIFIER

Type the sample unique identifier, this will be used internally

Previous **Next**

- II. Once you enter the **Sample Metadata** section, you must fill in at least the required fields (those marked in red).



### BioSample Creation

Fill the form and submit the biosample to EBI BioSamples, this biosample will become public and can be referenced by experiments and assemblies published to ENA or NCBI

1 Sample Identifiers — 2 Sample Metadata — 3 Validate and Submit Sample

#### Part and developmental stage of organism

Anatomical and developmental descriptions of the sample site or source material

ORGANISM PART

organism part is mandatory, please fill it.

LIFESTAGE

lifestage is mandatory, fill it

III. When entering the date and geographic coordinates of the locality, make sure to use the correct format. Coordinates must be in decimal [degrees](#).

COLLECTION DATE

2023-07-14

The date the sample was collected with the intention of sequencing, either as an instance (single point in time) or interval. In case no exact time is available, the date/time can be right truncated i.e. all of these are valid ISO8601 compliant times: 2008-01-23T19:23:10+00:00; 2008-01-23T19:23:10; 2008-01-23; 2008-01; 2008.

GEOGRAPHIC LOCATION (LATITUDE)

42.1061028

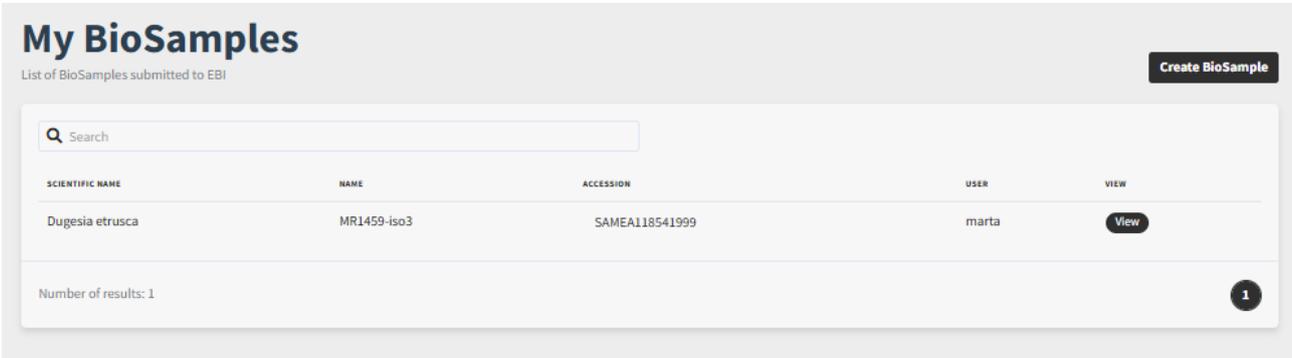
The geographical origin of the sample as defined by latitude. The values should be reported in decimal degrees and in WGS84 system

GEOGRAPHIC LOCATION (LONGITUDE)

1.88001388

The geographical origin of the sample as defined by longitude. The values should be reported in decimal degrees and in WGS84 system

IV. Your biosample will then be validated by ENA and will appear within the next **24–48 hours** in ***My Biosamples*** section:



**My BioSamples**  
List of BioSamples submitted to EBI

Create BioSample

Search

SCIENTIFIC NAME	NAME	ACCESSION	USER	VIEW
Dugesia etrusca	MR1459-iso3	SAMEA118541999	marta	View

Number of results: 1